

Chula Vista Elementary School District
Heritage Elementary School

1450 Santa Lucia Road, Chula Vista, CA 91913

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

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

EduBlog: <https://heritagehawks.edublogs.org/>

Class Dojo Page: <https://bit.ly/heritagedojo>

Daniel Romo • Principal

Dr. Karon Schnitzer • Associate Principal



**STUDENT & PARENT
HANDBOOK
2023-2024**



Board of Education

Kate Bishop • Leslie Ray Bunker • Cesar T. Fernandez • Francisco Tamayo • Lucy Ugarte

Superintendent

Eduardo Reyes, Ed. D

EQUAL OPPORTUNITY EMPLOYER

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

Message from the Principal

Greetings Heritage Community,

I hope you have enjoyed a relaxing and safe summer with your families. On behalf of the staff at Heritage Elementary School, I am excited to welcome you to the 2023- 2024 school year! We are committed to ensuring all students continue to grow academically, socially, and emotionally at Heritage.

Heritage Elementary is the home of the Hawks! Our goals are for our school to be a place where all students will be models of good character, embrace creativity, be voracious learners, integrate the use of the hands and the minds and be empowered to be confident and self-aware. We will promote a culture where all learners will be unified and encouraged to be creative, collaborative, innovative, embrace inclusion, and develop a deep desire to learn. We strive to create a safe and welcoming learning environment where parents and staff work harmoniously to create rigorous and engaging learning opportunities for all children.

During this school year and more than ever, it will be extremely important that we establish a strong school and home connection. Our connection is critical to the success of our students. To keep you informed about student learning and school activities, we will send information via School Messenger, our Heritage EduBlog, ClassDojo Teacher accounts, and posted on our social media page. Additionally, there will be other opportunities for us to connect through Leadership Coffee Chats, ELAC, PTO, and SSC meetings. Your participation, partnership, and voice are valuable to our Heritage Learning Community. To stay informed please ensure that your contact information is accurate in our student information system.

Thank you in advance for being our partner in education. If you have any questions or need assistance, please do not hesitate to contact us through the main office.

We look forward to connecting with you and to a great year with you and your students!

Sincerely,

Daniel Romo - Principal

Dr. Karon Schnitzer – Associate Principal

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Heritage Elementary 2023-2024
Hours of Operation & Daily Schedule
Office Hours: Monday – Friday 7:30 am – 4:00 pm

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

Breakfast: 7:05 am – 7:35 am (breakfast gate is located by the YMCA/Auditorium)

CLASSROOM Hours

Grade	Monday - Thursday	Friday & Minimum Days
Transitional Kinder (TK)	7:45 – 2:00	7:45 – 12:35
Kindergarten	7:45 – 2:00	7:45 – 12:45
1st – 6th Grade	7:45 – 2:15	7:45 – 12:45

RECESS Schedule

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

Afternoon	
TK & Kinder & 1	1:10 pm - 1:25 pm
Grade 2 & 3	1:30 pm - 1:40 pm

LUNCH Schedule

TK	10:40 am – 11:25 am
Kinder	10:30 am – 11:15 am
Grade 1	10:45 am – 11:30 am
Grade 2	11:00 am – 11:45 am
Grade 3	11:15 am – 12:00 pm
Grade 4	11:30 am – 12:15 pm
Grade 5	11:45 am – 12:30 pm
Grade 6	12:00 pm – 12:45 pm

Minimum Days (12:45 release) – Every FRIDAY and:

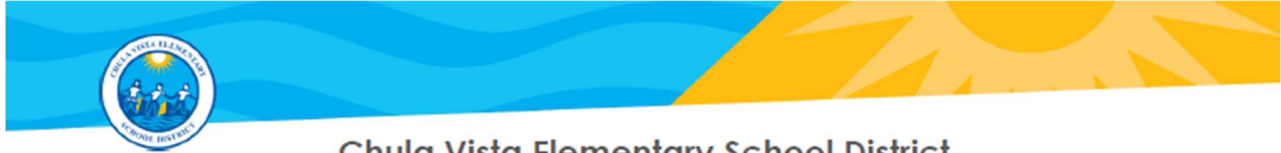
First day of school	July 19, 2023	Spring Conferences	March 7 – 14, 2024
Fall Conferences	Sept 14 – 21, 2023	Return from spring break	April 2, 2024
Return from Fall break	October 10, 2023	Last day of school	June 5, 2024
Return from Winter break	January 10, 2024		

GATES

Mon - Thurs: Opened 7:30 am/**Locked 7:45 am**
Fri/Mod. Days – Opened 7:30 am/**Locked 7:45 am**

Opened: 2:10 pm/**Locked 2:40 pm**
 Opened 12:40 pm/**Locked 1:00 pm**

CVESD ANNUAL CALENDAR 2023-2024 (Jul - Dec)



Chula Vista Elementary School District
2023-2024 School Year-Round Calendar

JULY 2023							7/1 Fiscal Year begins 7/4 Legal Holiday – Independence Day 7/5 First Day for 200-day Employees/Principals & APs Report 7/14 First Day for 186-day CNS II & III 7/17 – 7/18 Teacher Preparation Days 7/19 Students Report to School – Minimum Day End of first school month, 9 days taught + 2 teacher workdays	Days Worked per month			
S	M	T	W	T	F	S		180-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
						1					
2	3	4	5	6	7	8					
9	10	11	12	13	14	15					
16	17	18	19	20	21	22					
23	24	25	26	27	28	29					
30	31							9	12	11	19
AUGUST 2023							End of second school month, 23 days taught	Days Worked per month			
S	M	T	W	T	F	S		180 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
			1	2	3	4	5				
6	7	8	9	10	11	12					
13	14	15	16	17	18	19					
20	21	22	23	24	25	26					
27	28	29	30	31				23	23	23	23
SEPTEMBER 2023							9/4 Legal Holiday – Labor Day 9/14 – 9/21 Parent/Teacher Conferences – Minimum Days 9/25 – 9/29 Fall Break End of third school month, 15 days taught	Days Worked per month			
S	M	T	W	T	F	S		180 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
						1	2				
3	4	5	6	7	8	9					
10	11	12	13	14	15	16					
17	18	19	20	21	22	23					
24	25	26	27	28	29	30					
								15	15	15	15
OCTOBER 2023							10/2 – 10/6 Fall Break 10/9 Teacher Preparation Day 10/10 School Resumes – Students Report – Minimum Day End of fourth school month, 16 days taught + 1 teacher workday	Days Worked per month			
S	M	T	W	T	F	S		180 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
1	2	3	4	5	6	7					
8	9	10	11	12	13	14					
15	16	17	18	19	20	21					
22	23	24	25	26	27	28					
29	30	31						16	17	17	17
NOVEMBER 2023							11/10 Legal Holiday – Veterans Day 11/20 – 24 Thanksgiving Week Break 11/23 Legal Holiday – Thanksgiving Day 11/24 In Lieu of Holiday – CA Admission Day End of fifth school month, 16 days taught	Days Worked per month			
S	M	T	W	T	F	S		180 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
			1	2	3	4					
5	6	7	8	9	10	11					
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26	27	28	29	30							
								16	16	16	16
DECEMBER 2023							12/18 – 1/8 Winter Break 12/22 Declared Holiday 12/25 Legal Holiday 12/29 Declared Holiday End of sixth school month, 11 days taught	Days Worked per month			
S	M	T	W	T	F	S		180 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
						1	2				
3	4	5	6	7	8	9					
10	11	12	13	14	15	16					
17	18	19	20	21	22	23					
24	25	26	27	28	29	30					
31								11	11	11	11

LEGEND: SCHOOL DAYS (180) MINIMUM DAYS (50) TEACHER PREP DAYS (5) BREAKS LEGAL HOLIDAYS
Approved 12/14/22

CVESD ANNUAL CALENDAR 2022-2023 (Jan - Jun)



Chula Vista Elementary School District
2023-2024 School Year-Round Calendar

JULY 2023							7/1 Fiscal Year begins 7/4 Legal Holiday – Independence Day 7/5 First Day for 200-day Employees/Principals & APs Report 7/14 First Day for 186-day CNS II & III 7/17 – 7/18 Teacher Preparation Days 7/19 Students Report to School – Minimum Day End of first school month, 9 days taught + 2 teacher workdays	Days Worked per month			
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		4	5	6	7	8		9	12	11	19
2	3										
9	10	11	12	13	14	15					
16	17	18	19	20	21	22					
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3	4	5	6	7	8	9					
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8	9	10	11	12	13	14					
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5	6	7	8	9	10	11					
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3	4	5	6	7	8	9					
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17	18	19	20	21	22	23					
24	25	26	27	28	29	30					
31											

LEGEND: SCHOOL DAYS (180) MINIMUM DAYS (50) TEACHER PREP DAYS (5) BREAKS LEGAL HOLIDAYS
Approved 12/14/222

NUTRITION

Child Nutrition Services: On-Site Food Services

All enrolled students will receive FREE breakfast & lunch!

CVESD Board Policy on Wellness ([BP 5030](#))

Breakfast: 7:15 am – 7:35 am

Breakfast is served every day from 7:15 am to 7:35 am. Our school breakfast program can provide relief for you and your children from hectic morning schedules. Give your children a head start on successful learning. Make sure they begin the school day with a healthy breakfast. It is particularly important that students participating in the breakfast program arrive on time, preferably between 7:15am and 7:30am, so they have sufficient time to eat breakfast before going to class. **Students will be marked late if they are not in line by 7:45am.**

We encourage you to send healthy snacks for your children.

Lunch Policy:

No food deliveries/drop-offs will be accepted during the school day. Students will be directed to the cafeteria for a free lunch in the event that their lunch is left at home.

No food from fast food chains/restaurants will be allowed to be delivered or dropped off on campus (ie. McDonalds, Chick-Fil-A, Subway, etc.) during the school day. Please pre-pack these food type items into personal lunch boxes and have the student bring the lunch box with them in the morning.

Snack Recommendations: Fresh fruit, dried fruits, or veggies, Low-fat yogurt or string cheese, 100% frozen juice or fruit bars, Low-fat bakery items, Pretzels, popcorn (air), or Goldfish crackers, Bottled water or 100% fruit juice. Only single servings sizes of chips are allowed. No sharing of food is allowed, in order to keep students safe.

[Healthy Snack & Beverage Ideas from the Alliance for a Healthier Generation](#)

Please refer to CVESD's Child Nutrition Services [Nutrition Education](#) webpage for additional resources.

SCHOOL ATTENDANCE

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

Your child is considered truant if the following occurs:

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

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

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

ABSENCE PROCEDURES

It is required that each absence be verified by the parent / guardian. We need you to **call the Attendance/Health Office** the day your child is absent. Parents can report an absence by calling **421-7080 ext. 570110** or by **emailing**, 24 hours a day to yanuen.romero@cvesd.org. Please try to call before 9:00 a.m. when possible. The reason of the absence will determine if the absence is excused or unexcused.

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

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

TARDINESS

The first bell rings at 7:40 am. This bell let's all students know they have five minutes in which to reach the blacktop classroom line-up for the 7:45 final bell. Gates near the YMCA and 800 building will be closed at 7:30am.

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

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

PERFECT/OUTSTANDING ATTENDANCE

District-wide Requirements

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

Notes:

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

RELEASE OF STUDENTS

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

ZONE TRANSFERS (AR 5117)

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

As a condition of accepting a zone transfer, it is our expectation that all students maintain satisfactory attendance and behavior. Students who receive **3 or more unexcused absences or tardies** in one school year will have their zone transfer denied for the following year. In order to prevent your child from being tardy, please arrive early to avoid traffic issues. School begins at 7:45 am. Students entering the gate after 7:45am will be required to have a late slip. Please schedule all doctor and dentist appointments after school.

Transfer Procedures

1. Intradistrict/Zone Transfers

School of choice transfer information is sent to parents/guardians District-wide each February for the upcoming school year. Parents/guardians may apply throughout the current year for their children to attend a school other than the neighborhood school during that year. They may contact the neighborhood school for intradistrict/zone transfer applications. Completed intradistrict/zone transfer applications are forwarded by the neighborhood school to the District Office for processing.

- Every effort is made to process new intradistrict/zone transfer applications received by May prior to the start of the new school year.
- Renewal intradistrict/zone transfer applications are mailed by the Student Placement Office in February for the upcoming school year. Applications must be returned to the school of attendance by the date indicated on the renewal instructions.
- Parents/guardians are notified by mail regarding the outcome of the transfer requests.
- Each school will maintain a wait list for intradistrict/zone transfer requests with names prioritized by date of application.

2. Intradistrict/Zone Transfer Denials

Intradistrict/Zone Transfers (new or renewal) may be denied or revoked based on any or all of the following circumstances:

- Lack of space or projected lack of space in the school of choice. The Student Placement Office may offer possible alternate placement options for denied transfers.
- Attendance issues, such as truancy, excessive absences and/or tardies.
- Behavior issues such as noncompliance with authority, exhibiting dangerous, disruptive and/or disorderly behavior, negatively impacting the educational program for self and/or others.
- Failure to participate in the program or which the transfer was approved.

Students denied for these reasons will not be given placement on school wait lists. Intradistrict/Zone Transfer students may be returned to their neighborhood school during the current school year based on a recommendation by the school administrator, and/or the School Attendance Review Team (SART), and/or the School Attendance Review Board (SARB) for the reasons stated above. The decision to revoke will be made by the Executive Director of Operations and Instruction, or designee.

DISMISSAL

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

INDEPENDENT STUDY CONTRACTS ([BP 6158](#))

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

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

Procedures for Independent Study Contracts (ISC):

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

MEDICATION & STUDENT HEALTH

MEDICATION

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

ILLNESS

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

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

Please call the Health Office if you have any questions.

Monday – Friday: Attendance/Health Secretary 619-421-7080, x570110

SCHOOL ROUTINES

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

- Check school website for information ([Heritage Elementary Website](#))
- Please check your child's backpack daily and carefully read all emails/bulletins/reminders posted via our Sunday Principal Report emails/school [EduBlog](#), and [ClassDojo](#).
- All visitors are required to register on the Raptor Identification System prior to entering campus. Once registered, sign-in at the school office and receive a visitor's badge before entering campus. This is required of all visitors and volunteers. For more information on volunteer requirements, please review the [Volunteer](#) page.
- The last Friday of every other month there will be a morning blacktop assembly. Please feel free to join us.

RAINY DAYS

- Make sure you discuss with your child arrangements for pick up on rainy days.
- Children will line up in the auditorium (K-1st) or at the classroom (TK, 2nd-6th) on rainy days. The back gate will be locked.
- Allow some extra time to get your child to school on time.
- Breakfast will be served in the auditorium.

CONCERNS REGARDING YOUR CHILD AT SCHOOL

If you have concerns regarding your child, or a matter pertaining to your child, your child's teacher should be your first point of contact. Classroom teachers are busy during the school day and may not get back with you until after the day has ended; please expect communication to be returned within 24 hours.

CLASSROOM INTERRUPTIONS

Make any special plans for the day with your child before school. To ensure minimum interruption of the regular classroom program, school visits should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher for a time before school, after school, or when coverage for the teacher can be arranged. In an attempt to keep educational disruptions to a minimum and maximize learning, we will adhere to Board Policy 1250 whereby classrooms WILL NOT be interrupted by phone messages except in the case of an emergency and visitations to the classroom must be approved prior to the visit.

****ITEMS DROPPED OFF DURING INSTRUCTION TIME MUST BE LABELED WITH STUDENT'S NAME AND TEACHER/CLASSROOM #.***

Items will be delivered to the student at the following recess.

BIRTHDAY CELEBRATIONS

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

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

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

Treat Bag Ideas.....

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



HOMWORK POLICY

Homework should help a child:

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

Your child's teacher is committed to:

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

Parents are encouraged to:

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

A student is expected to:

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

Time allotments:

- The suggested time allotments are:
 - Transitional Kindergarten: 20 minutes daily
 - Grade K: 30 minutes daily
 - Grade 1: 45 minutes daily
 - Grade 2: 50 minutes daily
 - Grade 3: 60 minutes daily
 - Grade 4: 60 minutes daily
 - Grade 5: 90 minutes daily
 - Grade 6: 90 minutes daily

DRESS CODE

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

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Thongs/Flip flops or other backless shoes or sandals are not acceptable. Shoes with wheels or made for stunts are not permitted. No high heels.
2. Clothing and jewelry shall be free of writing, pictures or other insignia which are crude, vulgar, profane, gang affiliated and/or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.
3. Clothes shall be sufficient to conceal undergarments at all times.
4. Cell Phones/Smart Watches: CVESD BP5131 Students/Conduct - Prohibited student conduct includes, but is not limited to: (#6) Except with prior consent for health reasons, possession or use of electronic signaling devices (Education Code 48901.5). Electronic signaling devices may include, but not be limited to, pagers, beepers, and cellular/digital telephones, iPods, cameras and Smart Watches. If cell phones/smart watches are brought to school, they must remain turned off and/or kept in backpacks during the instructional day, including recess time. Students caught using cell phones/smart watches or any other electronic devices will have the device/s taken by either the teacher or administrators. Devices will only be returned to the parent.

Furthermore, Heritage Elementary doesn't allow trading cards, electronics or personal toys (PSP's, balls, etc) brought from home. Valuable items should stay home since the school is not responsible if they get lost, stolen or broken.

The school staff/administration reserves the right to make judgments on any article of clothing, mode of dress, hair style or device which poses the potential for the disruption of learning and/or compromises a safe and orderly learning environment.

INSTRUCTIONAL MATERIALS

Students are issued textbooks, literature books and use on-site school devices that include laptops, iPads, etc. They are responsible for all materials entrusted to them, whether on-site or off campus. The cost of lost or damaged materials will be billed to the student's family, in accordance with School District procedures.

ACCEPTABLE USE OF TECHNOLOGY

Use of the district's technology is a privilege subject to school/district rules and regulations as well as applicable local, state, and federal laws. By registering a student to attend a CVESD school, both parent/guardian and student agree the student will abide by the district's rules regarding the acceptable use of technology. As no amount of filtering is fail-safe, the student is also expected to understand and follow school and/or family restrictions against accessing certain content. Failure to abide by the rules will result in termination of the student's access to on-site technology and other disciplinary measures.

Student Internet Use Policy [English](#) / [Spanish](#)

LIBRARY BOOKS

It is the intent of Heritage Elementary School to allow all students the opportunity to check books out of our school library. We have many books and students are expected to take care of books so they will last for many years to come. It is the student's responsibility to take care of the books that he/she borrows from the library. If a student damages, destroys or loses a library book, the parent/guardian will be asked to pay for it. Replacement books are specifically "library bound editions" that are purchased by the school librarian. These are more costly than books that can be purchased in stores because of the quality of the binding required for books that will be circulated for many years. The estimated cost of replacing a school library bound book is \$20 for fiction and \$25 for non-fiction. You can contact our librarian for the exact cost of the lost or damaged book.

Before any books are allowed to be checked out, a student's parent/guardian must sign a [Library Permission Form](#) and return it to the school (annually). If a Library Permission Form is not on file in the library, the student will not be allowed to check out materials.

SAFETY

FOR THEIR PROTECTION, THE STUDENT SHOULD:

- Go straight home from school. If the student is to play somewhere else, the student should go home first. Generally, children may not use the phone in the office after school except in emergency, or when the teacher detains them. We do permit a student to call a parent if the student has waited 15 minutes after school to be picked up.
- Be taught NEVER to accept automobile rides or favors from a stranger. Parents should send a note to their teacher if anyone else is to pick up their child.
- Stay away from the school buildings and unsupervised playground areas.
- Take jackets, books, lunch boxes, etc., when dismissed, so there will not be a need to return to school for them.
- NOT HAVE BICYCLES, SCOOTERS, SKATEBOARDS, ROLLER-SKATES/IN-LINE SKATES OR MOTORIZED UNITS OF ANY KIND on school grounds at any time. **Anyone riding a bike to school MUST wear a helmet** ([see helmet pledge](#)). All bikes must be stored in the bike racks in front of the school. Bikes must be locked and students/parents/visitors must walk their bike where pedestrian traffic takes place.
- Never leave school during the school day without permission from the office.
- Always notify an adult when trouble arises. This can be a parent, teacher, principal or police officer.
- Not chew gum at school.
- Not be in possession of weapons, imitation firearms, toys that look like weapons, or dangerous instruments of any kind in school buildings, school grounds or school busses.

PARENTS

- **DO NOT BRING YOUR FAMILY PETS ON SCHOOL GROUNDS.**
 - School grounds begin at the entrance/exit to all parking lots from the street and at the back gate (applies to riding bikes, etc. and to pets).
- Understand drop off/pick up [traffic safety guidelines](#). There is no parking or drop off in the round-about (near Auditorium). Per CVPD, anyone dropping off or parking in this area will receive a \$1,200 fine. This area is strictly for busses and emergency vehicles only.

SAFETY

STUDENT RIGHTS AND RULES FOR BEHAVIOR

EACH PERSON HAS THE RIGHT TO...

BE THEMSELVES

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

BE TREATED WITH COURTESY

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

THEIR OWN PROPERTY

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

BE SAFE

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

AN ORDERLY ENVIRONMENT

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

RULES AGAINST "BULLYING"

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

SAFETY

DISCIPLINE PLAN

The following behaviors are unacceptable and harm the safe school environment:

- Bullying
- Harassment
- Hitting, pushing, grabbing, etc.
- Wearing clothing that is offensive to others
- Threatening or inciting others to do harm
- Refusing to obey clear reasonable directions from teacher/school personnel
- Using disrespectful speech/gestures toward students and/or school personnel
- Cheating

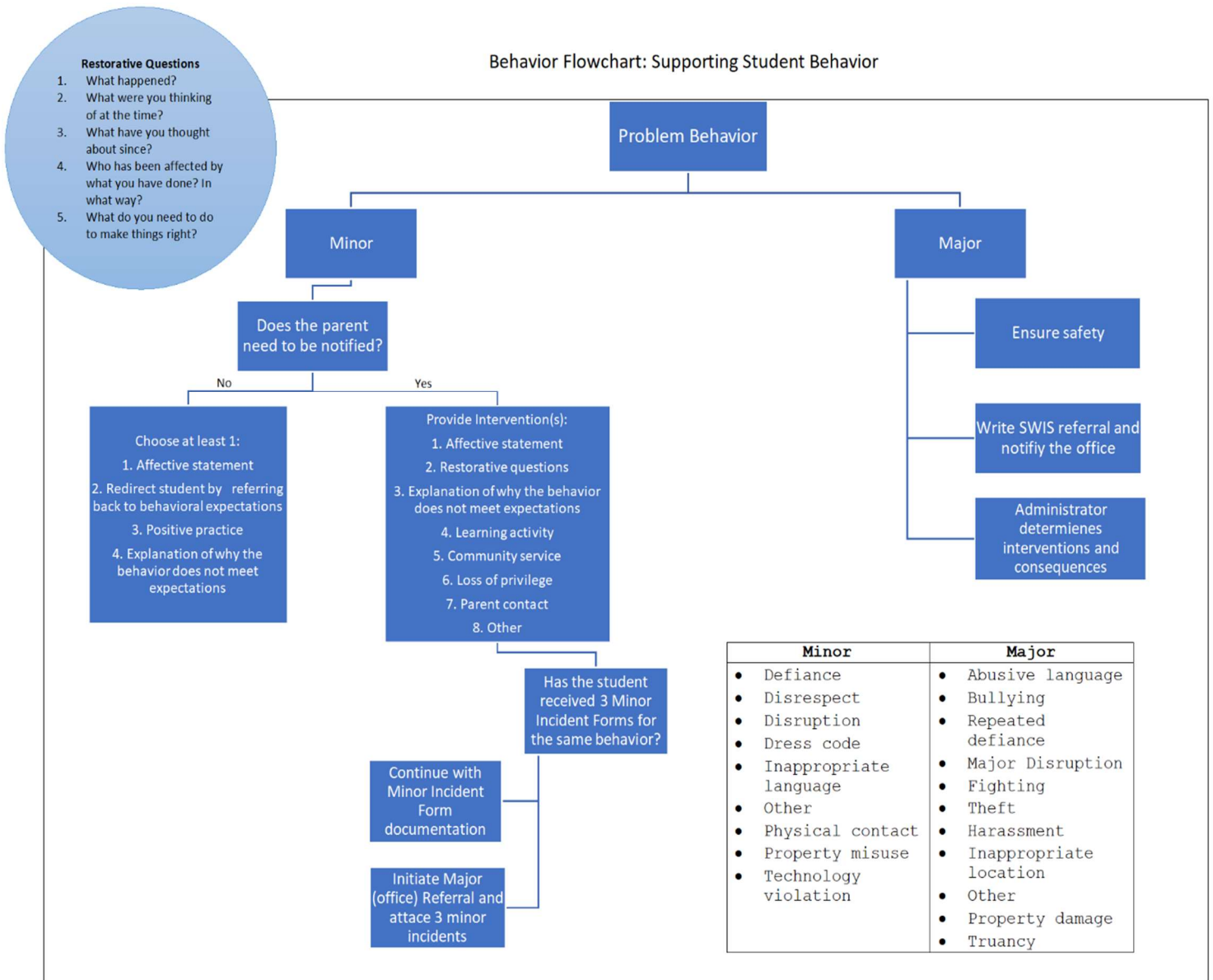
Please contact your child's teacher **FIRST** if you are aware of bullying. Individual cases may involve the associate principal or principal.

At Heritage, we use Restorative Practices when issues arise that harm our learning community. By using Restorative Practices, we help students see that rules are in place to keep everybody safe and relationships strong. If a rule is broken, it is viewed as a relationship that has been damaged and needs repair. We believe that punishment does not address the root causes or restore trusting relationships between those involved.

At Heritage, adults on campus take the time to collaborate with students to determine who was affected, how they were affected, and what needs to be done to restore the positive learning environment and move forward. All staff members are directed to use the behavior flow chart below to determine next steps.

SAFETY

Behavior Flowchart: Supporting Student Behavior



Typically, teachers will ask students the following questions so students reflect on the harm they may have caused and to begin to restore trust:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you need to do to make things right?

While there are consequences for students breaking rules, consequences focus on restoring trust and making things right. We are committed to making sure that each and every student feels safe at school, and we know that restorative practices are the best way to fulfil this commitment.

- **Heritage Hero Slips:** Heritage Heros are given to students by staff members on campus when they are demonstrating what it means to be SAFE, KIND, RESPONSIBLE, RESPECTFUL or one of our monthly character traits. Students who receive these acknowledgements will be asked to share it with their classroom teachers and then take it home to share with their family. At Heritage, this is our way of praising our students for following our school-wide expectations.
- **Pause and Think:** A Pause and Think is given to a student when a choice is made, a minor offense, that breaks one of our school-wide expectations. This is a time to have a conversation with the student concerning their behavior and discuss a different choice when faced with a situation in the future. If a student receives a Pause and Think, parents will be notified, and the form should be signed and returned to the school.
- **Office Referral:** When a student makes a behavioral choice that is deemed a major offense (ex. physical fight, extreme disrespect to a staff member, etc.), a referral will be made to the office for either the associate principal or principal to investigate.

DISASTER PROCEDURES

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

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

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

For additional information in a real emergency, refer to our school webpage at [Heritage Elementary Website](#), school [EduBlog](#), and/or notices on [Class Dojo](#).

ACADEMIC PROGRAMS

ACADEMIC STANDARDS

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

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

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

DUAL LANGUAGE IMMERSION

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

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

VAPA Teacher Collaboration

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

EXTRA CURRICULAR PROGRAMS

STUDENT LEADERSHIP

Students are given leadership opportunities by participating in the following: Safety Patrol, Morning Broadcasting, Peace Patrol, Anchored for Life, No Place for Hate, sports teams, musical performances, facilitators of our blacktop assemblies and/or in serving as classroom and office volunteers.

Safety Patrol

Provides pedestrian safety for students and parents.

KHRTG Broadcast

Our closed-circuit news broadcast is a source of communication lead by students.

Peace Patrol

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

Anchored for Life

The ever-growing Anchored4Life is a peer-to-peer transition and resiliency program that provides lasting opportunities and genuine support systems to enhance life skills, builds confidence and reinforces self-worth, empathy and integrity for 3rd-6th grade elementary school-age children and is supported by the US Navy.

No Place for Hate

No Place for Hate is an anti-defamatory student-led program. Whether you're a student, educator or family member, you have a role to play in combating bias and bullying as a means to stop the escalation of hate. No Place for Hate® is a self-directed program helping all members of our school community to do just that.

Sports

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

Musical Performance

Student performance of an adapted musical/theater production; created, practiced and performed for students and parents on campus.

PARENT INVOLVEMENT

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

ASSEMBLIES

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

To foster a positive and safe learning environment, we celebrate quarterly with A.C.E. Awards for students who have demonstrated Academic **A**chievement, Outstanding **C**itizenship, and Outstanding **E**ffort.

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

VISITORS AND VOLUNTEERS

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

Teachers must begin teaching promptly at 7:45 am.

Please honor instructional time by not engaging in discussions regarding your child's needs from 7:40 am to 2:15 pm.

All visitors/volunteers are required to register on the Raptor Identification System prior to entering campus. Once registered, it is required to sign-in at the school office and receive a visitor/volunteer badge before entering campus. Any non-CVESD adult on campus during the school day without a badge will be stopped and escorted to the front office.

VOLUNTEERS

All volunteers must have teacher approval before working on an assigned day.

All persons who volunteer at a school site and are in contact with students must also have a current negative tuberculin (TB) test and copy of COVID-19 vaccination card on file at their school site. Please see the school secretary for a list of times and sites within the district where you may obtain the TB test free of charge.

All volunteers working with students on a regular basis (more than three days per week) are required to be fingerprinted by the proper authorities. Please see the school secretary for more information on how to obtain and submit fingerprints.

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

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

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

FAMILY RESOURCES

ON-SITE CHILD CARE

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

Hours: 6:00 am to 6:30 pm

For more information contact:

South Bay YMCA
1201 Paseo Magada
Chula Vista, CA 91910
(619) 421-8805

DASH

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

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

Hours:

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

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

OTHER RESOURCES

Fair Winds Family Resource Center

Free Child and Family Services
1450 Loma Lane
Chula Vista, CA 91911
(619) 420-0468

COMMUNITY PHONE NUMBERS: Area Code 619

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

PARENT CODE OF CONDUCT

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

If you are a volunteer, then you must be assisting a teacher or staff member on campus in a volunteer capacity. Younger siblings are allowed on campus however, they are not allowed in classrooms, library/lab or in the staff workroom/copy room. They **MUST** be supervised at all times by the parent/guardian to ensure they are not disrupting other students and/or classrooms. Siblings that are not students cannot play at recess time for safety reasons.

Students are not permitted to play on the playground, including play structures before or after school hours, as there is no staff supervision.

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

CODES:

Education Code:

- 32210 Willful disturbance of public school or meeting – Misdemeanor
- 32211 Threatened disruption or interference with classes – Misdemeanor
- 49334 Injurious objects – notice to law enforcement agency
- 51101 Monitoring attendance and tardiness of your child/children

Penal Code:

- 243.5 Assault or battery on school property
- 415.5 Disturbance of peace of school
- 626.4 Unlawful entry upon campus or facility
- 626.8 Disruptive presence at school
- 658 Loitering about schools or public places

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