



# 2025-2026 PARENT HANDBOOK

**Richard E. Haynes Elementary**

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ParentSquare 

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# 2025-2026 HAYNES CALENDAR OF EVENTS

JULY '25						
S	M	T	W	Th	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		

4 Independence Day

JANUARY '26						
S	M	T	W	Th	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

1-2 Winter Break  
8 Fire Drill  
19 Martin Luther King Jr. -No School  
20 100th Day of School  
22 Earthquake Drill  
26 PSO Meeting 3PM  
27 Coffee & Community Parent Mtg.  
27 SWD Parent Meeting 9:00AM

AUGUST '25						
S	M	T	W	Th	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						

6 First Day of School  
11 Pre-K First Day of School  
14 Fire Drill  
14 Back To School Night 5:30PM  
25 PSO Meeting 3PM  
26 Coffee & Community Parent Mtg.  
28 Earthquake Drill  
29 Minimum Day

FEBRUARY '26						
S	M	T	W	Th	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

4 SELPAC Parent Meeting 2:30PM  
9 Lincoln's Birthday-NoSchool  
11 GATE Parent Meeting 2:30PM  
16 President's Day-No School  
19 School Site Council 2:30PM  
23 PSO Meeting 3PM  
24 Coffee & Community Parent Mtg.  
26 Class Picture day  
26 Lockdown Drill

SEPTEMBER '25						
S	M	T	W	Th	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				

1 Labor Day-No School  
4 Picture Day  
11 Lockdown Drill  
24 SELPAC Parent Meeting 2:30PM  
25 School Site Council 2:30PM  
30 SWD Parent Meeting 9:00AM  
25 Fire Drill  
29 PSO Meeting 3PM  
30 Coffee Community Parent Mtg.

MARCH '26						
S	M	T	W	Th	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	1	2	3	4

2 Read Across America Week  
5 Fire Drill  
13 Minimum Day  
13 College / Career Day  
16 PSO Meeting 3PM  
19 Earthquake Drill  
24 SWD Parent Meeting 9:00AM  
3/23-3/27 Parent Conference Week  
3/26 Awards Assembly  
3/30-4/3 Spring Break

OCTOBER '25						
S	M	T	W	Th	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	

1 GATE Parent Meeting 2:30  
6 Non School Day  
16 Great CA ShakeOut Drill 10:16AM  
22 Fall Festival Night Event  
23 Fire Drill  
10/27-11/17 i-Ready Testing Window  
27 Red Ribbon Week  
27 PSO Meeting 3PM  
28 Coffee Community Parent Mtg.  
31 Minimum Day

APRIL '26						
S	M	T	W	Th	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		

4/1-4/3 Spring Break  
8 SELPAC Parent Meeting 2:30PM  
9 Panoramic Picture Day  
9 Fire Drill  
13 PSO Meeting 3PM  
15 GATE Parent Meeting 2:30PM  
16 School Site Council 2:30PM  
4/20-5/1 CAASPP Testing Starts  
28 Coffee & Community Parent Mtg.

NOVEMBER '25						
S	M	T	W	Th	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						

10 Floating Holiday-No School  
11 Veterans Day-No School  
12 PSO Meeting 3PM  
13 Fire Drill  
11/17-11/21 Parent Conference Week  
18 Coffee Community Parent Mtg.  
20 Awards Assembly  
24-28 Thanksgiving Break-No School  
27 Thanksgiving Day

MAY '26						
S	M	T	W	Th	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						

4 Staff Appreciation Week  
6 Day of the Teacher  
6 Open House  
7 Earthquake Drill  
14 School Site Council 2:30PM  
18 PSO Meeting 3PM  
19 End OF Year Awards Assemblies  
20 Minimum Day  
21 6th Grade Promotion  
21 Last Day of School -Minimum Day

DECEMBER '25						
S	M	T	W	Th	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	1	2	3

9 Coffee Community Parent Mtg.  
11 Fire Drill  
15 PSO Meeting 3PM  
19 Minimum Day  
12/22-1/2 Winter Break-No School  
25 Christmas Day



# GENERAL INFORMATION

## HAYNES QUICK FACTS

**School Mascot**

“Hero” the Husky

**School Logo**



**School Colors**

Royal Blue and Black

**Mission**

The mission of the Richard E. Haynes Elementary School, a 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.

**PBIS  
Expectations**

**Practice Responsibility  
Act Respectfully  
Work and Play Safely**

**This Year's  
Theme**



# SCHOOL HOURS & SCHEDULES

## Front Office Hours

Monday-Friday  
7:00AM-3:30PM

## Bell Schedule

	<b>Monday-Friday</b>
AM Preschool	7:45 AM-11:00 AM
PM Preschool	11:45 AM-3:00 PM

	<b>Mon., Wed.-Fri.</b>	<b>Early Tuesdays</b>	<b>Minimum Days</b>	<b>Last Day</b>
TK &K Early Bird	7:30 AM-12:00 PM	7:30 AM-12:00 PM	7:30 AM-11:45 AM	7:30 AM-11:00 AM
TK & K Late Bird	9:00 AM-1:30 PM	7:30 AM-12:00 PM	7:30 AM-11:45 AM	7:30 AM-11:00 AM
1st-6th Grade	7:30 AM-2:10 PM	7:30 AM-12:55 PM	7:30 AM-12:00 PM	7:30 AM-11:00 AM

## Breakfast, Recess & Lunch Schedule

Breakfast and Lunch are free for all students

	<b>Breakfast</b>	<b>Recess</b>	<b>Lunch</b>
AM Preschool	8:40 AM-9:00 AM	8:00 AM-8:30 AM	
PM Preschool		1:55 PM-2:25 PM	11:45 AM-12:10 PM
TK & Kinder Early Bird	7:00 AM-7:20 AM	<b>TK</b> 8:45 AM-9:00 AM <b>K</b> 9:30 AM -9:45 AM	11:15 AM-12:00 PM
TK & Kinder Late Bird	8:30 AM-8:50 AM	11:15 AM-11:30 AM <b>TK only</b>	12:45 PM-1:30 PM <i>Tues. 11:15 AM-12:00 PM</i>
1st-2nd Grade	7:00 AM-7:20 AM	9:05 AM-9:20 AM*	10:35 AM-11:20 AM
3rd-4th Grade	7:00 AM-7:20 AM	9:20 AM-9:35 AM*	11:20 AM-12:05 PM
5th-6th Grade	7:00 AM-7:20 AM	9:35 AM-9:50 AM*	12:05 PM-12:50 PM

\*Second Chance Breakfast is offered during recess for 1st-6th graders.

## CHAMPIONS Afterschool Program Hours

Supper is provided each day and is free for all champions students

	<b>Monday, Wednesday, Thursday, Friday</b>	<b>Tuesday</b>
Gap Time: TK/K Early Bird	12:00 PM-2:10 PM	12:00 PM-12:55 PM
Gap Time: TK/K Late Bird	1:30 PM-2:10 PM	12:00 PM-12:55 PM
TK/K Afterschool Program	2:10 PM-6:00 PM	12:55 PM-6:00 PM
1st-6th grades	2:10 PM-6:00 PM	12:55 PM-6:00 PM

# ARRIVAL & DISMISSAL PROCEDURES

## ARRIVAL PROCEDURES

**Breakfast:** Students who would like to eat breakfast may arrive between 7:00 AM-7:20 AM and should enter through the Yellow Gate.

**Student supervision:** begins at 7:15 am each morning. Only students eating breakfast should arrive prior to 7:15 am. Walk and Talk begins at 7:15AM for students in grades Kindergarten through 6th grade.

**Tardy Bell:** Instructional time begins at 7:30 am and students should arrive at campus prior to 7:25 AM to line up and be in class by 8:00 AM. The tardy bell rings at precisely 8:00 AM based on the world clock. Students must enter the gates by the bell in order to be considered on time. Students who do not enter the gates prior to the bell will need to report to the front office entrance to be issued a tardy slip.

**Carline:** Students may be dropped off using the carline in either the Cypress Avenue entrance (YELLOW GATE) or the Francis Street entrance (RED GATE). We ask that those using the carline have students ready to exit once you reach the gate. For safety reasons and flow of traffic, we ask parents not to drop-off students in front of the school between the Cypress parking exit and the Francis parking entrance. We open the Orange and Purple gates at 7:27 AM to allow more students to enter.

**Park and Drop-off/Walk-up:** Parents/Guardians may park and drop students off on Cypress Avenue north of the parking lot entrance and on Francis Avenue east of the parking lot entrance. The City of Ontario has also provided us with a crossing guard at the intersection of Cypress Ave. and Francis St. Therefore, you may park across the street from the school and use the crosswalk to walk your child safely to school. We ask that parents do not use the parking stalls in the parking lots to drop students off. This will allow the parking stalls to be used by arriving staff and for parents who have a site appointment. Please park outside of the school campus to walk your child(ren) to the school gates.

**Arrival Gates:** TK-6th grade students are able to enter through either the Yellow Gate or Red Gate each morning. The following are recommendations based on proximity to grade level classrooms.

ARRIVAL GATE	GATE OPEN	RECOMMENDED GRADES
Yellow Gate	7:00 AM-7:30 AM	→ Breakfast for all grades TK-6th → 3rd-6th grades → PK & TK (Mrs. Shultz)
Red Gate	7:15 AM - 7:30 AM	→ Early Bird Kinder → Late Bird Kinder (Tuesdays) → 1st-2nd grade & older siblings
Orange Gate	7:27 AM - 7:30 AM	→ All Grades TK-6th → Late Bird TK/Kinder (Mon., Wed.-Fri.)
Purple Gate	7:27 AM - 7:30 AM	→ 3rd-6th

## DISMISSAL PROCEDURES

**Pick-up:** All students must be picked up by an adult on the emergency card. Older siblings must also be over the age of 18. Adults should expect to show their identification at any time during pick up. For safety, students will not be allowed to enter taxi cabs, uber, etc. without the presence of an adult on the emergency card.

**Carline:** Please have student name placards ready and visible when entering the carline for dismissal. This helps our carline run smoothly. In order to maintain the flow of the carline, any parent/guardian who walks up to a carline gate will be asked to wait until the carline subsides to pick up their child.

**Walk-up:** Please form a line and wait for your child's name to be called in order to receive your child.

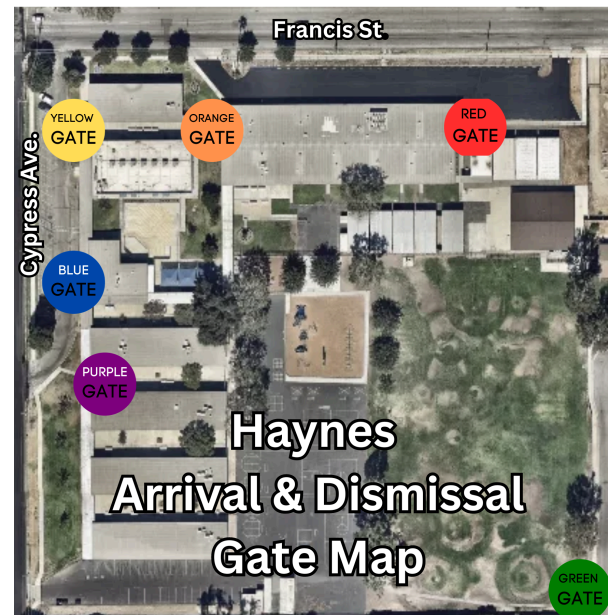
**Students Walking Home:** All students who walk home without an adult must be granted permission from an administrator. Parents/Guardians who wish their child to walk home must have an *in person meeting* with an administrator prior to the child having permission to walk. Students in 4th-6th grade will be considered for walking home. Students approved to walk home will receive a WALKER badge and must show their badge at the dismissal gate each day. We may revoke walking privileges if students are picked up outside of school grounds by an adult, or if students engage in behavior that is unsafe or inappropriate.

**After School Program:** Our afterschool program provider is **Champions** and accepts students in TK-6th grade. The program allows students to be cared for after school up until 6:00 PM. Students enrolled will receive supper each day. Champions does not require students to be in attendance every day and parents are able to send their child to Champions as needed as long as they are enrolled. Students in Champions will report directly to their afterschool classroom at dismissal each day to be checked in by a Champions staff member.

**Student release:** Please ensure that individuals who are designated by the family to pick up students are over the age of 18 and are on the student's emergency card.

### Dismissal Gates

DISMISSAL GATE	TYPE	RECOMMENDED GRADES
<b>Red Gate</b>	CARLINE ONLY	→ 1st & 2nd Grade & Older siblings
<b>Yellow Gate</b>	WALK-UP ONLY	→ 1st-4th Grade & Older Siblings
<b>Blue Gate</b>	CARLINE ONLY	→ 3rd & 4th Grade & Older Siblings
<b>Green Gate</b>	CARLINE ONLY	→ 5th & 6th graders
<b>Orange Gate</b>	4TH-6TH WALKERS	→ Must be granted permission from an administrator.



# SCHOOL COMMUNICATION

**Schoolwide communication:** We understand that communication between the home and school is critical. We provide parents with regular updates regarding school information, events, minimum days, etc. in several ways. All information is provided in both English and Spanish. The following methods of communication are used:



- Parent Square (download app for immediate notifications)
  - ◆ Week-at-a-glance
  - ◆ Monthly Newsletters
  - ◆ Teacher messages
- Blackboard phone/text/email communication
- Haynes website @ [www.omsd.net/haynes](http://www.omsd.net/haynes)
- Instagram Account @omsd\_haynes
- Marquee
- Bulletin Board

**Teacher Communication:** You may reach teachers using the following methods:

- Email: [teacherfirstname.teacherlastname@omsd.net](mailto:teacherfirstname.teacherlastname@omsd.net)
- Parent Square message
- Phone message in the front office
- Send a written note with student

**Messages for children:** We value every minute of our instructional program and therefore we ask parents to communicate directly with the teacher via **Parent Square** or email, preferably outside of the instructional time. If the information is urgent, please contact the front office to relay the message to the appropriate personnel. Teachers normally respond within one business day.

**Office Staff:** You may contact the front office between normal business hours to reach an office personnel member or support staff member. If they are available, the phone call will be transferred. Otherwise, a message may be left with the front office. You may also email the staff member directly. Please allow support staff at least one business day to respond to phone messages and emails.

**Parent Concerns:** Haynes Elementary School is dedicated to developing and maintaining the highest levels of education for all students. We want to hear from you if you have any concerns. First, talk to your child's teacher with concerns and your child's teacher will work with you to try and find a resolution. If your concern is not resolved to your satisfaction please contact the main office at (909) 984-1759. The office staff will communicate any problems or concerns to a staff member that is best suited to resolve the concern, including the Administration or Counselors. If the concern persists, additional guidance on how to further resolve your concerns, click [OMSD Child Welfare & Attendance](#) to access OMSD Policies on Uniform Complaints Procedures, Bullying Reporting, Non-Discrimination Harassment, Child Welfare Attendance, etc.

# CELEBRATIONS AND OMSD WELLNESS POLICY

**Awards Assemblies:** Awards are awarded each trimester for students in grades 1st-6th. Students may receive the following awards: Academic Achievement, Husky Pride, Special Recognition, Perfect Attendance, and Rising Star. Assemblies are held during Parent Conference weeks for each trimester and the last week of school. Parents/family members are invited to attend the assemblies and the schedule is provided via parent square prior to the event.

**Student Birthday Celebrations:** Birthday celebrations for students may be planned with the classroom teacher. The parent/guardian and classroom teacher must agree on the date, time, **healthy snacks** or gifts for the celebration. Birthday celebrations must occur during recess, lunch or during the last 10 minutes of the day. Haynes is required to honor the **OMSD District Wellness Policy** which promotes student health and guides the types of healthy treats allowed on campus. In accordance with the OMSD Wellness Policy, homemade food cannot be served to students due to concerns regarding allergies. Additionally, in order to follow the OMSD Wellness Policy, sugary treats, such as birthday cake, cupcakes, cookies, and ice cream, for example, are not allowed to be given to students. Items such as pre-packaged healthy snacks, stickers, pencils and erasers are acceptable items to give out for birthday celebrations. In order to avoid classroom disruptions, please do not bring balloons or other gifts to the classroom.

**Holiday/Special Class Parties:** The school will allow each class to hold class parties *three* times throughout the year. The OMSD Wellness Policy will continue to be encouraged during these events, however, since these are occasional celebrations, the teacher will have ultimate discretion to any food items served. We ask that families be mindful of any known food allergies and obtain prior approval from the teacher for any food items for the class. **Reminder:** this is not for student birthday celebrations. Due to the frequency of student birthdays, the OMSD Wellness Policy guidelines will apply.

## SNACKS AND STUDENT LUNCHES

**Second Chance Breakfast:** Second chance breakfast is served to students on a daily basis, including early Tuesdays, during recess for 1st-6th graders. Students may choose to receive 2nd chance breakfast during this time as long as they did not receive breakfast from the cafeteria earlier that morning. No Second Chance Breakfast is served on Minimum Days.

**Snacks:** Students are allowed to bring snacks to eat during recess and lunch. We encourage students to bring healthy snacks to school. Snacks may not be shared with other students and should only be eaten in designated areas. Students should bring small, individually sized snack bags. Please keep large, family size chips/snack bags at home. Large-family sized snack bags that are brought to school will be confiscated and given back to the student at the end of the school day. Items that include high levels of sugar, caffeine, or other ingredients such as sodas and soft drinks in a can/pouch that are unhealthy or inappropriate for young children, are not allowed to be brought to school. This includes beverages, such as sodas and teas, as well as candies.

**Dropping off lunches:** Parents/guardians may drop off lunch for their child in the bins that are labeled in front of the office. Please have the child's name and grade on the lunch bag and make sure the lunch is dropped off prior to the start of their lunch period. Our lunch staff will pick up the food bins prior to each lunch period. Food delivery services such as grubhub, doordash, etc. will not be accepted for students.

# Smart Snacks

"Smart Snacks" is a rule by the USDA that provides nutrition standards for ALL foods sold during school hours.

## Food Guidelines

All food served must be a fruit, vegetable, dairy, protein or whole grain item.

### Per serving:

- Calories: ≤200 calories for middle school  
≤175 for elementary school
- Sodium: ≤200 mg
- Total fat: ≤35% of calories
- Saturated fat: <10% of calories
- Trans fat: <0.5 grams per serving
- Sugar: ≤35% sugar by weight

## Beverage Guidelines

All schools may sell/serve outside of breakfast & lunch serving time:

- Plain water
- Unflavored, low fat milk
- Unflavored or flavored fat-free milk
- Milk alternative permitted by NSLP/NSBP
- ≥50% fruit or vegetable juice, no added sweeteners

## Celebrations and Rewards

OMSD encourages celebrating student accomplishments. There are many suggestions listed on the next page to help schools and parents comply with the policy guidelines on celebrations.

Please check with you child's school or teacher for birthday celebrations.

# Rewards Students



Love



# Celebration & Snack Suggestions



Fundraisers



Items that do not support health



## PERSONAL BELONGINGS

**Personal Belongings:** We recognize that it is important and natural for children of this age group to want to bring personal items to school. A problem arises when the item becomes lost, damaged or stolen. These items also cause distractions during class time. For this reason, students may only bring supplies for school, such as backpacks, pencils, crayons, folders, and notebooks. Students may not bring unnecessary personal or fashion accessories, toys, sports equipment, electronic devices, games, etc. to school. Please note the school is not responsible for any personal items brought from home.

**Bicycles, Skateboards & Scooters Policy:** Bicycles, skates, skateboards may be used for students to come to and from school. Students must walk bicycles, scooters and skateboards on or near the school campus, which includes the sidewalks within the parking areas. Bicycles need to be put on the bike rack by the kindergarten playground and skateboards/scooters must be checked in to the classroom teacher. Students must wear a helmet in order to ride a scooter or bike to and from school.

**Pet & Animal Policy:** For the safety of all, animals and pets are NOT allowed on school property unless given prior permission by an administrator.

## LIBRARY

**Library books:** All classes will have the opportunity to attend the library regularly and check out books to read at home. Students should read books that are at or near their lexile level and take care of the books while checked out. In order for students to check out library books and take them home, a Library Check-Out Permission Slip must be on file. Lost or damaged library books will result in a charge to the parent or guardian prior to being able to check out additional books.

## FIELD TRIPS

**Instructional Field Trips:** Each grade level will attend field trips throughout the year that pertains to the curriculum. In order to offset the cost of the trip, we kindly ask parents to donate money towards the admissions fee. All students are able to attend the field trip unless student behavior impacts their ability to participate safely.

**Optional Field Trips:** Some grade levels attend incentive trips (i.e. 6th grade Castle Park, 6th grade camp). These trips are not required and are optional. Student families will be asked to pay for the admissions for the trip in order to participate. Fundraising opportunities are often provided to parents in advance to help offset the cost of the trips. Students must remain in good standing with behavior, assignments, and attendance in order to participate in these activities.

**Chaperones:** Each field trip differs in the amount of chaperones that will be allowed to attend. Please ensure that you complete all the required volunteer paperwork with the school office and attend a mandatory volunteer training in advance in order to qualify to be a chaperone. All chaperones will also be cleared through the Megan's Law website and must not have any prior convictions. While we would love all of our parents to attend as chaperones, unfortunately, only a limited number are allowed to attend. Teachers may use a variety of methods to determine which parents or guardians will be chosen.

# WEATHER

**Inclement Weather:** The district reviews weather conditions and air quality every morning via the National Weather Service. Inclement weather protocols are implemented when it is raining, the air quality is poor, or temperatures exceed 94°. Students will have indoor physical activities for recess, lunch and PE during inclement weather. Please ensure that students are dressed appropriately for the weather. Sweatshirts, jackets, and pants for cold weather and T-shirts/short bottoms for hot weather. Please check the student dress code for appropriate attire.

## STUDENT HEALTH

**Student Visits to the Health Office:** When a student visits the health office due to injury or illness, the Health Office staff will respond to the student based on his/her need and will log the visit in the health system. The Health office staff will treat the student according to their symptoms and notify parents if symptoms/injury is a cause for concern. Parents may receive a note home or a phone call.

**Student Health Record:** The health office includes all health related concerns that are indicated in the registration packet in the computer system. We ask that you update the front office/health office with any new health information as soon as possible and provide documents for any updated diagnosis so that our health office can update student records and follow-up if necessary.

**Medication:** When it is necessary to take prescription medication during school hours, the school is required to have all the appropriate documentation on file before prescription medication may be given at school by a staff member. The parent, legal guardian or other person having legal control of the student must provide the prescribed medication. In order to ensure the student's safety, it may be necessary for the school nurse to contact the prescribing physician for clarification regarding the medication. In most cases, the timing of medication can be adjusted so that the prescription medicine does not need to be taken during school hours. Unless an exact time is specified by the doctor, prescription medicines labeled to be taken two to three times a day are to be given outside of school hours (before school, after school, at bedtime). School staff are not able to provide non-prescription medication to students.

**Physical Education Excuses:** Students may be excused from physical education, for health or medical reasons, for a maximum of three calendar days with a note from a parent. Excuses for more than three days require a note from a professional healthcare provider. If a student is unable to participate in physical education class, he/she will not be permitted to participate in recess activities. If a student comes to school with a splint, ace wrap, foot boot, brace, knee brace or cast on an extremity, the student will not be permitted to participate in physical education or recess activities without a physician's release.

**Contagions:** There are a variety of contagions that families should be mindful of that are common in any school setting, such as the common cold, flu, COVID-19, etc. Other contagions are not as common, such as head lice, hand/foot/mouth, etc. Each of these contagions have a separate protocol for treatment and return to school. For the common cold and flu, please ensure that students are fever free and have not had diarrhea for 24 hours prior to returning to school. Students are able to wear masks to school, and please teach students how to use proper hygiene for coughs and runny noses.

**Extended Medical Leave:** For students who undergo procedures or who have diagnosis that require extended time away from school, please contact the school nurse as soon as possible so that a plan can be implemented that is conducive to the student's needs. In some cases, the school is able to provide Independent Study work or in more extreme cases, the district may provide an individual teacher through Home and Hospital. We offer a variety of resources and support depending on the nature of the situation.

**Health Care Plans:** The health office staff, with the assistance of parents/guardians, develops a Health Care Plan for each student that has a diagnosis or chronic condition that has been documented by a healthcare professional. The Health care plans are important in documenting any actions that are necessary to be taken by the school while the student is on campus, in order to keep the student safe and healthy. Please contact the

school health office with any new diagnosis or updates to student health so that the health care plan can be updated and revised. The Health Care Plans are provided to the student's teacher at the beginning of each school year and as needed throughout the year.

**Casts, Braces, Crutches, etc.:** In the event that students have a cast, brace, crutch, or other assistive device, a doctor's note must be provided to the health office in order for the student to attend school.

## **STUDENT ATTENDANCE**

**Reporting an absence:** Parents must report absences either by phone, (909) 984-1759, or by sending a note to the office. Absence notes must include the following information: child's name, teacher's name, date of absence, reason for absence, parent's signature. Doctor's notes are also required in order to excuse a doctor's appointment. All absences must be verified or the absence becomes an unexcused absence or truancy.

**Excused Absences:** The following are considered excused absences:

- Personal illness (doctor's note is required to verify absence after 10 days)
- Quarantine under the direction of a health officer
- Personal medical, dental, optometrist or chiropractor appointment
- Funeral services for a member of the immediate family (one day if in California, and three days out of state)
- Personal court appearance (child is required for court).
- Observance of a religious holiday or ceremony

**Unexcused Absences:** all other absences are considered unexcused by the state of California. When proof of any of the above absences reasons is not provided (i.e. doctors note, court appearance document, etc.), or a parent/guardian does not communicate the reason for an absence, the absence will be considered unexcused.

**Chronic Absenteeism:** Students are considered Chronic Absentee when he or she is absent from school for any reason for 10% of the school days in one school year from the date of enrollment to the current date. Within the first 2 months of school, for example, 4 days would be considered chronically absent since there are approximately 40 school days within the first two months.

**Tardiness:** All students are expected to be at school on time each day. This means that students are expected to have entered through a campus gate entrance before the arrival bell rings at 7:30. When students/parents arrive late, students are required to check in at the front office to obtain a tardy pass. Repeated tardiness is considered truancy under California law.

**Early Pick-up:** Although discouraged, in the event a parent must pick up his or her child early from school, the parent or guardian must check in at the office. OMSD policy states that only parents or individuals over 18 years of age listed on the emergency card may pick up a student. For your child's safety, a photo ID (driver's licence, state issued ID card, etc.) will be required for student check-out.

**Attendance Make-up Academy:** Students in TK-6th grade may make-up an absence by attending a Saturday Make-Up Academy offered 5 times per year. Attending an AMA will help students reach Perfect Attendance for each trimester. Saturday AMA is from 7:45AM-12:15PM. Students will receive a notice if they qualify for AMA the week prior to the scheduled AMA Saturday.

**Independent Study:** Parents may request Independent Study (I.S.) packets to make-up for absences throughout the school year. Students will make up an absence for each packet completed and submitted. Incomplete packets may not fulfill an absence. Parents must sign an Independent Study contract prior to beginning I.S. Students with Individualized Education Plans (IEP) must have I.S. approved through an IEP meeting.

**Perfect Attendance:** Students qualify for the Perfect Attendance Award each trimester and at the end of the school year if he or she maintains 0 absences, 2 or less tardies or early outs for each trimester. Students may make up an absence at our Attendance Make-up Academies held once per month. For **6th grade promotion**, however, plaques are awarded to students who have 0 absences and 0 tardies since TK or Kindergarten through 6th grade. Attendance Make-up Academy or Independent Study does not apply for the attendance plaque awarded at promotion.

**SART/SARB Process:** Students identified as chronically absent and/or tardy will be monitored by our site attendance team. Parents/guardians will receive notifications regarding excessive absences, tardies or early outs. If student attendance becomes a concern, a Site Attendance Review Team (SART) meeting will be scheduled with our attendance team. This meeting is to support the family in improving student attendance. If student attendance

continues to be a concern, the family may be referred to the district's School Attendance Review Board (SARB). SARB is a multi-agency team including Children and Family Services, probation, law enforcement, parents/or other community representatives, community-based organizations. This team is charged with identifying barriers and finding solutions to unresolved student attendance and discipline problems.

## STUDENT ACADEMICS

**State Standards and district adopted curriculum:** Haynes teaches using the California State Standards for each grade level. You can review the state standards at the state website here: <https://www.cde.ca.gov/be/st/ss/>. We also use the following adopted curriculum for content areas:

- **Preschool:** Ready to Advance
- **TK:** Scholastic On My Way
- **Kinder-6th:**
  - **English Language Arts:** McGraw Hill Wonders,
    - Supplemental: Fast Track Phonics
    - Supplemental: Write from the Beginning
  - **Math:** Eureka
  - **Social Studies:** Studies Weekly
  - **Science:** McGraw Hill Inspire

**Meeting With Teachers:** All teachers are available to meet with parents throughout the year. Formal Parent Teacher Conferences are scheduled twice a year in November and March. Teachers send home appointment letters to work with parents/guardians to set up conference appointments. If you need to meet with a teacher prior to the formal Parent Teacher Conference, please feel free to set up an appointment with the teacher via Parent Square, email, or a phone message to the front office.

**Report Cards and Parent Teacher Conferences:** Haynes staff is committed to partnering with parents in the education and well-being of all our students. In an effort to provide parents information regarding their child's progress, report cards are completed three times each year; two of these report cards involve parent conferences. Parent Teacher Conference appointments are scheduled for twenty minutes and during this time he/she provides an update on your child's academic progress along with the report card. Teachers provide grades for each of the following subject areas: English Language Arts, Math, Writing, Social Studies, Science, Visual and Performing Arts and Physical Education.

**Technology Agreement:** The Ontario-Montclair School District believes in the educational value of technology and recognizes its importance for supporting curriculum, instruction and management. Parents must sign and return the "Acceptable Use of Technology Agreement" for each of their children. This form outlines the guidelines for student use of computers, the Internet and cell phones. It is the district's intent to protect students, staff and volunteers from inappropriate information by:

- Meeting/exceeding all state and federal content filtering guidelines.
- Requiring adult supervision and monitoring of student internet use.
- Directing each user to accept personal responsibility for managing the resources appropriately.

## STUDENT SAFETY

**Closed Campus:** To ensure student safety, Haynes is a closed campus. All gates and classroom doors are closed and locked during the school day. Parents, guardians, siblings, and other adults are not allowed on campus without registering in the office to sign in and obtain a visitor's pass/sticker. All visitors must meet OMSD visitor policy guidelines.

**Parking Lot Safety:** Enter the parking lot only at the marked entrance. Additionally, to avoid accidents and ensure safety for all students, parents and staff, we DO NOT allow cars to make a left turn out of the exit during arrival and dismissal hours (refer to the posted sign). To ensure your child's safety, we require that you accompany your child when walking through the parking lot. Additionally, we require that students, parents and staff use the crosswalks to avoid accidents and injuries. Lastly, please DRIVE SLOWLY AND CAUTIOUSLY through the parking lot and drive thru lane.

**Emergency Drills:** Emergency drills are conducted on a monthly basis. We conduct 10 fire drills, 3 Earthquake drills, and 2 Intruder drills per school year. We hold one MOCK emergency drill each year in October to practice what to do in the event of a real emergency.

**Evacuation Sites:** Students evacuate to the blacktop/field area for each drill. This is where each teacher takes roll and all staff are accounted for. In the event that our site is not suitable for evacuation (in the event of a real emergency), our off site evacuation location is Del Rancho Park on Cypress Avenue south of Haynes Elementary.

**Student Release:** On a daily basis, the front office releases students to adults over the age of 18 that are on the student emergency card. We **require** a valid photo identification to be presented for student pick up. In the event of an emergency, student pick up will be located at the south parking lot off of Cypress Avenue. Please communicate with all emergency contacts that a valid form of identification will be required for student release and please update your child's emergency contact information regularly.

**Child Custody:** Schools are legally required to follow court orders for custody that have been submitted to the school. Please provide copies of legal court paperwork to the front office as soon as possible. Haynes will provide the information to appropriate personnel and will keep documents on file for the student(s).

**Prohibited Items:** The school or school district is not responsible for any personal items brought from home. We want all students to be safe. If a student has something in a pocket or backpack that doesn't belong at school, he/she should immediately notify a teacher or other school official. Under no circumstances is a student to bring any weapons or dangerous objects.

1. Drugs, alcoholic beverages, narcotics, cigarettes, tobacco, cigarette papers, lighters, pipes, matches, look-alikes, and paraphernalia are NOT permitted at the school campus.
2. Explosive devices, firecrackers, fire balls, cherry bombs, are NOT permitted at the school campus.
3. Weapons, guns, knives, cake cutters, screw drivers, and/or other dangerous items, are NOT permitted at the school campus.
4. Toys which are realistic simulations of guns, knives, or other dangerous objects are NOT permitted at the school campus.
5. Gang/tagging identification paraphernalia, such as rags/bandanas, felt tip pens and markers, aerosol paint containers, etching tools, or any other instrument used for the purpose of writing graffiti or tagging are NOT permitted at the school campus.

**Comprehensive School Safety Plan (CSSP):** Haynes implements a comprehensive school wide safety plan that meets the requirements of the state, district, and local police and fire departments in an effort to keep children safe. The safety plan is updated yearly and includes a disaster plan for earthquakes and fires as well as a plan for violent intruders. Please see the link at the end of this handbook for digital access to the plan.

# STUDENT BEHAVIOR

**PBIS Framework:** Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed. (PBIS.org)

**PBIS Behavior Expectations:** Haynes is a PBIS school (Positive Behavioral Interventions & Supports). Our Behavior Mission Statement states: The mission of the Richard E. Haynes Elementary School, a progressive and 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. We expect our students to follow our 3 school-wide PBIS expectations: (1) Practice Responsibility, (2) Act Respectfully and (3) Work and Play Safely. Our school-wide expectations are posted for each setting, but not limited to those shown below. Students will have the opportunity to create expectations for their classroom alongside their teacher and have the opportunity of voice and choice.

**PBIS Student Store:** Our online student store is used to acknowledge and reinforce students who are noticed following our three school wide expectations. Any staff member at Haynes is able to provide a digital point that can be redeemed on our online school wide student store. Teachers may provide students with time to redeem points, but are not required. Any student may go on the online store before or after school hours. Items will be distributed to teachers on a daily basis and should receive this within 24-48 hours, teachers may decide when to distribute the items to students. All items purchased from the student store must be left at home and remain in the students backpack during school hours. Suggestions The PBIS store can be found using students Clever application, look for the icon , you may also enter this website address:

<https://www.pbisrewards.com/>

**Tier 1:** All students are taught Social Emotional lessons and practices to reinforce pro-social behavior. School wide practices are monitored, research based and data driven decisions with the help of our PBIS Tier 1 committee. Our team includes administrators, teachers, behavior specialists and school representatives. If you would like to be considered to become a part of the Tier 1 team please contact Mrs. Hidalgo at (909)984-1759.

**Tier 2:** Tier 2 practices are for **some** students who may not be successful with Tier 1 practices alone and may need additional support. The focus is to prevent students from developing unwanted behavior and support them with additional teaching or interventions. Our Tier 2 team also known as COST(coordination of services team) include administration, behavior specialists, teachers, and school faculty who assist in assigning student support. Students may also be identified using our data decision rules. If you feel your student may benefit from Tier 2 support or have any other need not in relation to behavior please complete a Request for Assistance form located in the front office, you may also fill out a [google form](#) found on our website.

**Tier 3:** Tier 3 is an effective way to address sometimes dangerous, often highly disruptive behaviors that prevent student success. A **few** students who may need supplemental support in addition to Tier 1 and Tier 2 practices may be referred to the Tier 3 team. The Tier 3 team consists of administrator(s), behavior specialist, teacher(s), and school faculty. Students who may benefit from Tier 2 or Tier 3 support may be provided with interventions such as Check in/Check out, Counseling, Mentoring, Social Skills Group, etc. Teachers may refer a student to our PBIS committees for review and an appropriate intervention may be suggested. All interventions will be communicated to parents/guardians to provide details and answer any questions you may have. If you would like to refer your student for review please contact our office.

**Student Code of Conduct:** At Haynes Elementary School School students are expected to conduct themselves in keeping with the educational purpose underlying all school activities, including the care of school facilities and equipment. Haynes Elementary School believes that the PBIS School-Wide Behavior Expectations must be set cooperatively by interaction among students, parents/guardians, staff and community to create an atmosphere that encourages students to grow in self-discipline and character development. Students are expected to *Be Safe, Be Respectful, Be Responsible* and:

- Attend school daily, be prepared for class, and complete assignments to the best of your ability.
- Treat others the way in which we would like and expect to be treated.
- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for their actions and the consequences of inappropriate behavior.

- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- **See *Something, Hear Something, Say Something*** and report any dangerous behavior or bullying.

**Behavior Definitions:** Behavior is defined and classified as the following: minor, or major offenses that may be addressed by administration. Major offenses that may be considered dangerous, unsafe or highly disruptive are still considered as a major offense but will be categorized as severe requiring immediate assistance by administration. Below you will find a brief description of possible behavior errors, students may be addressed for any of the following behavior errors but not limited to those listed below.

**Corrective Strategies:** Although we practice a PBIS framework that encourages positive behavior, there may be times when consequences are applicable to student misbehavior. School wide consequences that include classroom discipline will be tailored to the consequential behavior in an effort to teach school wide behavior expectation and policies. The following are some examples of possible consequences that are in line with our discipline framework:

<b>Teacher Corrective Strategies</b>	<b>Administrative Corrective Strategies</b>
<ul style="list-style-type: none"> <li>● Acknowledge Students' emotions</li> <li>● Positive Reinforcement</li> <li>● Mentoring / Restorative Conversation</li> <li>● Re-teach Behavior Expectations</li> <li>● Parent Contact</li> <li>● Reflection Break</li> <li>● Loss of Privilege</li> <li>● Classroom Suspension (*if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>● Re-teach Behaviors Expectations</li> <li>● Parent Conference</li> <li>● Restorative Conferences</li> <li>● Apology Letter</li> <li>● Loss of Privilege</li> <li>● Stay Away No Contact Contract</li> <li>● Behavior Contract</li> <li>● Confiscation (*if applicable)</li> <li>● Notify OMSD Authorities or OPD</li> <li>● School Suspension Off</li> </ul>

**Major Infractions:** The Discipline Matrix is a tool used by the school administrators to respond when a student engages in a major infraction that violates the *School Wide Behavior Expectations*, *Student Code of Conduct*, and the *CA Education Code. 48900 (A)* Caused, attempted to cause, or threatened to cause physical injury to another person. Willfully used force or violence upon the person of another, except in self-defense. (B) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects. The administrator conducts a thorough investigation of the incident. If a student commits a first infraction for an incident, it will be documented to provide the student with proper restorative interventions. Second infraction will be documented to provide additional behavior intervention support, and so forth. However, if an offense is severe enough, the student will be referred to the administrator to assign adequate consequences.

**New Recess Legislation SB 291:** An update has been made at the state level regarding recess. Students are

- At least 30 mins of recess a day
  - Starting in 2024-25 for LEAs that already offer recess (**elementary sites**)
  - At least 15 mins on minimum days (BTSN, Open House, Conferences, Last Day)
  - Does not have to be met in a single session (multiple recess periods totaling 30 mins over the course of the regular instructional day)
  - Bell schedules will note that at least 15 mins of lunch periods will be for recess
- Restricting recess for disciplinary reasons
  - SB 291 repealed statute that permitted schools to restrict recess for disciplinary reasons
  - 'Students cannot be denied recess unless their participation presents an immediate physical threat to themselves or other students.'
  - If recess is denied to a student presenting an immediate physical threat, all reasonable efforts have to be made by staff to minimize exclusion from recess.

# Haynes PBIS Behavior Definitions

2024-2025	MINOR OFFENSES	MAJOR OFFENSES	MAJOR OFFENSES
Behavior Definitions	Low intensity situations that a teacher can address without the help of the office and other support staff.	Purposeful, Chronic, Abusive situations that don't need immediate assistance but may need administrator support	High Intensity, Severe situations that need immediate assistance to be addressed by the administrator.
<b>Abusive / Inappropriate Language</b>	Profanity or other inappropriate language directed at a student, teacher, or staff member orally, written or visuals meant to insult.	Profanity, ethnic/religious slurs, derogatory language directed at a student, teacher, or staff member.	Oral, written or visual threat directed at a student, teacher or staff member.
<b>Physical Contact/ Fighting/ Physical Aggression</b>	One or more student(s) making unwanted, non-accidental physical contact with another.	One or more student(s) repeatedly making unwanted, non-accidental physical contact with another.	Student or students making serious physical contact upon another with intent to harm/where injury may occur.
<b>Defiance/Disrespect/ Disruption</b>	Student(s) purposely causing low-intensity, inappropriate disruption that temporarily distracts students from learning. Negative, oppositional or disrespectful language that interrupts instruction.	Students purposely and repeatedly engage in inappropriate disruption that distracts students from learning for an excessive amount of time. Obscene gesture(s)	Refusal to follow staff directions in a manner that classroom learning is unsafe. Leaving the room without permission.
<b>Teasing/Taunting; Bullying/Harassment</b>	Student(s) participates in isolated, low intensity oral, written or gesture that offend or hurt student, teacher or staff member.	Student intimidates, manipulates, or threatens others (often aggressively) using negative speech and/or action that target ethnicity, disability, gender, religion, or other personal characteristics.	Student repeatedly intimidates, manipulates, threatens, or physically attacks others (often aggressively) using negative speech and/or action that target ethnicity, disability, gender, religion, or other personal characteristics.
<b>Property Misuse</b>	Student engages in low-intensity abuse of school, personal or class property.	Student repeatedly engages in abuse of school, personal or class property impairing usefulness.	Student(s) repeatedly engages in abuse of school personal or class property causing destruction or disfigurement of property.
<b>Technology Misuse</b>	Student engages in use of technology, personal or school, in an inappropriate, way (e.g., not on approved website, cell phone interrupts class).	Student repeatedly engages in inappropriate use of technology, personal or school, in an inappropriate, way (e.g., not on approved website, cell phone interrupts class).	Student use of technology personal or school, to explore or inquire potential threat to self or others.
<b>Theft</b>	Student is in possession of, having passed or being responsible for having removed someone else's property without malicious intent.	Student is in possession of, having passed on or being responsible for having removed someone else's property with malicious intent.	Student is in possession of, having passed on or being responsible for having removed someone else's property consistently and with high value.
<b>Academic Dishonesty</b>	Student is copying, cheating or plagiarizing.	Student repeatedly is copying, cheating or plagiarizing .	Student is copying, cheating or plagiarizing on state mandated tests.

# HAYNES PBIS MATRIX

## School Wide Behavior Expectations:

	Arrival / Dismissal	Line	Recess	Lunch	Restroom
Practice Responsibility	<ul style="list-style-type: none"> <li>• Be prepared to enter/exit vehicle quickly</li> <li>• Promptly walk to your assigned location</li> <li>• Keep personal belongings at home</li> <li>• Keep cell phones turned off and in a secure location that is not visible</li> </ul>	<ul style="list-style-type: none"> <li>• Be in line by second bell</li> <li>• Prepare for transition</li> </ul>	<ul style="list-style-type: none"> <li>• Keep personal items at home</li> <li>• Gather your belongings</li> <li>• Follow the rules that apply to each activity and location</li> <li>• Use your time wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Use voice levels 1-3</li> <li>• Use hand signals to communicate needs</li> <li>• Clean up your area and throw away trash</li> </ul>	<ul style="list-style-type: none"> <li>• Use voice levels 0-1</li> <li>• One person per stall at all times</li> <li>• Toilet paper should be flushed after each use</li> <li>• Wash and dry hands properly</li> <li>• Exit the restroom after use</li> </ul>
Act Respectfully	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Maintain personal space</li> <li>• Follow staff instruction(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Maintain personal space</li> <li>• Remain in line facing forward</li> <li>• Follow staff instruction(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Demonstrate good sportsmanship</li> <li>• Maintain personal space</li> <li>• Follow staff instruction(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Maintain personal space</li> <li>• Follow staff instruction(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Wait your turn</li> <li>• Maintain personal space</li> <li>• Be mindful of others' privacy</li> <li>• Follow staff instruction(s)</li> </ul>
Work and Play Safely	<ul style="list-style-type: none"> <li>• Keep hands, feet, and other objects to yourself</li> <li>• Exit/ Enter on the curbside</li> <li>• Use crosswalks and sidewalks</li> <li>• Be aware of what is happening around you</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> <li>• Walk in a single file line facing forward</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself</li> <li>• Walk in designated areas</li> <li>• Use equipment properly</li> <li>• Keep nature in nature</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands, feet and objects to self</li> <li>• Keep your food to yourself for the safety of others</li> <li>• Sit appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> <li>• Walk in a single file line facing forward</li> </ul>



# STUDENT DRESS CODE

**Student Dress Code:** The Ontario-Montclair School District Board of Trustees has adopted the following dress code guidelines. In order to maintain an educational environment that is conducive to learning, we encourage students to “**dress for success**” and come to school properly prepared for participating in the educational process. Parents have the primary responsibility to see that students are properly attired for school. These guidelines are given below will provide a safe and orderly school environment for our students and keep district schools free from threats or harmful influence of any groups or gangs which advocate substance use, violence, or disruptive behavior. The STUDENT DRESS CODE PROGRESSIVE DISCIPLINE is as follows: **1st Violation:** Warning, **2nd Violation:** Parent phone call /BIR, **3rd Violation:**Parent/Teacher/Administrator Conference.

1. **Closed toed shoes with substantial soles will be worn at all times.** Flip-flops, backless shoes, or sandals are not acceptable. Heels or wedges greater than 2 inches in length are not permitted.
2. **Clothing shall cover and conceal all undergarments** at all times and be appropriate for weather conditions. Tops must be at least two inches wide at the shoulder and fully cover the abdominal area, no crop tops. Shorts and skirt length should be no shorter than mid-thigh. Spandex shorts or biking shorts are not permitted.
3. **Gang attire of any kind is strictly prohibited.** Law enforcement guidelines will be followed.
4. **Clothes must fit appropriately.** Extremely baggy, loose fitting garments are not permitted. Pants cannot sag below the waist or drag on the ground. Belt buckles engraved with initials are prohibited.
5. **Hats may be worn as protection against the sun when outdoors.** Caps must be worn so the brim is not tipped to the sides or back. No markings or graphics may be added to head wear. Hats, beanies, sweatshirt hoods and similar accessories cannot be worn anywhere indoor the school facility, regardless of the weather. Hats should not have markings or graphics that are considered inappropriate or may be affiliated to gang or illegal substances.
6. **Clothing, jewelry and personal items** (backpacks, fanny packs, etc.) shall be free of writing, pictures or any other insignia which are gang-related, crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice. Clothing that promotes violence of any kind is prohibited.
7. **Earrings or other jewelry, which may present a safety hazard or distract from the instructional program are not suitable for school wear.** These include but are not limited to dangling hoop earrings larger than ½ inch in circumference, facial piercings, and elongated pointed earrings that protrude from the ear.
8. **Make-up is highly discouraged,** but will be permitted as long as the make-up is subtle, natural, and does not distract from learning. Make-up should be applied at home and will not be permitted to be applied on campus.
9. **Acrylic nails are highly discouraged,** but will be permitted as long as they are short, subtle, natural, and do not distract from learning or become a safety concern.
10. **Scented sprays or perfumes are prohibited at school.** Hand sanitizers should be odorless.
11. **Students should dress appropriately for school.** Pajama bottoms/tops and costume like attire, including tutus, wigs, etc. should not be worn unless aligned with a school spirit day.

## 6TH GRADE END OF YEAR ACTIVITIES

**Promotion Awards:** Each year, we provide the following awards at promotion.

- **Program Cover Contest:** Awarded to the student(s) who created the promotion cover
- **Perfect Attendance:** Awarded to students who have 0 absences and 0 partial days (tardies or early outs) for the entirety of their school career, since TK or Kindergarten. Saturday School does not apply for this award.
- **Hopes and Dreams:** One student from each class is chosen based on their Hopes & Dreams essay.
- **Honor Key:** 2 students from the grade level are chosen based on their educational excellence in all areas, including academics, social emotional, leadership, etc.
- **Rising Husky:** 2 students are chosen who have demonstrated the ability to overcome obstacles and show perseverance.

Each student has the ability and opportunity to earn these special recognitions. Please speak to your child about the awards early and set a plan to help them work towards excellence.

**End of Year Incentives:** 6th graders are provided an opportunity to be rewarded at the end of the school year, to celebrate their time here and their accomplishments. In order to motivate students to continue to do their best, the 6th grade teachers have developed a yearlong contract in order for students to participate in these activities. This contract will be presented to you at Back to School Night and will be reviewed with you during each conference period. Students who do not meet the requirements below will be under review and may not be able to participate in one or more of the incentives.

### **6th Grade End of Year Activities Contract**

**Incentives:** Field Day, Incentive Field Trip, Promotion Ceremony

I, \_\_\_\_\_, understand that in order for me to participate in the end of the year activities with my classmates I must meet the following requirements between the dates of Date TBD.

- **Classwork & Homework: Complete at least 75% of all classwork and homework assignments**
  - **Attendance: Maintain less than 10% absences, tardies and early outs**
  - **Behavior: (%) TBD to Maintain responsible, respectful, and safe**
- I understand that if any of the above requirements are not met, I may not be permitted to participate in one or more of the end-of-year activities.
  - I understand that a parent/guardian and student signature is required in order to participate in any of the above activities. I will have a parent/guardian sign and agree to this contract and I will turn it back into my teacher by Date TBD.
  - I understand that if I am unable to attend one or more of the end-of-year activities I will be expected to attend school and will be offered an alternative program that day under the supervision of one of our staff members.

# OMSD CELL PHONE POLICY

**Student Cell Phone:** California law allows student possession and limited use of cell phones and other electronic communication devices while at school. Students must, however, obey the following district guidelines as well as individual school rules for use. Students may NOT use cell phones for personal/non-academic use while at school. If a parent needs to contact their child, they must call the office. Cell phones can be held for students at the office or by the teacher so they will not be lost or stolen during the school day. The school is not responsible for any damaged, lost or stolen personal items or devices brought from home.

- Students may possess or use cell phones and other electronic communication devices on a school campus provided that such devices do not disrupt the educational program, or any school activity, and are not used for illegal or unethical activities such as cheating on assignments or tests.
  - Cell phones and/or other electronic devices are not permitted in personal clothing pockets such as pants, shorts, jackets, sweaters, etc. Cell phones are not allowed outside such as the playground, MPR, Blue Tables, Walking Paths, and RESTROOMS.
  - Electronic communication devices shall be turned off and kept out of sight during class time, or at any other time, as directed by a school employee, except where deemed medically necessary or when otherwise permitted by a teacher or administrator.
  - Students shall not be prevented from using their cell phone in case of an emergency, except where that use inhibits the ability of school district employees to effectively communicate instructions for the safety of students.
  - Students shall not use cell phones or other electronic communication devices with camera, video or voice recording function, in a way or under circumstances which infringe the privacy rights of other students and adults and without express permission from a school employee (BP 5131).
  - Students are responsible for personal electronic communication devices they bring to school. The district shall not be responsible for loss, theft or destruction of any such device brought onto school property, except that it shall be the responsibility of the school to ensure the safekeeping of any confiscated devices. Confiscated electronic communication devices shall be stored by school district employees in a secure manner (BP 5131).
- ✓ **Verbal Warning:** A school district employee on the first offense may direct the student to turn off the device or give a verbal warning to the student.
- ✓ **First Violation:** Phone confiscated from student. Students are allowed to pick up phones at the end of the instructional day. Documentation in student discipline file as a warning.
- ✓ **Second Violation:** Phone confiscated from student. Parent must pick up the cell phone from the school office. Documentation in student discipline file.
- ✓ **Third Violation:** Phone confiscated from student. Parent must meet with the site administrator to pick up the phone. Documentation in student discipline file.
- ✓ **Fourth Violation:** Students may be subject to additional disciplinary measures when their use of an electronic communication device violates individual school rules.

# PARENT INVOLVEMENT OPPORTUNITIES

We believe that parents and community partnerships are critical to student success. We invite you to participate in the educational experiences of your child. We have many opportunities for parents and families to become involved at Haynes School. Spanish translation and childcare are provided for parent meetings.

**School Site Council (SSC):** This parent group meets regularly throughout the year and represents parents and community members. Each year elections are held for officer positions. Parents may participate as an elected officer or attend the meeting as a member of the SSC. All parents are welcome to attend our SSC meetings. The SSC plays a vital role in the planning, implementation and evaluation of the School Plan and Haynes's state funded programs.

**Site English Learner Parent Advisory Committee (SELPAC):** This parent group meets three times during the year and represents parents of students who are English Language Learners. All parents are welcome to attend our SELPAC meetings. The SELPAC plays a vital role in the planning, implementation and evaluation of our English Learner Program. The SELPAC makes recommendations to the SSC regarding our English Learner Program.

**GATE Parent Meetings:** This parent group meets three times during the year and represents parents of students who are identified as GATE (Gifted and Talented Education). Parents of GATE students are all invited to attend. During these meetings we provide information, strategies, tips, etc. about our GATE program and the progress of our GATE students.

**Students with Disabilities (SWD):** This parent group meets three times during the year and represents parents of students who have IEPs (Individualized Education Plan). Parents of students in Speech, RSP and SDC are all invited to attend. During these meetings we provide information, strategies, tips, etc. about our Special Education programs.

**Coffee with the Community:** Coffee with the Community is a new meeting this year that will serve as a way for our families to become familiar with the programs that we are offering at our school. We are now a Community School and as such, we are responsible for including our community members in the creation of our Community Schools plan. Our plan encompasses all aspects of Academics and Social Emotional programs. This meeting is led by the Principal and Counselor and will serve to provide updates and information about Haynes and gather input from the community regarding our school programs.

**Parent Workshops:** Parent workshops are offered several times per month. Topics include Academic, Social Emotional and Behavior. Please check the monthly calendar for more information about topics offered.

**Parent Volunteers:** We appreciate and encourage parents to volunteer in a number of ways at Haynes. We have Parent Volunteer Tuesday from 8:00-9:00 a.m. where parents are able to complete a variety of teacher/staff tasks. Additionally, parents can support the classroom teacher by taking items home and returning them with the student, or attending a field trip. In order to volunteer, parents must come into the office to complete and/or update a Parent Volunteer Application. Once the application is approved by school staff, the office staff notifies the parent that they are able to begin volunteering. Monthly parent meetings and workshops are offered on various topics related to academic, social emotional, and behavior support.

**Field Trip Chaperone:** Each grade level attends a field trip, and teachers may need parent helpers to support the supervision of students while at the field trips. The number of parents varies from grade level to grade level and trip to trip. Each teacher will communicate the need for chaperones prior to the scheduled trip. Please complete the Parent Volunteer Application available in the front office if you have been selected to chaperone.

# PARENT INVOLVEMENT POLICY 2025-2026

## Richard E. Haynes Elementary

Richard E. Haynes Elementary School has developed a written Title I parental involvement policy with input from Title I parents. The school works closely with parents throughout the school year through parent meetings such as School Site Council meetings, SELPAC, and Coffee and Conversations Parent meetings to share information regarding parental involvement at school. It has distributed the policy to parents of Title I students. No, later than September of each school year, a copy of the School Parental Involvement Policy will be distributed to all parents. Parents of children entering the school during the year will also be given a copy of the School Parental Involvement Policy upon enrollment. The School Parental Involvement Policy will be posted on the school website. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

### Involvement of Parents in the Title Program

To involve parents in the Title 1 program at Richard E. Haynes Elementary School, the following practices has been established:

#### **The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.**

At the start of the school year, the school will provide parents with information regarding Title I at our Annual Title I Services meeting.

In addition, parents will be provided Title I information at SSC, SELPAC, Students with Disabilities and Coffee and Community Parent meetings.

#### **The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.**

- Several parent meetings held to provide parent education workshops focused on high parent interest topics and/or those authorized under Title I. (School choice, Program Improvement, school-parent compact, district wide policies, and use of Title funds)
- Conducting phone conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.

#### **The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.\*\***

- Parents are members of the School Site Council and are integral in the development of the Single School Plan for Student Achievement which includes the Parental Involvement Plan.
- Administer a Parent Needs/Evaluation survey in the spring of each year seeking input about the effectiveness of the overall programs and parental involvement plans.
- Parents are invited to all parent meetings, which include but are not limited to Coffee and Community, SELPAC, SSC, GATE, Special Education, and the Annual Title 1 presentation.

#### **The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.**

- Back to School Night
- Parent Teacher Conferences
- Annual Title I Services Meeting
- Monthly Newsletter
- Phone/Text Messages via the Blackboard
- Parent Square

#### **The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.**

- Parent Teacher Conferences
- School Site Council Meetings
- Coffee and Community Meetings
- School English Learners Parent Advisory Council Special Education Parent Meetings
- GATE Parent Meetings
- Students with Disabilities Parent Meeting
- Student Study Team meetings with parents
- IEP Meetings

#### **If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.**

- School Site Council Meetings
- School English Learners Parent Advisory Council
- Students with Disabilities Parent Meetings
- GATE Parent Meetings
- Student Study Team meetings with parents
- IEP Meetings
- 504 Plan Meetings
- Parent Staff Organization Meetings

*The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c)(3)]*

# SCHOOL PARENT COMPACT 2025-2027

## Richard E. Haynes Elementary

### What is a School-Parent Compact?

A School-Parent Compact for Achievement is an agreement that parents, students and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach or exceed grade-level standards.

Effective compacts:

- Link to goals of the school improvement plan
- Focus on student learning skills
- Describe how teachers will help students develop those skills using high-quality curriculum and instruction
- Share strategies parents can use at home
- Explain how teachers and parents will communicate about student progress
- Describe opportunities for parents to volunteer, observe, and participate in the classroom

### Activities to Build Partnership

- 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
- School Site Council
- GATE Parent Meetings
- School English Learner Parent Advisory Meetings
- Monthly Coffee and Community Meetings
- Parent Workshops PSO Events

### District Goals for Student Achievement

Increase the number of students, in all subgroups, attaining or exceeding grade level performance expectations on multiple measures, including standardized tests in ELA, math, science, and social studies. Increase the share of students that are college and career ready, the share of English learners that will become English proficient, and the rate of reclassification for English Learners.

### Communication about Student Learning

A Haynes Elementary School is committed to establishing and maintaining open communication with families about student's academic, social and emotional well-being. In order to make this possible, communication is very important. Some of the ways parents and teacher communicate all year are:

- Haynes school Website
- Husky School Newsletter
- Bulletin board in front of the school
- Marquee
- Weekly homework folders/ teacher notes
- Student agendas
- Blackboard phone system
- Parent Square
- Parent Conferences

### Jointly Developed

The parents, students, and staff at Haynes Elementary School meet throughout the year to evaluate student learning needs based on school assessment results, parent feedback and instructional program needs. Haynes staff works collaboratively with parents to receive input at all parent meetings such as Coffee and Community, SELPAC, School Site Council meetings. This input is used to guide the development of program offerings for students, teachers and parents.

### School Goals for Student Achievement

The percent of Haynes' students, including all subgroups (English Learners, students with disabilities, Foster Youth, socioeconomically disadvantaged, gifted and talented students, Hispanics, Whites, African Americans) reaching or exceeding grade level expectations in English Language Arts, Mathematics, Science and Social Studies will increase each year by 5%, increase attendance and decrease Chronic Absenteeism, and increase parent involvement.

## TOGETHER FOR SUCCESS- TEACHERS, PARENTS, STUDENTS

<p><b>Classroom</b></p> <p>All teachers will work with students and their families to promote College and Career Readiness and support students' success in meeting or exceeding the California Common Core State Standards in reading and math. Working with families in the following areas will help achieve this goal:</p>	<ul style="list-style-type: none"> <li>• to support learning</li> <li>• Communicate regularly with parents about school experiences so that they can help students to be successful in school.</li> <li>• Provide students with College &amp; Career readiness</li> <li>• Schoolwide focus to support student communication</li> </ul>	<ul style="list-style-type: none"> <li>• Best first instruction across content areas Identify student needs and provide Tier 1, 2, or 3 academic and behavior/SEL support</li> <li>• Provide students with daily SEL lessons</li> <li>• Use Core Curriculum to fidelity</li> <li>• Utilizing Thinking Maps across all content areas</li> <li>• Technology instruction and access</li> </ul>
<p><b>Home</b></p> <p>Haynes Elementary School parents play an integral part of every child's education. Parents have worked with staff to develop the following ideas about how families can promote College and Career Readiness at home.</p>	<ul style="list-style-type: none"> <li>• Communicate the importance of education and learning to my child while providing a quiet time and place for homework.</li> <li>• Read to my child and/or encourage my child to read every day (20 minutes PK-3, and 30 minutes for Grades 4-6).</li> <li>• Communicate with the teacher or the school when I have a concern or a need</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.</li> <li>• Regularly monitor my child's progress in school. Participate at school in activities and events such as school decision making, volunteering and/or attending parent-teacher conferences. Check class dojo Parent Square and school messages daily</li> </ul>
<p><b>Students</b></p> <p>Statement of Behavioral Purpose: Together at Haynes we will teach and learn to be respectful, responsible and safe so that we can become academic achievers, leaders and productive citizens</p>	<ul style="list-style-type: none"> <li>• will be respectful, responsible and safe to themselves and to others, including community members, staff and peers</li> <li>• Come to school regularly and on time</li> <li>• Be ready to learn and demonstrate best effort</li> </ul>	<ul style="list-style-type: none"> <li>• Bring necessary materials and homework</li> <li>• Complete assignments</li> <li>• Ask for help when needed</li> <li>• Know and follow school and class behavior expectations and understand cause and effect</li> </ul>

## **School Documents**

### **[School Accountability Report Card \(SARC\)](#)**

A hard copy of the most recent report can be viewed on our website at [omsd.net/haynes](http://omsd.net/haynes). Parents may request a paper copy through the front office. Please click the link above for a digital version.

### **Comprehensive School Safety Plan (In Progress)**

### **Community Schools (In Progress)**

**HAYNES PARENT HANDBOOK SIGNATURE PAGE 2025-2026**  
*PÁGINA DE FIRMA DEL MANUAL PARA PADRES Y ESTUDIANTES DE HAYNES 2024-2025*

**Parent Handbook is digital and is located online on our website @ [www.omsd.net/Haynes](http://www.omsd.net/Haynes)**

Please review the online document and complete the bottom section of this page. If you would like a paper copy of the handbook, you may request one in the front office.

El manual para padres ahora es digital y se encuentra en línea en nuestro sitio web @ [www.omsd.net/Haynes](http://www.omsd.net/Haynes)

Favor de revisar el documento en línea y pon inicial junto a cada declaración a continuación. Complete la sección inferior de esta página. Si desea una copia del manual en papel, pide en la oficina escolar.

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| <ul style="list-style-type: none"> <li>→ Mission Statement</li> <li>→ School Hours and Schedules</li> <li>→ Arrival &amp; Dismissal Procedures</li> <li>→ School Communication</li> <li>→ Celebrations &amp; OMSD Wellness Policy</li> <li>→ Snacks &amp; Student Lunches</li> <li>→ Weather</li> <li>→ Student Health</li> <li>→ Student Attendance</li> <li>→ Student Academics</li> <li>→ Student Safety &amp; Prohibited Items</li> <li>→ Student Behavior</li> <li>→ Student Dress Code Policy</li> <li>→ 6th Grade End of Year Activities</li> <li>→ OMSD Cell Phone Policy</li> <li>→ OMSD Anti-Bullying Policy</li> <li>→ Parent Involvement Opportunities</li> <li>→ 24-25 Parent Involvement Policy</li> <li>→ 23-25 School Compact</li> </ul> | <ul style="list-style-type: none"> <li>→ Misión escolar</li> <li>→ Horarios escolares</li> <li>→ Procedimientos de llegada y salida</li> <li>→ Comunicación Escolar</li> <li>→ Celebraciones y política de bienestar de OMSD</li> <li>→ Meriendas y almuerzos para estudiantes</li> <li>→ Clima</li> <li>→ Salud estudiantil</li> <li>→ Asistencia estudiantil</li> <li>→ Académicos estudiantiles</li> <li>→ Seguridad estudiantil y artículos prohibidos</li> <li>→ Comportamiento del Estudiante</li> <li>→ Política del código de vestimenta estudiantil</li> <li>→ Actividades de fin de año de sexto grado</li> <li>→ Política de telefonía celular de OMSD</li> <li>→ Política anti-bullying de OMSD</li> <li>→ Oportunidades de participación para padres</li> <li>→ Política de participación de los padres 24-25</li> <li>→ 23-25 Convenio Escolar</li> </ul> |
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**We have read the Parent-Student Manual in its entirety. Our signature below indicates that we have read, understand and agree to each of the above sections of the handbook and that we have reviewed the information with our child. Hemos leído el Manual para padres y estudiantes en su totalidad. Nuestra firma a continuación indica que hemos leído, comprendemos y aceptamos cada una de las secciones anteriores del manual y que hemos revisado la información con nuestro hijo/a.**

<b>Student Name (Please Print)</b> <i>Nombre de Estudiante (letra de molde)</i>	<b>Teacher</b> <i>Maestro/a</i>	<b>Grade</b> <i>Grado</i>	<b>Date</b> <i>Fecha</i>
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<b>Parent/Guardian Name (Please Print)</b> <i>Nombre del padre, madre o tutor (letra de molde)</i>	<b>Parent/Guardian Signature</b> <i>Firma del padre, madre o tutor</i>	<b>Date</b> <i>Fecha</i>
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<b>Parent/Guardian Name (Please Print)</b> <i>Nombre del padre, madre o tutor (letra de molde)</i>	<b>Parent/Guardian Signature</b> <i>Firma del padre, madre o tutor</i>	<b>Date</b> <i>Fecha</i>
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**PLEASE RETURN THIS PAGE TO YOUR CHILD'S TEACHER**  
**POR FAVOR FIRME Y ENTREGUE ESTE FORMULARIO AL MAESTRO/A DE SU HIJO/A**

**If you have any questions regarding the contents of this document, please don't hesitate to contact your child's teacher or the front office at 909-984-1759. *Si tiene alguna pregunta sobre el contenido de este documento, no dude en comunicarse con el maestro de su hijo o con la oficina principal al 909-984-1759.***