

Heritage School

Heritage School Daily Schedule

8:35 a.m.	First Bell - students may enter the building
8:50 a.m.	Second Bell - students in their classroom - teaching begins
3:44 p.m.	Dismissal Bell
12:10 p.m.	Half Day Dismissal
1:10 p.m.	Early Release Day

30 minutes for lunch
75 minutes for specials (Art, Music, PE, Media and Spanish)
Recess - determined by each grade level

We ask students and parents not to enter the building prior to 8:35 a.m. unless by appointment and must sign-in at the main office to obtain a pass. Students who arrive prior to 8:35 a.m. may wait outside the main entrance until the first bell rings. During inclement weather, students arriving early will be invited to wait quietly inside the main entrance. Staff supervision of students begins at 8:35 a.m. Students are expected to be in class and ready to learn at the 8:50 a.m. bell.

NOTE: Students are expected to leave the building by 3:44 p.m. unless previous arrangements have been made with the Heritage staff to stay after school.

HERITAGE SCHOOL POLICIES

Please NOTE: The school principal has the final decisions and interpretations of all school policies.

Absences/Tardiness

When a student is absent, a parent should call the school office at 401-4100 before 8:50 a.m. on the day of the absence. A message may be left on the school voice mail message system prior to regular school hours. We stress the need for you to call us when your child is absent. Please do not call the classroom. This allows you to do so at your convenience, rather than our call interrupting you. Any student who arrives at school late or leaves before the end of the school day for any reason must register in the office. Parent cooperation on this point is a major factor in curbing truancy. If an illness, injury, death in the family, or the like will cause more than one day of absence and the number of days can be given in advance, it is not necessary to call each day. Students absent from school are expected to not participate in extra curricular activities that day.

Students who are tardy to school for any reason, must sign in at the office and obtain a pass **before** going to class. Appropriate action will be taken for repeated tardies.

The practice of arriving to school and being in class on time is a lifelong skill that students will need for the remainder of their education and in the workforce. Entering the classroom late is disruptive to the teacher and the other students. If a student is excessively tardy to school, a letter will be sent home, and if punctuality does not occur on a regular basis, disciplinary action will take place.

Homework for Vacations

Please try to avoid taking vacations during school. When your child misses school, he/she misses valuable educational experiences that cannot be made up. Specifics will be given to the student in order to complete work that was missed when the student returns. A student will be given the same amount of time missed to make up work. Since lessons change during teaching, assignments may not be given prior to vacation. However, assignments such as keeping a log during vacation, MAY be requested as part of a "vacation" assignment.

Parent Drop Off & Pick Up

Parents who will be dropping their child off or picking up at the end of school are asked to use the south loop. Parents are asked to park in the north lot when walking their child into the school in the morning or walking in to pick them up at the end of the day. The bus loop behind the building is for buses only during school hours.

PowerSchool and Grades

Teachers post grades weekly on PowerSchool. It is the responsibility of the students and parents to check grades regularly. Teachers also post important information and assignments on their website. Please become familiar with both forms of school communication.

Newsletter

Heritage News & Notes is the weekly newsletter. It is sent out from September to June. Please contact the office if you do not receive the email containing the link for this publication.

Make-Up work

If your child is absent, they will have one day to make up work for each day absent. For example, if absent on Monday, work is due on Wednesday. (Exception - extended illness)

Heritage Definition of Bullying

Bullying has three distinguishing characteristics. *It is intentional, it takes place more than once, and there is an imbalance of power between the bully and the person being bullied.* Bullying includes aggressive behaviors such as physical and verbal abuse, spreading rumors, or persuading others to reject them.

Signs of Bullying:

- Frequent school absences
- Unusual sadness
- Withdrawal from peers
- A decline in academic performance
- Not eating lunch
- Avoidance of certain school areas where bullying is likely (playground, lunchroom, bathrooms)
- Clingy behavior
- Frequent visits to the school nurse
- Torn clothing or bruises

Examples of Classroom Prevention:

- Foster a climate of cooperation and caring.
- Catch the bullying student being kind.
- Role-play situations.
- Closely monitor students that are at high-risk of bullying.
- Inform school staff about potential bullying situations.
- Present classroom lessons that have a bullying theme.
- Closely supervise areas where bullying is likely.
- Encourage bystanders who observe bullying to take action.

PBIS School-Wide Program:

- School-Wide assembly in early September
- Classroom Lessons provided using PBIS

Code of Student Conduct

No school or group can operate effectively without rules and certain expectations. By encouraging cooperation, consideration, and safety, we intend to create an environment in which all children can learn. Our school rules assist us in this process. Please review the following:

Be Respectful
Be Responsible
Be Kinder Than Necessary @ Heritage

Playground Rules

- Students stop what they are doing and respond to a whistle signal
 - 1 whistle = stop and look at adult supervisor
 - 3 whistles = line up quietly and quickly
- Students stay away from puddles and mud
- Students leave rocks, sticks, and other dangerous objects alone
- Throwing snowballs is not allowed
- Ball bats, tennis racquets, and sleds with steel runners are not allowed
- Only rubber, nerf or tennis balls allowed
- Ball chasing: students may get balls at the end of recess with permission
- Students will not kick balls on roof
- Coned areas are off limits
- Tag is to be played on the ground only, not on a play structure
- Students will follow safety rules of the different playground equipment
- No standing on top of monkey bars and dome or any of the playground structures
- No Lacrosse equipment allowed on the playground
- Wall ball must not be played after 1:00p.m on Band Walls
- Heritage Path - No standing or sitting
- No climbing or playing on snow mounds

Lunchroom Rules

- Be responsible for your area
- Raise your hand for assistance
- Stay seated until dismissed

Swing Rules

- One on a swing
- Sitting position
- No jumping off
- Swing forward
- No twisting
- Feet first

Code of Student Conduct Consequences

Students who misbehave are generally disciplined through classroom procedures. However, should a student be referred to the office, consequences will follow guidelines set in PBIS and at the discretion of the administrator(s).

Dress Code for Success and Safety

Students will dress appropriately. When student dress is deemed improper, any student may be requested to call home for a change of clothing.

- Midriff, cutoff tops and open-back or open-side shirts are not to be worn.
- Tank tops must measure 2 inches at the shoulder.
- Girls' skirts and/or shorts must not be any higher than mid-thigh.
- Not permissible to show "underwear" as a result of wearing baggy clothes.
- Wearing pajamas is not permitted unless the school or classroom teacher is specifically having a day designated to wearing pajamas.
- Hats must be removed upon entering the building, except on special days as designated by the Heritage staff.
- Prohibited articles of clothing include, but are not limited to: articles of clothing displaying foul language, symbols promoting drugs, alcoholic beverages, violence, or sexually inappropriate material.
- Chains of any type are not permitted as part of student dress.
- Bandanas may not be worn.
- Shoes must be worn at all times.
- Please no flip flops.
- Students must have tennis shoes for participation in physical education activities.

Electronics/Cell Phones

Cell phones may be brought to school. However, they must be turned off and out of sight once the first bells rings @ 8:35 a.m. and may not be turned on until the end of the school day at 3:44 p.m.

Under the discretion of the classroom teacher, BYOD policy may be in place. If so, devices shall be used for educational purposes under the supervision of your child's teacher.

Electronic devices used for anything other than educational purposes will be confiscated. If confiscated, these electronic devices will be delivered to the office and a parent/guardian will be called to pick these items up in the school office.

Please Note: You can find additional information regarding Heritage School policies and procedures online at salineschools.org/Heritage, under Information, Parent Handbook.

I have read and discussed these policies stated in this handbook with my student.

Student Signature _____

DATE _____

Parent Signature _____

DATE _____