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No student in the School District of Greenville County shall be denied equal opportunity to participate in a district program or activity on the basis of race, sex, marital status, or national origin; and no student shall be denied a free, appropriate education on account of any handicapping condition.



## Heritage Pioneer Faculty and Staff 2015-2016

Heather Hester, Principal  
Cindy Crouch, Assistant Principal

### **4K**

Mark Danielson  
Donna Churray, Teaching Assistant

### **5K**

Alison Auman  
Stacy Silvers, Teaching Assistant  
Kristi Evans  
Tammy Kozic, Teaching Assistant  
Erin Lynch  
Connie Parffit, Teaching Assistant  
Sallie Wham  
Laura Holtzclaw, Teaching Assistant

### **First Grade**

Becky Bridwell  
Valerie Deyton  
Gabriael Goodman  
Donna Jent  
Lynn Mills  
Amy Grumbles, Reading Interventionist

### **Second Grade**

Leslie Bowers  
Stephanie Crain  
Chelsea Ganske  
Mac Martin  
Shelley Styles

### **Third Grade**

Rhonda Childs  
Stacy Cunningham  
Lynn Looper  
Pam Moore  
Devyn Washburn

### **Fourth Grade**

Sharon Gillespie  
Charissa Graves  
Carrie Lee  
Amy Lyn Reeves

### **Fifth Grade**

Katie Allen  
Sarah Epps  
Lindsey Grumbles  
Christina Luther

### **Special Education**

Shelley Bauer, Resource  
Dana Crumley, Resource  
Allison Perry, Resource  
Shelly Woodard, Speech/Language  
Melissa Green, Speech/Language  
Nicole Lunghi, ID-SC  
Betty Stretanski, Teaching Assistant  
Shannon Cunningham, Pre-School Special Ed.  
Stacy Shipman, Teaching Assistant  
Lisa Williams, Teaching Assistant

### **Related Arts**

Brady Smith, Music  
Brenda Lee, Music  
Lu Wixon, Art  
Kelsey Barton, Art  
Brian McGuffee, PE  
Jody Childs, PE  
Debbie Allen, Spanish  
Adriana Groot, Spanish

### **Specialists**

Kim Cole, Media Specialist  
Angie McCarson, Media Clerk  
Tiffany Sollman, ESOL  
Neely Ledford, Gifted and Talented  
Jeannie Gully, Guidance Counselor  
Ashley LaRoche, Instructional Coach/  
IB Coordinator  
Rima Dakhlallah, Literacy Coach

### **Front Office**

Debra Taylor, Secretary/Bookkeeper  
Chryse Walker, Attendance Clerk  
Tricia Arnold, Office Clerk  
Darlee Shrum, Nurse  
Meg Rigamonte, GHS Mental Health

### **Custodial Services**

Chris Harton, Plant Engineer  
Quenton Mashburn  
Debbie Lee  
Patricia Reed

### **Cafeteria Staff**

Kim Kelley, Manager  
LaTosha Anderson  
Amy Bolin  
Sharon Henson  
Cyndi Lenderman  
Cricket Leopard  
Sherry McConnell



Welcome to Heritage Elementary IB School! We are so excited to have your family join us and look forward to an exciting school year watching the students grow into 21stCentury 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 school 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>.

### ***Our Mission***

The mission of Heritage Elementary is to provide high quality inquiry based experiences that empower tomorrow's leaders.

### ***Our Vision***

The following are the curriculum, instruction, assessment, and environmental factors that support effective learning for Heritage Elementary students:

- Curriculum related to the real world, integrated with technology, should match student abilities, should include global thinking, a reflection of standards and community expectations
- Instruction utilizes Best Practices based on research, addresses modalities and learning styles, uses multi-level instructions, adapts to the needs of students, applies to real-life situations, planned with inquiry-based techniques, and focuses on standards
- Assessed formal (teacher) and informal (self) methods, planned with the end results of application and transfer, reflects instruction, used by teacher for future modification in instruction, individualized according to students' needs, used to address weaknesses, provides a variety of assessments reflecting the six types of understanding
- Our environment creates a child-centered/community-centered atmosphere, provides a feeling of nurture and safety for children and adults, projects a sense of structure, order, and organization, and demonstrates a feeling of cooperation.



## ***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. The staff was asked to brainstorm independently before we produced our core beliefs about what instruction, curriculum, and assessment will increase our students' learning.

We believe...

- Teachers must have high expectations of all students in both their academic performance and their social behavior.
- The curriculum of Heritage Elementary must provide an intellectually challenging environment.
- Assessment should be efficient, informative, and instructionally driven.
- Constant communication is a key factor in making sure that all areas of Heritage Elementary are aware of what is happening around them.
- Curriculum and instruction are aligned to South Carolina standards and are planned not only within grade levels, but across grade levels.
- Students should feel safe, emotionally and physically while at Heritage Elementary School.
- All teachers, students, families, and community are working together to ensure that the quality of instruction at Heritage Elementary is at its highest level.



## **Motto**

“Hometown School—World Class Education”

## **Heritage Elementary IB History**

Heritage Elementary School was authorized to offer the International Baccalaureate Primary Years Programme in 2005. All IB World Schools share a common philosophy – a commitment to high quality, rigorous instruction, and an international education. Heritage Elementary is a part of the IB continuum in Northern Greenville County. The school feeds into Northwest Middle (IB MYP school) and Travelers Rest High School (IB DP school).

## **IB Organization Mission Statement**

“The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences can also be right.”  
-Making the PYP Happen, p.2 (2007)

For more information please contact your child’s teacher, our IB Coordinator, Ashley LaRoche, or visit the IB website at [www.ibo.org](http://www.ibo.org).

## **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. As an International Baccalaureate School offering students the Primary Years Program, our students are offered a World Class Education, giving them opportunities to inquire into a variety of topics that students from around the world are also exploring. During the 2015-2016 school-year, our theme is “On The T.R.ail to Success”. Having the Swamp Rabbit Trail in our backyard has inspired us to hike a trail to greatness with our students. Will you come along on our journey? Where will the TRail to Success lead us? We can’t wait to find out with your students. We look forward to partnering with each of you as we walk toward excellence 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

7:15	Doors open and all students report to the cafeteria. <b>Please do not drop students off before 7:15. We cannot be responsible for students who arrive before supervisory personnel.</b>
7:30-7:50	Breakfast is served. Breakfast is free to ALL STUDENTS! No student will be served after 7:50 unless arriving on a late bus.
7:45-8:00	All classrooms will be opened and teachers will be in their rooms.
8:00	School begins. <b>After 8:00 students are tardy and must check in at the office before entering class.</b> If students are frequently tardy, the parents must accompany their child to the office before the child will be admitted to class.
2:00	<b>No early dismissals after 2:00.</b>
2:30	School ends. Teachers accompany students to their respective rides. <b>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.</b>
<b>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.</b>	
2:50	If children are left at school after 2:50, they will be supervised in the cafeteria. If the parents have made no attempt to contact the school by 3:00, 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. Heritage offers afterschool care and clubs including Tae Kwon do, Lego Club, Good News Club, and Art Club. There are some fees associated with all of the clubs except Good News Club.

***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 7:30 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 7:45-8:00.

### *LATE/TARDY ARRIVAL*

School begins promptly at 8:00. 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. When a student has been tardy five times, parents will be contacted by the school, either by mail or phone. Students who continue to be tardy after parents have been notified about the tardiness must be accompanied by a parent before he/she will be admitted to class. 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.**





## **DISTRICT ATTENDANCE RULES ATTENDANCE RULES FOR GREENVILLE COUNTY SCHOOLS**

Regular school attendance is an essential part of a student's learning process and a necessary means to graduating with a good education. Students who are frequently absent may be putting their futures in jeopardy by falling behind in academics and missing important socialization concepts that enhance their ability to understand and follow directions. Chronic absenteeism, especially truancy, is a behavior that is highly associated with dropping out of school.

Section 59-65-10 of the South Carolina Code of Laws requires all children to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If parents choose not to send their children to kindergarten, they must sign a waiver which may be obtained at the local school. Parents also have the option of home schooling their children provided the requirements for home schooling are met.

In accordance with the Compulsory School Attendance Law and S.C. Code of Regulations, the Greenville County School District has adopted uniform rules to assure that students attend school regularly. Students are expected to attend school each day that school is in session. 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. However, some absences are unavoidable. 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.

The school year consists of 180 school 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 year course, as well as meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year. Because 170 days are the minimum required by the state, the first ten (10) absences may be lawful, unlawful, or a combination.

### **A. Lawful Absences**

- Absences caused by a student's own illness\* and whose attendance in school would endanger his or her health or the health of others. \*Verified by a statement from a physician within two (2) days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.
- 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. A principal may grant up to five days of excused absences provided that 1) the absence is preapproved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period.



- 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.

### **B. 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.

### **C. Truancy**

Although the state requires students to only attend 170 of the 180 day school year, parents and students should be aware that S.C. Code of Regulations - Chapter 43-274 stipulates that a child ages 6 to 17 years is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

### **D. Tardiness**

Punctuality is one of the most important skills that a person can learn. It directly correlates to an individual's success in the business world. Parents should have students at school on time each day. Furthermore, secondary students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning process – not only for the tardy student but for other students in the class as well. Additionally, the tardy student misses important instruction. Punctuality is a quality of good citizenship. *Help your child to be on time.*

### **E. Excuse from Recess or Physical Education**

All children are expected to participate in playground activities and physical education, unless participation would endanger the child's health. To be excused from these activities, the child must bring a note to the teacher from the parents stating the reason for the requested excuse. If the request is for more than three days, a doctor's statement is needed.

### **F. Permission to Leave School**

When it is necessary for your child to be dismissed early, a note must be sent to the teacher, who will forward the note to the front office. The note must contain the following information: date, student's full name, reason and time of dismissal, name of person transporting student, telephone number of parent who can be reached to verify dismissal if needed. Students will be called by the office staff when parents come to pick them up. This procedure is for the protection of your child. **For the safety of the children at dismissal time, there will be no early dismissals after 2:00 p.m.** A parent, guardian, or designee must sign their child out in the school office before 2:00 p.m. if an early dismissal is necessary.



If anyone other than the parent or legal guardian is picking up the child, they must be prepared to show photo identification. Whenever possible, medical and dental appointments should be scheduled after school hours. Parents are urged not to take the child out of school early. No child will be allowed to leave the school grounds during school hours unless signed out by a parent or another adult designated by the parent.

### **G. Chronic or Extended Illness**

Absences for chronic or extended illness will be approved only when verified by a physician's statement. Parents of a student with a chronic illness (one which reoccurs and may cause the student to be absent in excess of the ten (10) allowable absences) must contact the school as early as possible in the school year and provide a statement signed by the physician who diagnoses or is treating the condition. School officials may contact the doctor concerning the illness. Written verification of chronic illness must be renewed each school year. However, periodic updates of the chronic illness statement may be requested by the school. Parents of students who will miss a significant number of days due to a chronic illness should consult their physician about intermittent homebound.

### **H. Procedures for Make-up Work**

#### Excused Absences

- Provision for make-up of school work missed during excused absences shall be coordinated with the teacher(s) concerned at the earliest time possible, but should not exceed five (5) school days after the student returns to school.
- Make-up of schoolwork missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

#### Unexcused Absences

Make-up of school work missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned. These rules apply to all schools in the district. In addition to the above, each school will develop procedures to handle absences consistent with the following:

- The status of all student absences shall be communicated to the teacher(s) concerned within three (3) days of the student's return to school.
- Student absences for school activities or college visitation may be excused by the principal. CAUTION: Absences for approved activities may also detract from the student's ability to benefit from the educational program. This factor should be taken into consideration when decisions are made with regard to individual student class absences for school activities.



## **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.

## **Perfect Attendance Award**

In order for students to be eligible for a perfect attendance award, he/she must be present at school each day. To get credit for a part-day, the student should be in class for at least three hours. To receive a perfect attendance award, a student may have no more than 3 tardies and no more than 3 early dismissals. Perfect attendance awards will be given the last day of school.

## **BUS SERVICE**

The driver of the school bus is in full charge of the pupils and the bus. Students will follow rules and regulations for school bus riders that are mailed home from the district office at the beginning of the year. Students may be suspended from riding the bus if rules and regulations are not followed. Parents would be notified if this action becomes necessary. Please refer to the bus rules in this handbook. If you have a question or complaints about school bus services, please call the Berea Bus Center at 355-7292. If there is a problem concerning students on the bus, please contact the assistant principal at Heritage at 355-6003.

## **Daily Bus Tag Procedures**

We provide the bus driver with a color coded bag to collect the bus tags. The students are not allowed to take their bus tag home. It is the bus driver's responsibility to collect the tags and then return the bag of tags to the school the next morning. Bus tag log is maintained with numbers already written and available to assign to new students. Office staff is able to assign / distribute numbers using the bus tag log. We print more than (1) set of bus tags for each student. An extra set is given to the teacher and an extra set is maintained at the bus loading area inside of a clipboard. This is in the event a tag is lost or not returned by the driver. In the event that a driver is out sick and the bag doesn't come back in the morning, we provide the classroom teachers with one back up bag of nametags so they will be ready to send students out the door with a nametag for the afternoon. We assure that each child has a bus tag before riding a bus. The teachers know and are informed of what bus the child will be riding. The bus route and number are clearly marked on each child's tag. The student's address and teacher's name are written on the back of each bus tag. When a child is brought back to school we document the occurrence and require the parent to come into the office to sign the child out. After the child has been sent back to the school two times, the Assistant Principal will have a conference with the parent to explain that one more violation will result in loss of bus privileges.



## **Bus Safety Loading and Unloading Procedures**

### *Safe School Bus Loading Procedures*

As student should:

- Be on time at the bus stop.
- Never run to catch the bus.
- Stay 6 to 8 giant steps (10 feet) away from the road while waiting for the bus.
- Move toward the bus only when the driver signals it is safe to do so.
- When crossing the road to board a bus, remain on the left side of the road until the driver motions that it is safe to cross. Check traffic. Walk straight across the road at least 10 feet in front of the bus.
- Go directly to your seat upon boarding.

### *Safe School Bus Unloading Procedures*

All students should:

- Stay in your seat until the driver signals it is okay to stand.
- Before stepping off the bottom step of the bus, look to the rear of bus to make sure no vehicle is trying to pass on the right side.
- Once you are off the bus, move at least 10 feet from the bus immediately. Students planning to cross the road should walk forward 10 feet toward the front side of the bus.
- Wait for the bus driver's signal to cross the road.
- When the driver signals, walk forward and stop again in front of the bus where the driver can see you, but near enough to the road that you can see in both directions.
- Wait for the bus driver's signal again.
- Walk, never run, across the road keeping watch on the traffic.
- Never walk behind the bus.
- Never get closer than 10 feet to any side of the bus.
- Never try to pick up something you have dropped on the outside of the bus. Tell the driver, so he or she can pick it up for you.
- Help to look after the safety of small children.
- After unloading from the bus, go home immediately, staying clear of traffic.

The driver of the school bus is in full charge of the pupils and the bus. His or her relationship with the pupils will be on the same plane as that expected of a teacher. Pupils are expected to obey the driver politely and promptly. The right of all pupils to ride on the bus is conditional upon



their good behavior and observance of the rules and regulations. Safety demands complete cooperation. Discipline referrals written by bus drivers will be handled by the school administration, which will follow the consequences listed on the referral.

Rules for Bus Riders: For more information, please see the Parent Express newsletter.

### 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 soaps 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.

Prices	Breakfast	Lunch
Full Paid	Free for All	\$2.30
Reduced	Free for All	\$0.40
Adult	Free for All	\$3.60

Heritage Elementary School serves wholesome and nutritious lunches to both students and adults. Students may pay on Mondays or may pay by the day.

(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. Payment is expected in

advance or at the point of service. Free and Reduced Lunch applications are available from the Cafeteria Manager, if that need arises.

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 established talking/silent eating times.**

### 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.

### *Student Folders*

Student Folders, Tuesday Folders” will be sent home each Tuesday. 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.

### *Newsletters*

One way of communicating with parents is through a newsletter which will be sent home once a week. Included in the newsletter will be information about upcoming events at the school, students' stories and poems, and news about school happenings, teachers and students. You can become a better informed parent by reading the Heritage Happenings.

### *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. Please check regularly on Twitter 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*

Since we are an IB PYP school, we hold student led conferences during the school year. 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. You can find the school dress code at the school district's website (<http://www.greenville.k12.sc.us/index.asp>). The type of clothing worn to school by children influences their attitude and quality of work. All students are expected to wear appropriate and acceptable clothing at all times. Clothing with inappropriate words or pictures may not be worn. Improper shoes as listed in the district dress policy (Flip-flops and thong-type shoes are not permitted) will exclude students from participating in playground and PE activities. If any article of clothing interferes with the safety of students or the instructional process, parents will be called and asked to bring a change of clothing.

## **Essential Agreements for Common Areas**

### ***Breakfast Time in the Cafeteria***

*Children are expected to behave in the following manner:*

- *Voice levels at 0*
- *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*
- *Use voice level 0 when the music is playing*
- *Use voice level 1 when the music is NOT playing*
- *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 Trip

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

Progress reports (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 progress report 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, IB student profile, 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
<b>A</b>	<b>93-100</b>	Denotes excellent work at the student's instructional level.
<b>B</b>	<b>85-92</b>	Denotes above average work at the student's instructional level.
<b>C</b>	<b>77-84</b>	Denotes average work at the student's instructional level.
<b>D</b>	<b>70-76</b>	Denotes below-average or poor work at the student's instructional level.
<b>U or F</b>	<b>Below 70</b>	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.

Heritage Elementary has a NO Lice Policy. Parent or Guardian will be called to pick up a student when there are signs of live activity.

### **Homework/Classwork**

Homework is an integral part of the learning process and includes opportunities for students to reinforce, synthesize, and extend classroom learning. Homework should be meaningful and engaging, should purposefully support the curriculum, and should help students develop responsibility and good work habits. Homework is a natural extension of the school day and an important part of the student’s educational experiences. Homework should be designed to be completed independently.

The three generally recognized types of homework are practice, preparation, and extension. Practice homework reinforces newly acquired skills taught in class. Preparation homework helps students prepare for upcoming lessons, activities, or tests. Extension homework provides challenging, often longer-term, opportunities for enrichment and extension that parallel class work.

Students should be taught study techniques, including wise scheduling and use of time for both daily and long-range assignments.

Within five days of a student’s return from an excused absence, the student must work out provisions for making up missed work with the teacher. The principal must approve the make-up of missed work during an unexcused absence after consultation with the teacher.

Recommended time for homework by grade levels are:

- Grades K-2 30 minutes/day
- Grade 3 45 minutes/day
- Grades 4-5 60 minutes/day

Students should spend some time reading independently each day. This time should not be considered part of homework and should include a variety of types of reading.



### *Student's Role:*

Although grade-level specifics vary, students are expected to make sure they understand the assignment and have the required materials to complete it before leaving school for the day. Students are also responsible for returning independently, completed homework to school by the assigned time with any required signatures.

### *Parents'/Guardians' Role:*

Parent/guardian involvement is an important part of the total program. This role should be one of interest, praise, encouragement, and support.

### *General Parent/Guardian Homework Responsibilities:*

1. Provide a quiet place to study that has good light.
2. See that the student has a certain time set aside to study.
3. Encourage the student to read daily. Younger children will need to read aloud to someone and/or have someone read to them.
4. Help the student organize his/her books and materials the night before so that he/she doesn't forget needed materials the next day.
5. See that the student gets a sufficient amount of sleep each night.
6. Sign and return required materials each day (i.e. weekly folders, homework sheets, and/or agendas).

If your child is ill and is unable to attend school, you may arrange to pick up the daily assignments by calling the school office no later than 8:30 a.m. This will enable the teacher to make arrangements throughout the day to gather the assignments. You may pick up these assignments in the front office after 2:30 p.m.

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## INDIVIDUAL STUDENT BEHAVIOR—CLIP CHART

Student choices are tracked on a Clip Chart in each classroom. All students begin the day on green (I'm Balanced) in the middle of the chart. Clothespins are moved up or down depending on choices. Clips that are moved down may be moved back up if the teacher sees the students making improved choices. In addition, once a clip is moved up, it may move down. All clothespins are moved back to green at the beginning of the next day.

Each day your child's conduct will be recorded. This way you will know what exactly happened that day and you will be able to have some dialogue with your child about their day. We ask that you check your child's sheet daily and initial it so that the teacher knows you have seen your child's daily choices.

“You have brains in your head. You have feet in your shoes. You can steer yourself, any direction you choose.” -Dr. Seuss

<b>PINK</b> I'm exceptionally <b>PRINCIPLED</b>	If a student makes <b>OUTSTANDING</b> choices throughout the day they will move their clip to the Pink Level. This level is reserved for exceptional choices and behavior, and will not be given out loosely. This level will remain special. Please do not expect your child to reach this level every day.
<b>PURPLE</b> I'm extremely <b>RESPECTFUL</b>	Students will move to the Purple Level for continuing to make great choices throughout the day. Please congratulate your child when they reach this level.
<b>BLUE</b> I'm very Cooperative	Students move to the Blue Level for making good choices. This is a good level to end the day on.
<b>GREEN</b> I'm <b>BALANCED</b>	All students begin the day on the Green Level. They will move up or down during the day depending on the choices they make. This is an acceptable level to stay at. If your child ends the day on this level it means they followed the Essential Agreements.
<b>YELLOW</b> I need to <b>REFLECT</b>	Students move to the Yellow Level as a reminder that they need to follow the Classroom Essential Agreements. The student will reflect on their choices in the classroom. If they make better choices later in the day, they may move back up to green.
<b>ORANGE</b> I need to make a <b>CHANGE</b>	Students who continue to make poor choices will move to the Orange Level. This will result in a consequence that is appropriate for the choice that was made. Different choices require different consequences. All children are different, so consequences will vary depending on the child and the choices made. (Extended time out, loss of privilege, loss of free time, etc.)
<b>RED</b> I need a new <b>PERSPECTIVE</b>	Students who move to the Red Level will immediately be removed from the activity. Parents will be contacted and a trip to an administrator may occur.





## **The Heritage Elementary IB PYP Program**

The IB Primary Years Programme is for students aged 3 to 12. The program focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. It is a framework guided by six transdisciplinary themes of global significance, explored using knowledge and skills derived from six subject areas, as well as transdisciplinary skills, with a powerful emphasis on inquiry-based learning.

(<http://www.ibo.org>)

### *The Written Curriculum*

The most significant and distinctive feature of the IB Primary Years Programme is the six transdisciplinary themes. The six themes create a framework for students to learn the content at their appropriate age level. These six themes consist of the following:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organize ourselves
- Sharing the planet

### *Elements and Skills of the PYP*

Essential elements and skills align with the framework of the Primary Years Programme. The elements (concepts, knowledge, skills, attitudes, and action) are incorporated to help students who are in the primary years programme to:

- gain knowledge that is relevant and of global significance
- develop an understanding of concepts, which allows them to make connections throughout their learning
- acquire transdisciplinary and disciplinary skills
- develop attitudes that will lead to international-mindedness take action as a consequence of their learning.

The skills of the PYP are transdisciplinary in nature and are addressed throughout each year of the primary year programme. These skills begin as early as K4 and continue throughout the student's time at Heritage Elementary.

These transdisciplinary skills are :

- Thinking
- Social Skills
- Communication



- Research
- Self-Management
- The PYP Concepts

When a student begins to inquire about a topic or concept, the student can look at the world through the lens of inquirer and ask questions around these concepts:

- Form-What is it like?
- Function-How does it work?
- Causation-Why is it like it is?
- Change-How is it changing?
- Connection-How is it connected to other things?
- Perspective-What are the points of view?
- Reflection-How do we know?
- Responsibility-What is our responsibility?

#### Nature of the IB learner profile

The IB learner profile is the IB mission statement translated into a set of learning outcomes for the 21st century. The attributes of the profile express the values inherent to the IB continuum of international education: these are values that should infuse all elements of the Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme and, therefore, the culture and ethos of all IB World Schools. The learner profile provides a long-term vision of education. It is a set of ideals that can inspire, motivate and focus the work of schools and teachers, uniting them in a common purpose. The IB's concept of an educational continuum, and of a coherent, broad-based international curriculum, was fully realized in 1997 with the introduction of the PYP. The IB is now able to offer three programmes of international education and, with them, the prospect of a continuous international educational experience from early childhood to pre-university age. While the IB now offers a sequence of three programmes—the PYP, the MYP (introduced in 1994) and the Diploma Programme (introduced in 1969)—each programme must continue to be self-contained, since the IB has no requirement for schools to offer more than one programme. However, they must also form an articulated sequence for those schools that teach all three programmes or any sequence of two.

With the development of a continuum of international education, it is intended that teachers, students and parents will be able to draw confidently on a recognizable common educational framework, a consistent structure of aims and values and an overarching concept of how to develop international-mindedness. The IB learner profile will be at the heart of this common framework, as a clear and concise statement of the aims and values of the IB, and an embodiment of what the IB means by “international-mindedness”. (Learner Profile Guide-[www.ibo.org](http://www.ibo.org))

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.



*IB learners strive to be:*

**Inquirers:** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable:** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers:** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

**Communicators:** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled:** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded:** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring:** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers:** They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced:** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective:** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.



**2015-2016**  
**IB Value Words of the Week Calendar**

**IB Attitudes**

08/18/15-08/28/15	Enthusiasm
08/31/15-09/11/15	Independence
09/14/15-09/25/15	Confidence
09/28/15-10/09/15	Creativity
10/12/15-10/23/15	Curiosity
10/26/15-11/06/15	Empathy
11/09/15-11/20/15	Integrity
11/23/15-11/27/15	Appreciation
11/30/15-12/04/15	Commitment
12/07/15-12/11/15	Cooperation
12/14/15-12/18/15	Respect

**IB Profile**

01/04/16-01/08/16	Open-minded
01/11/16-01/22/16	Risk-takers
01/25/16-02/05/16	Inquirers
02/08/16-02/19/16	Caring
02/22/16-03/04/16	Communicators
03/07/16-03/18/16	Well-balanced
03/21/16-04/08/16	Principled
04/11/16-04/22/16	Thinkers
04/25/16-05/13/16	Knowledgeable
05/16/16-06/03/16	Reflective

*Students show the following attitudes by:*

Appreciation: appreciating the wonder and beauty of the world and its people

Commitment: being committed to their learning, preserving and showing self-discipline and responsibility

Confidence: feeling confident in their ability as learners, having the courage to take risks, applying what they have learned and making appropriate decisions and choices

Cooperation: cooperating, collaborating, and leading or following as the situation demands

Creativity: being creative and imaginative in their thinking and in their approach to problems and dilemmas

Curiosity: being curious about the nature of learning and of the world, its people and cultures

Empathy: imaginatively projecting themselves into another's situation, in order to understand his/her thoughts, reasoning and emotions

Enthusiasm: enjoying learning

Independence: thinking and acting independently, making their own judgments based on reasoned principles and being able to defend their judgments

Integrity: having integrity and a firm sense of fairness and honesty

Respect: respecting themselves, others and the world around them

Tolerance: feeling sensitivity toward differences and diversity in the world and being responsive to the needs of others



### ***Frequently Asked Questions (answers provided from [www.IBO.org](http://www.IBO.org))***

*How is the Primary Years Programme different from other elementary school programmes?*

The Primary Years Programme (PYP) provides an educational framework based upon what is currently known about how young children learn. It draws on the best practices in elementary school instruction.

The PYP requires all teachers in the school to plan units of instruction and lessons collaboratively around six important themes. The collaboration facilitates a carefully thought-out and sequential development of skills, knowledge and attitudes, while the organizing themes provide both students and teachers a rich and inviting learning environment in which they can explore.

In the PYP, students are taught to understand that learning is about asking questions and looking for answers, which in turn may generate new, and perhaps more complex questions in need of answers. As teachers work with students through this programme of guided inquiry, they also help students understand what their relationship and responsibility is towards what they are learning. In the PYP character-building shares a prominent place alongside learning.

*How are students assessed in the Primary Years Programme?*

Assessment in the Primary Years Programme is developed by the classroom teacher, rather than by the IB. The IB encourages schools to employ a wide range of assessment strategies that are both formative and summative. Any standardized tests required by local or national authorities may form a part of the PYP school's assessment strategy.

The IB views assessment as needing to be authentic, essential, rich, engaging and feasible, and incorporates students in the evaluative process. Formative assessment is interwoven within the daily learning and helps teachers and students find out what they already know in order to plan the next stage of learning. Formative assessment and teaching are directly linked; neither can function effectively or purposefully without the other. Summative assessment takes place at the end of the teaching and learning process and gives students the opportunity to demonstrate what has been learned.

*Are children still learning grade appropriate skills?*

Yes, instruction is concept based to help children build connections between what they know and what they are learning about. Carefully taught trans-disciplinary skills include social skills, communication skills, research skills, thinking skills, and self-management skills. This provides the opportunity for deeper and more meaningful understandings.

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## **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.

The district will follow state regulations regarding Academic Plans for Students (APS). These regulations can be found in S.C. Code § 59-18-500.

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 2015-2016 School Year

PTA Officer Positions	Names
President	<b>Kristan Futrell</b>
Vice President	<b>Anne Wyatt</b>
Secretary	<b>Jennifer Wagnon</b>
Treasurer	<b>Lisha Ferrell and Mary Pace</b>
Membership	<b>Miranda Duty</b>
Communications	<b>Denise Smith</b>
Volunteer Coordinator	<b>Saundra Andrews</b>
Reflections	<b>Michalina Law</b>
Sunshine	<b>Joanna Bayne</b>
Members At Large	<b>Tara Bermudez</b>
	<b>Hailey Taylor</b>
Heritage Faculty Representatives	
	<b>Angie McCarson</b>

### PTA Volunteer Program

A valuable "special resource" for the school is the volunteer, who supplements and complements the work of the classroom teacher. A volunteer is an extra pair of hands; a measure of personal warmth; a bridge between the school and the community. Volunteer opportunities are many and include options to work in the classroom, school wide, and even from home. Please let our PTA Volunteer Coordinator know the areas in which you would be interested in volunteering. Please remember that if you have younger children, you will need to make other arrangements for them while you are working in the school. For safety purposes children are not permitted to enter the Teacher's Workroom due to the equipment that is contained in this room.



## **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, Citizenship, and Perfect Attendance.

## **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 daily/weekly Spanish 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.



## **Reporting Bullying, Discrimination, Harassment and Intimidation**

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports 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 Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

### *Investigations and Consequences*

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

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.

### *Appeals*

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.



For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

### **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.

## **SchoolMessenger 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/Birthday Celebrations**

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.

A child's birthday will be acknowledged by the classroom teacher but will not be celebrated with a party, cupcakes, balloons, etc., during the school day. Invitations for private parties may not be passed out in the classroom unless all students receive invitations. Heritage Elementary is a CATCH school. **We encourage our students to make healthy choices, even for treats. Parents may bring a healthy treat such as fruit or yogurt to be eaten at lunch time to celebrate a child's birthday.** However, the teacher needs to be notified in writing prior to the treat being brought to school. In the event that two children have the same birthday and treats are brought for both, the teacher will use his or her discretion in when the treat will be eaten. Items such as flowers, balloons, etc. that are delivered to the front office for a child will be given to the child at the end of the school day. It is strongly encouraged that such deliveries be made to the home rather than the 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.

### **School Supplies and School Store**

The school store is open from 7:30 am to 7:55 am Monday, Wednesday, and Friday. PTA has a variety of items for sale such as pencils, pens, erasers, notebooks, folders, etc.

Spiral notebooks and pencils are available from a vending machine. The machines take only quarters. Book bags—Book bags must be carried (NOT rolled) at all times while on school property, unless a medical note is obtained.

### **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 in the school or on the school grounds.

### **Special Activities/Programs**

Special activities, plays, programs, field trips, etc. help to make Heritage Elementary an inspiring place to learn. Students must earn the privilege of participating in these special curricular events by completing their school work, meeting the expectations and responsibilities established by the classroom teacher and/or principal, and exhibiting good behavior.

Children are made aware of the expectations for themselves and their responsibilities and are encouraged continuously to do their best to fulfill their responsibilities. Parents are made aware if and when a child has not fulfilled his or her responsibilities.

The Heritage staff continuously reminds and encourages students to do their best to fulfill their responsibilities. Some of the things students are responsible for are returning library books, completing homework/classwork, and returning parent correspondence. It is the parents' responsibility to provide the funds for the student to pay lunch money, return or pay for school pictures, and pay for any lost/damaged books. Parents will be made aware of responsibilities or expectations that have not been fulfilled before a child loses the privilege of participating in special curricular activities.

### **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, iPads, etc.) to school do so at their own risk. The school is not responsible for loss or theft.

### **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.

### **The School District of Greenville County Student Acceptable Use Policy Agreement**

The School District of Greenville County provides computer, network, email, and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students depends on the responsible and ethical use of them by every student.

“Acceptable use” of these systems is use that is consistent with the instructional goals of the District. If you break “acceptable use” rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of





school administration. The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. The District does not supervise individual email accounts, a Parent Portal is available that permits the supervision of your child's email account. Please note that parents may choose for their child not to have access to the internet at school; however, students who do not have access to the internet will not be able to access email or web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action and/or involvement of law enforcement. Treat computer equipment with care and respect – Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials. Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only. Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system. Do not bypass or attempt to bypass any of the District's security or content filtering safeguards. Do not use school computers for commercial purposes. Follow copyright laws at all times – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance. Keep your password secret – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible. All online communication must be polite and not threatening or offensive in any way – All students in grades 3-12 are issued email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only. Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information. Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of a student's home directory. Please contact your school if you do not want your child to have access to the Internet and email.

### **Administrative Rule EFE: Data Security and Use of Technology (STUDENT SPECIFIC VERSION)**

See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

#### **I. Introduction**

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule.

#### **A. Legal Requirements**

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)



2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPAA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

#### B. Acceptable Use

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

#### II. Student Acceptable Use

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

#### A. Compliance with Copyright Laws

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

#### B. Filtering and Monitoring Computer Resources



The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

#### C. Prohibited Uses of GCS Resources

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.



10. Violating any state or federal law or regulation, board policy or administrative rule.

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

#### D. Consequences

Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement.

### III. GCS Internet Safety and Other Terms of Use

#### A. General Access

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

#### B. Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

#### D. Expectation of Privacy

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:



1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

The District may confiscate and search personal electronic devices in accordance with New Jersey v. T.L.O. and applicable law.

### **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.

**Grandparents' Lunch (September 30, October 1, April 13-14):** Help is needed checking in and out visitors from the front lobby to the cafeteria.

**H3K (October 13):** Volunteers are needed the day of the event to set up (7:00-8:30), and tear down (1:30-3:00). Volunteers are also welcome to solicit monetary donations for the event. Check with PTA for a donation letter.

**Family Fun Night (November 6):** Volunteers are needed for 1 ½ hour shifts. Help is needed set up, work, and clean up games and refreshments.

**Santa Shop (December 14-16):** 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.

**Movie Night (January 29):** Sign up for a 1 hour shift. Serve food/drinks. Help clean up the cafeteria after the movie and set up tables/chairs after event.



**Valentine's Social (February 11):** Sign up for 1 ½ hour shift. Serve food/drinks. Help at the photo booth. Set up, clean up. Check students in/out. Crowd control.

**Book Fairs (September 28-October 2, April 11-15):** Sign up with Mrs. Cole or Mrs. McCarson 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.