

Chula Vista Elementary School District
Heritage Elementary School

1450 Santa Lucia Rd, Chula Vista, CA 91913

Phone: (619) 421-7080 FAX: (619) 421-8525

Web Site: <http://www.cvesd.org/schools/heritage>



**PARENT and STUDENT
HANDBOOK
2014-2015**



Board of Education

Pamela B. Smith • Marissa Bejarano • Glendora Tremper
Larry Cunningham • Douglas E. Luffborough III

Superintendent

Francisco Escobedo Ed.D.

EQUAL OPPORTUNITY EMPLOYER

The Chula Vista Elementary School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable state and federal laws and regulations. The District office that monitors compliance is the Human Resources Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone 619-425-9600, ext. 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resources Office.

Message from the Principal

Dear Parents,

It is a pleasure to serve you and your children as Principal and Associate Principal of Heritage Elementary School for the 2014-2015 school year. We look forward to working with you to build and maintain a professional learning community that fosters mutual collaboration to fulfill our school's vision of educational excellence.

Parents play an important role in supporting our educational journey and reaching our academic goals. A trusting relationship and continuous communication between parents and the school is essential for student success. We will develop specific strategies to create effective home-school partnerships.

Heritage Elementary School will command a climate of high expectations based on the belief that all students can master the State Academic Common Core Content Standards. Explicit and systematic best practices/strategies will enable all students to access the core curriculum through a variety of learning opportunities.

Various assessment tools will be employed to frequently monitor student progress. Results will be reported to parents through parent teacher conferences. School-wide results and progress towards goals will be shared with families at principal coffee chats and through all parent leadership groups such as; PTO, SSC and ELAC.

A safe, positive, and orderly learning environment for students and adults is essential to our success. Students and adults will model respectful and courteous behavior. We will continue to strengthen school safety programs through the work of our School Climate Committee. Promoting and celebrating our cultural heritage and linguistic diversity is a district and school goal. Everyone is valued and appreciated as an individual of great worth.

This handbook provides you with information about our school policies, procedures, schedules, and protocols that will ensure your child's success at school. Please review this handbook with your child. Please note, that minor revisions are made to this handbook throughout the year to keep our standards up-to-date with Board and School Policies.

We can fulfill our school's vision when we work as a professional learning community. We look forward to our partnership in making Heritage Elementary School a place of educational excellence where all children can achieve.

For the sake of children,

Erin E. Dare
Principal

Erin Thiessen
Associate Principal

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HOURS OF OPERATION AND DAILY SCHEDULE

Office Hours: Monday – Friday 7:30 am – 4:00 pm

School begins at 7:45 am. Students are expected to arrive at school no earlier than 7:30, unless they are participating in the breakfast program or Safety Patrol. Upon arrival, students are to line up on the blacktop playground area until the bell rings. At this time teachers will escort students to class.

Breakfast: 7:15 am – 7:35 am

Kinder (Dismissed from the classroom)

Monday – Thursday	7:45 am – 2:00 pm
Fridays & Modified Days	7:45 am – 12:45 pm

Grades (1st – 6th)

Monday – Thursday	7:45 am – 2:15 pm
Fridays & Modified Days	7:45 am – 12:45 pm

Recess Schedule

	AM RECESS	PM RECESS	
Kindergarten	8:45 am - 9:00 am	Grades K & 1	1:10 pm - 1:25 pm
Grade 1 & 2	9:15 am – 9:30 am	Grade 2 & 3:	1:30 pm – 1:40 pm
Grade 3 & 4	9:35 am – 9:55 am		
Grade 5 & 6	10:00 am – 10:20 am		

Lunch Schedule

Kinder	10:30 am – 11:15 am
Grade 1	10:45 am – 11:30 am
Grade 2	11:00 am – 11:45 am
Grade 3	11:15 am – 12:00 pm
Grade 4	11:30 am – 12:15 pm
Grade 5	11:45 am – 12:30 pm
Grade 6	12:00 pm – 12:45 pm

Modified Days:

*** Every Friday**

First day of school: **July 23**

Fall Conferencing Schedule: **September 11-18**

Spring Conferencing Schedule: **March 12 - 19**

Last day of school: **June 5**

GATES - Opening and Closing Schedule:

Mon – Thurs - Opened 7:15 am/ **Locked 7:45 am**

Opened 2:00 pm/Locked 4:00 pm

Fri/Mod. Days – Opened 7:15 am/**Locked 7:45 am**

Opened 12:40 pm/Locked 4:00 pm

CVESD ANNUAL CALENDAR 2014-2015 (Jul - Dec)

JULY 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7/1 Fiscal Year begins
7/4 **Legal Holiday – Independence Day**
7/21-7-22 Teacher Prep Days
7/23 **Students Report to School – Minimum Day**

End of first school month 7 days taught

AUGUST 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

End of second school month 21 days taught

SEPTEMBER 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9/1 **Legal Holiday – Labor Day**
9/11-9/18 Parent Teacher Conferences – Minimum Days
9/22-10/6

End of third school month 14 days taught

OCTOBER 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10/6 Teacher Prep Day
10/7 **School Resumes – Students Report to School - Minimum Day**

End of fourth school month 19 days taught

NOVEMBER 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

11/11 **Legal Holiday – Veterans Day**
11/24-11/28 Thanksgiving Week Break
11/27 **Legal Holiday – Thanksgiving Day**
11/28 **In lieu of Holiday – CA Admission Day**
End of fifth school month 14 days taught

DECEMBER 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12/22-1/12 Winter Break
12/24, 12/26 **Declared Holiday**
12/25 **Legal Holiday**
12/31 **Declared Holiday**
End of sixth month 15 days taught

“Each Child Is an Individual of Great Worth”

Legend: School day Minimum Day **Teacher Prep. Day** **Break**

CVESD ANNUAL CALENDAR 2014-2015 (Jan - Jun)

JANUARY 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	<u>13</u>	14	15	<u>16</u>	17
18	19	20	21	22	<u>23</u>	24
25	26	27	28	29	<u>30</u>	31

- 1/1** Legal Holiday – New Year’s Day
- 1/12 Teacher Prep Day
- 1/13** School Resumes – Students Report to School - Minimum Day
- 1/19** Legal Holiday – Dr. Martin Luther King Jr. Day

End of seventh school month 13 days taught

FEBRUARY 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	<u>20</u>	21
22	23	24	25	26	<u>27</u>	28

- 2/13** Legal Holiday – Lincoln Day
- 2/16** Legal Holiday – Washington Day

End of eighth school month 18 days taught

MARCH 2015

S	M	T	W	T	F	S
1	2	3	4	5	<u>6</u>	7
8	9	10	11	<u>12</u>	<u>13</u>	14
15	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	21
22	23	24	25	26	27	28
29	30	31				

- 3/12-3/19** Parent Teacher Conferences – Minimum Days
- 3/23-4/3** Spring Break
- 3/29** End of ninth school month 15 days taught

APRIL 2015

S	M	T	W	T	F	S
			1	2	3	4
5	<u>6</u>	7	8	9	<u>10</u>	11
12	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	18
19	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	25
26	27	28	29	30		

- 4/2 In lieu of Holiday – Cesar Chavez Day
- 4/3 Declared Holiday
- 4/6** School Resumes – Students Report to School

End of tenth school month 19 days taught

MAY 2015

S	M	T	W	T	F	S
					<u>1</u>	2
3	4	5	6	7	<u>8</u>	9
10	11	12	13	14	<u>15</u>	16
17	18	19	20	21	<u>22</u>	23
24	25	26	27	28	<u>29</u>	30
31						

- 5/25** Legal Holiday – Memorial Day
- End of eleventh school month 20 days taught

JUNE 2015

S	M	T	W	T	F	S
	1	2	3	4	<u>5</u>	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 6/5** End of School Year for Students – Minimum Day
- 180 days taught**
- 6/8 Teacher Prep Day
- 6/30** Fiscal year ends
- End of twelfth school month 5 days taught
- Total Instructional Days:180**

“Each Child Is an Individual of Great Worth”

Legend: School day Minimum Day **Teacher Prep. Day** **Break**

NUTRITION

Breakfast: 7:15 am – 7:35 am

Breakfast is served every day from 7:15 am to 7:35 am. Our school breakfast program can provide relief for you and your children from hectic morning schedules. Give your children a head start on successful learning. Make sure they begin the school day with a healthy breakfast. It is particularly important that students participating in the breakfast program arrive on time, preferably between 7:15am and 7:30am, so they have sufficient time to eat breakfast before going to class.

Lunch Schedule

Kinder	10:30 am – 11:15 am	Grade 4	11:30 am – 12:15 pm
Grade 1	10:45 am – 11:30 am	Grade 5	11:45 am – 12:30 pm
Grade 2	11:00 am – 11:45 am	Grade 6	12:00 pm – 12:45 pm
Grade 3	11:15 am – 12:00 pm		

Heritage School has a computerized meal card system called 'Cricket.' The meal card is debited each time your child eats breakfast or lunch. **Prepayments are encouraged** for at least five meals or more and are good for both breakfast and lunch. You can view balances and pay on-line at www.parentonline.net. You will need your child's student ID number. "Prepaid Meal Money Envelopes" may be obtained in the school office where they can also be deposited in a locked box. Our Cafeteria Manager picks payments up daily. You can also check your child's balance by calling 421-7080 ext. 5791.

Cost for breakfast:	Cost for lunch:
Full price - \$1.00	Full price - \$1.50
Reduced - \$.30	Reduced - \$.40

Free or Reduced Price Meals

If you feel you qualify for free or reduced priced meals, you may complete an application. One is included in your back-to-school packet. They are also available in the school office.

Food/Celebrations – see School Routines on page 10

We encourage you to send healthy snacks for your children.

Snack Recommendations: Fresh fruit, dried fruits, or veggies, Low-fat yogurt or string cheese, 100% frozen juice or fruit bars, Low-fat bakery items, Pretzels, popcorn (air), or Goldfish crackers, Bottled water or 100% fruit juice.

SCHOOL ATTENDANCE

School attendance is required by law. Parents/guardians of children between the ages of 6 and 18 are responsible for sending their children to school full time (ED Code 48200). The amount of time a student attends class correlates very closely with learning. Consequently, the importance of regular attendance and arriving at school on time cannot be overemphasized. State funding of schools is based only on pupil attendance. Funds are not received for any child absent from school. The minimum day established by the State of California for kindergartners is three hours; grades 1 through 3 is three hours and 50 minutes; and grades 4 through 6 is four hours. Please attempt to schedule medical or dental appointments during school vacations or after your child completes the minimum day requirements. If necessary for your child to be absent from class, please notify the Attendance/Health Office extension x5797 (see absence procedures below).

Your child is considered truant if the following occurs:

- 3 unexcused absences in one school year
- 3 unexcused tardies greater than 30 minutes in one school year
- Any combination of the above – 3 or more

Parents will be notified by a letter from the principal when their child/ren is truant.

A School Attendance Review Board (SARB) addresses the needs of students with attendance and/or chronic school behavior problems. Students and their families are referred to SARB by the school principal. Both the student and his/her parents are required to attend SARB meetings. District staff and community agencies work together to review cases, which have not been resolved by school efforts. All available school and community resources are exhausted before the student is referred or the parents/guardians are cited to appear in court.

ABSENCE PROCEDURES

It is required that each absence be verified by the parent / guardian. We need you to **call the Attendance/Health Office** the day your child is absent. Parents can report an absence by calling **421-7080 ext. 5797** or by email melina.cardenas@cvesd.org, 24 hours a day. Please try to call before 9:00 a.m. when possible. The reason of the absence will determine if the absence is excused or unexcused.

Regular attendance in school is required by law and is essential to ensure progress. Upon returning to school following an absence, the child must check in at the Attendance/Health Office. Remember, an unexcused absence is a truancy.

A child may be legally excused from school only as a result of illness or medical appointments. For medical appointments, a **note** from the doctor or dentist is required in order for it to be an excused absence. You have 3 days from the date of appointment to provide the Attendance Office with proper documentation.

DISMISSAL

Please be on time to pick up your child, as there is no after-school supervision.

SCHOOL ATTENDANCE

TARDINESS

The first bell rings at 7:40 am. This bell let's all students know they have five minutes in which to reach the blacktop classroom line-up for the 7:45 final bell.

At 7:45 am all gates will be closed and students are picked up by their teacher and taken to class. Students arriving after 7:45 am are considered late/tardy. Students who are repeatedly late or tardy are considered truant. The school is required to contact parents when tardiness is an ongoing issue. Please be sure your child arrives at school on time every day.

Students will be recognized for perfect attendance. Perfect attendance is defined as no absences or tardies, and no early dismissals throughout the year.

PERFECT ATTENDANCE

Perfect Attendance
District-wide Requirements

Situation	Definition	Clarification	Allowed Frequency
Absent	Student is not at school at any time during the school day	Neither excused nor unexcused absences are permitted.	Zero absences
Independent Study Contract	An Independent Study Contract allows a student to complete work assigned by the classroom teacher while the student is not present in the classroom for a period of five or more days.	An Independent Study Contract (either completed or incomplete) disqualifies a student from achieving perfect attendance.	Zero independent study contract days
Tardy	Student is not present in the classroom when roll is being taken.	Unexcused tardies are not permitted.	Zero unexcused tardies
Absent During the School Day: Early Dismissal	A student is present at the beginning of the school day but leaves before school ends.	Unexcused early dismissals are not permitted.	Zero unexcused early dismissals

Notes:

Excused tardies or early dismissals are limited to those for documented medical appointments.

INDEPENDENT STUDY CONTRACTS

Independent Study Contracts can be arranged in advance for absences when a parent knows a child will be out for a minimum of five school days. Students who are absent but on an independent study contract will receive a mark of "excused" for all absences covered under the contract provided that all assignments given under the contract are completed and returned when the student returns to school.

Please call the school to make arrangements **one week before the start of the contract** so the teacher has time to prepare the work. Your cooperation in promptly reporting absences is greatly appreciated.

Procedures for Independent Study Contracts (ISC):

- Contact the school attendance office to receive an ISC
- Parent will fill out and sign the contract
- Teacher provides classroom work that will be missed
- Student will turn in completed work upon their return

RELEASE OF STUDENTS

Parents are reminded that students are expected to remain on the school grounds during school hours. If you wish to have your child released from school during school hours, **you must come to the office and obtain a release slip**. For you and your child's protection, students are only released to parents, guardians, or other authorized persons whose names are listed on the student's emergency card. Students **will not** be released by telephone requests. Parents who wish to release their children from the classroom will be asked by the classroom teacher and/or staff person to go to the school office. The school office will contact the classroom and release the child to meet his/her parent(s) at the office.

ZONE TRANSFERS

The staff at Heritage believe that in order for your child to have the most successful experience at school, it is extremely important for them to attend school daily and on time. Students miss out on valuable instruction when they are absent or arrive to school late.

As a condition of accepting a zone transfer, it is our expectation that all students maintain satisfactory attendance and behavior. Students who receive **10 or more unexcused absences or tardies** in one school year will have their zone transfer denied for the following year. In order to prevent you child from being tardy, please be sure to leave your home in the morning with plenty of time for you to arrive on time to school. School begins at 7:45 am. Students entering the gate after 7:45am will be required to have a late slip. Please schedule all doctor and dentist appointments after school.

MEDICATION & STUDENT HEALTH

MEDICATION

Medications are not permitted at school except when kept in the school Health Office. Parents of any student who is required to take daily medication prescribed for him/her by a physician, must complete an "Authorization for Medication Administration" form. This is kept on file in the school Health Office. The form authorizes us to administer the medication to your child. You will need to submit a new form at the beginning of **each** new school year.

ILLNESS

It is often difficult for parents to know whether their children are too sick to attend classes. Here are some general guidelines:

Symptom	Course of Action
Fever, measured orally, 100° or above	home
Vomits more than once	home
Undiagnosed skin rash	doctor
Eye infection	doctor
Flu: body aches, fever, headache	doctor
Infrequent diarrhea	school
Ear infection: no pain	school
Minor cold: runny nose, sneezing, and sore throat	school
Vague: "I don't feel good", symptoms	school
Infestation of scabies (AFTER treatment)	school
Infestation of lice	school
Cold sores (sores covered)	school
Strep throat (after 24 hours on medication)	school

Please call the Health Office if you have any questions.

Monday – Friday: Attendance/Health Secretary x5797

SCHOOL ROUTINES

Parent cooperation with the following routines will prove beneficial to you and your child, will result in the smooth and efficient operation of our school, and will be greatly appreciated by the school staff.

- Check school website for information (www.cvesd.org/schools/heritage)
- Please check your child's back pack daily and carefully read all bulletins, emails, Peachjar flyers, and notices.
- All visitors are required to register on the Raptor Identification System prior to entering the school. Sign-in at the school office and receive a visitor's badge before entering a classroom. This is required of all visitors and volunteers. All volunteers are required to present a copy of a negative TB test to our school office.
- The last Friday of every month there will be Blacktop Morning Assemblies. Please feel free to join us.

RAINY DAYS

- Make sure you discuss with your child arrangements for pick up on rainy days.
- Children will line up in the auditorium on rainy days. The back gate will be locked.
- Allow some extra time to get your child to school on time.
- Breakfast will be served in the auditorium.

CONCERNS REGARDING YOUR CHILD AT SCHOOL

If you have concerns regarding your child, or a matter pertaining to your child, your child's teacher should be your first point of contact. Classroom teachers are busy during the school day and may not get back with you until after the day has ended.

CLASSROOM INTERRUPTIONS

Make any special plans for the day with your child **before** school. In an attempt to keep educational disruptions to a minimum and maximize learning, we have an established school policy whereby classrooms **WILL NOT** be interrupted by phone messages except in the case of an emergency. Instructional minutes are from 7:45 am to 2:15 pm. Please make appointments with teachers to discuss matters regarding your child during non-instructional time via email or phone.

****ITEMS DROPPED OFF DURING INSTRUCTION TIME MUST BE LABELED WITH STUDENT'S NAME AND TEACHER/CLASSROOM #.*** Items will be delivered to student at the following recess.

BIRTHDAY CELEBRATIONS

We have a “no food” birthday policy on the Heritage Elementary school campus. If you want to share something with your child’s class, you might consider donating a book to the classroom or check the treat bag ideas list below. Birthday celebrations are not allowed during school time, including lunch. All food items will be returned home if brought to school for a birthday.

Distribution of birthday party invitations or any other personal announcements during the school day is not allowed.

Treat Bag Ideas.....

- Coloring books and/or crayons
- Jump ropes, mini-Frisbees, balls
- Books, school supplies such as fun pencils, notepads, rulers or stickers
- Donate a book to the school library in your child’s name
- Child’s choice for a fun game or classroom activity



Please refer to the CVESD Board Policy on Wellness

<http://www.cvesd.org/DISTRICT/BoardPolicies/Wellness%20-%20BP%205030.pdf>

HOMWORK POLICY

Homework should help a child:

- Develop independent study habits and self-discipline.
- Reinforce classroom instruction by further application and experience.
- Enrich school experiences as a result of independent study, individual research and experimentation.
- Homework is **practice**.
- Homework is meant to review **concepts** that have been **previously taught**. (spiral review)
- Homework builds **automaticity** through memorizing math facts and **fluency** through reading quantity.

Your child's teacher is committed to:

- Explaining and clarifying assignments with students at the time homework assignments are made.
- Periodically providing assignments other than pencil and paper activities.
- Monitor homework assignments.
- Informing parents when students consistently fail to complete assignments.

Parents are encouraged to:

- Provide a study place with a minimum of distraction.
- Monitor the student as needed.
- Communicate with the teacher if there are questions about homework assignments or if students have difficulty in completing assignments in a reasonable time.
- Check to see that work is completed and school materials returned.

A student is expected to:

- Inform parents when assignments are made and when they are due.
- Bring necessary materials home and return materials on time.
- Complete the assignments neatly, accurately, and on time.

Time allotments:

- The suggested maximum weekly time allotments are:
 - Grades K-1: One hour and 20 minutes to two hours.
 - Grades 2-3: Two to two hours and 40 minutes.
 - Grades 4-6: Two hours and 40 minutes to four hours.

DRESS CODE

The following policy, adopted by the Chula Vista Elementary School District Board of Education on March 7, 1995, describes the dress code expected at Heritage Elementary School.

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Thongs or other backless shoes or sandals are not acceptable. Shoes with wheels or made for stunts are not permitted. No high heels.
2. Make-up is inappropriate in the elementary school. Dangling earrings, chains, and keys worn visibly around the neck are unsafe and are not acceptable.
3. Clothing and jewelry shall be free of writing, pictures or other insignia which are crude, vulgar, profane and/or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.
4. Hats, caps, visors and other head coverings shall not be worn indoors. They may be worn only for the intended purpose of sun-protection. They are not acceptable worn backwards, to the side, or if they are not an effective sun damage deterrent.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low cut tops, spaghetti strap tops, bare midriffs and skirts or shorts shorter than mid-thigh are not acceptable.
6. Articles of clothing and accessories, including hats, belts, books, binders, lunch bags, etc. adorned with graffiti or alleging gang affiliations are not acceptable.
7. Hair color (blue, red) and styles that call excessive attention to the individual are inappropriate for elementary school children, and therefore not allowed at Heritage Elementary.
8. Cell Phones: CVESD BP5131 Students/Conduct - Prohibited student conduct includes, but is not limited to: (#6) Except with prior consent for health reasons, possession or use of electronic signaling devices (Education Code 48901.5). Electronic signaling devices may include, but not be limited to, pagers, beepers, and cellular/digital telephones, iPods, cameras. If cell phones are brought to school, they must remain turned off and kept in backpacks during the instructional day, including recess time. Students caught using cell phones or any other electronic devices will have the device/s taken by either the teacher or administrators. Devices will only be returned to the parent.

Furthermore, Heritage Elementary doesn't allow trading cards, electronics or personal toys (PSP's, balls) brought from home. Valuable items should stay home since the school is not responsible if they get lost, stolen or broken. The school staff reserves the right to make judgments on any article of clothing, mode of dress, or hair style which poses the potential for the disruption of learning and/or compromises a safe and orderly learning environment.

SAFETY

FOR YOUR CHILD'S PROTECTION, HE/SHE SHOULD:

- Go straight home from school. If he/she is to play somewhere else, he/she should go home first. Generally, children may not use the phone in the office after school except in emergency, or when the teacher detains them. We do permit a student to call a parent if the student has waited 15 minutes after school to be picked up.
- Not bring any weapons or toys that resemble weapons to school.
- Be taught NEVER to accept automobile rides or favors from a stranger. Parents should send a note to their teacher if anyone else is to pick up their child.
- Stay away from the school buildings and unsupervised playground areas.
- Take jackets, books, lunch boxes, etc., when dismissed, so there will not be a need to return to school for them.
- NO BICYCLES, SCOOTERS, SKATEBOARDS or ROLLER-SKATES/IN-LINE SKATES on school grounds before or after school. Anyone riding a bike to school MUST wear a helmet. All bikes must be stored in the bike racks in front of the school. Bike must be locked and students/parents/visitors must walk their bike where pedestrian traffic takes place.
- Never leave school during the school day without permission from the office.
- Always notify an adult when trouble arises. This can be a parent, teacher, principal or police officer.
- Not chew gum at school.
- Not be in possession of weapons, imitation firearms, or dangerous instruments of any kind in school buildings, school grounds or school busses.

PARENTS

- Do **not** monogram your child's name on the outside of his/her: jacket/sweater/backpack/lunch bag-etc. Strangers have been known to use their name, acting as though they know them.
- Do **not** bring your family pets on school grounds.

SAFETY

STUDENT RIGHTS AND RULES FOR BEHAVIOR

EACH PERSON HAS THE RIGHT TO...

BE THEMSELVES

We will respect the unique qualities of each individual. We will adhere to the school dress code. We will not make hurtful or negative remarks about a person's physical appearance, ethnicity, religion, gender, language, dress, socio-economic status, academic performance, or any other personal characteristics. We will not put-down or tease anyone.

BE TREATED WITH COURTESY

We will show respect, courtesy, and good manners towards other people. We will not use name-calling, put-downs, obscene language, or abusive gestures. We will not harass, bully, or cut in front of another person. We will never exclude another student.

THEIR OWN PROPERTY

We will not take or cause damage to other people's property. We will not vandalize or destroy school property. We will leave all toys, candy, and personal belongings unrelated to classroom learning at home.

BE SAFE

We will not play rough, hit, kick, bite, trip, pinch, choke, poke, push, throw anything, or engage in any other form of physical abuse. We will not bully another person. We know that sexual harassment, drugs, and weapons are illegal and we will never bring them to school. We will follow all playground safety rules and we will always use playground equipment appropriately. We will not play tag, chasing games, hitting games, or any games involving throwing balls at other students.

AN ORDERLY ENVIRONMENT

We will follow all rules in the classroom and throughout the school at all times. We will walk quietly in the hallways. We will not run anywhere at the school except at P.E. or recess. We will not litter and I will always clean up after myself. We will not yell or have loud behavior. We will always be neat, we will not play in the restrooms, and we will never invade others' privacy.

RULES AGAINST "BULLYING"

1. We will not bully others.
2. We will help ALL students who are bullied.
3. We will not exclude others.
4. When we know someone is bullied, we will tell an adult at school and at home.

DISASTER PROCEDURES

Established procedures are in place at Heritage Elementary School to handle disasters such as fire, earthquakes, bomb threats and/or dangerous intruders. Disaster preparedness drills are conducted on a routine basis and we are continuing to improve our strategies used to handle such emergencies.

It is important for parents, guardians and family members to know that in a real emergency, student will be released only to individuals listed on the Student Disaster Information Card.

Be sure to update your emergency information in the Health Office if there are any changes during the school year. In most cases students will be released at the back gate, which will serve as a reunion center.

For additional information in a real emergency, refer to our school webpage at <http://www.cvesd.org/schools/heritage> or check our social media pages on Facebook and Twitter.

ACADEMIC PROGRAMS

ACADEMIC STANDARDS

It is our motto at Heritage Elementary that all students are gifted. Our strong academic program is designed to meet the needs of our diverse student population. Heritage is a place where students are nurtured and guided by staff to take responsibility for their own learning opportunities. Heritage Elementary prides itself in teamwork and excellence. The Principal and staff have established a climate of success. A strong academic program tightly aligned to the standards with high expectations is in place for all students.

Curriculum and Instruction are centered on the California Common Core State Standards (CCSS) and are focused to ensure that every student will be able to achieve academic success. A multitude of instructional techniques and approaches are incorporated into the curriculum, including science and technology, and the visual and performing arts to accommodate the various learning styles of our students, as they journey toward mastery of basic, as well as higher level critical thinking skills so necessary in life.

***To access the California CCS Standards go to www.cde.ca.gov/ci**

DUAL LANGUAGE IMMERSION

Heritage School offers a Dual Language Immersion Program for grades K-6th. The goal of our program is to develop Bilingualism and Biliteracy. Students acquire high levels of English and Spanish language proficiency while meeting academic content standards in both languages. Students develop understanding and appreciation of other cultures in our society.

The Model: Our DLIP is a 90/10 model K-6th that is aligned to successful research studied instructional models.

PACE Teacher Collaboration

Heritage Elementary has established time during the school day for teachers to meet as grade level teams for professional development, data analysis, and to plan instruction. During this time, students receive enrichment in Art, Music, Health, Drama, and/or PE.

EXTRA CURRICULAR PROGRAMS

STUDENT LEADERSHIP

Students are given leadership opportunities by participating in the following; Safety Patrol, Morning Broadcasting, Peace Patrol, Monitors for playground equipment, facilitators of our Friday morning assembly and in serving as classroom and office volunteers.

PARENT INVOLVEMENT

Research shows that the main attribute to a child's success at school is parent involvement at home and at school. Our parents are highly involved and are an integral part of the school culture. Our parents are actively participating in our School Site Council (SSC), Parent Teacher Organization (PTO) and English Language Advisory Committee (ELAC). There are many fundraisers and social events sponsored during the school year such as our Fall Carnival/Auction, Scholastics Book Fair, Catalogue Sales, McDonalds Family Night (staff works at McDonalds), Family Dance and many more. Please call our school office for more information.

ASSEMBLIES

In an effort to build a learning community, all students, teachers, staff and parents come together to celebrate learning in our school environment on the LAST Friday of the month.

To foster a positive and safe learning environment, we celebrate students who have demonstrated Academic Achievement, Outstanding Citizenship, and Outstanding Effort quarterly.

KHRTG BROADCAST

Our live close circuit broadcast is a source of communication lead by students 2 times a week.

SPORTS

Heritage Elementary School offers opportunities for students to participate in the district sports leagues. Students in grades 4-6 have an opportunity to try-out for our soccer and basketball teams. Games and practices occur after school. Some travel may be required.

VISITORS AND VOLUNTEERS

Heritage is a locked campus and screens all visitors for the safety of our students and staff. Interruption during instruction time is not permitted. Prior arrangements must be made with teachers during non-instruction time for volunteering and visiting (before and after school).

Teachers must begin teaching promptly at 7:45 am.

Please honor instructional time by not engaging in discussions regarding your child's needs from 7:45 am to 2:15 pm.

All volunteers and visitors must sign in the school office, **present a VALID Driver's License or ID** and wear an identifying badge or sticker name tag.

VOLUNTEERS

All persons who volunteer at a school site and are in contact with students must have a current tuberculin test on file at their school site. The test must be retaken every four years. Please see the school secretary for a list of times and sites within the district where you may obtain the test free of charge.

All volunteers working with students on a regular basis (more than one day per week) are required to be fingerprinted by the proper authorities. More information on how to obtain and submit fingerprints will be available in the school office.

Should you be injured while you are volunteering at one of our schools, you are covered by the District's worker's compensation program. It is extremely important that you report any injury to the school office immediately.

The State of California Education Code 35021 states that a person who is required to register as a sex offender pursuant to Penal Code 290 may not supervise students during any breakfast, school lunch, or any other nutrition period, or serve as a non-teaching volunteer aide.

Should you have any questions or need additional information, please do not hesitate to contact the school office.

FAMILY RESOURCES

ON-SITE CHILD CARE

Chula Vista YMCA provides on-site childcare before and after school.

Hours: 6:00 am to 6:30 pm

For more information contact:

South Bay YMCA

1201 Paseo Magada

Chula Vista, CA 91910

(619) 421-8805

DASH

The City of Chula Vista along with South Bay Family YMCA conduct the DASH (Dynamic After School Hours) Program here at Heritage. This free program provides structured after school activities, including sports clinics, arts and crafts, cooperative games, and traditional playground games for 1st-6th grade students.

Please remember that DASH is not a daycare and children may sign themselves in and out. Registration for DASH must be submitted by parents. Enrollment is determined by a lottery draw. Students must be picked up promptly after DASH is over.

Hours:

Monday-Thursday: 2:15pm - 4:15pm (2 hour block)

Friday & Modified Days: 12:45 - 3:45 (3 hour block)

OTHER RESOURCES

Fair Winds Family Resource Center

Free Child and Family Services

1450 Loma Lane

Chula Vista, CA 91911

(619) 420-0468

COMMUNITY PHONE NUMBERS:

Boys and Girls Club	421-4011
Chula Vista Recreation	409-5979
Eastlake High School	397-3800
Rancho del Rey Middle School	397-2500
Otay Ranch High School	591-5000
La Petite Academy C.V.	421-0966
Kids Depot	656-0506