

# **HERITAGE ELEMENTARY SCHOOL POLICIES AND PROCEDURES**

## **2018-2019**

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# **Attendance at Heritage and School Policies**

## **SCHOOL HOURS**

### **Transitional Kindergarten/Kindergarten**

Early Bird 8:00 – 11:23

Later Gator 10:00 – 1:28 (MTThF) 10:00 – 1:03 (W)

### **First-Fifth**

Regular day: 8:00 – 2:28

Modified Wednesday/Minimum day: 8:00-1:14

## **ARRIVAL/DEPARTURE TIMES AND PROCEDURES**

**ARRIVAL:** School starts promptly at 8:00 a.m. Students should not arrive earlier than 15 minutes before their start time. Parents are encouraged to establish a “leaving-home” time with their children. Students must arrive at school no earlier than 7:45 a.m.; there is no supervision prior to 7:45.

**DISMISSAL:** All children should be picked up at dismissal time. We do not have the facilities to watch or take care of children after they are dismissed. If students are walking or riding a bike, he/she should go straight home. If you will be picking them up, please be on time.

**EARLY PICK-UP:** When it is necessary to withdraw your child from class for an appointment, please notify the teacher by e-mail, phone call, or written note the day before the appointment. Unexpected classroom withdrawals are disruptive to the class; as teachers have to stop lessons in order to give your student homework, directions, etc. Please check in at the office to sign him/her out when leaving and sign back in when returning. Early pick-ups are noted as “early tardies”, and are reflected as tardies on the child’s record. Students will not be withdrawn from class in the last 15 minutes of the school day.

**SAFETY TO AND FROM SCHOOL:** Be sure to speak to your child about going straight to school in the morning and straight home after school. Be sure that you inform him/her to let the office know immediately if there are problems with strangers, etc., on the way to and from school.

**PARENT SUPERVISION BEFORE/AFTER SCHOOL:** Parents on campus before and/or after school must supervise their children. The same orderly behaviors are expected of the children before and after school. Parents should be cautious not to lose sight of their child while talking with other parents.

**CLOSED CAMPUS:** Heritage Elementary is a closed campus. Students must not leave campus during the school day unless signed out in the office by an authorized adult. All adults on campus are required to sign in and wear proper identification. The campus, including the playground, is closed before and after school.

*Please see additional arrival and departure times and procedures  
at the end of the handbook.*

**Tustin Unified School District**  
**Elementary Attendance and Tardy Procedures**

The Board of Education believes that regular and punctual attendance in school is essential to a student's success. Absence from school is one of the greatest contributing factors to unsatisfactory schoolwork. Pupils are required by law and Education Code 48260 to attend school punctually and regularly. Any pupil subject to compulsory full-time education who is absent from school without valid excuse three days in one school year or tardy for more than 30-minutes during the school day without valid excuse on three occasions in one school year is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Regular attendance at school is important for every student for the following reasons:

- Students need to be in class to learn.
- The teaching-learning process builds on lessons previously taught.
- Lessons often involve hands-on activities, which cannot be duplicated with paper and pencil assignments outside of class.
- Students who miss a day of school suffer because that day of instruction cannot be retrieved.
- Students develop the habits of good attendance and punctuality for future careers.
- School funding is dependent on student attendance.

**Excused Absences** (defined by school laws of the State of California) are absences for illness; medical, dental or optometric appointments; or attendance at a funeral service for a family member. If a student is out ill 3 or more consecutive days, the school may request a doctor's note to verify the absence.

**Unexcused Absences** are absences for any reason other than those listed as an excused absence, including vacations and travel. When a student misses school for any reason other than those listed as excused, they are counted as unexcused. Once a child has three or more days unexcused, the family will receive a truancy letter from the school district, as outlined below.

**Consequences for Truancy or Absence:**

When a child has accumulated unexcused absences, the following monitoring plan will be implemented:

3 unexcused absences	Letter sent home
6 unexcused absences	Letter sent/parent conference
After 9 unexcused absences	Letter/Habitual Truant Classification/ Truancy Conference

## **REPORTING AN ABSENCE**

Parents must report an absence within 3-5 days by reporting the child's name, grade, reason for the absence and your relationship to the child, one of the following ways:

- Call the school office 714-430-2066
- Website: <https://www.tustin.k12.ca.us/heritage/resources/report-an-absence>
- Send a written note to school

Illness and doctor/court appointments are considered "excused." Students going to the doctor must get a note from the doctor verifying the visit. All other absences are considered "unexcused" and should be avoided.

**Unverified absences:** If a parent does not contact the school regarding their child's absence within 3-5 days of a student's return to school, the absence will be recorded as a truancy.

Children should not be sent to school when they are ill. Children must be fever free (under 100 degrees) for 24 hours before returning to school. It is a parent's responsibility to pick up their student in a timely manner if they are being sent home from school due to illness. The student must be checked out of school by an authorized adult (there is a sign-out sheet in the office). Students are not allowed to leave on their own under any circumstances.

## **TARDIES**

We have a 3 minute warning bell at 7:57 am. Students should be lined up in an orderly manner with their class when this bell rings. The start of school bell rings at 8:00 am, at which time the gate is closed. Any student who arrives on campus after 8:00 a.m. must go to the office for a tardy slip. It is critical that all students are in the habit of arriving at school on time and ready to learn. Any student tardy for more than 30-minutes during the school day, without a valid excuse, on three occasions in one school year, is a truant and shall be reported to the TUSD attendance supervisor/superintendent representative.

### **Excused Tardies**

- Medical or dental appointments for the student only. (Must return with note.)
- Sick/not feeling well
- Immediate family member funeral
- Court appearance
- Religious observance

All other reasons for tardiness are unexcused. Any unexcused tardies count against perfect attendance. Parents must walk their student into the office to get a tardy slip if they arrive after the start of school.

**Note: A student is considered tardy if he/she is not in line with their class when the start of school bell rings at 8:00.**

### **Early Release (30 minutes or more)**

According to District policy, early release from school is monitored and reviewed. Students leaving school 30 minutes or more, must have a valid excuse or they will be marked Unexcused-Early Release.

#### **Excused – Early Release**

- Illness (sent home from health office)
- Doctor Appointment for the Student (must return with a doctor's note)
- Court Appearance
- Funeral
- Religious Observance

Students leaving 30 minutes or more will be marked – Excused Early Release.

**Unexcused – Early Release** are absences for any reason other than those listed as an excused absence.

Examples:

- Personal
- Doctor's appointment for anyone other than the student
- Trip
- Vacation
- Birthday

Students checked out of school for invalid reasons will be marked as Unexcused Early Release.

### **INDEPENDENT STUDY**

As a Project Based Learning school, it is vitally important students are at school each day. While an Independent Study is an option, we strongly discourage any trips, vacations, or planned absences. Students and their parents may request a Limited Independent Study when it is necessary for the family to be away from school because of a trip, vacation, or family business. Independent Study is valid for no less than five (5) school days, but not more than ten (10) school days per year.

Independent Study is an optional educational alternative.

- A parent of the student shall complete the Master Agreement for Independent Study in the school office no less than one (1) week prior to absence. No independent study requests will be granted if notified less than one week prior to the first date of the absence.
- Independent Study will only be authorized if the student will be absent a minimum of five (5) school days and a maximum of ten (10) school days for the school year.
- The teacher will provide the work to the student on the last day the student is present at school pursuant to the Master Agreement for Independent Study.
- **The student must return to school with the completed work** and give to the teacher on the first day of his/her return pursuant to the Master Agreement for Independent Study. Partially completed work will not be accepted for credit.
- **Independent Studies will not be authorized the last two (2) weeks of the school year.**

## **HERITAGE ELEMENTARY UNIFORM POLICY**

Heritage Elementary School requests that all students wear the school uniform. A school uniform helps promote pride and professionalism and reminds us all that our primary focus is on academics. The quality of work students produce at school is affected by their personal appearance. Students will dress with reasonable standards of cleanliness and modesty. Clothing and hairstyles are to be worn so they will not draw undue attention of peers or be distracting to class instruction.

The Heritage parent community selected to include a uniform policy for our new school to support a rigorous, positive school environment. The team noted that:

- Uniforms make the choice of what children wear faster and easier
- They can be less expensive
- Students look neat and well dressed.
- Research shows children wearing uniforms focus more on academics and good behavior
- Uniforms build cohesiveness amongst students

### **The Heritage Look**

- Shirts, polo shirts or blouses should be solid red, white, gray, navy or light blue. A Heritage T-shirt or sweatshirt is always acceptable. "Spirit Wear" will be for sale the first month of school
- Khaki or navy blue shorts, pants, skirts, skorts, dresses, or jumpers (Blue/red plaid is acceptable for skorts, skirts and jumpers)
- Pants should fit well. No loose pants or sweatpants; belts are not required
- Jeans are not allowed, except for on free dress days.
- Shoes must be closed-toed; tennis shoes are most appropriate
- Any color socks are acceptable
- Coats, jackets or sweaters of any color can be worn
- Girls may wear bike shorts/leggings to school under skirts and jumpers only
- Friday's are Heritage Spirit Days and are free-dress days. Students may wear jeans and a Heritage shirt, or an appropriate outfit of their choice. Students must adhere to **TUSD dress code policy** (**refer to the Tustin Unified School District website at [www.tustin.k12.ca.us](http://www.tustin.k12.ca.us)**).

Students that arrive at school out of uniform may be asked to call their parents to have a uniform brought to them at school.

### **LUNCH**

All students are encouraged to eat during lunch period. We also recommend a small snack at recess. Students may bring a lunch from home or a hot lunch may be purchased for students in grades 1 – 5. If your child is interested in buying hot lunch they may bring money each day or you may deposit money in an account for them that they draw against. You may either register for this on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com) or you may send a check to the office with your student. If you are registering

on-line, you may need to call the school office to get your student's permanent ID number. If writing a check please make it payable to TUSD and write your student's name and room number on the check.

Forgotten lunches may be dropped off for your student at a cart in the office before 11:45 a.m. (directions provided at the cart). Lunches will be taken to the lunch area at lunch time. We encourage you to please keep good nutrition in mind when selecting "fast food" for your child. If your student forgot their lunch and you have not brought them one by the lunch hour, they will be instructed to buy a hot lunch that day. Our TUSD nutrition assistant will then send an invoice letter home to you indicating the amount owed to TUSD.

### **HOMEWORK POLICY: REQUIRED NIGHTLY READING**

Heritage Elementary has nightly required reading for all students. This takes the place of traditional homework. Students are expected to read 20-30 minutes a day, based on their grade level, as prescribed by the teacher. As a school focused on Project Based Learning and Balanced Literacy, the majority of learning will take place within the school day. We believe that students should use their time out of school to read, play, explore, build, and participate in meaningful extracurricular activities.

This policy was created in support of educational research indicating that:

- A student's academic growth is not positively supported by homework until middle school.
- Homework creates a negative image of school and may put a burden on family relations.
- Students' increase in responsibility through homework typically occurs when the student is in middle or high school.
- Homework may interfere with a child's rest; elementary children need ample time to rest to be productive in school.

Your classroom teacher will discuss any areas in which she would like your child to practice, with parent support. There will be times when teachers will ask students to complete instructional activities in support of upcoming projects. Students may need to finish work that is not finished at school.

If you are interested in extension activities to support the work at school, we suggest the following:

- Additional reading at home and the library
- Engage in enrichment excursions to locations such as the zoo, museums, and festivals
- Participate in extracurricular activities that support the social and academic development
- Practice and explore academic subjects using online resources, as suggested by your teacher

### **GRADING SYSTEM/REPORT CARDS**

Students will be evaluated each trimester with a report to parents detailing progress toward State Standards. Progress Reports will be explained at Fall Conferences. Student progress is evaluated on assessments, standardized tests, teacher observation, portfolios, and rubrics. Completed work is sent home in the students' folders weekly. Please review all work with your child. Always review work and teacher comments on the papers sent home. Continue to review all academic areas that your child

struggles with in class. Contact the teacher when you see work that your child is struggling with. Don't wait until progress reports come out, and then voice concerns about your student's progress.

## **HERITAGE LIBRARY POLICIES & PROCEDURES**

The Heritage Elementary School Library is a wonderful place dedicated to reading and learning. Our Library is open to all students who attend Heritage Elementary School or Tustin Connect Center.

### **What are the expected behavior requirements in the Heritage Library:**

- Quite Library Voices – no raised voices or yelling.
- Quiet Library Feet – no running, jumping, climbing on furniture or other disruptive behavior.
- Respect for library books and furnishings.
- Respect for all adults and students in the library.

### **What is required to Check Out Books at the Heritage Elementary School Library?**

- All students and parents are required to read and sign the TUSD Book Replacement Policy for Elementary Schools before students may check books out of the Library. This form is sent home with each student on the first day of school and is also included in the online registration process.
- Students must show responsibility in caring for and return of Library books. Students who show repeated lack of responsibility may have their library privileges suspended at the discretion of School Administration and Librarian.

### **Who is responsible for books checked out of Library?**

- The student who checks the book out of the Library is solely responsible for the book including its maintenance and safe return.

### **When May Books Be Checked Out?**

- During the student's regular weekly Library time - usually lasting 30 minutes.
- During morning recess or select lunch time recess periods.

### **How Many Books May A Student Check Out?**

- The number of books checked out is dependent on the discretion of the teacher and librarian.
- **Books may be taken home at the discretion of the teacher.**

### **Book Check Out Time Limits:**

- **ALL Library Books are checked out for 1 week at a time.** Students may re-check a book one additional time. Additional re-checks are considered if there is no wait list for the book at the discretion of the Librarian.

### **Can Books Be Renewed?**

- As stated in the TUSD Book Replacement Policy for Elementary Schools "**Library books must be returned each week. Students may check out their book(s) for a second week if they are brought to the library for renewal on his or her library day.**" **ALL Books MUST be re-checked out in person.**

### **Can students check out books if they do not return all checked out books?**

- No - Please remind your student to bring ALL library books back to the library in order to check-out or re-check additional books.

### **What if a Library book is lost or damaged?**

- If a book is lost or damaged, the replacement or repair cost must be paid before the student can check out any additional books. The Librarian will provide a statement with the value of the book(s).

# **Safety and Discipline at Heritage**

## **EMERGENCY INFORMATION**

Please be sure to keep the office informed of any new home, work, or cell phone numbers or emails. You may also update your information on the Aeries Parent Portal, which can be found on the Quick Links section of the Tustin Unified School District website. If you have a new address, you will need to bring in proof of residence to the office.

## **MEDICATION**

When your child's physician prescribes medication to be administered during school hours, state law requires the physician sign the appropriate district form giving the dosage and related information, which is kept on file in the health office. Parents must sign the release allowing school personnel to dispense medication. All medication (including Tylenol, and Benadryl) must be under the supervision of school personnel. Absolutely no medication may be kept in a student's possession. Forms for medication are available from the office.

## **FOOD ALLERGIES**

It is imperative to inform you that we currently have students, and staff members, who are acutely allergic to peanuts and all tree nuts. If peanut butter, or even the slightest trace amount of peanut or any type of nut, enters his/her body (through the eyes, nose or mouth, and even skin contact), he/she could experience very strong reactions and would require emergency medical treatment.

After discussions with district staff and those in the medical community, it has been suggested the best way to provide a safe environment for these students would be to enlist the support of the parents to help make his/her classroom an "allergy controlled zone." For the safety of all children, no peanut products or nut products may be brought to school to share in any classroom celebrations or snacks. We also offer a Peanut Free table at all lunch and snacks.

If your child has eaten peanuts/nuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school. In addition, students may be asked to use a baby wipe to wipe their hands before entering the class and/or before going to play, as needed to ensure a safe environment for students with severe allergies.

## **PROHIBITED ITEMS**

Toys and personal items (non-education related) may not be brought to school without prior permission from a teacher. Students may bring an educationally related tablet or device once a 'Bring Your Own Device' (BYOD) form has been completed and submitted to the office; this is done at the discretion of the teacher in and typically applies to grades 2-5 only. Students must adhere to and follow the rules and guidelines agreed to on the BYOD form. Any item which causes a distraction to the learning process will be taken from the student. The school/staff assumes no responsibility for any personal item which is

brought on campus, including electronic devices. Articles such as jackets, sweaters, lunch boxes, devices, etc. should be clearly marked with the student's name. Specific items prohibited are: skateboards, roller skates and roller blades, radios, hand held gaming devices (ie: Nintendo DS), trading cards, toys, fidget spinners, live animals, and chewing gum are not allowed at school.

### **CELL PHONES**

Students are prohibited from using cell phones on campus unless the student has received permission from their teacher or other authorized school employee. If the student is given permission, they will be directed where to go to use the cell phone. If a student is found using their cell phone on campus without permission, the cell phone will be taken and locked in the office or classroom by the teacher, until the parent comes to pick it up.

### **PARENTS AND VISITORS**

All parents and visitors to Heritage Elementary are required to sign in and out of our school by using the office log book. Visitor badges are to be worn while on campus. Please use the front office door to enter and exit the school. We appreciate your cooperation and understanding as it is necessary for us to be accountable at all times for all individuals on our campus.

For the safety of our students, all perimeter gates are locked after the start of school. Please exit through the front office when you leave. Never unlatch a gate that has been locked and latched for safety.

### **PROTECTED INSTRUCTIONAL TIME**

Please confirm after school play dates, sports activities, etc. before school to avoid last minute arrangements. Phone calls, which interrupt the classroom instructional program, will not be put through. The only exceptions to interrupt the classroom would be to provide a student with eye glasses or medication. Messages to students are relayed on an "Emergency" basis only. We understand that emergencies sometimes occur during the day that makes it necessary for you to contact your child. However, in order to minimize interruptions to classroom instruction, the office will not deliver messages to students in the classroom during instructional time, nor will we transfer parents to a teacher's classroom. Please plan ahead and notify the school office or your student's teacher of any planned absence or early release/doctor's appointments by a written note, phone call, or e-mail prior to the start of the school day. Students will be allowed to use the telephone only in emergencies and very special circumstances.

All items brought to school during instruction time including books, lunches, etc. should be labeled with the student and the teacher's name. The office has a designated drop off area where the student may come to retrieve items at recess or lunch break. Please discuss this procedure with your student.

### **OPEN COMMUNICATION**

The teachers, principal, secretaries and all other staff members work together to make this a successful year for each student. The entire staff practices the "open door" policy. We invite you to confer with your

child's teacher whenever a problem arises. They can help solve issues before they become big problems. However, please do not conference with a teacher in the morning during student drop off or at the end of the day when children are present. In order to maximize instructional minutes, your teacher will make an appointment with you, before or after school at a mutually agreed upon time, in order to discuss concerns you may have.

As part of our curriculum, we teach children to solve problems proactively with their friends and classmates. If your child comes home and reports that they had a friendship problem, we suggest encouraging the child to use the strategies taught in class. We find by being proactive and supporting children with language to solve problems, students feel empowered and have long term success.

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

#### **Heritage Aviators S.O.A.R.**

#### **Show Respect ~ On Task ~ Act Responsibly~ Reach for Your Personal Best**

Heritage Elementary is a Positive Behavioral Interventions and Supports (PBIS) school. This school-wide discipline system includes proactive strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments.

All students are expected to comply with behavioral guidelines on the PBIS teaching matrix (see below). To assist students in meeting our high standards, a system of rewards and consequences will be implemented.

#### **Rewards**

**S.O.A.R. Cards:** Staff members may present a 'S.O.A.R. Card' to students who demonstrate outstanding behavior and are following the PBIS teaching matrix. Students will collect their S.O.A.R. Cards and be able to redeem them for a variety of rewards based on the number of S.O.A.R. Cards earned. The rewards chart will be posted and made available for the students.

**Flag Ceremonies:** Every month teachers will select students from their classes to be recognized for positive behavior and academic recognitions.

#### **Consequences**

**Teachers:** Warning, time out, think sheets, loss of privileges, telephone calls home, behavior referrals (major and/or minor) sent home.

**Administrators:** Telephone calls home, letter sent home, loss of privileges, in-house suspension, restitution, suspension from school, and in severe cases, expulsion.

## **DISCIPLINE PLAN AND STUDENT CONDUCT**

**Heritage Elementary will provide a positive learning environment with a strong academic focus for all students by setting high expectations based on state standards and assessment results.**

At Heritage Elementary School we have established high standards for behavior and academic achievement. Teachers help students follow clear standards of behavior through a school-wide discipline plan. This plan is designed to create a positive, safe and orderly learning environment by encouraging all students to behave in such a manner that they will be a credit to themselves, their parents, and Heritage.

All children have equal rights to an education in a safe, nurturing and orderly environment. It is the principal's role to establish a climate that fosters these rights. Each child will be treated with respect and dignity. Fair and consistent rules have been established at Heritage Elementary and will be reviewed annually with School Site Council and staff. These rules will be applied in order to maintain a powerful learning environment for all students.

### **WE BELIEVE . . .**

- that every child is entitled to be treated with respect and dignity
- that every child has the right to learn in a calm and orderly environment
- that every child has the responsibility to respect other's rights in an atmosphere that promotes learning
- that every child is responsible for his or her own behavior

### **Classroom Conduct**

- Care for their technology, texts, furniture, and equipment
- Be courteous and respectful; Address school personnel as Mr., Miss, Ms. or Mrs.
- Have books, pencils and other necessary supplies in class
- Respond promptly to a request or to instruction by the teacher
- Adhere to teacher's classroom standards

### **ACCEPTANCE OF RESPONSIBILITY.** It is the responsibility of:

- the **school** to promote, develop, and enforce codes of behavior
- the **teachers** to organize and manage an environment that is conducive to learning and to teach acceptable forms of behavior
- the **students** to accept and understand the logical consequences of their actions
- the **parents** to assist in reviewing the rules with their child and promote support of a safe, nurturing and orderly environment.
- the **school personnel and parents** to recognize and respond appropriately to positive and negative behaviors. If the child struggles with behavior, the parent or school may initiate additional supports regarding behavior. The school reserves the right to enroll children in interventions to support their behavior and academics. A parent referral form for additional behavior supports is available in the office.

Students will make appropriate choices when they know the standards of acceptable behavior. Children need to know the consequences for choosing whether or not to follow established expectations. Specific school and classroom standards and consequences have been developed and are included in this packet. Each teacher has the right to individualize their plan according to student needs and teaching style.

## **PLAYGROUND STANDARDS OF BEHAVIOR**

It is our goal to make our playground a safe place for students to exercise through games and activities. We will work with students in a positive manner while instilling attitudes of respect, responsibility, and appropriate decision-making skills, which will support the academic and social foundations of Heritage Elementary School. We will review playground activity rules with all children.

**Please review the following playground rules with your child. We thank you for working with us to support a safe playground area.**

### **SAFETY**

In any situation, do not engage in any activity that will endanger your safety or the safety of others. THINK before you act, and ask an adult if you do not know what is allowed.

### **TIME**

**Before School** – On the way to and from school, students are to use crosswalks. The grounds are open at **7:45 am**. There will be NO supervision until that time. After **7:45 a.m.** students are to walk directly to the blacktop and line up at their designated space. We suggest the children bring a book to read while they wait. **Children are to remain on the main blacktop area before school; students may not go to their classrooms or hang-up backpacks before school.**

**After School** – Students are to leave grounds immediately after school. Students are not allowed to play on the playground equipment. Siblings should plan to meet in the front of school in their designated pick up location.

### **DESIGNATED AREAS**

With the exception of getting a drink, using the restroom, or moving from the eating area to the playground, students should stay on the blacktop before school and on the blacktop or grass during recess and lunch periods. Students should not be between or behind buildings, or in any unsupervised area. When playgrounds get wet or muddy, students are required to stay on the blacktop play area.

#### **General Rules**

1. Keep hands, feet, and objects to yourself. Practice good sportsmanship and use appropriate language.
2. Follow directions of supervising adults.
3. Absolutely NO FIGHTING or “play fighting” – you will be sent to the office, and your parents called. There will be severe consequences (may include suspension) for such misbehavior.
4. When you hear the first bell, STOP playing, move to the blacktop if on the grass, and freeze. Hold all equipment. At the sound of the whistle, walk to your class line. Students not in line may lose future recess privileges.

5. Recess/Lunch Break – Recommended snacks: fruit, vegetables, cheese and crackers. Snacks must be eaten in the designated areas. Always clean up your paper and food scraps. Absolutely NO GUM is permitted on school grounds.
6. There is no such thing as “Play Fighting”.

## **Boundaries**

1. Always stay in designated areas.
2. You may not loiter or play in the restrooms or at the drinking fountains.
3. Do not climb on cement walls, planters or fences.
4. Students leaving the playground to go to the office **must have a note from their teacher or playground supervisor**.

## **Games**

1. Game rules should be followed at all times. The first child waiting in line is the judge “eyeball” during a dispute; their decision is final.
2. Handball: Those waiting for their turns must stand along the line. Anyone who leaves the line must go to the end.
3. Items from home: You must have your teacher’s approval before bringing items to school. These items may not be used during recess or lunchtime. Items from home are your responsibility.

### **\*ATTENTION PARENTS AND STUDENTS\***

**Failure to comply with the above rules may result in:**

- 1. Recess or lunch detention (picking up trash).**
- 2. After school or in house suspension.**
- 3. Formal suspension.**

## **BICYCLES**

Students in grades 4 and 5 may ride bikes to school. Contact the office if you have any questions for riding bikes for other grade levels. In order to prevent thefts, **bike locks are required**. Heritage is not responsible for bikes left unlocked. All students are required to wear a helmet when riding their bicycles to and from school.

## **WE ARE A CLOSED CAMPUS**

Please remember that Heritage Elementary is a closed campus. Some organizations have contracted with the school district to use our facilities/fields. However, if you see any unusual occurrences and/or behavior (loitering, skateboarding, bike riding, etc.) on campus after school or on the weekends, please contact the Tustin Police Department (714) 573-3225 or Tustin Unified School District Security Day Time: (714) 412-4833 and Night time: (714) 981-3962. We want to ensure that our campus remains safe and clean.

**THANK YOU FOR HELPING US PROVIDE A SAFE  
AND ORDERLY LEARNING ENVIRONMENT!**

## **Additional Information**

### **WEBSITE and COMMUNICATION**

We encourage you to use the school website for up-to-date information. Our website will be updated regularly. Periodic emails will be sent to communicate important dates, deadlines, events, and upcoming activities. This information will also be posted on our website.

We encourage families to follow Heritage Elementary on Twitter at Heritage\_TUSD.

### **RAINY DAYS**

Rainy day arrangements should be made ahead of time. Please discuss with your child what procedures to follow when it rains so that he/she will know ahead of time whether or not he/she will be picked up.

### **LOST & FOUND**

Please make sure your children label all removable clothing, lunch pails, etc. with their name. The lost and found cart will be located in the multipurpose room. All unclaimed items are donated to charity at the end of December, March, and June.

### **BIRTHDAY CELEBRATIONS**

We understand that birthdays are very special to children. However, we do not allow birthday parties to be celebrated at school. Our first priority is to ensure all students learn, therefore, instructional time will be spent for instructional purposes. Heritage sponsors a Birthday Book Club to help your child celebrate their special day. Students may select a book to purchase for our library; a commemorative sticker will be placed inside the cover indicating the child's name. In accordance with the TUSD wellness policy, we do not allow cupcakes and/or treats at school. Please save these types of special treats for home.

### **CLASSROOM CELEBRATIONS**

The school policy allows for three parties a year; Winter, Valentine's Day and end of the year. Room parents will help to coordinate the parties, under the direction of the classroom teacher.

### **NOTIFICATION OF MOVE**

Please let the office know ahead of time if you are moving. We can put together the papers you will need to enroll in your new school. **All textbooks, workbooks, district issued devices (iPad, laptop, etc.), and library books must be turned in before leaving.**

## **PARENT VOLUNTEERS**

### **Thank you to all our Parent Volunteers!**

**"A hundred years from now it will not matter what my bank account was, what sort of house I lived in, or what kind of car I drove, but the world may be different, because I was important in the life of a child."**

We encourage parents to volunteer their time and talents to assist us. In fact, some of our programs rely heavily upon your help. If you are able to donate some time to the classroom, PTA or school, please contact your child's teacher or PTA. When helping in classrooms, anything heard or said is considered confidential. Do not talk about students with other parents especially about behavior, academic, social or emotional issues. Prior to volunteering, you will need to attend a volunteer training and will be asked to sign a confidentiality statement. "What happens in the classroom, stays in the classroom" and should never be repeated or discussed at school or social events. Any questions about volunteering in your child's class needs to be directed specifically to your child's teacher.

At Heritage Elementary, we acknowledge parents as the first educators of their children and strongly encourage them to be involved in the education of their children. It is our hope that parents will join in partnership with the staff of the school and work together to provide quality education for our students.

#### **Volunteer Policy:**

Parents are welcomed and invited to be involved in their child's education. All parents who work as volunteers at school will be expected to attend a volunteer training and read and sign the Volunteer Confidentiality Statement provided by the teacher. They will need to respect the confidentiality of staff, students and other parents at all times. Signed statements will be kept on file in the office. If a parent has attended the training in prior years, he/she need only sign a new confidentiality statement and does not need to attend an additional training.

When parents are invited by the teacher to act as volunteers at school, a Volunteer Confidentiality Statement will be given to them and they will be asked to read and sign it. Breaches in confidentiality will be treated seriously and the parents involved may be asked to meet with the principal. Confidentiality will be discussed with all parent volunteers before they begin working anywhere on the school campus as part of volunteer training.

#### **How Parents Can Help:**

<b>In the Class/at School...</b>	<b>At Home...</b>
Helping in small groups	Read to and with your child
Parking lot helper	Check homework regularly
Preparing materials and copying	Communicate with teacher by note, phone or email
Support with art projects	Support the teacher
Library helper	Promote student independence
Innovation Lab Helper	Ask for teacher clarification and input if you have a concern
Classroom events/parties	Provide a quite study space free of distractions

### **Parent Volunteer Procedures**

1. Please sign in and pick up a visitor's badge in the office each time you are on campus.
2. Teachers will set up volunteer schedules based on classroom needs.
3. Encourage your child to continue what he/she is doing when you come into the classroom. They should not run to you, or yell out to you. A smile and a wave would be appropriate.
4. Whatever you do in the classroom is confidential and should not be discussed outside of the class. Do not speak about other children in social situations. **"What happens in the classroom, stays in the classroom."**
5. Younger children must be left at home when you are helping in the classroom or office.
6. The children need to learn to do their own work to learn and gain independence. Encourage them in this regard; volunteers should not do the students' work for them. (For example: No cutting, writing, or drawing for them).
7. Encourage children to help one another instead of having adults help. (Example: opening juice containers).
8. If you cannot make your scheduled time in the classroom, please let the teacher know.
9. Ask the classroom teacher about emergency procedures.
10. Faculty Lounge. We appreciate all the support and assistance that volunteers contribute to our school. Please work in areas other than the Faculty Lounge during recess and lunch. The office staff will assist in helping volunteers locate work space when needed.
11. For the safety of our students, all perimeter gates are locked after the start of school. Please exit through the front office when you leave. Do NOT unlatch locked gates.

# **Parking Lot Procedures**

It is always our hope that this will be a safe place for your children. To ensure that safety, we have developed a system of traffic movement which, if followed, will help all the children arrive and depart school smoothly. Take some time and review our school system and please adhere to these rules throughout the year.

## **Parent/Student Agreement**

### **Drop-Off/Pick-Up Rules**

- Obey all parking lot procedures
- Obey all instructions from crossing guards and staff
- Do not drop off students in the parking lot ~ this is very dangerous
- Do not leave your vehicle unattended in drop-off/pick-up line
- Have your children ready to exit with backpacks, lunches, etc.
- Remain in your vehicle at all times; if your child needs help with seatbelts, please park your car in the lot and walk them to the gate
- Children need to exit **on the right side of the vehicle**
- If your children need help carrying items, etc., please park and walk them in
- Children may not exit the vehicle waiting in line on the road or in the parking lot – only in the designated drop-off zone

### **Campus Rules**

- Use crosswalks when crossing to school at all times
- Children may not arrive to school prior to 7:45 a.m.
- Once on campus, students go to the blacktop area only

**\*\*\* SEE STUDENT DROP-OFF/PICK-UP MAP AND IMPORTANT INFORMATION ON THE FOLLOWING PAGES \*\*\***

## **PARKING LOT SAFETY**

We feel it is very important that you and your child review the rules for arriving and leaving the school safely. Please note that the local police department does patrol our school area. Be sure that you pick up your child promptly if they aren't walking home, there is **NO SUPERVISION** on campus after dismissal. Please cooperate fully with the Heritage Staff on parking lot patrol as they have your child's safety as their highest priority. If you are interested in joining our staff in "parking lot safety", please call the school office.

**Skateboards, roller blades and skates are *PROHIBITED* on school grounds AT ALL TIMES.**

### **Students**

1. All students will cross the street in marked crosswalks only.
2. Students are to follow the directions of the staff on duty.
3. **Only 4<sup>th</sup> and 5<sup>th</sup> Grade students may ride bicycles to school without parent supervision, and they must wear a helmet.**
4. Students riding bicycles are to ride in the same direction as traffic, walk bicycles in the crosswalks to cross streets, and walk their bicycles when on any part of the campus.

### **Parents**

1. If parents park in the parking lot, parents must escort their child in the parking lot and cross at the designated/marketed crosswalk **ONLY**.
2. Please arrange a meeting place with your child in case of rain. Students may not come into the office every time it rains to call home.
3. **Do not double park** in front of the school or in the parking lot. Double parking is illegal.
  - a. Enter the parking lot by going through the turnaround area in the front of the school.
4. No parking in the drop off zones. If you plan to leave your car, park in the designated parking places only. Do not park in a marked "STAFF" stall. ***Our parking lot is monitored by the Tustin Police Department. Visitors parking in a staff space or parking illegally are subject to citation.***
5. On rainy days, try to stagger your arrival time. Students need to wait under a protected area. Please be patient and vigilant during arrival and dismissal times.
6. Do not drop off or pick up students in the red zone **NO PARKING, LOADING OR UNLOADING IN ANY RED ZONE.** Loading and unloading in designated zones only.

## **ARRIVAL/DEPARTURE PROCEDURES**

### **Kindergarten**

Kindergarten Early Bird	8:00 – 11:23	Kindergarten Later Gator	10:00 – 1:28 / W: 1:03
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**Kinder Early Bird ARRIVAL (8:00 a.m.):** Pupils must arrive at school no earlier than **7:45 a.m.** Students may not arrive early, as there is no supervision. Please walk your student to their line until they are confidently using the car line. School begins promptly at 8:00.

**Kinder Early Bird DISMISSAL (11:23 a.m.):** Parents must pick up their students from the kindergarten gate. If you drive, you must park your car in a non-designated parking spot and walk onto campus to pick-up your child. The front of school is a fire lane; cars may not park or wait in front of the school or along Lansdowne Road. Cars parked in this zone may be ticketed. Students must be picked-up promptly at 11:23.

**Kinder Late Bird ARRIVAL and DISMISSAL (10:00 a.m. and 1:28 p.m.):** Please park your car in a non-designated parking spot and walk onto campus to drop-off and pick-up your child.

It is the parents responsibility to carefully supervise children before and after kindergarten pick-up. Children may not play in the front of the school or in the parking lot, due to safety concerns.

## Grades 1-5

Regular day: 8:00 – 2:28	Modified Wednesday/Minimum day: 8:00-1:14
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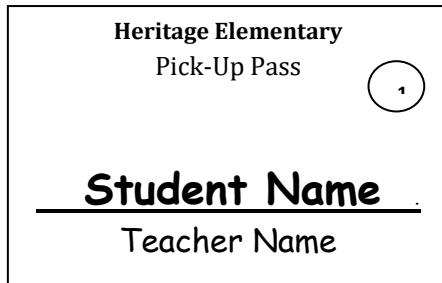
**ARRIVAL:** Pupils must arrive at school no earlier than 7:45 a.m. Teachers will supervise children after that time. Parents are encouraged to establish a “leaving-home” time with their children Students may not arrive early, as there is no supervision.

**DISMISSAL:** Students should go straight home. **If you will be picking up your student, please be on time. We do not have the facilities to watch or take care of children after they are dismissed. All children should be picked up no later than 2:40 p.m.**

**If you are walking to pick up your child,** or parking and then walking onto campus to pick up your child, proceed to the gate just right of the administration building. A staff member will dismiss students to parents at this gate.

**If you drive and pick up your child,** please use our pick-up line near the kindergarten playground. As you enter the campus, a staff member will radio for your child to stand next to a cone in the pick-up area. Please discuss with your child to be attentive and looking for your car. Pull all the way up to your child’s cone.

**Drive-Through Signage:** For efficient pick-up, use the Drive-through Signage provided in your report card envelope, in the welcome mailing for new students, or in the office. **Clearly & boldly print your child’s first name and last initial on the line.** Clearly & boldly print your child’s teacher’s name below the line (see the example below). Place the sign on your dashboard so that teachers on duty can see it clearly.



**Siblings/Carpools:** If you have siblings, use signage for your oldest child so they can all be picked up at once.