



2022-2023

Heritage Elementary School Student Handbook



Hometown School—World Class Education

GREENVILLE COUNTY SCHOOLS HS

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Attendance

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents and guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. School will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Unlawful Absences

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents
- Suspension is not to be counted as an unlawful absence for truancy purposes

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10 day absence limit until the student has reached his or her 11th unlawful absence. Furthermore, a student does not exceed the 5 day absence limit for a 90 day course until the student has reached his or her 6th unlawful absence.

Carnegie Credit

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 10th unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a

parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused and will count towards the unlawful absences a student has in the respective course. A student must attend the majority of a class session during a school day to receive credit for that class.)

Truancy

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student's absence, 5 parent notes in a 90-day course, and 3 parent notes in a 45-day course. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

Student Behavior Code

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in [Policy JCDA](#) and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Schools will establish rules and expectations for student use of electronic devices, and students will be disciplined in accordance with this policy for any inappropriate or unauthorized use of a device. School authorities are authorized to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by State law, State Board of Education regulation, and/or the policies of this District.

The Board and the administration offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Levels of offenses

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

Disorderly conduct - Level I

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses

- violation of school bus regulations
- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

The administration may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- Demerits
- Detention
- In-school/out of school suspension
- Other sanctions approved by the Board or administration

Disruptive conduct - Level II

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following:

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
 - intimidating, threatening, or physically abusing another student
 - any other acts as determined at the school level that are not inconsistent with Board policy

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- in-school suspension
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Criminal conduct - Level III

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school or to the security of District resources. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

Acts for which principals must recommend students for expulsion include, but are not limited to, the following:

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery

- extortion
- any other acts as determined by the Board

NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.

The principals must recommend students for expulsion if they have committed offenses which are underlined above. If a student commits an offense that is not underlined, the principals may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- out-of-school suspension
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Dress Code

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with the guidelines below.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

Transportation

Discipline

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below.

The School District Behavior Code (Board Policy JCDA) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

Level I Offenses - Disorderly Conduct

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

Level I Consequences

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus up to three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level consequence.

Level II Offenses

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus
- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

Level II Consequences

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus up to ten (10) days and parent conference
- 3rd Referral -- Suspension from bus up to thirty (30) days, possible removal and parent conference

Level III Offenses

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

Level III Consequences

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

Discipline of Students with Disabilities

Students with disabilities will be disciplined in accordance with federal and state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

Procedures for Transporting 4k, 5k and 1st Grade Students

For safety reasons, all K4, K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported from school for the entire school year. The student tag shall include the following information:

Front:	Back:
Student Name	Student address unique number
[] Student designee name (4th grade or above)	
Route number	

Parent Responsibilities:

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K or 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the bus stop in their place. The designee may be another adult or student designee (4th grade or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, and the parent/guardian/designee with the numbered card is not present at the bus stop, the student will be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

Incidents of the parent/guardian/designee with the numbered card not being at the bus stop for afternoon drop-off will result in all transportation services being discontinued according to the following schedule:

- First Incident: Warning to parent by school with review of future consequences
- Second Incident: 3 days off the bus
- Third Incident: 5 days off the bus
- Fourth Incident: 10 days off the bus
- Fifth Incident: Removal from bus for the remainder of school year

The school administration will implement the above schedule without a bus driver referral and notify the appropriate bus center of the effective dates of loss of bus transportation services. Only the Superintendent or his or her designee may make exceptions to the provisions contained in this administrative rule.

Anti-Bullying and Safe Schools

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in Board Policy and Administrative Rule JCDAG. All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

Reporting Bullying, Harassment & Discrimination

Any student who believes that he/she has been subject to harassment, intimidation, bullying or misconduct by other students, employees of the District or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and Administrative Rule JCDAG.

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG. Complaints may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Ombudsman. Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV pertaining to staff and adult interactions with students. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

Investigation

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

Appeals

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is Section504@greenville.k12.sc.us and TitleVI@greenville.k12.sc.us. Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will examine the evidence presented by all the parties, and may conduct a meeting with both the complainant and the school principal or designee if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator or the Superintendent or his/her designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The

appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

Title IX Complaints (Sex-Based Discrimination/Harassment)

The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education program or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex in all of its programs and activities by its employees, students or third parties.

Reporting

Any student (or parent/guardian of student) who believes they have been the subject of sex-based harassment or discrimination should contact the school's administration immediately. A formal complaint may be filed in accordance with Administrative Rule JCDAG. Even if a formal complaint is not filed related to a Title IX concern, the District must still conduct a thorough review into the concern and implement appropriate supportive measures and disciplinary consequences and provide a written summary to the student/parents related to its efforts and actions.

Investigation

A school's Assistant Principal or other appointed school administrator (investigator) will initiate an investigation of any formal complaint of alleged sex discrimination, sexual harassment, sexual violence, or inappropriate conduct of a sexual nature reported to them in consultation with the District's Title IX Coordinator following the detailed process outlined in Administrative Rule JCDAG. The school's Principal will then separately review the findings of that investigation and render a determination as the decision-maker. If an allegation is made against a non-student, including an employee, the District Employee Relations Representative will serve as the investigator and a director in the District's Human Resources Department will serve as the decision-maker. A parent or legal guardian or Title IX Coordinator may also file a complaint on behalf of the student. If, for any reason, the student prefers not to share the complaint with the Assistant Principal, he or she may submit a complaint with the Principal.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found at

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=titleix>

Homework

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of homework:

Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long- range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

Uniform Grading Scale

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

The SC Grading Scale is as follows:

A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59

WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP=no value

[Link to: SC Uniform Grading Scale](#)

PreKindergarten

<ul style="list-style-type: none"> • Personal and social growth • Approaches to learning • Physical development and health • Language arts and literacy • Mathematics 	<ul style="list-style-type: none"> + Exceeds standard = Meets standard # Making Sufficient Progress - Not Yet making Progress Blank-Not taught or assessed
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Kindergarten and First Grade

Student progress in kindergarten and first grade is reported for South Carolina Academic Standard as follows:

Academic Skills Indicators:

Reading Writing and Language Communication Science Mathematics Social Studies	M=The student consistently meets or exceeds end-of-year expectations for this standard P=The student shows expected growth/progress in meeting this end-of-year standard B=The student is beginning to progress toward meeting this end-of-year standard N=The student needs intensive support at school and home to develop this end-of-year standard <i>If left blank, this standard was not addressed or assessed during this reporting period</i>
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Successful Learner Characteristics:

Interacts positively with adults and peers Shows initiative and eagerness to learn Participates and works well in a variety of settings (whole class, small groups, independently) Demonstrates organizational skills Sustains attention in a variety of settings Demonstrates perseverance in various tasks/situations Follows multiple-step directions	4=The student consistently demonstrates the characteristics 3=The student demonstrates the characteristics most of the time 2=The student demonstrates the characteristics some of the time 1=The characteristic is not yet evident
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Related Arts Indicators:

Art Music	M=Meets related arts standards P=making progress towards related arts standards
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2nd-12th Grade

The following grade scale will be applied to students in grades 2-12.

A=100-90 B=89-80 C=79-70 D=69-60 F=59-50

For Carnegie Unit courses please refer to the state Uniform Grading Policy (UGP) for quality points and state regulations guiding credit-bearing courses.

Grading Floors

- **Elementary School Students (Grades 2-5)**

A floor of 50 will be applied to quarter report cards for elementary students (2-5). The floor will not be applied to Interim Progress Reports.

- **Middle School Students (Grades 6-8)**

A floor of 50 will be applied to all grades for middle school students (6-8)

- **High School Students (Grades 9-12)**

A floor of 50 will be applied to quarter report cards for High School Students (9-12). The floor will not be applied to Interim Progress reports.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

*An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

Directory Information

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, address, telephone number, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the No Child Left Behind Act requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

Student Speakers at School-Sponsored Activities

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

School Insurance

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faqinsurance>

Voluntary student accident insurance is different from athletic insurance, which is required.

Parent's Right to Know

As the parent or family of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child.

Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

If you would like to receive this information, please call the Human Resources Department.

Student Use of Technology

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students. Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

Board Policies and Administrative Rules

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on Board Docs on the District's website at: <https://go.boarddocs.com/sc/greenville/Board.nsf/Public>

Heritage Pioneer Faculty and Staff 2022-2023

Heather Hester, Principal
Cindy Crouch, Assistant Principal

4K

Alison Auman
Stacy Silvers, Teaching Assistant

5K

Caroline Crenshaw
Crystal Talley, Teaching Assistant
Kristi Evans
Tammy Kozic, Teaching Assistant
Donna Jent
Connie Parffit, Teaching Assistant
Amanda Loftis
Donna Churray Teaching Assistant

First Grade

Gabriel Capps
Valerie Deyton
Amy Grumbles
Samantha Massey
Lynn Mills

Second Grade

Leslie Bowers
Stephanie Crain
Mac Martin
Amanda McKinney
Olivia Simmons

Third Grade

Cherish Carpenter
Regan Davis
Shelley Kozic
Pam Moore

Fourth Grade

Lindsay Buckley
Sarah Epps
Sharon Gillespie

Fifth Grade

Amy Eldridge
Gina Scott
Kim Searcy
Devyn Washburn

Special Education

Dana Crumley, Resource
Nicole Lunghi, Resource
Sabrea Brown, Speech
Alex Zimmerman, Speech
Taryn Laven, SPED
Debbie Bell, Teaching Assistant
Stacey Shipman, Teaching Assistant
Mandy Hofmaster, SPED
Kayla Baskins, Teaching Assistant
Rene Smoak, Pre-School SPED
Amber Smith, Teaching Assistant
Kam Watkins, Teaching Assistant
Delia Amick, Aide

Related Arts

Debbie Allen, Spanish
Wendy Bergquist, STEAM Lab
Jennifer Bishop, Art
Brady Coyle-Smith, Music
Brian McGuffee, PE

Specialists

Kim Cole, Media Specia
Wanda Casad, Media Clerk
Neely Ledford, Gifted and Talented
Jeannie Gully, Guidance Counselor
Ashley LaRoche, Instructional Coach
Lauren Gilbert, Literacy Coach
, Reading Intervention
Christina Luther, Reading Intervention
Amy Lyn Reeves, Intervention
Stacy Cunningham, Reading
Lindsey Grumbles, Math Intervention
Grace Eskew, ESOL

Front Office

Mary Phillips, Secretary/Bookkeeper
Chryse Walker, Attendance Clerk
Wanda Casad, Office Clerk
Patty Silver, Nurse
Blaire Hirt, Greenville Mental Health

Custodial Services

Chris Harton, Plant Engineer
Larry Bryant
Brendan Harris
Trish Glenn
Dustan Snow

Cafeteria Staff

Kim Kelley, Manager
Tina Mundie, Assistant Manager
Angela Dewease
Heather Holt
Cricket Leopard
Jeanne Amidon
Melissa Banks

Welcome to Heritage Elementary School! We are so excited to have your family join us and look forward to an exciting school year watching the students grow into 21st Century Global Learners. The information contained in this handbook is intended to inform you of our school procedures and to help your child make the most of their school year. Please take time to look over this information and use it to become actively involved in your child's education.

Greenville County Schools information is available by calling the School District Office info line at 355-3100. Additionally, current information is always available on the following websites:

School District: <http://www.greenville.k12.sc.us/>

Throughout the school year, your family can also access current Heritage Elementary information at our website: <http://www.greenville.k12.sc.us/heritage/index.asp>. You may also go to our Facebook page, Instagram page, or our Twitter feed and see photos and announcements about the daily happenings in our school.
<https://facebook.com/HeritageElemSch> <https://instagram.com/HeritageElemSch>
<https://twitter.com/HeritageElemSch>

Our Mission

The mission of Heritage Elementary is to provide high quality academic, social, and life experiences that help develop young children into successful, independent adults.

Our Vision

We inspire our students to become lifelong learners by implementing best practices in a safe and nurturing environment.

Our Values and Beliefs

Values and beliefs are the core of who we are, what we do, and how we think and feel. Values and beliefs reflect what is important to us; they describe what we think about work and how we think it should operate.

We believe...

- Caring teachers, administrators, and support staff must have high expectations of all students in both their academic performance and their social behavior.
- Communication is essential to foster a successful partnership between parents, students, and staff.
- Students should feel confident, and emotionally and physically safe while at Heritage Elementary School.
- The curriculum, instruction, and assessment should be efficient, informative, and instructionally driven.
- Curriculum and instruction must meet the needs of all students and prepare each student for success.
- Education is the shared responsibility of students, home, school, business, and community.
- Early reading and mathematical thinking are the foundations for educational success.

Motto “Hometown School—World Class Education”

A WORD FROM THE PRINCIPAL

The faculty and staff of Heritage Elementary School welcome you to a new school year. Our motto is “Hometown School—World Class Education”. We take this motto to heart, as we welcome you home to Heritage. We value our families, volunteers, and community partners. We know that it takes all of us to help make the students at Heritage successful. Each student who walks through our doors is offered a World Class Education, giving them opportunities to inquire into a variety of topics throughout their school year. During the 2022-2023 school-year, our goal is to continue our tradition of loving students and reaching high levels of academic achievement. Despite all of the challenges that the pandemic presented, our students and staff rose above the adversity and saw the highest academic growth ever last school year. We look forward to building on that success and having another amazing year of learning together.

Parents, please review the contents of this handbook with your children. It contains important information regarding our school.

Heather M. Hester, Principal

SCHOOL HOURS

7:00	Doors open and all students report to the cafeteria. Please do not drop students off before 7:00, as there is no adult supervision prior to this time. Your student's safety is very important to us!
7:00-7:35	Breakfast is served. Breakfast is free to ALL STUDENTS! No student will be served after 7:35 unless arriving on a late bus.
7:30-7:45	All classrooms will be opened and teachers will be in their rooms.
7:45	School begins. After 7:45 students are tardy and must check in at the office before entering class. Parents will be required to come into the building to sign their student in after 7:45.
1:45	No early dismissals after 1:45.
2:15	School ends. Teachers accompany students to their respective rides. We will not allow children to cross incoming traffic to be picked up in the parking lot. Car pickup must display their numbers in the windshield until the student enters the car.
Inclement Weather: If it is raining when you are picking up your child, PLEASE unlock the passenger door and assist in opening the door for your child.	
2:35	If children are left at school after 2:35, they will be supervised in the cafeteria. If the parents have made no attempt to contact the school by 2:45, we will call you at home or at work or at the emergency number listed for your child.

The phone number for the office is 864-355-6000. There are no provisions for after-school supervision other than when specific programs are in operation. If child care is needed after school, you may contact Chryse Walker at 355-6000 for enrollment information.

The closing of school due to extremely bad weather or severe emergency will be announced on the day's 6:00 a.m. news on all radio and television stations in Greenville County. If bad weather develops during the day, please listen to the radio for dismissal announcements. Please discuss with your child in advance the procedures you will follow in getting your child home early. If the child's teacher doesn't have a note from the parent, the child will follow the same procedure he or she does on a daily basis. In case of an emergency situation during the school day, parents are asked not to call the school for information. The school has detailed plans for the evacuation and safety of all students. In an emergency, it is vital that the phone be available for use by those who are directing emergency procedures.

Arrival to School

ALL DRIVERS

For the safety of our students and our safety patrols, please follow these rules while in our front and back car loops:

- Do not smoke.
- Do not talk or text on a cell phone.
- Supervise siblings. Do not let them climb trees or run around the cars while waiting for dismissal.
- At dismissal, please make sure that your number is visible at all times until your student enters your vehicle.

FRONT OF HERITAGE

Bus arrival students will unload from the bus circle and enter the cafeteria door. Those bus riders who need to eat breakfast will remain in the cafeteria and eat breakfast. All other bus riders will report to grade level holding areas after being released from the cafeteria area.

Car arrival students will unload from the car loop at the front of the school (close to Northwest Middle) and enter the cafeteria door. Note: This will allow Heritage to keep the security wall closed and only allow entrance when opened for specific adults and students. This will also improve supervision of students entering and the safety of all. Car arrival students who wish to eat breakfast at school should arrive at school by 7:15 am to allow time to eat breakfast and to be ready for the start of the school day. Drop off of students is not allowed in the bus loop.

BACK OF HERITAGE

Kindergarten and First Grade Students arriving in cars will unload and enter the primary entrance. All cars will park in the front parking lot at all times. The back entrance is for students only and is open from 7:30-7:45.

LATE/TARDY ARRIVAL

School begins promptly at 7:45. Help your child be on time. Punctuality is a quality of good citizenship. When tardy, a child must go to the office to be admitted to class. **A parent or guardian must accompany the student into the front office after 7:45 to sign their student in to school late.** If tardies become excessive, the administration will hold a conference with the parent to help resolve the problem. If the problem continues, the matter will be referred to the Department of Social Services as educational neglect. Any student who has in excess of three tardies for the year will forfeit eligibility for a perfect attendance award at the end of the year.

Departure from School

FRONT OF HERITAGE

Bus students will dismiss from the cafeteria and enter the buses in the bus loop.

Car riders in grades 2-5 will dismiss from the cafeteria with the use of our number system. Students will enter their cars from the front car loop.

BACK OF HERITAGE

Car riders in grades K-1, and siblings of students in grades K-1 will dismiss from the primary entrance in the back of the building with the use of our number system. Students will enter their cars from the back car loop.

Changes in Transportation Home

Any time a student is leaving school in a manner different from his or her regular routine, the school must receive a written note from the parent. Change requests via telephone will be accepted during the school day, however in an emergency situation, a change note may be faxed to the school office prior to noon. This policy insures that all students get home safely each day and your cooperation is appreciated. No student will be permitted to ride home after school with anyone other than his/her parent unless the child brings a note from his/her parent.

Attendance Policy/Tardy Policy

The school year consists of 180 days. To receive credit, students must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course. Students are counted present only when they are in school, on homebound instruction, or present at an activity authorized by the school principal. In order for students to be counted present, they must be in attendance for **THREE HOURS** during the instructional day.

Absences in excess of 10 days may cause the student to lose credit for the year. Record of student attendance is kept beginning with the first day of school. Students who have in excess of three (3) tardies will forfeit eligibility for perfect attendance for the year.

What Do I Do If My Child Refuses To Go To School?

First, call the attendance clerk at your child's school and report the problem. If your child continues to miss school unlawfully, an administrator from your child's school will schedule an intervention conference with you and your child. At that time a plan will be devised to improve your child's attendance. If your child continues to miss school unlawfully, his/her case will be referred to an attendance supervisor or social worker. The attendance supervisor or social worker will convene a conference with you and your child regarding his/her attendance problem. If your child continues to miss school unlawfully, the case may be referred to Family Court for further intervention.

Cafeteria-Culinary Creations

Heritage Elementary will continue to participate in a New Culinary Concepts Menu Program for the coming year. The program features fresh fruits, vegetables and soups prepared daily. There will also be a vegetarian choice offered each day. There will be less processed, lower fat, lower sodium foods, and more whole grains.

Heritage Elementary School serves wholesome and nutritious lunches to both students and adults. Students may put money into their accounts for “extras”.

Prices	Breakfast	Lunch
Full Paid	Free for All	\$2.50
Reduced	Free for All	\$0.40
Adult	\$3.07	\$4.81

(Prices are subject to change)

We encourage the children to drink milk with their meals. If you child is allergic to dairy products, please bring in a doctor’s note and we will accommodate him/her as much as possible. Please do not send cans or bottles of soda for their lunch.

Heritage Elementary School is a CATCH school. We provide our students nutritious meals, and teach them to make nutritious food and drink choices throughout the curriculum. **We strongly discourage bringing fast food and drinks into the cafeteria.** Parents who wish to eat lunch with their child need to report to the office to sign in, obtain a visitor’s pass and then go to the cafeteria at the appropriate lunchtime. Visitors are to return to the office to sign out as they leave the building. We ask that parents and visitors follow our cafeteria guidelines, including sitting with your child on the stage. We do not allow children who are not related to you to join you at lunch, nor do we pull students in other grades away from instruction. You must meet your child during their scheduled lunch time for this visit.

Challenge Program

The school district provides programs for gifted and talented students to challenge them with rigorous, complex classwork and research. Gifted students may demonstrate high performance ability or potential in academic and/or artistic areas. Administrators, parents, teachers, and students may make referrals for students to be screened.

Identification in academic areas will be made using multiple criteria. Students who meet the criteria in two of the three dimensions are eligible for placement. All students currently in the program will continue to be served.

Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile composite or higher for their age group. If students do not qualify solely on aptitude, they will be screened by this process:

In Dimension A-Reasoning Abilities:

Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, non-verbal, quantitative, and/or a composite of the three.

In Dimension B-Academic Achievement:

Students must demonstrate high achievement (94th national percentile or above or advanced status) in reading and/or math as measured nationally normed or SC statewide assessment instruments.

In Dimension C-Intellectual/Academic Performance:

Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits, or demonstrate intellectual characteristics such as curiosity/inquiry, reflection, persistence/tenacity in the face of challenge and creative, productive thinking. An elementary student must earn four points on a five-point scale that contains specific performance criteria.

Results of private testing will not be accepted for placing students in the Challenge program.

Change of Address and/or Phone Number

It is necessary that we have your current address and phone number at all times. This information is especially important in cases of emergency. Please notify the school immediately upon changing your address or telephone number.

Communication

It is important that we maintain open communication between school, parents and guardians, and the community. If you want to meet with particular school personnel or the principal, an advance phone call will help assure their availability. Teachers are not able to meet on a drop-in basis or accept phone calls as they are working with the children. Please call the office or send a note to the teacher requesting an appointment.

Parent Backpack

Parent backpack is our main form of communication for things such as school and district announcements, up to date grading, attendance, lunch accounts, etc. We encourage ALL of our families to have a Parent Backpack account through the school district. If you do not yet have an account, you may register for one on the school's website. Please call the office if you need assistance.

Student Folders

Weekly Communication Folders will be sent home each week. For direct communication with the teacher, please write a note or send an email to the teacher. Notes can be sent with your child in the mornings or sent to the teacher's email address. Please note that most days teachers cannot check email during the school day; so DO NOT send time sensitive information to your child's teacher through the email. Classrooms do not have the ability to receive direct phone calls so messages left during the school day will not be returned until the teacher is available to return the call.

Parent-Teacher Conferences

There will be a scheduled conference between the child's teacher and parent at the end of the first 45 day reporting period for all kindergarten and first grade parents. Teachers in grades 2-5 will also schedule conferences throughout the year as needed to share information about a child's progress. Parents are encouraged to initiate conferences at any time by writing a note or calling the school office for an appointment with the child's teacher. When teachers observe the need for additional parent-teacher conferences, they will request that parents come in for special conferences.

Permanent Records

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only to the professional staff, and the student's parents or guardian. Please schedule an appointment with the counselor if you desire to review your child's permanent record. When a student transfers to another school outside Greenville County, the records will be forwarded to the new school upon receiving a written request from the new school.

Social Media

Heritage Elementary School can be found on Twitter at @HeritageElemSch , on Facebook at <https://www.facebook.com/HeritageElemSch/> , and on Instagram at @heritageelemSch. We often use the hashtag, #HeritageHype. Please check regularly on Twitter, Facebook, and Instagram to see information and pictures of the many exciting things that happen at school each day. Remember that if you do not want your student photographed, you will need to "opt out" of any photographs, and this includes yearbook photos. Forms for opting out of photographs are sent home at the beginning of the school year.

Student Led Conferences

During the school year we will hold student led conferences. This conference is one that is run solely by the student. If a parent has a concern at the time of the student led conference, the parent will need to set up another time to talk with the teacher as the student led conference is solely devoted to the student.

Counseling Program

Our counselor works closely with the school staff to provide a program of activities designed to enhance the personal, social and emotional development of our students. In addition to the classroom guidance program, the counselor works with individuals and small groups, and provides a variety of support programs for parents. She is available for conferences with parents. To schedule an appointment please call 355-6004.

Code of Conduct (Greenville County School District)

The Heritage staff is committed to providing a safe environment in which students can learn and grow. In an effort to maintain the best possible atmosphere for learning at Heritage Elementary, we follow the Greenville County School District's Code of Conduct. It includes rules and consequences to be enforced by all faculty and staff at Heritage. Refer to *Parent Express* or the district website (<http://www.greenville.k12.sc.us/index.asp>) for additional information. We will be discussing the Code of Conduct with your child within the first days of school. Should you have concerns regarding this plan, teachers will be answering questions during the PTA Open House.

Discipline

The School District of Greenville County Discipline Code is mailed to each home in the *Parent Express* newsletter. It states: "All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students.

Every reasonable effort will be made to keep the student within the school's sphere of influence, using suspension and/or expulsion only as a last resort." Heritage Elementary will be an orderly, disciplined school where students are responsible and are accountable for their actions. Students are expected to act with respect for each other and for the teachers. Most discipline problems can be handled between the teacher and student. If the offense is serious or if inappropriate behavior persists, the student's parents will be informed. No physical violence, hitting, biting, scratching, or fighting will be tolerated. School District Policy prohibits harassment, bullying, and intimidation of any student. Reports of this behavior will be handled according to the district policy.

If there are any questions concerning this discipline code, please contact the school principal.

Dress Code

We follow the School District Dress code. This is board policy JCDAF. Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with this policy.

Greenville County School District establishes the following requirements for school dress code policies for students:

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. No flip flops or backless sandals are allowed.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments. Spaghetti straps and tank tops may be worn over tee shirts.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Only mid-length shorts may be worn to school.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

Essential Agreements for Common Areas

Breakfast Time in the Cafeteria

Children are expected to behave in the following manner:

Quiet voice levels

- *Clean up your area and push in your chair when you leave*
- *Follow the adult's directions*

Hallways

Children are expected to behave in the following manner:

- *Voices at 0*
- *Keep hands to your sides*
- *Walk in a straight line on the third block from the wall, facing forward*

Assemblies

Children are expected to behave in the following manner:

- *Sitting down on the floor*
- *Hands in your lap*
- *Lips are closed*
- *Ears are listening*
- *Eyes are watching*
- *Be respectful to the speaker*

Dismissal in the cafeteria or kindergarten holding areas

Children are expected to behave in the following manner:

- *Voice level 0*
- *Backpack is closed and on back*
- *Listen for your number*
- *Stay seated*

Lunchtime Essential Agreement

Children are expected to behave in the following manner:

- *Keep hands and feet to yourself*
- *Speak politely to everyone*
- *Remember: Do Not share food*
- *Raise your hand for help or to use bathroom*
- *Remain seated at all times*
- *Clean up after eating*

Playground

- *Use equipment safely and appropriately*
- *Keep hands, feet, and objects to yourself*
- *Leave sand, grass, rocks, sticks, and mulch on the ground*
- *Walk on the mulch, run on the grass*
- *Stay where you can see your teacher*

Field Trips

Field trips are an extension of the instructional program. Heritage teachers spend many hours planning and preparing for an exciting and enriching experience for our students. Students are expected to fulfill their responsibilities, i.e. homework, classwork, monetary obligations, etc. in order to participate. All students are required to have a bag lunch from the cafeteria or from home on the day of the field trip. This allows teachers to be certain that food is packed appropriately and expedite departure time. Students are also required to have a signed permission slip from their parents or legal guardian. No phone calls will be allowed as verbal permission. If there is a monetary reason keeping a child from participating in a field trip, please call your child's teacher and/or the principal to discuss alternatives that would make the field trip possible for your child. **THE PERMISSION SLIP, FIELD TRIP FEE, AND BAG LUNCH FEE MUST BE TURNED IN TO THE TEACHER 24 HOURS PRIOR TO THE FIELD TRIP IN ORDER TO PARTICIPATE. ANY EXCEPTIONS MUST BE APPROVED BY THE ADMINISTRATION.**

Grading Students

Report Cards are made every nine weeks and are sent home four times a year. This report will assess children in reading, language, spelling, handwriting, mathematics, social studies, science and health, art, music, physical education, and habits and attitudes. If a report is not received at the end of each nine-week period, please notify the child's teacher or school office. It is necessary for parents to furnish a self-addressed stamped envelope in which the final report card can be mailed. Interim progress reports may be sent at any time during the grading period to inform parents of a lack of progress in certain areas.

Academic progress and attendance are reported. Kindergarten and first grade students earn grades based on their understanding and completion of grade level standards. The statewide grading scale below is used for students in grades 2-12.

Letter Grade	Numerical Grade	Explanation
A	90-100	Denotes excellent work at the student's instructional level.
B	80-89	Denotes above average work at the student's instructional level.
C	70-79	Denotes average work at the student's instructional level.
D	60-69	Denotes below-average or poor work at the student's instructional level.
U or F	Below 60	Denotes failing work at the student's instructional level.

Students must have all A's and B's in graded subjects, and S's or E's in ungraded subjects to make the Honor Roll.

Health Room

Any child who is not feeling well or has been hurt on the playground will be sent to the health room by his/her teacher. We have a qualified school nurse at the school. The person in charge of the health room will log the student's time in, take his/her temperature, or perform any minor first aid necessary depending upon his/her symptoms. We are equipped to administer first aid only. If the situation is serious or the child is uncomfortable, a parent is called. In all cases of accident or illness, every effort is made to contact the parent/guardian.

The school will follow your directions on the enrollment and consent forms if we are unsuccessful in reaching you and the child needs more than first aid.

IMPORTANT NOTE: No treatment other than first aid will be given by school personnel. This is why it is important that you keep the school informed with the most up-to-date information about:

- Changes in your name, phone number, address, and family doctor
- Names of person (and phone numbers) to contact in case either parent cannot be reached

If emergency care is needed, the local EMS will be called.

The health room has a limited amount of space and cannot be used as a place to keep children for more than a very short time. Parents are asked to cooperate by coming to get their children as soon as the nurse or other qualified person in the health room calls.

No medicine can be dispensed in the health room unless it is accompanied by signed instructions from the parents. If it is a prescription or inhaled medication, a written physician's note and parental authorization will be required along with other forms from the nurse. A special form must be completed and left in the office for any medication. This must happen before prescription medications can be given. Parents/ guardians must bring medication into the school. Please note instructions, e.g., if medicine requires refrigeration, etc. If your child suffers an injury at home, do not depend upon the nurse or the volunteers to attend to the injury. The parents have first line responsibility for tending to injuries. If your child is sick in the morning, please do not send him to school for diagnosis of the problem or to expose others to possible illness.

As part of student services, students may be screened for speech-language, vision, and hearing problems, throughout the school year. If you have any questions or concerns, please let the principal know.

Policy for medication administration on a school sponsored fieldtrip

“Day Fieldtrip” – The parent needs to bring a labeled pill bottle with the number of pills that will be given/needed for that trip and give it directly to the teacher. The teacher will administer the medication as indicated on the permission form. All prescription medication or over the counter medication must be given to the staff member in the original bottle. No medication is to be brought in by the student.

“Over Night Fieldtrip”- The Field trip Medication Form must be filled out by the parent. The parent needs to bring a labeled pill bottle with the number of pills that will be given/needed for that trip and give it directly to the teacher. All prescription medication or over the counter medication must be given to the staff member in the original bottle. If, for any reason, there is any medication left in the bottle it is returned directly to the parent. The nurse (or office personnel) is not part of this exchange.

Homework/Classwork

Purpose

A well balanced learning experience for the student includes work in the classroom, academic study outside the classroom, participation in extra-curricular activities, and opportunities to learn and demonstrate strong leadership and good character. Work outside the classroom, known as homework, should be assigned only when it is beneficial and important to the student's overall program. Homework should be educationally relevant and reasonable; should serve the needs of the learner in meaningful ways; and should promote student engagement in learning through personalization of tasks to fit the students' learning needs, allowing student choice as appropriate. Although there is a place for rote practice and memorization, homework should also involve higher levels of thinking and creativity.

Academic Achievement: Homework (From Board Policy IHB)

When homework is given, assignments shall reflect the following guidelines:

- Homework shall include one or more of the three generally recognized types of homework:
 - Practice: reinforces newly acquired skills taught in class
 - Preparation: helps students prepare for upcoming lessons, activities, or tests
 - Extension: provides challenging, often long-term opportunities for enrichment that parallel class work
- Daily homework assignments for primary level students (K-2) shall not exceed 30 minutes, including 20 minutes of reading.
- Daily homework assignments for elementary students (3-5) shall not exceed 60 minutes.
- Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.
- Students are encouraged to spend some time each day reading a variety of materials independently.

Legal Guardianship

If a single parent has a court order in the school record as proof of custody and the school is notified each year, the school will do its best to honor the request of the parent concerning who has the authority to pick up the child. The school must be informed in writing as to who is authorized to pick up the child. Inform your children of the persons authorized to pick them up, and instruct them not to go with anyone else. Without proof of custody in the child's permanent record, the school has no recourse but to dismiss the child to either parent.

Lost and Found

Students who lose personal items at school are urged to check the lost and found in the cafeteria and with the office. Periodically, items from the lost and found are displayed for review. Don't delay! Unclaimed articles are donated to charitable organizations after a reasonable amount of time.

The Pamela Cribbs Media Center

The library and its resources are for the use of all students. Procedures are planned to encourage the use of all materials as the need arises. Students learn how to use the library for studies and for their own enjoyment.

A Parenting Library is also available for all Heritage parents. We hope you will come in and visit this updated facility located in the Media Center Conference Room. Books are checked out for one week and may be renewed. There are no overdue fines, but parents are asked to help their children return all materials checked out to them.

The library must be compensated for all damaged or lost materials.

A Moment of Silence

South Carolina state law mandates that all schools shall provide for a minute of mandatory silence at the beginning of each day. Heritage will have a minute of silence at the beginning of each morning announcements and end the announcements with the Pledge of Allegiance.

Money Sent to School and Student Receipts

Children should be discouraged from bringing money to school except for specific purposes. When money is brought to school by the child, please place it in an envelope with the student's name, the teacher's name, the amount, and the purpose written on the envelope. Neither the teacher nor the school can be held responsible when money or items are lost. When a student pays for any activity such as field trips, the student will receive a receipt. If you have any questions about a receipt or if you have already paid for an activity, contact your child's teacher.

Placement of Students

The administration works closely with the classroom teachers, guidance counselor, and related arts teachers to assign students to a heterogeneous homeroom class. Changes in enrollment at the beginning of school may affect staff allocations and therefore necessitate assigning students to different classes. However, every effort will be made to limit changes.

Processing of end of the year records

Before a child's record can be processed for the school year, the following must be completed:

1. All fall, spring and group pictures must be returned or paid for in full.
2. All fees for lost/damaged South Carolina textbooks must be paid in full.
3. All activities, materials, etc. that have not been paid for during the year must be returned/resolved.
4. All cafeteria fees must be paid.
5. All NSF checks and service charges must be cleared.
6. All library books must be paid for or returned.

Promotion/Retention Policy

The Promotion Retention Policy adopted by the School District of Greenville County assures that students reach minimum academic standards at each grade level before they are promoted. Students must meet the criteria set by the district in order to be promoted. Parent conferences will be requested to inform parents of the academic concerns about their child. Parents will also be notified in writing if there is a possibility that their child may not meet the standards. Parent conferences will be scheduled to discuss the academic progress the child has made and to share ways parents can help their child at home.

Greenville County Schools' expectations are defined by the curriculum standards adopted by the S.C. Board of Education in the core discipline areas of English language arts, mathematics, science, and social studies. The district's promotion and retention policy assures that students reach minimal academic standards at each grade level before they are promoted. To ensure that each child has the opportunity to meet these standards, appropriate intervention measures and transitional programs will be available to those who need them. The decision to retain a student will be made only after intervention efforts are unsuccessful in helping students reach certain achievement levels. The following guidelines will be used:

Although the principal, after consultation with the teacher, makes the final decision on promoting or retaining a student, he/she must have compelling procedural and/or substantive reasons for not accepting the recommendation of the student's teacher.

A student with disabilities, as identified by federal and state statutes and regulations, will be subject to promotion criteria appropriate to the student's age and grade placement unless the student's Individual Education Plan (IEP), as developed by the IEP committee, addresses and defines alternative learning goals and promotion standards.

In kindergarten through grade eight, a student may not be retained more than once in any one grade, and no more than a total of two times unless approved by the Superintendent or his/her designee.

In the event of a catastrophic illness, injury, or psychological trauma, the school principal may waive promotion criteria for him/her provided that the incident has demonstrated negative effect on the student's academic performance when compared to prior achievement. The principal shall document the circumstances prompting this action.

A Limited English Proficient (LEP)/migrant student should be promoted or placed along with age-level peers, according to this Rule. Retention must be documented with evidence that indicates the determining factors are other than English language proficiency.

PTA Support

Without the help of the Heritage PTA many special things would not be possible at our school. Last year PTA volunteers gave many hours of time in addition to monetary support. The objectives of the PTA are:

- To promote the welfare of children and youth in home, school, and community.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school that parents and teachers may cooperate in the training of the child.
- To develop between educators and general public such united efforts as will secure for every child the highest advantages in their education.

Thanks, PTA, for your continued support of Heritage Elementary School.

The PTA renders a number of valuable services to the school and sponsors several fund raising projects during the year. You are encouraged to become actively involved in supporting PTA activities. Announcements about meetings will be made in our school newsletters.

PTA Membership dues are \$5.00 per person. Parents, grandparents and other family members of Heritage Elementary are invited to join PTA.

PTA Board Members 2022-2023 School Year

PTA Officer Positions	Names
Co-Presidents	Lynsay Birckbichler and Jennifer Young
Treasurers	Teninille Lee
Secretary	Emily Ballew
Spirit Night	Brittany Levesque
Communications	Lynsay Birckbichler
Volunteer Coordinator	Crystal Hensley
Membership	Tiffany Jones
Boosterthon	Jennifer Young
Holiday Shop	Jennifer Young
Staff Appreciation	Kayla Whiteside
Reflections Coordinator	Lynsay Birckbichler
Members at Large	Michelle Allen Sherry McConnell Heather Delgado Kayla Whiteside Anna Ruttinger Niki Reid

Policies of the School District of Greenville County

The official policies of the School District of Greenville County are located on line and can be accessed at <http://www.boarddocs.com/sc/greenville/Board.nsf> or through the School District’s Home Page.

Recognition of Students

It is our school's philosophy to provide opportunities to enhance student's self-esteem and help them to develop confidence in themselves. Some of the special programs to recognize our students are the Principal’s List, Honor Roll, and Citizenship.

Recess

Active outdoor play is an important part of a child’s schedule, contributing to physical and mental health, emotional and social development and indirectly to academic achievement. Unless the weather is hazardous, you may assume your child will be going outside. Be sure he/she is prepared with clothing appropriate to the anticipated weather. Also, consider your child’s footwear. Sneakers are appropriate for most of the school year. Flip- flops are not permitted.

Related Arts Program

Our Related Arts Program is an integral part of our curriculum. Our program is designed to enhance and enrich arts education in our school. Art, music and physical education teachers work with each class for a 45 minute period each week. Students also receive weekly Spanish instruction, and weekly STEAM Lab instruction. Please have your child wear play clothes and tie-up shoes on P.E. days. It is highly advised that your child wear shoes that cover his/her feet and are good for running on the playground and in P.E. classes. Flip flops are not allowed to be worn at school at any time for safety reasons.

Returned Check Policy

Our school and/or the cafeteria are charged a fee when we receive a check that cannot be processed due to insufficient funds. The school secretary or cafeteria manager will notify anyone whose check is returned for this reason and request that the matter be resolved as soon as possible. We do reserve the right to accept cash only in the event that this becomes a frequent problem.

Safety

School doors are locked at all times for your child’s safety and protection. The Heritage Elementary students and staff participate in numerous drills throughout the year to be better prepared for any emergencies that might arise. Parents will be asked to sign a media release form each year to permit the school to use your child’s name and/or photo for district publications, newspaper and/or website.

Computer Sign In: All visitors at Heritage Elementary are required to sign in at the main office using the computer during school hours. **All visitors have their ID or driver's license scanned and recorded into a database. Visitors must always wear a visitor sticker when on the Heritage Elementary campus. Only approved volunteers are allowed to go to classrooms during the instructional day.**

Photo ID Required: **Please bring a photo ID to school with you when checking out your child from the main office or visiting the school.**

School Improvement Council (SIC)

SIC meets monthly. All meetings are open to anyone who would like to attend.

OBJECTIVES

- To gain knowledge concerning the purpose and goals of the school.
- To disseminate information to other parents and citizens within the community and to clarify information concerning school programs.
- To offer suggestions concerning program improvements with respect to student needs and program operations within the individual schools.

School Messenger Opt Out Information

Parents may choose to opt out of receiving School Messenger phone calls. It is required for parents to come to the school to fill out and sign the legal document in order to opt out of the School Messenger calls. Schools may not opt a parent out of School Messenger without the parent signing proper documentation. (Note that opting out includes emergencies as well as attendance calls.)

School Parties

There are two scheduled parties each school year. Parties will be on the last day before winter break and on the last day of school.

School Safety Patrol Rules

Heritage Elementary school safety patrols are fifth grade students who work very hard to insure the safety of everyone at Heritage Elementary. They receive training from and are supervised by the assistant principal and a staff member. Boys and girls who are patrols will be stationed around the school to assist students. These patrols are there for your child's protection and should be obeyed and respected at all times. You can help by impressing upon your child the seriousness of the task of the boys and girls on patrol. Also, please be patient with our patrols as they are children working this important job.

South Carolina Immunization Requirements

A child cannot be admitted to any school or child development program without a valid State Certificate of Immunization or a valid medical, religious, or special exemption.

Minimum Requirements:

Four (4) doses of any combination of DTP, DT, DTP-Hib, DTaP, or Td vaccine with at least one dose received on or after the fourth birthday.

Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one dose received on or after the fourth birthday.

Two doses of Rubeola (Measles) vaccine, both received on or after the first birthday, separated by at least one month for all students 5K through grade twelve.

One dose of Rubella (German Measles) vaccine received on or after the first birthday.

One Dose of Mumps vaccine received on or after the first birthday.

Three (3) doses of Hepatitis B vaccine for all students in grades Kindergarten through grade twelve.

One (1) Dose of Varicella (chickenpox) vaccine or positive history of disease for all students in Kindergarten - grade 6. For students who have had the chickenpox, a form indicating approximate date or child's age at onset of chickenpox must be completed with parent signature. These forms are available in the front office.

If your child does not have a valid certificate, take all of his/her shot records to your physician or the County Health Department (282-4100). A student under 16, requiring shots, must be accompanied by a parent.

New residents may temporarily enroll their children in school for 30 days with a special exemption issued by the school until an immunization certificate can be obtained. If a certificate is not presented to the school at the end of the 30 days, the student will no longer be allowed to attend school.

Smoking Policy

The School Board has established a No Smoking Policy in all schools in the district. This policy prohibits the use of any tobacco products, including e-cigarettes, in the school or on the school grounds.

Special Services

Special Education services are available to students who qualify according to South Carolina and federal criteria. Psychological evaluation, speech, hearing and vision testing is provided at no cost to the parent. If you feel that your child could benefit from these services, which are available without charge, contact his/her teacher or the principal. It is important to understand that the school is required to follow a specific process in referring students for special services. This is a lengthy process which may extend throughout the school year.

Speech, Hearing and Vision Testing: Screening programs for vision, speech and hearing are provided in the school. Speech and hearing testing and therapy are available to children with special needs. Any child may be tested, if requested by the parent or teacher.

All students in the following grades will be screened for vision and hearing:

Vision – 5K, grades 1, 3 and 5

Hearing – 5K, grades 1, 2, and 3

These screenings will take place as early in the school year as possible.

Counselor: Our school counselor works closely with the school staff to provide a program of activities designed to enhance the personal, social and emotional development of our children.

Resource Teacher: The Resource Specialist of Special Education assists the regular teacher in the selection of approaches, methods and materials that will help pupils with special needs. Children are assigned to the resource room for special help.

Student Personal Items

Toys are not permitted at school. Please note what other items that should not be brought to school via the Parent Express and school district website. (<http://www.greenville.k12.sc.us/index.asp>) Students who bring unnecessary money or valuables (such as MP3 players, cell phones, smart watches IPads, etc.) to school do so at their own risk. The school is not responsible for loss or theft. Cellphones and smart watches are not to be used during the instructional day. We understand that some students have these for safety reasons upon leaving school, however, they are not allowed to be used during class. They may be confiscated by the teacher and the parent will be called to pick up the device from the front office if they are being used during instructional time.

Technology Use

Our school encourages the use of technology in our classrooms. It is our goal that all children will have the opportunity to be involved in the use of new technologies that will enhance their educational experience. Heritage teachers will be involved in many training experiences to learn how to integrate the use of "technology tools" into the curriculum.

Telephone Messages

The school telephone number is 355-6000. Only in emergencies will a teacher or student be called to the phone during class time. Students may use the school telephone only for emergencies as deemed necessary by office personnel. Arrangements for after school activities should be made before a student leaves home. Forgotten homework, arrangements for after school, etc., are not considered emergencies.

Transfers

When a child is to be transferred from Heritage to another school, please notify our school office at least two days in advance. A transfer form will be prepared, which the child will bring home on the last day of attendance. You will need this form to register your child in another school. School records will be forwarded to the new school upon request from that school provided all books have been returned and all fees have been paid.

Visitation

Providing instructional time for students in a safe and orderly environment is our primary objective. **In order to provide quality time, all parents and visitors must enter through the office area and sign-in if they have made previous arrangements with the teacher. If visitors and parents have not made previous arrangements with the teacher, we cannot allow interruptions during instructional time.** We will be happy to set up an appointment for you with the teacher or call an administrator to help you. Volunteers should not use time to discuss their individual child's progress or interrupt the class with lengthy discussions with the teacher during volunteer time. All volunteers should only visit classrooms where they have assigned task. They should not use their volunteer status to visit with teachers in other classrooms even if they have their child assigned to that class. **At no time should parents interrupt the class to speak with the teacher.** This regulation is for your child's protection. It may keep out persons who may disrupt classes and accommodates visitors who may receive a phone call while in the building. **Parents may not visit on our playground during recess time. This is a time that requires a teacher's undivided attention to his/her class.**

Volunteering Opportunities

A Desirable School Volunteer:

- is prompt, regular and dependable in attendance
- accepts graciously the tasks assigned
- recognizes that he/she is setting an example of behavior, speech and dress
- accepts differences in school practices and personnel without criticism; recognizes the role as a volunteer, not a professional
- observes discretion and confidentiality in commenting on school matters, including the performance of other volunteers, school personnel and children
- loves children, listens to them, encourages them, calls them by name
- is happy that he/she can express a sense of social responsibility and concern for education in an active way

Volunteer Program

Working as a school volunteer can be exciting and fun. Your volunteer help can meet the needs of children in many ways. The list below indicates some of the areas in which volunteers work at our school:

Teacher Work Room: Helping teachers do tasks such as making copies, laminating, cutting, posting, etc. Check with the teachers to see what they need done and utilize the work room to complete the tasks.

Holiday Shop (December 5-9): Sign up for one of many 2 hour shifts. Help student shop, help wrap gifts, help with crowd control. Set up and clean up before and after the event.

Book Fairs (September 26-30, March 6-10): Sign up with Mrs. Cole to assist with the book fair. Shifts are available to help sell books, crowd control, replenish shelves.

Library: Volunteers are always welcome in the media center shelving books.