

# Marguerite Hahn Elementary School



## Parent/Student Handbook 2019-2020

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### Marguerite Hahn Elementary School Student and Parent Handbook

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

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

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

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

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**ADMINISTRATION**

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**Rachel Hankereson** – Principal  
**Laura Thomas** – Assistant Principal  
**Shannon Hawkins** – Office Manager    **Julia Benedetti** – Office Assistant

**Important Dates for 2019-2020**

August 13	First Day of School
August 28	Back to School Night
September 2	Labor Day Holiday – No School
October 14	Columbus Day Holiday – No School
November 1	Local Holiday
November 9	End of First Trimester
November 11	Veteran’s Day Holiday – No School
November 25-29	Thanksgiving Break
December 20-Jan 3	Winter Break
January 20	Martin Luther King Jr. Holiday – No School
February 10	Lincoln’s Day Holiday – No School
February 17	President’s Day – No School
February 28.	End of Second Trimester
March 16-20	Spring Break
May 25	Memorial Day Holiday – No School
May 29	Last Day of School – dismissal at 12:00

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.

*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.

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**MARGUERITE HAHN ELEMENTARY SCHOOL**  
**Schedule for 2019-2020**

**TK & Kindergarten**

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

**1<sup>st</sup> Grade**

Mon, Wed, Thurs, Fri	8:20 to 3:00
Tuesday	8:20 to 12:00
Recess (M-F)	9:40-10:00
Lunch (M, W, TH, F)	11:30-12:15

**2<sup>nd</sup> & 3<sup>rd</sup> Grade**

Mon, Wed, Thurs, Fri	8:20 to 3:00
Tuesday	8:20 to 12:00
Recess (M-F)	10:30-10:50
Lunch (M, W, TH, F)	12:25-1:10

**4<sup>th</sup> & 5<sup>th</sup> Grade**

Mon, Wed, Thurs, Fri	8:20 to 3:00
Tuesday	8:20 to 12:00
Recess (M-F)	10:05-10:25
Lunch (M, W, TH, F)	11:55-12:40

**Minimum Day for K-5 Grade Students—May 29, 2020**  
**8:20 – 12:00**

## WELCOME

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Hahn is a welcoming, neighborhood school where students, families, and staff members feel like family. 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 in grade level teams to review student data. This helps us make informed decisions to differentiate our curriculum for each student's individual success.

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 our monthly 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.

## 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!

## **ACADEMIC PROGRAM**

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### **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 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 a backpack and pencils. Classroom teachers will have a supply list if you would like to donate more materials to your child's classroom.

## **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.

**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.

**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.

### **Morning Supervision**

Supervision begins at 8:10am. Students are to go to the blacktop where they can either walk, run, hand in line with. 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.

### **Tardies**

We give students a five-minute grace period, if students arrive after 8:25 please have your student go to the office.

### **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.

## **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. A third truancy letter culminates in a School Attendance Review Board (SARB) hearing at the district level, with possible referral to the District Attorney.

## **Discipline Plan**

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 procedure 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. Teacher use gratitude grams as well as other things within the classroom to promote our four agreements. Every Tuesday, the Principal chooses a winning gratitude gram from each grade level and those students chosen get to come chose 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.

### **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. They may give their remaining Life Skill recipient recognition for any of the Life Skills.
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 loud speaker, 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.

### **Life Skill Alerts (K-2)**

When students are making a choice that is not positive, the teacher and student can fill out a life skill alert form which will head home to parents. The form says what the student was doing, and then the teacher and student fill out what the student could have done differently next time (which Life Skill they could have used). The form goes home to keep parents informed.

### **Detention Policy (4th & 5th grades only)**

*The follow detention policy has been adopted by all intermediate grade level teachers at Marguerite Hahn Elementary School:*

### BEHAVIOR

1. Each class has established rules which are in effect in each room. Detention is the consequence of consistent breaking of one or more rules.
2. If a 40-minute detention is issued, it will be served on two consecutive detentions for 20 minutes each day. Detention will be held on Monday, Wednesday and Thursday from 3:00-3:20pm.
3. Teachers will check that students have homework or classwork to do during detention time.

### HOMEWORK

1. If homework is not brought in on time, teachers may use a Homework Note.
2. Completed assignment must be returned with a signed Homework Note the next school day.
3. If above does not occur, a detention may be issued.
4. Assignments are still due. Grades reflect incomplete or late assignments.

### **Growls:**

Growls are used after students have been reminded of the expectations and the student continues to break the rule. However, growls may also be used on a first-time offense when the behavior was significant: examples- being physical with a student (not fighting, but hands on). We use progressive discipline with increasing consequences implemented

Consequences may include:

Warning

Conference with principal

Phone call to parents

Loss of recess privilege or restrictions on recess activities

Loss of other privileges such as field trips, special events

In-house suspension (at school)

Suspension at home

### Growl

1. The Growl is given by the principal or teacher. The progressive consequences are listed on the Growl form.
2. Teachers receive a pink copy of the Growl for their records. When the student returns the white copy, it should be sent that day to the office.
3. If the Growl is not returned immediately, the student misses the morning recess. If a Growl is not returned by the second day, the principal will follow up with the parents.
4. The principal determines other consequences, based on the individual student and the misbehavior.

**The Growl must be signed by a parent and returned the following school day. There can be other disciplinary actions taken as well or in lieu of a Growl.**

**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.

### **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 student 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 need. Depending on the student 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 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 met 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: student throwing food at lunch, the next day may help pick up the floor of the lunch room. Other examples including apology notes/letters, doing something kind for someone, etc.

### **CELL PHONES AND 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. 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

### **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 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 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 CLOSING OF SCHOOL**

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 PowerSchool system and Facebook in the event of 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 meetings will be on the calendar for the year.

### **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 throughout the school year, at 5:30 in the MU. Meeting dates can be found in the Principal Newsletter.

### **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. Meetings are held four times during the year on at 3:15 pm in the staff room. Meeting dates can be found in the Principal Newsletter.

### **VISITORS ON CAMPUS**

To insure 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. Anyone interested in being a volunteer should contact the school office or the classroom teacher. 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. Food for birthdays must be a healthy snack that is store-bought. 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. We understand that birthdays are an exciting time for each child, but we as that 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 for any class parties should be arranged through the classroom teacher.

### **FOOD SERVICE**

Food Service is available at Hahn at recess and lunch. Applications for free or reduced meals are available in the office or online. Please go to [www.myschoolbucks.com](http://www.myschoolbucks.com) to manage your child's meal account online. Students are not to bring large quantities of candy or other treats for distribution to others. Due to state law, our food service is responsible of the nutritional intake of Hahn students ½ hour before school until ½ hour after school. *This means that fast food items such as but not limited to pizzas, hamburgers, ice cream, soda, etc. are no longer allowed to be brought to school during this time. This applies to lunches or class parties. For class parties, food such as cookies or pizza can be ordered from Food Services at 588-5621. Please order 24 hours in advance.* Evergreen School does not permit students to bring high energy drinks to school.

### **CHARGE POLICY**

Students are allowed to charge up to \$15.00. You are responsible for all charges to your student's account. Parents/guardians shall be notified whenever their account has a negative balance.

### **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**

Students will be called over the intercom system during break and lunch to pick up any item that has been brought in. If students need to use the phone to call home, they need to ask the office staff before calling.

### **TRANSPORTATION**

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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.

### **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**

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 day care vans.
  - Once the day care 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)
- 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
- Use cross walks
- Drivers-please 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 student 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>		<b><i>Políticas y normas acerca de la asistencia/conducta de estudiantes</i></b>
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.		<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>
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