



Parent-Student Handbook
2025-2026

A Community Leadership School

MISSION

At Heritage Elementary School we are on a mission to love, lead and serve.

VISION

At Heritage Elementary School our vision is to inspire our Heroes to become future leaders.

OUR CORE VALUES & BELIEFS- The Energy Bus Principles

- ❖ You are the Driver!
- ❖ Create a Positive Vision!
- ❖ Drive with Purpose!
- ❖ Fuel Your Ride with Positive Energy!
- ❖ Transform Negativity!
- ❖ Love Your Passengers!
- ❖ Enjoy the Ride!

OFFICE PERSONNEL

Mrs. Jese Brown, Secretary/Treasurer
Mrs. Jamie Owens, Data Manager
Mrs. Jessica Horne, Receptionist
Mrs. Kim Turner, School Nurse
Mrs. Ali Beachum, Social Worker
Mrs. Crystal Cox, School Counselor

Mrs. Kelly J. Clarke
Principal

Mrs. Michelle Staley
Assistant Principal

NOTE FROM THE PRINCIPAL

Dear Parents, Guardians, and Caregivers,

Welcome to the 2025–2026 school year at Heritage Elementary School!

We are excited to begin another year of learning, growth, and opportunity. Our Parent/Student Handbook is designed to serve as a quick reference guide for you and your child. While it includes basic information about our school's daily operations and expectations, please remember that it is not all-inclusive—particularly regarding discipline. It should be used alongside the Onslow County Schools Student-Related Board of Education Policies and the School Bus Safety Regulations Handbook.

At Heritage, we are committed to creating a safe, nurturing, and engaging environment where every child can thrive. We believe that a strong partnership between home and school is key to student success. When families and educators work together, we create the foundation for academic achievement, personal growth, and lifelong learning.

If you have questions, concerns, or ideas, I encourage you to reach out. We value open communication and welcome your involvement throughout the year. Working together, we can ensure your child has the best possible experience at HES.

Thank you for entrusting us with your child's education. I look forward to an incredible school year filled with joy, discovery, and new adventures!

You're Awesome. You're the Best. You Rock!

With appreciation,

Mrs. Kelly J. Clarke

Principal-Heritage Elementary School

ABSENCES/ATTENDANCE

Attendance in school is an integral part in developing a positive attitude toward school and the teaching-learning process. Regular attendance develops patterns of behavior essential to academic achievement and personal success in life. **Therefore, absences, tardies, and early checkouts should be limited to illness or other extenuating circumstances.**

NC General Statute 115C-378 requires that every child between the ages of 7 and 16 years (or younger if enrolled) attend school. Parents/legal guardians have the responsibility for ensuring that students attend school daily and "shall notify the school of the reason for each known absence in accordance with local board

policy." In order for a child to be counted present, he/she must be in attendance at least one half of the school day. Anyone who **checks out before 12:00 or checks in after 12:00 is counted absent.**

On the day returning after an absence, a note must be given to the child's homeroom teacher that includes the date(s) of absence, reason for absence, and parent's signature. All notes are kept on file in the office.

Absences will be considered excused for the following reasons only: See **Also: OCS Board Policy 4400**

1. Personal illness or injury; quarantine (of student)
2. Death of an immediate family member (parents, siblings, and grandparents of the student)
3. Educational opportunities approved in **advance** by the principal (Family vacations and trips are **not** educational opportunities.)
4. Medical or dental appointments for the student only
5. Court/administrative proceedings for the student
6. Religious observances (approved in advance)
7. Military family leave (See Board Policy 4400)

All other absences are considered unexcused.

*All tardies are marked as unexcused unless a doctor's note is presented upon check-in.

Onslow County Board Policy 4400- Attendance in Grades K-5 (Revised December 06, 2011)

In order for a student to be considered for promotion to the next grade level, an elementary school student should be in attendance for a minimum of 160 days. The principal shall consider extenuating circumstances. When total absences (excused or unexcused) exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation, etc.) Absences not documented will be referred to the proper authorities.

Excessive Absences: The school social worker tracks all student absences. An investigation by the principal is conducted for all students with excessive absences to determine if the parent/guardian has made a good faith effort to comply with the law. Dependent upon the outcome of the investigation, the principal in conjunction with the social worker may notify the District Attorney and the Director of Social Services as required by G.S. 115C-378.

ACCIDENT, ILLNESS, OR INJURY OF STUDENTS

In case of serious illness or injury, the following procedure will be followed:

1. If a student becomes ill or injured at school, his/her parent or guardian shall be notified as soon as possible.
2. A student who is ill or injured shall not be removed from school until the parent or guardian has been notified, or until a reasonable attempt to reach the parent or guardian has met with failure.
3. If a reasonable attempt to reach a parent or guardian meets with failure in cases of emergency due to critical illness or injury, a student will be sent to the hospital in a Rescue Squad vehicle. The parents will assume responsibility for the cost of transportation and medical attention.
4. If the principal feels a child must be quickly transported to an emergency room, the child will be taken. The parents will be notified as quickly as possible.
5. As per OCS Board Policy (4239.5), students with a fever 100* or greater, with vomiting, or with diarrhea will be sent home and may not return until they are free of symptoms for 24 hours (without medication) before they may return to school.

BREAKFAST

The school cafeteria opens each morning at 8:05 for breakfast. Students who are transported by car should report directly to the cafeteria in the mornings if they plan to eat breakfast. Bus riders

will report immediately upon arrival. For additional information see "Lunch/Meals."

BUSES

Parents should review bus rules and regulations that are printed in the *Onslow County Schools Student Related Board of Education Policies and School Bus Safety Regulations Handbook*. A copy of this handbook is provided to every student annually.

CARE CENTER

The CARE Center (Center for Academic and Reflective Education) may be utilized for inappropriate behavior that results in administrative action. Students assigned to the CARE Center are given "In School Suspension/ISS" away from their classroom peers to reflect on the inappropriate behaviors, discuss positive behavior choices, and/or complete assignments. Our HES Student Monitor supervises the student(s) and provides individualized instruction during the assigned time. See also Discipline Policies.

CARE PROGRAMS (Before & After School)

Unless they are involved in a specific before or after school program, students are not permitted to be on campus outside of established school hours. This is an issue of student safety and supervision. There are two programs at Heritage Elementary that may be of assistance for those needing before or after school care:

Before School Care Program (BSCP) through YMCA

- ✓ Families can register early at www.newrivery.org.
- ✓ The before school care program operates on a "1st come 1st served" basis.
- ✓ There is no registration fee. Payments are made online.
- ✓ Contact Jane Schirmer Family Services Director, at (910) 333-1416 for more information.

After School Care Program (Boys & Girls Club)

At HES, we provide after school care through our Boys and Girls Club. Parents may call (910) 455-9003 (Keith Williams) to find out about the hours of operation and registration, as well as expenses for B/G Club. Boys and Girls Club is an outside entity that is not affiliated with Heritage. **After School Care Dismissal** To help keep our carline and bus traffic running smoothly, students enrolled in After School Care may begin being picked up at **3:30 PM**. Please plan your arrival for After School Care pickup at or after this time to avoid disruptions during dismissal.

CELL PHONES/SMART WATCHES

Policy Code: 4318 Use of Wireless Communication Devices

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, smart watches, electronic devices with internet capability, paging devices, two-way radios, and similar devices.

A. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses.

B. Consequences for Unauthorized Use

School employees have the authority to confiscate any wireless communication devices that are on, used, displayed, or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned in accordance with the school's code of conduct.

The disciplinary consequences for violations of this policy will be consistent with Section D of policy [4300](#), Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information, or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation, or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

C. Search of Wireless Communication Devices

In accordance with policy [4342](#), Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct, or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

D. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss, or damage of a cellular phone or other personal wireless communication device.

Legal References: [G.S. 115C-36](#), [-390.2](#) Cross References: Student Behavior Policies (policy [4300](#)), Disruptive Behavior (policy [4315](#)), Student Searches (policy [4342](#)) Adopted: February 7, 2023

- **1st Infraction** – Students will have their cell phone/other wireless communication devices taken away and returned at the end of the day. Parents will be notified of the infraction.
- **Additional Infractions** – Students will have their cell phone taken and locked up in the front office until a parent

can come to school to retrieve it. Additional consequences may be assigned (ISS, OSS) if the infraction continues.

CHECKING IN/OUT

The school day begins at **8:05 a.m.** All students who arrive at school after **8:30 a.m.** are tardy and must check in at the office **accompanied by a parent/ guardian.** To check a student out from school, parents/guardians must follow the following procedure:

1. Only parents/guardians/designees may check students out of school.
2. The parents/guardians/designees must present a picture ID that will be compared to the child's demographic file before the child is released. This is a safety procedure and there will be no exceptions.
3. When checking out a student, parents/guardians/designees must remain in the front office. A staff member will call for the student(s), and the student(s) will come to the office for dismissal.
4. Parents/guardians/designees are not permitted beyond the front reception desk without authorization.

Please note: Students cannot be checked out after 2:45 p.m. due to increased traffic from car rider dismissal and transitions occurring within the building as we prepare for end-of-day procedures.

Thank you for your understanding and support in maintaining a safe and orderly dismissal process.

COMMUNICABLE DISEASES

Children with communicable diseases must stay at home until the disease is no longer contagious.

CONFERENCE

Parent-teacher conferences are encouraged to improve communication among parents, teachers, and students. If you would like to schedule a conference, notify the teacher in writing, or call the school at 324-3139 to make an appointment. Conferences can be via phone, via Microsoft Teams, or in person. All conferences will be scheduled during non-instructional time.

CURRICULA

All students at Heritage Elementary School will be instructed according to the North Carolina Standard Course of Study ([Standard Course of Study | NC DPI](#)). Students will also receive instruction in enrichment classes such as Art, Music, P.E., Library, and Community Leadership on a regular basis.

DISCIPLINE (COUNTY POLICIES)

The staff of Heritage Elementary is committed to providing a Safe & Civil school environment for learning. Each classroom teacher has developed a plan that begins with teaching positive behaviors to students coupled with rules and procedures that will provide an environment that is conducive to learning and help each child to develop self-discipline. Most inappropriate behavior will be taken care of by the classroom teacher in accordance with the classroom management plan. For persistent discipline problems or severe acts of inappropriate behavior, students may be referred to the administration.

*See also the Onslow County "Student Discipline Policies and School Bus Safety Regulations" handbook.

HES Guidelines for Student Success:

1. **BE KIND-** Always be considerate of another person's beliefs and feelings.

2. **BE SAFE-**Never do anything that could cause harm to you or another person.
3. **BE RESPONSIBLE-**Always strive to do your best, be attentive and polite.

We are **HEROES**:

- H**-Have Character
- E**-Encourage Others
- R**-Respect Self & Others
- O**-Own Your Actions
- E**-Effort Toward Your Learning
- S**-Show Safety First & Self Control

Heritage Elementary School does not tolerate threats, assaults, harassment, bullying, or hazing by any student. Any of these behaviors should be reported to the teacher or other adult as soon as possible. It is the responsibility of the teacher and principal/designee to investigate any claims of threats, assaults, harassment, bullying, or hazing. According to BOE Policy- 4331, except where certain consequences are required by law, principals in the elementary grades are expected to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standards or rules. Violations of this section may result in suspension and/or legal involvement.

DISMISSAL/A.M. DROP-OFF

Please know that dismissal procedures are always subject to change as we can encounter many different variables. Heritage will dismiss **car riders** from the back of the school two grade levels at a time (see below). **For the safety of all students, parents are to remain in their cars.** Staff will assist with opening car doors in the mornings and students will be escorted to their respective cars in the afternoons. **Students should enter/exit vehicles on the passenger side only.**

To avoid major traffic jams during dismissal, HES has designated **staggered dismissal times** for grade levels. **Please do not arrive earlier than these designated times and park because you will be asked to move. The times must be followed accordingly to avoid traffic jams and to allow traffic to flow smoothly.**

3:00-3:10 Kindergarten & First Grade (Families will utilize the service road to line up at the back of the school)

3:10-3:20 Second Grade & Third Grade (Families will line up in the 1st row of the visitor's parking lot. You will be told when to proceed through the line)

3:20-3:30 Fourth & Fifth Grade (Families will line up in the 2nd row of the visitor's parking lot. You will be told when to proceed through the line)

***Siblings will dismiss at the same time as their younger grade level sibling (s).**

Please **do not** park down the main road entrance where the "No Parking" signs are. Visitor parking is located under the flag poles throughout the day. We are asking all parents to adhere to our entrance and exit areas with caution, as well as adhering to the staggered times for dismissal to keep traffic flowing.

Parents, guardians, and designated individuals checking out a student must present a valid photo ID each day. If someone other than the parent/guardian is picking up the student, they must be listed on the contact information provided and also present a valid photo ID. Students will not be released to individuals who are not on the approved list. Any changes to afternoon transportation must be made prior to 2:00 p.m. in writing. Transportation changes will not be accepted over the phone. Please send a note or fax the school at: (910) 324-7801.

Bus riders will be escorted to the bus lot as their buses arrive on campus.

For car riders:

1. HES has dismissal processes and procedures in place for all students. Every student will be assigned a number placard. Parents will display the placard on their sun visor with the number (s) of all children in their vehicle. Staff will call students to the car line for dismissal by their assigned number during their dismissal time. Our car line will be at the back of the school. **Please be patient during the first few weeks as the car line is always longer at the beginning of the school year.** Teachers will explain the dismissal times and processes more thoroughly before the first day of school. **A map and video explaining the process is on our school's website.**
2. Transportation tags are attached to student backpacks to assist in afternoon transportation and dismissal (Car/bus tag).
3. Only adults listed on the student's transportation form/card may pick up students from school. Additions to the list may be made in writing. Please be advised that school personnel may ask to see photo identification before releasing students to any adults.
4. Cars are not permitted on the bus lot during dismissal for any reason and students cannot be taken off the bus by parents/guardians, etc. School officials will assist in helping students unload and load the bus.
5. Be cautious and drive slowly when exiting the parking lot and out of the school zone.

EARLY RELEASE

Early Dismissal on Professional Development Days:

Onslow County Schools provides five (5) professional development days for staff throughout the school year. On these days, early dismissal procedures will be followed.

- Car riders should be picked up at the adjusted dismissal times listed below.
- Bus riders will begin dismissing at approximately 12:30 p.m., or as buses arrive on campus.

Thank you for making arrangements to ensure a smooth and timely dismissal on these days.

12:00-12:10 Kindergarten & First Grade

12:10-12:20 Second & Third Grade

12:20-12:30 Fourth & Fifth Grade

***Siblings will dismiss at the same time as their younger grade level sibling (s).**

Normal dismissal procedures and practices will be followed. The parent must provide the child's teacher with any changes in the normal routine. It is important that parents/guardians make the necessary arrangements in advance to ensure student safety and proper supervision when the student arrives off the bus. Lunch will be provided to students before dismissal. **The ERPD dates for 2025-2026 are as follows: 9/17, 10/8, 11/19, 2/13, 3/18 & 4/15.**

EDIBLE ITEMS

All edible items provided for classroom activities must be store-bought and include a visible list of ingredients on the packaging. Homemade items will not be permitted in order to ensure students' safety and accommodate allergy concerns.

EMERGENCY NUMBERS

The school must have at least two current phone numbers on file to contact you in the event of an injury or illness. It is essential that these numbers remain up to date throughout the school year. Emergency contact forms will be sent home at the beginning of the year for you to complete. If your contact information changes at any time, please notify the school office promptly.

FEES

The Onslow County Board of Education has established the following fees:

Recorder (4 th & 5 th graders only)	\$5.00
1:1 Technology Usage Fee	\$25.00
Insurance (optional)	\$13.00

***Parents are held responsible for student's lost/damaged textbooks, library books, laptops, and chargers.**

There is an online feature to pay fees, etc. Parents will need to create an account by visiting this website <https://www.schoolcashionline.com/> and registering your students for access to making online payments. Please note, this does not include cafeteria fees, as that is a separate online program.

FIELD TRIPS

Students may have opportunities to participate in off campus activities throughout the year. Information on the purpose of the trip, the cost, and schedules will be shared with parents before the trip. Many of the trips require special bus arrangements and advance ticket purchases. Therefore, we ask that you please adhere to the payment deadlines and due dates. **Please note that no refunds will be given.** Past due payments and/or permission slips may not be accepted. If you need to make special arrangements or requests, please notify your child's teacher as soon as possible. Parental permission slips will be required for all students who leave campus during the school day for a field trip.

GRADING POLICIES

Report cards are sent home every nine weeks. Interim reports are sent home midway through the grading period on the dates designated on the Onslow County School calendar. **A conference will be scheduled during the first grading period.** Onslow County Schools follows a ten-point grading scale. Parents are encouraged to sign up for **Parent Portal, which is real time access to a student's current grades.**

Onslow County Grading Scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

HEAD LICE

Head lice are small, blood-sucking insects that live on the scalp and hair. They spread through direct contact with an infested person, as well as through shared items such as hats, clothing, combs, and brushes.

To help prevent the spread, teachers and assistants will periodically check students for head lice. We also encourage parents to check their children regularly at home.

If a student is found to have head lice, they must be picked up from school immediately for treatment. Before returning, the student must be brought to school by a parent or guardian and checked by

the school nurse or office staff. Students may not ride the bus or return to class until they have been cleared by school personnel.

Thank you for your cooperation in keeping our school healthy and safe.

HEARING SCREENINGS

Onslow County Schools provides mass hearing screenings to all preschool, kindergarten, and first graders. In addition, any student can receive a hearing screening with a verbal or written request from a teacher or parent.

Why is it important to have your child's hearing screened?

- Hearing is important for speech, language, reading and learning.
- A hearing screening can detect if your child needs further testing.
- Even if your child has passed a hearing screening previously, their hearing can change.
- Hearing loss is invisible and can go undetected.

A hearing screening is only a snapshot of how your child is performing and is not a substitute for a complete hearing evaluation. If your child fails the screening, a rescreen and/or referral will be made. If your child passes the hearing screening, you may not be contacted.

If you do not want your child to be screened or if you have questions, please contact:

Katie Wegman, Au.D., CCC-A, Educational Audiologist
910-455-2211 x 20243
katie.wegman@onslow.k12.nc.us

HOMEWORK

Teachers may assign work to be completed at home in accordance with their classroom homework policy. If you have any questions or concerns regarding homework assignments, please contact your child's teacher directly.

HONOR ROLL AND PRINCIPAL'S LIST (Grades 3-5)

Students should be recognized for academic achievements throughout the year. The Honor Roll recognition will be given to students meeting specific criteria. Students must be working on or above grade level and receive no grade below A or B in any area. Handwriting will not be a determining factor in this honor.

Those students who are exhibiting exemplary performance in the classroom will be recognized with the honor of Principal's List. These students must be working on or above grade level and maintain all A's, except for handwriting. We hope to encourage students to work hard to earn this honor. Recognition will be provided through an academic awards ceremony. The designation of Honor Roll or Principal's List should be based on content areas where students receive an actual grade (ELA/Reading, Math, Science, Social Studies). Subjects/items that only provide for a S, N, U should not be considered when determining Principals List/Honor Roll.

IMMUNIZATIONS

Heritage Elementary follows all state laws regarding childhood immunizations. Please contact the school nurse if you have any questions.

INCLEMENT WEATHER

In the event of inclement weather, parents and students should listen to the local radio and TV stations for the latest school closing and delays. You may also call 910-989-2211 for school closing information. **In the event of a 2-hour delay, students should arrive at their designated bus stops exactly 2 hours later than normal.** If severe weather or potentially hazardous conditions result in the early release of students, information about school closings will be announced on local radio and television stations. Plan to prepare for such emergencies and ensure proper supervision will be at home when the student arrives off the bus.

LOST AND FOUND

Clothing items that are easily misplaced—such as gloves, hats, and coats—should be clearly labeled with the student's name. Lost and found items will be kept for up to two weeks before being donated.

Reminder: Students should not bring items of value to school, as the school is not responsible for lost or stolen belongings. This includes, but is not limited to, money, electronic or handheld devices, mobile phones, wearable technology, jewelry, and trading cards.

LUNCH/MEALS

Onslow County Schools provides nutritious breakfast and lunch meals designed around USDA Dietary Guidelines and the EAT SMART NC Nutrition Standards. Guidelines restrict the amount of fat, sodium and sugar in our meal selections and encourage increased consumption of fresh fruits, vegetables, whole grain products, and calcium rich foods. Well-balanced breakfasts and lunches are one of the cornerstones to success in the classroom and improving students' academic performance. Menus are posted on the Onslow County Schools website at www.onslow.k12.nc.us and in the local media.

<u>Breakfast</u>		<u>Lunch</u>	
Full Price	\$ 1.25	Full Price	\$ 2.50
Reduced Price	Free	Reduced Price	\$ 0.40
Adults	a la carte	Adults	a la carte
Milk	\$ 0.50	Milk	\$ 0.50

Children from families whose income falls within USDA income-eligibility guidelines may be eligible for either free or reduced-price meals. Applications for meal benefits are available at the school office, cafeteria, and the Child Nutrition Central Office.

Parent/Guardians may request that a message be placed on the child's account to limit the types and amounts of items the student is permitted to purchase. If a student in grades K-8 has no money for meals, that student will be fed, and the student's cafeteria account will be charged for that meal. There will be no charging of individual food items at any time. A copy of the meal charge collection program is available at the school office, school cafeteria and for viewing online at www.onslow.k12.nc.us. A parent/guardian may request a printout of their student's cafeteria account. Contact the cafeteria manager for any account information or with questions/concerns. ***We ask that snacks and lunches do not contain glass containers.**

MEDICATION

Onslow County Board of Education has in effect a policy for the administration of medications to students during the school day. Every effort should be made to give medications at home before or after school. Students who must take any type of prescription medication during the school day must have a completed "Permission for Prescribed Medication Form" (available in the school office) signed by both doctor and parent/guardian prior to the medication being dispensed. Students may not transport medication to and from campus. All medication is to be registered with the school nurse in an appropriately labeled container. School personnel are not allowed to dispense over the counter (OTC) medication to students without a doctor's prescription and completion of the proper form.

MOMENT OF SILENCE

The Onslow County Board of Education has adopted the following policy for all schools:

"A moment of silence shall be observed at the beginning of each day in all grades in the school system. The moment of silence may not exceed one minute in length, must be completely unstructured and free of influence from any source and no other activity shall be allowed during that time."

NEWSLETTERS/BLACKBOARD PHONE MESSAGES

School information will be posted on our school's website, Facebook, Twitter/X and Class DoJo to inform parents/guardians of events that will be taking place throughout the year.

<https://www.onslow.k12.nc.us/richlandsp>
[Heritage Elementary School of Richlands - Posts | Facebook](#)
[Heritage Elementary School \(@HES_Heroes\) / Twitter](#)

Reminders are also sent home via the School Messenger Phone System (Blackboard). Teachers may also send reminders home periodically announcing special school events via flyers, Class Dojo, email, newsletters, etc. ***Please be mindful that teachers use social media for reminders and messages but will not communicate back and forth with families during school hours due to instructional time. Parents will need to understand that teachers may not be able to speak to them or reply to messages sent during teaching hours until after students have left the campus.***

NON-RESIDENT TUITION

Students attempting to enroll in the Onslow County School System who do not have a parent/legal guardian domiciled in Onslow County will be assessed a fee.

PARENT PARTICIPATION-VOLUNTEERS

Parental involvement is essential to the overall success of our school community. When parents participate, it demonstrates support for both their child and the school, reinforcing the value of education. Heritage Elementary School warmly invites you to become a SCHOOL VOLUNTEER and contribute your time each week to help support our students and staff. If you are interested in volunteering, please contact the school office at (910) 324-3139 so they can share the process for becoming a volunteer.

To volunteer on our campus, you must complete the Onslow County Schools' volunteer approval process. This includes being fingerprinted and attending a mandatory volunteer orientation scheduled by Onslow County Schools. Once these requirements are met, you will be contacted regarding your volunteer schedule.

Please be aware that volunteers are expected to actively support the entire school community and should not remain in their child's classroom solely to observe their child or the teacher. When volunteering, always report to the office to sign in and receive a volunteer pass from the receptionist.

Volunteers are also required to always respect the confidentiality of students and staff.

Please note that at any time, the administration reserves the right to revoke your volunteer status.

Thank you for your support and commitment to Heritage Elementary School. We look forward to partnering with you to create a positive and successful learning environment for all our students.

PROMOTION

Onslow County School System promotion standards are:

K-2 Promotion Requirements

- **By the end of kindergarten** and first grade, progress on the Onslow County School System K-2 Literacy and Math Assessment shall be considered for promotion to the next grade.

- **By the end of second grade**, students will have acquired on-grade level proficiency as determined by the Onslow County School System K-2 Literacy and Math Assessments to be promoted to the next grade level.

3-8 Promotion Requirements

Students in grades 3-8 shall perform at least at grade level as identified by the state end-of-grade tests, observations, grades, teacher-generated, locally generated, and state-generated assessments; work samples, portfolios and/or other factors in all areas of the curriculum.

§ 115C-288. Powers and duties of principal.

- (a) To Grade and Classify Pupils. **– The principal shall have authority to grade and classify pupils.**

RECORDINGS

Any video, audio, or photographic recording in classrooms or other areas designated for student learning, is prohibited without prior consent from the teacher, parent and/or school administration.

SAFETY

As part of our Safe School Plan, we will practice safety drills on a regular basis. All drills are held in accordance with local and state regulations.

1. Fire drills: Fire drills will be held in accordance with state regulations.
2. Tornado or severe weather drills (earthquake): Tornado drills or other severe weather drills will be conducted in conjunction with county and state-wide drills.
3. Lock-Down drills will be conducted on a regular basis in accordance with county policy. Please be sensitive to information that will be shared with you announcing policies related to safety.
4. Parking lot: Parents are asked not to use the bus parking lot for unloading and picking up students. The parking lot beside the school should be used by parents and visitors. Fire lane parking is not permitted under any circumstances.
5. Glass bottles and containers are not allowed at school.
6. Toys, radios, CD players, cell phones, iPods, smart watches, etc., are not allowed and will be taken for parents or guardian to pick up.

Loading and Unloading Your Child at School: For the safety and efficiency of our arrival and dismissal procedures, please adhere to the following guidelines:

- Students may be dropped off in the **morning car line beginning at 8:05 a.m.**, where staff will be present to assist with opening car doors.
- **Students should not be dropped off in any other areas** or escorted to the entrance doors. We have designated drop-off zones and staff positioned to ensure students enter the building and transition through the hallways safely.
- During both morning drop-off and afternoon pick-up, students must **enter and exit the vehicle from the curb or sidewalk side** to ensure their safety.
- **Parents/guardians should remain in their vehicles** during these times. If you need to assist your child with a

car seat or seatbelt, please pull into the **gravel staff parking lot at the back of the school** to do so.

Thank you for your cooperation in keeping our students safe and ensuring a smooth arrival and dismissal process.

SCHOOL COUNSELOR

Heritage Elementary has a School Counselor who conducts small group, whole class, and individual counseling sessions. The counselor is available to assist students and parents who are experiencing school-related problems with their child and to assist/teach units needed by students. Please call the school to schedule conferences with the counselor as needed. Informative parent sessions will be scheduled during the school year by the school counselor. Additional information will be sent home concerning the dates, time, sessions being offered, and speakers for these sessions.

SCHOOL HOURS

The school day begins promptly at 8:05 a.m. Students who arrive after 8:30 a.m. are considered tardy and must be checked in at the front office by a parent or guardian. Office staff will be available to assist with the check-in process.

Students should not arrive before 8:05 a.m., as adult supervision is not available prior to that time. (Breakfast service also begins at 8:05 a.m.)

Dismissal times can be found under the DISMISSAL section.

Thank you for your support and cooperation in helping us maintain a safe and focused school environment.

SCHOOL NURSE

Heritage's nurse is available on a limited basis to assist our students and parents with health matters. She is not to replace your personal physician, yet to help whenever possible. For any medical concerns, immunization requirements, or other health-related questions, please contact the school. Our school nurse is available to assist and provide support as needed.

SNACKS

Students are encouraged to bring a snack to school each day. Supplemental food items may also be purchased during their lunch period in the cafeteria. In consideration of health and safety guidelines, any snacks or treats brought to share, including for birthdays, class events, or holidays—must be store-bought, include a clearly labeled list of ingredients, and be within the expiration date. Homemade items will not be permitted.

Thank you for helping us keep all the students safe and healthy.

STUDENT DRESS CODE

Heritage Elementary School, in accordance with OCS Board Policy **Code 4316** has adopted the following dress code guidelines:

- Hoods are not to be worn in the building.
- Pajamas are not to be worn unless a special day at school is scheduled.
- Shorts, skirts, dresses and skorts must be at an adequate length that during normal childhood play and activities, the child's privacy and dignity is maintained.

- If leggings are worn, then tunic length shirts or appropriate length skirt/dresses should also be worn over the leggings.
- Shirts must extend past the waist of the pants to avoid display of midriff even when arms are raised. Crop tops are NOT permitted. Spaghetti straps, tank tops, and racer packs are NOT permitted: sleeveless shirts must have a least 2 inches of material on the top of the shoulder.
- Clothing that encourages the use of tobacco, alcohol or other drugs, or clothing that contains the use of profanity or inappropriate slang/pictures, including weapons, is NOT permitted.
- Brief or revealing attire should not be worn by any student.
- "Sagging," wearing long chains or spiked jewelry is not permitted.
- Inappropriate, vulgar, or obscene wording or pictures are not to be worn on clothing including face mask.
- Students should wear shoes that are appropriate for daily recess and physical education activities. Sandals and dress shoes should have heel straps to avoid injury. Flip flops, cleats, high heels, and Heelies, are not allowed at any time. Sandals that expose the toes are not permitted during PE and structured recess which occurs each day. Students may wear sandals that have an ankle strap on non-PE days. Tennis shoes are recommended for daily wear.

Clothing, which is obscene, sexually suggestive, revealing, advertises tobacco products, alcoholic beverages, drugs other illegal items, violent behavior, or contains inappropriate language is not permitted.

Clothing which is representative of gang affiliation. this includes rags, bandannas, or handkerchiefs hanging from a pocket, scarves or bandannas tied around legs/arms/necks, one pant leg up, baseball caps tilted one-way, gang lettering/language, gang numbers, gang symbols, and/or colors that are associated with gang affiliation are not permitted.

Any symbols, styles, flags, or attire frequently associated with intimidation, bullying, violence and/or violent groups are not permitted.

The purpose of the HES School dress code is not to censure individual expression but to help maintain an atmosphere conducive to learning and free of distractions.

STUDENT RECORDS

Pursuant to the Family Education Rights and Privacy Act (FERPA), & the OC Board of Education, parents of students under 18 years of age have the right to inspect school records. Parents/Guardians that move to a new address, obtain a new work phone number, or obtain a new home telephone number should call the school and provide the office with their new demographic information. It is important that all student information is kept up to date so parents can be contacted if necessary.

Directory Information: Onslow County Board of Education classified the following as directory information: name, school, grade level, participation in officially recognized activities and sports, weight, and height of members of athletic teams and degrees and awards received. School officials may release this information to any person without the consent of the parent or student. Any parent who objects to the release of any or all of this

information without consent must notify in writing the principal of the school where the records are kept within 30 days. The objection must state what information the parent or student does not want classified as directory information. If no objection is received within 30 days, the information will be classified as directory information until the beginning of the next school year.

TECHNOLOGY USE

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using these resources. Responsible use of such resources is use that is ethical, respectful, academically honest, and supportive of student learning. Anyone who uses Onslow County School's technological resources must comply with **Policy Codes 3225/7320 and 3226/4205**, Internet Safety. With the use of student laptops and Onslow County Schools' Internet, families may not use the device for personal or commercial gain. **Students may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material. Users of such resources may not send or post information that could be disruptive, cause damage, or endanger students or staff, to include sending emails to students/staff.** Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school system technological resources. Users may not create or introduce games, network communications programs or any software onto any school system computer, electronic device, or network. **Users are prohibited from engaging in unauthorized or unlawful activities and from using another individual's ID or password for any resource.** Teachers will make reasonable efforts to supervise a student's use of the Internet during instructional time. ***School system administrators or individuals designated by the Superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations.*** Before using school system technological resources, students must sign a statement indicating that they understand and will comply with these requirements. ***Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.***

TEXTBOOKS

Parents are financially responsible for the care and condition of all textbooks and materials issued to their child. If any items are lost or damaged, replacement costs must be paid immediately. Thank you for helping us ensure that instructional materials remain in good condition for all students.

TRANSPORTATION

Bus route information is available on the district's website. Students will be dismissed from the school bus at the same location where they were picked up in the morning.

If you have any questions regarding bus transportation, please contact Tammy McDaniel, Bus Coordinator for the Richlands District.

TITLE IX STATEMENT

Onslow County Schools does not discriminate based on race, color, national origin, sex, or disability in its programs or activities. The following person has been designated to oversee inquiries regarding Title IX: Title IX Coordinator, Onslow County Schools, 200 Broadhurst Road, Jacksonville, NC 28540, 910-455-2211.

TRANSFER/WITHDRAWING STUDENTS

If you move during the school year, please notify the school's Data Manager as soon as possible.

If your move requires transferring your child from Heritage Elementary, please inform the school at least five days before your child's last day. This allows teachers time to prepare and compile necessary records for the transfer.

You will be provided with a transfer slip to present to your child's new school. Thank you for helping us ensure a smooth transition.

VISITORS/VOLUNTEERS

Visitor and Volunteer Guidelines:

To ensure the safety of all students and staff, all visitors and volunteers must check in at the front office upon arrival. A visitor's badge will be issued and must be always worn while on campus.

To protect instructional time, visitor passes will not be issued after 8:30 a.m. unless prior arrangements (at least 24 hours in advance) have been made with the teacher or administration.

Approved Onslow County Schools volunteers who are scheduled to support classroom or school activities will receive a volunteer pass, which must also be always worn while on campus.

When volunteering, please understand that you may become aware of sensitive information related to students and families. We ask that all volunteers maintain strict confidentiality and treat any information with respect and discretion—just as you would expect for your own child.

Volunteers are also expected to follow the direction of school staff and administration. In emergencies or challenging situations, school personnel are responsible for making final decisions.

The principal reserves the right to limit the frequency or conditions of school visits to prevent disruptions and ensure a safe, positive learning environment for all students.

Please note: Heritage Elementary is a smoke-free campus, including during all school events.

This handbook serves as a guide, but it is not all-inclusive. Thank you for your partnership and support in making Heritage Elementary a safe and welcoming place to learn.

STAY CONNECTED

with

Heritage

Heroes



Visit our Webpage!

<https://www.onslow.k12.nc.us/richlandsp>



Follow us on Facebook!

<https://www.facebook.com/hesheroes/>



PowerSchool Parent Portal

<https://onslow.powerschool.com/public/>



Twitter/X

https://twitter.com/hes_heroes?lang=en

“Heritage HEROES Rock”



HEROES

“Inspiring our HEROES to dream big!!”



Have Character ~

Encourage Others ~

Respect Self & Others ~

Own Your Actions ~

Effort toward Learning

Show Safety First & Self Control



2025-2026

Onslow County Schools
 2025-2026 School Year Calendar
 ELEMENTARY SCHOOL - TRADITIONAL & OVS

2025-2026

July 2025					
M	Tu	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

August 2025					
M	Tu	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

September 2025					
M	Tu	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

October 2025					
M	Tu	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

November 2025					
M	Tu	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

December 2025					
M	Tu	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

January 2026					
M	Tu	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

February 2026					
M	Tu	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	

March 2026					
M	Tu	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

April 2026					
M	Tu	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

May 2026					
M	Tu	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

June 2026					
M	Tu	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

Holiday (H) - No school for students and all staff.

Teacher Workday (W) - No school for students.

Leave Day (L) - No school for students and 10-month staff.

Professional Development Day (Prof Dev Day) (PD) - 3-hour early release for students with professional development for staff.

Make-up days may be Teacher Workdays or Leave Days.

Additional make-up days to be determined as needed.

Legend					
*	First Day for Students				
H	Holiday				
W	Teacher Workday				
L	Leave Day				
PD	Prof Dev Day				
E	High School Exams				
++	Last Day for Students				
I	Interim Reports				
G	End Grading Period				
R	Report Cards				