



Soaring to New Heights 2019-2020



General Information

Address/Contact	1500 South Cawston Ave. Hemet, CA 92545 Phone/Attendance Line: 951-791-1830 Fax: 951-791-1876
School Administration	Teresa McFarland, Principal Suzanne Wong, Assistant Principal
Office and Support Staff	Diana Brewer, Office Manager Yvonne Farwell, Attendance Secretary Leigh Whitley, Secretary Beatriz Marquez, Health Technician Gary Byrd, Custodian Sarah Swims, Librarian Crystal Rodarte, Community Parent Liaison Cassandra Testa, School Psychologist
Office Hours	8:00 a.m. - 4:00 p.m.
School Website	http://harmonyelementaryhemetusd
Cafeteria Information	Shirley Myers, Cafeteria Manager Cafeteria Hours: 7:30 a.m. – 1:00 p.m. Cafeteria Phone: 951-791-1878

SCHOOL DAYS

Multi-Purpose Room is open to students at 7:30 a.m., prior to the official start of the academic day.

No school supervision is available before this time.

Hemet Unified School District 2019-2020 Traditional School Year Calendar

District Superintendent: Christi Barrett

Board Approved 6/5/18

District Phone Number: 951-765-5100

JULY 2019				
M	T	W	T	F
1	2	3	HOL	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

 School Days
CE Days

AUGUST 2019				
M	T	W	T	F
			1	2
5 ^{NTO}	6 ^{TWD}	7 ^{TWD}	8 ^{TWD}	9 ^{TWD}
12	13	14s	15	16
19	20	21s	22	23
26	27	28s	29	30

 School Days
CE Days

15

19

SEPTEMBER 2019				
M	T	W	T	F
HOL	3	4s	5	6
9	10	11s	12	13
16	17	18s	19 ^{CM}	20
23	24	25s	26	27
30				

 School Days
CE Days

20

20

OCTOBER 2019				
M	T	W	T	F
	1	2s	3 ^{**}	4
7	8	9s	10	11
14	15	16s	17	18
21	22	23s	24	25
28	29	30s	31	

 School Days
CE Days

23

23

NOVEMBER 2019				
M	T	W	T	F
				1
4	5	6s	7	8
HOL	12	13s	14	15
18	19	20s	21	22
25	26	27	HOL	HOL

 School Days
CE Days

15

15

DECEMBER 2019				
M	T	W	T	F
2	3	4s	5	6
9	10	11s	12	13
16	17	18s	19 ^H	20 ^{ES}
23	HOL	HOL	26	27
30	HOL			

 School Days
CE Days

14

15

JANUARY 2020				
M	T	W	T	F
		HOL	2	3
6	7	8s	9	10
13	14	15s	16	17
HOL	21	22s	23 ^{CM}	24
27	28	29s	30 ^{**}	31

 School Days
CE Days

19

19

FEBRUARY 2020				
M	T	W	T	F
3	4	5s	6	7
10	11	12s	13	14
HOL	18	19	20	HOL
24	25	26s	27	28

 School Days
CE Days

15

15

MARCH 2020				
M	T	W	T	F
2	3	4s	5	6
9	10	11s	12	13
16	17	18s	19	20
23	24	25s	26	27
30	31			

 School Days
CE Days

22

22

APRIL 2020				
M	T	W	T	F
		1s	2	3
6 [*]	7 [*]	8 [*]	9 [*]	10 [*]
13	14	15s	16	17
20	21	22s	23	24
27	28	29s	30	

 School Days
CE Days

17

17

MAY 2020				
M	T	W	T	F
				1
4	5	6s	7	8
11	12	13s	14	15 ^H
18	19	20s	21	22
HOL	26	27s	28 ^{M,H}	29 [*]

 School Days
CE Days

20

20

JUNE 2020				
M	T	W	T	F
1 ^{ES}	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

 School Days
CE Days

0

1

GRADING PERIODS							
		1 st	2 nd	3 rd	4 th	5 th	6 th
SEC	Period Ends:	9/20/19	11/1/19	12/19/19	2/14/20	4/17/20	5/29/20
	# of Weeks/Days	6/29	6/30	6/28	6/29	7/35	6/29
	Semester Ends	12/19/19	5/29/20				
ELEM	Quarter Ends/ Report to Parents	10/11/19	12/19/19	3/13/20	5/29/20		

LEGEND		
New Teacher Orientation	NTO	Holiday
Teacher Work Day	TWD	Shortened Days, All Schools
First Day of School		Minimum Days, Comprehensive Middle Schools (6-8 only)
Elementary Parent Teacher Conference		Elementary Minimum Day
TK-12 - Non Student Day	ES	Minimum Days, High School
Recess		Minimum Days, Middle School Students
Minimum Days, Middle Grades at K-8 schools only	**	Last Day of School/All Sites Minimum Day
Potential Snow Make-Up Days	*	
TWD - 1 day of collaboration, 2 days of professional development and 1 day of teacher preparation		
SCHOOL RECESSES		
Thanksgiving: November 25-29, 2019	Winter: December 23, 2019 - January 3, 2020	
President's Days: February 17-21, 2020	Spring: April 6 - April 10, 2020	

HOLIDAYS	
Independence Day - July 4, 2019	
Labor Day - September 2, 2019	
Veterans Day - November 11, 2019	
Thanksgiving Day - November 28, 2019	
Local Holiday - November 29, 2019	
Local (Floating) Holiday - December 24, 2019	
Christmas Holiday - December 25, 2019	
Local Holiday - December 31, 2019	
New Year's Day - January 1, 2020	
MLK's Birthday - January 20, 2020	
Washington's Birthday - February 17, 2020	
Lincoln's Birthday (obs.) - February 21, 2020	
Memorial Day - May 25, 2020	
Calendar Reflects:	
Total Number of Student Days - 180	
Total Number of Certificated Work Day - 186	

Dates to Remember -HOLIDAYS

- Independence Day – July 4, 2019
- Labor Day – September 2, 2019
- Veterans Day – November 11, 2019
- Thanksgiving Day – November 28, 2019
- Local Holiday – November 29, 2019
- Local (Floating) Holiday – December 24, 2019
- Christmas Holiday – December 25, 2019
- Local Holiday – December 31, 2019
- New Year’s Day – January 1, 2020
- MLK’s Birthday – January 20, 2020
- Washington’s Birthday – February 17, 2020
- Lincoln’s Birthday (obs.) – February 21, 2020
- Memorial Day – May 25, 2020

Calendar Reflects: Total Number of Student Days – 180

Please note: dates and times are subject to change. Please check the school website for updates

SCHOOL HOURS

Students are requested to leave campus immediately after dismissal. After school supervision is not available except by being registered with the on-campus S.A.F.E. Program. *No school supervision is available before 7:30 a.m. each morning or after 3:20 p.m. in the afternoon every school day.*

Elementary Schools				
SCHOOL	GRADES	DAYS	STARTING TIME	ENDING TIME
<i>Harmony</i>	1-5	Mon, Tues, Thurs, Fri	8:32 AM	3:13 PM
	1-5	Wednesdays	8:32 AM	1:03 PM
	1-5	Minimum Days	8:32 AM	1:37 PM
	Extended Kinder	Mon, Tues, Thurs, Fri	8:32 AM	2:18 PM
	Extended Kinder	Wednesdays	8:32 AM	12:18 PM
	Extended Kinder	Minimum Days	8:32 AM	12:47 PM



Harmony is an AVID Elementary School / What is AVID Elementary?

In its 30-plus years, AVID has proven time and time again



that, when given a system of rigorous curriculum and strategic support, students can be [academically successful](#). AVID Elementary is a foundational component of the [AVID College Readiness System](#) and supports AVID’s mission and vision to provide a comprehensive model of success for all students, from elementary through higher education. Based on the same learning foundation that underlies [AVID Secondary](#), AVID Elementary is designed to be embedded into the daily instruction of all elementary classrooms, across entire grade levels, to impact schoolwide structures. Like AVID Secondary, AVID Elementary Essentials focus on the four necessary areas to ensure that all students are poised for academic success: [Instruction, Culture, Leadership, and Systems](#).

AVID Components

AVID Elementary incorporates:

- **Student Success Skills** – encompassing communication skills (e.g. listening, speaking, writing), self-advocacy skills, note-taking strategies, critical thinking, and study skills.
- **Organizational Skills** – both mental and physical; students learn to use organizational tools, as well as learn and practice skills around time management and goal-setting.
- **WICOR Lessons** – emphasize instruction on writing to learn, inquiry, collaboration, organization, and reading to learn in all content areas.
- **Partnerships** – among students, classrooms, grade levels, schools, feeder patterns, families, and communities.

ASSEMBLIES

Awards assemblies are a regularly scheduled part of the curriculum and are designed to be educational. Students have an opportunity to receive awards in both academic and non-academic areas. These awards honor students for outstanding academic achievement, attendance, citizenship, sportsmanship, and AVID achievement.

Assemblies provide one of the few opportunities in school to learn formal audience behavior and enjoy the various performances.



Harmony Hawk Assembly Guidelines:

1. Harmony Hawks are always respectful and good listeners.
2. Be courteous to the performers and to your neighbors.
3. Applause should be generous and keeping with the occasion.
4. Talking, whispering, whistling, stamping feet, and booing are discourteous and not acceptable behaviors.



ATTENDANCE AND TARDIES

Regular school attendance is extremely important for every student. Good attendance habits promote responsibility and allow students to gain the optimum benefit from daily classroom instruction. Parents are an integral part in encouraging good attendance and supporting the educational program. WE URGE YOU TO HAVE YOUR CHILD IN SCHOOL AT ALL TIMES unless he/she is ill. A CHILD CAN NEVER MAKE UP A DAY THEY MISSED EVEN THOUGH THEY MAY GO OVER THE ASSIGNMENTS

THAT WERE PRESENTED, THE DISCUSSIONS AND EXPERIENCES THAT TAKE PLACE AT SCHOOL ARE OFTEN MORE VALUABLE THAN THE WRITTEN MATERIAL.

Excused Absences/Tardies are:

1. Illness of a student – A child who might be ill may come to school and be checked by our health technician to assist you in identifying the possible problem. Students must be free of fever and/or vomiting for 24 hrs. before returning to school.
2. Doctor or dental appointments – Parents may have their child attend part of the day, before or after the appointment and have a doctor's note for documentation.

3. Funeral of immediate relative – Parents may have their child attend part of the day, before or after the service.

Students absent for any other reasons are considered unexcused by the State Education Code. Students are to bring a note from parents or a doctor's note the day they return to school from an absence. A personal call to the office (phone 791-1830) by the parent regarding the absence will be accepted in place of a note. Please schedule doctor appointments after the school-day has ended. If this is not possible please bring your child to school before the appointment, and return them to school after the appointment.



EXTENDED ILLNESS

In case of extended illness for three or more days assignments may be requested through the office. Home instruction may be provided for extended illness. Parents need to discuss post-operative procedures or special care with the school health technician or the teacher. Independent Study and arranged for these situations.

INDEPENDENT STUDY PROGRAM FOR VACATIONS/SPECIAL TRIPS

Parents who take vacations or trips during the school year may apply for Independent Study to cover their child's absences. This is accomplished through the office staff. **However, this MUST be arranged at least 1 week prior to the absence.** ALL ASSIGNED WORK must be completed and returned in order to clear the absence. Independent Study is only offered when the student is going to be absent for **five or more** consecutive days. *Independent Study is not permitted during the last month of school.*

TARDIES

School begins at 8:32 a.m. Time is our precious school ingredient. PARENTS ARE URGED TO HAVE THEIR CHILD AT SCHOOL ON TIME. Students who are not in their classroom by 8:32 a.m. will be marked tardy by their teachers and students who arrive after 9:00 a.m. will need to report to the office for a tardy pass. Excessive tardies **may** result in one or more of the following consequences:

1. Student and/or parent conference with principal.
2. Parent meets with School Attendance Review Team.
3. Parent meets with the district School Attendance Review Board.

EXCESSIVE ABSENCES

Parents will receive a letter from the school when student attendance patterns show excessive absences and/or are interfering with the student's educational progress. Continued absences will require parent contact with School Site Administration, District Child Welfare and Attendance Office, and/or the School Attendance Review Board. Three or more unexcused absences are considered excessive by school district policy and the state law.



ATTENDANCE RECOGNITION

Perfect Attendance will be awarded for zero (0) days absent, no more than (3) late/tardy or early out days.

BICYCLES/SCOOTERS/ROLLERBLADES

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



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

BREAKFAST/LUNCH PROGRAM

Breakfast will be offered each morning, from 8:10 a.m.-8:30 a.m. Students may enter campus through the main gate starting at 8:10 a.m. During the first morning recess students may go to Second Chance Breakfast if they arrived late and did not have time before school every day except for Wednesday, due to minimum day.

Hemet Unified School District Nutrition Services and Harmony Elementary are pleased to announce that we will provide breakfast and lunch to all students at **NO COST**. This school will operate the meal service program under the Community Eligibility Provision (CEP) so that all students receive a free meal at both breakfast and lunch meal service. No meal applications are required to participate in this provision.

The breakfast meal consists of a choice of the following items each day: Grain, Meat/Meat Alternate, Fruit and/or 100% Fruit Juice, and Milk. Students must select at least three of the four items offered for breakfast and one item must be ½-cup fruit or juice.

The lunch meal consists of a choice of the following components each day: Grain, Meat/Meat Alternate, Vegetable, Fruit and/or 100% Fruit Juice, and Milk. Students must select at least three of the five components for lunch and at least one component must be ½-cup of fruit or ½-cup vegetable.

CLOSED CAMPUS

For the safety and welfare of our students and staff, Harmony is a closed campus, including the first day of school. When students arrive they will enter the monitored gate. Parents will not be permitted to walk on to the school playground. If parents are volunteering they must sign in at the front office through our Lobby Guard and go directly to the classroom they are assisting. **PARENT VOLUNTEERS WILL NOT BE**

PERMITTED THE FIRST WEEK OF SCHOOL. Visitors and volunteers must have a **Government Issued ID**. Students may not leave the school grounds after they arrive at school in the morning unless released to a parent or guardian. **PLEASE COME TO THE OFFICE TO CHECK YOUR CHILD OUT.** The office will then call your child to the office. *Students who are habitually pulled before the close of the day will not be eligible for Perfect Attendance at the end of the school year. The student may not be pulled out more than (3) times to receive perfect attendance. This includes all Dr/Dental appointments.* The person picking the student up **MUST** be on the emergency card, 18 years of age and **MUST** have a photo I.D.

SCHOOLWIDE MEET AND GREET

Due to a CLOSED CAMPUS including the first day of school, and parent volunteers will not be permitted the first week of school, the school will offer a schoolwide meet and greet on **Friday, August 9th, 2:00 p.m. -3:00 p.m.** All families are highly encouraged to come meet your child's new teacher at this date and time.

COMMUNICATION

Communication is very important to the success of our program. We'd like to keep you highly informed, involved, and a part of your child's education. Close communication is made available by notes going home with students, report cards, the Harmony newsletter, teachers' weekly/monthly letters, and the PTA newsletter. School notices will be sent home in the Wednesday Folder. **Please check the folder on Wednesday and sign it.** It should be returned to school the very next day (Thursday). If you need to contact a teacher for any reason, please call the school office and leave a message. The teacher will return your call. You may also email the teacher.



CELL PHONES/CELL WATCHES

Cell phones and cell watches may only be used before or after school. During the school day cell phones and cell watches must remain in the student's backpack. **The school will not be responsible for lost or stolen cell phones or cell watches.** Students observed using cell phones or cell watches in class or during recess, will receive a discipline referral and will have their cell phones confiscated, until the end of the day. A parent will need to come into the office, with ID, to pick up their child's phone.

COMPLAINT PROCEDURE

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

DIGITAL CITIZENSHIP

Students are expected to use all technology platforms and forms of technology, (computers, Chrome books, ipads) appropriately and as it reasonably relates to school work and school based assignments.

DISCIPLINE POLICY

The Hemet Unified School District believes that high standards of discipline allow students to develop appropriate behavior and are a necessary part of the student's education. Harmony Elementary, home, and community need to operate with basic rules and procedures so a safe school environment may be provided for all students. The following rules and consequences are provided so all staff, parents, and students are aware of the behavior policies at our school. Classroom rules are developed by each teacher and support school rules.

General School Behavior Expectations-Harmony Hawk Code of Conduct

1. **Be Responsible** (Follow directions, be on time and come prepared with homework & books)
2. **Be Respectful** (Use kind words and good manners; Ask yourself, "Would it be fair if everyone did it?")
3. **Be Safe** (Follow playground rules that protect you and others)



CONSEQUENCES OF VIOLATIONS OF GENERAL BEHAVIOR GUIDELINES

Students will receive a verbal warning and/or low level referral for most first offenses. The school wide universal expectations shall be followed by students and supported by staff. Intervention reports with positive behavior support and a comprehensive list of violations and behavior interventions will be used and followed for on-going behavior offenses. Repeated offenses for the same act will receive a high level referral (office). The high level referral is utilized when the student has 3 low level referrals for the same offense or for any major suspendable offenses.



Positive Reinforcement

- Classroom rewards & special opportunities
- Positive phone calls/postcards home
- Certificates at school-wide assemblies
- Pizza with the Principals
- Harmony Heart notes
- A visit to the Principal's prize box when students earn 15 "Harmony Hearts" (award coupons, 10 for TK and K students.)

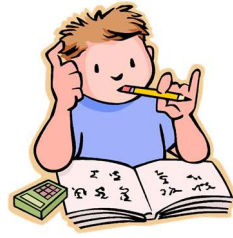
DRESS CODE

It is expected that all students at Harmony Elementary shall maintain their person and clothing in a clean and neat manner consistent with the dress code. A student's attire and general appearance should not interfere with or distract from the teaching or learning process. Attire or grooming which creates a disruption of the orderly operation of the school is prohibited. For the safety of all students, gang related apparel is not acceptable. Any clothing, apparel or "colors" that a student or group of students wear to identify themselves for the purpose of harassing, threatening or intimidating others will not be allowed. Clothing shall be free of writing, pictures or any other insignia which identifies a professional sports team or any group advocating or participating in disruptive behaviors. No attire may include any representation of drugs, alcohol, tobacco, sexual connotations, gang identifiers, profanity, vulgarity and/or violence. (HUSD Board Policy 5132a)

- **Shoes must be worn at all times and determined to be safe. Appropriate footwear is required for physical education and recess.**
- **Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are gang-related, crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice. All items must be determined to be safe.**
- **Hats, caps and other head coverings may be worn indoors at the teacher's discretion. No bandanas or gang-affiliated head coverings permitted.**
- **Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, distracting bare midriffs, short, and very short skirts are prohibited.**
- **Gym shorts may not be worn in classes other than physical education.**
- **Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.**
- **Tank tops must be at least 3" wide**
- **Shorts/skirts can be no shorter than 3' above the knee**
- **No cut out shirts that show torso or underclothes**
- **No make up**

HOMWORK POLICY

Homework assigned should follow district policy and an established pattern that is understood by parents and students. The family's role is to support and encourage the student, provide an appropriate place and time to complete the homework, which must be returned within the time frame specified by the teacher, and maintain communication with the teacher. Family emergencies will be considered when homework is not complete. See your classroom teacher for particular homework assignments.



LIBRARY/MEDIA CENTER

The library is open 15 minutes before and 15 minutes after school allowing students to exchange their books. There is no charge for books that are overdue. However, there are charges for lost and damaged books. Students in 1st-5th grades are allowed to check out books. Books are check out for two weeks. Students in grades 1st-3rd may check out one book, grades 4th-5th may check out two books. All grades will visit the library every week. Encyclopedias and dictionaries are also available for check out.

By signing the library contract the parent/guardian and student agree to pay for any damage or replacement costs associated with Harmony library books checked out by the student. A student will not be allowed to check out library books unless the library contract has been signed and returned to the student's teacher. Any student owing books to another school will not be allowed to check out library books until they have returned or paid for those books.

Students will be notified of overdue books once a week. Overdue notices are sent home once an overdue book has exceeded one month. If, by the end of the school year, as student has not returned checked out books or paid for the books, they will be excluded from year-end field trips, Play Day, and other special events. Their final report card will be held in the office and not released until the book is returned or payment has been made.

LOST AND FOUND

Articles of clothing and lunch boxes lost at school are turned in to the lost and found. Books/Backpacks and small misplaced items can be turned in to the office. Students looking for items need to check with the custodian. Lost and Found is located in the hallway nearest the cafeteria. ***Please place your child's name inside clothing.*** At the end of each Triad (report card time) any unclaimed items will be taken to the Goodwill.



MEDICATION

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

BAND

Harmony has a band program, which is open to 4th and 5th grade students. Small-group music lessons are available during school hours or after school to students in chorus or band.

NON-DISCRIMINATION NOTICE

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

OPEN ENROLLMENT POLICY

The Hemet Unified School District has an open enrollment policy within the district pending space available at the requested school. The district does not provide transportation for open enrollment transfers. Students attending their neighborhood schools have first priority for those schools. You may contact the district office for application forms and open enrollment deadlines. If you are attending the school on a transfer request, the transfer can be revoked at any time for poor attendance or for behavior issues.

PERSONAL PROPERTY

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



PHYSICAL EDUCATION

Proper PE attire (clothing and shoes):

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

A physical education program is offered to students. The program consists of skills development. A student may be excused from class with a written excuse from a parent for two consecutive days. After that period of

time a doctor's excuse is required. A note from the classroom teacher or the nurse is accepted as an excuse. Special equipment for PE classroom usage will be checked out from the physical education teacher.

PLAYGROUND RULES



General safety rules apply on the playground area. Specific game rules are posted in the classroom and the teachers and administrators will review the rules with the students throughout the year.

1. Show respect for people, property of others and the school.
2. No physical or verbal abuse.
3. Play only in appropriate/designated areas.
4. Use equipment properly/follow all school rules and directions of adults.
5. Leave toys and personal equipment at home.

PARENT SUPPORT AND INVOLVEMENT OPPORTUNITIES

Parents play an integral part in the Harmony Elementary School educational program. Participating in school activities helps to support your student's success at Harmony. Ways that you can get involved are by helping with; class field trips, disaster preparedness, and school assemblies, to mention a few. Be a part of Harmony's community by getting involved and being an active member. Harmony Elementary staff is always interested in recruiting volunteers for various committees throughout the year. Please

leave your name and phone number with the front office if you would like to get involved. Parent volunteers in classrooms is on a teacher by teacher basis.

RECESS

The purpose of recess is to provide students with an opportunity to eat a healthy snack, get drinks, and use the restrooms. When the bell rings, indicating recess is over, drinks and use of the restroom is not permitted. At no time shall students play in the restroom. Snacks should be eaten at the snack tables located on the playground.



REPORT CARDS/GRADING

Grade level standards based report cards are issued at the end of each grading period (4 times per year). The reporting system will help the parent understand potential, level of performance, attitudes, behavior, and goals for the year.

HUSD WELLNESS POLICY

Due to HUSD health and wellness policy our site will not allow cupcakes or other baked foods into the classrooms. Please see the District approved snack list and policy guidelines located in the front office stating that home baked goods are not allowed and items need to be professionally made and individually wrapped.

SCHOOL SITE COUNCIL

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

SEARCH AND SEIZURE

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

SEXUAL HARASSMENT AMONG STUDENTS

Sexual harassment is against federal law, California Education Code and district policy. Such harassment will not be tolerated and can result in suspension and expulsion. A student who makes derogatory sexual comments, shows sexually explicit pictures or drawings or engage in unwanted touching is setting themselves up for a sexual harassment complaint. All complaints will be thoroughly investigated. Classroom teachers will discuss this policy with students at the beginning of each school year and with incoming students.

SPECIAL PROGRAMS

Harmony Elementary School has special classes and programs for students with disabilities who qualify, to help them with academic growth. Such programs include: Special Academic Instruction, Adaptive Physical Education and Speech.

SPIRIT WEAR

School t-shirts and sweatshirts are sold, through the office via your child's teacher, throughout the year to promote school spirit. Every Friday is Spirit Day. Students are encouraged to wear school colors.



SPLINTS/CRUTCHES AND CASTS

If a student is required to wear a splint, cast or use crutches, a doctor's note must be given to the health technician with the length of time for use specified. Students using splints, crutches or casts will not be allowed to participate in PE or use playground equipment until they have been released from their doctor. Students will also be required to continue use of crutches until a doctor's release is submitted.

STUDENT COUNCIL

Each class, grades 4-5, chooses students to represent the class on Harmony's Student Council. The group elects officers. The purpose of the group is to act in an advisory and informational capacity. The group is a member of the California Student Council Association.



STUDENT RELEASE PROCEDURE

DURING SCHOOL HOURS: Parents picking up their child(ren) early must report to the office, **show proper Government issued identification**, fill out proper information, then wait for the student(s) to arrive to the office. The office will release a student during school hours to **ONLY** those persons listed on the student emergency card and are **18 years old or older**. ALL parents/guardians **MUST** sign students out through the office. **DO NOT GO TO THE CLASSROOM OR REMOVE A CHILD FROM THE PLAY AREA.**

All visitors arriving on campus are to report to the office and receive a Lobby Guard Visitor Badge. You will need your

Driver's License to process a badge. **AFTER SCHOOL HOURS:** Parents should pick up children no later than 15 minutes after school dismissal. There is no supervision after that time.

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

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

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

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

SUSPENSION/EXPULSION

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

Under the provisions of Education Code Section 48900, a student may be suspended/expelled for the following offenses:

- A. Causing, attempting to cause, or threatening to cause physical injury to another person and/or willfully using force or violence upon the person of another except in self-defense.
- B. Possessing, selling or otherwise furnishing any firearm, knife, explosive, or other dangerous object.
- C. Possessing, using or otherwise furnishing, or be under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- D. **LOOK ALIKE SUBSTANCE:** Offering, arranging or negotiating to sell any controlled substance, alcoholic beverage or intoxicant, of any kind, and then selling, delivering or otherwise furnishing to any person

another liquid substance, or material and representing the liquid substance or material as a controlled substance, alcoholic beverage or intoxicant.

- E. Committing robbery or extortion.
- F. Causing or attempting to cause damage to school property or private property.
- G. Stealing or attempting to steal school property or private property.
- H. Possessing or using tobacco.
- I. Committing an obscene act, or engaging in habitual profanity or vulgarity.
- J. Having unlawful possession of or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia.
- K. Disrupting school activities or willfully defying the authority of school personnel.
- L. Knowingly receiving stolen school property or private property.
- M. Possessing an imitation firearm.
- N. Committing or attempting to commit sexual assault, or committing sexual battery.
- O. Harassing, threatening, or intimidating a pupil who is a witness in a school disciplinary proceeding.
- P. Committing sexual harassment (grades 4-12 only).
- Q. Causing, attempting to cause, or participating in an act of hate violence (grades 4-12 only).
- R. Creating an intimidating or hostile educational environment by intentionally engaging in harassment, threats, or intimidation against a pupil or group of pupils (grades 4-12 only).

TELEPHONE

School Office.....(951) 791-1830

Fax.....(951) 791-1876

Students are not to use the phone in the office except for emergency purposes, with a written note from the classroom teacher, and/or school related business ONLY. If students want to go home with other students after school, arrangements must be made before students come to school. Teachers cannot receive incoming calls in the classroom during instructional time. The office will take messages and calls will be returned during breaks or after school. **PLEASE MAKE YOUR AFTER-SCHOOL ARRANGEMENTS PRIOR TO SCHOOL STARTING.** Students must wait until 3:15 p.m. before they can call, if a parent is late to pick them up.

TEXTBOOKS

Textbooks are the students' responsibilities. There will be a charge for lost books and will incur the same consequence as lost library books.



TOBACCO FREE SCHOOL DISTRICT

The Hemet Unified School District is a tobacco-free district. The use of any tobacco products is prohibited at all times on district property and in district vehicles. This policy is in effect at all times, including during after school hours. No smoking will be allowed in the parking lot or on school property. Information on smoking cessation class is available from the Office of Child Welfare and Attendance at (951) 765-5100 ext. 2441.

VOLUNTEER POLICY

Parent volunteers are highly encouraged at Harmony Elementary but is up to the individual classroom teacher for classroom volunteers. All volunteers need to sign in through Lobby Guard in the office. Parents will need to have picture identification with you. Volunteers who are on campus on a regular basis will need a TB test and fingerprinting. Please see the office for times and locations. We ask that parents refrain from bringing pre-school

children or infants when visiting or volunteering, as often younger children distract the attention of both the visitor/volunteer and the class.

WALKING SAFETY

1. Students should walk to and from school on the left-hand side of the road, walking against the flow of traffic whenever possible (on the sidewalk if available).
2. All students should cross Cawston Avenue and other streets **ONLY** in crosswalks.

DROP OFF/PICK UP

Drop Off Transition Kindergarten and Kindergarten: Students may enter through the blue kindergarten gate on Cawston Ave.

Drop Off 1st -5th: All students get dropped off in the main parking lot: please drive to the left of the cones and pull all the way down to the large double gates.

Pick Up Transition Kindergarten and Kindergarten: Parents utilize the drive loop on Cawston Avenue.

Pick Up 2nd -5th Grades: Parents utilize the main parking lot drive loop on Oak Tree.

(Please contact your child's teacher drop off and pick up as this procedure may be adjusted to balance the traffic flow).

Please stay to the left of the cones and pull all the way forward. Teachers will escort students to the cars. Do NOT get out of your car.

- **Updated and helpful information will be posted on our school website.**

