

Chula Vista Elementary School District
Heritage Elementary School

1450 Santa Lucia Rd, Chula Vista, CA 91913

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

Facebook Page: <https://www.facebook.com/CV.Heritage.Hawks/>



**STUDENT & PARENT
HANDBOOK
2019-2020**



Board of Education

Leslie Ray Bunker • Armando Farias • Laurie K. Humphrey
Eduardo Reyes, Ed.D. • Francisco Tamayo

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 Principals

Dear Parents,

On behalf of the staff at Heritage Elementary School, we are elated to welcome you to the 2019-2020 school year! We are looking forward to a productive partnership with you to ensure all children achieve their highest potential. It is the goal of Heritage Elementary to provide all students with the opportunity to reach their academic, social, emotional and physical potential, discover their gifts and talents, and grow up to be productive citizens. Please take the time to read the information contained in this packet, as it will provide you with the school policies and procedures. It also contains information regarding the services and programs at Heritage. We look forward to serving you and providing your child/children with the best education possible.

We know a strong partnership with you will make a great difference in your child's education. Your participation in your child's education is vital. Our parent organizations enrich the education of your child. The Parent Teacher Organization (PTO), School Site Council (SSC), English Learner Advisory Committee (ELAC) and the classrooms welcome your participation. On behalf of the Heritage staff, we thank you for your support and look forward to working with you during the 2019-2020 school year.

Your partners in education,

Ruth Diaz de Leon
Principal

Dr. Laura Lemos
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. Teachers will escort students to class.

Breakfast: 7:05 am – 7:35 am

CLASSROOM Hours

Transitional Kinder (TK)

A.M.	7:45 am – 11:05 am	Monday – Thursday	Blacktop lineup / dismissed at front gate
P.M.	11:10 am – 2:30 pm	Monday – Thursday	Pickup at front gate / dismissed at classroom
A.M. & P.M	7:45 am – 11:05 am	Friday & Modified Days	Blacktop lineup / dismissed at front gate

Kindergarten (dismissed from classroom)

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

Grades 1st – 6th

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

RECESS Schedule

Morning	
AM TK	9:15 am - 9:45 am
Kinder	8:45 am - 9:00 am
Grade 1 & 2	9:15 am - 9:30 am
Grade 3 & 4	9:35 am - 9:55 am
Grade 5 & 6	10:00 am - 10:20 am

Afternoon	
PM TK	12:15 pm - 12:45 pm
Kinder & 1	1:10 pm - 1:25 pm
Grade 2 & 3	1:30 pm - 1:40 pm

LUNCH Schedule

Kindergarten	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 *and*:

First day of school	July 22, 2019	Spring Conferences	March 12 – 19, 2020
Fall Conferences	Sept. 12 – 19, 2019	Return from spring break	April 6, 2020
Return from winter break	January 14, 2019	Last day of school	June 3, 2020

GATES – NOTE: Back gate will remain closed in heavy rain/wet field conditions:

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

Opened: 2:10 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 2019-2020 (Jul - Dec)



CHULA VISTA ELEMENTARY SCHOOL DISTRICT
2019 - 20 SCHOOL YEAR-ROUND CALENDAR

JULY 2019

S	M	T	W	T	F	S		
	1	2	3	4	5	6	7/1	Fiscal Year begins
							7/4	Legal Holiday – Independence Day
7	8	9	10	11	12	13	7/9	First Day for 200-day Employees
14	15	16	17	18	19	20	7/17	186-day CNS II & III Employees Report
21	22	23	24	25	26	27	7/18 7/19	Teacher Preparation Days
28	29	30	31				7/22	Students Report to School – Minimum Day End of first school month, <u>8</u> days taught + <u>2</u> teacher work days

AUGUST 2019

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, <u>22</u> days taught

SEPTEMBER 2019

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	9/2 Legal Holiday – Labor Day
15	16	17	18	19	20	21	9/12 - 9/19 Parent/Teacher Conferences – Minimum Days
22	23	24	25	26	27	28	9/23 - 10/4 Fall Break
29	30						End of third school month, <u>14</u> days taught

OCTOBER 2019

S	M	T	W	T	F	S	
		1	2	3	4	5	10/7 Teacher Preparation Day
6	7	8	9	10	11	12	10/8 School Resumes – Students Report to School
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			End of fourth school month, <u>18</u> days taught + <u>1</u> teacher work day

NOVEMBER 2019

S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	11/11 Legal Holiday – Veterans Day
10	11	12	13	14	15	16	11/25-29 Thanksgiving Week Break
17	18	19	20	21	22	23	11/28 Legal Holiday – Thanksgiving Day
24	25	26	27	28	29	30	11/29 In lieu of Holiday – CA Admission Day End of fifth school month, <u>15</u> days taught

DECEMBER 2019

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	12/23-1/10 Winter Break
15	16	17	18	19	20	21	12/24 Declared Holiday
22	23	24	25	26	27	28	12/25 Legal Holiday
29	30	31					12/26, 12/31 Declared Holiday End of sixth school month, <u>15</u> days taught

Legend: School day Minimum Day Teacher Prep. Day Break No School

CVESD ANNUAL CALENDAR 2019-2020 (Jan - Jun)

JANUARY 2020

S	M	T	W	T	F	S	
			1	2	3	4	1/1 Legal Holiday – New Year’s Day
						11	1/13 Teacher Preparation Day
5	6	7	8	9	10	11	1/14 School Resumes – Students Report to School - Minimum Day
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	1/20 Legal Holiday – Dr. Martin Luther King Jr. Day
26	27	28	29	30	31		

End of seventh school month, 13 days taught + 1 teacher work day 13

FEBRUARY 2020

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

End of eighth school month, 18 days taught 18

MARCH 2020

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	3/12 - 3/19 Parent/Teacher Conferences – Minimum Days
8	9	10	11	12	13	14	3/23 - 4/3 Spring Break
15	16	17	18	19	20	21	3/30 Declared Holiday
22	23	24	25	26	27	28	3/31 Cesar Chavez Day
29	30	31					

End of ninth school month, 15 days taught 15

APRIL 2020

S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	4/6 School Resumes – Students Report to School - Minimum Day
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

End of tenth school month, 19 days taught 19

MAY 2020

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	5/25 Legal Holiday – Memorial Day
24	25	26	27	28	29	30	
31							

End of eleventh school month, 20 days taught 20

JUNE 2020

S	M	T	W	T	F	S	
	1	2	3	4	5	6	6/3 End of School Year for Students – 180 days taught – Minimum Day
7	8	9	10	11	12	13	6/4 Last day for 185-day Certificated Employees – Teacher Preparation Day
14	15	16	17	18	19	20	6/16 Last day for 200-day employees
21	22	23	24	25	26	27	6/30 Fiscal Year ends
28	29	30					End of twelfth school month, <u>3</u> days taught + <u>1</u> teacher work day <u>3</u>

Legend: School day Minimum Day Teacher Prep. Day Break No School

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. **Students will be marked late if they are not in line by 7:45am.**

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 <https://www.schoolcafe.com/>. "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 619-421-7080, request Cafeteria.

Cost for breakfast:	Cost for lunch:
Full price - \$1.00	Full price - \$2.50

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 or in the school office. Additional Information may be found at https://www.cvesd.org/parents/nutritional_services/.

Food/Celebrations – see the [CVESD Wellness Policy](#) 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. 570110** or by emailing, 24 hours a day to yanuen.sanchez@cvesd.org. 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. Gates near the YMCA and 800 building will be closed at 7:40am.

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 **3 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 619-421-7080, x570110

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 ([Heritage Elementary Website](#))
- Please check your child's back pack daily and carefully read all bulletins, Sunday reminder emails, Peachjar flyers, and notices. Our school Facebook account has many reminders and activity posts (<https://www.facebook.com/CV.Heritage.Hawks/>).
- 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 (TK-1) or at the classroom (2-6) 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. **Food is not allowed to be distributed to students before and/or after school.**

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

Per school policy, balloons are not permitted on campus under any circumstances.

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



CVESD WELLNESS POLICY

Please refer to the CVESD Board Policy on Wellness:
[Wellness Policy via CVESD Nutrition Services Web Page](#)

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, hair style or device 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.
- 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.
- NOT HAVE BICYCLES, SCOOTERS, SKATEBOARDS, ROLLER-SKATES/IN-LINE SKATES OR MOTORIZED UNITS OF ANY KIND on school grounds at any time. **Anyone riding a bike to school MUST wear a helmet ([see helmet pledge](#))**. 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, toys that look like weapons, 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.
 - School grounds begin at the entrance/exit to all parking lots from the street and at the back gate (applies to riding bikes, etc. and to pets).
- Understand drop off/pick up [traffic safety guidelines](#).

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 [Heritage Elementary Website](#) or check our social media pages on Facebook (<https://www.facebook.com/CV.Heritage.Hawks>) and Twitter (@HeritageHawks).

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.

VAPA 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, Drama, Dance and/or PE.

EXTRA CURRICULAR PROGRAMS

STUDENT LEADERSHIP

Students are given leadership opportunities by participating in the following; Safety Patrol, Morning Broadcasting, Peace Patrol, and 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 Back to School Picnic, Scholastics Book Fair, Dances 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 quarterly with A.C.E. Awards for students who have demonstrated Academic **A**chievement, Outstanding **C**itizenship, and Outstanding **E**ffort.

Per school policy, balloons are not permitted on campus under any circumstances.

KHRTG BROADCAST

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

SAFETY PATROL

Provides pedestrian safety for students and parents.

GATE

Gifted and Talented students are identified and provided with leadership and enrichment activities

PEACE PATROL

Provides conflict resolution and peer mediation during K-5 recess.

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 with the current date.

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. **This includes field trip chaperones.** 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. In addition, **all volunteers must have teacher approval before working on an assigned day.**

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: Area Code 619

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

PARENT CODE OF CONDUCT

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership to help their children succeed in school. Volunteer and visitors must remember to conduct themselves appropriately on a school campus with students.

If you are a volunteer, then you must be assisting a teacher or staff member on campus in a volunteer capacity. Volunteer forms are in the office, see Visitor Management System guidelines included in the back to school packet.

Siblings of students **must** be supervised at all times by the parent/guardian to ensure they are not disrupting other students and classrooms. Siblings that are not students cannot play at recess time for safety reasons. Students are not permitted to play on the playground during before or after school hours, as there is no staff supervision.

If you and your child eat breakfast prior to the start of school: ensure that your child has sufficient time to eat breakfast before going to class. School starts promptly at 7:45am. If your child is not in class, they will be marked absent or tardy. Ideally, please have your child eat breakfast between 7:15-7:35 am to provide ample time for the child to get to class in a timely manner.

CODES:

Education Code:

32210 willful disturbance of public school or meeting – Misdemeanor

32211 Threatened disruption or interference with classes – Misdemeanor

49334 Injurious objects – notice to law enforcement agency

51101 Monitoring attendance and tardiness of your child/children

Penal Code:

243.5 Assault or battery on school property

415.5 Disturbance of peace of school

626.4 Unlawful entry upon campus or facility

626.8 Disruptive presence at school

658 Loitering about schools or public places

Potential Consequences: Any person guilty of improper conduct at school, any school events and fieldtrips may be suspended depending on the violation. Repeat violations may forfeit your privilege of attending school activities, being a volunteer, or a visitor on campus. Please follow basic core principles of Trustworthiness, Respect, Responsibility, Fairness, Caring and Good Citizenship.