

Marguerite Hahn Elementary School



Family Handbook 2026-2027

Marguerite Hahn Elementary School

Student and Family Handbook

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

Website: mhs.crpUSD.org

Main Office: (707) 588-5675
School Fax: (707) 588-5680

Office Hours: 8:00 a.m. to 3:30 p.m. Monday - Friday

ADMINISTRATION

Nikki Diaz – Principal

Danielle Sutliff – Office Manager

Leticia Ontiveros – Office Assistant

Communication: Stay informed with email or the Parent Square App.



ParentSquare

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CRPUSD District Calendar 2026

Hahn School 2026-2027 Calendar

August 2026						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
8/12 First Day of School						
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
8/26 Back to School Night TK-2						
8/26 Back to School Night 3-5						

SEPTEMBER 2026						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
9/7 Labor Day - No School						
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
10/12 Indigenous Peoples' Day - No School						
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
11/2 - 11/6 Early Release - Conferences						
8	9	10	11	12	13	14
11/11 Veterans Day - No School						
15	16	17	18	19	20	21
22	23	24	25	26	27	28
11/23-11/27 Fall Break - No School						
29	30					

DECEMBER 2026						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
12/19 - 12/31 Winter Break - No School						

JANUARY 2027						
S	M	T	W	TH	F	S
					1	2
1/1 - 1/4 Winter Break - No School						
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
1/18 MLK Jr. Day - No School						
24	25	26	27	28	29	30
31						

FEBRUARY 2027						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
2/8 Lincoln's Birthday - No School						
14	15	16	17	18	19	20
2/15 President's Day - No School						
21	22	23	24	25	26	27
28						

MARCH 2027						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
3/22 - 3/26 Spring Break - No School						
28	29	30	31			
3/29 Farm Workers day Observance - No School						

APRIL 2027						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
4/5 Local Holiday - No School						
11	12	13	14	15	16	17
4/16 Emergency Day #1 (School TBD*)						
18	19	20	21	22	23	24
4/19 Emergency Day #2 (School TBD*)						
25	26	27	28	29	30	

MAY 2027						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
5/31 Memorial Day - No School						

JUNE 2027						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
6/3 Last Day of School						
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Mon/Tues/Thurs/Fri	TK/Kinder: 8:20AM - 2:00PM
	1st-5th Grade 8:20AM - 3:00PM
Wednesday	TK-5th Grade 8:20AM - 12:35PM (early release)
August 12-14	TK/K ONLY: 8:20AM - 12:35PM
August 17-21	TK ONLY: 8:20AM - 12:35PM
*In the event that disasters reduce our # of school days below the state minimum number of days AND/OR we are not meeting the required number of instructional minutes.	

Bell Schedule for 2026-2027

August 12, 2026 - June 3, 2027

M,Tu,TH,F

8:20.....	School Begins
9:40-10:00.....	TK/K Recess
9:40-10:00.....	Primary Recess (1-2)
10:05-10:25.....	Intermediate Recess (3rd-5th)
11:30-12:15.....	Lunch (TK/K)
11:55-12:40.....	Lunch (1st-2nd)
11:55-12:40.....	Lunch (3rd-4th)
12:40-1:25.....	Lunch (5th)
2:00.....	Dismissal (TK/K)
3:00.....	Dismissal (1st-5th)

Wednesday – Early Dismissal

8:20.....	School Begins
9:40-10:00.....	TK/K Recess
9:40-10:00.....	Primary Recess (1-2)
10:05-10:25.....	Intermediate Recess (3rd-5th)
11:00-11:45.....	Recess / Lunch (TK/K)
11:00-11:45.....	Recess / Lunch (1st-2nd)
11:45-12:30.....	Recess / Lunch (3rd-5th)
12:35.....	Dismissal

Early Release Days TK/K — August 12-14, 2026 (8:20 - 12:35)

Early Release Days TK only — August 17-21, 2026 (8:20-12:35)

Early Release Day TK-5 — June 2-3, 2027 (8:20 - 12:35)

Students may not arrive at school any earlier than 8:10am. Students arriving between 8:10-8:20 should go to the blacktop. There is no supervision for students prior to 8:10 am or after school.
Principal Message & Mission Statement

Dear Hahn Families,

I am honored and excited to introduce myself as the principal of Marguerite Hahn Elementary School. As many of you know, I have had the privilege of serving this incredible school as a classroom teacher for nine years. I am thrilled to continue serving as principal and supporting our students, staff, and families as we build on the successes of the past year.

Marguerite Hahn is not just where I work, it's a place I proudly call home. My husband and I live here in Rohnert Park, and we are raising our two daughters, who are both students at Hahn. As both an educator and a parent, I am deeply invested in the well-being and success of every child who walks through our doors.

As a member of this community, I continue to bring a unique perspective that helps strengthen the connections between our students, staff, and families. Building on the foundation we established together, I remain committed to the values and goals that guide our school. As I continue to grow as a school leader, I am dedicated to fostering a positive school culture while supporting high-quality instruction that challenges, engages, and inspires every learner to reach their full potential.

My vision as principal is rooted in the belief that schools thrive when every student feels safe, seen, and valued. I am committed to fostering an inclusive learning environment where all students feel a true sense of belonging. I also strongly believe in the power of relationships between staff and students, schools and families, and among colleagues. These connections form the foundation of a strong, supportive community, and I look forward to building and strengthening those partnerships together.

This coming year brings new opportunities, and I am confident that with collaboration, care, and shared purpose we will continue to make Marguerite Hahn a place where students learn, grow, and thrive. I am eager to listen, to learn, and to lead with heart.

Thank you for welcoming me into this new role. I look forward to an amazing year ahead!

Nikki Diaz
Principal
Marguerite Hahn School
Nikki_diaz@crpusd.org

Our School

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 a team to support 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	TK Teacher	Angelise_Sacco@crpusd.org
Kaitlyn Walker	TK Teacher	Kaitlyn_Walker@crpusd.org
Kieleigh Calcagno	K Teacher	Kieleigh_Calcagno@crpusd.org
Jan Forni	K Teacher	Jan_Forni@crpusd.org
Jessica Holloway Mclorg	K Teacher	Jessica_Mclorg@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 Grade Teacher	Colleen_Dunaway@crpusd.org
Sadie Marigo	2nd Grade Teacher	Sadie_Marigo@crpusd.org
Jessica Laws	3rd Grade Teacher	Jessica_Laws@crpusd.org
Sean Taulbee	3rd Grade Teacher	Sean_Taulbee@crpusd.org
Austin Brooks	4th Grade Teacher	Austin_Brooks@crpusd.org
Lauren Everett	4th Grade Teacher	Lauren_Everett@crpusd.org
Janelle Schwarm	4th Grade Teacher	Janelle_Schwarm@crpusd.org
Lisa Brazie	5th Grade Teacher	Lisa_Brazie@crpusd.org
Benjamin Cain	5th Grade Teacher	Benjamin_Cain@crpusd.org
Cynthia Gamel	5th Grade Teacher	Cynthia_Gamel@crpusd.org
Michelle Talbot	5th Grade Teacher	Michelle_Talbot@crpusd.org
Katy Edson	TK/K SDC Teacher	Kathryn_Edson@crpusd.org
Ashley Price	1-2 SDC Teacher	Ashley_Price@crpusd.org
Rowan Smart	3-5 SDC Teacher	Rowan_Smart@crpusd.org

Staff Member	Position	E-mail
Jordanna Wood	School Psychologist	Jordanna_Wood@crpusd.org
Nate Murray	P.E. Teacher	Nate_Murray@crpusd.org
Amber Baum	A.P.E. Teacher	Amber_Baum@crpusd.org
Nicole Rieger	Speech and Language Pathologist	Nicole_Rieger@crpusd.org
Alexandria Lowery	Speech and Language Pathologist	Alexandria_Lowery@crpusd.org
Susan Winter	IEP Counselor	Susan_Winters@crpusd.org
Momoko Ito	School Nurse	Momoko_Ito@crpusd.org
Frank Vasquez	Education Specialist	Frank_Vasquez@crpusd.org
Abigail Brown	Education Specialist	Abigail_Brown@crpusd.org
Matt Horwinski	Occupational Therapist	Matthew_Horwinski@crpusd.org

Title IX

[Nondiscrimination Notice](#)

[Uniform Complaint Procedures](#)

[Nondiscrimination in Employment Board Policy](#)

Title IX

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to gender stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX requires that each school district have at least one person designated as the Title IX Coordinator to receive, investigate and settle Title IX complaints. In CRPUSD your Title IX Coordinators are listed below.

Title IX Roles

Dr. Jamal Fields, Assistant Superintendent

Title IX District Coordinator

Work Contact: (707) 792-4708

Work Email: jamal_fields@crpusd.org

Maya Russell Nava, Director of Student Services

Title IX Student Coordinator

Work Contact: (707) 792-4540

Work Email: maya_russellnava@crpusd.org

ACADEMIC PROGRAM

SCHOOL LIBRARY, COMPUTER LAB and DIGITAL LITERACY

We are proud to offer a Library for student use. The library is for study, research, and independent reading.

- 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.
- Students are expected to follow all computer lab guidelines and abide by the CRPUSD technology use policy when using a CRPUSD issued device.
- 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 donations before the stated due date for such items. Late paperwork will not be accepted. Parents who drive on field trips need to supply the required driver forms. They should drive directly to and from the destination, with no stops along the way (such as gas stops.) Non-school age children are not allowed on field trips.

HOMEWORK

At Hahn School, we feel that the most important homework students can do is to **practice their reading skills**. Every teacher has this expectation for homework. To encourage responsibility and organization, we ask that homework be returned on time and that students make up assignments if they are absent from school. In addition, there may be assignments in other subjects to support the work learned in class. Please refer to your classroom teacher's specific homework policy. If a student will be absent for several days, we ask that parents contact their teacher and arrange to pick-up assignments from the office. Please allow 24 hours for teachers to get assignments ready.

REPORT CARDS

The school year at Hahn School is divided into trimesters. Report cards are 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 basic school supplies. If you'd like to donate supplies to your child's classroom, you can see the list of suggested items on our website under "parent/student resources". Remember, this is a voluntary donation.

SEL CURRICULUM

- The SEL curriculum we will be using is Everyday Speech. Your username is your district email address.
- If you have issues with accessing or using the curriculum, contact meghan.clausing@everydayspeech.com
- The everyday speech curriculum includes 40 weeks of pre-planned lessons, based on the 5 CASEL competencies of social emotional development.
- The lessons are divided into 5 units, each with a different theme.
- As we start each unit we will be creating school wide bulletin boards in order to promote the theme across campus.
- By the whole campus teaching the lessons in alignment with each other our students will hear common language and be able to engage more fully.
- Each Lesson has 3 to 5 components (for a total of 30 minutes) based on grade level and we recommend doing one component per day for repeated practice throughout the week. However, you can also do all of the components together during one 30 minute lesson.
 - For lessons with warm-up activities, It is recommended to do the them each day to give students more than one opportunity to practice it.
 - The lesson portion will be either a video, group game or interactive activity.

For the other components, which involve a prompt related to the topic the format is up to you. You can incorporate the discussion questions into a community circle, journaling prompt, art project or just complete the provided worksheet.

Parent Teacher Conferences:

Each year, our teachers look forward to meeting during parent teacher conferences. Conferences will be held the week of November 2nd-6th. During parent/teacher conference week, all students will have early dismissal at 12:35pm. Teachers will communicate with parents about scheduling a parent/teacher conference as the window approaches.

*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, it will be held on April 28th at 5pm. 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

Good attendance is the first step to school success. **When students miss school, they miss valuable learning.** Hahn School follows state and CRPUSD District attendance policies. When your student is absent, you ***must*** call the school office (707-5885675) 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. The following are justifiable absences: family emergencies, court appearances, religious holidays or instruction.

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

- Contagious health problems
- Lack of immunizations

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. Signed Doctor or Dentist notes are required to excuse absences.

INDEPENDENT STUDY CONTRACT: If a student is going to be absent for more than five days, parents should request an Independent Study Contract. The office staff handles such requests. 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.

1. First Step: Family Request – Verbal or by email. Talk with your students' teacher about the dates for the Independent Study minimum 48 hours prior to the requested first day of Independent Student. If it is less than 48 hours, the teacher can decline the request
2. Second Step: If approved, the Teacher will let the family know to email the office to start the application process. Office will create application in InformedK12 for parents to sign
3. Third step: Teacher will create the packet and give to the student
4. Fourth Step: 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. The Cutoff date will be announced by district personnel.

IMPORTANT:

Students may **ONLY** take 15 TOTAL total days of Independent Study during the entire school year.

Minimum 3 days Maximum 15

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 must be marked and reported as unexcused. Common unexcused absences include oversleeping, car problems, or absences simply not explained to school staff.

TARDIES

Supervision begins at 8:10am. Students line up at 8:17am, teachers collect their classes from the blacktop, and enter the classroom at 8:20 am. The school day begins at 8:20 am and any student arriving after that time is considered tardy.

Please send your child directly to class if they arrive between 8:20 am-8:30 am. Your child's teacher will be able to mark them tardy in class during that time period. If your child arrives after 8:30 am, they will need to check in at the office first. We understand that life happens, but please make every attempt to have your child here on time, every day. It is disruptive to the learning environment when students arrive late to class. We appreciate your support!

As a general policy, the only legitimate excuses for lateness or absence are sickness, doctor or dental appointments, death of a family member, court appearances, or family emergencies. We also make allowances for late buses. You will receive letters if your child is experiencing several days of tardiness.

TRUANCY

3 OR MORE UNEXCUSED ABSENCES: Any student who has 3 unexcused absences in a given school year, or who is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, is legally truant. A truancy letter is sent home alerting the family to the problem.

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.

TRUANCY: By state law, three unexcused absences result in a student being declared a truant.

TRUANCY LETTERS: Truancy letters are sent out for any student who accrues 3 or more unexcused absences. Each additional unexcused absence, after the third, results in a truancy letter being sent. After the second truancy letter, parents/guardians are required to meet with school administration and sign an attendance contract. A third truancy letter culminates in a School Attendance Review Board (SARB) hearing at the district level, with possible referral to the District Attorney.

BEHAVIOR & DISCIPLINE

RESTORATIVE PRACTICES

Marguerite Hahn Elementary utilizes Restorative Practices. Restorative Practices in schools are based on Restorative Justice principles instead of punishment. They aim first to build classroom communities that are supported by clear agreements, authentic communication, and specific tools to bring issues and conflicts forward in a helpful way. They provide specific pathways to repair harms by bringing together those who are affected by misbehavior in a dialogue to address concerns, achieve understanding, and come to agreement about setting things right. In addition to serving the cause of fairness and justice, restorative approaches make safer schools and contribute to social and emotional learning.

BEHAVIOR EXPECTATIONS

Students are expected to demonstrate positive behavior at school and to behave appropriately on their way to and from school. We recognize that these skills are being learned and that mistakes will happen. When these mistakes occur, depending upon the severity of the problem, we make every attempt to problem solve the situation using Restorative Practices. We believe that these are opportunities for teaching and learning. We work with students to recover from mistakes, as mistakes are a vital part of learning. Students are expected to use appropriate behavior at all school-sponsored events, including field trips and will be held accountable for their choices. The guide below outlines expected behaviors for the different locations students encounter during their day. **Please see the Hahn School Discipline Plan at the end of this document.**

		PANTHER EXPECTATIONS			
AREA/SETTING	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	BE KIND	
MU: Assembly	*Hands to self *Walking feet *Criss-Cross Applesauce	*Applaud when appropriate *Listen when someone is speaking *Remove hats and hoods	*Focus on the presentation *Stay seated	*Encourage speakers, performers, or award winners	
MU: Lunch	*Walk at all times *Give others personal space *Sit while eating *Eat your own lunch	*Raise your hand before getting up *Listen to all adults *Use appropriate voice level *Keep hands and feet to yourself	*Throw away your trash from table and floor *Cleaning up your eating place *Line up and wait your turn	*Give personal space *Say 'please' & 'thank you' to our lunch workers *Apologize when needed	
Quad: Lunch	*Sit where a yard duty can see you *Keep an open walking space	*Respect yard duty as a teacher *Listen to the yard duty's directions *Say a polite "Hello" (only) to passing	*Pick up your trash *Place the lunchbox in the teacher wagon. Dismissal: 1. Stand and pick up	*Pick up other's trash *Offer to sit with someone who needs a buddy	

		Kinder students	garbage 2. Wait to be dismissed 3. Walk to throw away trash 4. May run after lunchbox/ bin/ trash thrown away	
Library	*Walking feet *Hands and feet to self	*Use appropriate voice level *Leave food and drink outside	*Put materials in their place * Return library books on time. *Ask questions if you are unsure of the directions	*Return missing or misplaced library books *Help the librarian if needed
Classrooms: During class	*Walking at all times *Letting teacher know when leaving the Classroom * Keep hands, feet, and objects to self	*Quietly listening to others *Treat classroom materials correctly *Maintain inside voice	*Finish work *Keep indoor areas clean & organized *Enter & exit rooms quietly	*Be kind to others *Include everyone *Help clean & maintain classroom supplies
Hallways & Walkways	*Walking feet *Hands and feet to yourself	*Walk quietly *Quiet waves *Take care of our school *Enter rooms quietly	*Head directly to your destination *Leave your personal	*Help if someone needs it.

		* Silent voice level to conversation voice	belongings in classroom	
Playground: Recess	*Hands and feet to yourself *Line up right away when the whistle blows *Running games stay on the grass *When running on blacktop watch for others	*Use kind words and actions *Use I Statements *Recess voice	*Use equipment properly *Put equipment away when you are done *Be patient in line *Be a problem solver	*Include others *Ask others to join your game
Playground: Before School	*Hands and feet to yourself *Follow foot traffic *Lock your bikes in rack	*Listen to teachers on duty *Use kind words and actions *Recess voice	*Line up when the bell rings *Stay on the blacktop	*Ask others to walk with you.
Playground: After school	*Make sure your adult knows where you are *Play only while supervised by your adult	*Stay on the playground / grass *Avoid classrooms *Recess voice	*Continue to follow recess expectations *Follow pick-up/ after school plan with adult	*Help others if they get hurt, or separated from their adult.
Restrooms	*Walking only	*Quiet voice level *Give people privacy	*Flush toilet *Wash hands with soap and water	*Wait your turn *Put a paper towel that

			*Put your paper towel in the trash can *Head back to class	wasn't yours in the trash
Parking lot: Drop off and Pick Up	*Pick up/drop off against yellow curb *Keep seat belt fastened until car stops *Wait until car is stopped to get out *Look both ways *Use crosswalk *Walking feet in parking lot	*Pull forward in the red zone *Park in the parking spaces *Conversation and public speaking voice	*Have belongings ready to go	*Say goodbye to your driver *Say good morning

P.E.	*Listen to instructions *Cooperate with others and be helpful	*Follow the rules of the game *Be prepared for class-wear proper footwear and bring a positive attitude *Appropriate voice level for activity	*Put away equipment properly *Follow safety tips to keep yourself and your classmates from getting hurt	*Apologize *Include *Compliment
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YMCA	*Run in run areas only *Walking feet in classroom *Use supplies and equipment appropriately	*Listen to adults & follow instructions *Follow the rules of the game *Appropriate voice level for activity	*Keep all belongings in your cubby * Put supplies and equipment away	*Include all others *Encourage others *Be helpful to your peers *Play fairly
The Office	*Walk in *Hands and feet to yourself *Use the nurse's room and try to keep it clean	*Walk in quietly *Wait for office staff to help you *Wait patiently *Take turns talking *Use a conversation voice *Clean up any spaces you may have used	*Head directly to the office *Bring a note with you, if possible *Use your words	*Use your words *Say please and thank you

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 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 of 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. The principal will announce the winners over the loudspeaker at the end of the TK/K school day. One winner from each grade level will be chosen every week, students will come to the office, meet with the school mascot & principal, and get a prize.

HARASSMENT/BULLYING/INTERVENTION PROCEDURES

Bullying is defined as **unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time and is unidirectional, a student or group of students targeting another student.** If the conflict is mutual, that is considered a peer conflict, not bullying. Verbal bullying is saying or writing mean things. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Physical bullying involves hurting a person's body or possessions.

It is vitally important that our students report any instance of bullying to a staff member. Bullies rarely stop on their own; some do not realize that they are engaged in bullying. Due to this fact, it is essential that these issues get reported before they start impacting the bullied victim's life. **Reporting bullying works.**

Hahn School takes this issue seriously and is successful at correcting behavior. We need to know about bullying so we can address the situation. We educate students on the subject of bullying to help stop problems before they start.

Steps taken to correct/ intervene with bullying:

- Restorative Conferencing with the Principal, Assistant Principal, and/or School Counselor.
- Official warning to the student engaging in bullying behavior and parents will be contacted.
- If the bullying continues, then the student engaging in bullying behavior may be subject to further discipline including but not limited to suspension, no contact contract, etc.

BULLYING/CYBERBULLYING Board Policy 5131 (a, b, c)

Bullying/harassment of other students or staff, including intimidation, so-called "cyberbullying," 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 the 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 communications 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.

Suspension:

The school will follow the 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.

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.

Repairing Harm:

When a student makes a mistake or causes harm, one helpful approach is to give them a natural consequence that helps them understand the impact of their actions and make things right in a respectful, age-appropriate way.

For example, if a student makes a mess, they may be asked to help clean it up or assist the custodian later. If a student throws food in the lunchroom, they might spend a little time the next day helping clean the floor in that area.

Other thoughtful ways students might make amends include writing an apology note, doing something kind for the person affected, or helping out in a meaningful way.

These kinds of responses help students take responsibility while also building empathy and problem-solving skills.

Smartphones, other mobile communication devices, and electronics:

In the ever-changing world of technology, we understand that your student may want to bring a device to school. Students are strongly discouraged from bringing valuable electronics to school due to the risk of loss, damage, or theft. Schools are not responsible for damaged, lost or stolen items. This includes cell phones, smart watches, and other electronic devices.

Cell Phone, Smart Watch, or other device use is not permitted during the school day, including before school, during break, lunch, or on field trips. The expectation is that phones are off and away throughout the school day. Smart Watches must be left in “school mode” and all games, calling out, or receiving calls/messages disabled during the school day. All electronic games must be left at home. Student use of devices is allowed only after 3:00 pm when school is over for the day.

Families: please do not call or message your student during the school day to get in touch with them. Please call the office if you need to speak to your student or pass on a message.

If a student is using a device without permission or inappropriately, it will be confiscated and must be picked up in the office at the end of the school day.

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

Marguerite Hahn Elementary School and Cotati Rohnert Park Unified School District are not responsible for damage or loss of cell phones, smart watches, or other electronic devices.

DRESS CODE & GROOMING STANDARDS

Clothing must support the business of teaching or learning. We ask that parents familiarize themselves with Board Policy (5132), which is available online at www.crpUSD.org. For health and safety purposes, we ask that students wear clothing that is appropriate for the weather, including jackets for cold days.

Students may change improper attire for an appropriate item of clothing to wear at school that day, or parents may be contacted to bring a change of clothing to school.

- Students are not allowed to wear buttons, T-shirts or other types of attire, or display school supplies, which include vulgar language, obscenities, insults, or which promote alcohol, tobacco, illegal drugs, or violent behavior. Words or pictures on clothing, school supplies (including backpacks) or hats, which are obscene, sexually suggestive, demeaning to other cultures or drug or gang-related are inappropriate and not allowed at school.
- Discriminatory or harassing messages directed at individuals or groups on the basis of personal characteristics or status is not permitted.
- Clothing needs to allow students to be active and able to learn effectively; wear clothes that cover the body so that students can run, jump, and climb the play structure.
- Teachers can take students out to PE on any day.

- Undergarments (briefs, bra straps, etc.) should be covered by clothing.
- Shoes must be worn at all times. Shoes are best that cover the toes and allow students to run and jump.

Any item not listed which poses a threat to student safety or to a positive educational environment may be disallowed at the discretion of the administration. Violation of the dress code may result in a warning or a request to change clothing.

MEDICAL CARE AND SCHOOL EMERGENCIES

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 student 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 Monte Vista, 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 CLOSING OF SCHOOL

In the event of severe winter storms or floods, 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 Monte Vista families to the best of our ability using Parent Square and Facebook in the event of an emergency.

PARENT & COMMUNITY INVOLVEMENT

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 and students are invited to attend ELAC meetings.

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 that occur during the school year. Meetings are held monthly on Wednesdays at 5:00 pm.

SCHOOL SITE COUNCIL (SSC)

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. Meetings are held during the year on Tuesdays at 3:15 pm.

SCHOOL WEBSITE

The school website contains important information that is updated throughout the year. Many teachers have teacher webpages that are linked to the school website. Many will post assignments on their websites. The website address is: : mhs.crpused.org

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 campus and wear a visitor's badge**. Siblings, cousins, and other out of town visitors are **not** allowed to attend class with Monte Vista students. Any former students who wish to visit teachers must wait until 3:00 before entering the campus.

VOLUNTEERS

Hahn School welcomes volunteers. Anyone interested in being a volunteer should contact the school office or the classroom teacher and visit the district website for current protocols

<https://www.crpused.org/>

A visitor pass is required to be worn at all times.

MISCELLANEOUS

EXPANDED LEARNING

CRPUSD's Expanded Learning Program offers engaging, hands-on learning opportunities beyond the traditional school day. Our goal is to keep students safe, inspired, and challenged through a wide variety of academic, creative, and physical activities.

Before & After School Program

On-site YMCA programs offer a safe, supervised environment with a variety of educational, enrichment, and recreational activities, including homework help, sports, cooking, games, and arts & crafts.

Registration

Registration for all programs is managed by the Expanded Learning Department and is open to all currently enrolled TK-8 students. Space is limited, with priority given to families who meet one or more of the following criteria:

- Eligible for free/reduced meals (via Education Benefit Form, TANF, Medi-Cal, or SNAP)
- Experiencing homelessness
- Foster youth
- English Learners

Thanks to the Expanded Learning Opportunities grant, **ELO-P qualified families** can access these programs at no cost. Eligible students will receive free access to YMCA and enrichment programs.

Completion of the Education Benefit Form in PowerSchool is required.

Non-qualified families will be subject to YMCA's standard rates, which can be found on their website. Financial assistance is available through YMCA, if needed.

Enrichment Classes

In addition to YMCA programs, seasonal enrichment classes are offered during fall, winter, and spring. Options may include music, visual arts, sports, games, martial arts, science, technology, engineering, math, robotics, and chess.

Many of your questions can be answered on the [CRPUSD website](https://www.crpused.org/) or by contacting Expanded_learning@crpusd.org or 707-792-4775.

BIRTHDAYS AND CELEBRATIONS

We follow the CRPUSD Wellness Policy in accordance with birthdays and celebrations. Food for birthdays must be a healthy snack. Please do not bring cupcakes or other sugary treats for your child's birthday. Also, for food safety concerns, please do not bring snacks that have been prepared in your home. If you

would like to bring something to celebrate your child's birthday, please consider non-food related items such as pencils or small trinkets, or healthy snacks that are store-bought. Birthdays are special days and need to be celebrated after-school as celebrations at school are a distraction. 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 for any class parties should be arranged through the classroom teacher.

FOOD SERVICE

Food Service is available at Hahn School at recess and lunch. Students are not to bring candy, soda, or other treats in their lunches or for distribution to others. Food services is responsible for providing healthy snacks and lunches for students. The district discourages families from bringing unhealthy food items to school for their student or for class events.

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 and placed in the lost and found. 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

Our school office is a place of business. ***Only in case of an emergency*** may students use the office telephone. Students may not use their cell phones, smart watches, or other personal devices during school hours or call home from classroom phones.

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. Citations are issued to students who do not ride safely, and riding privileges may be revoked. Transportation 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.

ELECTRIC SCOOTERS (E-Scooters/E-bikes)

California has specific laws governing the use of electric scooters

- Age requirement: Riders must be at least 15.5 years of age to operate a motorized scooter on public roads and must have a valid driver's license or learner's permit. If you are under 18 years of age, you are required to possess a California driver's license or a learner's permit issued by the DMV. No exceptions.
- Helmets are required by law: All riders under the age of 18 are required by California law to wear a properly fitted bicycle helmet. (*California Vehicle Code Section 21235*)

What We Are Asking of Our Families

- Talk to your child about the laws above and make clear that they are non-negotiable in your household
- Check their helmet, make sure it fits properly, and that they wear it every single ride, no exceptions
- Review the route they take to and from school. Are there intersections, blind spots, or high-traffic areas that require extra caution?
- Set clear expectations about speed, phone use, and staying in designated lanes
- If your child is under 16, please be aware that California law does not permit them to ride a motorized scooter on public roads

If You See an Unsafe Situation

If you observe students riding unsafely near our school campuses without helmets, on sidewalks, or in traffic, please do not hesitate to contact your school's main office or reach out to us directly. We would rather address a concern early than respond to another incident.

BUSES

High standards of behavior on buses need to be maintained at all times for the safety of all. Bus drivers have complete authority over pupils riding the bus. Students are expected to follow all bus rules and procedures. The bus driver may recommend suspension from the bus for any student who fails to comply with bus rules and safety requirements. Consequences will be administered at school for misbehavior on buses.

PARKING LOT/AUTO SAFETY

Help Keep Our Students Safe: Drop-Off & Pick-Up Reminders

We need everyone's cooperation to prevent dangerous situations and reduce congestion. Please follow all traffic signs and laws when approaching and entering the school drop-off and pick-up areas. Our children's safety depends on it—stay alert, patient, and respectful of all posted rules.

A few important reminders:

- **Red Zones:** These are designated fire lanes and must remain clear at all times. Stopping or parking in these zones is unsafe and may result in a ticket from Rohnert Park Public Safety.
- **Curbside Lane (Right Lane):**
For active drop-off and pick-up **only**—no parking or leaving your vehicle unattended.
 - Students may enter/exit vehicles from this lane.
 - After pick-up, pull into the left lane to exit the lot.
 - Keep moving forward to make room for others.
- **Left Lane (Thru Lane):**
 - No stopping, parking, or student pick-up/drop-off allowed.
 - This lane is for through traffic and access to parking stalls only.
 - Stopping here blocks traffic and creates a serious safety hazard.

DISTRICT BOARD POLICIES

Student Attendance / Student Conduct Policies and Regulations 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 www.crpUSD.org . For a hard copy, please see your school's office manager.		<i>Políticas y normas acerca de la asistencia/conducta de estudiantes</i> <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 www.crpUSD.org. Para una copia impresa, hablar con la gerente de oficina de su escuela.</i>
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!

Handbook Sign Off

The handbook has been shared digitally through Parent Square and can be found on the Hahn School website. If you would like a paper copy, please let our office know and we can print them in the office.

I have read and understood the Discipline Plan for Hahn School as well as the expectations for parents and guardians. I have discussed this letter and the rules with my child.

Parent Signature

Student Signature

Date

Please have both the parent and student sign this form and return it to school.

Quiz:

1. A parent may chaperone a field trip and bring their two year old child. True / False
2. What time is there supervision for students on campus? _____
3. How many unexcused absences may a student have before receiving a truancy letter? _____
4. What are the 4 behavior expectations for Hahn School?

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5. You may leave your car unattended in the yellow pick up / drop off area. True / False