

Heritage Elementary School

Parent/Student Handbook

2016-2017

6050 Thomaston Road Macon, GA 31220
Phone 478-779-4700
Fax 478-779-4721



Mission Statement

Soar Like An Eagle And Be All You Can Be

Vision Statement

*"Each student demonstrates strength of character
and is college or career ready."*

School Colors

Red, White, and Blue

School Mascot

Eagle

STAYING CURRENT ON HERITAGE NEWS

Heritage Eagle News - Newsletters containing school news sent home with weekly signed papers twice per month

NEST e-Newsletter - You can sign up to receive the e-newsletter by sending an email to heritagenestnews@gmail.com

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

Heritage School Website can be found at <http://www.bibb.k12.ga.us/heritage>

Heritage Facebook Page – “Like” our page at www.facebook.com/heritageptaga

Teacher E-mail – You may contact the teachers at Heritage via e-mail.

The formula for teacher e-mail is in most cases: *first name. last name @bcsdk12.net*

Example: Mary Smith would be mary.smith@bcsdk12.net

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

HES SCHOOL HOURS

Certified Staff: 7:40-3:40

Students: 8:20-3:20

Students should arrive at school between 7:50 a.m. and 8:20 a.m. Students must not be brought to school before 7:50 a.m. as there are no adults present for supervision. Adult supervision begins at 7:50 a.m. **Students are not to enter the building before 7:50 a.m. unless accompanied by a parent who has an appointment with a staff member.** Students who arrive before 8:20 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 8:20 a.m.** Bus students who arrive at or after 8:20 a.m. may report to the school lunchroom for breakfast or proceed to their assigned classrooms. Students arriving after 8:20 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 8:20 a.m. **Parents are required to sign their child in at the office when they arrive after 8:20 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.

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 Student Guidelines for Success*)

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 12:00 p.m. or arrives after 12:00 p.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, 2:50 to 3:20 is a hectic time of the day and we ask that students not be signed out after 2:50 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 3:40 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 buses 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.**

The staff at Heritage Elementary expects students to behave appropriately and utilize both positive rewards and consequences as part of our discipline plan. Each teacher will establish, post, and reinforce expected behaviors, which enhances the learning process. Every student is expected to comply with these rules, which 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 (System Information).**

The Heritage Discipline Plan will be implemented through a Positive Behavior Interventions and Support (PBIS) system which is detailed here. The PBIS system will be used throughout the school in all settings. Posters will be displayed in the hallways, restrooms, the lunchroom, and in all classrooms. These posters list all expectations for appropriate behavior. Any staff member can assign an MIR, or an Eagle Soar to a student. Throughout this handbook, the acronym MIR refers to Minor Incident Report which is detailed later in this handbook. The EAGLES acronym refers to students that demonstrate positive behaviors as follows: **E**-“Engages” in learning, **A**-“Accepts” responsibility, **G**-“Grows” academically, **L**- “Leads” by example, **E**-“Exceeds” expectations, **S**-“Shows” respect.

SCHOOL-WIDE DISCIPLINE PLAN

POSITIVE REINFORCEMENTS

The administration and teachers recognize that research shows positive reinforcement improves student behavior and academic performance in students. 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:

- Students will earn Eagle Soars (slips of paper showing positive behavior).

- Students will be recognized on a school-wide bulletin board when they have earned five or more Eagle Soars. Students that earn 20 or more Eagle Soars will have their pictures displayed on the Eagle Soar Board. In addition, these students will receive a special treat upon earning 20 Eagle Soars in a nine-week grading period.
- Recognition of positive student behavior and achievements on the morning news. Fun Fridays may be scheduled.
- A scheduled awards ceremony at the end of each nine-week grading period. The students are recognized for academic and behavioral achievements.
- Activities which highlight character education qualities and motivate student achievement will be planned.
- Some teachers may 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.
- Students in Grades 3– 5 will be invited to participate in PBIS Clubs twice every month as well as other school-wide incentives.

BEHAVIORAL CONCERNS / CONSEQUENCES

Students in Kindergarten-5th grades who fail to abide by the rules at Heritage will earn MIR slips (minor incident report) for Level 1 infractions. Accumulated MIR slips will result in detention and/ or other consequences. Morning detention will be held on designated days for 30 minutes prior to the school day starting. Parents will receive two days notice before their child must serve 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 the 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 consequences. A Discipline Plan Chart with recorded earned MIRs will be sent home every Wednesday with signed papers. The MIRs will start over at the beginning of each nine-week grading period.

INFRACTIONS

Level I: Minor Behaviors

DEFINITION: Behaviors that...

- **Do not require administrator involvement**
- **Do not appear chronic**
- **EXAMPLES:**
- Noncompliance with Heritage uniform dress code
- Not prepared for class: coming to class without planners, reading books, homework, or library book.
- Out of Seat: leaving the work area without permission.
- Physical disruption: excessive noise, destroying materials, throwing self to ground, touching others without permission, horseplay, use of electronic devices.
- Verbal Disruption: talking out, tantrums, crying, yelling, making noise, or speaking loudly.
- Minor Verbal Aggression: taunting, teasing, making fun of another student, name calling, screaming or disrespect toward peers.
- Non-compliance: doing opposite of what was asked, refusal to follow an adult's spoken direction
- **PROCEDURE:**
- **Student receives an MIR**
- **Inform student of rule violated**
- **Implement classroom strategies**
- **Contact parent if necessary**

Level II: Major Behaviors

DEFINITION: Behaviors that...

- **Require administrator involvement**
- **Are chronic Level I behaviors**

EXAMPLES:

- Repeated and Excessive Level I Behaviors
- Verbal Aggression: screaming or disrespect toward adults.
- Continuous Non-Compliance and/or Overt Insubordination: refusal to follow an adult's spoken direction after Level I discipline procedure has been implemented.
- Dishonesty: cheating, lying, omitting facts or details

- Verbal Aggression to Peers: profanity, obscene gestures or pictures, threats
- Physical Aggression: hitting, biting, kicking, grabbing, *head butting, hair pulling,*
- Out of area assigned area: roaming the halls

PROCEDURE:

- **Inform student of rule violated**
- **Contact parent**
- **Describe expected behavior**
- **Send student to administrator**
- **Teacher enter discipline referral**

Level III: Severe Behaviors

DEFINITION: Behaviors that...

- **Require administrator involvement**
- **Violate school district policies or state policies or laws**
- **Are chronic Level II behaviors**

EXAMPLES:

- Physical Aggression: destroying school property, fighting,
- Verbal Aggression to School Staff: profanity, obscene gestures or pictures, threats,
- Possession of Banned Paraphernalia: weapon, fireworks, alcoholic beverages, etc
- Theft: personal items, school property
- Inappropriate Technology Use
- running away from school
- Inducing General Panic: the willful making of any threat of false information in order to induce panic

PROCEDURE:

- **Inform student of rule violated**
- **Send for an administrator to remove student from area**
- **Teacher enter discipline referral**

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

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

1. **5 MIRs** Parents notified, one day of detention
2. **10 MIRs** Parent conference held with teacher, 2 days of detention
3. **12 MIRs** Parents notified, office referral, parent and student conference, loss of clubs, ISS 1 day and consideration of RTI Level II.
4. **15 MIRs** Parents notified, office referral, parent and student conference, loss of clubs, ISS 2 days
5. **17 MIRs** Parents notified, office referral, parent and student conference, loss of clubs, OSS 1 day
6. **20 MIRs** One day suspension from school and contact parent-Immediate RTI

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 Thursday. ***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 20 MIRs (Minor incident reports), or commits a Level 2 or 3 offense within a grading period would be considered a chronic offender. At this point, the student would have served 2 days detention, three days of ISS, and 1 day of OSS. A parent conference has been held with the teacher, as well as administration. A RTI meeting has taken place and interventions have been used within the classroom. 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. You can contact the Heritage Nutrition Department at 478-779-4723.



Prices: Breakfast and Lunch are free for all Bibb County school students

Ice Cream	\$1.00	Extra Milk	\$.50
Staff Meal	\$3.00	Visitor's Lunch	\$ 3.50



***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, or is on a special diet we will need a form filled out from the doctor, this form is available from the Nutrition Department Manager, in the school office or you can download it from the Heritage website.**

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. Volunteers are required to fill out a background check and have approval before volunteering. Background checks expire each school year, a new one must be filled out.

Volunteers must wear a name badge at all times when in the school building or on school grounds.

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.**

Visitors in the building must have a visible name badge on at all times.

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 front foyer by the media center. Operating hours will be from 8:30 a.m. – 8:45 a.m.

LOST AND FOUND

A Lost and Found area is located near 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 English/Language Arts 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 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.

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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

Classroom Recognition Programs will be held the 1st-3rd nine week periods. Awards 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 for the grading period is eligible.

Heritage EAGLE Citizenship – Outstanding behavior with S on the report card for the grading period. Students who have received more than 1 MIR 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 awards and/or certificates at the *End of the Year Celebration*.

A Honor Roll – A trophy and/or certificate will be given to students in grades 1-5 who have all A's in every subject for the entire year.

A/B Honor Roll – A trophy and/or certificate will be given to students in grades 1-5 that have all A's and B's in every subject for the entire year.

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 on Wednesdays.

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

The Accelerated Reader Program is one of the most popular activities in our school. Students choose from a wide variety of books for which we have computerized tests. After carefully reading the text, they can complete a quiz to earn points based on their accuracy and the length and difficulty of the book. Students are required to take tests within their Lexile ZPD (Zone of Proximal Development) as determined by the Star Reader test and encouraged to meet a goal set each 9 weeks. In order to meet their goal, their average reading level must stay within or above their Lexile ZPD, they must maintain an 80% or above average, and earn the number of points required for that quarter. Students will be awarded in various ways for meeting their goal. Please visit www.lexile.com and www.arbookfind.com to find out more about how books are leveled.

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. E-Books are also available for students to check out. Students will need a compatible electronic device, such as a computer to access the e-books. 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.

CHORUS

The Heritage Chorus is a performing group comprised of selected fourth and fifth grade students who have passed an extensive vocal evaluation. Chorus auditions will be held during the first few weeks of school. The purpose of the chorus is to perform quality choral music written specifically for children's choirs. Repertoire for the group will include a variety of sacred and secular compositions, as well as a variety of styles. Students selected for chorus will wear uniforms of khaki pants or skirts and red polo shirts for performances. Performances for the year include a holiday program in December, Large Group Performance Evaluation (Festival) in March, and a spring concert.

Chorus members are expected to attend all rehearsals and be leaders of positive who miss two rehearsals will be dismissed from the program. A written excuse is turned in within one week of the absence. Students who do not maintain an overall average or make choices that result in ISS or OSS will be dismissed from the administration and the homeroom teacher reserve the right to use their own discretion to remove a student from the chorus program at any time if they believe it will be beneficial for the student or others.



character. Students required and must be A/B academic program. Mr. Bailey,

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 Guidelines for Success and at 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 are also available. Parent consultation is available to parents upon request.

FIELD TRIPS

Educational experiences are planned throughout the year for students. Permission home and must be signed and returned before the child can participate. Telephone cannot be accepted as a form of permission to attend a field trip. Some trips have a fee and at these times you will be asked to contribute that fee for your child. will be denied participation in any school scheduled activity due to cost. **Any two or more detentions or one or more suspensions (in school or out of school) of a school sponsored activity or trip will not be permitted to participate. The 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.**



slips will be sent calls from parents fee connected to However, no one **student who serves within four weeks principal or other**

Many parent chaperones are need for Field Trips, if you are interested in chaperoning, you must have an approved background check on file with the school. All backgrounds checks must be completed no less than 30 days before the field trip in order to have them returned in time. Background check forms are available in the school office and on the Heritage website. You must turn in your background check form in person to the office and give a copy of your picture ID.

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 90th percentile composite score, a 90th percentile total reading, including reading comprehension or 90th 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 available 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 779-4700. Registration forms may be obtained in the office.

Heritage Dress Code

	ALLOWED 	NOT ALLOWED 
TOPS	Collared Shirts Turtle Neck Shirts Must be in the following colors: Red, White, Navy, Light Blue and Pink	T-Shirts Tank Tops Cut-off shirts Shirts with Logos, Picture & Designs
BOTTOMS	Pants Slacks Jeans Capris Shorts Skirts/Jumpers (with shorts under) Must be in the following colors: Blue Jean, Navy, Black or Khaki (Tan) <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Belts <u>MUST</u> be worn in all bottoms that have belt loops!</div>	Baggy/Too Big Fleece/Sweatpants Items with: Holes Frayed ends Patches Fringe
SOCKS & SHOES	 Socks must be worn with shoes Athletic Shoes Flats & Boots Laces must be tied	Heels higher than 2" Open Toe Shoes Sandals Backless Shoes
OUTERWEAR	Sweatshirts Sweaters Cardigans Light Jackets Must be in the following colors: Black, Navy, Red, White, Pink, Light Blue, Khaki (Tan) 	Any item with a hood <u>NO HOODIES!</u> Items with Logos, Pictures & Designs 
SPIRIT WEAR	Heritage T-Shirts can be worn each Friday	

****NOTE: Non dress code jackets or sweaters may not be worn in the building. Once the student gets to his/her classroom the jacket/sweater should remain in the classroom until dismissal or unless the student goes outside**

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

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

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” cannot 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.

PLEASE LABEL EVERYTHING that belongs to your student: notebooks, student agendas, jackets, sweaters, backpack, lunch box, water bottle, etc....Unclaimed items are kept for 1 month at Heritage in the Lost and Found located in the Gym and then donated.****