

Tustin Unified School District
TUSTIN MEMORIAL ACADEMY
2018-19 COMMITMENT AGREEMENT

UNIFORM DRESS CODE REQUIREMENTS

TOPS

- Dress shirts, polo shirts, or blouses must be worn and have a collar or turtleneck
- Color choices are solid navy blue, light blue, white, red, or hunter green.
- Spirit shirts may be worn on any day and 5th graders may wear class shirts on any day
- Jackets and sweatshirts must be school appropriate

BOTTOMS

- Boys' pants/shorts: color choices are navy blue or khaki.
- Girls' pants/shorts: color choices are navy blue or khaki; skirts or jumpers may be navy blue, khaki, or plaid
- Shorts that do not show may be worn under dresses or skirts

IF YOU CHOOSE NOT TO HAVE YOUR CHILD FOLLOW THE TMA UNIFORM DRESS CODE REQUIREMENTS, YOU MUST APPLY FOR A WAIVER IN THE SCHOOL OFFICE EACH SCHOOL YEAR, AND YOUR STUDENT MUST STILL COMPLY WITH THE TMA CLOTHING AND GROOMING REQUIREMENTS APPLICABLE TO ALL STUDENTS (below).

CLOTHING AND GROOMING REQUIREMENTS APPLICABLE TO ALL STUDENTS (Applies to all students with or without waivers)

- Hair should not interfere with vision or be distracting to the student or to others. Teachers and administrators reserve the right to determine if hair is a distraction to the educational setting.
- TMA hats or plain hats without logos may be worn at recess, lunch, or PE for the purpose of limiting sun exposure. Hats and hoods must be removed in class
- Scarves/headbands may be worn
- Post-type earrings only may be worn
- Tops must be sized appropriately
- Shirts may display a small manufacturer's identification no larger than a 2 inch square; no silkscreen prints, graphics, logos (unless it is a school shirt), or pictures
- Pants must fit well with the waist no larger than 2 inches from natural waist size
- Leggings may not be worn unless layered under skirts, dresses, skorts, or jumpers and must be plain solid colors without patterns
- Dresses, shorts, and skirts must be at least "fingertip" length; no long (floor or ankle length) dresses or skirts
- Shoes must be closed-toe, closed-heel, tied securely, and worn with socks
- Students are expected to come to school with shirts tucked in

UNACCEPTABLE CLOTHING OR GROOMING

- Jeans (*unless specifically allowed by the Principal for a particular day/event*)
- Undergarments that are visible
- Dangling earrings or hoop earrings
- Clothing that is unusually tight, revealing, oversized, baggy, or exposes the mid-section
- Makeup and/or cosmetics (*unless specifically allowed by the Principal for a particular date/event*)
- Decals, tattoos (permanent or temporary)
- Tank tops, muscle shirts, open mesh shirts, bare shoulders, and spaghetti strap top
- Ragged or torn clothing
- Clothing, shoes or accessories that depict violence, weapons, drugs, tobacco, alcohol, obscenity, bigotry, or are gang-related
- Attire or jewelry that is otherwise disruptive to the educational setting

DRESS CODE VIOLATIONS

- Discipline procedures will be applied and enforced by the TMA staff.
- Teachers will send notices to parents if a student consistently does not meet the Uniform Dress Code Requirements or the Clothing and Grooming Requirements Applicable to All Students or comes to school with Unacceptable Clothing or Grooming, and will be further notified if such failure becomes excessive.

VOLUNTEER POLICY

An important aspect of the school's culture and supportive environment is TMA's volunteer policy. It is a schoolwide requirement that each family provide ten (10) volunteer hours per school year. This involvement has a positive impact on our school and on each child's experience and most families volunteer hours in excess of the requirement. For assistance in fulfilling your volunteer requirement, please contact the PTO Volunteer Hours Chair.

VOLUNTEER HOURS MAY INCLUDE THE FOLLOWING:

- Lunch Duty
- Clerical Services (in the office or the classroom)
- Assistance in the Classroom
- Library help
- Garden help
- Bookfair volunteers
- PTO Committee Chairperson
- PTO Event Work
- Art Masters
- Parking Lot "valet" duty
- Teacher Requested Assistance for School Functions
- Home Assignments (projects done for the teachers at your home)
- Technology Support

- Baking for School Functions (1 hour credit each home baked-item – up to 2 hours per event)
- Field Trips (For safety reasons, younger siblings are not permitted to attend)
- And many more opportunities!
- **Note: Attending evening family events are not considered for volunteer hours**

Please be aware for safety reasons, non-school aged children are not allowed to be in the classrooms during the school day while you are volunteering. Non-parent volunteers such as grandparents or other relatives must be cleared by the teacher at least 1 week prior to any type of volunteering.

ATTENDANCE POLICY

Absences: Students are required by law to attend school regularly and on time. If a child's absence extends to two or more days, the parent will pick up the assigned work in the office. Parents are to notify the school by phone or e-mail on the day of the absence or in writing on the day of the child's return. Always state the reason for the absence. An unverified absence is considered a truancy. If a child needs to go to the dentist or doctor before or during school hours, please return him/her to school for the remainder of the day for instruction.

Tardies: One excused tardy will not be counted against perfect attendance. Any unexcused tardy counts against perfect attendance. An unexcused tardy of more than 30 minutes is considered a truancy. Students are considered tardy if they are not in line at the second bell.

Excessive absences or tardies (3 or more unexcused of either per school year) may result in District intervention or transfer approval changes.

STUDENT CONDUCT AND DISCIPLINE POLICY

Tustin Memorial Academy operates under the PBIS (Positive Behavioral Interventions & Supports) system. Our discipline policy establishes standards for classroom, campus, and playground conduct as well as student attitudes. Our goal is to develop responsible behavior, create a learning environment in which students can learn, and ensure the physical and social emotional well-being of all students. TMA's guiding principles are "Be respectful, be responsible, and build relationships." Violations of these principles result in a minor or major discipline referral. Discipline Reports are cumulative throughout the year.

Framework for Code of Student Conduct:

SAFE AND RESPECTFUL CLASSROOM CONDUCT—Students are expected to:

- Care for their texts, furniture, technology, and equipment
- Address school personnel as Mr., Ms., Miss, or Mrs.
- Be courteous and respectful
- Respond promptly to a request or to instruction by the teacher
- Adhere to school and teacher's classroom standards
- Be respectful and follow rules of the school's flexible seating arrangements throughout the day (putting ipads down when asked, not talking when others are talking, etc)

- Enter the classroom in a quiet and orderly manner; use proper behavior in lines; walking in hallways and on blacktop

GENERAL CAMPUS CONDUCT—Students are expected to:

- Remain in their learning areas until dismissal bell rings or they are dismissed by classroom teacher
- Walk in an orderly fashion
- Demonstrate appropriate standards of behavior during recess and lunch, including proper pick up and disposal of trash, walking on cement and blacktop areas, appropriate use of bathrooms and playground equipment, and eating only in designated areas
- Maintain the conduct standards of TMA when traveling off campus for a school-sponsored event
- Display common courtesy and safety when traveling to and from school
- Demonstrate honesty, good manners, appropriate language, responsibility, and cooperation
- Avoid inappropriate body contact at all times
- Follow the TMA Student Conduct Policy when participating in after school activities on campus

PLAYGROUND CONDUCT

- Bodily contact must be avoided at all times. There will be no denying others the opportunity to play or “grouping up” against other students
- Fighting is never allowed. Do not push, trip, shove, or throw objects at anyone at anytime, even if it is “just playing.” Fighting or threatening others will result in disciplinary action, which may include suspension and/or expulsion
- Chasing games of any kind are not allowed on the blacktop area
- Jump ropes must be used for jumping only
- Teasing and name calling are not allowed
- Recess and lunch time games are open to all students unless restricted to a specific grade level
- Students may not wait or gather in front of the school
- Students are to stop playing and “freeze” without talking when the bell rings. When the whistle is blown, students will **walk immediately** to their lines. Playground balls must be held while walking to or waiting in line.
- Students are expected to show respect for all adults as well as other students. All staff members maintain the responsibility for the safety and welfare of students, and our students have the responsibility to behave in a safe, orderly, and respectful manner.

THE FOLLOWING ARE NOT PERMITTED ON CAMPUS:

- Radios, roller skates, skateboards, and roller blades
- Gum
- Electronic devices - Students may bring electronic devices to school if a parent has completed the **Bring Your Own Device Agreement**. Any devices brought from home will be used as learning devices for communication, collaboration, creativity, and productivity. If a learning device is brought to school from home it is the responsibility of the student. **TMA and Tustin Unified School District are *not* responsible for any lost, stolen, or damaged devices.** The school will not investigate or look for lost/stolen devices. Bringing a device is optional and may not be allowed in all classes by teachers.

A student who disregards any of the following school-wide rules will be address by the teacher and/or principal. Depending on the incident, a student may receive an immediate referral to the principal's office and possible suspension from school or other disciplinary action for serious offenses:

- Fighting
- Disrespectful behavior (verbal, physical or on-line), towards students, staff or parents
- Willful destruction of school property
- Defiance of school authority
- Possession of any dangerous objects or devices (guns, knives, firecrackers, matches, etc.) or toy weapons will result in an immediate school suspension and/or expulsion in accordance with District Policy and the Ed. Code
- Possession of tobacco, medication of any kind, or any illegal substances
- Disrupting school activities
- Use of profanity and/or gestures

ARRIVALS AND DISMISSALS –Playgrounds are closed during and after school unless attending the Child Development Center. Parents may not wait in front of classrooms or on the yard at dismissal. For safety purposes, all parents must wait outside the gate until they are opened. For safety and instructional purposes, non-school aged children may not be in the classrooms when volunteering or on the playground before, during or after school.

- ***Students may not be on campus earlier than 20 minutes before school begins and must wait in the Star Terrace until there is playground supervision. Students may be dropped off no earlier than 7:55 am due to safety reasons.***
- **Students must be picked up no later than 3:00 pm on regular days, and no later than 1:30 pm**
- **A notice will be issued to parents for chronic early drop-offs and late pick-ups, and may result in review of contract.**
- An adult must accompany a student when walking across the parking lot
- Parents must park and pick up students in the STAR Terrace, or students may walk to Adams Gate for parent pick up
- Children may use classroom/office phones in order to contact parents only in cases of emergency
- Cell phones may be in student backpacks, but may not be used during school hours; cell phones are the responsibility of individual students and the school cannot be responsible for lost or stolen cell phones

BICYCLE SAFETY-- Only 4th and 5th grade students may ride bikes to school unaccompanied

- Bike helmets are required by law
- Keep bikes out of the STAR Terrace and properly locked in bike rack
- Students will walk their bicycles on the sidewalk and on the school grounds
- When riding to and from school, students are expected to obey traffic regulations

CONSEQUENCES--Failure to follow the above-stated rules of conduct may result in parent conferences, referrals, loss of school privileges, possible suspension, or the transfer to TMA may be revoked.

HOMEWORK POLICY

Homework provides students the opportunity to practice concepts learned in the classroom. Homework is designed to encourage responsibility, self-discipline, and time management.

PARENTS' HOMEWORK RESPONSIBILITIES ARE TO:

- Provide a consistent time, a suitable place, and appropriate materials for homework and study activities
- Review assignments with child and review the finished work
- Encourage child to work independently on homework assignments
- Monitor neatness and accuracy of work that has been assigned
- Communicate with teachers when necessary regarding homework
- Ensure that required forms and other necessary paperwork is completed and returned on time

STUDENTS' HOMEWORK RESPONSIBILITIES ARE TO:

- Ask questions in class so his/her homework is clearly understood
- Have necessary books and materials at home to do homework assignments
- Complete and return homework assignments on time
- Produce a high quality of work incorporating the highest level of accuracy and neatness
- Develop good study habits and a sense of responsibility for his/her own achievement
- Complete homework assigned during absences within teachers' designated time period

MISSING HOMEWORK

A Homework Report will be sent home when work is missing and students are required to complete assignments by a certain due date determined by the teacher. Homework Reports do not carry over so each trimester a student has a new beginning.

ENTRY TO CLASSROOMS AFTER HOURS FOR FORGOTTEN HOMEWORK/MATERIALS

Parents and students may return after school to pick up forgotten materials only if the teacher is present in the classroom and no later than 3:15 p.m. Teachers, secretaries, and custodial staff will not allow children or parents into the rooms after this time. Please encourage your student to practice responsibility by remembering all items needed for the evening's work when they leave their classroom at the end of the day.

HOMEWORK TIME REQUIREMENTS

The average time that children should spend on homework will be described by teachers at Back to School Night. Homework times will vary depending on the assignments and skills needing practice throughout the year. Please note that a child may be asked to complete unfinished class work at home on occasion. If you think your child is consistently spending more time on homework than intended, you should immediately contact your child's classroom teacher to discuss the situation.

EVALUATION OF HOMEWORK

All teachers will keep a record of completion for all homework assignments.