

HAGE ELEMENTARY SCHOOL
(Home of the Panthers)

Principal: Eric Takeshita
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9750 Galvin Ave.
San Diego, CA 92126
(858) 566-0273 Office

Hours: 7:40am – 2:05pm
Thursdays: 7:40am – 12:00pm
(Half Day)

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 kindergartners for the 2010-2011 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 kindergartners enrolled will determine the number of classes we have.

The importance of parent participation here 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 school counselor who will be on site 3.5 days a week. 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 academic programs here at Hage Elementary which include hands on learning, student generated projects and cooperative learning. 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.



DAILY SCHEDULE GRADES K-5

Monday, Tuesday, Wednesday, Friday 7:40 a.m. – 2:05 p.m.

Thursday, Modified Day 7:40 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 Thursday, 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	Lori Sandoval
Elementary School Assistant	Charlene Grimsley
Registrar	Erika Romo
Attendance Assistant	Melinda Eng
Nurse	Lynda Madariaga
Health Technician	Deanna Burns
Library Assistant	Sharon Stacy
Building Services Supervisor	Bonnie Seaman
Cafeteria Manager	Judy Vigil

PARENTS AND ALL OTHER VISITORS

All our parents and visitors are welcome at Hage Elementary. All visitors are required to check in the office, sign in and obtain a visitor's pass. Those who do not have a visitor's pass will be asked to get one in the office.

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.
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 our monthly character traits in all school environments.

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. The Counseling Center has several attendance award programs to include: individual perfect attendance of the year award and ceremony, individual quarterly perfect attendance award and party, and quarterly classroom perfect attendance party.
3. There are many individual awards given by the classroom teacher. Each teacher has his/her own system of reinforcement for appropriate behavior and academic success.
4. School Leadership Positions provide another opportunity to grow and excel:
 - Student Council (grades 3-5)
 - Games Coaches (grades 3-5)
 - Cross Age Tutors (grades 1-5)
 - Environmental Managers (grades 3-5)
5. Throughout your child's day Panther Bucks will be handed out to reward students demonstrating the "Hage Character Trait of the Month". Panther Bucks can be used at the student store once a week to purchase fun items (i.e. pencils, bookmarks, erasers, fun pads...). Students also have the choice to save up 20 Panther Bucks to have lunch with the Principal and/or Vice Principal on campus and receive a special dessert.

Hage Character Trait of the Month

September	Civility
October	Kindness
November/December	Fairness
January	Respect
February	Honesty
March	Responsibility
April	Caring
May	Perseverance
June	Courage



CONSEQUENCES

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

1. Conference with child and teacher
2. Sit out on recess play time (detention)
3. Phone call and/or child sent home to guardian(s)
4. Temporary placement in another classroom for quiet work
5. Time after school
6. Behavior contract
7. Denial of special privileges
8. Referral to District Counselor
9. Referral to Principal/Vice Principal
10. Conference with guardian and teacher
11. Conference with Principal, child, and/or parent
12. Suspension (informal) to the office
13. Formal suspension home

STUDENTS

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 toed 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. 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.**



TEACHERS

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.

PRINCIPAL/VICE PRINCIPAL

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



PARENTS' RIGHTS AND RESPONSIBILITIES

All parents and other visitors at school are welcome and are required to check in the office, sign in and obtain a visitor's 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.

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.**

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.

COMING TO VISIT

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. If you would like to observe the classroom, notification to the teacher must be done at least 24 hours prior to the observation.**

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.



SCHOOL ATTENDANCE

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.

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 7:20 a.m. Children participating in the breakfast program should be at school at 7:25 a.m., but no earlier.

Children must be picked up after school within 15 minutes of dismissal time. They are not allowed to stay on the grounds 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 ground 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 a 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. 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 7:20am. **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 7:20-7:40 a.m. primary grade students will sit at assigned tables in the lunch court area. Upper grade students 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 and watch a movie until the 7:40 a.m. bell. At 7:40am or little before students will be dismissed by grade level for grades 2-5 and K/1 students will be picked up by teacher.

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. 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 September 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.



FRIDAY MORNING OPENINGS

One of the ways we try to bring our Hage Community together is through our Friday Morning Openings. Right after the 7:40 a.m. bell on Fridays, all students move to their designated area around our lunch court with their teacher to do the pledge and listen to important announcements from staff and students. We also use our opening to recognize students for academic or social accomplishments.

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 a nurse at Hage for four days a week and a Health Technician for four hours a day, five days a week. Office staff addresses the needs of children on days when the Nurse and/or Health Technician are not on duty.

Frequently young children have “accidents”, and we need dry underwear and clothing. 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.***



USE OF SCHOOL PHONE/CELL PHONES

Our limited telephone facilities are on a message rate. We pay according to the number of outgoing calls made. Therefore, students will not be permitted to make calls except in emergency cases. Please do not ask us to contact your child except in emergency cases, and please do not ask your child to call from school. Students are permitted to call home if the teacher requires them to stay after school.

Students may possess and use cell phones on campus before and after school ONLY. Cell phones MUST be left out of sight and turned off during school hours. Unauthorized use of cell phones disrupts the instructional program and is grounds for confiscation by school officials. Hage is not responsible for loss or damage to cell phones.

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 neat 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.

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.

Fact 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.

