

Heritage Elementary School

Family Handbook

2020-2021



1700 E. Pawnee Drive - Olathe, Kansas 66062 - (913) 780-7490

Notice of Non-Discrimination: The Olathe Public Schools prohibit discrimination on the basis of race, color, national origin, sex, age, religion or disability in its programs, activities or employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973 and other relevant state and federal laws. Inquiries regarding compliance with applicable civil rights statutes related to ethnicity, gender, age discrimination or equal access may be directed to Staff Counsel, 14160 S. Black Bob Road, Olathe, KS 66063-2000, phone 913-780-7000. All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act and the Americans with Disabilities Act may be directed to the Assistant Superintendent General Administration, 14160 S. Black Bob Rd. Olathe, KS 66063-2000, phone (913) 780-7000. Interested persons including those with impaired vision or hearing, can also obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Assistant Superintendent General Administration.

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Attendance

The arrival time for students is between **8:00-8:20 AM**. Supervision is not available for children prior to 8:00 AM. This year we are asking students not to arrive to the building before 8:00 AM. The front entrance to the school will be blocked off until 8:00 AM.

Attendance & Tardies:

Regular attendance and a prompt start to the school day are *essential* to school success. Consistent and prompt attendance is required by Kansas law. District procedures are followed with excessive absences or tardies. Parents should call the school by 9:00 AM or leave a message on voice mail **each** day a child is absent. Any student arriving after 8:20 AM is considered tardy and must report to the office and sign in before going to the classroom. Please see additional information below on absences and tardies.

Absences:

Parents should call the school (780-7490) by 9:00 AM or leave a message on voice mail each day a child will be absent. Please give the specific reason for the absence in order to determine if the absence will be recorded as an excused or unexcused absence. Please notify the school office at the earliest possible opportunity when you know the absence will occur.

If a parent does not contact school, the school will contact the parent in order to make sure the student isn't absent without parental permission. It is important to keep the office informed of current work phone numbers or another means to contact parents.

If extended absences are going to occur over a period of time please notify the classroom teacher in advance so school work can be sent with the student.

Unexcused Absences:

Unexcused absences (absence from all or part of a school day for unknown or unapproved reasons) are a violation of the regulations of the Olathe School District Board of Education, as well as a violation of the compulsory attendance statutes for the State of Kansas. Unexcused absences are required to be recorded and reported to the district attorney's office as per the legal requirements established in K.S.A. 72-1113.

Excessive Absences:

Students who have been excessively absent from school (more than 6 days or 10% or more of the cumulative days of attendance) will be monitored and assistance will be provided to help students return to regular attendance patterns. Documentation from doctors verifying absences and a release may be required in order to excuse subsequent absences. Any unverified absence may be recorded as unexcused and subject to reporting to the district attorney even if the office was notified prior to the absence.

Tardies:

Why does timely attendance matter?

- When a student is late to enter the classroom, he/she misses out on valuable instruction.
- Instruction time is highly correlated to academic achievement.
- Once a teacher has begun a lesson, any interruption to the instructional process detracts from the education for every child in the classroom.

- Students who are chronically late for school over an extended time miss significant instruction, which can potentially result in achievement problems throughout their schooling.
- Students who develop patterns of tardiness may have difficulty with attendance in the work force – attendance problems are associated with lack of preparation to enter work force.
- Students may receive social pressure by peers that can lower their self-esteem.

School begins promptly at 8:20. Students arriving to their classrooms after 8:20 are considered tardy and must report to the office and sign in before going to the classroom. **Four tardies is equivalent to one day of unexcused absence and will be subject to the Kansas Statutes regarding truancy noted below and will be reported as required by K.S.A. 72-1113.**

Truancy:

Under the laws of the State of Kansas, all students between the ages of seven and eighteen years (twenty-one for special education students) must be in regular and continuous attendance at school unless lawfully excused therefrom. The law in Kansas (K.S.A. 72-1113) states that students are truant when they are inexcusably absent for three (3) consecutive school days, five (5) or more school days in one semester, or seven (7) days in a school year.

Arrival & Dismissal

School Hours:

- Preschool AM Session.....8:00-11:30 AM
PM Session..... 12:30-3:40 PM
- Grades K-5 8:00-3:40 PM

Office Hours:

8:00 am-4:00 pm (voice mail will be activated at approximately 4:00pm)

Please Note: Students may not arrive before 8:00 AM. If you need to drop your child off prior to 8:00 AM please contact Johnson County Parks and Rec for before and after school care options.

The school session begins at 8:00 AM. Students will head to straight to their classroom upon arrival.

Students leaving during the school day MUST be signed out at the office by a parent or someone designated by a parent. Parents don't need to come to the office when the student returns, but the student needs to check in at the office and sign himself/herself in. Initially, the office staff may ask the parent for a form of identification when checking out a student. Please understand this procedure is meant to assist in protecting your children.

Please Note: Students will not be released to persons other than a parent or legal guardian unless the parent authorizes this action. This authorization can be done by visiting the school office or providing written authorization. Also, no child can be picked up at dismissal unless the car has the child's family name in the front window. Your assistance in this matter is greatly appreciated.

For the safety and peace of mind of all our students, we respectfully request that pets are not brought to the front of the school during morning drop off and afternoon dismissal. Not all students are comfortable around pets and become afraid at the sight of them.

Assessments & Grades

Student performance will be assessed in various ways. Teachers will use classroom-based measures such as unit testing, performance-based assessments, and weekly tests. Students will also be involved in district-level pre/mid/end-of-year assessments to measure their understanding of objectives in language arts and mathematics. The results of all measures will be communicated to parents through the use of mid-term progress reports, quarterly report cards, conferences, and other contact.

Bike Riding Guidelines

- Students should be supervised by an adult if they are in grades K-2.
- Students should practice the route they will use several times with a parent or guardian.
- Students should wear a helmet while riding a bike.
- Students should always walk bikes across streets, crosswalks, and on school property.
- Students should be safe while riding to/from school or the privileges may be suspended.
- Students should travel in groups.
- Students should obey traffic laws and rules of the road.
- Students should use a lock to secure all bikes.
- Students can park their bikes in 2 locations, east of the playground and near the side parking lot.

Birthdays

It is acceptable for students to bring birthday treats, if they wish, per arrangement with the classroom teacher. **Due to allergies and COVID, only prepackaged, store bought treats or non-edible treats will be allowed.** Birthday flowers/balloon arrangements will be held in the office until dismissal in order to avoid disruption of the instructional process. Surprise birthday parties are not permitted at school. Students will not be allowed to distribute birthday treats around the building.

Building Access

The standard hours of operation for Heritage Elementary School are 8:00 a.m. to 4:00 p.m. All students, parents and patrons needing access to the building or classrooms outside of the regular hours of operation must be accompanied by a Heritage staff member. Students, parents and patrons should not be in the building unescorted after hours for safety and liability purposes. Students will only be able to retrieve forgotten or lost items during school hours.

Bus Services

Bus service is provided at no cost for students living 2.5 miles or more from Heritage. Service is also available, on a pay basis, for elementary students who live 1 mile or more from their school. Bus service is not available for under 1 mile. A student is to only ride the bus which he/she has been assigned. Students will be allowed off the bus only at school, home, or locations on the route requested in writing by parents/guardians. Any emergency request to ride a bus or a different bus must be requested, in writing, by the parent/guardian and submitted to the school office. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. The following number is a transportation information line: 913-780-8082.

If a bus student has to stay after school for any reason, parents will be contacted in advance so appropriate arrangements can be made. Please send a note if you want your child to wait for you instead of riding the bus. In the absence of a note, your child will ride the bus.

Bus Conduct: Bus drivers are in charge of the children on the bus and they are expected to report students who cause disturbances or refuse to cooperate. Conduct notices are issued for such situations and may result in loss of privilege to ride the bus.

Keep in mind that buses are used for field trip transportation, ALL students need a thorough understanding of bus safety. Please review the Bus Safety Regulations attached to the Field Trip Information Sheet sent home by the teacher prior to the field trip.

Communication

Communication is important and essential to work together as a team to provide a quality education for all students at Heritage. Regular contact between the family and school is the lifeline to our success. Phone calls, person-to-person visits, notes, e-mails, school websites, twitter and newsletters will all serve as a means to communicate.

A **Student Intervention Team** consisting of teaching staff, resource specialists, and the building principal will meet on a regular basis to support children in the education process. Parents will also be a part of this team to aid in the development of their child's education.

Computer & Technology Student Expectations

The Olathe School District provides access for students and staff with various forms of technology. To protect the integrity and privacy of both students and staff, students are expected to follow these guidelines when using computers, technology, or the Internet.

- Use computer technology for school-related activities and assignments only.
- Games should be played only with teacher approval.
- Personal files should be saved only on students' H://Drive.
- At no time should a student load any programs onto the system.
- Web site access should be limited to those related to school assignments and activities.
- Changes in the configuration of the desktop should not be made.

- Refrain from “hacker-type” activities such as the creation of hidden files, coding, or password manipulation.
- Access to the Internet and email by staff permission only.
- Accessing inappropriate web sites is prohibited.
- When access to the Internet is approved, there should be:
 - No Downloads
 - No Chat Rooms
 - No Instant Messaging

Failure to follow these guidelines may result in a loss of access as well as other disciplinary or legal responses. Students should be aware that network storage areas may be treated like school lockers and desks. Administrators may review files and communications to maintain system integrity and ensure that users are using the system safely and responsibly.

Discipline

Classroom Discipline:

We believe all students can behave appropriately while at school. We will not allow a student to stop the teacher from teaching or prevent other students from learning.

Each classroom establishes a code of conduct and classroom expectations. There are also guidelines for behavior beyond the classroom such as specials, hallways, lunchroom, before and after school, and on the playground.

Listed below are the Olathe Public School’s Student Guiding Principles all students should follow:

- **Honesty** – Truthfulness to oneself and others in both words and actions.
- **Respect** – Treating others as you wish to be treated.
- **Responsibility** – Doing what you are supposed to do, even when no one is watching.
- **Trustworthiness** – Exhibiting dependable behaviors.

Principal’s Discipline Approach

When a child is sent to the principal for disciplinary consequences, it is regarded as a serious matter. It is in the best interest of students for the school and home to work together and support each other regarding discipline. In the event a child is referred to the office, parents may be contacted by the teacher or building principal.

The following actions may result of an office referral:

- Principal will have a conference with the student to counsel about behavior.
- If needed, the principal will contact parents to arrange a meeting to develop solutions for the situation.
- The Student Code of Conduct will be used to determine appropriate consequences if needed.

Please Note: Actions taken may vary from the statements listed above depending on the nature of the offense.

Dress Code

Since school is a place for education, the mode of dress should promote a climate for teaching and learning. **Face masks are required when in our school building.**

The following identifies articles of clothing, which have been deemed disruptive and inappropriate for the school setting:

- Clothing promoting drugs, tobacco, smoking or alcohol.
- Clothing displaying obscene, sexually explicit, suggestive, or ethnically derogatory words, phrases or pictures.
- Bare midriffs, halter tops, short shorts or skirts, badly cut or torn clothing.
- Headgear of any kind (hats, bandanas, visors, sunglasses), except for specially announced school events.

Additional Notes

- All students in grades K-5 are expected to wear tennis shoes for PE classes because of safety considerations. Girls are asked to wear pants/shorts during gym activities.
- Students need to dress warmly during winter months.
- If a child wears clothing that allows undergarments to be shown, they will be asked to wear some type of cover-up clothing, or, parents will be contacted to bring them new attire.

Emergency Contacts / Address & Phone Changes

Contact numbers for adults able to pick-up a child in case of a parent's absence is important. The school will contact the parent or designated adult in cases of serious illness or other emergencies. Please notify the school office of address and telephone number changes.

Extended Day Activities

Opportunities will be provided for students to participate in after-school events. Programs/activities could include sports-related intramurals, extended learning, technology/computer sessions, etc. Additional information will be provided throughout the year.

Field Trips

Classroom teachers schedule field trips throughout the school year within our city and to nearby points of interest. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources in the community. Parents will receive notices of field trips in advance of the scheduled trip and will be asked to sign field trip forms and review bus safety regulations. Information regarding parent participation will be communicated by the classroom teacher as needed.

Friday Folder

To promote communication between home and school, each student will be issued a "Friday Folder." This will be used to transport newsletters, schoolwork, and other important documents between home and school. As the name indicates, the folders will be sent home on Friday of each week (or the last day of the school week). Parents are asked to return the folders on Monday with their child. This will also provide an avenue for parents to send communications to school such as lunch account deposits or notes to the teacher.

Guiding Principles

Guiding Principles

Approved by the Board of Education in 1998, the following have been identified by staff, students, parents, and the community as attributes of character that represent the foundation of citizenship vital to a democracy:

Student Guiding Principles

- **Honesty** – Truthfulness to oneself and others in both words and actions.
- **Respect** – Treating others as you wish to be treated.
- **Responsibility** – Doing what you are supposed to do, even when no one is watching.
- **Trustworthiness** – Exhibiting dependable behaviors.

Parent & Patron Guiding Principles

- **Positive Role Models** – Setting a good example in words and actions.
- **Effective Communicators** – Actively listening, seeking to understand and proactively interacting with children and other adults.
- **Respectful of All** – Treating all others as you wish to be treated.
- **Advocates for Education** – Demonstrating the importance of learning and encouraging academic and personal excellence.
- **Actively Involved** – Making children a priority by being informed and participating in all aspects of the lives of our children.

Guidelines for Gifts

(The following guidelines have been taken directly from the Olathe District Schools Code of Ethics.)

Purpose of Guidelines: Staff members do not expect gifts from parents/guardians or students and no one should feel obligated or pressured to give gifts to staff. However, the District recognizes that parents frequently choose to give gifts to their children's teachers and staff to recognize dedication, time, and effort given to the students. The following guidelines are based on the District's Guiding Principles and Code of Student Conduct. They are intended to be supportive of the desire to show appreciation for staff, yet provide "best practice" guidelines for giving/receiving gifts in an ethical manner:

1. Restricting gifts to a nominal cost (no more than \$25 in value) is encouraged.
2. Gifts related to the needs of the classroom or school are always appreciated (e.g., books, supplies, games or educational toys, art materials, gift certificates to a bookstore or teacher supply store). Support staff (library media specialists, counselors, special education, PE, music, and art teachers) are a vital part of the education of our students, so gifts that benefit the entire school are valued.
3. Consider notes of appreciation, letters, or cards.
4. Donations to the school, library, nurse's emergency fund, or Olathe Public School Foundation on behalf of a staff member.
5. A class-wide gift, such as a gift card, on behalf of the entire class (with all students signing the card whether or not the student contributed) is appreciated. No one should feel obligated to contribute to such a gift.
6. Any item brought to school that would violate the Code of Student Conduct (e.g., tobacco or alcohol) is inappropriate and is reported to the administrator.
7. Extravagant gifts such as trips or expensive dinners are highly discouraged.

8. Principal input and approval should be secured before considering providing a party for a staff member (birthday, wedding/baby shower, etc.) on school property. Efforts are made to minimize disruption to instruction. Scheduling outside of the school day is encouraged.

Health Services

Health & Safety – Health Service, First Aid, and Illness:

Health and education are mutually inclusive. The Olathe School District has a registered professional nurse on staff at each elementary, junior high, and senior high school coordinating health services and promoting health and safety by:

- Identifying health needs/coordinating care;
- Implementing communicable disease control;
- Caring for ill or injured, which may include calling 911;
- Performing nursing procedures including medication administration, catheterization, gastrostomy feeding, and tracheostomy care;
- Conducting health screenings for:
 - Vision (grades PK, K, 2, 4)
 - Hearing (grades PK, K, 1, 2, 5)
 - Height & Weight;
- Partnering with other staff members to provide health education; and
- Serving as a liaison between the home, school, and community.

Parental cooperation to foster good health is needed in order to provide these services. Specifically, parents should:

- Ensure current emergency phone numbers are on file in the school office including the name and phone number of your child's physician and the phone number of another adult to contact in the event we cannot reach you when needed for an illness or emergency.

Illness Policy

Please notify the school if your child has a contagious illness. Students with the following health conditions shall be excluded from school:

- Oral temperature of 100 degrees F or higher
- Elevated (or possibly a normal) temperature combined with any of the following: a severe cold with yellow-green nasal discharge, excessive coughing, swollen glands, or skin rash
- Eyes inflamed with purulent drainage.
- Drainage from ear(s)
- Skin lesions (i.e. impetigo, ringworm and scabies) until under treatment
- Vomiting
- Diarrhea
- Fainting, seizure, or general signs of listlessness
- Other communicable disease

Students will be re-admitted after being fever-free or symptom-free for 24 hours (without the use of fever-reducing medication). Students with some conditions may return to school after being treated for 24 hours with an antibiotic. Call the school nurse for specific readmission guidelines.

For additional information regarding health care and regulations, please contact the Heritage Nurse.

Elementary School Medication Procedures

All student medications, including both prescription and over-the-counter medication, must be administered through the health room under the supervision of the school nurse. All medications are to be sent to school in the original container labeled with the student's name.

School-sponsored activities (before or after school): The school nurse is on duty and the health room is open during regular school hours (generally 8-4). Outside of school hours, the health room is locked, as is the medication in the health room, including inhalers and epinephrine. With the number and variety of activities we host, the safest thing for our children is to ask that parents be responsible for alerting the school nurse to health needs for school activities. Our school nurse will work with the staff sponsor to determine how to safely manage the student's health need. For older students (grade 4 and 5) it may be appropriate for the student to begin self-carry inhalers and epinephrine (in addition to the health room supply). Self-carry requires a separate physician order and assessment by the school nurse.

All medication, including over-the-counter medications, requires an annual written physician order or dentist order and parent signature. The medication label on the bottle does not suffice as a doctor's order.

Students with a known history of severe allergies needs to provide their own medication. Severe allergic reaction requires an immediate call to 911 and notification of parents.

On a limited, individually approved basis, students in kindergarten through fifth grade with asthma or allergies may carry and self-administer emergency medications. The self-administration policy requires written parental and physician specifications.

Health room stock of ibuprofen, acetaminophen and Benadryl may be sparingly administered by the school nurse upon parental written authorization.

The school nurse will abide by medication procedures due to potential side effects and safety concerns.

Physical Education Procedures

Send students to school ready to participate in physical education class and recess.

If your child needs to be excluded from PE/recess, please send a note to and/or call the Heritage nurse.

The school nurse may authorize to keep a student inside and/or excused from physical education class for up to two days when the student's physical condition appears to warrant this action. Additional consecutive days will require a note from a physician or a dentist.

Health & Wellness Policy

The Kansas State Board of Education has required all school districts in the state of Kansas to develop wellness policies. The Olathe School District has developed a Wellness Policy to promote healthy nutrition and physical activity choices for students,

families, and staff. The Wellness Plan is available on the district website, or you may request a copy by contacting the District Education Center, 780-7000.

At Heritage, we strongly encourage that snacks for parties, celebrations, and rewards be as nutritionally appropriate as possible, minimizing the number of sugary treats as much as possible.

Homework Guidelines

Homework makes an important contribution to a child's school progress. This additional learning time reinforces skills taught in the classroom, builds responsibility, and develops essential study habits. Homework can also serve as a communication tool by helping parents keep in touch with essential skills the students are learning.

Homework generally occurs 3 forms:

- (1) an extension or practice following classroom instruction
- (2) completion of an assignment not completed in class.
- (3) independent reading

Reading beyond the school day is essential -- regardless of other homework assigned - and has a positive impact on overall student achievement. Family support for independent reading at home is critical for success. In the primary grades, independent reading may often be the only homework expectation.

A copy of the "District Guidelines for Homework" is available upon request.

Make-up Work

Make up work refers to class assignments or homework not turned in as a result of any excused absence. Students may be allowed two days to make up missed work for every day absent. For extended absences longer than one week, a reasonable plan will be developed for the completion of missed work.

Johnson County Parks & Rec Department Before & After School Care

The JCPRD provides care for kindergarten through grade five students at Heritage. The service is available from 7-8:20 a.m. and 3:40-6:00 p.m. in the gym. On days with no school due to inclement weather, staff training, holidays, etc., care will be provided at a consolidated site to be announced by the JCPRD. For additional information and registration, phone 913-826-3063.

Legal Custody

Please advise the school principal about court orders and legal separation agreements pertaining to custody of children. The principal must see original or certified copies of paperwork in order to comply with court orders regarding custodial and/or other pertinent issues. A copy can be retained for future reference.

Lunch and Breakfast Program

A grab and go breakfast is available every morning from 8:00-8:20 AM.

Hot lunches are served every day. Students have three entrée options and items from the “self-serve” vegetable and fruit bar. Each hot lunch comes with milk and a juice. Students will **not** have access to the vending machines in the staff lounge.

Lunch Times at Heritage:

Kindergarten	11:00-11:25
First Grade	11:15-11:40
Second Grade	11:30-11:55
Third Grade	11:45-12:10
Fourth Grade	12:00-12:25
Fifth Grade	12:30-12:55

No visitors are allowed during the school day, including lunch.

The Olathe District utilizes a computer lunch account system. Your child will have an individualized account. To make deposits into the account, simply send a check payable to Olathe Food Service. Cash is also accepted. Notices will be sent home regularly with the students to provide an update on lunch account status. Students may have no more than 3 charges in a year. Please deposit enough money to eliminate negative balances. Families may apply for financial relief under the guidelines for the National School Lunch Program. Applications are available upon request from the office. Negative balances at the end of the school year will be turned over to a collection agency. Please contact the school office (780-7490) with questions regarding lunch account status. If you would like to pay for lunches online throughout the year and receive weekly email lunch account statements, please go to the Olathe Schools website at www.olatheschools.com and select the “Pay Fees/Lunch Online” quick link in the lower left hand corner.

Elementary prices for the 2020-2021 school year:

Student Breakfast	----\$1.35
Student Lunch	-----\$2.70
Adult	-----\$3.75
Milk	-----\$0.55
Juice	-----\$0.55

Music Program

The elementary music program has been designed to accommodate the needs of the students at each grade level. A comprehensive and coordinated music program, including vocal music, band, and strings provides each student an opportunity to explore various elements of the fine arts program.

Band & Strings Programs: Students may begin instrument experience at the fifth-grade level. Instruction is provided during the regular school day.

Parent – Teacher – Student Conferences

A formal conference is scheduled twice a year in October and February. This allows the opportunity for the child to provide valuable input regarding their learning and progress.

In addition, teachers and staff members are available at any time to meet as a team to discuss a child's progress. Parents or teachers may request a conference at any time.

Parent Teacher Organization {PTO}

The Heritage PTO actively supports the school programs through volunteers, fundraising and sponsoring social events. All families are encouraged to be active members of this outstanding club. Meeting and activity dates will be published throughout the school year on the online school calendar. You can reach the current PTO through email at heritagehounddogpto@gmail.com.

Parent Volunteer Program

Currently no visitors or volunteers will be allowed in the school building.

Parent participation plays an important role in the educational process. To help provide support to both students and staff, parents are welcome to participate in the "VIP" program sponsored by the Parent-Teacher Organization. Through this program, parents can work with students on activities such as assisting with reading, math, or provide individual tutoring. In addition, volunteers can provide clerical support to staff members. The "VIP" program does not guarantee placement in a specific classroom; placements are based on the needs of all students and staff.

If you would like to volunteer at Heritage, please call the school office at 913-780-7490 or contact your child's teacher to obtain the required application.

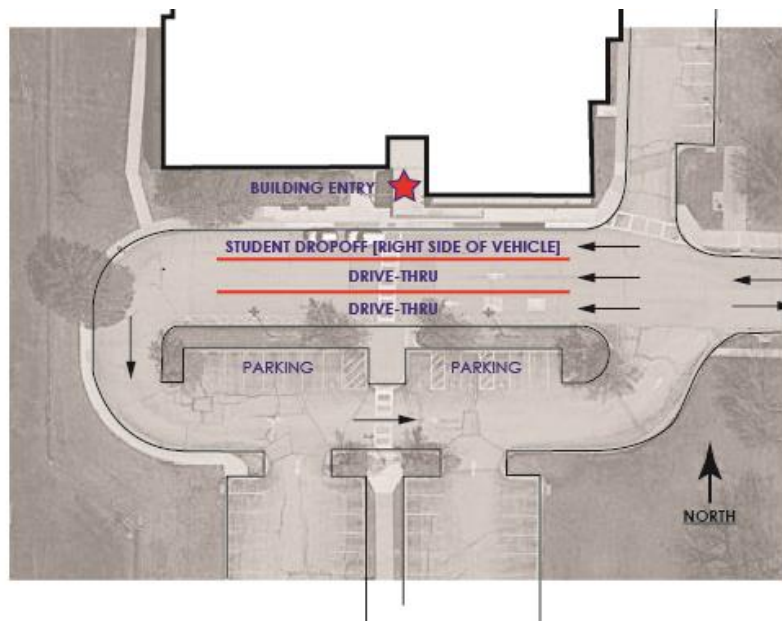
Parking During Student Arrival & Dismissal

Guest parking is available in the front parking lot for parents or patrons visiting Heritage or those picking up their child for an appointment or for early departure. Due to city ordinance, no parking is allowed in designated fire lanes marked by yellow curbs.

Arrival & dismissal of students: Please follow the traffic plan of the parking lot outlined below. Never leave your car unattended in the drop off lanes on either side of the main drive. Leaving cars unattended interrupts the traffic flow and can pose serious safety concerns for pedestrians. If you need to walk your child in or out of the school, please park in a parking space and enter the building. Also please be careful when crossing the bicycle/jogging path on the hill. Many people use this at all times of the day.

- ✓ Never drop off or pick-up your child in the middle of a lane of traffic. Always pull-up to a yellow curb to let your child in or out. All students should be dropped off curbside – preferably on the side of the vehicle they are sitting.
- ✓ Absolutely no u-turns
- ✓ One-way traffic only through the lane.
- ✓ Do not back up in the drop off lanes particularly near the cross walks.
- ✓ All students and parents should use the designated crosswalks. As adults we model appropriate behavior in our actions. It is imperative that we use crosswalks if we want our students to use them.
- ✓ Stop for all pedestrians in the crosswalks.

Please Note: SAFETY IS ALWAYS A MAJOR CONCERN FOR ALL. Please watch for children at all times and be considerate of others.



Parties & Party Invitations

Classroom parents assist with parties scheduled for fall/winter holidays, and Valentine's Day. Parents and teachers should confirm party plans prior to specific events.

Student-sponsored surprise parties are not permitted. On special occasions (not teacher birthdays), parents may desire to sponsor a class party other than holiday parties. Arrangements must be made with the classroom teacher and principal in order to avoid disruption to the instructional program.

If a student wishes to distribute party invitations at school, ALL students in his/her class must be included in the distribution. The school is not asking private parties include the entire class; however, if they do not include the entire class, parents/students will have to choose other avenues for distributing invitations.

Personal Belongings

Items such as lunch boxes, jackets, and hats should be labeled with the student's name and grade. Students are responsible for personal belongings. Parents and students are encouraged to check the lost and found at any time. Unclaimed items will be donated to a charity organization at the end of the school year.

Money: Students are not encouraged to carry money to school unless it is for a specific reason. Whenever money is brought to school, please place the money in a sealed envelope marked clearly with 1) child's name, 2) grade and teacher's name, 3) item or activity to be paid for, and 4) the amount of money enclosed.

Collectibles & Valuables: Collectibles and valuables such as trading cards, jewelry, video games, and other electronics should not be brought to school. The student is responsible for such items if they are lost or misplaced at school. **The school will not be responsible, or replace, lost or stolen personal property for any reason.**

Recess

Recess time is scheduled during the day for student's enjoyment, physical activity, and is an integral part of the school day. All students are expected to go outside. If it is unusually wet or cold, recess time will be reduced or held inside as per the guidelines set by the district. Please make sure your child has appropriate clothing for outdoor activity. Temperatures 20 degrees or above (with wind chill factored in) with no falling precipitation will result in outdoor recess. There will be limited outdoor recess if the outside air temperature and/or wind chill is between 10 and 19 degrees Fahrenheit. Indoor recess will occur when the outside air temperature and/or wind chill is lower than 10 degrees Fahrenheit or if there is falling precipitation.

All students are expected to go outside when the weather permits. Please make sure your child is dressed appropriately for the weather. If it is necessary for your child to stay indoors because of health reasons please send a note from your doctor stating the request and length of time your child is to remain inside.

We expect students at Heritage to be kind, safe, respectful, and responsible while actively participating in recess activities

Safe Schools

Providing a positive and safe learning environment for all is important to the Olathe Public Schools. This requires teamwork from school staff, parents/guardians, students, and the Board of Education. The Board expects school staff to maintain a suitable learning environment. Developmentally appropriate procedures and programs help to foster a positive and safe learning environment.

To emphasize on a safe school environment for all students, Olathe School District officials report all crimes committed on school property to appropriate local enforcement agencies. Specific examples of reportable incidents include, but shall not be limited to: possession of weapons, controlled substances (drug/alcohol), destruction of property, theft, fighting, intimidation, and other such matters involving criminal activity. Collaborative and cooperative procedures have been developed with the Olathe Police Department and other law enforcement agencies to support safe schools in Olathe Unified School District No 233.

A student shall not knowingly possess, handle or transmit any object that can be considered a weapon on/off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession, handling or use of any weapon may result in suspension or expulsion from school.

Code of Student Conduct

To provide a safe and orderly learning environment in our school, the Board of Education has adopted a Student Code of Conduct. These guidelines are designed to encourage student responsibility, respect the rights of others, and ensure the safe and orderly operation of all District schools. A copy of the Student Code of Conduct is provided to each family. Copies are also available in the school office.

Cyber Safety

The Olathe School District has developed guidelines for cyber safety and technology use. You may request a copy from the school office or you may access from the district website.

Guidelines and Procedures for Visiting/Observing in Classrooms

In compliance with Olathe Public Schools board policy, all visitors are under the jurisdiction of the building principal. To assure a successful school visit or observation, please observe the following guidelines:

1. Please arrange a mutually agreed upon date and time with the principal with enough advanced notice to allow time for the classroom schedule to be reviewed.
2. For security reasons, visitors are required to check-in at the office **before** proceeding to contact any other person in the building or on the school grounds.
3. Principals reserve the right to decline the request for classroom observation or visit if it is determined that such a visit would cause undue disruption in the educational process or classroom atmosphere.
4. All observation sessions will be planned to minimize conflict with the teacher and student schedule. Principals may limit the frequency and duration of any observation.
5. To protect the learning environment, and out of respect for the teaching environment, parents/guardians are asked to not bring younger siblings or children while visiting/observing in the classroom.
6. During the observation, the principal or her designee may be present in the observed setting, in order to accommodate follow-up discussion or clarify questions that may arise.
7. All aspects of individual student confidentiality must be preserved and respected.

Safety Hotline

Collaborative and cooperative procedures have been developed with the Olathe Police Department and other law enforcement agencies to support safe schools in Olathe Public School District. Olathe school and district officials report crimes committed on school property to appropriate local enforcement agencies. Specific examples of reportable incidents include, but shall not be limited to: possession of weapons, controlled substances (drugs, alcohol), destruction of property, theft, fighting, intimidation, and other such matters involving criminal activity.

SAFE SCHOOLS are everyone's responsibility. Please report any concerns or rumors to your school administration or to the school resource officer.

ANONYMOUS TIP HOTLINE: 780-7777.

School Closings

On rare occasions, it may be necessary to dismiss school because of inclement weather conditions or an emergency at an individual school. If it is necessary to close, announcements will be made via an Emergency Information Network set up by the area school districts, area radio and TV stations, area police departments, and/or other forms of electronic media appropriate for the situation.

Announcements will be made at the earliest possible point on the day in question. If school is cancelled due to snow or inclement weather, information will be available in these ways:

- Local television and radio stations
- Olathe Alert (sign up via the school web site)
- District Web site—www.olatheschools.com
- Facebook—go to “Olathe District Schools”
- Twitter—@olatheschools & @HeritageK5
- Download the Olathe School District APP
- District information line—780-8000
- Channel 18 (Comcast and Time Warner)

If Bad Weather Occurs During the School Day

If school is in session, regular dismissal time will be observed rather than early dismissal. We must be mindful of safety issues arising from early dismissal: transportation, particularly for those students who normally ride the bus or are driven to and from school; lack of supervision at home because of an unscheduled dismissal; and the uncertainty of sending children away from a protected school environment and out into hazardous weather conditions. However, children will be released to parents who appear at school to exercise an early dismissal. Every effort will be utilized to ensure the safety of children.

Sign Up for Olathe Alert!

Parents and patrons are invited to sign up for Olathe Alert to get important information about our schools sent as text messages or email. Emergency information, school closings and administrative reminders (upcoming district-wide events or breaks) are among the types of information available through this free service. To sign up, look for the Olathe Alert button on the district website.

School Counseling Program

The elementary school counseling program is developmental and preventative in nature. It involves all students for the purpose of helping each individual achieve his or her own potential. Our goal is for students to acquire the knowledge, skills, and attitudes necessary to become positive and productive citizens. The elementary school counselor regularly teaches counseling lessons in the classrooms, provides individual and group counseling as needed, and assists students in personal and social development. If you have any questions related to the counseling program, please feel free to contact our school counselor, Kelly Knipp.

Teacher Requests

A great deal of time and effort goes into making class placements for the following school year. Many factors are considered and the process is both lengthy and challenging at times. In order to make the best placement for all Heritage students in a fair and consistent manner, we have developed a process through which you will have the opportunity to give us important information about your child if you would like to provide input for the following year. Because of the increased number of teacher specific requests, it has become necessary to develop a different system that is fair and equitable to all students. We no longer accept requests for specific teachers, but we have developed a method for you to provide us with favorable attributes of a teacher without naming a specific teacher.

Each spring, a request form will be sent out to all parents notifying you of the opportunity to provide input. This information will be considered when making placements for the next school year. All requests for specific teachers (with the name of a specific teacher) will not be honored.

Telephone Calls & Cell Phones

Messages for students may be taken by the office when it is essential for a student to receive information during the school day. Students will not be called away from class unless it is an emergency.

Students will not be permitted to make unnecessary phone calls such as obtaining permission from a parent to go to a friend's house. Please plan in advance with your children so the school's phone lines will not be unnecessarily tied up.

Cell phones must be turned off when entering the building and kept in the student's backpack. Cell phones will remain in the backpack for the entire day, and may be turned back on after dismissal. The school will not be responsible for lost, stolen, or damaged phones under any circumstances.

Textbooks & Library Books

Basic textbooks are loaned to students for the school year, and students are encouraged to check out library books. Books are to be kept clean and handled carefully. A fee will be charged for abused, misused, or lost books.

Visitors & School Guests

This year we will not be allowing visitors or school guests until further notice.