

# HERITAGE ELEMENTARY SCHOOL

## 2023-2024

### STUDENT HANDBOOK



Please read the handbook together with your child; then sign below, date and return this page to their teacher on the next school day.  
Thank you!

*We have read and understand the contents of the  
Heritage Elementary School 2023-2024 Student Handbook and have  
also reviewed the school year calendar.*

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Parent Signature

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Printed Name

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Date

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Student Signature

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Grade

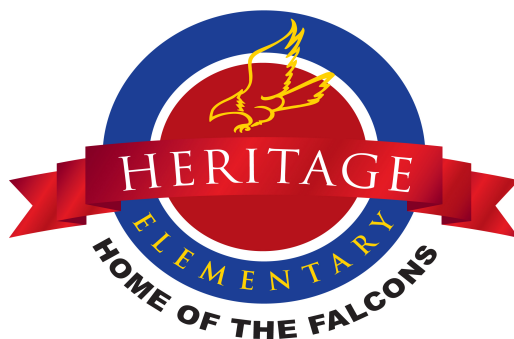
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Teacher

# Heritage Elementary School

Student / Parent Handbook

2023-2024



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 3:30 PM  
Wednesdays and Early Release Days - 7:30 AM to 12:30 PM

### Main Office:

Phone: 928-635-3998

790 E. Rodeo Rd

Williams, AZ 86046

Website: <http://www.heswilliams.org>

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## **Mission and Philosophy Statement**

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

Heritage provides kindergarten through 8th grade education with an emphasis on character, as well as academics. Character education is presented in ways which allow students to learn responsibility and respect for self and others, and that effective work yields rewards. Life skills are taught in cause-and-effect relationships. In addition, quality reading skills are developed through intensive phonics, math skills are emphasized, and computer technology is blended into effective learning. Teachers and staff are committed to each student.

Heritage also emphasizes the importance of parents in the education of their children. For this reason, parents of Heritage Elementary School students are encouraged to sign a compact 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.

## **Absences, Attendance & Tardiness**

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

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

### **Absences:**

*ARS 15-901*-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, 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 front desk staff prior to 9:00am 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.
- Students arriving five (5) or more minutes after the start of school must report to the front desk for a late pass. They will not be admitted to class without one.
- Any student arriving after 8:30am MUST have a parent/guardian sign them in at the front desk.

### **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 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.

The Heritage Elementary campus administration 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:

- After a student accumulates 6 tardies or early departures (excused or unexcused) a letter will be sent home and the student will be required to participate in the school's Intervention Program for each tardy and early dismissal thereafter. A student who accumulates 3 tardies will not be considered for perfect attendance.
- If a student accumulates 10 tardies or early dismissals, parents may be required to meet with the Attendance Officer.
- After a student accumulates 3 unexcused absences (consecutive or non-consecutive) a letter will be sent home and the student will be required to participate in the school's Intervention Program for each unexcused absence thereafter.
- At 10 absences (excused or unexcused) parents/guardians and students will be required to meet with the administration for an Intervention Meeting. At this meeting, strategies to address the poor attendance will be discussed and an Attendance Contract will be signed.
- Failure of a parent/guardian to sign an Attendance Contract could result in a Court referral.
- Failure to comply with the terms of the Attendance Contract and/or failure to participate in the Intervention Program could result in a suspension, grade retention, and/or Manifestation Determination Meeting. Additionally, the student could be referred to Coconino County Juvenile Court and the parents/guardian referred to Child Protective Services.

Heritage Elementary 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**

The school offers after school clubs to students in kindergarten through eighth grade. In order to participate in sports and other after school activities, a student must be passing all classes with a grade of "C" or better and have a signed permission slip from a parent or guardian before being allowed to remain after school. Siblings of students involved in after school activities and students not involved in after school activities are not to be on school grounds after the busses leave at dismissal time unless they are registered and taken to the aftercare program. Students should be picked up promptly at the scheduled end time of the activity.

### **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 end of year assembly programs.

## **Before & After School Kid's Club**

To facilitate tutoring and provide students opportunities to participate in extra activities after school hours, the school offers a free Kid's Club. The program runs before school, starting at 7:00am, and lets out Monday - Friday at 6:00pm, and you may drop off and pick up anytime during those hours. If your child is to participate in the Kid's Club, you must fill out the required registration forms. Policies and procedures governing this program are found in the requisite registration forms.

## **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.

## **Van and Bus Rules**

Riding the school van and bus is a privilege. Because of the need to assure the welfare and safety of students that ride the vans and 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 vehicle.
- talk in quiet tones. Loud or vulgar language is prohibited.
- not eat, drink, or chew gum. Only water on the bus and van.
- keep all hands and arms inside the bus and van.
- not throw things out of the bus and van.

The right to ride to and from school on our vans and buses is a privilege. Failure to follow school van and bus rules may result in students losing this privilege.

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

- Be on time for the bus and van, both morning and afternoon.
- Wait patiently for the school bus and van. Students who cause disturbances at the bus and van stop will be referred to administration for corrective action.
- Stand a safe distance from the curb or roadway and wait for the bus and van to stop and the door to open before approaching the bus and van.
- Get in line when the school bus and van are approaching.
- Always use the steps and handrail.
- Never run onto or off the bus and van steps.
- Take seats quietly and quickly. Wear your seatbelt.
- Remain seated while the bus and van is in motion.
- Keep the bus and van 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 and van.
- Never talk to the bus/van driver when the bus or van is in motion.
- Remain seated until the bus and van comes to a complete stop.
- Face the front of the bus and van at all times.
- Always use steps when leaving the bus and van, never jump.
- If it is necessary to cross the street, always walk in front of the stopped bus and van while it has the traffic stopped.
- Have written permission from the parent to leave the bus and van at a stop other than the assigned stop.

### **Cafeteria Rules**

To insure 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.
- We cannot microwave meals; please do not send anything that needs to be heated.

### **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 you child's teacher and the school 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-Watins (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.

- A. Character report
- B. Character awareness program
- C. Conference with student
- D. Conference with parent
- E. Time out of assigned class
- F. Lunch detention
- G. Loss of play time
- H. Loss of special activities
- I. Change of schedule
- J. Revocation of privileges
- K. In-school suspension
- L. Out-of-school suspension
- M. Expulsion from school
- N. Police referral
- O. Other miscellaneous, appropriate consequences

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.

#### 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. Verbal abuse to staff or other students
13. Disrespect to staff or other students.
14. Threatening staff or other students
15. Bullying or hazing
16. Possession of cigarettes or smoking
17. Unacceptable sexual conduct
18. Serious disruptive behavior
19. Noncompliance with van rules
20. Theft or extortion
21. Possession of drugs, alcohol, or obscene material
22. Under the influence of drugs or alcohol
23. Sexual harassment against another student or staff member
24. Fighting
25. Destroying or defacing property, including graffiti
26. Damaging property of others
27. Exhibiting gang-related behavior
28. Exhibiting gang-related dress
29. Gang related violent activity
30. Gang-related threatening behavior
31. Intentional physical assault
32. Possession or representation of a dangerous instrument
33. Buying, selling or dealing drugs or alcohol
34. Possession of a deadly weapon

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

\*\*Each incident will be handled on an individual basis. Please refer to the Glossary of Consequences.

## 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 after school, except when an administrator waives it for a specific activity.

- 1<sup>st</sup> and 2<sup>nd</sup> offence-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> offence-Parent will pick up child from school. Entry in discipline database.

### School Colors

Polo Shirts-solid color: Red (not maroon), White, and Navy Blue

Slacks, Shorts, Jumpers, Capris, Skirts: Navy and Khaki only

### Dress Code Rules

- All clothing must be in good repair, free from tears, holes, etc., and be the appropriate size for the student.
- Belts are no longer required for grades 4<sup>th</sup> through 8<sup>th</sup>, but students will be required to wear one if they do not keep their shirts tucked in or "sag" their pants.
- Pants are to be cotton twill in a traditional "Dockers" style and an appropriate size (not excessively baggy or too tight). **Jeans are not appropriate uniform clothing except on approved "jeans days".**
- Belts cannot hang down from students' waists
- Jumpers, shorts and skirts are to be **no shorter than 4"above mid-knee**
- Polo shirts are to be buttoned at all times, and tucked in at the waist.
- **Undershirts and leggings must be in uniform color (solid red, navy or white)**
- Sweaters, sweatshirts, and jackets worn in class are to be of a solid color - navy, red, or white - and over a uniform collared shirt. There cannot be any emblems or writings on the clothing. Sweatshirts are only allowed during cold weather season and administration will inform parents when jackets and sweatshirts are no longer allowed. All jackets, sweatshirts, and sweaters must be appropriately sized for the student.
- Headwear: No hats, bandanas, or scarves are allowed to be worn in the building. Hoods on sweatshirts must be down at all times. Hats may be used outside for warmth and sun protection only.
- Shoes: No open toed or open backed shoes allowed. Students should have well-fitting sneaker-type shoes. Flipflops, Crocs, and Heelies are not allowed on campus and parents will need to bring another type of footwear for the students.
- Grooming: Students must be present at school in such a way that does not distract or interfere with classroom instruction. This includes disruptive hair color or styles, piercings and tattoos, and jewelry and accessories. Parents will be asked to correct any grooming styles or hygiene that is disruptive to the classroom.
- Williams campus only - Outside, during winter, students must wear jackets (of any color) and snow boots. Optional: scarves, and knit hats for warmth.

## Dress Down Days/Dollar for Duds

Students will be notified of free dress down days (class specific), but as a class fund raiser, students will be scheduled to be allowed to wear clothes that are not their uniform for the fee of \$1.00, called "Dollar For Duds". Students should still be in appropriate school attire and follow dress code rules, making sure shirts cover the belly, have sleeves, and shorts/skirts must reach 4" above the knee. Most Wednesdays this year will be a Dollar for Duds day. Students who fail to bring \$1.00 will not be allowed to participate the following week.

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

### **Child Find services**

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 by calling the front office.

#### **Child Find Procedures:**

- A free, appropriate, public education (FAPE), with a full continuum of services, is available to each and every student.
- Child Find is a component of the Individuals with Disabilities Education Act (IDEA), which requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services.
- In compliance with federal legislation, La Paloma Academy has established specific Child Find policies and procedures:
- Screenings will be implemented for all newly enrolled students and those transferring in without sufficient records.
- The screenings will be completed within 45 calendar days of school entry.
- The screenings will include consideration of academic or cognitive skills, vision, hearing, and communication, emotional, motor and adaptive development.
- Review, referral, and follow-up will be done on screenings and documented in the child's cumulative file, with backup data on the Child Find Screening Log.
- La Paloma Academy maintains documentation of and annually reports the number of children with disabilities within each disability category that have been identified, located and evaluated.
- All referrals are considered confidential and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law.

### **Field Trips**

Any parent/chaperone must be approved with the school before attending any field trip.

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 (no checks, please), time and purpose of the proposed trip.

Parents may accompany their child if they are designated as a chaperone (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. Guests of the chaperone are also not permitted.

A written permission slip signed by the parent **MUST** be obtained before a child is allowed to attend a field

trip. Parents may elect to sign a year-round permission slip, which permits students to attend any field trip that is approved by administration. This year-round permission slip will count as permission for all field trips.

Parents may always elect to not have their student participate in a field trip. Students with unacceptable behavior 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 are held on a periodic basis. 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.**

We conduct fire drills on a periodic basis. We also conduct occasional lock down drills and vehicle evacuation drills. These drills are conducted during class time. Students periodically review exit routes and safety procedures for evacuating the building and the lock down drill procedures. During a lock down, no student is allowed to be picked up from school until the "all-clear" has been given, and the lock down has ended.

### **Food & Nutrition Program**

Heritage Elementary School is part of the National Free and Reduced Lunch Program. This year (2023-2024) The applications are in the front office. All students are offered breakfast free of charge each morning at the beginning of class.

### **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, vaping devices, tobacco products of any kind, drugs, alcohol, pornography, laser pointers or pens, pagers, water guns, baseballs, hardballs, perfume and cologne. **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: cell phones, iPods or other music players, airpods, 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.

The possession, use, misuse, sale, or distribution of drugs, prescription drugs, imitation drugs, drug paraphernalia, alcoholic beverages, and tobacco products are prohibited on campus, at any school-sponsored activities, and in school vehicles. Within the meaning of this provision, "drugs" do not include prescription medication for which the student has a current, valid prescription, provided that the medication has been taken in strict accordance with the prescription. The term "tobacco products" includes all vaping devices and e-cigarettes, including those used to deliver THC or any other prohibited drugs.

The possession, use, or threat to use any weapon, firearm, or instrument capable of inflicting serious bodily harm is prohibited on campus, at any school-sponsored activities, and in any school vehicles. This prohibition includes any types of explosives. The possession or use of ammunition for weapons is not required for the school to implement student disciplinary action.

In compliance with Arizona law and the federal Gun-Free School Act, possession of a firearm on campus or at a school-sponsored event shall result in a student expulsion hearing.

The administration may if warranted, and will if required by law, report any violations of these drug and weapon prohibitions to the appropriate law enforcement agency. However, the school may take disciplinary action against a student for violations of these policies regardless of any action taken by law enforcement or regardless of whether the violations are reported to law enforcement.

### **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.

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.

**This definition includes three important components:**

- 1. Bullying is aggressive behavior that involves unwanted, negative actions.**
- 2. Bullying involves a pattern of behavior repeated over time.**
- 3. Bullying involves an imbalance of power or strength.**

Bullying via electronic means such as through the use of social media sites while at school or at a school-related function may constitute gross disobedience or misconduct and a violation of the district's bullying and harassment policies.

## Health Office

### **Administration of Medication:**

In order for student to receive medication at school the following policy will apply:

- Parent/guardian will supply medication.
- A permission form supplied by the office must be completed by the parent/guardian.

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

- The law (A.R.S. 15-344) requires medication must be delivered to the 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 Screening**

Health screening programs MAY include: Vision, Hearing and or Dental. If any abnormalities are discovered as a result of the screening, parents/legal guardians will be notified and recommendations made 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 to attend Heritage. 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.

The following is the immunization requirement for school attendance (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 or religious cases, or for 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.

Please keep your child home if they have been sick in the past 24 hours with a communicable disease (examples, not limited to: fever, diarrhea, vomiting). Please alert the health clerk if your child has any virus, pink eye, or lice. In addition to illness, students will be sent home if they have a fever of 100° or higher. Students sent home with a fever may not return to school until they have been fever free, without medication, for 24 hours.

## **Homework**

Heritage - Williams has the belief that students need time at home to build family relationships, and therefore doesn't assign homework. However, if a student doesn't finish work during their school time, any unfinished class work is 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.

## **Intervention Policy**

Heritage Elementary is committed to providing quality instruction to support student learning and success. Students who are unable to be serviced in the classroom due to tardies, early departures, absences and/or are failing core subject areas (Math, Reading, Writing, Social Studies, Science) will be identified for intervention services. (Refer to the excessive absence and excessive tardy policies)

Intervention services provide grade level instruction centered on standards, taught by highly qualified teachers. Intervention may include one or more of the following: lunch intervention, afterschool intervention, Saturday intervention, or intervention weeks during breaks. There are two weeks that your student may be required to attend intervention; during the Fall and Spring breaks. Our goal is to ensure your child receives all their entitled instruction time. The site principal will contact the parent when student is required to attend an intervention program.

**Failure to attend required intervention program may result in automatic grade retention of your child.** Please partner with Heritage Elementary School to ensure your child has the foundational skills necessary to be successful in school and in life.



### **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, including early dismissal notes and parent/teacher conference notices. The school website, [www.heswilliams.org](http://www.heswilliams.org), is also a tool for parents to use to stay current with events, newsletters, and teacher blogs. The Class Dojo app is the school-wide communication system, and is required that all parents have connected to their students' teachers through this app.

### **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 during 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 holds a baccalaureate degree; the student receives services from a paraprofessional; and, the qualifications of the paraprofessional.

### **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.

## **Safe Campus Policy** **(Parent Conduct)**

No person may interfere with or disrupt the school or its operation in any form, as determined by the governing board or school administration.

Disruption or interference includes but is not strictly limited to:

- Intimidation;
- Aggressively confronting, touching (with exception to a child pertaining to a parent or guardian), swearing at, 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 other 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:

- order by the school to immediately vacate or leave the property, either temporarily or permanently;
- report the actions to local police, sheriffs, or other local law enforcement jurisdiction;
- call the police or otherwise request assistance from local law enforcement to enforce the school's order to leave the property;
- file a criminal complaint and further pursue legal action;
- 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 (13-2911).

## **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 van/bus, walk with your teacher and stay in designated area until the van/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 extra curricular activities
22. Personal fund raising activities are not allowed on campus
22. No cell phones, game-boys, CD players, I pods, radios, music CD's, in the classroom. Usage is before and after school only. **Any items seen by a staff member will be confiscated and will need to be picked up by a parent.**

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

### Sign Out

For the safety and protection of the child, we cannot allow him/her to be taken from the room before our regular dismissal time without the parent first coming to the office and signing the child out. We will then call the student from class. We will not excuse a student early on the basis of a note or telephone call from the parents. An adult who wishes to take a child out of school early must sign the child out in the office. No child will be released to parent, guardian, or any other person not listed on the Emergency Contact list unless written authorization is given to the school for a student to leave campus with someone not on the list.

### 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, honest, 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. 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 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 affects 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 will need to be approved prior to volunteering. 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. No unauthorized persons will be allowed on school grounds. All volunteers and visitors must be accompanied by a staff member and not left alone with students. 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 lunch fees must be paid in full; as well as transportation fees, if applicable. 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 would 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 spend 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 extra curricular 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.
- **On-Campus Suspension (Short-Term)** - With notification to the student and parent/guardian, a school administrator may remove a student from all classes for a period of one to ten days. During this time, the student's access to school services, facilities and personnel will be limited to the on-campus suspension area. The student is not permitted to participate in or attend any school-sponsored events during the period of suspension.
- **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.