



Parent/Student Handbook

2014-2015

EDWARD HYATT ELEMENTARY SCHOOL
400 EAST SHAVER ST.
SAN JACINTO, CALIFORNIA 92583
(951) 654-9391
<http://www.sanjacinto.k12.ca.us>

SJUSD VISION STATEMENT

Edward Hyatt Elementary understands its role in attaining the Districts' vision for our community of students and adopts SJUSDs' vision in its entirety. The vision reads as follows:

The San Jacinto Unified School District will be dedicated to excellence—providing an education that discovers, nurtures, and fulfills every child's unique talents and needs.

Our district will radiate the personal touch and kinship of our small town, while rapid growth brings new opportunities and challenges. It will be a welcoming place, where support for each other is visible and tangible. We will value diversity and promote a sense of community among all of our stakeholders and partners. We will unite behind one goal to speak with a powerful voice and advocate for those we serve.

The whole child will be enriched by our varied programs of rigorous academics, arts, vocational training, health and physical education. Real world projects will engage students in roles such as mathematicians, scientists, writers, historians and economists. They will be challenged to apply, at the highest levels, the concepts, theories and skills they are learning in the classroom. State of the art technology will allow students to conduct research, analyze data, advance their skills and deepen their understanding.

Learning and character development will be extended through curricular and extra curricular activities to help produce competent, resourceful, and resilient students. Athletic programs will strengthen teamwork, skills, and sportsmanship. Fine arts and vocational programs will show student competency through professional-caliber exhibits, performances, and demonstrations that are widely acclaimed.

Academic success will be inspired by a knowledgeable, caring staff that develop supportive relationships to benefit all students. All staff members will model the following attributes: commitment to personal and professional development, accountability, collaboration, innovation, and adaptability to change.

Parents, colleges and businesses will partner with our schools to offer students rich possibilities and alternatives, as they prepare for higher education and careers.

Partnerships with other governmental agencies and service organizations will help students to understand and practice their future roles as contributing citizens of a larger community.

Allocating sufficient resources (time, money, facilities, and people) to achieve the mission, vision and strategic initiatives will be a high priority.

Our graduates will be ready for successful entry into higher education and careers. They will have the courage and compassion to embrace personal and professional challenges as leaders in a complex society.



MISSION STATEMENT

At Edward Hyatt Elementary students will be given the tools necessary to develop into successful, intrinsically motivated members of society.

VISION STATEMENT

At Edward Hyatt Elementary we build minds and character to help all children reach their full potential. We believe that all children deserve a challenging curriculum that is engaging and appropriate for their individual needs. We aim to make learning both fun and rewarding. Students are also taught the responsibility and respect for others in order to become productive citizens.

The staff is dedicated to hard work while maintaining an inviting atmosphere. We take pride in having a safe, clean, and pleasant campus. We view our diversity as strength. Parents and community members are encouraged to involve themselves in the education of the students for the benefit of all.

PRINCIPAL'S MESSAGE

Welcome to Edward Hyatt Elementary School, Home of the Tigers!

I look forward to an exciting and rewarding 2014-2015 school year. Edward Hyatt Elementary is a place where we celebrate students' unique gifts and talents. All of our staff members are highly qualified teachers who collaborate as a Professional Learning Community. We ensure the academic and social growth of every child as we prepare our students for college and career. We are a team that provides the 40 Developmental Assets, along with setting high expectations, both academically and behaviorally. Our school site's focus is to actively engage students in reading, writing and math, and provide differentiated instruction within small groups to better serve each student's specific needs. We utilize character traits to encourage and model "Making Good Choices."

Curriculum consists of preparing students for college and career, by embedding the California State Common Core Standards. Technology is expanding as students' access iPads, Chrome notebooks, laptops, and use transponders to select answers. Students will be asked to prove their answers, write responses, and justify why they selected their answer, using multiple modalities of learning tools and strategies.

"Accelerated Reading" in all grade levels, and "Raising a Reader" in Kindergarten, will provide students access to a larger variety of books at their reading level, and will encourage students to venture into the wonderful world of words, adventures, and stories.

We are a closed campus, but encourage parent involvement and value volunteered time given to our site. If you are interested in volunteering on our site, please call our front office at (951) 654-9391 for a Volunteer Packet. Ms. Moreno, our School Site Community Liaison, will provide you with necessary information on finger printing and TB test requirements. We look forward to working as a team!

This handbook was prepared so that we may enhance understanding and provide information amongst the school community. Let's work together to make Edward Hyatt Elementary School a safe and secure place for children to work and learn. We believe that a safe and secure learning environment is essential if students are to attain their personal and academic goals.

Please take a few moments to read this school handbook thoroughly, review the context with your child, and return the signed acknowledgment form to your child's teacher. We are excited to begin a new school year!

Sincerely,
Bridget Heeren, Principal

Welcome to Edward Hyatt Elementary School!

Closed Campus/Visitors

In an effort to maintain a safe school environment, we are a closed campus. All gates on campus will be locked at all times. All visitors must report to the school office to check in. Please be prepared to provide picture identification upon request, particularly when picking up a student during instructional time and late pick-ups. No student will be released without proper identification.

Volunteers

Hyatt Elementary provides many opportunities for parent involvement. We welcome your interest to volunteer for our school district and site. There are two (2) Volunteer Tiers. Application completion is required for Tier I Volunteer status. In addition to the application completion, fingerprints and tuberculosis (TB) test must be completed for Tier II Volunteer status. Applications are available on our website at any SJUSD School or District front office. Please obtain a packet for detailed information and guidelines or feel free to contact our Site/Community Liaison for guidance with the process.

Supervision

Student supervision begins 30 minutes before school begins and is scheduled to end shortly after school is out. DO NOT DROP OFF YOUR CHILDREN ANY EARLIER THAN 8:15 A.M. THERE IS NO SUPERVISION PRIOR TO THAT TIME! CHILDREN MUST BE PICKED UP AT 3:15 P.M. If we are unable to make contact with parents or guardians, in a timely manner, we will contact our School Resource Officer.

Student Safety

Student safety is an ongoing priority within the San Jacinto Unified School District. Procedures are in place with staff to monitor student safety throughout the school day. Let's continue to work together to make our schools safe and a "great place to learn" for children!

For the safety of our students, please refrain from bringing your dog (or any animal) on to school grounds, unless prior approval has been given from administration.

BE SAFE!

In case of an accident, staff will respond quickly to each situation. Procedures include:

- Response by teachers, administration, and health clerk or district nurse, as well as other staff
- Parent contact through phone numbers listed on your enrollment form and emergency card.
- Emergency supplies will be used if necessary for temporary assistance.
- If necessary, 911 will be called.

Student Information Card

Emergency needs do arise unexpectedly and staff may need to contact you. The white emergency card you are asked to complete at the beginning of each school year contains the information used to contact you; phone numbers, current address, emergency contact people you identify, and the people you list who you authorize to pick up your child(ren) from school.

IT IS IMPORTANT FOR YOU TO KEEP THIS INFORMATION CURRENT WITH THE SCHOOL OFFICE FOR BOTH YOU AND YOUR CHILD'S BENEFIT

Please note that California Education Code requires that the school have at least three working phone numbers in addition to the parents' home and work numbers for emergency contact.

Insurance

Student accidents are not covered by district medical insurance. Each family decides what health coverage is appropriate and can select from a family's health insurance plan, student insurance coverage plan, or any other family selected choice. The student insurance coverage plan brochure is available in the school Health Office.

Emergency Preparedness

Each San Jacinto Unified School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Classroom and school-wide emergency procedures and drills are a regular routine for students and staff members. Students and staff are kept current with training in procedures for dealing with emergencies such as fire, earthquake, room and site evacuation, bus safety, flood, and unexpected situations. Staff and students are commended for their efforts each year in practicing safety procedures throughout the school year in order to be *RESPONSIVE* and avoid being reactive should a situation arise. **STUDENT SAFETY IS A TOP PRIORITY WITH SCHOOL STAFF THROUGHOUT THE YEAR!** In case of an actual emergency, parents and/or other care providers need to remain as calm as possible. You will be reunited with your child(ren) at the main office for individual cases or at the *parent reunification gate*, located by our Kindergarten gate, in the event of a community disaster. Parents/guardians or other designated emergency

contacts must be listed on the white emergency card, and must provide staff with proper identification for student release.

Inclement Weather

When the temperature is between 90° and 99° (it is 10 degrees hotter on asphalt) the students will be kept off the asphalt. The students may still be in greenbelt areas. When the temperature reaches 100° or higher, inclement weather will be declared and the students will be indoors. The Inclement Weather schedule also takes affect when students need to remain indoors for poor weather conditions such as: rain, wind, etc.

On the Bus

Rules to Remember: No glass, animals, insects, sharp objects, rocks, food or drinks are allowed on our buses! Bus safety is the responsibility of all riders. Rules for riding the bus are reviewed and reinforced for everyone's safety. Riding the bus is a privilege; good behavior is expected.

The following behaviors can create an unsafe condition and are not tolerated:

1. Touching or hitting other students with hands, feet, or belongings.
2. Any disruptive behavior (throwing items, yelling, screaming, getting out of one's seat) while the bus is in motion. These things are distractions for the driver and create an unsafe riding/driving situation for all.

Behavior such as this will result in bus tickets. If a student receives three bus tickets, they will be suspended from the bus for a duration of time (usually one year) to be determined by the principal and bus driver.

OTHER BUS INFORMATION

On "bad weather" mornings such as fog or heavy rain, buses may run late. KATY radio station (FM 101.3) can be tuned into if there will be unusual delays.

Riding the Bus

Make sure that you and your child(ren) are always at the bus stop no later than 5 minutes and no earlier than 15 minutes before scheduled pick-up. Students who normally ride the bus must have a note from their parents (or the individual must be on the emergency card) if they are to walk home alone or go home with another person. If students do not have a note, they will be placed on the bus. Kindergartners must have a parent, guardian, or family member present at the bus stop to pick them up as well.

If you have any questions you can call the district Transportation Department at (951)765-5100 Ext. 5880.

Bicycles/Skateboards/Scooters

Students may ride bicycles to school if they wear approved helmets. Students must walk their bicycles while on campus. Bicycles must be locked to the bike racks. Skateboards, roller blades, skates, "heely's" or other roller-type shoes and scooters are NOT allowed on campus.

Personal Property

Please do not let your child bring the following to school: tape recorders/radios/electronic devices, expensive or irreplaceable items, collections of any type, jewelry, video games, pagers, cell phones and baseball/any kind of trading cards, money, or toys/marbles. Also, do not bring anything you know your child values that might be easily lost or broken at school. **The school cannot be responsible for these items.**

Although SJUSD allows students to bring cell phones to school, we ask that you do not allow students to bring these items as they are expensive to replace if lost, stolen or broken. If you feel that your child needs to bring a cell phone, the cell phone must remain off during school hours. They are not to be used during instructional time, or out on the playground. If a student has their cell phone out, or if their cell phone disrupts any part of the school day, it will be held by the teacher and returned at the end of the school day as a first warning. If the disruption of the student's cell phone continues, the cell phone will be held in the front office and will need to be picked up by a parent or guardian. Further incidence may result in disciplinary action.

Lost and Found

Every year hundreds of sweaters, jackets, backpacks, and other items are left at Hyatt Elementary.

***** Please write your child's name on these items to avoid losing them *****

Student Medication

PRESCRIPTION MEDICATION REQUIRES A SIGNED FORM BY BOTH DOCTOR AND PARENT!

If you want your child to receive medication at school (whether it be over the counter or prescribed by a doctor) you and/or the doctor are required to fill out and sign the required form for your child's protection. This includes such things as cough drops, aspirin, Tylenol, cough syrup, or vitamins. Any member of the school office staff can provide you with the proper form prior to the visit to your doctor. This will save you a trip back for the doctor's signature on the district's health form. Students are not allowed to transport any medication to school as a safety factor for themselves and other students. All medication is kept locked up in the school's health office. If you have any questions, call your student's school and the health clerk will be happy to assist you.

Parent Pick-Up Areas for Students

Parents are asked to use the supervised pick-up area to pick up students immediately after school. Please remind your child to meet you in the supervised parking lot in the front of the school by the field area. Please arrive on time to pick up your student(s).

PLEASE DO NOT PARK AT THE CURB AND LEAVE YOUR VEHICLE. ALSO, PLEASE DO NOT DOUBLE PARK; BLOCK PARKED CARS OR U-TURN IN THE MIDDLE OF THE STREET. ALSO, PLEASE DO NOT ASK YOUR CHILD TO WALK BETWEEN CARS OR BUSES TO GET INTO YOUR AUTOMOBILE. STUDENTS ARE NOT TO WAIT IN UNSUPERVISED AREAS, AS THIS IS A SAFETY HAZARD. THIS IS FOR THE SAFETY OF ALL CHILDREN. PLEASE HELP US KEEP OUR CHILDREN SAFE. TRAFFIC VIOLATORS AND UNSAFE PROCEDURES MAY BE TICKETED AND FINED BY THE POLICE.

Homework

Homework is defined as planned learning assignments that require time and effort outside the student's regular school hours. In addition to reinforcing specific subjects in the classroom curriculum, homework can and should be used to:

- develop responsibility and good study habits
- encourage growth of the student to his/her full potential
- enhance communication skills
- apply knowledge to real-life situations in a meaningful way
- logically connect or challenge facts and ideas
- provide each student an opportunity to develop independent judgment
- think critically and problem solve

Beyond these guidelines, but in keeping with the positive role that homework should provide, the following parameters are established as general guidelines (rather than as limits or requirements) in terms of time spent by the students:

- In grades K-1, homework should not exceed an average of 10-20 minutes per day.
- In grades 2-3, homework should not exceed an average of 20-30 minutes per day.
- In grades 4 & 5, homework should not exceed an average of 30-45 minutes per day.
- Reading – minimum of 20 minutes each night in addition to home work.

Attendance Plan and Procedures 2014-2015

Excused Absences

Parents/guardians of students between the ages of 6 and 18 years of age are obligated under California state law to send their children to school. Regular school attendance is extremely important for every student. Good attendance habits promote responsibility and allow students to gain the optimum benefit from daily classroom

instruction. Parents/guardians are an integral part in encouraging good attendance and supporting the educational program.

The parent/guardian must contact the school on the day of the absence to report the reason for the absence. If a telephone is not available, a written excuse from the parent/guardian must be submitted to the school on the day the student returns. In the case of a medical appointment, a written excuse provided by the doctor is appreciated. Students who have an excessive amount of absences will be required to provide a doctor's excuse for every absence. The school will attempt to contact the student's parent/guardian regarding each absence. The attempts will be made by mail, telephone, home and/or work visitation.

Poor attendance can result in interdistrict and/or intradistrict transfers being revoked, per contract language.

- Per California Education Code, the following reasons for absence from school are excused:
 - Religious Observance
 - Quarantine directed by a county or health officer
 - Illness—3 consecutive days of absence requires a doctor's note. The absence must be cleared within two days.
 - Medical, Dental or Optometric service or appointments (with note)
 - Court Appointments
 - Death in the Family
 - Justifiable personal reasons, in writing by parent or guardian and approval by principal or designated representative.

Any other reasons for absence will not be accepted and will be coded as unexcused.

- Family vacation time is unexcused – If parents know their student will be absent for 5 days or up to 10 days, we encourage parents to request Independent Study from the teacher five days in advance. A completed Independent Study will excuse the absence. See Independent Study Section for more details.
- It is the responsibility of the parent/guardian to notify the school of student absences within three days. This can be either by a phone call or written note. Documentation is required for three or more consecutive absences.

Every attempt should be made to schedule medical appointments other than during school hours. If an appointment must be scheduled during school hours and is local, the student is expected to be in school during the time before and after his/her appointment. The school will make the final decision whether the absence is excused. Missing instructional time will count against Perfect and Outstanding Attendance Awards.

[**Please Note: There is an attendance policy now in effect regarding tardies and early leaves. More than three tardies and/or three early leaves, or a combination of both, will result in a student losing perfect attendance.]

Independent Study

- Parents requesting Independent Study for their student or students must come into the office and request an Independent Study packet from the attendance registrar at least five days before the requested

Independent Study time, except in emergencies as approved by administration. Parents requesting Independent Study less than five days before the independent study period may not be approved.

- All work on the Independent Study must be returned to the attendance registrar the day the student returns. If any of the work is returned and not completed by the student the Independent Study agreement will be considered null and void and the student or students' attendance will be coded as unexcused. Independent Study contracts do not qualify for Perfect Attendance Awards.

Consequences for Truant Students

Perpetual Absences/Late More than 30 Minutes

- Students who have 3 days or more unexcused absences, or who are late more than thirty minutes three times will receive letter #1 from the principal notifying parents of the perpetual absence or tardy issue.
- Students who have 6 days or more unexcused absences, or who are late more than 30 minutes (six times) will receive letter #2 from the principal notifying parents of the perpetual absence or tardy issue and be required to attend a SART (Student Attendance Review Team) meeting at the school or district office. Parents will be required to sign a SART contract relating to positive attendance.
- After the SART meeting, students who continue to have 9 days or more unexcused absences, or late more than thirty minutes (9 total) will receive letter #3 from the principal and be required to attend a SARB (Student Attendance Review Board) meeting and Parents will be required to sign a SARB contract relating to positive school attendance.
- After SARB, students who continue to be absent and/or repeatedly late to school will be referred to the district attorney for a personal mediation meeting. In extreme situations, the district attorney can assign punitive consequences for parents which can include hundreds of dollars in fines per student per absence, jail time, and repayment of court costs.

Leaving School Early

If a student must leave school early, he/she must be check out by a parent/guardian through the office. A student who leaves campus without permission will be considered truant. Students who leave school early on 3 or more school days will not be deemed to have shown perfect attendance, and thus not eligible for Perfect Attendance recognition. Leaving school early may result in student and/or parent conference with the principal, and/or district attendance review board meetings to review irregular attendance patterns.

Perfect Attendance Rules and Guidelines

- Perfect Attendance: The student physically attends 180 days on the Traditional School Year Calendar beginning on the first day of school in San Jacinto USD.
 - Saturday school will not count as make-ups for absences.
 - Student will not qualify for Attendance Recognition if he/she has more than three(3) tardies, and/or early releases, and/or period absences combined for any reason.
 - Students must have been enrolled in the SJUSD since August 12, 2013.
 - Student must physically attend 180 days of school to receive the award.
 - If the awarded student is absent after the assembly date, student must return the award to the site.

- **Outstanding Attendance:** 180 days of ADA which include completed Independent Study in the San Jacinto USD.
 - Saturday school will count as make-ups days for absences
 - Student will not qualify for Outstanding Attendance if he/she has more than three (3) unexcused tardies and/or unexcused period absences combined.

Saturday School

Saturday School is a voluntary way for students to make up absences throughout the school year. For every Saturday School completed, the student clears (1) one day of absence. Students must complete the full four hours to obtain credit. Lunch is provided to those who attend Saturday School.

Saturday School is an option to help those students that are striving toward Outstanding Attendance Recognition at the end of the year. However, students are not able to achieve Perfect Attendance by completing Saturday School.

Saturday School IS NOT MANDATORY and is not used for disciplinary reasons at elementary school.

Student Nutrition

Food Services

- Breakfast is free to all students
- Lunch \$2.25 full price/40 cents reduced
- Milk is available for 30 cents
- Applications for free or reduced meals are available in the school office.
- Parents are not allowed to eat with students in the multipurpose room during breakfast and /or lunch, unless prior administrative approval is given.
- *When a student is not on the free/reduced lunch program, and comes to school without lunch money, he/she will not be able to charge a meal to their account. The student will be offered an alternate meal which consists of a string cheese, fruit/vegetable choice and milk.*

*** Healthy Snacks for School ***

***** Hyatt Elementary will follow the District's Nutrition Guidelines *****

Already, the nation has 9 million children ages 6 to 16 who are overweight, according to federal health officials. Overweight children usually grow into overweight adults, at increased risk of heart disease, diabetes, asthma and other disorders—not to mention the childhood turmoil of being teased and left out of sports and other fun activities. New government regulations and guideline information will be available at the school. See website for healthy snacks and ideas: <http://www.schoolnutritionandfitness.com>

The staff at Hyatt Elementary recognizes that there is a relationship between students' nutrition/health status and their ability to learn. Promoting lifelong habits of healthy eating and physical activity supports the districts' health and nutrition focus. In order to increase your child's learning potential we DO NOT ALLOW any food items to be brought into classes and consumed at school as a snack or for parties. These include:

- Cookies, cake, candy, gum
- Any type of chips
- Soda, sweet drinks

Unhealthy birthday or party treats may not be given to students. If sending in a birthday or party treat, provide store bought healthy snacks, or pencils, small toys, or other items as an alternative.

***** CUPCAKES ARE NOT ALLOWED STUDENT BIRTHDAY CELEBRATIONS *****

Healthy Snacks or “Brain Food” include:

- Fruit, raw vegetables
- Cheese, peanut butter, nuts, grains, meat, eggs
- Whole grain bread, crackers, tortillas
- Water, milk, low-sugar fruit juice

Special Note: Students may not share their snack or lunch with other students (must consider possible allergic reactions). Students should bring single serving portions of food for snack, or lunch.

To create less instructional disruptions to the classroom, please make sure your child has brought their lunch, or knows to purchase a school lunch, each day. We ask that fast food lunches not be dropped off during the school day.

Hyatt Tiger Streak

ALL parents/guardians are invited and encouraged to participate and attend PTO meetings and activities. Site PTO's typically sponsor book fairs, gift shops, fundraisers, awards, educational programs, and assemblies for all students. Everyone involved works hard to make PTO and school successful for children. Interested? Call the school during office hours for details on how to become a part of PTO. (951) 654-9391

Working Together for Students

Site school calendars have many special events and dates for both parents and students. The monthly calendar will help to keep you informed of these events. Please post school information in your home as a reference so that you can be an active participant in your child(ren)'s education, or refer to school events or activities on our school and district website at: <https://ehes.sanjacinto.k12.ca.us/apps/events/>.

Back to School Night and Open House

At the beginning of the school year, Back-to-School Night provides parents with information about their child(ren)'s grade level curriculum and classroom learning program. It also gives parents a chance to meet the teacher. Questions can be answered, textbooks shared, and the teaching day is outlined for parents. In the springtime, an

evening Open House features classrooms that are open for students, parents, families, relatives, and friends to visit. It's a celebration of the tremendous learning and teaching that has gone on throughout the year.

Mid-Semester/Progress Reports/Report Cards

Mid-semester progress reports are sent to parents before semester and final report cards. These progress reports are an indication of your student's progress when students are working below the satisfactory level or if the student's achievement has dropped considerably. Mid-semester and semester report cards provide parents with ongoing information to work with the student and school to address students' needs and improve performance. End of semester and final report cards are withheld until all library fines are paid and/or books and instruments returned.

Parent/Teacher Conferences

All parents are invited and encouraged to participate in a parent/teacher conference. Standardized test results may be discussed along with grade level proficiency information and your child's progress report. At this time your Parent Compact should be signed. Please feel free to contact your child's teacher throughout the school year, if you have questions or concerns relating to your child's academic progress and success in school.

Additional Support

Hyatt Elementary School offers extra support programs, within our school day, to assist students needing additional academic assistance. Grades 3 – 5 have a Language Intervention Program (System 44/Read 180), and there is a Hyatt Academy for grades 1 – 3 in math and language arts. Tutoring is available through Supplemental Educational Services for students who qualify. For more information please contact Francisca Mena at (951) 929-7700 ext. 4271.

Our after school ASES Program offers academic support that includes homework assistance in reading/language arts and mathematics. Enrichment activities are implemented through a club approach. ASES is a free of charge program and enrollment is on a first-come/first-served basis. Enrollment forms can be accessed from our district webpage at www.sanjacinto.k12.ca.us or for more information please contact the ASES program at our district office--(951) 929-7700. Program Hours: Monday-Thursday 3:15-6:00 p.m.-Friday 1:35-6:00 p.m.

Field Trips-Bus Information

In order for your child to participate in a field trip, signed district parent permission slips must be turned in prior to the trip. *Phone calls will not be accepted. Students with discipline issues may not be able to participate in field trips. Chaperones on field trips must be Tier II cleared, ahead of time. (Please refer to our Parent Volunteer section for further required information.)*

Special Services

The San Jacinto Unified School District provides a variety of educational services to students. These services are coordinated between teacher, parent, child, and principal/staff throughout the school year. Your child's teacher, principal, and/or the school staff are available to assist with information and services. These services may be one or more of the following:

- Special Education (Speech, RSP)
- Student Study Teams
- Interventions such as System 44/Read 180 or Academic Tutoring/Academy
- Elementary Guidance Counseling
- Information on outside services available

Library

Each class is assigned a weekly classroom time to be spent in the library. Students can check out books, read magazines, and use reference books and encyclopedias. Checked out books are due on a weekly basis. Students are financially responsible for lost or damaged books and textbooks so that the library collection can continue with enough books for everyone. Parents can also come by to checkout library books Monday-Friday under their child's account either before or after school. *Note: All progress reports, final report cards and year end activities may be withheld until all library fines are paid or books and instruments are returned.*

Student Recognition and Awards

Within the San Jacinto Unified School District, we continually recognize students with awards such as certificates, ribbons, badges, and/or prizes. Student recognition assemblies are held regularly and the San Jacinto Unified School District also recognizes perfect attendance annually with a variety of awards. Hyatt Elementary School holds weekly Flag Salute Assemblies to celebrate Tiger of the Week, attendance, and citizenship. Quarterly award assemblies honor attendance and student recognition for academic achievement, effort, and behavior...

Flag Salute and Treatment

The pledge of allegiance is to be part of each day's opening exercise.

The flag of the United States of America shall be raised above each school before the opening of school and taken down at its close everyday. It shall be flown in other appropriate places during all school sessions and on all legal school holidays, weather permitting.

Special Days and Events

Commemoration of special days and events shall be arranged so that the effective observation of these occasions is a definite and valuable part of the S.J.U.S.D. educational program

HYATT PLEDGE

I pledge to:

- Be caring
- Be just and fair
- Show leadership, initiative, and teamwork
- Be respectful
- Be responsible
- Be trustworthy

General Rules for Students

1. Keep your hands, feet, and objects to yourself.
2. Be respectful to everyone and everything.
3. Use appropriate language.
4. Be responsible for your actions.
5. Be safe.
6. Always do your best!

Due Process

Every student involved in a disciplinary proceeding is afforded their right under law to respond to any accusation or allegation made against them. Situations which may result in disciplinary action are thoroughly investigated and documented. Disciplinary consequences are assigned that are in compliance with district directives, Board Policy, Education Code and state and federal law.

Under federal law, information involving students and families involved in disciplinary proceedings will be kept strictly confidential. At no time will information involving disciplinary proceedings or consequences be shared with non-district personnel or with anyone other than parents, guardians or caregivers.

Consequences

We believe that it is important to provide consequences for children when they have behaved inappropriately. Our intent is to teach students to make appropriate behavior choices.

In most situations, students demonstrating consistently poor behavior will follow a progressive discipline policy which will include the following:

- Step 1: Teacher conference with student and a review of the school rules
- Step 2: Phone call from teacher and a teacher disciplinary intervention
- Step 3: Conference and/or phone call between teacher and parent to discuss behavior and/or behavior plan

- Step 4: Referral to site administration, phone call to parents, and/or disciplinary intervention
- Step 5: Teacher, Parent, and Administration conference to discuss behavior and/or site behavior contract
- Step 6: It is at the discretion of the site administration to determine next step in disciplinary action

NOTE: When a disciplinary intervention is given, students may be assigned a variety of behavior interventions to assist them in making good choices. Failure of student to serve assigned consequences will result in further disciplinary consequences assigned, which can include suspension from school.

It is at the discretion of the teacher and the administration to determine which step of the aforementioned policy a student will be placed on. Consequences will be increased if negative behavior continues. Home and School will work together, as a team, to provide necessary support systems and interventions to promote better student behavior.

Communication between home and school is vital to the overall success of students. Our teachers and staff will communicate effectively with parents regarding concerns during instructional time. Additionally a playground referral has been created to communicate behaviors during play time.

Severity Clause (Ed. Code 48900)

SJUSD is compelled to uphold a standard of behavior at its school sites that promotes fairness, accountability and safety. The following Sections are offenses under California State Education Code 48900 that may result in suspension or expulsion from school:

- a(1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- a (2) willfully used force or violence upon the person of another, except in self defense. *CR
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive devise, or any dangerous object. *CRS
- (c) Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind *CR
- (d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or any intoxicant of any kind, and then sold, delivered, or otherwise furnished any person another liquid, substance, or material and represented the liquid, substance as a controlled substance, alcoholic beverage, or intoxicant of any kind. *CR
- (e) Committed robbery or extortion. *CR
- (f) Cause or attempted to cause damage to school property. CR>\$100
- (g) Stole or attempted to steal school property or private property. *CR>\$50
- (h) Possessed or used tobacco or any product containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity.
- (j) Had unlawful possession of, offered, arranged or negotiated to sell any drug paraphernalia. CRS (as defined in H&SC 110145.5)
- (k) Disrupted school activities or willfully defied the authority of school personnel.
- (l) Knowingly received stolen property or private property.
- (m) Had possession of an imitation firearm.

- (n) Committed or attempted to commit a sexual assault or sexual battery. *CR
- (o) Harassed, threatened, or intimidated a pupil who is witness in a school disciplinary proceeding.
- (p) Unlawfully offered, attempted to sell, arranged to sell or sold the prescription drug Soma
- (q) Engaged in or attempted to engage in hazing as defined in Section 32050.
- 48900.2 Committed sexual harassment (Grades 4-12)
- 48900.3 Caused, attempted to cause or threatened to cause or participated in an act of hate violence.
- 48900.4 Intentionally engaged in harassment, threats or intimidation directed against a pupil or group of pupils.
- 48900.7 Made terrorist threats against school officials, school property or both

(*) indicates law enforcement will be notified pursuant to E.C. 48902 and P.C. 245, or 626.9 or 626.10

(CR) Indicates a crime report must be filed.

(CSR) Indicates a crime report is filed under certain conditions.

NOTE: Hyatt Elementary maintains a zero tolerance policy toward fighting between students. Fighting is defined as "any act of physical aggression with intent to cause injury or which results in injury." It will be left to the discretion of the Principal or Assistant Principal to determine if these criteria have been met within individual situations. Students who are found to be guilty of fighting will be suspended from school immediately.

BULLYING POLICY

San Jacinto Unified School District

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying.

The San Jacinto Unified School District Policy on Bullying can be accessed on the SJUSD website. Copies are available at each school site.

1. San Jacinto Unified School District prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education code section 48900(r).
2. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation or bullying, provided it is safe to do so.
3. Acts of discrimination or bullying should be brought to the attention of the principal.
4. You may make an anonymous complaint by contacting the principal or Student, Community & Personnel Support at (951) 929-7700 Ex. 4288. If there is sufficient corroborating information, the San Jacinto Unified School District will commence an investigation.
5. Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.

6. Students who violate the San Jacinto Unified School District's policies on bullying or discrimination may be subject to discipline, including suspension and expulsion.
7. The San Jacinto Unified School District prohibits retaliation against individuals who make complaints of bullying or provide information related to such complaints.

Dress Code

San Jacinto Unified School District's dress code consists of the following rules:

Elementary Student Dress Code

1. Shoes must be worn at all times and must adequately protect the feet (no flip-flops, no slippers, and no backless shoes/sandals). Roller shoes are not allowed in school. Tennis shoes or comfortable shoes should be worn for physical education (P.E.) time for safety and protection of feet.
2. No jerseys will be worn at school.
3. Hats are permitted to be worn outside of buildings to protect children from the sun. The only hats permitted at school will be free of logos, as determined by the San Jacinto Police Department, with exception of current school logo. Hats are to be worn properly with the bill facing forward. Caps, hats and hoods are to be taken off when indoors.
4. No bandanas, hair nets, 'do-rags, or sweatbands are to be worn at any time.
5. No clothing may be worn that promotes alcohol, drugs, sex, or tobacco.
6. No clothing may be worn with unacceptable messages. This includes foul language, sexually suggestive language or graphics, or any item with Old English lettering.
7. Clothing must cover the midriff, back, chest, and shoulders, No bare midriff tops, no tank tops with straps less than 2 inches, no tube tops, no strapless tops, no low cut tops, no bathing suits, no see-through clothing, and no boys' white tank tops are allowed. None of these are allowed even if worn under a jacket or sweatshirt.
8. No clothing may be worn that is gang related as determined by the San Jacinto Police Department.
9. Belt buckles must be free of gang related symbols as determined by the San Jacinto Police Department.
10. Pants must fit at the waist, must be hemmed, and must be able to stay up without the use of a belt. Pant cuffs may not drag on the ground. Underpants may not show. Clothing must be appropriate size for the child—no oversized shirts, jackets, etc.
11. Shorts, skorts, dresses, and skirts must be an appropriate length as determined by the site administrator (as a guide, ending below finger tips of the extended arm).
12. Colored hair is appropriate in natural tones only.
13. No make-up or artificial nails are permitted.
14. For safety reasons, jewelry that is oversized, as in earrings that dangle or hoops, necklaces, bracelets, etc. should not be worn. No chains hanging from belt loops.
15. Clothing cannot be worn that is disruptive to school activities.
16. The above dress code also applies to backpacks, binders, and book covers, which are to be free of writing.

The dress code is subject to change as required

Consequences of Dress Code Violation:

Students in violation of the dress code will be required to change their clothes and parents will be contacted. Further violations may result in disciplinary action.

Elementary School Counseling Program

The SJUSD Elementary School Counseling team provides a comprehensive school counseling program that follows the American School Counselor Association's National Model. The mission of our program is to ensure that all of our students receive equitable access to the knowledge, attitudes and skills necessary to achieve academic excellence and college/career readiness. It is the belief of our team that every student should have access to counseling services in the academic, career, and personal/social domains. Early prevention and intervention is essential for removing barriers to learning and for promoting academic achievement.

School counselors use data to identify areas of concern. We recognize the importance of collaborating with parents/guardians and school staff to meet the needs of our students. Elementary school counselors serve each school site two days a week providing educational support through the following delivery system:

- Core Curriculum
- Responsive Services
 - Short-term individual and small group counseling
 - Target interventions for at-risk students
 - Individual/family/school crisis intervention
 - Conflict Resolution
 - Collaboration with parents, teachers, staff, and administration
 - Referrals to outside resources
- System Support
 - Program planning
 - Parent workshops
 - Consultation

Collaboration with school and community resources

We look forward to a wonderful and successful 2014-2015 school year with your child. Thank you for taking the time to read through our Student Handbook with your child. If you have questions regarding any information in the Handbook, please feel free to call our office at: (951) 654-9391.

(Please cut and return)

2014-2015

**Edward Hyatt Elementary School
Student Handbook Acknowledgement Form**

We have read and understand the information provided in the Student Handbook for Edward Hyatt Elementary School.

Student Name: _____ **Student Signature:** _____

Parent Name: _____ **Parent Signature:** _____

Teacher Name: _____ **Grade Level:** _____ **Date:** _____



To show school spirit and support College and Career readiness, please wear your favorite college attire every Friday!