



# BACK TO SCHOOL!



Heritage  
Community Charter  
School

August 24, 2016

## Nuts and Bolts of HCCS

### School Schedule

**7:30am-** Doors Open (Students may arrive any time after 7:30am. Breakfast is served starting at this time.)

**7:55am-** First Bell (This bell signals students to line up outside in their designated location.)

\*\*When students arrive in the morning they should proceed directly to the cafeteria for breakfast or outside onto the playground. All students should use the west hall, regardless of grade. No students or parents should go directly to classrooms before school starts unless other arrangements have been made or appointments have been scheduled.

**8:00am-** Tardy Bell (Students need to be in class or in line waiting for the teacher. Any students arriving after the 8:00am bell should check in at the front office to receive a tardy slip for admission to class.)

### Pick-Up and Drop-Off Procedures

**AM Arrival:** Vehicles enter the east end of the parking lot. Students may exit vehicles at the cross-walk locations in the center of the parking lot. Please encourage students to wait for the crossing guards to guide them across lanes of traffic. The lane closest to the building is designated for buses only.

**PM Pick-Up:** Parents enter through the east end of the lot and may park and proceed to the flag pole or stay in the carpool lane. All students will exit the building; please meet your child outside. If you are staying in the carpool lane, please encourage your student to watch for your vehicle and meet you at the carpool lane. Students should be picked up promptly after school. The lane closest to the building is designated for buses only.

**\*\*\*Please call any transportation changes to the school by 12:00 noon.**

**Parents/Visitors please sign in at the front office and obtain a visitor sticker upon entering the building.**

### Reporting Absences

**Sick Child:** If your student is ill, please call the school at 453-8070 between 7:30am-8:00am, or as soon as possible. Additionally, you may send an email to your child's teacher to notify him/her of the absence and request make-up work. If you know your child is going to be absent, please notify the teacher and the office in advance.

**Attendance Policy:** A student may have no more than 6 absences in each semester. Attendance is crucial to your child having a successful school year and is a critical source of school funding. Please ensure your children are at school each day.

### Purchasing School Meals

#### Cost:

Full Price Breakfast: \$1.35

Full Price Lunch: \$2.75

Milk: \$0.25

Meal balances may be paid at the front office.

**There is a \$5 limit for charging meals.**

**After \$5, the child will be given an emergency meal.**

### Communication

Parents, please update and turn in the following forms to the office: 1) Student/Parent Verification and 2) Student Release and Pick-up. Please feel free to call the office at 453-8070 or e-mail teachers with questions, comments or concerns. Also, please use PowerSchool-parent portal to check your child's grades.

### Upcoming Events and Notices

September 5- Labor Day: No School

September 6- Open House 6:00pm

September 6- Uniform Exchange 5pm-7pm

September 15- PTSO Meeting 3:30pm-4:30pm

October 6 & 7- Parent/Teacher Conferences (No School)

October 24-28- Fall Break

### School Calendar/Handbook

Please refer to the school website ([www.heritagecommunitycharter.com](http://www.heritagecommunitycharter.com)) to view the School Calendar and handbook.