Please read and review with your child.

Sign and return the bottom portion of this form acknowledging you have reviewed the handbook with your child. One MUST be completed for each child.

Date:_____

I/we the parent(s)/guardian(s) of _____ have read and reviewed the 2018-19 Parent/Student Handbook with our child.

_____ _____

Name (please print) Signature

Helendale Elementary School

Helendale School District

Reaching to the future while remembering the past!

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

Parent/Student Handbook 2018-19

Be Safe
Be Responsible
Be Respectful

Helendale School District
Helendale Elementary School

Be Safe
Be Responsible
Be Respectful

Dear Parents:

Welcome to Helendale Elementary School! We are excited about the upcoming school year. Back to School Night was held prior to school starting this year. This provided both parents and students to come on campus to meet their new teacher and to be informed about new procedures both schoolwide and in the classroom.

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

The Parent/Student Handbook illustrates details about programs, policies, and everyday school life.
The following information is important to know:

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

School Hours – Helendale Elementary School hours are 9:00 am to 3:30 pm Monday through Thursday. **Every Friday is a minimum day and students are released at 1:15 pm.** Students should not be on the school grounds before 8:40 am as there will be no supervision.

Classroom Assignments: As with each year, class assignments have been made with uncertain enrollment information and are therefore preliminary only. After we are able to determine the number of students actually present in each grade level, we may re-assign students in order to even out the class sizes.

Visitors – All visitors must report to the office immediately upon arriving and present photo ID. Please do not attempt to go directly to the classrooms.

Website – Please visit us at www.helendalesd.org for updated information on your child's classes, school forms, and calendar of events.

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

Sincerely,
Cindy Espinoza Principal, Helendale Elementary School

Helendale School District Mission Statement

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

Helendale Elementary School Mission Statement

To ensure that our students are proficient in reading, writing, and math for the choices, challenges, and opportunities they will encounter throughout life.

Helendale Elementary School Vision Statement

Produce 21st Century Learners to be contributors to our global society.

Positive Behavior Interventions and Supports (PBIS)

We are committed to establishing a healthy, safe, and pleasant educational and physical environment by having Positive Behavioral Interventions and Supports (PBIS) in place. We have worked hard to ensure that all three tiers of PBIS is fully implemented. In September 2017, we were recognized by the California Coalition of PBIS earning the most prestigious award of "Platinum" for our progress and hard work. We are looking forward to see what 2018 has in store for us!

Our PBIS mantra: BE SAFE, BE RESPONSIBLE, BE RESPECTFUL….. BE A HAWK - filled with

Hope, Achievement, Wonder, and Knowledge

Be Safe, Be Responsible, Be Respectful

SCHOOL SLOGAN

H Hope
A Achievement
W Wonder
K Knowledge
S Skills

Absences/Attendance Policies

STATE LAW REGARDING SCHOOLATTENDANCE

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

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

Lice – Our school has a no live lice policy.

Tardy Policy

Families transporting children to school should make every effort to arrive on time for school. Students who arrive after school begins must report to the office prior to entering class and **must** be **signed** in by a parent/guardian. Our gates open at 8:40AM and the First bell rings at 8:57AM for students to report to class. Tardy students entering the classroom late are disruptive to the learning of themselves, and other students. Students NOT in their seats at the 9:00AM bell are considered tardy.

Tardy Letter sent-
3 or more unexcused tardies per quarter

SARB PROCESS - Education Code Section 48260

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

PENALTIES - Education Code Section 48293

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

ACCEPTABLE REASONS FOR EXCUSED STUDENT ABSENCE

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

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

"GOING OUT OF TOWN" OR "PERSONAL REASONS" ARE NOT EXUSABLE REASONS FOR STUDENT ABSENCES AND WILL BE RECORDED AS A TRUANCY.

Perfect Attendance

Guidelines used to determine eligibility for perfect attendance:

- Students MUST be in seat at school. Independent Study credit does **NOT** apply towards perfect attendance.
- Students with 0 absences and 4 or fewer excused *tardies* in a semester.
- Students with 0 absences and 6 or fewer excused *tardies* in the school year will also be recognized.
- To qualify for the semester, student must be enrolled by 2nd quarter for 1st semester, and 3rd quarter for 2nd semester. For all year, students must be enrolled within the 1st quarter.
- Students with unexcused tardies more than 30 minutes late to school will not be recognized.
- Saturday School attendance will clear an absence and allow student to be eligible for Perfect Attendance (as long as Saturday School is available).

Importance of Regular Attendance:

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

Revenue for schools is generated based upon student's attendance. In past years, when parents would call in to excuse an absence, schools would generate revenue. Unfortunately, this has been changed. Schools only generate revenue based upon students being in attendance. Although calling in or bringing a note from a doctor will clear the absence, we are still financially affected by the absenteeism of our students.

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

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

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

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Ensure your children go to school every day unless they are truly sick.
- Avoid scheduling vacations or doctor's appointments when school is in session.

- Talk to teachers and counselors for advice if your children feel anxious about going to school.
- Have your child attend Saturday School - this counts as a day your child is in seat for revenue and instruction is provided to our students
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

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

Classroom Incentives for Perfect Attendance:

"GO HAWKS" - stickers
"GOLD HAWKS" - Golden pencils
"GOLDEN HAWKS" - Otter pops
"GOLDEN HAWK STAR STUDENTS" - Licorice
"GOLDEN HAWK PIZZA STAR STUDENTS" - Pizza Party

Students that are absent or late more than 3 times are not eligible for the class reward.

Accidents

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

Appointments

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

Behavior Expectations

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

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

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

Simply stated, we believe:

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

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

No Parent-to-the-Rescue Plan

In addition to traditional classroom instruction, we find it important to nurture our students' sense of responsibility (which in the long run will be a huge benefit to them and to society as a whole!) With this in mind, Helendale Elementary School will be implementing "No Parent-to-the-Rescue" plan. This will result in helping our students to strive to be well prepared and well organized at the beginning of the day. *(The new Common Core State Standards heavily emphasize college and career readiness. Beyond the realm of academics, just imagine the life skills that we are helping our children acquire by empowering them to be more self-managed!)* Please be our partners in promoting the following:

1. Make sure your child comes to school every day with his/her lunch or lunch money. If a parent/guardian brings in a lunch after school begins, we will deliver the lunch or lunch money for you to ensure minimal disturbance classroom disruption. Let's really, really do our best to make sure that your child has his/her lunch with him/her when the bell rings in the morning*! (Don't worry though, as every child will be provided with something to eat in the rare occurrence that a lunch is forgotten and his/her parent/guardian is unable to bring it to the child after school begins).*

2. We will do our best to deliver jackets, homework, books, lunches, materials, etc. to your child's classroom, but cannot guarantee the time of delivery as our focus is to ensure the safety of all students on campus. Before leaving the house, please have your child double check to ensure they have all of their materials needed for the day. This will assist in having them be more responsible *(We know they can do it!).* It is recommended that children dress in layers because the weather changes sporadically throughout most days. Consider sending a jacket with your child EVERYDAY regardless of what the temperature is when you depart from home.

3. If you wish to simply leave a message, make an inquiry, or seek clarification on something, please email the teacher, office staff member, or principal rather than calling or coming in. In most cases, you will receive an email response in less than 24 hours. (You can access all staff

members via email by using the individual's first name initial followed by the last name of the staff member @helendalesd.com (For example, **cespinoza@helendalesd.com**). *(Of course, we understand that not every parent has an email account, so some phone calls may still be necessary).*

4. **Make sure that all changes in daily transportation are communicated in advance, <u>in writing</u>, and are sent directly to the classroom teacher.** Our office gets overwhelmed throughout the day with phone calls regarding transportation changes and requests. We certainly understand the occasional family emergency, however many of the changes that are phoned in do not fall into that category. The very best way for your child to arrive home as intended is for you to communicate your wishes to your child **<u>before</u>** your child leaves for school in the morning and <u>write</u> a note to your child's teacher specifying your wishes. The office staff is not able to field "reminder" messages as we have close to 500 students at our school.

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

Before School Reading

Students arriving on campus prior to 9:00 am who do not participate in the breakfast program will have the opportunity to read on the playground. Students are encouraged to bring a book from home to read. Books are available to students on the playground on a first come first served basis. Donations of K-6 appropriate books are always appreciated.

Books and Supplies

Students will be provided with all necessary textbooks and school materials. Each child is responsible for giving them proper care. In the case of lost or damaged books or any school materials, the child is responsible and charges will be made. Student report cards and transcripts will be withheld until textbooks/library books and/or other school owned materials are returned in good condition or charges have been paid. Students may bring personal supplies to school (binders, mechanical pencils, pens, etc.). Toys, games, and permanent markers are **NOT** allowed at school. Inappropriate items that are brought to school will be confiscated and will only be returned to a parent/guardian. The school is not responsible for lost or stolen personal items. We'll graciously accept donations of school supplies (glue, crayons, pencils, etc.) or art materials.

Breakfast/Lunch Program

Breakfast is served at 8:40 am. Students arriving after 8:50 am will not have the opportunity to purchase breakfast. This program is in place under Federal Guidelines and Regulations. Applications for free and/or reduced lunches must be completed and returned immediately. Breakfast/lunch charges will incur and must be paid until approval is received. Lunch applications and payments to your student's lunch accounts can be submitted online at lunchapplication.com. Pre-payment to your child's lunch account through use of the online system lunch application .com is encouraged.

In an effort to stay within the Federal Guidelines, we ask that payment to your child's breakfast/lunch account be made in advance. Please arrange for payments to be paid before or after school. Payment is accepted anytime during school hours, but is recommended in the morning before school begins when the cafeteria is open for students to purchase meals. Payments received at lunch time significantly reduce our ability to serve lunch in a timely manner.

If a student needs to charge a meal due to lack of funds in their breakfast/lunch account, the charge will be recorded to their account. A student is allowed no more than three charges. Once a student's account exceeds three charges a notice is sent home to the parent/guardian stating the balance due. All charges to a student's breakfast/lunch account shall be paid in-full within seven(7) days of notice home. If a student's breakfast/lunch account remains unpaid a delinquent letter will be mailed to the parent's address and a phone call to the parent will be made. Once a student's account becomes delinquent all balances must be paid in-full immediately. A student with a delinquent breakfast/lunch account will not be allowed to charge additional breakfasts or lunches. The student will be offered an alternate meal that is not part of the menu choice for that day.

Bullying

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

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

Cell Phones

The law states that students may have cell phones with them during the school day; however, cell phone must be turned off when the child enters school property and must remain off, and in a backpack, until the child leaves school property. **A student MAY NOT check messages, take pictures, text message etc. during the school day.** The phone must remain OFF and in a backpack for the entire school day. If a student chooses to use his/her cell phone during the day, the student will be asked to put it away. If the student has it out again, a phone call will be made home to inform the parent of the student violating this procedure. Continued violations may also result in the phone being taken away until the end of the school day or for parent/guardian pickup.

Class Parties

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

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

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

Classroom/School Visitation (All Visitors Must Check Into the Office)

You are welcome to visit the school when it is in session. It is, however, necessary to have some guidelines so that your visitation does not interfere with the educational program. Please call the teacher before you plan to visit in order to schedule a time. **Be sure to check into the office when you arrive where you will be asked to provide and leave photo identification while on campus. A visitor pass will be issued as a reminder to pick up your identification before you leave.** Please limit your visit to a reasonable length of time. Twenty to thirty minutes should allow you the opportunity to get a feel for what is happening. If you feel a need to discuss a matter at length, make an appointment to talk to the teacher outside of class time. Teachers are not able to hold a conference while instructing their classes.

If you are visiting your child during lunch time, you will be provided with a visitor pass for the cafeteria only. You are welcome to sit with him/her in the cafeteria **if** spacing permits. Otherwise, please feel free to enjoy lunch outside on the benches or on the grass with your student. For security reasons, you may only have lunch with your child. Please note that when your child exits to the playground for recess your visit is over. No adults are permitted on the playground.

Classroom Assignments

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

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

Commuting To/From School – Bicycle Riders

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

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

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

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

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

Commuting To/From School – Bus

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

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

Students who violate school bus rules will be subject to the bus discipline policy. The transportation company may deny a child transportation privileges for disciplinary reasons.
In order to ensure maximum safety for our students while riding the bus, the following bus safety standards and rules must be observed:

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

Consequences for misbehavior

*1st Ticket – Verbal Warning

*2nd Ticket – Assigned seat Student Conduct Report sent home

*3rd Ticket – Student Conduct Report sent home

*4th Ticket – Three day bus suspension

*5th Ticket – Five day bus suspension

*6th Ticket – Ten day bus suspension

*7th Ticket - Thirty day bus suspension

*8th Ticket – Bus privileges revoked for remainder of year

Commuting To/From School – in a vehicle

Students need to exit the vehicle along the curbside whenever possible to ensure the safety of the student. Students need to be ready upon arrival to exit promptly. Having all materials ready will assist in this process.

Concerns

From time to time, concerns arise. Please follow "Chain of Command" approach when bringing forth your concerns.

Conferences/Report Cards

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

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

Dance Performances

Students performing in the performances are to remain on campus the entire day. Students will not be permitted to go off campus **UNLESS** they have a doctor's note. If students leave and return **WITHOUT** a written note from their doctor, students will **NOT** be allowed to perform in the remaining performances.

Discipline Policy

The welfare of your child is the primary consideration in the implementation of a disciplinary procedure. The staff will encourage appropriate behavior and will assist the student in correcting inappropriate behavior. Families can assist us by reading, reviewing, and discussing policies with their children. PBIS will be used to guide students, staff, parents, and community members.

Classroom Plan

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

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

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

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

Be Safe
Be Respectful
Be Responsible

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

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

Weapons, drugs, fireworks or other dangerous items brought to school will result in a suspension from school.

It is the responsibility of any suspended student to contact teachers for all appropriate class assignments and/or tests. Any student who is out of school on suspension must be in the custody of a parent/guardian

or another adult when not at home during school hours. **No student may attend or participate in any school-sponsored activity for 30 days after the suspension.**

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

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

Quarterly PBIS celebrations are held to recognize students that have no HLR and have completed at least 60% of their class/homework. Celebrations are held the last Thursday of each quarter.

Dismissal Procedure

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

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

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

Third through sixth grade students will be dismissed from the side gate (next to bike rack between rooms 14 and 15). Parents can pick up these students in the old bus loop area. First and second grade students will be dismissed from the front gate. Older students with younger siblings may go through the front gate. Kindergarten students will be dismissed to a parent/guardian or a designee at the gates next to the kindergarten classrooms. Kindergarten parents must park in the parking lot as the curb is reserved for through traffic. Students riding the bus will be dismissed from the gate between rooms 14 and 15 and will be escorted to the bus parking area.

Vehicles are not to be left unattended at the curb in front of the school. To keep traffic moving drivers need to be ready to move forward as space permits. Any parent/guardian who wishes to exit their vehicle to pick up their child must park in a parking spot.

Dress Code

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

1. School clothes must be respectful, safe and decent, as deemed appropriate by school principal. Clothes shall conceal/cover undergarments at all times. Tank tops (less than 1" wide), halter-top, racer back tops, bare midriff tops, short shorts, too-tight tops or bottoms are not allowed. Shorts and skirts must be no shorter than 5 inches above the top of the knee. Leggings are not to be worn as a sole cover up. Leggings need to be accompanied by wearing shorts, pants, skirt, or a dress over them.

2. We discourage the use of makeup for students TK-6. Hats and sunglasses are permitted, but NOT allowed indoors.

3. Clothing displaying sexual or vulgar messages or promoting drugs including alcohol are not allowed.

4. For safety reasons, appropriate footwear is required. The only acceptable shoes for school are tennis shoes and closed toed shoes. Flip flops, sandals (or open toe shoes of any kind, or high heeled) are not allowed. For safety reason, students wearing open toed shoes or high heeled shoes will not be permitted to play at recess and/or participate during P.E (no boots for PE). Students will be sent to another room or the office during recess time.

5. Many styles of earrings are dangerous and therefore should not be worn. It is required that students with pierced ears wear stud or post type earrings **only**. **Hoops, dangle earrings, gauges, and spikes are not safe to wear.**

6. No excessively tight or baggy, "sagging" or intentionally pulled down items of clothing is allowed. Pants/shorts/skirts must fit at the waist, with or without a belt. **Cutoffs, holes, or frayed pant bottoms can pose safety hazards. Please ensure your child's clothing is appropriate.** Inseams on shorts must be five inches above the top of the knees.

7. No potentially dangerous objects such as chains or extra long (hanging) belts are allowed.

8. Body art whether real or transfer, must be concealed.

9. We encourage natural colored hair.

10. Only vision correcting clear contacts are allowed.

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

Enrollment

Welcome to Helendale Elementary School! We are pleased and excited that you have chosen our school to provide your child(ren) with his/her/their educational needs. It is our procedure that when new students enroll, we have the new students begin their first day with us on the following school day. This time allows our staff to ensure we have a desk, seat, and the necessary materials ready for your child to begin.

Family Participation

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

- Help your child and his/her teacher solve problems
- Attend school functions
- Take an interest in papers that your child brings home from school
- Display papers at home
- Refrain from comparing your child and another child (even a sibling)
- Be a volunteer helper
- Praise your child for schoolwork that is done well
- Learn what is expected of your child in school
- Attend special activities in which your child is participating
- Attend Parent-Teacher conferences
- Check school work

Field Trips

Helendale students will participate in periodic field trips designed to support the curriculum or to reward students. Parent permission slips MUST be signed and returned to school personnel prior to the trip. All standard rules of conduct and procedures used in the daily transportation of pupils will be observed and enforced on field trips unless otherwise stated by the bus driver. All students must ride the bus to the field trip location. Parents may drive their own student home after notifying the teacher and filling out a "Student Leaving Early" slip. Notification **MUST** be given to the office in writing prior to the day of the field trip in order to check your student out. This will ensure the safety of your child while he/she is on a field trip. Adult chaperones must be 21 years of age or older. Chaperones must be fingerprinted and approved through the FBI and DOJ. In addition, the Volunteer Handbook must also be completed and a negative TB test result needs to be on file. **All funds received/donated for field trips are non-refundable. According to BP 6153**, "**Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk".**

Homework Policy- BP 6154(b)

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

Honor Roll Students

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

3.9 – 4.0	Principal's List ~ Student Principal for the Day
3.3 – 3.8	Honor Roll

Illness/Injuries

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

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

1. Students are signed in the Health log in our data base system indicating arrival time and student's symptoms (stomach ache, head ache, throwing up, etc.)
2. If a student is throwing up, we notify the parent/guardian to pick up student.
3. If the student has a stomach ache, we have them try to use the restroom. Sometimes this allows the student to have a bowel movement which then alleviates the stomach ache.
4. Student's temperature is taken
    a. If student has a temperature, parent/guardian is notified
    b. If there is no temperature, we continue to step 5.
5. Student is then given a cup of water and is monitored for ten minutes to see if they can make it back to class (this often provides the student with time to see if they can make it the rest of the day)
6. Student is sent back to class, **BUT** informed that if they continue to NOT feel good to let their teacher or proctor know and to come back to the office.
    a. If student returns to the office a second time with the same symptoms, we then notify the parent/guardian.

*Phone calls are not made initially to parents/guardians UNLESS a student has a temperature, throwing up, or there are noticeable signs that the student is in distress.

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

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

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

Immunizations

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

- Polio
- DPT and/or TD
- MMR
- Hep B
- Varicella

Verification of immunization is to be by written medical records.

Independent Study Program

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

Lost and Found

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

Lunches

A state approved lunch is offered to students daily (See lunch/breakfast menu for pricing). Lunch and milk may be purchased mornings before classes begin. Application forms for free or reduced lunches are available in the office or at lunchapplication.com. ***Our school has a breakfast program and students may purchase breakfast at 8:40 a.m. in the cafeteria.*** Candy, soda, and energy drinks are not permitted due to nutritional content and safety. We also do not allow students to share food due to food allergies. Due to safety concerns, parents/guardians are only allowed to have lunch with their child. No other students are permitted to sit with you.

Mandated Reporting

All school employees are considered Mandated Reporters. A mandated reporter is legally required to report any suspicion on child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage.

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

Medication

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

Students unable to participate in Physical Education for 3 days or longer must have a written statement from their physician. Students with casts, crutches, etc. will not be permitted to play during recess, nor participate in P.E.

Minimum Days

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

Parent-to-Parent Communication

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

Parent Teacher Club (PTC)

We encourage all parents to become active members of the Helendale Elementary PTC. We are indebted to the support of this outstanding organization. The purpose of the PTC is to further increase the quality of our children's educational experiences through parent support and involvement. Please sign up to be a member of our PTC organization. Your support is greatly appreciated.

Personal Items

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

Physical Examinations

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

Pick-up Procedures

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

Psychological Services

Psychological services are available to the school as the need arises throughout the year. A psychologist is available on a limited basis from the county to assess students and to work with parents and teachers in developing an appropriate educational plan.

Restroom Procedures

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

Saturday School

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

Safety Drills

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

School Based Coordinated Program

Helendale Elementary School is fortunate to be involved in a School Based Coordinated Program (SBCP). This program is overseen by a School Site Council made up of parents and staff. This council meets regularly throughout the year to develop and update a plan to address the needs of our students. Please contact the principal if you are interested in being involved with School Site Council.

Selling items at School

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

School Day (Hours)

School begins at 9:00 a.m. at Helendale Elementary School. Students are allowed on the school campus at 8:40 a.m. (Students should not arrive on campus before this time due to a lack of supervision before 8:40 a.m.). Upon arrival to school, students need to report to the playground area. Students are not to roam the halls or any part of the campus before school. Please make sure that your child is here by 8:57AM. This will ensure your child being able to get to class on time.

The student day ends at 3:30 p.m. and at 1:15 p.m. on Fridays and minimum days.

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

Snow Day

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

Speech Therapist

A speech therapist, employed by San Bernardino County, services our district. Children are screened as they enter our school or are referred by staff for speech services. Students with speech difficulties are serviced by the therapist as necessary. Pre-school children may also qualify for this service.

Student Council

Student leadership opportunities are available through our elementary student council. Student officers were elected in the spring last year. Classroom Representative will be elected in the fall this year. In order to be eligible, students must meet the various academic and citizenship requirements. Our council includes students in grades 2-6 and is under the direction of a staff member.

Officers:	President -	Grade 6
	Vice-President -	Grade 5 or 6
	Secretary -	Grade 5 or 6
	Treasurer -	Grade 6
	Representatives -	Each classroom elects one (grades 2-6) Representative to serve on the council

Student Insurance

Student insurance is optional and is made available at the beginning of each school year for a nominal cost. The insurance is made available through a private company and is not connected with the school.

Student Pickup

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

Student Records

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

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

Student Success Team (SST)

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

Telephone Messages

The office will always try to relay telephone messages to your child, but to maintain the optimal learning environment, please remind your child of any changes in pick up procedure, etc. before school, and/or provide a note.

To prevent continually interrupting teachers while they are instructing their classes, we request that phone calls during the school day are of an emergency nature only. Students may not use the office telephone unless it is an emergency and/or they have permission from their teacher. Please do not call your child on their cell phone between 8:40 a.m. – 3:30 p.m.

In order to ensure your student receives the message, calls must be received before 3:00 p.m. Monday through Thursday and by 12:45 on Fridays.

Testing Procedures

Helendale students are tested regularly to monitor their progress. We administer annually a nationally standardized student achievement test. This test is usually given in the spring. Please make sure your child is at school each day during the testing period. It is also important that your child gets adequate sleep and a good breakfast.

Uniform Complaint Procedures/Protocol for Resolving Conflict

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

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

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

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

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

Volunteers

Helendale Elementary School provides many opportunities for volunteer service. Volunteers are special people who are willing to donate their time and energy to the students and staff of our district. You may also contact the school office for additional information on volunteer opportunities. All volunteers are required to attend an annual volunteer training session even if the volunteer is intending to volunteer solely on a field trip. Training sessions will be offered throughout the school year. All volunteers will be screened prior to being authorized to volunteer with our students. The screening process includes completion of the Volunteer Handbook, fingerprint clearances through Department of Justice and the FBI, and a negative TB Test result. Fingerprint forms are available in the school office. The cost of the fingerprinting is between $60 and $80 (School funds are limited).

Yard Supervision

Teachers and Campus Aides share the responsibility for monitoring the behavior and safety of the students while on the playground, in the hallways, and/or in the cafeteria. Students are expected to respond obediently, courteously, and quickly to any adult providing this supervision. Students are not permitted to be on campus before 8:40. No supervision is available before 8:40. Upon entering campus before school starts, parents and students are to go directly out to the blacktop area where supervision is provided.

Students are not to roam the campus for safety reasons.

Helendale Elementary School PBIS Expectations

All Common Areas	Be Safe	Be Respectful	Be Responsible
Computer Lab	• Walk facing forward • Keep hands, feet and objects to self • Get adult help for accidents • Use all equipment and materials appropriately	• Use kind words and actions • Clean up after self • Follow adult directions • Raise your hand and wait for your turn	• Take proper care of all personal belongings and school equipment • Report all computer issues to your teacher
Cafeteria	• Keep all food to self/No Sharing • Hold tray with two hands • Sit with feet on floor, bottom on bench and facing table	• Allow anyone to sit next to you • Use quiet voices • Be silent when lights are out	• Raise hand and wait to be excused • Get all utensils, milk, etc. before sitting down • Clean up after self and put all trash in trash cans
Playground/Recess	• Walk to and from the playground • Stay within boundaries • Be aware of activities/games around you • No play fighting • What is on the ground stays on the ground • No running on blacktop except for basketball • Keep hands and feet to self	• Play fairly, safely, and Include everyone	• Inform recess monitor before using restrooms and drinking fountains • Follow bathroom rules • Inform an adult if there is a problem
Passing Areas	• Walk facing forward • Stay to the right • Use wheels off school grounds only	• Use quiet voices	• Stay on sidewalks
Bathroom	• Keep feet on floor • Keep water in sink • Wash hands with soap and water • Put towels in trash can	• Give people privacy • Use quiet voices • Use bathroom for its intended purpose	• Flush toilet after use • Return to room promptly
Special Events and Good Citizen's Assemblies	• Keep Hands and feet to self • Remain seated	• Use audience manners • Sit on bottom	• (See common areas) • Follow adult directions the first time given without commenting back
Office	• Use quiet voices • Keep student confidentiality	• Follow dress code	• Wait for instructions from an adult

Activities Calendar 2018-19

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

August	Back-To-School Night, August 13th First day of School, August 14th – Minimum Day ASB Fantastic Fundraiser Cards August 15th – 29th; Deliver September 5th Fall Picture Day, August 27th
September	NO SCHOOL, September 3rd Krispy Kreme Fundraiser September 12th -21st; Deliver September 26th 5th grade Chocolate Bar Fundraiser September 24th through October 5th Fall Picture Retake Day, September 24th PTC Membership Drive, September 28th
October	End of 1st Qtr., October 5th NO SCHOOL, October 8th Camp Read, October 15^{6h} Book Fair, October 15th through 19st Parent/Teacher Conferences, October 15th through 19st BE A BUDDY WEEK – Kindness Week, October 15th-19th Great CA Shakeout Drill, October 18h Harvest Festival, October 26th
November	Food Drive, November 5th through 16th Veteran's Day Performance 3rd-6th grade, November 8th NO SCHOOL, November 12th Fall Break, November 19th through 23rd
December	Santa Grams December 3rd through 14th – deliver December 20th Dance Assembly **for HES students only** December 18th End of 2nd Qtr., December 20th Winter Break December 21st through January 6th
January	NO SCHOOL, January 21st Parent/Teacher Conferences, January 16th through 18th 1st Semester Awards Assembly, January 31st

February	Friendship Grams February 4th through 8th, deliver 14th NO SCHOOL, February 11th NO SCHOOL, February 18th
March	Dr. Seuss night, March 4th Book Fair, March 4th – 8th Spring Pictures/6th grade Panoramic, March 11th End of 3rd Qtr. March 22nd See's Candy Fundraiser March 25th through April 5th, Deliver April 12th Science Fair/Open House, March 27th
April	Camp Ocean Pines, April 1st – 5th Kindergarten Round Up, April 5th, 12th Spring Break, April 15th – 19th HAWK WALK, April 22nd through 26th HES Staff Appreciation Week, April 22nd through 26th 3rd – 6th grade Smarter Balanced Summative Testing, April 29th through May 10th
May	Volunteer Tea, May 3rd Kindergarten Round Up, May 3rd, 10th, 17th Make up CAASPP Summative Testing, May 13th – 17th Be 4 School Event, May 17th Cinco de Mayo Celebration, May 17th Student Council Elections, May 21st Dance Assembly **for HES students only**, May 21st Kindergarten Program, May 22nd Cultural Assembly, TK through 2nd performs May 24th 3rd – 6th grade Great Hawk Race, May 24th 6th Grade Student vs. Staff Softball Game May 28th TK, 1st-6th Grade End of Year Awards Assembly May 29th Last Day of School & Water Fun Day, May 30th

Please be aware that this calendar is subject to change. Please refer to the monthly Hawk newsletter or website, www.helendalesd.org, for current information.