

August, 2010

Dear Heritage families,

The beginning of a new school year always brings with it exciting changes, new faces, and adjustments to our programs to provide the greatest school experience possible for our students and their families. This school year is no different, as we implement improvements to our instructional program and adjust our personnel to best meet the needs of our students.

I am also excited to promote two new approaches that you will see changing the way we do things school wide. First, Heritage teachers have always done a great job delivering grade-level instruction, and this worked well for most of our students. However, through our new approach, called Response to Instruction and Intervention (RtI<sup>2</sup>), we will be able to offer more intervention and enrichment opportunities for our students in grades K-5. This means that kids who are struggling in reading fluency or comprehension will get more time each day of interventions targeted to build these skills. Students who are at or above grade level will receive extended learning opportunities, varying from projects that promote higher-level thinking skills to activities that will enrich their learning experience. I am really proud to be able to say that Heritage now will be able to give every child the instruction he or she deserves.

Second, we will continue to broaden our improved approach to student behavior through the Positive Behavior Interventions and Support (PBIS). This approach doesn't lessen the expectations of student behavior or the enforcement of consequences for misbehavior. Rather, by communicating our expectations school wide clearly and repetitively, as well as rewarding positive behavior, we will be setting the tone for what is expected and recognizing kids who demonstrate the character we expect, and that will result in students who are kind, respectful, and thoughtful.

Finally, the addition of a state preschool gives us the potential to begin providing a Heritage education even earlier. The preschool educators will work closely with our Heritage kindergarten teachers so the children will be better prepared to begin kindergarten a year later. We are excited of the potential of this program that will allow the teachers and kids to hit the ground running the first day of kindergarten!

The first day of school is Thursday, August 12, at 8:05. Class lists will be posted at 9 a.m. on Wednesday, August 11, in the multipurpose room. A twist this year is adjustment we had to make in grades 1 and 2. Mrs. Juliot will be teaching a combination class of first and second graders. Parent Handbooks will be distributed to each student on the first day of school, along with the Heritage Contract of Communication and Emergency Cards. Please return these signed by Friday, Aug. 27.

**Back to School Night is Tuesday, August 17, from 6:00-7:30 p.m. Please make this an evening of adults only, as there will not be supervision on campus for children, and we want the parents to clearly hear each teacher's presentation.**

Thank you,

Mr. John Garner  
Principal

# The Heritage School . . . Soaring to Academic Excellence

## MISSION STATEMENT -The Heritage School is ...

**A SCHOOL OF CHOICE...** Where teachers adhere to academic standards, focusing on basic skills in Language Arts, Math, Science, and History.

**A SCHOOL OF CHOICE...** Where parents are required to participate and are counted upon to closely monitor the progress of their child.

**A SCHOOL OF CHOICE...** Where students are expected to take school seriously, and are encouraged to work hard to become the best they can be.

**A SCHOOL OF CHOICE...** Where a sense of teamwork is built through the dedication of staff, parents, and students.

## HISTORY

The Snowline Joint Unified School District opened The Heritage School in the fall of 1995 to give parents school choice. The initial idea for this school was presented by the Snowline Superintendent of Schools and the Assistant Superintendent of Curriculum and Instruction to a Parent Advisory Committee in the spring of 1994. It was suggested that Snowline parents explore an alternative, more traditional type of school for families whose educational needs might be better met through such a program. The Heritage School continues to be shaped and guided by parents and school personnel who have been given both the opportunity and responsibility to create the school they would like children to attend.

## PHILOSOPHY

The philosophy of The Heritage School is to emphasize the teaching and learning of basic skills and information. It is characterized by self-contained K-5 classrooms and departmentalized 6-8 classes, teacher-centered, textbook-based instruction, high academic standards, strict discipline and dress code, a phonics based method to reading, closely monitored student progress, and parental involvement in the educational decision-making process.

## PARENTAL INVOLVEMENT

It is our hope that with the combined efforts of both the school and the home, The Heritage School will be the finest school possible. Parents, teachers, and students join together as parents work in classrooms and provide assistance with activities such as library book selection, textbook selection, development of school rules and consequences, fund raising, selection of staff, office support/clerical work, playground supervision and extracurricular programs. Heritage families are required to give a minimum of one hour of adult volunteer time to the school every month from August through June during the school year. This time may be given before school, during school, after school, evenings or on occasional Saturdays, participating in a wide variety of activities.

## CURRICULUM

With just over five hours of instructional time each day, schools cannot teach all things. Instructional time each day is devoted to teaching standards-based academic skills. The language arts curriculum utilizes a strong phonics method to the teaching of reading, writing, and spelling. A standardized handwriting program, stressing neatness and legibility, is taught. Mathematical algorithms are directly taught by the teacher, and students are expected to commit math facts to memory. Math instruction is aligned to the California grade level standards at all grades, which includes all students being taught pre-algebra in 7th grade and algebra in 8th grade. In social studies the geography and history of our community, state, nation, and world are taught, and the memorization of important geographical and historical data is required. Science emphasizes a teacher-directed, textbook and hands-on balance of physical, earth and life sciences. Physical Education and Computer Technology instruction in grades 4-8 are integral pieces of the instructional program at The Heritage School.

## **The Heritage School Enrollment Contract**

When parents *choose* to send their children to The Heritage School, they acknowledge that the school maintains policies, curriculum, and expectations that are unique to Heritage. By signing this contract and enrolling their children in a *School of Choice*, parents accept the importance of these policies in making Heritage students successful, in creating a positive learning environment, and in maintaining the high standards of a school that is the way school should be!

**By signing this contract, parents demonstrate an understanding and commitment to honor our standards, including policies that are unique to The Heritage School. By signing this contract, parents recognize that failure to honor this contract may result in exclusion from The Heritage School.**

*Every family must complete one Enrollment Contract.*

**Please initial next to each contract item:**

We, parents and guardians, understand that The Heritage School is a School of Choice, and by signing this contract, we acknowledge that every family must accept and honor this contract, as the contents herein are what make Heritage unique, successful, and desirable.

We, parents and guardians, understand that The Heritage School teaches each grade according to state grade level standards. We understand that all curricula have been adopted by the Snowline Board of Trustees, including Saxon math and Spalding's "Writing Road to Reading", which are unique to Heritage.

We, parents and guardians, understand that there is no transportation provided to students who attend Heritage. Students must maintain satisfactory attendance, prevent excessive tardies to school, and must be picked up by 3:00 every day. Habitual tardiness or late pick-ups may result in exclusion from the school.

We, parents and guardians, understand that parent involvement is what makes our students so successful. We understand the expectation of mandatory parent involvement of one hour per month, from August to May, and that failure to complete this hour three times will result in exclusion of my family from Heritage School.

We, parents and guardians, understand the importance of strong student discipline in order to maintain a safe and positive learning environment and to set and enforce a high expectation of student behavior. We accept the student Demerit Discipline System, and we acknowledge that all students are subject to this policy for repeated disruptive or defiant behavior, jeopardizing safety of students or staff, or other misbehavior.

We, parents and guardians, understand that in order for our child to reach his/her potential and to truly benefit from The Heritage School experience, we must support him/her in all endeavors, including making school a priority, working at home with our child, and staying actively involved in their lives, in and out of school. We also agree to keep informed of our child's academic progress by checking their grades on-line regularly.

We, parents and guardians, will complete and return this Enrollment Contract by August 27, 2010.

PRINTED Names of ALL of your children attending Heritage this school year.

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Parent/Guardian Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

# The Heritage School Mandatory Parental Involvement Policy

By researching schools, waiting on a list, and CHOOSING The Heritage School, you have already acknowledged that you believe your involvement in your child's education is paramount. At Heritage, we agree completely. The single most important factor in a child's success in school is a parent who supports them, holds them accountable, sets the standards high, and puts in the time and effort to make success a reality. By CHOOSING The Heritage School, you have made a commitment to live up to the standard of excellence that you expect in your child and in our school. You expect excellence in us; we expect excellence from you. The Mandatory Parental Involvement Policy is intended to get more parents involved in a positive way, in a way that really supports their child's learning and the ultimate goals of The Heritage School.

Every Heritage family must volunteer a minimum of one hour per month, including every month from August through May. Any adult family member may complete the hour per month. **Hours may not be accumulated from one month to the next. Hours may not be made up once a month has ended.** Families who do not serve their one hour for a month will receive a warning letter. Families will receive two warnings. After the third month of failing to fulfill their hour of involvement, that family will be in repeated violation of The Heritage School Contract of Communication and will be excluded from attending The Heritage School.

To verify your monthly hour of involvement, **YOU MUST** sign the volunteer notebook on the front counter in the office, or sign the volunteer sheet in your child's classroom. If you do specific work away from school which adds up to an hour of involvement, you must send a note to the principal by the last day of the month during which the volunteer hour was served. The note must state your name, your activity, the date, and for whom you did the service.

**The spirit of the Parent Involvement Policy is to get parents involved in their child's education – please focus on the *quality* of your involvement.** On the reverse side is a list of many activities that can be completed during the school day, in the evening, on weekends or at home. Parent Involvement hours must be quality time that truly benefits the students and/or supports the school, not just the easiest thing parents can do to get an hour's credit. For that reason, we do not accept donations of snacks and food and drinks for class parties. If you have a question about what will qualify, please call me or ask your child's teacher. If you have a suggestion for an activity that is not on the list, feel free to send it to me.

John Garner  
Principal

# Parent Involvement Suggestions

*Below are some suggestions for quality ways to serve your mandatory hour of parent involvement. Some activities can be done during the day, some in the evening, and some on weekends. Some jobs are ongoing and can count for your entire year's involvement. Try to get involved in a real quality way that will make a real difference for your child, their teacher, and our school. You make the difference at Heritage!*

Work in classroom  
Work on playground  
Correct papers at home  
Help P.E. teachers  
Help coach sports  
Attend VIPA meetings  
Attend school board meetings  
Attend open house/back to school nights  
Attend assemblies  
Attend band/chorus concerts  
Help with after school activities --chess club --  
Builders Club --knitting club --ASB --Marine  
Society --Drama Club --sporting events --Sign  
Language Club  
Help with the carnival  
Help with fundraisers  
Volunteer for 8th grade graduation planning  
Help plan and decorate for class parties  
Help in library/book fair  
Field trips  
Run copies for teachers in the office

Be a room parent  
Be a board member on VIPA or the Advisory  
Board  
Help teachers to clean desks and classrooms  
Family Directory Parent tutor Volunteer in  
classes other than your child's Help our  
custodians Proctor Volunteer in library  
Volunteer in Room 15 Chaperone school  
dances Decorate the office wall for your  
grade Help in the Fitness Center Help with  
the Music program Help with recycling Box  
Tops for Education Class snow tree K-1  
memory books Help with Breakfast with the  
Principal Attend Breakfast with the Principal  
Prepare materials for projects Help on  
picture day, fix hair for students Help with  
Christmas Shoppe Help in cafeteria Prepare  
and sell emergency packs Campus tours for  
interested families Read Naturally Help with  
yearbook planning/take pictures

## **You aren't able to do any of the above?**

Just go observe your child's class for an hour!

The Heritage School  
**Very Important Parent Association**  
Welcome to the 2010-2011 School Year

**Dear New and Returning Heritage Families,**

**I NEED VIPA!** The Heritage School has the smallest budget of any school in the district, yet we want to offer all the quality programs that our students deserve. VIPA funds support vital programs like science experiments and dissections, field trips, Read Naturally materials for struggling readers, assemblies that expand your child's mind, Write on Target! materials, Early Reading Intervention, the Father-Daughter Dance and Mother-Son Movie Night, the fall Carnival, the Holiday Shoppe, rewards for academic achievement, elementary PE, and much, much more. These are all valuable donations that support all children in ways that our limited school budget cannot. I can't begin to thank our parents enough for allowing me to provide these services, programs, and events to the Heritage families.

At The Heritage School you are a V. I. P. and **we want and need your input!** VIPA is an active, idea-creating and decision-making body at The Heritage School. VIPA holds monthly general meetings to handle ongoing school business on the first Monday evening of each month, with the Board meeting at 5:45 pm and the general meeting at 6:30 pm (*Sept. 13, Oct. 4, Nov. 1, Dec. 6, Jan. 3, Feb. 7, March 7, April 4, May 2*) in the Heritage multipurpose room. All families are asked to pay \$25 per family per year dues. These yearly dues, the October Carnival and the December Holiday Shoppe are the main income of the VIPA budget. All VIPA expenditures are at the discretion of all parent members of VIPA to use to benefit The Heritage School. All meetings of the VIPA are open to all members of the school community.

The influence of VIPA over the policies and purchases at Heritage make it an entity that is unique to Heritage. Parents have been afforded the opportunity to CHOOSE their child's school and the authority to determine how that school is run. I appreciate that parents want a say in their child's education. I'd be disappointed if you didn't!

VIPA is important, and so are you! Continue to support The Heritage School so we can continue to offer programs and events that make school meaningful and enriching.

SPECIAL DATES

**1st VIPA MEETING is MONDAY, SEPTEMBER 13**

CARNIVAL, BBQ & CAR SHOW  
**SATURDAY, OCTOBER 23 FROM 10:00 AM TO 3:00 PM**

**HOLIDAY SHOPPE is DECEMBER 6-10**

**MOTHER-SON MOVIE NIGHT is FRI., JANUARY 28 at 6:00**

**FATHER-DAUGHTER DANCE IS FRIDAY, FEB. 25 from 6:00-9:00**

### **DISCIPLINE, SCHOOL RULES, & DRESS CODE**

Discipline is used as a teaching tool in order to build individual accountability and character. School rules and consequences, established by parents, teachers, and the principal, are clearly communicated and consistently enforced. These rules cover vandalism and fighting, as well as respect, honesty, courtesy, and proper language. All students are subject to a demerit system of discipline, receiving a demerit(s) for repeated or flagrant misbehavior. If a student earns more than 10 demerits during a school year, he/she will be excluded from The Heritage School. Parents are expected to work with the school to make sure that no student is allowed to consistently keep the teacher from teaching or other students from learning. The student dress code has been established by parents, teachers, and the principal. If students come dressed to learn, they will behave differently than if they come dressed to play.

### **HOMEWORK**

Personal responsibility and study skills are a major product of homework at The Heritage School. Homework reinforces concepts presented during the school day. Homework may be required four nights a week with weekends and vacations left free, excluding long-term assignments and unfinished classwork. Please note that the homework minimum and maximum minutes listed by grade level in the Student-Parent Handbook are an average, and that in every class there will be some variation in how long it takes different students to do the exact same homework assignment (i.e. it may take one student 20 minutes to complete a math homework assignment, while it takes another student 10 minutes and a third student 45 minutes to complete the exact same assignment). Homework teaches personal responsibility and time management skills as students take work from school to home and assume responsibility for completing it and turning it in on time. Parents whose children have homework maintain closer contact not only with them, but with the school, and are more aware of what is being taught. No late homework will be accepted for credit, unless it is a long-term assignment. A long-term assignment which is turned in late is lowered one letter grade for each day it is late. Extra credit is not assigned in order to supplement a grade, but may be assigned at the discretion of the teacher.

### **REPORT CARDS & PROGRESS REPORTS**

Report cards and progress reports are used as a communication tool between home and school. Teachers in grades 2-8 email grade reports on a weekly basis, so make sure they have your email address. They will print out a grade report upon request. Kindergarten and first grade students are given progress reports to take home to parents after 4 and 8 weeks of each trimester, and middle school students receive progress reports every four to five weeks. Kindergarten through fifth grade report cards are given to parents at parent-teacher conferences at the end of the first trimester, and sent home with students to give to their parents at the end of the second and third trimesters. Middle school report cards are sent home with students at the end of each quarter. It is the responsibility of the parent to make sure their child delivers her or his progress report and report card to them every four weeks. Progress Report and Report Card dates are listed in the Calendar of Events on the school website. Report Cards may be withheld for outstanding school debts. All Heritage teachers in grades 2-8 use the Aeries Parent Portal web-based gradebook. Contact your child's teacher for the required password.

### **GRADING**

Report cards for grades 1 through 8 reflect the A B C D F grading system based on percentage grades. Numerical percentages are not rounded-up for letter grades (i.e. an 89.7% is a B+, not an A-).

A = 90% and above B = 80-89.9% C = 70-79.9% D = 60-69.9% F = 59.9% and below

Students are taught and assessed at grade level, unless otherwise indicated formally in an SST (Student Study Team meeting), IEP (Individualized Education Plan) or 504 Plan (Federal Disabilities Act). Only students who have had an SST, and/or qualify for an IEP or 504 may be assigned modified work (work which differs from the regularly-assigned grade level work) or earn modified grades on their specified assignments and report cards. Report card grades which reflect modified assignments or grading standards will be noted with an asterisk next to them on the K-5 report cards, or a specific comment code on the 6-8 report cards. If a student earns C grades, he or she is working at grade level. If he or she consistently earns A and B grades, he or she is achieving above average grades.

### **ENROLLMENT**

To enroll a student, the parent/guardian must fill out an enrollment Interest Form in The Heritage School Office. The interest form will be time and date stamped when it is turned-in to the office. Most grade levels have ongoing waiting lists, so the sooner an Interest Form is completed and turned in to the office, the sooner the opportunity to enroll at Heritage will arise. When an enrollment space becomes available, the parent/guardian is contacted and offered the space. If the enrollment space is accepted, the parent/guardian must complete the necessary registration forms and enrollment contract, and provide copies of immunization records and birth certificate. If the enrollment space is declined, the Interest Form date is changed to the date of decline, moving the student to the bottom of the waiting list, with a loss of any previous attendance rights. The detailed enrollment/attendance rights are listed on the enrollment interest form. **Please visit the campus and meet with the Principal before choosing to enroll at Heritage. You may call to make an appointment at (760) 8682422.**

### **TRANSPORTATION**

Transportation to and from school is provided by parents, which encourages student participation in before and after school extracurricular programs, along with increased parent involvement. The district does not provide bus service because students enrolled at The Heritage School live throughout the Snowline Joint Unified School District and beyond. Excessive tardies to school or late pick-ups from school are grounds for exclusion from Heritage. Students who are left unattended at Heritage will be handed over to the School Police or the Sheriff until a parent arrives. Parents are discouraged from checking their students out of school early, except for medical appointments and illnesses. All adults are expected to drive extremely cautiously and ultra-courteously in the crowded parking lot! Treat others how you wish they will treat you and your child!

### **ATTENDANCE**

There is a direct link between student performance and student attendance. There are 175 days of school and 190 days of no school every calendar year. To encourage the best possible student attendance, and thus increase student performance Snowline and Heritage work together to enforce the strict California Education Code attendance laws.

# 2010 Heritage Bell Schedule 2011

**Kindergarten** Mrs. Pashky & Mrs. Toms 8:05a.m. to 11:25a.m.; Mrs. Booth 11:30 am to 2:50 pm

	<u>Grades 1, 2 &amp; 3</u>	<u>Grades 4 &amp; 5</u>
Campus Supervision Begins	7:45	7:45
School Starts	8:05	8:05
Class	8:05 - 9:20	8:05 - 9:40
Recess	9:20 - 9:35	xxxxx
Class	9:35 - 10:45	xxxxx
Nutrition/Recess	10:45 - 11:00	9:40 - 10:00
Class	11:00 - 12:15	10:00 - 11:50
Lunch	12:25 - 1:10	12:00 - 12:45
Class	1:00 - 1:55	12:45 - 1:35
Recess	1:55 - 2:10	1:35 - 1:50
Class	2:10 - 2:50	1:50 - 2:50 School
Dismissal	2:50	2:50
Campus Supervision Ends	3:05	3:05

	<u>Grades 6, 7 &amp; 8</u>
Campus Supervision Begins	7:30
Period 1	8:05 - 9:10
Period 2	9:15 - 10:20
Period 3	10:25- 11:30
Lunch	11:30 - 12:15
Period 4	12:20 - 1:25
Period 5	1:30 - 2:35
School Dismissal	2:35

Middle School students must wait for their rides in front of the office or at the back horseshoe.  
Middle School students may not be near classrooms or on the playground between 2:35 and 2:50 pm.

## Heritage bells ring at

8:00, 8:05, 9:10, 9:15, 9:35, 10:00, 10:20, 10:25, 11:00, 11:30, 12:15, 12:20, 12:45, 1:10, 1:25, 1:30, 1:50, 2:10, 2:35, 2:50

## INCLEMENT WEATHER SCHEDULE

Classroom doors will be open at 7:45 am  
1st-5th Teachers will walk their class to the cafeteria and pick them up at the cafeteria  
6-7-8 lunch will be from 11:30 to 12:00 in the cafeteria  
4-5 lunch will be from 12:05 to 12:35 in the cafeteria  
1-3 lunch will be from 12:40 to 1:10 in the cafeteria  
Elementary recesses will be inside the classrooms.

Campus Monitor Supervision on Duty 20 minutes before school and 15 minutes after school.

# 2010 Heritage Minimum Day Bell Schedule 2011

## Wednesdays

August 18 & 25, September 15 & 29, October 6 & 20, November 3 & 17, December 1 & 8, January 12 & 26, February 9, March 2 & 16, May 18, and the last day of school, Fri., June 3

### Kindergarten

All 3 Kindergarten classes attend 8:05 am to 12:05  
Kindergarten students need to be picked up at 12:05.  
1st through 8th grade students may NOT be picked up until 12:25 pm.

	<u>Grades 1-3</u>	<u>Grades 4-5</u>
Campus Supervision Begins	7:45	7:45
School Starts	8:05	8:05
Class	8:05-9:00	8:05-10:10
Recess	9:00-9:10	xxxx
Class	9:10-10:35	xxxx
Lunch	10:35-10:55	10:10-10:30
Class	10:55-12:25	10:30-12:25
School dismissed	12:25	12:25

### Grades 6-8

<i>Campus Supervision Begins</i>	7:45
<i>School Starts</i>	8:05
<i>Period 1</i>	8:05-8:55
<i>Period 2</i>	9:00-9:50
<i>Lunch</i>	9:50-10:10
<i>Period 3</i>	10:15-10:55
<i>Period 4</i>	11:00-11:40
<i>Period 5</i>	11:45-12:25

## **EXTRACURRICULAR ACTIVITIES**

An important part of any school experience are the experiences and lessons gained outside of the classroom. At The Heritage School, we believe in offering a wide variety of productive and enjoyable activities that pique the students' interests and expose them to new opportunities. Year to year, after school activities may include band and chorus, middle school sports (cross country, girls volleyball, soccer), middle school Academic Pentathlon, art, drama, dance, computers, geography bee, vocabulary bee, spelling bee, talent show, ski and snow board program, middle school science fair, Young Authors, middle school student council, chess club, knitting club, Builders Club, the International Club, sign language, and field trips.

### **MUSIC PROGRAM**

Students show many academic, social and personal benefits from exposure and involvement in music. Our music instructor works hard to make our music program available to as many students as possible and to strike a balance of extracurricular activities with our core curricular principles. More information about the music program will be available in the fall, as the Snowline School District is in the process of hiring an additional music instructor. Students will receive applications for these programs in September. Many thanks to the Snowline Board of Trustees for their continued support of music and the arts in our school district!

### **MIDDLE SCHOOL ACTIVITIES**

We believe that middle school, in particular, is an important time for young people to develop social skills and new interests that will be a springboard to well-rounded and responsible young adulthood. After much consideration and discussion with middle school staff, the following activities were determined to be an appropriate offering exclusive to the middle school students, giving them many fun events while maintaining their ultimate academic focus.

# **SCHOOL ATTENDANCE laws, policies and procedures**

## **including Independent Study CONTRACTS, Perfect Attendance Recognition, Leaving School Early, and Parent to Student Messages during school hours**

There is a direct link between student performance and student attendance. Unexcused absences and being tardy to school add up to a substantial amount of lost learning time for students. *There are 175 days of school and 190 days of no school! Parents are encouraged to plan vacations and appointments on non-school days whenever possible.* Students need to be in school every day and every minute possible during the school year.

**To encourage the best possible student attendance, and thus increase student performance, Snowline and Heritage closely adhere to the strict California Education Code attendance laws.**

1 There are **ONLY FOUR EXCUSED REASONS FOR ABSENCE FROM SCHOOL**. Those reasons are illness of the student (not a parent/sibling), medical appointment for the student (not a parent/sibling), the death of an immediate family member, and court appearance of the student (not a parent/sibling).

2 Personal family business and/or emergency, vacations, car problems, and sibling field trips are **UNEXCUSED ABSENCES**.

3 Any student who is absent from school without a valid excuse or is TARDY in excess of 30 minutes (on one day or cumulative over multiple days) for a total of 3 days in a school year is considered to be TRUANT under California Education Code Section 48260.

4 ALL truant students will be referred to the SARB (Student Attendance Review Board) process through the Snowline Police Department.

5 Parents may request **INDEPENDENT STUDY CONTRACTS** for any absences of 5 consecutive days or more. To request and set-up an Independent Study Contract **PARENTS MUST contact the Heritage office a MINIMUM of three school days BEFORE the planned absence**. It is the responsibility of the student and parent to complete all of the assigned work while absent, and turn in the work to the office on the first day back to school. If the contract and work are not completed and turned in on the first day back to school, the absences will be marked as unexcused and referred to SARB. The Independent Study CONTRACT work will be graded by the teacher for quality and percentage of completion.

6 Parents/students may **NO longer obtain a non-ADA contract** for unexcused absences of less than 5 days.

7 **Teachers do not have to allow students to make up work for unexcused absences**. Students may earn zeros for the school work they miss due to unexcused absences.

8 Students are recognized for **PERFECT ATTENDANCE** each grading period. Independent Study absences, tardies & leave earlies prevent a student from being recognized for perfect attendance.

9 Students who are ill more than 10 days in a school year may be referred to the district Nurse for a home visit.

10 Parents **MUST** verify all absences by contacting the school office –preferably in writing – as to why the student was absent. Please make sure you confirm who has taken your message for verification. Absences that are not verified with three school days will be automatically marked UNEXCUSED.

In an effort to maximize learning time in the classroom and minimize classroom interruptions, Heritage implements the following **TELEPHONE MESSAGES & LEAVE EARLY PROCEDURES**.

1        **During the school day messages from parents to students** will be held in the office and then delivered to students in their classrooms at 2:15 each school day. The office staff will keep a time and dated carbon copy of all phone messages.

2        Messages received after 2:15 pm will not be delivered to students. These **end-of-the-day messages** will be posted on a bulletin board in the office for students to check if their ride is late in picking them up from school. *Please instruct your children to check the office for a message from you if their ride is late. If their ride is late and there is no message for them, they may use the telephone in the office beginning at 3:00 pm.*

3        **Prior to 2:00 pm**, students being checked out of school early will be called from class by telephone when they are signed out in the office. Students will not be called out of class prior to the parent arriving in the office.

4        **After 2:00 pm**, parents will be given a note by the office which permits the parent to walk to class to **check the student out of school early**.

5        **NO CAMPUS ALL CALLS** will be made for parents looking for children until after 3:00 pm.

# HOMEWORK and GRADING

**Homework is assigned to** reinforce and improve skills which have been taught in the classroom, help students become more responsible and learn to work independently, and to complete special projects (i.e. book reports, science fair projects, mission reports, etc.).

**Homework may be assigned** on a nightly or a weekly basis, at the teacher's discretion.

**Homework will not be assigned** over school vacations or on weekends; not including students choosing to work on long-term assignments, needing to complete unfinished class work, or make up absentee work.

**When assigning homework, teachers will** use discretion in assigning make up work after "excused" student absences; be sure that completed homework assignments are evaluated or graded and returned to the student promptly; be mindful of student obligations to home, community, and other school-related activities; be available before or after school to assist students and parents; inform parents of concepts to be covered on a weekly or monthly basis; and use the following guideline:

**grade minimum maximum**

K	10 min.	15 min.
1st	20 min.	45 min.
2nd	20 min.	45 min.
3rd	30 min.	45 min.
4th	30 min.	60 min.
5th	30 min.	60 min.
6th	30 min.	75 min.
7th	30 min.	90 min.
8th	30 min.	90 min.

(actual time to complete homework  
will vary from student to student)

**Requests for Absentee Homework** - Please compile a list of classmate phone numbers at the beginning of the school year to call with homework questions, including to get absentee make up work. You may telephone the office to request homework for absent students. **The office staff and teachers will do their best to have the homework available in the office for pick-up by 3:00 pm on the day of the request, but due to numerous factors, same day homework requests may not always be able to be fulfilled.** *You need to allow three school days for the office staff and teachers to prepare make up school work requests for pre-arranged absences.*

**Graded Work** -Please keep all graded papers which are returned to students each trimester/semester. The graded work may occasionally be necessary to edit a progress report or report card grade.

**Late Work** -It is a school wide Heritage policy that daily/weekly homework is due at the beginning of the school day on which it is due. Late work will not earn credit. If a student is absent, the work is due upon return to school. Assignments missed due to excused absence (illness, medical appointment, bereavement; vacations are not excused absences) are given an equal amount of time to be made-up for credit. Please plan ahead for long term projects and reports. Projects and reports turned in late will be lowered one full letter grade for each day they are late. Late work definitely affects the earned report card grades of all students. An N or U on the report card disqualifies a student from earning honor roll recognition. *Teachers do not have to allow work to be made up for unexcused absences. Students may earn zeros for work missed due to unexcused absences.*

**Academic Recognition** -2nd - 8th grade students who earn a grade point average/gpa of 3.50 or better (3.00 = all B grades & 4.00 = all A grades), with no D, F, N or U grades/marks on their report cards will be recognized each trimester/semester for their outstanding academic achievement. The students are recognized in trimester/semester awards assemblies.

**The Heritage School Grading Philosophy** -The Heritage School Plan states that “The primary goal of The Heritage School is to develop, provide and teach a kindergarten through eighth grade academic program which thoroughly prepares each Heritage student for academic success.” The academic goal from the School Plan for Language Arts, Math, Science, and History-Social Science is "for each student to achieve a minimum grade of 75%." It is the joint responsibility of Heritage students, parents/guardians, and staff to educate every Heritage student to the best of our abilities.

It is the foundation of The Heritage School for students to be taught and assessed at grade level, unless otherwise indicated formally in an SST (Student Success Team meeting) or IEP (Individualized Education Plan) or 504 Plan (Federal Disabilities Act). Only students who have had an SST, and/or qualify for an IEP or 504 may be assigned modified work (work which differs from the regularly assigned grade level work) or earn modified grades on their specified assignments and trimester report cards. Report card grades which reflect modified assignments or grading standards will be noted with an asterisk next to them on the K-5 report cards, or a specific comment code on the 6-8 report cards. Modified work/grading from an SST in a previous school year, may be continued, IF it is actually documented in the SST paperwork. Parents need to meet with the teacher if they would like him or her to continue with the modified work/grading from a previous SST. Please bring your parent/guardian copy of the SST action plan when you meet with the teacher. **Please note that the goal is for all students to achieve C or better grades without any modifications.** If a student is earning C or better grades on modified work, the modifications will be revised.

If an SST has been scheduled for a student, the teacher may then modify work (and grading) as a strategy to attempt while waiting for the SST meeting to take place. At the SST meeting the pros & cons of the modified work/grading will be discussed and decided if it will be continued or not. The definition of modified work/grading is giving a student less work, or grading him or her differently than the rest of the students in his or her class. This includes giving him or her more time to finish a timed assignment or test. This may also include reducing the amount of homework that a student is assigned or required to produce. Please note that the homework minimum and maximum minutes listed by grade level in the Student-Parent Handbook are averages, and that in every class there will be a some variation in how long it takes different students to do the exact same classwork and/or homework assignment (i.e. it may take one student 20 minutes to complete a math homework assignment, while it takes another student 10 minutes and a third student 45 minutes to complete the exact same assignment). Modifications include any change to the level or the amount of work required of the student, and these will be noted by an asterisk or comment on the report card.

**If a student earns C grades, he or she is working at grade level. If he or she consistently earns A and B grades, he or she is achieving above average grades!** If a student earns grades below a C, and it is due to poor study habits, assignments not being completed and turned in, or excessive absences or tardies, then a strict plan needs to be put into effect at home to remedy this situation. Scores of zero on any assignments lower grades much, much faster than turned-in F and D work with 50% and 60% scores on them! No late homework will be accepted for credit, unless it is a long term assignment. A long term assignment which is turned in late is lowered one letter grade for each day it is late. Extra credit is not assigned in order to supplement a grade, but may be assigned at the discretion of the teacher during a trimester.

For the well-rounded families, school has to come before a busy extracurricular schedule, or at the very least, families that have a very busy extracurricular schedule need to be willing to accept some grades which are lower than they are used to due to extracurricular activities conflicting with school work from time to time!

**Report Cards and Progress Reports** - Report cards and progress reports are used as a communication tool between home and school. Teachers in grades 2-8 use the Aeries Parent Portal web-based grading program, and they will email grades home on a weekly basis if you provide your email address. They will print out a copy of grades upon request. Kindergarten and first grade students will receive progress reports every four weeks. Kindergarten through fifth grade report cards are given to parents at parent-teacher conferences at the end of the first trimester, and sent home with students to give to their parents at the end of the second and third trimesters. Middle school students receive report cards at the mid-year point and at the end of the school year. Progress reports, including the quarterly report card, are sent home with students every four to five weeks. **It is the responsibility of the parent to make sure their child delivers their progress reports and report cards to them every four weeks. Progress Report and Report Card dates are listed in the Calendar of Events in the Parent-Student Handbook.** End of the year Report Cards are withheld for outstanding school debts.

**Grading** - Report cards for grades 1 through 8 reflect an A B C D F grading system based on percentage grades earned during the 12-week grading period. Numerical percentages are not rounded-up for letter grades (i.e. an 89.7% is a B+, not an A-) You can't buy \$90.00 of merchandise with only \$89.70 of cash! Plus and minus grades are left to teacher discretion. A B+ grade earns the same grade points as a B- grade on a report card.

A = 90% & above, *advanced* (A), achieving above grade level according to state standards

B = 80-89%, *proficient* (P), achieving at or above grade level according to state standards

C = 70-79%, *basic* (B), achieving at grade level according to state standards

D = 60-69%, *below basic* (BB), achieving below grade level according to state standards

F = below 60%, *far below basic* (FBB), achieving below grade level according to state standards,  
in danger of retention

**Math Homework & Test Grades** - More and more parents of 3rd through 8th grade students have somehow obtained Saxon Math teacher edition textbooks and answers to the daily math lessons. This has resulted in a noticeable difference in some students' high homework scores and substantially lower test scores. If a student is scoring B or better on their daily math homework, they should be passing all of their math tests as well. To best prepare all Heritage students for success in high school math and to counter the many students with access to the daily homework answers, the weight of student math test scores make up a substantial percentage of the math report card grade. In first through sixth grades, mastery of or memorization of the math facts is a very, very important component of the Saxon math education at Heritage. Math Facts are a stand alone grade on the elementary report card.

# HERITAGE SCHOOL RULES

Teachers inform students of these rules, especially during the first week of school, with periodic reminders during the school year. Parents are expected to go over these rules with their children and reinforce them at home.

## STUDENTS WILL....

1. show proper respect in addressing all staff by proper titles such as Mrs., Miss, Ms. and Mr.
2. respect the worth and well-being of fellow students by using the individual's name and avoiding put-down language.
3. settle disagreements without fighting or threatening to fight. Campus monitors and teachers should be consulted AFTER students have attempted to resolve the problem themselves.
4. use only wholesome and courteous language.
5. respect others' possessions and not take or touch items belonging to others.
6. be on time to class and school activities.
7. behave properly while watching movies, plays, concerts, assemblies, etc.
8. not throw rocks, or any unsafe objects **at any time**. Snow and rocks must be left on the ground.
9. make sure that their shoes stay on their feet at all times.
10. talk quietly in classroom areas while classes are in session.
11. will follow all playground rules, including safe play and respect for all students' feelings and property.
12. play only in designated areas of the playground. The area between rooms 20-31 and room 3 is off limits to play; this includes the hill and tree area. The areas between the classrooms and bus/special services fence, and behind rooms 16-26 are off limits to students without teacher permission. Students must stay out of the rock drain areas, off of the hill behind rooms 12-15, and not climb on, over, or under any fences or gates.
13. help preserve school property by not defacing books, furniture or buildings.
14. not sit on or take short cuts through or under the ramp rails.
15. keep their hands and feet to themselves.
16. be permitted to run only on the playground. Students must **WALK** all the way to & from the classroom to the playground or cafeteria at recess & lunch. Running to lunch may earn demerits. Middle School students must **WALK** during passing periods, and may not play ball or on the playground during passing periods.
17. in grades 6, 7 and 8 be allowed to show a public display of affection (PDA) for one another by holding hands. Hugging and kissing are not allowed. Student PDA in grades K - 5 is not allowed.
18. not be allowed to bring the following items to school: Skateboards, roller shoes, pets (w/prior teacher permission, in a cage, and accompanied by an adult), radios, cd players, ipods, gum, weapons of any kind, laser pointers, trading cards, personal toys/ equipment, glass containers, or text messaging machines.
19. not be allowed to sell things on campus.
20. remove hats, caps, visors, and sunglasses while inside any building.
21. use the assigned middle school or elementary bathrooms.
22. be allowed in the office at recess/lunch with a note from an adult, for illness/injury, or to purchase something from the student store.
23. be permitted to use the telephone in the office after 3:00 pm or with a note from an adult.
24. not be allowed to use cell phones during school hours. During school hours student cell phones are confiscated and held for parent pick up.

## PLAYGROUND RULES

1. Forbidden recess activities include interfering with others' games, tackling, bouncing balls against classrooms, use of hard baseballs or softballs, rock or snow throwing, rough play, fake fighting, pretend shooting, and closed games or activities.

- 2 Students are to be in supervised areas only. Students may not play on or hang-out near the classroom or bathroom ramps during recess or lunch time. 1st through 8th grade students are not allowed in the kindergarten playground.
- 3 Balls shall be kicked and thrown only on the playground. If a ball goes over a fence, a campus monitor will get it at the end of recess. Only one ball is allowed per court or wall.
- 4 Ball Games - football, soccer, basketball, dodgeball, kickball, etc. All grades may mix and play together. Complaints during the game will be handled by the proctor at her or his discretion. When recess ends, the game and all complaints end. Rough play in any game will cause a student to sit out a recess. Strict football rules apply at all times and must be followed by all players. A maximum of 10 players are allowed at one basketball hoop or ball wall. Deliberately throwing balls at students who are not playing will result in disciplinary consequences.
- 5 Tether ball - the following rules apply: a) loser retires to end of the line b) winner retires to end of the line after winning 3 games in a row c) both players move to the end of the line if they disagree or argue
- 6 Swings are for children in elementary school only. Forbidden activities on the swings include twisting, doubling up, bailing out, jumping, and swinging sideways. The swing rotation time will be 25 full arcs per child. You may not immediately count back on the person who counted on you. You must swing with your back to the fence.
- 7 After the recess or lunch bell rings, recess/lunch is over - STUDENTS NEED TO GO DIRECTLY TO CLASS. Students need to go to the bathroom and get drinks DURING their recess or lunch break.
- 8 Bars - hold onto the bars at all times. "Chicken fights" and "Death drops" are not permitted. Students must be able to reach or jump up to the the bar they are playing on. Students will not rush, pull or push others on or off the bars.
- 9 No food or drink other than water is permitted on the playground.

Elementary:	1st trimester	Thursday, August 13 through Friday, November 6
	2nd trimester	Monday, November 9 through Friday, February 26
	3rd trimester	Monday, March 1 through Friday, June 4
6th-8th:	1st semester	Thursday, August 13 through Friday, December 18
	2nd semester	Monday, January 4 through Friday, June 4

## DISCIPLINE

### CAFETERIA/LUNCH RULES

- 1 Students must sit on their bottoms and keep both feet under the table.
- 2 4th through 8th grade students may leave the cafeteria when they are finished eating.
- 3 1st through 3rd grade students will be dismissed by a campus monitor to walk to the playground.
- 4 Students must wait in line to purchase their own food. Students may not purchase food for others. Students may not access another student's lunch account. Siblings with a note from a parent may access a family member's lunch account.
- 5 Only students purchasing food may be in line or waiting near the cafeteria lines.
- 6 Students who are out of lunch money will be loaned money from the school, and the student will be made to notify parents.
- 7 Use all vending machines at your own risk. There may be no refunds.
- 8 Running to lunch may earn demerits on the 1st offense.

### ADDITIONAL MIDDLE SCHOOL RULES

- 1 A Demerit Discipline Policy is applied to middle school students, *and may be applied to elementary students by the principal*. If a student earns more than 10 demerits during one school year, he or she will be excluded from The Heritage School.
- 2 Shoes must stay on student's feet. For safety reasons, shoes coming off of feet may earn demerits.
- 3 ASB sponsored activities are a privilege, not a right. Any student who earns a suspension from school or 3 demerits between activities will not be allowed to attend the next activity. Only Heritage Middle School students may attend Heritage activities.
- 4 P.E. is a core subject class for which students *earn* a letter grade. Written parent requests to excuse a student from P.E. for more than 3 days require a doctor's note. All absences from P.E. require make-up work. P.E. counts in the GPA like any other class.
- 5 The middle school classroom area is off-limits at lunch time.

### TARDIES, TARDIES, TARDIES!

It is **very important** that your child be punctual. The warning bell rings at 8:00 A.M., five minutes before school begins. Children must be in their seats ready to work or lined up in a teacher assigned location when the second bell rings at 8:05 A.M. or they will be marked tardy. A child is considered tardy after the 8:05 bell. If a student arrives after 8:05 A.M., they will need to go to the office to have their name removed from the absence list. This makes the child even later for class. **Tardiness is disruptive to the learning process.** It has a negative impact on the entire class, not just on the child who is tardy.

**After the 4th tardy** (per trimester), the parent/guardian will be contacted by letter to remind them of the importance of punctuality and that 9 tardies is the maximum TOTAL tardies a student may receive in a trimester. **A 10th tardy in a trimester may cause a student to be excluded from The Heritage School** for violation of The Heritage School Contract of Communication. **Middle school students will be allowed 12 tardies per semester; the 13th tardy in a semester may result in exclusion.** ALL TARDIES (except for illness or medical appointment when accompanied by a parent/doctor note) are counted towards Heritage contract violation. Inclement weather will be taken into consideration during the winter months.

**Kindergarten students must be picked up at their classroom.** Kindergarten students who are not picked-up from their classroom on time, are taken to the office to wait to be picked-up. **Late kindergarten pick-ups may be accounted for the same way as trimester tardies.** After the 4th time a kindergarten student is picked-up late (per each trimester), the parent/guardian will be contacted to remind them of the importance of picking-up their kindergarten student on time and that 11 late pick-ups is the maximum late pick-ups a student may receive in a trimester. A 12th late pick-up in a trimester will cause a student to be excluded from The Heritage School for violation of The Heritage School Contract of Communication.

**Student Behavior -** The Heritage School strives for a highly-disciplined, tightly-structured, calm and orderly learning environment. Respect, courtesy, friendliness and cheerfulness are dominant. To ensure this, teachers establish and teach both school and classroom rules. Consequences for inappropriate behavior are clearly spelled out and enforced. Every effort is made to keep parents informed during each step of the disciplinary process.

Under *most* circumstances, the following process is followed:

1st infraction - warning from teacher

2nd infraction -teacher discipline

3rd infraction -teacher discipline, parent notified

4th infraction -teacher, parent, child conference

5th infraction -principal discipline, possibly including demerit(s)

6th infraction -principal, parent, teacher, child conference, including demerit(s)

7th infraction -suspension

Certain infractions are legal grounds for suspension or expulsion from school. These include: acts of defiance, profanity, vulgarity, fighting, alcohol, narcotics, drugs, drug paraphernalia, vandalism, fireworks, dangerous objects, truancy, and falsely pulling a fire alarm.

The Heritage School complies with the Snowline Board of Education policy regarding student disciplinary matters and the State Education Code. As a school of choice, students may be excluded from The Heritage School for student or parent violation of the Heritage School Enrollment Contract. Students excluded from The Heritage School are excluded for the remainder of the current school year and/or the following school year. When excluding a student from The Heritage School, the principal will make a written report to the parents/guardians. Parents/guardians of an excluded student may, within two school days of the student exclusion, petition The Heritage School Advisory Board to have the student exclusion overturned. If needed a Special Meeting of the Advisory Board will be convened to hear the exclusion appeal. The decision of The Heritage School Advisory Board shall be final. Excluded students may re-enroll in The Heritage School after the last day of the school year in which they were excluded. If there is no available class space in the grade level they are enrolling in, they will be placed on the waiting list in chronological order by enrollment/interest date, with the earliest possible enrollment/interest date being the day after the last day of the school year in which they were excluded. Excluded students with siblings currently enrolled in The Heritage School will not be moved forward on the waiting list. Students who have been re-enrolled after being excluded may be subject to a more strict discipline and/or attendance policy, with fewer than ten demerits allowed in a school year.

# **THE HERITAGE SCHOOL STUDENT DRESS CODE**

The Heritage School Advisory Board determines and enforces a dress code for students and staff that reflects personal pride, modesty and attention to hygiene and cleanliness. School dress should be suitable and comfortable for normal school activities, conducive to learning, and not disruptive to the educational process. In cases of questionable dress, the principal or designee will make the final decision, and appeals can be made to the Advisory Board. If a student wears unacceptable dress to school, a dress code violation or demerit will be issued, and the student may be asked to change into loaner clothes from the school office or parents may be contacted to provide the proper clothing for that day. Students may be required to remain in the office until proper clothing is provided. Students may be suspended for ongoing dress code violations.

**While at school or any school-related activity, at any time of the day or night, all Heritage students are subject to dress code enforcement.**

1. All clothing must be clean, in good repair and properly worn. Torn jeans or cut-off pants or shirts are not allowed.
2. Any clothing, hairstyle or jewelry which attracts undue attention is inappropriate for school attire. Negative, suggestive, derogatory, or disruptive writing or pictures on clothing, or that relate to drugs, alcohol, tobacco, gambling, sex, profanity, violence, or gangs may not be worn. Mohawks are not permitted, whether permanent or temporary.
3. Oversized clothing is not permitted. Pants and shorts must fit at the waist and crotch. Undergarments may not show or be shown. All belts must be fastened and tucked into belt loops. Long shirts may be required to be tucked-in.
4. Dresses, skirts and shorts must be as long or longer than the middle of the thigh. Dresses, skirts or shorts with slits above mid-thigh, strapless garments, spaghetti straps, halter tops and sheer blouses are not allowed.
5. Clothing may not expose the back or stomach when one arm is fully extended above the head. Open mesh shirts must have a t-shirt worn underneath. Pajama tops or bottoms are not permitted.
6. All shirts, tops, dresses, etc. must have a shoulder strap/sleeve a minimum of two inches at the shoulder. Clothing must fit modestly at the chest and neckline and under the arms, with no undergarments showing.
7. Piercings are limited to the following: Girls may wear earrings; boys may not. Piercings other than in the ears are distracting and a safety hazard and are not allowed.
8. Footwear must be appropriate and safe for normal school activities. Footwear worn to school must have hard, comfortable soles and back support. Unsafe high heels will not be permitted. Students must have proper shoes on PE days. Tights, hose and/or socks must be worn to cover the entire foot at all times (except for evening activities and dances). No bare feet are permitted inside of footwear. Shoes must stay on student's feet at all times.
9. Haircuts and hair colors must be neat, clean and properly worn as to not draw attention to oneself.. Boys' haircuts are to be cut above the collar. Hair may not be colored an unnatural color. Mohawks and curlers are prohibited at school. Students' hair must not obstruct their vision.
10. 6th, 7th and 8th grade girls may wear make-up to school. No make-up may be brought to school, except for clear lip gloss, balm, etc., which may be brought to school and worn by any grade level girl. If the wearing of make-up for a particular student distracts from the learning process, the student will be referred to the principal or designee for him or her to deal with the student and parent. Kindergarten through fifth grade students and sixth through eighth grade boys may not wear make-up. Tattoos, permanent or temporary, may not be visible while at school.
11. Hats, caps, visors and sunglasses may not be worn indoors. Hats, caps and visors must be worn forward.
12. Prohibited clothing may not be worn and visible over other clothing.



## Heritage School Library Policies

The Heritage School staff encourages students to **LEARN TO READ and READ TO LEARN.**

Each class is scheduled for a regular weekly library visit, which starts one week after school begins and stops one week before the end of the school year. The first visit will be used for orientation and going over library policies. Classes will have read-aloud story time and be taught necessary library skills lessons through the school year.

**Library Behavior:** Appropriate behavior is expected at all times while students are in the library. Upon entering the library, all hats are to either be placed on the hat rack or placed on the counter until the student is ready to leave. Rulers are **ONLY** to be used as book place savers. There is zero tolerance for playing with the rulers. The computers are to be used for library research only. Inappropriate behavior or misuse of library resources will result in suspension of library privileges or demerits.

### **Library Checkout Policy:**

Kindergarten: 1 easy picture book per week Grades 1-2: 1 book per week Grades 3 & 4: 2 fun books and up to 2 research/report books per week

**Renewal Policy:** Books may be renewed up to 4 times. Students need to have the book with them in order to have it renewed, otherwise it will be considered late. **BOOKS MUST BE RENEWED WEEKLY.**

**Overdue Policy:** If a book is not returned within a week of checking it out, it is considered overdue. An overdue slip will be given to the teacher and sent home with the student each week and checkout privileges will be suspended until the book is returned. Students will not be allowed to participate in class field trips, purchase items from book fairs and will have their report cards held if they have a book that is more than three weeks overdue. If you ever have a question or problem regarding an overdue book or a late fee, please come see Ms. Souza so we can fix it.

**Middle School Overdue Fines:** Due to the high occurrence of library books being returned extremely late by middle school students a late fee policy has been implemented. A fee of 10 cents per day per book will be charged beginning three weeks after the initial due date. Fees will continue to accrue until the replacement cost of the book is reached. If a child misses their regularly scheduled library time due to illness or other reasons, it is the student's responsibility to return or renew their book when they come back to school. The library is open before and after school and during Middle School lunch time. Unpaid fees are transferred to high school and must be paid in order for the student to receive their freshman schedule.

**Lost or Damaged Book Policy:** If a student loses or damages a library book, it may be paid for or replaced by a book of equal reading level and value. Students must pay for or replace any lost or damaged books in order to participate in class field trips, purchase items from book fairs or receive their report cards. If a student loses or damages two or more books within a school year, the librarian may suspend all library privileges until the books are paid for or replaced.

**Student Transfer Policy:** If your student has transferred to Heritage and has library or textbooks debts from their previous school, library privileges will be withheld until that debt is cleared. All books must be returned and fees paid before transferring out of Heritage, or the debt will follow the student to the new school.

**Book Fairs:** There are about three book fairs each year. These events are where most of the funding for the Heritage Library comes from. Because of your support, these fund raising book fairs are always a success. Parent help is always needed and much appreciated at these events. Students with outstanding debts will be allowed to shop in the book fair, but will not be allowed to purchase anything until their debts are paid.

**If you have any questions, please feel free to contact the Heritage Librarian, Ms. Souza, during school hours.**

## Tips to Help Your Middle School Student

Middle School is a unique time in your child's life as they go through many physical, social and emotional changes that make schoolwork and attitude a bit unpredictable. Does this sound like your pre-teen or teenager? **YOU ARE NOT ALONE!** You can help your middle school child in many ways, but the most important will always be by **STAYING INVOLVED!** Here are some simple suggestions that I have discovered in my 14 years of teaching, disciplining and helping this unique student:

1. **Be Involved!** By this, I mean *talk to your child every day!* Ask them about their day at school, ask them about their friends and their teachers. Ask them about the funny things that happen to them every day in middle school. They will never have a shortage of great stories that will give you plenty to talk about. Ask them what they love about school and what they don't like. And let them talk and talk and talk. That is how you will get to know your own child and see what's going on in their head.
2. **Know your child's friends!** Your middle schooler will be making new friends as they get to know more people in social and extracurricular activities. Know these kids and their parents. Invite them over to your house. Give them freedom, but not too much!
3. **Be their parent, not their friend!** The most important role you will ever have in your life is to raise your child into a responsible, respectful young adult. You cannot do this by acting like a 13-year-old yourself! Your child needs a parent that will guide them through life, will show them how to act and how to treat people, will set an example for them to follow, and will correct them when they make mistakes (and they will!). You are your child's most important role model – more than pro athletes and celebrities will ever be! Your actions, your integrity, your honesty, your language, your respect . . . they will all be passed on to your child. So look in the mirror and see the example your child sees.
4. **Set your standards high!** Heritage Middle School is challenging because we are preparing the kids for a tough world, one where responsibility is vital, where less than their best effort won't be good enough, and where success and happiness are determined by how hard you work, how well you're prepared, and by how you treat other people. You can help your child by supporting them, by helping them up, but also by expecting them to *earn* their grades themselves and to live with the consequences of their effort and behavior. That is how they will learn the hard, valuable lessons that will really stick with them.
5. **Structure, Structure, Structure!** If you think your child can handle lots of freedom and less supervision, you're setting yourself and your child up for a lot of frustration. Middle school kids are impulsive by nature, and that means that temptation and procrastination often win out over judgment and planning. That's where you come in. Give your child "structured freedom", time to have fun, but set limits on it and let them know that there's a time for fun and a time for work.
6. **Just Say No!** If your middle schooler is getting involved in something that doesn't seem right to you, put a stop to it. You're the parent! If you don't like how he's dressing, don't buy those clothes. If you don't like how much time they spend on the phone or computer, set limits. If kids know right up front what is expected, they will usually live by that. They don't like surprises, and that's what will set you up for the big arguments. Be clear in your rules and your expectations.

7. **Watch their Internet and phone use!** Kids don't email and text each other about how great their day was. They very often are spreading gossip, being mean, or listening to very negative talk about others. Curb it!
8. **Support them in everything!** If your child is struggling with homework or studying or organization, help them! If they want to try a new extracurricular activity, let them give it a shot. If they made a mistake and are willing to listen, talk them through the situation and how they could have handled it differently for a better outcome. **And most of all, let them know that they are the most important thing in your life!**

# ROOM PARENTS

*Each elementary classroom needs a Room Parent, and ASB/Middle School needs three to six parents to help with activities and communication.*

These are very important parent roles. Please consider volunteering for one these key positions to help make this school year the very best for your child or children. If you choose to take on this very important volunteer assignment, your role will include:

1. The Room Parent will work with and for the teacher, to assist her or him and to promote better communication between school and parents.
2. The Room Parent will receive job duties and procedures from the teacher and pass on the instructions to the parent volunteers. This may be accomplished by having a training meeting at the beginning of the school year and as needed throughout the school year. The Room Parent will also update the classroom volunteers as to any changes in procedures and job priorities, in writing whenever possible.
3. It is important for the Room Parent to establish a good rapport with the teacher, and a quality communication system with the classroom volunteers. This will allow the teacher to focus on teaching the children. The Room Parent is responsible for planning and delegating duties to the parent volunteers according to the needs and desires of the teacher. The Room Parent should try to include any parents who want to take an active role in helping in their child's classroom. Share the fun!
4. The Room Parent is responsible to see that the three school-wide classroom parties per year are planned and occur within the teacher's time frame. The room parent should supervise and/or delegate the cleaning of the room after the class party.
5. The Room Parent will automatically become a member of the annual Carnival Committee. She or he will attend a carnival planning meeting at the beginning of the school year to receive Carnival information for the students and parents of her or his classroom. The Room Parent will then delegate and plan the classroom carnival booth and the room's basket, which will be part of the annual Heritage Carnival fundraiser for our school.
6. The Room Parent will serve as a liaison between VIPA and the parents of the children in that class. The Room Parent will work closely with VIPA to disseminate information and organize support for VIPA activities when requested.
7. While Room Parents are very much appreciated and important to the efficiency of the class activities, it is important that they realize that they do not – simply by their position as a Room Parent – assume any more authority than any other parent. Because they work so closely and often with the teacher, Room Parents are sometimes privy to information that is confidential and personal, and it should remain that way. Room Parents should always respect all students and parents, and the teacher will always be the person with the final say of activities and protocol.

## **Emergency Packet Information**

### ***Will your child be one of the few that has a packet if The Big One hits?***

Dear Parents,

If we experience an earthquake or some other natural disaster in our area, it could be hours or even days before parents are able to get to school to pick up their children. In an event like this, wouldn't you want your child to have a packet with some food, a blanket, something to play with, and a note from you encouraging them to stay strong and reassuring them that you'll be there to get them soon? Take five minutes to put together an Emergency Packet.

As part of the Heritage School Disaster Plan, we are asking (strongly suggesting!) parents to provide a small emergency kit for each child attending school. This kit will be stored at school and will be used only for an emergency, such as an earthquake. Kits will be returned to students the last week of the school year. Kits will not be stored at school over the summer.

Please send to school a one-gallon plastic Ziploc bag with your child's name on it containing the following items:

2 servings of protein, such as canned meat  
1 beverage, such as a juice box, canned drink, or bottle water  
1 serving of fruit, such as raisins, fruit cup, or fruit roll-up  
1 granola bar  
1 plastic fork or spoon  
1 compact emergency blanket (often sold as a solar blanket)  
A note of encouragement and reassurance from you to your child  
Miscellaneous items like Chapstick and emergency out of state family phone number(s). The out-of-state phone system is separate from our local area phone system, and may be operational if our local phone system is out of service.

**ALL CANNED ITEMS MUST BE OF THE PULL TOP TYPE. NO CAN OPENERS WILL BE AVAILABLE. CANNED ITEMS CONTAINING LIQUID ARE BEST AS THEY PROVIDE AN ADDITIONAL LIQUID SOURCE IN AN EMERGENCY.**

Of course, we are hoping that we will not need to use these kits! If there is no emergency during the school year, your child's kit will be returned to you at the end of the school year. This will allow you to replace food items with fresh ones for the next school year. Thank you for your assistance in helping us be better prepared for an emergency.

Now, while you're thinking about it, now would be a good time to assemble extra kits for your home. Experts estimate it could take as long as three days before relief agencies are able to bring food and potable water to our area after a major disaster.