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EAST ALLEN COUNTY SCHOOLS

HERITAGE ELEMENTARY SCHOOL

12050 Houk Road Heritage, IN 46773
Telephone 260-446-0160 / Fax 260-446-0163
www.EACS.k12.in.us

Dear Parents/Guardians:

Welcome to East Allen County Schools and especially Heritage Elementary and the Heritage K-12 Campus! We are glad to have your child/children attending our school. Heritage Elementary has grades Kindergarten through Sixth. At the end of grade six, the students progress to Heritage Jr. /Sr. High School. Heritage students will stay at Heritage for Jr/Sr. High to finish their educational experiences.

Heritage has a caring and experienced group of teachers who want to do all they can to help students reach their full potential. Together, we are striving to accomplish the mission statement printed at the bottom of this page.

Heritage also has a very active Parent Teacher Organization (PTO) in which every parent is automatically a member. We invite you to get involved in this group which supports our students by providing money for field trips, teacher supplies, and various activities throughout the year. Watch for more information to come home with your student.

Please take time to read this Handbook through. It has been prepared with the hope that you may become acquainted with certain school policies which we feel make for a wholesome learning situation for your child. We trust that your knowledge of some of the major school policies of Heritage Elementary School will help make for a smooth school year. Please discuss the content of this handbook with your children so they may feel confident about attending school here. Other questions you may have about school policies, not mentioned in this handbook, can usually be answered with information from the East Allen County Schools Guide to Students and Parents. Both the East Allen County Schools Handbook and the Heritage Handbook are based upon policies and regulations approved by the Board of School Trustees of East Allen County Schools. Policies and regulations are amended as needed and will supersede any information printed in these handbooks.

If at any time you have a question or a concern, please contact the school by calling **446-0160**.

Mrs. Karen Charters, Principal

Mission Statement: Our mission at Heritage Elementary is to:

- Prepare students to become responsible citizens and lifelong learners through facilitating meaningful and challenging lessons that meet student needs.
- Provide sound learning opportunities through a comprehensive curriculum based on College and Career Readiness Indiana's Academic Standards and individual needs.
- Set high expectations for each child in a nurturing learning environment by providing opportunities for student growth.

Vision Statement:
Excellence...Everyone...Every Day...

EAST ALLEN COUNTY SCHOOLS DISTRICT HANDBOOK AND HERITAGE ELEMENTARY HANDBOOK

Section 1. Annual Publication/Distribution. The East Allen County Schools Back-To-School Guide shall be published and distributed annually at the start of the school year or such time during the school year when a student initially enrolls in an East Allen County Schools school. A copy of the East Allen County Schools Back-To-School Guide will be published on the district web site each year.

In addition, each building administer shall publish and distribute The Heritage Elementary Back-To-School Guide annually at the start of the school year or such time during the school year when a student initially enrolls in Heritage Elementary School. A copy of the Heritage Elementary Back-To-School Guide will be published on the district web site each year.

Section 2 Content:

- I. Both the East Allen County School Back-To-School Guide and the Build Handbooks should contain:
 - A. The applicable school year
 - B. The statement: This Guide or Handbook replaces information contained in previously published East Allen Count Schools Guides or Handbooks of this school.
- II. The East Allen County Schools Back-To-School Guide should contain the following statement:
 - A. Information in this guide is based upon the policies approved by the Board of School Trustees of East Allen County Schools. These policies are amended as needed and will supersede any information printed in this guide.
- III. Building Handbook should contain the following statement:
 - A. Further information about students' rights and responsibilities is available in the East Allen Count schools Back-To-School Guide, distributed annually to all students in East Allen County School. Information in this handbook is based upon the policies approved by the Board of School Trustees of East Allen County School. These policies are amended as needed and will supersede any information printed in this handbook or the East Allen County Schools Back-To-School Guide.

GENERAL EQUAL OPPORTUNITY and NONDISCRIMINATION STATEMENT of EAST ALLEN COUNTY SCHOOLS:

East Allen County Schools has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, gender, handicapping condition, national origin, or limited English proficiency due to national origin. In addition, all educational services, student activities, programs, instruction and facilities will not be denied to anyone in East Allen County Schools as the result of an individual's race, color, gender, handicapping condition, national origin, or limited English proficiency due to national origin. Furthermore, East Allen County Schools has a policy to provide equal employment opportunity to all applicants and employees in a harassment-free work environment without regard to age, race, color, national origin, limited English proficiency due to national origin, gender, or disability.

ARRIVAL/DISMISSAL INSTRUCTIONS:

(1) Arrival time for students:

Boys and girls may enter the building at 7:30 a.m. The tardy bell will ring at 8:10 a.m.

BUS RIDERS: Arrival

(Buses arrive at 7:20 AM)North Lot Monroeville Road

Elementary students will disembark from the bus after the high school students at **7:30** and enter the north door (door 3).

- Students eating breakfast will head to the elementary cafeteria serving line for breakfast.
- Students NOT eating breakfast will go to the gym and sit with other students from their classrooms.

(a) **MINI BUSES:** Mini-buses will be in the north parking lot during morning arrival and afternoon dismissal times.

BUS RIDERS: Dismissal

- Designated staff members will escort students outside and walk the length of the buses to the last bus. Students will stay in a line when entering the buses. The remaining staff will supervise the walkers.
- Walkers leave at designated exit using hall procedures.
- Students staying for any after school activity will follow walker procedures. After the walker bell, students may go to their activity using hall procedures.

(b) Dropping off students in the morning:

Children may be dropped off at the main entrance south of the building (Door #8) between 7:30 and 8:00 a.m. *Please do not drop students off prior to 7:30 as there is no supervision prior to this time.* To maintain traffic flow, please enter from Houk Road and follow the drive to the main entrance. Children may be allowed to exit your car when you are within the painted white line zone. This keeps your child and others safe. **Students are not allowed to cross the parking lot by themselves for safety reasons.** Please do not pass cars in line as this would be unsafe for students. Students must stay on the sidewalk and enter the building. Parents, who plan to enter the school with their children, must enter through the main entrance (Door #8) in order to receive a visitor's pass.

(c) **A staff member is on duty inside the door to assist if students need assistance.**

(d) Picking up students at dismissal:

Students not riding the bus will be dismissed at 2:45 p.m. They will line up to exit at the main entrance (south parking lot Door #8) and then a school supervisor will walk them out of the building. The same procedure used to drop off students in the morning will be used to pick them up in the afternoon. Parents should enter the lot from the Houk Road entrance and then follow the drive to entrance #8. After students are loaded, cars will proceed around the drive and continue out onto Houk Road. Parents may not walk up to pick up students. If parents need to park and pick up students they should park in the lot and proceed to the main entrance by the office to pick up students.

Parents wishing to pick up both high school and elementary students should follow the same process. Once elementary students are picked up they will move forward and line up along the west sidewalk.

(2) TARDINESS:

Arriving at school on time is very important to starting the day off right. A student is considered tardy if he or she is

not present at the beginning of class. A student is not counted tardy if the bus the student arrived on is late. Tardies can be a problem if students are habitually late for school. Students are tardy to school if they are not in their classroom by the 8:10 a.m. tardy bell and do not have a good reason for not being there. Acceptable reasons would include the same ones for absences, such as illness or doctor's appointments, as well as late buses. **All students are to check in at the office if they are late to school.** Parents / Guardians are encouraged to bring their children into the school office, if they are late. They will be given a "pass" to class indicating the reason and whether it is a tardy or simply a late arrival due to doctor's appt. etc. (excused). Parents should notify the school when they know their children will be tardy.

(3) REPORTING ABSENCES:

If your child is going to be absent, please call the school prior to **9:00 a.m.** to report the absence. The telephone number is **446-0160**. **When you hear the recorded message, press "1"**. Please leave a message regarding why your student is absent if and how you would like homework to be sent home or picked up. **Please know that if you do not notify the school of absence, the absence is unexcused.**

(4) TRANSPORTATION CHANGES:

All students are dismissed at 2:45 p.m. All children are expected and encouraged to go directly home following dismissal. If your child will be doing **anything** to alter his/her regular schedule at the end of the school day, **a note must be written or a phone call** must be made to the school before **2:00P.M.** (Ex. Your child will be picked up rather than riding the school bus, your child will be staying for after school clubs, your child will be getting off at another bus stop, etc.). This will help alleviate any confusion that may be caused with the change.

EACS Policy: Students may ride no other bus than the one to which he/she has been assigned. If valid reasons arise which may necessitate a change of bus assignments during the school year, such change must be approved by the Director of Transportation.

(5) BAD WEATHER DAYS:

Periodically throughout the year weather conditions may be such that school will not be in session or the starting of the school day will be delayed. Announcements of this nature are made over the local radio and/or television stations starting as early as 6:00 a.m. Most radio and television stations have alerts that you can get by phone for school delays. You can also check the EACS website for information. **Please do not call the school for this information. Listen for the announcements over the media mentioned above.** Heritage Elementary is included in the East Allen County Schools announcements. Bad Weather days may be designated as "e-learning days." Please note if EACS calls for an "e-learning" day that students' assignments will be posted for them to access from home. Please look for additional information to come home in regards to "e-learning days."

(6) ALTERNATE SCHEDULE: (Two or Three Hour Delay)

A **two-hour delay** means that school doors will open at 10:00 a.m. and the tardy bell will ring at 10:10 a.m. and a dismissal time of 2:45. No breakfast is served on delay days.

A three-hour delay means that school doors will open at 11:00 a.m. and the tardy bell will ring at 11:10. Dismissal will be at 3:45 on these days. No breakfast is served on delay days.

Should weather conditions worsen after students arrive to school and this requires that students be sent home prior to scheduled dismissal time, the early dismissal will be reported to all media stations and through the school messenger.

(7) COLLABORATION SCHEDULE:

The EACS Board of School Trustees has approved the following collaboration schedule for teachers and staff:

1. **The collaboration schedule for East Allen County Schools will be to dismiss school 30 minutes early which will be at **2:15 p.m. on each scheduled Wednesday collaboration day from 08/15/2018 through 05/15/19.****
2. On any day the Corporation has a delay due to inclement weather, the collaboration schedule will be cancelled and schools will dismiss at regular time.

3. Collaboration will occur every week regardless of vacations, holidays or the like.

PARKING AREAS FOR PARENTS AND/OR VISITORS:

Cars may not pull in or park in the bus parking lot. This will leave the area free for bus arrival and departure. Parents visiting the school and other school visitors will use the main entrance (door 8) off Houk Road.

(8) CHILDREN LEAVING SCHOOL DURING SCHOOL HOURS:

It may be necessary for you to take your child from school during school hours. **If this situation should arise, please send a note or call the school office in advance. It is necessary for you to come to the school office and a staff member will then get your child for you.** You will also need to “sign-out” the child in the school office. The greatest protection for your child can be provided this way and classroom interruptions will be kept to a minimum.

HEALTH SERVICES

The purpose of Health Services is not to replace the doctor. Parents are cautioned not to send an ill child to school. It is the parent/guardian’s responsibility to inform the school of health concerns that may require special accommodations for their child’s activities or educational program. The parent/guardian is expected to provide the school with current home, work, and emergency telephone numbers. **In case of illness or emergency at school,** if none of the designated contacts can be reached, and a serious medical emergency exists requiring medical treatment beyond what can be provided at school to maintain safety and/or life, EMS will transport the child to the nearest hospital.

A. IMMUNIZATIONS

Indiana School Code requires the parent/guardian to supply immunization information no later than the first day of school; by one of the following: doctor’s note with vaccine and date given; record maintained by the parent with vaccine and date given; immunization records from previous school; note of scheduled appointments from a doctor or Board of Health. Failure to provide the required immunization information shall be cause for exclusion of the student from school. This exclusion, if imposed, will end upon subsequent filing of such information. Below are the number of doses and each vaccine required for school entry listed by grade level.

<i>3 to 5 years old (Pre-kindergarten)</i>	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps & Rubella) 1 Varicella (Chicken Pox)	
<i>Grades K, 1, & 2</i>	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hep A (Hepatitis A)
<i>Grades 3, 4, & 5</i>	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella
<i>Grades 6 to 11</i>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MVC4 (Meningococcal conjugate)
<i>Grades 12</i>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap 2 MVC4

Immunization objection based on religious beliefs or a medical condition will satisfy state requirements; however, the parent/guardian must sign an **IMMUNIZATION OBJECTION** (Hs-1a) form **annually** with a physician’s signature also required for medical objection. *If there is an outbreak of a communicable disease at school, your child may be excluded if he/she does not have the required immunizations.*

B. MEDICATION

The purpose of administering medication at school is to help the student maintain an optimal state of health to enhance his/her educational plans. Medication (prescription, over-the-counter, and/or herbal-vitamin-dietary supplements), required by the student should be administered at home. The parent/guardian should use every effort to have medication times set for time periods other than school hours. Medications given during school hours should be only those necessary to provide the student access to his/her educational program.

When this is not possible, an EACS Registered Nurse (RN) or trained staff (Healthcare Aide [HA] or Unlicensed Assistive Personnel [UAP]) will assist in administration of medication during school hours, subject to guidelines 1-9 listed below. The intent of the guidelines is to reduce the number of medications given at school, yet assume safe, effective administration of medications for those students that require them. A **STUDENT MEDICATION PERMIT** (Hs-5) must be completed and signed by the parent/guardian. The **STUDENT MEDICATION PERMIT** (Hs-5) and the complete **EACS Medication Policy** is available from the school nurse and is on the EACS web page under the Health Services tab.

1. Only the amount of medication needed at school should be sent.
2. The parent/guardian accepts the legal responsibility for the safe arrival of medication to school.
3. **STUDENTS ARE NOT TO CARRY ANY TYPE OF MEDICATION**, prescription, over-the-counter, and/or herbal-vitamin-dietary supplements, without prior consent of the school nurse RN. All medication must be kept in the school clinic. Violation of this policy may result in disciplinary action.
4. To protect students, school personnel will not administer medication until it has been verified and documented by the school nurse RN.
5. Prescription medication must be in the pharmacy labeled container with the student's name. The pharmacy label serves as the written order of the physician. The nurse RN may call the prescribing physician if there are questions regarding the dispensing of medication at school.
6. Over-the-counter medication (OTC) such as Tylenol and Advil must be sent from home. OTC medication must be in the original container with small containers preferred, as storage is limited. OTC medication will be administered within the parameters and frequency recommended on the container. OTC medications will only be given by a UAP after appropriate assessment by the school nurse RN. There is **NO STOCK SUPPLY OF OTC MEDICATION IN ANY EACS SCHOOL CLINIC.**
7. Herbal-Vitamin-Dietary Supplements as with prescription medication, if consumed incorrectly, may be harmful. Therefore, school personnel will only administer herbal-vitamin-dietary supplements if there is an **HERBAL-VITAMIN-DIETARY SUPPLEMENT PERMIT** (Hs-5a), signed by the student's physician and parent/guardian, on file in the school clinic.
8. Medication for emergency situations (asthma, bee stings, diabetes, food allergy, etc.) will be kept in the clinic. Students may possess and self-administer emergency medication in the classroom and at other school functions only with written consent from the parent/guardian and physician. The physician must state that the student has an acute or chronic disease or medical condition for which he/she has prescribed medication; the student has been instructed in how to self-administer the medication; and the nature of the disease or medical condition requires emergency administration of the medication. Parent/guardian and physician written authorization must be filed annually with the student's school nurse RN. Appropriate staff members will be alerted to the potential emergency to ensure the student's safe and prompt treatment at school.
9. Sending medication home at any time during the school year will require written notice from the parent/guardian and released only to: (1) the student's parent; (2) (a) or an individual who is at least eighteen (18) years of age; and is designated in writing by the student's parent/guardian to receive medication. (b) or with the student if the student's parent/guardian provides written permission for the student to receive the medication.
10. ALL medication not picked up by the end of the school year is destroyed.

C. ILLNESS AND INJURY AT SCHOOL

For the sake of other's health, children should not attend school if they have a morning temperature of 99° or afternoon temperature of 100° (or above); are vomiting and/or have diarrhea; a rash; a communicable disease such as chickenpox; or a bacterial or fungal infection (pine eye, impetigo, ringworm); or appear obviously ill with or without a fever.

To keep parents informed about the causes and anticipated outcome of an injury, phone calls or notes may be used to alert parents of an injury that may require more than minor first aid.

Ill students (fever, vomiting, severe diarrhea, or at the discretion of the school RN) are NOT sent home on the bus. The parent or designee will be called to pick up.

RETURN TO SCHOOL POLICY: Children should be kept home until they are symptom and/or fever free for 24 hours without the use of medication. Children absent from school due to pink eye or impetigo should be seen by a physician and may return to school after 24 hours of antibiotic therapy. Many rashes are contagious therefore a doctor visit is encouraged for proper diagnosis and treatment.

D. STATE MANDATED SCREENINGS

As per Indiana Code, visual acuity and audiometric screenings are done annually for students enrolled in EACS. Visual acuity screening is done in grades K or 1, 3, 5, and 8 and all others suspected of having a visual defect. Audiometric screening is done in grades 1, 4, 7, and 10, all transferred students and all others suspected of having hearing loss. Parents may object to any or all screenings on religious grounds. Objections must be filed annually in writing, signed and dated by the objecting individual, and delivered to the building principal or school nurse RN, by Friday of the first full week in September

E. HEAD LICE

Head lice are a nuisance, not a carrier of disease. All parents should check their children at home for head lice throughout the year. Upon finding a suspected case of head lice, EACS procedure is:

1. The child's parent/guardian will be contacted to pick-up the child from school.
2. The school nurse or designee will show the suspected lice or nits to the parent/guardian.
3. Upon request by the parent/guardian the nurse or designee may check other family members for head lice. Classmates (defined as a group of students who spend most or all of the school day together in the same classroom), and other close contacts may be checked for lice at the discretion of the school RN.
4. Infested children should be treated at home, using a lice shampoo according to package directions or as ordered by a physician.
5. *The parent/guardian must accompany the child to school the next school day. The parent/guardian must remain at school until the nurse or designee has rechecked the child and found him/her to be free of live lice.*

EACS will generally not inform parents/guardians of a classroom or grade level that a case of head lice has been found as it infringes on the privacy of the student involved (FERPA).

F. BED BUGS

Bed bugs are a nuisance, and are not known to transmit disease. When a bed bug is found on a student or a student's belongings, the student and all of his/her belongings are examined. The student's personal items, including book bag, will be stored in a trash bag or large Ziploc baggie and the student will take it home at the end of the school day.

Parents will be notified, informing them a bed bug was found on their child's belongings and a home inspection by a licensed professional will be recommended.

G. PREGNANCY

Pregnant students are encouraged to remain in school and continue their education both during and after their pregnancy. Guidelines established by the Indiana State Department of Health for pregnant students in the school setting mandate that a written statement from the attending physician be presented to the school counselor or nurse RN which:

1. Verifies the pregnancy,
2. Notes her expected date of confinement,
3. Confirms that normal participation in classes does not pose a threat to her or the baby's well-being, and
4. Lists any specific restrictions that may apply.

Additional written permission from the attending physician may be required for participation in specific school activities.

H. MENINGOCOCCAL DISEASE

One type of meningitis is caused by a bacteria called *Neisseria meningitidis*. Infections caused by this bacteria are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. The bacteria are spread from person to person contact through the exchange of nose and throat secretions, by activities such as kissing or sharing eating or drinking utensils. The bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There are two vaccines that can prevent this disease in teens and young adults. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination of children with the meningococcal conjugate vaccine (Menactra or Menveo) at age 11 or 12 years of age, with a booster dose of the vaccine at 16 years of age. The booster dose at age 16 provides ongoing protection from the disease after high school.

The state of Indiana requires all students in grades 6-12 to have appropriate number of meningococcal conjugate vaccine doses. One dose of meningococcal conjugate vaccine is required for all students in 6th - 11th grade. A second booster dose is required for students entering 12th grade. These vaccines are a legal requirement for school entry (Indiana Administrative Code 410 IAC 1-1-1).

All students in grades 6-12 must have acceptable documentation of required immunizations on record at the school they are currently attending. An acceptable record includes a signed record from the child's health care provider indicating the name of the vaccine given and the date it was given, a record of the immunization in the state immunization registry (CHIRP) prior to the start of the school year, or a record from another school showing the required immunizations have been given.

Many Health departments and private health care providers offer this vaccine. Please contact your health care provider for specific instructions regarding your child.

Additional information about meningococcal disease can be found at:

- The Indiana State Department of Health <http://www.in.gov/isdh/25455.htm>
- The Centers for Disease Control and Prevention <http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

I. HUMAN PAPILLOMAVIRUS (HPV)

Indiana Code 20-34-4-3 requires the Indiana State Department of Health to provide information on the link between cancer and the human papillomavirus (HPV) and the vaccination that can protect your child from HPV related cancer later in life. Each year, HPV causes more than 26,000 new cases of cancer in both men and women. HPV is the most common sexually transmitted infection and is spread by skin-to-skin sexual contact. The Centers for Disease Control and Prevention (CDC) has stated that based on recent studies, HPV is so common that nearly all sexually active people will get it during their life-time.¹ Most HPV infections cause no symptoms and go away on their own. However, infection with the virus can lead to cervical cancer in women. It can also cause other oral and genital cancers in men and women. HPV causes genital warts.

Vaccination is the best way to prevent HPV infection and associated cancers present later in life. According to the Centers for Disease Control and Prevention, American Academy of Pediatrics, American Academy of Family Physicians, and the American College of Physicians, all boys and girls ages 11 or 12 years should get vaccinated.^{2 3} By vaccinating at this age, preteens will be protected before any exposure to the virus occurs. We also know the vaccine produces a better immune response at this age. There are two vaccines available to protect against HPV infection. The HPV vaccine is given in three doses over a six months. It is important to get all three shots. The HPV vaccine is safe to give at the same time as other recommended vaccines. Older teens and young adults can receive the vaccine through age 26.

The HPV vaccines are safe and highly effective. Both vaccines offer protection against HPV types 16 & 18. The vaccine is 93% effective in preventing precancers of the cervix caused by these types of HPV. One of the vaccines

also offers protection from genital warts. The vaccines offer long-lasting protection from HPV. Current studies show that HPV protection from the vaccine lasts at least eight years. There is no evidence of waning protection after that time. These vaccines have also been studied very carefully for safety. Preteens and teens should always sit or lie down 15 minutes after receiving any vaccines to prevent fainting.

The vaccine does not protect against all types of HPV known to cause cervical cancer. It is important that women continue to receive routine cervical cancer screenings (Pap test). It is also important to follow-up on all abnormal results. The Pap test can find abnormal cells on the cervix, so that they can be removed before cancer develops. There are no tests currently available to find HPV in other parts of the body.

Please contact your health care provider if you have questions about HPV vaccine. Questions may be directed to the Indiana State Department of Health Immunization Program at (800) 701-0704.

For more information on HPV and the vaccine, please visit:

Centers of Disease Control and Prevention (CDC) HPV website: <http://www.cdc.gov/std/hpv/default.htm>

CDC HPV Vaccine website: <http://www.cdc.gov/vaccines/vpd-vac/hpv/>

Immunization Action Coalition (IAC) HPV website: <http://www.vaccineinformation.org/hpv/>

1 <http://www.cdc.gov/hpv/whatishpv.html>

2 <http://www.cdc.gov/std/HPV/STDFact-HPV.htm>

3 <https://www.2.aap.org/immunization/illness/hpv/hpv.html>

(9) VOLUNTEERS FOR CLASSROOMS, FIELD TRIPS, OR MEDIA CENTER:

Anyone who is interested in serving as a volunteer should contact the school office for more information. An EACS Background Check must be completed and returned two weeks prior to anyone planning to volunteer in a classroom or chaperone a field trip. **A new Background Check needs to be completed each year.** We are always thrilled to have extra help in the school. Thank you for supporting the school with your generosity of time.

(10) RECESS ACTIVITIES:

Recess periods are of utmost importance for children in developing coordination, learning to play and get along with other children, and diverting their attention from classroom work to a period of free play. Therefore, all children are expected to participate in outside recess unless:

- The teacher has requested the child to remain inside.
- The student has a written statement from the doctor stating the student should not participate in outside recess because of a chronic illness. (If your child is highly susceptible to upper respiratory ailments, you will want to obtain this statement early in the year so your child's teacher and nurse will have it on file.) Then, whenever you feel it is advisable for your child to remain inside, send a note to the teacher and your request will be granted. If the student has been absent because of illness and you feel it is absolutely necessary to remain inside, the student may remain inside for only one (1) day, providing you request it. If you feel it should be for a longer period of time, then a statement from your doctor must be obtained stating the length of time the child is to remain inside.
- In cool weather students need a jacket. It is often windy on the playground which makes it seem colder. When cold weather arrives students will need to dress appropriately for being outside. Warm mittens, a hat, boots, and a coat that will zip or has all of the buttons on it are a must when playing outside in the snow and cold. If snow is present, students must change into boots in order to be able to go off the blacktop.
- **If children wear a coat outside, it must be left on their body.**

(11) STUDENT DISCIPLINE and Positive Behavior Intervention System

All students deserve the opportunity to attend a SAFE SCHOOL where ALL CHILDREN CAN LEARN! For this

to happen, **parents, students and staff must work together.** Please read the following carefully:

The **focus of discipline** at Heritage Elementary is one of "teaching students to become responsible individuals"; rather than one of "punishing misbehavior". Children will make "mistakes" while at school and we want to make such times a learning experience. However, behavior, which is defiant, significantly disruptive, and/or causes personal injury to others, will not be accepted.

Heritage Elementary will be orderly and disciplined. Students will show respect, self-control, and will be accountable for their behavior. Students will experience the consequences of inappropriate behavior.

Heritage Elementary staff will help students understand the "Positive Behavior Intervention System (PBIS)" plan and "School-wide Expectations & Procedures". Classroom teachers will establish "Classroom Expectations & Procedures" and review them with students. "Expectations" will be sent home for parents to read. In addition teachers use a five point behavior scale in the classroom to support PBIS expectations. Parents will receive a copy once school begins and can also find the information contained in this handbook.

GENERAL BEHAVIORAL EXPECTATIONS:

1. Student behavior will allow "teachers to teach and students to learn."
Behavior that disrupts teaching and learning will not be allowed.
2. Students will respect one another's personal space.
Fighting (intentionally hurting others) will not be allowed.
Play fighting is not allowed and the judgment of the supervisor will determine the action to be taken.
3. Students will use respectful language and actions.
Disrespectful or inappropriate language and actions will not be allowed.
4. Students will respect the property of others.
Vandalism and theft will not be allowed.
5. Students will be in school on time unless parents have informed the office otherwise.
Tardies and unexcused absences are strongly discouraged.

School Rules:

1. I will keep my hands, feet, and other objects to myself.
2. I will be given permission before leaving my assigned area.
3. I will follow directions the first time given.
4. I will show respect for others and myself.

Note: When a student is suspended from school, a parent conference or phone call is required for his or her return.

It is extremely important to our children that parents and school personnel work hand-in-hand. Communication, support, mutual respect, and follow-through are critical in achieving the desired results for all students.

More information on the Heritage Elementary P.B.I.S Plan can be found at the end of this handbook (page 13)

(12) STUDENT DRESS AND APPEARANCE:

DRESS CODE

It is our goal that Heritage Elementary School should be a safe place for students and that the culture of the school is positive. Throughout life many responsibilities dictate appropriate attire and appearance. In keeping with this concept, the staff of Heritage Elementary School expects students' appearance to meet standards of decency, safety, and cleanliness. *While the selection of clothing worn at school is the responsibility of the parents and students, the school administration reserves the right to make the final judgment concerning the appropriateness of a student's attire.* School attire should conform to the following general regulations that are not intended to be all-inclusive:

1. Students will wear footwear at all times. Slippers are not allowed. Flip Flops are not allowed.
2. Headgear is not to be worn during school hours unless for religious beliefs.
3. Biker shorts or excessively tight clothing is prohibited.
4. Bare midriffs, bare shoulders, and sagging pants (pants and shorts must be worn at the waist) are not allowed at any time. Spaghetti strap tops, tank tops, and tube tops are unacceptable. **Tops must have a SOLID two inch sleeve and must be tucked in or be long enough to be tucked in.** Clothing such as, but not limited to, that which has low necklines (no visible cleavage), is strapless, or is of sheer material is not acceptable. No undergarments, such as boxer shorts, should be worn as an outer garment.
5. Shorts, skirts, and dresses must be no shorter than fingertip length. Slits in skirts and dresses must also not extend higher than this measure.

(Shorts, capris, gauchos, skirts/dresses without nylons, tights, or leggings may be worn from after spring break through October and as announced through the school office for special days or unseasonably warm days. **Shorts must be longer than the student's fingertips when his/her arms are straight down at his/her side.** Gauchos, or skirts/dresses may be worn anytime with leggings/tights/nylons. **Leggings must be covered with skirts, or dresses that are at least fingertip length.**

6. Clothing that has been cut, ripped, torn, or manufactured with holes is not permitted.
7. Spikes on clothing or on jewelry and chains, including chains on wallets, are not appropriate.
8. Clothing that has pictures, writing, etc. which promotes, is suggestive of, advertises, or has double meanings relating to drugs, alcohol, tobacco, or sex is not permitted. (This includes Big Johnson, Hooters, and Coed Naked clothing items.)
9. Clothing that has pictures, writing, etc. which represent violence, death, destruction, gore, blood, or the macabre is not permitted.
10. Gang or secret organization paraphernalia or apparel is not permitted at school.
11. Pajamas or items related to sleepwear (i.e. house slippers) are not permitted.
12. **Any other clothing or items considered by the school administration to be inappropriate or disruptive to the educational process will not be permitted.**

If a teacher feels a dress code violation has occurred, the teacher should send the student to the office. Students who do not abide by the dress code will face the following consequences:

Students will be asked to change clothes or parents will be contacted and asked to bring a change of clothes for their child to school.

Due to the constantly changing variety of apparel styles, the administration has the authority to determine if a clothing item or accessory not specifically covered in this dress code is, in fact, appropriate for school attire.

(13) CAFETERIA INFORMATION

B. CAFETERIA PROCEDURES:

1. Students stand on the line in alphabetical order. Stay behind the line until the cashier calls you.
2. Hands at your side at all times. Do not lean against the walls.
3. Walk at all times.
4. Students will stay in their seats. Students will face forward, keep hands to themselves and use quiet voices at all times.
5. Students raise hands to be excused when they are finished.
6. Students must have all trash removed from their area before they may leave the cafeteria.

7. **No cafeteria purchased food will be taken out of the cafeteria. Students may not share food and should eat what they put on their tray.**
8. Students may talk at their seats until the duty person comes to get them.
9. Students may not save a seat.

C. WHEN RETURNING TRAYS:

1. Follow the traffic flow in the cafeteria for returning trays.
2. Deposit silverware into the container.
3. Dump your paper trash, apple cores, and fruit peels into the trash cans.
4. Deposit trays on the designated table or cart. Watch for students coming out of the serving area.
5. Walk back to your seat and sit quietly until you are dismissed

(1) BREAKFAST PROGRAM:

A nutritious breakfast will be served daily. A variety of cereal will be available in place of any breakfast entree. Milk offered at breakfast is 1% white.

There are a few simple steps to follow regarding the breakfast procedure. Please explain these to your children:

1. The cafeteria is open for breakfast from 7:30 a.m. until 8:00 a.m.
3. When entering the cafeteria students may leave their book bags or coats in the seating area.
4. Students will proceed through the serving line and sit down at the designated area.
5. Students will then get in line at the cash register to pay.
6. After finishing breakfast, students are to return their trays to the designated area and then return to their seat and wait for dismissal by grade level.
7. Students are expected to be in their classrooms on time. The tardy bell will ring at 8:10 a.m.
8. **If there is a school delay, breakfast will not be served.**

(2) LUNCH PROGRAM:

Heritage Elementary has a "closed" lunch hour. This simply means that a student either eats his/her lunch at school or goes home for lunch. (Note: Students will not be permitted to go home for lunch unless written notification has been received from a parent.) Students may **not** leave the school to go to a local restaurant for lunch.

Fast food and pop (soda) are not allowed in the lunchroom according to State Board of Health rules. (Please share this information with anyone that might eat lunch with your child at school.) If a visitor brings fast food meals to school, he/she will be asked to eat with the child in another designated area of the school.

Parents and relatives are welcome to have breakfast and lunch with their children any day at Heritage Elementary School. Have your child notify his/her classroom teacher the day you plan to eat with them so we may plan accordingly.

Prices: Elementary Lunch \$1.60 Reduced Lunch \$.40 Breakfast \$1.00 Adult Lunch \$3.00 Adult Breakfast \$1.60 Milk \$.40 These prices are subject to change.

A school lunch will be served each day school is in session. A lunch menu will be emailed home with each child so you will know what is being served each day; however, the menu is subject to change.

Lunch money needs to be brought to the box inside the cafeteria and placed in the secure box designated for lunch money. The preferred payment for lunches is cash or a check made payable to **Heritage High School** or parents can use the e funds option:

The on-line payment option for families is available.

The East Allen County School District is pleased to offer the online *e-Funds for Schools*. This program offers various options for parents/guardians who *choose* to make payments on-line for meals and is extremely user friendly. Not only will you have the ability to have lunch payments electronically withdrawn from your checking account or charged to your credit card, you also have the flexibility to make a payment at any time through the school's website.

The "*e-Funds For Schools*" electronic payment service is provided to the school by a third party service provider. The service provider has a nominal fee for their service. **There is a \$1.00 transaction convenience fee for each electronic checking payment that you make.** The system carries a Non-Sufficient Funds (NSF) charge if the payment is "bad". **For payments made by credit or debit card, there is a convenience fee of \$2.45 per each \$100 increment in the transaction.** When you set up your account, please review your options carefully.

You are in full control of your account and can make a payment at any time that is convenient for you. **No payments will be allowed without your knowledge and authorization through this secure payment system.** The district does not request or keep records of family checking or credit card account information.

By providing your home and/or work email address, an email notification informing you of the student's name, purpose of the payment, and the amount of the item will be sent to you each time that a payment is to be processed. The *e-Funds For School* site is secure and uses industry standard data encryption.

How does "e-Funds for Schools" work?

- o Begin on the EACS website and open the link "meal account payments". Families set up and maintain their own logins, passwords, and payment preferences. Your account information is retained in a password-protected file.
- o *e-Funds For Schools* will help to eliminate last minute check writing hassles, improve efficiencies, and help cut costs for both you and the school district
- o On-line payments will help eliminate the worry that your children could lose or forget the money intended for school items or that it might be spent on other non-school related items.
- o Payments from a credit card or checking account may easily be set up.
- o Parents/guardians may establish a reoccurring payment or may opt to make a one-time payment.
- o Currently EACS is using the system for meal payment options only. The program also has capability to process other types of on line payments from families that include but are not limited to tickets to events, athletic passes, field trip fees, and yearbook fees. The system may be expanded to include these other fees as well in the near future.
- o Your payment history for the year is available with a click of the mouse

Point of Sale

Students at Heritage Elementary have the option of using the **Lunchbox Point of Sale System** for their breakfast and lunch meals as well as purchasing Ala Carte items.

Here is how the Point of Sale System works:

The system allows you to deposit a check (payable to Heritage Elementary) or cash into your child's account. Then your child's lunch, breakfast, or Ala Carte item is deducted from his/her account when purchased. We prefer a minimum deposit of \$10.00 and a maximum of \$100.00. A minimum deposit for students approved for reduced lunch is at least one week of purchases. Students receiving free lunch and breakfast may also deposit money for Ala Carte purchases. We cannot set "limits" on the purchasing of Ala Carte items. A parent can make the decision to not allow the child to purchase any Ala Carte by contacting the cafeteria manager at 446-0160 extension 5205. We have pre-printed envelopes for the students to use when bringing money to school. A child will be able to deposit any day of the week by placing the deposit envelope in a locked box located inside the cafeteria. Low balance letters will be sent home on Tuesdays and Thursdays for students in grades K -3. Students in grades 4 – 6 will have reminder low balance slips given to them at the cash register.

Students will use their 7-digit student I.D. number as their Personal Identification Number (PIN). (This is the same number they use every time they log onto a computer at school.) They will use the same number at breakfast and lunch. By entering their PIN on a numeric pad, it will bring up their account and we subtract the dollar amount of their purchases. Students cannot use another student's PIN because the cashier has the student's photo on her register screen. However, it is recommended that students do not let others know their PIN number.

As your child approaches the cashier, he or she will put in his/her PIN number. Your child will not be identified as being free, reduced, or full paying. This system will also track the meal that your child has eaten on any given day.

If we are aware that your child has a food allergy, we will be able to note that on the register screen. This will allow the cafeteria staff to provide a faster method in which to move students through the breakfast and lunch lines.

Any money left in the account at the end of the school year will transfer to the next school year. Students moving to another school district or graduating may request a refund on the balance of their account. Toward the end of the year, we encourage students to make a smaller deposit or pay cash at the register during the last week of school to avoid such refunds.

East Allen County Schools and Heritage Elementary believe that collection of lunch and breakfast monies teaches responsibility to your child. Please work with us to insure that these monies are not forgotten but brought to school as needed. When sending the money to school, please use the designated envelopes. This will help ensure that your child's money is secure and placed in the right account. We will allow a student to borrow lunch or breakfast money from the cafeteria up to \$5.00. Money borrowed must be returned **as soon as possible**. If a child is over the borrowed \$5.00 limit, he/she will be offered an alternate food.

If at any point you have questions or concerns, please contact the cafeteria manager at [446-0140](tel:446-0140), ext. 7016

OFFER VS. SERVE PROGRAM:

Again this year Heritage will be implementing an OFFER VS. SERVE program in our cafeteria. The program works as follows:

The school lunch consists of five food items contained within the four food components. They are: 1) meat or meat alternate, 2) vegetables and fruits (two or more), 3) bread or alternate, 4) milk. To qualify for a Type A lunch, you must take at least three different components of the five food items. For example, a sandwich and milk would equal three food components: meat, bread, and milk. This means, food you do not intend to eat may be deleted. Also, new foods you would like to try may be served in a sample portion.

Milk offered is skim white, 1% white, and 1% chocolate, 1% strawberry milk

AIR QUALITY POLICY:

East Allen County Schools recognizes the importance of protecting your child's health. For this reason, East Allen County Schools has adopted Indoor Air Quality Policies for the district to follow. The measures instituted by the district include: 1) limiting animals in classrooms, except for educational purposes; 2) limiting the idling of vehicles on school grounds; and 3) the proper usage, storage and disposal of chemicals used on school grounds. Any concerns about IAQ should be addressed with your School Principal or the district's IAQ Coordinator (EACS Director of Facilities). More information about the practices being following by EACS on Indoor Air Quality can be found on the EACS Website.

BOOK BAGS:

To promote safety, students must carry their book bags on school property. Some book bags have wheels and can cause students that are following to trip or fall. **Upon arrival and departing from school, all book bags must be carried.** Book bags with wheels may be used off school grounds.

ELECTRONIC EQUIPMENT:

Students may not bring electronic equipment to school. This includes cell phones, cameras, Ipods, Mp3 players, game systems or other electronic gadgets. If found these may be confiscated and held in the office for 24 hours until a parent can pick them up.

EMERGENCY DRILLS:

Periodically fire, tornado, and crisis drills are held during the school day. Directions for each type of drill are reviewed by the teacher with the students and are also posted in the classroom. The same desirable conduct and following of procedures is expected during these drills as is expected during the school day.

(3) FIELD TRIPS:

To enhance the curriculum and broaden the child's experiences, trips beyond the school are planned. Parents will be informed of the place, date, time, and means of transportation for each trip. A "Parent Permission is part of the

online registration that parents must complete at the beginning of each school year or a new enrollment **No** child will be allowed to go on a field trip without a signed permission on file. **Any adult planning on chaperoning a field trip must complete an EACS Background Check two weeks prior to going on a field trip.**

(4) LOST AND FOUND:

Lost clothing items should be taken to the designated box. All other items should be taken to the school office. It is most important that items such as clothing, shoes, book bags, boots, lunch boxes, etc., be clearly marked in permanent ink with the child's name.

(5) PROHIBITED VEHICLES ON SCHOOL PROPERTY:

Mini-bikes, motor-bikes, motor scooters, go-carts, motorcycles, scooters, skateboards, and any other unlicensed motor vehicles will not be permitted on East Allen County Schools property except: If a motor vehicle defined above is legally licensed, it will be permitted to operate on paved areas for vehicular traffic provided such use is for transportation to an activity located on school property.

(6) PARENT RESOURCE MATERIALS:

In the Media Center, there is an area with several books for parents to check out. These books cover several topics such as helping your child with homework, working with ADHD children, divorce, bullying, discipline, family reading, etc. Please visit the Media Center during the school day to check out these books. If you can't come in during the day, send a note requesting a listing of the books. This listing will be sent home with your child along with a form that you can return to request the desired book. Your selection will then be sent home with your child.

(7) SMOKE-FREE WORK PLACE:

All persons, including students, staff, and visitors, shall not be permitted to use tobacco products of any kind or any form while on school property or in school vehicles. Further, the use of tobacco products of any kind or any form on school corporation-owned property outside school corporation-owned buildings is prohibited during regular school hours and at other school activities.

(8) TOYS:

Toy guns, toys, knives, trinkets, baseball cards or any other trading cards, and other trivia are to be left at home. All items not listed on the school supply list should be left at home. Children are easily distracted with such items. They will be placed in the teacher's possession for the remainder of the school day, if brought to school, and then turned over to the building principal. Items turned over to the principal will only be returned to the parent/guardian. Skateboards, roller-skates, and electronic equipment (including cell phones) are not appropriate to bring to school. Playground play equipment may not be brought to school.

(9) VISITATION OF SCHOOL:

Every day is visitor's day at Heritage Elementary School. Parents are always welcome. We suggest as a courtesy you call at least a day before to let us know that you will be visiting. We would like to submit the following visitation procedures that were prepared jointly by the teachers and the administration. Short visitations are considered to be more informative than one lengthy one. Usually 30 to 60 minute visitations prove the most beneficial

Immediately upon entering the school, please use the buzzer to announce yourself and the purpose of your visit. Please proceed to the office directly ahead to register and secure a badge to wear. Visitors and parents must enter at the front south entrance (Door # 8). All other outside doors will be locked during the school day for your child's safety and protection. Parents will be asked to show ID when picking up or visiting a student at school. Once signed in and appropriately badged, parent would then proceed to the student's classroom as soon as office personnel have notified the teacher or other appropriate staff of your visit
Please turn off cell phone ringers upon entering the classroom. Also, if a parent must place or answer a cell phone call, please do so in the hallway so as not to disturb the students in the classroom.

Parents will need to knock and be admitted to the classroom since security requires that doors are locked. Quietly enter the room and find a seat. Please keep in mind that the teacher needs to stay focused on the lesson and the students but will greet you when an appropriate time permits. **When you need to have a conference with your child's teacher, an appointment needs to be made in advance (recommend at least 24 hours).** We look forward to your visit and encourage you to visit your child's classroom when you have time.

The staff and administration at Heritage Elementary are focused on instruction, but will answer questions or concerns that you may have for us. By partnering together, we can assist your children in their academic journey to success as well as create a positive school experience. We are committed to your child's success and always welcome feedback or questions that will help us achieve excellence at Heritage Elementary.

PBIS Parent Manual

East Allen County Schools

HERITAGE ELEMENTARY SCHOOL
12050 Houk Road, Monroeville, IN 46773
Phone: 260-446-0160 FAX 260-446-0163

Dear Parents,

Heritage Elementary School has always pledged to create a safe and caring environment for all students. In an effort to continue to improve our school climate, our staff has worked together to implement a framework called Positive Behavior Support, or (PBS). This is based on our 4 basic rules of ***Be Honest, Show Respect, Be Responsible, and Be Caring.*** We have created a matrix of just what each behavior would look like for students when they are in their classroom, in the hallway, the lunchroom, playground and computer lab. Posters of this behavior are in these areas and teachers have committed to teaching their students the positive behaviors they are expected to demonstrate at school. The Heritage Behavior Matrix is printed in this letter, and in the accompanying parent handout.

Additionally, we are implementing a school-wide behavior management system that has students referencing a color chart if they have to be reminded about proper behavior. Understand the desired behavior occurs at the bottom of the chart to indicate that behavior escalates. There are 5 colors, as follows:

- Red** = Student sent to the office with a behavior slip
- Orange** = Student goes to team teacher for T.O. (time out) and teacher/student contact parent
- Yellow** = Classroom consequence (from teacher's bag of tricks)
- Blue** = Warning
- Green** = Expectations met

(Note: When a teacher writes an ODR (Office Discipline Referral) or requests the student go to a time out, it is their responsibility to contact parents and the office as soon as possible.)

The referral process for an ODR is as follows:

1. The referring staff member determines whether the student infraction meets the criteria for an ODR.
2. The staff member completes an ODR form.

3. The Principal, or designee, reviews the ODR and gathers any additional information if necessary.
4. The principal determines the administrative action, which depends on the circumstances of the situations, ranging from a parental contact through out-of-school suspension and is based on the EACS Student Code of Conduct.
5. If the student receives out-of-school suspension, a letter is also sent to the parents and to the director of security.

PATRIOT RESPONSIBILITIES

1. I will keep my hands, feet, and other objects to myself.
2. I will be given permission before leaving my assigned area.
3. I will follow directions the first time given.
4. I will show respect for others and myself.

Voice Levels:

Level 1 = Silent

Level 2 = Whisper

Level 3 = Classroom voice

Level 4 = Outdoor recess voice

Restroom Procedure

In the restroom, students will:

1. Use a **level 2** voice
2. Respect the privacy of others
3. Conserve water and paper towels
4. Wash hands
5. Use trash cans

Hallway Procedure

In the hallway, students will:

1. Use a **level 1** voice
2. Walk
3. Use the line on the right side of the hallway
4. Stay in a single file line
5. Go directly to their destination

Office / Clinic Procedure

In the office and clinic, students will:

1. Use a **level 2** voice
2. Wait your turn
3. Show your pass
4. Give truthful information

Computer Lab Procedure

In the computer lab, students will:

1. Use a **level 1** voice
2. Stay on the assigned program

3. Do your own work
4. Clean up your area when finished

Playground Procedure

On the playground, students will:

1. Use a **level 4** voice
2. Play games by the rules
3. Take turns
4. Include others
5. Use equipment correctly

Cafeteria Procedure

In the cafeteria, students will:

1. Use a **level 3** voice
2. Take only what you will eat
3. Get everything you will need before sitting down
4. Raise your hand if you need help
5. Eat from your tray only
6. Clean up after yourself

Library Procedure

In the Library, students will:

1. Use a **level 2** voice
2. Choose the correct number of books in your reading level
3. Put all books back where they belong
4. Take good care of the library books you borrow

Individual Component

Our focus is on motivating each student to make good choices, to become a successful and productive member of our community, and to foster effective communication between home and school.

General Education Class

Each student will have a clip on the 5 point scale in the general education classroom. A student's clip will be moved up the scale based on poor behavioral choices. Each student will start on green at the beginning of the day. Students in grades K-1 will be able to move their clips up and down the scale based on positive and negative behavior over the course of the day. Students in grades 2-6 should only be moving their clips up as a result of negative behavior.

The following colors will be a part of each classroom scale:

- Red** = Student sent to the office with a red behavior slip (Office referral)
- Orange** = Student goes to team teacher for T.O. and teacher/student contact parent
- Yellow** = Classroom consequence (from teacher's bag of tricks)
- Blue** = Warning
- Green** = Expectations met

Special Area Classes

Special area teachers should expect the same level of cooperation as is expected from students in all other general education classrooms. If a student has a problem in a special area class, the special area teacher will provide documentation for the classroom teacher of the behavioral infractions that resulted in the assigned level of consequence. Classroom teachers will not be expected to spend time addressing issues occurring in the special area classes aside from enforcing the movement of a clip.

- 1st behavioral issue = *Warning (no consequences)
- 2nd behavioral issue = *Time out in the special area class
*Student will move their clip in the general education classroom
- 3rd behavioral issue = *Student will be sent to the office for the remainder of class
*Special area teacher will be expected to make a phone call to the student's parent/guardian

Playground / Lunchroom

Behavior problems at recess will be handled similarly to special area classes. Consequences will be enforced by supervising adults on the playground and in the lunch room. Classroom teachers will not be expected to spend time addressing issues occurring on the playground or in the lunchroom aside from enforcing the movement of a clip.

- 1st behavioral issue = *Warning (no consequence)
- 2nd behavioral issue = *Time out on the playground
- 3rd behavioral issue = *Loss of remainder of recess
*Student should move a clip upon returning to class. **If student refuses to serve their consequence, office personnel should be contacted immediately.**

Recording Behavior

Before dismissal, each student will color their behavior calendar the same color as their clip ended up on at the end of the day. A teacher, assistant, or designated student should quickly check to make sure the correct color has been recorded. If a student is absent, AB should be written in the appropriate box upon that student's return to school. Calendars will be sent home daily to communicate school behavior. There will be an area on the back of the calendar for general comments between the teacher and parents.

Transportation

Behavioral concerns on East Allen County School buses will be mainly handled by the bus driver in conjunction with the transportation supervisor. Heritage Elementary will provide assistance and support, when asked, to insure that all students arrive at school in a safe, drama free, and orderly manner.

Students who receive referrals for inappropriate bus behavior will be given consequences from the driver which will often involve a bus suspension. In an effort to reinforce the bus procedures for Heritage students, any Heritage Elementary student receiving a first or second referral will also meet with an administrator or designee to discuss appropriate. The conference will be held during the student's recess time so as not to interrupt academic instruction.

Rewards

A major component of P.B.I.S. is the reinforcement of positive behavior. There are numerous methods that will be used to reward students for positive choices in all areas of the school academically and behaviorally. The following rewards are available to all students who meet the criteria for that specific reward.

Patriot Slips – To be used to reward a student who has gone above and beyond the expectations for students and shows that students exceptional character. Behavior that shows initiative, maturity, kindness, and care for others and the environment around them can be rewarded by giving the student a Patriot slip. Students who remaind on Green or Blue for the entire quarter earn the slip. A “Patriot Slip Party” will be scheduled at the end of each quarter for any student who has received a Patriot slip.

Show What You Know – To be used to reward testing success. Teacher will use whatever classroom incentive they like to reward students. Names of students will be provided to the office and student names will be announced during morning announcements.

NWEA – reward will be based on growth and will be determined by each individual grade level.

Bundle Testing – reward will be based on performance percent required to achieve this award will be determined by each individual grade level.

mClass – reward will be based on growth and will be determined by each individual grade level.

ISTEP – reward will be based on effort as viewed by teacher giving the test. Students should be on task, recheck their work, and put forth their best effort.

Flying Aces – To be used as a reward for successful report cards and school behavior. Students will receive (1) plane for every “A” they receive on their report card quarterly (“E” also qualifies for lower grades). Students will receive (2) planes if they are on green every day or (1) plane if they have only blues and greens on their behavior calendars.

A.R.(Accelerated Reader) – To be used to reward student success on Accelerated Reader. At the end of the quarter every student who reaches the quarterly goal set by their grade level will receive a prize.

Math Facts – At the end of each quarter, students who have reached for their grade level math goal will earn a prize for completing the goal.

Stars – To be used as a classroom incentive tool. Each teacher will decide on how they will utilize these as rewards in their own classrooms. Things like homework passes, treats, iPad time, etc can be earned as a result of accumulating these. Each teacher will be able to draw one star that was collected over the course of the week and provide that student’s name to the office to be read during announcements. That student will also receive a treat.

It is critically important to recognize students for their positive behavior. We encourage students through the slogan, “*Patriots Take Pride in Learning*”. To this end, we give out Patriot Stars to children who follow the Behavior Matrix and demonstrate positive behavior. The Patriot Stars go into classroom drawings and students get recognized each week. Additionally, every quarter we hold a celebration for students who have met the positive behavior goal for that period.

Please take some time to review with your child the positive behavior expectations described on the Behavior Matrix. Ask your student questions to make sure s/he understands the expectations in different places around the school. Encourage your child to **Be Honest, Show Respect, Be Responsible and Be Caring.**

The Heritage Staff appreciates your continued support and involvement in our shared goal of a safe and caring learning environment.

Sincerely
Karen Charters, Principal



Student-Parent-Teacher Contract

The Heritage Elementary School will rigorously challenge all students to achieve their academic potential and to lead productive and rewarding lives. We will achieve this mission with the support of parents, staff and the community.

Student Agreement

- I will come to school every day well rested and on time and remain in school until dismissal.
- I will come to school with necessary materials and prepared to work.
- I will complete all assignments on time.
- I will ask for help or assignments missed when needed.
- I will respect the rights of others at all times.

Parent/Guardian Agreement

- I will make sure my child is well rested and at school on time and remains in school until dismissal.
- I will make sure my child is prepared with the necessary materials and ready to learn.
- I will provide before/after school transportation for additional instruction if needed.
- I will monitor my child's schoolwork and communicate any concerns with my child's teacher.
- I will read, sign, and return progress reports and teacher communications and attend parent/teacher conferences as requested.

Teacher Agreement

- I will teach the Indiana State Academic Standards.
- I will provide a classroom environment conducive to learning.
- I will communicate my expectations, instructional goals, and grading system with parents through conferences, progress reports, e-mails, or by telephone.
- I will provide students who have been absent with missed assignments.
- I will accept and respect the cultural differences of my students.

The principal of your child's school is committed to ensuring a safe and orderly environment conducive to learning. As the instructional leader of the school, he/she will support the teachers in their efforts to teach all students. Opportunities for the establishment and attainment of high expectations will be made available to all students.

Student-Parent-Teacher Contract

I have read the above Student-Parent-Teacher Contract. My signature below acknowledges my agreement to do my part to ensure success in school.

Student Agreement: _____ Date _____

Parent/Guardian Agreement: _____ Date _____

Teacher Agreement: _____ Date _____