

**Mission Statement**

Heritage Elementary School is a trusting learning community where we develop responsible, productive citizens. Through strong partnerships and collaboration, we will increase academic and behavior excellence.

**Mission**

To provide a foundation that motivates and prepares individuals to be college and career ready.

**Motto**

“Teaching and Learning is our Focus”

**School Goals**

- To decrease the number of out of school suspensions by 10%
- To decrease the percentage of students scoring in level 1 on Math
- To decrease the number of students scoring in level 1 on Reading

**What is Title I?**

It's the largest federal assistance program for our nation's schools. The goal of Title I is a high-quality education for every child, so the program provides extra help to students who need it most.

The program serves millions of children in elementary and secondary schools each year. Most school districts participate. Title I also serves children who attend parochial and private schools. Services may be provided at a public (this includes charter schools), or at a private or parochial school (under certain conditions).

**The Title I School Works To:**

- Identify students most in need of educational help (students do not have to be from low-income families to receive help)
- Set goals for improvement
- Measure student progress, using standards set forth in the state's Title I plan
- Develop programs that add to regular classroom instruction
- Involve parents in all aspects of the program

**Parents' Right to Know**

Information may be requested about the professional qualifications of your child's teacher(s). The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal, Cheree H. Turner, at (470) 254-8144.

**ACCESS TO STUDENTS' RECORDS**

The parent or legal guardian has the right to examine the student's records and to have them explained. Principals, counselors, teachers or other authorized personnel who supervise or instruct a student shall have access to that student's records.

**AFTER SCHOOL PROGRAM**

**Wings**

WINGS is a free educational and enrichment program that teaches scholars how to behave well, make good decisions and build healthy relationships. This is done by weaving a comprehensive social and emotional learning curriculum into a fresh and fun after school program. Scholars get the life lessons they need to succeed and be happy, and they get a safe place to call home after school.

**ASSESSMENTS**

**GMAP: Georgia Measures of Achievement and Progress**

GMAP is a rigorous assessment created to positioned/help all students compete nationally and globally with other students. It was designed across grade levels to signal student progress and preparedness for the next level; be it grade level, course or college/career.

GMAP will consist of end of grade measures in language arts, mathematics, science and social studies, which includes constructed response (*written*), performance tasks and selected responses.

**Georgia Kindergarten Inventory of Developing Skills (GKIDS)**

Georgia's Quality Basic Education Act requires that children enrolled in Georgia public school kindergarten programs be assessed for first grade readiness with an instrument or instruments adopted by the Georgia Board of Education. Kindergarten students are defined as those who are reported to the state as "kindergartners" on official attendance forms. This includes those children who have been retained or are enrolled in transitional or readiness programs. This readiness assessment shall include data obtained from multiple sources including, but not limited to, the Georgia Kindergarten Inventory of Developing Skills (GKIDS). GKIDS is the instrument adopted by the State Board of Education. Readiness information obtained by the instrument shall be used by the local school system, in concert with teacher recommendations and other relevant information, to make appropriate individual student grade placement decisions.

**Iowa Test of Basic Skills (ITBS)**

The Iowa Test of Basic Skills series measures students' school achievement in reading, language arts, mathematics, science, and social science. The ITBS is a norm-referenced test, which will be administered during the fall.

**ATTENDANCE**

**School Hours**

The school day at Heritage begins promptly at **7:40 a.m.** and ends at **2:50 p.m.** Students should **not arrive at the school before 7:00 a.m.**, as staff members are not required to report for supervision of students before this time. Students are tardy if they are not in their seat and ready for instruction by 7:40 a.m. **Parents arriving with students after 7:40 a.m. must sign student in at the office and student will be given a pass to class.** When students incur continual tardies or late pick-ups, a social worker referral will be initiated. When a Fulton County school bus is late, children who ride that bus are not counted tardy. **Students should be picked up by 2:50 p.m.**

**Absences**

Good attendance is essential to ensure your child maximizes his or her opportunities to obtain a quality education. Students are expected to come to school every day and incur fewer than five (5) absences per school year. Students who are absent from school are deprived of a variety of educational experiences shared with their peers. Although Georgia Board of Education lawfully excuses students for the following reasons, excessive absences in these categories may result in additional actions or documentation by the parent for them to be considered excused.



- personal illness
- serious illness or death of an immediate family member
- special and recognized holidays observed by their faith

Each additional unexcused absence from school is considered an additional violation of the state mandatory attendance policy and must be reported as a separate offense. A social worker referral will be initiated. A letter will be sent home addressing this issue if it should occur.

Students must be present a minimum of one-half of the school day in order to be considered present for the day. Thus, students arriving after 11:15 a.m. are considered absent for the day. Likewise, students who leave school before 11:15 a.m. and do not return in time to be present for a combined minimum total of 3 hours and 20 minutes are also considered absent for the day.

Should you need to pick up class work for your child due to an absence, please allow 24 hours so the teacher will have adequate time to prepare the list of assignments.

For extended excused absences, your child's assignments may be collected during or after the absence. Completion of work missed during an absence is determined at the teacher's discretion and the needs of the student. The student will be allowed to make up all required work and tests.

Please notify the school office if your child has a contagious disease or an extended illness.

**Students who do not have a form on file within 30 calendar days after the first day of school or enrollment date for new students, will be withdrawn.**

**CAFETERIA**

A nutritious breakfast and lunch are available for all students. Children need healthy meals to learn; therefore, the Fulton County Schools (FCS) offer healthy meals.

**CAR POOL SAFETY RULES**

One of our goals is to ensure the safety of all students, staff and guests. In order to accomplish this goal, we need your cooperation. Please take a few minutes to review the following guidelines in place to ensure the safety of all students, staff and individuals dropping off/picking up students in the car loop area.



### Car Loop Area Guidelines

- Caregivers must remain in the car, have Car Rider Sign visible in front right windshield and wait for the student (s) to be called
- If you are dropping off students in the morning in the car loop area, students must exit the car in the front of the building by the school's entrance and parents will follow the flow of the traffic using that driveway; the staff and visitor parking or bus loading areas are not for student drop-offs or pick-ups.
- Observe entrance/exit signs.
- Keep your position in the line of traffic. Pulling out of line to go ahead endangers all persons in your car as well as pedestrians and contributes to an already over-crowded traffic situation.
- Leave the bus and fire lanes, and handicapped parking areas unblocked.
- Leave cars attended at the front and side entrances on the yellow curb at all times.
- Students MUST be dropped off or picked up in the loading/unloading areas.
- Safety cones or other safety objects must remain in place at all times.

### **CHANGE OF ADDRESS/TELEPHONE**

Please notify the **front office and your child's teacher** of any change of address or telephone number as soon as possible. Accurate records are necessary to be able to notify parents in case of an emergency.

### **CHARACTER EDUCATION**

The Fulton County School System supports a mandate from the Georgia General Assembly requiring all schools to teach character education. The school system believes that society and culture are tied together through common threads that guide the way we live, work, and play. These common beliefs are taught at home and reinforced by the community, schools, religious institutions, and youth service groups. They are the threads that bind our society together and are as basic as honesty and as complex as conflict resolution. These basic tenets guide the way Fulton County teachers teach and the way the school system conducts business.

### **CHECK/CASH POLICY**

Heritage does not accept checks for any payment or school transaction. Cash/Money Order are the only acceptable payment methods.

### **CHILD ABUSE REPORTING**

In line with the law and Fulton County Policy and Procedures, **all staff members must report any suspected child abuse to the Department of Family and Children Services (DFACS). This includes physical, sexual and emotional abuse.**

### **CLINIC AND MEDICATION**

Heritage's clinic is staffed with a clinic assistant. However, we are not staffed or equipped for a serious injury or illness. Students who are ill must be kept at home. If a student is injured or becomes ill, parents will be contacted and must pick up their child.

Even though reasonable safety precautions are observed at all times, accidents involving students sometimes occur during school hours. If a minor accident does occur, the teacher/staff member supervising the student must complete A Student Accident form and send students to the clinic. If an accident is deemed serious, the proper steps are immediately taken in accordance with policies and procedures.

**PLEASE NOTE: It is essential parents keep the office informed of any address or phone number changes. Visits to the clinic by a student will not always require a phone call to the parent. Parents are called in the event of all emergencies. It is the parent's responsibility to keep the school informed in writing of any changes in registration and health and medical information.**

If a prescribed medication is necessary in order to allow a student to attend school on a regular basis, a school employee may assist in administering the medication to the student under the following conditions:

The parents/legal guardian must provide the following:

- Completion of the Fulton County Health Form by a licensed physician stating that such medication **must** be administered to the student during school hours.
- Written instructions from a licensed physician regarding the dispensing of the medication, including dosage, expected duration of administering the medicine and side effects of the medication.

The parent/legal guardian must take the following action:

- Execute a release (on the form required by the school system) releasing the Fulton County Board of Education, the school and any system employee from any liability for administering medication.
- Deliver medication to the clinic aide in its **original prescription bottle.**

### **COMMUNICATIONS**

Occasionally, the question arises as to what procedures should be followed if a person has a question or concern regarding their child or the school. It is best to contact your child's teacher via email, note or calling the school to leave a message. If you have not been

contacted in 2 days (48 hours), please call the school and leave a message for an administrator.

Notes required from Parents-The school requires notes from parents explaining the following: Absences (STATE REASON, DATE, and SIGN), request for early dismissal, reason for tardiness, permission for field trips and/or any changes in usual method of transportation.

Newsletters/School Messenger-A Parent Newsletter, is published so parents and supporters are kept abreast of school-wide activities. The Parent Newsletters will be uploaded onto the Heritage Website monthly.

Parents will occasionally receive texts, emails and/or phone calls informing them of important events/reminders from the classroom teacher and/or school. Occasionally, parents will receive a mass communication from the FCSS informing them of school-closings, important information, etc.

Parent Concerns-The teacher should be the first point of contact regarding a concern. If the matter is not resolved, please contact the front office to leave a message for administration.

Principal and/or Assistant Principal may be contacted at 470-254-8144 or via email.

### **CONFERENCES**

Parent-teacher conferences are an integral part of reporting student progress. Our reporting system emphasizes a close relationship between the home and the school because we regard parents as partners in the education of their children. We consider it important, therefore, to have regularly scheduled conferences in order that parents and teachers may share information concerning the child. This will enable the school to plan a more effective educational program to meet the needs of each student.

Conferences will be set up within the first six (6) weeks of school if there is a concern about a student. Bi-monthly papers, email, student agenda, and notes are additional ways that we keep parents informed about their child's progress. We believe that the educational success of your child is a joint venture between the school and the home, and we want to keep the lines of communication open. Additional conferences may be scheduled as necessary. These may be initiated by the parent, teacher or administrator and held at a mutually agreeable time.

### **COUNSELING PROGRAM**

The counselor and staff work to establish an environment, which will provide the best possible conditions for achieving the objectives of the educational program. The counselor works with students in the classroom, in small groups and individually. Referrals for counseling may come from the student, the parent/guardian, teachers or administrators.

### **CUMULATIVE RECORDS**

Permanent records (sometimes called cumulative records) are kept in the office for each pupil enrolled in our school. Information such as the student's academic progress, health record, test scores and attendance is a part of this record. The Federal Rights and Privacy Act (FERPA) states the material in these records is confidential. This information can be released only with the written permission of the parent. This act also states the parent must be granted the right to view these records if they so desire. A qualified representative of the school will assist the parent to help interpret the records if necessary.

### **CURRICULUM**

Curriculum is defined as a plan for learning. The curriculum in Fulton County Schools focuses on the development and application of skills and knowledge as identified by the state of Georgia, national curriculum standards and local system objectives.

The curriculum promotes the understanding and knowledge as well as concepts and skills necessary for students to contribute to the nation and the world. It is the framework upon which all local system curriculum is developed.

### **DENIAL OF STUDENTS' RIGHTS**

If a student or parent believes that the student is being improperly denied participation in any educational function of a Fulton County School or that the student is being subjected to an illegal rule or standard, the matter should be discussed promptly with the teacher before contacting an administrator.

Parents are always welcome to discuss problems and concerns with the Fulton County School official who is responsible for the activity in question. However, if the parent or student still feels there is a denial of a basic right, they should telephone/outline in writing the alleged denial to the Superintendent of Schools.

### **DISCIPLINE**

The Fulton County School System believes that all students have the right to learn. A school climate that is satisfying and productive without disruptive behavior will be provided for each student. A variety of methods are encouraged to ensure appropriate conduct including student and parent conferences, counseling, school social worker referral, SST referral, detention, out-of-school suspensions and expulsion. A Discipline Handbook will be sent home to explain Fulton County Elementary Discipline Cycle.

An attempt is made to create a climate that will foster learning, develop self-control in each student, and encourage each student to develop responsibility. To this end, students will be expected to respect the rules established cooperatively with teachers.

School discipline is the joint responsibility of the school and home. Parental support for good discipline enables the schools to maintain a wholesome environment for learning. We are working at all times to develop self-discipline within each student. We feel it is the student's responsibility to follow established school and class rules. Parents will be notified if their child is having discipline problems. Chronic misbehavior or violation of school system rules will result in appropriate disciplinary measures. Among these are in school suspension, out-of-school suspension or referral to the Discipline Tribunal.

**No Drugs, No Weapons, No Gangs**

Students found with a weapon on their body or in their book bag, purse, locker, or car while on school property face expulsion from school and will be reported to the police.

Students found selling or distributing illegal drugs face expulsion from school. Those found in possession of or using illegal drugs will be suspended or expelled from school and will be reported to the police.

Any student who engages in an activity that threatens, intimidates or physically harms another student faces possible expulsion from school and the filing of charges with the police. Be advised that if this activity is gang related, additional criminal charges may be filed.

**DISCIPLINE CYCLE**

The Fulton County Board of Education supports all students' rights to learn. To do so, each student must be in a school climate that is satisfying and productive without disruptive behavior by any student infringing upon the rights of others.

Therefore, it is the policy of the Fulton County Board of Education that each school within this school system shall implement an age appropriate student code of conduct designed to improve the student learning environment by improving student behavior and discipline. The following discipline cycle will be followed and documented by the classroom teacher. Parents will normally be involved beginning with the third infraction as detailed below; however, the offense may require parental notification before that time. We need your support and intervention at that time to avoid a possible suspension.

- Verbal reprimand
- Time-out
- Action plan (copy to parents)
- Telephone call to parents
- Referral to an administrator-Report of student conduct

Repeated offenses and major violations may result in immediate removal from the classroom and/or suspension from school.

**ALL STUDENTS ARE EXPECTED TO ADHERE TO THE FOLLOWING:**

**Building Wide Matrix**

Heritage Jaguar PAWSitive Behaviors Matrix					
Expectations	Cafeteria	Hallway	Playground	Restroom	School Bus
<b>Promise to be respectful</b>	<ul style="list-style-type: none"> <li>• Remain seated at your assigned table</li> <li>• Raise your hand for help</li> </ul>	<ul style="list-style-type: none"> <li>• Have a pass Level 0 voice</li> </ul>	<ul style="list-style-type: none"> <li>• Play safely</li> </ul>	<ul style="list-style-type: none"> <li>• Go, flush, wash, leave</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your seat</li> </ul>
<b>Always make good choices</b>	<ul style="list-style-type: none"> <li>• Level 1 voice</li> <li>• Follow directions the first time</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to the right</li> </ul>	<ul style="list-style-type: none"> <li>• Share equipment</li> <li>• Follow directions the first time</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Board and exit promptly</li> </ul>
<b>Work hard Strive to do your best!</b>	<ul style="list-style-type: none"> <li>• Clean up your area</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands to your side</li> </ul>	<ul style="list-style-type: none"> <li>• Line up quickly when called</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others' privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Level 1 voice</li> <li>• Follow directions the first time</li> </ul>

**NOTE:** For additional information, see your copy of the Fulton County Board Of Education Student Code of Conduct Elementary School Student/ Parent Discipline Handbook or visit <http://www.fultonschools.org/en/divisions/acd/supportserv/Documents/2017-2018%20Student%20Code%20of%20Conduct%20-%20English.pdf>

**DISMISSAL**

Dismissals begin at 2:50 p.m.

**Arrangements for Change of Departure**

In order to ensure the safety of students, the following rules for irregular departure from school will apply:

- If a student does not plan to go home in the regular manner, the student must give their teacher a **transportation change** from the parent/guardian before school begins on the date of the irregular departure to be submitted to the front office.
- Students will not be released from the classroom until the parent arrives at the school. Students are released only from the office.

- Students can be released to a parent designee only after the parent/guardian has notified the school.

**EARLY DISMISSAL**

Parents/Guardians wishing to pick up their child before the close of the school day are expected to send a written notice and meet the child in the office for checkout. **Early dismissal ends at 2:15 p.m. Students will not be released to a parent/guardian once students are dismissed for buses, nursery/after school vans, walking or in an after school program unless there is an extreme emergency. Parents must check students out in the office and identification is required.**

Should early dismissal be necessary, please do the following:

- Send written notification to teacher/front office informing them of early dismissal.
- Parent or parent authorized adult acting on his/her behalf is expected to sign out the student in the office prior to leaving the building. Also, if individual is not on dismissal contact list, parent must submit a written notification for teacher/front office stating individual's name and contact information, date and time of early dismissal, reason, parent signature and contact information.

**DRESS CODE & UNIFORMS**

Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as to not interfere with the educational program or the orderly operation of the school as stated in the Fulton County Policy Manual. Examples of inappropriate dress and grooming include: lack of cleanliness in person or dress, shoelessness, short-short clothing, bare midriffs, tank tops, see-through clothing or apparel that designates gangs or similar organizations, or any **dress or hairstyle** that draws attention and is thus considered disruptive to the educational process. Flip flops or house shoes will not be permitted for safety reasons.

Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school officials shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

School uniforms are mandatory for all students (Pre-K-5<sup>th</sup>). Parents, educators and students have experienced the following benefits with their school uniform or dress code policies: increases school safety; enhances academic performance; decreases peer pressure; increases school spirit; promotes creativity and individuality; decreases clothing expense; increases harmony at home; creates a learning focused mind set.

**Girls' Basic Uniform-**

Top - Long or short sleeved collared blouse or polo style shirt (White, Yellow, Navy, Light or Royal Blue)  
 Bottom - Skirts, walking shorts, slacks, skorts, jumpers (Navy, Black or Khaki {Tan})

**Boys' Basic Uniform-**

Top - Long or short sleeved collared shirt, polo style, oxford or dress shirt (White, Yellow, Navy, Royal or Light Blue)  
 Bottom - Long pants or walking shorts (Navy, Black or Khaki {Tan})

**EARLY INTERVENTION PROGRAM (EIP)**

Children start school at a designated chronological age but differ greatly in their individual development and experience base. The Early Intervention Program is designed to serve students who are at risk of not reaching or maintaining academic grade level. The Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest time possible. Children may be placed in EIP if they do not meet the standards according to assessment results.

**EMERGENCY SCHOOL CLOSING**

If the decision is made to close school due to inclement weather, FCSS Communications Department via Robo-Call, local television and radio stations will broadcast this information. The office of Safety and Emergency Management serves as a resource and works with principals in the field of comprehensive planning and preparedness to lessen the impact of natural and man-made disasters. Each Fulton County School has detailed disaster and evacuation plans, which are reviewed and updated periodically. In addition, each school's emergency procedures are practiced to ensure adherence to plans and procedures.

In the event of an emergency such as fire, gas leak, explosion or bomb threat that necessitates removing students from the school, the students will be evacuated to an alternate location. The location will be communicated to you by the school and the news media.

**In case of fire, gas leak, explosion or bomb threat:**

- Do not try to contact the school.
- Do not come for your child.
- Students will follow their regular dismissal procedures from the alternate site.

**In case of tornado:**

- Do not try to contact the school.
- Do not come for your child.

- Children will be moved to an area in the school building designated for safety during a tornado.
- Bus drivers are trained in procedures to ensure the safety of children during a tornado.
- A battery-operated radio will be used at school in case of electrical failure and will allow the school to follow the progress of a tornado.
- Parents should listen to their radios or television stations for all emergency broadcasts.

### ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL)

The Quality Basic Education Act provides for the creation of programs designed to help limited English proficient students develop proficiency in all areas of the English language so that students can experience success in their classrooms and in social contexts both inside and outside of the school. This program helps students from other cultures become acclimated to American culture through language-based activities. All instruction in the ESOL program is given in English to facilitate the acquisition of English language skills for successful academic and social pursuits.

### FIELD TRIPS

Field trips are often planned to supplement and enrich units of schoolwork. In an effort to ensure students' safety, transportation is provided by the Fulton County school buses or an approved vendor for a fee. **No child will be denied permission to attend field trips due to an inability to pay;** however, continuously disruptive behavior or refusal to comply with adult orders may result in a parent/legal guardian being required to accompany the student on the field trip. Every child must have written permission from a parent/legal guardian before going on a field trip.

### GRADING SYSTEM

#### Methods and Frequency of Reporting

Teachers conduct ongoing evaluations of learning and use a variety of methods in assessing progress, both formal and informal. Methods chosen must be appropriate for the developmental level of students in the primary or intermediate grades and must accurately measure the learning of objectives and curriculum.

Elementary teachers report to parents/guardians frequently, using a variety of methods to provide information regarding each student's progress. Each student will receive a Report Card four times during the school year. Each reporting period is nine weeks long. At the end of each semester, a cumulative grade will be given. Each student will also receive a Progress Skills Checklist three times a year: in the fall, in the winter, and at the end of the school year.

The school must notify or inform parents/guardians if a student is performing at a U or F level or is experiencing a significant decline in achievement. This notification must be made early enough to allow a reasonable time for improving the grade before the next grading period.

No grade (NG) is required on a report of student progress if the student has been enrolled fewer than 20 school days during the grading period and if there have been no grades received from the previous school for that time period. Students in art, music, and physical education classes that meet fewer than five times per week may receive a no grade (NG) for the first nine-week of student progress.

#### Curriculum Areas Graded

Subject areas in which teachers report progress at the end of each nine weeks include reading, language arts, mathematics, social studies, science, health, art education, music education, and physical education.

#### Additional Student Evaluation

In addition to a grade in each subject area, teachers also provide parent/guardians with feedback on the report of student progress regarding effort, social skills, work/study habits and student conduct. Marks for reporting in these areas are the following:

#### Grading Scale for Grades K-1

- S = Satisfactory
- N = Needs to improve
- U = Unsatisfactory
- NG = No Grade

#### Grading Scale for Grades 2-5

Letter and numerical grades (A, B, C, and F\*) will be used on weekly progress reports, reports of student progress and transcripts. *NG will be used for No Grade.*

- A= 100-90
- B= 89-80
- C= 79-70
- F= 69-Below

\*State rule: any grade below 70 is failing.

Students who are deficient in skills for the grade level they are placed, shall receive scaffolded instruction. Although the students may show progress in meeting the standards, the final grade will be based on mastering the standards for the grade level in which the student is currently placed.

Marks for effort, social skills, work/study habits and general conduct are recorded as:

- S = Satisfactory
- N = Needs to improve
- U = Unsatisfactory

Reports of Student Progress are distributed at the end of each 18-week semester. The minimum number of grades used to determine the final grade should be nine per semester, per subject area.

#### Student Recognition

The student recognition committee establishes guidelines for academic achievement, attendance and citizenship at school. Heritage Elementary students are recognized for academic achievement coupled with behavior, attendance, and citizenship. Therefore, students must receive all S's in behavior to be recognized.

Programs will be held after each reporting period to honor students who have met criteria for recognition. Student Recognition is not to be associated with a graduation; no balloons are allowed in recognition program.

#### Semester Perfect Attendance-

- No Absences
- No more than (5) tardies

#### Yearly Perfect Attendance-

- No absences
- No more than (3) tardies

#### First Grade Academic Achievement-

- Satisfactory (S) in all grades for the semester and on level according to the universal screening assessment, Fastbridge

#### Honor Roll for Second, Third, Fourth and Fifth Grades-

- All A's and B's for the Semester and on-level according to State Assessments, if applicable and the universal screening assessment, Fastbridge

#### Principal's List for Second, Third, Fourth, and Fifth Grades-

- A's in all semester grades and on-level according to State Assessments, if applicable and the universal screening assessment, Fastbridge

#### Most Improved-

- One student from each homeroom will be recognized by the classroom teacher as most improved for the semester.

#### Citizenship-

- One student from each homeroom will be recognized by the classroom teacher as the citizenship recipient for the semester.



### HOMEWORK

Each student is expected to spend some time working at home in addition to scheduled class instruction. Some assignments are long range in nature and require planned study time at home for completion. Planned study eliminates spending too much time in completing an assignment the day before it is due. Homework reinforces skills taught in the classroom, increases the student's success on achievement tests, provides opportunity for parent involvement, and develops responsibility.

### INSTRUCTIONAL MATERIALS AND TEXTBOOKS

Textbooks and other instructional materials are furnished free of charge to all elementary students. If a textbook or library book is lost or damaged, parents are required to make restitution.

Immediate written notice will be sent to parent/guardians when a student needs to make restitution for lost or damaged books or materials. If restitution has not been made within ten days, students will not be issued a replacement text; however, they will be allowed to use a loaned textbook at school only. When a student's delinquent fees and restitution for lost or damaged materials equals or exceeds \$150, a notice will be sent to parents stating that a claim will be filed in small claims court. Fees collected for lost and damaged materials are credited to the school's textbook account.

### INTERRUPTIONS

Every effort is made to minimize the interruption of classes so as to maximize learning time. Please help us by doing the following: ensure your child gets to school on time, has lunch money or a lunch, and knows exactly how they are to get home after school, particularly if there is a change from his/her regular routine. See Arrangements for Change of Departure for additional information.

### LOST AND FOUND

Students are asked to turn all lost and found items to the school office. They, as well as parents, are urged to look for lost items there. Each year, quantities of clothing in excellent condition accumulate. Please write your child's name on all items. This will enable us to return lost items promptly. All unclaimed items are donated to the Salvation Army or Hope House at the end of each semester.

## MEDIA CENTER

Library books are checked out and time is provided to participate in other media center related activities all during the day. Students may go to the media center at any time to do research, return books and check out books. Students are expected to take excellent care of library books. Books should be returned or brought in for renewal promptly. The media specialist works in cooperation with the teachers in guiding children in their selection of appropriate reading materials. **Report cards will be withheld for lost or damaged library books.**

## PARTIES

Birthdays come only once a year, but when they do they are a special occasion. Birthday parties will not be allowed at school because of our need for instruction. Please do not send/bring birthday treats to the school.

Heritage celebrates with a party prior to the winter holidays and end of the year class parties; these are the only parties celebrated at Heritage. **Please do not send treats for Valentine's Day.**

## PRE-KINDERGARTEN PROGRAM

Certified teachers in early childhood education are chosen as instructors with school assistants working under their direct supervision. Each pre-kindergarten classroom serves twenty (22) children. Fulton County's Pre-Kindergarten Program provides a developmentally appropriate curriculum designed by the Fulton County Instructional Services Division in language arts, mathematics, science, social studies, music and movement, and fine arts. Pre-kindergarten teachers and school assistants receive intensive training in accelerating student achievement to prepare children for kindergarten.

## RESOURCE MATERIALS

Family-Community resource materials are available for our parents. Educational materials are available for check out. Adults are able to check out items on a first come basis. It contains valuable resource materials, including books, software, periodicals and more.

Heritage has acquired these materials with funds from the Board of Education, Title I, federal grants and donations. Parents will be charged for lost or damaged materials, which are checked out.

## RTI/STUDENT SUPPORT TEAM

The RTI (SST) is a regular education, interdisciplinary group that uses a systematic approach to address learning or behavior problems of students.

The team members brainstorm and recommend instructional and behavioral strategies to be used by teachers in the classroom. Data is collected and strategies are evaluated by the team as to their effectiveness for the student at subsequent RTI meetings. It is anticipated that the consistent use of effective strategies will make a referral to special education unnecessary in many cases.

## SCHOOL NETWORKING WEBSITES

It has been brought to our attention that many students are logging on to social networking websites such as Facebook. These sites, when used safely offer young people and adults a unique opportunity to interact. However, when used inappropriately, these sites can become a hurtful or dangerous place for students.

The Fulton County School District's firewall prevents such access at school, but these sites are being accessed on personal computing devices and/or on home computers. While at school, students are sharing or acting on what they have read. This creates disruptions and negatively impacts peer relationships, as well as the learning environment.

Some students create hurtful websites and post negative messages about other students and adults. We consider such incidents a form of "cyber harassment". **Please talk with your child about appropriate internet behavior and the importance of never posting something mean, hurtful, profane or obscene online.** Having access to your child's online networking account or internet use is a step in the direction of understanding your child.

Students sometimes share personal information that jeopardizes their safety. For instance, the following pieces of personal information can be found posted by students:

\*Suggestive photos      \*Home phone and cell phone numbers      \*Date of Birth  
\*Personal identifiable journal entries      \*Student's real name      \*School Name  
\*Classmates' personal information      \*School Location

When a student lists personal information, they are at risk of attracting the attention of online predators that may use this information to search for potential victims. Online predators may pose as teenagers or young adults in order to establish relationships with young people.

Please take time to review your family's safety guidelines for using the Internet wisely. Some helpful websites for internet safety contracts and discussions with your child include [www.netsmartz.org](http://www.netsmartz.org) and [www.ikeepsafe.org](http://www.ikeepsafe.org) (for younger students).

## SEXUAL HARASSMENT

A student shall not harass another person through unwelcome conduct or communication of a sexual nature. Prohibited acts of sexual harassment include verbal harassment, such as sexual jokes or comments about an individual or his/her physical characteristics; physical

harassment such as unwanted touching; visual harassment such as the display of sexually suggestive objects or pictures; or requests or demands for sexual involvement, accompanied by implied or explicit threats on the school grounds; off the school grounds at a school activity, function or event; or in route to and from school or school sponsored activities.

## STUDENT INJURIES

If your child has been subjected to an injury off school grounds, it is the parent's responsibility to contact the school to report the incident. If he/she is unable to participate in any physical activity, please send a note from your family doctor/pediatrician.

If your child is injured on school grounds, you will be contacted concerning the injury and incident. The school is not responsible for the doctor bill. At the beginning of the school year, you will be able to purchase insurance. For more information, contact the Fulton County Schools @ 470-254-3600 to inquire about additional insurance.

## STUDENT RELEASE DAYS (All on Fridays)

August 24, 2018	September 14, 2018	October 19, 2018
November 9, 2018	December 7, 2018	January 18, 2019
February 14, 2019	March 15, 2019	

See page 6 for the 2017-2018 Calendar for FCSS.

## STUDENT WITHDRAWAL

When withdrawing a student from school, please visit the school's front office to complete all required withdrawal forms. Only the parent/legal guardian who enrolled the student can request withdrawal. We ask parents to allow us 48 hours to complete the process; this will enable teachers to complete all records and other information prior to the student's last day in school. If the withdrawal form is available sooner, parent/legal guardian will be contacted. We will provide you with a sealed "Withdrawal Envelope. This sealed envelope should be hand carried to your child's new school so proper placement may be made. Your new school will then request your child's permanent records.

## TALENTED AND GIFTED (TAG)

The Fulton County talented and gifted program is a response to the need to address the unique learning characteristics, interests, personal needs, and capabilities of gifted children. The program emphasizes the gifted students' need for interaction with intellectual peers. Emphasis on the individual highlights the fact that there are differences among gifted students. There is a need for specialized educational experiences to meet these differences.

The Talented and Gifted Program identifies gifted students based on State Board of Education Rule 160-4-2-38. Classroom teachers screen all Fulton County students twice a year for the gifted program. If a student is referred for the gifted program, the school gathers information based on multiple criteria: mental ability, achievement, creativity, and motivation. In order for students to be eligible for gifted services they must qualify in at least three of the following four areas:

- Mental Ability: 96<sup>th</sup> percentile component or composite score on a nationally normed test of mental ability
- Creativity: 90<sup>th</sup> percentile score on a nationally normed creativity test
- Achievement: 90<sup>th</sup> percentile score in total reading, total math, or complete composite on a nationally normed achievement test; or significantly above-level in language arts or math
- Motivation: 90<sup>th</sup> percentile on a standardized motivational characteristics rating scale

## TELEPHONE

Students are permitted to use the school telephone **ONLY** in an emergency. Forgotten papers or school materials **DO NOT** constitute an emergency.

## THREATS



When a student levies a threat to harm themselves or others, it is taken VERY seriously.

Students are taught to report all threats to an adult. All staff are trained to report the matter to the school counselor and/or school social worker. An investigation is conducted, parents must attend a conference and a crisis protocol will be completed based on what was reported and found during an investigation. The school counselor and/or school social worker will also debrief with an administrator and additional disciplinary actions may be taken based on the FCSS Code of Conduct.

## TOYS, CELL PHONES AND NON-SCHOOL RELATED ITEMS

Students should not bring toys, games, cell phones or other non-instructional related items to school. They tend to cause distractions and upset classroom routine and order. If such items are visible, they will be collected by the teacher or administration and parent is required to pick up items from school.

We do understand several parents need to be able to contact their children to ensure they have arrived home safely. Students must turn off cell phones before entering the school. Students are not allowed to use cell phones while at school or on school transportation.

**Visitors**

**Classroom-** Parents are always welcome to visit their child's class. Classroom visitations are not the time for parent/teacher conferences. Classroom visits are strictly for observational purposes and should not last longer than one hour. A teacher is not to be interrupted for any reason. Due to the fact that visits often cause disruptions for some students, observations should be limited to monthly visits. *If there is a concern, please contact the principal who will accompany or appoint a designee to accompany you on subsequent visits.* **Contacting the teacher or administrator at least one day (24 hours) in advance is recommended for all visits.** Please note that classroom visits are not the same as volunteering.



To ensure the safety of our students and staff, we ask that all parents and visitors sign-in through the main office upon arrival. **All visitors must always report directly to the school office** if they are in the building for classroom visitation, delivering articles/messages to students, eating lunch, or reporting as a volunteer. Before a visitor is permitted to visit/volunteer, they must present a state issued driver's license/ID, official passport and/or military ID. ID will be scanned through the new system, Raptor, for the verification process. Upon the completion of the scan, approved visitors will receive a badge, which is to be worn at all times while in the building and on school grounds. If the visitor is not approved, individual will be given FCSS School Police representative information in order to contact them regarding this concern. Visitors will only be allowed to visit where they have signed in for. Visitors who do not adhere to the rule will be asked to leave and not allowed to visit on future visits.

**School-**The Fulton County Board of Education expects that all parents and visitors will treat school staff and students with courtesy. While we are very hopeful that this will not be an issue, you should be aware that Georgia law prohibits certain behavior on school property and in school safety zones. For example, the law prohibits a person from loitering or being on school property without a legitimate need to be there. It requires that visitors check in at the school's designated location. It also provides penalties for individuals who refuse to leave school property when directed. The law also prohibits disruptive conduct on school property, including school buses and bus stops. Additionally, the law prohibits individuals from upbraiding, insulting, or abusing public school employees in the presence of students and minors.

If the educational environment is or could be negatively impacted, the Fulton County Board of Education reserves the right to place restrictions on the ability of certain individuals to come onto campus, attend school events, or interact with staff. We may also place restrictions on individuals who have violated certain school policies or state law. We appreciate your understanding and cooperation as we strive to provide a safe and productive environment for students and staff.

**Volunteers**



Heritage seeks to involve interested and supportive groups of parents and volunteers who pool their talents for the benefit of our children. In order to volunteer, you must complete the online training at [www.fultonschools.org](http://www.fultonschools.org); click Community; Partners & Volunteers; Register at Fulton County Schools Volunteer Page. Also, you can contact our Parent Liaison for more information and the Q & A Volunteer Processing & Approval information sheet.

The Board of Education supports a close relationship between the school and the public, recognizing that successful operation of our schools involves a shared responsibility on the part of parents, professional educators and lay citizens. Local school principals are charged by the Board of Education with responsibility to develop programs which utilize the services of volunteers to support the school. All volunteers who will be working directly with students of the school must complete the volunteer training each year.

On school property during the regular school day, volunteers and other non-System personnel should be observed at all times by appropriate System employees or be in an open area of the school building. When this is not possible, no less than two volunteers or non-System personnel must be present when a volunteer is engaged with an individual student.

After the school day, or during extra-curricular or school-sponsored activities, volunteers should not be alone with an individual student unless specifically directed to do so by a staff person in charge, and then only under emergency or exceptional circumstances. Volunteers will only be allowed to volunteer where they have signed up for. If volunteer will be working with students in a classroom, teacher must submit lesson plans 48 hours in advance indicating how volunteer will effectively work with students during that lesson. This has to be approved by administration before volunteer can report to the class. Volunteers who do not adhere to the rule will be asked to leave and not allowed to volunteer on future visits.

First Semester	
July 31-August 3	Pre-Planning
August 6	First Day of School
August 24	Student Release Day (students off)
September 3	Labor Day Holiday (schools closed)
September 14	Student Release Day (students off)
October 5	Teacher Workday (students off)
October 8	Holiday (students off)
October 19	Student Release Day (students off)
November 9	Student Release Day (students off)
November 19-23	Thanksgiving Holidays (schools closed)
December 7	Student Release Day (students off)
December 20	Last Day of First Semester
December 21-January 2	Winter Break (schools closed)

Second Semester	
January 3	Teacher Workday (students off)
January 4	Professional Development Day (students off)
January 7	First Day of Second Semester
January 18	Student Release Day (students off)
January 21	M.L. King Jr. Holiday
February 14	Student Release Day (students off)
February 8*-11	Holiday (schools closed)
March 15	Student Release Day (students off)
March 8 *	Teacher Workday (students off)
March 11	Professional Development Day (students off)
April 1-5	Spring Break (schools closed)
May 23	Last Day of School
May 24	Post-Planning

\*Inclment Weather Days (if needed)

**FCSS CENTRAL OFFICE CONTACT INFORMATION**

Central Administration 470-254-3600  
 Achievement Zone 470-254-3882  
 Bus Transportation 470-254-6060

Equal Opportunity Agency, Compliance Coordinator: 470-254-4585 \* TTY 1-800-255-0135.

FCSS Board & District 6 Community Meetings take place monthly.

Dates will be posted in monthly newsletter.

Georgia Department of Education  
[www.gadoe.org](http://www.gadoe.org)

FCSS Website: [www.fultonschools.org](http://www.fultonschools.org)

Heritage Website: <http://school.fultonschools.org/es/heritage/Pages/default.aspx>

Heritage ES Office: 470-254-8144

Heritage ES Fax: 470-254-8148

\*Handbook subject to be amended by administration.



**FUTURE EVENT INFORMATION**

This space is for parents to plan ahead for future events. By writing it in the agenda, parents have a source to refer to.

Event Name	Date	Time