



TMA

Parent Handbook



Tustin Memorial Academy Procedures

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ATTENDANCE

Students are required by law to attend school punctually and regularly. Parents must ensure students attend school and arrive on time, daily. "On time" is defined as in line when the final bell rings at 8:15 am. Excessive absences and/or tardies interfere with your child's learning and with the instructional program in the classroom. If a child's absence extends to two or more days, Parents may arrange with the teacher to pick up any assigned work. Independent study is an option for short term absences and are arranged through the front office. If you are interested in an independent study option for your child, please contact the office two weeks prior to the absence. Please know that simply notifying the office of an absence does not make it an "excused absence." We must follow state guidelines (see below).

ABSENCES: Excused vs. Unexcused

1. Excused
 - Illness (Please provide a doctor's note upon return)
 - Immediate family member funeral
 - Court appearance
 - Religious holiday
 - Independent Study (5 school days or more according to state policy)
 - Requires Independent Study form to be filled out in the school office at least 2 weeks prior to the absence for a *maximum* of 10 school days. An Independent Study will not be allowed at the end of the school year unless the student returns the completed forms and attends the remainder of the academic year. Absences beyond the 10 days will be unexcused.
2. All other absences are unexcused
3. A student with 7 or more excused absences will receive an Excessive Excused Absence Notification letter. Once a student has accumulated 10 excused absences, all future absences will have to be verified by a physician and provided upon returning to school.
4. Excessive absences may result in the revocation of your child's transfer.

PROCEDURES:

1. Contact the attendance office or send an email by 11:00 a.m. the day of the student's absence or the student must bring a note to school when they return explaining the absence
2. In the event the parent does not contact the school within 5 days of the absence, the absence will be considered unverified and will be recorded as a truancy
3. If for any reason the student is absent for more than two consecutive days, the parent must contact the teacher so that arrangements can be made to make up all missed classroom work
4. Truancies may result in the revocation of your child's transfer.

UNVERIFIED ABSENCES/TRUANCIES:

1. More than three unverified absences/truancies will result in a parent/principal conference. (Conference letter will be sent home)
2. An unexcused tardy or early pick-up of more than 30 minutes is considered a truancy as directed under District policy.
3. If the attendance problem is not rectified after the parent/principal conference, the student will be returned to his/her home school for the next school year

TARDIES/EARLY PICK-UP: Excused vs. Unexcused

1. Excused
 - Medical or dental appointment for the **student only**. This requires a note from the doctor, dentist or orthodontist and must be presented to the TMA office when the student arrives at school or if leaving early for an appointment, presented the following day
 - Immediate family member funeral

- Court appearance
 - Religious observance
2. All other reasons for tardiness are unexcused. Students will be considered tardy if they are not in line at the second bell. (One *excused* tardy will not be counted against perfect attendance. Any *unexcused* tardies do count against perfect attendance.)

PROCEDURES:

1. If student is tardy, the parent must accompany student to the office to complete a tardy slip
2. A copy of the tardy slip is given to the parent
3. The student gives a copy of the tardy slip to teacher and the office retains a copy of tardy slip with the accompanying note provided by the doctor, dentist or orthodontist
4. Phone contact will be made when your student has an unexcused tardy
5. Excessive tardies may result in the revocation of your child's transfer

BIRTHDAYS

TMA sponsors a Birthday Book Club to help your child celebrate their special day. Students may select a book to purchase for our library and a commemorative sticker will be placed inside indicating the donor's name. If you would like to provide a small snack for your child's classmates at recess on their birthday, you need to contact your child's teacher several days in advance. **We encourage you to support the TUSD and TMA wellness efforts by bringing NON-EDIBLE items (crafts, bookmarks, pencils, etc.) or healthful foods such as fresh fruit, frozen fruit juice popsicles, pretzels, popcorn, etc. *Please refrain from high sugar treats such as candy, cupcakes, and donuts.**

Additionally, you may recognize your child's birthday by purchasing space on the school marquee. Go to www.tmapto.org and click on the TMA Store link and then "Marquee Shout Outs." Your child's happy birthday wish will be in "lights" during the entire week of their birthday.

BELL SCHEDULES

REGULAR SCHEDULE (Mon., Tues., Thurs., & Fri.)

Transitional Kindergarten and Kindergarten: 8:15 a.m.-1:50 p.m.

TK & Kindergarten Snack: 10:00-10:20 a.m. Lunch: 12:00-12:40 p.m.

Grades 1-5: 8:15 a.m. – 2:43 p.m.

Recess: 10:10 – 10:30 a.m.

Lunch: 12:30 p.m. – 1:15 p.m.

WEDNESDAY MINIMUM DAY SCHEDULE:

Transitional Kindergarten & Kindergarten: 8:15-12:45 p.m.

Grades 1-5: 8:15 a.m. – 1:14 p.m.

Recess: 10:10 a.m. – 10:30 a.m.

Lunch: 12:44 p.m. – 1:14 p.m.

TMA Parking is limited. It is expected that parents and students will follow our drop off and pick up procedures. Please watch and share this video with all caregivers who will be dropping off or picking up your child: https://drive.google.com/file/d/1zTiqfGg2qdfEipaQpeF3J5J_8gAgsQXQ/view?usp=sharing

School Drop Off

TK and Kindergarten students must have a parent present with them until the bell rings at 8:15 am. 1st- 5th grade students may arrive at school starting at 7:55 a.m. There is no supervision prior to 7:55 and the grounds are not open to play. After 7:55 a.m, students must wait in the Star Terrace until the teacher on duty arrives and dismisses them to the playground. A warning bell will ring at 8:13 a.m. to signal students to “freeze” in place until the teacher signals that is it time for them to line up. All students must be in line by the time the final bell rings to be considered “on time” to school.

School Pick Up

The playgrounds are closed after school except for use by after school programs. Students should be picked up no later than 10 minutes after their release time. Students who are waiting to be picked up, or who must wait for a sibling, must do so in the Star Terrace. Parents should wait for their students in the Star Terrace or Character Counts Terrace and not in front of their classroom or hallways. An adult must accompany a student when walking across Browning. It is expected that parents and students will use the sidewalks on and around campus and NOT walk through the parking lot (unless parked in the lot).

Adams Gate Drop Off

Adams Gate is a cul-de-sac located at the back of TMA off of Tustin Ranch Road. Students may be dropped off at Adams Gate at 7:55 a.m. each morning. **Note:** *Adams Gate is locked each morning at 8:20 a.m. so please do not park your cars there if you intend to be at the school later than 8:20 a.m. Adams Gate will not be open again until dismissal.*

Adams Gate Pick Up

Parents of 1st-5th graders may pick up their students from Adams Gate at the end of the school day (refer to the Adams Gate parking and pick-up procedures at the back of the handbook).

Please note that there is no overhead shelter at Adams Gate; in case of rain, it is advised that you keep a small folding umbrella in your child’s backpack. A text message will be sent from the school if this gate needs to be closed due to flooding.

CLOSED CAMPUS

TMA is a closed campus. Students may not leave campus unless signed out in the office by an authorized adult. If a student needs to leave campus early, please notify the teacher in advance. The parent will need to check in with the office and the student will be called from the classroom.

CURRICULUM AND HOMEWORK

Curriculum

Phonemic Awareness- Heggerty

Phonics- Orton Gillingham

Language Arts- Benchmark Advance 2024

Math- Houghton Mifflin Harcourt, 2015

Science- Twig Education, 2020

Social Science- Savvas: My World Interactive, 2019

Health- TUSD created materials based on Positive Prevention Plus, 2017

Homework

The staff at TMA believes that homework provides an opportunity for students to practice concepts and skills learned in class, and encourages responsibility, self-discipline, and time management. Every child should be reading each night either with a parent, or independently. Some grades may assign daily math practice. Also, unfinished classroom work may also be sent home to be completed. Your teacher will explain his/her homework expectations, including missing homework assignments, at Back-to-School Night. If you have concerns regarding your child's homework, please reach out to your child's teacher immediately.

PARENTS' HOMEWORK RESPONSIBILITIES ARE TO:

- Provide a consistent time, a suitable place, and appropriate materials for homework and study activities
- Review assignments with child and review the finished work
- Encourage child to work independently on homework assignments
- Monitor neatness and accuracy of work that has been assigned
- Read, complete, and return any Discipline Report to school the next day
- Ensure that required forms and other necessary paperwork is completed and returned on time
- Communicate with your child's teacher if there are consistent difficulties at home with homework completion

STUDENTS' HOMEWORK RESPONSIBILITIES ARE TO:

- Ask questions in class so his/her homework is clearly understood
- Have necessary books and materials at home to do homework assignments
- Complete and return homework assignments on time
- Produce a high quality of work incorporating the highest level of accuracy and neatness
- Develop good study habits and a sense of responsibility for his/her own achievement
- Complete homework assigned during absences within teachers' designated time period

ENTRY TO CLASSROOMS AFTER HOURS FOR FORGOTTEN HOMEWORK/MATERIALS

Parents and students may return after school to pick up forgotten materials only if the teacher is present in the classroom and no later than 3:15 p.m. Please encourage your student to practice responsibility by remembering all items needed for the evening's work when they leave their classroom at the end of the day.

HOMEWORK TIME REQUIREMENTS

The following chart illustrates the average time that children should spend on homework. Please note that a child may be asked to complete unfinished class work at home in addition to homework on occasion. If you think your child is consistently spending more time on homework than suggested by these guidelines, you should immediately contact your child's classroom teacher to discuss the situation.

GRADE LEVEL	HOMEWORK TIME SCHEDULE
Kindergarten	10 - 25 Minutes
1 st -3rd	30 - 45 Minutes
4 th /5th	45 - 75 Minutes

EVALUATION OF HOMEWORK

All teachers will keep a record of completion for all homework assignments.

DRESS CODE

Uniform Dress Code

- Dress shirts, polo shirts, solid color t-shirts, or blouses must be worn. Color choices are solid navy blue, light blue, white, red, yellow, burgundy, or hunter green.
- Pants/shorts/skirts/dresses: Color choices are navy blue or khaki. Plaid jumpers, skirts, or dresses may also be worn.
- Spirit wear shirts may be worn on any day. Spirit wear includes jog-a-thon, robotics, student council, 5th grade shirts, or TMA apparel.
- Closed-toed shoes. *Sneakers are best for school. Crocs are not allowed at school.

IF YOU CHOOSE NOT TO HAVE YOUR CHILD COMPLY WITH THE TMA UNIFORM DRESS CODE, YOU MUST OBTAIN A WAIVER FROM THE SCHOOL OFFICE EACH SCHOOL YEAR AND FOLLOW THE TMA CLOTHING AND GROOMING POLICY FOR ALL STUDENTS (below).

Clothing and Grooming (All Students)

ACCEPTABLE

- Shirts and blouses must be sized appropriately. Shorts that do not show may be worn under dresses or skirts.
- Any shirts with wording must be appropriate for elementary school. No clothing that depicts violence, drugs, tobacco, alcohol, obscenity, bigotry, or are gang-related. **Principal will make the final decision on what is/is not appropriate. Ask if questions.*
- Pants must fit well with the waist no larger than 2 inches from natural waist size
- Dresses, shorts, and skirts must be at least “fingertip” length. Long (floor or ankle length) dresses or skirts may only be worn at specific programs (Ex. 5th grade colonial day).
- Shoes must be closed-toe, tied securely, and worn with socks. *No Crocs
- On PE days, shoes need to be athletic type shoes for safety reasons. **Shorts/skirts need to be “fingertip” length, even on PE days.*
- Hair must be neatly groomed so that it does not interfere with vision; no haircuts or colors that cause a distraction to the learning process of the student or others.
- TMA hats may be worn at recess, lunch, or PE for the purpose of limiting sun exposure. Hats and hoods must be removed in class.
- Scarves/headbands may be worn.
- Post-type earrings only may be worn—no dangling earrings or hoops.
- Nails must be natural and of a safe length. *No synthetic nails
- Make-up is not allowed at school (exception: class performances).

UNACCEPTABLE

- Undergarments that are visible
- Clothing that is unusually tight, revealing, oversized, baggy, or exposing the mid-section
- Attire, hairstyles, or jewelry that are disruptive to the teaching and learning process and other school activities
- Make-up and synthetic nails
- Decals, tattoos (permanent or temporary)
- Tank tops, muscle shirts, open mesh shirts, bare shoulders, bare midriffs, and spaghetti strap tops

- Clothing, shoes and accessories that endorse violence, drugs, tobacco, alcohol, obscenity, bigotry, or are gang-related (ex: skulls & cross bones)
- Ragged or torn clothing

TMA expects parents to monitor the dress of their children. Parent/guardian will be required to bring proper clothing to school if their student is out of compliance with the dress code requirements. Unresolved dress issues will be directed to the principal and a parent meeting will be held.

DISCIPLINE AND STUDENT CONDUCT

STUDENT CONDUCT

All children have equal rights to an education in a safe, nurturing and orderly environment. It is the principal's role to establish a climate that fosters these rights. Each child will be treated with respect and dignity. Fair and consistent rules have been established at Tustin Memorial Academy and will be reviewed annually with School Site Council and staff. These rules will be applied to maintain an appropriate learning environment for all students.

WE BELIEVE . . .

- every child is entitled to be treated with respect and dignity
- every child has the right to learn in a calm and orderly environment
- every child has the responsibility to respect others' rights to learn in an atmosphere that is conducive to learning
- every child is responsible for his or her own behavior

TMA staff has implemented a school-wide Positive Behavior System that encourages all students to remember three guiding principles—**be respectful, be responsible, and build relationships**. A copy of the expected behaviors is included at the back of our handbook and is posted in each classroom on campus. Listed below are the discipline procedures and consequences which will be implemented by the TMA staff when appropriate behavior does not occur:

1. Teacher/adult supervisor checks for student's understanding of the rule, and child may be required to practice the correct behavior to ensure understanding.
2. Student receives a verbal and written reminder (half sheet form called a Minor Referral) by teacher/adult supervisor. If indicated, the written reminder shall be signed by the parent and returned the next school day.
3. Three Minor Referrals for the same behavior may result in a Major Referral, which will be directed to the principal.
Major infractions include but are not limited to: defiance of authority, hitting or inappropriate body contact, continuous disruptive behavior, acts of vandalism, disrespectful/inappropriate language or gestures, inappropriate use of technology, or continued non-compliance with school rules.
4. Additional Major Referrals may result in further progressive discipline and may include the principal, teacher, and counselor and may result in a Behavior Plan.

Unacceptable behavior includes but is not limited to:

- Bodily contact on the playground should be avoided at all times. There will be no piling on top of others or "ganging up" for any purpose.
- Fighting/play fighting is not allowed. Do not push, trip, shove, or throw objects or rocks at a person at any time, even if you are "just playing." Fighting or threatening others will result in disciplinary action, which may include suspension and/or expulsion.

- Chasing games of any kind are not allowed on the blacktop area.
- Jump ropes should be used for jumping and should never be tied together or onto any playground equipment or to any student.
- Teasing and name calling are not allowed.
- At all recess times games are open to all students unless restricted to a specific grade level.
- When the bell rings, students are to stop playing and “freeze” until a whistle is blown. After the whistle, students will be directed by the duty to **walk immediately** to their lines. All playground equipment must be held and not played with while walking to or waiting in line.
- Students are expected to show respect for **all** adults as well as other students. All staff members maintain the responsibility for the safety and welfare of students on school grounds, and our students have the responsibility to behave in a safe, orderly, and respectful manner.

PROBLEM SOLVING STEPS

All students should attempt to solve problems using any or all of the following problem-solving steps:

1. Ignore it
2. Walk away
3. Say “I’m sorry”
4. Talk about it
5. “Rock-Paper-Scissors” to solve simple game disputes.
6. If being mistreated, say “Stop, I don’t like that!” If the student does not stop, report the situation to an adult immediately.
7. Tell an adult (dangerous play, fighting, or other serious situations may require going directly to an adult.)

APPROPRIATE DISCIPLINARY ACTIONS:

Violation of the rules at Tustin Memorial Academy may be handled by one or more of the following disciplinary actions:

- Conference and/or appropriate consequence
- Confiscation of materials not permitted on the campus which may be returned to parents
- Withholding of special privileges (Example: attendance at an assembly, Friday Fun, or field trip)
- Remove access to specific recess activities (Ex. no basketball for a determined amount of time)
- Temporary removal from the classroom by the teacher
- Removal from school for the remainder of the day
- Suspension by the teacher from his/her class or from school by the principal

Within the philosophy of our student code of conduct and the parent commitment agreement, teachers may have their own behavior management procedures in their classroom.

ACCEPTANCE OF RESPONSIBILITY

It is the responsibility of:

- the **school** to promote, develop, and enforce appropriate behavior on campus
- the **teachers** to organize and manage an environment that is conducive to learning and to teach acceptable forms of behavior
- the **students** to accept and understand the logical consequences of their actions
- the **parents** to assist in reviewing the rules with their child and support a safe, nurturing, and orderly environment

- the **school personnel and parents** to recognize and respond appropriately to positive and negative behaviors

Students will make appropriate choices when they know the standards of acceptable behavior. Children need to know the consequences for choosing whether or not to follow established expectations. Specific school and classroom standards and consequences have been developed and are included in this packet. Each teacher has the right to individualize their plan according to identified student needs and teaching style.

LUNCHES

All students are encouraged to eat during lunch period. We also recommend a small snack at recess. Students may bring a lunch from home or a hot lunch may be ordered from the school cafeteria. If your child is interested in buying hot lunch they may bring money each day or you may deposit money in an account for them that they draw against. You may either register for this on-line at www.myschoolbucks.com or you may send a check to the office with your student. If you are registering on-line you will need to call the school office to get your student's permanent ID number. If writing a check please make it payable to TUSD and write your student's name and room number on the check. *It is unknown at this time if school breakfast and lunch will continue to be free for the 2025-26 School Year.

Lunches may be dropped off for your student on the table in front of the office (directions provided at the table). If your student forgot their lunch and you have not brought them one by the time lunch begins, they will be instructed to eat a lunch from the cafeteria.

MEDICATION

Medication that needs to be taken by students at school will be administered by the health clerk or other designated adult. For the safety of all students, an adult must deliver all medications (prescription and non-prescription) to the school Health Office along with a medication permission form (available in the Health Office). This medication form must be filled out by the parent and signed by your physician to allow us to administer the medication. No medication is to be brought to school by the student nor will we send medication home with the student.

MESSAGES TO STUDENTS

Messages to students are relayed on an **"Emergency"** basis only. We understand that emergencies sometimes occur during the day that makes it necessary for you to contact your child. However, to minimize interruptions to classroom instruction, the office is unable to deliver messages to students in the classroom during instructional time nor can we transfer parent phone calls to a teacher's classroom. Please plan ahead and notify the school office or your student's teacher of any planned absence or early release/doctor's appointments by phone call or e-mail prior to the start of the school day. Students are not permitted to use cell phones or smart watches as phones during the school day. **Students will be allowed to use the office telephone in emergencies and very special circumstances as determined by school staff.**

PARKING

TMA Parking is limited. Expect for it to take 15-20 minutes to either drop off or pick up your child. It is expected that parents and students will follow our drop off and pick up procedures. Please watch and share this video with all caregivers who will be dropping off or picking up your child:

https://drive.google.com/file/d/1zTiqfGg2qdfEjpaQpeF3J5J_8gAgsQXQ/view?usp=sharing or use this QR code:



School parking is permitted in the “unmarked spaces” on the east side of the front parking lot after 8:15 a.m. and prior to 2:15 p.m. Do not park in a numbered staff parking space or other reserved space at any time. We have itinerant staff that work throughout the district who need to access their parking spot to deliver services to students in a timely manner. Additional parking is available in the parking lot to the south of the school (near the garden) or on the streets adjacent to the school. **Please be respectful when choosing a parking place on the street. Never park in red zones, in or blocking a neighbor’s driveway, double-park or park too close to trash cans on trash day (Thursday).**

PTO/STAR MEMBERSHIP

Your Parent Teacher Organization is just that. . . parents and teachers working together for the benefit of our children. TMA has a very active PTO that wants and needs your support. PTO membership and fundraising supports our amazing school garden, our PE teacher, Art Masters program, primary music program, field trips, assemblies, family nights, and many other events that foster a strong community. Information regarding joining the PTO will be distributed during the first week of school. You can also access their website www.tmapto.org.

STUDENT FEES

The Constitution of the State of California requires that we provide a public education to students free of charge. A student’s right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether a student gets a grade for the activity or class. Subject to certain exceptions, a student’s right to a free public education means that we cannot require you or your students to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your student to pay security deposits for access, participation, materials, or equipment.

Exceptions include:

- Charges for optional attendance as a spectator at a school or District sponsored activity.
- Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law.
- Paying the replacement cost for District books or supplies loaned to a student that the student fails to return, or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed \$10,000.
- Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.
- Medical or hospital insurance for field trips that is made available by the school district.
- Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.
- Charging for the parking of vehicles on school grounds.
- Charges for the rental or lease of personal property needed for District purposes, such as caps and gowns for graduation ceremonies.

- Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.
- Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.
- Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.
- Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.
- Deposits for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries.
- Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.

STUDENT STUDY TEAM (SST)

The Student Study Team (SST) is available to support all children. This is a collaborative process between parents and the school team to coordinate services to support your child, including behavioral, academic, attendance, and social emotional support. The Tustin Memorial SST may include but is not limited to the principal, resource specialist, counselor, nurse, and general education teachers. The Team may provide the teacher and parents with strategies for change, test data as needed and/or referral to services such as academic, behavioral, social emotional support. A student may be referred to the SSTeam by a parent or teacher.

VISITING CAMPUS

All visitors are required to check-in at the office and wear a visitor's badge while on campus. Upon leaving campus, please stop by the office and "sign out". If you would like to conference with your child's teacher, please call or e-mail the teacher to set up an appointment time. Please DO NOT expect to meet with your child's teacher during instruction time or before/after school without an appointment.

VOLUNTEER HOURS

Each TMA family is strongly encouraged to volunteer 10 hours to the school by the last day of the school year. Volunteer hours not only help support and strengthen our school but also show our children that we are committed to them and their education. In order to track each family's volunteer hours, we ask you to follow these guidelines:

- Sign in at the TMA office and put on a visitor's badge. You may also pick up a purple volunteer voucher slip at this time to take to the classroom.
- Upon completion of your volunteer time, please have the teacher sign your voucher and return it to the Volunteer Vouchers hanging file folder in the front office. At this time, please take the time to sign out.

All parents are required to fill out their own volunteer voucher slips and return them to the office to have their hours logged. TMA will send letters home in January, March, and May to all families regarding the status of their volunteer hours. Once you have completed your volunteer hours, we encourage you to continue to volunteer as your time permits, but you no longer are required to fill out the purple voucher slips. To assist you in meeting your volunteer hour requirement, we encourage you to check the TMA website for the PTO "volunteer want-ads"

or read the Friday Parent eNewsletter for information regarding volunteer opportunities. If you have any questions regarding this requirement, please contact the school office or volunteer coordinator.




WEEKLY COMMUNICATION

Newsletter E-blast: This weekly newsletter is e-mailed from school and contains a calendar of up-coming events as well as additional information regarding the happenings at TMA.

Activity Fliers: Fliers from outside organizations will be sent home occasionally to allow our students to register for after-school clubs or to inform you of additional activities available in our local area.

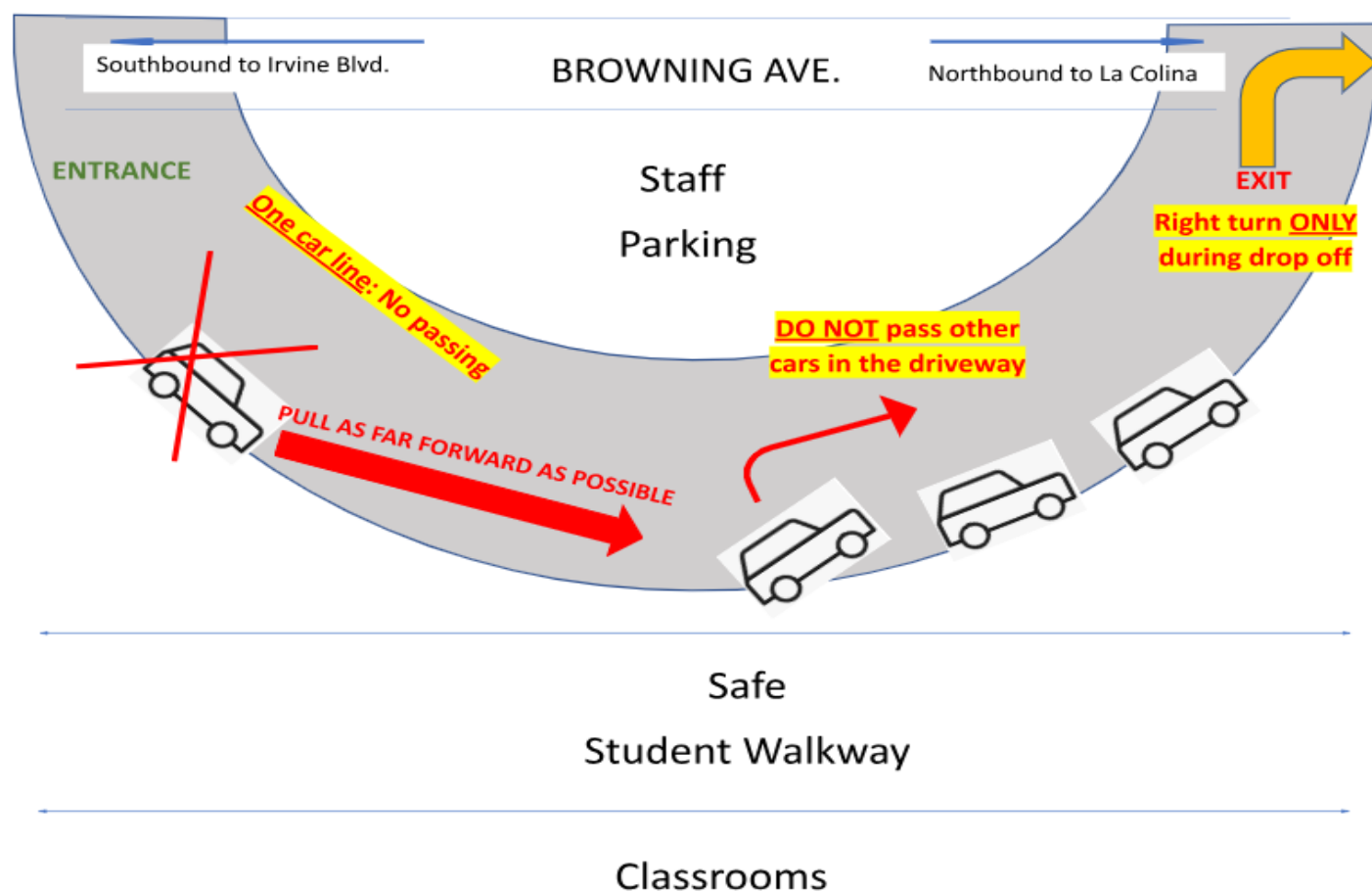
TMA Behavior Matrix

TMA / EXPECTED BEHAVIOR /2024-2025

	Be Respectful 	Be Responsible 	Build Relationships 
Classroom	<ul style="list-style-type: none"> Whole body listening Say kind words Use quiet voice Only enter a classroom when an adult is present Follow your classroom contract 	<ul style="list-style-type: none"> Bring materials and charged iPad Complete assignments Follow directions quickly Admit to mistakes Check in with my feelings throughout the day 	<ul style="list-style-type: none"> Work cooperatively with everyone Be a problem solver Be a bucket filler
Library	<ul style="list-style-type: none"> Whole body listening Speak in a quiet voice Leave your area neat and organized Wash or sanitize your hands before 	<ul style="list-style-type: none"> Return books on your library day Use equipment and tools properly Handle books and technology with care 	<ul style="list-style-type: none"> Show appreciation for all staff and helpers Address librarian and helpers by name Be a bucket filler
Garden	<ul style="list-style-type: none"> Stay on the path and walk at all times Don't pick anything without permission Keep hands, feet, and objects to yourself Listen and be respectful to volunteers 	<ul style="list-style-type: none"> Clean up after yourself Use appropriate voice level Use tools and supplies carefully 	<ul style="list-style-type: none"> Say please and thank you to garden volunteers Work cooperatively Be a bucket filler
Walkways	<ul style="list-style-type: none"> Walk and speak quietly Keep your hands, feet, and other objects to yourself 	<ul style="list-style-type: none"> Walk in designated areas Follow arrows when possible Be aware of learning zones 	<ul style="list-style-type: none"> Acknowledge others when they pass with a silent wave or smile
Lunch	<ul style="list-style-type: none"> Listen to adults and helpers Use good manners and appropriate voice levels Wait quietly to buy lunch 	<ul style="list-style-type: none"> Clean up after yourself Eat only in your designated area Stay seated until you are dismissed Wash hands before and after eating 	<ul style="list-style-type: none"> Use manners when you are eating Include others in conversation and play Be a bucket filler
Playground /Recess	<ul style="list-style-type: none"> Be aware of personal space Use kind words and gestures Listen to the adult on duty Admit a loss Share equipment 	<ul style="list-style-type: none"> Freeze when you hear the bell or whistle Follow the rules of the game you are playing Put all balls and equipment away 	<ul style="list-style-type: none"> Include everyone Make new friends Play fairly Be a problem solver Be a bucket filler

	<ul style="list-style-type: none"> Disagree politely 	<ul style="list-style-type: none"> Stay within the playground boundaries 	
Bathrooms	<ul style="list-style-type: none"> Use the facilities quickly and quietly Help keep the bathrooms clean Wait outside if the bathroom is full 	<ul style="list-style-type: none"> Flush the toilet Throw trash away Keep floors dry and clean Wash hands for 20 seconds 	<ul style="list-style-type: none"> Be courteous to others who are in the bathroom
M.P.R.	<ul style="list-style-type: none"> Whole body listening Raise <u>hand</u> to speak Use performance manners 	<ul style="list-style-type: none"> Pay attention Sit criss-cross 	<ul style="list-style-type: none"> Stay with your class
Before and After School	<ul style="list-style-type: none"> Be considerate of staff work times Remember to bring and take home all supplies and belongings 	<ul style="list-style-type: none"> Remain in designated areas Know your pickup location Only use the playground if a teacher is supervising 	<ul style="list-style-type: none"> Be polite to others when you are waiting Devices should be turned off Be a problem solver Be a bucket filler
Office	<ul style="list-style-type: none"> Be patient when the office staff is busy Use <u>appropriate</u> voice level Wait quietly by the nurse's office 	<ul style="list-style-type: none"> Remember your homework, supplies, and lunch every day Remember your water bottle 	<ul style="list-style-type: none"> Remember to <u>us</u> polite words say please and thank you Address office staff by name Be a bucket filler

Parking lot procedures:



TMA Front Parking Lot Dismissal Procedures

Cars may enter the parking lot before 2:25 pm and PARK. There is no drive through pick up at dismissal. At 2:25 the entrance will be blocked with traffic cones. Cars parked in the lot prior to 2:25 will be permitted to exit the lot at any time. **ONLY after school program vehicles will be allowed to enter the lot after 2:25.** At NO time should parents or students be waiting or walking through the parking lot (see **red X areas**). Please use the walkways shown below with yellow arrows. Parents, please use the crosswalks at La Colina or Rainbow and do not cross Browning in front of the school as it is unsafe.



Adams Gate Pick up Procedures

Students wait on the sidewalk between the blue cones for their parent to arrive.

* If you are parked on the south side of Adams (see the green arrows), DO NOT ask your student to walk beyond the blue cones to enter your vehicle. For their safety, you need to exit your car and come get them.

It is expected that all families choosing to pick up their child at the Adams Gate will follow these procedures for the safety of all our children.



Students wait on the sidewalk between the blue cones for their car to arrive.

*If you are waiting in the car line, DO NOT ask your student to walk beyond the blue cones to enter your vehicle.

*Under NO circumstances are cars to make a U-turn in the middle of Adams to avoid waiting in the car line.

TUSTIN UNIFIED SCHOOL DISTRICT

Tustin Memorial Academy (TMA)

COMMITMENT AGREEMENT

2025-26

AS A STUDENT OF TUSTIN MEMORIAL ACADEMY IN THE TUSTIN UNIFIED SCHOOL DISTRICT, I WILL:

1. Strive for excellence in academic work by observing the school's homework policy, completing all assignments neatly, accurately, on time, and making up work missed during all absences.
3. Show respect and courtesy to all students, adults, teachers, administrators, and staff members.
4. Comply with all requirements of school's dress code, discipline, attendance and classroom/playground policies and school procedures.
5. Attend all classes unless ill or excused and arrive at school on time.

I have read the COMMITMENT AGREEMENT and will abide by it.

Pupil Signature

Date

AS A PARENT OF A STUDENT AT TUSTIN MEMORIAL ACADEMY IN THE TUSTIN UNIFIED SCHOOL DISTRICT, I WILL:

1. Support the goals, philosophy, and programs of the school.
2. Assist my child in mastering the required academic standards for their grade level.
3. Participate in conferences with school personnel as requested and support mutually agreed-upon decisions.
4. Know and enforce the school's homework policy and provide conditions at home conducive to study.
5. Abide by all school policies and procedures. *Including drop-off, pick-up, and parking procedures.
6. Be responsible for my child's attendance and prompt arrival and pick-up each day.
7. Discuss any questions or concerns directly with my child's teacher.
8. I understand that TMA requests each family to provide ten (10) volunteer hours per school year.

I UNDERSTAND THAT BY CHOOSING TO ATTEND TUSTIN MEMORIAL ACADEMY I AM AGREEING TO ABIDE BY THE ABOVE COMMITMENTS. BLATANT DISREGARD OF THE ABOVE COMMITMENT EXPECTATIONS MAY RESULT IN YOUR CHILD'S RETURN TO HIS/HER SCHOOL OF RESIDENCE.

I have read the COMMITMENT AGREEMENT and will abide by it.

Parent/Guardian (Print Name)

Parent/Guardian (Signature)

Date