

# Normal Heights Elementary Student & Family Handbook

*Updated as of 8-3-25*



# Normal Heights Elementary School

## Student & Family Handbook

Please review this document carefully. We will keep you informed of any changes and/or any additional information as it becomes available. We appreciate your flexibility as all policies are subject to change. New/Updated information is noted in **yellow**. Items marked in **teal** indicate information that will be forthcoming as well as our “under construction” signs.

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## GENERAL SCHOOL INFORMATION

### Mission Statement

#### "Soaring to new heights"

Our mission at Normal Heights Elementary is for ALL students to achieve their fullest academic potential in a supportive learning environment that is welcoming to families and community while preparing our students to be contributing, highly productive citizens whose decision-making is based on strong core character values in a global society.

### What Makes Us Special

We are a school community with:

- supportive and involved parents;
- students who come to school eager to learn;
- a compassionate faculty devoted to their work, students and co-workers
- students, parents, teachers and community members keeping a supportive tone at the forefront of their work
- literacy-rich experiences for our students
- a joy for lifelong learning
- scholarly teaching and learning ... and the list continues.

### Guiding Values and Principles

The guiding values and principles below reflect the school community beliefs about the role of our school, the education it provides, and the impact we want this school community to have in our children's lives. The principle guides what we do, why we do it, and how we do it.

While many of these are fundamental to the way we operate, we remain open to amending them as we continue to grow.

- We can make a difference by being compassionate and kind.
- We can make a difference by setting a good example, modeling high expectations and holding each other accountable.
- We can make a difference by working together and treating each other as valued colleagues.
- Technology has great potential to enhance our students' learning and to improve lives around the world.
- We promote taking risks, investing in yourself, and celebrating all successes
- We are a community/team, and everyone's ideas and contributions are valued.
- We advocate for innovative instructional practices that are responsive to student needs.
- We believe in solving problems and implementing solutions.
- We advocate and teach character values and social responsibility.
- We hold high expectations for all.

## NHE Character School Pledge

*Today is a new day.  
I will improve myself.  
There are no limits  
to my personal success.  
**I WILL! I CAN! I MUST!***

## School Calendar

- [School District Calendar 2025-2026](#)
- Stay connected and up to date with our school-wide communication platform [Normal Heights Elementary Class Dojo](#)
- [Click here](#) to access our important dates and events for the 2025-2026 school year. Please note: All dates are subject to change
- At this time, parent meetings are in-person (ex. Back-To School Night, Parent/Teacher Conferences, IEP's, RTIs, SGT, SSC, etc.)
- After School Enrichment Programs adhere with health and safety guidelines.

## Staff Roster

[Click here](#) to view our staff roster with contact information.

## Office Hours

- Monday through Friday, 8:30 am to 4:00 pm.
- Phone number: 619-584-6000.
- If you call our office and it goes to voicemail, that means we are busy assisting parents and students. Please leave a message and your call will be returned.

## Office Contact

- John Aguilar, ext. 3011,, [jaguilar@sandi.net](mailto:jaguilar@sandi.net) , Principal
- Kyra Gelaro, ext. 3011, [kgelaro@sandi.net](mailto:kgelaro@sandi.net) , Elementary School Assistant
- Cynthia Calderon, ext. 3020, [ccalderon1@sandi.net](mailto:ccalderon1@sandi.net) , School Clerk, Attendance and Enrollment
- Ireem Alam, Ext. 3050, [ialam@sandi.net](mailto:ialam@sandi.net) , School Nurse
- Lindsey Gabriel, ext. 3050, [lgabriel@sandi.net](mailto:lgabriel@sandi.net) , Health Tech
- Florence Alabanza-de la Cruz, ext. 3055, [falabanza@sandi.net](mailto:falabanza@sandi.net) , [NHE Counseling Corner](#)

## PREPARING FOR THE FIRST DAY OF SCHOOL

The first day of school is always exciting! Prepare to come to school with a smile, patience, and be prepared for a high volume of cars around our school. 1st through 5th graders will line up on their class number on the playground. Parents please say your goodbyes at the playground. ECSE, UTK, and Kinder students will receive instructions from their teachers at orientation before school starts. Below are ways to prepare for the first day and what to bring:

- Plan for a good night's sleep and breakfast to start the day off right
- Know your child's designated gate and have a plan for the morning
- Review information in this document
- Prepare for the day with a positive attitude 😊

## What to Bring to School

- Backpack
- **Returning Students** need to bring issued Chromebook and charger NOTE: Chromebook and charger will be left in class during the week. New students will be issued a Chromebook and charger.
- Headphones - labeled in Ziploc bag with student's name
- Comfortable, closed-toe shoes
- Snacks that are on the [SDUSD Approved Food List](#)
- Lunch, labeled with your student's name - if they don't plan on eating the hot lunch provided.
- Reusable water bottle - labeled with your student's name.
- A jacket/sweater as windows and doors will be open at all times. - labeled with your student's name
- Apply sunscreen and bring a hat for outdoor eating and activities

## Supply List

As a public school all instructional materials are provided by the school. There are no items required for purchase to start school.

## First Week Forms to Complete & Review (ACTION ITEMS)

<b>School &amp; District Forms and Information</b>	<ul style="list-style-type: none"> <li>❑ <a href="#">Universal Form for all Parents</a> <i>(Please complete &amp; return to your child's teacher)</i></li> <li>❑ <a href="#">Health Info Exchange Form</a> <i>(Please complete &amp; return to school Nurse, Ireem Alam ialam@sandi.net)</i></li> <li>❑ SDUSD <a href="#">Facts for Parents</a></li> <li>❑ Update your contact information using the <a href="#">Powerschool Parent Portal</a></li> <li>❑ Please read the <a href="#">FAQ</a> and use <a href="#">this guide</a> to get started. <i>(please update the Enrollment Form or click Nothing has Changed and submit)</i></li> </ul>
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## ARRIVAL & DISMISSAL

### Arrival

- For the flow of traffic for Drop-off and Pick-up, please see [NHE School Map](#)
- The school gates will open at **8:50 am** for all students to enter campus. First Bell rings at 9:05 am. The Late Bell will ring at 9:10 am and all gates will close
- **Please DO NOT arrive earlier than 8:45 am.** We want to minimize groups waiting outside campus
- Late arrivals after **9:10 am** will go to the Front Office to receive a tardy slip. Tardy bell rings at **9:10am**
- Kindergarten-5th grade students need to enter at their designated gates and line up at the painted Room Number. ECSE-UTK should enter campus through their grade level gate. Please review [NHE Maps for grade level designated gates](#)
- Older siblings will be permitted to drop off their younger sibling's line up

- Students riding bicycles to school are able to store their bikes by the MPR. Ride into campus on Ward Road
- Teachers will come pick up their class at line up. **Families say their goodbyes at line up, we ask that you do not follow your child to their classroom**
- Our school parking lots are for Staff Only except for Handicap use
- Please be patient and kind, the morning and afternoon pick-up will be busy. Please allow time for this and drive safely

## Dismissal

- Students will be dismissed from the gate in which they entered
- Older siblings will be permitted to meet younger siblings at their designated gate. Please inform your children's teachers to make this arrangement
- Students leaving early will need to be signed out at the front office
- Inform the front office ASAP if you will be late to pick up your child at **3:35pm (1:20 pm on Wednesdays)** to avoid School Police being called. Call 619-584-6000 and Class Dojo message your child's teacher

## WHAT TO EXPECT DURING THE DAY

## Daily Schedule



- **NOTE: Lunch and recess time are subject to change.**

## Attendance Policy

- Please [notify the office](#) if your student is going to be absent. Contact Cynthia Calderon, School Clerk Attendance & Enrollment via email [ccalderon1@sandi.net](mailto:ccalderon1@sandi.net) or call 619-584-6000 ext. 3020
- Tardy students need to be admitted on campus through the main office for a tardy pass.
- NHE Attendance Procedure [click here](#)
- [NHE Attendance Expectation Letter to NHE Families](#)

## Eating on Campus

- Pack your student a healthy morning snack to be enjoyed at recess.

- School meals (breakfast and lunch) will be available to ALL students, at no cost, for the entire school year.
- We are offering a salad bar this year.
- [SDUSD Food & Nutrition Website](#)
- [Food and Nutrition Programs](#)
  - Sandi Coast Cafe Newsletter
  - Breakfast in the Classroom
  - Nutrition Break
  - Farm to School
  - Harvest of the Month
  - Meet Our Farmers

## **Lunch from Home**

SDUSD Health & Nutrition Services is committed to providing high quality, healthy and tasty meals for our students. Our school meals provide a well-balanced diet of healthy proteins, whole grains, a variety of dairy, and fresh fruits and vegetables. We believe in serving California Food for California Kids, and source from local farmers and producers as much as possible. A healthy and balanced diet is a life-long endeavor and modeling begins at infancy. If you choose to send lunch from home, please follow healthy guidelines and the [USDA's Smart Snack](#) in school standards and SDUSD's approved list.

Please support our commitment by avoiding snacks ie. Flaming Hot Cheetos, Takis, candy, high sugar fruit drinks etc.

## **NHE Classroom Food Policy** [click here](#)

## **Breakfast in the Classroom** [click here](#)

The Breakfast in the Classroom program ensures students start the day right by serving nutritious breakfast right at their desks. Studies have shown that the kids who miss breakfast also miss learning.. While some schools have offered breakfast for many years, Breakfast in the Classroom ensures that students eat breakfast by making it part of class time.

Breakfast in the Classroom is only available at schools in which 80 percent or more of the students qualify for the federal government's Free and Reduced Lunch Programs. San Diego Unified currently serves more than 30,000 breakfasts each day across more than 52 schools with Breakfast in the Classroom.

## **Weekly Lunch Menu**

- [Live Weekly Menu](#)
- More information, including nutrition and allergen facts, can be found on the [Food and Nutrition Services](#) page

## **Recess (Morning/Lunch)**

- All students will have two 15-minute recess periods each day (one morning recess on Wednesday) to eat a quick snack, use the restroom, and play at a designated area.
- Each classroom will have an assigned play area each day to maintain health and safety guidelines.
- Water Bottle Refill Stations are available to refill water bottles. Please label your water bottles.
- [Hawk Behavior Expectation](#)



## Physical Education (PE)

- [Project Impact TK-2](#)
- Project Impact [3-5](#)

## BEFORE/AFTER SCHOOL PROGRAMS

- We are proud to offer Prime Time for before and after school child care. To apply [click here](#) to visit Prime Time Website Also, you may contact Guadalupe Martinez Prime Time Director at NHE, ext. 3066 or email [gmartinez3@sandi.net](mailto:gmartinez3@sandi.net)

## HEALTH & SAFETY

**PLEASE DO NOT** send your student to school if they have any of the following symptoms:

Fever over 100 degrees	Sore throat
Cough	Extreme fatigue
Shortness of breath	New loss of taste or smell
Nausea, vomiting, or diarrhea	Headache/body aches
Nasal congestion/runny nose	

## Medications at School

- If your child requires routine or emergency medications while at school, the Health Office requires a [Physician's Recommendation for Medication](#) form to be on file.
- If your child has a preexisting or recurring medical condition (i.e: allergies, etc.), please have your child's pediatrician complete the [Certification of Chronic Medical Condition form](#) and return to the Health Office or email it to Rascha Conners [rconners@sandi.net](mailto:rconners@sandi.net) our School Nurse or Lindsey Gabriel [lgabriel@sandi.net](mailto:lgabriel@sandi.net) our Health Tech

**Search and Seizure Policy (AR 5145.12)** [click here](#)

**Wellness Policy** [click here](#)

**Hoover Cluster Community Resource** [click here](#)

**Tobacco Free School Policy** [click here for Parent Letter](#) [click here for Staff Memo](#)

## COMMUNICATION

### Teacher Communication

- Most teachers will share their preferred method of communication with you the first week of school. NOTE: There is a 24-48 hour response time to call and emails for all staff members.
- Frequently check your child(s) teacher's Class Dojo and [NHE School Class Dojo Story](#)

## Principal Communication

- Mr. Aguilar sends out messages via School Messenger (voice message and email) and in our NHE School Class Dojo Story. If you would like to make an appointment to speak with Mr. Aguilar please contact our Elementary School Assistant, Kyra Gelaro at [kgelaro@sandi.net](mailto:kgelaro@sandi.net) or call 619-584-6000 ext. 3011.

## School Counselor Communication

- Mrs. Alabanza-de la Cruz, NHE School Counselor will send out a Monthly [Home & School Connection, Counseling Newsletter](#) via School Messenger (email), NHE School Class Dojo Story and will post on our [Counseling Corner website](#).
- Mrs. Alabanza will also post weekly in NHE Class Dojo Story: Wellness Wednesday post, resources, reminders of Mindfulness, Character Counts, Health & Wellness, No Place For Hate Activities etc..

## Back to School Night

- Back to School Night is:
  - Back to School Night is Wednesday, August 23, 2023. All classrooms will repeat their presentation twice:
    - 5:30 - 5:55pm Presentation #1
    - 6:05 - 6:30pm Presentation #2
  - Please choose the time that works for you. As a reminder, Back to School Night is an opportunity for the parents to meet the teacher and be informed about their expectations, routines, and guidelines for the year. This is an adult event for parents and not a student event. There will not be any supervision of students. We can't wait to see you!
  - [School Counselor's Back To School Night Presentation](#)

## Parent Portal

- To access your student's attendance records, State test scores, view grades, and update contact information, login to the [PowerSchool PowerSchool Parent Portal](#).
- Visit the [SDUSD Parent Portal Job Aid](#) for more information on setting up your Parent Portal account if you do not already have one.
- **New Families:** Please reach out to [ccalderon1@sandi.net](mailto:ccalderon1@sandi.net) or call the main office at 619-584-6000 for your student's Access ID, Access Password to set up your Parent Portal.
- **Returning families:** Please update your contact information in the [Parent Portal](#) or call the office at 619-584-6000. You can download the [PowerSchool Parent Portal app here](#).

## Classroom Placements

- The staff at Normal Heights Elementary works hard to build equitable, balanced, and diverse classes across a number of factors including gender, race, academics, social-emotional needs as well as other factors. We appreciate your patience and understanding as this is a delicate and ever-changing process as enrollment shifts right up until the start of the school year.

### Classes are created based on district class size guidance:

- Early Childhood Special Education (ECSE) Hybrid average class size 18:4 ratio
- Grades UTK average of 20-24 students per class
- Grades K-2 have an average of 24 students per class
- Grades 4-5 have an average of 32 students per class

## Visitors and Volunteers

- The front office is open daily from 8:30 am-4:00 pm daily. Please remember to wear your mask.
- Volunteers need to fill out a [Volunteer Application](mailto:ccalderon1@sandi.net) each year. Contact Cynthia Calderon [ccalderon1@sandi.net](mailto:ccalderon1@sandi.net) with your completed form or stop by the front office
- When guidelines permit: We will be allowed one volunteer per classroom per day at this time in accordance with the health and safety guidelines. Please make arrangements with the teacher.

## Morning Opening, Assemblies, and Other Gatherings

- Assemblies or public gatherings, will be held either: Hawk Outdoor stage, Blacktop area, or Multi-purpose Room (MPR)
- Daily Morning Announcements are via Public Announcement (PA) System

## Student Dress Code

- All students and staff are expected to uphold high standards of conduct and appearance. Normal Heights Elementary encourages a dress code which emphasizes health, safety and comfort.
- Shorts may be worn but they may not be cut up the side jogging style, cut-offs, or extremely short.
- We recommend shoes with rubber soles, ties, velcro, or buckles. Please no flip flops. Dress shoes are not recommended because they are not comfortable at recess or PE.
- Hats and sunglasses are to be worn outside only.

### Guidelines for Normal Heights Elementary:

- Shoes must be worn at all times to prevent foot injuries during recess and P.E.
- Clothing should be suitable for normal school activities and considered acceptable attire for children in elementary school (i.e. dresses, slacks, sweaters, blouses, shirts, jeans and mid-thigh walking shorts).

### For your child's safety the following items are prohibited:

- Sandals, flip flops, slippers, high heel shoes and shoes with wheels - Students must wear tennis shoes on PE day.
- Make-up/lipstick.
- Excess jewelry including dangling earrings that can get caught or snagged.
- Any type of clothing with suggestive words/pictures or advertisements for alcohol, drugs, or tobacco.
- Short shorts, very tight shorts or tight skirts of any kind.
- Strapless or see-through shirts, crop tops, or tops with straps smaller than 1" wide.
- The principal may approve exceptions to the dress code for specific events, such as spirit days and Halloween.

## Bicycle Policy

- The San Diego Police Department requests that only students in grades 5 and above ride bicycles to school. Normal Heights has a policy that students in grade 4 and above are allowed to ride their bikes to school. It is highly recommended that younger students ride their bikes to school only with an adult.
- Bike rack is located by the MPR near the Hawks Wings. All students bike onto campus via Ward Road and park/lock their bikes at the bike rack by the MPR. It is highly recommended that bikes be

locked. SDUSD is not responsible for theft, damage, or loss of use to any bicycle, equipment or article left in/around this area.

- Helmets are required by California law. California state law requires all children ages 17 and under to wear a safety helmet whenever riding a bicycle, scooter, rollerblades, and skateboard.

## **Bullying and Intimidation Prohibition Policy**

- In accordance with district Policy A-3550, bullying or intimidation in any form are prohibited at school or school-related events or outside of school hours with the intention to be carried out during school hours. The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or intimidation.
- Any staff member who observes, overhears, or otherwise witnesses such actions or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its recurrence as detailed in the applicable administrative procedures. Students, parents/guardians, and visitors are also encouraged to report the behaviors to a staff member.
- Please visit [SDUSD Anti-bullying and Intimidation website here](#).
- Except in emergency situations, students will be referred to the principal only after teacher interventions and parent contact have not been successful. The teacher will send a referral slip with appropriate information to the Principal. The student will be counseled and provided guidelines and consequences for future behavior. The parents will be contacted, only if necessary.
- SDUSD has a ZERO TOLERANCE for weapons of any kind and for fighting.

## **Student Discipline & Restorative Discipline Policy [click here](#)**

- [Restorative Discipline Policy \(BP 5144\)](#)

## **Positive Behavior & Support**

- Our primary goal is for students to be safe at school.
- Students are expected to be responsible and respectful.
- Walk on sidewalks and respect community property. Please do not cut through the Staff Parking lot - it is not safe.
- Cross streets at crosswalks only - do not drop students off in the street at the drop-off line.
- Leave the school grounds immediately after school unless participating in Afterschool Programs - no supervision is provided after school.
- Parents need to set up a designated space to meet their students after school. Students who are not picked up after school will be sent to the office and School Police will be notified.
- [Calming Corner](#)

## **Expected Student Behaviors on School Grounds**

- Walk quietly while on school grounds - please do not run.
- Avoid conflicts with students. Ask an adult for help.
- Use restrooms with respect for property and other students - Do not play in the restrooms.
- Do not chew gum.
- Be respectful. Do not use profanity, name-calling, or verbal put-downs.
- Keep your hands and feet to yourself.
- Vandalism is considered a serious offense - Parents will be required to pay for damages.
- Animals are not allowed on school grounds.
- Toys, iPods, electronic games, trading cards, etc. are not allowed at school -
- Cell phones may be used before and after school and are to remain off during the day and kept in backpacks - NHE is not responsible for lost or damaged cell phones.
- Valuable items need to be left at home.

- [NHE Teaching & Counseling Philosophy & Hawks' First 20 Days of School Expectation](#)
- [Hawks Behavior Expectation Assembly](#)

## **Playground Rules**

- Follow directions.
- Use playground equipment safely and properly.
- Demonstrate good sportsmanship and abide by the decisions of the group or adult supervision.
- Follow the rules of the game.
- Do not throw rocks or sand.
- Snacks are not permitted on the playground.
- Return playground equipment to its proper place.
- Stop playing when the bell rings and wait for instructions. (Freeze, wait for whistle to walk back to line up)

## **Expected Student Behavior in the Cafeteria & Lunch Arbor**

- Lunch will be eaten outside.
- Follow directions.
- Sit at designated spots at the lunch tables and remain seated until dismissed.
- Everyone is responsible for cleaning up your table area - including the floor.
- Do not share food.
- Walk to the playground - do not run.
- Ask permission to use the restroom or to fill water bottles.

## **Expected Student Behaviors in the Restroom**

- Help keep restrooms clean - place paper towels in the trash.
- Do not write on the walls/doors.
- Respect others' privacy.
- No playing in the restrooms.
- Use inside voices.

## **Parent/Guardian's Responsibility**

- Instill in your child a sense of responsibility for what they do.
- Help your child understand the necessity of personal safety.
- Do not park in the drop-off line/cul de sac or bus lane.
- Respect our neighbors - do not block driveways or trash/recycling cans.
- Always use crosswalks and sidewalks.
- Do not cut through the Staff Parking lot - it is not safe.
- Do not park in the Staff Parking lot - the spaces are assigned.

## **Teacher Responsibility**

- Teachers are responsible for establishing and maintaining a suitable learning environment and community whereby all students can learn.
- Each teacher will teach their students the classroom rules, procedures, and expectations.
- Each teacher will send home information about their classroom rules and procedures. Please review these expectations with your student.

## **2023-24 Home School Compact**

- [Normal Heights Elementary School Home/School Compact](#)

## 2023-24 Title I Parent and Family Engagement Policy

- [Normal Heights Elementary Title I Parent & Family Engagement Policy](#)

### When an Issue Arises in the Classroom

- The teacher will employ the classroom community system which will include the use of various strategies and techniques to resolve the problem.
- If the problem continues, the teacher will call home and collaborate on a plan to support the student. A parent conference may be requested.
- If the problem persists, Mrs. Alabanza our School Counselor and/or Mr. Aguilar, our School Principal will be included in the conversation.
- If the problem cannot be resolved, other alternative disciplinary actions may be taken following established district guidelines.

### The Mrs. Alabanza-de la Cruz, School Counselor's Philosophy

- Inspire lifelong learners
- Create an encouraging and safe classroom and community.
- Encourage open communication
- Instill high expectations
- Establish consistent classroom procedures
- Cheer on individual learners
- Support collaborative workers and problem solvers

### The School Counselor's Role

- The [School Counselor](#) is an integral part of supporting students at our school.
- The School Counselor is a student advocate, who listens to problems, counsels students, and assists in resolving conflicts or problem behavior using district approved guidance strategies.

### Cell Phone & Smart Devices

- Students are permitted to use cell phones before and after school and powered off and put away in backpacks during school hours.
- Smart devices such as smart watches must be powered off and put away during school hours.
- Normal Heights is not responsible for lost or damaged cell phones/smart devices.
- If a student is found using a cell phone/smart device during school hours, it will be taken away and the parent/guardian will be notified by the teacher to pick it up.

### Lost and Found

- Label jackets/sweaters, reusable water bottles, and lunch boxes with your student's name to keep them out of the Lost and Found.
- Students are encouraged to check the Lost and Found cart located in the auditorium frequently for lost items.
- Unclaimed items are donated to Goodwill at Winter Break and Summer Break.

### Field Trips - **under construction**



## Technology

- Every student UTK-5 will be issued a Chromebook and charger for use at Normal Heights.
- Each student will use the same Chromebook for 3 years before it is refreshed.
- Proper care is critical to the maintenance and longevity of this learning tool.
- It is strongly encouraged that all students use a district-issued Chromebook. The Chromebooks are set up for easy direct connection to the school WIFI, access to school programs, and teachers are better able to troubleshoot should a problem arise with the device. The district is not liable for damage or theft of personal computers.
- For those students who choose to use a personal computer, they will need to be able to access the school WIFI. Please visit our tutorial on [How to Access School Internet](#).
- Website Access is I21 WIRELESS - all caps and the password is I21WIRELESS, all caps. The network is found under "Hidden Network" for PC and "Join Other Network" for Mac.

## Computer Distribution - **under construction**



## Release of Information

- The school is not permitted to release information regarding students, including telephone numbers and addresses, to unauthorized persons.
- Please refer to [FACTS for Parents Parents](#) Rights and Responsibilities, for full particulars of the Family Educational Rights and Privacy Act.

## Withdrawal of Students/Transfers

- If your student will be withdrawing from Normal Heights, please notify the front office immediately by email [kgelaro@sandi.net](mailto:kgelaro@sandi.net) or [ccalderon1@sandi.net](mailto:ccalderon1@sandi.net) or call 619-584-6000.
- This way, we can better meet your needs for records, report cards, transfer papers, etc.
- School records will be forwarded upon the request of the receiving school.
- Please give the front office a 48 hours advance notice if you are requesting a copy of records.

## EMERGENCY PREPAREDNESS

Regular emergency drills are held to enable students and staff to be prepared for any emergency situation that might occur.

## Emergency Drills

Fire Drill	Earthquake Drill
Lockdown Drill	Shelter-in-Place Drill
Disaster Drill	

- In the event of an earthquake or other emergency, the safety of all our students is our primary concern.
- Make sure to update your contact information and emergency contact list on [PowerSchool Parent Portal](#).
- Families will be contacted with instructions for pick up.
- Identification will be required.
- In the event of a school lockdown, for the safety of the students, students will be released at the direction of the San Diego Police Department.
- For more information visit [SDUSD School Site Emergency Response Plan](#) website.

## Safety Plan

A site safety plan has been developed for Normal Heights Elementary and all staff members receive continuous training in maintaining a safe and secure environment for students. Key components of this plan are:

- Assessment of school crime and crime in the surrounding community.
- Child abuse/Mandated Reporter procedure.
- Emergency procedures.
- Sexual harassment policy pursuant to the Education Code.
- Procedures for school discipline to ensure a safe and orderly school environment.
- Procedures to avoid and/or report any injuries or unsafe conditions.

## STAYING CONNECTED & GETTING INVOLVED

- [Normal Heights Elementary Website](#)
- [Normal Heights Elementary Class Dojo Story](#)
- [NHE Counseling Corner](#)
- [NHE Counseling Instagram](#)
- Create your [Parent Portal account](#)
- Update your contact information on [Parent Portal](#)
- Volunteer
- Join Normal Heights Facebook page - submit a request to join on Facebook
- [SDUSD Twitter](#)
- [SDUSD Facebook](#)
- [SDUSD Instagram](#)
- [SDUSD YouTube](#)
- [SDUSD Website](#)

## QUICK LINKS FOR IMPORTANT DOCUMENTS



- [NHE School Map](#)
- [Get To Know Your School](#)
- [School Hours](#)
- [Parent Portal Sign-in](#)
- [Parent Portal Job Aid](#)
- [Hoover Cluster Community Resources](#)