



COWETA PUBLIC SCHOOLS
INDEPENDENT DISTRICT NO. 17

Delores Bailey – Heritage Intermediate Grade Center Principal

Dear Parents,

Welcome to Heritage IGC. I'm looking forward to getting to know you and your child. Communication is key to our success in working together this year. Each month parents will receive a school cast call in regards to upcoming events.

Each child's homeroom teacher will review procedures of the Heritage IGC Student handbook. This will be a reference for your family regarding district policy and procedures. Please review this student handbook with your child and sign the verification letter provided. The complete student handbook is available on the Coweta Public Schools website at [cowetaps.org](http://www.cowetaps.org). If you do not have internet access or desire a hard copy please request it at the office. Parents and students should be familiar with the policies. <http://www.cowetaps.org/> Coweta Public Schools is committed to keeping you informed. Visit our website often for important information.

Your child may qualify for free or reduced lunches. This lunch program assists our students but also qualifies our school for additional funding, so your participation is important to us. Since a large majority of our applicants will be approved through Direct Certification, this should allow approvals in a timely manner. Letters will be sent to all families as soon as they are approved. Any families that do not carry over will be sent an application. The cashiers in each lunch room will be handling the forms, so if you need to fill out an application or check your status, contact the school. If you have other questions please contact Vicki Middleton, Director of Child Nutrition, at 918-279-1581. **The lunch prices are \$2.75 for students and \$3.75 for adults. Student breakfast cost \$1.85 and adult breakfast is \$2.10.** Students may bring their lunch or eat a cafeteria lunch. A menu will be sent home with your child and we will announce changes to the students. All meals follow the federal regulations and include fruit and vegetables with the entree.

Please help us with the arrival and dismissal procedures. It will keep our students safe and help traffic move smoothly.

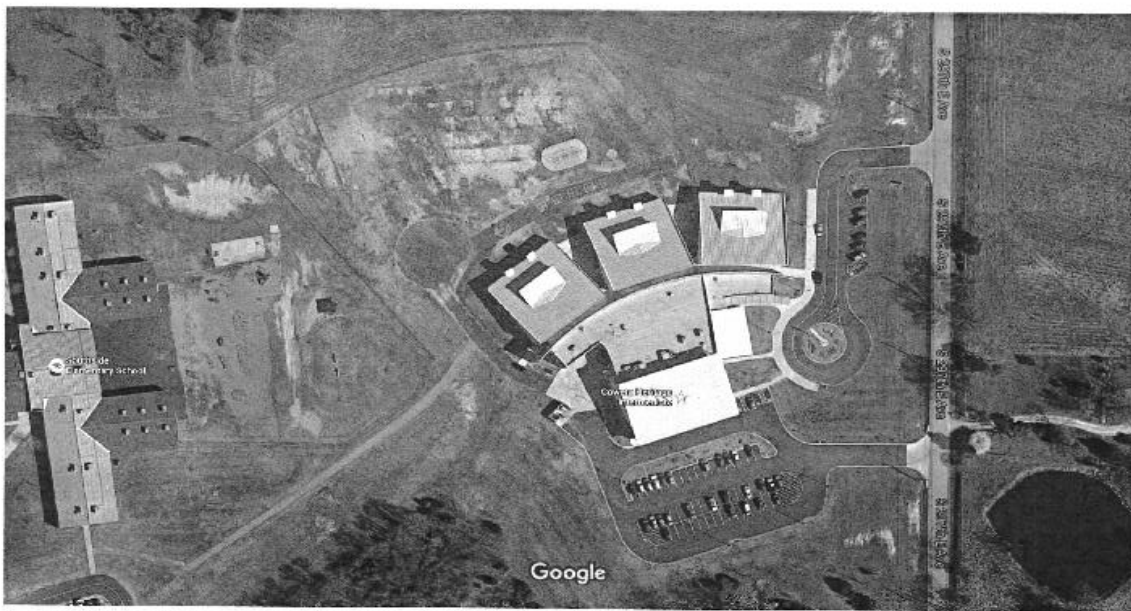
Here are some very important reminders:

❖ **Morning Arrival**

- School starts at 8:25 AM. Students should not arrive before 7:45 AM.
- Students are not allowed at their classroom before school starts with the exception of the first day of school. Students can report to the cafeteria for breakfast at 7:50 AM and proceed to the gym for Rise and Shine at 8:10 AM.
- Students may enter the campus and go directly to the cafeteria/gym.
- It is important for your child to begin the day on time. Traffic is very busy around 8:00-8:30 AM. If your children need breakfast in the cafeteria take that into consideration when planning your arrival at school.
- The gym will be locked each morning at approximately 8:30 AM until dismissal. Late arrivals will need to enter the main entrance and parents will sign the child in at the office.

❖ **Bus Loop and Pick up (See Map)**

Please review the map below which shows the new flow of traffic at HIGC. The circle drive will be reserved for school bus traffic only during the hours of 7:30-8:30 am and 2:00-4:00 pm. Please no cars should be in this area during these times. Car riders will be dropped off and picked up on the south side of the gym. Please see the map and pay special attention to the direction of traffic flow. There will be double stacked lanes in the afternoon for picking up students. **Be aware of the Yield signs for the safety of all students and drivers.**



❖ **Afternoon Dismissal**

- School ends at 3:10 PM. All car riders should be picked up before 3:20 PM. Please stagger your arrival time between 3:00 and 3:20. This is important for the flow of traffic especially the first week of school when many parents pick up. Cars that stop on 297th waiting to turn onto parent pick-up drive also prevent our buses from getting to their designated location on time. Coweta Police will be very watchful of this difficulty.
- Do not park in the outside passing lane. Your child will only be allowed to cross the traffic with a Staff member. Please do not park in the pickup lane and exit your vehicle. Pull forward with the line and we will load your child. As you exit parent pick-up please be cautious of the Yield signs.
- By staggering the pickup times slightly instead of all arriving at 3:00 it makes the process go smoothly. Stay in your vehicle and drive through to pick up your child. We like a staff member to see who picks up every child and by loading them individually we are able to observe each child leaving.

❖ **Visitor's Entrance**

- Parking by the main entrance is a 15 minute loading zone. If you will be here longer than 15 minutes, leave spaces by the door available. Please No Parking here during arrival and dismissal for our busses to pass in our bus loop.

❖ **Playground**

- Students are scheduled for recess daily, please insure they come prepared with proper clothing for the season. Outside recess is limited or canceled if the temperatures exceed 100 degree or the temperature or wind chill drops below 32.

Send a note with your child if their mode of transportation changes or call the office before 2:00 (1:00 on early release days).

We will continue to look at procedures and make adjustments as needed for safety. We will keep you informed through newsletters, memos, phone calls, text and email.

Thank you for your patience as we assure the safety of all children at arrival and dismissal. The procedure will work if everyone will give us a couple of weeks to become familiar with all the students. I welcome your feedback and appreciate your patience.