

September 7, 2011

Dear Parents and Students,

On behalf of the entire staff of Haynes Street Elementary, I would like to welcome you to the 2011-2012 school year. Haynes is proud to be your neighborhood high achieving school, and we are excited about beginning a new year with you! A wonderful year has been planned for all of us, students, parents and staff alike.

In keeping with our philosophy of maintaining an excellent neighborhood, family involved local school, Haynes provides a number of opportunities for parental and student involvement. By working together and communicating effectively, we can only enrich the educational process and ensure an outstanding academic year for your family. It takes all of us to make it happen!

Please review the items in this opening bulletin. It is also a good idea to save this bulletin in order to be able to refer to it at a later time during the year.

SCHOOL OPENING BULLETIN

We are very pleased that you have joined the Haynes Street School educational community. We hope your child will have an enjoyable experience learning throughout the year. We take pride in having an outstanding staff and many parents who are dedicated to work collaboratively to provide a quality education and enrichment activities for you and your child. In order for our faculty to work together effectively, every **TUESDAY, STARTING September 13th will be an early dismissal day at 1:30 pm for grade K-5 students.**

We are a LEARN/School Based Management school, which means that you (with other parents), and the staff believe that our main goal is improvement of student achievement by welcoming input and collaborative support from all. You are welcome to attend any of our established formal parent groups which address issues which will inevitably arise: SSC/Governance Council, Parent Teacher Organization (PTO), Bilingual Advisory Council, Room Mothers and Dads, office and classroom volunteers. **It is very important that you communicate with your child's teacher first, related to instructional issues, and then the principal or assistant principal if needed. Remember – we have a suggestion box to address any general concerns and suggestions you may have.**

Please see the following pages on **Haynes' Mission, Vision, Beliefs and Outcomes.**

BELIEFS

We believe...

- ◆ That all students / children can learn providing mind and body are well.
- ◆ That learning should be a student- centered experience.
- ◆ That, by continually building trusting relationships through open communication, all stakeholders, including students, are a team that works together to improve student achievement.
- ◆ In focusing all school community activities on Student Outcome Goals.
- ◆ In providing the school community with professional development activities to support Haynes' Mission, Vision, and Beliefs.

That teachers require adequate resources, planning time, and support to deliver effective teaching.



MISSION

Haynes Street School provides a nurturing environment where all stakeholders and students are committed to achieving excellence. All students are challenged to reach their maximum potential to learn by receiving a solid foundation of skills, knowledge and values. Each child will experience optimal academic, social, emotional, and physical success in a powerful, progressive, safe, and child-centered educational environment.

VISION

The vision of Haynes Street School is to establish and maintain an alliance among students, parents, community, administrators, teachers, and staff to improve student achievement. As stakeholders, we will continually adapt to new situations to improve the education offered to our students in order to prepare them to become resourceful, responsible learners and citizens. We will establish a community of learners who are technologically, academically, and socially prepared to enter a global society thereby demonstrating their self-reliance and concern for others.

OUTCOMES

I.

Students shall know, understand, and utilize grade level literacy skills of speaking, listening, reading, and writing in a variety of genres and for various real-life purposes. Literacy skills will be incorporated across all curricular areas, supported and enhanced by technology.

Assessments: Stanford 9, Results, Performance Based Assessments / STEPS, Reading Logs, Words Their Way activities, Reading Counts Lexile Levels, Benchmark Tests, Content Area tests, Writing Samples, IEP assessments, Hampton Brown Tests, English Language Development ssPortfolio

II.

Students shall develop a strong moral character to become caring, trustworthy, respectful, fair, and responsible citizens who respect all people and their cultures. They will demonstrate positive self-esteem and an enthusiastic attitude toward learning. Students will work cooperatively to solve problems in social and academic situations, which will prepare them for the 21st century.

Assessments: Lessons in Character Assessments, Happy Face Survey, Homework and class work Check list, Rubrics for cooperative groups, Office Referrals

SCHOOL CALENDAR AND HOLIDAYS 2011-2012

GRADES K-5: All Tuesdays are EARLY Dismissal Days - 1:30 P.M.

7	September	First day of school
29	September	Unassigned Day-No School
6(tentative)	October	Back to School Night
31	October	Halloween Parade, Short. Day
11	November	Veteran's Day, no school
24-25	November	Thanksgiving Holiday, no school
	December	Parent Conference Week - TBA
19	December - Jan. 6	Winter Break
9	January	1 st Day back after winter break
16	January	Dr. Martin Luther King Day
20	February	President's Day, no school
30	March	Cesar Chavez Day, no school
2-6	April	Spring Vacation
9	April	1 st Day back after spring break
	May	STAR Testing Gr. 2-5 - TBA
TBD	May	Open House, Short. Day
28	May	Memorial Day, no school
22	June	Last day of school, Minimum Day

ATTENDANCE at school is of utmost importance in helping your child learn. Haynes Street School attendance is regularly audited and reviewed by the superintendent. Most parents understand that attending school is of first importance and that beginning in kindergarten valuing good attendance, makes school easier, fosters better grades, establishes importance in learning and being on time for your child's adult life. May we encourage that you make doctors, dentists, and other appointments during non-school hours. PLEASE PLAN YOUR WEEKEND GET-AWAYS, VACATIONS and FAMILY VISITATIONS OUT OF THE CITY ACCORDING TO THE VACATION SCHEDULE.

Perfect Attendance Students will be acknowledged. Both attendance and tardiness will be recorded on each student's report card and cumulative record. Your child will be marked Tardy if he or she enter class after 8:05 AM. Students must report to the office before going to class if tardy. Please write a note stating the reason for lateness. Students with poor attendance and tardiness problems will be closely monitored. If your child is repeatedly absent (for non-illness reason and/or repeatedly tardy), a referral will be made to the Districts Pupil Service and Attendance (PSA) Counselor and a parent conference and/or Student's Success team.

Thank you for your continuous support in helping your child attends school on time every day!

SCHOOL HOURS

Grades K-5: M, W, Th, & F
*Tues.

8:00 a.m. - 2:30 p.m.

8:00 a.m. - 1:30 p.m.

(All classes start promptly at 8:05 a.m.)

Recess	Kindergarten	9:00 - 9:20
	Grades 1-5	10:10 - 10:30
Lunch	Kindergarten	11:30 - 12:15
	Grades 1, 3, 5	11:45 - 12:30
	Grades 2, 4	12:00 - 12:45
Dismissal	Grades K-5	2:30 p.m.

*Note: "Banked Time", Professional Development for the teachers will begin on Tuesday, September 14th. Students will be dismissed at 1:30 p.m. every Tuesday.

ARRIVAL TIME

Students are expected to be on time to class every day. We recommend that they be here by 7:45 a.m. There is **NO SUPERVISION** for children before 7:40 a.m. At the 8:00 a.m. bell, all students, grades 1-5 line up on the playground with their class at the morning assembly area. This year we are focusing on improving attendance and reducing the number of students who are tardy to school. Your child will be marked TARDY if he/she enters class after 8:05 a.m. Students must report to the office before going to class if tardy. Please write a note stating the reason for lateness.

ABSENCES

Students are expected to attend school every day, unless ill or they have a family emergency! It is critical that following an absence, every child returns to school with a note of explanation. If medical appointments must be made during the school day, please schedule them around the

instructional program or after school. Extended absences for family trips, we hope that school attendance is a very high priority and that your child will miss school only under extreme, exceptional circumstances.

MINIMUM and SHORTENED DAYS

On Minimum Days, the students in grades K-5 attend school from 8:00-12:45 p.m. Shortened Days the student's attend school from 8:00-1:55 p.m. Minimum and Shortened Days allow the staff to meet for important meetings, conferences, visits to other school, staff collaboration together and other school issues. We are allowed ten minimum days or twenty shortened days (or a combination of both) per school year. Minimum and Shortened Days will be on the school calendar, and reminders will be sent home.

SAFETY FIRST

It is LAUSD's Policy that each school maintains a closed campus to ensure the safety of the students and staff. Therefore, we are requesting that after the first full week of school, the parents leave their students at the entrance gates and not follow them onto the campus to the class line-up. This will allow for a safer environment on our campus.

Parents who have been scheduled as volunteers in a classroom, or who are requesting a classroom observation, will need to go to the front office and not through the campus. At the front office, parents will request a visitor's pass and sign in our visitor's book. This policy will enable us to know who is on our campus at all times.

Please observe the following safety rules when picking up or dropping off your children. For everyone's safety, it is imperative that safety rules be followed. LAPD frequently tickets the area, and the Department of Transportation does video the area as part of their Video Enforcement Ticketing Program.

Request made after the noon hour cannot usually be honored until the following day. Assignments will be available for pick-up in the office at the end of the school day.

CLASSROOM INTERRUPTIONS/LUNCH POLICY

As you know, our office is very busy! We receive numerous interruptions daily, for lost or forgotten items such as; lunches, money, tickets, homework, etc. **Please do not call the office or ask us to interrupt the instructional program to deliver items to your child.** Please inform your child that he/she may come to the office at recess or lunch to see if a missing or forgotten item has been delivered.

AFTER SCHOOL PLAYGROUND

Our after school playground hours are from school dismissal to 6:00 p.m. The same behavior code of conduct that is practiced during the school day is required for our after school program as well. Children can either be picked up before 6:00 p.m., or be allowed to walk home with their parents' permission. This is not a day care program, attendance is not taken, and the students can come and go as they please.

STUDENT HEALTH SERVICES AND IMMUNIZATIONS

- New students will not be enrolled unless a written immunization record is provided by a physician or by the health department, is presented at the time of the enrollment and immunizations are up-to-date. There are requirements for Hepatitis B and Measles-Mumps-Rubella vaccines (MMR) immunizations and oral health assessments for new enrollees entering kindergarten.
- Students who require additional vaccine doses or who lack a written record are no longer allowed a grace period. All students new to the District or transfer students within the District must show proof that they have received all currently required immunizations in order to enroll.
- The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until their requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized must be excluded from school at the discretion of the Health Department.

Tuberculosis Clearance

- All new kindergarten students and all new first grade students who have never attended kindergarten must present a written report provide by the private physician or health department giving the results of a Mantoux test for tuberculosis done within one year prior to school entry.
- All other new students entering grades 1-5 who have never previously attended any school in California must present documentation of results of a Mantoux test done at some previous time.

Medication at School

- Students may not carry or use medication on campus without written consent. A student who needs to take medication during school hours **MUST** have a statement to this effect on file at the school, signed by the prescribing physician and the parent or guardian. Self-administration of medication may be permissible by special arrangement with the school administrator and the nurse. The required forms are available from the school nurse or office. School health personnel do not prescribe or give advice regarding medication.

Miscellaneous

- Communicable disease inspections will be conducted periodically. A student suspected of having a communicable disease will be excluded from school until the guidelines for readmission are met.
- An effort will be made to notify parents/guardians about school exposure to chicken pox. The parent/guardian of a student for whom chicken pox presents a particular hazard should contact the school nurse to facilitate notification. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of leukemia or organ transplants.
- A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair, must have a physician's written permission to attend school and must comply with any safety procedures required by the school administration and Health Services personnel.
- A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization, must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.
- Any excuse (less than 10 weeks) from physical education may be granted to a student who is unable to participate in a regular or modified curriculum for a temporary period of time due to illness involving their child.
- School personnel are available for consultation.

PARENT CONFERENCES

Communication between home and school is essential for your child's success. If problems should arise, please contact the classroom teacher so that proper action may be taken to resolve any difficulties that may be occurring. Parent conferences are held in December for all students, and scheduled thereafter as needed. Please call ahead to schedule teacher conferences to assure ample time to talk with the teacher before or after school; parent conferences are not to interfere with classroom instruction time.

SCHOOL SPIRIT

Our school logo is the "Haynes Mustang". We at Haynes proudly wear our school colors of blue and gold on Fridays.

HOMEWORK

Homework is an important part of the students' educational program. Beginning with Kindergarten, students will have regular assignments Monday through Thursday. It is your child's responsibility to bring home daily/weekly homework assignments. The following is a general guide of homework time allotments:

- | | | |
|-------------------------|------------|---------------|
| • Kindergarten | 15-20 min. | 4 days a week |
| • 1 st Grade | 30-35 min. | 4 days a week |
| • 2 nd Grade | 30-35 min. | 4 days a week |
| • 3 rd Grade | 35-40 min. | 4 days a week |
| • 4 th Grade | 35-45 min. | 4 days a week |
| • 5 th Grade | 50-60 min. | 4 days a week |

Students in the Advanced Studies Program may have additional work, which allows them to work in a more complex and deeper level.

EMERGENCY CARD

Each year a new emergency card must be completed for each student. Please complete both sections of the card. LOCAL emergency numbers of someone who can be reached other than the parent or guardian must be included. Please return on the portion of the giving the emergency information. Please do not separate this section of the card. Please return the card with your child, the day after you receive it. We must maintain current information on each child, so please notify the office if any of the information changes.

**Students will ONLY be released to those adults listed on the emergency card
NO EXCEPTIONS.**

CLASS ASSIGNMENTS

Classrooms are organized using the following priorities:

- Heterogeneity – a cross section of abilities in each class
- Language Acquisition Needs – requires specific teacher credential
- Special needs: Special Education, physical disabilities
- A balance in class size
- A balance in the numbers of boys and girls in each class
- Separating students who work better when not together
- A balance in ethnicity
- Eligibility for the Advance Studies Program

We believe we do provide a positive learning environment in every class at Haynes. The individual differences between teachers and their teaching styles will only serve to enrich and expand your child's experience. Class formation is a complicated process. The teachers put in a tremendous effort to determine appropriate placement for your child. Every attempt is made to balance the classes. Decisions as to class placements will be made by teachers, administrators, and the class placements are final. Changes will only be made for the necessary reorganization of classes that may occur after school begins, and initial reading and math assessments have been completed.

PARENT AND COMMUNITY VOLUNTEERS

Haynes would not be the outstanding school it is without an extensive amount of parent and community volunteers. **Everyone is welcome to volunteer!** It is imperative for those who volunteer in classrooms and the library on a regular basis to have proof of a clear TB test by the **Mantoux tuberculin skin test**. Skin tests can be obtained from your own doctor. An important reminder, school insurance does not permit parents to work in the classrooms, or to assist with school activities during the school day with under-aged siblings. **For safety and liability issues, infants, toddlers and strollers are not allowed on campus during the regular school hours.** Special events such as Assemblies and parent events are exceptions to this safety rule.

EARTHQUAKE PREPAREDNESS

Haynes is ready, are you? Emergency evacuation and drop drills are practiced regularly by all students and staff. Each classroom has an Emergency BackPack and the outside cargo containers have emergency supplies to house students and staff for a 72 hour period. Information will be sent home this week regarding the Earthquake Kits available for students. In case of an earthquake, please report to the Reunion Gate, which is located on Haynes Street.

PLEASE REMEMBER:

- Do not double-park at any time
- Use the designated Loading Zones (white curbs) to load and unload the students.
- Do not make "U" turns in front/back of the school, or turn into a neighbor's driveway.
- Use the crosswalk at all times when crossing the streets around school.
- Drive slowly and carefully.
- Do not use the Staff Parking Lot to drop off or pick up your children. School Board prohibits this use.
- Avoid honking your horn at the end of the day.

FOOD SERVICES

Haynes has cafeteria services available for the students, daily. Hot meals are served for breakfast and lunch, with snacks served at recess. Breakfast is available from 7:40-7:55 daily. A breakfast and lunch menu will be sent home monthly. A minimum of two entrees will be offered at lunch. Packs of meal tickets can be purchased at the cafeteria before school. We also encourage students who bring a lunch, to bring them in a lunch box or lunch sack that is reusable.

DRESS CODE

WE ENCOURAGE STUDENTS TO WEAR HAYNES SPIRIT CLOTHING or NAVY BLUE AND GOLD EVERY FRIDAY.

The Governance Council has approved the following dress code:

1. Wear closed toe shoes with no more than a 1" heel and socks. No sandals, slip-ons, shoes without a heel strap, or open toe shoes. No skate shoes!
2. Shirts should cover the body without skin showing. No halter-tops, tank tops, tops with spaghetti straps, bare midriff blouses, or cutout shirts. No tops that have sexually explicit, suggestive, derogatory/inflammatory phrases or any reference to alcohol drugs or smoking
3. Short shorts, cut-offs (un-hemmed) and skirts shorter than mid-thigh, or with slits up the side are inappropriate school attire
4. Pants should fit the waist without the use of a belt. No oversized clothing including pants, shirts, overalls, etc. No hip-huggers or below the waist jeans.
5. Stud type earrings only. No large hoop, dangling earrings or expensive jewelry.
6. Hats are permitted, but must be removed and put-away while indoors.
7. Scouting uniforms are allowed.

Alternate clothing will be provided for students to use for the day if the above dress code is violated.

Haynes Street School
Discipline Plan

DISCIPLINE PLAN

LAUSD Parent-Student Handbook * describes the district's policy regarding Pupil Discipline, Rules, Suspension and Expulsion, Conduct of Pupils, Corporal Punishment, and Student Dress Codes/Uniforms. In addition to the above items, the Governance Council at Haynes Street School has adopted the following school wide rules. Students will...

1. follow directions at all times and will not willfully disregard authority.
2. keep their hands, feet, body, and objects to themselves.
3. not disrupt the educational process or play activity.
4. not use profanity, put-downs, or show disrespect towards others; this includes no damage to personal or school property.
5. not bring toys, electronic devices, candy, or gum to school, except with permission from his teacher.

* As of Spring 1999, the district policy states that "All threats will be taken seriously and will subject anyone making them to any and all, appropriate criminal or civil penalties, as well as school discipline, including expulsion."

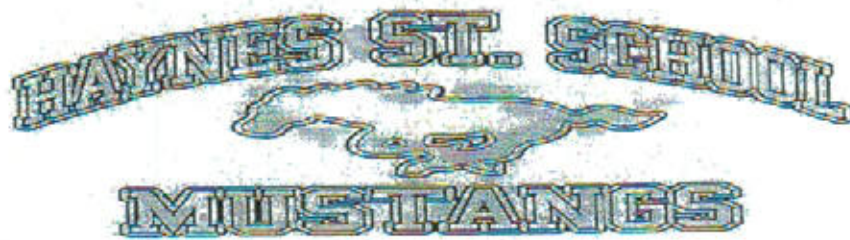
Levels of Consequences:

- Level I - Student and staff work it out.**
- The focus of action is to help the student make better choices. Consequences will focus on the student doing something to correct and solve the problem.
 - Teacher records action on a log and make student aware of the next level of consequence.
- Level II - Student, staff, and parent work it out**
- If the problem continues, the teacher will contact the parent by phone or note with a return signature required. Parent will be informed of the problem and what discipline will occur. If not returned, there will be a consequence of being benched the next day.
 - Level II behaviors are classroom and yard problems, including defiant disruptive behavior.
- Level III - Student, staff, parent, and principal works it out.**
- At this point, the principal will work with the staff, parents, and student to implement a plan to change the behavior of the child. Level III behaviors are repeated violations of defiant or disruptive behavior in the classroom or playground.
- Level IV -** Same as III, and the principal calls or makes contact home. A parent conference at school is required.
- Level V -** If the plan to change the student's behavior is not successful, and violation of the above rules continues, student consequences include the following - Suspension, Student Success Team Parent Meeting, and/or required parent supervision at school.

There is a positive school-wide Manners Count Reward Plan for students who are "Caught being good". Each week students are recognized for their good conduct.

Each teacher will establish an age-appropriate behavior management plan, which works progressively with the above plan.

Common Area	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> * Walk facing forward * Keep hands, feet and objects to self * Get adult help for accidents and spills * Use all equipment and materials appropriately 	<ul style="list-style-type: none"> * Use kind words/actions * Wait for your turn * Clean up after self * Follow adult directions with a positive attitude * Use quiet voices 	<ul style="list-style-type: none"> * Follow school rules * Remind others to follow school rules * Take proper care of all personal belongings and school equipment * Be honest * Follow your heart and not the words of someone who is asking you to do something that you know is wrong * Be honest
Cafeteria	<ul style="list-style-type: none"> * Keep all food to self * Sit with feet on floor, bottom on bench and facing table * Walk in a single-file line into the cafeteria 	<ul style="list-style-type: none"> * Allow anyone to sit next to you * Use quiet voices * Stay in one area while you eat 	<ul style="list-style-type: none"> * Raise hand and wait to be excused * Get all utensils, milk etc., when first going through the line
Playground	<ul style="list-style-type: none"> * Walk to all areas * Stay in your allowed areas * Be aware of activities/ Games around you * Play fighting, Chasing, and tag games are prohibited * What is on the ground, stays on the ground (except trash) * Walk on the pathways 	<ul style="list-style-type: none"> * Play fairly by the school's rules * Include everyone * Choose one area to play Stay in the area * Listen to the adults/staff members and follow requests with a positive attitude * Use encouraging words with each other 	<ul style="list-style-type: none"> * Use problem-solving strategies that you have learned from your teachers * Speak to an adult when you have a problem rather than talking behind someone's back or spreading rumors * Be responsible for your own actions and take responsibility for your part when there is a problem * Stop the game and line up immediately after the aides blow the whistle
Passing Areas, Halls	<ul style="list-style-type: none"> * Walk to all areas * Stay where you are visible by adults * Allow others to pass * Stay in your lines 	<ul style="list-style-type: none"> * Hold the door open for the person behind you * Use quiet voices 	<ul style="list-style-type: none"> * Stay on sidewalks * Walk to-and-from your destination in a timely manner * Carry all your materials carefully when going from class to class



Playground Behavioral Expectations

Be Safe	Be Respectful	Be Responsible
<ul style="list-style-type: none">* Walk to all areas* Stay in your assigned areas* Be aware of the activities/games around you* Play fighting, chasing, and tag games are prohibited* Walk on the pathways	<ul style="list-style-type: none">* Play fairly by the school's rules* Include everyone* Choose a game to play and stick with it* Listen to staff members and follow requests with a positive attitude* Use encouraging words with each other	<ul style="list-style-type: none">* Use problem-solving strategies* Speak to an adult when you have a problem, rather than gossiping* Take responsibility for your part when there is a problem* Stop the game and line up immediately after the whistle is blown* Take care of the equipment

LOITERING/TRUANCY ORDINANCE

The Los Angeles City Council and the Los Angeles County Board of Supervisors have passed a Loitering/Truancy Ordinance that is currently in effect. In essence, The Ordinance prohibits any person under the age of 18, and subject to compulsory school attendance, from loitering in or upon public streets, highways, roads, alleys, parks, playgrounds or other public grounds between the hours of 8:00 a.m. and 2:30 p.m. on days when the students' school is in session. The exceptions to this are as follows:

- A student is accompanied by a parent or guardian
- A student who is on an emergency errand directed by a parent or guardian
- A student is going or coming directly from their place of gainful employment
- A student is going or returning from a medical appointment
- A student has permission to leave campus for lunch and has in his/her possession a school issued permit
- A student is going to or returning from a public meeting

The Los Angeles City Traffic Ordinance Citation Program and the Los Angeles County Board of Supervisors enforce the ordinance.

My door is always open, and I look forward to working with you. We have a **FABULOUS** school year ahead of us!

Sincerely,

Barbara A. Meade
Principal