



**E.L.HAYNES**

**E.L. Haynes Public Charter School  
Student and Family Handbook  
Elementary School Campus  
2019-2020**

# Table of Contents

<b>ABOUT E.L. HAYNES.....</b>	<b>4</b>
MISSION .....	4
VISION.....	4
what we believe .....	4
OUR PROMISE .....	5
OUR COMMITMENT TO FAMILY ENGAGEMENT .....	5
ABOUT DR. EUPHEMIA LOFTON HAYNES .....	5
WHO WE ARE .....	5
STUDENT BODY .....	9
RACE AND EDUCATIONAL EQUITY.....	9
<b>PARENTAL INVOLVEMENT .....</b>	<b>11</b>
PARENT ORGANIZATION, R.O.A.R.	
WELCOME VISITS & PHONE CALLS .....	12
PARENT TEACHER CONFERENCES.....	12
ACADEMIC PARENT-TEACHER-TEAMS (APTT).....	12
ONGOING COMMUNICATION .....	12
<b>STUDENT LEARNING .....</b>	<b>15</b>
CURRICULUM .....	15
APPLETREE INSTITUTE STATEMENT OF PARTNERSHIP .....	16
SCHOOL BOOKS OR MATERIALS .....	16
REPORTING STUDENT PROGRESS.....	16
ASSESSMENTS .....	18
HOMEWORK.....	19
PROMOTION POLICY.....	20
CELEBRATIONS OF STUDENT LEARNING.....	20
TECHNOLOGY IN THE CLASSROOM .....	21
STUDENT SUPPLIES.....	22
Student Support Team (SST) .....	23
<b>SCHOOL CULTURE.....</b>	<b>26</b>
RESPONSIVE CLASSROOM.....	26

COMMON SIGNALS AND CHANTS .....	27
ALL SCHOOL MEETING (ASM).....	29
CARES ACKNOWLEDGEMENTS .....	29
FUN FRIDAYS .....	29
<b>DISCIPLINE .....</b>	<b>32</b>
BULLYING .....	34
<b>SCHOOL SCHEDULE AND POLICIES.....</b>	<b>40</b>
SCHOOL CALENDAR .....	40
SCHOOL SCHEDULE.....	40
ATTENDANCE.....	41
<b>YEAR ROUND PROGRAMS .....</b>	<b>45</b>
ARRIVAL PROCEDURE .....	45
DISMISSAL PROCEDURE .....	46
FOOD PROVIDER/LUNCH .....	46
FOOD POLICY.....	47
SNACK .....	47
CLOSURE OF SCHOOLS.....	47
DELAYED OPENING .....	47
EARLY DISMISSAL.....	48
DRESS CODE .....	48
<b>ADMISSIONS.....</b>	<b>49</b>
<b>HEALTH, SAFETY AND SECURITY .....</b>	<b>52</b>
Emergency Contact Information .....	52
Physical and Emotional Information.....	52
First Aid .....	52
Illness .....	52
Medications.....	53
Child and Family Services Agency Mandated Reporting.....	53
Insurance.....	54
Emergency Contingency Plan .....	54
Fire Drills and Emergency Drills.....	54

Student Telephone Use .....	54
Deliveries .....	54
<b>FACILITIES &amp; RESOURCE POLICIES.....</b>	<b>55</b>
VISITORS.....	55
SCHOOL PROPERTY .....	55
TEXTBOOKS .....	55
LOST AND FOUND.....	55
SCHOOL SUPPLIES.....	55
SCHOOL FEES.....	56
<b>GENERAL SCHOOL POLICIES.....</b>	<b>57</b>
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS .....	57
COMMERCE.....	58
<b>GRIEVANCE PROCEDURES .....</b>	<b>59</b>
NON DISCRIMINATION.....	61
<b>FEDERAL NOTIFICATIONS .....</b>	<b>63</b>
<b>LINKS TO OTHER IMPORTANT RESOURCES.....</b>	<b>67</b>

## **ABOUT E.L. HAYNES**

Jennifer C. Niles founded E.L. Haynes in 2004. From our humble beginnings above a CVS drugstore serving 139 students in grades PK-2, E.L. Haynes has grown steadily and strategically. We now serve nearly 1,200 students across grades PK3-12. We have developed three beautiful facilities at two campuses. Over the years, E.L. Haynes has become nationally recognized and is the recipient of numerous awards, accolades, and visits from state and foreign dignitaries. In 2015, we celebrated our first high school graduation.

## **MISSION**

Every E.L. Haynes student of every race, socioeconomic status and home language will reach high levels of academic achievement and be prepared to succeed at the college of his or her choice. Every E. L. Haynes student will be adept at mathematical reasoning, will use scientific methods effectively to frame and solve problems, and will develop the lifelong skills needed to be a successful individual, an active community member, and a responsible citizen.

## **VISION**

E.L. Haynes will be a model of educational excellence and make a lasting impact on urban education in Washington, D.C. and across the nation.

## **WHAT WE BELIEVE**

At E.L. Haynes, our diversity is our greatest strength. Every member of our community strives to act with urgency to build a just and equitable school and city.

Our nation’s history of racial, economic and social injustice lives on in today’s education systems. We believe that our most significant contribution to ending systemic injustice is through purposefully empowering our diverse community—as individuals and as a collective—with the skills and the conviction to be effective leaders for equity.

Our mission of student success is inextricably linked with our commitment to equity and the daily efforts of every member of our community to Be Kind, Work Hard, and Get Smart.

- *Be Kind:* Our individual success depends on our ability to respect and take responsibility for ourselves and others. Every act of kindness, no matter how small, positively impacts our ability to succeed.
- *Work Hard:* Research shows that intelligence is linked to effort and the habits of working hard are critical for every individual’s success. Much of what is worth achieving is not easy – we need to learn how to work hard and practice hard work in all that we do.
- *Get Smart:* E.L. Haynes is a professional learning community, where every student, teacher, and staff member is on a continual educational journey. The school fosters a deep love of learning in students and staff.

## **OUR PROMISE**

E.L. Haynes' promise is to provide every student with an outstanding education, every family with a welcoming and respectful environment, every teacher with a fulfilling and professional place to work, and every community member with a school in which they can take pride.

## **OUR COMMITMENT TO FAMILY ENGAGEMENT**

E.L. Haynes believes that families are integral to student success. E.L. Haynes values families of all backgrounds and looks forward to hearing, sharing, and understanding aspects of every family's experiences, languages, and culture in order to ensure student success.

Families are encouraged to be actively involved in their child's education at school and to think of themselves as full partners in their child's education. E.L. Haynes is committed to providing multiple opportunities throughout the school year for parents: (1) to learn about curricula, standards, and assessments; (2) to participate in their child's education and receive updates on his or her progress; and (3) to provide input about any needed improvements so we can reach our mission of preparing every one of our students for the college of their choice.

For all events and meetings, E.L. Haynes is committed to providing full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. The school will provide translation and interpretation services and child care for major family involvement events. Family participation in the school will be nurtured in various ways to create a true partnership between the school and families.

## **ABOUT DR. EUPHEMIA LOFTON HAYNES**

Martha Euphemia Lofton was born in Washington, D.C. in 1890. Mrs. Euphemia Lofton Haynes graduated from Smith College in 1914 and the University of Chicago in 1930. She continued her graduate studies in Washington, D.C. at Catholic University. In 1943, she graduated as the first African-American woman to receive a Ph.D. in Mathematics. Dr. Haynes taught in the public schools of Washington, D.C. for forty-seven years. She was also a professor of Mathematics at Miners Teachers College where she established the Mathematics department, and served as chair of the Division of Mathematics and Business Education at the D.C. Teachers College. From 1966 to 1967, Haynes served as the first woman to chair the D.C. School Board. She played an integral role in the integration of DCPS. In addition to her academic work, Haynes also served as president of the Catholic Interracial Council of D.C. and president of the Washington Archdiocesan Council on Catholic Women. We are honored to have such a remarkable woman, teacher, mathematician, and community leader on whom to model ourselves. At E.L. Haynes Public Charter School we remember her accomplishments, her courage, and her integrity through the work we do with children, teachers, and families as we help prepare students for the college of his or her choice.

## **WHO WE ARE**

Hilary Darilek – Chief Executive Officer

Ms. Darilek comes to E.L. Haynes from DC Public Schools (DCPS), where she served as a Deputy Chief and led the Principal Effectiveness division. In this role, she oversaw the systems design

and operationalization of the recruitment, selection, development, evaluation, and retention of school leaders for all 113 D.C. Public Schools. Her pioneering work in this role garnered national recognition. Prior to DCPS, Ms. Darilek served as Managing Director of the D.C. Program of New Leaders, a leading, national urban principal training program working with both the district and charter schools of the city. She began her career as a high-performing middle school math and science teacher in Baltimore, Maryland and as an education researcher at the RAND Corporation. Ms. Darilek holds a Bachelor's degree in mathematics and economics from the College of William and Mary, a Master's degree in teaching from the Johns Hopkins University, a second Master's degree from the London School of Economics in applied mathematics, and an Executive Master's degree in leadership from Georgetown University's McDonough School of Business.

#### Vanessa Carlo-Miranda - Chief Operating Officer

Ms. Carlo-Miranda is an expert in DC public education funding, federal grants management compliance, and charter school finance. She began her career as a real estate attorney before combining her passion for education and legal training as a program manager for the Office of Public Charter School Financing and Support in the Office of the State Superintendent of Education (OSSE), where she underwrote loans, credit enhancement, and grants to improve public charter school facilities in the District. Ms. Carlo-Miranda then joined the Office of the Attorney General as an attorney advisor in the General Counsel's office and led OSSE's newly established compliance division as the first director of grants management and compliance. Ms. Carlo-Miranda is a graduate of the University of Florida and the David A. Clarke School of Law. She was born and raised in Guaynabo, Puerto Rico. She is married to Luis A. Miranda, and they have three children.

#### Brittany Wagner-Friel – Principal

Ms. Brittany began her career in education working with children with physical disabilities throughout high school and college, before moving abroad to teach English as a second language in Mexico. She joined E.L. Haynes in February 2007 as a teaching fellow before becoming an elementary school special education teacher. Ms. Brittany was promoted to Assistant Principal in 2012 while a member of New Leaders and became Principal in 2014. She graduated from The University of Vermont with a Bachelor's degree in political science and earned her Master's degree from The Catholic University of America in special education. She was a 2015 Fellow with the Relay Graduate School of Education's National Principals Academy and earned her Masters in Educational Leadership from Georgetown University in 2017.

#### Jessie Brewster – Assistant Principal

Ms. Brewster has 8 years of teaching experience both as a general education teacher and as an ELL teacher across several grade levels. She became an Assistant Principal at E.L. Haynes in 2014. Ms. Brewster is originally from Oregon. She holds a Bachelor's degree in Elementary Education from University of the Pacific and Master's degree in Teaching English to Speakers of Other Languages from Georgetown University. In 2014-15, she was a member of the New Leaders for New Schools Emerging Leaders Program, and in 2016-17 she will be a member of the Aspiring Principals Program.

#### Richard Kenner – Assistant Principal

Mr. Kenner changed careers and started in education as a Teaching Resident, teaching kindergarten at E.L. Haynes in 2015. He continued his career development as a Pre-K4 teacher at E.L. Haynes from 2016-2019. Mr. Kenner will be stepping into a new leadership role starting the 2019-2020 school year as an Assistant Principal. Mr. Kenner is originally from Maryland. He holds a Bachelor of Science degree from the University of Maryland Eastern Shore in Exercise Science and will receive his Masters Degree of Arts in Teaching from Relay Graduate School of Education in 2019.

#### Chad Quinn – Dean of Culture

Mr. Quinn spent his first two years at E.L. Haynes Middle School navigating between a multitude of roles from paraprofessional to helping run the Extended Day Program (EDP). In 2017, he continued his career development when he accepted the role as Assistant Dean of Culture for E.L. Haynes High School. Additionally, he assisted with the Boys to Men program. Prior to his time with E.L. Haynes, Chad spent 10+ years working in corporate America as a consultant/research analyst for numerous Fortune 500 companies. Mr. Quinn received his bachelor's degree from Temple University in Marketing and Business Law and then his Juris Doctorate from Howard University School of Law.

#### Holly McBride – Assistant Director of Student Support Services

Ms. McBride began her teaching career as a Peace Corps Volunteer in Kenya where she taught Deaf students in a rural primary school. Upon returning to the States, she worked in nonpublic schools for students with autism and at a school for the Deaf. In 2011, she joined E.L. Haynes as a middle school inclusion teacher and moved into her current role at the elementary school in 2015. Ms. McBride holds a Bachelor's degree in Speech Language Pathology and Audiology from Ithaca College and a Master's degree in Deaf Education specializing in working with students with multiple disabilities from Gallaudet University. Additionally, she recently completed a two-year fellowship with Leading Educators as part of the organization's founding cohort of fellows in Washington, D.C.

#### Sebastien Durand – Elementary School Operations Manager

Mr. Sebastien grew up in the Loire Valley on the west coast of France. While in college, he worked closely with local organizations providing students with extracurricular activities and other social services. He moved to Seattle in 2000 and settled in Portland in 2003 obtaining his green card. From there Mr. Sebastien began work at the French American International School where he was the Director of Extracurricular Development. From there he moved to Rhode Island to work at the French American School of Rhode Island where he coordinated the school's accreditation. Most recently, Mr. Sebastien joined the founding team of our close neighbor Creative Minds International PCS. The school opened its doors in 2012, and as it's Operations Manager, Mr. Sebastien helped put in place it's administrative team and co-curricular programs. He joined E.L. Haynes in 2015. Mr. Sebastien holds a Bachelor's degree in Electrical Engineering from the University of Science of Nantes.

### Adriana Salcedo- Wellness Director

Adriana Salcedo is a Licensed Independent Clinical Social Worker (LICSW) and holds a dual Master's Degree from Columbia University in Social Work (MSW) and Public Health (MPH). She has been working at Haynes for 6 years as the bilingual high school social worker before transitioning to this position. In addition to her clinical caseload, Adriana started the Latina Mom's group at E.L. Haynes and has led public health initiatives around trauma, sexual health and socio-emotional learning. As a Colombian-Dutch-American who was born and raised internationally, Ms. Salcedo implements culture and diversity into her practice with youth and families, and is fluent in Spanish. Ms. Salcedo believes that individual, family and community mental health are intertwined and has experience in all these level of mental health interventions. Ms. Salcedo's previous experience includes working with youth and families in the Child Welfare System as a Foster Care Social Worker, working as a crisis manager for families in New York City affected by September 11, and as a school-based counselor in middle and high schools in the Bronx and Harlem. Ms. Salcedo specializes in trauma models, attachment theory, and family systems theory.

### The Board of Trustees

A board of trustees governs E.L. Haynes Public Charter School. The board is comprised of key stakeholders who bring a variety of perspectives to the governance of the school. We are privileged to have the following individuals as members of our Board of Trustees:

<b>Board of Trustees (As of June 2019)</b>	
Abigail Smith - <i>Consultant, BlueSky Education</i>	Chair Parent Trustee
Danielle McCoy - <i>Managing Director, Deputy General Counsel, and Assistant Corporate Secretary of Fannie Mae</i>	Secretary
Josh Edelman - <i>Senior Program Officer, The Bill and Melinda Gates Foundation</i>	Trustee
Chanda Garfield - <i>Commissioner, ANC – 3/4G-02</i>	Trustee
Norm Greene - <i>Political Finance &amp; Operations Director &amp; Federal PAC Director, Service Employees International Union (SEIU)</i>	Trustee
Claudia Lujan - <i>Director, Reign Initiative Empowering Young Women as Leaders, DC Public Schools</i>	Trustee
Monique McDonough - <i>Market Director, Corporate Executive Board</i>	Trustee
Roshelle Payes – <i>Manager, Practice &amp; Prevention, Nemours</i>	Parent Trustee
William Rawson - <i>Retired Partner and Chair of Environment, Land &amp; Resources (ELR) Department at Latham &amp; Watkins LLP</i>	Trustee
Shivam Shah - <i>Education Team Member, Chan Zuckerberg Initiative</i>	Trustee

<b>Board of Trustees (As of June 2019)</b>	
Karima Simmons, <i>Director of Development at the National Housing Endowment</i>	Parent Trustee
Lisa Waller, <i>Senior Director of Regulatory Affairs, REGENXBIO Inc.</i>	Parent Trustee
Eric Westendorf - <i>CEO and Co-Founder, LearnZillion</i>	Trustee
Tammy Mank Wincup - <i>Chief Operating Officer at EverFi Inc.</i>	Trustee

**OPEN MEETINGS**

The E.L. Haynes Board of Trustees meets at least four times per year. All E.L. Haynes Board of Trustees Meetings are open to the public, including E.L. Haynes staff, families, students, and community members. We update the meeting schedule annually and post all Board meetings on our [E.L. Haynes Family Calendar](#).

**STUDENT BODY**

The diversity of our community is one of our greatest strengths. In the 2018-2019 school year, E.L. Haynes Elementary School served approximately 350 students with the following demographics:

Black/African American	40%
Hispanic/Latino	39%
White	16%
Multiracial	4%
Asian	1%
ELL	34%
SPED	13%

**RACE AND EDUCATIONAL EQUITY**

At the heart of our mission is a deep commitment to our diverse community of students, staff and families. We believe that our differences - culturally, racially, linguistically and socioeconomically, to name a few - make our school community stronger and more enriching. We recognize that in order to create a more just and peaceful world, it is important that our students have the academic and social skills necessary to thrive in a diverse world. As a diverse school community, we have a unique opportunity to help shape our future leaders into citizens committed to equity and skilled at engaging with others unlike themselves.

Each year, all staff attend Race and Equity in Education Seminars (REES) to promote conversations that address each member’s identities and build the skill and will necessary to confront bias, interrupt injustice and further the race and equity work needed to ensure our community is a safe and welcoming space that helps everyone succeed. These conversations continue throughout the school year through focused commitment to courageous, open dialogue. We encourage our families to participate in opportunities to confront inequity, interrupt injustice and engage across difference.

# PARENTAL INVOLVEMENT

At E.L. Haynes, we believe the collaboration of our families and staff is integral to student success. As partners in our students' education, we will always strive to build relationships based on trust and respect. We believe that families have just as much to offer our school community as the school community has to offer them, and therefore, E.L. Haynes' parents, guardians, and staff collaborate in multiple ways. We strive to develop deep, trusting relationships with our families in order to develop a two-way partnership that supports the success of every student as we prepare them for the college of their choice. When we partner effectively, students will be positioned to choose their own path to success.

Our commitment to family involvement is driven by three key goals:

- To build deep, trusting relationships between staff and families
- To partner on academics to ensure student success
- To maintain ongoing proactive communication and productive dialogue

We encourage families to express any questions or concerns they have to school staff as they arise. Questions or concerns relating to your child specifically or their classroom instruction should be directed to their teacher whereas questions or feedback on school policies and procedures may be shared with school administrators. Teachers and administrators are often in their classrooms or the hallways and lobby during arrival and dismissal and may be available for a short conversation. If you have a question, suggestion or concern that may take more than a few minutes to discuss, please schedule a meeting in advance so we can be sure to devote adequate time and attention to your feedback.

Teachers or school administrators may also request to meet with families if we have something important to discuss. If an E.L. Haynes staff member requests a meeting with you, we expect you will do your best to honor their request to meet at your soonest opportunity. Additionally, if you receive a personalized phone call during the day from the school it means we really need to get ahold of you about your child and therefore expect that you will return the call as promptly as you can.

All parents and guardians are encouraged to offer their participation, time and energy to the E.L. Haynes community in a variety of ways.

## **PARENT ORGANIZATION, R.O.A.R.**

In the 2018-2019 school year Elementary families founded our first ever parent organization, R.O.A.R. (Resources, Opportunities And Relationships). R.O.A.R.'s vision is that "Parents have the knowledge, resources, and relationships to support each other and their children so that all children achieve success and belong to a connected, inclusive and multicultural community." All Elementary families are welcome and encouraged to participate in R.O.A.R. events and

meetings. If you want to get involved or would like more information, please reach out to [elhaynesfamilies@gmail.com](mailto:elhaynesfamilies@gmail.com).

### **WELCOME VISITS & PHONE CALLS**

At the start of each school year, every E.L. Haynes family can expect to receive either a welcome phone call or welcome visit as a means of developing a strong, trusting, relationship across home and school. Teachers will begin arranging these contacts as early as the summer before school begins. Welcome visits, because of the time required, may be arranged at any point in the school year although we make our best attempt to have them happen towards the start of a school year.

### **PARENT TEACHER CONFERENCES**

While ongoing communication is central to student success, parent-teacher conferences are a critical method for families and teachers to share information about student progress. Parent-teacher conferences are scheduled each year to provide an opportunity for teachers and families to discuss student performance. Parent conferences are an opportunity for parents and guardians to review student work and assessments with their child's teacher and engage in a dialogue about how to best support their continued learning at home and school. If there are any concerns, families and teachers will discuss strategies to address them and teachers will provide parents with suggestions for working with their children at home on particular skills. As students become more active learners, they may take part in their own conference, helping set and assess individualized learning goals. All parents are expected to attend every parent-teacher conference. Families may sign up for a conference time outside of classrooms or in the lobby, starting two weeks before conferences. Additional parent-teacher conferences may be scheduled upon parent or teacher request.

### **ACADEMIC PARENT-TEACHER-TEAMS (APTT)**

In addition to traditional parent-teacher conferences, we also hold Academic Parent-Teacher-Team (APTT) meetings two times over the course of the school year for grades PreK-3, PreK-4 and Kindergarten. APTT meetings take the place of traditional parent-teacher conferences. APTT is an innovative model for parent-teacher communication about student performance and parents' roles in supporting achievement. Parents meet as a group to collaborate with teachers on grade-level skills. During APTT meetings, teachers work with families to: discuss grade-level skills, review student progress on those skills, model activities families can use at home to support mastery and set an interim goal for each student's progress. The goal is to help families feel adequately equipped to support their student's academic success and build community with one another.

### **ONGOING COMMUNICATION**

- **EMAIL** All staff have e-mail accounts they check daily. Addresses tend to be: first initial followed by last name, and @elhaynes.org. For example, Brittany Wagner-Friel's' email address would be bwagnerfriel@elhaynes.org. You can find a complete list of staff emails on our website.

- **STOP BY** Teachers and other staff members are frequently around during arrival and dismissal, either in the lobby, lollipop, or classrooms. They are often available for short conversations or are happy to schedule meetings as necessary.
- **ATTEND** Family meetings and events will be listed in the Haynes Herald, on the family calendar found on our website, and posted throughout the lobby. Weekly robocalls and emails will also note events happening each week. Please introduce yourself to other families and encourage their participation in parent events.
- **BULLETIN BOARDS** located in the lobby of the Elementary school and outside of classrooms are a central place for information of importance to families. Please check them out periodically for important dates and information.
- **HAYNES HERALD** The Haynes Herald is our school newsletter, and it is an important way our school communicates with all families. The Haynes Herald comes out each month and is emailed to all families. It can also be found on our website. Printed copies of the Herald are also available in the lobby. If you have an item appropriate to share with the school community, please email your announcement to Jamie Sargent at [jsargent@elhaynes.org](mailto:jsargent@elhaynes.org).
- **HOME-SCHOOLFOLDERS** Home-School folders are a consistent method for sharing important information between home and school in every elementary classroom. Folder should go home each night and include important school-related materials, such as classroom newsletters, permission slips, and other announcements. Teachers will periodically collect the folders from students to make sure that parents/guardians emptied them, returned needed signatures, or added written communication to teachers.
- **WEEKLY ROBOCALLS and EMAILS:** Each Sunday morning, families will receive a robocall and email from the Elementary School Principal, Ms. Brittany. These notifications will include important updates for the coming week. If you are not receiving regular emails from E.L. Haynes, please update your information directly through our student information portal. If you need assistance, please reach out to our front office staff.
- **FAMILY CALENDAR:** A complete list of all upcoming events on our family calendar is on our website.
- **WEBSITE AND SOCIAL MEDIA:** Follow E.L. Haynes on Facebook, Instagram and Twitter, and visit the E.L. Haynes website for news, our event calendar, and more.  
 Website: [www.elhaynes.org](http://www.elhaynes.org)  
 Facebook: <https://www.facebook.com/elhaynespcs>  
 Twitter: <https://twitter.com/ELHaynesPCS> (@ELHaynesPCS)  
 Instagram <https://www.instagram.com/elhaynespcs/> (elhaynespcs)

- **PARENT LISTSERVE:** E.L. Haynes parents have instituted an electronic listserv for E.L. Haynes families. If you would like to join the parent listserv, please visit our website at [www.elhaynes.org](http://www.elhaynes.org) and select Belong/Families/Stay Connected.
- **TELEPHONE DIRECTORY:** To help connect families, E.L. Haynes publishes an annual grade level directory that contains a listing of students and family contact information. This information is only published if families have given permission at the point of registration.
- **VISIT:** Families are encouraged to visit class and volunteer within the school community. One of the most popular times for families to visit school is during our weekly Friday All School Meeting, held from 8:45-9:15 each Friday morning. Please stick around to join us! More information about class visits is below

### **CLASS VISITS**

As part of our philosophy around parent engagement, we welcome classroom visits. Parents are encouraged to visit their child's classroom to volunteer and spend time with their child to better understand your child's learning environment and experiences. If you are interested in spending time in your child's classroom, please contact your child's teacher in advance. Typical classroom visits may include observing or shadowing your own child, volunteering to help with a project, presenting or sharing information, or reading to and with the class. Please note that the classroom teacher may direct your use of time and student interaction during a classroom visit. The goal of any visit to the classroom is for families to increase their familiarity of the classroom community, spend time with their child during learning time, or help the classroom community when needed. Visits should benefit the community and be used in a positive manner for students, families and teachers. If a classroom visit is disruptive or negative in a way that may detract from student learning, a parent may be asked to leave and future requests could be denied.

The start of the school year is an important time to set routines and expectations for the school year so we ask that parents wait until school has been in session for six weeks before arranging a classroom visit. Although students get accustomed to visitors throughout the year, it is helpful for teachers and students to be able to set classroom systems and structures these first few weeks without interruption or distraction. Please speak with the Assistant Principal or Principal directly if you would like to visit during the first few weeks of school.

# STUDENT LEARNING

E.L. Haynes Elementary creates a rigorous academic environment that will prepare students to excel in college and life beyond. Consistently living the core value of excellence is critical to academic success at E.L. Haynes. The school expects that each student will give their best effort daily. Students are reminded each morning to “Be kind, work hard, get smart,” a motto that helps us remember why we are all here: to support our young learners develop the lifelong skills needed to be successful individuals, active community members, and responsible citizens.

## CURRICULUM

We use various curricula throughout our grades to ensure students are mastering the District of Columbia Early Learning Standards, the Common Core State Standards, and the Next Generation Science Standards appropriate to their grade level. The table below highlights curricula used throughout the elementary program.

Grade	Curriculum	Purpose
PK3 & PK4	Every Child Ready	To develop students’ play and vocabulary through the use of thematically linked activities, stories, and centers. Students develop early literacy and math skills while developing the social skills necessary to be successful in school.
K-4	Eureka Math	To develop deep conceptual understanding of the major work of each grade level in mathematics as well as computational fluency in grade level appropriate operations.
K-4	Wit & Wisdom Literacy Modules	To develop students as readers and writers who can deeply analyze various types of text, discuss texts with others, and apply knowledge of text to their own written work.
4 (Spring)	Expeditionary Learning Literacy Modules	To develop students’ knowledge of various scientific and historical concepts through reading and writing. Students spend time building background knowledge, completing research, and applying knowledge to summative projects on quarterly cycles.
K-3	Foundations	To develop students’ understanding of how English words are decoded and encoded using a research-based format for phonics knowledge.
K-4	FOSS Next Generation Science	To develop students’ deep understanding of specific grade-level appropriate science concepts. Students participate in units of study related to physical, earth, and life sciences.

### **APPLETREE INSTITUTE STATEMENT OF PARTNERSHIP**

We partner with the AppleTree Institute. As part of the regular program, your child's teachers will assess your child's academic and social skills. AppleTree Institute reviews the data internally and with your child's teacher to improve instruction. De-identified data are also shared with staff, consultants, educators, and in educational reports. Within this partnership, AppleTree Institute reserves the right to photograph/videotape students, faculty, staff and facilities in connection with the activities of the school and to reproduce such images to promote, publicize, or explain the school or its activities. These images may appear in any of a variety of formats and media now available or that may be available in the future, including but not limited to print, broadcast, videotape, and electronic/on-line media. Parents who do not wish to have their child included in the above coverage and did not indicate they do not want their child photographed or filmed at the point of enrollment should inform the principal in writing.

### **SCHOOL BOOKS OR MATERIALS**

Students will be provided with textbooks and workbooks as our curriculum requires. Often students will be expected to carry their resources between home and school. Students are not to write, underline, or highlight textbooks, including books borrowed from classroom libraries. If they want to take notes, they are expected to use sticky notes but should remove them from books before returning them to their classroom library. All books and materials checked out to a student must be returned in good, usable condition. If a book or material is lost or damaged, we may ask the family to help cover costs for replacing the book or material that was borrowed by or issued to their student.

### **REPORTING STUDENT PROGRESS**

We recognize the importance of sharing regular information on how your child is progressing and learning both academically and socially. Teachers assess student learning and progress in a variety of ways on an ongoing basis in hopes of providing you with ongoing, comprehensive information about your child.

#### Report Cards

Elementary students at E.L. Haynes receive report cards four times year. Report cards include both letter marks and narrative comments. A four letter scale is used to provide information on how a student is progressing in a specific category of learning based on mastery of grade level standards. Students receive grades in core content areas (math, science and ELA), specials (music, dance, art and health/fitness) as well as the area of Be Kind/Work Hard. Social studies is integrated into literacy instruction and therefore is reflected in a student's literacy grade. Students earn Be Kind/Work Hard grades based on their demonstration of our CARES values over the course of a quarter.

The general definitions below explain what level of performance each grade represents for students in Kindergarten through 4th grade.

Overall Grade	Percentage	Definitions
<b>M</b>	<b>90 and above</b>	<b>MASTERY:</b> Student shows consistent depth of understanding and skill that demonstrates mastery of the subject matter and may go beyond quarterly expectations.
<b>P</b>	<b>75 and above</b>	<b>PROGRESSING:</b> Student is demonstrating proficiency in the subject matter. They show ongoing progress towards achieving mastery.
<b>E</b>	<b>65 and above</b>	<b>EMERGING:</b> Student has not yet mastered, but is developing many of the skills necessary to meet quarterly expectations in this subject area. They are showing signs of progress towards achieving mastery of the content.
<b>NY</b>	<b>Below 65</b>	<b>NOT YET:</b> Student has not yet demonstrated the skills necessary to meet quarterly expectations in the subject matter. They have not yet shown signs of progress towards achieving mastery of the subject area.
<b>NA</b>		<b>Not Assessed/Not Applicable</b> —The student was not taught or was not assessed in the subject matter this quarter.

Students in PreK3 and PreK4 receive report cards from Every Child Ready, our PreK3 and PreK4 curriculum. Most early childhood grades are determined from observational data taken by teachers and student/teacher activities completed in small groups or one on one. Students receive grades on each early learning standard. The table below outlines what level of performance each letter represents for students in PreK3 and PreK4.

*This scale is from A to E, with A being early progression toward mastery of the standard and E being mastery of the equivalent kindergarten standard. We expect students in PK3 to be at a B or higher at the end of PK3 for each standard and for students in PK4 to be at a D or higher by year end.*

PreK3 and PreK4 Letter Grades	
Not Introduced this Period	NI
Emerging - Performing well below year-end PK benchmark	A
Approaching - Performing below year-end PK benchmark	B
Progressing - Performing near year-end PK benchmark	C

Mastering - Performing at year-end PK benchmark	D
Expanding - Performing above year-end PK benchmark	E

Reporting students this way allows us to communicate more detailed and accurate information as students' progress in their learning. We are able to communicate specifically which areas of a subject are strengths for a student and which categories are ones in which the student needs additional support. The narrative component of the report cards allows us to provide additional information on a student's performance in a given category of learning. These observations are made based on classroom data and evaluations.

Parents are expected to participate in parent/teacher conferences throughout the year to support student success. Additionally, families whose students are in a grade leading Academic Parent-Teacher-Team meetings are expected to attend those sessions to learn more information on their student's progress.

### ASSESSMENTS

As a school, we believe that we can only best teach children if we know where they are in their mastery of grade level concepts and then respond accordingly in our instruction. As a result, our teachers utilize a variety of assessments to determine where students begin and monitor student progress throughout the year. Some assessments, referred to as benchmark assessments, are meant to monitor student progress toward mastery of reading independence and mathematical concept development and fluency. These assessments are not utilized to determine students' grades on progress reports. Other assessments, such as projects scored with rubrics and unit assessments or tests, assess mastery of content and skills that have been taught thus far in the year. These assessments are utilized for determining student grades on progress reports. All assessments are aligned with the Common Core State Standards. Below is a table that outlines some of the assessments your student might encounter throughout their elementary years.

Grade	Assessment Name	Assessment Type
PK3 & PK4	Developmental Indicators for Assessment of Learning (DIAL 4)	Assessment of concepts, motor skills, language, and social readiness for school  Administered at the beginning of PK3 and then as needed for new students in PK4
PK3 & PK4	Every Child Ready: Math (ECR: M) Every Child Ready: Language & Literacy (ECR: LL)	Benchmark Assessment  Administered 5 times per year

Grade	Assessment Name	Assessment Type
	Phonemic Awareness Literacy Screener (PALS)	
K-4	i-Ready Math & Reading	Benchmark Assessment Administered 3times per year
K-4	Eureka Math mid-module and end of module assessments	Unit assessment Administered at the midpoint and end of all math units
K-4	Integrated reading, writing, science, and social studies projects	Rubric scored unit assessment Administered at the end of integrated literacy units
3-4	Partnership for Assessment of Readiness for College and Careers (PARCC)	Federally mandated assessment in literacy and mathematics Administered in the spring
K-4	ACCESS for ELLs 2.0	Language proficiency assessment Administered in the spring to speakers of English as a second or other language

## **HOMEWORK**

Homework is an integral part of achieving our academic goals. Homework provides time and space for students to practice skills learned in class. We believe that practice makes permanent (credit: Doug Lemov in Practice Perfect). Homework is given regularly when school is in session and may also be assigned over breaks. We follow the guidelines from the National Parent Teacher Association regarding the appropriate volume of homework. They recommend ten minutes per grade per night. This means that a third grade student should have 30 minutes of homework a night while a first grader would have only 10 minutes per night. This does not include time that students should spend reading every night, either independently or with an adult or older sibling. Homework is given on a daily or weekly basis and is due either the following morning or the following week, depending on the grade level system. Teachers will explain their homework policies in their welcome letters and/or at Back to School Night. Some homework assignments in upper elementary grades may include work on longer-term projects, which may have multiple deadlines for completion.

Homework is practice of skills that have already been introduced to students so those skills become automatic. Homework is NOT a time to learn new skills or figure out something unknown unless students are working on a long-term project that requires research outside of the classroom. Additionally, we expect that each night students will be reading independently or with an adult.

Teachers review homework and monitor homework completion for all students. Depending upon the grade level, students may or may not receive a grade or feedback on their homework. If a student is absent and did not receive the homework, s/he should ask their teachers for homework, complete it, and turn it in the following day or as agreed upon with their teacher. It is the student's responsibility to ask for, complete, and return his/her homework.

### **PROMOTION POLICY**

We take promotion decisions very seriously and only consider retention when a student is significantly behind or has accumulated excessive absences. We seek to communicate concerns about the possibility of retention with families early on. While teachers may recommend retention, the ultimate decision rests with the Principal and is made based upon many factors including input from a variety of team members, including of course, the student's family. Families may request retention but this must be done so in writing before lottery results are announced.

The following guidelines assist with decisions regarding student promotion/retention:

1. A range of academic and/or behavioral strategies and interventions must be utilized and documented before retention is explored.
2. Retention is not to be used as punishment
3. Retention is not to be used to postpone or determine other educational services such as special education
4. Promotion decisions will be made based upon a variety of factors and considerations

We will communicate with families before the end of Quarter 2 if retention is being considered for their child for the following school year. Teachers will meet with families in to discuss progress, problem solve and determine if retention will continue to be considered. We will communicate promotion decisions before the My School DC enrollment lottery closes.

### **CELEBRATIONS OF STUDENT LEARNING**

#### *School Celebrations and Exhibitions*

Throughout the school year, families will be invited to participate in various celebrations of learning and accomplishment. Students may perform, demonstrate or exhibit their learning to an audience of family, peers and community members at the conclusion of learning. We also invite families to other celebrations, family nights, and ceremonies as part of our school community. Announcements will be sent home during the course of the school year to inform you about special events. E.L. Haynes does not celebrate Halloween or any religious holidays.

Learning Showcases are presentations or performances of extensive student learning and development throughout the quarter or semester. Each showcase features student work products or performances created for a greater audience, providing a more authentic purpose

to their learning and to the quality of their work. Students are the active drivers of the showcase as much as possible, making them motivated and accountable for producing high-quality work. Students are eager to show off their learning to the broader school community, and showcases offer a great window into the daily learning of students for our entire community. Families are invited to attend to experience and learn about their student's exciting work.

### Pride Roll

The academic and social-emotional accomplishment and progress of students is one of the greatest celebrations within our school community. At the end of each quarter, any student in grades K-4 earning all "M's" and "P's" on their progress report or all "M's" in the area of Be Kind/Work Hard will be a part of our Pride Roll and will be recognized at a special All School Meeting. Students who earn this designation for all four quarters will be invited to participate in a special event at the end of the year and will receive a special school gift.

### **FIELD TRIPS**

Teachers plan trips to offsite locations to enrich student learning throughout the year, often to help deepen understanding of a particular topic or theme that is being covered in class. When a class plans a trip, each child will bring home a permission slip, which must be signed and returned to the teacher in order for the student to participate. We cannot accept verbal permission for students to attend a field trip. Students travel via Metro buses or on private chartered buses. Parent and/or guardian volunteers are welcome to serve as chaperones on most trips. If a child does not go on a field trip, the school will make arrangements for the child to have as productive day in another classroom.

Family members who volunteer to chaperone a field trip must be at least 18 years of age. Depending upon the transportation method, we may ask families to find their own means of transportation, often because of space restrictions. We ask that family members who are responsible for supervising additional children, refrain from volunteering to chaperone fieldtrips.

### **TECHNOLOGY IN THE CLASSROOM**

We believe in preparing students for the 21<sup>st</sup> century which means access to various types of technology. Throughout our classrooms, we have a variety of technology, including, interactive whiteboards, document cameras, Chromebooks, and tablets that teachers and students utilize. Although opportunities to work with technology are available, we believe students need to learn material in many formats and therefore do not solely rely on technology for any of our content. We also limit the amount of "screen time" our learners have, particularly our youngest, in order to meet their developmental needs.

#### *Personal Responsibility:*

- As a member of our school community, students accept responsibility for proper use of school technology and for reporting misuse of technology. Student use of school technology will meet the following guidelines:

- Use computers for academic purposes only. The use of technology to play music/games or to serve any purpose outside of a class activity is prohibited.
- Respect the privacy and dignity of students and teachers at all times. Do not use, copy, or delete another user's files, folders, or passwords.
- Keep your passwords private.
- Use appropriate language by refraining from the use of profanity or insulting language. Offensive and/or harassing messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
- Respect school equipment. Do not vandalizing devices or launch computer viruses.
- Use approved software
- Do not use online chatting programs

### *Acceptable Use*

Students' use of computers, the Internet, and the school network must be in support of education and research within the educational goals and objectives of E.L. Haynes Public Charter School. Unauthorized access to any network or computer is strictly prohibited. Students may lose the privilege to use computers if the acceptable use policy is not adhered to.

### *Internet Use*

Computer, network, and Internet access are privileges available to students at E.L. Haynes. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so that students are aware of the responsibilities required to use technologies. The right to use computers at school may be revoked if a student does not adhere to the guidelines below.

### *Internet Safety*

The Internet provides opportunities to access new resources, but it also provides unique risks to students. E.L. Haynes Public Charter School provides filtered access to the Internet, but to ensure safety on the Internet, staff closely monitor student use of the internet.

### *Cell Phones and Electronic Devices*

If students come to school with a personal cell phone or electronic device it should be turned off and in their backpack during the school day. At no point should a student be using their personal phone during the school day. Students may turn on and use their devices after they have been picked up from school. If students need multiple reminders to follow these expectations they will be required to turn their device into the front desk where they can retrieve it upon dismissal. E.L. Haynes is not responsible for lost or stolen electronic devices.

## **STUDENT SUPPLIES**

Students are not required or expected to bring individual organizational tools or supplies (outside of backpacks) from home as necessary materials are provided at school. If you need assistance with school supplies, please contact your child's teacher or any member of our administrative team. One exception is that students in PreK and Kindergarten are expected to

bring a change of clothes with them to school in case they have a bathroom accident. This change of clothes may be kept at school.

Parent donations of community supplies that enhance the classroom experience are welcomed throughout the year. Classroom teachers will post “Wish Lists” outside of the classrooms and in newsletters for items needed in the classroom. Supply lists will also be sent home at the start of the school year. Students are not permitted to bring toys to school.

### **STUDENT SUPPORT TEAM (SST)**

At E.L. Haynes, we strongly believe that all students can reach high levels of success. We value diversity of all kinds in our community. We also recognize that students can benefit and may require additional supports along the way to help them realize their full potential. The Student Support Team is committed to providing additional supports to students through wellness support, English Language Learning (ELL) support, and special education support.

### **WELLNESS TEAM**

E.L. Haynes' Wellness Team are licensed social workers and school counselors who work with E.L.H. students to develop strategies and tools to promote perseverance, resilience, and academic success. Our wellness services include mental health support for students through individual and group counseling, classroom presentations, and student and parent programs. Additionally, the team provides assessment and referral for community-based services and attendance intervention support.

The Wellness Team provides services to special education students with identified social-emotional needs on their Individualized Education Program (IEP), as well as to the general education population. Students can self-refer or be referred by a teacher, staff member, or parent. A Wellness Team member will review referrals and assign students to an E.L.H. social worker or counselor, or a community based mental health organization, depending on need and capacity.

E.L.H. partners with Mary's Center and The Department of Behavioral Health to provide school-based therapy services, sexual health counseling, and community referrals for medical and dental care, mental health, and support accessing social services and benefits. The Wellness Team also supports students experiencing homelessness by providing resources as needed, including school supplies, clothing, and transportation assistance. Parents and students are encouraged to speak to any Wellness Team member to confidentially discuss their needs.

If a student reports intention of harming him/herself or others, a Wellness Team clinician will conduct a threat or risk assessment, develop a safety plan if appropriate, and will notify the parent or guardian. If the student is in crisis, the Child and Adolescent Mobile Psychiatric Service (ChAMPS) or an ambulance will be called to provide further assessment and support.

E.L. Haynes' Student Wellness Team provides our students with the supports, strategies, and tools necessary to promote perseverance, resilience, pride, and success. The Wellness Team

is available to assist students in achieving their academic goals by helping students stay healthy. Our wellness services include prevention, education, and counseling support for students through individual and group counseling, classroom presentations, and student and parent programs. Additionally, the team provides brief assessment and referral for community-based services.

### English Language Learning (ELL) Support

E.L. Haynes has developed an English Language Learning (ELL) program to support the success of our students who are culturally and linguistically diverse. The priorities of the ELL program are to:

- Develop the language and literacy skills of non-native English speakers
- Ensure access to the general education curriculum for students who are still developing academic language

Our ELL team achieves these goals through identification of students. All students who speak a language other than English (as noted on the home language survey completed at the point of enrollment) are assessed using the ACCESS test to see if they would benefit from ELL services. Our ELL teachers monitor the progress of students' language and literacy acquisition quarterly by conducting assessments, informal observations, and soliciting input from general education teachers. They also prepare quarterly ELL progress reports for families of students who receive ELL services. In accordance with guidelines determined by the D.C. Office of the State Superintendent of Education (OSSE), we use annual ACCESS test scores to track the progress of students' language and literacy development over time.

### Special Education

E.L. Haynes has designed a special education program to support the success of student with disabilities. Our special education program is designed to provide access to our students with disabilities through Individualized Education Programs (IEPs) and Section 504 plans. We believe that all students benefit from the inclusion of students with disabilities in the general education classroom. Research and our own experience demonstrate that students with disabilities perform better with greater access to the general education curriculum and non-disabled peers. Based on this belief, we only remove students from the general education classroom when absolutely necessary for the student to learn.

The priorities of the special education program are to:

- Identify students with disabilities through a rigorous and timely referral
- Provide excellent services to students with disabilities so that they may meet their IEP goals and access the general education curriculum

The E.L. Haynes elementary special education team includes a variety of skilled professionals including but not limited to inclusion teachers, resource room teachers, social workers, a speech-language pathologist, an occupational therapist, a behavior intervention coordinator, and a school psychologist. These team members collaborate with general education teachers, ELL teachers, and each other to provide students with disabilities the necessary instructional

environment, tools, and support to benefit from their special education programs and access the general education curriculum.

# SCHOOL CULTURE

## RESPONSIVE CLASSROOM

E.L. Haynes' approach to school culture is derived from the Responsive Classroom model that incorporates social learning into the daily program. Through implementation of the Responsive Classroom approach, staff at E.L. Haynes create a safe environment where students recognize the importance of kindness, appreciate differences, and develop critical social skills such as assertiveness, empathy and problem solving.

The Responsive Classroom approach is based on research in child development, developmental psychology, multicultural education and social cognition. Responsive Classroom addresses seven guiding principles, including:

1. Teaching social and emotional skills is as important as teaching academic content.
2. How we teach is as important as what we teach.
3. Great cognitive growth occurs through social interaction.
4. What we know and believe about our students—individually, culturally, developmentally—informs our expectations, reactions, and attitudes about those students.
5. How we work together as adults to create a safe, joyful, and inclusive school environment is as important as our individual contribution or competence.
6. Partnering with families—knowing them and valuing their contributions—is as important as knowing the children we teach.

(Credit: Responsive Classroom)

As part of our Responsive Classroom approach, each class begins the day with a morning meeting that provides students an opportunity to greet one another, share and engage in a community-building activity. In addition, each day concludes with closing circle- an opportunity for students to reflect on their day and set goals for the next.

Additionally, at the start of each school year, classes together construct a set of classroom rules, based largely off of what students identify they will need to do in order to meet their hopes and dreams for the year. These rules are a living, breathing part of each classroom. Additionally, every few years we construct a set of school-wide rules based off classroom rules that help reinforce school-wide expectations and culture.

Our school-wide rules for the entire Elementary School are:

1. Act with empathy and kindness
2. Work hard to grow my thinking and be proud
3. Show care for our spaces and things
4. Celebrate your identity and that of others

The E.L. Haynes elementary community practices a set of key social and emotional skills and values that are introduced at the start of each school year and are reinforced throughout. These skills and values can be remembered by the acronym **CARES**:

**Cooperation** — We enjoy working together

**Assertiveness** — We stand up for ourselves without hurting anyone else

**Responsibility** — We do the right thing, even if no one is watching

**Empathy** — We join others in their feelings

**Self-control** — We do what we need to do even if we want to do something else

These skills and values are an integral part of our school community. They are taught explicitly and reinforced and celebrated throughout the year.

**COMMON SIGNALS AND CHANTS**

We use a set of common signals and expressions to transition, greet one another, get attention and acknowledge accomplishment. We also have consistent chants that are common throughout our community. If you hear them, please join in!

<p><b>Attention Signals</b></p>	<div style="text-align: center;">  </div> <p><b>Hand Raised</b> To signify silence and attention to the speaker within larger groups, school staff will often raise their hand. When others notice their hand raised they too raise their hand, quickly finish their conversation and put their attention on the speaker.</p> <p><b>Teacher:</b> “ba ba ba ba ba” <b>Students:</b> “ba ba” (Think “Shave and a haircut...two bits!” and this can be done with multiple kinds of sounds)</p> <p><b>Teacher:</b> “Ago” <b>Students:</b> “Ame”</p>
<p><b>Chants</b></p>	<p><b>Reading Chant:</b> You gotta read baby read Say what? You gotta read baby read Say what? You gotta read baby read Say what? You gotta read baby read</p>

	<p>Say what?  The more I read, the more I know  The more I know, the smarter I grow  The smarter I grow, the stronger my voice  When speaking my mind and making my choice  You gotta read baby read  Say what?  You gotta read baby read  Say what?</p>
<b>Greetings</b>	<p>“Silent H” (use sign language for the letter h as a wave) </p> <p>Teacher/Staff Member/Individual: “Good morning, _____!”  Class response: “Good morning, _____! How are you today?”</p>
<b>Cheers</b>	<p><b>Hamburger:</b> (while pretending to make/cook a hamburger) “Sizzle, sizzle, sizzle...not done yet. Sizzle, sizzle, sizzle...not done yet. Sizzle, sizzle, sizzle...well done!”</p> <p><b>Bubble Gum:</b> Pretend to unwrap, chew, blow a bubble, and pop said bubble</p> <p><b>Roller Coaster:</b> (while pretending to go up and then down a rollercoaster) “Ch..ch..ch..ch..ch..wooo, wooo, wooo!”</p> <p><b>Elvis:</b> Flip collar, do double finger points “Thank ya, thank ya very much”</p> <p><b>Hulk:</b> “You are incredible...like...the...Hulk!” (on like put up muscles with one arm, other arm with the, and flip them down on Hulk)</p> <p><b>Whoosh Clap:</b> Clap hands and then shoot them out while saying “Whoosh!”</p> <p><b>Raise the Roof:</b> Raise arms and push upwards two times while saying “woo-woo!”</p>
<b>Additional</b>	<p><b>“Me, too!”</b></p> <p>The “me, too” symbol, derived from the ASL sign with the same meaning, is common at E.L. Haynes as way to express enthusiastic agreement. When someone hears an idea or solution that matches their own thinking, they make the “me, too” sign, acknowledging the other person’s reasoning and expressing that they have a similar idea.</p>



**“Shine”**

Done by holding your hands, palm down up the direction of another person while moving your fingertips, shine is a way of showing encouragement and recognition to another person.

**“Speak up”**

If an audience or group member is having a hard time hearing what the speaker is saying, the other person will give a continuously raise a thumbs up in the air until they can hear what the speaker is saying.



**ALL SCHOOL MEETING (ASM)**

All School Meeting is a weekly gathering of students from grades K-4, and all members of the Haynes community are encouraged to attend. All School Meeting takes place Friday mornings from 8:45-9:15 in the lollipop (multipurpose gym space). All School Meeting is student-led, and each week, students bring a book for “Read Baby Read” time, are acknowledged for demonstration of CARES skills, share classroom learning, review student work, and participate in collective song and celebration. Halfway through the school year, PreK-3 and PreK-4 students participate in their own All PreK Meeting that is modeled similarly to our weekly All School Meetings. The All Pre-K meeting runs from 9:45-10:15 AM.

**CARES ACKNOWLEDGEMENTS**

Each week as part of All School Meeting, individual students from Kinder-4th grade are acknowledged in front of their school community for demonstration of one of our CARES values (cooperation, assertiveness, responsibility, empathy, self-control). Additionally, one PreK student from each class is recognized during All PreK meeting for their demonstration of our motto, Be Kind, Work Hard, Get Smart.

**FUN FRIDAYS**

Fridays at the Elementary School are special days, with All School Meeting and student recognitions and celebrations. As part of our efforts to build a positive school culture, each Friday has a different fun event or theme. Many of these days students are encouraged to dress up in a particular way (school colors, pajama day, sunglasses day, etc.), or there may be a

special additional element to their day (Math Games Day, Read Aloud Day, etc.). Each Sunday families will receive a robocall and email from the Principal that will include the coming week's Fun Friday event or theme. Students and staff are encouraged to participate but are not required to do so.

### **RECESS AND PLAYGROUND RULES**

Every student at E.L. Haynes has at least 30 minutes of recess per day (additional time for PreK3 and PreK4, respectively). Recess is an opportunity for ALL students to engage with their peers in a non-academic setting, get exercise and fresh air, and therefore we expect all students to participate each day. In the instance that your student cannot attend recess due to a medical issue, a doctor's note must be on file with the school.

Students do go outside each day, with the exception of inclement weather, as determined by the school leadership team. It is critical that students are dressed appropriately for outdoor play each day and have suitable clothing for the elements. In order to ensure the safety of all students, recess is supervised by at least three staff members each day. Prior to the start of recess each day, students circle up and recite recess rules:

**Recess Chant:** (student responses are in parentheses)

*Rule number 1 (rule number 1)*

*Be safe with your body. (Be safe with your body.)*

*Rule number 2 (rule number 2),*

*On your bottom down the slide. (On your bottom down the slide.)*

*Rule number 3 (rule number 3),*

*You can't say, "You can't play." (You can't say, "You can't play.")*

*Rule number 4 (rule number 4),*

*No screaming unless you're broken. (No screaming unless you're broken.)*

*Rule number 5 (rule number 5),*

*Line up on time. (Line up on time.)*

*One whistle means...(FREEZE)*

*Two whistles mean...(LINE UP)*

### **STUDENT GOVERNMENT**

Student Government is a leadership opportunity available to students in the third grade and fourth grade, respectively. Students are chosen to be representatives of the school community and are selected based on a completed application and review of their academic and behavioral progress. Students participate in a number of initiatives that include peer mentorship, spearheading school spirit events, completing community service projects and fundraising efforts for local causes, to name a few.

### **BIRTHDAY CELEBRATIONS**

Birthday celebrations occur on the final Friday of each month. Each classroom will have a monthly birthday celebration for students whose birthdays fall within that month. Families are welcome to help celebrate a student's birthday on that day but must coordinate with their child's teacher in advance. While we recognize an individual's birthday, classes do not host individual birthday parties. Although E.L. Haynes does not allow soda, candy, or junk food during a regular school day, the monthly birthday celebration may include cake, or other appropriate party food (excluding candy) at the discretion of the classroom teachers. Please be sure that any food contributed is appropriate for all students in the class to eat. We are a nut and shellfish-free school although there may be other allergies or sensitivities in your child's class. Please reach out to your child's teacher to confirm.

Parents who do not wish for their child to participate in parties or other celebrations should notify the classroom teacher of their preference. Invitations for any birthday party held outside of school must be mailed to children rather than distributed at school unless all students from the class are invited. Other preparations for individual birthday celebrations must be taken care of outside the school day, including transportation to or from an off-site event.

E.L. Haynes does not celebrate holidays.

# DISCIPLINE

Students are expected to contribute to a productive and joyful school climate by following teachers or staff members' directions and school rules, resolving conflicts without physical contact, showing respect to adults and each other, using appropriate language at all times, and respecting the rights and property of others. Students are expected to make appropriate choices that ensure respect and safety for themselves and others.

E.L. Haynes' approach to discipline is derived from the Responsive Classroom model which incorporates social learning into the daily program. We believe that our social curriculum is as important as our academic and see student discipline as a learning opportunity. Staff members incorporate restorative techniques in response to student misbehavior and make attempts to reduce the amount of time students spend out of class following a discipline issue.

Haynes uses a positive discipline approach in which rules and expectations are explicitly taught, modeled and practiced on an ongoing basis and consequences for breaking rules are administered calmly and fairly. Consequences for behavior that break our school or classroom rules are logical and relevant. Staff members treat students respectfully in all situations.

At the start of every school year, students are involved in making classroom rules with their teachers and are expected to follow all classroom and school rules. In keeping with Responsive Classroom, there are logical consequences when students do not follow rules. Logical consequences help students learn from their mistakes through relevant responses to misbehavior.

Logical consequences include:

- **Reset and Buddy Class:** Reset allows students to think about the rules and their importance to the classroom and the school community. Reset is not considered punishment, but rather provides time away from classroom activities in order for the student to regain their composure or productive frame of mind. Thus, all students will likely use reset during the school year. When a student uses reset repeatedly in the same day, does not use reset successfully or uses reset multiple times for the same reason, a teacher may choose to have the student spend time in a buddy class. This time away from the classroom gives the student an opportunity to reflect on their behavior in the class and the importance of classroom rules. If buddy class is needed, the teacher often will escort the student or have a peer escort them or check that they have made it there successfully.
- **Problem Solving Conference:** A problem-solving conference is a strategy for addressing a persistent problem that one student is having. In a problem-solving conference, the teacher builds an alliance with the student to solve a problem. The teacher opens up discussion with the child, listens to their perspective, and makes the problem a mutual

issue. The teacher and student then together identify a likely cause of the problem and together decide how to address it.

- **Community Meeting:** The purpose of a community meeting is to enable a group to solve a problem while keeping the classroom rules front and center, sharing information, and using reasoned thinking. Community meetings follow a specific, preset protocol designed to give all group members an opportunity to describe their understanding of the problem and an equal say in how to solve it. The protocol encourages listening, compromise, collective problem solving and respect for everyone's needs and desires.
- **Loss of Privileges:** Loss of privileges for a specific amount of time reminds students that privileges come with expectations. For example, a student who chooses not to handle a material safely in accordance to the classroom expectations that he or she already knows, may not be allowed to use the material again until he or she has demonstrated his or her knowledge of using the material safely.
- **“You Broke It, You Fix It”:** “You Broke It, You Fix It” shows students that their actions are important. For example, a student who writes on a table may be asked to clean all the tables. A student who hurts another student’s feelings may be asked to write a letter of apology to that student or participate in mediation with the other student. Students are encouraged to suggest their own reparation if a classmate has hurt their feelings, or they have treated school resources inappropriately.
- **Problem Solving Center:** If a student exhibits repeated or highly unsafe, unkind or disruptive behavior, they may be referred by a teacher to the Problem Solving Center where they will spend more significant time away from their classroom community reflecting on their actions and conferencing with a school administrator. Students will be welcomed back into the classroom community once they have demonstrated through their behavior that they are ready to meet classroom expectations and have identified what they will do differently to prevent similar incidents from happening again in the future.

In most instances, students will receive one of the above logical consequences for misbehavior based on the Responsive Classroom model. However, in cases where a student engages in extreme negative behavior, E.L. Haynes may utilize out of school suspension and/or expulsion as appropriate.

E.L. Haynes does not tolerate physical incidents and incidents of bullying/harassment that lead to significant physical, mental and/or emotional harm. Students who engage in these problematic behaviors will receive appropriate consequences that may include but are not limited to out of school suspension, family conference, etc.

Our community encourages the use of nonviolent conflict resolution strategies and students are expected to use those conflict resolution strategies to diffuse and/or resolve disputes in a nonviolent manner.

(Please refer to Anti-Bullying/Harassment section, and E.L. Haynes Tiers of Discipline in the Appendices for more information).

## **BULLYING**

At E.L. Haynes, we believe that it is every person's right to feel physically and emotionally safe while they are at our school. Because of this belief, we will do everything possible both as individuals and as a campus, to create and preserve that environment through proactive anti-bullying education, zero tolerance for bullying behaviors along with well-defined and effective consequences for violations.

Bullying by definition, is any single incident or pattern of behavior directed at another person that results in that person feeling intimidated, harassed, or results in the physical or emotional injury of that person. Some examples of bullying are:

- Pushing, hitting, kicking or throwing things at someone.
- Stealing or damaging another person's property.
- Name calling or teasing.
- Threatening to hurt someone.
- Leaving someone out on purpose and without good reason.
- Spreading rumors about someone.

E.L. Haynes continues to educate students about bullying. Our focus continues to be giving students the skills and strategies to address other people's behavior positively. We talk about how they cannot control the behaviors of other people, they can only control how they react. At E.L. Haynes, we encourage students to assert themselves and seek assistance as needed so they have choices as to what they can do if someone is treating them in a negative way. For instance, students are encouraged to:

- Ignore
- Move Away
- Talk Friendly (Sounds like, "Will you please stop.")
- Talk Firmly (Sounds like, "STOP IT!.")
- Get an Adult for Help

Any student, who believes that they have been bullied, or who has seen another student being bullied, should report the problem immediately to a teacher or other adult on campus. Furthermore, any ELH employee or parent who witnesses a bullying incident should report it to the campus principal or Dean of Culture.

For any violation of the anti-bullying policy, the following consequences will be applied in sequential order as each violation occurs. The campus principal may apply more than one disciplinary action, or skip a step, depending on the severity and nature of the violation.

**Step 1: First Reported Incidence of Bullying Behavior**

ELH Response - Student to Receive Intervention, Warning, and Redirection.

The staff member who receives the report will ensure that the immediate behavior stops and will reinforce to the student that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student to develop a plan to prevent similar behaviors in the future. Student will make a formal apology.

**Step 2: Second Reported Incidence of Bullying Behavior**

ELH Response - Meeting with the Teacher, Principal, and /or Dean of Culture

The student will meet with their teacher, principal and/or Dean of Culture to discuss the problem, solutions to the problem and to reinforce that bullying will not be tolerated. Parents are contacted by phone and student is notified in writing of future consequences if the behavior continues. A meeting between parents of the bullying and the bullied student is recommended at which time the student will make a formal apology in the presence of both parents. Behavior and/or Anti-Bullying contract is signed by student and parent. Student is to make a formal apology.

**Step 3: Third Reported Incidence of Bullying Behavior**

ELH Response - Formal Meeting with Parents and Staff.

School staff will notify the parents of the involved student. The parents will be asked to meet with the principal and/or other members of the school support staff, including the student's teacher. Previous documentation will be reviewed with parent and student. A Level 2 consequence of loss of privilege or after-school detention may be assigned. Both students will be referred to social work team for assessment and/or possible intervention.

**Step 4: Fourth Incidence of Bullying Behavior**

ELH Response - Level 2 Consequence

Principal and/or Dean of Culture will meet with student and parents and assign a Level 2 consequence, which may include loss of privileges or after-school detention. Stop Bullying Contract is reviewed with student and parent.

**Step 5: Fifth Incidence of Bullying Behavior**

ELH Response – Repeat of Step 4 actions and Suspension

In cases of severe or repeated bullying, the student may be suspended out of school.

**Step 6: Sixth Incidence of Bullying Behavior**

ELH Response - Candidate for Expulsion

In the event of dangerous bullying (such as serious physical violence or threat), or where repeated efforts to address the problem have failed, the student may be a candidate for expulsion.

## **PROCEDURES FOR SUSPENDING AND EXPELLING STUDENTS**

### **Procedures**

E.L. Haynes may decide to suspend or expel a student after determining that their behavior willfully caused, attempted to cause, or threatened to cause physical harm and/or emotional distress to another person. No elementary school student will receive an out-of-school suspension of longer than five consecutive days, or twenty cumulative days unless the Chief Academic Officer, or their designee provides a written justification to the family as to why exceeding the limit is needed to protect the safety of our school environment.

### *Special Considerations for Pre-K Students*

E.L. Haynes does not suspend Pre-K students, except for cases in which a Pre-K student willfully causes, or threatens to cause serious bodily injury. E.L. Haynes will consider whether the student caused, or threatened to cause seriously bodily injury in self-defense. If the decision is made to suspend a Pre-K student for the above reasons, the student will be suspended for no more than 3 days.

E.L. Haynes does not expel Pre-K students for any reason.

E.L. Haynes will coordinate with the family of any student who receives an out of school suspension to develop a plan for continuity of education while the student is out of school, including a plan to facilitate the student's return to the classroom. The plan will ensure that the student continues to receive all assignments during the suspension, can communicate with school staff about assignments, and has the opportunity to make-up any work missed during the suspension if the student cannot complete it during the suspension.

### **Appeals**

The decision to suspend or expel a student shall be made in writing and given to the parent/guardian. The student's parents/guardians have five school days to challenge the suspension or expulsion by submitting an appeal of a Principal's or Chief Executive Officer's decision, in writing, to the Chief Executive Officer and Chair of the Board of Trustees. The Board of Trustees will issue a decision in writing to the parents/guardians and the school administration within 5 school days after receiving the appeal. The Chair of the Board of Trustees shall convene a special meeting of the Board of Trustees to consider the appeal of the suspension or expulsion. The student and his or her parents/guardians, the student's teachers, a Principal, the Chief Executive Officer, and other school staff may be invited to participate in this special meeting as the Board sees fit. The decision of the Board of Trustees in affirming or reversing a Principal's or Chief Executive Officer's decision is final.

### **Procedures for Suspending and Expelling Students with Disabilities**

#### **Removal for 10 or fewer school days in a school year**

Students with disabilities can be suspended for up to 10 consecutive or cumulative school days in a year to the same extent that suspension is used for general education students. The school

is not required to provide services for the first 10 days in a school year that the student is suspended

**Removal for more than 10 cumulative school days when the student's behavior does not represent a pattern**

No manifestation determination is required when a student is suspended for more than 10 school days in a school year and the series of suspensions does not constitute a pattern. However, students who are suspended for more than 10 school days in a school year must continue to receive educational services while on suspension so as to enable them to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting their IEP goals. Students who are suspended for more than 10 days in a school year must also receive, as appropriate, a functional behavior assessment and behavior intervention services and modifications to address the behavior violation so that it does not recur.

**Removal for more than 10 consecutive school days or 10 cumulative schools days when the behavior represents a pattern**

Disciplinary action that results in a student being suspended for more than 10 consecutive school days or 10 cumulative school days in a year where the series of suspensions constitute a pattern result in a disciplinary change in placement. A disciplinary change in placement requires a manifestation determination to be made by the IEP team.

The following is required under these circumstances:

- A. Parent Notification - the parent/ guardian must be notified of the disciplinary action to be taken and informed of the procedural safeguards on the day the decision to take disciplinary action was made.
- B. Manifestation Determination - an IEP team meeting must be convened within 10 school days to determine whether the student's behavior was a manifestation of his/her disability.
- C. Review of Behavior Intervention Plan - at the manifestation determination meeting, the IEP team must also conduct a functional behavior assessment, unless one has already been conducted, and develop a behavior intervention plan for the student or review the student's current behavior intervention plan and modify it as necessary.

Students who are suspended for more than 10 school days in a school year must continue to receive educational services while on suspension so as to enable them to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting their IEP goals.

A manifestation determination meeting reviews the relationship between the student's disability and the student's behavior that is subject to the disciplinary action.

If it is determined that the student's behavior was a manifestation of his or her disability, then the student must return to E.L. Haynes unless the parent and E.L. Haynes agree otherwise. There are special circumstances where a student with a disability can be removed from E.L. Haynes for up to 45 school days without regard to whether the student's behavior was determined to be a manifestation of his/her disability: possession of a weapon at school on school premises or during a school function; possession or use of an illegal drug at school on school premises or during a school function; infliction of serious bodily injury at school on school premises or during a school function. At any time the IEP team, with parent consent, may change the student's placement.

If it is determined that the student's behavior was not a manifestation of the student's disability, the same disciplinary procedures applicable to a student without a disability, including long term suspension or expulsion may be applied to the student with a disability. Students who are suspended for more than 10 school days in a school year must continue to receive educational services while on suspension as to enable them to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting their IEP goals.

#### Hearing Officer

If maintaining a student with a disability in his or her current placement would prove harmful to the student or to others, the school can request a hearing officer to order placement in an alternative setting for up to 45 days. In this case, the school is required to provide services for a student with a disability so as to enable them to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting their IEP goals.

#### Student Not Yet Found Eligible

A student who has not yet been determined to be eligible for special education and related services and who has engaged in behavior that violated a code of student conduct, may be entitled to a manifestation determination meeting if the school had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred (34 CFR 300.534(a)).

The school shall be deemed to have knowledge that a student is a student with a disability if before the behavior that precipitated the disciplinary action occurred, one or more of the following took place:

- The parent of the student expressed concern in writing to administrative or E.L. Haynes instructional personnel that the student is in need of special education and related services.
- The parent of the student requested an evaluation of the student.
- The teacher of the student, or other E.L. Haynes personnel, expressed specific concerns about a pattern of behavior demonstrated by the student to the director of special education or to other supervisory personnel.

The school will not be deemed to have knowledge that the student is a student with a disability if any of the following took place:

- The school previously evaluated the student, and the student did not qualify for special education services
- The student did qualify for special education services, and the parents refused services
- The parent refused to permit the school to evaluate the student

# **SCHOOL SCHEDULE AND POLICIES**

## **SCHOOL CALENDAR**

Please see the E.L. Haynes school calendar for the scheduled school days for the 2019-2020 school year. Please note that we do not always align to the DC Public Schools calendar.

## **SCHOOL SCHEDULE**

EL Haynes Elementary Campus school hours are from 8:10-3:45, Monday - Thursday and 8:10-1:15 on Friday. Students are required to arrive at school every day, on time and to remain in school until dismissed at 3:45 (1:15 on Friday). Students may arrive as early as 8:10 and we offer a 15 minute grace period for dismissal.

The academic day at EL Haynes consists of (in varying order):

- Morning Meeting
- Literacy
- Math
- Science/Social Studies
- Lunch
- Recess
- Specials (Art, Dance, Fitness, and/or Music)
- Snack
- Centers (PreK3 and PreK4, predominantly)
- Nap (PreK3 and PreK4 only)

## **ATTENDANCE**

Attendance is critical to every student's success at E.L. Haynes. Therefore, we expect students to attend school every day, arrive on time, and leave on time. Recognition of excellent attendance will be integral to the school.

### Absences

Attendance will be recorded in each classroom shortly after the beginning of the school day. An absence is defined as attending less than 80% of a school day.

If you know your elementary school student will be absent, please send an email to attendance-ES@elhaynes.org or send in a note when your child returns to school.

In order to excuse an absence, the school must receive a note or email from the family or a doctor. In the case of an absence longer than three days, a doctor's note is required. Notes and emails must be received within 5 days of the absence. You may call the school's front office to inform us that your child will be absent, however, this call WILL NOT excuse the absence, it is for our information only.

The note/email must include the date of absence, parent name, student name, and the valid reason for absence and be turned into the main office at the student's campus. Forms are available at the front desk. If no documentation is submitted to the Attendance Coordinator, the absence will be considered unexcused. Reporting the absence does not automatically excuse the absence.

Students with more than 5 total unexcused absences are required to have a family team meeting led by an attendance intervention specialist, administrator, grade level lead, or Wellness Team member. Students and families may be required to participate in other interventions such as attendance plans, home visits, and frequent check-ins to support their student's attendance.

Excused absences are granted in accordance with school policy (see Excused/ Unexcused Absences Policy).

Valid reasons for absence from school include:

- a. Illness of the student or doctor's appointment;
- b. Exclusion due to quarantine, contagious disease, infection, infestation, or other condition requiring separation from other students for medical or health reasons;
- c. Illness or other immediate family emergency which requires the presence of the student outside the school;
- d. Death in the student's immediate family;
- e. Necessity for a student to attend any judicial proceeding as a party or witness;
- f. Observance of religious holy days;
- g. Suspension or expulsion from school by an administrator pursuant to Section 3;

- h. Temporary closing of the school facility or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring the closing of the school facility or suspension of classes; and
- i. Other absences approved in advance by an administrator upon the written request of a parent/guardian.

Extensive absences significantly diminish the ability of the student to learn. **Families are expected to schedule recreational activities, school visits and vacations only during designated school breaks.** If you need to schedule an appointment for your child, please try to do so on weekends, or before/after school.

Persistent absenteeism from school will result in the following actions being taken:

Each unexcused absence	After each unexcused absence the parent/guardian of the student will receive an automatic call, text, or email to notify them of the unexcused absence. <i>(Note: Please keep an up-to-date telephone number with your child's campus front desk.)</i>
3 unexcused absences	Once a student accrues 3 unexcused absences, the school will send a formal letter to the student's family regarding their student's unexcused absences explaining the school's attendance expectations.
5 unexcused absences (cumulative)	Once a student has accrued 5 unexcused absences, the student and their family parents and students are required to meet with an attendance interventionist, school administrator, or Wellness Team member to create an attendance intervention plan. Other interventions may include: <ul style="list-style-type: none"> <li>● A letter mailed to the student's family regarding absences</li> <li>● Referral to programs for truancy prevention support.</li> </ul>
8 unexcused absences (cumulative)	Once a student has accrued 8 unexcused absences, a school administrator will send a letter to the student's family warning that their student is close to being considered "chronically truant", and the student and family may be required to meet with a school administrator (i.e. attendance interventionist, school leader, Wellness Team member) to discuss/revise the student's Attendance Intervention Plan.  E.L. Haynes staff may conduct a home visit to ensure the safety of the student.

<p>10 unexcused absences (cumulative)</p>	<p>E.L. Haynes will immediately refer all students who are ages 5-13 who have accrued 10 or more unexcused absences to the Child and Family Services Agency (CFSA), as required by D.C. law<sup>1</sup>.</p> <p>Additionally, the school will send a letter home notifying the family of their student’s truancy status.</p>
<p>15 unexcused absences (cumulative)</p>	<p>E.L. Haynes will immediately refer all students who are ages 14-17 who have accrued 15 or more unexcused absences to the Court Social Services Division of the Superior Court of the District of Columbia and to the Office of Attorney General Juvenile Section, as required by D.C. law<sup>2</sup>.</p> <p>Additionally, the school will send a letter home notifying the family of their student’s truancy status.</p>
<p>20 or more consecutive unexcused absences and withdrawal</p>	<p>If a student is absent 20 or more consecutive full school days without a valid reason or excuse, E.L. Haynes has the discretion to officially withdraw the student from the school<sup>3</sup>. E.L. Haynes will notify the family that the student has been withdrawn.</p> <p><i>Please note, if a withdrawn student wants to return to E.L. Haynes for the next school year, s/he will need to reapply through the annual lottery process through My School DC.</i></p>

Students with disabilities will not be treated adversely for absences that are directly caused by their disabilities. As a result, it is important for staff and parents to work in tandem to support student attendance.

**Extended Absences**

As mentioned above, extensive absences (excused or unexcused) significantly diminish the ability of students to learn. Families are expected to schedule recreational activities, school visits and vacations during school breaks. However, we understand that students may have extenuating circumstances that require an extended absence from school.

If you are aware that your child will be absent for more than 5 consecutive days (due to a valid reason such as a family emergency, medical issue, and/or legal obligation), we request that parents schedule a meeting with a Wellness Team member or grade-level administrator to establish a work plan for your student to make-up the work that will be missed during their absence.

---

<sup>1</sup> D.C. Mun. Regs. tit 5, § A2103.5(a) (2014).

<sup>2</sup> D.C. Mun. Regs. tit 5, § A2103.5(b) (2014).

<sup>3</sup> D.C. Code § 38-203 (f-2) (2017).

Students who are home- or hospital-bound because of a health issue are entitled to tutoring services. In order to activate this service, families must obtain paperwork from your school's Assistant Director of Special Education or Wellness Team member, and get a signature from your student's doctor. E.L. Haynes will coordinate tutoring services with the family based on the student's schedule.

## YEAR ROUND PROGRAMS

For students requiring supervised care either before or after school, E.L. Haynes partners with Springboard to offer those services.

Springboard Education in America offers a truly balanced approach to extended day learning. Through staff training and development, our teachers advocate and model resilience and respect and are committed to promoting student well-being. All Springboard programs include these key components

- Positive and encouraging staff that understand child development and the social/emotional factors that affect student behavior.
- Rigorous, engaging curriculum designed to increase attention and self-awareness, and provide opportunities for reflection.
- Students nurtured to be active participants in their own learning through effort and persistence.
- Clear communication between Springboard and our parents and partners in order to build and maintain key relationships.

The SpringBoard program is designed to be fun, inquiry-based with plenty of opportunities for relaxation and fitness as well as targeted homework support. This approach ensures a child who attends Springboard on a regular basis will likely demonstrate stronger school skills during the day.

Springboard is available from 7:00-8:10am (Monday-Friday) and 3:45-6:00 Monday-Thursday and 1:15-6:00 on Friday. Springboard offers research-based programs delivered by qualified staff at flexible scheduling and payment options. Please visit <http://www.springboardkids.com/> for more information. Ms. Laronna Hall is our SpringBoard site manager. You can reach her at [lhall@elhaynes.org](mailto:lhall@elhaynes.org).

### INTERSESSION

There are seven weeks of intersession this year:

- Fall Intersession: October 15 – 25, 2019
- Winter Intersession: February 18 – 21, 2020

*Details regarding these sessions will be communicated to students and families throughout the year.*

### ARRIVAL PROCEDURE

Students may arrive to school through either our Kansas Avenue or our 7th Street entrance. School doors open at 7:00am, although students arriving before 8:10am must be enrolled with SpringBoard to take part in before-school programming. Students not enrolled in Before School through Spring Board may arrive between 8:10am and 8:30am.

If students are enrolled in Before School they will remain in the lollipop until 8:10am, eating breakfast and participating in SpringBoard programming. At 8:10am students line up and go upstairs. Students arriving after 8:10am may get breakfast in the kitchen and head upstairs to their classrooms as breakfast is provided free of charge to all students.

It is extremely important that students are at school on time, every day. In the rare occurrence that students are late to school, they must stop at the front desk for a tardy slip before heading to their classroom.

### **DISMISSAL PROCEDURE**

School ends at 3:45 p.m., Monday through Thursday. On Fridays, dismissal begins at 1:15 p.m. Students in PreK-3, PreK-4 and Kindergarten may be picked up in their classrooms between 3:45 p.m. and 4:00 p.m. Students in grades 1-4 transition downstairs to the lollipop by 3:45 p.m./1:15 p.m. given the day of the week for dismissal. Students sit with their grade level while they wait to be picked up.

All adults picking up students must sign students out at the front desk. Unfamiliar adults will be asked for identification to ensure they are authorized to pick up a child. The front desk will provide a visitor pass (to be returned) for the adult to wear as they go to pick up their student from the classroom or the lollipop, depending on the grade. Adults must let the supervising teacher know they are picking up their child, either from the classroom or the Lollipop.

Students who are picked up after 4:00 p.m. or after 1:30 p.m. on Fridays, must be enrolled with SpringBoard. For families picking up during SpringBoard programming, students must still be signed out at the front desk, families must take a visitor pass (to be returned), and they must connect with the supervising teacher before leaving with their student. Dismissal from SpringBoard happens from classrooms (or the playground, should a student be outside at recess). A board kept at the front desk is used to note which space or classroom each after school class, club or program is being held.

If parents or guardians wish for their older elementary student to walk home from school, the school must have a signed permission slip on file at the Front Office.

### **FOOD PROVIDER/LUNCH**

We partner with Revolution Foods to provide healthy lunch and breakfast to our student each and every day. To sign up for school lunch, please speak with our Operations Manager, Mr. Sebastien. Payment can be made through Infinite Campus. If students develop an allergy, please update their information in our student information system, Infinite Campus.

Students who are eligible for free or reduced-price lunch under National School Lunch Program are automatically entitled to receive a lunch. However, the school must have a completed application form for the School Lunch Program on file for a child to receive free meals. These forms are necessary for the school to be reimbursed from the National School Lunch Program.

Students who wish to purchase lunch at the regular price must order lunch in advance through the Front Office. One week of notice is necessary for ordering purposes. If a student forgets to bring lunch, a school lunch will be provided at cost if one is available.

The lunch program can accommodate students with dietary restrictions, but accommodations must be arranged in advance. Parents/guardians and/or students should notify the school of their children's food allergies so that necessary precautions can be taken during lunch and at other times food may be consumed. For children that are lactose intolerant, a signed note from a parent or guardian is required to obtain a dairy free lunch. Children with other allergies must obtain a doctor's note to accommodate their dietary restrictions.

Parents/guardians who do not participate in the lunch program must send their children to school with a nutritious lunch that does not require heating or refrigeration. Food is not allowed to be delivered to school for students.

### **FOOD POLICY**

Given allergies present among our school community, we are a strict nut-free and shellfish free school. Please be sure to not send your child to school with any nut or shellfish food products, including products that may have been processed in a plant that works with nuts or shellfish.

### **SNACK**

During the first two weeks of school, E.L. Haynes provides snack to classrooms. After that point, we ask families to provide healthy snacks for their child's classrooms on a rotating basis. Please be sure to send healthy snacks (i.e., fruit, vegetables, crackers, etc.) that meet our food policy expectations, noted above. Unhealthy snacks will not be served. If you are unable to provide snack, please let a school administrator or member of the wellness team know.

### **CLOSURE OF SCHOOLS**

Generally, E.L. Haynes follows the decision of D.C. Public Schools (DCPS) to open late or close due to inclement weather or weather-related emergencies. In these situations, local radio or television stations – and their corresponding websites – will announce school closings. Family members are also encouraged to monitor the DCPS website and Facebook and Twitter accounts. You can also enroll for automatic text alerts for public school closures at [www.dcps.dc.gov](http://www.dcps.dc.gov).

However, E.L. Haynes reserves the right to open late or close when DCPS has decided to remain open. In these situations, E.L. Haynes will email, text, and call family members. Family members are also encouraged to monitor the E.L. Haynes website and Facebook and Twitter accounts. Please ensure you are signed up for text communication in Infinite Campus.

NOTE: All school and community activities, including athletic practices and events, will be canceled when school has been closed due to inclement weather.

### **DELAYED OPENING**

In the event of a delayed opening, all programming, including before school services, will be offered but will begin late the same amount of time as regular school programs. For instance, if there is a two-hour delay, school will begin at 10:30 but before care will begin at 9:00 rather than 7:00. Field trips and other activities and programs that begin at 10:30 or earlier will likely be canceled.

### **EARLY DISMISSAL**

In the event that schools must close early, families will be notified via robocall, an automated phone message to be sent to the primary phone number listed on each student's enrollment form. For this reason and others, parent contact numbers must be kept up to date. *If school needs to close early, all school and community activities for the afternoon and evening are canceled.*

### **DRESS CODE**

The E.L. Haynes Elementary School student dress code allows students a sense of personal choice. The following guidelines help us ensure a safe and productive learning environment and must be adhered to at all school related activities and events:

Children should wear or have available clothing suitable for both our air-conditioned and heated building and the outdoors. Given that students go outdoors for play every day, except for extreme weather, they should arrive on cooler days with a coat, hat, gloves, and if necessary, boots so that they can fully participate in outdoor play. Please do not send your child to school in short skirts because children often sit cross-legged on the carpet.

Students may not wear clothing that presents a safety risk or is distracting or offensive to others.

Students should not wear hoods or hats in the building unless needed for medical or religious reasons. One exception is particular Fun Fridays when students are encouraged to wear certain pieces of attire.

Students must wear footwear at all times and that footwear should allow them to participate actively in dance, fitness and recess. Wheeled shoes are not permitted, and shoes with heels or open toes are strongly discouraged.

All pre-kindergarten and kindergarten students need to keep a complete change of clothing at the school that is appropriate for the season in case of toileting accident.

If a student is wearing inappropriate clothing, a parent or guardian may be contacted to provide a change of clothes. All clothing, lunch boxes, and backpacks must be labeled with a child's name as we are not responsible for misplaced items. We do maintain a lost and found in the lobby of the elementary school, although items from the Lost and Found will be sent periodically to local charities.

# ADMISSIONS

## ADMISSIONS

E.L. Haynes is open to all students who live in the District of Columbia. To apply to E.L. Haynes, families must submit an application through MySchoolDC. Details about the application process and lottery can be found online at MySchoolDC.org

## ENROLLMENT

Families must provide enrollment documents each year in accordance with District of Columbia laws and school policies. The school will distribute enrollment and residency verification materials each spring with the published deadlines for families to return documents. Failure to return completed re-enrollment forms prior to published deadlines will result in loss of space and the student will need to re-apply for admission and may be placed on the waitlist if no space is available. If circumstances change after re-enrollment deadlines have passed, student may still be able to re-enroll at the CEO's discretion (pending available seats in the student's specified grade).

## LOTTERY

E.L. Haynes participates in the My School DC common lottery, a single, random lottery that determines placement for new students at all participating schools. Student-school matches are based on the number of available spaces at each school; siblings, and other lottery preferences; how each student ranked his or her school choices; and each student's random lottery number. Students' whose applications are submitted after the deadline specified on the MySchoolDC website ([www.myschooldc.org](http://www.myschooldc.org)) are given post waitlist lottery numbers and will automatically be placed at the end of any waitlists, in the order in which they signed up.

Re-enrollment for the following academic school year will be in the spring, beginning in the month of April. If a student is expelled from E.L. Haynes during the fourth quarter of the school year they will not be permitted to enroll the following school year, but are welcome to apply through the My School DC lottery one full school year after they were expelled.

## PREFERENCE

The District of Columbia Charter Law states that siblings of enrolled students receive preference for admissions. The sibling preference is managed by MySchoolDC. Thus, if a family of an enrolled student would like a sibling to attend E.L. Haynes, the family must submit a completed application to MySchoolDC prior to the lottery deadline. Siblings of enrolled students will receive a preference over applicants from new families. If there are more siblings than spaces available for a particular grade level, then there will be a lottery among those siblings to determine who may enroll.

The law also provides for a preference for founding board members and full time staff. These individuals must also apply through the MySchoolDC lottery on time, and claim their preference

through our Operations team. The school distributes information about these preferences directly to founding and current staff.

### **WAITLIST(S)**

As spots become available for a particular grade during enrollment season, students will be offered seats according to the order of the waiting list for that grade. In accordance with the regulations set forth by the D.C. Public Charter School Board, E.L. Haynes must start new waiting lists each year. For instance, a waiting list for kindergarten this year cannot automatically roll over to become the first grade waiting list for next year. Thus, every family on the waiting list will need to re-apply on MySchoolDC every year.

### **LEAVE OF ABSENCE**

E.L. Haynes understands that there are special circumstances under which our families must leave the country or the D.C. Metropolitan Area (within 50 miles) for a temporary period of time. Applicable scenarios may include out-of-state employment, military and Foreign Service posts, and family commitments.

Current E.L. Haynes families who need to leave the school for a period of time due to any of the above reasons may request a leave of absence from the Chief Executive Officer (CEO). In order to initiate the process to request a leave of absence, the family must submit a written request including the following information:

- Reason for the request
- Estimated period of the absence
- Contact information for the parent/guardian that will remain in contact with E.L. Haynes throughout the period of absence

All written requests must be submitted to the CEO prior to the last day of the current school year, or at the time of departure for students leaving mid-year. Once the written request has been received by the CEO, the CEO will review the request with the school's leadership team and inform the family of a final decision. If a leave of absence is granted, the student will be able to re-enroll at E.L. Haynes without re-applying through the My School DC Lottery for up to two years from the date of departure. Extensions are available by request and at the discretion of the CEO.

Please note that the E.L. Haynes Leave of Absence Policy exists outside of the official My School DC enrollment process, and has no impact on any existing student waitlist for the impacted grades.

### **WITHDRAWALS**

E.L. Haynes encourages families to keep their children in the school community once the school year has begun, as mid-year transfers can be disruptive to student learning and development. It is also important to understand that once you withdraw your student, returning to E.L. Haynes for the next school year will require you and your student to reapply through the normal application and lottery process. Former students do not receive preference on the E.L. Haynes lottery or waitlist. In the event you make the decision to withdraw your student from E.L. Haynes, please follow the immediate steps below:

1. Notify your student's Principal and/or a school administrator of your intent to withdraw your student from E.L. Haynes,
2. Schedule a meeting to discuss your reason for leaving, and
3. Return a completed Student Withdrawal Form, including the contact information for the new school in which you will be enrolling your student, to the main office.

If you do not complete and submit the Student Withdrawal Form before your student leaves E.L. Haynes, your student will remain enrolled and be marked as "absent without a valid excuse" (unexcused) until the Form is submitted.

Once we have received a completed confirmation of enrollment from the receiving school in which you have enrolled your student, E.L. Haynes staff will transfer your student's transcript directly to the receiving school. Please note that you must provide parental consent on the Student Withdrawal Form in order for your student's transcripts to be released to the new school. If circumstances change, and you decide you want your student to remain at E.L. Haynes you must contact your student's principal and/or a school administrator within five (5) business days from the date you notify the school of your intent to withdraw.

If you have any questions regarding the withdrawal process, please contact your student's Principal.

# HEALTH, SAFETY AND SECURITY

## EMERGENCY CONTACT INFORMATION

Access to up-to-date contact information at all times for each student is essential to our student's safety. In the event of an emergency, the office will call an ambulance before calling the parents/guardians. Emergency medical forms for each student are on file in the event of an emergency. Parents/guardians should ask to review their child's medical forms if they have questions or need to make changes.

## PHYSICAL AND EMOTIONAL INFORMATION

Critical to supporting every student, parents/guardians must inform the school if a child has been injured physically or emotionally. Having this information will ensure that the school makes appropriate accommodations for the child (e.g. not going to health & fitness if physically injured or providing any other support the child may need, taking additional care in supporting a child who has just experienced a death in the family, or knowing about an injury that happened over the weekend while playing).

## FIRST AID

We are delighted to have a full time nurse from the DC Department of Health to support the students at the elementary and high school. That said, the first-aid care the school can provide is very limited. If a child is hurt or complains of an illness, the teacher or administrator will treat simple cuts or bruises by applying a bandage or ice, but cannot administer more serious medical treatment. The Front Office or School Nurse will call the parent/guardian in the event of a more serious injury or illness, and the student will be kept in the office until the parent/guardian arrives to get the child.

## ILLNESS

In order to maintain a healthy school, E.L. Haynes follows the DC Municipal Regulations on all communicable diseases in schools ([Title 5, Section 209](#)). We encourage all students and staff to use tissues for coughs and sneezes, wash hands frequently, and not to share combs and hats. The School Nurse or operations staff will contact a student's parents/guardians if they are exhibiting any of the following symptoms to recommend possible referral for medical examination: sore throat, runny eyes, headache, nausea, vomiting, diarrhea, weeping/drainage sores that can't be covered, fever, chills, severe or chronic cough, rash, and jaundice. Students will be sent home (and may not return until the proper conditions are met) for all illness listed in [Title 5](#), including but not limited to: conjunctivitis/"pink eye", impetigo, measles, ringworm, rubella, meningitis, mumps, whooping cough, strep, tuberculosis, and chicken pox.

Parents must pick up their child within two hours of being notified that their child is sick with a contagious illness. E.L. Haynes may request that the parent/guardian provide a doctor's note showing that their child is no longer contagious. Please notify the front office if you discover that your child may have been exposed to a contagious disease.

If your child is not feeling well in the morning, particularly if he or she has a fever of 100 degrees or more, do not send him or her to school. Parents/guardians should not send their children to school within 24 hours of vomiting or running a fever of 100 degrees or higher. Students should not return to school until 24 – 36 hours after beginning the course of antibiotics.

Children who are identified with a live head lice infestation may remain in class for the day, but the parents/guardians must commence treatment at the conclusion of the school day. The child may return to school upon submitted to the school nurse a parent/guardian note attesting to the fact that the student is undergoing treatment. A student with “nits” or lice eggs will not be excluded from school, but, the school nurse or other staff will send a note home or call parents/guardians advising them to monitor the child for re-infestation.

### **MEDICATIONS**

Medication cannot be accepted at the school or administered without a completed Medication Administration Authorization Form. The Medication Administration Authorization Form is available at the Front Desk of our Kansas Avenue and Georgia Avenue campuses. No medications, including over-the-counter medications, should be sent to school with your children. All medication must be brought in by a parent or guardian with the authorization form and kept in the Front Office. We strongly encourage parents/guardians to administer short-term medications, such as antibiotics, at home.

These medical policies and procedures are subject to change according to current local, state, and federal policy. Families will be notified in writing when and if there are any changes.

### **CHILD AND FAMILY SERVICES AGENCY MANDATED REPORTING**

Every staff member and long-term volunteer at E.L. Haynes is a “mandated reporter” requiring the reporting of any suspected abuse or neglect to D.C. Child Protective Services (CPS). Below is the process and guidelines that E.L. Haynes staff members follow.

Anyone involved in the care and treatment of children under the age of 18 are considered “mandated reporters: and are required to report cases of child abuse and neglect. According to DC Code 2-1357, any mandated reporter who fails to make a report will be fined or imprisoned. If child abuse or neglect is suspected, mandated reporters must immediately call D.C. Child and Family Services Administration (CFSA) reporting hotline at (202) 671-SAFE (671-7233).

Mandated reporters must call the CFSA hotline immediately, even if all the information is not available. If requested, reports may be required to follow up with a written report to the DC Child Protective Services. Once an abuse report is filed, CPS will assess and investigate the case, which may require CPS staff to interview the student. CPS determines the nature, extent, and cause of child maltreatment and assesses possible risk to the child if left in the situation. Please note that staff members who report suspected abuse or neglect are not allowed to disclose the report to parents or guardians.

## **INSURANCE**

Students' medical needs, including those that may arise on school grounds, must be covered by parents'/guardians' insurance. Parents/guardians should notify the office if they do not have insurance for their child or have any questions about their child's insurance coverage. The school may be able to provide information to parents/guardians interested in obtaining health insurance.

## **EMERGENCY CONTINGENCY PLAN**

In the event of an emergency (e.g. a lock-down or evacuation of the building) our main concern is the safety of our students and staff. Parents will be called and notified as to the status of the situation, location of their child, and status of the scheduled activities for the day as soon as possible given the situation. It is of utmost importance that we have correct contact information at all times. If your phone numbers change, please notify the Operation Manager for the Kansas Avenue campus. If the Georgia Avenue campus must be evacuated, all students will walk to the Kansas Avenue campus. If the Kansas Avenue campus must be evacuated, students will walk to our Georgia Avenue campus (located at 3600 Georgia Avenue, NW) or the Center City Petworth campus (located at 510 Webster St NW, Washington, DC 20011).

## **FIRE DRILLS AND EMERGENCY DRILLS**

Fire Drills are conducted monthly to prepare staff and students for a safe and orderly evacuation of the building in case of a fire related emergency. We also conduct additional emergency drills throughout the school year to ensure we are prepared for all types of potential emergencies. These drills include a 500 foot evacuation (twice a year), a severe weather drill (once a year), and a lock-down drill (twice a year).

## **STUDENT TELEPHONE USE**

In order to limit disruption to the classroom, students will not be called to the telephone except in cases of extreme emergency. Only with permission from a teacher or administrator may students use the office telephone to make a phone call.

## **DELIVERIES**

If a student leaves any necessary items at home, the items may be delivered to the school and left in the main office for the student to pick up.

# **FACILITIES & RESOURCE POLICIES**

## **VISITORS**

In order to ensure the safety of the entire E.L. Haynes community, all visitors must sign in at the Front Desk and wear a nametag. E.L. Haynes has frequent visitors from across the country and around the world; Front Desk sign-ins are a key way to keep track of all our visitors.

## **SCHOOL PROPERTY**

E.L. Haynes High School expects students to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment, books and laptops. Intentional actions to damage or harm school property will lead to a suspension and may lead to an expulsion hearing. Should the damage be deemed as an unintentional act, students may be given the option of reimbursing the school and/or completing community work determined by the school.

## **TEXTBOOKS**

Textbooks are barcoded and linked to each student's account. Students will be issued numbered textbooks, and it is their responsibility to cover each book upon receipt. Books must be kept in good condition. At the end of the year, students must return the exact numbered copy they were issued to get credit for returning the book. Damaged or lost books will be the responsibility of the student and must be paid for based upon an amount assessed by the school. Report cards will be held and graduation activities denied if book fees are not completely paid; also, laptops/tablets will not be issued until fees are completely paid.

Staff should be alerted within the first 2 weeks if there is a problem with an assigned textbook so the student is not held responsible for the damage. .

Students are not to write, underline, or highlight textbooks, including novels checked out for English classes (use sticky notes). HOWEVER, a student is permitted to write their name in the front inside cover or its facing page of the book when it is issued. . All textbooks and materials checked out to the student must be returned in good, usable condition, with the barcode still attached to the book or material (e.g., calculator) at the end of a class.

If a textbook or material is lost or damaged, the student is required to pay all costs for the textbook or material.

## **LOST AND FOUND**

The school's lost and found is located in the main office. Items not claimed within a month are donated to charitable organizations.

## **SCHOOL SUPPLIES**

The school provides a variety of materials to aid students' learning. Students must use these items with care and respect, as they and their parents/guardians are responsible for the cost of any school property that is lost or damaged. Students purchase their own notebooks, folders, pens, pencils, paper, and other necessary school supplies. It is the responsibility of the student to come with appropriate material to school. E.L. Haynes will do its best to notify students and family in a reasonable amount of time when items are needed.

### **SCHOOL FEES**

Parents/guardians will be responsible for paying school assessed fees for additional services provided by the school. Parents, according to OSSE, are not required to pay fees pertaining to aspects of the core academic program, but are strongly encouraged to do so. Fees pertaining to optional aspects of the school program such as athletics and clubs are required. Those fees must be paid before the student's participation in the program or use of a particular resource. A fee schedule will be provided to parents at the beginning of each school year. At the first 12th grade parent meeting of the school year senior dues will be discussed and a calendar of major senior events for the year shared.

# GENERAL SCHOOL POLICIES

## Student Records

The school maintains important information files on each student. You and your parent/guardian may review those records with reasonable advance notice given to the school. School officials may obtain access to your records for educational purposes only. All individually identifiable educational information is confidential except for “directory” information. Directory information includes the student’s name, date of birth, place of birth, participation in officially recognized sports and activities, height and weight (for athletic teams), dates of attendance, degrees and other honors awarded.

## Age of Majority

E.L. Haynes recognizes that when most students reach the age of 18, the student has rights, which were formerly rights of the parent/guardian. When an eligible student turns 18 year old, he/she will assume the rights previously afforded to the parent/guardian. E.L. Haynes shall continue to communicate to the student and the student’s parent(s)/guardian(s) as the school does before an eligible student turns 18, unless the student requests in writing that communication with the parent(s)/guardian(s) be ceased. The school will continue to mail home any report cards, notifications, and communications to the address on the student’s record. Students who are emancipated minors by the courts will be afforded all rights given by law. Note that the courts may declare a seriously disabled person to be a permanent ward and in such instance the student cannot declare legal independence.

## Media Release

E.L. Haynes will periodically create publications to highlight student achievement, school life and school events. These publications will be developed for the purposes of admissions, public relations, fundraising, and other uses that promote the school. From time to time, the school may also get media requests to highlight the school and its students. We will honor the Student Photo/Information Release form completed by families during the admission process.

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### School Material

Publications prepared by and for the school by students may be posted or distributed to the greater community, with prior approval by the Principal, Advisory, or teacher. Such items may include instructional videos, memos, posters, brochures, murals, etc. The school newspaper and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the Principal and may be taken down at the sole discretion of the school.

### Non School Materials

Unless a student or parent/guardian obtains specific prior approval from the Principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters or other visual or auditory materials may not be posted, sold, circulated or distributed at school or on any part of the campus. Materials without this approval will be removed. Parents or guardians may not use the student's email account to obtain student e-mail accounts, send emails to any student or group of students without the permission of the Principal.

### **COMMERCE**

Students may not sell any articles on school property without the permission of the Principal. They may not make a collection of money or materials for their own purposes or for an organization to which they belong outside of the school without prior permission from the Principal.

# GRIEVANCE PROCEDURES

E.L. Haynes believes that all employees, students, parents, and visitors have the right to voice their complaints or grievances about matters pertaining to its schools. E.L. Haynes recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations between community members. If a parent/guardian has a concern or disagreement about a classroom event, curricular decision, or other academic issue, she or he should first contact the teacher to attempt to resolve the disagreement through informal discussion. If the conflict is not adequately resolved, the parent/guardian should request a meeting with the Principal to schedule a follow up conversation. If the situation is not adequately resolved, the following grievance procedures should be employed to ensure that complaints receive full consideration.

## What May Be Grieved

The E.L. Haynes grievance process should be used as follows: (1) to deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, national origin, sex, age, disability, religion, personal appearance, sexual orientation, gender identity or expression, or otherwise.

## Who May Grieve

The procedures set forth below may be used by grievants who are employees, students, parents, or visitors.

## Other Remedies

The existence of this procedure does not bar grievants from also filing claims in other forums to the extent permitted by state or federal law.

## Informal Grievance

Because most difficulties can be resolved by communicating a concern to someone, grievants are encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor, the school Principal, or the Chief Executive Officer.

The grievant is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

## Formal Grievance

Within ninety (90) days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, a grievant shall file a written notice with the school Principal or with the Chief Executive Officer. Grievants may use the Grievance Form, which is available online from the school website, the E.L. Haynes intranet (for employees only), or from the school Principal or Chief Executive Officer. The written notice shall identify the nature of the

complaint, the date(s) of occurrence, and the desired result, and shall be signed and dated by the person filing the grievance. In the event a grievance is being filed by the legal guardian or parent of a student, the student and the legal guardian and/or parent shall sign and date the grievance. The Principal and the Chief Executive Officer can be reached at the contact information provided below.

The Principal or Chief Executive Officer will immediately initiate an adequate, reliable impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documents, and allowing parties to present evidence.

All documentation related to the investigation and discussions held in this process are considered EXTREMELY CONFIDENTIAL and are not to be revealed to or discussed by any participant with, persons not directly involved with the complaint, with its investigation, or with the decision making process. This provision does not include discussions with governmental authorities.

Within thirty (30) business days of receiving the written notice, the Principal or Chief Executive Officer shall respond in writing to the grievant (the "Response"). The Response shall summarize the course of the investigation; determine the validity of the grievance and the appropriate resolution.

If, as a result of the investigation, harassment, or a valid grievance is established, appropriate corrective and remedial action will be taken.

#### Appeals

If the grievant is not satisfied with the Response, the grievant may appeal in writing to the Chair of the Board of Trustees within thirty (30) days of the date of the Response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the grievant's reasons for not accepting the Response. The appeal, in letter form, may be submitted to the Chief Executive Officer who will relay it to the Chair of the Board of Trustees.

Within twenty-one (21) days from receiving the written appeal, the Chair of the Board of Trustees will respond in writing to the appellant as to the action to be taken and the reasons therefor.

#### Prohibition Against Retaliation

E.L. Haynes pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, E.L. Haynes will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

Modification

E.L. Haynes may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate due process rights or policies of E.L. Haynes.

Contact Information

<p>Hilary Darilek          Chief Executive Officer          E.L. Haynes Public Charter School          4501 Kansas Avenue, NW          Washington, D.C. 20011          hdarilek@elhaynes.org          202-667-4446</p>	<p>Vanessa Carlo Miranda          Chief Operating Officer          E.L. Haynes Public Charter School          4501 Kansas Avenue, NW          Washington, D.C. 20011          vcarlo-miranda@elhaynes.org          202-667-4446</p>
<p>Brittany Wagner-Friel          Elementary Principal          E.L. Haynes Public Charter School          4501 Kansas Avenue, NW          Washington, D.C. 20011          bwagnerfriel@elhaynes.org          202-667-4446</p>	<p>Emily Hueber          High School Principal          E.L. Haynes Public Charter School          4501 Kansas Avenue, NW          Washington, D.C. 20011          ehueber@elhaynes.org          202-667-4446</p>
<p>Abigail Smith          Chair, Board of Trustees          E.L. Haynes Public Charter School          4501 Kansas Avenue, NW          Washington, D.C. 20011          absmith@elhaynes.org          202-667-4446</p>	<p>Zenada Mahon          Middle School Principal          E.L. Haynes Public Charter School          3600 Georgia Ave, NW          Washington, D.C. 20010          zmahon@elhaynes.org          202-667-4446</p>

**NON DISCRIMINATION**

In accordance with Title VI of the Civil Rights Act of 1964 (“Title VI”), Title IX of the Education Amendments of 1972 (“Title IX”), Section 504 of the Rehabilitation Act of 1973 (“Section 504”), Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Age Discrimination Act of 1975 (“The Age Act”), and the District of Columbia Human Rights Act of 1977, applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with E.L. Haynes are hereby notified that E.L. Haynes

does not discriminate on the basis of race, color, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, source of income, status as a victim of interfamily offense, or place of residence or business in admission or access to, or treatment or employment in, its programs and activities.

Students, parents and/or guardians having inquiries concerning E.L. Haynes compliance with Section 504, ADA, Title VI, Title IX, the Age Act, and/or D.C. Human Rights Act as they apply to students, employees or third parties or who wish to file a complaint regarding such compliance should contact: Vanessa Carlo-Miranda, Chief Operating Officer at [vcarlomiranda@elhaynes.org](mailto:vcarlomiranda@elhaynes.org) or 202-667-4446 who has been designated by E.L. Haynes to coordinate its efforts to comply with the regulations implementing Section 504, ADA, Title VI, Title IX, the Age Act, and the D.C. Human Rights Act.

# FEDERAL NOTIFICATIONS

## Title I School

Title I of the federal Elementary and Secondary Education Act (ESEA) is designed to help close the achievement gap between low income and minority students and their peers. With more than 40% of E.L. Haynes students eligible for free or reduced price lunch, the school is considered a Title I school as defined by the law and receives ESEA funds.

## Parents' Right to Know—Teacher and Paraprofessional Qualifications

Parents of Title I students may request certain information from the Front Office on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child.

## Parents' Right to Know—Non-Highly Qualified Teachers

Parents of students who are taught for four or more consecutive weeks by a teacher who is not highly qualified will be notified by the school.

## Family Involvement Policy

E.L. Haynes PCS recognizes that family involvement is vital to achieve maximum educational growth for students in Title I programs. Therefore, in compliance with federal parental involvement requirements, Title I schools will meet with families to provide information regarding their school's participation in the Title I program and its requirements.

E.L. Haynes will ensure that such meetings are held annually and at a convenient time. All parents will be invited to attend. Title I funds may be provided for transportation, childcare, home visits, or other parental involvement services, as appropriate. E.L. Haynes will ensure equivalence among schools in teachers, administration, and other staff and in provisions of curriculum materials and instructional supplies.

Parents will be informed of their right to be involved in the development of this E.L. Haynes family involvement policy and the overall school wide plan.

This family involvement policy will be developed, agreed upon, and reviewed annually with families. E.L. Haynes will ensure:

- Involvement of families in the development of the E.L. Haynes overall school wide plan and the process of school review and improvement.
- Coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective family involvement activities to improve student academic achievement and school performance.
- Development of activities that promote the schools' and families' capacity for strong parent involvement.
- Coordination and integration of family involvement strategies with appropriate

programs, including the requirements of other federal title programs, as provided by law.

- Barriers to participation by families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority are identified.
- Findings of annual evaluations are used to design strategies for more effective family involvement and to revise, if necessary, the requirements of this policy.
- Involvement of families in the school activities and are provided a flexible number of meetings.
- Designation of a minimum of 1 percent of the Title I, Part A allocation for family involvement.
- Provision of the policy to families in an understandable and uniform format and, to the extent practicable, in a language the families can understand. The policy will also be made available to the local community.

#### Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are: 1. The right to inspect and review the student's education records within 45 days after the day the E.L. Haynes Public Charter School ("School") receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. 3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202.

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and

disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. E.L. Haynes PCS may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- A. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- B. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. E.L. Haynes PCS will forward such records upon request.
- C. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- D. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- E. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38.
- F. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- G. To accrediting organizations to carry out their accrediting functions.
- H. To parents of an eligible student if the student is a dependent for IRS tax purposes. I. To comply with a judicial order or lawfully issued subpoena.
- I. To appropriate officials in connection with a health or safety emergency
- J. To an agency caseworker or other representative of a State or local child welfare agency or authorized tribal organization when that organization is legally responsible for the care and protection of the student, pursuant to the Uninterrupted Scholars Act of 2013.
- K. Information the school has designated as “directory information” unless the parent or student over the age of 18 notifies the school in writing that they do not wish for

directory information to be disclosed without prior consent. Directory information at E.L. Haynes PCS includes:

- a. Student Name; Mailing Address and Telephone Listing
- b. Photograph • Date and Place of Birth
- c. Participation in Officially Recognized Activities and Sports
- d. Weight and Height of Members of Athletic Teams
- e. Honors and Awards Received
- f. Major Field of Study
- g. Dates of Attendance, Grade Level, and Enrollment Status
- h. Most recent prior school of attendance
- i. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot and will not be used for this purpose.)

## LINKS TO OTHER IMPORTANT RESOURCES

1. [School Calendar](#)
2. [Haynes' Internet Policy](#)
3. [Family Education and Privacy Act \(FERPA\)](#)
4. [Protection of Pupil Rights Amendment \(PPRA\)](#)
5. [E.L. Haynes Anti-Bullying and Sexual Harassment Procedures \(English\)](#)
6. [E.L. Haynes Anti-Bullying and Sexual Harassment Procedures \(Spanish\)](#)
7. [E.L. Haynes Asbestos Letter](#)
8. [Students in Temporary Living Situations](#)
9. [E.L. Haynes Notice of Non-Discrimination \(Bi-lingual\)](#)
10. Grievance Forms
  - a. [Grievance Form \(English\)](#)
  - b. [Grievance Form \(Spanish\)](#)

## APPENDICES

### E.L. Haynes Tiers of Discipline

In accordance with E.L. Haynes School Policy, the school Principal and Culture Team will administer logical consequences in response to behavioral incidents. The consequences listed in the Tiers of Discipline are meant as a guide for potential consequences in response to specific behaviors and are not exhaustive. Students with disabilities are also entitled to additional procedural safeguards.

### Definitions of Disciplinary Responses

- TAB Out and Back of Classroom: Sometimes students cannot or will not take a break in the classroom. As a result, a student will be asked to take a “TAB Out and Back” where the student will be escorted to the Dean’s or another administrator’s office for a short period of time before returning to his/her classroom. The student will be expected to reflect on the behavior that caused them to be removed from class and to work on a plan to make things better. TAB Out and Back of Classroom typically results in a full problem-solving conference and may result in disciplinary action.
- Full Problem-Solving Conference: A full problem-solving conference occurs in response to repeated rule breaking and takes 15 to 20 minutes. The purpose of the conference is to identify the reasons for the behavior and ways to avoid it in the future. In the meeting, the staff and student work together to identify where behavior has gone off track and why, and how to get back on the path to achieving success.
- Restorative Meeting: A restorative is a meeting involving students who have been involved in wrongdoing, their parent or guardian, those directly impacted by the wrongdoing, their parent or guardian, as well as others from the school community. The meeting explores what happened, the impact of the behavior, and what can be done to repair the harm done. Restorative conferences result in a written agreement called a ‘Restorative Plan’ that dictates what the offending students agrees to do to repair the harm done.
- Family Team Meeting: A Family Team Meeting (FTM) will be arranged if a student receives 5 disciplinary referrals (including any of the above referrals) within a single quarter. Prior to the FTM, the parent or guardian will be asked to observe the student in class. During the FTM, the student, staff and the parent or guardian will explore behavior and academic strengths and concerns. A plan will be developed that dictates what the student agrees to do to improve his or her behavior. If the plan is not followed, additional disciplinary steps may be considered, including another FTM, suspension or other restrictions.
- Short-term suspension: Off-site suspension for one (1) to five (5) school days.
- Long-term suspension: Suspension for six (6) or more school days.
- Expulsion: The denial of the right of a student to attend E.L. Haynes, including all classes and school activities, for one calendar year.

BEHAVIOR TIERS	RECOMMENDED RESPONSES
<b>TIER I</b>	
<p><i>Tier 1 behaviors are those behaviors that are disrespectful or cause minor disruptions to the academic environment that interfere with the learning of self and/or others but do not involve damage to school property or harm to self or others. Tier 1 behaviors result in classroom-level disciplinary responses.</i></p> <ul style="list-style-type: none"> <li>● Dress Code Violation</li> <li>● Eating or chewing gum or other items in class</li> <li>● Not following classroom or school procedures</li> <li>● Attending class without required class materials or assigned work</li> <li>● Minor disruption or interference with classroom teaching and learning</li> <li>● Communication with staff and peers that is not polite, courteous, or respectful</li> <li>● Excessive noise in the classroom, hall, or building</li> <li>● Inappropriate displays of affection</li> <li>● Off-task behaviors that demonstrate disengagement from classroom learning</li> </ul>	<p><i>Classroom teacher should implement proactive Responsive Classroom, Developmental Design and Restorative strategies. The response should be grounded in the E.L. Haynes social contract/school-wide rules and school wide policies. This includes specific classroom norms and expectations that should be in place and executed with fidelity.</i></p> <ul style="list-style-type: none"> <li>● Non-verbal correction</li> <li>● Verbal correction</li> <li>● Reminders and redirection</li> <li>● Written reflection or apology</li> <li>● Seat change</li> <li>● TAB</li> <li>● Fix it on the spot</li> <li>● Contact parent or guardian via phone call, email or text with permission</li> </ul>
<b>TIER 2</b>	
<p><i>Tier 2 behaviors are those behaviors not specifically enumerated in any other tier that cause disruption to the academic environment, involve damage to school property, or may cause minor harm to self or others. Tier 2 behaviors may result in school-based and administrative disciplinary responses.</i></p> <ul style="list-style-type: none"> <li>● Brief verbal or physical outburst or loss of control</li> <li>● Engaging in behavior that may cause harm to self or others</li> <li>● Leaving classroom or group without permission</li> <li>● Horseplay in the classroom, hall, or building</li> <li>● Lying with intent to mislead</li> </ul>	<p><i>Classroom interventions and responses performed by teacher. These interventions aim to teach correct, alternative behavior so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies.</i></p> <ul style="list-style-type: none"> <li>● Non-verbal correction</li> <li>● Verbal correction</li> <li>● Reminders and redirection</li> <li>● Seat change</li> <li>● Written reflection or apology</li> <li>● Contact parent or guardian via phone call, email or text with permission</li> </ul>

BEHAVIOR TIERS	RECOMMENDED RESPONSES
<ul style="list-style-type: none"> <li>● Persistent refusal to comply with instructions or rules and/or arguing; talking back</li> <li>● Repeated teasing or bothering</li> <li>● Unauthorized presence in hallway during class time</li> <li>● Skipping</li> <li>● Using computer or technology equipment without permission</li> <li>● Using or throwing objects in an unsafe manner</li> <li>● Elevator use without permission</li> <li>● Using a staff bathroom.</li> </ul>	<ul style="list-style-type: none"> <li>● Full problem solving conference with member of the culture team and appropriate staff members</li> <li>● Parent or guardian accompany student to school for restorative conference</li> <li>● Loss of classroom privileges</li> <li>● Teacher or student conference with staff member first or the Culture Team</li> <li>● Log in Infinite Campus</li> <li>● Detention</li> </ul>
<b>TIER 3</b>	
<p><i>Tier 3 behaviors are those behaviors not specifically enumerated in any other tier that cause significant disruption to the academic environment or cause harm to self or others. In addition to lesser consequences, Tier 3 may result in either in-school restrictions or out- of-school suspension. All behaviors Tier 3 and above will be investigated by Administration.</i></p> <ul style="list-style-type: none"> <li>● Pushing, hitting, kicking where there is no physical harm or weapon used</li> <li>● Pushing, hitting, kicking which results in minor harm</li> <li>● Academic dishonesty; plagiarism</li> <li>● Actively evading or running away from an adult</li> <li>● Directing profanity or offensive gestures toward peers or staff</li> <li>● Gambling</li> <li>● Throwing or using objects in a way that could or does cause injury or property damage</li> <li>● Bullying, intimidation or harassment (includes cyber bullying)</li> <li>● Verbal, written, or physical threat to person or property (including social media posts)</li> </ul>	<p><i>These interventions can involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school and restoring the overall safety of the community.</i></p> <ul style="list-style-type: none"> <li>● Parent or guardian notification</li> <li>● Teacher or student full problem solving conference</li> <li>● Student to student restorative conference</li> <li>● Parent or guardian restorative conference</li> <li>● Parent or guardian accompany student to school</li> <li>● Loss of privileges</li> <li>● Change in schedule or class</li> <li>● Restitution</li> <li>● Referral to Student Support Team</li> <li>● Mentoring</li> <li>● Develop Functional Behavioral Assessment and Behavioral Intervention Plan</li> <li>● Daily progress sheet on behavior</li> <li>● Community Service</li> <li>● Detention</li> <li>● Out- of- school suspension</li> <li>● Log in Infinite Campus</li> </ul>

BEHAVIOR TIERS	RECOMMENDED RESPONSES
<b>TIER 4</b>	
<p><i>Tier 4 behaviors are those behaviors not specifically enumerated in any other tier that cause disruption to the school operation, destroy school property, or cause significant harm to self or others. Tier 4 behaviors may result in out-of-school suspension. The Principal will be made aware and included in response for all Tier 4 behaviors and above.</i></p> <ul style="list-style-type: none"> <li>● Documented pattern of persistent Tier 3 behavior</li> <li>● Extreme bullying, cyber bullying, intimidation or harassment that causes significant disruption to the school community (repeated behaviors that involve a power struggle and audience)</li> <li>● Causing serious disruption or damage to school property</li> <li>● Inappropriate sexual behavior with consent</li> <li>● Intentional vandalism or destruction of property under \$500</li> <li>● Intentionally interfering with school authorities or participating in a major disturbance</li> <li>● Possession of tools or instruments which school administrators deem could be used as a weapon</li> <li>● Posting or distributing material or literature that is disrespectful, demeaning, harassing (includes on social media)</li> <li>● Sexual harassment</li> <li>● Retaliation for reporting harassment (including sexual harassment)</li> <li>● Unauthorized possession, use, or distribution of over-the-counter medication</li> </ul>	<p><i>Referral to support and administrative staff. These interventions may involve the removal of a student from the school environment because of the severity of the behavior. The duration of the suspension, if issued, is to be limited as much as possible while still adequately addressing the behavior.</i></p> <ul style="list-style-type: none"> <li>● Parent or guardian notification</li> <li>● Formal parent or guardian restorative conference</li> <li>● Referral to Student Support Team</li> <li>● Referral to IEP team for manifestation determination for students with disabilities</li> <li>● Revision to IEP or 504 (students with disabilities) as needed</li> <li>● Develop Functional Behavioral Assessment and Behavioral Intervention Plan</li> <li>● Referral to substance abuse counseling</li> <li>● Referral to community organization</li> <li>● Service to school</li> <li>● Restitution</li> <li>● Out- of- school suspension</li> <li>● Log in Infinite Campus</li> </ul>
<b>TIER 5</b>	

BEHAVIOR TIERS	RECOMMENDED RESPONSES
<p><i>Tier 5 behaviors are those behaviors not specifically enumerated in any other tier that are illegal, cause significant disruption to the school operation, or cause substantial harm to self or others. Tier 5 behaviors result in out-of-school suspension or expulsion.</i></p> <ul style="list-style-type: none"> <li>● Documented pattern of persistent Tier 4 behavior</li> <li>● Commission or attempted commission of any act of sexual assault or sexual act</li> <li>● Participating in fight/group fight which has been planned, causes major disruption</li> <li>● Planned assault/physical attack on student or staff where there is or has threat</li> <li>● Possession of a weapon</li> <li>● Possession of drug paraphernalia or controlled substance</li> <li>● Possession or distribution of alcohol</li> <li>● Pushing, hitting, kicking which results in a physical injury</li> <li>● Theft or attempted theft using force, coercion, intimidation, or threat of attack</li> <li>● Threatening to use a weapon</li> <li>● Using an article that is not normally considered a weapon to intimidate or threaten</li> <li>● Fire setting/incendiary material</li> </ul>	<p><i>Referral to support and administrative staff. These interventions involve the removal of a student from the school environment because of the severity of the behavior. They may involve the placement of the student in an alternative environment that provides additional structure to address behavior. These interventions focus on maintaining the safety of the school community and ending self-destructive and dangerous behavior.</i></p> <ul style="list-style-type: none"> <li>● Formal Parent or guardian restorative conference</li> <li>● Functional Behavioral Assessment and Behavioral Intervention Plan</li> <li>● Referral to community organization</li> <li>● Restorative conference</li> <li>● Referral to IEP team for manifestation determination for students with disabilities</li> <li>● Revision to IEP or 504 (students with disabilities) as needed</li> <li>● Referral to substance abuse counseling</li> <li>● Out- of- school suspension</li> <li>● Expulsion (serious behavioral infractions; more than 45 days)</li> <li>● Permanent expulsion for serious offenses, as outlined in policies and regulations</li> <li>● Log in Infinite Campus</li> </ul>

Definitions of Disciplinary Interventions and Responses

**PROACTIVE INTERVENTIONS**

- Non-Verbal Cues: Non-verbal cues, gestures, or eye contact
- Positive Group Correction : Quick verbal reminder to the group about what students should be doing and not what they shouldn't be doing
- Anonymous Individual Correction: Quick verbal reminder to the group that not everyone is where they still need to be.

- Private Individual Correction: Teacher addresses the off-task behavior as quietly as possible with the student.
- Lightening Quick Public Correction: Teacher addresses the student quickly in public to shorten the time a student is off-task.
- Issue Affective Statements: The teacher makes statements about how the off task behavior is affecting them personally as well as the class
- Ask Affective Questions: Teacher asks a series of open ended scripted questions to find out what happened and more importantly, how the student will make the situation right
- Remodel Routines: The teacher will remodel routines for the student or class
- Restorative Circle for Entire Class: Teacher and students take time to discuss challenges or misunderstandings within the classroom and collectively decide upon ways to make it better
- Loss of Privileges: For an agreed upon time, the student will lose privileges until they demonstrate they can participate appropriately
- Fix It or Redo It: Student is given the opportunity immediately to fix the situation or redo it.
- Quick Impromptu Conference Inside Classroom: Teacher asks affective questions to quickly find out the root cause of the off task behavior and reset expectations for the student.
- Quick Problem Solving Conference Outside the Classroom: Teacher and student step outside the classroom to discuss the off task behavior and reset behavioral expectations for the student.
- TAB (Take a Break): Student is allowed space, within the classroom, to take a break while still being engaged in classroom activities.
- TAB OUT (take a Break Outside the Classroom): Sometimes students cannot or will not take a break in the classroom. As a result, a student will be asked to take a “TAB Out and Back” where the student will be escorted to the Dean’s or another administrator’s office for a short period of time before returning to his/her classroom. The student will be expected to reflect on the behavior that caused them to be removed from class and to work on a plan to make things better. TAB Out and Back of Classroom typically results in a full problem solving conference and may result in disciplinary action.
- Parent/Guardian Phone Call: Student’s parent/guardian will be contacted so they will be informed of the situation as well as possibly be able to assist the teacher in de-escalating the situation.

## **RESPONSIVE INTERVENTIONS**

- Grade in Class Impacted Negatively
- Quick Problem Solving Conference with Dean of Students: Sometimes students need an additional space to discuss off task behavior and reset behavioral expectations before returning to class.
- Infinite Campus Log: Staff member will log negative incident in student’s behavior file.
- Mediation/Restorative Conference with Student, Teacher, Dean of Culture: Meeting between all parties facilitated by the Dean of Students. The goal is to understand one

another's perspectives, restore the relationship, fix the situation, and reset expectations.

- Parent/Guardian Meeting: Parent/Guardian is called in to meet with staff and their student to discuss a concern with their student.
- Parent Shadow Day: Parent spends an entire day at school shadowing their student to observe their behavior.
- Youth Peer Court: Some infractions will require students to go before their peers who will listen to all of the events of the incident and determine appropriate consequences.
- Wellness referral and/or assessment: Sometimes students exhibit behaviors and verbally express that they may need additional supports from our wellness team in order to be healthy and successful.
- Student Reflection or Project: Students may be asked to create a reflection piece or project as a part of repairing the situation.
- Exclusion from Class: When the behavior of the student is so disruptive, that the student is asked to leave class for the remainder of the period and do their work in another space. Exclusion from class is usually followed by a restorative/mediation meeting between the student and staff member and facilitated by the Dean of Culture
- Problem Solving Meeting/ Circle with Entire Class: Teacher with the possible assistance of another staff member, discusses any challenges or issues that may be reoccurring in the classroom community and find ways to work together to remedy the situation.
- Conspiracy of Care Meeting: Structured format where a team of teachers discuss a student collaboratively to help him/her solve academic or social problems. The teachers work to understand and support one another in developing strategies to support the student's success.

### **INTENSIVE INTERVENTIONS**

- Lunch Reflection: Student may be asked to spend their lunch time with a teacher or Dean of Culture to work on a project or reflection piece as part of their restorative plan to fix a situation.
- Before or After School Detention with Teacher: A teacher may assign a student detention for that particular class. The teacher and student will agree upon the time and date of the suspension.
- Formal Conference: Formal conference where all those involved and affected by an incident come together with a trained facilitator to explore what happened, who was affected and what needs to be done to make things right. The facilitator of the meeting is normally the Dean of Students.
- Student Judicial Committee Hearing
- Suspension: Student is formally removed from the community for a given period of time.
- Family Group Conferencing Meeting: formal conference where meetings are characterized by a high level of family involvement and often include extended family and friends. In this conference, the family and student are given an opportunity to work

together to develop a written plan of action and presents it to the administrator facilitating the meeting.

- Expulsion Hearing: A hearing to determine, based on a student's behavior, if the Haynes academic community is the appropriate educational setting for the student and family.
- Expulsion: When it is decided that a student and family, based on the student's actions, is not a good fit for the Haynes academic community and are removed from the school environment.