

Heritage Elementary School



Addendum to LISD Student Handbook
2024-2025

MISSION STATEMENT

The Vision of Heritage Elementary is to ascend toward a love of life-long learning. This will be accomplished by preparing our students to reach their highest potential as they make their flight as Heritage Hawks. On their journey, positive self-esteem will be gained, individuality will be respected, and the skills for working in a changing society will be achieved. Our vision will be strengthened through the cooperation of school, home, and community. Thus, the Heritage Hawks will soar to great heights in learning.

MOTTO

Heritage Hawks soar to great heights in learning.

SCHOOL COLORS AND MASCOT

Heritage Elementary School colors are silver and black. The mascot is the hawk. We encourage our students to identify with these symbols as a representation of our school pride and spirit!

HERITAGE ELEMENTARY SCHOOL

Master Schedule 2024-2025

LUNCH-RECESS SCHEDULE

	RECESS	LUNCH		
Discovery	N/A	11:55 - 12:25	Breakfast 7:55-8:25	Closes 5:30
Kindergarten	10:00 - 10:30	10:30 - 11:00		
1st Grade	10:30 - 11:00	11:00 - 11:30		
2nd Grade	11:00 - 11:30	11:30 - 12:00		
3rd Grade	11:30 - 12:00	12:00 - 12:30		
4th Grade	12:00 - 12:30	12:30 - 1:00		
5th Grade	12:30 - 1:00	1:00 - 1:30		

SPECIALS SCHEDULE

BELL SCHEDULE

Conference (specials)	7:45 - 8:25		Doors Open	7:15
4th Grade	8:25 - 9:15		RELEASE TO CLASS	7:35
5th Grade	9:15 - 10:05		Tardy	7:45
3rd Grade	10:10 - 11:00		Announcements	7:50
Discovery	11:05 - 11:30		Advisory Time	8:00 - 8:15
Lunch (Specials)	11:30 - 12:00		Attendance (9:00)	8:50
Kindergarten	12:00 - 12:50		Bus Riders	2:50
1st Grade	12:55 - 1:45		Dismissal	3:00
2nd Grade	1:50 - 2:40		Office Hours	7:15 - 3:45
			Staff Hours	7:15 - 3:45

EARLY RELEASE SCHEDULE

Recess		Lunch		Specials	
Discovery	N/A	Kindergarten	10:10-10:40	1st Grade	8:00-8:25
Kindergarten	8:00-8:30	1st Grade	10:10-10:40	4th Grade	8:30-8:55
2nd Grade	8:30-9:00	Discovery	10:45-11:15	3rd Grade	9:00-9:25
5th Grade	9:00-9:30	2nd Grade	10:45-11:15	2nd Grade	9:30-9:55
1st Grade	9:45-10:15	3rd Grade	10:45-11:15	Discovery	10:00-10:20
4th Grade	10:30-11:00	5th Grade	11:15-11:45	5th Grade	10:25-10:50
3rd Grade	11:15-11:45	4th Grade	11:15-11:45	Kindergarten	10:55-11:20

ABSENCES/ATTENDANCE

Parents are **required** to notify the school of a child's absence. Parents may call the school at 469-713-5985 or email heritageattendance@lisd.net to report an absence. Please leave your child's name, grade, teacher's name, and the reason for the absence.

Students are expected to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, responsibility and self-discipline. Students who have good attendance generally achieve higher grades and enjoy school.

******Funding to our school district is based on attendance. If your child is not here, the school does not receive the dollars necessary to educate our students. Please refrain from unnecessary absences. Review the district calendar, available in the office or on LISD.net before making vacation plans.

*******Please note: Attendance is taken at 9:00. The child must be in attendance at this time to be counted present.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 7:45 a.m. is considered tardy. All tardies are considered unexcused. Excessive tardies could result in truancy filed with the court. Transfers are subject to review and possible revocation if transfer student has excessive tardies.

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit—are discussed below.

Compulsory Attendance

Prekindergarten and Kindergarten

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Ages 6–18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten–grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

Compulsory Attendance—Exemptions

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work and the parent provides the school with the required documentation:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the health-care provider;

- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician;
- For students in the conservatorship of the state:
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments. [See **Children of Military Families** on page .] Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments. Students should not use district-issued technology, including wifi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and will be monitored by the district. For more information, see [Telecommunication and Other Electronic Devices](#) on page .

Compulsory Attendance—Failure to Comply

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6-18

When a student ages 6-18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

Campus administrators serve as truancy prevention facilitators. If you have questions about your child and the effect of his or her absences from school, please contact the principal or assistant principal at your child's school.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

ARRIVAL AND DISMISSAL

Students should not arrive at school before 7:15 am. and should leave for home promptly after classes or activities are dismissed. Once students enter the building, regardless of the time, they should not leave the campus without parent and school permission until their release at 3:00 pm.

Bus students are dismissed from class each afternoon at 2:50 pm. Buses will deliver and pick up students near the cafeteria area entrance. The front car loop is to be

used as a drive through for delivering and picking up children in grades kindergarten-second. Third, fourth and fifth graders will be picked up in the back loop. If you need to come inside the school, there are designated parking places for visitors in the parking lot. All parents must remain in their vehicles during arrival and dismissal.

CAFETERIA

The cafeteria is maintained as a vital part of the health program of our school. The lunchroom teachers and fellow students will appreciate our cooperation in following these cafeteria rules:

1. **REPORT ALL EMERGENCIES IMMEDIATELY!**
2. Follow the cafeteria teacher's directions.
3. Sit by grade level, feet under the table and remain seated unless you have permission to leave.
4. Use your "quiet voice" when talking and follow the duty teacher's directions.
5. No exchanging of (unpackaged) foods.
6. Tables should be cleaned by each student before leaving the table.
7. Respect the rights of others.
8. The cost of student lunches is \$2.85 and adult lunches \$4.20.
9. Student breakfast is \$1.35 and adult breakfast is \$2.55.

A free and reduced breakfast/lunch program is available to those students who qualify. Forms are available in the school office.

School lunch menus are available online and in the LISD mobile app.

Money may be deposited in a lunch account and used as needed. Parents may want to put spending limits on their child's account. Checks should be made payable to Heritage Lunch Fund. A child's lunch account may be blocked from making ala carte purchases restricting them to purchase of the plate lunch only. Please contact LISD Child Nutrition to block the purchases. Parents/guardians are also able to set up further notifications and monitor balances at <https://lewisville.revtrak.net>. If a parents or guardians need assistance setting up their child's meal account, they can call 469-713-5207 to speak with someone directly.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number in the school office. Please be sure we have the following information:

1. Your current home telephone number and address.
2. Your current work phone number (both mother and father).
3. Emergency information: Someone other than parents, their name, address and phone number. This person will only be called if we cannot reach you.
4. Any health problems (allergies, regular medication, etc.)
5. Any unique learning needs your child might have.

Notify the school immediately if you have a change of address or telephone number during the school year. You will be able to change your phone number on-line.

CLASSROOM PARTIES

Classroom parties are under the direction of the classroom teachers and administrators. There are NO in-class birthday parties at any grade level. Children should not bring invitations for a private party to school unless each child in that class is invited. Children who do not receive invitations do not always understand why they are being excluded.

FOOD ITEMS BROUGHT ON THE SCHOOL CAMPUS:

The only food items allowed during school hours will be for the designated parties and student birthdays. These items must be prepared in a licensed commercial kitchen or bakery, and properly packaged. No home-baked items are allowed. Please label items with student name and teacher name and place on the cart in the foyer.

CONFERENCES

Conferences with parents will be regularly scheduled throughout the school year. Please make every effort to cooperate with the teachers in scheduling and meeting these appointments. Furthermore, we encourage conferences between parents and teachers anytime they are needed. A parent may request a conference with their child's teacher at any time during the school year. Please call the school if a conference is desired. Please note: Children are admitted to the classroom at 7:15 a.m. It is very important that the teacher not be delayed from beginning classes by unscheduled or impromptu conferences. Under Level Orange teachers will be able to conference through Webex or over the phone.

COUNSELORS

The Lewisville Independent School District's guidance curriculum component provides a means for helping students learn skills that the State Board of Education has identified as priority needs of students. Through the guidance curriculum activities, students develop self-esteem, motivation to achieve, decision-making skills, goal setting and planning skills, problem solving skills, interpersonal effectiveness, communication skills, cross-cultural effectiveness, and responsible behavior. These activities are taught through classroom presentation, small group interactions, and to individuals. The counselor as a member of the instructional team is a vital resource to students, teachers, administrators, and parents in helping to build the skills needed to meet the dynamic forces of our society. The Lewisville Comprehensive Guidance Program is an integral part of each school's total educational program. The basic goal of school guidance is to enhance the students' educational development.

DELIVERIES

Please label items with student name and teacher name and place on the cart in the foyer. No home-baked items are allowed.

DRESS CODE

Students dress and grooming is a matter that should be determined at home. However, since what students wear may influence how others may react,

guidelines have been developed so that school may function without disruption. The following should not be worn in the classroom: Halter tops, open midriff type blouses or shirts, shoes with cleats. Shirts that have lettering or designs that insinuate vulgarity, drug abuse, or alcohol. All shirts must cover the stomach with their arms raised to the sides. Shorts may be worn (K-5). They must hit mid-thigh. However, racing/track shorts, yoga pants, leggings and jeggings may be worn if the shirt drapes to mid-thigh in both front and back.

Caps should not be worn in the building except on special hat days. ***(See Heritage Student Behavioral Guidelines for more information.)***

Not appropriate for school:

1. Halter tops
2. Straps less than 2 inches
3. Shoes with cleats
4. Shirts with lettering or designs insinuating vulgarity, drug abuse or alcohol.
5. Caps in the building
6. Only 25% or less of a student's hair is permitted to be an unnatural hair color.

*****Shorts that are fingertip length/mid thigh are allowed.

Consequences: If a student's attire is questioned, the student is sent to the office and the dress code offense is explained to the student. The student will be given appropriate clothing from the nurse (if available) or the parents will be asked to bring appropriate clothes to school.

EMERGENCIES/DRILLS

The students at Heritage Elementary will be drilled for natural and civil emergencies. In the event of an emergency, we ask that parents be aware that we are taking all necessary safety precautions and that they leave our telephone lines free so we may stay in contact with police, media, weather stations, etc. We recognize parents' concern for their child under these circumstances, but please consider the fact that each child's safety depends on a rapid source of communications and phone lines must be left open. Should a drill or emergency situation occur during the time a

visitor is in the building, the visitor is expected to report to the nearest teacher and follow the normal drill/emergency procedure. There is NO talking during drills.

UNDER NO CIRCUMSTANCES ARE STUDENTS TO BE REMOVED FROM THE BUILDING DURING THESE SITUATIONS WITHOUT FIRST CHECKING THE CHILD OUT THROUGH AUTHORIZED SCHOOL PERSONNEL. STUDENT SAFETY IS OUR FIRST PRIORITY!

LATE WORK On time = up to a 100%

1 day late = up to an 89%

2 days late = up to 70%

3 days late = up to 70%

4 or more days late = Zero

****We recognize there are extenuating circumstances. Please communicate with your child's teacher.****

LEAVING CAMPUS

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of their teacher. Permission to leave the school will only be granted upon written or verbal request from the student's parent or guardian. Students must be signed out through the office.

LOST AND FOUND

All lost and found articles, regardless of their value, should be turned in to the office. Students may claim them after proper identification. Please mark articles (especially coats) with your child's name. Items not claimed will be donated at the end of each semester.

PERSONAL PROPERTY BROUGHT TO SCHOOL

Students are cautioned not to bring extra money or valuable items to school. If they wear glasses or watches, they are encouraged to keep track of them at all times. All personal items should be marked with the name and phone number of the student. Students are not to bring items or money to school for the purpose of selling, buying or trading unless it involves a school sponsored activity.

PETS

All animals brought or kept at school **MUST** be approved by the principal before being brought to school.

RULES FOR GENERAL BEHAVIOR

HERITAGE ELEMENTARY DISCIPLINE PLAN

Heritage's plan is based from a "Love and Logic" prospective. It teaches kids to think for themselves, raises their level of responsibility, and prepares kids for the real world by allowing decisions and consequences. A positive relationship between students, teachers and staff is the focus of this plan.

Along with discipline come expectations!

HERITAGE ELEMENTARY EXPECTATIONS

THE RULE: Don't hurt yourself or anyone else!

This one rule is all encompassing, but for a clearer understanding it will be broken down into specific situation expectations.

The following expectations will promote a safe environment for all students.

HALLWAY:

- We walk at all times.
- We use quiet voices when allowed.
- We keep hands, feet, and objects to ourselves.
- We respect and obey all staff/school workers.

CAFETERIA:

- We use quiet voices while we raise our hand for assistance.
- We keep our cafeteria neat and clean.
- We may observe SILENT TIME the last 5 minutes of lunch to finish/clean up.
- We walk at all times.
- We allow lunch visitors at the designated "Guest Table" but no classmate/friend guest. **NO VISITORS CURRENTLY UNDER LISD LEVEL ORANGE GUIDELINES**

PLAYGROUND

- We respect the rights of others.
- We play fairly and carefully for a safe playground.
- We leave rocks, sticks and dirt on the ground.
- We know fighting, wrestling, tackling, martial arts, and "play fighting" are unacceptable.
- We use appropriate language and refrain from inappropriate gestures.
- We keep hands, feet and objects to ourselves.
- We do not jump or push others off any equipment. We slide one at a time, feet first.
- We swing one at a time, refrain from twisting chains, jumping off or running under swings.
- We do not jump on or off any equipment.
- We line up quickly and quietly at the designated time.
- Parents and younger children are not allowed on the playground during school hours for safety purposes.

MINOR AND MAJOR OFFENSES

MINOR OFFENSES:

FAILURE TO:

1. Show respect and courtesy to others.
2. Follow behavioral directions the first time given.
3. Keep hands, feet and objects to self.
4. Avoid unnecessary talking.
5. Avoid disruptive behavior.
6. Follow ALL expectations.

CONSEQUENCES FOR MINOR OFFENSES

1. Given choices
2. Logical consequence (ex. Throwing food on the floor in the cafeteria, clean the cafeteria, running in the hall – practice walking in the hall during recess)
3. Recovery/Time out/Think Time – Student is removed to a different environment to adjust behavior and make a better choice
4. Teacher conferences with student before the end of the day
5. Student calls parents

MAJOR OFFENSES;

1. Profanity and or rude gestures
2. Intentional harm to others, whether physical or verbal
3. Stealing
4. Cheating
5. Refusal to do work
6. Disrespect to adults
7. Damage or destruction to student, teacher or school property
8. Extreme misbehavior that keeps the class from functioning

CONSEQUENCES FOR MAJOR OFFENSES

1. Trip to the principals office/phone parents
2. Partial Day ISS
3. 1 day In-school suspension and parental conference
4. 1 to 3 days suspension from school
5. Placement at DAEP

Daily assignments will be completed at home and returned the following day.

Students are responsible for class work missed during suspension from school.
Class work is due upon re-entry to school.

In the event of 3 days suspension from school, a parent/student/principal conference is required before re-admittance.

TEAM PLAYERS ARE CHILDREN WHO

1. Listen
2. Encourage others
3. Allow others to contribute their talents and skills
4. Recognize the needs of the group
5. Think before acting
6. Communicate calmly

STUDENTS WHO EXERCISE SELF DISCIPLINE

1. Complete their assignments
2. Stay on task
3. Wait to be called on
4. Work toward personal goals
5. Try again and again
6. Ignore peer pressure
7. Choose productive activities
8. Control tempers

REWARDS – GRADES K-5

Verbal praise – Free homework pass – Extra free time

Stickers – Positive notes/calls to parents

Lunch with teachers, counselor, or principal

Hawkeye Awards

Specials Class Award

WOW Wednesday Certificates

Principal's Class Rewards

And many others

Heritage Elementary
Common Area of Concern - Playground
Safe & Civil Schools 2020-2021

Goal - Students will demonstrate appropriate and acceptable behavior in a safe and respectful environment at Heritage Elementary.

Expectations for Student Behavior

- Respect teachers and other students.
- Follow the rules
- Use problem solving
- Use good social skills
- Keep hands and feet to themselves
- Be quiet when any adult raises their hand to give them FIVE or blow whistle

Supervision Responsibilities

- Recess – All classes exit the cafeteria back door by the doghouse – Re-enter the building using their own door.
- Line students up by class on blacktop/basketball courts on the left side
- Be proactive in monitoring while circulating or in a designated area
- Be on time for duty
- Leave the playground when your grade level time is up
- Walkie Talkies passed off to next grade level duty teachers
- Pick up all belongings after each recess! (No lunch pails, coats should be left out overnight)

Encouragement Procedures

- Recognize outstanding behavior on announcements.
- Encourage good behavior while monitoring on duty.

Consequences for Infractions

1. Verbal Warning
2. Study Hall
3. Office Referral