



**Tustin Memorial Academy
Parent/Student Handbook
2019-20**



Tustin Memorial Academy

Procedures

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ATTENDANCE

Students are required by law to attend school punctually and regularly. A parent must make sure students arrive at school on time, every day . We are required by law to have attendance procedures, as well as consequences for non-attendance. You will be contacted if your child has excessive absences, tardies, or unverified absences. When these attendance problems exist, a phone call home, e-mail, or letter contact will be made. These procedures are for your child's benefit. Excessive absences and/or tardies interfere with your child's learning and with the instructional program in the classroom. An unexcused tardy or early pick-up of more than 30 minutes is considered a truancy as directed under District policy.

ABSENCES: Excused vs. Unexcused

1. Excused
 - Illness
 - Immediate family member funeral
 - Court appearance
 - Religious holiday
 - Independent Study (5 school days or more according to state policy)
 - Requires Independent Study form to be filled out in the school office at least 2 weeks prior to the absence for a *maximum* of 10 school days. An Independent Study will not be allowed at the end of the school year unless the student returns the completed forms, and attends the remainder of the academic year. Absences beyond the 10 days will be unexcused.
2. All other absences are unexcused
3. A student with 7 or more excused absences will receive an Excessive Excused Absence Notification letter. Once a student has accumulated 10 excused absences, all future absences will have to be verified by a physician and provided upon returning to school.

PROCEDURES:

1. Parent must send an e-mail or call the attendance office by 11:00 a.m. the day of the student's absence or the student must bring a note to school when they return explaining the absence
2. In the event the parent does not contact the school within 5 days of the absence, the absence will be considered unverified and will be recorded as a truancy
3. If for any reason the student is absent for more than two consecutive days, the parent must contact the teacher so that arrangements can be made to make up all missed classroom work
4. Truancies will be reviewed at re-enrollment and will generate conditional re-enrollment status for the following school year

UNVERIFIED ABSENCES/TRUANCIES:

1. More than three unverified absences/truancies will result in a district notification letter, parent/principal conference and/or District School Attendance Review Board meeting.
2. If the attendance problem does not improve after the parent/principal conference and District notification, the student's transfer may be denied for the following year.

TARDIES/EARLY PICK-UP: Excused vs. Unexcused

1. Excused
 - Medical or dental appointment for the student only. This requires a note from the doctor, dentist or orthodontist and must be presented to the TMA office when the student arrives at school or if leaving early for an appointment, presented the following day

- Immediate family member funeral
 - Court appearance
 - Religious observance
2. All other reasons for tardiness are unexcused. Students will be considered tardy if they are not in line at the second bell. (One *excused* tardy will not be counted against perfect attendance. Any *unexcused* tardy counts against perfect attendance.)

PROCEDURES:

1. If student is tardy, the parent must accompany student to the office to complete a tardy slip
2. A copy of the tardy slip is given to the parent
3. The student gives a copy of the tardy slip to teacher and the office retains a copy of tardy slip with the accompanying note provided by the doctor, dentist or orthodontist
4. Phone contact will be made when your student has an unexcused tardy
5. Tardies will be reviewed during the re-enrollment period. Students with unexcused tardies (3 or more) will be on a conditional re-enrollment status
6. Continued unexcused tardies may result in the student’s return to his/her home school for the next school year

BIRTHDAYS

TMA sponsors a Birthday Book Club to help your child celebrate their special day. Students may select a book to purchase for our library and a commemorative sticker will be placed inside indicating the donor’s name. If you would like to provide a small snack for your child’s classmates at recess on their birthday, **we encourage you to support the TUSD and TMA wellness efforts by bringing healthful foods such as fresh fruit, frozen fruit juice popsicles, pretzels, popcorn, etc.** If you do plan to bring a snack, please make sure that the classroom teacher is advised of your plans prior to that day to ensure students with allergies are not at risk.

BELL SCHEDULES

REGULAR SCHEDULE (Mon., Tues., Thurs., & Fri.)

Kindergarten Extended Day: 8:00 a.m.-1:35 p.m.

Snack/Recess: 10:00 a.m. – 10:20 a.m.

Lunch: 12:00 - 12:40 p.m.

Grades 1-5: 8:15 a.m. – 2:43 p.m.

Snack/Recess: 10:10 – 10:30 a.m.

Lunch: 12:30 p.m. – 1:15 p.m.

WEDNESDAY MINIMUM DAY/MODIFIED SCHEDULE:

Kindergarten: 8:00 a.m. – 12:30 p.m.

Recess/Snack Time: 10:30 a.m. – 11:00 a.m.

Grades 1-5: 8:15 a.m. – 1:14 p.m.

Recess: 10:10 a.m. – 10:30 a.m.

Lunch: 12:44 p.m. – 1:14 p.m.

School Drop Off

To ensure safety, students (except kindergarteners) are NOT to arrive at school prior to 7:55 a.m. There is no supervision before that time and the grounds are not open to play. After 7:55 a.m., students must wait in the Star Terrace until the teacher on duty arrives and dismisses them to the playground. A warning bell will ring at 8:11 a.m. to signal students to “freeze” in place until the teacher signals that is it time for them to line up.

School Pick Up

The playgrounds are closed after school except for use by after school programs. **Students should be picked up no later than 10 minutes after their release time. Students who are waiting to be picked up, or who must wait for a sibling, must do so in the Star Terrace.** Parents should wait for their students in the Star Terrace or Character Counts Terrace and not in front of their classroom or hallways. **An adult must accompany all students when walking across the parking lot.**

Adams Gate Drop Off

Adams Gate is a cul-de-sac located at the back of TMA off of Tustin Ranch Road. Students may be dropped off at Adams Gate at 7:55 a.m. each morning. **Note:** *Adams Gate is locked each morning at 8:20 a.m. so please do not park your cars there if you intend to be at the school later than 8:20 a.m. Adams Gate will not be open again until dismissal.*

Adams Gate Pick Up

Parents will be able to pick up their students from Adams Gate at the end of the school day (refer to the Adams Gate parking and pick up procedures at the back of the handbook). Please note that there is no overhead shelter at Adams Gate; in case of rain, it is advised that you keep a small folding umbrella in your child’s backpack.

CLOSED CAMPUS

TMA is a closed campus. Students may not leave campus unless signed out in the office by an authorized adult. If a student needs to leave campus early, please notify the teacher in advance. The parent will need to check in with the office and the student will be called from the classroom.

CURRICULUM AND HOMEWORK

The staff at TMA believes that home skill practice is an important part of the child’s educational program. Assignments completed at home assist the child and teacher in reaching instructional objectives more quickly and thoroughly and helps students to discover study skills.

Parent’s Homework Responsibilities

- Arrange a quiet time and study area including proper lighting
- Provide appropriate materials for homework such as pencils, paper, crayons, glue, and scissors
- Encourage your child to work independently on homework assignments, but support when needed
- Contact your child’s teacher if you have any questions regarding homework
- Hold students accountable for recording homework assignments

Student's Homework Responsibilities

- Ask questions in class so the homework is clearly understood
- Take homework assignments and materials home
- Complete and return homework assignments on time
- Strive for high quality work, including neatness and accuracy
- Use a system for recording and planning homework
- Every student should plan to set aside a reasonable portion of each school evening for homework.

Homework times will depend on the teacher's goals and skills that students are working on. As a rule, homework will not be assigned on weekends or holidays, and students should not be spending an unusually long time doing homework. If this is the case, please notify the teacher. In all grades, STEM: Science, Technology, Engineering, Math: Students will have projects to complete in class throughout the year, however they may also have opportunities to work on them at home in varying time frames.

KINDERGARTEN HOMEWORK

In accordance with Tustin Memorial Academy's homework policy, kindergarten students will be required to do a range of skill practice Monday through Thursday. **Please be sure that homework is completed and placed in the homework folder and returned as assigned.** Homework assignments will address the academic areas listed below:

Type and Frequency of Homework

- Reading to your child each night for at least ten minutes
- Language Arts activities or projects reflecting our current focus skills: This may include phonics
- Math: Hands-on activities or practice which reinforce our current focus skills
- Printing practice
- Writing may include simple sentences, book reports or stories
- Enrichment: Additional activities may be assigned to extend students' learning in the curriculum areas including social studies, science and health

Communication with Parents

Parents will receive specific information on each of the above types of homework as they are implemented into the daily curriculum. We realize that kindergarten children are not mature enough to be responsible for remembering and completing their homework independently. Parents are expected to assume the responsibility for monitoring and assisting in homework completion. Parents will need to emphasize the need for neatness in completing work. All homework should be checked, corrected and/or signed by the parent. All classes will utilize Haiku, See Saw, or Google Classroom as a learning management system.

Evaluation of Homework

- Reading: At the end of each month, the teacher will record completion and accuracy
- Sharing: Your child will be expected to share on his/her designated day each week. If this assignment is not accomplished on the assigned day, the child will have the opportunity to complete the assignment on the following school day
- Math: Math homework assignments will be returned and teachers will evaluate and provide feedback

- Writing: It is understood that each child's fine motor skills develop at a different rate. The teacher will evaluate the child's writing skills based on the individual's developmental ability

FIRST GRADE HOMEWORK REQUIREMENTS

In accordance with Tustin Memorial Academy's homework policy, first grade students will be required to do a range of homework Monday through Thursday.

Type of Homework Assigned

- Math: Hands-on activities or assignments will be provided to reinforce daily concepts covered in the class
- Reading: Students are encouraged to read independently or with an adult for a minimum of 20 minutes per night. Students may choose reading material unless otherwise assigned
- Writing/Grammar: Assignments will include writing practice, grammar, or encompass other curricular areas.
- Special Projects: Projects will encompass the curriculum.

Communication to Parents

A school homework folder is to be taken home and returned daily. Parents will need to sign an acknowledgment that the homework has been reviewed. Parents are encouraged to write any concerns or questions about the homework or their child in the comment section of the homework cover sheet. All classes will utilize Haiku, See Saw, or Google Classroom as a learning management system.

Evaluation of Homework

- Homework will be reviewed and corrected by the teacher in a timely manner, and returned in the corrected work envelope in the folder.

SECOND GRADE HOMEWORK REQUIREMENTS

In accordance with Tustin Memorial Academy's homework policy, second grade students will be required to do a range of homework Monday through Thursday.

Type of Homework Assigned

- Reading: Students will be assigned specific reading activities that reinforce specific skills and strategies and extend classroom learning. In addition to the specific assignments, students will be required to read books of personal choice. Students are expected to practice reading aloud on a consistent basis to increase their oral reading skills.
- Math: Students will be assigned math activities for concepts learned in class, as well as tasks to promote critical thinking skills. Students are to practice their math facts on a regular basis.
- Writing: Students will be assigned specific writing activities that reinforce skill development and extend classroom learning in all curricular areas.
- Science: Assignments will reflect science concepts currently being taught in the classroom.
- Social Studies: Assignments will include projects and unit reviews and exploration of concepts covered in class.

Communication to Parents

A school homework folder is to be taken home and returned on Friday. Phone calls and/or emails will be made to parents as needed. All classes will utilize Haiku, See Saw, or Google Classroom as a learning management system.

Evaluation of Homework

- Students' homework will be checked in each Friday. Parents will be notified of incorrect, incomplete, or missing assignments.

THIRD GRADE HOMEWORK REQUIREMENTS

In accordance with Tustin Memorial Academy's homework policy, third grade students will be required to do a range of homework Monday through Thursday. An increased amount of responsibility will be placed on the student to keep track and complete his/her homework assignments on time.

Type of Homework Assigned

- Reading: Students will be assigned specific reading activities that reinforce specific skills and strategies and extend classroom learning. In addition to the specific assignments, students will be required to read books of personal choice.
- Math: Students will be assigned math activities for concepts learned in class, as well as tasks to promote critical thinking skills. Students are required to practice at home on a regular basis.
- Writing: Students will be assigned specific writing activities that reinforce skill development and extend classroom learning in all curricular areas.
- Science and Social Studies: Assignments will include projects, unit reviews, exploration of concepts covered in class, and study for chapter tests using provided study guides.

Communication to Parents

Students will write assignments in their homework Binder Reminder, which is to be signed by parent on a daily basis. Cover letters describing long-term projects will be sent home. Phone calls and/or emails will be made to parents as needed. All classes will utilize "Haiku", See Saw, or Google Classroom as a learning management system.

Evaluation of Homework

- A homework notice will be sent home when there are missing homework assignments and students will be required to complete the assignments by the next school day. Homework reports do not carry over and each trimester a student has a new beginning. Homework will be reviewed by the teacher.

FOURTH/FIFTH GRADE HOMEWORK REQUIREMENTS

In accordance with Tustin Memorial Academy's homework policy, 4th - 5th graders will be required to do a range of homework Monday through Thursday. The following guidelines and expectations have been established for upper grade students. They are intended to provide you and your child with an understanding of what is needed for successful homework completion.

Type of Homework Assigned

- Reading: Students will be assigned specific reading activities and vocabulary activities that reinforce specific skills and strategies and extend classroom learning. In addition to the specific assignments, students will be required to read books of personal choice.
- Math: Students will be assigned math activities for concepts learned in class, as well as tasks to promote critical thinking skills. Students are to practice their math facts on a regular basis.
- Writing: Students will be assigned specific writing activities that reinforce skill development and extend classroom learning in all curricular areas.
- Science: Assignments will reflect science concepts currently being taught in the classroom.
- Social Studies: Assignments will include projects and unit reviews and exploration of concepts covered in class.

Communication to Parents

Fourth grade students will write assignments in their homework Binder Reminder, which is to be signed by the parent each day. Fifth grade students will utilize their iPads to record assignments and due dates. Classroom newsletters may include such articles as homework tips for parents, up-coming projects and assignments and classroom news. Cover letters describing long-term projects will be sent home. Phone calls and/or emails are made to parents as needed. All classes will utilize Haiku, See Saw, or Google Classroom as a learning management system.

Evaluation of Homework

- Teachers will collect, record, and return daily student work.
- Long-term projects will have separate, written guidelines for completion and return.
- Late project and assignments will be subject to adjusted grades.

Homework Report

A Homework notice will be sent home regarding missing homework assignments and students will be required to complete the assignments by the next school day. Homework notices do not carry over and each trimester a student has a new beginning.

Homework Forgotten at School

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, office staff, and custodial staff will not allow children 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.

DRESS CODE

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 OBTAIN A WAIVER APPROVAL FROM 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 and consequences will be applied and enforced by the TMA staff.
- Teachers will send notices to parents if a student 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 violations become excessive.

DISCIPLINE AND STUDENT CONDUCT

TMA staff has implemented a school-wide Positive Behavior System (PBIS) that encourages all students to remember three guiding principles—Be Respectful, Be Responsible, and Build Relationships. A copy of the expected behaviors is included at the back of our handbook and is posted in each classroom on campus. Listed below are the discipline procedures and consequences which will be implemented by the TMA staff when appropriate behavior does not occur:

1. **Minor infractions will result in all of the following:**
 - Student receives a verbal and written reminder (half sheet form with the infraction and the location indicated) by teacher/adult supervisor. If indicated, the written reminder shall be signed by the parent and returned the next school day
 - Teacher/adult supervisor checks for student's understanding (verbally) of the rule

Minor infractions include but are not limited to: incomplete classroom assignments, leaving the room or area without permission, talking during instruction, not freezing at the bell, disputes over rules or equipment, leaving trash or food in the lunch area, or not working cooperatively with others.

2. Three Minor infractions for the same behavior or a first Major infraction will result in all of the following:

- Teacher sends Discipline Report home with student for parent signature and returns it to the teacher the following day
- Student Discipline Log completed by teacher

Major infractions include but are not limited to: defiance of authority, hitting or physical contact, continuous disruptive behavior, acts of vandalism, disrespectful/inappropriate language or gestures, non-compliance with school rules

3. Depending on the situation, second Major infraction of a school rule may result in all of the following:

- Teacher sends Discipline Report home with student for parent signature and returns it to the teacher the following day
- Teacher contacts parent about the student's behavior
- Student Discipline Log completed by teacher
- Appropriate disciplinary action by the teacher

4. Third Major infraction of a school rule may result in all of the following:

- Referral to the principal. The principal contacts parent and discusses appropriate disciplinary action for student behavior
- Student Discipline Log procedures completed by Principal

5. Fourth Major infraction of a school rule may result in the following:

- Student Study Team (SST), composed of school specialists, which may include: Principal, teacher, student, and parent, to develop a plan which will enable the student to better accept responsibility for his/her behavior
- Students may receive conditional re-enrollment notification for the following school year

APPROPRIATE DISCIPLINARY ACTIONS:

Violation of the rules at Tustin Memorial Academy may be handled by one or more of the following disciplinary actions:

- Conference and/or appropriate consequence
- Confiscation of materials not permitted on the campus which may be returned to parents
- Withholding of special privileges (Example: Attendance at an assembly or field trip)
- Time out
- Suspension by the teacher from his/her class or from school by the principal

Within the philosophy of our student code of conduct and the parent commitment agreement, teachers may have their own behavior management procedures in their classroom.

STUDENT CONDUCT

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 Tustin Memorial Academy 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 respectful environment*
- *that every child has the responsibility to respect others' rights to learn in an atmosphere that is conducive to learning*
- *that every child is responsible for his or her own behavior*

Classroom Conduct

- *Care for their texts, technology, materials, furniture, and equipment*
- *Address school personnel as Mr., Miss, Ms. or Mrs.*
- *Be courteous and respectful*
- *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 rules and expectations and flexible seating standards*
- *Enter the classroom in a quiet and orderly manner*

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 collaborate, recognize, and respond appropriately to positive and negative behaviors

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 identified student needs and teaching style.

LUNCHES

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 K – 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 or you may send a check to the office with your student. If you are registering online you will need use 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.

Lunches may occasionally be dropped off for your student on the cart outside the front of the office. The cart will be rolled onto Star Terrace at the beginning of recess where students will pick up their lunch. 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 "borrow" money for a hot lunch that day. Our TUSD nutrition assistant will then send an invoice letter home to you indicating the amount owed to TUSD.

MEDICATION

Medication that needs to be taken by students at school will be administered by the health clerk or other designated adult. **For the safety of all students, an adult must deliver all medications (prescription and non-prescription) to the school Health Office along with a medication permission form (available in the Health Office).** This medication form must be filled out by the parent and signed by your physician to allow us to administer the medication. No medication is to be brought to school by the student nor will we send medication home with the student.

MESSAGES TO STUDENTS

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. Students who have cell phones must keep them in their backpacks and are not to be used during the school day. Please plan ahead and notify the school office or your student’s teacher of any planned absence or early release/doctor’s appointments by phone call or e-mail prior to the start of the school day. If your student is absent and you would like to pick up missed classwork/homework, please email the teacher prior to 11:00 a.m. The teacher will deliver this work to the front office for pick up at the end of the school day. **Students will be allowed to use the telephone only in emergencies and very special circumstances.**

PARKING

School parking is permitted on the east side of the front parking lot after 8:15 a.m. and prior to 2:15 p.m. **Never park in a numbered staff parking space or other reserved space.** Additional parking is available in the parking lot to the south of the school or on the streets adjacent to the school. Please be respectful in choosing a parking place on the street. **Never park in red zones, block a neighbor’s driveway, double-park or park too close to trash cans on trash day (Thursday). State law prohibits cars to be parked in the red zone directly in front of the school office.** Parking or stopping here will result in your car being towed!

PLAYGROUND BEHAVIOR

It is our goal to make our playground a safe and fun 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 Tustin Memorial Academy. Please review the following playground rules with your child.

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.

DESIGNATED AREAS

The playground includes the areas painted for games, swings and climbing equipment, and the field. 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 areas.

BICYCLES

Fourth and fifth grade students **only** may ride bicycles to school with parent permission. Bikes are to be locked in the bike rack. The school is not responsible for the theft of parts or damage while bicycles are parked in the rack. **Helmets are required by law.** Bikes are to be walked on and off the school grounds, on sidewalks and in the bike parking area. The bicycle area is off limits during school hours and to students not riding bikes.

ROLLER SKATES/BLADES, SKATEBOARDS, AND SCOOTERS

Roller skates/blades, skateboards, and scooters are not allowed on campus at any time, including after school and on weekends (TUSD policy and OC Sheriff Dept. Crossing Guards) without direct permission from the principal.

RESTROOMS

Restrooms are to be used appropriately at all times. No playing, loitering, or assembling in the restrooms.

WALKWAYS

For safety, walk at all times. Students are required to use walkways. Under no circumstances are students to climb fences, trees or walls, or walk through parking areas.

BLACKTOP

Do not run on the blacktop unless you are in an organized game that is being supervised by a duty or the P.E. Coach.

Grass

No gymnastics or other acrobatic moves are allowed to ensure safety of all students.

EQUIPMENT

Swings, slides, bars, etc. are to be used safely and properly. Do not jump from swings. If a ball goes off the school grounds or on the roof, it should be reported to the duty in charge. No student is permitted to go into the street or parking lot for a ball.

SNACKS

Snacks (or any kind of food) are to be eaten at the lunch tables. Gum is not allowed at any time on school grounds, and candy is discouraged. Students are responsible for throwing all trash in trash containers.

INJURIES

Report all injuries to the supervisor on duty. If your student is injured off-site and will be attending school with temporary limitations, please notify our health clerk for special instructions.

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PERSONAL ITEMS

There is no trading, buying, selling, giving away, or exchanging items at school. Bringing toys, balls, jump ropes, make-up, sunglasses, hats, markers, or any dangerous material will result in confiscation of the item. Electronic devices may be brought from home to be used in class as a tool for learning at the teacher's

discretion. A signed parent permission form ("Bring Your Own Device") must be on file with the teacher. If a learning device is brought to school from home it is the responsibility of the student. **Tustin Memorial Academy and Tustin Unified School District are *not* responsible for any lost, stolen, or damaged devices.** Cell phones must remain in backpacks throughout the day. Texting is not permitted during school hours. Technology and TUSD ipads must be used for school purposes ONLY.

CONDUCT – "Kindness Counts"

- Bodily contact on the playground should be avoided at all times. There will be no piling on top of others or unwanted physical contact.
- Fighting is not allowed. Do not push, trip, shove, or throw objects or items at a person at any time, even if you are "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 should be used for jumping and should never be tied together or onto any playground equipment or to any student
- Teasing and name calling are not allowed
- At all recess times games are open to all students unless specified by an adult
- Students are not to wait or gather in front of the school
- When the bell rings, students are to stop playing and "freeze" until a whistle is blown. After the whistle, students will be directed by the duty to **walk immediately** to their lines. All playground equipment must be held and not played with 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 on school grounds, and our students have the responsibility to behave in a safe, orderly, and respectful manner.

PROBLEM SOLVING STEPS

All students should attempt to solve problems using any or all of the following five problem solving steps:

1. Ignore it
2. Walk away
3. Say "I'm sorry"
4. Talk about it and resolve together
5. Tell an adult (dangerous play, fighting, or other serious situations may require going directly to an adult).

CONSEQUENCES FOR PLAYGROUND / SCHOOL MISBEHAVIOR

Student may be asked to be timed out for 3 - 5 minutes or benched during recess or lunch. Parents will be notified of repeated or more serious offenses.

Fighting: Student sent immediately to office

PTO/STAR Membership (Formerly Club 365)

Your Parent Teacher Organization is just that. . . parents and teachers working together for the benefit of our children. TMA has a very active PTO that wants and needs your support. By joining the PTO you support parents across the nation who strive to make school a better place for your children. Information regarding joining the PTO/STAR Membership will be distributed during the first week of school.

STUDENT FEES

The Constitution of the State of California requires that we provide a public education to students free of charge. A student's right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether a student gets a grade for the activity or class. Subject to certain exceptions, a student's right to a free public education means that we cannot require you or your students to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your student to pay security deposits for access, participation, materials, or equipment. Your school may encourage students to attend a fundraising event; however, if they are unable to raise funds for the event, we cannot prevent students from participating in an educational activity.

These exceptions are:

- Charges for optional attendance as a spectator at a school or District sponsored activity.
- Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law.
- Paying the replacement cost for District books or supplies loaned to a student that the student fails to return, or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed \$10,000.
- Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.
- Medical or hospital insurance for field trips that is made available by the school district.
- Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.
- Charging for the parking of vehicles on school grounds.
- Charges for the rental or lease of personal property needed for District purposes, such as caps and gowns for graduation ceremonies.
- Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.
- Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.
- Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.
- Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.
- Deposits for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries.
- Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.

STUDENT STUDY TEAM (SST)

The Student Study Team (SST) is available to help all children. The SST works to make children aware of how they can best grow and learn as students. Parents may wish to meet with the SST for suggestions on ways to help children at home. Children with unique problems may be referred to special counseling services available from outside agencies. The Tustin Memorial SST may include but is not limited to: the principal, resource specialist, and general education teachers. It is the responsibility of the Team to evaluate students experiencing academic, behavioral, attendance, or other school-related difficulties. The Team may provide the teacher and parents with strategies for change, test data as needed and/or referral to services such as Special Education or other support systems. A student may be referred to the Team by a parent or teacher.

VISITING CAMPUS

All visitors are required to sign in at the office and wear a visitor's badge while on campus. Upon leaving campus please stop by the office and "sign out". If you would like to conference with the teacher, please call or e-mail the teacher to set up an appointment time. **Parents are not permitted to "pop-in" to classrooms unexpectedly without arranging a visit and communicating with the teacher prior.** We ask that parents do not have lengthy conversations with teachers as they are entering the classroom in the morning as this is instructional time for all students. Instead, contact the teacher to set up a phone/email conversation or time to meet at a separate time.

VOLUNTEER HOURS

Each TMA family is strongly encouraged to volunteer 10 hours to the school by the last day of the school year. Summer volunteer opportunities (such as Garden Work Days or office help) are available as well. Volunteer hours not only help support and strengthen our school, but also show our children that we are committed to them and their education. In order to track each families volunteer hours, we ask you to follow these guidelines:

- Sign in at the TMA office and put on a visitor's badge. You may also pick up a purple volunteer voucher slip at this time to take to the classroom.
- Upon completion of your volunteer time, please have the teacher or supervisor sign your voucher and return it to the Volunteer Vouchers hanging file folder in the front office. At this time please take the time to sign out.

All parents are required to fill out their own volunteer voucher slips and return them to the office in order to have their hours logged. TMA will send letters home in January, March, and May to all families regarding the status of their volunteer hours. Once you have completed your volunteer hours, we encourage you to continue to volunteer as your time permits, but you no longer are required to fill out the purple voucher slips. To assist you in meeting your volunteer hour requirement, we encourage you to check the TMA website for the PTO "volunteer want-ads" or read the All Star News for information regarding volunteer opportunities. If you have any questions regarding this requirement, please contact the school office or volunteer coordinator. **Please note, for safety reasons, younger non-school aged children are not permitted to accompany parent volunteers during school hours.** Be sure to communicate with the teacher prior to volunteering.

WEEKLY COMMUNICATION

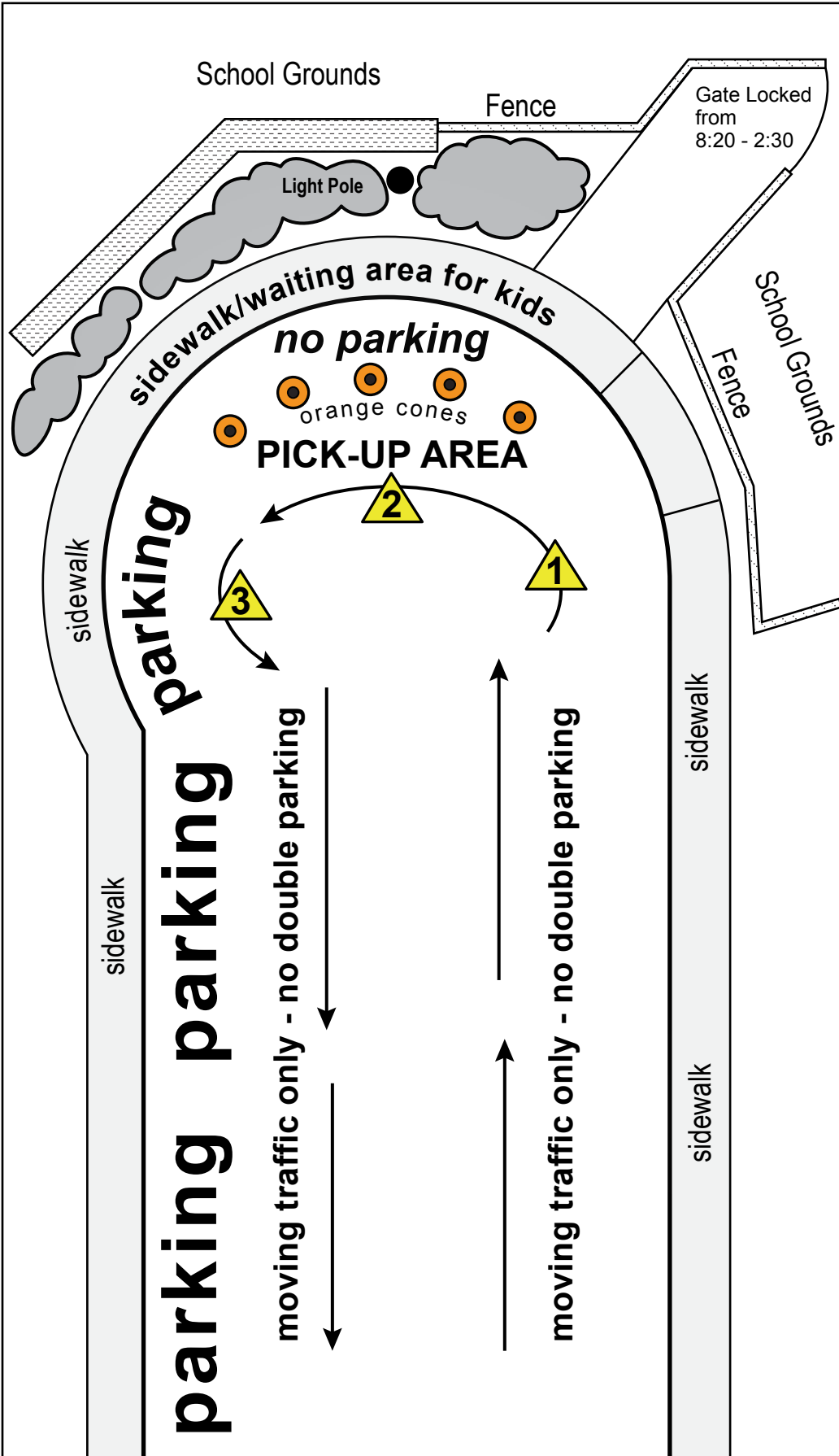
Newsletter E-blast: This weekly newsletter is e-mailed from school and contains a calendar of upcoming events as well as additional information regarding the happenings at TMA.

School and PTO Websites: Online information and downloadable information are kept current.

Activity Fliers: Fliers from outside organizations will be sent home occasionally to allow our students to register for after-school clubs or to inform you of additional activities available in our local area.

Adams Gate

TMA PICK-UP PROCEDURES



Parents:

Please share this flyer with grandparents, baby-sitters, or whomever you have pick up your child(dren) at school.

Procedures for Adams Gate:

1. Children meet at the end of the school day at the large tree on the main playground. The teacher in charge of Adams Gate for the day will walk these children out to Adams Gate and unlock the gate.

2. Parents who get to Adams Gate early can park along the south curb except in the pick-up area. Please no double parking, and do not block any streets. Parents may pull forward to the pick-up area when their child arrives to the waiting area and pick-up zone. Teachers will have cones set up. Students are to remain behind the cones on the sidewalk at all times, unless their ride is arriving. Children should never walk between cars. Each child will walk behind the cones to meet their car at one of the 3 pick up points.

Please be courteous and allow parked cars to pull out safely.

On rain days, Adams Gate will be OPEN! Please remember to store a small umbrella in your child's backpack as there is no shelter from the rain at Adams Gate.

Remember these procedures are for the safety of all our children.

Tustin Memorial Academy Positive Behavior System



TMA Stars will...	Playground	Classroom and Multi	Lunch	Hallways	Bathrooms	Office	Library and Iteam Lab	Before and After School
Be Respectful	<ul style="list-style-type: none"> ~Speak politely to and about others ~Be aware of personal space 	<ul style="list-style-type: none"> ~Use an inside voice ~Raise your hand to speak ~Be a good listener ~Use "performance" manners 	<ul style="list-style-type: none"> ~Listen to others ~Use good manners and appropriate voice levels ~Wait quietly to buy lunch 	<ul style="list-style-type: none"> ~Walk and speak quietly 	<ul style="list-style-type: none"> ~Use the facilities quickly and quietly ~Help keep the bathrooms clean 	<ul style="list-style-type: none"> ~Be patient when the office staff is busy ~Use the appropriate voice level 	<ul style="list-style-type: none"> ~Leave your area neat and organized ~Use the appropriate voice level 	<ul style="list-style-type: none"> ~Be considerate of staff work times
Be Responsible	<ul style="list-style-type: none"> ~Listen for the freeze bell or whistle ~Play according to school rules ~Return all equipment ~Stay within the playground boundaries 	<ul style="list-style-type: none"> ~Come prepared and organized ~Clean up after yourself ~Be on time and be ready 	<ul style="list-style-type: none"> ~Clean up after yourself ~Stay seated at the tables until dismissed 	<ul style="list-style-type: none"> ~Walk in designated areas only ~Be aware of the learning zone 	<ul style="list-style-type: none"> ~Remember to flush and wash your hands 	<ul style="list-style-type: none"> ~Remember your homework and lunch everyday 	<ul style="list-style-type: none"> ~Use the equipment correctly ~Handle books with care 	<ul style="list-style-type: none"> ~Remain in designated areas ~Only use the playground when a teacher is supervising you
Build Relationships	<ul style="list-style-type: none"> ~Play with everyone who asks and make new friends ~Play fairly ~Solve problems independently 	<ul style="list-style-type: none"> ~Solve problems independently ~Work cooperatively 	<ul style="list-style-type: none"> ~Be polite to others ~Include others in conversation 	<ul style="list-style-type: none"> ~Keep hands, feet, and objects to yourself ~Recognize others when they pass with a silent wave or smile 	<ul style="list-style-type: none"> ~Be courteous to others who are in there 	<ul style="list-style-type: none"> ~Remember to say please and thank you 	<ul style="list-style-type: none"> ~Show appreciation for all staff and helpers 	<ul style="list-style-type: none"> ~Be polite to others when you are waiting