



**Pioneer PRIDE is Going Wide...  
Prepared, Respectful, In Control, Determined, and Engaged**

**LITTLE PIONEERS**



**TOGETHER STRONG**

**Student & Parent Handbook 2021-2022**

The purpose of this handbook is to provide basic information regarding the procedures and policies of Heritage Elementary School. It is not intended to be all inclusive. It, along with the Lynchburg City Schools’ Parent/Student Handbook and Lynchburg City Schools’ School Board Policies, are meant to serve as a guide for parents, students, and staff. We encourage you to read these documents carefully and share the information with your child. If you need clarification or additional information, please contact us at 515-5230.

**I. PHILOSOPHY, MISSION AND ORGANIZATION**

- Division Vision:** Tradition of Excellence for All
- Division Mission:** Every child, by name and by need to graduation and beyond
- Division Goal:** Excellence in Achievement, Behavior, Culture, Operations and Personnel
- School Mission:** Helping Every Student Succeed
- School Vision:** Every Child Every Day in Every Way to Individual Success
- School Colors:** Orange and Blue -- show your school spirit every Friday!
- School Mascot:** Little Pioneers
- Motto:** Pioneer Pride is Going Wide
- Hashtag:** #HESRoots&Wings

**Student Pledge (recited daily)**

I am in school to get an education. (responsibility)  
I will listen, follow directions, and do my work. (self-discipline)  
I will be honest and do what is right. (honesty)  
I will treat others the way I want to be treated. (respect)  
I will think about the feelings of others. (kindness)  
I come to school to learn, and I will learn. (work ethic)  
By doing all of these things, I will be proud of myself, and others will be proud of me too!

**Organizational Structure:** Students are assigned to classrooms in grade levels K-5. Each grade level or unit is represented on the Heritage Elementary Leadership/School Improvement Team.

**III. PROCEDURES AND SERVICES**

**Student Hours**

Student Attendance Hours: 8:40 a.m. - 3:55 p.m.

**Contractual Hours**

Administrators' Hours: 8:30-4:30  
Staff Hours: 8:30 -4:30

**Custodial Hours:**

Head Custodian: 7:00-3:30  
Custodial Team: 11:00-7:30

**School Colors and Mascot**

Heritage Elementary School colors are **ORANGE** and **BLUE**. The school mascot is the **LITTLE PIONEER**. The school motto is **HERITAGE PRIDE IS GOING WIDE**. Friday is school spirit day and we encourage the staff and students to wear orange and blue!



**Masks are required by all!**

**Morning Procedures**

Students should not arrive at school before **8:45** a.m. unless the bus schedule provides for an earlier arrival. Prior to this time, teachers are involved in meetings and lesson preparation and are not available to supervise students. Students may arrive at **8:45** a.m.

**Minute of Silence:**

In accordance with the Code of Virginia 22.1-203, the school will observe a minute of silence each day. This will be conducted during the homeroom period.

**Car Riders**

Staff members are on duty in the morning and afternoon to assist car riders. Car riders can begin arriving as soon as staff is on duty in the front of the school but not before 8:45 a.m. All car riders are to be dropped off and picked up in front of the school. Cars must enter at Entrance I and follow the line of traffic to the drop off and/or pick up point. Car riders are not allowed to use the Entrance II. Car riders may be dropped off each morning between 8:45 and 8:55 a.m. and picked up each afternoon between 3:50 and 4:05 p.m. at the main entrance in front of the school. ALL parents/guardians MUST remain in

their vehicles at all times. Parents cannot park and walk their students into the building. **LCS Health Mitigation Plan, VDH and CDC Guidelines will be followed upon students entering and exiting the building.**

**Walkers**

Walkers should be picked up at door number **9** at dismissal. If you park and walk in to pick up your child at dismissal, you will need to go to the side of the building to door number **9**; where the walkers dismiss. Please do not wait in the front lobby to pick up your student.

Grade	Designated Arrival Areas
Kindergarten	Report to kindergarten hall
First	Report to first grade hall
Second and Third	Report to second and third grade hall
Fourth and Fifth	Report to fourth and fifth grade hall

**Buses**

**LCS Health Mitigation Plan, VDH and CDC Guidelines will be followed upon students entering and exiting the building.**

Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. The school assistant principal/principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who cause disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions. If a student’s riding privileges are suspended or revoked, the student’s parents are responsible for seeing that the student gets to and from school safely. The bus driver and/or bus assistant is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student’s assistant principal/principal and provide a copy of the report to the transportation office. For the safety of all students, we expect students to abide by the following rules:

- B**ack to back...bottom to bottom
- U**se a quiet voice
- S**it in your assigned seat

**Tardies/Attendance**

Students arriving after **8:55 a.m.** will be marked tardy and must report to the security desk for a tardy pass. **A total of four unexcused tardies and/or early dismissals (without a doctor’s note) will result in a conference with an administrator. If tardies and/or early dismissals continue, our school social worker will be assigned to assist parents and families with strategies to help with decreasing the number of tardies.** When a child is absent from school, a parent or guardian has **24 hours** of the student’s return to school to submit a note providing reasons and dates. If the school doesn’t receive a note, your child’s absence will be marked as unexcused. Please refer to our attendance policy regarding absences from school.

**Field Trips (Postponed due to Covid-19)**

Trips shall be permitted under the rules and guidelines established by the superintendent. School buses or commercial carriers (charter buses) may be used. Students **must** ride the buses. ~~Students can NOT ride with parents in private cars to school sponsored field trips. Space on our field trip buses (both charter and school) is limited. Parents/guardians wishing to chaperone must send a note to the teacher expressing their interest in serving as a chaperone. Chaperones are selected based on the number needed and the space available. All chaperones must complete a school volunteer application and agree to abide by all division and school rules including those that prohibit the use of alcohol and/or tobacco products and profane or inappropriate language. The application must be approved by the school division prior to the trip. Please allow at least two~~

~~weeks for your application to be processed. Siblings, non-school age children, or school-age children who are not enrolled at Heritage Elementary are not permitted to go on field trips. Please remember that school field trips are **NOT** intended to serve as **vacation/pleasure** trips for students and their families.~~ Field trips are planned to support and enhance our instructional program. Field trip costs for students ~~and chaperones~~ vary depending on the admission fees and transportation costs for the trip. Each student must have written permission from his parents or guardians. At the discretion of the administrative team, a student may lose the privilege of participating in a field trip due to his/her failure to comply with school and classroom rules. Field trips may be canceled at the discretion of the administrative team or if funds are not available to cover the cost of the trip. Scheduled field trip arrival and departure times might change due to circumstances beyond our control. **NO CHAPERONES, PARENTS OR ANYONE OUTSIDE OF HES FACULTY AND STAFF CAN GO ON ANY PLANNED FIELD TRIPS DUE TO COVID.**

#### **Fire Drills Procedures**

Each school holds a fire drill twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

#### **The following procedures will be followed during a drill:**

1. The signal for a fire drill is one continuous blast of the buzzer alarm system.
2. When the signal sounds, all students, staff members, and visitors are required to evacuate the building as quickly and quietly as possible using the nearest exit.
3. Students are to use the proper exits and remain with staff members in designated outside areas until the drill's conclusion.
4. While students are outside the building, there should be no talking or noise so that instructions may be given and heard in the event of an actual emergency.

#### **Lock-Down Drills:**

Each school has a lock-down drill at least twice during the first 20 school days of each school session. Each school holds at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

#### **Severe Weather Drill Procedure:**

In the event of severe weather with strong winds, a plan has been developed to ensure everyone's safety. Staff and students are informed of the procedure each year.

#### **PTO/Parent and Teacher Management Team**

The Parent and Teacher Management Team (PMT) is composed of parents, teachers, and other representatives from the community. This team replaces the Parent Advisory and the Parent and Teacher Organization (PTO). The two have united as one governing body. This team will meet the first Thursday of each month at 6:00p.m. You may go to the link below and join the PMT/PTO Facebook account <http://www.facebook.com/groups/hespmt/>

#### **Heritage Elementary Management Team Officers**

President- TBD  
Vice President - TBD  
Secretary- Lynita Spain  
Treasurer - Kristofer Korby

#### **Parent Management Team Committee Chairpersons**

Volunteer Coordinator- TBD  
Ways and Means (Fundraising) -TBD  
Box Tops -TBD

#### **Volunteer Program (Postponed due to Covid-19)**

Our children are our future. In order to ensure the success of each and every child, the parents and staff of Heritage Elementary School must work together. We invite you to volunteer with us. If you would like to volunteer, please log onto [www.lcsedu.net/community/volunteer](http://www.lcsedu.net/community/volunteer) and complete the form or contact the school for assistance in completing the application.

**Visitor Policy(Postponed due to Covid-19)**

- ~~Parents and guardians are welcome at HES.~~
- ~~Our learning environment will be respected by everyone.~~
- ~~Instruction time is uninterrupted.~~
- ~~All visitors **MUST** check in at the front desk, submit their driver’s license or identification and **MUST** wear a badge while in the building.~~
- ~~Observations within the classroom **MUST** be scheduled with the classroom teacher and/or administrators.~~
- ~~Due to safety reasons, no one is allowed in the building to visit without a visible visitor’s pass and this includes morning drop offs. Parents can NOT walk their child to class after the first week of school.~~

**GUEST**

**Go directly to the security desk**  
**Utilize the security check-in system**  
**Exceptions are not made**  
**Schedule conferences with all staff in advance**  
**Treat our learning environment with respect**

\*\*\*Parent volunteers are always welcome!

**School Safety**

For the purposes of safety and security, anyone entering the building is required to sign in at the security desk. This allows school personnel to acknowledge the visit and give the individual a special visitor’s badge. The badge is to be worn where it is clearly visible. Anyone in the school who is not wearing a badge will be questioned and directed to the security vestibule. When leaving the building, visitors are asked to please remember to sign out and return the visitor’s badge.

**Homework**

A major goal of the Lynchburg City Schools is to assist students in becoming committed to the process of learning. Learning is not restricted to the classroom, but is a continuous process occurring every moment of every day. Homework and home study are vital components of a student’s education. A scheduled time and quiet place for your child to complete his/her homework, study, and read will help ensure your child’s success in elementary school.

The basic objective of homework is the reinforcement and application of previously learned concepts and skills. Therefore, homework assignments will be designed to reinforce and apply knowledge that has already been introduced and explained in the classroom. In grades K-2, homework should not exceed thirty minutes. In grades 3-5 homework should not exceed sixty minutes. In addition to nightly assignments, students may also be given long term projects. Parents are asked to read at least fifteen minutes per night with their child.

**Evaluation of Student Work**

Progress reports will be sent home each nine weeks. In addition, midway through each grading period, students will receive an interim report. Students in kindergarten, first and second grades receive **E** (Exceed), **M** (Meets), **P** (Progressing), **U** (Unsatisfactory) and **S** (Satisfactory). Students in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades receive A, B, C, D and U’s. The issue dates for interims and progress reports are in the next section.

**2021-2022 School Year**

<b>End of Quarter</b>	<b>Dates Report Cards Go Home</b>	<b>Pioneer Pride Assembly Via Zoom</b>
October 7, 2020	TBD	October 15, 2021--K-2nd@2:15-2:45 3rd-5th@3:00-3:30

December 17, 2020	TBD	January 14, 2022--K-2nd@2:15-2:45 3rd-5th@3:00-3:30
March 10, 2021	TBD	March 18, 2022--K-2nd@2:15-2:45 3rd-5th@3:00-3:30
May 27, 2021	TBD	May 27, 2022-- K- 5th@ 9:15am

**Recess**

Students will participate in outdoor recess weather permitting. They should wear appropriate outerwear in order to fully participate in all outside activities. It is important for student safety and comfort that they be dressed appropriately. In the event that the temperature is 32 degrees or below (wind chill factor considered as well) or if the temperature is 95 degrees or higher including the heat index students will participate in indoor activities.

**Art, Movement (PE), Music**

The school has the services of a music teacher, a violin teacher, a movement education teacher, and an art teacher. These programs are offered each week except for movement education (PE), students receive movement education twice every three weeks.

**Virginia Tiered Systems of Supports (VTSS) formerly known as Positive Behavior Intervention Supports (PBIS)**

There are specific behavioral objectives that experience tells us to highlight for students and parents at the beginning of the school year. Our goal is to work together with our parents to help our students learn these lessons early and, thus, avoid any negative consequences for misbehavior. Specifically, we ask parents to support our efforts as students continue to learn how to show the appropriate respect to

1. faculty
2. other students, and
3. other’s property, including school property

While we emphasize rewarding good behavior to teach these lessons, we also recognize that in order to learn these lessons students need clear consequences whenever they choose to misbehave. Minor misbehavior is usually addressed by noting that the student chose to take instructional time to misbehave, so that student is required to give up non-instructional time as consequences. More severe misbehavior and growing patterns of misbehavior often result in in-school or at-home suspensions. If these situations occur, we ask our parents to work with their children and to help their children make better behavioral choices in the future.

Much of the spirit and reputation of a school is reflected by its appearance. Each student must accept responsibility for helping to maintain an attractive building. For this reason, students are not allowed to bring **GUM** to school. For safety reasons, students are not permitted to bring **glass containers** to school.

In addition, students may **NOT** bring **toys, collectable cards, hand held electronics, IPODS, mp3 players, IPADS, Kindles, Nooks, laptops, etc.** When these items get lost or damaged, it disrupts the educational process. Please discuss this with your child. If these items are brought to school, they will be confiscated. Parents will need to come to Heritage Elementary to reclaim these items. It is important to note that bringing any kind of weapon to school (toy or otherwise) is a serious violation of school rules and may result in a suspension.

**Transportation**

It is essential that we know how students are expected to travel to their homes at the end of the day. Whether your child is a car rider, walker, or bus rider, we need to have this information on file. In the event that it becomes necessary for your child to change his/her mode of transportation, the parent is required to notify the school in writing or by phone. We ask that we be notified of all transportation changes/dismissal procedures for your child **no later than** 1:00 p.m. each day.

**Cell Phone Policy**

**The cell phone policy for Lynchburg City Schools was changed effective July 12, 2016.** Students bring personal electronic communication devices on school property at students’ own risk. The Lynchburg City Schools is not responsible for any damaged, missing, or stolen electronic devices. If a student’s electronic device becomes damaged or stolen, the school division will investigate the

incident; however, the school division will not take any financial responsibility for the loss or damage of the student's electronic device or his/her electronic device charges.

Students enrolled in elementary schools may have a personal electronic communication device (e.g. cell phone) in their possession. However, the devices must be turned off and remain out of sight (e.g. in a book bag or locker) throughout the regular school day. These rules and procedures will apply to our before and after school programs as well.

Any inappropriate use of personal electronic communication devices, including but not limited to, inappropriate photographs, text messaging, and recording/videotaping will result in the confiscation of the device. Further consequences could include suspension and possible referral to appropriate authorities.

The principal may authorize restrictions on a student's use of the device that exceed those in this policy, based on a student's behaviors and communicated in writing to the student and parent(s)/guardian(s).

The principal may confiscate the device if needed, and then determine to either return the device to the student at the end of the day or require the student's parent to make an appointment with the principal to retrieve the device.

Violations of the policy regarding personal electronic communication devices on school property may result in progressive disciplinary action as set forth by procedures outlined in Lynchburg City School Board Policy JGD/JGE.

### **Bullying**

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

### **In School Suspension (P-ROC/ISS/AIA)**

Students who do not comply with division/school/classroom rules and procedures can be assigned to In-School Suspension (ISS) by the administrative team. While in ISS, students, under the direction of the ISS supervisor, are expected to complete their class assignments and demonstrate appropriate school/classroom behavior.

### **Out of School Suspension**

Students who do not comply with division/school/classroom rules and procedures are subject to out-of-school suspensions. Students can be suspended for a period of 1-10 days by the administrative team. Re-entry conferences are required for all out-of-school suspensions. A parent/guardian must accompany the student to school upon his/her return and meet with a member of the administrative team or its designee prior to the student's readmission.

### **School Clothes**

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should conform to standards of safety and be appropriate for the learning environment. Clothing that does not meet these standards includes the following:

- \*Loose fitting clothing that could cause safety hazards
- \*Flip-flops and other footwear that are tripping hazards or injury risks
- \*Clothing that exposes or highlights private areas or shows an excessive amount of bare skin
- \*Hats and other head coverings, unless for religious or health purposes

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which includes the display of any apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parent(s)/guardian(s) of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the non complying clothing, change clothes, or go home.

### Lost and Found

To minimize lost articles, please put your child's name on all items of clothing, book bags and lunch containers. At the end of the school year, unclaimed articles will be donated to Good Will.

### School Insurance

Student accident insurance may be purchased by a parent/guardian and an informational brochure will be given to each parent/guardian at registration. Insurance transactions are handled directly by the parent with the company.

### Media Center/Library

The media center is a very important part of Heritage Elementary. All students are allowed to check out books. Library books that are checked out by students are the student's responsibility. Books should be returned on time and in good condition. Additional books may **NOT** be checked out until overdue books are returned. **We do not charge a fee when books are overdue; however, the student MUST pay for any lost books.**

### Cafeteria

The entire school environment, including the cafeteria, lounges, and classrooms, will be aligned with healthy school goals. All students may receive a school lunch at no charge or they may bring a lunch from home. When packing food from home, parents are encouraged to provide healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards of the School Nutrition Program. Students are discouraged from bringing carbonated drinks (soda), chips, candy, and fast food lunches to school. All students are given a student identification number to use to access their accounts. Money is deducted or debited from the account for each cafeteria purchase. Parents are invited to join their students during the lunch period. Please call the school office at 515-5230 to verify your child's lunch schedule. See LCS Wellness Policy P7-51 for more information.

#### Cafeteria Rules: PRIDE....

- I will get all utensils and condiments while in line
- I will practice good manners in line and at the table.
- I will stay in my seat and raise a silent hand for help.
- I will finish eating my food before talking to a friend.
- I will clean up my area even if the trash is not mine.
- I will listen and follow directions.

Students who do not comply with cafeteria rules may be assigned to the silent table.

### Breakfast

**The Food Nutrition Department will provide breakfast for all students in grades K-5 from 8:40 a.m. until 9:00 a.m. each day Monday through Friday. Breakfast is served in the child's classroom for K-5. Once the instructional day has begun, breakfast in NO longer served.**

### Snacks

Snacks are **NOT** a required part of our school day; however, some teachers do allow for snack time. ISS/AIA does NOT offer a snack time. Safety and health issues prevent students from sharing snacks.

### Money

Students are discouraged from bringing extra money to school. They should be advised to keep their money with them at all times. Money should not be left in desks, coats, or lunch boxes. **The school is not responsible for lost or stolen money.** However, every effort will be made to find and return lost or stolen money to the appropriate person.

### Vacations

**Parents are requested to schedule vacations and trips so students will not miss any time from school.** In the event that school time is missed, every effort should be made to keep the loss of school time to a minimum. **The parent/guardian must request approval for foreseeable absences by filing a written request in advance with the PRINCIPAL.** Such requests will be signed and filed by the principal. Principals may grant advance approval for absences up to five days per student during the school year. If more than five days are requested, a petition must be filed with the Superintendent. Failure to seek approval for foreseeable absences will result in the absences being counted as unexcused. It is the student's/parent's responsibility to obtain and complete the missed assignments.

### Early Dismissal



If you need to pick up your child before school is dismissed, a note must be sent the morning of the scheduled day. This note should state the reason for early dismissal and the time the child will be picked up. Parents must also sign their children out. No child will be permitted to leave the school grounds during school hours unless accompanied by a parent or another adult designated by the parent or guardian. Adults are people who are eighteen years of age or over. **Transportation changes must be received by the classroom teacher first thing in the morning.** In case of rare emergencies, if you need to make transportation changes during the school day, please notify the office by phone **no later than 1:00 p.m.** All car riders **MUST** get in the car rider line. Students will NOT be dismissed from the vestibule. Any parent who has a child with numerous early dismissals will have a conference with an administrator.

#### **Student Permission**

**If you want your child to go home a different way than he or she usually does then a note must be sent to the main office. Please do not instruct your child to “tell the teacher.”** Write down the change so there can be no confusion. Unless the teacher has a written note, the child will go home by the usual method. If your child is going home with another student, both students must have signed notes from **BOTH** parents stating this. **DO NOT LEAVE CHANGES TO A CHILD’S DISMISSAL PATTERN ON THE CLASSROOM TEACHER OR MAIN OFFICE VOICEMAIL. YOU MUST SPEAK TO A PERSON.** This will confirm with the parent that the message has been received.

#### **Emergency Contact Information:**

It is the responsibility of all parents and guardians to provide emergency contact information for each child. This information must be part of the emergency medical form. This information must include the name of the person, the person’s relationship to the child, and a current phone number for the contact person. Please be sure that your emergency contacts know that you have listed them on your child’s form.

#### **Change in Addresses**

If your child’s address changes, please log into your Parent Portal and update your address or notify the school office at 515-5230 so that we can update our student records.

**Change in Address (within limits of the City of Lynchburg):** A change in residence within the city of Lynchburg does not require a change in schools if the parent requests and receives permission from the Superintendent and provides their own transportation to and from school. Students who do not comply with these procedures must attend school at their zoned school.

**Change in Address (outside limits of the City of Lynchburg):** A change in residence will require a change in schools if you no longer live in the City of Lynchburg. A student who does not live in the City of Lynchburg cannot attend a Lynchburg school unless he/she has completed a Non-Resident Application, been accepted as a non-resident, tuition paying student, and pays tuition in the amount established by the Lynchburg City Schools’ Board. Tuition for 16-17 was \$3400.00 per child. Tuition is charged (prorated) from the day of the move. Refer to Lynchburg City Schools’ Policy P7-14, R 7-14 for additional information.

In order to determine your zoned school, go to <http://www.lcsedu.net/ourschools/> and click on school finder. Type in the name of the street and submit query. The name of your zoned school will appear on the screen. Do not rely on information from neighbors and friends. If you have any questions about this policy and the required procedures, please contact the administrative team at 515-5230.

#### **Babysitter Hardship**

Refer to Lynchburg City Schools’ Policy P7-12 for additional information regarding this policy. **These applications must be submitted every year for approval by the Superintendent. Applications cannot be submitted after November 30<sup>th</sup> of each school year.**

#### **School Store**

Students are expected to come to school with the appropriate materials for the day. A school store is operated each morning from 8:40 – 9:00 a.m. General supplies are available for all students to purchase such as: pencils, pens, scissors, notebooks, erasers, etc.

#### **School Telephone**

The school telephone number is 515-5230. Student messages are discouraged. Students may **NOT** be pulled from class to receive a telephone call nor to make a telephone call except in cases of extreme emergencies **ONLY**. Arrangements for after-school activities should be made **BEFORE** the child comes to school. Parents wishing to talk with teachers should call prior to 8:30 and after 3:35. Teachers are responsible for students and instruction therefore it is difficult for them to talk during instructional hours. Each classroom has a telephone so messages can be left during the instructional day for the teacher to return the call. **HOWEVER, DO NOT LEAVE CHANGES TO A CHILD’S DISMISSAL PATTERN ON**

**THE CLASSROOM TEACHER OR MAIN OFFICE VOICEMAIL. YOU MUST SPEAK TO A PERSON.** This will confirm with the parent that the message has been received.

#### **Communication**

**Infinite Campus Messenger:** We use an automated calling service to communicate with families. These calls are used to announce school events, changes to the school calendar, and school closings and delays due to inclement weather. We also will use this service in the event of a school-wide emergency. It is essential that we have a current phone number for all of our families. In the event that your phone number changes, please notify the office so that we can update our student records or go into the parent portal of Infinite Campus to update your contact information.

**Monday Folders:** White large envelopes are provided for all students in grades K-5. These envelopes are sent home on Monday afternoons. The folders contain student work, school notices, and information regarding student academic progress and behavior/citizenship. Be sure to read/review the papers in the folders. Parents are asked to sign and return the envelopes on Tuesday of each week.

#### **HES Google Calendar**

All school events can be found on our website on the calendar.

#### **Withdrawal from School**

If it becomes necessary to withdraw your child from school, please notify the main office and your child's teacher. Arrangements will be made for textbooks and library books to be returned.

#### **Accidents/Clinic**

In case of an emergency, first aid is given by the school health assistant or other trained personnel. In all cases of serious accidents or illnesses, every effort is made to contact a parent/guardian. Please contact the office to ensure your telephone numbers are up-to-date. **If we cannot reach you, we will use the emergency contact information you have provided.**

**The clinic cannot administer any medication without permission from a physician.** The clinic is for emergencies and brief waiting periods. A student too sick to stay in the classroom needs to be at home. It is the parent's responsibility to see that his/her child is picked up promptly if the child becomes ill at school.

#### **Conferences**

No form or written report is as effective as a conference with your child's teacher. You may request a conference by contacting your child's teacher or calling the office to make an appointment. The most effective conferences are those that are planned.

#### **Photography/Video**

From time to time teachers and the news media may take photographs or video our students in the classroom setting or as they are engaged in other activities. If for any reason, you DO NOT want your child's picture taken, please complete the Rights/Refusal of Permission form on Infinite Campus. **At NO point are parents allowed to take pictures or video other students while in the school or on field trips for their own personal use.**

#### **Birthdays**

Students are discouraged from bringing and distributing birthday party invitations at school. Classroom teachers are encouraged to recognize student birthdays using a birthday board or classroom display. Individual birthday parties or celebrations are not permitted at school. With advance permission from your child's teacher, a parent may provide a snack for the class at a time and place designated by the teacher. It is important that the snack be approved in advance in order to ensure that health issues such as food allergies are considered. Also, snacks must comply with the standards established by the Lynchburg City Schools' Wellness Guidelines and Policy, P7-51. To ensure the safety of our students, food brought into schools for events must be in original packaging, and it is highly recommended that fresh fruit and vegetables be used for events. An approved healthy snack list is available on the LCS website under School Wellness Resources.

#### **Asbestos Hazard Emergency Response Act (AHER) Awareness**

Environmental Protection Agency (EPA) requires all public schools (K-12) to identify and manage asbestos-containing building materials (ACBM) located inside all school buildings. These requirements range from inspection to maintaining proper records regarding the management of ACBM in schools.

The Local Educational Agency (LEA) must designate a person to ensure that the LEA complies with the AHERA requirements. Some of the designated person’s responsibilities are ensuring that custodial and maintenance personnel are properly trained, hiring accredited inspectors to locate and identify ACBM, maintaining records, notifications and re-inspections on a three-year cycle. Mr. Scott Abercrombie, 515-2346, serves as the designated person for Lynchburg City Schools. A copy of this school’s asbestos report is filed in the school office.

## **SPECIAL PROGRAMS, ACTIVITIES AND EVENTS**

### **Fundraisers:**

School-based fund raisers are planned by the school and our PTO throughout the school year to support our school and our instructional program. Your participation in these fundraisers allows us to plan special events and provide additional resources for students and staff. Thank you in advance for your support and participation!

### **21st Century Community Learning Centers (CCLC) Grant**

The 21st Century Community Learning Center (CCLC) grant program was established by Congress as Title X Part 1, of the elementary and secondary Education Act (ESEA), It was reauthorized by Congress under the No Child Left Behind ct. The purpose of the 21st CCLC program is to establish or expand community learning centers that provide students with academic and achievement enrichment opportunities along with activities designed to complement the students’ academic needs. Also, one of our goals is to offer parental engagement activities through family nights and parent classes. 21st Century Grants are very competitive grants awarded by the Federal Government the current grant cycle is 2016-2019. These grants allow Heritage Elementary to offer free enrichment and remediation to students before and after school. Some of the programs that these funds support are:

- Reading and Math Remediation
- SOL Prep Boot-Camps
- Kindergarten Boot-Camp
- Morning Fitness
- Drum & Flag Corp
- Girls on the Run
- Summer Academy

Clubs: Chess, Cool Science, News Club, Technology, Lego, Game Club, and Culture & Cooking.

### **Pioneer Pride Assemblies**

At the end of each nine-week grading period, we will meet to recognize Good Citizens, Promising Pioneers, honor roll students, students who have read 100 books (Prek-1<sup>st</sup>), met the 40 Book Challenge reading requirements (1<sup>st</sup> -5<sup>th</sup>) and math awards. For more information contact the school.

Pioneer Pride Assemblies are scheduled via zoom for the following dates and times:

### **2021-2022 School Year**

<b>Pioneer Pride Assembly Via Zoom</b>
October 15, 2021--K-2nd@2:15-2:45 3rd-5th@3:00-3:30
January 14, 2022--K-2nd@2:15-2:45 3rd-5th@3:00-3:30
March 18, 2022--K-2nd@2:15-2:45 3rd-5th@3:00-3:30

May 27, 2022-- K- 5th@ 9:15am

### **The “A” Team**

Each child in grades 3-5 is eligible to become a member of this team by receiving A’s in all subject areas during any nine-week period.

### **Special Education**

Special education resource teachers work with identified students.

### **Title I Program**

Heritage Elementary will operate under a school-wide Title I program. This program has allowed us to implement several new instructional opportunities, as well as reduce class size for various grade levels. Highlights of this program include the school wide events for parents and students, Level Literacy (LLI) used by Title I teachers, Letterland for kindergarten students, educational materials for classrooms, and a parent resource center. For more information about this program contact the school.

**ELL (English Language Learners):** The school has a full time and part time ELL teachers who support students learning English as a second language.

**School Pictures: Fall Pictures, Sep 29, 2021 and Spring Pictures, March 30, 2022**

**Day Treatment:** We partner with Horizon Behavioral Health to offer Day Treatment Services for qualifying students. Mental health professionals are on-site to assist these students as needed.

### **Live Y’ers Before and After School Program**

This program operates on the school calendar. The program is located at Sheffield Elementary School. The hours are 6:30 a.m. until school begins at 8:40 a.m., and from the end of the school day at 3:55 p.m. until 6:00 p.m. The program provides physical activities, games, homework/tutoring and character development. Financial assistance is available for qualifying families. For more information, contact YMCA Child Care Department at 847-8750.

### **Kindergarten Team:**

Mrs. Julie Speck, Ms. Emily Gatzke, Mrs. Nina Briggs and Mrs. Alethea Lindauer

### **First Grade Team:**

Ms. Marissa Geraty, Mrs. Susan Lees, Ms. Monica Hernick and Mrs. Kristin Banks

### **Second Grade Team:**

Mrs. Stacy Irvin, Ms. Wendy Ozmar, Mrs. Sherrie Wilson and Ms. Natalie Carroll

### **Third Grade Team:**

Ms. Amy Stone, Mrs. Heather Mullins, Mr. Deron Jefferson and Mrs. Julia Johnson

### **Fourth Grade Team:**

Mrs. Katherine McGuire, Mrs. Jaime Cooksey and Miss Desiree Coulter

### **Fifth Grade Team:**

Ms. Dorrie Self, Ms. Emma Hager and Mr. Francis Cairns

### **Special Education Team:**

Ms. Susan Godsey, Ms. Kaitlyn Bechtel, Mrs. Darlene Walker and Mrs. Courtney Lohr

### **Title I Team:**

Mrs. Tiffany Ellis, Mrs. Santana Knight, Mrs. Katherine Mae McGuire and TBD

### **Resource Team:**

ELL

Mrs. Sarah Brasher and Ms. Erin Carson

Art

Ms. Melissa Scott

Music	Mr. Stacey Tyler
Movement	Mr. Jacob Heidorn
Violin	Mr. Greg Childress
<b>Instructional Assistants Team:</b>	
Teacher Assistants	Mr. David Hutchinson and Ms. Tarshe Buggie
Title I	Mrs. Lynita Spain, Mr. Sykes and TBD
Special Education	Ms. Paulette Ford, Mrs. Jessica Korby and Mrs. Collet Green
EIRI Assistant	Ms. Cheatham
Kindergarten Assistants	Mrs. Marie Brown, Ms. Alexis Gregory, Ms. Bonnie Walker, Mrs. Lisa Bowyer and TBD
<b>Custodial Team:</b>	
Head Custodian	Mrs. Lenore Herndon
Custodians	Ms. Patricia Heater
<b>Cafeteria Team:</b>	
Cafeteria Manager	Mrs. Sandy Travis
Cafeteria Staff	Ms. Doris Hill
<b>Other Team Members:</b>	
Principal	Mrs. Sharon J.S. Anderson
Assistant Principal	Mr. Daniel Boyers
Secretary	Ms. Leilani Sanchez
Media Specialist	Ms. Janet Jackson
Lead School Counselor	Mrs. Karen Heaphy
School Counselor	Mrs. Hannah Baker
Technology Specialist	Mrs. Tina McAlexander
School Nurse	Mrs. Veronica Douglas
Truancy/Security Officer	Mrs. Colby Dixon
21 <sup>st</sup> Century Coordinator	TBD
Literacy Coach	Mrs. Tiffany Ellis
Lead Math/Gifted Coach	Mrs. Kary Wills
Behavior Coach	Mrs. Ashley Burks
Social Worker	Mr. Mark Clemons
Psychologist	Mrs. Melinda Tilley
Behavior Analyst (BCBA)	Mr. Richard Ferguson

Lynchburg City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Flora Cardwell, Director of Human Resources  
 434-515-5050