

THE HEIGHTS

3111 St. Johns Ave. Palatka, Fl. 32177 Phone: 386-325-0951

Fax: 386-325-2129

Web: schooloftheheights.org

Principal: Amanda Ramos Email: aramos@schooloftheheights.org

RISING HIGHER Thank you for choosing School of The Heights for your child's elementary educational experience. Below, I have listed the necessary items to enroll or reenroll your child for the 2023-2024 school year.

- First Steps
 - o Complete registration form
 - Complete all sections.
 - Pay \$75.00 non-refundable refundable Registration Fee
 - We do not accept McKay Scholarships.
- Complete all forms in the registration packet and return them to the school. Please read all pages and sign all areas that have a signature or initial line.
 - Permission to Pick-Up/Emergency Contact List. & Information Card
 - Attendance Policy Agreement
 - Parent Authorization Form <u>Must Be Notarized</u> Avaliable in STH office
 - First Aid & Allergy Information
 - Authorization for Pain Reliever
 - GradeLink Student Information Form
 - This is for our school notification system. Please use the same main email and phone contact used on the registration form.
 - Discipline Policy Signature Form
 - o Aftercare Registration Form (if applicable, not covered in scholarship)
- > In this packet you will also find:
 - o Uniform Policy <u>K5-6th Grade</u>
 - o Fee Schedule
 - o School Calendar
 - School Discipline Policy Parent Copy (For you to keep)
 - School Supply List
- Additional items needed for new students or returning students that require an update to files:
 - Copy of most recent report card (new students)
 - Copy of Student 504/IEP Plan (new students)
 - Current Shots & Physical (new students)
 - Current Photo Id of Parent/ Guardian

If you have any pertinent information about your child's educational experience at School of The Heights such as: medication/health, student abilities/disabilities, diet, allergies, custody arrangements, etc. we ask that you include a detailed letter regarding such with this packet so that we can do our best to aid your child successfully.

We look forward to a remarkably successful school year!

Thank you,

Mrs. Ramos

School of The Heights 3111 St. Johns Ave Palatka, Fl 32177

Applying for the 2023-2024 School Year

Circle One: K5 1 2 3 4 5 6 STUDENTS LEGAL NAME: First Middle Last Goes by _____ Male ____Female ___WHITE ___ BLACK ___ HISPANIC ___ INDIAN ___ ASIAN ___ MULTI RACIAL SSN____/___ Home #_____ Address _____ City_____ State Zip **SCHOOL LAST ATTENDED:** CITY _____STATE ____ Does student have a 504 Plan or IEP YES NO Has this student been retained in a previous grade? ____Yes ____No What Grade: _____ **FAMILY INFORMATION** Child lives with_____ (Please Circle) MOTHER/GRANDMOTHER/LEGAL GUARDIAN Cell Phone ______Work____ Employer ____ (Please Circle) FATHER/GRANDFATHER/LEGAL GUARDIAN Cell Phone ______Work____ Employer

Is this child in : Foster Care, Family Care, Protective Care, or other?YesNo			
	other:tesNo		
OTHER INCORN	TATION		
OTHER INFORM			
	ear about STH?FriendSign		
	perSTH Staff Member		
rormer Parer	nt of STH StudentCurrent STH ParentOther		
Referred by:	·		
BILLING INFORI	<u>MATION</u>		
Bill to Parent N	ame:		
Address			
City	StateZip		
Home Phone (_)		
Cell Phone ()		
)		
E-mail			
I under each month of after the 5thI under fees; as a self fees not cove scholarship aI will re Handbook fo stand my chil	Initial Each Line After Reading restand that tuition is due on the 1st of for that month, and is considered late of each month. restand that the I am responsible for all f-pay or scholarship parent, including all ered by, or in excess of the awarded mounts. review the School of The Heights Student redetailed financial policies and under- d's ability to attend STH is directly relat- erence of the policies in our Student		
Date	Parent Guardian Signature		
	OFFICE USE		
	Date Received New Student Start Date		
	Withdrawal Date		
	Registration Fee		
	Paid CV# Cook Data		

Copy of Most Recent Report card

Entrance Test Date

STH Parent Authorization Form

A Parent must initial Rach line	Student Name:	
	Grade:	

. Parent must initial Each line

_MANDATORY CHILD ABUSE & NEGLECT REPORTING

STH employees are mandated by law to report their <u>suspicions</u> of child abuse, neglect, or abandonment to the Florida Abuse Hotline under s.39.201 of the Florida Statutes (F.S.).

_AUTHORIZATION FOR EMERGENCY MEDICAL CARE

To meet all legal requirements, I now authorize the director or the person in charge in the event of their absence to give my consent for all necessary emergency medical treatment for my child while in said individual's custody. In the case of severe illness or accident, and I cannot be immediately contacted, I permit to have my child moved by ambulance or other conveyance to a doctor's office, clinic, or closest hospital for immediate attention. I also assume responsibility for the payment of the same.

AUTHORIZATION TO TRANSPORT

For field trips or in the event of any emergency that requires the school to vacate the premises and I or my contacts are unreachable, I authorize the director or the person in charge to transport my child to a safe environment until I can be reached.

STUDENT/PARENT HANDBOOK

I understand that my child and I are expected to follow the guidelines established in the STH Student/Parent Handbook on our website: schooloftheheights.org. I have read the Handbook and I agree with all the policies therein.

TUITION AGREEMENT

I understand that tuition is due by the 5th of the month. After this time, additional fees may incur. Failure to keep the account current will lead to dismissal from STH & loss of scholarship. (if applicable)

Termination of School Policy

Upon the decision 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 should be forwarded to the FLOCS office.

_Consent for Record

I understand that childcare personnel needs access to my child's records and personal information. Only authorized personnel will have access to these records.

Statement Of Cooperation

I recognize that attendance at STH is a privilege, not a right. Parents are expected to cooperate with and support STH and its teachers in the education and discipline of their child (ren) both in the classroom and during other related school activities. Students shall forfeit the privilege of attending the Academy if they do not conform to the standards and way of life at the Academy. STH reserves the right to withdraw a student at any time a student does not conform to the spirit of the STH.

Photography Consent

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I consent for my child's photo to be used in brochures, videos, or other media publications of the School of The Heights or its affiliate First Assembly of God Inc.

This consent form shall remain in effect for as long as your child attends School of The Heights. Any reference herein to "child" shall refer to the child listed on this document.

	NOTARY STAMP
	Notary Public, State of Florida Signature:
	identification and who did not take an oath.
8	personally known to me or who has produced Florida Driver's License #
	day of, 20, personally appeared, who is
	<u>Notary Information:</u> State of Florida County of PUTNAM, sworn to and subscribed before me in the State as mentioned earlier and County this
	Parent/Guardian Date
	Print Name: Parent/Guardian



Permission To Pick-up/Emergency Contacts

	, GIVE PERMISSION FOR THE SCHOOL OF THE HEIGHTS			
TO RELEASE MY CHILD				
FOLLOWING PERSON(S) Addition	nal Names Not listed on	Registration Form Vali	id Identification is requir	
NAME	PHONE	RELATION	ISHIP	
•				
A				
			ST.	
THE FOLLOWING PEOPLE MAY	NOT PICK UP MY	 CHILD/CHILDREN	:	
NAME		RELATIONSHIP		
NAME				
NAME				
Parent Guardian Signature:			Date:	
			•	
ame	Heights Student In	Race	GradeAge	
Last First dress	Middle	No half had blad think hink joint hand joint	Phone	
th date/				
Month Day Year ild's physician	Allergi	es		
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ther's Name			me	
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K5-SIXTH GRADE ATTENDANCE POLICY

Student Name:
Initial Each Statement Below:
In order 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. Per state law, students may not have absences that exceed the limits stated above or they will be in danger of not being promoted. A conference with the administrator will be required if a student is in danger of exceeding their maximum days.
Students will be considered tardy after 8:05 am. Students leaving school before 10:30 am or arriving after 10:30 am will be considered absent. The first five(5) incidents of tardiness in a short period of time such as a month or an academic term Written warning to student and notify parents. Tardiness will be noted in the students' permanent record.
When returning to school after an absence, a note from the doctor with the date and time of visit with signature must be presented. A note from parents will be accepted with the necessary information. Some excuses will require authorization from administration, and may not be deemed as acceptable excuses for tardy or absence from school. Students will not be permitted at school during the time frame recommended by their doctor that they are to be in isolation due to illness. Not all excuses are considered excusable.
Parent Signature: Date
SCHOLARSHIP RECIPIENT OBLIGATIONS (if applicable) PARENT SIGNATURES Parents are required to sign their child's Scholarship Check in office for AAA scholarship students, and SUFS scholarship students on the SUFS.org website 4times a year when notified by the
school. Failure to do so in a timely manner, will result in dismissal from STH.
Students must abide by the attendance policy of the participating private school in which they are enrolled. Failure to do so may result in a loss of scholarship. Should extenuating circumstances exist that cause a student to be absent for an excessive amount of days, during which no education is being provided by the school to the student, the school should submit an Exit Confirmation Form (ECF) for this student. Once the student has returned to the participating private school, a School Commitment Form (SCF) should be submitted to reactivate scholarship funding.
<u>Students</u> and families must abide by the behavioral and disciplinary policies of the participating private school in which the student is enrolled. Failure to do so may result in loss of scholarship. A participating private school reserves the right to suspend or expel students if its published policies are not followed. If a student, over the course of his/her academic career as a Step Up For Students Scholarship recipient, is expelled from a participating private school three times, she/he will lose the scholarship permanently; with no option to renew (this will not affect the scholarship of any siblings).
I have read the K5-Sixth Grade Attendance Policy and Scholarship Recipient Obligations and will adhere to the policy. I understand that if the maximum number of allowed absences are exceeded this could lead to the loss of my child's scholarship.
Parent Signature Date



First Aid & Allergy Information

Student Name	Grade:
point or another. Some students get minor scr develop common colds, a sore throat etc.	ar for your child to need first aid treatment at one ratches on the playground or while in P.E., others
In our first aid supplies we have included these	e items for use:
Peroxide, for cleaning	Cough Drops/Throat lozenges
Bactine Antiseptics Spray	Saline Solution
Rubbing Alcohol	Calamine Lotion
Anti-Itch Spray	Ace Bandages
of this form. Information on Non-Food allergies:	se cross it off, and make a notation on the bottom
Please provide the following information re	
My child Does not have a food allergy or	•
,	ate the school in the event that there are changes
Parent or Guardian Signature	Date



Authorization for School-Supplied Pain Reliever for K5-6th Grade Students

Purpose: Over the counter (OTC) pain relief medications can be obtained without a doctor's prescription and are used for the relief of pain symptoms on a temporary basis. Providing parent approved short-term medications, such as pain relievers, may provide symptomatic improvement for the student, which enables attendance for learning and causes less classroom disruption.

Parent/Guardian Authorization

Valid for Current School Year: 2023-2024	`	
Student Name	Date of Birth	Grade
I give permission to authorized school staff to give metrin/Advil), when determined to be needed for headar contact will be attempted prior to administering med	che, menstrual cramps or t	
Medications given: Liquid, tablet or chewable acetar ble. Students will be given the amount listed in the december of the dece		
Does this student have any drug allergies? List		
Does this student have any chronic health conditions	? List	
Parent/guardian signature	Date	

Date	Time	Medication	Dose	Parent Contacted	Reason/Need for Medication	Initials
		<u> </u>				



GradeLink/SMORE Communication Information

STH uses the **GradeLink** system to communicate school-wide information to parents/guardians. Periodically you will receive a voice message, an email, or a text regarding upcoming events, school closures for emergencies or holidays, weather-related issues, and other reminders and need-to-know publications. In addition, the office will send communications to the phone numbers and emails listed below. If at any time this information changes, we ask that you submit updated information.

Classroom Teachers utilize a program called **SMORE** and email weekly newsletters that contain classroom information, homework, test & quiz schedule, projects, and upcoming notifications about their classroom and the school.

Student Information

First Name	Goes By			
Middle				
Date of Birth	Gender:	Male Fen	nale	
Mailing Address				
City		e		
(Circle all that Apply)				
Student lives with: Father _	MotherStepfath	erStepmother	GuardianOth	ıer
If yes, do you have a shared schedu	le? Please list details:			
Father's Name	Cell Phone			
Mother's Name				
Siblings At STH				_
Please list any information below th	·		ording your communicati	on —

*Please sign and return this portion with your child's registration packet

School of The Heights Discipline Policy

Student Name:	Grade:
my best to support the teacher resolve any issues that arise is child. I have reviewed this inf	School of The Heights Discipline Policy. I will doers and staff working on my child's behalf. I will not a professional and timely manner to help my formation with my child/children. I understand policy will lead to dismissal/expulsion.
Date:	Parent Signature
3 rd -6 th Grade Student Signature	e



 $K5-6^{th}$ Aftercare is available until 6 pm on all regular school days. Aftercare is not available on school holidays, staff planning/development days, or half-days.

To maintain the proper student to adult ratio and prepare supplies, we must have an STH Aftercare Registration Form for each child. If you choose to unenroll your child from aftercare, you must notify the office and have your account paid in full. When enrolled, aftercare is billed monthly regardless of how many days your child is in attendance.

Students in aftercare are on a rotation schedule, which includes indoor and outdoor activities, snack time, crafts/art projects, and also have an opportunity to begin homework. Aftercare teachers are not responsible for completing assignments, as multi-age level groups are in their care. The final overseeing of homework is still a parental responsibility.

Aftercare is a privilege, and students must follow the behavior guidelines in the Discipline Policy of STH. Students demonstrating behavior issues will be dismissed from aftercare.

Student's Name:	Grade:
Parent/Guardian Name:	
Phone:	
Allergies to Food:	Snack is provided daily
Afterschool Medications:	
Time Given:	
Please Initial beside each line:I understand that the \$200.00 fee is due no land December. Failure to keep your account current will result agree to pick up my child no later than 6:00 p	ult in your child's dismissal from aftercare.
I understand that students may not be picked registration forms.	up by persons who are not listed on the student's
Parent Signature:	Date:
***********	******
Admin. Notes:	

Discipline Policy of School of The Heights

using the following methods as a means of discipline at STH: Corporal punishment, including paddling or hitting, Godliness (1 Timothy 4:7). The responsibility for discipline lies primarily with the parents, with the school assisting them as they fulfill their God-given obligation (Deuteronomy 6:4-9, Ephesians 6:4). Therefore, we do not allow or believe in pelittlement, and meaningless tasks. School of The Heights views discipline as not simply punishment but as training in righteousness, with the goal of

not reimquish their responsibility to the school. Instead, the school is here to support the parents in their discipline. If the school and the home are not working together on discipline, whatever the school does will be ineffective. While we employ various methods, the responsibility for student compliance finally rests with the parents, not with the school. Discipline is primarily a parental responsibility. It is up to the parents to see that the students behave correctly. Parents do

PURPOSE OF DISCIPLINE

guidance of the Holy Spirit. Indeed, the goal of all outward discipline is self-discipline within the framework of positive develop qualities of good citizenship. We reach these goals, specific standards of conduct are established. Students are asked to discipline themselves in relation to this code because the best form of discipline is self-discipline under the The purpose of discipline in a Christian school is two-fold, first, to bring the Student to maturity in Christ, and second, to

to authority, courtesy and respect for others, responsibility, cleanliness and orderliness, truthfulness and honesty, morally character traits into the lives of its students and pursues an active program in doing so, both through instruction and example. A rebellious spirit or negative attitude, which is unchanged after much effort by the faculty, can be a poor correct conduct, and wise use of time, talents and material possessions. STH seeks, in other words, to build Godly influence on other students. Continued deliberate disobedience to a teacher or school rules harms the school's testimony Positively, the school seeks to cooperate with the home in forming good habits in the Student such as cheerful obedience

guidelines in this document evaluates as chronic, flagrant, or otherwise worthy of special handling will be referred to the Principal/Administrator. These situations will be dealt with as they seem most helpful to the individual and the student body as outlined under the incomplete classwork, lateness, and other offenses shall be handled by the teacher. However, situations that the teacher As a general rule, classroom actions that evidence disrespect, lack of courtesy, general disturbance, abuse of permission,

CODE OF CONDUCT

behavior and establishes the procedure and process for addressing disciplinary matters. To best fulfill the goals of the discipline process, STH has established a Code of Conduct that defines expected student

Students are expected to demonstrate the following behaviors and characteristics:

- Integrity is keeping one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments adequately and on time), and respecting authority.
- Self respect toward School of The Heights and its employees and students, and the property of others Courtesy extended in all relationships Student to Student or Student to teacher/staff
- Stewardship of the property, supplies, and equipment of STH, as well as wise stewardship of personal items.
- Preparation for class and readiness to learn.
- Reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed

- GENERAL SCHOOL RULES (At the teacher's discretion, other class rules may be made).

 1. Students MUST respect others' rights and property and the authority of the Principal/ Administrator, teachers, and ALL.
- Students MAY NOT be in classrooms or school buildings without the supervision of a teacher or school staff
- 3. Students are not to yell, run, or be rowdy in the walkways.
- 4. Students should not push, yell at, or bother others when walking as a class.
- There is NO talking in the line to or from anywhere on campus.

- 6. Electronic devices are not allowed in school. Cell Phones are to be turned off while on campus and kept in the Student's backpack. STH is not responsible for loss or damage. Cell phones are not allowed to be used on school grounds.
- 7. Students must not damage or deface school property or property belonging to others. The Student and parent are responsible for paying for any damage done.
- Students should help keep our school clean by placing trash in the trash containers and picking up trash even if they didn't throw it down.
- 9. Drinking fountains are to be kept clean. There is to be no shoving or pushing around the drinking fountains.
- Children are NOT to speak to anyone who is on the sidewalk or in a car.
- Students must display modesty. Refer to the Dress Code.

STEPS FOR DISCIPLINE:

suspension, or as a final resort, expulsion. The teacher in the classroom manages most disciplinary issues, and the process can involve any of the following, separately or in combination as appropriate. Disciplinary action will be taken for infractions of school policy and rules. These may include detention, probation,

The Teacher/Staff member will always begin by implementing the Give 'Em Five Strategy

- Support Focus on the Student's strength.
- Expectation Refer to shared expectations, such as classroom rules or STH Keys to Character
- Breakdown Describe how the expectation was not met.
- Benefit State how a different benefit could benefit the Student.
- Closure Finish with a positive statement, so both the Student and educator can move forward without damaging the relationship.

If the unacceptable behavior continues to occur, the following steps may be taken

- Notification of behavior problems to parents by phone
- Student conference with the Principal.
- A parent-teacher-student or parent-teacher-Principal conference

More extreme or persistent cases of misconduct will be managed by the administration and treated with one or more of the following measures:

- Detention
- Conference with the Principal and Teacher
- Probation, combined with appropriate application of consequences relevant to the offense
- In-school suspension
- Out-of-school suspension
- and recommendation; reinstatement on probation Withdrawal, until restitution and restoration can be confirmed via visible student behavior and pastoral counsel

School of The Heights

2023-2024 FEE & TUITION SCHEDULE

FEES ARE NON-REFUNDABLE

K3 PRESCHOOL FEES & TUITION

Registration Fee \$130 Due upon Registration PK3 Book/Supply Fee \$150 Due August 1st PK3 Tuition \$425/Monthly 8:00 am to 6:00 pm PK3 Half Day Tuition \$250.00 8:00 am to 11:00 am Friday Lunch \$5 each

VOLUNTARY PRE-KINDERGARTEN

VPK4 Half Day FREE 8:00 am to 11:00 pm

PRE-KINDERGARTEN EXTENDED CARE

Extended Care \$160.00/ Monthly 11:00 am to 2:30 pm Wrap Around \$320.00/Monthly 11:00 am to 6:00 pm Friday Lunch \$5 each

KINDERGARTEN THRU SIXTH GRADE FEES & TUITION

*Parents are responsible for any fees that exceed the awarded scholarship amounts.

Books & Supply Fee \$500 August 1st Tuition \$595/Monthly* Due by the 1st/325 if paid by the 5th of each month STH T-Shirts

\$60 (3) Due upon order Friday Lunch \$5 each

Educational Trip (6th Grade) \$325 Due at time of Trip Deadline

K5-5th Total Fees \$6510.00 6th Grade Total Fees \$6835.00

Not Included in Scholarship program

Registration Fee Due upon Registration, Non-refundable

K5-6th Afterschool Care \$200.00/Monthly Due by the 1st Monthly

2:30 pm to 6:00 pm \$100.00 Nov & Dec

\$25.00 Late fee if paid after the 5th of each month

STH School Jacket \$45.00 -Upon Availability

\$20.00 -Upon Availability Additional STH Shirts

PAYMENTS

First tuition payment is due AUGUST 1, 2023.

Tuition payments are made in 10 Equal Installments beginning August 1, 2023 and ending May 1, 2024 Yearly tuition pre-paid in full by August 1st will received a 10% discount per student.

DISCOUNTS

*\$270.00 Discount will be applied to Kindergarten thru Sixth Grade Monthly Tuition if paid by the 5th of every month. *\$300 Discount will be applied to Kindergarten thru Sixth Grade Yearly Tuition for the second child, and every child thereafter paid by the 5th of every month.

Scholarship Students are eligible for all discounts, but they may not qualify for the discounts.

STEP UP FOR STUDENTS SCHOLARSHIP, FES & AAA SCHOLARSHIP

This scholarship covers all Fees and Tuition listed in the section titled: KINDERGARTEN THRU SIXTH GRADE FEES & TUITION



School of The Heights

K5-6th Grade Uniform Policy

Boys:

Uniform Pants / Uniform Style Joggers / Uniform Shorts

- Navy
- Black
- Khaki

Students may not wear black jeans as uniform pants

Boys Polo Shirts

- Navv
- Royal Blue
- Light Blue (Not teal)
- Gold (Not yellow)
- Black
- White

Outerwear: All jackets and sweaters must be one of the above colors or the School issued Jacket.

Solid color blue or black jean jackets are approved.

Winter coats for <u>outside</u> <u>play</u> may be any color.

Girls:

Uniform Pants / Uniform Style Joggers / Uniform Shorts / Uniform Style Skirts & Skorts / Uniform Style Dress or Jumper

- Navy
- Black
- Khaki
- New Item
 Blue Gold Plaid
 (From French)

(From French Toast Only)

All uniform style skirts, skorts, dresses, and shorts must be no more than 3" above the knee cap. Shorts or leggings must be worn under skirts and dresses.

Students may not wear jegging style pants or shorts; this includes leggings (even if they have pockets)

Girls

Polo Shirts

- Navy
- Royal Blue
- Light Blue (Not teal)
- Gold (Not yellow)
- Black
- White

*Girls may also wear uniform style white button-ups, oxford style shirts under jumpers.

Outerwear: All jackets and sweaters must be one of the above colors or the School issued Jacket. Winter coats for outside play may be any color.

Friday Attire:

Students who choose to dress down for Friday may wear the following:

> Any School of The Heights T-Shirt

Students may wear jeans with the following guidelines:

- Solid Blue Jean color, jeans/shorts/joggers in Light wash or dark
- Solid color Black (Not gray)

Additional Information: Jeans:

- No rips or tears above the knees unless they have a patch sewn under the area.
- Students may not wear jegging-style pants or shorts; this includes leggings even if they have pockets.
- Students may not wear black jeans as uniform pants

Sweatshirts/Hoodies

 Pull-over hoodies are not allowed. All hoodies must fit the above descriptions and have a zipper in the front. Students are to stay within the same color scheme as polos for:

- Jackets
- Zipper Hoodies
- Long-sleeve undershirts
- Undershirts
- Camis
- Knee socks
- Tights
- Leggings used under a uniform dress or uniform skirt only

Solid color blue or black jean jackets are approved.

Jackets and Sweaters should be solid and not have a larger brand logo than the child's hands.

Shoes

- Tennis shoes
- Boots
- Flats
- Sandals with a strap on the back.
- Students may not wear Crocs

All shoes need to fit comfortably and safely stay on students' feet in all activities.

PE

Students should wear tennis shoes on days their class is scheduled for PE

> Check your child's schedule for more information on this.