

Instructional Program

All students will be actively engaged in rigorous core instruction each day. Our staff plans diligently each week to ensure all members of a grade level have a common understanding of what it is we expect students to know and be able to do and what mastery will look like for each standard. In addition, staff address the questions of what they will do for students who may need additional support or those who may have already mastered the standard.

Communication

As a staff we believe communication is essential as we build the partnership between home and school. We have established several ways of communicating with parents:

HES HERO - sent to parent email and phone via text

HES Website – wcpss.net/heritagees

Grade Level Websites

Teacher Weekly Newsletters

Talking Points

Monday folders – school related information ONLY

Parent Conferences – at least 2x a year

Interim Reports – mid quarter

Report Cards – every 9 weeks

If you have questions or comments not addressed in any of these modes, please email your child's teacher.

Grading Scale

Each student's performance level is determined by their ability to demonstrate mastery on a prescribed set of standards. Work habits and conduct grades are separate from the student's content proficiency.

Level 4 – Extends targeted grade level standards.

Level 3 – Demonstrates proficiency of targeted grade level standards.

Level 2 – Inconsistent and needs support to meet targeted grade level standards.

Level 1 – Insufficient performance of targeted grade level standards with support.

The Rating Scale for Conduct and Work Habits rates students with a 1 through 3, where students receive:

Level 3 – meets expectations

Level 2 – inconsistently meets expectations

Level 1 – does not meet expectations

Homework Policy

Homework is aligned with the NC Standards and teacher lessons. Any work given to students has been explained, with examples presented during class. Please understand that the times given for homework are guidelines. However, the length of assignments may vary depending upon projects, tests, or other variables. If your child consistently takes much longer than the recommended time to complete homework, please contact your child's teacher so a solution can be found. Homework is checked for completion and is reflected in work habits. Finally, understand that homework may not be given every day. Your child's teacher sets guidelines that have been explained to students and communicated to you. Also, work that is given over time such as projects or research may affect whether or not students have work each evening. It is helpful, of course, if students do a little bit of work at a time, rather than waiting until the day before the project/work is due.

***All students in grades 3-5 will receive a student agenda where homework is recorded daily. Parents are encouraged to check agendas nightly.**

KINDERGARTEN Reading 20 minutes per day by the parent or child. Other assignments may be sent home as the year progresses.

GRADE 1 20 minutes per day to include reading

GRADE 2 20 minutes per day PLUS 15 minutes of daily reading

GRADES 3-5* Approximately 50 minutes per day, which includes daily reading

Behavior Expectations

Heritage Elementary staff and students have established 4 overarching behavioral expectations for all members of our school community aligned to The Positivity Project:



High Expectations
Engaged Learners
Responsible
Other People Matter

Specific desired behaviors are outlined for each area of our campus based on these four expectations. Expectations are taught at the beginning of each year and reviewed when students track back in. We will hold quarterly award ceremonies to recognize 1-2 students per class demonstrating the identified expectations for that quarter. If at any time a student is demonstrating difficulty meeting these expectations, staff may impose a consequence that may include speaking with the student, notifying parents, or having a parent conference. If a major infraction occurs, the student may be sent to the office for administration to determine the necessary course of action. It is desired for all students to remain in their classroom to receive their instruction; however, if behavior is creating a disruption or unsafe environment for other students, they will be removed.

Media Center

The media center has opportunities for classes to sign up weekly for circulation.

Technology

Computer: Students in grades 2-5 will be issued a WCPSS Chromebook for instructional purposes. Students will be taught digital safety and protocols. Students should never share their password nor loan their device to another student. Devices will be confiscated if found to be used for non-instructional purposes.

Cell Phones/Smart Watch: Students are permitted to have cell phones at school, however, they are to remain in their bookbags. There is no reason for students to have the cell phone on their person or out during the school day. If students have a Smart watch or Gizmo is it preferred they do not wear it to school. If they do wear it they are NOT to use the communication capabilities or use it to take pictures or video during the school day. If a student is using their cell phone or smart watch to communicate during the school day without teacher permission, they will first receive a warning and after that the device will be taken and the guardian can make arrangements to pick up the device. If there is a transportation change, all communication between guardian and student should come through the office.

Specials

Students will attend Art, Music, and PE weekly as an enhancement to the core curriculum. In addition, students will attend Media and Guidance lessons.

Procedural Items

Cafeteria

WCPSS has two payment options for families to cover the cost of breakfast (1.50 daily) and/or lunch (3.00 daily):

Pay online: Go to www.MySchoolBucks.com or call (855) 832-5226 to enroll. You'll need your child's Powerschool number, available in your registration materials or at your school. Once your account is established you may: Securely deposit funds to your child's account, check balances, and set spending limits.

Check or Cash: - Parents may send a check to school with their child. The checks should be given to the Cafeteria Manager first thing in the morning. Checks should be made out to HES Lunch Program. Please try to maintain a balance in your child's account so that no one is disappointed at lunchtime.

Food Sharing:

Due to the increasing frequency and intensity of allergic reactions that impact students in the educational environment, students at Heritage Elementary are prohibited from sharing personal food (snack and lunch).

Celebrations

Parents may provide individually, store-bought treats or tokens for students to celebrate with their classmates. Please refrain from distributing invitations of any kind at school.

Visits at Lunch

Parents and guardians are invited to join students during their lunch after the 2nd week of school for each track. You must sit at the back table with your student only. While visiting campus, please refrain from taking any photos as we must protect the confidentiality of all of our students.

Food Deliveries

Food deliveries from Uber Eats, DoorDash, etc. will not be accepted for students.

Bell Schedule

The instructional day for students is 8:25 a.m. – 2:55 p.m. Students may enter the building beginning at 7:55 a.m. We encourage all students to be on campus by 8:15 a.m. so they have time to unpack their bookbag and prepare for the day. Instruction will begin promptly at 8:25 a.m. If a student arrives after 8:25 a.m. they will be considered tardy and an adult must sign them in at the office prior to going to class. Frequent tardiness has a negative impact on the progress of the child that is tardy as well as the entire class due to the disruption it causes.

Arrival

There are 3 ways to **arrive** on campus:

Bus/Vans/Cabs – WCPSS transportation is a privilege that is provided to WCPSS students. Students must demonstrate appropriate behavior while on the bus to ensure the safety of all students. Students are expected to remain in their assigned seats, talk only to the students next to them and to keep their hands and feet to themselves. If a student fails to follow the WCPSS bus expectations:

- First infraction - The driver will discuss any “rider expectations” infractions with the student and document the discussion with the student.
- Second infraction - The driver will discuss the infraction with the student and document the discussion with the student. Transportation will send a letter to the parent describing the infraction.
- Third infraction - Transportation will make a referral to the principal for intervention.

Disciplinary actions for students who are referred to school administrators for unsafe behavior on the bus will follow along the lines of how discipline is handled in school. The first referral from transportation is sent to school administrators after the bus rider has had two opportunities to correct the bus driver's concerns through communication between the bus driver and student. This could include suspension from riding the school bus. Please visit the WCPSS website for more information on the Transportation Code of Conduct. <https://www.wcpss.net/Page/5304>

When the bus arrives on campus students will enter through the cafeteria. If they need to eat breakfast at school, they will do so immediately. All other students will walk directly to their classroom.

Carpool – If you choose to use the carpool system, please help us in enforcing the carpool procedures outlined below. With all of us working cooperatively, carpool will be more efficient for students and parents.

Procedures:

- Enter the carpool lanes through the front of the school.
- Students should unload ONLY in designated areas.
- All students should exit the car from the driver's side to avoid crossing in front of cars.
- Cars should proceed forward until the car in front stops, please do not stop at random places in line.
- Cell phone use is prohibited when driving through the carpool line. Full attention needs to be devoted to driving, especially with children in the area.
- Siblings who attend Heritage Middle School cannot be dropped off at Heritage Elementary and then walk to the middle school and vice versa.
- Do not pull out and pass cars in front of you.

Walkers/Bikers – We encourage families to utilize the greenway path to access our school campus. However, parents must accompany students across the crosswalk and up the sidewalk of the bus loop to enter the building through the cafeteria.

Dismissal

This is a very busy time of day. It is imperative that students are aware of the way they are to go home each day and that it remains consistent. If a change is necessary during the instructional day, parents must call the office prior to 2:30 pm. Students will not be called to the office after 2:30 pm until dismissal is complete.

There are 4 ways students will be dismissed:

Bus/Cab/Van – WCPSS transportation is a privilege that is provided to WCPSS students. Students must demonstrate appropriate behavior while on the bus to ensure the safety of all students. Students are expected to remain in their assigned seats, talk only to the students next to them and to keep their hands and feet to themselves. Bus students will be dismissed from their classrooms once their bus arrives on campus between 2:55 and 3:25. All students who ride a bus must have a WCPSS issued bus tag. Buses are assigned based on the student's address. In order to ensure the safety of students, they may NOT change routes for any reason. Bus drivers will NOT discharge a **Kindergarten or 1st grade student** at a stop unless a responsible person is present at the stop for that particular student. The student will be brought back to school for the parent to pick up.

Carpool – Students will be dismissed from their classrooms at 2:55 p.m. All students must know their carpool # in order to expedite the process. If you need a carpool #, please stop in the front office.

Procedures for Efficient Carpool:

- Morning carpool will proceed in front of the building. Afternoon carpool will proceed past the school around to the back of our campus.
- Parents will be issued a carpool number that needs to be displayed **at all times** while going through carpool.
- Please help your child learn his/her number. Students will not be released to anyone, including parents, in the carpool lane without the current Heritage ES issued carpool tag displayed in the car.
- Parents should go through the carpool line in the afternoon to get their child, rather than parking in the front area and coming into the school to get their child.
- You should not pick up your child early to avoid the carpool line.
- Cell phone use is prohibited when driving through the carpool line. Full attention needs to be devoted to driving, especially with children in the area.
- Afternoon carpool, students will enter their car on the right (behind the front passenger).
- Do not pull out and pass cars in front of you.

- Join with neighbors in rotating carpool duties.
- Please leave your dog at home for the safety of all students and staff. If your dog must ride in the car, please be sure it is secured inside of the vehicle.

Walkers/Bikers – Parents of walkers/bike riders may meet their student/s at the cafeteria doors in the bus loop. Parents will be asked to sign their child/ren out each day.

YMCA After-school Care – The YMCA provides after school care at our site. You may access this link <https://www.ymcatriangle.org/schools/heritage-elementary-after-school> for more information.

All parents are asked to consistently follow the school's dismissal procedures. Consistent procedures allow for orderly, efficient, and safe entry and dismissal of all students. Please familiarize yourself with the afternoon carpool procedures on our website.

Early Pick-up

It is important for students to attend school for the full day as instruction occurs right up until 2:55 pm each day. However, we realize that occasionally you will need to pick up your child for doctor appointments, illness, etc. If you are checking out a student early from school, you will need to let the office staff know the reason for early check out. Please also keep in mind the following:

- Persons picking up children **MUST** sign them out at the main entrance. **Any restrictions to persons picking up your child should be communicated to both the teacher and the office.** Also, if there is any other person other than the parent or legal guardian who has permission to check your child out of school, their name and signature should be on the Student Locator Sheet, which is on file in the school office.
- If your child attends after care, please let the facility know that you picked up your child early from school.
- **A photo I.D. is required when checking a student out of school...no exceptions...this is for safety reasons.**
- Parents should ring the bell, wait to be buzzed in by the office. Once parents sign their child out on the system, the front office will call the child to the office where the guardian can wait for their student.
- Instruction will not be interrupted after 2:30 each day to call for students leaving early.
- **Early pick up should NOT be used as a means to avoid the carpool line.**

Student Absences

Attendance at school is imperative when students are well.

- Students must be in attendance at school at least half of the instructional day, which is 11:55 am for them to be counted as "present."
- If you request an "educational absence," you must complete the Wake County *Request for Excused Absence for Educational Reasons*, form and return it to the office for principal review **two weeks prior to the absence**. The following information should be included on the form: the nature of the absence, location, and dates, and a connection to your child's curriculum. The principal will review this form and approve those that follow Wake County's guidelines for "educational absences." Please note that a planned trip must have an educational intent from the beginning, correlate with the curriculum and be an extension of the classroom curriculum activities. *Trips to Disney World, ski trips, cheerleading camps, etc. are not considered excused educational absences.*
- Please be careful when scheduling trips near testing dates, even if the trip is for an educational reason, it may not be approved if it occurs during testing windows. A testing calendar is available on our website (please note that the testing calendar is subject to change based on state regulations). The EOG testing window is typically the last 10 days of the school year.
- An absence is excused under the following conditions if communicated to the teacher within 2 days of the absence: Policy 6000.3

- Illness or injury, where the student is unable to attend school.
- Isolation ordered by the State Board of Health or Wake County Health Department.
- Death in the immediate family.
- Medical, dental, or other appointment with a health care provider (send note from health care provider).
- Court – when the student is under subpoena.
- Religious holiday for student's/parent's religion.
- Participation in a valid, prior-approved educational opportunity (completed form is required ahead of time).

Absences not falling under one of these reasons listed above are listed as “unexcused.”

Finally, you should send a note to school with your child upon return after each absence. Absences not classified as excused in 6000.3 are unexcused. The student is responsible for submitting a note/email signed by the parent citing the reason for an absence to the principal's designee (teacher) within two (2) days of the student's return to school. It is NOT necessary to call the school when your child is absent; a note upon return is all that is required.

NOTE: Students will be provided missed work upon their return to school. Work will not be provided prior to any absence.

Dress Code

While we do not want to dictate what students wear to school, it is important that they see school as a place for learning and are not being distracted by what others are wearing. It is for that reason that we ask parents to continue to use their good judgment with regard to student dress. **Sneakers are highly encouraged for safe play on the playground and during PE.** Students wearing flip flops will not be allowed to play on the playground equipment. We ask for your cooperation in helping to set a proper atmosphere for learning.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates this dress code, the principal or his/her designee will contact the parents and request that they bring a change of clothes for the student.

Please dress your child appropriately for the weather conditions. It might be helpful for your child to keep an old jacket or sweatshirt in their backpack.

Medication

Any student needing to take medication at school must have a completed Parent Request and Physician Order for Medication (1702) on file. The 1702 form is available from the office and the Heritage Elementary School website under the resources tab. This includes both prescription and over-the-counter medication.


You will be notified when your child's medication is running low. Parents must check in medication with the front office. Students are not allowed to transport medicine to school, with the exception of inhalers.

Personal Items

All personal items should be **labeled** with the student's name. If a student brings in an item(s) from home, the school is not liable if it is lost or stolen or broken. If the item from home causes a distraction to the students(s), the item will be confiscated by school staff. For the first infraction, items will be returned at the end of the day to take home. On the second occurrence, the item will remain at school until the last day of school or parent pick up. We ask for your cooperation in this matter.

Volunteers

We recognize the valuable contributions that school volunteers make to the learning process and the educational goals of the school system. Instructional programs are enhanced through the contributions of students' parents, community members, and local business and industry. All volunteers must complete a screening including a criminal history check and sexual offender registry check. You can access the registration at www.wcpss.net under the Community tab.

HERITAGE ELEMENTARY SCHOOL H.E.R.O.					
		CLASSROOM	CAFETERIA	SPECIALS	HALLWAY
H High Expectations	Bravery, Self-Control Optimism, Prudence Perseverance, Integrity Social Intelligence, Purpose Leadership	Do your best work. Never give up!	Go directly to your assigned table row. Pick your seat and prepare for lunch.	Do your best work. Never give up!	Go directly to your designated location
E Engaged Learners	Curiosity, Creativity, Enthusiasm, Love of Learning,	Be present. Be curious and ask questions.	Mind your manners while eating. Only talk with others sitting beside or in front of you.	Be present. Be curious, try new things.	Quiet not to disturb engaged learners Listen/watch for directions
R Responsible	Open-Mindedness, Gratitude, Kindness	Have your materials ready. Use positive words and actions.	Get everything you sitting need before down. Put everything away when you finish (clean up).	Be safe and respectful with the use of all materials Use positive words and actions.	Walk on 3rd tile from the wall
O Other People Matter	Teamwork, Being Present and giving others my attention, Forgiveness, Perspective, Knowing my words and actions affect others, Supporting others when they struggle, Love, Humility, Humor, Fairness, Appreciation of beauty and excellence, Other people mindset, Identifying and appreciating the good in others	Be mindful of how my words and actions affect others. Celebrate each others differences	Respect your own and others personal space	Be supportive of others Celebrate each others differences	Respect your own and others personal space Face forward

Track Calendar 2024-2025

Track 1

July 8 - September 6
September 30 - December 6
January 6 - March 7
March 31 - May 29

Track 3

July 8 - July 26
August 19 - October 18
November 12 - December 20
January 6 - January 24
February 17 - April 17
May 12 - June 26

Track 4

July 29 - September 27
October 21 - December 20
January 27 - March 28
April 22 - June 26

Teacher Workdays (no school for students):

November 5
June 19

Holidays (no school for students):

September 2
November 11
November 27-29
December 23 - January 3
January 20
April 18
May 26