

# T.H.E. Leadership Academy Parent/Student Handbook 2019-2020



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**\*\*T.H.E. Leadership Academy is a Please and Thank You School\*\***



**Distinguished  
Program**

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Recognized by Apple as a distinguished program for innovation, leadership, and educational excellence.

Get Connected!

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## **Vista Unified School District Vision Statement**

Our vision in Vista Unified School District is to be the model of educational excellence and innovation.

### **T.H.E. Leadership Academy Mission**

Our mission is to educate all students to become eager, compassionate lifelong learners and creative problem solvers. We accomplish this by providing an engaging and safe learning environment with high expectations and accountability.



### **Principal's Welcome**

Welcome to T.H.E. Leadership Academy! I am honored to be the principal of such an outstanding school. I look forward to an exciting year of learning, celebration and fun. Everyone at T.H.E. Leadership Academy is committed to the belief that all students can learn. We have created a learning environment designed to meet the needs of every child. Our dedicated, highly qualified teachers provide an excellent education by using effective teaching strategies and standards-based curriculum materials. T.H.E. Leadership Academy's discipline policy supports a safe school environment, which enables each child to benefit from our exceptional school programs.

Parents and students who come to T.H.E. Leadership Academy find caring teachers and staff committed to serving our school community, and providing a cohesive learning environment with high expectations for every child.

We are happy to have you here, and hope this handbook provides you with some of the answers to your questions regarding T.H.E. Leadership Academy. Please take an active part in your child's education. Together we can make a difference!

Most sincerely,

Kim Morton  
Principal

## **Educational Partnership**

In order for each student to reach their highest potential, the home and school must be willing to recognize and agree upon responsibilities of each party in the learning process.

### ***Staff Responsibilities/ Standards***

- Reflect a personal enthusiasm for learning and support a positive and safe learning environment for all children.
- Promote learning by being well prepared to teach grade level standards in all areas of the curriculum.
- Communicate with students and parents in a regular and positive manner regarding successes, concerns and proposed solutions.
- Set high expectations for quality work and classroom behavior, and hold students accountable.
- Assist students to make appropriate behavioral choices.
- Offer an instructional program that provides for individual differences.
- Correct and return appropriate work in a timely manner.

### ***Student Responsibilities/ Standards***

- Come to school with a positive attitude and ready to learn.
- Attend school every day and on time.
- Cooperate with all staff by following rules and directions the first time they are given.
- Produce quality work in all areas of the curriculum by always doing my personal best.
- Conduct myself in a safe, quiet and orderly manner. This means being accountable for my own behavior.
- Treat adults and other students with respect and courtesy.
- Behave in a manner that does not interfere with the rights of other students.

### ***Parent Responsibilities/ Standard***

- Send your child to school each day ready to learn.
- Know, understand and support the rules your child is expected to follow at school.
- Be sure your child is in school every day and on time.
- Communicate with the school in a regular and positive manner.
- Ensure that your child is clean, well-rested, in good health and properly nourished.
- Review all school communication.
- Attend parent conferences, Back-to-School Night, Open House and other school events.
- Provide a quiet place and time for your child to do homework.
- Support the school and district homework, discipline and attendance policies.

## What are we working on this year?

### *Technology integration with iPads, Innovation Labs, and The Leader in Me*

"Young students can do much more with technology than we can even imagine, we just need to give them the chance."

-Brad Flickinger

#### *Technology integration with iPads*

We embrace technology at T.H.E. Leadership Academy by putting tools in students' hands. iPads are the perfect digital learning companion, and we proudly offer students in every grade level the opportunity to engage with these powerful tools. The Mission of the Vista Unified School District is to inspire every student to persevere as a critical thinker who collaborates to solve real world problems. We seek to actualize this mission by providing rich experiences for our students. When you walk into a T.H.E. Leadership Academy classroom, you feel the energy as young students research topics, create interactive projects, and share them with their classmates. Activities like these give our students real-world, problem-solving experiences and ownership of their learning, while building global competencies. At T.H.E. Leadership Academy, iPads inspire creativity and make a real difference in student learning, thereby opening doors to the future.

#### *Innovation Labs*

As part of the enrichment experience at our school, students visit innovation labs on a weekly basis. A **STEM** lab with flexible furniture, multi-platform devices, a green room recording studio and science/engineering lets students design and explore a variety of hands-on activities. A **GREEN** lab lets students experience science in the outdoors. They plant, grow and harvest in our garden, learn about bugs/animals in our environment and solve real-world science challenges in our outdoor classroom. Our **PERFORMING ARTS** lab exposes students to dance, theatre, art and public speaking. This year we are adding a **MATH** lab where students will engage in hands-on math activities with games and math manipulatives. They will solve real-world math challenges using problem-solving and higher order thinking applications in math.

#### *Leader in Me*

T.H.E. Leadership Academy wrote and received a multi-year grant to implement the "Leader in Me" program which is based on the Seven Habits of Highly Effective People by Dr. Stephen Covey. The program teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. We value supporting the social and emotional well-being of each child. This program seeks to understand the strengths, interests and values of every student. We will celebrate these strengths to build leaders and create programs that tap into the talents of our students. We will build a school-wide culture based on these seven habits and implement a common language that seeks community and confidence in all. Parent workshops will be offered throughout the year so families can learn about the habits being practiced at school. We welcome you to attend and learn!

#### Seven Habits:

1. Be proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek first to understand, then to be understood
6. Synergize
7. Sharpen the saw

## T.HE. Leadership Academy Bell Schedule 2019-2020

Grades K-5                      Mondays                      8:00 AM - 12:51 PM

Grades K-5                      Tuesday - Friday                      8:00 AM - 2:18 PM

Breakfast - All grades 7:30 - 8:00 AM

### Morning Recess

Grade Level	Time	
Kindergarten	Mon and Minimum Day 11:35 - 11:50	Tues - Fri 12:30 - 12:45
1-2	Mon and Minimum Day 8:40 - 8:55	Tues - Fri 9:40-9:55
3-5	Mon and Minimum Day 9:00 - 9:15	Tues - Fri 10:10 - 10:25

### Regular Lunch and Recess Tuesday - Friday

	Recess - Play	Lunch - Eat
Kindergarten	10:30 - 10:55	10:55 - 11:15
1st Grade	11:00 - 11:20	11:20 - 11:45
2nd Grade	11:15 - 11:35	11:35 - 12:00
3rd Grade	11:30 - 11:50	11:50 - 12:15
4th Grade	11:45 - 12:05	12:05 - 12:30
5th Grade	12:00 - 12:20	12:20 - 12:45

### Early Release Monday & Minimum Day Lunch Schedule

	Recess - Play	Lunch - Eat
Kindergarten	9:50 - 10:15	10:15 - 10:35
1st Grade	10:15 - 10:35	10:35 - 11:00
2nd Grade	10:30 - 10:50	10:50 - 11:15
3rd Grade	10:45 - 11:05	11:05 - 11:30
4th Grade	11:00 - 11:20	11:20 - 11:45
5th Grade	11:15 - 11:35	11:35 - 12:00

# T.H.E. Leadership Academy Events Calendar 2019-2020

\*This is a tentative calendar    \*\*All dates subject to change

August 13- Back to School Night for TK and K at 4PM  
August 13- Welcome Back Night for all families (grades 1-5, 5-7PM)  
August 15 - First Day of School  
August 22 - Back to School Night (grades 1-2 6-6:30, grades 3-5 6:30-7)/PTA Association Meeting 5:45  
August 30 - Picture Day

September 2 - No School (Labor Day)  
September 11 - Minimum day (staff development)  
September 19 - Watch D.O.G.s Pizza Night (dads and students)  
September 27 - Campout

October - Food Drive  
October 25 - Freaky Friday

November 11 - No School Veteran's Day  
November 12-15 - Parent Conferences (minimum days)  
November 22- Jog a Thon/Food Drive  
November 25-29 - Thanksgiving Week

December - Book Fair  
December - Family Movie Night  
December 23 - January 6 - Winter Recess

January 7 - First Day Back after break  
January 20 - No School MLK Jr. Day  
January 24 - Spring Pictures  
January 24 - Family Science Night  
January 31 - No School - Professional Development Day

February 5 - Staff Development Minimum day  
February 7- Valentine's dance  
February 14-17 No School (President's Day)

March 2 - March 6 - Read across America  
March 13 - Family Movie Night/Association Meeting  
March 30- April 3 - Spring Break

April 6 - First Day Back after break  
- Book Fair (BOGO)  
April 16 - Open House, Leadership Day/PTA Association Meeting 5:45

May 15 - Music on the Green  
May 25 - No School (Memorial Day)

June 2- 5th grade promotion  
June 3 - Last Day



## School Rules

*All of T.H.E Leadership Academy rules are based on guidelines that reflect safety, respect and responsibility.*

### **Students are expected to:**

- Treat others with respect by being kind and courteous.
- Follow directions the first time.
- Only use polite words.
- Work and play safely.
- Take good care of school and personal property.
- Keep hands and feet to yourself.



### ***T.H.E LEADERSHIP ACADEMY'S SCHOOL WIDE DISCIPLINE PLAN***

The school-wide discipline plan provides a structure to support a calm and safe school environment while helping students to develop self-discipline, strong character, and a sense of responsibility.

### **The primary goals of the plan are to:**

- Establish a calm, orderly, safe and engaging environment for learning.
- Help children develop self-control and self-discipline to monitor their own behavior.
- Teach children to think and act in socially responsible ways.
- Promote respectful, kind, and positive teacher/student and student/student interactions.
- Appreciate the role of proper social standards of behavior in our school environment.
- Develop leadership skills.

Our approach is to help students become aware of how their actions can bring positive and negative consequences to themselves and others. Staff members emphasize and recognize appropriate behavior by giving verbal praise, sending positive notes to parents, etc. We know and recognize that everyone makes mistakes from time to time and this can help students learn a valuable life lesson about appropriate behavior.

***Please be aware of the following behaviors and the school's perception of how serious the behaviors are considered:***

### **Actions which are considered major violations:**

- Ignoring the instructions of school personnel
- Continued violation of school/classroom rules
- Throwing rocks and/or other objects
- Use of inappropriate language
- Lying/cheating
- Being unkind to others through words or actions



**Actions which are absolutely prohibited:** (Board Policies No. 5030, 5032 and 5034)

- Defiance of authority and deliberate classroom disruptions
- Assault – verbal or physical threat or action against other persons
- Fighting
- The use or possession of any alcohol, tobacco, or drug paraphernalia
- Theft of school or personal property
- Vandalism – deliberate destruction of, or damage to school property or the property of others
- The use or possession of any item which could cause injury to self or others
- Sexual/racial harassment of any kind

***Our ultimate goal is to provide a safe, nurturing environment where students learn and grow into responsible and valued members of our T.H.E. Leadership Academy Community.***

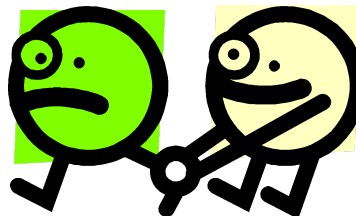
**Skates, skateboards, shoes with wheels, or toys of any kind, including trading cards, are not allowed at school. No candy or gum at school. (Some toys are approved for playground use only - check with office staff for these).**

**Severe Behavior Consequences**

If a student engages in any prohibited behavior, school personnel may send the student immediately to the principal. The principal may use any of the following consequences in this situation:

- Counsel the student and/or write a citizenship report for parent/guardian to sign for behavior.
- Have the student call home and discuss the situation with the parent.
- Take away the student's morning and/or lunch recess period.
- Have the student spend the day in another classroom doing class work (in-school suspension).
- Have the student stay home (suspension). If it is for a repeated offense, the suspension could be for several days.
- Set up a behavior contract with child, teacher, and parent.

We appreciate parental support in helping us to maintain appropriate behavior for the safety and well-being of all students at T.H.E Leadership Academy.



## **Sexual Harassment** (Board Policy No. 500.1)

Any type of sexual harassment between students, or between staff and students, will not be tolerated. Forms of harassment include, but are not limited to, verbal comments, offensive touching, visual harassment or sexual advances. Any student wishing to make a complaint should report it to the principal, teacher or any other school personnel. District policy calls for a thorough investigation and appropriate action to be taken against the harasser.

## **Bullying Policy** (Board Policy No. 5036)

Students are prohibited from engaging in the discrimination or harassment of another student or employees of the District. Students who engage in discrimination or harassment of other students or District employees may be subject to disciplinary action.

Bullying of any kind will not be tolerated and serious consequences will occur for such behavior.

## **Celebrating our Successes**

### **Student of the Month**

Classroom teachers select responsible and respectful students each month to receive awards at our school-wide Friday Flag Ceremony. Certificates are awarded at the ceremony and parents are invited to celebrate their child's achievement. These assemblies are held on the last Friday of each month. The morning assembly is for grades 1-2, the mid-day assembly is for Kindergarten, and the afternoon assembly is for grades 3-5. Students are recognized for their academic achievements as well as for good character in the classroom and around the school. We are constantly looking to recognize students who exemplify the T.H.E Leadership Academy spirit of cooperation by doing their personal best.

### **Accelerated Reader**

Students are encouraged to read books and show their comprehension by taking quizzes on the computer through our Accelerated Reader program. They earn points based on their quiz results. Each student (grades 2-5) has an accelerated reader goal each grading period. Quarterly assemblies are held to honor students who meet or exceed their Accelerated Reader goals. We want our children to enjoy reading and love books.



### **Perfect Attendance**

Students are recognized throughout the year for perfect attendance. In order to qualify for perfect attendance, a child must be in school every day for the entire instructional day. This also includes not

being tardy or late for school. Students with perfect attendance for the entire year are given a special certificate at the end of the year.



### **Dress Code for all Students**

We believe that appropriate dress and grooming contribute to a productive learning environment. Clothes worn to school should be appropriate for elementary school activities. Students wearing inappropriate clothing will be asked to have alternate clothing brought from home.

Clothing must be clean and in good repair and cannot be tattered or torn. It must conceal undergarments at all times. Hair must be clean, neat and well-groomed.

The following items of clothing/accessories are **considered inappropriate** and or/disruptive to the educational process and are therefore not allowed:

- Pants must be secure at the waist and not “sagging” and/or “bagging” below the waist.
- Clothing, jewelry and personal items must be free of writing, pictures or any other insignia that contains vulgar, profane, gang-related symbols or sexually suggestive words. It may not advertise drugs or alcohol or advocate racial, ethnic or religious prejudice.
- Looped or dangling earrings or chains attached to clothing.
- Beach attire including halter tops, spaghetti straps, low necklines, off-the-shoulder, tube tops or any attire which exposes the midriff when arms are raised.
- Tops with armholes that do not fit snugly.
- Hats and hoods may not be worn inside school buildings or during class. Plain, solid-colored hats (with no designs, insignias or patterns) are permitted only during recess to provide protection from the sun.
- Skirts, shorts or dresses must be no shorter than mid thigh.
- Make-up and false nails.

Since clothing fashions and fads change frequently, it is not possible to address every specific type of inappropriate dress. If a student’s attire distracts from or interferes with the educational process, it will be considered inappropriate even if it does not appear on the above list. There are times when students may be required to change their clothes. If clothes are not available in the nurse’s office, parents may be contacted.

In order to participate in sports and recess activities, footwear that provides adequate protection is to be worn at all times. Tennis shoes or sneakers are recommended. No sandals please!



## Homework Policy

### **T.H.E. Leadership Academy's Expectations for Student Success**

We expect all of our T.H.E Leadership Academy children to be successful in school. We know that when students are expected to succeed, they usually do succeed. By letting your child know what your expectations are for him/her you become a valuable part of the “team effort” to help your child succeed. You can help support your child’s school success by requiring regular school attendance. Frequent absences and/or tardies can hurt school performance. Look for ways to improve your child’s study habits. Provide a quiet place for your child to complete his/her homework. A dedicated study area with good lighting, pencils and paper are important. When appropriate, encourage your child to read the homework aloud. This is a wonderful method of self-checking and encourages attention to the overall content. **Remember to check the homework with your child before he/she returns it to the teacher.**

At T.H.E Leadership Academy, we believe that homework can be a beneficial part of a child’s education. In the primary grades, homework can help children develop good study habits. Homework can help all children recognize that they can learn at home as well as at school. It can foster independent learning and responsible character traits. Homework can give parents an opportunity to see what is going on at school while helping their children with organizational skills. The process of completing and returning homework is an organizational skill. Children need to learn organizational strategies as they learn to plan, begin, and finish their homework. Students who can plan a task are usually more successful and can do the task in a shorter amount of time. Therefore, it makes sense to think of homework as routines that can be planned and carried out. Keep all school items in one place for easy access and a “no excuses” approach to homework completion. Find a quiet study area and turn the television and radio off. Children need to know that their family members think homework is important. If they know their families care, children have a good reason to complete assignments and to turn them in on time. Working together, we can support all children in their academic success.

### **T.H.E Leadership Academy's Homework Definition**

Homework is any work assigned to students for out-of-school effort in order to expand their fields of interest or develop skills, understanding and talents. Homework may be one of the following three types:

1. Needed practice or drill on work that has been introduced at school
2. Make-up work of work missed during an illness or other absence
3. Use of school-learned knowledge and skills to expand the student’s field of interest and enrich his/her education

### **Grade Level Minutes for Homework**

Students may be assigned the following approximate minutes of homework each school night (Monday – Thursday):

Grades K & 1 10 - 15 minutes plus nightly reading

Grades 2 & 3 20 - 30 minutes plus 20 minutes nightly reading

Grades 4 & 5 40 minutes plus 20 minutes nightly reading

Please remember that homework is an extension of what your child has learned in class. Our teachers do a great job of reviewing the homework expectations with their students. We depend on your support in making sure that the homework is completed and returned to school on time.



In addition to regular homework, **your child should be reading at home every night.** We know that the more children read, the better they do in school. Research shows that the amount of reading that students do both in and out of school is positively related to their reading achievement. Reading aloud to your children is also important. Reading at home can include the adult reading both to and with a child. We have implemented a school-wide reading program called Accelerated Reader. Students can take comprehension tests on the computer at school to receive points towards an established goal. Incentives are provided throughout the year for this program. As always, we thank you for the support you provide your children at home with their schooling. Working together, we can support all children in their academic success.

### **Library**

Students have a weekly scheduled time in the library. We have a large collection of fiction and non-fiction books available for students to check out and enjoy. Books in our library have been coded with Accelerated Reader levels. This will assist students in checking out books at the appropriate reading level. Parents are welcome to use our library as a source for reading materials for the home. The library has open hours before and after school.

## Attendance

School begins at 8:00 AM for all students.  
Call 760 631-6242 ext 43009 to verify absences.



### **SCHOOL ABSENCES (Board Policy No 5005)**

If your child is unable to attend school, please call the school office the morning of the day your child is absent. If you cannot phone us, please send a note the day your child returns to school giving the specific reason for the absence, your name, and your signature. Please be sure the note is brought to the office.

The only reasons for an excused absence are **illness, doctor's or dentist's appointment; all other situations are unexcused absences**. Our school district, as well as the School Attendance Review Board, considers three unexcused absences and/or tardies as truancy. **The district has set a new policy that parents only have 72 hours (3 days) to verify an illness.** After this, it will be considered an "unexcused absence."

Parents will be notified when the school is concerned about their child's attendance. A first letter will be sent home after a child is absent three unexcused days. When a child's attendance improves after one letter, everyone wins!

### **School Tardiness**

Be sure your child is in school every day and on time.

### **SARB (School Attendance Review Board)**

If your child is excessively absent (10 days) from school for whatever reason – including truancy, illness and tardiness – he/she will be referred to T.H.E Leadership Academy's Attendance Review Team. If no improvement in attendance results, he/she will be referred to the district's School Attendance Review Board. This group is responsible for making sure all of our students attend school every day. California state law requires children to attend school from six years of age to eighteen years of age. The SARB Committee will meet with parents or guardians to provide encouragement in school attendance. Ultimately, it is the parent/guardian's responsibility to make sure attendance is regular. State law allows for disciplinary actions against parents/guardians for failure to place a child in school.

### **School Safety Practices**

There is nothing more important to us than the safety of our students, and to improve in this area, changes have been made at T.H.E Leadership Academy in accordance with district board and administrative policy.

Out Districtwide emphasis on school safety includes the following:

- Before and after school, only students and staff will be allowed inside the campus perimeter.
- Parents can access staff via the scanning in/out procedure in the office for meetings, volunteer work and routine needs. Parents must register in office and wear badges provided.
- While in session, school perimeters will be secure and locked.
- During arrival and dismissal, one front gate will be open and supervised.
- Employees will wear their employee badges.
- Students shall be released during the school day only to the custody of an adult in possession of a valid, government issued photo identification card and if:
  - ❑ The adult is the student's custodial parent/guardian



- ❑ The adult has been authorized on the student's emergency card as someone to whom the student may be released **and** the custodial parent/guardian has given authorization by contacting the school.
- ❑ The adult has been authorized on the student's emergency card and the custodial parent/guardian cannot be reached, after the principal or designee verifies the adult's identity.



### **Bike Riders / Scooter Riders**

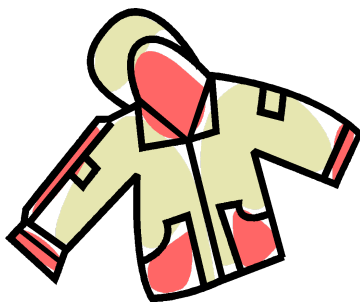
Bike riding and using a scooter are limited to students in grades 3-5. All riders must wear a safety helmet. Remind your child to use extreme caution at all times while riding. Bicycles must be locked for adequate protection in the designated bike areas near the Kindergarten classrooms.

### **Lost and Found**

Each year a large number of clothing items are donated to local relief organizations because they were left unclaimed at school. Please check our Lost and Found area for items that may belong to your child. **We encourage you to label jackets, sweatshirts, lunchboxes, and backpacks with your child's name.**

### **Toys**

Toys are NOT permitted at school unless it is part of a prearranged classroom activity or lunchtime approved. Please make sure students have names on toys that are approved or leave them at home.



### **Cell Phones and Electronic Devices**

- Students may bring cellphones to school; however, the cellphone must be turned off and stored in the teacher's desk during the school day. Students may use cell phones before/ after school **outside of the School's Main Gates** or with teacher permission (emergency only).
- School issued iPads may be used during school hours in accordance with our school acceptable use policy.
- A student with a non-approved electronic device (cellphone, iPod, Gameboy, PSP, etc) out and/or during school hours, will have their electronic device confiscated and the parents will be required to pick up from the school office.



## Home/School Communication

### **School Messenger**

This is a web-based telephone and email communication system that serves as another means of communication with our T.H.E Leadership Academy families. It is imperative that you maintain a current home phone number and email on file with the office in order to be able to receive these automated messages.



### **T.H.E Leadership Academy Website**

You may also visit T.H.E Leadership Academy' website to read about our faculty and school events. Current school newsletters, the school calendar, lunch menu and the school handbook can be found on our website. Please visit us at [th.vistausd.org](http://th.vistausd.org). This website is updated regularly and will provide the most current information regarding our school, programs and policies.

### **Twitter and Facebook**

We are pleased to use Social Media to share information with the community. Please follow us on:

\*Facebook: [Facebook Link](#)

\*Twitter [@Temple\\_Heights](#)

### **Classroom Newsletters**

Teachers provide classroom information via a classroom newsletter. The newsletter will provide specific information about curriculum, important dates and other announcements about classroom and school events.

## Health Services

The health office at T.H.E Leadership Academy is located in the office. The health technician is on duty to help in case of sickness or accidents during regular school hours. **Please make sure your phone contacts are kept up to date in case of emergency.** If your child has an accident or becomes ill at school, you will be contacted. **If there is an emergency and parent contact cannot be made, 911 will be called at the discretion of the office personnel.**

At the time of enrollment, parents should notify the school if their child has a health condition or physical disability that might need special attention during the school day. Allergies, asthma, or other conditions are examples of situations the school should know about so we can provide support.

### Medication taken at school

We are happy to assist your child with medicines that need to be taken at school. However, we request that the guidelines of the California Education Code and VUSD policy be followed:

- **Parent/guardian needs to have a written request** on the VUSD medication authorization form.
- We need a **physician's authorization** detailing the amount of the medication, the method and time schedules by which the medication is to be taken.
- This includes: **All medications (prescriptions, over-the-counter, and vitamin and herbal preparation.**
- Physician and parent authorizations **must be updated annually** or more frequently if there is any change in the medication, dosage, or time schedule.
- The medicine is to be in the **original container.**
- A designated **adult is to bring the medication to school.**
- Students may **NOT** carry any medication in their backpack at any time. This includes over the counter medications.



School personnel are not able to administer any medication without the written authorization of both the physician and parent. Please do not bring any medication to the school health office until these authorizations have been completed.

NOTE: At the end of the school year, parents are asked to pick up all medications. Medications left more than one week after the school year ends will be destroyed.

### Medicine (Board Policy No. 5023)

The Health Technician and Nurse are to be notified when your child is on any type of continuing medication even if it is taken at home. This will alert the staff in the event your child has a reaction at school.

### Health and Age Requirements

At the time of registration, you as parents will need to present an immunization record showing that your child has received all the required immunizations. This record may be the California Immunization Record or a letter from your doctor indicating the date each immunization was given to the child. All students must have the following immunizations:

**POLIO:** Four doses at any age; only three doses if at least one was given on or after the fourth birthday.

**DPT:** At least four doses; if last dose was given before the fourth birthday, one or more dosages are required.

**MMR:** Two doses, both on or after the first birthday.

**HEPATITIS B:** Three doses

**VARICELLA:** One dose administered on or after the first birthday or history of clinical disease documented by a physician.



### **Exemptions – Medical or Personal**

Your child may be exempt from immunizations because of a medical condition. If so, you must present a statement signed by your doctor stating the condition, whether or not the medical condition is temporary or permanent, and which immunizations your child cannot receive. If your child is exempt and there is a disease outbreak at school, the school may be ordered by the Health Department to temporarily exclude your child from school for his/her own protection.

### **First Grade Physical Examination Requirements**

Your child must have a physical examination some time in the 18 months prior to entering first grade. This is a Child Health and Disability Prevention requirement. Child Health and Disability Prevention providers offer the examination and necessary boosters free to low-income families. You may pick up the necessary forms and get information from the school office.

## Student Leadership Opportunities

***We believe that students need many opportunities to develop leadership skills for their future. We provide several ways for them to learn the importance and satisfaction of providing service to others.***



### **Safety Patrol**

Fifth grade students who demonstrate good leadership qualities are selected as members of Safety Patrol. Their role is to assist children in crossing streets to and from school and to enforce the school safety standards.



## Before and After School Programs

T.H.E Leadership Academy offers a comprehensive after school program that focuses on providing academic support to students. Our after school program is for T.H.E Leadership Academy students only and require parent permission to participate. Students must immediately report to the after school program. Students that leave campus may not return and will be counted absent.

### **AM/PM After School Program**

Students may enroll for our after school program under two categories.

The ASES program is provided for students who meet criteria established by the district. It is free of charge and provides care from 2:18 PM – 6:00 PM and has an attendance requirement. **Students must attend 5 days a week for 3 hours per day for a minimum of 15 hours. If a student does not follow the rules of the program, he/she may be asked to forfeit his/her spot.**

The AM-PM program is open from 6:30 AM – 6:00 PM to provide childcare before and after school and during breaks. There is a fee for this program, which is based on the frequency of attendance. Financial scholarships are available for those in need.

Both programs are run through our Supervisor: Denise Atteberry. If you would like additional information, please contact the after school office at 760 643-2677.

Activities for both programs are identical and are aligned to state and district core curriculum. A homework time is built into the program to assist students in completing their work. The program is set up with learning centers such as: art, science, writing, reading, games, blocks, and geography, which are changed weekly. The children have a choice of inside and/or outside time and individual and/or group activities. Snacks are provided.

### **Tutorials**

T.H.E Leadership Academy' teachers and staff provide academic support to students before and after school. Students will be identified by staff, and the parent will be contacted for permission. Times and dates will be announced as the tutorials become available.



### **Food Services**

Food service is open before school, and during lunch. Nutritious meals or a-la-carte items are available. Students needing financial assistance may apply for a free or reduced meal program. Applications are available at the front desk or cafeteria. A monthly menu is distributed at school and is also available online. Click the lunch link on our website.

If you are eligible for free meals, please get your applications in on time. Return the applications to school the next day. **Remember you must reapply each year. If you are waiting to hear about your eligibility, you must pay for lunches until your application has been approved.**

For students who will purchase breakfast and/or lunch, it is encouraged that parents prepay at the cafeteria. Please consider the following:

- ♦ **Prepay** for school lunches. You don't have to think about money each day.
- ♦ **Lunch** - \$2.50 **Breakfast** - \$1.00, **Milk/or Juice** – \$.50

## ***BREAKFAST***

T.H.E Leadership Academy offers a breakfast program for all children. Breakfast is served daily to students from 7:30 AM–8:00 AM. The cost is \$1.00 (includes a beverage).

## ***LUNCH***

Children may purchase lunch in the cafeteria or bring a sack lunch to school. A hot lunch prepared by district personnel may be purchased for \$2.00 (including a beverage). Students must pick up their own lunch. All food must remain on campus. Please follow the direction of the noon duty.

## ***NUTRITION***

Nutritious snacks from home are encouraged as morning energizers. Cookies, sweets, chips, and sodas are not considered nutritious as they are in the extra food group. The snacks should consist of fruits, vegetables, cheese, and crackers.

\*Red Hot Cheetos and other Red Hot chips are NOT allowed on campus.

## **Parking Lot Procedures for Drop off and Pick-Up**

The safety of our students is our number one priority. Therefore, for their safety and the safety of drivers, we request that you adhere to the following procedures, which will also maintain the flow of traffic:

1. In the morning, students may be dropped off (no earlier than 7:25 AM) in front of the school.
2. During morning drop off in the front parking lot, pull forward and stop next to the fence enclosure or in the lane as directed by school personnel. There will be staff members to help students exit cars safely starting at 7:30AM. In addition, our Safety Patrol helps maintain safety to ensure all students arrive and leave school safely.
3. Students may be picked up in the front parking lot after school. Please be patient as many cars arrive at the same time to pick up the children.
4. During the afternoon pick-up in the front parking lot, pull forward and stop next to the fence enclosure on either side. DO NOT ALLOW YOUR STUDENT TO LOAD FROM THE CURB. THEY MUST LOAD FROM THE CAGE ENCLOSURE. Again, make sure that you are close enough so that another vehicle can get around you.
5. DO NOT STOP IN THE THROUGH LANES AND DO NOT LEAVE YOUR CAR UNATTENDED unless you have parked in a parking stall.
6. PLEASE DRIVE SLOWLY AND BE AWARE OF STUDENTS AT ALL TIMES.
7. DO NOT TALK ON YOUR CELL PHONE WHILE YOU ARE DRIVING IN THE SCHOOL PARKING LOT.
8. At dismissal, parents are to wait for their child in front of the school, and not outside the classroom or in the lunch area.
9. Students and parents MUST CROSS THE PARKING LOT USING THE CROSSWALK.
10. The upper parking lot is for staff, busses, and AM-PM traffic only. STUDENTS MAY NOT BE DROPPED OFF OR PICKED UP IN THE UPPER PARKING LOT or at the strip mall across the street.

11. T.H.E Leadership Academy's office closes at 2:30 PM. Students must be picked up on time. It is the responsibility of the parents to have students picked up on time everyday. If you will be late, please call the office to let someone know. Child Protective Services or Oceanside Police may be called if a student is not picked up, arrangements made, or an alternative solution reached by 3:00 PM.



## Parent Involvement

### **PTA**

The Parent Teacher Association (PTA) is a group of volunteers. The PTA's mission is to provide opportunities to create memories of their time at elementary school. The PTA coordinates fundraisers, book fairs, t- shirt sales and the creation of the yearbook. We encourage you to attend PTA meetings. The atmosphere is informal and provides an excellent opportunity to acquaint yourself with the school. You, the parents, help our PTA make decisions on how to spend funds to support our students and our school.

### **Music at T.H.E Leadership Academy**

T.H.E Leadership Academy is proud to offer music classes to students in grades 3-5 on the ukulele and violin. These classes are FREE and offered to students on a voluntary basis. Classes occur before school, during lunch and after school. They are taught by volunteer staff and community members. These music groups proudly perform on campus and in the community.

### **SSC – School Site Council**

The **School Site Council** is an elected committee made up of parents, teachers, and administrators, which serves as an advisory board to the school administration to set budget priorities for T.H.E Leadership Academy. This committee meets regularly to develop, review, and recommend plans and budget for our School Improvement Program funds. Elections are held each year to choose representatives.

### **Parent Volunteer Program**

Vista schools are deeply committed to the use of volunteers to help teachers in the classroom, help supervise on field trips, and perform many other services for the schools. Volunteers can enrich education by sharing their special hobbies, skills, vocation, or special knowledge with students. Please contact the teacher and/or site administrator if you would like to share your unique specialty. A volunteer is defined as an individual who, with school district authorization, voluntarily assists on a regular and ongoing basis of 20 hours or more per school year.

**District policy requires a volunteer to complete: a Volunteer Application, Megan's Law Background Check, have a current TB clearance, sign a Volunteer Code of Conduct, and sign in and out each visit on the Guest/Volunteer Registry located in our school office.** Copies of the Volunteer Application and the Volunteer Code of Conduct can be picked up in the school office.



### **ELAC – English Language Advisory Committee**

ELAC is a committee made up of parents, teachers, and administrators. They meet regularly to develop, review, and recommend plans for students who are learning the English language.

## **Watch D.O.G.S.**

We are proud to offer WATCH D.O.G.S. (Dads Of Great Students) at T.H.E Leadership Academy. We welcome fathers, grandfathers, uncles and other father figures to join our team and volunteer at least one day during the school year. There are many activities where you can be actively engaged with students. You may help in the classroom or on the playground. This is a great way for students to gain positive male role models, while fathers gain a greater awareness of the positive impact they can have on their students' lives in three critical areas including: academic performance, self-esteem and social behavior. We are excited to include more volunteers at T.H.E Leadership Academy! Please contact Patty Landeros, parent liaison, for more information.

## **Visitor's Policy**

In order to guarantee student safety, confidentiality and to minimize interruptions to the instructional program, we appreciate your cooperation with the following policies:

- All visitors must scan in and out of the office. You will be requested to show identification if you are not familiar to the office personnel.
- Classroom visitations must be arranged with the teacher/principal in advance.
- We protect learning time for every student and we request classrooms not be interrupted during instruction.
- We will be happy to ensure your child receives lunches, books and other materials you drop off in the office. However, we will not interrupt learning to make these deliveries.
- Scheduled and pre-arranged visitations are typically limited to 30 minutes.
- Visitations should not be parent conferences. Parent conferences need to be scheduled at a time other than during instructional time.
- Visitors, other than the parent or guardian, must have written parent permission to observe a student.
- Confidentiality of other class members will be observed.
- Classroom tours for new or prospective students are scheduled through the office.







## T.H.E. Leadership Academy Song

Temple Heights in Oceanside,  
A place where learning comes alive.  
And when you look at all the rest,  
We know Dragons are the best.

Silver and Blue our colors are,  
The pride and spirit over the heart.  
We help each other achieve our goals,  
RAWR, RAWR, Dragons do as they're told.

U huh, Temple Heights is the Best  
U huh, Temple Heights is the Best  
U huh, Temple Heights is the Best  
Yeah, Yeah, Yeah – Yeah, Yeah, Yeah

T – H – E – Temple Heights Ele-men-tar-y  
Get to school on time  
Be the best we can be!  
WE ARE success makers!  
WE HELP our planet!  
WE ARE Dragons!  
WE HAVE the Magic!

Dragon's Lair is on our side,  
My teachers work stays with me inside.  
We help each other achieve our goals,  
RAWR, RAWR, Dragons do as they're told.

U huh, Temple Heights is the Best  
U huh, Temple Heights is the Best  
U huh, Temple Heights is the Best  
Yeah, Yeah, Yeah – Yeah, Yeah, Yeah

