

GENERAL INFORMATION

SCHOOL HOURS

Office – 7:00 am – 3:30 pm

Transitional Kindergarten – 7:30 am – 11:15 pm (M – F)

All Kindergarten – 7:30 – 1:10 am (M, W, Th, F); Tuesday ONLY 7:30 am – 12:50 pm.

Grades 1-6 – 7:30 - 2:10 (M, W, Th, F); Tuesday Only 7:30 am -12:55 pm.

Class Placement: Class and teacher assignments for the first few weeks of school are temporary and subject to change depending on fluctuation in pupil enrollment and district class size guidelines. Parent support and understanding of these changes is appreciated.

AWARDS

Students will be receiving recognition, certificates, and other incentives for Positive Reinforcement in the following areas:

1. Academic Achievement
2. Attendance
3. Citizenship

Positive Behavior Intervention and Support (PBIS)

Our students, staff, and community understand that success for all depends upon RESPECT (treating others the way you would like to be treated), RESPONSIBILITY (doing your job), showing KINDNESS (caring for self and others) and INTEGRITY (doing the right thing) in all we do! These qualities define “The Howard Way”. Please find a copy of our school-wide matrix in the folder. This matrix is a chart that clearly communicates our school’s expectations for positive behaviors in various school environments. This matrix helps teach, model, and reinforce PBIS in the classroom, hallway, restrooms, playground, multi-purpose room, and dismissal areas.

Howard Warriors Demonstrates – Respect, Responsibility, Kindness, and Integrity in all we do.

Problem Solving Strategy: At Howard School students are expected to learn problem solving skills and attempt to solve problems. Therefore, when someone is bothering you, Howie says:

1. Tell the person to stop,
2. Move far away from the person,
3. Tell the adult ON DUTY!

Additionally, there is an expectation that Howard Students will assist staff in ensuring a safe environment for all students. This includes NOT tolerating the actions of bullying and reporting any dangerous activity to school personnel.

SCHOOL RULES

Office Discipline Referrals will be issued for violating the following rules:

1. Students will use language and actions which are not abusive to others (i.e., no

- threats, profanity, defiance, or gestures).
2. Students will be respectful towards any adult (i.e., no name calling, threatening, mimicking, making faces, yelling, or gestures).
 3. Students will respect school and personal property (i.e., no stealing or trading personal items, no swinging on doors, writing on or willfully destroying school property or the property of others).
 4. Students will keep hands, feet, and objects to themselves (i.e. no fighting or play fighting, hitting, biting, kicking, tackling, swinging jackets or other items, or throwing things).
 5. Students will take responsibility for their actions and maintain integrity by completing their own work to the best of their ability.
 6. Students will have food only in assigned eating areas. Gum chewing is not allowed.
 7. Students will follow playground rules.

OFFICE DISCIPLINE REFERRAL (ODR) PROCEDURES

ODR #1

- Teacher conferences with student
- Principal conferences with student
- Parent signs and returns ODR
- Loss of playground privileges
 - Primary – one recess
 - Upper – one day
- Teacher and principal start a discipline record

ODR #2

- Teacher/parent/student/principal conference
- Parent signs and returns ODR
- Loss of playground privileges
 - Primary – one day
 - Upper – one week
- Student loses all playground privileges until parent/teacher/principal meeting

ODR #3

- Teacher/parent/student/principal meeting with principal to develop a plan/contract
- Parent signs and returns ODR
- Further action will be determined at the meeting
- Student may be suspended at principal's discretion
- Student loses all playground privileges until parent/teacher/principal meeting

NOTE: Severe offenses may bypass steps one through three. If necessary the student will be suspended and parent contacted. Suspension is a very serious action. The principal may suspend for up to five days for each suspension period. A total of 20 days may result in a student's inability to attend Howard School.

Students following playground and school rules and "caught being good" will be given a Howie Happy Card to fill out and redeemed for classroom points to spend on class/school prizes.

SERIOUS OFFENSES

The offenses listed below are violations of the Education Code of California and may result in suspension up to 5 days.

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- e. Committed robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors.
- l. Committed sexual harassment as defined in section 212.5.
- m. Caused, attempted to cause or threatened to cause, or participated in an act of hate violence as defined in section 233.
- r. Engaged in an act of bullying, including but not limited to bullying by means of an electronic act.

A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time including, but not limited to, any of the following:

1. While on school grounds.
2. While coming to or going from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, any school-sponsored activity.

UNIFORM DRESS CODE

Parents have the primary responsibility to see that students are clean and properly attired for school. Howard School and its parents have elected to follow a uniform dress code that requires students to wear navy blue pants, shorts, skirts, and the like, along with a white polo-type shirt, button-up shirt or blouse with a collar. Students will not be permitted to wear T-shirts unless they are Howard spirit shirts. Dark blue jeans will be permitted, however, they may not be acid washed, fashionably ripped, or torn. Oversized clothing is not allowed. Sweatshirts and jackets are permitted to keep warm. Flannels or other shirts over their uniforms are not permitted. We are asking for your cooperation in adhering to the uniform dress guidelines as well as the following general guidelines:

1. Properly sized shoes must be worn at all times. Thongs, backless, or open-toe shoes or sandals are not acceptable. No skate shoes are permitted on campus.
2. Clothes shall be sufficient to conceal undergarments at all times. Tank

tops, low cut tops, bare midriffs are not allowed. Shorts shorter than finger-tip length (when hands are at sides) are prohibited. Baggy pants will not be allowed. Students may be required to wear a belt or may be asked to call home to get pants that fit. Undershirts may not hang lower than the uniform shirt.

3. Hats may be worn outside for sun protection. Hats may not be worn inside at any time.
4. Clothing, hats, jewelry and personal items (backpacks, etc.) shall be free of writing, pictures, or any other insignia which are gang-related, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, or which advocate racial, ethnic, or religious prejudice. Graffiti style writing is prohibited on personal items, including notebooks, backpacks, etc.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring, and should not cause a disruption to the learning environment. No perfume, body spray or AXE shall be worn or brought onto campus.
6. Tattoos are to be covered at all times.
7. Only prescription sunglasses will be allowed.
8. Gang attire of any kind is strictly prohibited. Pants may not be gathered at the ankle with rubber bands or string.
9. Earrings or other jewelry, which may present a safety hazard, are not suitable for school wear, including large earrings or earrings with spikes.

In the interest of protecting the health and safety of all district students, the following Prohibited Items List has also been adopted by the Board of Trustees:

1. Radios, television sets, music players, electronic games and cameras.
2. Gambling devices — dice, playing cards, etc.
3. Drugs, alcoholic beverages, narcotics, cigarettes, tobacco, cigarette papers, lighters, pipes, matches, look-alikes, and paraphernalia.
4. Explosive devices, firecrackers, fireballs, cherry bombs, etc.
5. Weapons, guns, knives, nail clippers, screwdrivers, and /or other dangerous items.
6. Toys of any kind and which are simulations of guns or knives.
7. Gang identification paraphernalia.
8. Permanent markers or mailing labels of any kind.

If these items are taken from a student the school will not be responsible for the item's security.

PROCEDURES FOR STUDENTS OUT OF UNIFORM

If students are out of uniform the following will occur:

- First - Fourth time "Out of uniform" notice sent home, possible loss of recess.
- Fifth time – Student will receive an ODR.

NOTE: When following the guidelines for the above dress code interferes with a religious belief or causes the family a financial hardship, we ask that you contact the school office for assistance. Dress code waivers are available through the Principal during the first ten

school days only.

BREAKFAST

Breakfast will be served from 7:00 a.m. –7:25 a.m. and is free for all students. Students arriving after that time will not be allowed a breakfast.

LUNCHES

Lunch is served in three shifts each day to accommodate all the children, grades K-6. Kinder: 11:10 Primary: 10:55 a.m. and Upper: 11:45 a.m. Parents and pre-school-aged students are not permitted inside the multi-purpose room while meals are being served. Noon-aides are on duty during the lunch period to supervise the students.

Dropping off Lunch for your child: Please bring lunches to the office. For primary and kindergarten lunch bring by 10:40 a.m., and upper lunch no later than 11:40 a.m. One of our noon aides will come to the front office, get the lunches, and place them on a table designated for lunches in the MPR.

Free lunches and partially -paid lunches are provided by the state according to the financial need of the parents. Applications will be going home the first week of school. Verifications of income may be required. We will send home the school newsletter every month, included are special school-wide events, holidays, minimum days and lunch menus. Students are allowed to bring a small, individual-sized snack to have with their lunch; however, large-sized snack items to share are prohibited. Students may not bring any food to school to share with peers during lunch time, including pizza, without teacher permission and supervision.

ATTENDANCE

ABSENCES: Please call the school office (591-2339) each day your child is absent. An automated attendance call will be made upon a student's absence. Parents are responsible for calling the school to clear all absences within three days. Illness, funeral of an immediate family member, child's court date, student's religious instruction or doctor appointments are the only excused absences. When your child is out for more than three consecutive days a doctor's note may be required. Excessive absences will warrant a conference between parent, child and principal. **(Ten absences in a year are considered excessive.)** When the parent does not confirm the absence with office, the absence is considered unexcused/truancy. Six (6) truanancies require the student to be referred to the Student Attendance Review Board.

TARDINESS: If a child is late to school valuable learning time is lost and an interruption to the class occurs. Students will be marked tardy if they arrive in class later than the 7:30 tardy bell. Excessive tardies and early check-outs will warrant a conference between parent, child and principal. **(Ten tardies in a year are considered excessive.)** Students who are tardy or checked out early do not qualify for attendance incentives, including perfect attendance certificates and prizes. Saturday school is used to clear absences.

The Education Code states, "Students shall be classified as truant if absent from school without valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year." According to our policy, after seven (7) absences you will begin to receive letters about your child's absences, your home will be visited and, in serious cases, you

may be referred to the School Attendance Review Board.

Attendance Incentive Programs

Our students are lucky here at Howard to have multiple programs to reinforce positive attendance, which ultimately results in more time receiving instruction. Here is an explanation of the incentive for attendance at Howard.

Long Term Incentives: *Trimester Perfect Attendance* – Students will earn a certificate and a prize if they are on time to school every day in the trimester. This means no absences and no tardies. Unexcused early check outs are counted like tardies. (This means if a child goes home sick from the health office or provides a doctor's excuse they are still eligible, but if a child goes home early for any other reason, they are not eligible.)

All Year Perfect Attendance Celebration: Students earn a celebration and certificate if they are on time every day in the school year. Again, only excused early check outs are allowed.

****NOTE: Saturday School attendance could allow your child to receive perfect attendance for Trimester and All Year Attendance incentives.**

Short Term Incentives: These incentives will be developed throughout the year and the parameters will be more restrictive.

MAKE-UP WORK: All work for absent students must be requested at least one day in advance.

FAMILY EMERGENCY LEAVE: Families must communicate with the office in the event of a situation where your child must miss 5+ days of school.

APPOINTMENTS: Please try to schedule Doctor and Dentist appointments after the regular dismissal time, if possible. Minimum absence from classroom instruction is important.

SCHOOL POLICIES

BICYCLE POLICY: Upper grade, 4th-6th, children may ride bicycles to school with parent permission, **except bus students.** Each rider must wear a helmet and bring a lock to secure the bicycle. Bicycles are not to be ridden on the campus. Riders must walk their bicycles on the sidewalks from the street. Skateboards, roller blades, skate shoes and scooters are not allowed on the campus. The school will not be responsible for lost or stolen bicycles.

ACCIDENTS/EMERGENCY CARDS: Registration/Emergency Information cards are sent home at the beginning of the school year to be filled out and returned immediately. In case we are unable to reach parents, local persons to call should be listed on the card. If your child becomes ill or injured at school, you will be called promptly. Therefore, it is extremely important that these cards be kept up to date, with several good phone numbers.

ARRIVAL/DEPARTURE TIMES: Students are not to arrive more than thirty minutes before the start of school. Students are asked to wait behind the yellow lines marked on the sidewalk until the first bell rings indicating supervision is on duty. We do not have the personnel to provide supervision outside of the specified arrival and departure times.

LEAVING SCHOOL DURING THE DAY: No child is to leave school during the day without

permission from the office. If parents are taking their child out of school early, they must go to the office to have their child released. The office must be notified in advance if the person picking up the child is not listed on the emergency card. I.D. is required.

VISITORS: Should you wish to visit your child's classroom please make prior arrangements with the teacher and notify the office which day and time you will be visiting. Prior to going to any class please check in at the office. We are not able, however, to allow visits by children who are friends or relatives of our students. Additionally, preschool children will not be allowed to accompany parent helpers/visitors due to insurance reasons.

TELEPHONE: Children may use the telephone only in an emergency. Please plan ahead with your child if he/she is to follow procedures different than usual after school. Any changes, such as not riding the bus, should be conveyed to the teacher by note or phone call.

CELL PHONES: Students are legally allowed to have a cell phone at school. However, students need to keep the phone **turned off** while on campus. If a teacher or other staff member hears or sees a cell phone they will take it from the child and give it to the principal. Parents may pick up the phone from the principal, if this occurs. The school will not be responsible for the security of phones taken from students.

SCHOOL BUS: Riding the school bus is a privilege. Children using this service should be reminded that misbehavior at the bus stop or on the bus may result in the loss of this privilege. A bus citation will count as a citation in the school-wide discipline plan, and the consequences in that plan will be followed.

SAFE ROUTE TO SCHOOL: Parents of children who walk to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All students are expected to follow good citizenship standards on the way to and from school. Please do not allow or encourage your child to cross the street except at an intersection or with the crossing guard.

INSURANCE: The District does not provide medical insurance. Information regarding voluntary school accident insurance is sent home at the beginning of the school year. Parents may purchase this insurance if they wish.

MEDICATION: When your child's physician prescribes medication to be administered during school hours, State law requires that the physician state the dosage and related information on the appropriate District form, which is available in the school office. Parents are required to sign a release allowing school personnel to supervise students taking medication. It is the responsibility of the parent to bring in all medications, along with the appropriate form.

LOST AND FOUND: Students or parents may check the Lost and Found for missing items. Parents are urged to mark all lunch boxes, sweaters, jackets, etc. Unclaimed items are donated to charities after school closes in May. Howard School and the Ontario-Montclair School District are not responsible for personal items that have been confiscated and subsequently lost, damaged, stolen or destroyed by any manner or means.

PARENT EDUCATION, SPECIAL EDUCATION, & COMMUNITY RESOURCES: Parents interested in special education programs can attend Community Advisory Committee (CAC) meetings at the OMSD Special Education Local Plan Area (SELPA). Some monthly meetings include informational presentations on topics that may interest you. Information can be obtained through brochures, which are available at each school site, on the OMSD website

(www.omsd.k12.ca.us), or through our Special Education Office at 909.459.2500 ext. 6422. This advisory group is a great resource for parents in our community.

LOST/DAMAGED BOOKS: Students are expected to take special care of their school materials and library books. Children are responsible for the condition of all textbooks and library books assigned to them and they will be charged for lost or damaged books. If fines are not paid by the end of the year the student's report card will be held.

SARC (School Accountability Report Card): A copy of this document is available in our front office.

SEE SOMETHING?, HEAR SOMETHING?, SAY SOMETHING! - Student safety is the utmost concern at Howard Elementary. Our safety campaign, "See Something, Hear Something, Say Something," is designed to encourage all members of our community to be part of the solution and report violations of our school rules and/or board policies. The following visual will be posted as a friendly reminder of our efforts to ensure the safety and well-being of all students.

