



# Heroes Elementary School

## *Student Handbook*

Mrs. Kristi Holloway, Principal

Mrs. Kristin Hill, Assistant Principal

Mrs. Aja Ledford, Assistant Principal

4001 Highway 332  
Hoschton, GA 30548  
Phone: (706) 654-5013  
Fax: Coming soon

### **Vision-**

Our vision is to excel nationally in academics, arts and athletics, fostering the development of well-rounded individuals who contribute positively to society.

### **Mission-**

Our mission is to strive for continuous improvement and excellence in achievement, performance, and life preparation for all students.

### **Commitments-**

At Heroes Elementary, we are committed to:

- Using professional research and student data to guide our instruction.
- Personalizing the learning experience by knowing each student as an individual.
- Collaborating in supportive, solution-focused teams.
- Creating an environment that is welcoming, nurturing and safe.
- Establishing parent and family connections that support our work with students.
- Lifting each other up through both challenges and celebrations.
- Working together to build a school that we are all proud to be a part of!

## Heroes Elementary School Contact Information

### **Principal**

Kristi Holloway

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### **Assistant Principal**

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### **Instructional Coach**

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### **Bookkeeper**

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### **Registrar/Receptionist**

Jodi Sears

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### **Secretary/Receptionist**

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### **Counselors**

Lexi Hunsbusher

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Mindi Kiewert

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### **Media Specialist**

Christa Cliver

[christa.cliver@jcass.us](mailto:christa.cliver@jcass.us)

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### **School Website**

<https://hes.jacksonschools.org/>

### **SOCIAL MEDIA**

For school updates and information, follow us on Facebook at Heroes Elementary School.

## *Student Information*

This handbook contains important information regarding policies and procedures for both HES and the Jackson County School System. This portion of the handbook is to inform students, parents, and school personnel of school and system policies and procedures in an effort to help provide a productive learning environment for all students. However, despite our best efforts, this handbook cannot address every possible circumstance that could arise. Therefore, our administrative team reserves the right to change or adapt policies and procedures that are in the best interests of the education and safety of our students. We encourage students and parents to review this handbook in order to become familiar with the policies and procedures of our school and system.

### ACADEMIC EXPECTATIONS

Heroes Elementary School has high expectations for ALL students. We want all children to thrive, grow, and achieve at their full potential. We are here to work together to support the highest quality educational experiences and learning opportunities.

We expect our Heroes students to be **RESPECTFUL, RESPONSIBLE, and SAFE** at all times:

1. Do your best!
2. Come to class on time and ready to learn every day.
3. Show respect for ALL (yourself, students, teachers and staff).

Standards have been set by the staff to advance from one grade to the next. It is very important that students make every effort to meet and exceed these standards. We are here to partner with families and support students in reaching high goals for learning!

### ATTENDANCE

The school day begins at 7:40 a.m. and ends at 2:40 p.m. The school doors will open at 7:10 a.m. each day. Any student arriving in the classroom after 7:40 a.m. is tardy and will need to report to the office accompanied by a parent/guardian to sign in and get a tardy permit before going to class. Regular and punctual attendance is essential if students are to receive the maximum benefits from the instructional program.

(O.C.G.A. 20-2-690.1) Georgia law requires that every parent or guardian of a child between the ages of five and sixteen “shall enroll and send such child or children to a public school ...and such child shall be responsible for enrolling and attending...school.” Student attendance is critical to student success at school. Please make attendance a top priority (while protecting your child and others) and teach your child the importance of having good attendance. When your child has to be absent, please send in a note or doctor’s excuse.

Students must be free of the following symptoms for **24 hours**; fever, vomiting, diarrhea. Excessive absences may result in the loss of valuable learning time, a decline in student interest, and even retention. Upon returning to school, students should provide a written excuse from a parent/guardian, doctor or agency. If you know your child will be absent for an extended time, please contact the teacher to keep your student on track with learning through digital tools or assignments, so that he/she does not fall behind.

Students are expected to make up missed work, regardless of the reason for the absence. It is the student's responsibility to obtain and turn in missed assignments to the teacher. Teachers will establish timelines for make-up work to be turned in for credit.

You may read the full attendance policy online at <https://www.jacksonschoolsga.org>. At the top of the page, you will click on the "Departments", and then you select "Student Support & Attendance".

### BEHAVIOR, CODE OF CONDUCT & DISCIPLINE

Students are governed by the policies, regulations, and rules of the Jackson County School System. These are applicable in school, on the way to and from school, and at any school activity on or off school premises. Governing rules, regulations, and policies are published and disseminated to school personnel, parents, and students at the beginning of the school year called the Student Code of Conduct. Students and parents should understand that compliance with the rules in the Code of Conduct is mandatory. The Jackson County Schools Code of Conduct can be found online at <https://www.jacksonschoolsga.org>. At the top of the page, click on the "Parents & Students tab" to find the JCSS Code of Conduct.

The staff of HES believes in providing clear expectations and support for student behavior so that every child can learn. We will work together to maintain an excellent atmosphere for learning. We appreciate your help and support in establishing positive routines and supporting expected behaviors for student success.

### Positive Behavior Interventions and Supports (PBIS)

Heroes Elementary School has implemented Positive Behavior Interventions and Supports (PBIS). PBIS is a proactive approach to behavior that emphasizes positive strategies for preventing and responding to problem behavior. This universal school-wide prevention strategy has become increasingly popular and has a multi-tiered model of prevention providing support at the primary (school-wide), secondary (classroom), and tertiary (individual) levels. This model is intended to decrease challenging behaviors and increase positive social and behavioral skills, school climate, and academic achievement in the school setting and on the bus.

|                      | MAIN OFFICE                                                                                                                                                             | HALLWAYS                                                                                                                                                                | CAFETERIA                                                                                                                                 | MEDIA CENTER                                                                                                                                                             | GYM                                                                                                                                                        | PLAYGROUND                                                                                                                                                      | BATHROOM                                                                                                                                                    | CAR/BUS                                                                                                                                           |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>P</b><br>PRIDE    | <ul style="list-style-type: none"> <li>Know why you are going to the front</li> <li>Use positive and respectful language</li> <li>Offer a greeting to adults</li> </ul> | <ul style="list-style-type: none"> <li>Look don't touch, stand tall and off the wall.</li> <li>Voices off in the hallway and respect others who are learning</li> </ul> | <ul style="list-style-type: none"> <li>Use your manners</li> <li>Keep a clean space</li> <li>Appropriate voice level</li> </ul>           | <ul style="list-style-type: none"> <li>Take care of books and materials</li> <li>Return furniture after using it</li> </ul>                                              | <ul style="list-style-type: none"> <li>Respect equipment</li> <li>Follow good sportsmanship</li> </ul>                                                     | <ul style="list-style-type: none"> <li>Be a leader by including everyone</li> <li>Follow playground rules</li> <li>Take care of playground equipment</li> </ul> | <ul style="list-style-type: none"> <li>Respect others privacy</li> <li>Keep it clean</li> <li>Report any issues to an adult</li> </ul>                      | <ul style="list-style-type: none"> <li>Walk quickly and quietly</li> <li>Keep buses clean</li> </ul>                                              |
| <b>A</b><br>ATTITUDE | <ul style="list-style-type: none"> <li>Quiet voices</li> <li>Greet office staff</li> <li>Use good manners</li> </ul>                                                    | <ul style="list-style-type: none"> <li>Be respectful to student learning</li> <li>Walk with purpose (keeping hands to self)</li> <li>Quiet voices</li> </ul>            | <ul style="list-style-type: none"> <li>Greet Adults</li> <li>Say please and thank you</li> <li>Clean up your area and yourself</li> </ul> | <ul style="list-style-type: none"> <li>Build a passion for reading</li> <li>Respect for materials and people</li> <li>Remain on task and be helpful to others</li> </ul> | <ul style="list-style-type: none"> <li>Sportsmanship looks like:</li> <li>Positive attitude</li> <li>Use kind words</li> <li>Encourage others</li> </ul>   | <ul style="list-style-type: none"> <li>Include others</li> <li>Use kind words</li> <li>Make good choices</li> </ul>                                             | <ul style="list-style-type: none"> <li>Respect others privacy</li> <li>Clean up after yourself</li> <li>Set an example for others</li> </ul>                | <ul style="list-style-type: none"> <li>Greet bus driver and corridor staff</li> <li>Be alert</li> <li>Use kind and appropriate words</li> </ul>   |
| <b>W</b><br>WORK     | <ul style="list-style-type: none"> <li>Go straight there- straight back!</li> <li>Wait quietly</li> <li>Tell an adult the reason for being there.</li> </ul>            | <ul style="list-style-type: none"> <li>Walk to your destination</li> <li>Hands to yourself</li> <li>Move quietly</li> </ul>                                             | <ul style="list-style-type: none"> <li>Move quietly</li> <li>Eat your own food</li> <li>Clean up after yourself</li> </ul>                | <ul style="list-style-type: none"> <li>Return your books</li> <li>Find books that you want to read</li> <li>Find a cozy spot to read</li> </ul>                          | <ul style="list-style-type: none"> <li>Enter and listen for instructions</li> <li>Play by the rules</li> <li>Be an active participant</li> </ul>           | <ul style="list-style-type: none"> <li>Have fun!</li> <li>Line up immediately</li> <li>Remember to bring your water bottle</li> </ul>                           | <ul style="list-style-type: none"> <li>Use the restroom quickly and go straight back to class</li> <li>Speak quietly</li> <li>Wash and Dry hands</li> </ul> | <ul style="list-style-type: none"> <li>Give notes to your teacher</li> <li>Be an active listener</li> <li>Keep your bus calm and quiet</li> </ul> |
| <b>S</b><br>SAFETY   | <ul style="list-style-type: none"> <li>Play in kid-friendly areas</li> <li>Don't touch things that don't belong to you</li> </ul>                                       | <ul style="list-style-type: none"> <li>Feet are walking, hands are down and eyes are forward</li> <li>Walk on right side</li> <li>Never open an outside door</li> </ul> | <ul style="list-style-type: none"> <li>Play in your seats</li> <li>Hold your hand for help</li> <li>Keep area clean</li> </ul>            | <ul style="list-style-type: none"> <li>Replace books where you found them</li> <li>Use quiet voices</li> <li>Follow instructions of Media Specialist</li> </ul>          | <ul style="list-style-type: none"> <li>Use equipment appropriately</li> <li>Hands/feet to self</li> <li>Wait for all instructions before moving</li> </ul> | <ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>Use equipment appropriately</li> <li>Line up when called</li> </ul>                      | <ul style="list-style-type: none"> <li>Use water for only washing your hands</li> <li>Wash your turn</li> <li>Throw trash in can</li> </ul>                 | <ul style="list-style-type: none"> <li>Look both ways</li> <li>Staying in your seat</li> <li>Quiet voices</li> </ul>                              |

Student reflection forms and behavior referrals are used to notify parents when there is a problem that needs to be corrected in order to ensure the best possible learning atmosphere. It is the student's responsibility to present this reflection form or discipline referral to the parent(s) and bring it back signed the following school day.

#### 7 MINDSETS: SOCIAL EMOTIONAL LEARNING (SEL)

In addition to PBIS, Heroes Elementary School has implemented the 7 Mindsets Social Emotional Learning Curriculum. The 7 Mindsets Curriculum is a research-based, consecutive series of web lessons geared towards guiding students towards self discovery and self growth through exploration of these 7 concepts. It is rooted in answering the question: What do the world's happiest and most successful people have in common? HES students engage with the 7 Mindsets lessons both in the classroom setting as well as through specials. Jackson County has adopted the curriculum and language of the 7 Mindsets throughout the county.

#### STUDENT-TO-STUDENT HARASSMENT

At HES we respect individual differences, which exist among us. Students are not to harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students physically, mentally, or emotionally. Actions such as name calling, unwelcome physical contact, and insults are detrimental to a positive school environment, and will not be tolerated. Students are expected to treat each other with courtesy and respect at all times.

#### WEAPONS

It shall be unlawful for any person to carry, possess, or have under control any weapon within a school safety zone or at a school building, school function, on school property or on a bus or other transportation furnished by the school system.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, numb chuck, shuriken or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, any stun gun as defined in O.C.G.A. 16-11-106.

Punishment: A fine of not more than \$10,000; imprisonment for not less than two nor more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. 15-11-37.

#### SEARCHES

The school administration reserves the right to search a student's desk, book bag, purse, or person when they have a reasonable basis to believe that a search will result in the finding of evidence dealing with gross disobedience or misconduct. School administration will be accompanied by an adult witness.

#### SCHOOL WIDE RULES

In order to provide the best educational environment for our school, the following expectations have been set for all students:

1. Every person at HES is expected to show RESPECT toward each other at all times.

2. Students are expected to be RESPONSIBLE in their choices and actions, showing care to be prepared for the day and making choices in line with classroom expectations.
3. Every student is expected to exhibit SAFE behavior at school. This includes walking at all times, except during supervised physical education activities.
4. Glass containers, cans with carbonated drinks or outside fast food items are not permitted in the classroom, cafeteria, or on the bus.
5. Toys, games, and trading cards of any kind should not be brought to school and are subject to being confiscated.
6. Cell phones should not be brought to school, unless necessary for parent communication before or after school, in which case the cell phone should remain in the student's backpack.

### STUDENT DRESS CODE

The purpose of a dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress," instilling dignity and pride. Creating the proper learning environment includes encouraging students to dress to learn.

If you or your child should be in doubt about whether certain attire would be acceptable at school, the "rule of thumb" is for the student to wear something else he/she knows is appropriate.

Heroes Elementary students may wear shorts of reasonable length. Hats, caps, and bandanas are not to be worn by boys or girls except on field days and or other designated days. Because some types of clothing distract our students from learning, the following are prohibited.

### ***STUDENTS SHOULD NOT WEAR ANY OF THE FOLLOWING:***

- Tank tops (spaghetti strap), tube tops, halter tops, or midriff tops that show a student's belly, low-cut tops, and shorts that are shorter than finger tips when standing
- Hats, sunglasses – this applies to both boys and girls
- Out of respect for the learning environment including peers and adults, students will be asked to keep their hoods off while in the school building.
- Shoes with skates or cleats
- Clothing with derogatory, terroristic, crude, or insulting messages; or advertisements for drugs, alcohol, or tobacco. Attire which advertises alcoholic beverages, drugs, tobacco products or which displays inappropriate slogans or symbols.

*The administration has the right to enforce a reasonable dress code. Students who come to school dressed inappropriately will be expected to change. Parents will be contacted to bring appropriate clothing if students are wearing clothing that is unacceptable for school. If parents are unable to bring appropriate clothing then an alternative clothing item will be provided.*

### AFTER SCHOOL PROGRAM

HES offers an optional After School Program. The After School Program hours 2:25 to 6:00 PM each day. There is an initial yearly registration fee per child and the cost is \$40.00 per week for each child, regardless of the number of days students attend. Space is limited and registration is required prior to attendance. Please see the school website for information about the afterschool program.

### BIRTH CERTIFICATES

Georgia law requires that a certified copy of a certificate of birth be on file for every student.

### CAFETERIA PROGRAM AND MEALS:

Heroes Elementary School participates in a federally sponsored lunch program and children are encouraged to eat a school lunch each day. Free and reduced lunches for children from families of eligible income brackets are also available. \*Check for updated and current prices on <https://www.jacksonschools.ga.org/>

The costs of the meals are as follows:

|                   |        |
|-------------------|--------|
| Breakfast         | \$1.75 |
| Reduced Breakfast | \$.30  |
| Student Lunch     | \$2.25 |
| Reduced Lunch     | \$.40  |

Money for meals or extra items can be sent in via cash, check or online payment. It is important that you designate the amount you are sending for each item of the food service program. Payment should be sent in an envelope with the following information: student name, student number, teacher's name, amount and purpose (milk, etc).

### CAFETERIA EXPECTATIONS

1. Enter and exit the cafeteria in a quiet, orderly line.
2. Use good manners in the cafeteria and be respectful to peers and staff.
3. Use an inside voice.
4. Leave the table and floor clean. Students should properly dispose of leftover food and trash from your eating area.
5. Eat a school lunch or a lunch from home only. **Students are not allowed to bring fast food or carbonated drinks** (Coke, Pepsi, Mountain Dew, etc.).
6. Faculty, staff, and students will not be able to warm up student lunches.
7. Remain seated until the monitor dismisses you. If you need a fork, napkin, etc., raise your hand and someone will get it for you.

### CHANGE OF ADDRESS

The school must have an emergency telephone number in the event your child has an accident at school, and you cannot be reached at home or your place of business. If you change your address or telephone number, please inform the school immediately. School personnel cannot be held responsible for failure to communicate emergencies should changes not be made known to the school. We also need a current mailing address, as we sometimes need to mail information to parents.

### CLASS CELEBRATIONS & GUESTS

Classroom celebrations/parties will take place throughout the school year to celebrate student accomplishments. Teachers and or classroom parents will communicate with parents and students regarding dates and times. For safety, students should only bring store bought snacks and baked goods.

The teacher will safely distribute these items. Please do not ask teachers to distribute invitations to private birthday parties.

We welcome parents and family members to be active and involved in our school and we value the school/ family partnership. We look forward to welcoming students' family for classroom related celebrations and classroom activities. We ask all visitors to first report to the office to obtain a visitor's pass. Classes should not be interrupted during instructional time except in emergency situations. Necessary items, which are brought during the school day for students, are to be dropped off in the office. School personnel will deliver them to the classroom.

### CURRICULUM

Jackson County Schools adhere to the Georgia Standards of Excellence (GSE) for instruction in the following subjects: reading, math, language arts, science, social studies, art, music, STEM math, STEM, science, media arts and physical education. For our 5th grade students, C.H.A.M.P.S (Choosing Healthy Activities and Methods Promoting Safety), which is designed by the Georgia Sheriff's Association and presented by the Jackson County Sheriff's Office.

### EARLY DISMISSAL

If a child needs to leave school before the end of the instructional day, a parent or guardian will be asked to sign the child out in the office. Personal identification will be required. Your child will be released only to parents, guardians, or other persons listed on the student information sheet. Office personnel will call the child from the classroom. Under no circumstances will a student be released directly from a classroom, school celebration and or the playground to any adult, including parents. This has to be done in order to protect the safety of our children. Students should not be checked out between 1:30 pm - 2:40 pm. Please do not ask the secretary to call your child to the lobby during this time.

### FIELD TRIPS

Under safe circumstances, educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips. Usually there is a small voluntary contribution for a field trip to cover transportation, admission, or other miscellaneous costs, but no student will be denied the right to go on a trip or be penalized in any way for failure to contribute. Field trips are a privilege and an extension of the learning environment. This privilege can be revoked due to discipline issues and behavior offenses. All field trips are chaperoned and supervised by school personnel, often with the help of parent volunteers. No siblings are allowed to go on field trips, and all students must ride the bus and not travel in cars to the field trip. Chaperones are required to provide their own transportation to and from the field trip. Soft drinks or fast foods are not allowed on field trips. Our cafeteria staff will prepare school sack lunches, or the students can bring lunch from home. Students will ride the bus to and from field trips. Parents will not be allowed to bring any student home from the field trip in their car.

### FIRST AID AND HEALTH RELATED ISSUES

Only minor first aid can be administered at school in our clinic. Our school nurse, Mrs. Fears, is an RN who has spent most of her career at Children's Healthcare of Atlanta. When a student is ill, injured at school, or head lice are found, parents/guardians will be contacted by the school. When your child has symptoms of a contagious illness, you will be notified and expected to remove your child from school until he/she is no longer contagious. The school must have current phone numbers at which someone can be reached in case of emergencies.



### HEAD LICE

Parents will be notified if signs of lice or nits are found on their child and an informational letter will be sent home so that proper care can be taken to remove the eggs, thus preventing the likelihood of more infestations. The school nurse will do follow-up checks. Students should be treated with proper medication and return to school as quickly as possible with proof of treatment or a statement from a physician or the Jackson County Health Department. Repeated cases may require additional support/information through the school and may also be referred to the Health Department for assistance. Should a parent find that his/her child has contracted head lice, please notify the school immediately so that proper precautions can be taken.

### IMMUNIZATIONS

Georgia immunization requirements for children attending child care and school facilities have been updated to comply with the current recommendations of the Advisory Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. The Georgia Department of Human Resources Board approved the new requirements, and all newly registered students must show proof of immunizations to the school by the opening of school. Certificate of Immunization (Form 3231) will serve as a means of documenting the immunization status for children who will be admitted to any facility or school in Georgia for the first time after August 1, 2000. The Certificate of Immunization Form 3231 replaced Form 3032. The school nurse will check all permanent records to ensure that all HES students are in compliance with this law. If a student's records are not current, the school nurse will notify the parent or legal guardian.

### HEALTH CERTIFICATES

A state health certificate showing a child has been screened for vision, dental, and hearing must be on file for every student.

### INCLEMENT WEATHER AND DRILLS

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure the safety of the students. It is the parents'/guardians' responsibility to monitor news reports via television and radio stations. It is reasonable to assume that school is open and will remain open, unless it is specifically announced otherwise. There will also be information on the system website and facebook about school closings. (<https://www.jacksonschools.ga.org>)

Every precaution is taken to ensure the safety of your child during school hours. Periodic fire, severe weather, and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

### LOST AND DAMAGED RESOURCES

Students are responsible for any resources that are issued to them (i.e., library books, textbooks, supplies, technology, etc.) If these resources are lost or damaged, students will be expected to pay for the books as soon as possible.

### LOST AND FOUND

Please mark your children's belongings so that coats, book bags, lunchboxes, etc. can be returned to them. The lost and found items will be stored in our front office. Unclaimed items are donated to a charitable agency after a reasonable period of time.

### MEDIA CENTER

All students have access to the school media center. Books may be checked out for student use up to a two-week period of time. Students are responsible for the materials they check out and will be assessed a fee for lost or damaged books. It is up to the Media Specialist to assess if a book needs to be paid for or replaced.

### MEDICATION

Only parents/guardians may drop off and pick up medication. Please do not send medication to school by your child. Students should never be in possession of any medication on school campus.

Students will be administered medication only after a parent has completed a form giving permission for the school to administer the specific medication. The medication must be properly labeled and sent in the original prescription container. These medications will be kept locked in the school office and dispensed by the school nurse or office personnel. Medication will be dispensed according to the directions on the original prescription container. We cannot dispense medications with a telephone authorization from the parent/guardian.

### NEWSLETTER AND MENU

The HES newsletter and school lunch menu will be accessible from parent square and the school website at <https://hes.jacksonschools.ga.org/>.

### PARENT CONFERENCES

At HES, we believe that ongoing two way communication between home and school is a vital component of student success. Conferences are conducted throughout the school year to inform parents/guardians of student progress and achievement. We ask that you make every effort to attend all scheduled conferences. Parents are encouraged to call their child's teacher or send a note to arrange for additional conferences at any time throughout the school year. If a parent has a question and or concern regarding the classroom, we encourage the parent to reach out to the teacher first.

### PARENT VOLUNTEERS

Volunteer work by parents, grandparents, or interested community members is a welcomed resource. If you would be willing to help in classrooms, media center, etc., please connect with HES PTO at [weareheroespto@gmail.com](mailto:weareheroespto@gmail.com), notify your child's teacher, call the school at 706-654-5013 or stop by our front office. All approved PTO volunteers must first report to the front office and sign in.

### PTO

We strongly encourage all parents and family members to actively participate in our HES Parent Teacher Organization. Everyone is welcome to be a part of PTO. The PTO is composed of family and community members that have a desire to support the ongoing work that occurs within our school community. PTO is responsible for spearheading many initiatives and programs that focus on increasing educational opportunities for our students related to but not limited to technology, instructional resources, outdoor programs, student recognitions, field trips, field day, etc. Stay connected with PTO opportunities through the HES PTO Facebook page or contact [weareheroespto@gmail.com](mailto:weareheroespto@gmail.com).

### Multi-tiered Systems of Support (MTSS)

Heroes Elementary School will provide reasonable interventions in order to facilitate a student who needs additional support in the areas of behavior and/or academics. If it is deemed that such assistance is

needed for a student, the teacher will give notification to the parents/guardians. The student will be monitored for progress and an intervention team will work together to provide necessary support. Parents and guardians are always welcome to inquire when they have concerns or questions about their students' academic progress or behavior.

### REPORT CARDS

Report cards will be sent home with students at the end of each grading period. Parents with access to Infinite Campus Parent Portal will be able to view student report cards online. If you need any assistance with the Infinite Campus Parent Portal, please contact the Media Specialist.

### SOCIAL MEDIA

For school updates and information, "Like" us on Facebook at <https://www.facebook.com/heroeselementaryschool>. You can also get the parent square app, which is our primary communication tool for schoolwide and classroom information.

### TECHNOLOGY

The Faculty and staff of HES will identify the appropriate times and places for the use of technology. Students that choose to use their technology outside of these designated times and places may lose the opportunity to participate in this program. The use of technology is not a necessity but a privilege.

*Student devices should **not** be used for two way communication (phone calls, texting, Instagram, snapchat, etc...) or games during the school day. All two way communication between a student and home should be handled through the front office. When abused, privileges will be taken away. In the event that a student's device is taken up, it will be returned to the parent or guardian prior to or after the school day. Students are not permitted to utilize their technology devices to take photographs or videos of themselves or any other students on school property. Cell phones are to be turned off and kept in bookbags unless a teacher gives permission for use.*

### TESTING

**ACADIENCE** - Acadience universal screener provides us with information that helps tailor our teaching to individual students' needs in reading and math. We use this assessment for benchmarks and progress monitoring.

**MAP TEST** - Students are tested online in reading, math, and language arts. (Fall, Winter and Spring)

**GEORGIA MILESTONES ASSESSMENT** - Georgia Milestones is a state assessment given in grades 3-12 aligned to the Georgia Standards of Excellence (GSE). The Georgia Milestones will include open-ended questions to gauge students' content mastery. With some exceptions for students with specific testing accommodations, Georgia Milestones will be administered entirely online.

### TRANSPORTATION – BUS AND CAR RIDER INFORMATION

#### BUS CONDUCT

Riding the bus to and from school is a privilege. Students are expected to behave in an orderly manner on the bus. Students who misbehave on the buses will be subject to disciplinary action. The bus is an extension of the classroom, thus giving the bus driver the authority to enforce discipline on the bus, and students should obey the instructions of the bus driver without question. Misbehavior on the bus may result in a student being denied bus privileges.

Bus conduct rules include the school rules and the following:

- Sit in the seat facing forward.
- Keep hands and feet to yourself.

- Talk quietly to your neighbor.
- Remain seated until the bus stops for you to get off.
- No food or drink on the bus.
- No cell phone use allowed on the bus.
- Balloons, glass containers, or animals of any kind will not be transported on school buses.

Denial of bus privileges does not excuse the student from school attendance. Parents are to provide transportation to and from school during the time that the student is suspended from the bus.

Safety is the first obligation of the transportation system. When a student misbehaves on the bus, the driver is distracted and the well-being of all on the bus is put in jeopardy. The driver will report misbehavior to the principal or assistant principal; severe disruptions, such as fighting, will be automatic suspension. After the first warning, a student is subject to bus suspension upon the next infraction. Jackson County school buses are equipped with surveillance video cameras. The bus drivers may request that the principal “pull” the tape in order to view the misbehavior on the bus. Students who move during the school year must have all address information updated in Infinite Campus before transportation can be provided. The driver has the authority to assign a seat on the bus for any student. Students are not allowed to get on or off the school bus anywhere other than the regular stop or at the designated school.

#### CAR RIDERS

Morning drop off and afternoon pickup will be in front of the school only.

Afternoon car-rider pick up is in the front of the school where students will be escorted to vehicles by a staff member. Please do not attempt to park and walk up to retrieve students during this time, as it is difficult to manage from a safety perspective. Please follow the traffic pattern for car riders. The school-issued car-rider identification tag should be displayed at all times. Students not picked up in the afternoon by 3:00 PM will report to the after school program and parents will be required to pay the registration fee as well as the hourly rate. Students will not be allowed to sit in the office unattended after 3:00 PM.

#### CHANGES IN TRANSPORTATION

Any time a student needs to ride a bus other than his/her regular bus, he/she must have the alternate address entered into Infinite Campus. Written communication of any changes in transportation must be sent to the front office so that it can be verified and given to the bus driver. The driver is not to transport a student without proof of address change. In the event of a change in transportation type (i.e., bus to car rider or vice-versa) a note should be turned into the front office. In the event of an emergency, the front office should be contacted by 1:00 PM.

#### VIDEOTAPING AND PHOTOGRAPHING STUDENTS

Students may be photographed or videotaped during the course of the school year. Photographs are used in the school newsletter and sometimes in the local paper. Videos may be used in workshops or at conferences. A media exclusion form will be sent home with each child. If you do not wish for your child to be videotaped or photographed, please sign and return the form to your child’s teacher.

*We look forward to an awesome year at HES! Go Panthers!!*

