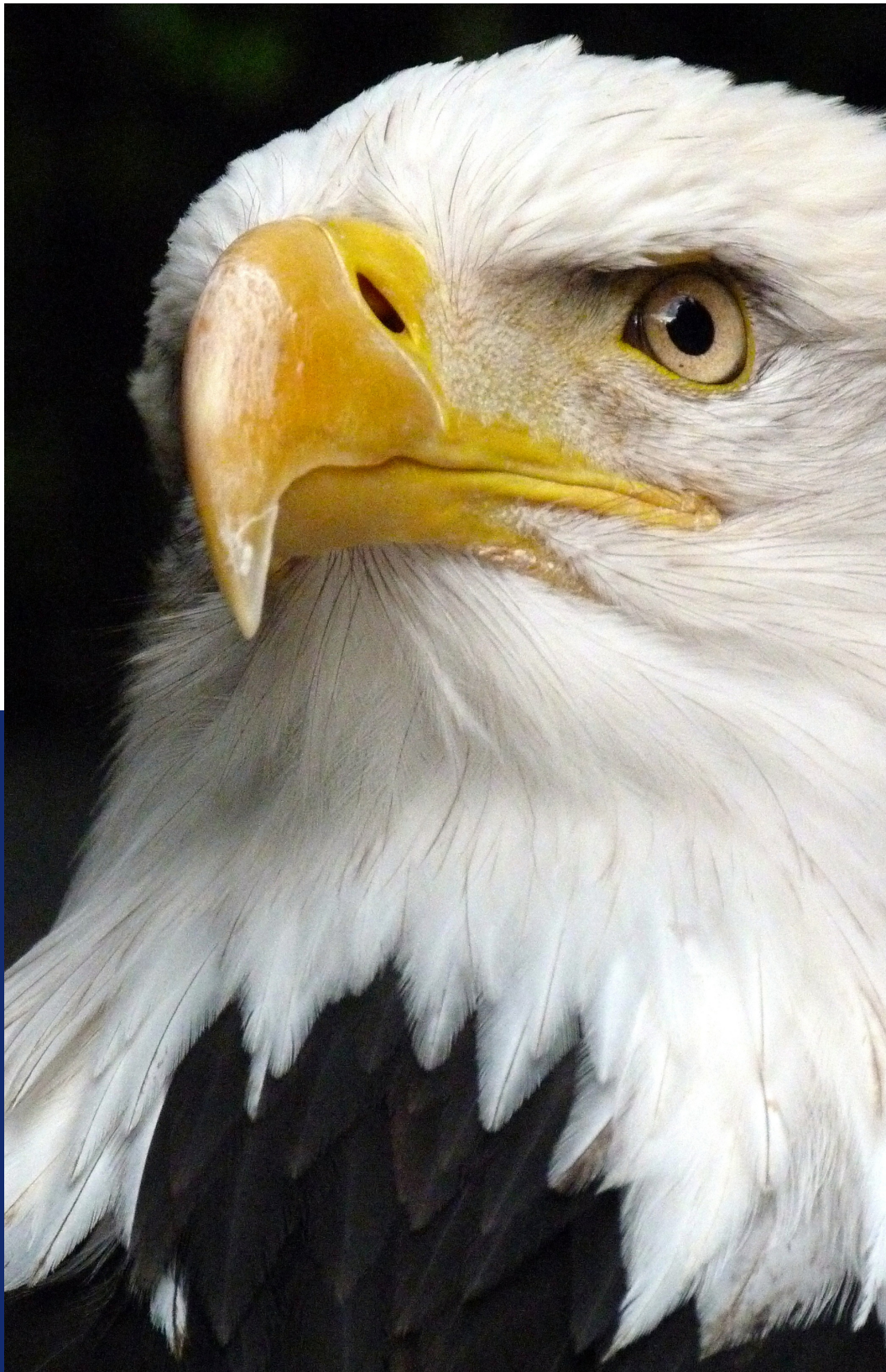


2022 - 2023



SCHOOL OF THE
Heights

Florida League of Christian Schools

Certified FLOCS ID: 4790

State License#: C07PU0049

Mailing Address: 3111 St. Johns Avenue
Palatka, FL 32177

School Hours: 7:30 p.m. – 2:30 p.m.

Office Hours: 7:30 a.m. – 6:00 p.m.

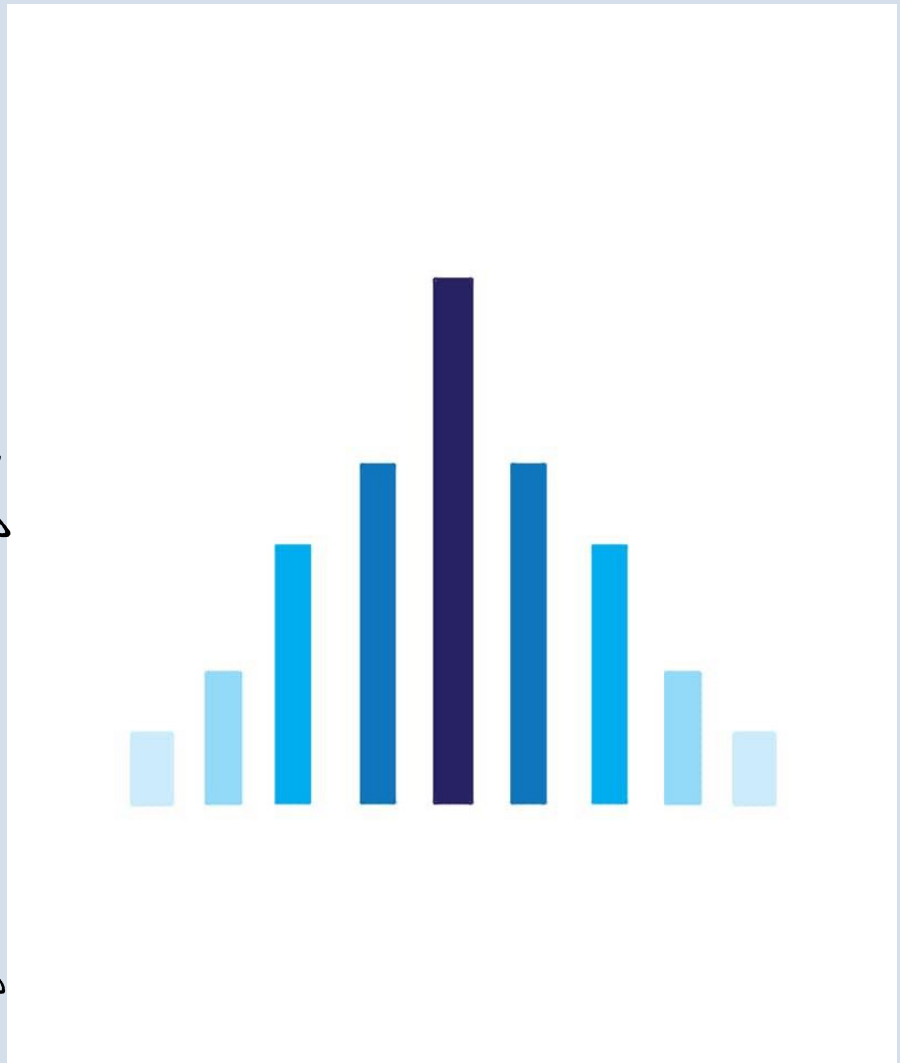
Phone 386-325-0951

Fax 386-325-2129

schooloftheheights.org

THE CHURCH OF THE HEIGHTS

Ministry of



Church of The Heights is a full gospel church with a Pentecostal distinction. We do not seek doctrinal agreement in all areas but desire respect in areas of difference. On the essentials, we desire unity, in the nonessentials, understanding, and in all things, love!

Our Purpose

STHEAGLES

Students at School of the Heights will be grounded in God's Word and challenged to achieve academic excellence as they prepare to effectively use their gifts and abilities to follow God's plan for their lives.

OUR MISSION

School of the Heights is a loving community that spiritually and academically equips, challenges, and inspires students to impact their world for Christ.

OUR CAMPUS

STH Maintains a campus that is modern, clean, and safe. To set the proper example for our students, we request that adults refrain from use of alcohol, drugs, tobacco, and similar products on campus.



"The road to freedom –here and everywhere on earth-- begins in the classroom." – Hubert Humphrey



Welcome to School of The Heights, home of the Eagles. I am thrilled that you have decided to join our family.

School of The Heights, formerly River Christian Academy, has a reputation for excellence, and we are continually striving to provide an excellent elementary education.

My vision for School of The Heights is to continue building a school environment where students feel safe, comfortable, challenged, and engaged in the classroom. Students and staff celebrate our core values and each other. Teachers will feel supported in their teaching and inspired to try new things. Education and assessments will be standards-based, instruction will be engaging, and collaboration will be purposeful.

Thank you for giving us the opportunity to enrich your child's spiritual, academic, and social skills.

Mrs. Ramos

Administrator
MRS. RAMOS



Toni Zumbar
Administrative Assistant



Cindy Wells
Book Keeper



Pat Ziegler
Office Secretary



Heidi Cambers
Office Secretary

W. Peet
OUR OFFICE STAFF

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STATEMENT OF FAITH

We believe:

The Bible is the only infallible and authoritative Word of God.

There is one God, eternally existent in three persons; God the Father, God the Son, and God the Holy Ghost.

In the Blessed Hope - the Rapture of the Church at Christ's coming.

That the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

That regeneration by the Holy Spirit is essential for personal salvation.

The redemptive work of Christ on the cross provides healing to the human body in answer to believing in prayer.

In the Baptism of the Holy Spirit, per Acts 2:4, is given to believers who ask for it.

In the sanctifying power of the Holy Spirit by whose indwelling, the Christian is enabled to live a holy life.

In the resurrection of both the saved and the lost, the one to everlasting life and the other to eternal damnation.

ADMISSIONS STATEMENT

School of The Heights is open to academically qualified students without regard to race, religion, creed, color, sex, or national origin.

ACCIDENT REPORTS

If an accident should occur at school, a report will be required for signature.

AFTERCARE

Aftercare is available until 6:00 pm. Rates are listed on the STH Fees & Tuition Schedule. Parents interested in the Aftercare must enroll students by completing the Aftercare Registration Form.

- Identification (driver's license) is required for any person unknown to the office staff present at pick-up.
- A student who shows repeated behavioral problems or is continually picked up late will not be permitted to remain in Aftercare. STH expects full cooperation from both the student and the parent.
- Children must be picked up by 6:00 pm. A surcharge of \$10 (per child) is charged every 5 minutes past 6:00 pm if the child has not been picked up.
- Aftercare is billed monthly regardless of how many days your child is present.

ARRIVAL & DISMISSAL

When dropping off your child/children, please move as quickly as possible so others can move through the line. For the safety of our students and to expedite the flow of traffic, we ask that you follow the directions of those directing traffic. Do not leave your car unattended where students are dropped off or at any time during the day. Please park in available parking spaces in the school parking lot. In the morning drop-off, K5 & 1st-grade students may walk to their classroom unassisted. Teachers will be in their classrooms to monitor class before the start of school.

- VPK students must be accompanied by an adult listed in their registration packet and must be signed in and out daily in their attendance folder. In addition, after 8:00 am, all VPK parents/guardians must sign their student in through the office.
- Students who are going home by car must be picked up in a timely manner in order to avoid undue congestion. We request that you not ask for older students to be dismissed early. Students will be brought to the car-loading area at dismissal time. In case of inclement weather, teachers will assist students to the vehicle. Students will be located inside the church foyer.
- Please be patient while waiting in the car pickup line.
- All students must be picked up within 15 minutes of dismissal.
- Restriction on Child Pickup: If parents are divorced or separated, and one parent is not allowed to see or pick up the child, we must have a certified copy of the court order or final judgment on file at the office.

“Intelligence plus character that is the goal of true education.” – Martin Luther King Jr.

ATTENDANCE

- School Hours

- Student Arrival no earlier than:
 - Arrival: 7:30 a.m.
 - 1st Bell: 8:00 a.m.
 - Tardy Bell: 8:05 a.m.
- Regular Dismissal
 - K – 6th Grade 2:30 pm.
 - VPK 11:00 a.m.
- Early Dismissal Days
 - 11:00 a.m./No Aftercare
- VPK/Preschool Extended Care
 - 11:00 a.m. – 2:30 p.m.
- After Care
 - 2:30 p.m. – 6:00 p.m.

- Absences

- Students leaving school before 10:30 am or arriving after 10:30 am will be considered absent.
- The parent must write a dated note to the teacher explaining the absence in case of absence. This note must be sent the day a student returns from an absence. There are no excused absences except for student illness or death in the immediate family or doctor and dentist appointments. Excessive unexcused absences may result in dismissal from school and exclusion from school field trips.

- Tardies

- Tardies are disruptive to the classroom and harm your child's educational progress. Tardy students also interrupt the classroom environment. Therefore, any student arriving at 8:05 am or later is considered Tardy. At this time, students must come through the office and have a note stating the reason for tardiness before being admitted to the classroom.
 - A traffic tardy is for construction or wrecks only. Traffic tardies will be limited and decided by the Administration.
 - The first five(5) incidents of tardiness in a short period, such as a month or an academic term, will receive a written warning to notify parents. Tardiness will be noted in the students' permanent records.

- Perfect Attendance

- To obtain perfect attendance, students may not have ANY absences or tardies.

- Maximum Days Missed Policy

- VPK: For VPK students to meet their required instructional clock hours per year, they may not miss more than 30 days. This includes all absences.
- K5-6th: For the K5-6th grade students to meet their required instructional clock hours per year, students may not miss more than 10 days in a semester and 20 days for the year. This includes excused and unexcused absences. A conference with the administrator will be required if a student is at risk of exceeding their maximum days.

STUDENT SUPERVISION

STH staff will be on duty each day from 7:30 am – 6:00 pm.

The school cannot be responsible for students outside the building before 7:30 am.

BACKPACKS

Book bags or backpacks with logos should be in good taste. The school reserves the right to declare any material objectionable. Please be sure that the backpacks or book bag is not too large and that your child's name is on them. (Backpacks with wheels are prohibited)

BIBLE

Bible study is recognized as of fundamental importance and is a compulsory subject. It augments the study of English, history, geography, arithmetic, and science. Without knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books."

Knowledge of the Bible is one of the greatest educational assets anyone can have, in addition to the moral and spiritual values resulting from the study. Character development is the essential work of a school. No other course offered in the school affords more significant opportunities for laying the foundation for Christian character.

BULLYING / NO TOLERANCE

One of our primary responsibilities as a school, in accordance with our school's mission, is to create and sustain a safe community so that all of our students can focus on their work and do their best. To achieve this goal, we must acknowledge that bullying sometimes occurs within our community and is harmful to everyone involved – perpetrators, bystanders, and victims alike.

We have outlined the characteristics of bullying as follows:

- Both boys and girls can engage in bullying behavior. We will not tolerate an attitude of "boys will be boys" or "girls will be girls" to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle, and involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered physical aggression, socially aggressive, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating the victim by making them feel rejected by their community.
- Bullying is malicious gossip and rumor spreading.
- Bullying often occurs outside of the physical school grounds, yet these actions still impact the safety of our students as if they have occurred on school grounds. Therefore, the school will address any bullying behavior demonstrated at school or outside of school that impacts our school community. Examples of bullying outside the school can be (but are not limited to) the following: Emails, text messages, or Instant messages that include physical threats or malicious gossip and slander, "hit lists" via email or other methods of communication naming specific students or teachers and changing other people's email personal profiles.

As a school, we will take seriously any report of bullying behavior according to Florida Statute 1006.147. The school will notify parents whose children have been involved in bullying behavior. Bullying will be responded to through a continuum of consequences and interventions, including suspension or social probation (such as suspension from extracurricular activities or school functions), depending on the frequency and severity of the behavior. Any student displaying low interest in maintaining these standards or who is disruptive in our efforts to strengthen our Christian philosophy may lose the privilege of attending School of The Heights. The Administration may suspend a student depending upon the nature and severity of the situation. In addition, the Administration, at their discretion, may expel a student when deemed necessary.

CELL PHONES, TOYS, & ELECTRONICS

Cell phones are not to be used during school hours.

- They must be left in a backpack on silent or placed on the teacher's desk at all other times.
- Cell phones may be used at the discretion of the STH Administration for special occasions.
- If a student is caught using a phone at school, it will be confiscated and kept in the office for a parent to pick up at the end of the day.
- Toys/Electronic Devices
 - Students may not bring toys to school unless directed by the classroom teacher with permission from Administration. In addition, iPods or other electronic devices are not to be used at school.

CLOSED CAMPUS POLICY

STH operates as a "closed campus," meaning only students, faculty, and staff are permitted on campus during school hours. Therefore, for our school's security, all visitors or parents must first report to the front office, sign in, and wear a campus visitor pass before entering the campus.

Visitors not following this protocol will be asked to return to the office or exit the campus.

• Friends or siblings of students may not visit during school hours without prior consent from Administration.

The playgrounds are for STH student use only.

CONTACT INFORMATION

Parents are responsible for notifying the school office promptly of any change of address, email or telephone numbers (home, work, and cell). Updated contact information is vital in case of an emergency.

DISCIPLINE - See the Discipline Policy on STH Website

DRESS CODE

K5-6th, Please refer to our Uniform Policy on our Website

VPK restrictions apply to shoes: No flip-flops or crocs allowed. Preschool students need shoes that fit their feet appropriately and comfortably. All shoes should stay securely on their feet while running and playing outdoors.

EDUCATIONAL PHILOSOPHY

School of The Heights aims to equip students with the skills necessary to become productive and responsible citizens. We want students to realize that God's ultimate purpose for man is to develop each individual to their fullest capacity physically, mentally, emotionally, and spiritually. (1 Corinthians 10:31; Ecclesiastes 12:13)

Parents and teachers will work together in the process of educating a student's mind and heart. (Deuteronomy 6:1-9; Ephesians 6:4)

We will rely on the Bible as the spiritual guide to achieve these goals. High educational standards and building a personal relationship with the Lord will be a byproduct of a Christ-centered atmosphere. (Philippians 3:10)

ENROLLMENT PROCEDURES

Parents/Guardians must complete the following procedures for students to be enrolled at School of The Heights. Students are not eligible for school attendance until ALL these items have been met:

- All of the previous year's fees must be paid before registration and before the start of the school year. In addition, all current year fees must be paid according to the annual Tuition and Fee Schedule.
- Submit an official copy of the most recent school report card, including student IEP documents, and complete all registration materials.
- Parents must provide the following critical items:
 - Florida shot record of current immunizations.
 - Students must stay current with all the required immunizations for school attendance. Students whose immunizations are not kept current will be refused admittance or temporarily excluded from school attendance until the proper immunizations and documentation are received as required by the state of Florida (FS Section 1003.22)
 - Current Physical
 - Florida law requires all students attending K4-Grade 12 in Florida for the first time to have a physical examination within the 12 months prior to entering a Florida school.
 - The registration fee must be paid at the time of registration and is non-refundable and nontransferable. Should the student cancel for any reason or the deadline is not met, the student's registration will be canceled to make room for those on waiting lists.
 - The tuition is divided into ten equal payments. Each payment covers approximately one-tenth of the total number of school days. Tuition is due by the 5th of the month. Statements will be sent home as a courtesy reminder at the beginning of the month.

GRADING SCALE

Students are evaluated in social interaction, support subjects, and academic areas based on the following scale:

Kindergarten through Sixth

E/4 (Excellent)	A	90-100
S/3 (Satisfactory)	B	80-89
N/2 (Needs Improvement)	C	70-79
U/1 (Unsatisfactory)	D	60-69
	F	59-0

- Penmanship is a fundamental class in each grade level. Letter/Number grades will be associated with Penmanship. Please encourage your child to work neatly and take time to practice for improvement.
- End of Year Awards
 - Principals List – All A's
 - A-B Honor Roll
 - Perfect Attendance (Zero Tardies = Zero Absences)

HEALTH

- Parents are to inform the front office of their child's health problems at the beginning of the school year or when such a problem arises. Unique issues include vision, speech, hearing problems, diabetes, seizures, recent surgeries, medications, or anything that might limit students' performance at school.
- All medications to be administered during school hours must be accompanied by the proper paperwork and brought in by the parent, not the student. Please see office staff to obtain the required paperwork. This policy applies to over-the-counter medications also. NO medicines will be administered without following this process; there will be no exceptions to this policy.
- ILLNESS POLICY-Students who become ill at school should tell their teacher and report to the office. If a student is running a temperature above 100 F, has diarrhea, or is experiencing other signs of apparent illness, the front office will contact the parent for student pickup. Parents are required to pick up their child within 1 hour of notification.
- The following are guidelines for many common illnesses.
 - ·Viral Sore Throats, Colds: Child must be able to participate in all school activities and should not be tired or listless. Severe coughs must be under control.
 - ·Diarrhea, Vomiting: The child should be symptom-free for at least 24 hours and be able to keep food down.
 - ·Streptococcal Sore Throats/Scarlet Fever: Child must be on an antibiotic for at least 24 hours. And fever free without the use of fever-reducing medications for 24 hours before returning to school
 - ·Infectious Rashes, Ringworm, Impetigo, and Scabies: Child must be under effective treatment for 24 hours.

- Conjunctivitis (Pink Eye): Child must be under treatment for 24 hours.
- Chickenpox (Shingles): Notify the school if you suspect your child has chickenpox or shingles. The child may return to school when every pustule is dry and scabbed over.
- Head Lice: Head lice can become a problem if not dealt with immediately. We reserve the right to conduct periodic head checks. If a student is found with live or dead lice or nits, the parent will be notified, and the student will need to be picked up immediately. The student's hair must be treated and all lice and nits removed, live or dead, before a child will be permitted to return to school. Parents must accompany their child to school on the day of their return and wait until an STH employee checks the child's hair before the child may return to school. STH also reserves the right to require proof of treatment in the form of a receipt in any instance.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students in advancing in their studies. Therefore, each student is required to complete their homework assignments on time.

Homework is given for several reasons.

- For reinforcement:
 - We believe that most students require good review to master material essential to their educational process.
- For practice:
 - Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- For remedial activity:
 - As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- For special projects:
 - Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do require parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated late homework could result in a student's suspension.

"Success is the sum of small efforts, repeated day in and day out." – Robert Collier

LUNCH

- Full-day students are required to bring a nutritious lunch to school. Parents are welcome to eat with their children in one of our outdoor areas.
- Please do not send items in your child's lunch that need to be refrigerated (ice packs are encouraged). No sodas will be allowed in school lunches or brought in with an outside lunch. (Example: McDonald's Happy Meal must be juice or milk.) Likewise, please keep sweets and candy to a minimum.
- Friday Lunch
 - We order pizza or Zaxby's on Fridays. Your child can purchase two slices of pizza, chips, and a drink for \$4.00 on Pizza Day or a chicken tenders, a bag of chips, and a drink for \$4.00 on Zaxby's Day. Teachers will send weekly reminders home. Please return no later than Wednesday of each week with the money.

LOCKDOWN, SAFETY DRILLS & REUNIFICATION PLAN

- If, for any reason, the school is placed on lockdown, parents will not be able to check out students until the situation is deemed safe.
- Drills - STH Practices monthly drills, including lockdown, fire, and tornado. These drills are to practice our safety procedures to prepare our students in case of an actual emergency.
- Reunification Plan
 - In case of an emergency evacuation from the school facilities, the following procedures will be followed:
 - Teachers will escort students to the Johnson-Overturf Funeral Home parking lot, 270 S. Palm Avenue
 - Parents will be called and notified of the evacuations.
 - Proper identification will be made before students are released to their parents.
 - Questions will be answered on an as-needed basis.
 - Please refer to our Emergency Plans on our Website for more detailed information.
- Weather Emergency and School Closures
 - STH will typically follow the Putnam County School closing guidelines because communication can be achieved quickly through media. STH utilizes Social Media to handle communication from the Academy to parents. In the absence of media instructions, we ask that parents use their best judgment as to personal safety regarding travel in inclement weather. Please refer to the Emergency Plans on our Website.

“Learning is a treasure that will follow its owner everywhere.” – Chinese Proverb

SCHOOL CONFERENCES

Please feel free to consult with the school office regarding any problems or questions concerning your child. It is the desire of the Administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. However, we urge that such conferences be made by definite appointment with the teacher at a convenient after-school hour. If you need to talk with a member of the faculty, please call the school office between 8 am and 4 pm. Your call will be returned as soon as possible after school.

SCHOOL PARTIES

Class parties will be organized throughout the year.

- Invitations to parties off-campus may not be given out at school unless every child in the class is invited.
- When bringing favors and decorations, keep in mind that STH emphasizes the spiritual meaning of the holidays such as Christmas and Easter. Therefore, we ask that parents not bring party items that portray: Santa Claus or any Halloween icons.

STUDENT MATERIALS

- Books and all student materials are to be kept in good condition. Any damage to books will require the purchase of a new book.
- Planners
 - Students are issued a planner at the beginning of school and are required to have it with them daily.
 - Planners are to be kept in excellent condition. If damaged or lost, you will be required to purchase a new one.
 - Students are not to write in their planners unless instructed by their teacher, i.e., homework.
 - Parents are required to sign their child's planner each day. Please do not write long notes in the planner. Notes and excuses should be written on a separate piece of paper.
 - Planners are used as a tool for information and a pathway for communication and information between the school and the parents.
 - Money Sent with Students
 - Money should be in a sealed envelope with the following information on the outside.
 - Child's name
 - Amount and purpose
 - Teachers name
 - Money and all important documents can also be given to the office by a parent.

TUITION, FEES, & RECORDS

- School of The Heights publishes a new fee schedule each school year and may be obtained from the office or our Website.
- All tuition payments are due by the 5th of each month from August 5 through May 5 for a total of 10 payments regardless of the number of school days in a month. This includes aftercare fees. If your child is signed up for Aftercare, you are still responsible for those fees even if they do not attend on all days.
- Records Policy
 - Final report cards will not be issued to any student whose account is not paid current. Transcripts will not be transferred to other schools or given to any Parent whose account is not paid current.
 - Reenrollment for the coming school year will not be allowed by any student whose invoice is not paid.
 - A current account implies that ALL and ANY fees incurred by the student at STH for any reason are paid in full.
- Refund Policy
 - The registration, book, and supply fees are non-refundable should the student withdraw.
 - Students attending one day or more of any period will owe the whole period's tuition/aftercare. However, if the account shows a credit balance at the time of withdrawal, that amount will be refunded.

WITHDRAWAL POLICY

All withdrawals from school must go through the school office, and a student withdrawal form must be completed.

- If the student account is showing a credit balance at the time of withdrawal, this amount will be refunded.
- No school records will be released for any student when a balance is owed on the student's account.
- All school property must be returned at the time of withdrawal. There will be no refunds for registration fees or book and supply fees.
- SUFS and AAA scholarships will not be able to be transferred if you have an outstanding balance.

Parents will be asked to withdraw their child(ren) for the following reasons:

- Attendance issues that are unresolved.
- Parents or family members who are unwilling to cooperate with the administration of the school.
- A student's conduct, attitude, or lack of academic effort makes it mandatory for that child to withdraw from STH. In some cases, expulsion may be necessary.
- Tuition is delinquent for 30 days without satisfactory arrangements made with the Administration.
- Inappropriate social medial postings and communications.
- General unwillingness to comply with the teachings and moral character of School of the Heights and Church of the Heights.

SCHOOLS OF THE HEIGHTS

Eagles

TERMINATION OF SCHOOL

In the event a decision is made to close the school, School of The Heights will do the following: Notify parents in writing; transfer student records to the parent or legal guardian; maintain incident reports for a minimum of 180 days; retain all state documents (i.e., fire drill records, inspection reports, attendance, etc.) for a minimum of 365 days. If the school cannot maintain records, then records will be forwarded to the FLOCS office.

