

Heritage Parent/Student Handbook

2023-2024



Mission Statement

The Bibb County School District maximizes student achievement and social-emotional well-being by building a sense of community in safe, equitable learning environments.

Vision Statement

Students are empowered to learn, lead, innovate and serve as productive and caring citizens within their chosen paths of success.

The following information applies to Heritage Elementary.

Please read the Bibb County Code of Conduct for additional information that also applies to our school.



SCHOOL COLORS: RED, WHITE, AND BLUE
SCHOOL MASCOT: EAGLE

STAYING CURRENT ON HERITAGE NEWS

Heritage Eagle News - Newsletters containing school news sent home through Remind. Please make sure that you are signed up.

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

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

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

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

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



SCHOOL HOURS

Students: 8:20-3:20



Students should arrive at school between 7:50 a.m. and 8:20 a.m. Students must not be brought to school before 7:50 a.m. as there are no adults present for supervision. Adult supervision begins at 7:50 a.m. **Students are not to enter the building before 7:50 a.m. unless accompanied by a parent who has an appointment with a staff member.** Students who arrive before 8:20 a.m. are to report to the gym. They may report to the lunchroom if they are planning to eat breakfast. **Students who are brought to school by car will not be allowed to eat breakfast if they arrive after 8:10 a.m.** Bus students who arrive at or after 8:10 a.m. may report to the school lunchroom for breakfast or proceed to their assigned classrooms. Students arriving after 8:20 a.m. will be considered tardy and must report to the office for a late pass. **Parents must accompany students to the office when they are tardy.**

TARDINESS

Being punctual is an important skill our children need to learn. A student is tardy when arriving after 8:20 a.m. **Parents are required to sign their child in at the office when they arrive after 8:20 a.m.** After tardy students are signed in, they will receive a tardy slip so that they may be admitted to class. Tardiness is defined as 1) being late for school, 2) absenting oneself from school for any period during the day, 3) leaving school early. Tardiness is either excused or unexcused. A tardy student misses important instruction of the school day. Principals are encouraged to identify tardy students and impose consequences for tardiness. Teachers will notify parents after the third unexcused tardy.

ABSENCES

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

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

The student will be counted absent if he or she leaves school before 12:00 p.m. or arrives after 12:00 p.m.

EARLY DISMISSAL

Students leaving school before the scheduled dismissal time must bring a note stating the time they must leave and the reason for leaving. The name of the person who will come for them should also be included. Parents must submit written permission in order for the student to be released to anyone (this person must be listed on the child's emergency card.) **A parent or designee must sign the student out in the school office. Photo ID must be presented when signing out a child. The child will not be dismissed until the parent arrives in the office and the teacher has been notified by the office. Due to preparation for dismissal, 2:50 to 3:20 is a hectic time of the day and we ask that students not be signed out after 2:50.**

EMERGENCY CONTACT

In the interest of students, it is critical that the school be able to contact parents at any time the child is at school. Therefore, it is essential that the school have on file parents' current address and local home/cell/work telephone numbers in case of need. Any moves or changes should be given to the school immediately. Only those people listed in Infinite Campus may pick up the student.

DISMISSAL GUIDELINES

Everyone who plans to pick up carpool students daily will be issued a number card to display in the car's front right windshield area. As cars arrive to pick up students, the car number will be entered into the computer and their name will be displayed in the classroom. Parents will not be allowed to enter the building after 2:50 unless there is a prearranged conference with their child's teacher. Parents may not sign their child out from 2:50 – 3:20 daily. Any child that is signed out prior to 3:20 will receive a tardy. **Car riders should be picked up no later than 3:40 p.m.**

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

TRANSPORTATION



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

DRESS CODE

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

Backpacks must be clear or mesh.

Pre-Kindergarten

- All clothes must be the appropriate size.
- Students wearing skirts, dresses, and jumpers must wear shorts or biking shorts underneath their skirts, dress or jumpers.
- Socks must be worn, and shoes must have closed toes and backs.
- No spaghetti strap dresses or open back clothing.

Kindergarten-5th Grade

- Collared shirts of any solid color may be worn. School spirit shirts are permitted.
- Solid colored pants, shorts, skirts/skorts, dresses and uniform jumpers in the colors of khaki, navy blue and black are allowed. Must be knee-length, tight fit not permitted. Plain denim jeans are allowed (without holes or tears).
- No slides, crocs or bedroom shoes.
- Hoodies may be worn, but the hood must be tucked in while inside the building.

If a student is found to be in violation of the dress code, the following steps will be taken:

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

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

BEHAVIOR EXPECTATIONS

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

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

The Heritage Discipline Plan will be implemented through a Positive Behavior Interventions and Support (PBIS) system which is detailed here. The PBIS system will be used throughout the school in all settings. Posters will be displayed in the hallways, restrooms, the lunchroom, and in all classrooms. These posters list all expectations for appropriate behavior. Any staff member can assign an MIR, or an Eagle Soar to a student. Throughout this handbook, the acronym MIR refers to Minor Incident Report which is detailed later in this handbook. The SOAR acronym refers to students that demonstrate the following: **S**–“Safety First”, **O**–“Own Your Actions”, **A**–“Act Respectfully”, **R**– “Ready to Achieve”.

SCHOOL-WIDE DISCIPLINE PLAN

POSITIVE REINFORCEMENTS

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

- Students will earn PBIS points
- Recognition of positive student behavior and achievements on the morning news.
- Fun Fridays may be scheduled.
- Activities such as assemblies, which highlight character education qualities and motivate student achievement will be planned.

BEHAVIORAL CONCERNS / CONSEQUENCES

Students in Kindergarten-5th grades who fail to abide by the rules at Heritage will earn MIR slips (minor incident report) for Level 1 and Level 2 infractions. Accumulated MIRs will result in detention and/ or other consequences. Morning detention will be held on Tuesday, Wednesday or Thursday from 7:50-8:20. Parents will receive two days notice before their child must serve detention. **It is the parents’ responsibility to make transportation arrangements for children in detention. If a student fails to stay for detention or misbehaves during detention, another day of detention will be assigned. If the re-assigned day is not served, ISS will be given.**

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

The following is a list of offences and infractions. For a more inclusive list, please see the Bibb County Student Code of Conduct.

INFRACTIONS

Level I:

DEFINITION: Behaviors that...

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

Level II:

DEFINITION: Behaviors that...

- **May or May Not Require administrator involvement**
- **Are chronic Level I behaviors**

EXAMPLES:

- Willful Disobedience
- Refusal to carry out instructions
- Violation of the dress code policy
- Computer/device misuse
- Inappropriate language between peers

PROCEDURE:

- **Student receives an MIR**
- **Inform student of rule violated/Student will complete a reflection activity**
- **Implement classroom strategies**
- **Contact parent**

Level III:

DEFINITION: Behaviors that...

- **Most likely Require Administrator involvement**
- **Violate school district policies or state policies or laws**

EXAMPLES:

- Failure to accept disciplinary action
- Unwanted touching of others
- Bullying, cyberbullying, harassing, or intimidation as defined by the code of conduct
- Throwing objects which cause bodily injury or damage to property
- Fighting or physical violence towards another student that causes no injury or only a minor injury
- Destruction of school property

PROCEDURE:

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

Level IV:

DEFINITION: Behaviors that...

- **Require Administrator involvement**
- **Violate School district policies or state policies or laws**

EXAMPLES:

- Verbal assault, including threatened violence of others
- Second act of bullying, harassment, cyberbullying or intimidation as defined by the school district's bullying policy
- Failure to report any item or event to a teacher or administrator which could cause harm to self or others

PROCEDURE:

- **Send for an administrator or remove student from area**
- **Administrator will investigate**
- **Teacher completes discipline referral**
- **May result in a 6-10 day suspension**

Level V:

DEFINITION: Behaviors that...

- **Require Administrator involvement**
- **Violate School district policies or state policies and laws**

EXAMPLES:

- Fighting/Physical Attack which causes serious physical injury
- Engages in any type of conduct that is punishable as a felony or a delinquent act, which would be a felony, if committed by an adult
- Engages in a third act of bullying within a school year
- Sells, gives or delivers to another person, possesses or is under the influence of marijuana
- Possession of a weapon

PROCEDURE:

- **Send for an administrator or remove student from area**
- **Administrator will investigate**
- **Teacher completes discipline referral**
- **May result in a disciplinary hearing and an extended suspension**

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

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

- **1 MIR- Teacher notifies parent**
- **2 MIRs- Teacher notifies parent, student discuss behavior with PBIS para or PBIS Coach**
- **3 MIRs- Teacher notifies parent, teacher/student conference, start referral process for Counselor Cool Down Room**
- **4 MIRs- Teacher notifies parent, teacher leads conference with parents and school counselors**
- **5 MIRs- Office Discipline Referral and RTI process begins**

BREAKFAST AND LUNCH

The School Nutrition Center provides nutritious meals daily. We encourage all students to eat the lunches provided. However, a child may bring his/her own lunch in proper containers. Lunch boxes or lunch bags and thermos bottles are appropriate; **FAST FOODS OR CANNED/BOTTLE/CARBONATED DRINKS ARE NOT ALLOWED (Bibb BOE Policy EE). Students should NOT bring large bags of chips/candy/cookies to school. These are NOT ALLOWED in the cafeteria.** You can contact the Heritage Nutrition Department at 478-779-4723.

SCHOOL VISITORS

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

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

LOST AND FOUND

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

PARENT TEACHER CONFERENCES

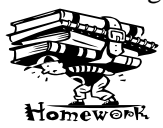
Parent/teacher conferences are always encouraged; appointments can be made by phone, note, e-mail, or through the school office. We feel it is very important for parents to keep in close contact with their child's teacher. However, drop in conferences often interfere with the instructional schedule.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

PUPIL PROGRESSION

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

HOMEWORK

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

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1. Ask your child if he/she has homework each day and check the student planner.
 2. Be interested in your child's homework. Ask them to show and explain their work.
 3. You should not do the work; rather, you should be concerned with whether or not your child is able to do the work.
 4. Help your child set a regular homework time each day and make it a daily habit.
 5. Free your child of other responsibilities at that time.

WEEKLY SIGNED PAPERS

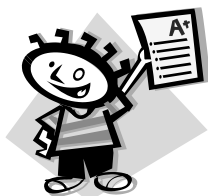
Students' graded papers are sent home on Wednesday of each week. They should be signed and returned the next day (Thursday). Parents/guardians should review the papers with their child/children. Continued failure to return signed papers promptly will result in the papers being kept at school for the parents to view. We are required to keep signed papers as documentation of student achievement.

REPORT CARDS

Report cards published to the parent portal every six weeks. They indicate students' progress in both academic and social skills during the grading period.

GRADING SYSTEM

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



END OF YEAR AWARDS

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

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

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

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

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

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

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

PARENT TEACHER ASSOCIATION

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

ILLNESS AT SCHOOL

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

COVID

If a parent/guardian cannot be contacted, school officials will take whatever means necessary to preserve the health of the child. If your child has tested positive for COVID, please call the school nurse at 478-779-4725.

MEDICATION

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

TELEPHONE

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

ACCELERATED READER PROGRAM

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

MEDIA CENTER



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

Books may be checked out for one week. E-Books are also available for students to check out. Students will need a compatible electronic device, such as a computer to access the e-books. If a student has an overdue book, he/she may not check out another book until the overdue book is returned. Students should take advantage of all resources in the library. Skills developed here will be used for the rest of their lives.

INTERNET POLICY

The Internet is used in the classroom as an instructional resource in order to enhance classroom learning. In order for students to use the Internet, the Elementary Student User Contract and Parent Consent Form must be completed. The forms and more information regarding the use of the Internet are included in the Bibb County Student Code of Conduct.

GUIDANCE

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

FIELD TRIPS

Educational experiences are planned throughout the year for students. Permission slips will be sent home and must be signed and returned before the child can participate. Telephone calls from parents cannot be accepted as a form of permission to attend a field trip. Some trips have a fee connected to them and at these times you will be asked to contribute that fee for your child. However, no one will be denied participation in any school scheduled activity due to cost.

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

MEDIA RELEASE

Heritage Elementary School frequently sends information and pictures about school events to the newspaper and occasionally has students who appear on television in association with a school event. Therefore, unless you complete the opt out in parent portal, the school has your implied permission to use your child's image in the media. Classroom teachers will keep any written objections on file.

GIFTED EDUCATION

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

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

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

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

Parent permission will be obtained before any formal evaluation is begun, and parents will be notified in writing regarding their child's eligibility for the gifted program. Parents may request an appointment to review records relating to their child's eligibility following the completion of the evaluation.

For further information, contact the counselor at your child's school or the Bibb County Department of Gifted Education, 484 Mulberry Street, Macon, GA 31208, 765-8597.

