

# Helendale Elementary School

Helendale School District

*Reaching to the future while remembering the past!*



27274 Peach Tree Lane  
Helendale, CA 92342  
(760) 952-1204

## **Parent/Student Handbook 2022-23**

*Be Safe  
Be Responsible  
Be Respectful*

## **Helendale Elementary School**

**Be Safe  
Be Responsible  
Be Respectful**

Dear Parents:

Welcome to Helendale Elementary School (HES)! We are excited about the upcoming school year. Back to School Night is held prior to school starting this year. to allow both parents and students to come on campus to meet their new teacher and to be informed about new procedures both schoolwide and in the classroom, as we are a closed campus.

We are committed to the welfare of each student and continue in its efforts to provide the best possible educational program for the children of Helendale. Safety is a priority and many of our procedures and policies are written and implemented with this in mind. We believe in the importance of parent participation and urge parents to work closely with their child (ren) and teacher. This partnership will produce the best results. Please make sure that when you pull in to drop off/pick-up your child that you pull forward as much as possible **and remain in your vehicle**. This will allow several cars the opportunity to pull in. Also, please make sure that you check for traffic when you pull away from the curb for safety.

The Parent/Student Handbook is a snapshot regarding the programs, policies, procedures, and everyday school life, but does NOT include everything.

**Office Hours** – The office is open from 8:00 am to 4:00 pm Monday through Thursday and 8:00 am to 2:00 pm on Fridays and minimum days.

**School Hours**– Please remain in your vehicle if you are along the curbing. Park your vehicle in an unmarked space in the parking lot if you would like to exit your vehicle. Helendale Elementary School hours are 9:00 am to 3:30 pm Monday through Thursday. Tk/Kinder and 1st grade are released at 3:20PM and at 1:05PM on MInimum Days..

**Every Friday is a minimum day and students are released at 1:15 pm**

Students that attend ELO-P enter through GATE B at 7:00AM and if staying after school, can attend until 4:30PM.

**Classroom Assignments:** Classroom assignments are based on the uncertainty of enrollment information. After we are able to determine the number of students actually present in each grade level, we may re-assign students in order to even out the class sizes.

**Campus Safety/Visitors** – In order to ensure that our campus is safe, HES is a closed campus. There will be opportunities for parents to attend scheduled events throughout the year (e.g. Student of the Month Assemblies, Semester Award Assemblies, specific PTC events, and Parent Trainings to name a few). When visitors are allowed on campus, ALL visitors will need to follow the safety procedures that are in place (e.g., sign in, provide a picture ID, and any other state/county mandated items). A Visitor lanyard will be provided to you while on campus. We ask that ALL visitors refrain from speaking with students other than your own to ensure student confidentiality.

**Website** – Please visit us at [www.helendalesd.org](http://www.helendalesd.org) for updated information on your child's classes, school forms, and a calendar of events.

**Aeries Weekly Communication** – Please make sure that we have your correct contact information on file (email address, address, and phone number), so that you receive updated information.

Please feel free to contact me at (760) 952-1204 or by email – [cespinoza@helendalsd.com](mailto:cespinoza@helendalsd.com) if you have any questions.

Sincerely,

Cindy Espinoza Principal, Helendale Elementary School

## **Helendale School District Mission Statement**

We, the parents, community, and staff of the Helendale School District, believe that young people can be taught to be lifetime learners and competent citizens. We are partners in providing our children with an understanding and appreciation of the past and present, as well as preparation for the future. We will focus on effective instruction that reflects our local history, concern for the environment and belief in a strong academic curriculum. We will work to ensure a safe and orderly environment, sound fiscal management and a belief that the size of our district enhances rather than limits our possibilities.

## **Helendale Elementary School Vision Statement**

To ensure that the academic, behavior, and social-emotional needs of ALL students are supported through tiered interventions to produce college and career ready students.

## **Multi-Tiered Support System (MTSS)**

Helendale Elementary started the commitment to establish a healthy, safe, and pleasant educational and physical environment through the implementation of Positive Behavioral Interventions and Supports (PBIS) in 2012 . This is an ongoing process and changes are made annually to reflect the academic, behavior, and social and emotional needs of ALL students that have evolved to where we are now with MTSS. We have worked hard to ensure that all three tiers of MTSS are fully implemented. In April of 2022, we were recognized by the State of California and received a distinguished honor for the California Pivotal Practice Award for our innovative practices in utilizing technology and how student engagement was enhanced. These practices were implemented during the 2020-21 school year and most still and in practice. September 2021, we were recognized by the California Coalition of PBIS earning the Gold Award for PBIS. We will find out this September as to which level of recognition we will receive.

Our MTSS mantra: BE SAFE, BE RESPONSIBLE, BE RESPECTFUL..... BE A HAWK - filled with Hope, Achievement, Wonder, and Knowledge.



## **Be Safe, Be Responsible, Be Respectful SCHOOL SLOGAN**

**H**    **Hope**  
**A**    **Achievement**  
**W**    **Wonder**  
**K**    **Knowledge**  
**S**    **Skills**

## Staff Contact Information

TK - <a href="mailto:ngansky@helendalesd.com">ngansky@helendalesd.com</a>	Kinder - <a href="mailto:jcruz@helendalesd.com">jcruz@helendalesd.com</a> <a href="mailto:hgrounds@helendalesd.com">hgrounds@helendalesd.com</a> <a href="mailto:jreynolds@helendalesd.com">jreynolds@helendalesd.com</a>	1st grade - <a href="mailto:mduenas@helendalesd.com">mduenas@helendalesd.com</a> <a href="mailto:jhidalgo@helendalesd.com">jhidalgo@helendalesd.com</a> <a href="mailto:vthompson@helendalesd.com">vthompson@helendalesd.com</a>
2nd grade - <a href="mailto:jdavis@helendalesd.com">jdavis@helendalesd.com</a> <a href="mailto:lkerns@helendalesd.com">lkerns@helendalesd.com</a> <a href="mailto:nsmith@helendalesd.com">nsmith@helendalesd.com</a>	3rd grade - <a href="mailto:bmoen@helendalesd.com">bmoen@helendalesd.com</a> <a href="mailto:mquevedo@helendalesd.com">mquevedo@helendalesd.com</a> <a href="mailto:kjorgenson@helendalesd.com">kjorgenson@helendalesd.com</a>	4th grade - <a href="mailto:ldanczyk@helendalesd.com">ldanczyk@helendalesd.com</a> <a href="mailto:ahartman@helendalesd.com">ahartman@helendalesd.com</a> <a href="mailto:mratchford@helendalesd.com">mratchford@helendalesd.com</a>
5th grade - <a href="mailto:kherrera@helendalesd.com">kherrera@helendalesd.com</a> <a href="mailto:tibarra@helendalesd.com">tibarra@helendalesd.com</a> <a href="mailto:lsahawneh@helendalesd.com">lsahawneh@helendalesd.com</a>	6th grade - <a href="mailto:bcarlson@helendalesd.com">bcarlson@helendalesd.com</a> <a href="mailto:jgarza@helendalesd.com">jgarza@helendalesd.com</a> <a href="mailto:dgreen@helendalesd.com">dgreen@helendalesd.com</a>	Specialists - <a href="mailto:cratajesak@helendalesd.com">cratajesak@helendalesd.com</a> <a href="mailto:gjumonville@helendalesd.com">gjumonville@helendalesd.com</a> <a href="mailto:mgarfield@helendalesd.com">mgarfield@helendalesd.com</a>
Office - <a href="mailto:knelson@helendalesd.com">knelson@helendalesd.com</a> <a href="mailto:mcarriilo@helendalesd.com">mcarriilo@helendalesd.com</a> <a href="mailto:bhillquist@helendalesd.com">bhillquist@helendalesd.com</a>	Principal - <a href="mailto:cespinoza@helendalesd.com">cespinoza@helendalesd.com</a>	School Administrative Assistant - <a href="mailto:rpalmer@helendalesd.com">rpalmer@helendalesd.com</a>

## Absences/Attendance Policies

### STATE LAW REGARDING SCHOOL ATTENDANCE

Education Code 48260 defines truant as "any pupil subject to compulsory full-time education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than a (thirty) 30-minute period during the school day without valid excuse on three occasions in one school year, or any combination there-of." Education Code 48263 further states, "If any minor pupil is habitually truant, or in irregular in attendance at school, the pupil may be referred to a school attendance review board" (SARB).

Regular attendance and punctuality are important to a child's performance in school. Please ensure that your child attends school if he/she is not ill, and arrives at school on time. **Parents are responsible for clearing absences. If absent, a note, phone call or email to [hesoffice@helendalesd.com](mailto:hesoffice@helendalesd.com) indicating the reason for the absence is required upon their return to school. If an absence is not cleared within 10 days of returning to school, the absence will be marked as truant (unexcused absence). Students are responsible for all work missed due to absences.** Our school receives its funding based upon actual student attendance. Excused absences do not provide funding in the State of California. If attendance for a full day is not possible, we appreciate the effort extended in having the child attend any portion of the day.

## Tardy Policy

Families transporting children to school should make every effort to arrive on time for school. Students who arrive after school begins must report to the office prior to entering class and **need** to be **signed** in by a parent/guardian otherwise it will be noted as unexcused. Our gates open at 8:40AM and the First bell rings at 8:57AM for students to report to class. Tardy students entering the classroom late are disruptive to the learning of themselves, and other students. Students NOT in their seats at the 9:00AM bell are considered tardy. Leaving early from school is also listed as a “tardy” on your child’s report card; however, this does not exclude your child from being eligible for Perfect Attendance.

Tardy Letter sent-

3 or more unexcused tardies per quarter

### SARB PROCESS - Education Code Section 48260

- Three (3) unexcused absences or tardies more than 30 minutes and/or 10 absences excused or unexcused = Truant, first SARB letter is mailed home.
- Continued absences or even 1 more unexcused absence or tardy more than 30 minutes = Second SARB letter is mailed home and a meeting with the Administrator is scheduled for the student and parent/guardian.
- Continued absences or even 1 more unexcused absence or tardy more than 30 minutes = Third SARB letter is mailed home, classified as habitual truant and subject to summons to appear at SARB hearing and a possible fine.

### PENALTIES - Education Code Section 48293

SARB Hearing	The School Attendance Review Board (SARB) will ask the parent and the student to sign (unless one is already in place) or revise an attendance contract. Failure to comply with the contract will result in the order of a citation to appear in court.
First Conviction	A fine of not more than \$100.00 plus penalties could amount to as much as \$315.00.
Second Conviction	A fine of not more than \$250.00 plus penalties could amount to as much as \$750.00.
Third or Subsequent	A fine of not more than \$500 plus penalties could amount to as much as \$1600 Conviction or Criminal Prosecution.
V.C. 13202.7	Any minor under the age of 18 years, but 13 years of age or older who is a habitual truant may have his or her driving privilege suspended for one year.
272 (a) (i) P.C.	Failure to enroll your student in an approved educational program could result in a \$2500.00 fine + 1 year county jail + probation up to 5 years

## **ACCEPTABLE REASONS FOR EXCUSED STUDENT ABSENCE**

Student must be given an opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work for absences due to these reasons (E.C. 46010, 46010.3, 48208):

1. Personal illness (Please provide a doctor's note when available).
2. Personal medical, dental, optometric, or chiropractic appointment (requires a doctor's note).
3. Funeral services of parent, sibling, grandparent, brother-in-law, sister-in-law, or any relative living in the immediate household of the child (Limited to one day in the state, and three days out of state).
4. Exclusion for illness or medical appointment of a child whom the pupil is the custodial parent.
5. Personal court appearance (requires verification).
6. Employment in the entertainment industry for a maximum of up to five absences per school year.
7. Observance of a religious holiday or ceremony (recommend three days advance notice to school).
8. Religious retreat (limited to four hours per semester).
9. Prior principal approval for reasons which may not be included elsewhere, but are pursuant to uniform standards established by the governing board.

\*\*\*"GOING OUT OF TOWN", "FAMILY EMERGENCY" OR "PERSONAL REASONS" ARE NOT EXCUSABLE REASONS FOR STUDENT ABSENCES AND WILL BE RECORDED AS A TRUANCY.\*\*\*

### **Importance of Regular Attendance:**

Our goal is to ensure that every student attends school regularly. Showing up for school has a huge impact on a student's academic success starting in Transitional Kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life. We realize some absences are unavoidable due to health problems or other circumstances. However, we also know that when students miss too much school— regardless of the reason – it can cause them to fall behind academically and emotionally because they are falling behind their peers.

Many of the programs provided to students such as RtI (Reading and Math Intervention Program), our Physical Education Instructor, and the numerous computerized programs (i-Ready, Math Seeds, Raz-Kids, STAR, Accelerated Reading, etc.) we offer our students are possible due to the revenue received based on the attendance of students at our school. The more absences we have, the less revenue we receive to have programs for our students at our school.

We don't want your child to fall behind in school and get discouraged and we would also like to continue to provide our students with programs such as the ones mentioned previously. In order to achieve this, please ensure that your child attends school every day and arrives on time.

Here are a few practical tips to help support regular attendance:

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Ensure your children go to school every day unless they are truly sick.
- Avoid scheduling vacations or doctor's appointments when school is in session.
- Talk to teachers and counselors for advice if your children feel anxious about going to school.
- Have your child attend Saturday School - this counts as a day your child is in seat for revenue and instruction is provided to our students
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

Let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information please contact us.

### **Accidents**

If a serious injury occurs on the school grounds or on the bus, the parents will be notified and asked to pick up the child for their own observation or examination by their physician. Parents will be promptly notified of all injuries not considered minor. When notified of a head injury, the office will attempt to notify parents on the phone. This will also be followed up with a notification letter sent home with the student. In the event that the parents cannot be reached, the student will be released to the emergency contact listed on the emergency card.

### **Appointments**

We urge you to schedule medical and other appointments so they do not conflict with class time. If it is necessary that students leave the school campus before the regular dismissal time, please send a written note to the teacher, or call the office indicating your intentions. **Students are not released to anyone other than their parents/guardians or individuals listed on their Emergency Contact List without authorization (photo identification is required), and must be signed out in the office.** If they return to school following an appointment, or if they arrive late because of an appointment, they must check into the office before going to class. Please provide the office with a note from the doctor or dentist.

## **Behavior Expectations**

The staff of Helendale Elementary School believes that students have the right to learn and teachers have the right to teach.

Our goal at Helendale Elementary School is to develop a firm and fair discipline program while creating an atmosphere throughout the school in which children feel safe, secure, and happy. This goal will enhance positive student behavior and self-esteem while promoting academic learning. Positive Behavioral Intervention Support (PBIS) will guide our students, staff, parents, and community members to reach this goal.

We also believe that communication between staff, parents, and students will ensure that all involved will have a clear understanding of behavior guidelines. Please read the following information regarding student expectations, consequences, and rewards.

Simply stated, we believe:

No student should ever stop another student from learning ~ No student should behave in a manner not in the best interest of him/herself or others ~ Students demonstrating positive behavior will be rewarded.

The best way to prevent discipline problems is to show children that you support the school rules.

## **Ensure Your Child Is Prepared For The Day**

In addition to traditional classroom instruction, we find it important to nurture our students' sense of responsibility (which in the long run will be a huge benefit to them and to society as a whole!) This will result in helping our students to strive to be well prepared and well organized at the beginning of the day. Please be our partners in promoting the following:

1. **Make sure that all changes in daily transportation are communicated in advance, *in writing*, and are *sent directly to the office*.** Our office gets overwhelmed throughout the day with phone calls regarding transportation changes and requests. We certainly understand the occasional family emergency, however many of the changes that are phoned in do not fall into that category. The very best way for your child to arrive home as intended is for you to communicate your wishes to your child **before** your child leaves for school in the morning and ***write a note to send to the office*** specifying your wishes. The office staff is not able to field phone "reminder" messages as we have over 500 students at our school.
2. We will do our best to deliver jackets, homework, books, lunches, materials, etc. to your child's classroom, but cannot guarantee the time of delivery as our focus is to ensure the safety of all students on campus. Before leaving the house, please have your child double check to ensure they have all of their materials needed for the day. This will assist in having them be more responsible (*We know they can do it!*). It is recommended that children dress in layers because the weather changes sporadically throughout most days. Consider sending a jacket with your child EVERY DAY regardless of what the temperature is when you depart from home.
3. If you wish to simply leave a message, make an inquiry, or seek clarification on something, please email the teacher, office staff member, or principal rather than calling or coming in. In most cases, you will receive an email response in less than 24 hours. (You can access all staff members via email by using the individual's first name initial followed by the last name of the staff member @helendalesd.com (For example, **cespinoza@helendalesd.com**). (*Of course, we understand that not every parent has an email account, so some phone calls may still be necessary*).

Thank you in advance for your cooperation. This is an area we believe all of our students will benefit in the development of excellent responsibility skills. Thanks again for your ongoing support.



## **Birthday Celebrations**

Parents wishing to bring in additional items need to make arrangements with your child's teacher in advance. Items that can be brought in can be in the form of a goody bags, pencils, fun erasers, bookmarks, markers, crayons, small toys, puzzle books, reading books, glow sticks, play dough, bubbles, or fun drinking straws (just to name a few). Must be *non-food items (no candy)* in order for it to be passed out at the end of the day. Items do not necessarily need to be in a "goody bag" but can be brought in separately.

\*Invitations- If your child is having a birthday party and is inviting classmates/friends, invitations can only be distributed on campus if the entire class is invited. This eliminates misunderstandings and hurt feelings.

## **Books, Supplies, Toys, Games, Permanent Markers**



Students will be provided with all necessary textbooks and school materials. Each child is responsible for giving them proper care. In the case of lost or damaged books or any school materials, the child is responsible and charges will be made. Student report cards and transcripts may be withheld until textbooks/library books and/or other school owned materials are returned in good condition or charges have been paid. Students may bring personal supplies to school (binders, mechanical pencils, pens, etc.), but are not allowed to share items.

Toys, games, and permanent markers are NOT allowed at school. Inappropriate items that are brought to school will be confiscated and will only be returned to a parent/guardian. The school is not responsible for lost or stolen personal items. We'll graciously accept donations of school supplies (glue, crayons, pencils, etc.) or art materials.

Student binders/folders will be provided for students. Your child will be required to keep their binder/folder organized and neat at all times, and include information and materials that your child's teacher specifies.

## **Breakfast/Lunch Program**

Breakfast is served at 8:40 am. Students arriving after 8:50 am will not have the opportunity to eat breakfast at school. Meal applications need to be submitted online at **family.titank12.com**. Your child's name will be entered into a drawing for an opportunity to receive a prize. Last year, a Nintendo Switch was the prize.

## **Bullying**

"Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. In other words, bullying is unwanted, aggressive behavior among school aged children that is repeated and makes you feel threatened and/or hurts your feelings". PBIS teaches students, staff, parents, and the community to acknowledge the positives that take place, while redirecting the negative. If your child is having a problem with someone at school, please assist us by calling and/or emailing the

Principal [cespinoza@helendalesd.com](mailto:cespinoza@helendalesd.com) or School Administrative Manager [rpalmer@helendalesd.com](mailto:rpalmer@helendalesd.com).

**Together we CAN make a difference in all of the lives of our students!**

## Cell Phones

The law states that students may have cell phones, smart watches or similar communication devices with them during the school day; however, they must be turned off when the child enters school property and must remain off, and in a backpack, until the child leaves school property. **A student MAY NOT check messages, take pictures, text messages etc. during the school day.** The device must remain OFF and in a backpack for the entire school day. If a student chooses to use his/her device during the day, the student will be either asked to put it away and a phone call will be made home to inform the parent of the student violating this procedure, or the device may be taken away until the end of the school day where it will be released to the student or parent/guardian for pickup. The school does NOT search student devices.

## Classroom Assignments

Within the first 2 weeks of school we will not be making any parent requests to classroom assignments in order to align enrollment. Listed are the protocols one needs to follow when requesting a classroom transfer:

1. Parent schedules meeting with teacher to express any concerns/conflicts
2. Parent schedules a time to observe classroom instruction
3. Parent schedules meeting with teacher and principal
4. Classroom transfers will be honored at the discretion of the administration

## Class Parties

The Elementary School has scheduled four (4) parties during the year: Christmas, Valentine's Day, Easter, and an end-of-the-year activity. These parties are arranged between the teachers. **All food items must be store bought and in unopened packaging.** Your child's teacher will provide specific details for each party.

## Commuting To/From School – Bicycle Riders

It is the policy of the Helendale Board of Trustees to permit children to ride their bikes, scooters, or skateboards to and from school, providing students demonstrate personal responsibility and do not create a hazard to themselves or others. The Board recognizes that bicycle helmets lessen the seriousness of head injuries. The District considers bicycle riding to school a privilege and it can be revoked. Please refer to CA Vehicle Code Section 21212- Youth Bicycle Helmets for Minors. The following rules and regulations must be observed:



1. Children will consistently wear bicycle helmets.
2. Children shall observe all traffic rules and safety laws.
3. Children must display courtesy toward other riders and pedestrians.
4. Children are encouraged to use bicycle locks. The district will not be responsible for lost, stolen, or damaged bicycles.

If a child should violate any of the above rules and regulations, his/her bike, scooter, or skateboarding privileges may be suspended.

First Offense – One week  
Second Offense – One month  
Third Offense – Remainder of school year

Should a child ride his/her bike to school during the period of suspension of his or her bike riding privileges, he or she may be suspended from school, or his/her bike impounded (released to parent), or both. The purpose of this policy is not to discourage bike riders, but rather to encourage and promote safety and the welfare of the student. Motorized scooters are not allowed on campus.

### **Commuting To School – in a vehicle**

Students need to exit the vehicle along the curbside to ensure the safety of the student. Students need to be ready upon arrival to exit promptly. Having all materials ready will assist in this process. Drivers are not allowed to exit vehicles along the curbing.

### **Commuting To/From School – Bus**



Transportation questions should be directed to First Student at (760) 256-2333. Only those pupils living beyond 2.6 miles of school are to ride the school bus, per Board policy. Insurance and state law prohibits others from riding. **A parent or guardian must notify the school at least 30 minutes prior to the end of the day if their child needs to get off the bus at a stop other than their designated stop.** At that time, the secretary will issue a written change for that student to give to the bus driver. Upon dismissal, bus riders are to go directly to the bus loading area to board the bus. Students are to wait properly at all bus stops and are to avoid “horseplay” at all times. Students are to follow the direction of the bus driver at all times.

### **Bus stop changes must be provided in writing by the parent/guardian.**

Students who violate school bus rules will be subject to the bus discipline policy. The transportation company may deny a child transportation privileges for disciplinary reasons.

In order to ensure maximum safety for our students while riding the bus, the following bus safety standards and rules must be observed:

1. Wait for and enter the bus correctly.
2. Remain safely seated while the bus is in motion.
3. Keep your hands, feet, words and objects to yourself.
4. Speak quietly and only to a neighbor.
5. Treat others with respect.
6. Obey all directions given by the bus driver.

## **Possible consequences for misbehavior (First Student's discretion)**

- \*1<sup>st</sup> Ticket – Verbal Warning
- \*2<sup>nd</sup> Ticket – Assigned seat Student Conduct Report sent home
- \*3<sup>rd</sup> Ticket – Student Conduct Report sent home
- \*4<sup>th</sup> Ticket – Three day bus suspension
- \*5<sup>th</sup> Ticket – Five day bus suspension
- \*6<sup>th</sup> Ticket – Ten day bus suspension
- \*7<sup>th</sup> Ticket - Thirty day bus suspension
- \*8<sup>th</sup> Ticket – Bus privileges revoked for remainder of year

## **Concerns**

From time to time, concerns arise. Please follow the “Chain of Command” approach when bringing forth your concerns. **Remember, we can only respond to concerns when they are brought directly to our attention.**

Start with your child's teacher then the principal if you are unsatisfied with the end result of your parent/teacher conversation.

## **Conferences/Report Cards**



Parent-Teacher Conferences are held at the end of the 1<sup>st</sup> quarter for all students and the end of the 2<sup>nd</sup> and 3<sup>rd</sup> quarters by teacher and/or parent request. Report cards are completed each quarter. The Helendale School District schedules minimum days during conference week so that teachers may have sufficient time to confer with parents. The average length of a conference is twenty minutes. Conferences are used to report progress and chart goals for students. General descriptions of curricula and classroom procedures are presented at “Back-to-School Night”. Parents and teachers are encouraged to set up additional conferences as the need arises during

the year. Please make sure to contact your child's teacher if you have any questions or concerns.

**\*Quarter 1 and quarter 3 report cards are progress reports. Quarter 2 and quarter 4 are the student's final grades for the semester.**

## **Discipline**

It is the goal of each teacher to provide maximum learning for each student. In order to achieve this goal, each teacher encourages and rewards proper student conduct utilizing PBIS. Classroom standards are clearly posted and discussed with students early in the school year. Student violations could result in loss of recess or other privileges. If student misbehavior persists, a parent contact is made or a conference is scheduled. A conference with the principal may also be in order. Classroom problems are usually solved at the classroom level. Serious or chronic misbehavior may result in further action including suspension.

## **School Wide Plan – Positive Behavioral Interventions and Supports (PBIS)**

Our school wide discipline policy is designed to reward students for their positive behavior. Students not receiving referrals are rewarded regularly through classroom incentives.

Our three school rules are posted in each classroom and students are expected to conduct themselves according to these guidelines. Our school rules are as follows:

# **Be Safe Be Respectful Be Responsible**



Students violating these standards may receive counseling or consequences which may result in: loss of privileges, loss of recess, parent contact, community service, field trip privileges, Structured time, after school detention, in-school solutions, in-school detention, or school suspension.

Throughout the school year, we will be implementing a Universal Screener to all of our students to better assist in providing targeted support. Some students may require additional services to assist in improving academics/behavior/social emotional skills. We currently have two programs: Tier II Check In/Check Out (CICO) and Tier III Group Services. Tier II CICO consists of students being referred by either their teacher or parent. Students report to the CICO Coach each morning to set goals and then return to the Coach prior to the end of school to review the goals to see if they were met. This program is for 9 weeks. Our Tier III is designed for those that need additional assistance after the Tier II intervention. This program is designed for a small group of students in a group setting where students are afforded an additional opportunity to improve behavior. All of these services are offered to all of our students. Parent participation is greatly encouraged, but not required. Our PBIS team evaluates the progress of all of our students to ensure we are offering every opportunity available to our students to promote positive behaviors.

Quarterly PBIS celebrations are held to recognize students that have no High Level Referrals (HLR) and have completed at least 70% of their class/homework (No “N” on report card). Celebrations are held the last Thursday of each quarter.

This year, we will continue the use of Restorative Practices as another layer to work on addressing undesirable behavior. This will include Structured Time, After School Detention, and an Accountability Project (just to name a few interventions). Restorative Practices provide us an opportunity to work with students; whereas, suspension whether In-school or Out-of-school only takes students away from the academic learning environment. We started this intervention in May of 2022, and saw great improvement with addressing undesirable behavior and it is our hope that this will continue. Restorative practices also provide the individual offended to be able to use their voice to share how it impacted them, as others may not feel the same way.

Misbehavior of a more severe nature may require an immediate suspension from school followed by a conference with the school principal/designee prior to the student returning to school.

It is the responsibility of any suspended student's parent to contact teachers for all appropriate class assignments and/or tests. Any student who is out of school on suspension must be in the custody of a parent/guardian or another adult when not at home during school hours. Students will NOT be allowed to participate or attend any school-sponsored activity for 30 days after the suspension.

Sexual harassment and gender discrimination is not tolerated and may lead to disciplinary action up to and including suspension. Sexual harassment is defined as: Inappropriate behavior of a sexual nature, such as repeated sexual advances or offensive remarks that occurs usually in a workplace, school, or other institutional setting.

**Reason for Suspension per Education Code 48900:**

- a1. Caused, attempted to cause, or threatened to cause physical injury to another person.
- a2. Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or furnished any knife, firearm, dangerous object or explosive
- c. Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcohol or intoxicant or representation of items
- e. Committed robbery or extortion
- f. Cause or attempted to cause damage to school or private property
- g. Stolen or attempted to steal school or private property
- h. Possessed or used tobacco or tobacco products
- i. Committed an obscene act or engaged in profanity or vulgarity
- j. Unlawfully offered, possessed, arranged or negotiated to sell any drug paraphernalia
- l. Knowing received stolen school property or private property
- m. Possessed an imitation firearm
- n. Committed or attempted to commit a sexual assault
- o. Harassed, threatened, or intimidated a witness
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- q. Engaged in, or attempted to engage in, hazing as defined in Education Code Section 48900
- r. Engaged in an act of bullying including but not limited to bullying by means of an electronic act as defined in Education Code 32261
- t. Aid or abet the infliction or attempted infliction of physical injury

\_\_\_\_\_ 48900.7 Pupil has made terrorists threats against school officials or school property, or both

**THE FOLLOWING THREE (3) VIOLATIONS APPLY TO STUDENTS IN GRADE 4-12**

\_\_\_\_\_ 48900.4 Intentionally engage in harassment, threats, or intimidation against school personnel, a pupil or group of pupils

\_\_\_\_\_ 48900.3 Hate Violence

\_\_\_\_\_ 48900.2 Sexual Harassment

\*Education Code Section 48915 (Abridged):

- \_\_\_\_\_ (a)(1) Causing serious physical injury to another person, except in self defense
- \_\_\_\_\_ (a)(2) Possession of any knife, or other dangerous object of no reasonable use to the pupil
- \_\_\_\_\_ (a)(3) Unlawful possession of any control substance, (except for the first offense of not more than one ounce of marijuana)
- \_\_\_\_\_ (a)(4) Robbery or extortion
- \_\_\_\_\_ (a)(5) Assault or battery upon any school employee

- \_\_\_\_\_ (c)(1) Possessing, selling, or otherwise furnishing a firearm
- \_\_\_\_\_ (c)(2) Brandishing a knife at another person
- \_\_\_\_\_ (c)(3) Unlawfully selling a controlled substance
- \_\_\_\_\_ (c)(4) Committing or attempting to commit a sexual assault
- \_\_\_\_\_ (c)(5) Possession of an explosive

## **Dismissal Procedure**

Traffic can be especially heavy during dismissal times. As a result of this, please follow these guidelines:

**Parents and students entering the parking lot need to use one of the two crosswalks provided. Students also need to be escorted in the parking area by an adult. No escort is needed if the parent/guardian is using the curb side drop and pick up where the student is loaded into the vehicle from the curb side.**

**NO DOUBLE PARKING** - Double parking causes congestion in the parking lot area and is a safety issue. **Double parking and asking students to walk in between vehicles to get into a vehicle is unsafe and will not be permitted.**

### **Gate Dismissal Location**

**Gate A - 3rd through 6th grade exit**

**Gate B - 1st grade at 3:20PM; 2nd grade at 3:30PM**

**Gate C - Kinder Rooms 110 and 111**

**Gate D - Tk and Kinder Room 109**

**ALL Bus riders will exit Gate A.**

**Vehicles CANNOT be left unattended at the curb in order to keep traffic moving forward, drivers need to be ready to move as space permits. Any parent/guardian who wishes to exit their vehicle to pick up their child must park in a parking spot.**

### **Early Pick-up Procedures**

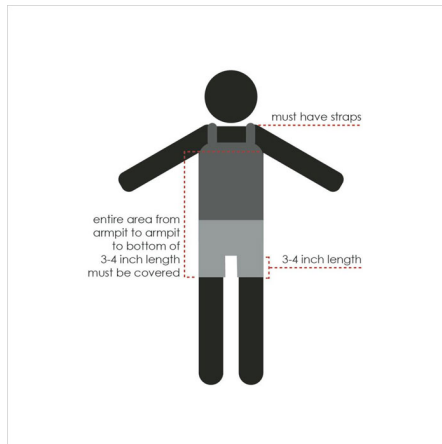
Parents/guardians should go to the office where they will need to show their ID and fill out a Student Leaving/Entering During School Hours form. Please plan your time accordingly as we are unable to call the students up early. By waiting for your arrival to call the students they will engage in additional academic time and avoid waiting in the health room where we have children who are ill.

### **Late Pick-up Procedures**

Parents/guardians who arrive late when picking up students after dismissal are required to sign their children out. If a child has not been picked up and the emergency contacts are unable, we must contact the Sheriff. We do not have staff available to supervise children who are not picked up on time. Chronic violators will additionally be sent a letter and a copy will be placed in your child's file.

## Dress Code

Students will need to follow the dress code listed below for all regular school activities:



1. School clothes must be respectful, safe and decent, as deemed appropriate by the school principal. Clothes shall conceal/cover undergarments at all times. Tank tops (less than 1” wide), halter-top, racer back tops, bare midriff tops, short shorts, too-tight tops or bottoms are not allowed. Shorts and skirts must be no shorter than 5 inches above the top of the knee. Leggings are not to be worn as a sole cover up. Leggings need to be accompanied by wearing shorts, pants, skirt, or a dress over them.
2. We discourage the use of makeup for students TK-6. Hats and sunglasses are permitted, but NOT allowed indoors.
3. Clothing displaying sexual or vulgar messages or promoting drugs including alcohol are not allowed.
4. For safety reasons, appropriate footwear is required. The only acceptable shoes for school are tennis shoes and closed toed shoes. Flip flops, sandals (or open toe shoes of any kind, or high heeled) are not allowed. For safety reasons, students wearing open toed shoes or high heeled shoes will not be permitted to play at recess and/or participate during P.E (no boots for PE). Students will be sent to another room or the office during recess time.
5. Many styles of earrings are dangerous and therefore should not be worn. It is required that students with pierced ears wear stud or post type earrings **only**. **Hoops, dangle earrings, gauges, and spikes are not safe to wear.**
6. No excessively tight or baggy, “sagging” or intentionally pulled down items of clothing is allowed. Pants/shorts/skirts must fit at the waist, with or without a belt. **Cutoffs, holes, or frayed pant bottoms can pose safety hazards. Please ensure your child’s clothing is appropriate.** Inseams on shorts must be no more than five inches above the top of the knees.
7. No potentially dangerous objects such as chains or extra long (hanging) belts are allowed.
8. We encourage natural colored hair.
9. Face Masks will ONLY be required to be worn to be in compliance with State Mandates.

**Anything not specifically addressed in the above dress/grooming code which is deemed disruptive to the educational process or may present a safety hazard shall be left to the discretion of the school administrator or designee. Any deviation from this policy must have written approval from the principal.**



## **Enrollment**

Welcome to Helendale Elementary School! We are pleased and excited that you have chosen our school to provide your child(ren) with his/her/their educational needs. It is our procedure that when new students enroll, we have the new students begin their first day with us on the following school day. This time allows our staff to ensure we have a desk, seat, and the necessary materials ready for your child to begin. Online enrollment is available through our District Website: <http://helendalesd.com/> or the Aeries link <https://helendalesd.asp.aeries.net/air/eligibility.aspx>

## **Expanded Learning Opportunity - Program (ELO-P)**

This is a new program for the 22-23 school year. The ELO-P is being offered from 7:00AM - 4:30PM Monday - Friday on calendar school days. There are 30 additional days outside the school year that will also be provided, but those dates will vary from year to year (Summer School dates). Since this is a new program this year, the program is only being offered by visitation to students that qualify under the State Guidelines to ensure adequate staffing. A waitlist will then be formed to add additional students that qualify. To ensure student safety and staffing ratios, once we are able to staff positions, additional students will be invited to attend.

As the program continues to evolve, student eligibility requirements may increase. When new information is received, information will be sent out via our Communication System (Parent Square).

## **Family Participation**

Families are encouraged to participate in our school program. Some suggested methods include:

- Help your child and his/her teacher solve problems
- Attend School Functions
  - Back to School Night
  - Harvest Festival
  - Open House/Science Fair
  - Award Recognitions (Monthly and Semester)
  - Hawk Family Night
  - Other Events as Scheduled
- Take an interest in papers that your child brings home from school
- Display papers at home
- Refrain from comparing your child and another child (even a sibling)
- Be a volunteer helper (outside of school)
- Praise your child for schoolwork that is done well
- Learn what is expected of your child in school
- Attend special activities in which your child is participating
- Attend Parent-Teacher conferences
- Check school work
- Join PTC

Limited volunteers will be allowed on campus in order to keep students and staff safe.

## **Field Trips**

Helendale students will participate in periodic field trips designed to support the curriculum or to reward students. Parent permission slips **MUST** be signed and returned to school personnel when indicated. All standard rules of conduct and procedures used in the daily transportation of pupils will be observed and enforced on field trips unless otherwise stated by the bus driver. All students must ride the bus to the field trip location. Parents may drive their own student home after notifying the teacher and filling out a "Permission to Release" slip. Notification **MUST** be received in writing **NO LATER THAN THE SCHOOL DAY PRIOR TO THE DAY OF THE FIELD TRIP** in order to check your child out. This will ensure the safety of your child while he/she is on a field trip. Adult chaperones must be 21 years of age or older. Chaperones must be fingerprinted and approved through the FBI and DOJ. In addition, the Volunteer Handbook must also be completed and a negative TB test result needs to be on file. Parents will be notified prior to Winter break guidelines students **MUST** meet in order to be able to participate on Field Trips. This **MUST** be signed and returned in order for your child to attend. **According to BP 6153, "Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk". All funds received/donated for field trips are non-refundable.**

### **FIELD TRIP GUIDELINES**

In accordance with BP 6153, students may be withheld from attending a field trip IF:

- They have received In-School/Out of school suspension for any reason.
- They have received a HLR referral for any of the following reasons:

Abusive/Vulgar/Inappropriate Language	Electronic Violation
Any harmful/ unsafe behavior	Fighting/Aggressive situation/Physical Contact
Chronic Behavior – regardless of number of incident reported	Property Misuse
Defiance	Sexual Harassment
Destruction of Property	Theft
Disrespect	Threatening Behavior
Dress code	Truancy
Drugs/illegal substance	Weapons
- They have had (3) three or more LLR referrals, regardless of the nature of the referral.

For field trip purposes, students will begin their behavior record with a "clean slate" on the First Day of Attendance in January each year. Please encourage your child to be on their best behavior so that they have an opportunity to participate in extra activities with their classmates. We hope to have your support in our endeavor to keep our students safe, successful and members of a productive and positive student body.

## **Homework Policy- BP 6154(b)**

Homework is an extension of what takes place in the classroom to strengthen students' understanding of standards toward mastery. It can also encompass assignments that students do not complete on a daily basis. Academic websites may be provided for students and parents to use as resources to assist in understanding concepts. Additionally, parent training is held at various times during the year that offers parents the tools and resources to assist their student(s) with homework. Information regarding each teacher's homework policy is explained during Back to School Night. For additional information, please contact your student's teacher.

## **Honor Roll Students**

Fourth through sixth grade students are eligible to qualify for the school's Honor Roll each semester. In order to qualify a student must achieve the necessary grade point average in major academic areas. Honor Roll categories are as follows:

3.9 – 4.0	Principal's List
3.3 – 3.8	Honor Roll

**Illness/Injuries** - Students that are seen in the Health Room and return to class are sent home with a "yellow form" indicating what the student was seen for.

**Illness- Please do not bring your student to school if they are running a fever or have been within 24 hours, have diarrhea, are throwing up, or are contagious as this may affect other students in their class.**

There may be times that students come to the office not feeling well. When this occurs, the following procedures take place:

1. Students are signed in the Health log in our database system indicating arrival time and student's symptoms (stomach ache, headache, throwing up, etc.).
2. If a student is throwing up, we notify the parent/guardian to pick up the student.
3. If the student has a stomach ache, we have them try to use the restroom. Sometimes this allows the student to have a bowel movement which then alleviates the stomach ache.  
If this remedies the ailment, the student will be sent back to class.  
If not, parent will be notified to pick up the student
4. If the student is sent to the office for sore throat, coughing, fever, parent's will be notified to pick the student up.  
Students MUST remain fever free for 24 hours without taking fever-reducing medication in order to return back to class.
5. If the student is sent to the office for a headache  
Questions will be asked to determine if it was caused by lack of sleep deprivation, food deprivation or dehydration. Student will be monitored and either sent back to class or sent home

**Injuries- There may be times that minor injuries take place where students need assistance. When this occurs, the following procedures take place:**

1. Students are signed in the Health log in our data-base system indicating arrival time and student's injury
2. If the office was informed that the student hit their head or that they were hit in the head with an object, a phone call is made to the parent/guardian and a head injury report is completed
  - a. Parents/guardians can speak with the student to see if they need to be picked up, if not...
  - b. The student is monitored for 10 minutes and returned to class once they are feeling better
3. If the student comes in with a minor scrape, the area is cleaned and bandaged
  - a. If the scrape is major, a phone call will be made to the parent/guardian, if not...
  - b. The student is monitored for 10 minutes and returned to class once they are feeling better

For student safety, when the teacher or office is notified of a student injury (cast, sling, needing to use crutches, or have stitches) students will be sent to another room or the office during snack or recess time.

## **Immunizations**

All pupils need to be immunized before entering school. The required immunizations are \*:

- **4 Polio**
- **5 DTP and/or TDAP**
- **2 MMR**
- **3 Hep B**
- **2 Varicella**

Written medical records of immunizations must be provided for verification of proof.

**\*State regulations may change throughout the year. New regulations MUST be followed.**

## **Independent Study Program (Short-term)**

We understand that emergencies arise which require students to be absent. In the event the absence is 3 to 14 days, parents can request for their child to be placed on Short-term Independent Study (This will allow the absences to be cleared and not counted towards SARB. Students will receive classwork to work on while they are absent). Requests need to be made at least 5 days in advance whenever possible (If the time period is less than 5 days, teacher and principal **MUST** approve the request). In order for the absence to be cleared, student work **MUST** be completed and turned in no later than 5 days after the student returns. During our CAASPP State Testing window (See website for calendar dates), ISP will only be approved under extreme circumstances.

**Lice** – Our school has a no live lice policy.

## **Lost and Found**

Many articles become lost or are left unclaimed. All personal belongings should be labeled. Found items should be turned into the Lost and Found Box in the cafeteria. Items not claimed by the end of the school year will be given to a charitable organization.

## **Mandated Reporting**

All school employees are considered Mandated Reporters. A mandated reporter is **legally required** to report any suspicion on child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage. School employees are not the judge, jury, or executioner, but rather legally responsible to report incidents.

If a staff member is made aware of a student attempting to cause or stating self-harm, the Crisis Response Team will be called to support you and your child.

## **Medication**

The school cannot administer any medications without a doctor's note. Specific guidelines must be observed in order for students to use any medication, including over the counter medications such as pain relievers, cough drops, or vitamins. Please contact the school office immediately in the event that your child requires such medication and the proper medication form will be made available. Signatures of both the parent and the physician are necessary. Also, all medication must be kept in the school office in the original container. Parents may wish to personally visit the school to administer medication in order to supersede these procedures. (You can find the medication form on our website at [www.helendalesd.org](http://www.helendalesd.org)).

Students unable to participate in Physical Education for 3 days or longer must have a written statement from their physician. Students with casts, crutches, etc. will not be permitted to play during recess, nor participate in P.E without a signed waiver (Contact the school office for more details).

## **Minimum Days**

Minimum days are scheduled regularly/periodically during the school year. Every Friday is a minimum day with student dismissal at 1:15 p.m. Students are dismissed approximately two hours early on these days. The school staff uses this additional time to plan effective programs necessary to enhance the education of Helendale students. Also, minimum days are scheduled during Parent-Teacher Conferences.

## **Parent-to-Parent Communication**

For safety reasons, we are not able to communicate information from parent-to-parent. This includes passing along contact information even when the parent is providing permission.

## **Parent Teacher Club (PTC)**

We encourage all parents to become active members of the Helendale Elementary PTC. We are indebted to the support of this outstanding organization. The purpose of the PTC is to further increase the quality of our children's educational experiences through parent support and involvement. Please sign up to be a member of our PTC organization. Your support is greatly appreciated. Please visit the PTC website for more information on how you can get involved: <https://sites.google.com/view/hes-ptc/home>

## **Personal Items**

Students are not allowed to bring iPods, electronic games, baseballs, footballs, permanent markers, or other personal items from home. Candy and gum on campus is not allowed. ***Permanent markers are not allowed to be carried by students on campus at any time. Staff will confiscate any non-school items and these will only be returned to a parent/guardian. HES/Helendale School District, including staff, is not responsible for any loss and/or damage to any personal items of students brought either with or without permission.***

## **Physical Education**

Regular physical activity is one of the most important ways to maintain and improve one's physical health, mental health, and overall well-being. The goal of the HES Physical Education Program is to provide a safe and fun environment in which to develop students' fundamental and motor skills, leadership skills and sportsmanship while increasing the student's physical fitness, confidence, and cooperation. The Program will also promote the lifelong enjoyment of physical activity as well as the importance of maintaining a healthy lifestyle. Health lessons will take place once a month. Our curriculum is loaded with a variety of fun and challenging activities that every student will enjoy. Every student has scheduled physical education with Mr. Mustachio for 60 minutes, and a total of 20 minutes throughout the week in class with SEL/Mindfulness Activities. For scheduled P.E. days with Mr. Mustachio, students must wear good running or athletic shoes. Students may not wear boots, high heels, slip on shoes or sandals. All students must wear shoes with straps or laces. Students are also not allowed to wear dresses, skirts or kilts. Jewelry is prohibited as it is a safety concern. Students may wear pants, shorts, and bring jackets. We will be outside, dress your student appropriately! The dress code is for the safety of our students. Your student will lose their PE point for the day if they are not properly dressed out. We encourage students to have water bottles if possible. Your child's homeroom teacher will communicate the schedule. The front office can also assist (760/952-1204) if needed. Please remember what day your child has P.E. so they are prepared for class. If you would like your child to be held out of physical activity for the day, please contact the office or message me directly on Class DoJo. In addition, please send a note to school. If your child is held out of physical activity for more than three days, we will need a doctor's note. If your child has any medical issues that will last more than three days please contact me and the office so we have this on file. If your child is absent they will lose their PE point for that day of PE. If your child would like to make up for the absence, it is your responsibility to obtain a Physical Education Activity Log from their teacher, and return it completed, with a parent/guardian's signature.

P.E.Expectations	P.E. Consequences
Be Safe	Warning
Be Respectful	Time Out
Be Responsible	Loss of Point
Have Fun	Office with Phone Call Home

\*Please feel free to contact your P.E. Teacher with any questions or concerns pertaining to the HES Physical Education Program. [gjumonville@helendalesd.com](mailto:gjumonville@helendalesd.com)

## **Physical Examinations**

All pupils are to have completed a health screening examination before entering first grade. This examination can be obtained from your family physician or through services provided by the county health department.

## **Restroom Procedures**

We are dedicated to promoting 21<sup>st</sup> Century Learners. With this comes teaching our students responsibility. We ask that students use the facilities during their breaks and recess times. This will ensure that students are receiving the necessary instruction during instructional time. We do realize that there may be occasions where this cannot take place. Therefore, we do NOT deny the use of facilities during class. It is our procedure to monitor students' use to ensure that there are not any medical conditions that we need to communicate with parents or that the use is being taken advantage of. Parents, please keep us informed if your child has any medical conditions which would require them to use the facilities often on a daily basis.

## **Saturday School**

We are planning on continuing to have opportunities to make up attendance this year by offering “Saturday School”. This day allows students to come to school to receive academic instruction, while allowing the school to make up attendance percentage. At least 6 Saturday School Days will be hosted (providing student participation). Parents will be informed when their child is eligible to attend and the permission slip MUST be completed and returned by the deadline given. We will be scheduling one a month beginning in September through March.

## **Safety Drills**

Drills are conducted in accordance with state law. Students are expected to respond quickly and safely as directed by their teacher or other adult and to follow established procedures. Fire drills, earthquake drills, shelter in place, and lockdown drill procedures will be practiced throughout the year. Some of these drills will be announced, others will be unannounced. During any drill, no one will be permitted to exit or enter the campus. Thanks for your flexibility and cooperation.

## **School Site Council**

School Site Council meets regularly throughout the year to develop and update a plan to address the needs of our students. Please contact the principal if you are interested in being involved with the School Site Council. For information about our SSC Meetings, please check the District’s website for calendared events taking place.

## **Selling items at School**

Only school designated fundraising items are approved for selling on campus.

## **School Day (Hours)**

School begins at 9:00 a.m. at Helendale Elementary School. Students are allowed on the school campus at 8:40 a.m. (Students should not arrive on campus before this time due to a lack of supervision before 8:40 a.m.). Upon arrival at school, students need to report to the playground area. Students are not to roam the halls or any part of the campus before school. Please make sure that your child is here by **8:55AM**. This will ensure your child is able to get to class on time.

**The student day ends at 3:20 for TK/Kindergarten and 3:30 p.m. for 1st-6th. On Fridays and minimum days the student day ends at 1:15 p.m. for all students TK-6th.**

As soon as students are dismissed at the end of the school day, all walkers and bicycle riders should leave the school grounds and go directly home. Students being picked up are not to go into the parking area unescorted by an adult.

## **Snow Day**



Occasionally, we are required to cancel school because of snowy and/or inclement weather conditions. The District Superintendent makes the decision. In these cases, we will use our Automated Phone Program to notify you. Local radio stations will also be notified.

## **Student Council (ASB)**

Student leadership opportunities are available through our elementary student council. Student officers and Classroom Representatives are elected by their peers. In order to be eligible, students must meet the various academic and citizenship requirements. Our council includes students in grades 4-6 and is under the direction of a staff member.

Officers:	President -	Grade 6
	Vice-President -	Grade 5 or 6
	Secretary -	Grade 4, 5 or 6
	Treasurer -	Grade 6
	Technology -	Grade 5 or 6
	Representatives -	Each classroom elects one (grades 4-6) Representative to serve on the council

## **Student Pickup**

If you need to pick up your child before the end of the day, please make sure that your child is picked up before 3:10 Monday through Thursday and before 12:55 on Fridays in order not to cause disruptions.

## **Student Records**

The Helendale School District maintains cumulative records for each pupil as required by law and any additional records that would be helpful in providing maximum educational opportunities for pupils. These records are available for parent review upon request.

**Please call the school office to set up an appointment with the principal if you desire to review your child's cumulative record.**

## **Student Success Team (SST)**

Student success is very important to us. When a student is having difficulty making progress at school they may be referred to the Student Success Team by the teacher or parent. The SST is a vehicle used to clarify problems and concerns. It is used to develop strategies and make recommendations to help students progress at a satisfactory rate academically or behaviorally. Members of the SST include teachers, parents, and Educational Specialists (Administration if needed). Parents are encouraged to participate as a member of the team. The SST team is also used for students in our PBIS Tier II and Tier III program.

## **Telephone Messages**

To prevent continually interrupting teachers while they are instructing their classes, we request that phone calls during the school day are of an emergency nature only. Students may not use the office or classroom telephone unless it is an emergency. Please do not call/text your child on their cell phone.



## **Uniform Complaint Procedures/Protocol for Resolving Conflict**

Occasionally, a concern or disagreement may arise regarding particular school or classroom procedures. We believe it is helpful to present the school policy in these situations.

Parents with questions or concerns about individual classroom practices, grades, or other classroom-related incidents or procedures as it relates to their child should (and are encouraged to) speak with the classroom teacher about their concern. Generally, most problems can be worked out in a parent-teacher conference. Should a parent feel the matter has not been resolved satisfactorily, they may then choose to make an appointment to discuss the matter with the principal.

Further action would include a meeting with the District Superintendent who would then handle the matter according to district policy.

For information on reporting racial discrimination allegations, please refer to the Helendale School District's Uniform Complaint Procedures which is included in the Parent/Student handbooks for each site and refer to the Civil Rights Act of 1964, Title VI website at: [www.justice.gov/crt/cor/coord/titlevi.php](http://www.justice.gov/crt/cor/coord/titlevi.php) for additional information,

Please see Board Policy BP 1312.3 (a) and (b) when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, gender, age, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance.

## **Visiting the School (All Visitors Must Check Into the Office)**

In order to ensure that our campus is safe, HES is a closed campus. There will be opportunities for parents to attend scheduled events throughout the year (e.g. Student of the Month Assemblies, Semester Award Assemblies, specific PTC events, and Parent Trainings to name a few). When visitors are allowed on campus, ALL visitors will need to follow the safety procedures that are in place (e.g., sign in, provide a picture ID, and any other state/county mandated items). A Visitor lanyard will be provided to you while on campus. We ask that ALL visitors refrain from speaking with students other than your own to ensure student confidentiality.

## **Volunteers**

Helendale Elementary School provides many opportunities for volunteer service. Volunteers are special people who are willing to donate their time and energy to the students and staff of our district in and outside of the classroom. All regular volunteers (Regular volunteer is one who volunteers a minimum of twice a week/field trips) will be screened prior to being authorized to volunteer with our students. The screening process includes completion of the following:

1. Submit a negative TB test;
2. Complete the Volunteer Handbook and submit a copy of your photo ID;
3. Fingerprint clearances through the Department of Justice and the FBI, which must be taken at the Barstow Police Dept. HES is given a limited number of fingerprint opportunities that are covered by the district each year. For those who are required to cover the cost of their own fingerprinting the fee may run between \$60 and \$80;
4. ONLY IF Required: Provide a copy of the COVID-19 vaccination or provide a Negative COVID-19 test result weekly prior to coming on campus from a COVID-19 Testing Facility.

## Helendale Elementary School PBIS Expectations When Applicable

All Common Areas	Be Safe	Be Respectful	Be Responsible
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Keep all food to self/No Sharing</li> <li>Hold tray with two hands</li> <li>Sit with feet on floor, bottom on bench and facing table</li> </ul>	<ul style="list-style-type: none"> <li>Allow anyone to sit next to you</li> <li>Use quiet voices</li> <li>Be silent when lights are out</li> </ul>	<ul style="list-style-type: none"> <li>Raise hand and wait to be excused</li> <li>Get all utensils, milk, etc. before sitting down</li> <li>Clean up after self and put all trash in trash cans</li> </ul>
<b>Playground/Recess</b>	<ul style="list-style-type: none"> <li>Walk to and from the playground</li> <li>Stay within boundaries</li> <li>Be aware of activities/games around you</li> <li>Refrain from play fighting</li> <li>What is on the ground stays on the ground</li> <li>Walk on blacktop unless engaged in basketball</li> <li>Keep hands and feet to self</li> <li>Remain seated until you come to a stop</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly, safely, and Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>Inform recess monitor before using restrooms and drinking fountains</li> <li>Follow bathroom rules</li> <li>Inform an adult if there is a problem</li> </ul>
<b>Passing Areas</b>	<ul style="list-style-type: none"> <li>Walk facing forward</li> <li>Stay to the right</li> <li>Use wheels off school grounds only</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Stay on sidewalks</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>Keep feet on floor</li> <li>Keep water in sink</li> <li>Wash hands with soap and water</li> <li>Put towels in trash can</li> </ul>	<ul style="list-style-type: none"> <li>Give people privacy</li> <li>Use quiet voices</li> <li>Use bathroom for its intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet after use</li> <li>Return to room promptly</li> </ul>
<b>Special Events and Good Citizen's Assemblies</b>	<ul style="list-style-type: none"> <li>Keep Hands and feet to self</li> <li>Remain seated</li> </ul>	<ul style="list-style-type: none"> <li>Use audience manners</li> <li>Sit on bottom</li> </ul>	<ul style="list-style-type: none"> <li>(See common areas)</li> <li>Follow adult directions the first time given without commenting back</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Keep student confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Follow dress code</li> </ul>	<ul style="list-style-type: none"> <li>Wait for instructions from an adult</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>Represent our school and community in a positive manner</li> <li>Follow directions/procedures and safety guidelines</li> <li>Be aware of your surroundings, learn your phone number and address</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate language, personal appearance, and interactions are key in creating and maintaining a respectful environment.</li> <li>Be kind and helpful to your neighbors</li> </ul>	<ul style="list-style-type: none"> <li>Get involved and make an impact in your community</li> <li>Lend a helping hand when others need it</li> <li>Help keep the community clean</li> </ul>
<b>Social Media</b>	<ul style="list-style-type: none"> <li>Keep passwords to yourself</li> <li>Speak to only people you know or are approved by your parents when online gaming</li> <li>Stay on parent/teacher approved sites only</li> <li>Keep all personal information to yourself</li> </ul>	<ul style="list-style-type: none"> <li>"Think" before you speak</li> <li>Be kind to others when on the internet</li> <li>Be courteous when on the internet</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate Use</li> <li>Ask parent/teacher for permission to use the internet and what sites you are allowed to surf</li> <li>Appropriate use of time when gaming or surfing the internet</li> </ul>
<b>At Home</b>	<ul style="list-style-type: none"> <li>Play safely with others</li> <li>Stay in designated areas</li> <li>stay away from strangers</li> <li>Follow parents' rules</li> </ul>	<ul style="list-style-type: none"> <li>Listen to my parents</li> <li>Speak nicely to others</li> <li>Be truthful to parents</li> <li>Play cooperatively with my siblings, parents and friends</li> </ul>	<ul style="list-style-type: none"> <li>Follow my parents directions</li> <li>Help with chores at home</li> <li>Take care of and put away my toys and things</li> <li>Finish my homework</li> </ul>

## Activities Calendar 2022-23

Listed below are a few of the activities that regularly occur during the school year. More information will be sent home as we get closer to the date of each activity. The last Friday of the Month is Student of the Month.

August	Back-To-School Night, August 5 <sup>th</sup> First day of School, August 8 <sup>th</sup> – Minimum Day Krispy Kreme Fundraiser August 22 <sup>nd</sup> – Sept. 2 <sup>nd</sup> ; Deliver Sept. 9 <sup>th</sup>
September	NO SCHOOL, September 5 <sup>th</sup> Fall Picture Day, September 7 <sup>th</sup> ASB Fantastic Fundraiser Cards September 19 <sup>th</sup> – October 7 <sup>th</sup> ; Deliver November 4 <sup>th</sup> 6 <sup>th</sup> grade Chocolate Bar Fundraiser September 12 <sup>th</sup> until sold out Saturday School, September 17 <sup>th</sup> PTC Membership Drive, September 30 <sup>th</sup>
October	5th Grade Fundraiser- Super Fan, October 3 <sup>rd</sup> - 20 <sup>th</sup> Fall Picture Retake Day, October 5 <sup>th</sup> End of 1 <sup>st</sup> Qtr, October 7 <sup>th</sup> Fall Break, October 10 <sup>th</sup> through 14 <sup>th</sup> Great CA Shakeout Drill, October 20 <sup>th</sup> @10:20AM ASB Kindness Grams, October 21 <sup>st</sup> -28 <sup>th</sup> ; Delivered by October 31 <sup>st</sup> Saturday School, October 22 <sup>nd</sup> Camp Read, October 24 <sup>th</sup> Book Fair, October 24 <sup>th</sup> through 28 <sup>th</sup> Parent/Teacher Conferences, October 24 <sup>th</sup> through 28 <sup>th</sup> - minimum days BE A BUDDY WEEK – Kindness Week, October 24 <sup>th</sup> through 28 <sup>th</sup> - minimum days
November	Harvest Festival, November 4 <sup>th</sup> Food Drive, November 1 <sup>st</sup> through 10 <sup>th</sup> NO SCHOOL, November 11 <sup>th</sup> Saturday School, November 19 <sup>th</sup> NO SCHOOL, November 24 <sup>th</sup> & 25 <sup>th</sup>
December	ASB Winter Grams December 1 <sup>st</sup> through 9 <sup>th</sup> – deliver December 15 <sup>th</sup> Silver Lakes Parade (TBD) Saturday School, December 10 <sup>th</sup> ASB Kindness Grams, December 2 <sup>nd</sup> - 9 <sup>th</sup> ; Delivered by December 15 <sup>th</sup> End of 2 <sup>nd</sup> Qtr, December 15 <sup>th</sup> Winter Break December 19 <sup>th</sup> through January 2 <sup>nd</sup>
January	NO SCHOOL, January 2 <sup>nd</sup> NO SCHOOL, January 16 <sup>th</sup> 1 <sup>st</sup> Semester Awards Assembly, January 17 <sup>th</sup> Parent/Teacher Conferences, January 18 <sup>th</sup> through 20 <sup>th</sup> Saturday School, January 28 <sup>th</sup>

February	ASB Friendship Grams February 3 <sup>rd</sup> through 10 <sup>th</sup> ; Delivered February 14 <sup>th</sup> NO SCHOOL, February 13 <sup>th</sup> NO SCHOOL, February 20 <sup>th</sup> Saturday School, February 25 <sup>th</sup>
March	Dr. Seuss Night, March 6 <sup>th</sup> Book Fair, March 6 <sup>th</sup> – 10 <sup>th</sup> End of 3 <sup>rd</sup> Qtr. March 10 <sup>th</sup> Science Fair/Open House, March 15 <sup>th</sup> Spring Pictures/6 <sup>th</sup> grade Panoramic, March 1 <sup>st</sup> Saturday School, March 18 <sup>th</sup> See's Candy Fundraiser March 6 <sup>th</sup> through March 24 <sup>th</sup> (Online)
April	Spring Break, April 3 <sup>rd</sup> – 7 <sup>th</sup> Kindergarten Round Up, April 14 <sup>th</sup> , 21 <sup>st</sup> ASB Spring Dance, April 14 <sup>th</sup> HAWK WALK, April 19 <sup>th</sup> HES Staff Appreciation Week, April 24 <sup>th</sup> through 28 <sup>th</sup> Little Caesars Pizza Fundraiser (5 <sup>th</sup> Grade for camp) April 24 <sup>th</sup> -May 5 <sup>th</sup>
May	3 <sup>rd</sup> – 6 <sup>th</sup> grade CAASPP Testing, May 1 <sup>st</sup> through May 12 <sup>th</sup> ASB 23-24 Interest Meeting, May 5 <sup>th</sup> Kindergarten Round Up, May 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> PTC BOGO Book Fair, May 15 <sup>th</sup> – 19 <sup>th</sup> (Online) 6 <sup>th</sup> grade Thousand Pines Outdoor Camp, May 16 <sup>th</sup> – 19 <sup>th</sup> Make up CAASPP Summative Testing, May 15 <sup>th</sup> – 19 <sup>th</sup> Be 4 School Event, May 18 <sup>th</sup> @4:30PM ASB Elections, May 19 <sup>th</sup> @09:10AM Great Hawk Race, May 19 <sup>th</sup> @10:00 - 11:00 6 <sup>th</sup> Grade Student vs. Staff Softball Game May 23 <sup>rd</sup> @9:30AM - 10:30AM TK, 1 <sup>st</sup> -6 <sup>th</sup> Grade End of Year Awards Assembly, May 24 <sup>th</sup> Last Day of School & Water Fun Day, May 25 <sup>th</sup> - Minimum Day

**Please be aware that this calendar is subject to change. Please refer to the monthly Hawk newsletter or website, [www.helendalesd.org](http://www.helendalesd.org), for current information.**