

# Marguerite Hahn Elementary School



## Parent/Student Handbook

2023-2024

# Marguerite Hahn Elementary School

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## Student and Parent Handbook

Cotati Rohnert Park Unified School District  
825 Hudis Street, Rohnert Park, 94928

Marguerite Hahn Website: <https://mhs.crpUSD.org/>

Main Office	707-588-5675
School Fax	707-588-5680

Office Hours: 8:00 a.m. to 4:00 p.m. Monday, Tuesday, Thursday, Friday  
8:00 a.m. to 3:00 p.m. Wednesday

### ADMINISTRATION

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Rachel Hankereson – Principal  
Shannon Hawkins – Office Manager  
Danielle Sutliff – Office Assistant

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## Principal Message & Mission Statement

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Dear Hahn Families,

My name is Rachel Hankerson and I am so excited to be back as the Principal of Hahn Elementary School for the 2023-2024 school year. Hahn has been the best community and I look forward to coming each day. I am committed to making sure that we give all students the foundation they need for their future, while also making school a place everyone wants to be.

I grew up in Sonoma County, and I love this community. I started my teaching career at Hahn Elementary School as an Education Specialist in 2010. I then moved to the District Office, where I was a Program Specialist. In 2017 was lucky enough to come back to Hahn as the Principal.

I live in Santa Rosa with my husband and our four kids (My step-son-Tyler is at Tech High, my daughter -Sawyer is at LJ, my little kids -Laney, (3) and William (1) are at home. I fully understand that families can be pulled in a lot of directions, we want to partner with you, this is how Team Hahn was born. We always want to be in communication with how we can best support your child, together we can ensure that they have the best elementary experience.

I completed my Bachelor's Degree in Liberal Arts at San Francisco State University, where I also played soccer as a Gator. I then got my Mild/Moderate Teaching Credential at Sonoma State University. Later, I went back to SSU where I earned my Administrative Credential and a Master's in Educational Administration with an emphasis in curriculum and instruction. Since then I have been part of and worked for the California Principal Support Network where I have received amazing training in Professional Learning Communities (PLCs) which has helped me give our staff high leverage training.

If we haven't met, I'd love to meet you, please introduce yourself to me when you see me around campus, or join me for a parent meeting. My door is always open, feel free to stop in and say hello.

Rachel Hankerson  
Principal  
Marguerite Hahn Elementary School  
RachelHankerson@crpusd.org

## Our School

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Hahn is a welcoming, neighborhood school where students, families, and staff members feel like family. At Hahn Elementary school, we work hard to partner with families and be on the team or supporting your child. Hahn's teachers are highly respected as outstanding educators who believe in the unique talents and abilities of all of our students. Our focus is learning and preparing our students for the 21st Century, both academically and emotionally. Staff members work in partnership with families to successfully meet the needs of all our students. Our teachers meet regularly in grade level teams to review student data. This helps us make informed decisions to differentiate our curriculum for each student's individual success.

Marguerite Hahn Elementary School is committed to providing high-quality education to our diverse student body. We achieve our goals through a challenging curriculum, quality teachers, and an atmosphere that emphasizes communication and cooperation. Together, these elements create a safe and engaging learning environment in which all students can excel.

Hahn's active PTA is a key aspect of our school's success. Our PTA works tirelessly to raise funds throughout the school year. These funds are used to provide enrichment opportunities to our students, purchase additional technology for our classrooms, as well as provide our community-building Family Fun Nights.

We have four main expectations for students at Hahn: Be Safe, Be Respectful, Be Responsible, Be Kind. Our students are given gratitude grams when we can catch them following our expectations and students are entered into a school drawing. Our students also participate in monthly Life Skill Assemblies where our students are recognized for being model citizens for each month's life skill and where we celebrate students' academic success.

*Our mission* is to develop competent learners- ensuring that students at Hahn School reach a high level of academic and personal achievement as determined by state and national standards. We will accomplish this through a variety of learning opportunities and on-going purposeful assignments, committing resources to support this outcome.



Staff Member	Position	E-mail
Trisha Allen	TK Teacher	Trisha_Allen@crpusd.org
Angelise Sacco	K Teacher	Angelise_Sacco@crpusd.org
Sandy Smith	K Teacher	Sandy_GreerSmith@crpusd.org
Kaitlyn Walker	K Teacher	Kaitlyn_Walker@crpusd.org
Meagan Cutler	1st Grade Teacher	Meagan_Cutler@crpusd.org
Megan Cockrum	1st Grade Teacher	Megan_Cockrum@crpusd.org
Rachel Yanez	1st Grade Teacher	Rachel_Yanez@crpusd.org
Colleen Dunaway	2nd Teacher	Colleen_Dunaway@crpusd.org
Sara McKenna	2nd Grade Teacher	<a href="mailto:Sara_McKenna@crpusd.org">Sara_McKenna@crpusd.org</a>
Melanie D'Anna	2nd Grade Teacher	Melanie_Danna@crpusd.org
Diane Flohr	3rd Grade Teacher	Diane_Flohr@crpusd.org
Carrie Cuenca	3rd Grade Teacher	Carrie_Cuenca@crpusd.org
Lynn Lyon	3rd Grade Teacher	Lynn_Lyon@crpusd.org
Austin Brooks	4th Teacher	Austin_Brooks@crpusd.org
Nikki Diaz	4th Grade Teacher	Nikki_Diaz@crpusd.org
Lauren Everett	4th Grade Teacher	Lauren_Everett@crpusd.org
Benjamin Cain	5th Teacher	Benjamin_Cain@crpusd.org
Cynthia Gamel	5th Grade Teacher	Cynthia_Gamel@crpusd.org
Michelle Talbot	5th Grade Teacher	Michelle_Talbot@crpusd.org

Staff Member	Position	E-mail
Jordanna Wood	School Psychologist	Jordanna_Wood@crpusd.org
Julie Wade	P.E. Teacher	Julie_Wade@crpusd.org
Mary Peterson	Speech and Language Pathologist	Mary_Peterson@crpusd.org
Nicole Harrelson	School Nurse	Nicole_Harrelson@crpusd.org
Frank Vasquez	Education Specialist	Frank_Vasquez@crpusd.org



MARGUERITE HAHN ELEMENTARY SCHOOL  
Schedule for 2023-24

**TK & Kindergarten**

Mon, Tue, Thurs, Fri	8:20 to 2:00
Wednesday	8:20 to 11:30
Recess (M-F)	9:40- 10:10 (2 classes) & 10:00 - 10:30 (2 classes)
Lunch (M, T, TH, F)	11:30 to 12:15

**1<sup>st</sup> & 2nd Grade**

Mon, Tue, Thurs, Fri	8:20 to 3:00
Wednesday	8:20 to 11:30
Recess (M-F)	9:30-9:50
Lunch (M, T, TH, F)	11:55-12:40

**3rd-5th Grade**

Mon, Tue, Thurs, Fri	8:20 to 3:00
Wednesday	8:20 to 11:30
Recess (M/T/TH/F)	10:00-10:20
W	10:05-10:20
Lunch (M, T, TH, F)	12:20-1:05

Minimum Day for TK-5 Grade Students—June 7, 2022

8:20am – 11:30am

## ACADEMIC PROGRAM

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Hahn Elementary School is committed to the success of all students. Each week our teachers meet in professional learning community teams. Teachers spend time looking at how students are doing and make a plan to support all of our students.

### School Library, Computer Lab and Digital Literacy:

The library and computer lab are for study, research and the use of computers.

- All books, except reference books, may be checked out for a specified amount of time.
- Overdue books and materials will result in loss of check-out privilege.
- Lost or damaged library materials must be replaced promptly. Students are required to pay the replacement cost.
- No food or drinks are allowed in the library or the lab.
- Students are expected to follow all computer lab guidelines and abide by the CRPUSD technology use policy.
- Students learn and work with twenty-first century digital literacy skills in order for them to be information literate. They work on applying responsible research practices, being respectful to others when using digital devices, and continuing to grow as lifelong learners.

### Field Trips:

Field trips or special off-campus activities are designed to support in-class instruction, build team spirit, improve social skills, and foster positive relationships between students and adults. Students must make a satisfactory attempt to complete class and homework assignments and maintain good citizenship in order to participate in off-campus activities. Students remaining on campus will have an alternative assignment and placement. It is very important that students turn in all of their paperwork and monetary contributions before the stated due date for such items. We take school buses for the majority of our field trips. If you are driving yourself, or following the bus, you will need to fill out the field trip driver forms. These forms are located in the office and need to be filled out before the date of the field trip. It is important that parent drivers drive straight to the field trip and back (no stops for gas, food, etc.).

Every student must wear a seatbelt. California law requires children under the age of eight must be kept in a booster or until they are at least 4 feet 9 inches tall. In keeping with federal guidelines, no child under the age of 12 is allowed to sit in the front passenger seat of the vehicle if it is equipped with an airbag. This includes the child/children of the driver. No siblings are allowed unless it is designated by the teacher as a family field trip (i.e. picnic, etc.)

### Homework:

We encourage all students to read, use Lexia, and practice math facts. Please refer to your classroom teacher's specific homework policy.

### **Report Cards:**

The school year at Hahn is divided into trimesters. Report cards can be accessed through the online PowerSchool portal and are also sent home with students during the school year. Individual teachers may choose to send home more frequent grade reports.

### **Textbooks & Supplies:**

Students are issued textbooks. These textbooks are the responsibility of the student until returned. Textbooks and materials must be returned at the end of the year, or when a student transfers to another school. Any student who does not return, damages textbooks or other materials (such as computer equipment) will be charged replacement costs. Students are encouraged to come to school with a backpack and pencils. Classroom teachers will have a supply list if you would like to donate more materials to your child's classroom. As a school, we are always in need of glue sticks, skinny expo markers, and expo makers.

### **Parent Teacher Conferences:**

Each year, our teachers look forward to meeting during parent teacher conferences. Teachers will schedule with parents. Most conferences are held around the first trimester, but some aren't until January. If you have any questions, reach out to your student's teacher.

\*If you have any questions or concerns throughout the school year please contact your child's teacher.

### **Open House Showcase:**

Our open house showcase is held every year in late January/early February. This is a great family event! Not only is it a great event for our current families, we also invite incoming parents to visit.

The night starts in our MU, with student performances, a silent auction, a staff raffle, and food. Then we open up our classrooms and students are encouraged to visit their classroom as well as others.

## ATTENDANCE POLICIES

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Good attendance is the first step to school success. When students miss school, they miss valuable learning. Marguerite Hahn School follows state and CRPUSD District attendance policies. When your student is absent, you must call the attendance line (588-5675) and notify the office of your child's absence. All absences must be cleared within 72 hours after a student returns to school. The following is a shortened version of the attendance policy and is offered as a guideline.

### Absences:

- ***Absences for personal reasons:***

We understand that family emergencies are inevitable. Please call or come in to talk with the office as soon as possible to have these absences approved. The following are justifiable: family emergencies, court appearances, or religious holidays.

- ***Excused Absences:***

Excused absences include illness, medical/dental appointments, funeral of immediate family and quarantine. We cannot legally excuse absences for vacations, shopping trips, caring for younger siblings, visiting a parents' work site, etc.; these absences will be recorded as an unexcused absence.

- ***Independent Study Contract :***

If a student is going to be absent for more than five days, parents should request an Independent Study Contract. Please let the office staff know if you will need an Independent Study Contract as soon as you know, we request at least 72 hours' notice. Students must complete the assignments in the contract and return the completed work to their teacher the day they return to school. Independent Study Contracts will not be available at the end of the school year.

- ***Medical Visits:***

If a student has an appointment with a dentist, orthodontist, doctor, etc., please provide a slip from the medical office stating the time of the appointment and the time the student left the appointment to return to school. This slip is needed for the absence to be excused.

- ***Unexcused Absences:***

Any absence not excused under excused absences, independent study contract or medical visits be marked and reported as unexcused. Common unexcused absences include oversleeping, car problems, or absences simply not explained to school staff.

- ***Exclusions from school:***

State law requires that children be excluded from school for these reasons:

- Contagious health problems
- Lack of immunizations

## Truancy Letters:

Letter one- is a warning. Families get this letter after 3 unexcused absences or 30 minute tardies (this can be a combination of the two).

Letter two- Families get this letter after 3 more unexcused absences or 30 minutes tardies (this can be a combination of the two). \*6 total unexcused absences or 30 minute tardies. This letter triggers a meeting with the principal and family.

Letter three- Familie gets this letter after 3 more unexcused absences or 30 minute tardies (this can be a combination of the two). \*9 total unexcused absences or 30 minute tardies. This letter will trigger a meeting with the principal, family, and additional district staff (School Attendance Review Board (SARB)).

Independent studies are available for students who will be out for 3-14 school days. This needs to be requested in the office at least 72 hours prior to the student's absence.

## ILLNESS DAY LIMITS:

If a student is absent 14 or more days due to illness during the school year, a doctor's note will be required for any subsequent absence. If a doctor's note is not turned in, the absence may be unexcused (unexcused absences generate truancy letters).

## Morning Supervision:

Supervision begins at 8:10am. TK and Kindergarten students can go into their classroom at 8:10am. 1st-5th grade students can participate in the morning walk. All students must participate unless they are sitting on a green bench with their chaperone. We encourage our families to join us on our walk. Any adult who doesn't want to participate should sit on a green bench or at a green table. Students line up at 8:18am when the bell rings, teachers collect their classes from the blacktop, and enter the classroom at 8:20am. The school day begins at 8:20am and any student arriving after that time is considered tardy.

## Leaving Early:

If you need to take your student from school early, please go to the office and we will call your student up. If they are leaving for an appointment, please bring us a Dr. note, upon your return.

If a student is leaving more than 30 minutes early, it is recorded as an unexcused pickup, which will look like an unexcused absence, unless we get a Dr. note, or if they are sick.

## Afterschool:

Students are dismissed from class at 3:00pm and are expected to go straight home unless they have a parent/guardian on campus with them.



# Student Expectations

Our goal is that students and staff will show respect to each other, take responsibility for their actions, and ensure a safe learning environment. The core of the plan is acknowledgment of positive behaviors. Our four overarching agreements are: Be safe, be respectful, be responsible, and be kind.

As a staff we strive to make positive connections with students and learn what motivates them to do their best. In addition to creating connections with teachers, we want for the students to be comfortable with the school office staff, principal, and counselor, so that all students feel connected to school. We believe that by knowing student interests, students will be more connected to school and will therefore follow our expectations.

## Classroom rules and policies

Each teacher implements rules and procedures for their class. Each of the classrooms follow our four agreements and have additional systems in place that parents are given by Back to School Night. Teachers use gratitude grams as well as other incentives within the classroom to promote our four agreements. Every Tuesday, the Principal chooses a winning gratitude gram from each grade level. Those students chosen get to come choose a prize, and have their picture taken with our school mascot.

## Behavior Expectations for Specific Locations & Times

Can be found on the school behavior matrix, each of the locations has a list of expectations that students are taught at the beginning of the school year and revisited throughout the school year. Each of the areas has expectations for students to be safe, be responsible, be respectful, and to be kind.

		PANTHER EXPECTATIONS			
AREA/SETTING	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	BE KIND	
MU: Assembly	<ul style="list-style-type: none"> <li>*Hands to self</li> <li>*Walking feet</li> <li>*Criss-Cross Applesauce</li> </ul>	<ul style="list-style-type: none"> <li>*Applaud when appropriate</li> <li>*Listen when someone is speaking</li> <li>*Remove hats and hoods</li> </ul>	<ul style="list-style-type: none"> <li>*Focus on the presentation</li> <li>*Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>*Smile</li> <li>*Encourage speakers, performers, or award winners</li> </ul>	
MU: Lunch	<ul style="list-style-type: none"> <li>*Walk at all times</li> <li>*Give others personal space</li> <li>*Sit while eating</li> <li>*Eat your own lunch</li> </ul>	<ul style="list-style-type: none"> <li>*Raise your hand before getting up</li> <li>*Listen to all adults</li> <li>*Use appropriate voice level so lunch workers can hear student's answers</li> <li>*Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Throw away your trash from table and floor</li> <li>*Cleaning up your eating place</li> <li>*Line up and wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>*Smile</li> <li>*Give personal space</li> <li>*Say 'please' &amp; 'thank you' to our lunch workers</li> <li>*Apologize when needed</li> </ul>	
Quad: Lunch	<ul style="list-style-type: none"> <li>*Sit where a yard duty can see you</li> <li>*Keep an open walking space</li> </ul>	<ul style="list-style-type: none"> <li>*Respect yard duty as a teacher</li> <li>*Listen to the yard duty's directions</li> <li>*Say a polite "Hello" (only) to passing</li> </ul>	<ul style="list-style-type: none"> <li>*Pick up your trash</li> <li>*Return red basket to bin</li> <li>*Place lunchbox in teacher bucket</li> </ul> <p>Dismissal: 1. Stand and</p>	<ul style="list-style-type: none"> <li>*Pick up other's trash</li> <li>*Offer to sit with someone who needs a buddy</li> </ul>	



		Kinder students	<p>pick up garbage</p> <ol style="list-style-type: none"> <li>2. Wait to be dismissed</li> <li>3. Walk to throw away trash</li> <li>4. May run after lunchbox/bin/trash thrown away</li> </ol>	
Computer Lab	<ul style="list-style-type: none"> <li>*Walking feet</li> <li>*Hands and feet to yourself</li> <li>*Be where you are supposed to be online.</li> <li>*Questions: <ul style="list-style-type: none"> <li>-Ask A/B partner first</li> <li>-Ask Row Captain next</li> <li>-Raise hand last</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>*Enter rooms quietly</li> <li>*Use hand sanitizer when entering room</li> <li>*Come in, log-in, wait</li> <li>*Log-out, headphones, wait</li> <li>* Use appropriate voice</li> </ul>	<ul style="list-style-type: none"> <li>*Head directly to your destination</li> <li>*Hands-off power cords</li> <li>*Stay seated with questions. Follow question procedure.</li> </ul>	<ul style="list-style-type: none"> <li>*Hands-on your computer only</li> <li>*Be kind online and offline (no cyberbullying)</li> </ul>
Library	<ul style="list-style-type: none"> <li>*Walking feet</li> <li>*Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate voice level</li> <li>*Leave food and drink outside</li> </ul>	<ul style="list-style-type: none"> <li>*Put materials in their place</li> <li>* Return library books on time.</li> <li>*Ask questions if you are unsure of the directions</li> </ul>	<ul style="list-style-type: none"> <li>*Return missing or misplaced library books</li> <li>*Help the librarian if needed</li> </ul>

<p><b>Classrooms</b> : During class</p>	<ul style="list-style-type: none"> <li>*Walking at all times</li> <li>*Letting teacher know when leaving the classroom</li> <li>* Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>*Quietly listening to others</li> <li>*Treat classroom materials correctly</li> <li>*Maintain inside voice</li> </ul>	<ul style="list-style-type: none"> <li>*Finish work</li> <li>*Keep indoor areas clean &amp; organized</li> <li>*Enter &amp; exit rooms quietly</li> </ul>	<ul style="list-style-type: none"> <li>*Be kind to others</li> <li>*Include everyone</li> <li>*Help clean &amp; maintain classroom supplies</li> </ul>
<p><b>Hallways &amp; Walkways</b></p>	<ul style="list-style-type: none"> <li>*Walking feet</li> <li>*Hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Walk quietly</li> <li>*Quiet waves</li> <li>*Take care of our school</li> <li>*Enter rooms quietly</li> <li>* Silent voice level to conversational voice</li> </ul>	<ul style="list-style-type: none"> <li>*Head directly to your destination</li> <li>*Leave your personal belongings in classroom</li> </ul>	<ul style="list-style-type: none"> <li>*Smile</li> <li>*Help</li> <li>*Apologize</li> <li>*Include</li> <li>*Compliment</li> </ul>
<p><b>Playground: Recess</b></p>	<ul style="list-style-type: none"> <li>*Hands and feet to yourself</li> <li>*Line up right away when the whistle blows</li> <li>*Running games stay on the grass</li> <li>*When running on blacktop watch for others</li> </ul>	<ul style="list-style-type: none"> <li>*Use kind words and actions</li> <li>*Use I Statements</li> <li>*Recess voice</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment properly</li> <li>*Put equipment away when you are done</li> <li>*Be patient in line</li> <li>*Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>*Smile</li> <li>*Help</li> <li>*Apologize</li> <li>*Include others</li> <li>*Ask others to join your game</li> <li>*Compliment</li> </ul>
<p><b>Playground: Before School</b></p>	<ul style="list-style-type: none"> <li>*Hands and feet to yourself</li> <li>*Run in run areas only</li> <li>*Hangout away from walking/</li> </ul>	<ul style="list-style-type: none"> <li>*Listen to teachers on duty</li> <li>*Use kind words and actions</li> <li>*Recess voice</li> </ul>	<ul style="list-style-type: none"> <li>*Line up when the bell rings</li> <li>*Stay on the blacktop</li> </ul>	<ul style="list-style-type: none"> <li>*Smile</li> <li>*Help</li> <li>*Apologize</li> <li>*Include</li> <li>*Compliment</li> </ul>

	<p>running area</p> <ul style="list-style-type: none"> <li>*Follow foot traffic</li> <li>*Lock your bikes in rack</li> </ul>			
<p><b>Playground:</b> After school</p>	<ul style="list-style-type: none"> <li>*Make sure your adult knows where you are</li> <li>*Play only while supervised by your adult</li> </ul>	<ul style="list-style-type: none"> <li>*Stay on the playground / grass</li> <li>*Avoid classrooms</li> <li>*Recess voice</li> </ul>	<ul style="list-style-type: none"> <li>*Continue to follow recess expectations</li> <li>*Follow pick-up/ after school plan with adult</li> </ul>	<ul style="list-style-type: none"> <li>*Smile</li> <li>*Help</li> <li>*Apologize</li> <li>*Include</li> <li>*Compliment</li> </ul>
<p><b>Restrooms</b></p>	<ul style="list-style-type: none"> <li>*Walking only</li> </ul>	<ul style="list-style-type: none"> <li>*Quiet voice level</li> <li>*Give people privacy</li> </ul>	<ul style="list-style-type: none"> <li>*Flush toilet</li> <li>*Wash hands with soap and water</li> <li>*Put your paper towel in the trash can</li> <li>*Head back to class</li> </ul>	<ul style="list-style-type: none"> <li>*Wait your turn</li> <li>*Put a paper towel that wasn't yours in the trash</li> </ul>
<p><b>Parking lot:</b> Drop off and Pick Up</p>	<ul style="list-style-type: none"> <li>*Pick up/drop off against yellow curb</li> <li>*Keep seat belt fastened until car stops</li> <li>*Wait until car is stopped to get out</li> <li>*Look both ways</li> <li>*Use crosswalk</li> <li>*Walking feet in parking lot</li> </ul>	<ul style="list-style-type: none"> <li>*Pull forward in the red zone</li> <li>*Park in the parking spaces</li> <li>*Conversational and public speaking voice</li> </ul>	<ul style="list-style-type: none"> <li>*Have belongings ready to go</li> </ul>	<ul style="list-style-type: none"> <li>*Smile</li> <li>*Say goodbye to your driver</li> <li>*Say good morning</li> <li>*Apologize if needed</li> <li>*Compliment</li> </ul>

P.E.	<ul style="list-style-type: none"> <li>*Listen to instructions</li> <li>*Cooperate with others and be helpful</li> </ul>	<ul style="list-style-type: none"> <li>*Follow the rules of the game</li> <li>*Be prepared for class-wear proper footwear and bring a positive attitude</li> <li>*Appropriate voice level for activity</li> </ul>	<ul style="list-style-type: none"> <li>*Put away equipment properly</li> <li>*Follow safety tips to keep yourself and your classmates from getting hurt</li> </ul>	<ul style="list-style-type: none"> <li>*Smile</li> <li>*Help</li> <li>*Apologize</li> <li>*Include</li> <li>*Compliment</li> </ul>
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YMCA	<ul style="list-style-type: none"> <li>*Run in run areas only</li> <li>*Walking feet in classroom</li> <li>*Use supplies and equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Listen to adults &amp; follow instructions</li> <li>*Follow the rules of the game</li> <li>*Appropriate voice level for activity</li> </ul>	<ul style="list-style-type: none"> <li>*Keep all belongings in your cubby</li> <li>* Put supplies and equipment away</li> </ul>	<ul style="list-style-type: none"> <li>*Include all</li> <li>*Encourage others</li> <li>*Be helpful to your peers</li> <li>*Play fairly</li> </ul>
The Office	<ul style="list-style-type: none"> <li>*Walk in</li> <li>*Hands and feet to yourself</li> <li>*Use the nurse's room and try to keep it clean</li> </ul>	<ul style="list-style-type: none"> <li>*Walk in quietly</li> <li>*Wait for office staff to help you</li> <li>*Wait patiently</li> <li>*Take turns talking</li> <li>*Use a conversational voice</li> <li>*Clean up any spaces you may have used</li> </ul>	<ul style="list-style-type: none"> <li>*Head directly to the office</li> <li>*Bring a note with you, if possible</li> <li>*Use your words</li> </ul>	<ul style="list-style-type: none"> <li>*Smile</li> <li>*Help</li> <li>*Apologize</li> <li>*Use your words</li> <li>*Say please and thank you</li> </ul>

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### Life Skills:

The Life Skills are taught and displayed in each classroom. Students are acknowledged for the use of the Life Skills in weekly prize drawings, monthly awards and on student report cards. Teachers and staff give students Gratitude Grams when they observe students using the Life Skills. Teachers integrate instruction about the Life Skills with curricular topics.

1. Student Leadership plans skits for the Life Skill assemblies.
2. Each teacher will select one of their Life Skill winners to reflect the focus Life Skill.
3. Teachers will “catch” students using their Life Skills throughout the school day and verbally acknowledge this behavior or give a Gratitude Gram.

### Life Skills Definitions:

Caring: To show and feel concern.

Common Sense: To think it through.

Cooperation: To work together toward a common goal or purpose.

Courage: To act according to one’s beliefs.

Curiosity: To investigate and seek understanding.

Effort: To do your best.

Flexibility: The ability to alter plans when necessary.

Friendship: To make and keep friends through mutual trust and caring.

Initiative: To do something because it needs to be done.

Integrity: To act according to what’s right and wrong.

Organization: To work in an orderly way.

Patience: To wait calmly.

Perseverance: To keep at it.

Pride: Satisfaction from doing your personal best.

Problem Solving: To seek solutions.

Resourcefulness: To respond to challenges in creative ways.

Responsibility: To do what’s right.

Sense of Humor: To laugh and be playful without hurting others.

### Gratitude Grams:

Gratitude Grams are slips of paper, and if a teacher or staff member “catches” a student using a Life Skill, they receive the Gratitude Gram. The student will write their name on the ticket and turn it into their teacher. The teachers send them up to the office each week where they are displayed in a grade level container. On Tuesday’s the principal will announce the winners over the loudspeaker, or at the school assembly (depending on the week). One winner from each grade level will be chosen each week, students will come to the office, meet with the school mascot & principal, and get a prize. The winners will have their pictures shown be in the following weeks student leadership morning announcement video.

### Progressive discipline:

As students make mistakes we will review our expectations. Teachers, staff and administration will work closely around student behaviors and work towards improving negative behaviors. The school will contact parents of misbehaviors so that we can partner in correcting these. Different behaviors will have different consequences. We

try to have natural consequences- for example if a student is throwing food, they'll help pick up food/garbage the following day. Students sometimes miss a preferred activity. If the behaviors continue to increase, we can use behavior charts and/or a behavior plan.

### Bullying/Cyber-bullying- Board Policy 5131 (a,b,c)

Bullying/harassment of other students, staff, including intimidation, so-called “cyber-bullying,” hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is strictly forbidden. Cyberbullying includes posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person’s account and assuming that person’s identity in order to damage that person’s reputation or friendships. In accordance with the Board’s policy and administrative regulation on search and seizure, a school official may search a student’s mobile communication device, including, but not limited to, reviewing messages or viewing pictures. A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

#### Hahn Elementary School Bullying / Intervention Procedure

Hahn Elementary School takes this issue seriously and has a “No Tolerance” approach to bullying.

*“Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.*

*In order to be considered bullying, the behavior must be aggressive and include:*

*An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.*

*Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.*

*Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.”*

It is vital that students report bullying to a teacher or the principal. Hahn teachers use Tool Box in their classrooms as an anti-bullying curriculum. If there are bullying incidents reported, there are several steps taken by teachers and the principal to correct the situation. Since every situation is different, there are different ways to handle what is occurring. Some steps taken to intervene and correct the situation are: conflict resolution, administrative conferences with families and students, and severe consequences. All actions that are taken are confidential and cannot be shared with other families.



## Investigation Process:

### Reporting:

1. Report the offense to any staff member in person, by written statement, via e-mail, or the STOPit App (for 4th-5th graders).
2. Within one school day the complaint will be brought to the school administrator.
3. School Administrator will investigate and if a violation of law is found, shall take prompt action to stop it, prevent recurrence and address any continuing effects.

### Confidentiality:

1. All complaints and allegations shall be kept confidential except as necessary to carry out an investigation or take necessary actions.
2. If the student requests to remain completely anonymous, this may limit the investigation and ability of the district to take further action, but will not stop the investigation.

### Outcomes:

1. The victim will be informed of the investigation and any findings. The victim will receive necessary support during and after the investigation.
2. The perpetrator will stop the harm. They may be subject to progressive discipline, including suspension and possible expulsion. The perpetrator will also be educated on appropriate student conduct as it relates to the infraction.
3. Any retaliation towards the reporting student or victim will not be tolerated and may result in further disciplinary action.

## Suspension:

The school will follow Ed Code in suspending students. Hahn elementary school wants to have students in school daily and therefore tries to provide alternatives to suspension whenever possible. We also want for students to understand why their behavior was not acceptable so that the behavior can become extinct. Some of these include: restorative circles, meeting with the school counselor, regular check-ins with the school principal, being in our check-in check-out program, or restitution,

## Restorative circles:

The purpose of restorative circles is for students to share their feelings around a specific incident. The students who were harmed are able to share how the other student's actions made them feel. Students are all given a chance to speak and then a facilitator helps the students come up with a plan for students to repair damage and to move past the incident.

## Meeting with the school counselor:

Students can meet with the school counselor individually or in a group, depending on the student's needs. Depending on the student's need students can meet with the counselor once, as requested, weekly, or twice weekly. Counseling can be held individually or in groups. During counseling students, be reminded of Tool Box lessons, use an additional curriculum, or meet in friendship groups.

### **Regular check-ins with the school principal:**

This is a proactive strategy, for students to know that there is another adult on campus who cares about them. These check-ins may be to check-in with a student around his/her behavior and his/her progress, or to make sure that a student has been following through with an agreement. These check-ins can also be used for a student who had another student not being kind to them, to ensure that the behavior has stopped (some students will not always tell an adult unless they are being asked directly).

### **Check-in Check-out:**

Students are given individual goals (2-3). Students come to the office and check-in each morning, they are given their goal for the day, encouraged to make good choices and have a good day. Throughout the day the student checks-in with their teacher for how they are doing, and if they are meeting their goal or not (about every hour). At the end of the day, students come to the office and check-out. If the student meets their goal, they get points. Points can be spent on Fridays and the rewards are individualized based on a student interest survey completed by the students before starting the program. This is meant to be a 6-8-week intervention.

### **Restitution:**

When a student has done harm, a good option is sometimes for the student to have a natural consequence. If a student makes a mess-they need to help clean it up, or later help the custodian. Example: a student throwing food at lunch, the next day may help pick up the floor of the lunch room. Other examples include apology notes/letters, doing something kind for someone, etc.

### **Cell Phones & Other Electronics:**

In the ever-changing world of technology, we understand that your student may want to bring a device to school. Unless your child's teacher has asked for them to bring them to school (for research or as a class reward) we encourage students to leave them at home. We also understand that students may need their phones after school to reach their ride. Phones/ smart watches should only be used at the end of the day to call/text for pickup arrangements. Marguerite Hahn School cannot and does not assume responsibility for such devices. If a student is using a device without permission, the teacher will hold the device until the end of the school day, if it happens again, the device will be brought to the office and a parent will need to pick it up.

No recording devices are permitted unless prior administrative approval is given. Due to confidentiality issues, no recorded image of the Marguerite Hahn campus, teachers, or students are to be posted to social media or the internet electronically without administrative approval.

### Dress Code:

At Marguerite Hahn we maintain an atmosphere to support academic excellence. We want to ensure that students can safely participate in all activities at school.

- Shoes must have backs/back strap
- No wallets or belt chains
- All shirts should cover midriff
- All shirts (and dresses) need to have at least a two-finger strap
- No make-up
- Only shirts with appropriate words and pictures
- Shorts, skirts, and dresses should be play appropriate
  - Teachers can take students out of PE any day, students should be able to run/jump etc.

## MEDICAL CARE AND SCHOOL EMERGENCIES

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### Emergency Contact and Release:

In cases of emergency, the school will attempt to contact parents. It is essential that emergency data be updated annually for each enrolled student. **Students and parents must notify the office of any changes in place of residence, home phone number, or parents' cell and/or business phone number. No student will be released to a person not listed on the student's emergency list.** Please enter your child's emergency information in the PowerSchool system now and as changes occur. If you provide us with an email address, you will receive email contact as well as a phone call when we send out announcements. In case of emergency, students will be dismissed directly from the blacktop. Parents will sign out their students via our Lanyard Emergency Release System.

### Injury or Illness at School:

All injured/ill students are sent to the office. In case of serious accident or injury, emergency services will be called to administer medical aid and parents will be notified. A district nurse is available part-time to supervise hearing and vision tests, maintain records and other matters. We do not have a full-time nurse at Evergreen, but a district nurse is on-call at all times.

### Student Medication:

All medication (prescription or over-the-counter) needed by students must be in its original container and given to office staff to dispense the medication as the doctor prescribes. A physician and parent note must be on file in the office before any medication can be given. Students may be allowed to self-administer inhalers, "epi-pens," or glucometers to monitor, test, or treat an existing medical condition only with a written request by the parent/guardian and with written approval of the student's physician.

### **Emergency School Closure:**

In the event of severe winter storms, floods, smoke, etc. tune your radio to KSRO 1350 AM or KZST 100.1 FM. These stations will announce if any District school has been closed due to weather conditions. We will communicate to Hahn families to the best of our ability using the Parent Square and social media in the event of an emergency closure.

\*Please note there are additional days on the school calendar, if we have to close for an emergency.

## **PARENT & COMMUNITY INVOLVEMENT**

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### **English Language Advisory Committee (ELAC):**

The English Language Advisory Committee is a parent and faculty group that advises the school and parent community on important issues related to students learning English as a non-native language. All parents are invited to attend ELAC meetings. The meeting dates can be found in the Principal Newsletter. All meetings will have Spanish translation available. We are also looking for a district representative (DELAC). Please contact the office with any questions: 707-588-5675

### **Parent Teacher Association (PTA):**

Parents and students are encouraged to attend PTA meetings. This important group plays an essential role in many activities for students and families that occur throughout the school year. Meetings are held throughout the school year, at 5:30 in the MU or office staff room. Meeting dates can be found in the Principal Newsletter. Contact PTA with any questions: Hahnpta@gmail.com

### **School Site Council:**

This important school body is composed of an equal number of staff and parents. It develops and approves the school improvement and safety plans as well as setting school-wide goals. Elections for new members will be held at the beginning of each school year. Meetings are held four times during the year at 3:15 pm in the staff room. Meeting dates can be found in the Principal Newsletter.

### **Visitors on Campus:**

To ensure campus safety, we monitor all visitors. Parents, guest speakers, and classroom volunteers must check in at the office before entering the classrooms and wear a visitor's badge. Any former students who wish to visit teachers must wait until 3:00 before entering the campus.

### **Volunteers:**

Hahn School welcomes volunteers. All volunteers need to be cleared through the district office. There is a link at the bottom of every Principal Newsletter. A visitor pass is required to be worn at all times.

## MISCELLANEOUS

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### Birthdays and Celebrations:

We follow the CRPUSD Wellness Policy in accordance to birthdays and celebrations. Please do not bring cupcakes or other treats for your child's birthday. All treats for class celebrations need to be cleared by the teacher and bought through a store/prepared by someone with a food handlers permit.

We understand that birthdays are an exciting time for each child, but these special days are celebrated after-school. Balloons and flowers are not to be delivered or brought to school. If they are delivered to school, they will remain in the office until after school.

### Food Service:

Snack and Lunch services are free this year.

### Lost and Found:

Students must assume responsibility for loss or damage to any personal property left in a classroom or on campus. **The school is not responsible for personal property.** Found articles should be taken to the office or to the lost and found bin in the MU. Students should write their names on all books, backpacks, jackets and other personal belongings. Students should not bring valuables or large amounts of money (more than \$5.00) to school.

### Student use of School Phone:

The office staff will call students' classrooms at a time that least affects instruction. If students need to use the phone to call home, they need to ask the office staff before calling.

## TRANSPORTATION

Transportation to and from school is the responsibility of the student/parent. Due to frequent congestion in school parking areas, especially on rainy days, alternative means of transportation are encouraged (i.e., car pools, buses, bicycles, skateboards, scooters, walking, etc.).

### Bicycles and Alternative Vehicles:

Bicycles, skateboards, and scooters must be kept in the school bicycle area during the day. Students must walk their transportation into the bike area and secure it with a lock. For after-school safety, students are to walk their bikes, scooters or skateboards off campus to the city sidewalk- then they may ride these items. We require students riding any alternative transportation to school to wear helmets. Note that state law also requires a protective bike helmet. All safety and traffic rules are to be followed by students. This includes riding bicycles in the direction of traffic in bicycle lanes, if provided, and crossing at designated intersections appropriately. Bikes should be locked individually (with a lock provided by the student) --not locked with another bicycle, for example. Students and parents must assume total responsibility for lost, damaged or stolen transportation.

### Parking Lot & Traffic Safety:

In order to help our flow of traffic, please follow the following guidelines to ensure student safety.

- The yellow zone in the front of the school is reserved for daycare vans.
  - Once the daycare vans have all left, our crossing guard will signal drivers that it is okay to drop off
- In the parking lot, please find a place to park your car, or drop off in the yellow zone
  - Please pull all the way forward in the yellow zone
  - Please do not let students out in the red zone (which is prior to the yellow zone)
- Students and families should always cross in the crosswalk.
- The fire road is meant for emergency vehicles and staff only, no student drop-off or parent parking is permitted
- When parking on the street, please be thoughtful of our neighbors and don't block their driveways
- Drivers-please drive slow and stop for everyone in the cross walks

We need everyone's help to avoid creating dangerous situations and additional congestion. Please obey all traffic signs and laws when approaching and entering our school's drop off and pick up areas. Children's safety is at stake. Please be alert and patient.

## DISTRICT BOARD POLICIES

<b>Student Attendance / Student Conduct Policies and Regulations</b>	<i>Políticas y normas acerca de la asistencia/conducta de estudiantes</i>	
<p>We encourage our parents and students to familiarize themselves with these important District policies and regulations regarding student attendance and conduct. These will be posted on our District website at <a href="http://www.crpUSD.org">www.crpUSD.org</a>. For a hard copy, please see your school's office manager.</p>	<p><i>Rogamos a los padres y estudiantes que se familiaricen con estas importantes políticas y normas acerca de la asistencia y conducta de estudiantes. Éstas estarán disponibles en el sitio Web del Distrito en <a href="http://www.crpUSD.org">www.crpUSD.org</a>. Para una copia impresa, hablar con la gerente de oficina de su escuela.</i></p>	
Absences and Excuses	<i>Ausencias y excusas</i>	BP 5113 / AR 5113
Chronic Absence and Truancy	<i>Ausentismo crónico y habitual</i>	AR 5113.1
Alcohol and Other Drugs	<i>Alcohol y otras drogas</i>	BP 5131.6 / AR 5131.6
Bullying	<i>Intimidación/acoso</i>	BP 5131.2
Conduct	<i>Conducta</i>	BP 5131
Discipline	<i>Disciplina</i>	BP 5144 / AR 5144
Gangs	<i>Pandillas</i>	BP 5136 / AR 5136
Nondiscrimination / Harassment	<i>No discriminación / hostigamiento</i>	BP 5145.3
Sexual Harassment	<i>Acoso sexual</i>	BP 5145.7 / AR 5147.7
Suspension and Expulsion / Due Process	<i>Suspensión y expulsión / proceso debido de ley</i>	BP 5144.1 / AR5144.1 and AR 5144.2
Use of Technology	<i>Uso de tecnología</i>	BP 6163.4 / AR 6163.4
Weapons and Dangerous Instruments	<i>Armas e instrumentos peligrosos</i>	BP 5131.7 / AR 5131.7
Work Permits	<i>Permiso de trabajo</i>	BP 5113.2 / AR 5113.2





Hahn School Song  
(To the tune of Grand Old Flag)

Marguerite Hahn School  
Is a great kind of school  
Where a student can learn and can grow

We will do our best  
In this knowledge quest  
We will learn what we need to know

We work side by side  
Hold our heads up with pride  
All the teachers and students as one

We will not forget  
These years we spent  
Hahn Panthers are #1!