

# Heritage Elementary School

Student/Parent Handbook

2020-2021



The answers to many of your questions are right here in the Heritage Elementary School Handbook. This handbook has been provided so that parents and students are informed of procedures and policies of the school. It is very important for you to review the contents of this handbook with your child. We hope you will find everything you need to make this a safe and happy school year.

## **Questions?**

If you have any further questions, please call the school.  
We're always happy to hear from you.

Office hours:

Monday, Tuesday, Thursday, Friday from 7:30 AM to 4:00 PM  
Wednesdays and Early Release Days - 7:30 AM to 1:15 PM

## **Main Office:**

Phone: 623-742-3956 Ext.100

Fax: 623-742-3957

24 Hour Attendance Line: 623-742-3956 Ext.101

## **Transportation Office:**

Phone: 623-742-3956 Ext.777

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## Mission Statement

Heritage Elementary School's mission is to impart the best in traditional education set in the technology of the day. Heritage Elementary School will prepare students with phonics reading skills, critical thinking skills, analytical reasoning skills and the ability to become lifelong learners and productive citizens in a world of diverse cultures.

## Philosophy

Heritage Elementary School provides a kindergarten through eighth grade education whereby character education is presented. Quality reading skills are developed through intensive phonics, math skills are emphasized, students learn responsibility and respect for self and others, students learn that effective work yields rewards, life skills are taught in cause-and-effect relationships, computer technology is blended into effective learning and teachers and staff are committed to each student.

Heritage Elementary School also emphasizes the importance of parental involvement in the education of their children. For this reason, parents of Heritage Elementary School's students may be encouraged to sign a contract whereby they agree to take an active role in the education of their child and, to the best of their abilities, participate in school activities.

To help accomplish the mission of the school, Heritage Elementary implements the Character Counts program in all areas, including curriculum, discipline, and positive reinforcement.

## Absences, Attendance & Tardiness Attendance Policy

Regular attendance for each child is necessary for maximum academic growth.

Heritage Elementary school takes a serious stance on consistent attendance, prompt arrival, and minimizing early departures. To that end, the following policies will be followed:

### **Absences:**

**The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies, out-of-school suspensions, and religious purposes (as per ARS 15-806), not to exceed 10% of the instructional days scheduled for the school year**

- Therefore, family vacations, hunting trips, babysitting, personal appointments, music/dance lessons, club meetings, missing the bus, or oversleeping are **NOT** legally valid reasons for an absence or tardy.
- Medical notes must be submitted to the registrar any time a student is absent for **3 or more** consecutive days.

**ARS 15-803-A child is "habitually truant" when they have had at least 5 unexcused absences during a school year.**

- Please notify the school's registrar or front desk prior to 8:00am if your child is going to be absent and provide the reason for the absence. The Arizona Department of Education requires that schools obtain the *specific* reason for any absence.
- Truancy is a violation of state law and may result in legal action against the parents or guardians, as well as the student.

In the interest of sound academic work, a student **shall not** be absent without an adequate reason.

**ARS 15-803-A child is "excessively absent" when they have been absent at least 10% of the school days thus far.**

- Excessive absenteeism and chronic truancy are serious issues and a violation of state and local laws.
- It is the legal responsibility of parents/guardians to have their children in school on a regular basis and to comply with the Compulsory Attendance Law.

**Tardies:**

- Arriving to school on time demonstrates a commitment to success.
- Late arrivals mean lost learning and are a disruption of class.
- All students arriving after the last bell at **8:00 AM** will be counted as tardy unless the bus provided by the school is late.
- If the student is late, he/she must report to the office and be signed in by a parent/guardian before going to the classroom. The student will be given a pass to take to the classroom teacher.

**AN ADULT MUST SIGN IN STUDENTS ARRIVING TO SCHOOL LATE**

**Early Departures:**

- Early departures prevent a student from receiving the final review of instruction and assignments for the day.
- Students are expected to be in school the entire school day, unless required to leave due to one of the **legally valid reasons (stated above)**.

Heritage Elementary School is committed to:

- Working with students and their families to ensure that all students attend school regularly.
- Understanding there is a variety of factors that may influence school attendance.
- Providing strength-based and culturally appropriate interventions and services including parent education and referrals to school/community-based resources.
- Addressing excessive absenteeism, chronic tardies and early departures as quickly as possible.
- Communicate the issue to the parents/guardians.
- Partner with parents/guardians and students to develop strategies to address the absenteeism and produce a change in behavior.

Heritage Elementary School Administration Attendance Officer, campus Registrars, and Health Techs will work together to monitor and document a student's attendance record. In an attempt to curb excessive absences, chronic tardies and early departures, and chronic truancy, the following measures will be followed:

- **A student who accumulates 3 tardies and/or early departures will not be considered for perfect attendance.**

- Letters will be sent home at different intervals in the school year when a student's absence percentage reaches and/or exceeds ten percent.

Heritage Elementary School reserves the right to retain a student who has missed over 18 days of school (excused or unexcused) during the school year. Additionally, loss of after-school privileges and exclusion from extracurricular activities, including field trips, dances, dress-down days, and sports could be a result of a student's failure to maintain at least an 90% attendance record and/or failure to comply with Heritage Elementary's Attendance Policies.

### **After School Activities & Athletic Programs**

The school offers after school sports programs for both boys and girls in fifth through eighth grades. In order to participate in sports and other after school activities, a student must be passing every class with a grade of "C" or better. Students should be picked up promptly at the scheduled end time of the activity.

### **Athlete/School Ground Concussions and Head Injuries**

A student who exhibits signs, symptoms, or behaviors consistent with a concussion in practice, a game, P.E. or recess will be removed from participation or competition at that time. A student who has been removed from an interscholastic contest, practice, PE or recess for a possible concussion or head injury may not return to physical activity unless cleared to do so by a physician. If not cleared to return to physical activity, a student may not return to play or practice until the student has provided the school with written clearance from a physician. The student will be required to follow the Return to Play Progression process as outlined by the Center for Disease Control and Prevention. All student athletes must have a current physical and clearance to participate in sports.

### **Awards**

In an effort to reward and recognize positive behavior and effort, attendance, citizenship, honor roll and leadership, certificates and other types of rewards will be given at quarterly assembly programs. Parents are invited to attend these programs. Dates and times have been provided on the Events section of our website.

### **Before & After School Program**

To facilitate tutoring and provide students opportunities to participate in extra activities after school hours, the school offers a free After School Program. The program runs before school, starting at 7:00am, and lets out Monday - Friday at 6:00pm. Students must be picked up before 6:00pm, otherwise a late fee of \$1 per minute applies.

### **Books & Supplies**

Textbooks and library books may be provided by the school. Students are responsible for all books that are issued to them. These books must be returned in good condition by the end of the school year. There will be a charge for any lost or damaged textbooks or library books.

## Bussing

Heritage offers transportation to and from school on a first-come first-serve basis. Riding the school bus is a privilege. Because of the need to assure the welfare and safety of students that ride the buses to Heritage Elementary, the following rules and procedures have been implemented and will be enforced.

### **Students shall:**

- Respect driver and fellow students.
- Follow directions immediately when asked.
- Stay in their assigned seats.
- Keep all parts of your body inside the bus.
- Talk in quiet tones. Loud or vulgar language is prohibited.
- Not eat, drink, or chew gum. Only water on the bus.
- Not bring balloons or glass containers on the bus.
- Keep all hands and arms inside the bus.
- Not throw things out of the bus.

*NOTE: Riding to and from school on our buses is a **privilege**. Failure to follow school bus rules may result in **students losing this privilege**.*

### **These are things to remember when riding the bus:**

- Be on time for the bus, both morning and afternoon. It is recommended that students are waiting at least 5 minutes before their scheduled time.
- Wait patiently for the school bus. Students who cause disturbances at the bus stop will be referred to administration for corrective action.
- Stand a safe distance from the curb or roadway and wait for the bus to stop and the door to open before approaching the bus.
- Get in line when the school bus is approaching.
- Always use the steps and handrail.
- Never run onto or off the bus steps.
- Take seats quietly and quickly.
- Remain seated while the bus is in motion.
- Keep the bus clean. Do not leave trash.
- Do not place books, pencils, legs or other objects in the aisle.
- Do not open or close windows without permission from the driver.
- Be courteous to others on the bus.
- Never talk to the bus driver when the bus is in motion.
- Remain seated until the bus comes to a complete stop.
- Face the front of the bus at all times.
- Always use steps when leaving the bus, never jump.
- If you must cross the street, always walk in front of the stopped bus while it has the traffic stopped.
- Have written permission from the parent to leave the bus at a stop other than the assigned bus stop.

**Parents, if you have any questions or concerns related to the bus, you may call the Transportation Office at 623-742-3956 Ext.777.**

## **Cafeteria Rules**

To ensure the safety and orderliness of students in the cafeteria, students must adhere to the following rules:

- Students are to enter the cafeteria quietly in a line without pushing or shoving.
- Talking is to be in a quiet tone to allow all students to hear directions as they may be given by staff.
- Students are not to disturb other students while in the cafeteria.
- Students are to get their trays and pick up necessary items as they pass through the serving line.
- Students are not to return to the serving area without permission.
- Students are not to stand around the serving area waiting for schoolmates.
- Students are not to move from table to table.
- When students are finished eating, they are to clear their table, take their trash and tray to the designated areas and walk to their designated playground.
- Students are not to take food or drinks out of the cafeteria.

## **Care of Classroom & School Grounds**

Everyone must cooperate to keep our facility in top condition. These guides must be followed:

- Use trashcans for all trash.
- Keep desks, pens, pencils, markers, rings, etc. away from walls where they can make marks.
- Keep desks and tables clean and free from graffiti.
- Put books, paper, crayons, pencils and other items in their proper place after using them.
- Stay away from mud on the grounds; wipe your shoes before entering your classroom.
- Be sure that all writing is done on paper; never on desks, tables, bench tops, books or walls.
- Students marking or damaging school equipment or property will be required to clean the article or to pay for any necessary repairs.

## **Change of Address/Telephone Number**

It is very important that every student maintain an up-to-date address and telephone record at the school office. If you move or change telephone numbers, report the change to your child's teacher and the front office as soon as possible. It is imperative that the school be able to contact the parents at any time.

## **Child Abuse Reporting**

The legal obligation of Heritage Elementary school employees is to report situations of suspected child abuse and neglect. If a Heritage Elementary employee suspects child abuse, the employee will first speak with the school counselor, nurse, and/or principal. If the designated school officials feel the situation needs to be reported, CPS will be called by the employee who has first-hand information of the situation. The Heritage Elementary employees will maintain confidentiality and speak with no individual beyond the designated school officials (i.e. nurse, counselor, principal). If any student or employee feels they are the victim of sexual abuse of any kind, they may directly contact Jackie Trujillo (Superintendent; [jtprincipal@hotmail.com](mailto:jtprincipal@hotmail.com)).

## Computer & Internet Use

The school provides computers and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students. The rules listed here are intended to provide students with general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with these rules may result in loss of computer and internet access privileges, disciplinary action and/or legal action.

Parents should understand that while precautions are taken to supervise student use of the internet, the school cannot prevent all inappropriate uses, including access to objectionable materials and/or communication with persons outside of the school, if a student chooses to break the rules and access them. The school is not responsible for the accuracy or quality of information that students obtain through the internet.

Students and parents are required to sign and submit an Internet/Technology User Agreement. Parents may opt to refuse to allow their child to use computers or the internet while at school. Parents who wish to exercise this right should notify you student's teacher in writing.

### **A. Computer Use Is a Privilege, Not a right**

Student use of a school's computers, networks and internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The administration will have final authority to decide whether a student's privileges will be denied, revoked and/or reinstated.

### **B. Acceptable Use**

Student access to the school's computers, networks and internet services are provided for educational purposes and research, consistent with the school's educational mission, curriculum and instructional goals. The same rules and expectations that govern student conduct and communications will apply to student use of computers and the internet. Students are further expected to comply with these rules and all specific instructions from the teacher/staff when accessing the school's computers, networks and internet services.



## C. Prohibited Use

The user is responsible for his/her actions involving school computers, networks and internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials:** Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal.
2. **Illegal Activities:** Using the school's computers, networks and internet services for any illegal activity that violates policies, procedures and/or school rules.
3. **Violating Copyrights:** Copying or downloading copyrighted materials without the express authorization of the student's teacher/staff.
4. **Plagiarism:** Representing as one's own work any materials obtained on the internet (such as term papers, articles, etc.). When internet sources are used in student work, the author, publisher and website must be identified.
5. **Copying Software:** Copying or downloading software without the express authorization of the student's teacher/staff.
6. **Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other users' passwords without permission and/or accessing other user's accounts.
7. **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school's computers, networks and internet services, including, but not limited to hacking activities and creating/uploading computer viruses.
8. **Unauthorized Access to Chat Rooms/News Groups:** Accessing chat rooms or news groups without specific authorization from the supervising teacher.
9. **Misuse of School Name or Logo:** Misuse of a school name or logo on a personal web site that gives the reader the impression that the web site is an official web site of the school.
10. **No Expectation of Privacy:** The school retains control, custody and supervision of all computers, networks and internet services owned or leased by the school. The school reserves the right to monitor all computer and internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.
11. **Compensation for Losses, Costs and/or Damages:** The student and/or the student's parent /guardian will be responsible for compensating the school for any losses, costs or damages incurred by the school related to violations of policy and/or these rules, including investigation of violations.
12. **School Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use:** The school assumes no responsibility for any unauthorized charges made by students, including but not limited to, credit card charges, long-distance telephone charges, equipment and line costs, or for any illegal use of its computers, such as copyright violations.
13. **Student Security:** A student will not reveal his/her full name, address or telephone number on the internet without prior approval from a supervising teacher. Students should never meet people they have contacted through the internet without parental permission. Students should inform their supervising teachers if they access information or messages that may seem dangerous, inappropriate or make them uncomfortable in any way.
14. **System Security:** The security of the school's computers, networks and internet services is a high priority. Any user who identifies a security problem must notify only a supervising teacher. Any user who attempts or causes a breach of system security will have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

### Custody

In cases where custody/visitation affects a child at school, the school will follow the most recent court order on file. It is the responsibility of the custodial parent or of parents having joint custody to provide the school with the most recent court order. The school should not be placed in the middle of custody disputes and visitation of non-custodial parent should be arranged outside of the school so as not to distract from and interrupt the child's education.

## Discipline

### Classroom Discipline Plan

Each classroom will have a posted plan which includes expectations for behavior, consequences for violation, and rewards for compliance. Teachers will send home their classroom discipline plan for both parents and students to read, sign and return. Discipline will occur when there is interference with the teacher's right to instruct, or another student's right to learn; or if there is violation of other school rules.

### Discipline: Referrals

The following consequences may be used with students who are sent to the office with a referral for unacceptable behavior. However, the most effective consequence to change a student's behavior is when the parents support the school with consequences at home. This helps the student realize that their parents and the school are going to be working together to help them behave and become the best that they can be.

- Character report
- Character awareness program
- Conference with student
- Conference with parent
- Time out of assigned class
- Lunch detention
- Loss of play time
- Loss of special activities
- Change of schedule
- Revocation of privileges
- In-school suspension
- Out-of-school suspension
- Expulsion from school
- Police referral
- Other miscellaneous, appropriate consequences
- After school detention

The consequence will be determined by the severity of the behavior and the number of times the student has received a referral. The consequences will also increase in severity with each additional referral. If a student has three serious infractions of school rules the parents will be required to come to the school for a meeting with the administration and teacher(s) to create a Behavior Modification Contract. If the student does not comply with this contract resulting in two more referrals or one more serious infraction of the rules, this will be taken as notice to the school that the child has no intentions of complying with the school rules/ policies and the student will be referred to the school board for expulsion.

Heritage Elementary sets high academic standards. All school policies and rules must be followed by the students to foster an atmosphere of quality learning.

**Each incident will be handled on an individual basis. Please refer to the Glossary of Consequences located in the back of the book. (Pg 23)**

## BEHAVIORS REQUIRING DISCIPLINE

The following behaviors are by no means conclusive, and other misbehaviors may receive consequences even if not included in the list:

1. Violation of classroom discipline rules
2. Violation of established school rules
3. Repeated violation of any of the school rules
4. Disorderly conduct
5. Repeated violation of dress code
6. Inappropriate use of technology resources
7. Gambling
8. Plagiarism, presenting work or answers from someone else
9. Trespassing
10. Leaving campus without permission
11. Ditching
12. Excessive unexcused tardies or absences
13. Verbal abuse to staff or other students
14. Disrespect to staff or other students.
15. Threatening staff or other students
16. Bullying or hazing
17. Possession of cigarettes or smoking
18. Unacceptable sexual conduct
19. Serious disruptive behavior
20. Noncompliance with bus rules
21. Theft or extortion
22. Possession of drugs, alcohol, or obscene material
23. Under the influence of drugs or alcohol
24. Sexual harassment against another student or staff member
25. Fighting
26. Destroying or defacing property, including graffiti
27. Damaging property of others
28. Exhibiting gang-related behavior
29. Exhibiting gang-related dress
30. Gang related violent activity
31. Gang-related threatening behavior
32. Intentional physical assault
33. Possession or representation of a dangerous instrument
34. Buying, selling or dealing drugs or alcohol
35. Possession of a deadly weapon

**NOTE: NO STUDENT has the right to take away the learning environment from other students.**

All students have the right to learn, and teachers have the right to teach. We believe that students must take responsibility for their behavior and be respectful of each other and the staff of the school:

- A student can forfeit his/her right to a free public education. Expulsion is for continued disruptive behavior, or for violent or dangerous behavior. (A.R.S.15-841.B.)
- A teacher may remove a student from the classroom who is disruptive. (A.R.S.15-841.A.2.)
- A school may refuse to admit any pupil who has been expelled from another public school. (A.R.S.15-841.C.)

## Dress Code

The school uniformed dress code attempts to develop student standards of dress that reduce the appearance of materialism/class status and that encourage a disciplined learning environment. **It is important that students adhere to the standards, parents enforce them at home and faculty enforces them at school.** The dress code applies to all students at all times during the school day, including dress down days, as well as after school, and at school-sponsored events except when an administrator waives it for a specific activity.

- **1<sup>st</sup> offense**-School staff will notify parents of concerns. Students will be expected to change into appropriate clothing provided by the parent. Students will be welcomed back to class when they meet guidelines. Entry in the discipline database.
- **2<sup>nd</sup> offense**-School staff will notify parents of concerns. Students will be expected to change into appropriate clothing provided by the parent. Students will be welcomed back to class when they meet guidelines. Entry in the discipline database.
- **3<sup>rd</sup> offense**-Parent will pick up child from school. Entry in discipline database.

**Uniform Colors:** Please be advised that all students wear Heritage polo shirts. They are sold in the office for \$12/each or 4 or more for \$10 each. Uniform shirts purchased elsewhere are prohibited.

### Uniform Bottoms

Slacks, Shorts, Jumpers, Capris, Skirts: Navy Blue or Khaki only  
No other "bottom" colors permitted.

- Belts are required for grades 4<sup>th</sup> through 8<sup>th</sup> and cannot hang down from the student's waist and buckles will not be excessive in size.
- Pants are to be cotton twill (NO DENIM) in a traditional "Dockers" style and be an appropriate size (not excessively baggy or too tight). The following are **not** allowed as uniform bottoms: jeans, tights, painter pants, athletic wear, jeggings and loungewear.
- Jumpers, shorts and skirts are to be no shorter than 4" above mid-knee when sitting in a chair, **even** if leggings are worn underneath. **This rule applies to dress-down days and school sponsored events as well.**
- Red, White or Navy Blue Leggings are permitted under uniform bottoms that meet length requirements

### Uniform Tops

- All uniform shirts are to be buttoned and tucked in at the waist at all times. Tank tops may not be worn on dress-down days or to school sponsored events. (No bare shoulders)
- Undershirts/turtlenecks are to be the same color as the polo and cannot be larger than the polo shirt
- Khaki and Navy Blue jumpers are acceptable as long as the student is wearing a Heritage Polo under.
- Sweaters, sweatshirts, and jackets are to be solid navy, red, or white; have no writing or emblems and worn **over** a collared uniform shirt. They must also be appropriately sized for the student.
- Only the above outerwear may be worn throughout the school day. Any outerwear that does not meet uniform expectations must be removed once arriving to school and may not be put back on until the dismissal of the school day.
- Winter coats may be any color for outdoor use **only**.

### Footwear

**These rules apply to dress-down days and school sponsored events as well.**

- Shoes are required at all times and must be a matching pair.
- Open-toed & open-backed shoes are not allowed.
- Flip-flops and wheeled sneakers are not allowed to be worn.
- Socks, if visible, need to match and be a solid color.
- Footwear must not interfere with the educational process as determined by administration.

### Misc.

- Headwear: No hats, bandanas, beanies, headbands with ears or scarves allowed. Hoods on sweatshirts must be down at all times.
- Hair color needs to be a natural color and not disruptive to the classroom environment as determined by administration.
- Tattoos and Body Art Writing: Writing will be washed off immediately. If viewed as distracting, students will be asked to remove or cover them.
- Jewelry/Accessories: Will be kept to a minimum. Any type of jewelry or accessory that is deemed distracting or inappropriate will be confiscated.
- Grooming: Students must be present at school in such a way that does not distract or interfere with classroom instruction.

**Parents: Please read these rules carefully and discuss them with your child. You will be called to bring your student an appropriate change of clothing if he/she is out of dress code. Regardless of your child's age or grade, it is your responsibility to make sure that your child wears appropriate uniform clothing to school.**

### Dress Down Days/Dollar for Duds

Every Wednesday the students have the opportunity to participate in dress down days which are called "Dollar For Duds". As a fund raiser, students will be allowed to wear clothes that are not their uniform for the fee of \$1.00. Appropriate guidelines for school attire are listed below.

- Undergarments must not be seen
- No spaghetti straps, halter tops or bare shoulders.
- No miniskirts or shorts shorter than 4" above the knee
- Tops must cover the midriff regardless of sitting, standing or bending.
- No clothing with inappropriate language, gestures or logos.
- Approved bottoms must fit appropriately at the waist - not sag, bag or be too tight
- Jeans are only appropriate if no skin shows - no rips or holes
- No clothing should interfere with the educational process or present a safety hazard as determined by administration.

### Electronic Devices

Cell phones and other electronic devices should be out-of-sight and out-of-mind during the school day. Students in grades K-5<sup>th</sup> may keep devices in their backpacks during the school day while students in Jr. High need to keep them in their lockers. Using cell phones to communicate with a parent/guardian without permission from administration will receive disciplinary action. In addition, cell phone use in bathrooms or locker rooms will result in an automatic suspension from school. Any misuse of cell phones may result in, but is not limited to, the following:

**1<sup>st</sup> offense:** the phone will be confiscated, a parent must pick up the item from the office.

**2<sup>nd</sup> offense:** the phone will be confiscated, a parent must pick up the item from the office and an after-school detention is assigned.

**3<sup>rd</sup> offense:** the phone will be confiscated, a parent must pick up the item from the office and a 1 day suspension is assigned.

**NOTE:** Administration will not investigate loss, theft, or damage of any electronic devices. Parents acknowledge and accept this risk when sending them with students.

### **FERPA-Family Educational Rights and Privacy Acts**

Parents have the right to inspect and review all educational records, seek to amend educational records, and have some control over the disclosure of information from educational records. As a parent, you have the right to consent to disclosures and to file a complaint with the U.S. Department of Education. Copies of FERPA are available for parents at the front desk.

Both biological parents have equal access rights to their child unless the police or court system has severed their parental rights. The school cannot intervene in parental disputes and will not prevent any biological or legal guardian access to their child unless an order has been received from the courts, CPS, or police department stating otherwise.

Under FERPA, the school also provides Child Find services to our students. Detailed information about Child Find procedures can be found at the front desk.

### **Field Trips**

Field trips to nearby points of interest are scheduled by various teachers throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources of the community. Parents will be notified in advance of any planned field trip. Notes will be sent home stating the destination, cost (cash only), time and purpose of the proposed trip. Parents may accompany their child if they are designated as a chaperone after a volunteer application has been processed (see visitors & guest section). Chaperones will not be permitted to bring any children other than the ones scheduled to attend the field trip. This includes children in another grade from the same school, children from another school, infants or toddlers. A written permission slip signed by the parent **MUST** be obtained before a child is allowed to attend a field trip. Parents may always elect to not have their student participate in a field trip. Students with unacceptable behavior or who have accrued fees may be denied the privilege of participating in a field trip or a parent may be required to accompany him or her on the trip. Parents will be notified if their child will not participate or if the parent will need to accompany him/her on the trip.

### **Fire Drills & Emergencies**

Fire drills, lock down drills and bus evacuation drills are held periodically during class time. A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. It is important for students to follow teacher instructions quickly and quietly whenever such emergency situations exist. When the first alarm sounds, students will immediately leave the room in an orderly fashion as outlined by the teacher. Since safety in an evacuation is of utmost

concern, no one will be allowed to run. Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the buildings. NO ONE IS TO RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO BY AN ADMINISTRATOR.

Teachers & students periodically review exit routes and safety procedures for evacuating the building and the lock down drill procedures.

### **Food & Nutrition Program**

Heritage Elementary School is part of the National Free and Reduced Lunch Program. Hot lunches can be purchased, for students who don't qualify for the program, at a cost of \$2.85 per day\*\*. Students that qualify for reduced lunches will be charged .40 cents per day. These prices are subject to change based on current food costs.

You must apply for free or reduced lunch before each new school year. The applications are in the front office or you may submit your application online from the link found on our website. Please prepay for lunch by bringing the money to the cafeteria or by adding money via MySchoolBucks.com. All students are offered breakfast free of charge each morning at the beginning of class.

*\*\*Please note: This is the current price at time of print and it is subject to change throughout the year at the school's discretion based on food cost.*

### **Forbidden Items**

The following items have no place at school: knives, weapons or replicas of weapons of any kind, fireworks of any kind, lighters, matches, cigarettes, tobacco products of any kind, drugs, alcohol, pornography, laser pointers or pens, pagers, water guns, baseballs, and hardballs. All electronic devices of any kind are strictly prohibited, except as approved by administration on a case by case basis. Electronic devices include, but are not limited to: iPods or other music players, handheld gaming devices, personal computers or tablets, etc. These items and anything else that cause problems of control at school will be taken, and disciplinary action will follow. If one of these items is confiscated, a parent must pick up the item from the office. A second offense will result in the item being kept until the end of the school year.

Disciplinary action will reflect zero tolerance of weapons on or near school property or at school activities, including air guns that shoot pellets, BBs, or other similar material. Accordingly, a student who possesses any type of gun on or near school grounds or at school sponsored activities before, during, or after school hours will be subject to long-term suspension or expulsion. Zero tolerance is defined as follows: Immediate and developmentally appropriate action will be taken as per Heritage Elementary Student Code included in the back of this handbook. Disciplinary action in this area will also reflect zero tolerance for possession or use of any other instrument in a dangerous, intimidating or combative manner.

REGULATION: It is strictly prohibited to possess firearms, any type of explosive devices, knives, or other dangerous instruments on district school grounds, any school-sponsored activity or on the bus. A.R.S. 13-3101 through 13-3110 further prohibits the concealment of weapons and possession of explosive devices and sales thereof.

1. Police will be notified and student may be prosecuted.

2. Parents will be notified.
3. Student will be suspended up to ten days to await a hearing.
4. If found guilty, the school shall make a recommendation for either a long-term suspension or expulsion.



### Gang Related Activity

For the purposes of school discipline, a gang shall be defined as a group of three or more persons who (1) have a name, (2) claim a territory, (3) have rivals/enemies, (4) interact together to the exclusion of others, and (5) exhibit anti-social behavior often associated with crime or a threat to the community.

Gang behavior that initiates, advocates, or promotes activities which threaten the safety or well-being of persons or property on school grounds, or which disrupts the educational environment, is strictly forbidden. Any student wearing, carrying, or displaying gang clothing, symbols or paraphernalia; exhibiting behavior or gestures which symbolize gang membership; causing and/or participating in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to disciplinary action. The following will be used to prohibit inappropriate and/or gang-related behavior on campus:

- Graffiti symbolizing gang membership or identification can inflame hostility between gangs and create a potentially violent situation. Students using graffiti may receive a suspension from school. Throwing signs may result in suspension.
- Gang related altercations will be reported to the police immediately. School personnel, if necessary, will do follow-up.
- Weapons will be turned over to the police. Students will be suspended or expelled.
- Fighting will result in automatic suspension with probable expulsion.
- Intimidation will warrant suspension.
- Students who continue to disrupt the educational process or pose a threat to other students due to gang-related behaviors will be recommended for long-term suspension or expulsion.

### Grading System

Teachers grade largely on class work, homework, and tests. Participation in class discussions, special projects, and effort are also taken into consideration. Report cards are issued four (4) times during the year.

Subjects are graded as follows:

**A** - 90-100% Excellent  
**B** - 80-89% Above Average  
**C** - 70-79% Average  
**D** - 60-69% Below Average  
**F** - 59& below Failing

Letter grades are as follows:

**E** - Excellent, high performance  
**S** - Satisfactory, sufficient progress  
**N** - Needs Improvement  
**U** - Unsatisfactory

### Harassment & Bullying

Harassment and bullying of students are prohibited. Harassment and bullying means physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior and includes abuse based upon race, ethnicity, gender, religion or disability. If a student believes that he or she has been harassed or bullied, the student should report the behavior to a teacher, counselor, school nurse, or school administrator. Students who engage in harassment or bullying will be subject to disciplinary action.

## Health Office

- Children with a fever of 100.0 degrees or more must be fever free for 24 hours without the use of fever reducing medications before returning to school.

### **Administration of Medication Prescribed By a Physician:**

- The law (A.R.S. 15-344) requires medication must be delivered to the health office in the prescription container as prepared by the pharmacist; the school office may document the number of pills upon receipt.
- The prescription label must bear the student's name, current date, and the name of medication, dosage and the time to be given.
- Please ask your pharmacist to provide you with three containers: one for home, one for school, and one for a single dose on field trips.
- It is recommended that no more than a 30-day supply is maintained at school.

### **Administration of Non-Prescription Medication:**

- In order for students to receive over the counter medication, a permission slip needs to be signed.
- The law (A.R.S. 15-344) requires medication must be delivered to the nurse in the original container as packaged by the manufacturer and labeled with the student's name.
- Dosage must be in keeping with the manufacturer's recommendations as printed on the label.

### **Health Screenings as mandated by state law (A.A.C. R9-13-102 and A.R.S. 36-7.2) are as follows:**

Hearing and Vision screenings will be conducted on all Kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade and 6<sup>th</sup> grade students, new students without prior record of screenings conducted, and all special education students. If any abnormalities are discovered as a result of the screenings, a parent/legal guardian will be notified and referred for further evaluation.

### **Emergency Information Update**

Each school year, you will be asked to complete an emergency update for each child in your family. You are asked to provide school personnel with current information so that you can be reached in the event of an illness/injury. Please let school personnel know how and where to reach you during school hours.

Please keep school personnel informed of any changes in this information during the school year.

### **Immunizations**

#### **NO CHILD WILL BE ADMITTED WITHOUT PROPER PROOF OF IMMUNIZATIONS**

Documentary proof of immunizations must be presented to school personnel at the time of enrollment. Immunizations must be current for the age of the child. Please keep the office informed of any new immunizations your children receive so the health records will be current.

Children who are not adequately vaccinated against preventable diseases will be excluded from school in the event of a disease outbreak. The following is the immunization requirement for school enrollment (Maricopa County Department of Health):

Arizona State Law requires that a child, upon entering school, must have a record of immunizations against preventable childhood diseases. These are diphtheria, tetanus, whooping cough (DPT); Polio (OPV or IPV); measles, mumps, rubella (MMR) and Hepatitis B. The requirements for immunizations can change from year to year; the health office will notify you of any changes.

A waiver or deferral, in part or in full, will be granted in medical, religious cases, or personal beliefs.

**In all cases, parents must provide either a record of immunizations or request a waiver of immunizations.**

### **Early Dismissal of Students Due To Illness or Injury**

When illness or injury occurs at school and remaining at school is not in the student's best interest, parents/legal guardians or their designee will be contacted. If you want the school to contact you in the event of all injuries, please notify the school in writing at the beginning of the school year. Parents will be called in the event of any serious accident or illness. For their safety, students are not allowed to walk home during the school day. A parent or designee must sign them out of school.

### **Random Lice Checks and Lice Checks Policy**

In order to keep all students' health a priority, any student suspected of having head lice will be checked by the Heritage Health Office. Head lice checks will also be conducted on any family member currently attending Heritage Elementary and who also resides with the student that is found to have head lice. If any student(s) are found to have head lice, a parent/guardian will be notified and they will need to be picked up in a timely manner.

### **Homework**

Homework is a natural extension of the school day. It is intended to provide independent practice and build study skills. Homework can also strengthen basic skills and reinforce study habits as well as allow parents to see the quality of work their child is handing in. Any unfinished class work may be considered homework. If a student misses an assignment due to illness or other family problems, he/she is responsible to get the assignments from the teacher, or from another student to get the work they missed. Parents can help their children by arranging a quiet, comfortable place at home for the students to work and by checking to see that assignments are completed. Teachers will assign homework almost every day. Please check with your child's teacher about his/her homework policy. Parents are encouraged to provide time and a quiet study area for their children to complete homework activities.

### **Letters & Notices**

Students have the responsibility of taking home all notices that are given to them. Many notices are very important, informing parents of things going on at the school that they need to know. Students, please make sure that you give all papers to your parents. The school website, ***hesarizona.org***, is also a tool for parents to use to stay current with events, newsletters, and teacher blogs.

### **Lockers**

A locker is mandatory for students in grades 6 through 8. A \$5.00, nonrefundable fee will be charged for locker maintenance and operation. The lockers will be required to be kept in original condition (no stickers, markers or paint, etc.), and kept clean and odor free (no open food items to draw ants, or dirty socks or clothing etc.). Students are responsible for providing their own locks for their locker. The lock must be a combination style lock, and the office must be given the combination for the student's lock to remain on file.

If for any reason the lock is changed without authorization from the office, the lock will be removed and the student will forfeit the privilege of using a lock and locker. Occasional locker inspections may be conducted by the administration and/or staff. The school follows all relevant state law in regards to school safety and welfare, and locks may be cut under certain exigent circumstances in order for the school to maintain a safe environment.

### **Parent/Teacher Conferences**

During the school year, specific dates have been set aside for parents to schedule official conferences regarding their child's progress. Teachers will be happy to discuss your child's progress whenever you feel it is necessary. Please contact your child's teacher or the school office in order to set up an appointment. Please do not set appointments during instructional time or drop in to talk with the teacher during the school day. Formal conferences between parents and teacher are scheduled at the conclusion of the first and third grading periods of the school year. Parent/Teacher conferences provide an opportunity to review children's progress in all areas of the school experience.

### **Parents Right to Know**

Parents may request information on the professional qualifications of the student's teacher. The type of information available upon request is if: the teacher meets State Qualifications/licensure requirements; the teacher is teaching under an Emergency Teaching Certificate; the teacher has a baccalaureate degree; the student receives services from a paraprofessional; and, the qualifications of the paraprofessional.

### **Peanut-Free Campus**

In an effort to minimize the risk of some of our students who have severe nut allergies, there can be **no peanut products of any kind on campus.**

### **P.I.T. (Parent Involvement Team)**

All parents are urged to become members of the school P.I.T. and to actively participate. Each year the P.I.T. sponsors fund-raising activities and with your help, these projects can be very successful. The monies raised help to fund many important activities at the school. We will notify parents in advance of meeting dates and times.

### Police Visits

Police may ask to interview a student at school. If the purpose of the interview is to investigate child abuse or neglect, the school cannot notify the parent without police authorization. In all other cases, the school will make reasonable efforts to notify the parent. After reasonable efforts to notify the parent, the school will allow the interview unless the student does not wish to be interviewed or wishes to first speak with the parent. If police wish to take a student into custody, the school must comply with the request. The school will notify the parent unless the police have directed the school to refer the parent to the police.

### Promotion & Retention

The purposes of these procedures are to identify students who are not achieving satisfactory progress in one or more of the basic subject areas and to provide intervention as early as possible. To accomplish this, the parent, teacher, administrator, and student should work together to develop and implement a plan designed around the specific needs of the student, with the goal of decreasing the likelihood of retention. The student's progress should be closely monitored until such time as the student is achieving satisfactory grades. If, however, it is deemed in the child's best interest to be retained because he/she is not prepared to go on to the next grade or the child needs more time to acquire the skills at the present grade, the child will be retained. The final decision regarding promotion and retention rests with the school.

The newly revised law states that a student shall not be promoted from the third grade if the student obtains a score on the AIMS reading test (or a successor test) that demonstrates he or she is **reading far below the third grade level**.

Beginning in 2013-2014 school year, there are two exemptions from ARS §15-701.

In accordance with the new law, a school district or governing board or the governing body of a charter school may be allowed to promote a pupil who earns an AIMS score that falls far below the third grade level for any of the following reasons:

- English Language Learners or Limited English Proficient that have received less than two years of English instruction; and
- Students with disabilities provided that the pupil's individualized education program (IEP) team and the pupil's parent or guardian agree that promotion is appropriate based on the pupil's IEP.

The revised statute (A.R.S. § 15-701) is at the following website: <http://www.azleg.gov/ars/15/00701.htm>

### Safe Campus Policy (Parental Conduct)

All students, parents, faculty, and staff have the right to a safe campus where students are free to engage in their constitutional right to learn, and teachers are free to engage in their right to instruct. No person may interfere with or disrupt the school or its operations in any form, as determined by the governing board or school administration. Disruption or interference includes but is not strictly limited to: intimidating, aggressively confronting, touching (with exception to a child pertaining to a parent or guardian), swearing, or threatening any other person affiliated with the school. All persons shall conduct themselves in a civilized and cordial manner when communicating or interacting with school staff, students, faculty, administration, parents, or any other person affiliated with the school. This Safe Campus Policy pertains to face-to-face communications, telephonic communications, email, or any type of communication, contact, or correspondence of any kind with any stakeholder of the school or the school's affiliates.

- A violation of this policy may result in one or more of the following actions against the person engaged in the disruptive activity: (i) order by the school to immediately vacate or leave the property either

temporarily or permanently; (ii) report the actions to local police, sheriff, or other local law enforcement jurisdiction; (iii) call the police or otherwise request assistance from local law enforcement to enforce the school's order to leave the property; (iv) file a criminal complaint and further pursue legal action; (v) file for civil injunctive relief. Enforcement of the foregoing is within the absolute discretion of the governing board or school administration.

- Interference with or disruption of an educational institution may be considered a class six felony under the Arizona Criminal Code.

### School Rules

Students are expected to know the following rules. The teacher will go over the rules at school.

Read them over several times so you will remember them:

1. Threats to staff or students are not tolerated
  2. Bullying, name-calling, and fighting are not permitted and will not be tolerated
  3. Follow directions given by any staff member and obey school rules
  4. Respect the rights and property of others
  5. Respect school property and avoid littering
  6. At all times, use appropriate language and level of voice
  7. Chewing gum is not allowed on campus
  8. Firearms, knives, and weapons or replicas of these items are forbidden
  9. Drugs, alcohol, and tobacco products are not permitted on campus or within 300 feet of school property or at school events
  10. Use equipment properly and safely
  11. Laser pointers are not allowed on the school campus
  12. Stay in designated areas.
  13. Students must always have a pass issued by a teacher if they are not in a designated area.
  14. Stop playing when the bell rings or whistle is blown and go directly to class
  15. Throwing objects is not permitted
  16. Walk (don't run) on sidewalks and in the building
  17. Food is allowed only in the cafeteria or snack areas
  18. Students not under direct supervision of a teacher must have an appropriate pass
  19. When going to the bus, walk with your teacher and stay in designated area until the bus arrives
  20. Bike riders, when you are on school property, always walk your bike
  21. No skateboards, scooters, Go-peds, Heely's or roller blades allowed on campus during the school day or at extracurricular activities
  22. Personal fund raising activities are not allowed on campus
- Any items seen by a staff member will be confiscated and will need to be picked up by a parent.**

\*\*\*\*If a student does bring any of the above items he/she and the parents must understand that **Heritage Elementary will not accept responsibility for any loss, theft or damage.**

### Sign Out

For the safety and protection of the child, we only permit students to leave campus if the parents/guardians provide written authorization. If it is necessary for a student to be dismissed from school before the end of the school day, **the parent/guardian must come to the office and sign the child out.** We will then call the student from class for you. No child will be released to parent, guardian, or any other person not listed on the Emergency Contact list.

Note: Parents, please notify the teacher via Class Dojo **before** 2:00 if there is a change in bus or other transportation for your student. If you notify the school later than 2:00, we cannot ensure that your student and other affected parties are fully informed.

Likewise, if you try to sign out your child less than 15 minutes prior to scheduled dismissal, we cannot guarantee that your child will be able to have had the office inform the teacher, the student collect and pack up homework, and the student safely escorted to the office.

*To prevent last minute hassles, please send a note about the absence with your child to inform the teacher and the attendance clerk at the beginning of the day.*

### Search & Seizure

Order, safety and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and authority to search for and obtain the contraband from students or non-students if there is reasonable suspicion that the student possesses such contraband. These searches can include desks, lockers, personal belongings and the student's backpacks. Student desks, lockers, school textbooks and library books are the property of the school and remain, at all times, under the control of the school. However, students are expected to assume full responsibility for the security and safekeeping of the desks, lockers, books and equipment assigned to them. Inspections of desks, backpacks and lockers may be conducted by school authorities at any time without a search warrant or student consent.

### Statement of Non-Discrimination

Heritage Elementary School is committed to a policy of nondiscrimination in relation to race, color, religion, gender, age, national origin, or disability. This policy encompasses all matters concerning staff, students, the public, instructional programs, and services. Heritage Elementary School will comply with all applicable federal, state, and local laws relating to educational programs and personnel management. (ARS 15-184)

### Substitute Teachers

Every student will periodically be taught by a substitute teacher when it becomes necessary for the regular teacher to be absent. Students are expected to be extra courteous to substitute teachers. Students are to be helpful, polite and friendly.

### Telephones

If parents would like to talk with their child's teacher, they should call either before classes begin or after the students are dismissed. Parents may call during class hours and leave a message with the office for the teacher. The teacher will return the call as soon as possible.

**OFFICE TELEPHONE-** The office telephone is a business phone and is not to be used by students, except in an emergency. They will also be required to have permission pass from their teacher or the office to use the phone and will be questioned on the reason for the call prior to using the office phones. Students are not allowed to use the phone to make personal arrangements (such as requesting permission from parents to go to another student's home after school). The office staff has the right to monitor a student's phone call to ensure they are being honest about the emergency need to use the phone.

**CLASSROOM TELEPHONE-** The phone in the classroom is for the teacher use only. Students are not to use them under any circumstances without the permission from the teacher.

### **Tobacco, Alcohol & Drugs**

The possession or use of tobacco, alcohol, or non-prescription drugs is not permitted at any time in the school buildings or within the area surrounding the school. This rule applies to all school sponsored activities, regular school days, before and after school. This rule would include coming to school under the influence and effects of alcohol or non-prescription drugs. Violations of this rule will result in suspension or expulsion from school and/or a police investigation.

### **Vandalism**

Students who deliberately and wrongfully damage or deface school property will be required to pay for the damage and are subject to disciplinary action, which could include a police referral. Parents or guardians of these students will bear the ultimate responsibility for these payments.

### **Visitors & Guests**

Any parent or guardian that would like to volunteer in the classroom or on a field trip must fill out a volunteer application prior to volunteering. Parents who want to volunteer for field trips may be requested to complete the application which includes information for the Arizona fingerprint and background check. Please allow twenty-four hours for the application to be initially processed. The Arizona background check and fingerprinting process can take several weeks. Once the application has been processed visitors are welcome at our school and are required to register in the office. All visitors must wear a visitor's badge while on our campus. We all have to be extremely careful to make sure that no unauthorized persons are entering the school grounds. Younger relatives are not allowed on campus without their parents. Younger children may not accompany a parent when volunteering or participating in the classroom activities.

### **Weapons**

Knives, projectile weapons, guns or any other object which could cause harm to someone, are not to be brought to school. If brought, they will be confiscated and returned only to a parent/guardian or to the police. Students violating this policy will be subject to severe disciplinary action. None of the above items are to be brought to the building or to be in the possession of a person at school. Violations of this rule will result in suspension and/or expulsion from school and a police referral.

### **Withdrawals**

Please notify the office 24 hours in advance, either in person or by signed note or phone call, if you plan to withdraw your child from school. If you wish to withdraw from the school, all unpaid fees must be paid in full. All textbooks and library books are to be returned, or paid for, in order



to receive withdrawal papers and report cards. In an effort to make sure that we have done everything possible to make your child's experience positive here at Heritage, we may request that the parents take a moment to fill out an exit survey.

### GLOSSARY OF CONSEQUENCES

Because some consequences apply to certain problems and not to others, it is not possible to list disciplinary options in a strict order of progression from less to more serious. This glossary is generally organized to present consequences of misconduct in order of increasing severity. Every situation is handled on a case-by-case basis.

- **Character Report, or Character Awareness Activity** - In accordance with the Character Counts program and to promote character development in the disciplinary system, a teacher or administrator may issue a written character report, or a character awareness activity. The reports or activities will be commensurate with the severity of the action, and will be directly related to one of the six pillars of character.
- **Conference**- A teacher or administrator will talk with the student about expected behavior and the consequences of misconduct.
- **Parent Involvement** -A teacher or administrator will discuss student behavior with parent/guardian, seeking cooperation in creating a positive behavioral change.
- **Detention/Work Detail**- Detention is mandatory time spent in an assigned location, performing supervised work for the school. Rules for detention vary by assignment, but always require full cooperation with the supervisor. Detention or work detail may be assigned before school, during lunch period, after school, or on a Saturday. Parent/guardian will be notified prior to assignment of after school detention.
- **Restitution**- When personal or school property has been damaged, stolen, lost, or destroyed, the student may be held responsible for replacing or paying the cost of the item. Restitution may be required in addition to other behavioral consequences.
- **Loss of Privileges**- Any privilege that is abused may be revoked, pending behavior change or fulfillment of reasonable requirements. Privileges may be restored to students partially or fully and may depend upon development of a behavioral contract. Loss of privileges may include the student's right to be enrolled in class, or participation in extracurricular activity.
- **Behavioral Contract**- A teacher or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both student and school official are required; in some instances, parents or guardian will also be expected to sign, indicating agreement to the terms of the contract.
- **Off-Campus Suspension (Short-Term)** - With notification to the student and parent/guardian, a school administrator may remove a student from school and bar the student from all school activities for a period of one to ten days.
- **Off-Campus Suspension (Long-Term)** - Acting upon the recommendation of the administration, the Board may deny all school privileges to a student for a period of eleven days to one calendar year.
- **Expulsion**- Acting upon the recommendation of the administration, the Governing Board may permanently deny all school privileges to a student.