

To the Parents and Students:

**WELCOME TO HERITAGE ELEMENTARY SCHOOL!** We are pleased that you are a part of our school community, and we invite you to become an integral part of it. We need your involvement in ensuring this school year a successful one.

The staff at Heritage is dedicated to providing a quality education for our students within a safe and positive environment. We will strive to help the students maximize their potential. We share with you the responsibility for the instruction and guidance of your child.

The policies and procedures detailed in this handbook have been prepared to assist you in becoming familiar with Heritage Elementary. It also provides the opportunity for better understanding between the school, parents and students. Please take the time to read this handbook and refer to it when you have a question concerning the everyday operations of the school.

The HERITAGE Faculty and Staff

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***The 2011-2012 School Planner was purchased by  
the Heritage PTA.***

***A very special thank you goes out to them for  
providing this to our Heritage Elementary  
students!***

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*The Heritage Family grows together as we care, share, lead, and learn.*

Heritage Mission Statement

*Today's Learners, Tomorrow's Leaders*

Heritage Vision Statement

The following information applies to Heritage Elementary. Please read the Bibb County Student Code of Conduct for countywide information that also applies to our school.



### SCHOOL HOURS

Certified Staff: 8:15-3:45

Students: 8:45- 3:15



Students should arrive at school between 8:00 a.m. and 8:45 a.m. Students must not be brought to school before 8:00 a.m. as there are no adults present for supervision. Adult supervision begins at 8:00 a.m. **Students are not to enter the building before 8:00 a.m. unless accompanied by a parent who has an appointment with a staff member.** Students who arrive before 8:30 a.m. are to report to the gym. They may report to the lunchroom if they are planning to eat breakfast. **Students who walk to school or are delivered by car will not be allowed to eat breakfast if they arrive after 8:30 a.m.** Bus students who arrive at or after 8:30 a.m. may report to the school lunchroom for breakfast or proceed to their assigned classrooms. Students arriving after 8:45 a.m. will be considered tardy and must report to the office for a late pass. **Parents must accompany students to the office when they are tardy.**

### TARDINESS

Being punctual is an important skill our children need to learn. A student is tardy when arriving after 8:45 a.m. **Parents are required to sign their child in at the office when they arrive after 8:45 a.m.** After tardy students are signed in, they will receive a tardy slip so that they may be admitted to class. Tardiness is defined as 1) being late for school, 2) absenting oneself from school for any period during the day, 3) leaving school early. Tardiness is either excused or unexcused. A tardy student misses important instruction of the school day. Principals are encouraged to identify tardy students and impose consequences for tardiness. Teachers will notify parents after the third unexcused tardy. **The fourth unexcused tardy will result in detention.** Further tardiness will result in other consequences determined by the principal or designee. **(Bibb County Code of Conduct)**

### ABSENCES

**Students in grades 1-5 who exceed ten (10) unexcused absences in a year will not be promoted to the next grade level. (Bibb County Code of Conduct)**

Regular school attendance is essential to academic success. Students may be temporarily excused by the principal in the following circumstances: serious illness, accidents, a death in the family, recognized religious holidays, court orders or instances where parents make **prior** arrangements with the principal.

A written, signed explanation within three (3) days of the absence from a parent or a doctor is required for documentation. **Failure to present an excuse within three days shall result in an unexcused absence/tardy.** Students will be given the opportunity to make up work or tests when they have documented absences from school within three (3) days of their return to school. **Failure to make up the work after a reasonable time, not exceeding 5 days, will result in a grade of 0.** Parents will be contacted after an unexcused absence. **No more than five (5) handwritten notes without medical documentation will be accepted.** Students who demonstrate a pattern of absences and tardies shall be referred to the office of Student Support Services for counseling and appropriate intervention that may include a charge of truancy being filed against the parent and/or student. **(Bibb County Code of Conduct)**

**The student will be counted absent if he or she leaves school before 11:45 a.m. or arrives after 11:45 a.m.**

### EARLY DISMISSAL

**Students leaving school before the scheduled dismissal time must bring a note stating the time they must leave and the reason for leaving. The name of the person who will come for them should also be included.** Parents must submit written permission in order for the student to be released to anyone (this person must be listed on the child's emergency card.) **A parent or designee must sign the student out in the school office. Photo ID must be presented when signing out a child. The child will not be dismissed until the parent arrives in the office and the teacher has been notified by the office. Due to preparation for dismissal, 2:45 to 3:15 is a hectic time of the day and we ask that students not be signed out after 2:45 unless it is an emergency.**

### EMERGENCY CONTACT

In the interest of students, it is critical that the school be able to contact parents at any time the child is at school. Therefore, it is essential that the school have on file parents' current address and local home/cell/work telephone numbers in case of need. Any moves or changes should be given to the school immediately. Only those people listed on the emergency cards may pick up the student unless the teacher or office personnel have been notified. **Transportation changes are not allowed to be made over the phone.**

### DISMISSAL GUIDELINES

Everyone who plans to pick up carpool students on a daily basis will be issued a number card to display in the car's front right windshield area. As cars arrive to pick up students, the car number will be entered into the computer and their name will be displayed in the classroom. Parents will not be allowed to enter the building after 2:45 unless there is a prearranged conference with their child's teacher. **Car riders should be picked up no later than 3:45 p.m.** Campus police may be called to pick up students who are routinely picked up after this time. More detailed arrival and dismissal guidelines are posted on Heritage's website. Guidelines will also be sent home with the beginning of school information packet.

It is a Bibb County policy that we will not be allowed to take student transportation changes over the phone. All transportation changes must be presented in writing by the child's guardian.

### TRANSPORTATION

All students riding busses should know the number of the bus they ride. Bus riders will load and unload on the back hall between the lunchroom and the gym. All students should be aware of the bus driver's regulations since **"riding the school bus is a privilege and not a right."** Students who do not conduct themselves appropriately will lose their privilege of being transported by the school bus. In this event, the parent/guardian must provide transportation. If a child misses his/her bus, a parent will be called to pick up the child. Each student is responsible for going directly to the bus as soon as the bus number is called. Only students who live on the bus route will be allowed to ride the bus; school transportation cannot be used to go home from school with a friend.

### DRESS CODE

All students enrolled in the Bibb County Public School System are expected to comply with the mandated dress code. Students who are neatly and cleanly dressed often behave better and display a more serious attitude toward the important business of teaching and learning; therefore all students enrolled at Heritage will abide by the Heritage Unified Dress Code. If a student is found to be in violation of the dress code, the following steps will be taken:

1. Student will be warned and parent will be contacted
2. Parent will be called to come to bring appropriate apparel.

*Students who repeatedly violate the dress code will receive additional disciplinary measures as this will be viewed as a failure to respect authority.*

## BEHAVIOR EXPECTATIONS

All behavior expectations and discipline procedures in the Heritage school-wide discipline plan will align with the Bibb County Code of Conduct.

All behavior expectations and discipline procedures included in the Heritage school-wide discipline plan will align with the Bibb County Code of Conduct

The staff at Heritage Elementary expects students to behave appropriately and utilizes both positive rewards and negative consequences as part of our discipline plan. Each teacher will establish, post, and reinforce expected behaviors, which enhance the learning process. Every student is expected to comply with these rules, which basically fall into three categories: respect for self, respect for others, and respect for property. Students at Heritage Elementary will not be allowed to behave inappropriately. **See the Bibb County Code of Conduct for specific behavior expectations and consequences. This information is also available at [www.bibb.k12.ga.us](http://www.bibb.k12.ga.us) (System Information).**

The Heritage Discipline Plan will be implemented through a point system, which is detailed here. The point system will be used throughout the school, not only during classroom time, but in the lunchroom, media center, computer class, music class, REACH, P.E. class, assemblies, before and after school, etc. Any staff member can assign points to a student.

## SCHOOL-WIDE DISCIPLINE PLAN

### **POSITIVE REINFORCEMENTS**

The administration and teachers recognize that research shows positive reinforcement improves student behavior and academic performance. Therefore, students can earn rewards daily, weekly, monthly and /or on a nine-week basis. We recognize and reinforce appropriate behavior in a variety of ways:

- Recognition of positive student behavior and achievements on the morning news.
- A scheduled awards ceremony at the end of each nine-week grading period. The students are recognized for academic and behavioral achievements.
- Assemblies, which highlight character education qualities and motivate student achievement.
- Individual teachers use stickers, stamps, treats, treasure chest visits, rewards charts, positive notes home and bonus points certificates for positive behavior.
- Some teachers use the compliment chain or other incentives to promote good character and positive behavior. Students may earn extra PE time, a movie on Friday, popcorn/ice cream party or some other fun activity.

## BEHAVIORAL CONCERNS / CONSEQUENCES

Students in 1st-5th grades who fail to abide by the rules at Heritage will be assigned points. (A separate policy has been established for Kindergarten students, which will prepare them for the regular discipline plan.) Accumulated points will result in detention and other consequences. Morning detention will be held on designated days for 30 minutes prior to the school day starting. Parents will receive two day's notice before their child must stay for detention. **It is the parents' responsibility to make transportation arrangements for children in detention. If a student fails to stay for detention or misbehaves during detention, another day of detention will be assigned. If re-assigned day is not served, ISS will be given.**

Students will be given a detention notice at least two school days before they are to report to detention. The notice must be signed by a parent or guardian and returned to the school the next day and given to the classroom teacher.

The following is a list of most offenses and points for each offense. A Discipline Plan Chart with recorded points will be sent home every Wednesday with signed papers. The point system will start over

at the beginning of each nine-week grading period. Students will start each grading period with zero (0) points.

Please note that points for certain offenses are different for 1<sup>st</sup> – 2<sup>nd</sup> grade students and 3<sup>rd</sup> -5<sup>th</sup> grade students.

| <u>INFRACTIONS</u>  | <u>GRADE LEVELS &amp; POINTS</u> |   |
|---|----------------------------------|---|
|   | <u>1-2</u>                       | <u>3-5</u>  |
| 1. Failure to turn in completed homework or class assignments on due date   | 1 pt.<br>(per assignment)        | 1 pt.   |
| 2. Lunchroom Behavior: Excessive talking, exchanging food, playing in food, leaving eating area messy or leaving the lunch table without permission   | 1-3 pts.                         | 1-6 pts.  |
| 3. Unprepared for class (no paper, pencil, books, student planner, etc.)  | 1 pt.                            | 1 pt.   |
| 4. Signed papers, report cards and mid-term reports must be returned by Friday of the week received. <b><u>Parents who wish to keep signed papers, report cards or mid-term reports for more than one day should send a note to the child's teacher. If signed papers are not returned by the following Tuesday, no additional papers will be sent home until that set is returned.</u></b> | 1 pt.                            | 1 pt.   |
| 5. Possession of toys, baseball cards, radios, CD's, video games, head sets, novelty cards, etc.  | 1 pt.                            | 3 pts.  |
| 6. Excessive Talking  | 1-3 pts.                         | 1-3 pts.  |
| 7. Inappropriate touching- (Points to be determined at teacher's discretion)  | 1-6 pts.                         | 6-9 pts.  |
| 8. Taunting, teasing, provoking others  | 3-9 pts.                         | 6-9 pts.  |
| 9. Throwing objects such as rocks, sand, pine cones, wood chips, pencils, etc.  | 3-9 pts.                         | 6-9 pts.  |
| 10. Out of room without permission or in an area of the campus without permission   | 3-9 pts.                         | 6-9 pts.  |
| 11. Disturbing any class, including music, media and P.E. (Points to be determined at teacher's discretion based upon severity of the incident.)  | 1-3 pts.                         | 3-6 pts.  |
| 12. Profanity, vulgarity, disrespect, cheating, lying or deliberately not following directions. Cheating will result in a zero on that assignment.  | 3-6 pts.                         | 6-9 pts.  |
| 13. Harming other students <b>verbally</b> (bullying, threats, malicious teasing, rumors, or slurs) or <b>physically</b> (kicking, hitting, biting, or spitting)  | 6 pts.                           | 9 pts.  |
| 14. <b>Gross misbehavior</b> , such as intentionally injuring another student, sexual harassment, defacing or destroying property, stealing, <u>blatant</u> disrespect to an adult, defiance, organizing clubs of a negative nature, using gang signs, or wearing gang paraphernalia or clothing. Possible other consequences to be determined by the principal.                            | 9 pts.                           | 9 pts.<br><b>Detention</b><br><b>Principal's Office</b> |

- |  |   |
|--|---|
| 15. Fighting   | <b>Immediate Suspension</b>                 |
| 16. Possession of drugs, weapons, tobacco, alcohol, lighters, or matches | <b>Immediate Suspension</b>                 |
| 17. Non-compliance with Heritage Unified Dress Code                      |   |
| 1st occurrence   | Warning & Parent Contact                    |
| 2nd occurrence   | Parent Contact to Bring Appropriate Apparel |
| Subsequent occurrences   | 1 pt.                      3pts.            |

**PLEASE SEE DRESS CODE**

**Due to the nature and severity of the offense, the principal or assistant principal may suspend a student or assign other consequences at her/his discretion. The Heritage Discipline Policy will be enforced within the guidelines of the Bibb County Code of Conduct.**

Accumulated points during a nine week period will result in the following actions:

1. **3 points** Parents of students with special concerns may be contacted
2. **6 points** Parents notified
3. **9 points** One day of detention
4. **18 points** One day of ISS assigned and required teacher /parent conference
5. **27 points** Two days of detention and required parent/administration conference
6. **36 points** Two days of ISS and RTI meeting
7. **45 points** One day suspension from school and parent/guardian meets with RTI team to discuss interventions to address the behavior issues being exhibited and make any necessary adjustments
8. **54 points** Two days of suspension from school with required parent/teacher/administration conference

**PLEASE NOTE:**

Students suspended out of school will be allowed to make up assigned work if the request is made by parent or student within 5 days.

After serving In School Suspension (ISS), it will be the students' responsibility to make up the work missed.

Any student who serves two or more detentions or one or more suspensions (in school or out of school) within four (4) weeks of a school sponsored activity or trip ***will not*** be permitted to participate. The principal or other designee may withhold permission for a student to participate in any school activity or school sponsored trip as a consequence due to any behavior problems at the principal's or designee's discretion.

When a student is assigned detention, the student will serve his/her assigned detention **30 minutes prior to the start of school** on Tuesday through Friday. ***Parents/guardians MUST ESCORT his/her child to the detention area BEFORE the start of detention.*** Students who arrive late or miss the originally assigned detention will not be admitted to detention and will be assigned an additional day of detention. Students who are late to or who miss the reassigned day will be ***referred to administration. ISS will be assigned.***

**CHRONIC BEHAVIOR**

A student who accumulates an excess of 45 points within a grading period would be considered a chronic offender. At this point the student would have served three days detention and three days of ISS. A parent conference has been held with the teacher, as well as administration. A RTI meeting has taken place too. At this point, the student may be placed on a higher tier on the RTI process or a review of the current RTI will be completed. During the RTI meeting, strategies will be discussed and documented. If

needed, an individual behavior plan or contract will be created. The student will then be referred to the counselor for individual or group counseling



## BREAKFAST AND LUNCH



The School Nutrition Center provides nutritious meals daily. We encourage all students to eat the lunches provided. However, a child may bring his/her own lunch in proper containers. Lunch boxes or lunch bags and thermos bottles are appropriate; **NO FAST FOODS OR CANNED/BOTTLE/ CARBONATED DRINKS ARE ALLOWED** (Bibb BOE Policy EE). Parents are welcome to occasionally eat with their child. If a parent would like to purchase an adult meal, the school nutrition center will need a one day advanced notice. The telephone number is 779-4723.

|                            |              |                     |              |
|----------------------------|--------------|---------------------|--------------|
| Prices: Lunch (Full Price) | \$ .90 daily | Lunch (Reduced)     | \$ .35 daily |
| Breakfast (Full Price)     | \$ .45 daily | Breakfast (Reduced) | \$ .20 daily |
| Ice Cream                  | \$ .75       | Extra Milk          | \$ .30       |
| Staff Meal                 | \$1.85       | Visitor's Lunch     | \$ 2.50      |

### **\*Prices are subject to change**

Ice Cream may be purchased at the end of the meal only on the days allowed for the grade level. **If your child is allergic to milk or any other food items, we will need a note from the doctor stating this for our files.** Application forms and guidelines for determining a student's eligibility to receive free or reduced price meals are distributed to each child at the beginning of the school year. Parents may request forms during the year if needed.

## SCHOOL VISITORS

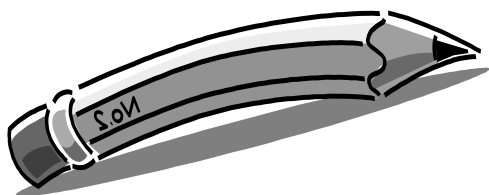
Visitors and/or parents are welcome in the school at any time. However, **in order to visit classrooms, you must sign in and obtain a pass.** It is requested that classroom observations not exceed twenty minutes and are arranged ahead of time with either the teacher or the principal. Before leaving the campus, visitors should sign out at the office. **Unscheduled visitors may not expect an individual conference.**

## VOLUNTEERS

Adult volunteers are needed throughout our school. If you have a few hours during the week and you enjoy working with children, please visit our school office and sign up. Volunteers who work over 100 hours during a school year receive recognition from the county, so be sure that your hours are recorded in the school office. Working parents may volunteer to assist with items that can be done at home.

## PAPER AND PENCIL SHOP

The school operates a school supply shop each morning before school. The shop sells the supplies needed by the students. Prices are posted at the shop. The Paper Shop will be located in the gym area. Operating hours will be from 8:00 a.m. – 8:30 a.m.



### LOST AND FOUND

A Lost and Found area is located in the gym. Please check there for items that your child has lost. It is a good idea to clearly **mark items with the owner's name** so they can be returned. Items not claimed will be donated periodically to a local relief agency.

### PARENT TEACHER CONFERENCES

Parent/teacher conferences are always encouraged; appointments can be made by phone, note, e-mail, or through the school office. We feel it is very important for parents to keep in close contact with their child's teacher. However, drop in conferences often interfere with the instructional schedule. Therefore, conferences are more productive when scheduled before or after school, or during the teacher's planning periods. Parents will be expected to attend a conference at the beginning of the school year and at any time the child is experiencing difficulties. **If a parent has a concern, which involves a teacher and his/her child, the first person to see about the problem is the teacher.** If the parent feels the concern is still an issue, he/she may then seek help from the assistant principal or the principal. Most problems can be satisfactorily resolved by following this procedure.

### PUPIL PROGRESSION

The Bibb County School System expects all students to meet certain minimum expectations at each grade level before they will be promoted to the next grade. Students must maintain a 70% in reading and math to be promoted to the next grade. Students will not be promoted if they fail two academic subjects. **See the specific promotion/retention policy as printed by the system.** A student who has been retained the maximum number of times and still does not meet the minimum requirements may be administratively placed by the school principal. Parents will be notified of the decision, and a record of placement will be placed in the student's school records. Students in third grade must meet state expectations on the reading portion of the CRCT to be promoted; students in fifth grade must meet state expectations on the reading and math portions of the CRCT to be promoted. Students in kindergarten must meet the minimum requirements of the Bibb County Kindergarten promotion checklist.

### TEXTBOOKS/MATERIALS

Students in Bibb County schools are issued textbooks in each subject. These textbooks should be covered and well kept. Do not use glue or contact paper to cover the books. At the end of the year, all textbooks must be returned in good condition. Lost, damaged or mutilated books must be paid for before the final report card can be issued. All library books and school materials must be returned before the final report card can be issued.

### HOMEWORK

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught at school. It is also a way to help your child develop good study habits that will assist him/her throughout their academic years. You can help your child develop some routines that are helpful in successfully completing homework assignments each day. The following suggestions are offered for this purpose.

1. Ask your child if he/she has homework each day and check the student planner.
2. Be interested in your child's homework. Ask them to show and explain their work.



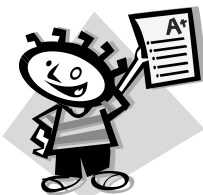
3. You should not do the work; rather, you should be concerned with whether or not your child is able to do the work.
4. Help your child set a regular homework time each day, and make it a daily habit.
5. Free your child of other responsibilities at that time.

### WEEKLY SIGNED PAPERS

Students' graded papers are sent home on Wednesday of each week. They should be signed and returned the next day (Thursday). Parents/guardians should review the papers with their child/children. Continued failure to return signed papers promptly will result in the papers being kept at school for the parents to view. We are required to keep signed papers as documentation of student achievement. Items from our P.T.A. will be sent home as needed on Wednesday. Please pay special attention to both sets of items that are sent home.

### REPORT CARDS

Report cards are sent home every nine weeks. They indicate students' progress in both academic and social skills during the grading period. Report cards should be read carefully, signed, and returned the next day. Report cards will be held if money is owed to the school for any items such as pictures, lost books, lunch money, etc.



### GRADING SYSTEM

|   |               |
|---|---------------|
| A | 90% - 100%    |
| B | 80% - 89%     |
| C | 70% - 79%     |
| F | 69% and below |

### Honor Roll

**Recognition Assemblies** will be held the 1<sup>st</sup>-3<sup>rd</sup> nine week periods. Award Ribbons will be given for the following:

**Principal's Honor Roll – All A's** – A student must have all A's for the grading period to receive this award.

**Eagle's Honor Roll – A/B Honor Roll** – Any student with all A's and B's is eligible. A student can have more A's than B's, but cannot have more B's than A's.

**Heritage EAGLE Citizenship** – Outstanding behavior with S on the report card. Students who have received more than 1 point during the nine week period will not be eligible for this award.

**B.U.G. (Bringing Up Grades) Award** – Beginning with the second grading period, any student who has at least one letter grade improvement in a subject while no decreases in other academic subjects may receive this award.

**Perfect Attendance** – Any student who has had no absences, tardies, or early dismissals for the grading period may receive this award.

### END OF YEAR AWARDS

Heritage Elementary is proud of the academic traditions it has maintained. Each spring, Awards Day Ceremonies highlight the successes of our students. Awards will be given as listed below:

**Kindergarten students** will receive a reward at the *End of the Year Celebration*.

**A Honor Roll** – A trophy will be given to students (1-3) who have all A's in every subject. A trophy and Presidential certificate will be given to grades 4 and 5 who have all A's in every subject.

**A/B Honor Roll** – A trophy will be given to students (1-3) A student can have more A’s than B’s, but cannot have more B’s than A’s. In grades 4 and 5 students will receive a trophy and a Presidential certificate.

**Most Improved Student Award** – A medal will be given to one student in each class for grades 1-5

**Superintendent’s Perfect Attendance Award** – Certificate will be given to students (K-5) who are present 180 days with no tardies or early dismissals.

**Principal’s Perfect Attendance Award**- Certificate will be given to students (K-5) who are present 180 days with no more than 3 tardies or early dismissals.

**“Heritage Top EAGLE Citizen Award”**–One boy and one girl will be selected from each class to receive this award. Students who choose to follow school rules, serve as model students, receive no suspensions or detentions, and accumulate no more than 5 points during the year will be considered for this special recognition. Those students will receive a medal.

Additional awards will be given to individuals who have excelled in a variety of ways throughout the year.

Other awards such as Spelling Bee, Young Author, Reading Achievement Award, Science Fair, Music, Accelerated Reader, Technology Fair and Sports will also be presented.

### **PARENT TEACHER ASSOCIATION**

The Heritage P.T.A. has been established to promote the welfare of our students. Our P.T.A. is a very viable part of our school! Each family is encouraged to join the Heritage P.T.A. at the cost of \$5.00 per person. P.T.A. meetings and functions will be held periodically throughout the year. Notices will be sent home prior to each event. Be sure to look for P.T.A. information that will be sent home each Wednesday.

### **INVITATIONS**

Invitations to birthday parties, etc., may only be distributed at school if the entire class is being invited.

### **ILLNESS AT SCHOOL**

If a child becomes sick or hurt at school, every effort will be made to contact the parent/guardian. Your child cannot remain at school if he/she has a fever or has thrown up. **Up-to-date emergency phone numbers** should be made available to the school. If a parent/guardian cannot be contacted, school officials will take whatever means necessary to preserve the health of the child.

### **HEAD LICE**

Head lice are parasites that infest the hair around the ear and nape areas. If your child is found to have these parasites they will be sent home until treatment occurs and they are free of **any** signs of the head lice. Encourage your children not to share combs, hats, etc.

### **CONTAGIOUS DISEASES**

Ringworm infection and pinkeye are areas of concern, particularly in the primary grades. Skin-to-skin contact is the most common means of spreading the infection. Children who have ringworm may come to school as long as they are being treated per your doctor’s recommendation and the infected area is loosely covered. Pinkeye should be cleared before returning to school. A physician’s statement indicating that your child is no longer contagious may be required.

### MEDICATION

Staff will administer **prescribed** medication. However, a medical release form must be completed for all students taking medication at school. Medication must be sent in its original container and clearly marked with the child's name. All medication will be kept in the school's office and the administration of the medicine recorded. The student will report to the office and request his/her medication at the designated time.

### TELEPHONE

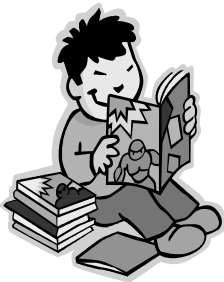
Students will not be allowed to use the telephone during the school day. **Only emergency telephone messages will be relayed to students;** due to a limited staff the school cannot accept responsibility for relaying personal messages. Please remind children of their responsibility to bring all signed notes, books, musical instruments, permission forms, and assignments to school as they will not be permitted to call home to request items to be brought to them.

### ACCELERATED READER PROGRAM

In order to promote an interest in reading, our students participate in the Accelerated Reader Program. As part of this program, students take computerized tests over books which they have read. Completion of the tests earns students points which are recorded on the student's program record. Students who earn a designated amount of points and maintain an 80% average on the tests receive recognition. Students may also earn prizes and the opportunity to participate in special events through participation in this program.

### MEDIA CENTER

The media center at Heritage School is open throughout the school day. The media center program is designed to enhance your child's use of media and technology. Materials are available to complete class reports, research projects, book reports, and media productions.



Books may be checked out for one week and are renewable two additional times. If a student has an overdue book, he/she may not check out another book until the overdue book is returned. Students should take advantage of all resources in the library. Skills developed here will be used for the rest of their lives.

### INTERNET POLICY

The Internet is used in the classroom as an instructional resource in order to enhance classroom learning. In order for students to use the Internet, the Elementary Student User Contract and Parent Consent Form must be completed and returned to school. The forms and more information regarding the use of the Internet are included in the Bibb County Student Code of Conduct and at [www.bibb.k12.ga.us](http://www.bibb.k12.ga.us) (**System Information**).

### GUIDANCE

The Guidance Program at Heritage is designed to assist students in meeting their academic, social, and emotional needs. Students may see the counselor by requesting appointments. Teachers as well as parents may refer students. Group counseling and classroom guidance is also available. Parent consultation is available to parents upon request.

### FIELD TRIPS

Educational experiences are planned throughout the year for students. Permission slips will be sent home and must be signed and returned before the child can participate. Telephone calls from parents cannot be accepted as a form of permission to attend a field trip. Some trips have a fee connected to them and at

these times you will be asked to contribute that fee for your child. However, no one will be denied participation in any school scheduled activity due to cost. **Any student who serves two or more detentions or one or more suspensions (in school or out of school) within four weeks of a school sponsored activity or trip will not be permitted to participate. The principal or other designee may withhold permission for a student to participate in any school activity or school sponsored trip as a consequence due to any behavior problems at the principal's or designee's discretion.**

#### **MEDIA RELEASE**

Heritage Elementary School frequently sends information and pictures about school events to the newspaper and occasionally has students who appear on television in association with a school event. Therefore, unless we are notified in writing that your child should not be included in these activities, the school has your implied permission to use your child's image in the media. Classroom teachers will keep any written objections on file.

#### **GIFTED EDUCATION**

In order to qualify for the gifted education services in the State of Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity, and motivation. Exceptional performance in these areas must be demonstrated on tests, and/or shown in outstanding products and/or exemplified in academic and artistic performance. Teachers, counselors, parents, peers, administrators, self, and others may recommend students for consideration for the gifted program.

The Bibb County Board of Education policy GAAA states that there will be no discrimination with regard to race, creed, religion, color, national origin, sex, marital status, handicap, or age. This policy will govern selection of students for this program as it does for all others in the system.

Each year during a specified two-week period, teachers shall observe students looking for the Traits, Attitudes, and Behaviors (TABs) of a gifted child. Any child who demonstrates in classroom performance five of the ten identified TABs shall be considered for referral by the school eligibility team.

School principals, counselors, and teachers shall also review the results of norm referenced testing. Any child with a 90<sup>th</sup> percentile composite score, a 90<sup>th</sup> percentile total reading, including reading comprehension or 90<sup>th</sup> percentile total math shall be considered. This shall constitute an automatic referral procedure. The school gifted-eligibility team shall review the records of any child under consideration for referral and will decide which students will proceed to further evaluation. A child will be referred for further evaluation if he or she is listed in a minimum of five categories on the TAB's and additionally demonstrates one of the following; documented above grade-level performance, qualifying achievement test scores, documented outstanding products or performances, or all A's (end of the year average) in the core academic subjects for two consecutive years prior to testing.

Parent permission will be obtained before any formal evaluation is begun, and parents will be notified in writing regarding their child's eligibility for the gifted program. Parents may request an appointment to review records relating to their child's eligibility following the completion of the evaluation. For further information, contact the counselor at your child's school or the Bibb County Department of Gifted Education, 484 Mulberry Street, Macon, GA 31208, 765-8597.

### **AFTER-SCHOOL PROGRAM**

An after-school program is sponsored at Heritage. This program is housed at Heritage, but runs separately from the school. If you have any questions about the specifics of the program, please feel free to contact the after-school director at 779-4726. Registration forms may be obtained in the office.

### **STAYING CURRENT ON HERITAGE NEWS**

**Heritage Eagle News** - Newsletters containing school news sent home with bi-weekly-signed papers

**Monthly Calendar**-Calendars listing upcoming events will be sent home at the beginning of each month

**Channel 65** – If you have Cox Cable, you can find Bibb County Public School information on Channel 1

**Heritage School website** can be found at <http://www.bibb.k12.ga.us> under Elementary Schools

**Teacher E-mail** – You may contact the teachers at Heritage via e-mail. The formula for teacher e-mail is in most cases: Initial of first name + last name **.heritage @ bibb.k12.ga.us**

Example: [msmith.heritage@bibb.k12.ga.us](mailto:msmith.heritage@bibb.k12.ga.us)



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SCHOOL COLORS: RED, WHITE, AND BLUE

SCHOOL MASCOT: EAGLE

## 2011-2012 Heritage Elementary Unified Dress Code

Students who are neatly and cleanly dressed often behave better and display a more serious attitude toward the important business of teaching and learning; therefore all students enrolled at Heritage Elementary School shall abide by the following dress code:

### Pants and Slacks

Pants, slacks, jeans and Capri pants must be of appropriate size and worn as designed. Pants, slacks, jeans and Capri pants must be of an appropriate solid color. The colors allowed are black, navy, khaki and blue denim. Pants, slacks, jeans and Capri pants must be unembellished and in good repair. Holes, patches, fringe or fraying anywhere, whether by design or wear are not allowed. For safety reasons, pants, slacks and jeans must not touch the floor. Pants, slacks, jeans and Capri pants with belt loops must be worn with a belt which is visible. Pants, slacks, jeans and Capri pants with elastic waistbands are allowed. Oversized pants, slacks, jeans and Capri pants are not allowed.

### Shirts and Blouses (These are collared shirts, turtleneck shirts, or collared blouses.)

All shirts and blouses must be of appropriate size. All shirts and blouses must be worn tucked in. All shirts and blouses must have sleeves. Shirts worn as indoor apparel must not have an attached hood. All shirts and blouses must be of an appropriate solid color. The colors allowed are flag red, light blue, navy blue, light pink, medium pink, and white. All shirts and blouses must be worn with appropriate undergarments. If an undershirt is worn, it must be white. Any acceptable design or logo on the shirt or blouse (see following section titled “*Non-Permitted Clothing Items*” for symbols not allowed on clothing) must be smaller than a fifty cent piece. Holes, patches, fringe or fraying anywhere whether by design or wear are not allowed. Clothing must not show skin of the mid section, bare shoulders, bare back or other parts of the torso during normal daily activities.

---Heritage Spirit wear may be worn on Fridays. Special club t-shirts may be worn by club members on the appropriate club days. (100% Club, Quiz Bowl...) Boy/Girl Scout uniforms may be worn on meeting days. Special clothing days may be announced/ designated by the principal at his/her discretion.

### Sweatshirts/Sweaters/ Cardigans /Sweater Vests

All sweatshirts, sweaters, cardigans and sweater vests must be of appropriate size and of an appropriate solid color. The colors allowed are flag red, light blue, navy blue, light pink, medium pink, and white. All sweatshirts, sweaters cardigans and sweater vests must be worn over an appropriate shirt or blouse as previously described. Any acceptable design or logo on the sweatshirt, sweater cardigan or vest (see following section titled “*Non-Permitted Clothing Items*” for symbols not allowed on clothing) must be smaller than a fifty cent piece. Heritage Spirit wear sweatshirts are acceptable any day if worn over appropriate shirt or blouse. **No hoods** are allowed on any of these items when worn as indoor apparel.

### Skirts/Skort/Jumpers

Skirts, skorts and jumpers must be tailored, of appropriate size, and of an appropriate solid color. The colors allowed are black, navy, khaki and blue denim. Skirts, skorts and jumpers must be no shorter than the tips of fingers when arms are extended. Skirts and jumpers must be no longer than the top of the shoe. Skirts, skorts and jumpers must be unembellished and in good repair. Holes, patches, fringe or fraying anywhere, whether by design or wear are not allowed. Skirts or skorts with belt loops must be worn with a belt which is visible. Skirts or skorts with elastic waistbands are allowed. Khaki, navy blue, black or denim shorts must be worn underneath skirts or jumpers. Skirts, skorts and jumpers must be worn with appropriate shirts or blouses. (as described in the above section: *Shirts and Blouses*)

### Shorts

Shorts must be of appropriate size and no shorter than the tips of fingers when arms are extended. Oversized shorts are not allowed. Shorts must be tailored, of an appropriate size, and of an appropriate solid color. The colors allowed are black, navy, khaki and blue denim. Shorts must be unembellished and in good repair. Holes, patches, fringe or fraying anywhere, whether by design or wear are not allowed. Shorts with belt loops must be worn with a belt which is visible. Shorts with elastic waistbands are allowed.

**Shoes**

Heels may be no more than 2 inches in height. Shoes designed for laces or other form of closure must be fully laced and tied or fastened. Laces are allowed only if the child is able to tie his/her shoes and keep them tied throughout the day. Students must wear visible socks with shoes. Hose may also be worn. All shoes must have full backs and enclosed toes. Sandals and backless shoes are not permitted. Athletic shoes are allowed.

**Hair**

Hair color, hair style, bows, barrettes and hair bands must not call undue attention to the student.

**Hygiene**

Each student must maintain desirable personal hygiene so as not to be offensive to others.

**Opt-Out:** This policy is mandatory with exemptions granted for religious reasons or special circumstances. Parents who wish to have their child exempted from the unified dress code program will need to make an appeal in writing using a standardized form and submit it to the School Council. Families for whom the unified dress policy will create a financial hardship will contact the school counselor for assistance in obtaining uniform dress elements.

**NON-PERMITTED CLOTHING ITEMS** Standard for all Bibb County schools as well as Heritage Elementary

*(This is not intended as a comprehensive list of non-permitted clothing items)*

|                                |                            |                                |
|--------------------------------|----------------------------|--------------------------------|
| Any camouflage-type clothing   | Shoes with wheels          | Sleeveless shirts or blouses   |
| Tank tops, muscle shirts       | Layering of t-shirts       | Games, toys                    |
| See-through, low cut clothing  | Flip flops, soccer sandals | Bib overalls                   |
| Skin tight clothing            | Over-sized shirts, jerseys | Inappropriately sized clothing |
| Spandex, athletic style shorts | Cut-off shorts             | Sunglasses                     |
| Baggy pants or shorts          | Dice, playing cards        | Fleece pants                   |
| Hats                           | Sweat pants                |                                |

Also:

Symbols which may be offensive or disrupt the orderly operation of the school and/or activities including swastikas and gang-related clothing

Any article of clothing which advertises alcohol, drugs, sex, or which contains inflammatory, vulgar, lewd or suggestive writing, pictures or emblems. Any clothing which advertises or advocates the use of a product prohibited on school premises, or any clothing which disrupts the learning process.

Hats, caps, hoods, scarves, bandannas or “do rags” can not be worn inside the building. Combs, picks, pencils, roach clips, and curlers may not be worn in the hair. Possession of metal picks is prohibited on school property.

Any object or ornament that is distracting or that is capable of being used as a weapon or in the use of drugs or alcohol.

Facial and or body ornaments(i.e., tongue rings, nose rings, eye studs, removable ornamental tooth/teeth caps, etc.) including face painting, glitter, body jewelry, temporary tattoos or other adornment that calls undue attention to the wearer.

**All other items which, in the judgment of the principal (designee), disrupt or distract from the teaching and learning process.**

Each school administration may establish variations to these requirements in response to identified needs. All such variations must be approved by the Board Of Education and be communicated to students and parents by the school.

**HERITAGE ELEMENTARY SCHOOL STUDENT SUPPLY LIST FOR 2011 - 2012**

Please write your child's name on all supplies.  
X denotes that one of that item is needed.

|  | <b>K</b> | <b>1</b> | <b>2</b>             | <b>3</b>   | <b>4</b>    | <b>5</b>           |
|--|----------|----------|----------------------|------------|-------------|--------------------|
| <b>School Planner –Provided by the PTA for this year</b> |          | X        | X                    | X          | X           | X                  |
| <b>Crayons: Box of 24</b>                                | 4        | 4        | 2                    | X          | X           | X                  |
| <b>Washable Watercolor Markers (classic colors)</b>      | X        | X        | X                    | X          |             |                    |
| <b>Colored Pencils</b>                                   |          |          |                      | X          | X           | X                  |
| <b>Several #2 Pencils (Real Wood)</b>                    | 1 box    | X        | X                    | X          | X           | X                  |
| <b>Small Individual Pencil Sharpener</b>                 |          |          |                      |            |             | X                  |
| <b>3 x 5 Index Cards (# of pkgs)</b>                     |          |          | 1                    | 1          |             |                    |
| <b>Red Checking Pencil/Pen</b>                           |          |          |                      | X          |             |                    |
| <b>Zippered Pencil Bag ( No Plastic Pencil Boxes)</b>    | X        |          |                      | X          | X           |                    |
| <b>Small Plastic Pencil Box</b>                          |          | X        | X                    |            |             |                    |
| <b>White Liquid Glue: Large Bottle</b>                   |          |          | X                    | X          |             | X                  |
| <b>Glue Stick(s)</b>                                     | 6        | 8        | 4                    | 2          | 3           |                    |
| <b>Ruler: Standard and Metric Measurements</b>           |          |          |                      |            |             |                    |
| <b>Wide Rule Loose Leaf Notebook Paper (# pkgs)</b>      |          | 1        | 4                    | 2          | 4           | 5                  |
| <b>Spiral Notebook: 70 pages</b>                         | X        |          |                      |            |             | 4                  |
| <b>NonSpiral Composition Notebook:Mead, Norcom, etc.</b> | X        | 6        | 4                    | 4          | 4           | 4                  |
| <b>Folder(s) with Brads and Pockets</b>                  | 2        | 4        | 2                    |            |             |                    |
| <b>Scissors: Blunt (Fiskars preferred)</b>               | X        |          |                      |            |             |                    |
| <b>Scissors: Pointed (Fiskars preferred)</b>             |          | X        | X                    | X          | X           | X                  |
| <b>Tabbed Dividers (5 or 6 per pack)</b>                 |          |          |                      | X          | X           | X                  |
| <b>3-Ringed Binder (no Trapper Keepers, please)</b>      |          |          | *1 or<br>1 ½<br>inch | 1½<br>inch | 1 ½<br>inch | 2 inch<br>zippered |
| <b>1 inch Clear Vue Binder</b>                           |          |          |                      |            | **          |                    |
| <b>Chair Bag-Provided by PTA for this school year</b>    | x        |          |                      |            |             |                    |

\*Third grade teachers will let you know if their students will need binders with dividers OR folders

\*\*See 4<sup>th</sup> Grade teachers for specifics on the 1inch binder

**Other Classroom Needs:**

In order to promote good health habits and maintain a clean and sanitary environment, we ask you to please send the following items in for your child.

|  | <b>K</b>                    | <b>1</b>    | <b>2</b>                    | <b>3</b>  | <b>4</b> | <b>5</b>   |
|--|-----------------------------|-------------|-----------------------------|-----------|----------|------------|
| Tissues  | 1                           | 2           | 1                           | 1         | 2        | 2          |
| Hand Sanitizer   | 1                           | 1           | Boys                        | 1         | 1        | 2          |
| Liquid Soap  | 1                           |             |                             |           |          |            |
| Paper Towels   | 1                           | 2           | 1                           | Girls     | 1        | 2          |
| Band-aids  |                             |             | Girls                       |           |          |            |
| Ziploc Bags (box – size)<br>G-Gallon Size or S-Sandwich Size | 1-G<br>boys<br>1-S<br>girls | 1-G<br>size | 1-G<br>boys<br>1-S<br>girls | Boys<br>1 |          | 1-G<br>1-S |

In order to avoid an overage of certain items, teachers have indicated in some areas boys or girls for the quantity. Please provide that item based on the gender of your child.