



HEMET ELEMENTARY

"The Sky is the Limit!"

2019 - 2020

Parent/Student Handbook and Calendar

633 E. Kimball Ave., Hemet, CA 92543
Telephone (951) 765-1630 • Fax (951) 765-1631
Website: hemetel.hemetusd.org

PLEASE SIGN, DATE AND RETURN THIS PAGE

I HAVE READ THIS HANDBOOK.

I AM AWARE OF THE POLICIES AND PROCEDURES EXPLAINED IN THE CONTENTS OF THE HEMET ELEMENTARY SCHOOL PARENT HANDBOOK.

I HAVE DISCUSSED THE CONTENTS OF THIS HANDBOOK WITH MY CHILD.

Student

Teacher/Grade

PARENT SIGNATURE

DATE



Hemet Elementary School 2019-2020

Dear Eagle Parents and Students,

Welcome to a new school year at Hemet Elementary School. We know our year will be filled with interesting learning experiences and fun extra-curricular activities. Our staff strives to make our school a safe, engaging, and happy place for children. We implement a school-wide system of supports called Positive Behavioral Interventions & Supports or PBIS which includes proactive strategies for defining, teaching and supporting appropriate student behaviors. Please take some time to read and discuss with your child the information in this handbook/calendar. It is designed to acquaint you with our school rules, policies and procedures. We hope you will post this calendar in a convenient location and use it to write in your own family's important dates.

We are proud to host the only elementary Spanish/English dual language immersion program (DLI) which this year will be held in two kindergarten, two first grade classrooms, and two second grade classrooms with a goal of progressing to K-5 by the 2022-23 school year. Additionally, we are also the only elementary to currently implement the interdisciplinary curriculum offered by Project Lead the Way (PLTW). PLTW aligns with the goals for Science, Technology, Engineering, Arts and Math (STEAM), which is available to all students. This is why, as a community, we need all of our children in school, on time, every day. A missed school day is a lost opportunity for students to learn. Being at school on time is an essential skill for a successful college and career experience. Students who attend regularly have been shown to achieve at higher levels than students who do not have regular attendance. In addition, unexcused absences count negatively against school funding. If you must go out of town, please have your child start the day so he/she can participate for at least a portion of the school day. We appreciate you being a part of the Hemet El family!

School Information

633 E. Kimball Ave.
Hemet, CA 92543
(951) 765-1630
Fax (951) 765-1631

Website: hemetel.hemetusd.org

School Administration

Principal: Dr. Kristi Watson
Asst. Principal:

Office and Support Staff

Office Manager: Barbara Caudle
Attendance Secretary: Delfina Sanchez
Bilingual Parent Liaison: Annette Carmona
Health Tech: Rebecca Rebuck
Day Custodian: Cristobal Hernandez
Library Tech:
Cafeteria Manager: Lisa Parlier-Rivera

SCHOOL AND OFFICE HOURS: The school office is open from 7:25 a.m. to 3:00 p.m. Monday – Friday.

- **Wednesdays:** School is out at early every Wednesday. Your child needs to be picked up promptly after school at this time. Please plan accordingly.

HEMET ELEMENTARY SCHOOL
2019- 2020 BELL SCHEDULE

Grade	Day	Inst. Begins	Lunch	Dismissal
Kinder A	M, Tu, Th, F	7:48AM	10:10-10:50	1:34 PM
Kinder B	M, Tu, Th, F	7:48AM	10:20-11:00	1:34 PM
1	M, Tu, Th, F	7:48AM	10:50 - 11:30	2:29PM
5	M, Tu, Th, F	7:48AM	11:10 - 11:50	2:29PM
2	M, Tu, Th, F	7:48AM	11:30 - 12:10	2:29PM
3	M, Tu, Th, F	7:48AM	11:50 - 12:30	2:29PM
4	M, Tu, Th, F	7:48AM	12:10 - 12:50	2:29PM
Kinder A	Wednesdays	7:48AM	10:10 - 10:40	11:24AM
Kinder B	Wednesdays	7:48AM	10:20 - 10:50	11:24AM
1	Wednesdays	7:48AM	10:35 - 11:05	12:19PM
5	Wednesdays	7:48AM	10:55 - 11:25	12:19PM
2	Wednesdays	7:48AM	11:15 - 11:45	12:19PM
3	Wednesdays	7:48AM	11:30 - 12:00	12:19PM
4	Wednesdays	7:48AM	11:45 - 12:15	12:19PM
Kinder A	Min. Day	7:48AM	10:10 - 10:40	12:03PM
Kinder B	Min. Day	7:48AM	10:20 - 10:50	12:03PM
1	Min. Day	7:48AM	10:50 - 11:20	12:53PM
5	Min. Day	7:48AM	11:10 - 11:40	12:53PM
2	Min. Day	7:48AM	11:30 - 12:00	12:53PM
3	Min. Day	7:48AM	11:50 - 12:20	12:53PM
4	Min. Day	7:48AM	12:10 - 12:40	12:53PM

Minimum Days: School is dismissed at **12:53** p.m. during the week of minimum days. Minimum days this year will be **September 30 - October 4 and January 27 - 31, to allow for parent-teacher conferences. The last day of school, May 29, is also a minimum day.**

Students are requested to leave campus **IMMEDIATELY** after dismissal. After school supervision is not available except for students registered with the on-campus S.A.F.E. Program. No school supervision is available before 7:10 a.m. or after 2:45 p.m. Monday-Thursday and 12:35 p.m. on Wednesdays.

ARRIVAL & DISMISSAL SAFETY RULES & PROCEDURES: Supervision is offered in the cafeteria for students eating breakfast from 7:10 a.m. to 7:43 a.m. At 7:43 a.m. students report to their classrooms. Please follow all school arrival and dismissal procedures. Students should leave the school grounds promptly after the dismissal bell in the afternoon. Any student who is still on campus after 2:45 p.m. or 12:35 p.m. on Wednesday (grades 1-5), will be brought into the office to call home. Students (K-5) who are habitually left at school and/or students who are still at school 45 minutes after dismissal time will be reported to Child Welfare and Attendance and the local authorities will be notified to pick up the student(s). Students will be released **ONLY** to adults listed on the Student Emergency Card with valid photo ID!

ATTENDANCE & TARDIES: Our 1st bell rings for school to start at 7:43 a.m. **Students should be in their class seated by the tardy bell. The tardy bell rings at 7:48 a.m.** All students need to be in their classrooms by 7:48 a.m. Students need to bring a note from parents whenever they are absent, parents can send a note or call the school office. If students arrive to school after 7:48 a.m., they need to report first to the office to receive a pass to the classroom. State law requires regular school attendance. Good attendance habits promote responsibility and allow students to gain the optimum benefit from daily classroom instruction. Parents are an integral part of encouraging good attendance and supporting the educational program. We urge you to have your child in school at all times unless he/she is ill.

EXCUSED ABSENCES/TARDIES – State Approved

1. Student illness or injury
2. Student medical/ dental appointments
3. Death in the immediate family (1 day in state, 3 days out of state)
4. Excused Absences – School Approved
5. Justifiable personal reasons including, but not limited to: appearance in court, observance of religious holidays.

Students absent for any other reasons are considered unexcused by the State Education Code. Students are to bring a note from parents the day they return to school from an absence. A personal call to the office by the parent regarding the absence will be accepted in place of a note, as well as an email form sent from the school website.



Extended Illness: In the case of an extended illness for three or more days, assignments may be requested through the office. Home instruction may be provided for extended illnesses. Parents need to discuss post-operative procedures or special care with the school health technician and the teacher.

Excessive Absences/Tardies: Parents will receive a letter from the school when student tardies or poor attendance patterns are excessive and/or are interfering with the student's educational progress. Continued absences will require parent contact with the District's Child Welfare and Attendance Office or the School Attendance Review Board. If your child shows symptoms of illness before school, please keep him/her home from school. Students who remain at home at the onset of an illness recuperate faster and miss

fewer days of school. Please notify the school immediately when a communicable disease is suspected or diagnosed. This is an important step in the control of a disease. Children recovering from communicable diseases such as measles, mumps, chicken pox, pediculosis (head lice), and pink eye must be re-admitted to school through the health office.

Perfect Attendance: No absences and only up to three (3) tardies/early pick ups for the entire 2019-2020 school-year. Saturday School & Independent Study can not be used toward achieving Perfect Attendance.

Outstanding Attendance: Three (3) absences and only up to three (3) tardies/early pick ups for the 2019-2020 school-year. Saturday School can not be used toward achieving Outstanding Attendance.

ASSEMBLIES & STUDENT CELEBRATIONS: Assemblies are a regularly scheduled part of the curriculum and are designed to be educational. Assemblies provide one of the few opportunities in school to learn formal audience behavior and enjoy the various performances. Students need to enter the multipurpose room and/or courtyard quietly and safely. Students should be quiet during the assemblies showing respect to guests. The following assembly expectations are for all students:

1. When the person in charge of the assembly asks for your attention, give it immediately.
2. Be courteous to the performers and your neighbors.
3. Applause should be generous and keeping with the occasion.

Each grade level will schedule and hold an end of the year grade level awards assembly to celebrate a variety of awards that honor academic achievement, citizenship, 21st century learning skills and attendance.

BICYCLES/SCOOTERS/ROLLERBLADES: The school strongly urges students to wait until 3rd grade before riding bicycles, scooters or roller blades to and from school. Bicycle helmets must be worn as per state law. Students on bicycles must drive under the same rules of the road as motor vehicles, stop at all stop signs, and drive on the right hand side of the street. Bicycles on sidewalks are to be walked and not ridden. The following rules are to be observed by all bike riders when entering and leaving school.



1. Students arriving on bicycles must go directly to the bike rack, lock their bike and leave the bike rack area immediately.
2. Bikes are never to be ridden on school grounds.
3. The school is not responsible for theft of any bicycles, scooters, parts, or damage while bicycles are on the school ground.

BIRTHDAYS & OTHER CELEBRATIONS: We understand that some students want to bring food items to school on their birthday to share with their classmates. However, our class time is designated for instruction and only school-sponsored parties are permitted. We ask that you do not bring food or party items to school to celebrate your child's birthday. Any food items brought to school for any reason must have prior approval from the teacher and/or administration. All items must be store bought and sealed in its original packaging from the store. No flower or balloon deliveries will be accepted. Your cooperation on this issue is greatly appreciated. For more information about our Wellness Policy, please visit the district website at:

http://www.hemetusd.org/apps/pages/index.jsp?uREC_ID=255346&type=d&pREC_ID=590378

BOOKS & SUPPLIES: Students are responsible for all textbooks, workbooks, library books, technology tools (including Chromebooks and iPads) and supplies distributed to them by the teacher. Students must reimburse the school/district for any lost or damaged books and supplies. Failure to comply could result in loss of school Library privileges or the students' report card being held until the matter is settled.

BREAKFAST PROGRAM: Breakfast will be offered each morning from 7:10 a.m. to 7:40 a.m. We also offer a second chance breakfast for students who arrive late to school and miss the morning breakfast. Second Chance Breakfast privileges will be suspended for any student who consistently violates the Second Chance Breakfast policies. Breakfast is provided at no charge to all of our scholars.

BULLYING: What is bullying? Ed Code Section 48900(r) - Severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more of the following:

- Sexual Harassment (48900.2)
- Hate Violence (48900.3)
- Threats, harassment, intimidation (48900.4)
- Has or reasonably predicted to have one or more of the following:
 - Reasonable pupil in fear of harm to person or property
 - Reasonable pupil to experience substantially detrimental effect to physical or mental health
 - Reasonable pupil to experience substantial interference with academic performance
 - Reasonable pupil to experience substantial interference with ability to participate in or benefit from services, activities, or privileges provided by the school.

Bullying is intentionally aggressive behavior, repeated over time that involves an imbalance of power. Kids who bully say or do something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse when targets of bullying show or express their hurt or tell the aggressors to stop. Examples of bullying, include physical and verbal aggression, relational aggression (like social exclusion, hazing, or rumor spreading), and cyberbullying. The key aspect to all of them is the ongoing nature of the behavior, which leaves the victims feeling powerless and fearful.

What to do if your child is being bullied?

1. First, focus on your child. Be supportive and gather information about the bullying.
2. Contact your child's teacher. Give factual information about your child's experience of being bullied including who, what, when, where and how.
3. Help your child become more resilient to bullying. Encourage your child to make contact with friendly students, and meet new friends outside of the school environment. Teach your child safety strategies, and how to seek help from an adult when feeling threatened by a bully. Talk about whom he or she should go to for help and role-play what he or she should say. Assure your child that reporting bullying is not the same as tattling.

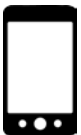
What can students do to help with bullying prevention?

1. Not going along with bullying behavior to others: be supportive to someone who is being bullied; stand up in a non-confrontational way to someone who is doing the bullying if it feels safe.
2. Tell the student who is bullied to talk to someone about what happened. Offer to help by going along.
3. Tell an adult who can help you with the problem.

CELL PHONES & ELECTRONIC DEVICES: Parents: While inside the office or visiting a classroom, please refrain from using your cell phone as it is disruptive. Thank you.

We strongly discourage elementary students from bringing cell phones to school. If a family supports sending a child with a cell phone, you agree to the following conditions:

1. Cell phones could be a disruption to the learning environment and must be in the "off" position.
2. No camera phones or any type of cameras are allowed on campus, unless as part of a class assignment or approved school activity with



the advanced permission of the principal. Unauthorized filming of any kind at school will result in disciplinary action.

3. Hemet Elementary and the Hemet Unified School District are not liable for cell phones that are lost, damaged, or stolen.
4. Cell phones may only be used before and after school in the office or in front of the school.
5. Proper documentation must be turned into the principal to authorize a cell phone that must remain "on" if determined to be essential for a student's health by a licensed physician. Usage would be limited to health-related purposes only.
6. Students who do not abide by these rules will have their phone confiscated. If this occurs, parents will be required to pick the phone up from the office.

CLASSROOM PLACEMENT: It may be necessary to adjust classes during the course of your child's enrollment with us. Due to enrollment fluctuation in the Hemet Unified District, Class Size Reduction and other factors, changes to teachers may occur. We will make every effort to avoid making these changes. If a move is necessary, we will make every effort to accommodate all families whenever possible. We are sorry for any inconvenience this may cause.

CLOSED CAMPUS/STUDENT RELEASE: Closed campus policy means that once a student arrives at school, the student must remain on campus until dismissal; unless being picked up by parents/guardians, and/or emergency contact persons listed on the Emergency Card. Parents, guardians, and other people taking students from school before regular dismissal time must come to the office and sign a student out in the checkout binder located in the front office. **A photo ID is REQUIRED** for proper identification. Students will only be released to adults listed on the student's Emergency Card. Parents/ Guardians are responsible for ensuring that Emergency Cards are up-to-date. After arrival, students will NOT be released from school until at least 30 minutes have elapsed. At the end of the day, students will NOT be released from school 15 minutes prior to dismissal (unless prior 24 hour notice has been given). This policy will be reviewed by administration as needed. Please keep in mind that at all times, Hemet Elementary is a CLOSED CAMPUS. Any and all visitors to campus must report to the office and obtain a pass using our visitor kiosk, Lobby Guard before entering campus.

CUSTODY/ FAMILY LEGAL MATTERS: The courts must handle custody disputes. By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the children and/or school records UNLESS one of them has a signed/stamped court order that indicates otherwise. The school has NO LEGAL JURISDICTION to refuse a biological parent access to their child and/or school records. If a parent has a signed, current court order limiting the other parent or any other person, the school MUST HAVE A COPY of the court order on file. If a copy is not on file, the school is required by law to release children to their parents with proper photo identification. Situations that put the welfare of students in question will be handled at the discretion of the Principal/Designee. In situations that become a disruption to the school, local law enforcement (Hemet Police Department) will be contacted and an officer will be requested to intervene.

PARENTS ARE ASKED TO NOT INVOLVE THE SCHOOL SITE IN CUSTODY/ FAMILY LEGAL MATTERS.

The school will make every attempt to reach the custodial parent when another parent not listed on the Emergency Card attempts to pick up your child. Thank you for your understanding.

COMMUNICATION: Communication is very important to the success of our program. We'd like to keep you highly informed, involved, and a part of your child's education. Close communication is made available by notes going home with students, Report to Parents (formerly Report Cards/Progress Reports), email, ClassDojo, Remind, Hemet Elementary Facebook page, classroom newsletters, and through the various volunteer committees/associations (ELAC/PTA/SSC). Your child will bring home their AVID communication folder/binder agenda with information and schoolwork for you to see and/or papers to be signed and returned. Please review your child's Communication Folder/Binder Agenda daily. In addition, our district uses an online flyer distribution service called **Peachjar**. All district-approved flyers will be emailed to the email address we have on file to keep you informed about upcoming activities, programs, and events. If you need to contact a teacher for any reason, please call the school office and leave a message. You can also email them directly from the following webpage: hemetel.hemetusd.org

COMPLAINT PROCEDURE: HUSD complaint procedure includes speaking with the specific employee involved concerning the complaint within one week of knowledge of the event. If the complaint is not resolved satisfactorily, a formal complaint form should be submitted to the employee's immediate supervisor.

DISCIPLINE POLICY: The Hemet Unified School District believes that high standards of discipline allow students to develop appropriate behavior and are a necessary part of the student's education. Hemet Elementary operates with basic rules and procedures so a safe school environment may be provided for all students. The following rules and consequences are provided so all staff, parents, and students are aware of the behavior policies at our school. Classroom rules are developed by each teacher and support school rules. Consequences for these offenses may require meeting with student, a warning letter to parents, a conference with student and parents, suspension (In and/or out of school), a SARB Hearing, an expulsion, and/or law enforcement referral. Please review these STANDARDS OF BEHAVIOR, school-wide rules, and Eagle I Code of Conduct pledge.

SCHOOL-WIDE RULES: The following offenses are a violation of school-wide rules:

1. Threats: Provoking a fight or encouraging others to fight
2. Fighting (mutual)
3. Assault and Battery
4. Sexual Harassment
5. Possession of lewd or vulgar material
6. Possession of a dangerous object
7. Bullying/Harassment
8. Campus Disruption/Creating Hostile Environment
9. Profane/indecent language or gestures
10. Theft/Cheating/Lying
11. Classroom Disruption
12. Rough Play/Confrontational Behavior
13. Dress Code Violation
14. Disrespect/Defiance to any adult on campus
15. Defacing, destroying, abusing school or personal property (property tampering)
16. Unauthorized Articles

- **General Campus Behavior:** Students are expected to behave respectfully to all while on campus. Quiet voices will be used in the front office area, library and pod areas. Students will walk in these areas.
- **Restroom Behavior:** Students must obtain a classroom pass to use the restroom during instructional time. Quiet voices need to be used. Toilets must be flushed and hands must be washed. Paper towels go in the wastebasket. There is no playing or hanging out in the restrooms.

Suspension/Expulsion Offenses

A teacher may suspend a student from class for the remainder of the period or day of the offense and for one additional school day. The principal/principal's designee may suspend a student from school no more than five consecutive school days for one offense. All rules and regulations regarding student discipline are available in the principal's office.

According to Education Code 48900, a student may be suspended and/or expelled for the following offenses: Please **note that some offenses may require suspension or expulsion.**

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully using force or violence upon the person of another, except in self-defense.
3. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Possessed, used, sold or otherwise furnished, or under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
5. LOOK ALIKE SUBSTANCE: Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented the liquid substance or material as a controlled substance, alcoholic beverage, or intoxicant.

6. Committed robbery or extortion.
7. Caused or attempted to cause damage to school property, or private property.
8. Stole or attempted to steal school property, or private property.
9. Possessed or used tobacco.
10. Committed an obscene act, or engaged in habitual profanity or vulgarity.
11. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
12. Disrupted school activities, or willfully defied the authority of school personnel.
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm.
15. Committed or attempted to commit sexual assault, or committed sexual battery.
16. Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding.
17. Engage in an act of bullying, including, but not limited to, bullying by means of electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
18. Committed sexual harassment (grades 4-12 only).
19. Caused, attempted to cause, or participated in an act of hate violence (grades 4-12 only).
20. Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils (grades 4-12 only).

NOTICE TO STUDENTS, PARENTS/GUARDIANS: Possession of a firearm, explosive devices, brandishing a knife, sales of drugs, or sexual assault and/or battery will result in automatic expulsion recommendations.

General School Rules:

1. **Be respectful** (Use kind words and good manners).
2. **Be responsible** (Follow directions, be on time and come prepared with homework and books).
3. **Be safe** (Follow playground rules that protect you and others. We maintain a hands-off policy).

Consequences for Violations of General Behavior Guidelines:

Students will receive a verbal warning or community service for most first offenses. The school wide discipline grid, a comprehensive list of violations and consequences will be used and followed for major offenses.

PBIS (Positive Behavioral Interventions and Supports)

PBIS is a schoolwide positive behavioral intervention and support discipline plan where the approach is to proactively prevent or reduce challenging behaviors and produce positive outcomes. PBIS works much like reading and math, behavior can be taught. PBIS seeks to create positive environments by utilizing proactive strategies such as introducing, defining, modeling, teaching, and supporting positive behavioral expectations school-wide and then reinforcing and rewarding students for these positive social behaviors. It is also about creating positive school environments so that all children feel safe and can learn.

Positive Reinforcement/ Student Rewards:

- Classroom rewards and special opportunities
- Positive reports sent home
- Principal/Assist. Principal recognition in class
- Positive phone calls home



- Certificates at school-wide morning meeting celebrations
- Lunch with the Principal
- Eagle Bucks Recognition and Drawings

All Hemet EI students will recite our “Eagle I” Code of Conduct Pledge and motto below:

Hemet Elementary
Code of Conduct Pledge

As an Eagle Scholar, I pledge to demonstrate the Eagle I’s:

I am respectful – I will hold people and property in high regard.

I am responsible – I am accountable for my behavior, my belongings, and my classwork.

I am safe – I will keep hands, feet, arms and other objects to myself.

I have empathy – I consider everyone’s feelings

I persevere – I have a positive mindset that all things can be worked out.

At Hemet Elementary, I have my eye on success!

I Am Somebody: Our adopted Motto

I am somebody.

I was somebody when I came.

I’ll be a better somebody when I leave.

I am powerful, and I am strong.

I deserve the education that I get here.

I have things to do, people to impress, and places to go!

~Rita Pierson

DRESS CODE POLICIES: *Students must dress appropriately for educational activities so as not to endanger their health, safety, or welfare. It is our belief that coming to school ready to learn includes how a child dresses, as it affects his/her overall behavior and safety.*

Board Policy 5144

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

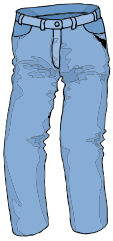
(cf. [5144](#) - Discipline)

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282) Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Make-up/Nails/Jewelry

- Make-up is not to be worn at school for any reason, with the exception of special dress up days.
- Fake, acrylic, or press-on nails are not allowed at school for safety reasons.
- Earrings that dangle and/or large hoops are discouraged due to the potential for injury during play.



Pants, Slacks, Jeans, Shorts, Overalls, Skirts

- No sagging pants, slacks, etc. Pants, slacks, etc. must fit properly at the waist, or be worn with a belt.
- Overall straps must be worn over the shoulder and attached properly.
- Shorts must be no shorter than mid thigh length. Use the “longer than fingertips” test.
- No undergarments or posteriors shall show.

Shoes

- Appropriate shoes must be worn which enable safe participation in all types of active play and be appropriate in an emergency situation.
- Back straps are required on ALL shoes.
- NO Heelies (shoes with wheels), flip flops, tall platform shoes, or boots with steel toes (safety issue).
- NO cleats.



Skirts/Dresses

- Skirts/dresses must be NO shorter than thigh length. Use the “longer than fingertips” test.
 - Bike shorts should be worn under skirts/dresses on P.E. days



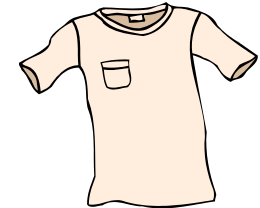
Sun Protective Clothing

Hats & sunglasses are permitted. Ball caps must be worn bill forward. Hats, caps and other head coverings may be worn indoors at the teacher's discretion. No bandanas or gang-affiliated head coverings permitted. Hats should not advocate or advertise alcohol, smoking, drugs, gangs, profanity, sexual innuendoes, or violence.



Tops, T-Shirts, Sweatshirts, Blouses, Sweaters, Flannels

- Shirts, T-shirts, and blouses must be long enough to cover the abdomen at all times.
- Shirts and tops are to be sized appropriately.
- No halter-tops, tube tops, strapless tops, spaghetti straps, off the shoulder, or mesh shirts.
- Necklines must maintain modesty.
- Tank tops must have at least 1" straps and regular size armholes that are hemmed.
- Shirts/blouses that advertise or advocate alcohol, smoking, drugs, gangs, profanity, sexual innuendoes, or violence should not be worn to school.



Accessories

- Accessories should not interfere with the learning environment and/or safety of the child at school. Wallet chains, long bracelets, dangling earrings, and other such jewelry may not be appropriate or safe for students to have at school.

DROP OFF and PICK UP:

On average, ten to fifteen minutes is how long it will take, on a typical day, for us to move all the traffic through the parking lots at dismissal. Getting all of our Hemet EI students home safely is important to us; please assist us with the following:

1. Your patience and a positive attitude during these 15 minutes makes all the difference!
2. Avoid frustration- plan ahead and be prepared! Add time to your schedules to allow for the 15 minutes.
3. Pay absolute attention during those 15 minutes. Stay off of your cell phone and keep an eye out for students and other cars.

4. Students MUST use the crosswalks to cross to the street, do not drop off or pick up students in the middle of the street.
5. Adhere to all school policies and procedures for pick-up. We need your cooperation with:
 - a. Pulling all the way forward in both the mornings and afternoons.
 - b. Not leaving your vehicle unattended in the traffic loop – drivers must remain in vehicles, unless parked legally in designated spots.
 - c. Encouraging your student(s) to use the crosswalks and not cross in the middle of the street or parking lots.
 - d. Have your student(s) exit the vehicle from the right.
 - e. Not parking in RED ZONES or DOUBLE PARKING in parking lots or along the streets surrounding the campus.
 - f. Confirm a pick-up location and time with your student(s).
 - g. Following school personnel requests with a positive attitude. Remember, our primary focus is student safety.
 - h. Kindergarten students must be signed out. Please park and walk up to the dismissal gate.

By working together and following the same procedures we can ensure smooth drop and pick-up times. Thank you for your support in making student safety at Hemet El School a priority.

EDUCATIONAL RECORDS: A cumulative record is maintained for each student enrolled. All student information is confidential. Parents are welcome to review these records by making an appointment with the Principal. Please give a 24-hour notice.

ELAC: ELAC, or English Learner Advisory Committee is an elected committee of parents, staff, and community members specifically designated to advise the principal and school officials on programs and services for English Learners. If you are interested in being a member or would like to attend a meeting, please contact the office.

EMERGENCY INFORMATION: Emergency contacts are updated each year as part of the online reregistration. It is required that we have updated information for every child. Telephone numbers listed online will be used to notify parents or another listed person in the event of an emergency or accident. It is imperative that a **minimum of 3 valid** emergency phone numbers are provided and the school is notified of any changes. LOCAL EMERGENCY PHONE NUMBERS MUST BE PROVIDED.

- o Only individuals listed on the student's emergency card will be permitted to pick up a student.
- o A photo ID must be shown when picking up a student.
- o A copy of legal documents regarding the custody of children should be provided to our office and will be kept on file.

FIELD TRIPS and SPECIAL ACTIVITIES: Educational field trips are available throughout the year. Individual teachers and/or grade levels plan trips that enhance the students' education. Each child must have completed parent permission before leaving campus. **Student behavior, completion of work, and outstanding bills for lost or damaged school property may be considered in a student's ability to participate.** Siblings and friends are not permitted due to H.U.S.D. insurance coverage.

HOMEWORK POLICY: Assigned homework should follow district policy and an established pattern that is understood by parents and students. The family's role is to support and encourage the student and provide an appropriate place and time to complete the homework. Homework must be returned within the time frame specified by the teacher, and maintain communication with the teacher. Homework assignments are to reflect the same high standards of legibility, neatness, content, and completeness as expected in the classroom.



LIBRARY/MEDIA CENTER: There are charges for lost and damaged books. Students in 1st-5th grades are allowed to check out books. Books are checked out for two weeks. Students in grades 1 may check out



one book, grades 2nd -5th may check out two books. By signing the library contract the parent/guardian and student agree to pay for any damage or replacement costs associated with Hemet Elementary's library books checked out by the student. A student will not be allowed to check out library books unless the library contract has been signed online during the annual registration. Any student owing books to another school will not be allowed to check out library books until they have returned or paid for those books. Final report cards will be held in the office and not released until books are returned or payment has been made.

LOST & FOUND: The lost and found bin is located in the Multi-Purpose Room. Please check the Lost & Found periodically, but only at the end of each school day. Parents are encouraged to put names on students' clothing and check for lost articles as soon as possible. The school assumes no responsibility for any lost or stolen belongings. Parents wanting to check lost and found will be permitted to do so only after dismissal for grades 1-5 is completed each day.

LUNCH PROGRAM: Nutrition Services and Hemet Elementary is pleased to announce that we will provide breakfast and lunch to all students at **NO COST**. This school will operate the meal service program under the Community Eligibility Provision (CEP) so that all students receive a free meal at both breakfast and lunch meal service. No meal applications are required to participate in this provision. The breakfast meal consists of a choice of the following items each day: Grain, Meat/Meat Alternate, Fruit and/or 100% Fruit Juice, and Milk. Students must select at least three of the four items offered for breakfast and one item must be ½-cup fruit or juice. The lunch meal consists of a choice of the following components each day: Grain, Meat/Meat Alternate, Vegetable, Fruit and/or 100% Fruit Juice, and Milk. Students must select at least three of the five components for lunch and at least one component must be ½-cup of fruit or ½-cup vegetable.

LUNCH/PLAYGROUND RULES: Students are expected to adhere to all lunch rules and procedures, some of which are: students need to wait their turn in an orderly manner while in the lunch line and maintain courteous and quiet behavior while in the lunch area. All students will be expected to clear their areas before being dismissed by the supervisors. Supervisors have full authority over students during the noon recess in the lunch area and on the playground. All food must be eaten in the lunch areas. Once students leave the lunch area, they may not return. Students may leave the lunch area only when the yard supervisors have excused them. **For the safety of all students and to safeguard against possible food allergy contamination, there is no trading, swapping, or sharing of food.** Students are expected to use playground equipment safely and properly. Students are not to bring toys, balls, play equipment, trading cards, personal game devices, or personal items for playing with at school. School lunch periods are 40 minutes (30 on shortened days) and if needed, students are permitted to eat for that duration and may waive their recess/play time.

MANDATED REPORTING

Mandated reporters are those people defined by law as "child care custodians". Mandated reporters include virtually all school employees. Mandated reporters have a duty to report any suspected case of child abuse or neglect. Should a representative of a government agency investigating suspected child abuse or neglect deem it necessary, they may interview your child during school hours or on school premises (Penal Code 11174.3). PARENTS ARE ASKED TO NOT INVOLVE THE SCHOOL SITE IN CPS MATTERS. If you have questions or concerns, please contact the County of Riverside Department of Public Social Services. For more details, please see the Hemet Unified Board Policy and Administrative Regulations (AR 5141.4 – Child Abuse Reporting Procedures).



MEDICATION: The health technician will distribute all medications. Only medication accompanied by forms filled out by the attending physician will be given. Forms are available in the health tech office. Students are not allowed to bring over-the-counter medications (i.e. Tylenol, aspirin, cough drops, medicated lip balm, etc.) without a note from a doctor and they must leave the medication in the health office and the health tech can administer the medication pursuant to the doctor's directions. Tubes of non-medicated lip balm or Vaseline may be brought to school for personal use.

NO ANIMALS/NO DOGS ON CAMPUS: For the safety of all students and staff, no pets, especially dogs are allowed on campus, within the total school property (Penal code 627.2, 627.6, 627.7). Students or persons violating this policy shall be handled by school, district or law enforcement personnel as appropriate. Please note that the only exception is for service animals.

NON-DISCRIMINATION NOTICE: "The Hemet Unified School District maintains an operating policy for nondiscrimination on the basis of race, color, national origin, sex or handicap in its educational programs and activities. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent." (Federal Regulation, Title VI, Civil Rights Act and Title IX, 1972 Education Act)

Open Enrollment Policy

The Hemet Unified School District has an open enrollment policy within the district pending space available at the requested school. The district does not provide transportation for open enrollment transfers. Transfers can be revoked due to poor attendance or behavior problems. Students attending their neighborhood schools have first priority for those schools. Contact schools or the district office for applications and deadlines.

PERSONAL PROPERTY: Students are not allowed to bring toys or personal property to school to play with either in class or on the playground. Items needed for after school, must remain stored in a backpack. Exceptions are made during special event times for items such as marbles, yo-yos, etc. School newsletters will announce these times. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.

PHYSICAL EDUCATION: Proper PE attire (clothing and shoes):

1. No sandals (bring tennis shoes on PE days).
2. Closed-toe shoes are recommended
3. Shorts should be worn under dresses.



A physical education program is offered to students. The program consists of skills development. A student may be excused from class with a written excuse from a parent for two consecutive days. After that period of time, a doctor's excuse is required. A note from the classroom teacher or the nurse is accepted as an excuse. Students who do not participate in PE due to a physical illness or injury, should not participate in recess activities. Special equipment for PE classroom usage will be checked out from the physical education teacher.

REPORTS to Parents

This report communicates your child's progress towards mastering the California State Standards in reading, writing, speaking and listening, language, and mathematic. Progress in additional subject areas and responsibility for learning and behavior is also reported. Teachers issue a Report to Parents at the end of every quarter for a total of four (4) reports a year. The explanation of marks is as follows: 4= Advanced, 3= Proficient, 2= Approaching, 1=Minimal, and "N/A" indicates not assessed (as not all standards are assessed each quarter). Character expectations are noted with the following grades: These marks are M (meets), A (approaching), and N (needs improvement). A parent/teacher conference for every student is scheduled in the first quarter. An additional conference may be held in the spring as needed. Teachers and parents may request to

schedule additional meetings at any time. Students not meeting grade level expectations will be placed on academic probation beginning in the 2nd quarter. The purpose of these parent reports is:

1. To provide a formal basis of communication between the teacher and the parent on the student's achievement.
2. To provide parents with an update of the current progress of the student's achievement of academic standards, social skills, and work habits.
3. To provide the parents with an opportunity to intervene as appropriate.

SCHOOL SITE COUNCIL: A Single Plan for Student Achievement developed and monitored by the School Site Council and the Hemet Elementary Staff is in operation throughout the year. This group is elected from parents and staff to identify and address school needs. If you are interested in being a member or would like to attend a meeting, please contact the office.



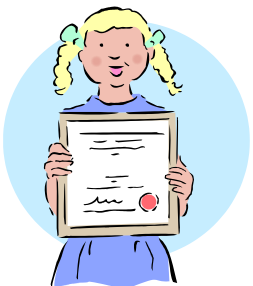
SEARCH AND SEIZURE: The administration retains control over buildings, parking lots, and grounds, and has the right to search them without warrant. All persons entering a school site or district facility may be subject to a metal detector scan and/or personal search to ensure that weapons, drugs, or other dangerous items are not brought on campus. Violators are subject to suspension, expulsion, or arrest.

SEXUAL HARRASSMENT AMONG STUDENTS: Ed Code 48900.2: *The Hemet Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Therefore, the district strongly condemns, opposes, and prohibits sexual harassment whether verbal, physical, or environmental. Anyone who violates this policy is subject to discipline, including student expulsion or employee dismissal. The complete board policy and resolution process is available at schools and the district office.*

Examples of sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects

SPIRIT WEAR: Wednesdays are College Days at Hemet El. Students and staff are encouraged to wear spirit wear from any college of their choice. Hemet Elementary school t-shirts and are sold throughout the year in the school office to promote school spirit. Students are encouraged to wear Hemet Elementary t-shirts and/or school colors on Fridays. Our school colors are royal blue, gold, and white.



STUDENT SUCCESS TEAM (SST)/Response to Intervention (RTI)/ (Academic)

Students experiencing academic difficulties may be referred to Hemet Elementary's Student Success Team (which can be comprised of teachers, parents, an administrator, and the school psychologist). This team will work with the student and parent(s) to address individual student needs and identify potential solutions.

STUDENT SUCCESS TEAM (SST)/Response to Intervention (RTI)/ (Behavior)

Students who have behavioral concerns will be referred to a Behavior Student Success Team meeting. The team will work with the student and parent(s) to address individual student needs and identify potential interventions.

STUDENT MESSAGES AND DELIVERIES

If a parent needs to leave a message for a student, we request that whenever possible, the office is called 30 minutes or more before dismissal in order to assure that we can get the message to your child prior to dismissal.

Items that are dropped off in the school office for students after instruction has begun will be retrieved by the student during a non-academic time. This may include but is not limited to, special classroom treats, musical instruments and classroom projects. To protect instructional time, students are not called out of class immediately, nor are visitors permitted to make the delivery without previous arrangements. Band students without instruments are always sent to the office to check prior to their lesson.

TECHNOLOGY: Technology is used by students to access curriculum-related activities and assignments and to increase productivity. Technology is integrated into standards-based instruction and learning, check for understanding; formative assessments, accessing data; collaborative learning, demonstration, and research; personalization and differentiation; and developing information literacy skills. In the classroom, teachers and students use technology as a tool to help acquire, evaluate, present, and distribute information. All students will be issued a school Chromebook and will have access to iPads. We will provide headphones for school use, but it is highly encouraged for students to bring their own personal set of headphones which will be for their use only in the classroom. All students are required to follow the Acceptable Use Policy filled on online during reregistration each year. Privileges may be suspended or revoked if this policy is violated.

TELEPHONES & MESSAGES: To prevent continually interrupting classes during instruction, we require that any messages be on an emergency nature only. If you need to contact your child, please come through the office and provide proper identification. Since there is no way to verify legal parent or guardian over the phone, phone messages cannot be delivered. Students may not use the office or classroom telephones unless it is an emergency. It is the student's responsibility to bring homework or lunch to school each day. Students will not be permitted to call home or text using a cell phone during the school day. All classrooms and the office have phones available for student use with teacher permission.

Tobacco Free School District

The Hemet Unified School District is a tobacco-free district. The use of any tobacco products (including electronic cigarettes/vaporizers) is prohibited at all times on district property and in district vehicles. Information on smoking cessation classes is available from the Office of Child Welfare and Attendance at (951) 765-5100, ext. 2532. For information regarding smoking cessation classes in the community, please contact the Community Education Department and Hemet Valley Medical Center.

WEAPONS & DRUGS: Our school district has a zero tolerance policy for weapons and drugs on campus. They are not permitted on school grounds at any time. Students found in the possession of such items will be suspended pending an expulsion hearing. The Hemet Police Department will also be called. If a student discovers they have brought a knife or dangerous object to school, they MUST turn it into a teacher or the office immediately.

VISITORS TO SCHOOL/VOLUNTEERING AT SCHOOL

As part of our continuing efforts to make our campuses safer for all students – Hemet Unified School District utilizes a Visitor Management system, known as Lobby Guard, at all sites. **A valid Government issued ID card (i.e.: Driver's License, State issued Identification Card) is required to sign in.** A personalized visitor Badge will be printed and is required to be worn at all times while on campus.

- All visitors to our school are required to sign in at the Lobby Guard. Office personnel will assist you as you scan your valid identification and print a visitor badge.
- Visitors are limited to one-hour observations (at a time) for the purpose of observing a classroom or visiting a program on campus.
- Volunteers for the classroom need to first make arrangements with the teacher to ensure that they are expected and to determine the best time for volunteering.
- District Policy requires that anyone who volunteers on a regular basis must have a TB clearance on file. Volunteers for field trips and school volunteers in excess of 40 hours per year must also have fingerprint clearance. Please check with the office for procedures on obtaining fingerprinting and TB clearance.
- School volunteers must be under the direct supervision of certificated staff. Therefore, volunteers are not to be in unsupervised areas such as the cafeteria, lunch tables, or playground unless assisting with class activity under the supervision of a teacher.
- In order to maintain confidentiality, volunteers should not be in the staff lounge without the expressed permission of site administration or for brief moments to place/retrieve items from the school's refrigerator/freezer.