

# Parent Handbook 2016-2017 School Year

Last Updated: September 7, 2016



Home of the Panthers



DON'T FORGET:

THE HOME/SCHOOL COMPACT, WHICH IS ON THE LAST 2 PAGES OF THIS HANDBOOK, MUST BE COMPLETED AND RETURNED TO YOUR CHILD'S TEACHER.

HAGE ELEMENTARY SCHOOL  
(Home of the Panthers)

**Principal:** Eric Takeshita  
Email: etakeshita@sandi.net

Hours: 7:40am - 2:05pm  
Thursdays: 7:40am-12:00pm

**Vice Principal:** James Lee  
Email: jly@sandi.net  
9750 Galvin Ave.  
San Diego, CA 92126  
(858) 566-0273 Office

Welcome to our Hage Family. We are so pleased to have you join us! The Hage staff cares about each child as a person and we strive to provide each with the highest quality education. This is possible because of our very gifted staff, dedicated parents, and outstanding student body.

Many of you are enrolling students for the 2016-2017 school year. We know this is an exciting time for you and your child. We look forward to giving your child the best start possible. The number of students enrolled will determine the number of classes we have.

The importance of parent participation at Hage is really stressed. Successful students have parents who participate in their child's school. We know many of you work and cannot volunteer in classrooms during the day, but there are other ways you can help. Please talk with your child's teacher and/or room parent.

Realizing the importance of self-esteem, we provide various experiences to enhance this in each child such as our student recognition awards and our games coaching system. We will also address this through our Guidance Assistant and School Counselor. Our Guidance Assistant is here every day from 8:30am to 1:30pm and our School Counselor is here on Tuesdays and every other Friday. Talking to your child about his/her day, reviewing homework and showing your pleasure at your child's completion of school work are ways you can support this, as well.

We utilize various instructional approaches as part of our college and career readiness standards-based academic programs here at Hage Elementary which include hands on learning, student generated projects and student collaboration. This is your school! You have both the right and the responsibility to be informed and involved in your child's education. Our door is always open.

Please do not hesitate to call the school if you have any questions or concerns. Here at Hage we follow "The Hage Way" and build "Hage Learners."

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# Our Vision

**Dedicated to helping students learn,  
grow and achieve social and academic  
excellence**

## IMPORTANT DATES & ACADEMIC CALENDAR

<b>August</b>	
29	First Day of School/Vice Principal Meet and Greet 8:00am
<b>September</b>	
5	<b>Labor Day No School</b>
6	Hage Leadership Team Meeting 2:30
8	Hage PD 1:00 - 3:00
8	PTA Ice Cream Social/Principal Talk 6:00 to 7:00pm
9	Book Fair Set Up Parent Volunteer Opportunity
15	Back to School Night 5:30 to 7:05 (TK-2 5:30-6:15, 3-5 6:20-7:00pm)
15	PTA General Meeting 5:00pm
12-16	Scholastic Book Fair
19	Book Fair Break Down Parent Volunteer Opportunity
19- 10/3	Mixed Bags PTA Fundraiser
19	Mr. T. Meeting With Cathedral Tutors 2:10pm
21	Art Corp Orientation 8:00am in Auditorium
21	Parent Tech Meeting 6:00pm/Auditorium
22	Parent Tech Meeting 6:00pm/Auditorium
22	PTA Restaurant Fundraiser
26	SSC/SGT Parent Meeting 2:30pm
29	Spirit Day "Football Team Day"
30	Coffee Talk with Mr. T at 7:40am: Parent Tech Info
<b>October</b>	
3	Cathedral High School Tutoring 2:10 - 3:10pm Aud.
3	PTA Board Meeting 5:30pm
4	Hage Leadership Team 2:30pm
5	Muffins for Moms 7:45am
6	Hage PD 1:00 - 3:00pm
10	Cathedral High School Tutoring 2:10 - 3:10pm Aud.
12	Minimum Day/ Mira Mesa Cluster Professional Development 1:00-3:00pm
12	Tile Painting After School
14	PTA Newsletter Due
17	Cathedral High School Tutoring 2:10 - 3:10pm Aud.
18	Fall Student Pictures
20	California Shakedown Drill 9:00am
20	PTA Restaurant Fundraiser
21	Student Recognition 8:00am
24	Makeup Pictures
24	SSC/SGT Parent Meeting 2:30pm
24	Cathedral High School Tutoring 2:10 - 3:10pm Aud.
24-28	Red Ribbon Week
28	Hage Fall Festival 5:30 to 8:30pm
31	Halloween Parade 7:40am
<b>November</b>	
1	Hage Leadership Team 2:30pm
3	Hage PD 1:00 - 3:00pm
7	Cathedral High School Tutoring 2:10 - 3:10pm Aud.
7	PTA Board Meeting 5:30pm

9	Donuts For Dads 7:45am
9	Treats with Mr. T. & Mr. Lee 6:00pm
11	Veteran's Day (no school)
14-18	Parent Teacher Conferences (minimum days)
17	Spirit Day "College Wear Day"
17	PTA Restaurant Fundraiser
18	Student Recognition 8:00am
21-25	Thanksgiving Vacation Week
28	SSC/SGT Parent Meeting 2:30pm
<b>December</b>	
5	PTA Board Meeting 5:30pm
7	Minimum Day/ Hage Mira Mesa Cluster Professional Development 1-3pm
8-15	Hage Holiday Shop
14	Goodies for Grandparents 7:40am
15	PTA Restaurant Fundraiser
16	Student Recognition 8:00am
12/19 - 1/2	Winter Break
<b>January</b>	
3	School Resumes
9	PTA Board Meeting 5:30pm
10	Hage Leadership Team 2:30pm
12	Hage PD 1:00pm-3:00pm
16	Martin Luther King, Jr.'s Birthday (no school)
19	PTA Restaurant Fundraiser
20	Principal Coffee Talk 7:40am
23	2 <sup>nd</sup> Session Cathedral High Tutoring 2:10 - 3:10pm
27	Student Recognition 8:00am
27	Hage Tile Painting 5:00pm
27	General PTA Meeting 5:30 - 6:00pm
27	Hage Movie Night 6:00pm-8:00pm
30	Cathedral High Tutoring 2:10 - 3:10pm
30	SSC/SGT Parent Meeting 2:30pm
<b>February</b>	
2	Hage PD 1 - 3:00pm
6	Cathedral High Tutoring 2:10 - 3:10pm
6	PTA Board Meeting 5:30pm
7	5 <sup>th</sup> Grade Wangenheim Tour
8	Minimum Day/ Hage Mira Mesa Cluster Professional Development 1:00-3:00pm
13	Cathedral High Tutoring 2:10 - 3:10pm
10	PTA Newsletter Due
17	Abraham Lincoln Day (no school)
20	George Washington Day (no school)
23	PTA Restaurant Fundraiser
24	Student Recognition
27	Cathedral High Tutoring 2:10 - 3:10pm
27	SSC/SGT 2:30pm
<b>March</b>	
2	Read Across America "Read and Feed with Pajamas On"

6	Cathedral High Tutoring 2:10 - 3:10pm
9	PTA Board Meeting 5:30pm
9	Variety Show 6:00pm
13	PTA Meeting 5:30pm
14	Hage Leadership Team Mtg 2:30pm
16	PTA Restaurant Fundraiser
16	Hage Jog-A-Thon and Sports Day
20	SSC/SGT 2:30pm
20	Cathedral High Tutoring 2:10 - 3:10pm
21-24	Parent/Teacher Conferences (half days)
22	Treats with Mr. T. 6:00pm
23	Spirit Day "Crazy Hair and Clothes Day"
23	Hage PD 1:00 - 3:00pm
24	Student Recognition
3/27- 31	Spring Vacation
<b>April</b>	
3/28-4/1	Spring Vacation (cont'd)
3	School Resumes
3	Cathedral High Tutoring 2:10 - 3:10pm
4/3-6/09	Smarter Balanced On-line Testing Window Grades 3-
3	PTA Board Meeting 5:30pm
10	Cathedral High Tutoring 2:10 - 3:10pm
11	Hage Leadership Team 2:30pm
13	Hage PD 1:00-3:00pm
14	Hage Tile Painting (5:30 - 6:00pm) and School Dance (6:00 - 8:00pm)
17	Cathedral High Tutoring 2:10 - 3:10pm
20	PTA Restaurant Fundraiser
21	Student Recognition
24	SSC/SGT Meeting 2:30pm
25	Spring Pictures All Students/5 <sup>th</sup> Grade Grad Pictures (no make-ups)
27	Volunteer Luncheon 1:00 -3:00pm
<b>May</b>	
5/01-6/09	Smarter Balanced On-line Window Testing for Grades 3rd - 5 <sup>th</sup> (cont'd)
1	Cathedral High Tutoring 2:10 - 3:10pm
1	PTA Board Meeting 5:30pm
2	Kinder Promotion Photos
1-5	All Staff Appreciation Week
9	Hage Leadership Team Mtg 2:30pm
9	Art Show Setup in auditorium
11	Spirit Day "Sports Day"
11	Hage Professional Development 1:00-3:00pm
11	Hage Tile Painting 12:00 - 2:00pm
12	Coffee Talk with Mr. T. & Mr. Lee 8:00am
12	Book Fair Setup
18	Hage Open House 5:30 - 7:00pm (Book Fair and Art Show)
19	Art Show Breakdown
19	Student Recognition 8:00am (Lunch Court)
22	Book Fair Breakdown
22	SSC/SGT Meeting 2:30pm

25	Military Appreciation Day 7:40am
25	PTA Restaurant Fundraiser
26	Non-Instructional Day No School
26	Art Corp Show Break Down Parent Volunteer Opportunity
29	Memorial Holiday No School
31	Art Corp "Thank You" Breakfast 8:00am
<b>June</b>	
6/5 - 6/9	5 <sup>th</sup> Grade Promotional Activities
5	PTA Board Meeting 5:30pm
8	Power Card Meeting 1:00 - 3:00pm
9	English Learner Reclassification 7:40am
14	5 <sup>th</sup> Grade Promotion/Last Day of School/Minimum Day
19	Hage Leadership Team Mtg 8:00am to 12:00pm

## DAILY SCHEDULE GRADES TK-5

Monday, Tuesday, Wednesday, Friday 7:35 a.m. - 2:05 p.m.  
**Thursday, Modified Day 7:35 a.m. - 12:00 p.m.**

### MODIFIED DAY

Every Thursday is a modified day of attendance for Hage students. In order to release children early on Thursdays, we have lengthened the other four days so that the appropriate number of minutes is included in the school week. Thursday afternoons are used for planning and professional development for teachers.

### ADMINISTRATIVE & SUPPORT STAFF

Principal	Eric Takeshita
Vice Principal	James Lee
Elementary School Assistant	Charlene Juarez
Registrar	Charles Nassau
Nurse	Maria Steiner (Mon., Wed., Thurs.)
Health Technician	Mattie Espinoza (Mon. Tues. Wed. Fri.)
Library Assistant	Sharon Stacy
Building Services Supervisor	Bonnie Seaman
Evening Custodians	Ben Sanchez and Jonathon Zavala
Cafeteria Manager	Judy Vigil
District Counselor	Miriam Roashan (Tuesdays and alternate Friday)
Site Psychologist	TBD
Occupational Therapist	Julie Kercher
Speech Pathologists	Heidi Kennedy (M-Th.)



## TUESDAY PACKETS

Every Tuesday a packet will be sent home containing Hage and community information. We do this so parents are not inundated with handouts throughout the week. In addition, Hage will be introducing "Peach Jar" this year. "Peach Jar" is an online system that allows the school to send flyers home via email to reduce paper usage. Please make sure the Front Office has your email address on file.

## HOMEWORK

There are various opinions about the value of homework for students. Here at Hage homework is designed to help students extend or reinforce concepts presented in the classroom as well as to develop organizational and time management skills. Each grade level at Hage has been empowered to really look at how they provide homework so that it is meaningful for students. While parents are encouraged to assist and supervise children's home learning, they should not do it for them. If you have a concern about the quantity or quality of your child's homework, please contact your child's teacher.

## HOME READING

The Board of Education mandated that each child enrolled in San Diego Unified School District should read and report on a minimum of one book per month, although it is expected that most students will read more (20 minutes daily). This reading is intended to be done outside of the classroom. Parents are asked to encourage students to read at home nightly and make sure Reading Logs are signed.

## REPORTING STUDENT PROGRESS

Report cards are distributed three times a year: November, March and June. Minimum days are scheduled during the first two reporting periods for parent conferences. Your child may be asked to attend the conference. Although parent conferences are scheduled during November and March, a conference to discuss your child's progress may be scheduled with the teacher at any time.

## FIELD TRIPS

Classes often go on instructional field trips throughout the school year. A parent or guardian must provide signed, written permission to participate. Without **authorized written permission**, the student is not permitted to participate. *PHONE PERMISSION IS NOT ACCEPTABLE.*

**If a student has difficulty maintaining safety, a parent may be required to accompany his/her child on the field trip. If this is needed, the teacher will notify the family by phone and in writing two weeks prior to the trip date.**

## **PTA-PARENT TEACHER ASSOCIATION, GET INVOLVED**

Hage has a very active Parent/Teacher Association that has created a wonderful Parent Room in Room 25. This room is intended for the use of all parents whether you are on PTA or not. We want you to feel welcomed when you come to help out our school. If you do come to look for volunteer work and you are a cleared volunteer, we will always have you check in the Parent Room so that someone can help you become acquainted with our school.

Please remember that becoming a PTA member does not require you to do anything that you are not comfortable with. Please take time to first get acquainted with other parents and once you are ready to help out with anything, let the office know.

## **SART TEAM-SCHOOL ATTENDANCE REVIEW TEAM**

The School Attendance Review Team, or SART, is composed of the principal, health technician, clerk and guidance assistant. The team meets at least one time per year for operational purposes. The team holds two meetings each Monday morning with the parent(s) of two different families whose children have excessive absences/tardies. Five (5) absences/tardies per month is considered excessive.

During a SART meeting, the team brainstorms ideas for the parent to improve their child(ren)'s attendance. A plan is developed and an attendance contract is signed. Should the child(ren) continue to have excessive absences/tardies, the team will decide whether or not an additional SART meeting is held or to refer to the case directly to the district School Attendance Review Board (SARB). Whether an absence is excused or unexcused, we lose money. We placed 32<sup>nd</sup> out of 116 elementary schools in the district for attendance, which is good but we can always improve. Attendance intervention begins in the classroom; we must impress upon students and parents the importance of being in school **all** day, **every** day.

## **STUDENT OPPURTUNITIES FOR SERVICE**

The Hage Elementary staff encourages student participation in service activities as a necessary ingredient for social development and academics success. Many extra-curricular activities are available to students at different grade levels. Participation in these activities requires outstanding citizenship. Activities include student council, games coaching, peer buddies, cross-age tutors and more.

## **STUDENT AWARDS & RECOGNITION**

The staff has developed many opportunities to reward students for their appropriate behavior and academic success. Here are some examples:

1. Student of the Month Assemblies to honor students in the areas of academic achievement, citizenship, and academic and social improvement.
2. There are many individual awards given by each classroom teacher. Each teacher has his/her own system of reinforcement for appropriate behavior and academic success.
3. School Leadership Positions provide another opportunity to grow and excel:
  - Student Council (grades 3-5)
  - Games Coaches (grades 3-5)

- Cross Age Tutors (grades 3-5)
  - Lunch Buddies (grade 5)
4. Throughout each Hage student's day, Panther Bucks will be handed out to reward them demonstrating the Hage Way, which means they are demonstrating the Hage Character Traits. Panther Bucks may be used at the Student Store once a month to purchase fun items (i.e. pencils, bookmarks, erasers, fun pads...). Students also have the choice to save up 20 Panther Bucks to "purchase" *Lunch with Mr. T* on campus, wherein they get personal time with the administration team and receive a special dessert or student store item.

## **CHARACTER DEVELOPMENT "The Hage Way"**

Hage Elementary is a public school dedicated to the education of the total child. In addition to being responsible for a strong academic program, the staff works with students to develop their sense of self-discipline, self-direction, and a strong commitment to good citizenship. Our goal is to instill a sense of community in a learning environment that is safe, caring, and academically enriching. One way we promote "The Hage Way" is by holding Friday Morning Opening each Friday. During this time, we focus on the Hage character traits and reinforce positive student and staff actions that model our character traits, which we've aligned with those of Wangenheim. We also use this time as an opportunity to build a sense of school community and pride. Every opening will celebrate that Hage Learners C.A.R.E. (We cooperate/collaborate in groups, Ask questions, Read every day and Enjoy learning).

## **STUDENT LUNCH LOANS**

If one of your students did not bring a lunch or lunch money from home, send them to the cafeteria for a one-day lunch loan. The cafeteria staff will notify parents of the loan.

## **PARENTS AND ALL OTHER VISITORS**

All our parents and visitors are welcome at Hage Elementary. All visitors are required to check in at the front office, sign in and obtain a visitor's pass. All visitors and volunteers **must** scan a picture ID at the time of check in. Those who do not have a visitor's pass will be asked to return to the office to obtain one.

## **CODE OF CONDUCT**

Hage Elementary is a public school dedicated to the education of the total child. In addition to being responsible for a strong academic program, the staff works with students to develop their sense of self-discipline, self-direction, and a strong commitment to good citizenship. Our goal is to instill a sense of community in a learning environment that is safe, caring, and academically enriching.

## GENERAL SCHOOL RULES

1. Show courtesy and respect for everyone. Fighting and name-calling have no place at school and will not be tolerated. Demonstrate by action "The Hage Way."
2. Listen and follow the directions of all staff members.
3. Respect school property and the property of others.
4. Non-instructional items such as trading cards, candy, sunglasses, toys, sports equipment, and electronic devices are not to be brought to school unless the teacher has given permission.
5. Students demonstrate "The Hage Way" in all school environments.
6. Soda or full bags of chips (especially the Flaming Hot type) are discouraged during snack or lunch time.

## CELL PHONES

As we know, society has changed and there is a bona fide need for some students to have a cell phone. Hage has implemented a cell phone policy to ensure that phones are only used before and after school. All teachers must implement this in their classrooms as follows:

- Each morning, cell phones are to be collected, by the teacher, from any student who brings one to school.
- All collected cell phones are placed into a basket.
- The basket is placed in either a locked cabinet, or in a cabinet that has a door.
- Classroom doors are always locked when a teacher is not in it.
- Phones are returned to students at the end of each day.

If students do not turn their cell phones in to their teachers each morning, Hage will not be liable for any thefts. If your child needs to make an emergency phone call during the school day, he/she will be allowed to do so in the classroom. This is up to the teacher and/or office staff discretion.

## CONSEQUENCES

If a student chooses to disregard the school and/or classroom rules, consequences will follow. Listed are some of those consequences:

- Conference with child and teacher;
- Sit out on recess play time (detention);
- Letter of apology and delivery
- Phone call and/or child sent home to guardian(s);
- Temporary placement in another classroom for quiet work ;
- Time after school;
- Behavior contract;
- Denial of special privileges;
- Referral to District Counselor;
- Referral to Principal/Vice Principal;
- Conference with guardian and teacher;
- Conference with Principal, child, and/or parent;
- In-School Suspension (informal) to the office;
- Formal suspension home.

## **STUDENT DRESS CODE**

Children must wear clothing and shoes which are safe, comfortable and appropriate for classroom and playground activities. Clothing and/or shoes that may hinder movement or endanger safety are not to be worn at school. Long dresses and sandals (any open toe shoes) do not provide the freedom of movement and the protection your child needs. Our daily physical fitness program requires shoes that children can run in comfortably!

**Suggested clothes for girls:** Bermuda shorts, jeans and long pants. T-shirts with inappropriate graphic designs and/or language will not be allowed (for example: skeleton prints). Shirts with spaghetti straps, cropped tops, and saggy/baggy pants are inappropriate and will not be allowed. Shorts and skirts must be no shorter than your child's longest finger when arms are straight down at sides with fingers extended. Shoes: sneakers/tennis shoes, any shoe (tie or buckle) that provides support. Heelys (with or without wheels) are inappropriate and not allowed!

**Suggested clothes for boys:** Bermuda shorts, jeans and slacks. T-shirts with inappropriate graphic designs and/or language will not be allowed (for example: skeleton prints). Sleeveless tank undershirts and saggy/baggy pants are inappropriate and will not be allowed. Shoes: sneakers/tennis shoes, any shoe (tie or buckle) that provides support. Heelys (with or without wheels) are inappropriate and not allowed!

We encourage you to observe your child before she/he comes to school to be certain she/he meets your approval in cleanliness and dress and is appropriate for weather. Children are not allowed to wear clothing that promotes alcohol or smoking, or that uses inappropriate words or images (such as skulls). Caps with brims may only be worn during recess periods to limit sun exposure. **To prevent an article of clothing from becoming lost or stolen, it is important to label all sweaters, jackets, coats, etc. with the child's full name. Our Lost and Found will be cleaned out periodically so please check it after school if you or your child is missing a piece of clothing.**

## **TEACHERS REINFORCE RULES**

Teachers will make certain that students understand the school and classroom rules and will consistently reinforce appropriate behavior. If a problem occurs on the school site or in the classroom, each teacher will use various strategies to resolve the problem. At the Back to School Night, teachers will outline: classroom standards of behavior, daily coursework, homework standards, and other matters that will help to ensure a successful year for your child. It is important that you attend this meeting and become an active/supportive partner in your child's education.

All Hage teachers hold appropriate credentials and are skilled in delivering instruction that is standards-based and meets the instructional needs of the students. Sometimes, a teacher may find it necessary to detain a student after school. The teacher may do this for up to 15 minutes. The teacher will make every attempt to contact the parent/guardian before this occurs. Teachers are anxious to establish a supportive partnership with each family.

## ADMIN INVOLVEMENT

Except in emergency situations, students will be referred to the administration only after teacher interventions and parent contact have not been successful. The teacher will send a referral slip with appropriate information to the Principal and/or Vice Principal. The student(s) will be counseled and provided guidelines and/or consequences for future behavior. The parents will be contacted, if necessary. It is the policy of the San Diego Unified School District that we have ZERO TOLERANCE for weapons of any kind and for fighting.

The following will not be allowed and may lead to immediate suspension from school, as stated in the San Diego Unified Schools' Discipline Policy:

1. Physical injury to another person
2. Weapons/explosive devices
3. Alcohol/intoxicant/controlled substance
4. Robbery or extortion
5. Damage to school/private property
6. Stealing of school/private property
7. Hate violence/harassment
8. Tobacco on school premises
9. Obscenity
10. Drug paraphernalia
11. Disruption/defiance
12. Knowingly receive stolen property
13. Throwing rocks and/or other potentially dangerous objects

## REGISTRATION

New students register when they enroll. Returning students receive their registration materials to take home each September. Registration and lunch forms should be returned the next day. Please be sure you have signed the form and have written the name of someone to call in an emergency. Too frequently, when a child is ill, the parents are not at home or work, and there is no emergency number. During the school year you may move, change telephone numbers, or need to update emergency phone contacts. **PLEASE COME INTO THE OFFICE WITH UPDATED INFORMATION AND PHONE NUMBERS AS THEY CHANGE.**

## PARENTS' RIGHTS AND RESPONSIBILITIES

- All parents and other visitors at school are welcome and are required to check in the office, sign in our computer system, scan a photo ID and obtain a Visitor or Volunteer pass.
- Parents are authorized to see their child's records. We ask that you make an appointment through the school office before coming in.
- We do attempt to contact parents for discipline problems.
- Parents have the responsibility of ensuring that their children are in school unless ill, and are on time each morning.
- Parents are expected to set aside a quiet place for children to study and to see that homework is completed.
- We appreciate your cooperation in dealing with any problems involving your child. Questions regarding your child's academic progress, behavior or classroom routines should be brought to the attention of the classroom teacher. If further clarification becomes necessary, a conference with the parent, teacher and site administrator may be arranged.
- Parents are advised that all children are permitted to take part in all activities offered at their grade level and no child is denied the opportunity to participate on the basis of gender or lack of funds.

## PARENT-TEACHER CONFERENCES

We feel that ongoing/positive communication between home and school is tremendously important and encourage conferences between parents and teachers. We ask that you arrange for conferences by note, telephone or email for a time either before or after school since it is not possible for the teacher to talk with you during the time class is in session. Planned parent-teacher conferences are part of our first and second pupil progress reporting periods. It is vital to your child's academic achievement that you attend scheduled conferences.

## VISITING YOUR CHILD'S CLASSROOM

Parents are welcome to visit school at any time. We encourage such visits since they help build a mutual understanding of your child and the school's instructional program. Classroom instruction should not be interrupted. **All visitors must check in at the Hage Office before proceeding on campus. All visitors must also scan a photo ID upon check in. If you would like to observe the classroom, notification to the teacher must be done at least 24 hours prior to the observation.**

## INSTRUMENT POLICY FOR LATE DROP OFF

Hage Elementary has a "no interruption" period for classrooms from 7:40 A.M. until 11:00A.M. This is a quiet period on campus for which we do not allow parents to come on campus to deliver left behind items such as snacks, lunch, backpacks, homework, instruments, and so on.....These items are held in the office until after 11:00 A.M. with the exception of snacks. The office calls the student to the office to pick up their snack at the appropriate snack time.

### **INSTRUMENTS:**

The office will no longer call back and interrupt classroom instruction time for instruments that are dropped off late. If a student has forgotten their instrument they will need to know to come check the office at their assigned music time to see if their instrument has been dropped off. We will hold all instruments in the office until a student or parent comes to pick up the instrument.

## BAND/ORCHESTRA SCHEDULE CHANGE

All grade 4/5 students will have the opportunity to participate in band/orchestra. We would like to see all students participate in the program. If you need assistance in renting an instrument, please call the school.

## SCHOOL ATTENDANCE POLICY

We stress the importance of good attendance and feel that the children should be in school regularly, **ARRIVING ON TIME**, each day. If you live out of our boundary area please leave home early enough to get your child to school on time.

If your child is going to be absent it is necessary for you to call the school. An absence cannot be excused unless ***an adult verifies it.*** If your child is going to be absent for reasons other than illness, for 5 days or more, please contact the office at least 48 hours in advance for a Study Contract. This will assist your child in keeping up with his/her studies while they are absent and the school will not lose funding.

At Hage Elementary School we are proud of the instructional quality of our programs and the academic achievements of our students. In order to succeed, students must be at school, on time, every day. Please carefully read our attendance policy. **Call the school office if your child**

**will be out.** Absences not verified within 5 days by the parent/guardian may be changed to "unexcused". Make your dentist and doctor appointments after school hours whenever possible.

The following absences will be excused:

- Illness
- Deployment/return of a military parent (one day)
- Death in the family (one day; three days if out of state)

All other absences will be marked as "unexcused". These include family vacations, trips to the grandparents, illness of a parent, or other unexpected events. Our district allows students to have a Contract for Independent Study if they are going to be gone for five days or more. This contract means they receive school credit once they complete and turn in work provided by the teacher.

Parents must provide the classroom teacher with a minimum of five (5) days' notice before the first day of absence in order to provide him/her enough time to create a packet of work that will cover all the days of absence. Contracts will not be provided when the principal and/or the teacher feel the time away from classroom instruction is not in the best academic interest of the student. These absences will be marked as "unexcused".

Tardies: Please start your child's day with the benefit of being at school on time. Students who are not with their teacher when the bell rings (7:35 a.m.) are tardy.

## **BIRTHDAY CELEBRATIONS & SNACKS**

In an effort to promote a healthier environment at Hage, **please remember that to find ways to celebrate your child's birthday without bringing food treats.** With the rise in food allergies, childhood obesity, and diabetes, we cannot allow food items to be shared. We ask that you think about non-food items such as stickers, pencils, erasers, a book for the classroom, etc. We also encourage that birthday celebrations be recognized just before the end of the day. This allows the teaching staff to have a consistent time for all students that will not take up too much instructional time.

We also encourage parents to think about healthy snacks and lunch items for their children. Please avoid soda, candy, full size bags of chips or cereal and items such as Flaming Hot Cheetos or Doritos. We thank you for your support.

## **DAMAGE/LIABILITY**

The California State Education Code states that students and parents are liable for damages caused by students. This refers to damage to books, equipment, materials or to the buildings.

## **ARRIVAL ON GROUNDS/DISMISSAL TIMES**

Due to the lack of adult supervision on the school grounds in the morning we ask that you do not send or bring your child to school before 7:15 a.m. Children participating in the breakfast program should be at school at 7:15 a.m., but no earlier.

Children must be picked up after school within 15 minutes of dismissal time (2:20pm). They are not allowed to stay on the grounds after school as there is no supervision and teachers are in their classrooms working.



## LEAVING SCHOOL OTHER THAN AT DISMISSAL TIME

Under state law, we must have a signed permission slip for children to leave school at times other than regular dismissal time. If it is necessary for your child to leave school before dismissal time, please come to the office for an early dismissal slip. No one may legally pick up a child unless his/her name is on the registration card filled out each year. ***YOU MUST PROVIDE PICTURE ID AT THE TIME OF PICK UP.***

## PETS

Pets are not permitted on school grounds at any time.

## BREAKFAST/LUNCH

Breakfast is \$1.00

Lunch is \$2.00 (includes milk)

Milk is \$.50

(Juice is only available with a cafeteria lunch if there is a Doctor's note on file stating that the child is allergic to milk.)

We have free/reduced lunch program applications available in the office. After you fill them out they must be mailed directly to our Food Services Dept. ***If your child buys a cafeteria breakfast or lunch either occasionally or regularly, please deposit money in their lunch accounts.*** All students have pin numbers and a record of them is kept in our office. If you are sending money for more than 1 day than please put it in an envelope with your child's name and pin# on it (if you know it) and send it to the ***office***. To pay by credit card, call 1-888-994-5100 or via the internet at [www.paypams.com](http://www.paypams.com). This deposit will first be recorded in the office account book and then given to the cafeteria. **Candy and/or soft drinks are NOT allowed as part of your child's lunch and should not be brought to school!**

## BEFORE SCHOOL

1. Students should report to school no earlier than 7:15am. **THERE IS NO SUPERVISION PROVIDED PRIOR TO THAT TIME.**
2. Students should proceed to the lunch court and sit quietly at a table until dismissed to their assigned areas.
3. From 7:15-7:35 a.m. primary grade students (grades 1-2) will sit at assigned tables in the lunch court area. Upper grade students (3-5) will line up on the blacktop.
4. Students are not allowed to roam the halls or report to a classroom without a note from a staff member.
5. During inclement weather, students will be directed to the auditorium to sit quietly until the 7:35 a.m. bell. At 7:35am bell, students will be dismissed by grade level for grades 2-5 and K/1 students will be picked up by teacher in auditorium.

## BICYCLES

Students in grades 4 and 5 may ride their bikes to school. The San Diego Police Department discourages this for lower grades. Students must have a lock and license. Bicycle helmets are required by law for children less than 18 years of age. Although Hage School has designated an area for students in grades 4 and 5 to park bicycles, the San Diego Unified School District is not responsible and assumes no liability for theft, damage, or loss of any bicycle equipment or article left on the bike. All such risk is assumed by the student. The bike rack is locked during the school day.

## CLASSROOM ASSIGNMENTS

The teachers at Hage are highly trained professionals who meet students' instructional needs. Students whose primary language is not English, students who qualify for the Gifted and Talented Educational Program (GATE) or students who receive Special Education Services are placed in classrooms with teachers holding the appropriate credentials and or the support of teachers credentialed appropriately. Other factors such as gender, ethnicity, and ability levels are also considered when forming classrooms.

Please be aware that due to the continuous enrollment of students, class and teacher assignments are tentative. It is during the end of September and early October that most necessary reorganization takes place; however, it can happen at any time during the year. If your child's room must be changed, it is our policy to let you know in advance. We appreciate your cooperation in accepting changes if and when they become necessary.

## EMERGENCY PREPAREDNESS

Fire drills are conducted on a monthly basis. A disaster drill is held once a year. These drills ensure students and staff are aware of procedures to follow should an emergency occur.

In the event of an actual emergency, parents are asked to assemble in an orderly fashion at Westview Park (adjacent to campus) where you will be reunited with your child.

## HEALTH OFFICE

We have either a nurse or a health tech at Hage for 5 days per week. Office staff addresses the needs of children at times when health office staff is unavailable.

Frequently young children have accidents. If your child is at risk of this happening, please send extra underwear and clothing to school with him/her. If you have any children's small size clothing that you could donate, please send them to the health office. Thank you.

## MEDICATION AT SCHOOL

State law prohibits schools from dispensing medication except when a physician's order is on file. Over the counter medication can only be dispensed by the School Nurse. Please contact the health office if you have questions concerning health care.

If your child has to take medication at school, on a daily basis, there must be a doctor's form on file with the school nurse. ***THE MEDICATION MUST BE KEPT IN THE OFFICE (NOT WITH THE CHILD OR IN THE CLASSROOM) AND BE IN THE ORIGINAL PRESCRIPTION BOTTLE.***

## LOST AND FOUND

Please take the time to label your children's jackets, sweaters, and lunch boxes. Our lost and found items are kept in a storage container near the lunch court. Items such as jewelry (which is discouraged) and eye glasses that become lost are kept in the office. The school is NOT responsible for personal items brought by children. If a child must bring something valuable, please have them check the item into the main office until it is needed. ***Our Lost and Found will be cleaned out periodically so please check it after school if your child is missing a piece of clothing.***

## **RELEASE OF INFORMATION**

The school is not permitted to release information regarding students (including telephone numbers and addresses) to unauthorized persons. Please refer to FACTS for Parents brochure, Parents' Rights and Responsibilities, for full particulars of the Family Educational Rights and Privacy Act. It is important that you notify the principal in writing within two weeks if you do not wish directory information released as outlined in the brochure.

## **COMPLAINT PROCEDURE**

Students, parents, employees, or others who wish information about a District's Uniform Complaint procedure, nondiscrimination policies, sexual harassment policy, the Williams' Act, or who wish to file a complaint should refer to Facts for Parents brochure for information. You may also obtain and file a complaint with the office of General Counsel, Eugene Brucker Education Center, 4100 Normal Street, Room 2148, San Diego, CA 92103. Facts for Parents brochure is issued to every student each September by the District. Please keep handy the Facts for Parents and this handbook for reference throughout the school year about school and district policy and procedures. Thank you.



# SAN DIEGO UNIFIED SCHOOL DISTRICT

## Hage Elementary School

### HOME/SCHOOL COMPACT

Staff of Hage Elementary School, parents of the enrolled students, and students participating in activities, services, and programs funded by Title I (part A) of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve California's high standards.

**This Home/School Compact is in effect during the 2016-2017 school year.**

#### School Responsibilities

Hage Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet California's student academic achievement standards as follows:

- Provide monthly student monitoring, using District Math / Science/ English Language Arts Benchmarks as well as other assessment data.
- Provide Standards-based Assessment in Mathematics, English Language Arts, and teacher developed tests.
- Schedule grade level meetings where teachers calibrate and collaborate on student work.
- Provide structured teacher planning and collaborative time for teachers to discuss student learning.
- Set academic targets for all students and monitor growth monthly using tests, kid watching, listening to students' talk, teacher judgment, etc.
- Review and analyze assessment data using Illuminate.

2. Hold Parent-Teacher conferences two times a year during which this compact will be discussed as it relates to the individual child's achievement.

Parent-Teacher Conferences will be held in the months of November and March usually before Thanksgiving Break and Spring Break.

3. Provide parents with frequent reports on their children's progress through:

Parent/Teacher Conferences, email between teacher and parents, Student Recognitions (Student of the Month, Perfect Attendance), School Messenger, etc.

4. Provide parents reasonable access to staff.

- Parents are encouraged to meet with teachers throughout the school year. They can call the office and leave messages during the school day.

Teachers will respond to parent messages before and/or after school via the telephone, email, written notes, and/or conferences. Fliers will be sent home announcing future meetings. A phone tree could be established to remind/announce scheduled meetings and workshops for parents.

5. Provide parents opportunities to volunteer and participate in their children's classrooms and to observe classroom activities in the following ways during:

- Parent Curriculum Hour where they visit their children's classrooms during instruction and observe in the learning activity.
- Open House and /or Back to School Night
- Tutoring opportunities that assist students in improving reading and math skills.
- Read to students during PTA sponsored activities such as: Donuts for Dad, Muffins for Mom, Goodies for Grandparents, etc.
- Volunteer work with Art Corp or other school related programs.

Parent Responsibilities

We, as parents, will support our child's learning by:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television my child watches.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving on advisory groups, such as the School Site Council (SSC), the District Advisory Council (DAC), the English Learners Advisory Committee (ELAC), Parents Teachers Association (PTA), School Governance Team (SGT) and District English Learners Advisory Committee (DELAC).

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve California's high standards in the following ways:

- Do my homework every day.
- Ask my teacher for help when I need it.
- Read at least 20-30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Student \_\_\_\_\_  
Date \_\_\_\_\_

Parent(s) \_\_\_\_\_  
Date \_\_\_\_\_

Teacher \_\_\_\_\_  
Date \_\_\_\_\_