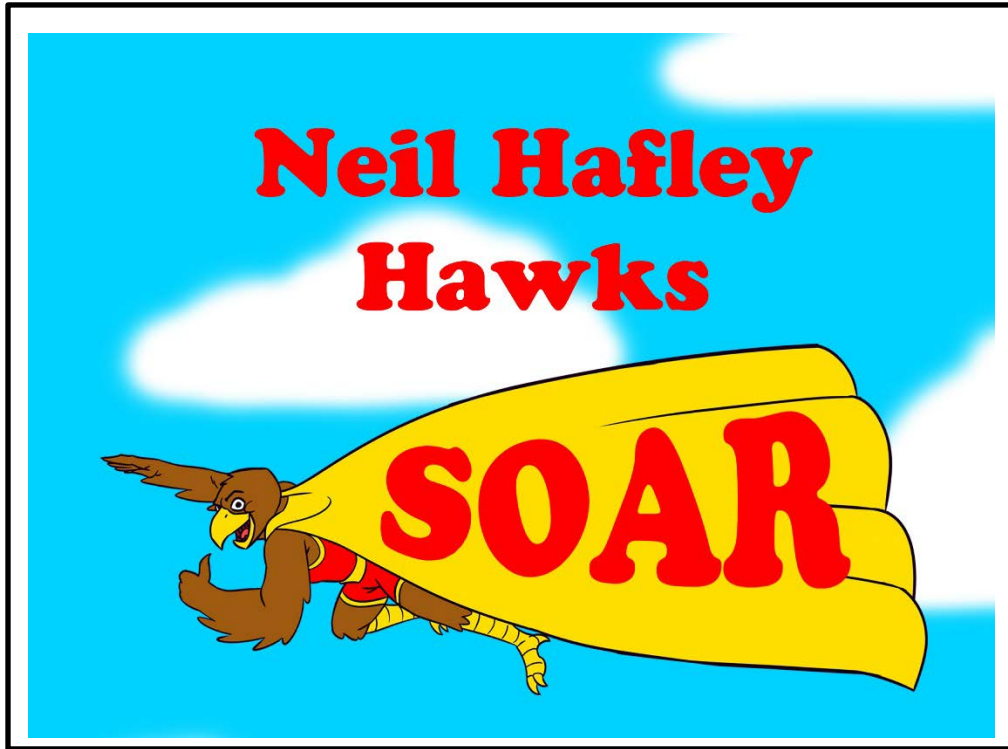


NEIL HAFLEY SCHOOL
STUDENT/PARENT HANDBOOK
2016-2017



Neil Hafley Elementary School
849 Northgate Drive
Manteca, CA 95336
Phone: (209) 858-7215; Fax: (209) 858-7542

Lori Guzman-Alvarez, Principal
Gena Walker King, Vice Principal
James Johnson, Program Coordinator
Kimber Smith, Office Manager
Lisa Mattos, Attendance Clerk
Teresa Burwell, Health Clerk

Office Hours: 8:00 a.m. – 4:00 p.m.
Teacher Hours: 8:15 a.m. – 3:45 p.m.

WE HAVE MADE EVERY EFFORT TO MAKE THIS HANDBOOK AS COMPREHENSIVE AS POSSIBLE. FAILURE TO LIST AN ITEM OR AREA DOES NOT PRECLUDE OUR TAKING WHATEVER ACTION MAY BE NECESSARY.

Welcome, Hawks!

Hafley Hawks SOAR through the sky.

We spread our wings to fly high.

Hawks are SAFE going through our day,

Being OUTSTANDING in every way.

ACCEPTING all who walk through our doors,

A RESPONSIBLE Hafley Hawk forever more.

It's a new school year and we are excited to have you join us here at Neil Hafley School! As a hawk, your child will have access to a world class education. Our experienced staff have been working hard to develop lessons that meet the Common Core State Standards and integrate the use of one-to-one student devices.

Neil Hafley is also continuing implementation of Positive Behavior Intervention and Supports. Teachers will provide weekly, direct instruction and opportunities for classroom discussion to help students SOAR. This instruction will be supported at all levels from administration to school site assistants. To SOAR, students are taught the following:

- **SAFE**- Follow directions the first time.
- **OUTSTANDING**- Be and do your best. Never give up.
- **ACCEPTING**- Respect others and yourself with positive thoughts and actions.
- **RESPONSIBLE**- Come to school prepared and ready to learn.

Please take the time to review this handbook as well as the Manteca Unified School District Handbook. If you have any questions or concerns regarding your child's instructional program, please request a conference with your child's teacher. If your questions are not completely answered, contact the school office for further assistance.

Thank you for enrolling your child at Neil Hafley School!

-Mrs. Lori Guzman-Alvarez, Principal



Mission Statement

Neil Hafley School will encourage and guide all children to become responsible citizens and be successful life-long learners who value diversity.

Goal Statements

1. Students shall develop a cooperative attitude toward living and working together through appreciation for individual dignity, welfare, diversity, rights and freedom.
2. Interpersonal skills will be stressed, as they are essential for personal success in our increasingly complex and culturally diverse society.
3. Students shall benefit from a secure school environment, which reflects high standards for student attendance, achievement and behavior.
4. Students shall acquire the knowledge of specific skills and shall be able to communicate ideas in the areas of History, Science, Health, Geography and Physical Education.
5. Students shall be able to communicate in verbal and written form, to interpret what they have heard and to read in a variety of curricular areas with comprehension.
6. Students will be provided with a variety of meaningful experiences in the Visual and Performing Arts.
7. Students' school progress shall be enhanced by a well-established home communications system.
8. Students will have equal access to all programs and celebrate diversity through classroom projects, assemblies and on-going cultural awareness throughout the school year.



Neil Hafley Teachers and Staff

Teacher Name	Grade Level	Room #
Catherine Rusconi	Kindergarten	2
Amy Freeman	Kindergarten	8
Erin Kennedy	Kindergarten	5
Karen Baum	1 st Grade	6
Kelly Mayo	1 st Grade	9
Susan Norton	1 st Grade	27
Lisa Berry	2 nd Grade	26
Rileigh Mankin	2 nd Grade	4
Diane Priest	2 nd Grade	23
Andy Oliveira	3 rd Grade	22
Zaira Romero	3 rd Grade	24
Brian Riley	3 rd Grade	20
Sandra Domingos/Jessica Toscano	4 th Grade	43
Suzette McAuley	4 th Grade	51
Sherri Ries-Knight	6 th Grade	38
John Heath	5 th Grade	33
Theresa O'Leary	5 th Grade	42
Joseph Rumble	5 th Grade	34
Elaine Roberts	6 th Grade	35
Sherri Ries-Knight	6 th Grade	52
Cheryl Miller	6 th Grade	32
Bryan Buterbaugh	7 th Grade	16
Steve Shaw	7 th Grade	18
Kelly Thorpe	7 th Grade	13
Ross Clark	8 th Grade	11
Kerry Teicheira	8 th Grade	19
Joe Thomas	8 th Grade	15
Tammy Carstensen	Music	17
Lara Wong	READ 180 (50%)	25
James Johnson	Program Coordinator	7
Priscilla Cornish	K-3 SDC	10
Phillip Redd	4-6 SDC	54
Andy Dudley	7/8 SDC	14
Lorie Linn	RSP	12
Jennifer Reis	RSP	3
Cheryl Pires	Speech	31
Sonya January	School Psychologist	Office

No School & Minimum Day Schedule

Date	Event
Thursday, August 4, 2016	FIRST DAY OF SCHOOL
Friday, August 26, 2016	**Minimum Day**
Monday, September 5, 2016	Labor Day – NO SCHOOL
Friday, September 16, 2016	**Minimum Day**
Friday, October 7, 2016	**Minimum Day**
Monday, October 10 thru Friday, October 14, 2016	Fall Break – NO SCHOOL
Friday, October 28, 2015	Staff In-Service – NO SCHOOL
Tuesday, November 8 thru Tuesday, November 15, 2016	Conference Week - **Minimum Day**
Wednesday, November 11, 2016	Veteran’s Day – NO SCHOOL
Wednesday, November 23, 2016	**Minimum Day**
Thursday, November 24, and Friday, November 25, 2016	Thanksgiving Break – NO SCHOOL
Wednesday, December 21, 2016 thru Friday, January 6, 2017	Christmas/Winter Break – NO SCHOOL
Friday, January 13, 2017	**Minimum Day**
Monday, January 16, 2017	MLK Mr. Birthday – NO SCHOOL
Monday, February 13, 2017	Lincoln Birthday – NO SCHOOL
Monday, February 20, 2017	Washington’s Birthday – NO SCHOOL
Monday, February 27 – Friday, March 3, 2017	Conference Week - **Minimum Day**
Monday, March 20 thru Friday, March 24, 2017	Spring Break – NO SCHOOL
Friday, April 7, 2017	**Minimum Day**
Friday, April 14 thru Monday, April 17, 2017	Holiday/Easter Break – NO SCHOOL
Friday, May 5, 2017	**Minimum Day**
Friday, May 26, 2017	Last Day of School - **Minimum Day**

NEIL HAFLEY 2016-2017 BELL SCHEDULE

Regular Schedule		Minimum Day Schedule		Regular Schedule		Minimum Day Schedule	
<u>Kindergarten</u>		<u>Kindergarten</u>		<u>GRADE 6</u>		<u>GRADE 5-6</u>	
9:00 - 12:35	Class	9:00-12:35	Class	9:00-10:45	Class	9:00-10:45	Class
12:35 - 12:50	Lunch/optional	12:35-12:50	Lunch/optional	10:45-10:55	Recess	10:45-10:55	Recess
<u>GRADE 1</u>		<u>GRADE 1-2</u>		10:55-12:30		10:55-12:30	
9:00 - 10:15	Class	9:00-10:15	Class	12:30-1:10	Lunch	12:30-12:50	Lunch
10:15 - 10:30	Recess	10:15-10:30	Recess	1:10-2:30	Class		
10:30 - 11:45	Class	10:30-12:20	Class	2:30-2:40	Recess		
11:45 - 12:35	Lunch	12:20-12:40	Lunch	2:40-3:15	Class		
12:35 - 2:00	Class			<u>GRADES</u>		<u>GRADES</u>	
2:00 - 2:15	Recess			<u>7/8</u>		<u>7/8</u>	
2:15 - 3:15	Class			9:00-10:05	Period 1	9:00-9:35	Period 1
<u>GRADE 2</u>				10:05-10:10	Passing	9:35-9:40	Passing
9:00 - 10:15	Class			10:10-11:00	Period 2	9:40-10:10	Period 2
10:15 - 10:30	Recess			11:00-11:10	Break	10:10-10:15	Passing
10:30 - 11:55	Class			11:10-12:00	Period 3	10:15-10:45	Period 3
11:55 - 12:45	Lunch			12:00-12:05	Passing	10:45-10:50	Passing
12:45 - 2:00	Class			12:05-12:55	Period 4	10:50-11:20	Period 4
2:00 - 2:15	Recess			12:55-1:30	Lunch	11:20-11:25	Passing
2:15 - 3:15	Class			1:30-2:20	Period 5	11:25-11:55	Period 5
<u>GRADE 3</u>		<u>GRADE 3-4</u>		2:20-2:25	Passing	11:55-12:00	Passing
9:00-10:30	Class	9:00-10:30	Class	2:25-3:15	Period 6	12:00-12:30	Period 6
10:30-10:45	Recess	10:30-10:45	Recess			12:30-12:50	Lunch
10:45-12:10	Class	10:45-12:15	Class				
12:10-1:00	Lunch	12:15-12:35	Lunch				
1:00-2:15	Class						
2:15-2:30	Recess						
2:30-3:15	Class						
<u>GRADE 4</u>							
9:00-10:30	Class						
10:30-10:40	Recess						
10:40-12:20	Class						
12:20-1:05	Lunch						
1:05-2:15	Class						
2:15-2:25	Recess						
2:25-3:15	Class						
<u>GRADE 5</u>		<u>GRADE 5-6</u>					
9:00-10:45	Class	9:00-10:45	Class				
10:45-10:55	Recess	10:45-10:55	Recess				
10:55-12:45	Class	10:55-12:25	Class				
12:45-1:25	Lunch	12:25-12:45	Lunch				
1:25-2:30	Class						
2:30-2:40	Recess						
2:40-3:15	Class						



School Programs

Neil Hafley Elementary School serves grades K-8 and offers all students equal access to the core curriculum. Special programs offered as part of our Local Control Accountability Plan are:

- >English Language Advisory Committee (ELAC)
- >Valley Community Counseling (VCC)
- >English Language Arts and Math Intervention
- >Rosetta Stone for English Language Learners
- >Transitional Student Support Program
- >Read 180 (4th – 6th Grade)
- >Trauma Therapy (VCC)
- >Bilingual Aides
- >Incentives and Awards

Proficiency and competency expectations have been established for reading, language arts and mathematics. Students must pass the proficiency/competency assessments and/or meet specific State Standards for their grade level to be promoted. Students failing to meet grade level requirements may have to attend intervention programs or be retained in the same grade. Criteria for promotion and retention are set by Board Policy and are available upon request and online at the MUSD website.

Golden Tickets

As part of Neil Hafley's implementation of Positive Behavior Intervention Supports, students may be awarded Golden Tickets for good behavior. Tickets may be issued by any school staff member. Students submit their Golden Tickets to the office for a weekly drawing. During Friday morning announcements, names are drawn and announced school-wide. Rewards are then provided to those students whose names were selected that week.

Lanyards and Pins

Students who are recognized for perfect attendance, good character, and academic achievement may be awarded a Neil Hafley lanyard and pin during the trimester assemblies. Students should receive only one lanyard and add pins throughout their time at Hafley. Students are also invited to display these pins on their gowns during promotion.

Soaring Students

Each trimester, teachers will identify a "Soaring" student from their classroom who demonstrates the four school-wide expectations of being safe, outstanding, accepting, and responsible. Students in grades Kindergarten

through third will be awarded t-shirts while students in fourth through eighth grade will receive special pins for their lanyards.

Character Counts

Neil Hafley has joined with the National “Character Counts!” Coalition to build and promote positive character. Each trimester, teachers will select two students from their class per character trait who demonstrate good character and present them with a certificate and pin at the assembly. Listed below are the core ethical values that transcend all cultural, religious and socioeconomic differences and are a common language that children would hear repeatedly in different settings and situations.

Six Pillars of character: Trustworthiness; Respect; Responsibility; Fairness; Caring and Citizenship

- Trustworthiness: one who lives with integrity, is honest, reliable and loyal
- Respect: one who lives by the Golden Rule, respects the dignity, privacy and freedom of others, is courteous and polite to all and is tolerant and accepting of differences
- Responsibility: one who meets the demands of duty, is accountable, pursues excellence and exercises self-control
- Fairness: one who is just, impartial, listens and is open to differing viewpoints
- Caring: one who is compassionate, kind, loving, considerate and charitable
- Citizenship: one who is a good citizen, does his or her share, helps the community, plays by the rules and respects authority and law

Parent/Community Involvement

We invite and encourage your interest and participation through any of the following programs: Neil Hafley Community Club, School Site Council, English Language Advisory Council, classroom volunteer, parent/teacher conferences, Walk-Jog-a-Thon, volunteer

at special after-school/evening activities. The school is fortunate to have many parent and adult volunteers who provide our students with classroom assistance. Parent volunteers are encouraged and welcomed. If you are interested in volunteering, please contact your child's teacher or our Vice-Principal.

The Neil Hafley Community Club is an organization of interested parents, staff and community members. Goals established by this organization promote the enrichment of curriculum by providing field trips, and assemblies, library and classroom books and materials, and parent involvement in education. The Community Club meets monthly in the school library.

The School Site Council (SSC) is a group of parents and staff members that meet monthly. This group of parents, teachers and staff members is instrumental in making decisions that affect the school regarding instructional programs and budgets. If you are interested in knowing more about the School Site Council, please contact the Principal.

English Language Advisory Committee (ELAC) is a council of parents that meet to assist in the development of programs for English Learners, the school's needs assessment and the administration of the language census. If you are interested in knowing more about ELAC, please contact the Vice Principal.

Visitors: Parents/guardians are encouraged to visit the school. Twenty-four hour prior approval from the classroom teacher is required. **Visitors must report to the office for information or permission to visit classrooms. This includes before and after school.** Visitors will be issued a Visitor's Pass, which must be worn while on campus. Visitors are required to sign-in and out. Student visitors are not permitted at school unless prearranged with teachers.

Parent/School Communication

Parents are encouraged to contact the school whenever the need arises. Appointments can be made to meet with teachers, before or after school, by calling the office or sending a note with your child. It is also highly recommended that parents of students in grades 6-8 sign up for Parent Connect, a portal by which parents can monitor their student's completion of work, grades, and attendance. Parent Connect forms are available in the school office. A bi-monthly newsletter will be sent home in English and Spanish via automated email. A master calendar is sent home at the

beginning of each school year. Copies are available in the office. Please keep the school informed of new addresses, change in phone numbers and emergency contacts which will enable the school to contact you if the need were to arise.

Forgotten lunches: Late lunches from home may be delivered to the school office and will be taken to the cafeteria for student pickup at lunchtime. Please be sure that your child's name and teacher's name or room number are **boldly** marked on the lunch bag. Students are not allowed to charge lunches or borrow lunch money. Students who forget their lunch or lunch money and who are unable to contact home to secure a lunch will be served peanut butter, crackers and milk free of charge. Fast food lunches are discouraged at school.

Birthday treats at school: Please make arrangements with your child's teacher prior to sending birthday treats to school. Each teacher may have specific classroom policies regarding birthday treats. Also, some students may have allergies that prevent them from being exposed to certain foods. Please consider providing healthy snacks or alternative treats since the health of our students is a primary concern. If dropping treats off in the office, please be aware that our office staff is directed not to interrupt class instructional time. The office will notify the teacher of the delivery at the next break/recess.

Teacher Concerns

We also know that due to the sensitive personal relationship between parents, students, and teachers, misunderstandings may arise. If you feel concerned about an issue, I urge you to contact the teacher. The best times are just before school and just after school. Email is also a good way to communicate with the teacher. Your teacher wants to help you resolve concerns. This is an important step and will resolve 95% of all issues that arise. Should you still need assistance, please contact the Principal or Vice Principal.

Attendance

Poor school attendance is one of the primary reasons that students are not successful in school. Therefore, it is very important that parents insist on regular and punctual school attendance. Parents should, to the best of their ability, schedule vacations, medical appointments, etc., outside the school

day. Bringing your child back to school after a medical appointment, even for just one period, sends a clear message that education is important.

Neil Hafley School holds a Perfect Attendance Assembly at the end of each trimester to recognize those students that attend school **ALL DAY, EVERY DAY**.

Attendance Policy

California Education Code 48200 states: All persons between 6 and 18 years of age are required by California Law to attend school. Parents have a legal responsibility to ensure their child's attendance.

Arrival Times: Campus opens at 8:30 a.m. for grades K-8. Students must not arrive at school before this time as supervision is not provided. Students are required to leave campus upon dismissal unless they are being supervised by staff or are participating in school-sponsored activities. It is the responsibility of the parents to pick up students on time after school. **Students need to be picked up within 5 minutes of dismissal.**

Regular day schedule is as follows:

Kindergarten 9:00-12:35 p.m.

Grades 1 – 8

9:00 - 3:15 p.m.

Late Arrival: Students arriving late to school must report directly to the office for an admittance slip to permit accurate attendance and lunch count.

Dismissal: Students in grades Kindergarten through second grade will be walked to the gate by their teacher and released to parents. Students in grades third through eight will be released from their classrooms. Please make arrangements with your child prior to the beginning of the school day as to where they will be picked up. (Options include the gym parking lot or Northgate Park parking lot). Daycare providers and handicap vehicles will pick up students in front of the new Multi-Purpose building and not in the front of the school. Parents can drive through the multi-purpose parking lot to pick-up students. For safety reasons, the front parking lot is closed to anyone picking up or dropping off students. The front of the school is for MUSD bus use ONLY! The school gates will not be opened to public entry. Parents and approved others must enter campus through the office.

Please be aware of, and make arrangements for, the early dismissal of students on minimum days.

Neil Hafley Tardy Policy

Students arriving late to school must report directly to the office for an admittance slip. This permits accurate attendance and lunch counts.

California Education Code 48200 states: All persons between 6 – 18 years of age are required by California Law to attend school. Parents have a legal responsibility to ensure their child's attendance. Please be advised that a percentage of each student's grades may be based on attendance and participation. Students arriving after the tardy bell for any reason must report to the office for an admit slip. Each student will be allowed ***three tardies*** during the year. Detention will be assigned for each tardy thereafter. Students who fail to serve detention will be assigned Saturday School.

In order to reduce the number of students who habitually arrive at school late and disrupt the educational process for others, Neil Hafley has implemented a Saturday School Policy. Saturday School will be conducted from 8:00 a.m. to 11:00 a.m. on designated Saturdays. If your child is assigned Saturday School, parents will be contacted by letter stating the Saturday the student is assigned. Students will meet the assigned teacher at the flagpole at 7:50 a.m. and then accompany the teacher to his/her classroom and remain there until dismissal at 11:00 a.m. Students who are **late** to Saturday School **will not** be admitted. Students failing to attend will be referred to an administrator for suspension.

Students with irregular attendance and/or tardiness will be referred to Neil Hafley's Vice Principal. When these issues are not resolved at the school level, students will be referred to the District Attendance Review Board for further legal action.

Being on time is a lifelong responsibility. It is expected in high school and most certainly in the world of work. The good habits students learn in elementary school will benefit them throughout their lives. Working together we can make a difference.

Leaving campus: Neil Hafley is a **closed campus**. If a student needs to leave the campus for an appointment, he/she must be cleared through the office before leaving. **A written note or verifiable telephone call from a parent/guardian is necessary for a student to be released from school during regular hours.**

MUSD Health Education

The Manteca Unified School District governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating, active living, and physical activity for district students Kindergarten through Eighth Grade. The Superintendent or designee shall coordinate and align district requirements to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment for all students Kindergarten through Eighth Grade.

The Board has adopted goals for nutrition promotion and education, physical activity, and other school- based activities that promote student wellness. The district's Kindergarten through Eighth Grade nutrition education and physical education programs shall be included in the grade level instruction and be based on research, be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy active lifestyle.

The nutrition education programs for Kindergarten through Eighth Grade shall include, but is not limited to, information about the benefits of healthy eating, active lifestyles, shall be provided as part of the health education program, part of the Physical Education Program and, as appropriate, shall be integrated into other academic subjects in the regular education program throughout the school year, before and after school programs, summer learning programs, and school garden programs.

All students Kindergarten through Eighth shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through classroom physical activity breaks, physical education and recess and may also be provided through school athletic programs, extracurricular programs, before and after school programs, summer learning

programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

Health Services

In case of emergency, we will use the emergency contact information you have provided. **It is the parent's responsibility to keep all phone numbers and addresses current.** The school cannot administer medication and students cannot have medication in their possession without a form signed by the physician and parent. Forms are available in the front office. **Medication must be in a properly labeled prescription bottle.**

Student Injury: Please do the following when another student is injured.

1. Notify a teacher or yard supervisor immediately.
2. Do not move the injured student.
3. Do not crowd around an injured student.
4. Be prepared to report how the injury occurred.
5. Stay out of the way of emergency vehicles if they must come on campus

Textbooks and Library Books

Textbooks, library books, and digital devices are expensive and are “on-loan” to the students. From the moment that these items are issued to the student, they are entirely the responsibility of the student. All school property is to be returned in good condition to avoid penalty charges.

State law requires payment for lost or damaged property. Our rules are:

1. Teachers may require that all textbooks, library books, and digital devices be covered.
2. Do not write or mark on textbooks, library books or digital devices.
3. Protect textbooks, library books and digital devices from damage by inclement weather, small children, and/or pets.
4. We discourage lending property. They are the student's responsibility. Refer to Manteca Unified School District Policy #5131.5a.
5. At the end of the year, report cards and/or diplomas will be held until damaged or lost books are paid for.

Lost and Found

All possessions should be properly labeled with the student's name. All lost items should be reported to the office. The school cannot assume responsibility for items lost or stolen. Encourage your child to check the lost and found bin in the cafeteria as soon as an item is missing. The lost and found bin will be emptied and its contents donated to a local charity in December and June.

Student Personal Property

Students should limit personal property brought to campus to school supplies and items required for medically necessary conditions (i.e. eyeglasses, crutches, etc.). Personal sports/athletic equipment is not to be brought to school. Students will want to care for their property and act in such a manner that reduces risk of damage. The school is not responsible for lost or damaged property. This includes athletic equipment.

School Telephone and Messages

Office staff may place calls for students for emergency purposes. In an attempt to reduce classroom interruptions that interfere with learning, our office staff will be unable to relay non-emergency messages to students. Calls may not be made for forgotten books, homework, after school plans, etc. Please help our office staff by making such arrangements before school begins.

Neil Hafley School Rules

Neil Hafley School is implementing a system of Positive Behavior Supports to help students learn appropriate school behavior. Rules are explained to students at assemblies held at the beginning of the school year and reinforced in daily classroom lessons.

Since a safe and orderly learning environment is the first concern of our community, school rules are periodically reviewed and communicated to the students and parents. The school's administration must hold every student accountable for any behavior that endangers the physical or emotional well-being of others or disrupts the learning environment whether the particular behavior was or was not included in the rules listed on the following pages.

SOAR in the CLASSROOM

<p>S</p> <p>Safety</p>	<p>Use positive language Follow school dress code Be on time to class Line up orderly when the bell rings Respect all adults</p>
<p>O</p> <p>Outstanding</p>	<p>Be prepared Participate Raise your hand to speak Do your best at all times Keep a positive attitude</p>
<p>A</p> <p>Accepting</p>	<p>No put-downs Cooperate with others Display tolerance</p>
<p>R</p> <p>Responsibility</p>	<p>Take care of school property Keep all areas clean Do your best at all times Use items for their intended purpose</p>

SOAR in the CAFETERIA

<p>S</p> <p>Safety</p>	<p>Walk at all times Wait at the corners patiently Keep hands and feet to yourself Use indoor voices</p>
<p>O</p> <p>Outstanding</p>	<p>Have a good attitude Leave your area cleaner than you found it</p>
<p>A</p> <p>Accepting</p>	<p>Sit in the next available seat Be open to making new friends</p>
<p>R</p> <p>Responsibility</p>	<p>Raise your hand if you need help Wait until you are dismissed to leave Dump your trash carefully Stack your tray neatly</p>

SOAR on the PLAYGROUND

<p data-bbox="256 401 375 541">S</p> <p data-bbox="277 604 354 632">Safety</p>	<p data-bbox="651 401 1219 506">Walk to and from recess Walk to line</p>
<p data-bbox="245 705 386 846">O</p> <p data-bbox="240 909 391 936">Outstanding</p>	<p data-bbox="691 705 1179 753">Have a good attitude</p>
<p data-bbox="245 1010 386 1150">A</p> <p data-bbox="256 1213 375 1241">Accepting</p>	<p data-bbox="613 1010 1252 1241">Include others Strive to work out problems Take turns Be kind</p>
<p data-bbox="256 1367 375 1507">R</p> <p data-bbox="232 1570 399 1598">Responsibility</p>	<p data-bbox="610 1367 1263 1661">Use all equipment properly Report problems to an adult Play fair Be respectful Don't litter</p>

Classroom Rules:

Each teacher will have specific classroom rules and procedures. Teachers will discuss rules with students at the beginning of the year and post them in the room as a reminder. Students are expected to know and follow the class rules. Substitute teachers have the same authority as the regular teacher and will be afforded the same respect due to all adults and school employees.

Report to class on time from recess, lunch and other breaks.

1. Come to school prepared to work with pencils, paper and textbooks.
2. Follow the directions of the teacher.
3. Complete class work and homework as assigned.
4. Do not disrupt class by excessive talking or other off-task behavior.
5. Line up in a quiet and orderly manner. No pushing, cutting or bouncing balls.
7. Keep hands, feet and objects to self.
8. Do not engage in any activity that does not allow the teacher to teach.

Cafeteria Rules:

1. Enter and exit the cafeteria in an orderly manner.
2. Follow directions of the cafeteria supervisors.
3. Do not throw litter or food. **NO FOOD ON THE FLOOR**
4. Stay seated and speak quietly. No shouting across the room.
5. Finish eating and cleanup discards before leaving the lunch table.
6. Food must be eaten in the cafeteria. No food can be taken outside.

Playground Rules:

1. **NO FIGHTING, PUSHING, SHOVING, KICKING, BODY CONTACT, ETC.**
2. No tackle football, karate or other games involving rough play.
3. Chin-up bars are for pull-ups/chin-ups **ONLY**.
4. No loitering on ramps or rails in front of any classrooms or in restrooms.
5. Play only in designated areas.
6. Always obey the directions of teachers and yard supervisors.
7. Use appropriate language. Obscene or disrespectful language is offensive and not suitable anywhere at school. Name-calling is hurtful and leads to arguments.
8. Hazing or harassing is prohibited. Do not follow or continually bother fellow students. Harassment includes making verbal threats, racial remarks, or sexual comments. Avoid any behavior that might be taken as detrimental to any student's physical or emotional well-being.
9. Gum, seeds, candy, soda, and energy drinks are not allowed on the playground.
10. When the bell rings, all activity stops. Balls and other equipment should be carried from the playground to the class line. Students are to line up for class in an organized manner.

Bicycle Rules: Bicycles should be licensed with Manteca Police and locked securely to the bike racks provided. If a bike is stolen, it is the owner's responsibility to notify the Manteca Police Department with proper identification immediately.

Students choosing to ignore bike safety, the safety of others or the direction of school personnel will be cited and may lose their riding privilege.

1. Walk bicycles on the front sidewalk and on school grounds.
2. Obey the rules of the road.
3. Walk bicycles across all intersections.
4. Signal your turns.
5. Do not ride double.
6. Park and lock your bicycle in the bicycle racks only.
7. Always wear a helmet. **STUDENTS WITHOUT HELMETS ARE NOT ALLOWED ON CAMPUS.**

Skateboards, Scooters, and Hover boards: **There are no secure areas available for students to store their skateboards, scooters or hover boards. If these items are stolen, it is the owner's responsibility to notify the Manteca Police Department with proper identification immediately.** Students choosing to ignore safety or the direction of school personnel will be cited and may lose their riding privilege.

8. Carry skateboards/hover boards and walk scooters on the front sidewalk and on school grounds.
9. Obey the rules of the road.
10. Carry skateboards/hover boards and walk scooters across all intersections.
11. Use caution around pedestrians.
12. Students may make individual arrangements with their teachers regarding storing skateboards and scooters however the staff is not responsible for personal equipment.
13. Skateboards/hover boards and scooters cannot be used during passing periods, breaks or recesses.

Personal Displays of Affection

We believe that school is the student's equivalent of the adult workplace. It is no more appropriate to hold hands, hug, kiss or make other related contacts at school than it would be in a work environment. Students who violate this policy will be subject to disciplinary action.

Cell Phones

Pupils are allowed to possess electronic signaling and communication devices and use them **before and after school off campus only**. All personal electronic signaling/portable communication devices will be in the off mode and out of sight during the instructional time (including passing periods, rallies, assemblies, lunch time and other school activities during the instructional day). Students that capture photographic or digital images while on school property during the school day without prior permission of the Principal or designee may be subject to disciplinary action.

Dress Code and Grooming

Students are expected to come to school dressed appropriately for the school setting. Dress and personal grooming which disrupts learning in the classroom is not considered acceptable. School Board Policy #5132 prohibits the wearing of clothing and/or adornment that advertises alcoholic beverages, tobacco products, or controlled substances. This policy further prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes gang membership.

District Dress Code (A.R. #5132b)

- Shoes must be worn at all times. Sandals must have a strap at the back of the foot.
- Clothing, grooming, accessories, and jewelry shall be free of writing, pictures, symbols, or other insignia, which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing that degrade any cultural, religious or ethnic values or which advocate racial, ethnic, or religious prejudice or discrimination, or which promote sex, the use of tobacco, drugs, or alcohol or any unlawful acts are prohibited.
- Clothes shall be sufficient to conceal undergarments at all times. See through or fishnet fabrics, halter tops, off the shoulder or low cut tops, bare midriffs and skirts or shorts shorter than mid-thigh and other like garments are prohibited.
- Only prescription eyewear is to be worn at school.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
- The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.
- At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define “gang-related apparel” and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.
- No clothing or articles of clothing (including but not limited to gloves, bandanas, shoestrings, wristbands, belts, and jewelry) related to group or gang which may provoke others to acts of violence. For example, belt buckles with initials or red or blue or brown web belts, belts hanging off pants, red or blue shoelaces, bandanas of any type of color, either worn in hair or displayed in clothing, gloves, towels or other items hanging from rear pants pockets or from belt; excessive clothing items of predominately one color, old English style writing on clothing or notebooks are prohibited.
- Because gang-related symbols are constantly changing, definitions of gang-related apparel may be reviewed and updated whenever related information is received by administrator and/or school safety committee.
- Pants should be sized to fit the waist in order not to sag. Sagging pants are those that do not fit the student’s waistline. Pants should not need a belt to hold them up.
- Any clothing, apparel, or attire which could be used as a weapon, or could be damaging to school property, including but not limited to steel-toed boots, chain, items with spikes or studs, etc., are prohibited.

(Dress Code and Grooming cont'd)

- Students may wear district-approved hats or other sun protective clothing **outdoors** during school to provide protection from the sun. The approved hats that students are allowed to wear must meet the following criteria: full brim (around the entire hat) with a width of 1.5 – 4 inches, straw or cloth, white, off white or tan, plain. School approved baseball caps and beanies are permitted, with a **home school logo** (without other added design or writing) also in white, off white or tan, plain. Hats must be worn in such a manner as to provide protection from the sun facing forward. Approved hats may only be worn while outside the school buildings. **Please note that inappropriately worn hats will be immediately confiscated and will only be returned to parent/guardian.**
- **Any clothing that distracts the teacher from instructing or the students from learning is prohibited.**

Additional examples of unacceptable clothing:

- Short shorts or skirts which are above mid-thigh length
- Tank tops or crop tops, tube tops, halter tops, open sided shirts, net or see-through shirts, attire exposing too much cleavage, or midriff or exposing underwear
- Clothing or buttons with profane, racial or other disruptive words or graphics that promote hate, violence or illegal items
- Jewelry which could cause harm to the students or others; large hoop (larger than the diameter of a quarter) and spiked earrings or wedges are not permitted
- Headbands or belt buckles with punched out letters
- Sandals or shoes that do not have a strap on the back of the foot

Any student whose dress is in violation of the district dress code will be referred to the administration. Parents will be contacted in order to assist in correcting the problem. If dress code violations continue, further disciplinary actions may be taken.

Disciplinary Procedures

The main goal of the disciplinary procedure at Neil Hafley School is to promote a safe and positive learning environment for all students.

The procedures outlined below are intended to provide a system of communication so discipline problems can be handled in a constructive manner involving students, parents, teachers and administrators. We ask that you discuss with your children the importance of, and need for, good behavior and a good attitude while at school.

Students whose behavior requires teacher or adult intervention will receive an infraction. The teacher or adult supervisor will assign a consequence appropriate to the misbehavior.

Infractions are printed or sent electronically so that parents, teachers, and administrators can receive copies of the infraction keeping all well informed. Students are responsible for relaying the infraction home and obtaining a parent signature before returning the infraction the following day. Failure to return a signed infraction may result in further infractions and consequences.

Detection Dogs

Detection Dogs, contracted by our school district, periodically visit our campus to help maintain a safe and secure environment.

Drug/Alcohol Free and Gang Free

To assure that ALL students have the right to attend a school that is safe and secure, Neil Hafley School has become a Drug Free/Gang Free school zone. Manteca Unified School District maintains a “zero tolerance” practice towards drugs. Any sale, use, or possession of even a minute amount will result in suspension and/or an expulsion referral.

No gang related behavior will be tolerated on or about the school.

Students who identify themselves as gang members through dress, colors, signing, or other gang related behavior may be suspended and referred to the District Disciplinary Review Board for possible expulsion.

Bullying

Manteca Unified School District and Neil Hafley School is committed to promoting an anti-bullying culture throughout the District and ensuring an end to bullying, “cyber-bullying” and harassment at all grade levels. Every child in Manteca Unified School District needs to feel safe at school and to be treated with understanding, dignity, and respect. All acts of bullying will be investigated and appropriate disciplinary action will be taken. (Board Resolution No. 10/11-52).

Harassment

Our school and district strictly prohibits harassment. Harassment is defined as intentional engaging in harassment, threats or intimidation against an individual or group that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder and invading the rights of the individual or group by creating an intimidating or hostile educational environment. All acts of harassment will be investigated and appropriate disciplinary action will be taken.

Sexual Harassment

Sexual harassment is defined as unsolicited and unwanted sexual advances, requests for sexual favors and/or other verbal, physical and visual conduct of a sexual nature which can create an intimidating, hostile or otherwise offensive educational environment. All acts of sexual harassment will be investigated and appropriate disciplinary action will be taken.

Grounds for Suspension and Expulsion

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (o), inclusive:

- A. (a) Mutual Combat, caused, attempted to cause or threatened to cause physical injury to another person; or (b) willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stolen or attempted to steal school property or private property.
- H. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm as to substantially similar in physical properties of an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault, or committed a sexual battery.
- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

During the period of suspension, suspended students are not to be on or about any school campus or attend any school activities within Manteca Unified School District without the express written permission of the school site administrator.

Grading Policy (Grades 4-8)

Grades are assigned in pairs; a progress grade (A-F) for the quality of schoolwork completed and an effort grade (E, S and U) to indicate the degree to which the student applies him or herself in completing work.

For an “**A**” grade, the student substantially exceeds the competency standard established for the grade level. The student demonstrates exceptional performance in achieving curriculum objectives in textbooks and related materials for the subject area. The student completes daily class and homework assignments at an exceptional level of quality.

For a “**B**” grade, the student surpasses the competency standard established for the grade level but lacks the exceptional quality of “A” grade standards. The student demonstrates outstanding performance in achieving curriculum objectives in textbooks and related materials for the subject area. The student completes daily class and homework assignments at a level of quality that is substantially above average.

For a “**C**” grade, the student meets the competency standard established for the grade level. The student demonstrates satisfactory performance in achieving curriculum objectives in textbooks and related materials for the subject area. The student completes daily class and homework assignments at a satisfactory level.

For a “**D**” grade, the student demonstrates difficulty in meeting the competency standard established for the grade level. The student demonstrates performance is very limited in achieving curriculum objectives in textbooks and related materials for the subject area. The student demonstrates limited success with daily class and homework assignments.

For an “**F**” grade, the student is not meeting the competency standard established for the grade level. The student fails to achieve curriculum objectives in textbooks and related materials for the subject area. The student seldom completes daily class and homework assignments. Work that the student does complete is usually unsatisfactory.

Homework

Homework is an integral part of the student’s learning process and the quality and amount of homework done is reflected in the student’s grade. The intent of homework is to develop self-discipline, efficient study habits and critical thinking skills. Homework helps develop responsibility in students and gives parents an opportunity to be involved with their child’s education. Parents are encouraged to look over their child’s homework for neatness, completeness, following directions, and understanding the assignment.

The following District recommendation for daily time total homework, given by grade level, follows:

K – 1	20 to 30 minutes	2 – 3	30 to 45 minutes
4 – 6	45 to 60 minutes	7 – 8	60 to 90 minutes

Make-up Work

Students are responsible for doing work missed due to excused absences from any class or school.

Academic Conduct Policy

1. Students will conduct themselves with honesty and integrity in all academic areas.
2. Students will not plagiarize the work of others, including current or former Neil Hafley students. Should a student be caught cheating and/or copying the work of another, including, but not limited to, homework and tests, the students involved are subject to the following consequences: A zero on the current assignment, a “U” in their citizenship grade and possible disciplinary action.

If, in the judgment of a school official, a student provided the opportunity for another to cheat, both students will receive the same consequence.

Student Success Team (SST)

The SST brings parents, teachers, administrators and support personnel together in a supportive and problem solving atmosphere to support students having difficulties in the classroom. Students may be referred by a parent/guardian, teacher, or a community agency. If you have any questions regarding this process please contact your child’s teacher or the Vice Principal.

Citizenship

Citizenship grades (E, S and U) are also assigned to indicate the level of proper conduct by the student and attitude toward schoolwork. Students will receive a quarterly citizenship grade of “excellent,” “satisfactory,” or “unsatisfactory.” Citizenship grades may be based upon, but not limited to, the following criteria:

1. Attending class regularly and on time.
2. Arriving to class prepared to work.
3. Completing class assignments and homework.
4. Observing safety rules. Intentional destruction/theft/misuse of school property shall result in unsatisfactory citizenship grades.
5. Respecting students, teachers, and other school personnel. Habitual or flagrant disrespect and defiance to school personnel shall result in unsatisfactory citizenship grades.
6. Habitual inappropriate behavior will result in an unsatisfactory citizenship grade.
7. Cell phone abuse, texting, ringing/vibrating in class, disrupting the learning environment.

Student Activities

Neil Hafley offers a number of different extracurricular activities to the student body. To be able to participate, students must meet the established ACADEMIC ELIGIBILITY REQUIREMENTS. Students shall have earned a minimum of 2.0 or “C” grade point average during and preceding a grading period with no more than one (1) “F” grade to be eligible to participate in extracurricular activities such as athletics, student council, Jr. High dances, drama/musical performances and the talent show.

Student Leadership

Neil Hafley School has a Student Leadership made up of representatives from grades 7-8. Student Leadership meets four days per week for the purpose of planning and implementing school improvement and Student Leadership sponsored activities. Student Leadership is an excellent activity and provides good training for students that wish to participate in student government in high school. All representatives must maintain a B average (3.0 G.P.A.) with no “U’s” in citizenship. Student Council members will be removed from the council if they do not maintain these standards or if they are suspended from school.

Academic Achievement Honors

(Grades 7 & 8)

Students who have earned a 3.0, or above, GPA will receive congratulatory letters and honor roll lists will be submitted to the newspaper. Students who earn a 3.5 or higher GPA for two trimesters will be eligible to participate in the Honor Banquet in May. Eighth grade students who maintain a 3.5, or above, GPA for three trimesters will be recognized for their outstanding academic achievement by receiving an honor cord at the promotion ceremony.

Student Attendance at Evening and Off-Campus Events:

Students must sit with and be supervised by their parents or guardian at all evening and/or off campus events. This includes choir and band concerts, talent show, drama productions, sporting events, and promotion ceremonies.

Neil Hafley Handbook Review Verification

PLEASE REMOVE THIS PAGE, SIGN AND RETURN IT TO YOUR STUDENT'S TEACHER TOMORROW.

I have read and discussed the Neil Hafley Student/ Parent Handbook with my student.

Student name	Student signature	Date
--------------	-------------------	------

Parent name	Parent signature	Date
-------------	------------------	------

Parent name	Parent signature	Date
-------------	------------------	------

Homeroom Teacher

Grade and Room

Neil Hafley Bullying Prevention

Neil Hafley School believes that all students have a right to a safe and healthy school environment. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Neil Hafley School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Teachers will discuss this policy with their students in age-appropriate ways and will assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Neil Hafley students will adopt a code of conduct that will be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

I have read and understand the Bullying Prevention Policy and the guidelines established by Neil Hafley School.

Student Signature	Student Name	Date
-------------------	--------------	------

Parent Signature	Parent Name	Date
------------------	-------------	------