

HANSON ELEMENTARY



HANDBOOK

WELCOME TO HANSON

Welcome to Hanson Elementary School. We hope that all students will find their time here enjoyable, interesting, and most of all educational. The staff is committed to providing each child with the best education possible and in assisting them in reaching his/her highest potential. But each child has the biggest responsibility, using his/her time and talent wisely. Remember that we are here to help you and your child. At all times we want your child to be proud of him/herself and of being a Hanson Hawk.

DAILY SCHEDULE

| |
|--|
| <p style="text-align: center;">Daily 8:30am – 3:05pm (M,T,W,F) 8:30am – 12:35pm (Thursday)</p> |
| <p style="text-align: center;">Lunch Times 11:30 – 12:15 Kinder & 1st 12:00 – 12:45 Grades 2 & 3 12:20 – 1:05 Grades 4 12:40 – 1:30 Grade 5 & 6</p> <p>Minimum Day Lunch Times 10:30 – 11:15 Kinder & 1st 11:00 – 11:45 Grades 2 & 3 11:20 – 12:05 Grades 4 11:45 – 12:30 Grade 5 & 6</p> |
| <p style="text-align: center;">Modified Day – Parent Conferences 8:30 – 12:35</p> |

MORNING ARRIVAL

Hanson Elementary campus is closed until 8:00. Playground and office to the school opens at 8:00 am and supervision is provided. **Do not send children to school prior to this time**, unless your child is enrolled in ESP. All students need to go directly to the center courtyard and sit in line in the designated area.

If you are dropping off your child from your vehicle, the **KISS-N-GO ZONE** is located in the parking lot in front of the main office. The area in front of the entrance to the central courtyard is reserved for buses. Guardians are **NOT** to drop students off in this area.

CHILDCARE (ESP/ASES)

Two childcare programs operate at Hanson. The Extended School Program (ESP) provides before and after school care. Parents choosing ESP do not need to have his/her child attend five days a week. For ASES, contact the ESP office directly for their current time schedule and for required pre-registration (760)787-2050.

ATTENDANCE

Regular and prompt attendance is required and is the responsibility of both student and guardian. When students are absent they fall behind in their academic skills and miss important socialization opportunities. If a student is absent, his/her guardian must call the attendance office at (760) 787-2104 before 8:00 a.m. When leaving information on the answering machine, state your child's name, teacher's name, reason for absence, and your relationship to the child. Any absence not reported through a phone call requires a note to be written by the guardian and delivered to the attendance office. Homes will be called on the morning of the second day of unreported absence from school.

Students who will be absent from school for 5 days or more due to religious or personal reasons should obtain a contract for independent study from the attendance office at least one week prior to the absence. Students experiencing excessive absences will be reported to the School Attendance Review Board for family assistance and possible legal actions.

TARDIES

Students who arrive at school before **8:30** should go directly to their line where their teachers will pick them up. Students arriving after **8:30** must report to the Main Office for a late slip.

TRUANCIES

A truant student is one who is absent from class without permission or is late to class for more than 30 minutes. Truancies will be reported to the attendance clerk immediately for guardian contact. **State law dictates that truancies will not be tolerated.**

LEAVING DURING SCHOOL HOURS

Adults (18 and older) must come to the office and complete required documentation before the student will be released. Any person picking up a student from Hanson **must present a photo ID** and their **name must appear on the current enrollment card.**

DISMISSAL

Students should go directly home at the end of the school day, (3:05 PM or on minimum day at 12:35) unless attending an organized activity or event. The Main Office closes daily at 4:00pm. If there is a student who has not been picked up by their guardian by 3:45, Police will be contacted to come and pick up the student until a parent or guardian can be located.

VOLUNTEERS

All classroom volunteers must have on record a TB screening and ID before volunteering in any classroom. When arriving to volunteer all persons must sign in at the front desk, present ID, and pick up his/her identification badge.

STUDENT PICK-UP

In order to maximize learning time, guardians who arrive at school early to pick up students at dismissal are asked to please wait in line within the KISS-N-GO car lineup. **CARS ARE NOT TO DOUBLE PARK AS THIS PRESENTS A DANGEROUS SITUATION FOR STUDENTS.**

Parents parking and getting out of their cars to meet their children are asked to wait outside the main office for the children to be dismissed.

TELEPHONE MESSAGES

Personal messages for students or staff will be left for teachers to pick up prior to recess and lunch. **Classrooms will not be interrupted during instructional time except in an emergency.** Arrangements for lunch money and after school plans must be made prior to coming to school.

TEACHER/GUARDIAN COMMUNICATION

If you are confused by an assignment or a classroom policy, please contact the teacher directly. Teachers receive messages and return calls throughout the day. Teacher email addresses can be found on our Hanson Elementary website.

CELL PHONE POLICY

All students may have cell phones on campus before school begins and after school ends.

These devices must be kept out of sight and turned off during school hours. Unauthorized use of such devices disrupts the instructional program and is grounds for confiscation by the classroom teacher or other school authorities.

EMERGENCY PHONE NUMBERS

Names and phone numbers **must be on file** of those persons who are legally empowered to take charge of an injured child in the event that the guardian(s) cannot be reached. Failure to provide this information could result in a call to emergency services. **This information must be kept current.**

SCHOOL RECORDS

During the school year, if you have a change of address, home phone, health information, emergency contact, or work number, be sure to notify the office as soon as the change occurs.

If your family moves from the Hanson area please notify the Main Office so records can be sent to the new school.

CAFETERIA

Meals may be purchased in advance for any number of days. A prepaid balance is maintained for each student in the cafeteria's computer at the 5 elementary schools. At the elementary school level, notices will be sent home through the classroom when your child's balance becomes negative and you owe money to the school cafeteria, so check those backpacks.

Our on-line payment system, called mySchoolBucks.com is set up and available for parents to use. Parents will register for an account at www.mySchoolBucks.com using their personal email accounts, and can make payments using a credit or debit card. Payments for meals, ESP and bus passes and tickets can be made this way.

Ramona City Schools will refund any remaining balance in a student's account upon receipt of written request for refund. Any portion of the balance paid by credit card will be refunded through issuance of a credit to the original card account. No cash refunds will be issued for balances paid by credit card.

For information and application instructions for the free and reduced lunch program, choose one of the files on the RUSD web site, <http://www.ramona.k12.ca.us/foodservices/foodservices.shtml>

HEALTH OFFICE

A Health Assistant is assigned to Hanson. This position provides assistance in the implementation of district health requirements, medication dispersal, and provide first aid. Students must have a pass to visit the health office.

MEDICATION

All prescription and non-prescription medications **must be in the original container and must be delivered to and from school by a responsible adult.** The container will be kept at school until all the medication has been given and/or until it has been discontinued. **It is not possible for office staff to receive and return medication on a daily/weekly basis. Students are not allowed to carry medication** (prescription or non-prescription) of any kind, **including inhalers**, to or from school or on their person while at school.

For medications to be given at school you must obtain a "Physician's Recommendation for Medication" form from the health office which must be completed by guardian and physician. **A new form must be completed at the beginning of each new school year and before a new medication or a different dosage is given.**

Guardians who request that the school administer Advil, Motrin, Tylenol, and/or Calamine lotion to their child must complete a permission form, which is available in the health office.

SAFETY

Guardians are asked to caution their children to **cross at the cross walk only**. It is dangerous to cross at other places, as cars can create a safety hazard. Students should always cross the street at corners, never in the middle of the street. Guardians are asked to model this behavior.

Please be vigilant when driving near the school, park in designated parking spots, slow down to below 20 mph, watch for students where there are no sidewalks. We must work together for the safety of all of our students.

SKATEBOARDS/ROLLERBLADES

Skateboards, rollerblades, scooters, or roller skate type devices (shoes) are **not allowed at Hanson at any time, including before or after school**. Violators will have their skateboards, rollerblades, scooters, or roller skate type devices confiscated and may receive a police citation.

BICYCLES

Bicycles may be ridden to school by students in third grade and up. **Helmets MUST be WORN**. Any child arriving on campus without a helmet will not be allowed to ride his/her bike back home, an adult will have to come and retrieve the bike.

Students must **walk their bicycle** once on campus to the bike rack. Bicycles are to be securely locked in the bike racks. The student assumes all liability for theft, damage, or loss of use, to any bicycle, equipment, or article left on it.

LOST ARTICLES

Lost articles will be returned if they are marked with the owner's full name. Sack lunches, lunch boxes, and removable garments are most often lost, and should be **labeled with student's first and last name and room number**. The lost and found area is located on the patio behind the library. Lost eyeglasses, keys, jewelry, money, and valuables are kept in the office.

HOMEWORK POLICY

Ramona Unified Schools has a homework policy. Meaningful homework is assigned on a regular basis to reinforce or extend subject matter, to develop good study habits, to encourage responsibility, and to provide families with an opportunity to monitor their child's work. The amount of homework assigned will vary according to grade level and course material.

All homework assigned to students will be an extension of the day's work within the classroom. Homework shall reinforce the standards-based teaching that has occurred during that school day.

It is the student's responsibility to strive to do his/her best and to complete all assignments on time. Families should encourage systematic study and provide the proper conditions for doing homework effectively. It is the responsibility of the child to see that the homework is completed, signed (if required), and returned to the teacher.

HOME READING

At Hanson all students are expected to read a minimum of 10 - 20 minutes at home each night. Students in grades 2-6 will take tests using Reading Counts. Kindergarten and First grade students will turn in reading logs signed by parents tracking the reading that is accomplished at home. The Reading grade on the report card is partially based on home reading. **Families are encouraged to read at home together.**

VISITS TO CLASSROOMS

Hanson urges all families to visit their child's classrooms in order to become more familiar with the teaching methods and materials used. District procedures require that **all visitors report to the main office** before visiting a classroom at times other than during Open House. Please make appointments directly with the teacher 24 hours ahead of time if you wish to observe your child's class.

PARENT/GUARDIAN CONFERENCES

Parent/guardian Conference Days are October 9-13, 2017. Student dismissal time for conference days is 12:35pm. Parents/guardians and teachers may need to meet for additional conferences for some students; parent/guardians are urged to initiate conferences by sending a note to the teacher via email or by leaving a message on the teacher's voicemail.

COMMUNITY INVOLVEMENT

Volunteers

Adults are encouraged to volunteer in classrooms and to share their talents with students. Volunteers are needed to work in the library or on special projects. If you are interested, please contact the volunteer coordinator(PTA).

Volunteers must have a current TB test on file at Hanson.

Parent/Teacher Association (PTA)

All families are encouraged to join the Parent/Teacher Association to make a positive contribution to Hanson and to stay informed about the programs and events occurring. The PTA assists with school fundraisers, academic programs, field trips, parent workshops, and other events. For further information contact the Hanson PTA Office at 760-787-2120

School Site Council (SSC)

The SSC is made up of 50% Hanson staff, 50% parents. This group assists in setting school goals. They monitor the School Improvement Program and different budgets for the current school year. Parents are nominated yearly to serve a two-year term. The SSC meets a minimum of five times a year and meetings are open to everyone. Minutes and agendas are posted.

English Language Advisory Committee (ELAC)

The principal, bilingual program aide and families of our English language learners make up this committee. Their purposes are to promote family involvement and to advise the school in matters of concern to the families of our English language learners.

TECHNOLOGY

All classrooms have a computer with Internet access. Hanson has multiple computer labs where students receive instruction and are able to work on specialized programs to increase achievement. Labs are open to all students K-6.

LIBRARY

Library books may be checked out for a one-week time period. Books may be renewed, if they have not been reserved in advance by someone else. If a book has not been returned, it will be considered lost. The parent or guardian will be expected to pay for lost books. If a book is returned in acceptable condition a refund will be made. Late fees and lost book payments must be made before the end of the

school year in order for a child to check out materials from the library the following year.

Parents are allowed to utilize the library and check out books.

STUDENT STUDY TEAM (SST)

This team meets throughout the school year to address special needs of students (academic, personal, social, health, and language development). Parents are always invited to attend and other specialists may be invited.

DRESS STANDARDS

The purpose of a school dress code is to keep the school environment wholesome, safe, and focused on instruction. Students are to be appropriately dressed at all times. In keeping with that intention, we ask that guardians consider carefully what is purchased for school wear. Students at Hanson participate in physical education activities daily so clothing should be comfortable and enable participation without being immodest. Please be sure clothing is identified with the student's name.

- No student need have undergarments showing.
- Shorts and skirt must pass the, "Hands Down Test." (Hems are to be longer than the finger tips)
- Pants must stay secured at the waist.
- Hats are to be worn outside only.
- Clothing that disrupts the learning environment, ie...(drug, alcohol advertisements, profanity) is inappropriate and will be judged on an individual basis.
- Clothing that could pose a danger or threat to the wearer or others such as chains, high heeled shoes, flip-flops, etc. shall not be worn.
- Wheeled shoes will have the wheels removed during school hours.

Students found to have violated this Dress Code will be sent to the office for a change of clothing or to call home.

CODE OF CONDUCT

Every student at Hanson has the right to feel safe. Every student at Hanson has the right and obligation to learn. When these very important rights and obligations are threatened or taken away, the staff will act to protect students and their rights. Hanson's discipline code is intended to protect the rights of our students by stating those acts that are illegal and/or threaten the rights of others.

EXPECTED STUDENT BEHAVIORS

Before and After School

Students are answerable to the school administrators for their behavior on the way to and from school. The following are the behaviors we expect:

1. Use the safest, most direct route without playing or stopping along the way.
2. Cross streets only at street corners or at crosswalks.
3. Walk only on the sidewalks and respect community property along the way.
4. **Arrive at school between 8:00 - 8:25 a.m.**
5. Report to the central courtyard and line up in the designated area for each classroom.
6. Leave the grounds immediately after school and go directly home, unless participating in ACES , ESP or other sponsored activities.

On the Playground

Teachers will escort students to the play areas.

1. **Follow directions the first time given.**
2. Play only on the playground or field. Do not go to classrooms.
3. Use equipment safely. Students may not jump or hang from, twirl, spin, or sit on equipment.
4. Be courteous.
5. Refrain from throwing rocks, sand, or any other objects not intended for throwing.
6. Use proper language (no profanity or name-calling).
7. Use the game rules from physical education class. No place backs in any game.
8. **Report to the supervisor on duty if another student bothers you.**
9. Leave personal toys, games, video games, cameras, radios, and sports equipment at home.
10. **Stop play at the sound of the freeze bell.**
11. **Return all sports equipment when the first whistle blows. At the double whistle, all students walk from the playground to line up.**
12. Play fighting or kick fighting is not allowed.
13. Tag and chase games are not allowed.
14. Play only these approved games: softball, jogging/running the field, hopscotch, jump rope, relays, etc... Play structure equipment is also available.
15. Students who continue to play after the whistle blows will lose recess the next day.
16. Students may not go to their classroom to return belongings or visit any other room.

In the Restrooms

1. Use the restroom properly and then leave.
2. Paper wads must not be thrown on the ceiling.

3. No writing on the doors or other areas. Vandalism, including graffiti, is an offense that can result in suspension.
4. Respect the privacy of others.
5. Use quiet voices.
6. Do not play or eat in or around restrooms.
7. No profanity or name-calling is allowed.
8. **Use the restroom and get a drink of water before the bell rings at the end of recess.**

At Lunch Time

1. Teachers will escort students to the lunch area and cafeteria.
2. All students enter the cafeteria through the right door. Students bringing sack lunches will be seated at their assigned tables.
3. **Students must wait to be dismissed by tables when students have finished eating and trash has been picked up.**
4. Once dismissed, students may purchase snacks and eat in the OASIS area.
5. Glass containers are not allowed.
6. **Use the restroom and get a drink of water before the bell rings at the end of lunch.**

At Assemblies

1. Students will sit cross-legged, flat on the floor, facing forward and wait without talking.
2. The appropriate audience response is applause.
3. Students will follow their teacher's directions for dismissal.

On Busses

1. Follow the rules of the driver.
2. Use quiet voices.
3. Keep all body parts inside the bus.
4. Stay seated, facing forward.
5. Do not throw anything out of the window.

At All Times

1. Gum is not allowed at school.
2. Profanity, name-calling, racial slurs, and verbal put-downs are unacceptable.
3. Fighting, pushing, or shoving are unacceptable behavior before, during, or after school. First offense could result in out of school suspension.
4. Throwing any object is dangerous and can cause serious physical injury and damage to property. This can result in suspension.
5. Inappropriate remarks about someone's body, sexual innuendoes, touching or suggestive postures are all considered harassment. If you have a discrimination or sexual harassment complaint, contact a teacher or the principal. Sexual harassment will not be tolerated and can result in suspension.
6. Gambling is not allowed at school. Students may not gamble with dice, playing cards, etc.

7. Vandalism is considered a serious offense and will not be tolerated. Vandalism, including graffiti, is an offense that can result in suspension. Because of problems with graffiti, all marking pens must remain in the classroom. Permanent markers are not allowed at school.
8. **Animals are not allowed at school** except for sharing in accordance with district procedure and with **prior permission of the teacher**. When using a pet for sharing, guardians must bring the pet to school in a container and immediately remove it after sharing.
9. **Sharing articles must stay in the classroom.**
10. Toys, cameras, Walkman® radios, electronic games, trading cards, etc., are not allowed except for sharing and **must be approved by the teacher in advance**. If these items are brought to school for sharing without the teacher's permission, they will be taken away and will be returned only to the guardian.
11. **Leave valuable items at home.**
12. **Students may not go into the staff lounge or staff bathrooms.**

Standard Classroom Rules

1. Follow directions the first time given.
2. Respect the rights and property of others.
3. Get a pass from your teacher to go outside of the classroom.
4. Be courteous to and cooperative with your classmates, teachers, and other adults.
5. Use good work habits at all times.
6. Do your schoolwork to the best of your ability.
7. Participate in class activities and discussions.

REINFORCING THE STANDARDS

The following guidelines assist school staff whenever unacceptable student behavior occurs.

Activate Classroom Discipline

Each teacher establishes an individual classroom discipline plan and implements it by:

- posting a discipline plan
- counseling the child
- providing appropriate consequences
- communicating with guardians to seek support
- documenting the behavior
- assigning detention
- referring to Student Study Team.

Refer Student to School Administration

After the classroom teacher, guardian, and counseling staff has made many attempts to modify a student's behavior and expected behavioral changes have not occurred, the student will be referred to an administrator. The administrator may:

- remove from playground or lunch area

- require contracts
- assign in-school suspension
- suspend student using district guidelines.

Suspension Guidelines

Students who do not choose to behave appropriately in school will be suspended. Repeated incidences of misconduct may increase the length of the suspension and could result in a new school placement. Automatic suspensions will occur for the following offenses:

- possession of weapons or drugs
- fighting
- profanity to a staff member
- bringing, possessing, or using tobacco, marijuana, or alcohol on campus
- sexual harassment
- violence based on race, religion, or ethnicity
- threatening the safety of another person
- theft
- vandalism or graffiti.

SUPPLEMENTAL PROGRAMS

Special Education

Our Special Education staff offer instruction to qualified special education students on an individual and small group basis. Students receive special assistance in basic skills and learn strategies to help them succeed in the regular classroom.

The speech pathologist, occupational therapist, physical therapist, psychologist, and adaptive physical education instructor offer services for students who qualify for services and have an active Individualized Educational Program.

English Language Learners

Children in grades K-5 receive specialized English Language instruction emphasizing a natural approach to language acquisition. Specially trained teachers provide language arts enrichment activities that emphasize active participation and the development of critical thinking skills.