



Richard E. Haynes Elementary School

STUDENT & PARENT HANDBOOK

2016 – 2017

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715 W. Francis Street, Ontario, CA 91762

(909) 984-1759

<https://haynes.omsd.net>

This Handbook Belongs To:

Student Name: _____ Grade _____

Teacher Name: _____ Room Number _____

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GENERAL INFORMATION & SCHEDULES

Home of Leaders and Scholars

This parent handbook has been designed to provide you with information on policies and procedures at Haynes Elementary School. Please review its contents and then keep it handy as a reference throughout the year. This handout will also be available online at <https://haynes.omsd.net>.

We are looking forward to working with you this year. If we can be of any assistance, please do not hesitate to call us 909-984-1759.

Ontario-Montclair School District's Mission Statement:

Our Community, Our Children, Our Commitment, Our Future!

Haynes Elementary School's Mission Statement:

The mission of Richard E. Haynes School, a progressive collaborative educational community, is to prepare each student to excel as a successful participant in an ever-changing society through a commitment to standards of excellence.

Daily Instructional Schedule	
<ul style="list-style-type: none"> Office hours: 7:00 am – 4:00 pm Students are not permitted on campus before 7:00 am. (Supervision is required) Students must be picked up <i>promptly</i> upon dismissal. Students being picked up late will be signed out in the office. 	
Regular Classroom Hours (M, W, Th, F)	
Grades 1 – 6	7:30 am to 2:10 pm
Modified Classroom Hours (Tuesday)	
Grades 1 – 6	7:30 am to 12:55 pm (Modified Schedule)
TK/ Kinder Regular Classroom Hours	
Transitional Kinder	7:30 am to 11:15 am
AM Kindergarten	7:30 am to 11:15 am
PM Kindergarten (M, T)	7:30 am to 11:15 am
PM Kindergarten (W, Th, F)	9:40 am to 2:10 pm
Conference Week (M, T, W, Th, F)	
Grades 1-6	7:30 am to 12:00 pm (Modified Schedule)
TK and Kindergarten (All Students)	7:30 am to 11:15 am (Early Day Schedule)

EMERGENCY CARDS

If a child becomes ill or injured while at school we ***MUST*** have up-to-date information from parents in order to properly care for the child. Please complete an **Emergency Card** for each child you enroll in school and ***return it immediately to the child's teacher, or to the office.*** Please list at least one local person, other than yourself, that we can contact in case of an emergency. Children will only be released to persons listed on the Emergency Card, and those persons must provide proof of identity. If there are any emergency information changes during the year, you ***must*** come in person to the office and complete a new card or update the old card. The care and safety of your child is important to us. Accurate, up to date contact information is a parent's responsibility.

STUDENT CHECKOUT

All children who leave during the school day must be signed out at the office. We will release children only to those who are named on the emergency card. When picking up your child, please come to the office and sign them out. **Proper photo identification is required.** In order to verify that the child is being released to the proper parent, guardian, or caregiver please remember to bring identification with you when you come to pick-up the child. We will call them from the classroom. This is an important safety procedure.

BUS TRANSPORTATION

Bus service is provided for Haynes students based on specified OMSD criteria. ***Please check with the Haynes Office Manager (Katie Cortez) to see if your child qualifies for transportation services.*** Parents are accountable for their child's behavior while walking to and from the bus and while on the bus each day. The privilege of riding the bus may be denied to students whose conduct is unacceptable. A copy of specific rules will be provided to those students who ride the bus. Bus riders may be issued BUS CITATIONS for any inappropriate behavior. The Principal may deny bus transportation for the entire year upon a first offense if the conduct is deemed serious in nature.

BREAKFAST AND LUNCH PROGRAMS

Breakfast is free for all students. Breakfast is served daily from 7:00 am to 7:25 am each day. Students who did not get breakfast before school and want to eat can come to the MPR and get breakfast during the morning recess time. Full price lunch costs \$1.90 per meal. Free and reduced price meal applications are available in the office for those who qualify. ***Applications must be filled out each year*** and can be picked up in the school office. All families are encouraged to apply.

Money for lunches should be deposited in the wooden box outside the school office door before school begins. No checks will be accepted. Please make sure the student's meal account number, **first and last name**, and teacher's name are on the envelope. You may send

money for the week or for the month. You can also pay for lunches through our on-line service. Just access the OMSD website at www.omsd.net and click on Food and Nutrition services. Check with our office for on-line information if you need additional assistance.

If bringing a lunch from home, please send drinks in safe containers. (**no glass**) If you are bringing your child a lunch **after** school begins, please bring it to the office and place it on the counter with your child's name clearly marked on it. **We will not interrupt classes to call children to pick up lunches.** Kids have a challenging learning day at school. Lunches need to be nutritious. Please help! Do not include sodas, big bags of chips, candy and/or other non-nutritious items in your child's lunch. Please review the **Ontario-Montclair School District Wellness Policy included on the next page of this packet.** Also, please review the content of the Wellness Policy with your child and help us ensure that students can focus on, and attend to, instruction throughout the day. ***Note:** For safety purposes, students are not permitted to leave campus at lunchtime unless signed out in the office by the parent. Also, for health and safety reasons, children may not bring food items to share with others at lunch or recess time, nor may they share school lunch items. All food must be consumed by students in the designated eating area. The lunch schedule below is subject to change on rainy and/or inclement weather days.

Regular Lunch Schedules

PM Kindergarten	11:15 to 12:00
Grades 1 and 2	10:45 to 11:30
Grades 3 and 4	11:25 to 12:10
Grades 5 and 6	12:05 to 12:50

LIBRARY

Students visit Haynes' library on a weekly basis. Students must have written permission from a parent/guardian to check out books. Parents will be held responsible for the cost of any lost book. Additionally, parents may check out materials from the library. Please see the front office for additional information. We have lots of great resources to share!

FIELD TRIPS

The Governing Board recognizes that field trips are an important component in the instructional program. Field trips supplement and enrich classroom curriculum by providing learning experiences outside the school. In the event that your student's class goes on a field trip, you will be notified about the details ahead of time and a permission slip form will be required for your child to participate.

LOST AND FOUND ITEMS

Many articles become lost or are left unclaimed. **All clothing and lunch boxes should be clearly and accurately marked with your child's first and last name.** Lost articles may be claimed at the school office, in the nurse's office, or by looking at the lost and found rack by the

blue benches. Anything not claimed by winter break or the end of the school year will be donated to a non-profit organization.

PARKING LOT

The red curb area in the parking lot in front of the school **MUST** be clear at all times. The area is marked RED because it is an **emergency access** area. The area is also used for school busses, day care vehicles, district vehicles and emergency vehicles. If you must get out of your car, you must find parking in the lot or in appropriate places on the street. ***Please do not block the Red Zone area when visiting the office, when dropping off, or picking up students.*** There is **no parking allowed** in the Red Zone or YELLOW zone. Parents may drop off and/or pick up children in the YELLOW zone, but then must exit the area immediately. At arrival and dismissal, please ***pull forward as far as possible*** to drop off and pick up students. This courtesy will allow other cars to pull in behind you for a more efficient drop off process. Working together we'll get children to class quickly and safely, as well as picked up at dismissed time to go home.

Pre-School- Parents must park vehicles in a parking space or on the street. Walk to the classroom with your child, observing sidewalk and crosswalk safety cautions. Once at the classroom, sign your child in for the day. The same procedure is to be followed at dismissal.

*****For the safety of ALL, children Preschool through 6th Grade, no child is to be present in parking lot areas unless escorted by an adult to a car parked in the lot. When leaving campus by means of walking, please make sure that adults and students model safety by using crosswalks and following crossing-guard directions. Please, do not cross children across traffic lanes. Practice safety at all times. Students are NOT to walk, be walked, or called to walk across traffic lanes to get into cars parked across the street. This is highly unsafe practice to model for children. In addition, please do not drop students off in the street. Ensure safe entrance to school by walking your child to the school entrance, or teaching and reinforcing use of the crosswalk to get on to the main campus. We thank you in advance for your assistance.***

PARENT VOLUNTEER PROGRAM

Haynes School has a large Parent Volunteer support group. Our ***Friends of Richard E. Haynes*** volunteers perform a variety of services for our school. All volunteers on campus, field trips, or any other school sponsored event must participate in OMSD's Parent Volunteer Training Program and be cleared to volunteer through that process. This policy is enforced at Haynes School and is intended to protect the safety, health and well-being of students. For more information about volunteering at our school, please speak to our Outreach Consultant (Mrs. Silva), Elementary Administrator (Mrs. Allen), or Principal (Mr. Barnett).

CLASSROOM AND CAMPUS VISITATION

Please feel free to visit the school! Classroom visits and volunteer helpers in the classroom and library are encouraged. However, for the protection of all children and staff, you must stop in the office, sign in and pick up a visitor's badge before coming on campus. Please ***communicate with your child's teacher*** regarding the date and time of your visit. There may be a test scheduled, or other activity that takes the class away from the classroom that day. This procedure is important and will be **strictly enforced.**

When visiting a class, please do not expect a private conference about your child during school time. If you have a concern about your own child, we want to work with you in a **confidential** setting for your safety and for the safety of your child. Please make arrangements to speak with the teacher before or after school hours by calling the school office at 909-984-1759 to schedule a time to meet. Teachers cannot conference with a parent once school begins. Students in the classroom need the teacher's full attention during instructional periods.

HOMEWORK POLICY

Homework assignments will be made based on the Ontario-Montclair School District's Homework Policy: Daily homework assignments should normally include an average of one-half hour at the primary level (1- 3), and one hour at the intermediate level (4-6), 3-4 days per week. Our staff will choose these carefully from various areas in the curriculum where the need is determined. These tasks will be prescribed to strengthen and apply objectives previously taught.

HOME - SCHOOL COMMUNICATION

Haynes Website (<https://haynes.omsd.net/home>) – We encourage the frequent use of our website to help keep families informed about school events and activities. This is also an excellent way to access many important school documents and campus information.

School Newsletter – Please watch for our Husky Newsletter. Our school newsletter recognizes student achievement, informs families about updates regarding events and meetings, and provides helpful hints for challenging your child, helping with homework and setting goals.

Connect-Ed Phone System – We frequently use our Connect-Ed system to provide families with important information via phone calls home. We encourage you to listen to these messages in their entirety as they will be presented in English or Spanish. If for some reason you are not receiving the phone messages, please contact the office.

Parent Teacher Conferences – Conferences between parents and teachers are a perfect opportunity to receive specific information about your child's progress at school. Please plan to attend! If you are unable to meet at the designated time, contact your child's teacher to schedule an alternative time to meet. Although meeting together personally is always best, you may consider a phone conference if work schedules are a barrier. Talk to the teacher and see what works! Haynes teachers are always willing to meet with parents to ensure open communication regarding progress at school.

Parent Teacher Conferences	
Fall Conferences	November 14th through 18th (Dismissal 12:00 pm Grades 1-6) (All TK and Kindergarteners Come Early- Dismissal 11:15)
Spring Conferences	March 6th through 10th (Dismissal 12:00 pm Grades 1-6) (All TK and Kindergarteners Come Early- Dismissal 11:15)

CALENDAR

ONTARIO-MONTCLAIR SCHOOL DISTRICT

2016-2017 District Calendar

July						
S	M	T	W	T	F	S
					1	2
3	X	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Student Days		0		To Date:		0

2016

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Student Days		18		To Date:		18

September						
S	M	T	W	T	F	S
					1	2
3						
4	X	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Student Days		21		To Date:		39

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Student Days		20		To Date:		59

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	X	12
13	14	15	16	17	18	19
20	21	22	23	X	X	26
27	28	29	30			
Student Days		16		To Date:		75

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Student Days		15		To Date:		90

January						
S	M	T	W	T	F	S
1	X	3	4	5	6	7
8	9	10	11	12	13	14
15	X	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Student Days		16		To Date:		106

2017

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	X	18
19	X	21	22	23	24	25
26	27	28				
Student Days		18		To Date:		124

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	X	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Student Days		18		To Date:		142

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	X	18	19	20	21	22
23	24	25	26	27	28	29
30						
Student Days		19		To Date:		161

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	X	30	31			
Student Days		19		To Date:		180

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Student Days		0		To Date:		180

July 2016

July 4 Independence Day

August 2016

Aug 3,4,5 Teacher Preparation Days
Aug 8 School Begins for Students

September 2016

Sept 5 Labor Day

October 2016

Oct 10-14 Parent Conferences-Middle Schools
Oct 31 Non-School Day

November 2016

Nov 11 Veterans' Day
Nov 14-18 Parent Conferences-Elementary Schools
Nov 21-25 Thanksgiving Holidays

December 2016

Dec 22 Non-School Day
Dec 23-Jan 6 Winter Break

January 2017

Jan 2 New Year's Day
Jan 16 Martin Luther King's Day

February 2017

Feb 17 Lincoln's Day
Feb 20 Presidents' Day

March 2017

Mar 6-10 Parent Conferences-Elementary Schools
Mar 13-17 Spring Break
Mar 20-24 Parent Conferences-Middle School

April 2017

Apr 17 Non-School Day

May 2017

May 25 Last Day for Students
May 26 Teacher Preparation Day
May 29 Memorial Day

June 2017

No Holidays

End Trimester Dates	1st- Oct 28	59 days
Elementary Schools	2nd- Feb 16	59 days
	3rd- May 25	62 days
End Quarter/Semester Dates	1st Quarter	Oct 7
Middle Schools	1st Semester	Dec 21
	3rd Quarter	Mar 10
	2nd Semester	May 25



X All Schools and District Offices Closed (Holidays)
 All Schools Closed/Non Work Days
 Non-School Day
 Teacher Preparation Days

Board Approved: 5/21/2015

STUDENT DISCIPLINE GUIDELINES

Positive Behavior Intervention and Supports

Haynes School is a PBIS school...Positive Behavior Intervention Supports. The focus of Richard E. Haynes Elementary School is to provide a learning environment that reflects safety, respect, responsibility, and order for all students. It is in this type of environment where learning will be maximized.

Our discipline plan has been established for the protection of our students and staff. There are specific expectations, procedures, and incentives for appropriate behavior as part of this plan.

In order to provide this structure, it is necessary for parents, school, and students to work together. Each student is expected to take responsibility for his/her behavior. There will be opportunities for students to be recognized for their positive behavior, along with consequences for poor choices.

******Our **main focus** and largest efforts are aimed at providing positive reinforcement, positive recognition and/or rewards for positive behavior choices and decisions. Positive incentives will be provided to encourage positive character development and appropriate behavior choices. Our focus will be on safety, life skills and personal leadership characteristics, including, but not limited to cooperation, respect, honesty, personal responsibility, good decision making, sportsmanship, goal setting, problem solving and citizenship.*

Expected Behaviors

Be Safe

Be Respectful

Be Responsible

To help students achieve these expected behaviors, the school has implemented a series of teaching and learning situations to assist students in becoming problem-solvers. It is expected that all students follow the established Citizenship Standards for Haynes Elementary School. Following are Richard E. Haynes Elementary School citizenship expectations:

Citizenship Standards

The student will **at all times**:

1. Keep actions and words safe, responsible and respectful (hands, feet, objects to self)
2. Follow all adult directions respectfully and responsibly when asked the first time.
3. Be safe (play and or work in designated areas...no play or loitering in restrooms).

4. Bring only necessary classroom materials to school (keep toys, media and/or technology equipment, nail polish, make up, pets, etc. at home)
5. Eat food items only at the lunch tables...Only teacher approved food items that are compliant with the OMSD Wellness Policy are allowed in the classrooms for special projects. Water in a plastic container is ok to bring to school. **GUM is NOT ALLOWED at school.** We appreciate your assistance with reinforcing these expectations with your child.
6. Be responsible (get drinks and use the restroom before the recess bell rings, do homework and class work in a timely manner, make good personal decisions).

Problem Solving Steps

Problems and conflicts are a normal part of life—we all experience them and have to deal with them. Attempting to solve problems by use of physical force or bullying is not allowed or tolerated at school. We (home and school) have a responsibility to teach our children how to deal with their problems in an appropriate, helpful, and effective way that is proactive and solution oriented.

At Haynes Elementary, we are teaching our children a technique to solve problems. When a problem arises, use the following steps:

1. Tell the person(s) what you don't like and ask him/her to stop. Example: "That bugs me, please stop it." or "That hurts, stop." If the other person doesn't stop after being asked, (and he/she should), then you need to...
2. Ignore it if you can or go someplace else. Example: You can leave the area of the playground where you are being bothered. Go to another game. If the person follows you and will not leave you alone, then...
3. Ask an adult for help. Example: "Mr. Smith, I asked Mary to stop interfering with our game and she keeps running through it. I need your help."

It is important that a child try to solve the problem on his/her level before asking for adult assistance. The adult will attempt to ascertain if the three steps were taken before intervening. Most problems can be resolved at the student level if both students follow the problem-solving steps correctly. Social success is developed through practice, experience and guidance. Of course, we are always available to help children address major concerns.

****Parents, you can help your child learn to become more independent in his/her own problem solving by discussing these steps at home and requiring them to be used at home. Suggestion: Review problem solving steps once a month and discuss ways that your child can resolve their own problems effectively.***

Discipline Program

The students and staff at Haynes Elementary are proud of our school. We believe that students should be challenged to pursue excellence in whatever they do. We also believe that Haynes is an excellent place for students to prepare for these challenges.

Our Haynes School staff is committed to providing a safe, secure, and orderly learning environment. The school wide Positive Discipline Guidelines have been established to protect our students and to maintain an environment conducive to learning.

It is important that parents, school staff, and students work together to support our guidelines. The purpose of our discipline guidelines is to teach students to become responsible for their behavior so that they can be successful scholars and leaders. We also want children to understand that there are positive and negative consequences for almost every decision or choice that they make.

Students will be expected to respect our Citizenship Standards and the people who are responsible for carrying them out. Classroom expectations for behavior will be sent home at the beginning of each school year by the school and your child's teacher. Please discuss the "Agreements" stated previously, as well as the "Discipline Procedures" and "Prohibited Items" listed below with your child.

Discipline Procedures

Teachers follow classroom procedures that are communicated at Back to School Night and throughout the school year. If classroom discipline practices do not result in improved behavior selections, one or more of the following actions may take place to support our work with students as we try to cultivate positive behavior choices at school:

- Office Discipline Referral Notice to parents
- Phone call home
- Parent Conference
- Loss of Privileges
- Behavior Contract
- Conference with Site Administration
- Restricted Recess
- Suspension
- Counseling
- Behavior Reflection
- Other Means of Correction

Staying After School

Students by law, may not be detained after school for disciplinary or other purposes for more than 1 hour after the maximum school day unless by agreement with the parent. It is the policy of this school to have students notify their parent by phone if they are to be detained more than (20) minutes on the same day or to notify the parent in writing if they will be detained on the following day.

Note:

Any serious offense such as fighting or bringing dangerous objects to school may result in a student/parent/teacher/principal conference. The principal (or designee) may suspend up to five (5) days for each suspension period. Violation of behavior expectations that are very serious in nature may result in a pre-expulsion hearing, with the real possibility of a student not returning to Haynes School. Haynes staff revises and reevaluates the discipline plan each school year to ensure clear, consistent implementation of the program for students. This is done to ensure maximum student success. If changes are made, notices will be sent home.

**Please read and discuss the Haynes Elementary School Positive Discipline Guidelines with your child/children. Please pay attention to serious “violations” as listed. These come directly from the California Education Code and may result in suspension without prior warning.*

DRESS CODE/ PROHIBITED ITEMS

Dress Code

Based on Ontario-Montclair School District Board policy 5132, and Police Department Guidelines, Richard E. Haynes School has adopted the following dress code:

1. Safe, appropriate foot wear/shoes must be worn at all times. Raised heels, thongs, backless or open-toe shoes are not acceptable. Socks may not be pulled up under shorts.
2. ***Clothes shall be sufficient to conceal undergarments at all times.*** Extremely tight garments, see-through, or fish-net fabrics, halter tops, off-the-shoulder, sagging or low-cut tops, spaghetti straps (less than 3 inches), bare midriffs and skirts or shorts shorter than mid-thigh (end of finger tips), holey or ripped/shredded jeans, ragged and/or long fringe garments are prohibited. This includes shorts with leggings underneath.
3. Oversized clothing is strictly prohibited. No sagging! All pants, etc. must fit properly at the waist and in length. Underwear, including boxers and bras, must be covered at all times.
4. Belts must fit appropriately and belt buckles engraved with initials are prohibited. No chains.
5. Hats, caps, scarves and other head coverings shall not be worn without the express permission of the Principal (Haynes hats are acceptable). If gang affiliation, intimidation activity or other inappropriate action is noted, permission will be revoked. Hats may be worn as protection against the sun ***when out-of-doors***. They must be worn so that the brim is not tipped to the sides or back. No markings, pins, buttons, decals, etc. may be added to head gear.
6. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, hats, shirts etc.) shall be free of writing, pictures or any other insignia which are gang-related, crude, vulgar, profane, insulting, sexually suggestive, or which include drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice. Attitude T-Shirts are to be appropriate for school and must adhere to dress code guidelines.
7. Gym shorts may not be worn in classes other than Physical Education (P.E.).
8. Hair shall be clean and neatly groomed. Hair may not be sprayed with coloring that would drip when wet. This poses a safety hazard for students.
9. Tattoos are to be covered at all times.
10. Sunglasses will be allowed for eye protection when out on the playground.

11. Gang attire of any kind is strictly prohibited. This includes belt buckles, chains, markings on hats and under brims of hats, as well as on clothing, bags, back packs, notebooks, folders, books, or any other item.
12. Dangling earrings, ear spikes, and/or other jewelry or clothing accessories such as belt buckles or chains are not suitable for school wear. Items deemed as unsafe by site administration may not be worn to school.

Prohibited Items

Students are not to have in their possession or in their bookbags, nor bring the following items to school:

1. Toys, playing cards, etc.
2. Radios, television sets, CD players, MP3 players, electronic games, cameras, ipads, ipods, video equipment, etc. (With prior written permission the teacher, principal, assistant principal or designee, these items may be brought to school for special circumstances).
3. Gambling devices – dice, playing cards, chips, tokens, etc.
4. Drugs, aerosol spray cans, alcoholic beverages, narcotics, cigarettes, tobacco, cigarette papers, lighters, pipes, matches, look alike or any other illegal substances and/or paraphernalia such as hookah materials and any other related or similar items.
5. Explosive devices, firecrackers, fireballs, cherry bombs, caps, ball caps, etc.
6. Weapons, guns, knives, cake cutters, screwdrivers, or any other dangerous item that could be used as a weapon, or could be hurtful to another.
7. Toys that are realistic simulations of guns and knives. Lasers, light pens, shock pens are also not allowed.
8. Gang/tagging identification paraphernalia, such as beepers, gloves, rags/bandannas, plastic hands, felt tip pens and markers, aerosol paint containers, etching tools or any other instrument used for the purpose of writing graffiti or tagging.
9. Skateboards, rollerblades, skates, etc. are not permitted without permission from the Principal. ***Students must wear helmets when riding skateboards, blades, skates or bikes.*** Failure to use equipment properly and/or with safety precaution adhered to will result in loss of privilege.

Cell Phones

Possession of Cellular Phones and Other Electronic Signaling Devices (OMSD Board Policy 5131) (Education Code 48901.5)

Except for prior consent for health reasons, possession or use of electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones is prohibited during the instructional day. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. Otherwise, students may not use cellular devices during the school day for any purpose.

Gang Symbols, Tagging, Graffiti

Any student wearing or carrying overt gang paraphernalia, symbols, or making gestures that symbolize gang membership or defacing school property with graffiti will be referred to the Principal or designee. The student's parent/guardian shall be contacted and the appropriate intervention/action will be taken. The student will be sent home to change clothes if necessary.

SUSPENSION/ EXPULSIONS

On occasion individual students will significantly disrupt the school's learning environment and, as a result, violate a portion of the California Education Code Section 48900. A violation of this section is grounds for suspension for up to five days and, in some cases, grounds for possible expulsion. This includes the time while students come to school and go home after school.(Other Ed Code regulations may also apply)

California Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines the pupil has:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, any alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or personal property.
- h. Possessed or used tobacco, or any products, including, but not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault or committed a sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.

***PLEASE BE ADVISED: CALIFORNIA LAW REQUIRES THAT SCHOOL ADMINISTRATORS IMMEDIATELY NOTIFY LOCAL POLICE AGENCIES WHEN THERE IS ANY INCIDENT THAT INVOLVES EXPLOSIVES, DRUGS, GUNS, KNIVES, LOCK-DOWN PROCEDURES**

In the event of a dangerous situation outside the school, it may be necessary to secure the children in a safe environment within the school. Should the occasion arise, a LOCK-DOWN will be announced. Teachers have been instructed by the Principal to lock their rooms, and turn off lights. Staff will receive instructions from the office about next steps to take. In addition, the custodian will lock all gates. Office personnel will lock all office doors.

No child will be released for any reason during a lock down without instructions from the Principal/Designee. Staff or parents outside of the school will not be able to enter the campus until the lock down has been cleared by the Police Department and/or school officials. It is **critical** to have total parent cooperation during emergencies to ensure the safety of all members of the school community, students and staff. Thank you in advance for your help and support.



HEALTH SERVICES

Accidents – The Board of Trustees for the school does not have and cannot assume any responsibility for accidents or injuries to students participating in any school activity. Care is always exercised to prevent accidents; however, children do HAVE accidents. A voluntary insurance policy is offered to all students for a nominal premium. If you wish more information about the insurance, contact the school for a brochure.

Contagious Diseases – Readmission to school after contagious diseases will be processed according to state law specific to each disease. Notify the school if your child contacts a disease so the county communicable disease center is kept up-to-date.

First Aid – Emergency first aid is given for accidents that occur at school. Parents will be notified of those accidents that require follow-up care. All parents must be sure that an up-to-date Emergency Card is on file at the school in order to receive proper medical attention. It is ***critically important*** that someone can be reached at home or at work in case of emergency.

Immunizations – Certain immunizations are required by the State of California for entry into school and throughout your child's school years. Immunizations need to be kept up-to-date. If your child is a 6th grader, it is imperative that they get the ***TDAP immunization*** as soon as possible because students will not be cleared for enrollment in 7th Grade without it. ***Failure to get the TDAP immunization will result in no admittance to middle school.*** Get that done quickly before the end of your child's 6th grade year.

Medication – If your child requires medication during the day, please contact the school prior to sending the medication. A letter signed by the parent and physician must be on file in the office. Health office or office personnel will only give medicine that is properly identifiable in a medical container with medication that is prescribed by the child's doctor with permission from the parent.

Nurse – The school nurse is scheduled one day a week for Haynes School. A health aide is on campus daily from 8 am to 2 pm.

Vision & Hearing Screening – All kindergarten, second and fifth grade students, as well as children new to the district, will be screened for vision and hearing conditions. Second grade boys will be screened for color blindness.

SPECIAL PROGRAMS

Haynes is fortunate to have a variety of student and family support services for students in addition to the basic education program. For additional information on any of these programs please contact the school office.

Outreach Consultant / Counselor – Haynes School provides the service of an Outreach Consultant (ORC) who coordinates resources to ensure student well being and learning. Attendance and Student Success Team processes are facilitated by the ORC in conjunction with other support staff experts such as our speech therapist, counselor, psychologist, nurse, and other knowledgeable support staff personnel.

Speech and Language Therapist – Our Speech Therapist provides therapy to children (K–6) who are identified and diagnosed as having difficulty producing sounds correctly or acquiring and expressing language.

Adaptive P.E. – Our adaptive physical education program is provided for students who have a diagnosis of significant motor difficulty. This program assists children in learning balance, coordination and other physical loco-motor skills.

English Language Development (ELD) – Our English language development program is provided for students identified as needing English language support. All students receive language development support throughout the instructional day. English Learners (ELs) receive language development based on language proficiency level needs as identified by the CELDT assessment. ELD is provided during the school day.

Gifted and Talented Program (GATE) – Haynes School has four GATE cluster classes. Our GATE teachers are GATE certified and provide instructional engagement utilizing depth and complexity strategies for conceptual extension of skills integrated across the content areas. The program is intended to provide solid core instruction as well as enrichment and intellectually stimulating activities. GATE students are clustered in Grades 3, 4, 5 and 6. All 2nd Grade students are given the assessment for GATE annually.

Instrumental Music Program – Instrumental music instruction is provided for interested students in Grades 4 to 6. Haynes School has a strong instrumental band and string program. An orientation program detailing types of instruments available, rental arrangements, and other requirements is presented to all students at the beginning of the year. All Fourth Grade students have the opportunity to learn how to play song flutes.

Student Council – Haynes has an active Student Council elected by students. Student Council builds leadership skills and serves to ensure communication across the school regarding events and activities important to the school and student body. This is a leadership and service role.

Extended Learning/Enrichment Program – We understand that sometimes students need extra time to learn grade level content and/or skills. We offer after school instruction to help students acquire needed skills. These opportunities are provided 2-3 times per year by classroom teachers. Notices of classes will be provided as the classes are scheduled.

Saturday Make Up Academy - Attendance at school is highly important to the success of students in all areas of academic development. However, sometimes students need to miss a day of instruction due to illness or family emergency. Saturday Make Up Academy days

(SMUA) are provided to help recapture missed attendance days. Saturday make up days help to provide extra learning time for kids that have absences and need additional instructional time with grade level content.

Think Together Program - Haynes School has an active after school program that serves to provide students with a safe location to have lots of fun through engaging activities provided for those who attend. Snack, homework help, recreation, and crafts are also provided. Our Think Together team works collaboratively with staff to ensure consistent support for school efforts, while balancing academic, physical and creative activities to keep kids engaged, safe and productive after school. For more information on how to enroll your child in Think Together, please contact Julie Gonzalez at 909-418-7641, or via email at Haynes@ThinkTogether.org and she will be happy to provide you with assistance.

ATTENDANCE POLICY

*****The State of California accepts only illness and medical appointments as excused absences from school. When your child is absent, please notify the school attendance clerk as to the reason for the absence. Calling 909-984-1759 any time from 7:00 am to 4:00 pm, or sending a note to your child's teacher can serve as verification. The absence note must state the specific reason for absence, date of the absence, and be signed by the parent or guardian.

Ten absences a year is considered excessive by the State of California.

Haynes School works with families to get children to school every day, and on time. Our Outreach Consultant (ORC) provides support and resources to parents struggling to get students to school. Our school process for addressing attendance concerns is called School Attendance Review Team (SART). This is a site level intervention to facilitate improved attendance at school. If site level intervention is unsuccessful, excessive absences will be referred to the Student Welfare and Attendance Office, and the Ontario-Montclair School Attendance Review Board (SARB) may take further actions. **Attendance at school is a very important component to learning!**

Tardies

The first bell rings at 7:25 a.m. signaling students in Grades K-6 to go their class line. Instruction begins promptly at 7:30 a.m. **Students who are not in class with their teacher when the 7:30 a.m. bell rings must report to the office for a tardy slip.** Excused tardies follow the same guidelines as excused absences under the California Education Code. Three or more unexcused tardies that are more than 30 minutes late constitute a truancy.

****On Monday and Tuesday A.M. & P.M. Kindergarten and Transitional Kindergarten students start instruction promptly at 7:30 a.m. P.M. Kindergarten on Wednesday through Friday start promptly at 9:40 a.m.*** If a child is late, then they must report to the office for a tardy slip.

AWARDS/ RECOGNITION

Students are recognized at the end of each trimester through a variety of activities. Awards assemblies are held for Grades 1 to 6 to recognize students in the areas of Academic Achievement, Husky Pride (citizenship), Special Achievement Awards chosen by the teacher, and Perfect Attendance. Only students enrolled on the first day of that trimester and with zero absences and zero tardies are entitled to receive a Perfect Attendance award. There will be a monthly Outstanding Attendance award for students who show great attendance for that month. Kindergarten Teachers provide student recognition for our littlest learners in the classroom setting.

CURRICULUM

Haynes Elementary School follows the adopted curriculum established by the Ontario-Montclair School District, which is based on Common Core State Standards. Students receive instruction in Language Arts through a literature-based, phonics supported program specially designed for each grade level. Our English Language Arts program is designed to develop each student's reading fluency and comprehension skills. In addition, students receive specific and integrated instruction in social studies, science, math, music, art and physical education.

During "Back to School Night" presentations, teachers will inform parents of specific grade level content and materials that will serve as the resources for instruction during the school year. Parents may also refer to Ontario-Montclair's webpage for more detailed information regarding common core state standards and specific grade level content.

PROMOTION/ RETENTION

Students who are not performing at grade level are designated as being “At-Risk”. When your child is designated “At-Risk”, we are indicating that they need additional services and/or support, NOT that they necessarily will be retained. We will work with you to ensure your child gets the help he/she needs. Students will receive additional intervention support designed to meet their needs.

Haynes staff members will proactively address academic concerns, behavior concerns, and any other circumstances that may be impacting a child’s positive progress at school, and make a plan to support them. All students participate in between the bells interventions and challenges during universal access time. Teachers and Support Staff members will work collaboratively with students and families. If a child is not making adequate progress, we may schedule a Student Success Team meeting to further address concerns.

Retention

Only “At-Risk” students who have received interventions and have participated in our Student Success Team (SST) process may be considered for retention. Factors that are considered in retention cases are: progress in prescribed interventions, daily attendance, maturity, academic achievement, and social development. Retention is considered very carefully. Please talk with your child’s teacher regarding questions and/or concerns you have about academic progress.



PARENT INVOLEMENT



Richard E. Haynes Elementary School

Haynes Elementary fosters and supports a strong connection with our school and community by collaborating with our families and community members in the following ways:

- Special Education Parent Meetings
- Parent Volunteer Program
- GATE Parent Meetings
- School English Learner Parent Advisory Committee (SELPAC)
- Title I Informational Meetings
- Monthly Coffee and Conversations
- Friends of Richard E. Haynes
- Harvest of the Month Program
- Positive Behavior Intervention & Supports (PBIS)
- School Site Council (SSC)

All parents are encouraged to actively participate on campus. We are confident that our children will behave responsibly and do well in their classrooms and on the playground. With everyone working together, we know that this year will be a rewarding one for all students and staff. Our goal is the safety and personal success of each individual student in our care.

Enjoy the 2016-2017 school year. We look forward to working with your child and want to ensure that they have a successful learning experience.

Respectfully,

Staff of Richard E. Haynes Elementary School