

HEARST ELEMENTARY SCHOOL

PARENT HANDBOOK



Jamie Jorgensen
Principal

6230 Del Cerro Blvd.
San Diego, CA 92120
(619) 583-5704
www.sandi.net/schools/hearst

FOCUS

Hearst is a comprehensive elementary school that offers academic instruction, physical education, a variety of fine arts experiences, and community-building activities that create students focused on being intelligent, healthy, well rounded leaders of the future.

SCHOOL OFFICE HOURS

School office hours are 7:00am to 3:00 pm daily. A telephone answering machine will record your message if you call the school outside of these hours. You are most welcome to visit the school anytime. If you plan to visit a classroom for more than a few moments or would like to speak with the principal, please schedule a time to meet. For security reasons, and in accordance with city ordinance, we ask that you **sign-in at the office and get a visitor's badge before proceeding to any other part of the school.** Volunteers are recognized yearly for their service to the school. Volunteers have a special sign-in sheet, security clearance procedures and badge in the office. Your cooperation is appreciated.

DAILY SCHEDULE 2017-2018

Monday, Tuesday, Thursday, Friday
7:30 Running Club/Breakfast
7:40 First Bell
7:50 Tardy Bell
Instruction Begins
10-10:15 Grades 1-5 Recess
10-10:30 TK & K Recess
11:40-1:00 Lunch
TK/K 11:30-12:10
1,2,3 12:00-12:40
4,5 12:20-1:00
2:15 Dismissal Gr.TK-5

Wednesday (Modified Day)
11:30 – 12:15 Lunch
12:15 Dismissal

**School buses with red lights flashing may
NOT be passed.**



**Please DO NOT drop students off in front
of school in the "Bus Loading" red zone.**

PARKING AND TRAFFIC SAFETY

Please assist us with establishing good safety and traffic patterns in and around our school by following these rules:

- Parking in front of the school is illegal. However, you can stop for a **maximum of 3 minutes** at the white painted curb for drop off and pick up of children.
- Handicapped parking is for authorized vehicles only.
- Always pull forward and obey the three minute loading zone located in front of the school. **DO NOT** leave your vehicle unattended.
- Do not park in Faculty parking lot spaces marked for school personnel and auction winners.

Thank you for your cooperation in helping us to provide your child with a safe entry and departure to and from school.

Hearst Pledge

**I will act in such a way that I will be
proud of myself and others will be
proud of me too. I came to school to
learn and I will learn. I will have a
great day!**

HOUNDS CODE OF CONDUCT

Be Respectful

Take pride in your family, school and community. Be polite and considerate to everyone. Use good manners. Always ask permission. Accept everyone's differences. Respect yourself-strive to look and act your best.

Be Responsible

Think out choices so you make smart decisions. Do what is expected of you. Finish homework and chores on time. Say "NO" if asked to do anything unsafe or hurtful. Admit it when you do something wrong. Do your best in everything you try.

Be cooperative

Be a good team player. Do your best to get along with others. Do not interrupt or bother others. Support your group's decision. Pay attention in class. Find friendly ways to work or play together.

Be Fair

Treat others the way you want to be treated. Don't judge others by the way they look. Do your part when you work in a group. Give everyone a chance. Never spread gossip or rumors. Play by the rules.

Be optimistic

Believe in yourself and your abilities. Look for the best in others. Use kind words to encourage others. Share your enthusiasm. Tell yourself, "This will

be a great day!" every morning. Expect good things to happen.

Parent Responsibility

Teach your child(ren) the behaviors appropriate to achieving good citizenship and good work habits in school. Know district and school rules. Cooperate and support the school in maintaining proper standards for students and the appropriate consequences.

Student Responsibility

Attend school. Adhere to all school and classroom rules. Show respect and considerations for others at all times.

School Personnel Responsibility

Establish and maintain the standards that are needed to achieve a positive learning environment. Teach and review the rules with students. Communicate with parents.

CHILDCARE

After school paid childcare services are available on site for students at all grade levels through Champions. For more information about rates, call Champions (916) 387-5761 or visit www.DiscoverChampions.com.

INTER-DISTRICT TRANSFERS &

CHILD-CARE AFFIDAVITS

Hearst School welcomes students from other schools or school districts to meet child-care and personal needs

when there is space available. Continued participation is dependent on the timely completion of the required paperwork, good attendance and excellent student citizenship. Transfer forms and affidavits need to be completed yearly.

SCHOOL RULES

- Students should arrive **AFTER** 7:30a.m.
- The school day begins at 7:50 a.m. promptly. Punctuality is an important responsibility for all children to develop. Tardiness will be reflected in citizenship grade on progress report.
- Be in your class line by the First bell at 7:40 a.m..
- Take care of personal business in the office **before** the bell rings.
- Walk in the courtyard at all times.
- Salute the flag, with dignity and respect, this means stopping and standing still until the pledge is completed.
- Stay out of the planters and trees.
- Hang all backpacks neatly on hooks.
- Skateboards, roller blades, Razor scooters, roller-shoes/Heelies are not permitted on campus at any time, including non-school hours.
- Students are expected to obey the Student Dress Code.
- Students are expected to respect and follow the directions of all adult staff and school personnel.

- Students are expected to follow the rules of each room/classroom.
- Absolutely NO guns, knives, scissors or sharp objects of any kind should be brought to school.
- NO toys, games, trading cards or playthings are to be brought to school. If brought to school they will be confiscated by the staff and will not be returned.
- Fourth and fifth grade students may ride bicycles to and from school only (San Diego Police Department ordinance). Bicycles should be licensed (licenses may be obtained by local Fire Department) and locked in the bike rack. The State of California requires that a person under the age of eighteen wear a safety helmet while riding a bicycle. Bicycles will be confiscated from students not wearing a helmet. The San Diego Unified School District is not responsible and assumes no liability for theft, damage or loss of use to any bicycle or equipment. All such risk is assumed by the student.
- All electronic equipment (I Pod's, MP3's, games, etc.) is to be left at home. If brought to school and found by school personnel item(s) will be confiscated. The school does not take responsibility for loss or theft of these items.
- Please **DO NOT** bring dogs onto school campus when picking up or dropping off our child.

- **Students may not bring hamsters, mice, rats, spiders, reptiles, birds or any animal that bites.**
- Check with the teacher prior to bringing any animal to school that bites. Check with the teacher prior to bringing any animal to school.

Recess

- Walk the entire way out to the playground. Running is only allowed on the grass.
- Keep jackets on or tie them around your waist. All clothing/hats should be labeled with student's name.
- Immediately give back balls that come into your area.
- If there is a question about a play, take the play over or play "rock-paper-scissors" to settle the issue.
- Sit at the tables near rooms 10 & 11 or at lunch arbor if you have a written medical excuse.
- When the bell rings **everyone must freeze**. After the whistle, walk to your class meeting place.
- Line up on your classroom number.
- Let an adult know if the ball goes over a fence. Do not leave the playground.
- No name-calling, fighting, play fighting, kick fighting or bad language.
- No chasing or tag.
- Use the restroom and get a drink of water **before** the bell rings.

- Do not throw physical education equipment or other objects in an inappropriate manner.
- Keep off the embankments.
- All games are played by Hearst School rules.

Healthy Recess Snacks

We encourage staff and students to enjoy a healthy snack at recess time. Please help your child choose wisely from foods such as fruit, string cheese, crackers, juice, or half sandwich.

Library

- When classes meet in the Library, students will enter respectfully and quietly.
- Use a quiet voice
- Remove any hats
- During assemblies be polite, listen without talking, and show appreciation and support by clapping.

After School

- Students must go directly home.
- Use the route planned by your parents.
- Cross streets at the corner only and use crosswalks.
- Use the restroom before you check in at the bus.
- Students must be picked up in a timely manner. If you have not picked up your child by 2:30 p.m., they will be sent to wait in the office and a phone call will be made.

- Using the playground equipment before and after school hours, is not permitted including the Kinder playground.

SCHOOL-WIDE DRESS CODE

You determine what your child wears to school (within the limits of good taste and safety). Parents will be contacted and asked to bring a change of clothing if students come to school wearing questionable garments.

Keep in mind the following:

- Short shorts, half-shirts, halter tops or see-through items are not allowed.
- Make-up is **NOT** to be worn by students (with the exception of Chap Stick or lip balm.)
- Clothing and hats with slogans that endorse gangs, tobacco, drugs, alcohol and profanity (sucks, etc.) are not allowed.
- For safety reasons students may not wear dangling jewelry.
- Sport shoes (sneakers, tennis shoes, etc.) must be worn at all times. For safety reasons, please do not wear sandals, jelly shoes or hiking boots. No platforms, slides or roller shoes are permitted.
- Hats, caps, and visors may be worn outside of the school buildings and are to be worn forward. The school will not be held responsible for loss or theft.
- Trousers must be worn around the waist and secured with a belt if they

- are loose. No sagging.
- Sagging pants or pants with writing across the buttocks are not allowed, undergarments should not be seen.
- Spaghetti strap tank tops must be worn in layers.

CELL PHONES

Cell phones must be kept out of sight and **turned off** during the instructional program and in the classroom. School officials, including teachers, may take the device away from students. All phones should be labeled. These devices must be kept out of sight and turned off during the instructional program and in the classroom. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of the device by school officials, including classroom teacher if **used** during school hours (7:45 a.m. – 2:15 p.m). Repeated unauthorized use of devices may lead to disciplinary action. The school will not be held responsible for loss or theft

CLASSROOM RULES

Teachers will review school rules, alerting students to the consequences of their behavior. Class policies will be communicated in writing to parents and reviewed at Back to School Night. Staff will consistently model and encourage positive choices throughout the school day. Student recognition assemblies and courtyard assemblies

will highlight student's athletic and personal accomplishments.

Teacher's contract stipulates the right to suspend a student from class for the remainder of the day for an infraction and the following day. Prior to this action the teacher will have demonstrated that a progressive discipline plan with the student has not been effective, or that the infraction was serious enough in nature to require immediate removal. Parent and principal (or principal's designee) notification is required when a student is removed from the classroom under these circumstances and referral paperwork is documented. Teachers will assign class work to be completed by the student in the office should this situation occur.

HOMEWORK

Please provide a quiet time and place for your child to work on assignments. As a parent you need to take time to review your child's work and make sure it gets put in the homework folder and backpack for the next day. Homework often relates to work done in class the following day so students unprepared are unable to participate to the full extent in class.

READING MINUTES

Every child at Hearst is expected to read at home a minimum 20-30 minutes a day. We ask that students read books from different authors and genres

including fiction, non-fiction, poetry, mysteries, biographies, etc. Children in kindergarten and 1st grade, who are learning to read, may have an adult read to them. We expect all students at Hearst to complete their nightly reading. We expect parents to monitor home reading, sign the student's reading log and help their children make sure logs are turned in on time every month.

LEARNING CONTRACTS

It is our goal at Hearst to help each student meet or exceed grade level standards. Students who score below the 50th percentile on STAR testing or who are below grade level as identified by classroom assessments will be put on a learning contract. This contract outlines support and responsibilities of the school, parents and child to assist the student in meeting standards. Students on learning contracts will be provided additional literacy and math support as available.

Parents will be notified if their child is at risk of not meeting grade level standards within the first ten weeks of school for grades 1-5 and within the first twenty weeks of school for kindergarten students.

INDEPENDENT STUDY CONTRACT

Independent Study Contracts will not be granted during testing time.

It is the law to have students at school on a daily basis. We strongly encourage you to plan your family vacations and out of town events during scheduled school breaks. Students need to be in school everyday. When emergencies arise and your child will be out of school for 5 days or more, we ask that you request an independent study contract. Arrangements for independent study need to be made through the school office with principal's approval at least **2 weeks in advance**. If contracts are not completed the absence will be recorded as unexcused on the student's record. Independent study contract forms can be obtained in the school office.

ATTENDANCE

Prompt Attendance is expected and required.

Funds to finance public schools come largely from the state, based on the average daily attendance (ADA) of students. Any absence not due to illness or a medical/dental appointment results in a loss of funds. These absences will be recorded as unexcused on the student's record. We ask that you do not schedule doctor's appointments during school hours. More importantly, your child's educational program will be fragmented. We do not intend to invade your privacy when we ask you about your child's absence. We are required by state law to report the reasons for all student absences. Please

notify the office by 7:30am to report your child's absence. If we do not hear from you, we will call your home or office to obtain the reason for the absence as required by state law. If your child is late, a class admits slip must be obtained from the office before he/she goes to class. This is because your child's absence may have already been reported and the office needs to correct its records.

Tardy Policy

Regular class participation is required in order for each student to achieve. Prompt arrival in the classroom is necessary to avoid interruption of class work. Students will need to come to the office to sign in and receive a late pass. In accordance with the Education Code, a series of official district tardy letters are mailed to parents and reported to the state if the number of tardies becomes excessive. The following tardy policy has been adopted as a partial requirement for citizenship grades:

- 1st-3rd – Warning
- 4th Tardy – parent contact
- **5th Tardy – Referral to Principal. Principal to schedule parent conference**

RECOGNITION ASSEMBLIES

Hearst School strongly supports recognizing student achievement in the areas of academics, athletics and individuality. Special attendance recognition is held monthly at our

Monday Morning Assemblies. Students will stand to be recognized for their perfect attendance. To receive a Perfect Attendance Award, your child must be at school **and** on time every day, every minute. To receive an Outstanding Attendance Award at the end of the year, your child can have one absence per reporting period **and/or** less than 2 tardies.

CLASSROOM ATTENDANCE INCENTIVE

Every classroom at Hearst participates in our efforts to get all students at school and on time. Every day the whole class is here and on time they will get to put up a letter in their window that will spell out the words "PERFECT ATTENDANCE". When they complete both words the class will receive a popcorn party.

CAUGHT BEING GOOD

Teachers and staff members will give out "Caught Being Good" tickets to students to award them for their unique contributions to the school in both academic, social and leadership settings. A pencil will be given to award winners from every class during our Monday Morning Assembly.

HOUND PRIDE

High Class Hound tickets will be given to students outside of the classroom by teachers and staff to award students for being outstanding citizens on the playground and in the lunch arbor. Two tickets will be pulled from the box at

our Monday Morning Assembly and the winners get to treat their whole class to an extra 15 minutes of recess during the week.

BREAKFAST WITH THE PRINCIPAL

Every student deserves to be recognized and honored at Hearst. When your child gets chosen to have "Breakfast with the Principal" you win too. Parents will come to the Hearst auditorium and have breakfast with your child. Ms. Jorgensen will read the award and congratulate each child for their success.

RIDING A SCHOOL BUS

We expect all students riding the bus to demonstrate safe behaviors at all times:

- Use the handrail to get on and off the bus.
- Remain seated facing forward when the bus is in motion.
- Do not eat or drink on the bus.
- Do not lower or raise the windows.
- Do not put arms outside the windows.
- Speak softly; use quiet voices and appropriate language.
- Do not throw anything out the window.
- Do not bring electronic games or tape players on the bus.
- Follow the driver's instructions the first time.
- Be respectful to students and adults.
- If a student has a problem we expect the student to talk to the

- driver about the concern, prior to bringing it to the attention of the school.

PROTOCOL FOR BUS BEHAVIOR

1. The driver has the right to assign seats on the bus.
2. If the student does not comply with posted/expected bus rules, a referral describing the incident occurs.
3. Parents will be contacted every time a driver identifies a student with inappropriate behavior.
4. School will arrange a conference to solve problems that arise.

BUS DISCIPLINARY ACTION

If a student's behavior is unacceptable, or the above rules are broken, the driver will write a referral and give it to the bus liaison. The following action will be taken:

- 1st Referral – A parent contact is made. Warning or possible bus riding suspension.
- 2nd Referral – Parent contact made. Warning or possible bus riding suspension.
- 3rd Referral – Two day bus suspension.
- 4th Referral – Five day bus riding suspension.
- 5th Offense – Balance of school year bus suspension.

Threatened or actual bodily harm may result in student suspension.

REPORT CARD GRADES

At Hearst we set high expectations for all students and we base report card grades on the academic standards at each grade level. Our report cards will continue to be given tri-annually at the end of each semester.

PARENT CONFERENCES

There are three student progress report periods each school year. The first ends in November, the second in February and the third in June. While parents are welcome to discuss the progress of their children at any time during the school year, the school district requires that we declare four specific dates around the first and second reporting periods to meet with parents to talk about student progress.

Teachers plan to meet with all parents in the first round of conferences in November/December, and will continue to meet with students on Learning Contracts at the end of the other reporting periods.

Students will be released from school according to the modified day schedule (Wednesday schedule) in order to allow time for parent conferences. We expect all parents to attend conferences with teachers throughout the year to ensure the success of students.

RUNNING CLUB

Each day at 7:30 a.m. (before school), all grades are welcome to participate in our running club. The physical education teacher with the support of

parents, supervise the running club. Students and parents can log the miles, which are tallied each day. Special recognition is awarded to runners during the year.

ENRICHMENT PROGRAMS

Hearst currently offers 5th grade choir. Our PTA sponsors an Art Corps program and our Foundation sponsors a music program for all students.

AFTER SCHOOL PROGRAMS

After school enrichment programs are offered to Hearst students. Most activities take place on campus and are run by local organizations that have been approved by the Hearst principal. Information on these activities is generally sent home via the PeachJar on-line app showing times, dates and fees. All fees are paid directly to them.

SHARED DECISION MAKING

Hearst School invites parents, community and staff members to our monthly School Site Council (SSC), Site Governance Team (SGT), and English Learners Advisory Committee (ELAC) meetings. These groups discuss and advise on decisions regarding instructional programs, categorical funding, curriculum, staffing and student services.

In addition, our PTA involves parents on many committees that make a difference in the education of our students. Commitment to education through fund raising and volunteering are hallmarks of this group. The PTA

offers a fun way to get involved in school events, meeting parents, students and staff members. We hope that you will join the PTA.

ENGLISH LANGUAGE INSTRUCTION

Students who have been identified as English Language Learners are placed in classrooms with teachers who have been specially trained to teach them. All classes are conducted in English; however, specialized instruction is woven throughout the daily curriculum to foster English Language Development.

GIFTED & TALENTED EDUCATION (GATE)

Testing for gifted ability is conducted in the second and fifth grades. Clusters of students in grades three through five who qualify are placed with teachers specially trained to teach gifted students. At Hearst we have both Seminar and Diversity cluster models.

STUDENT STUDY TEAM

The Student Study Team (SST) is comprised of professionals including classroom teachers, resource specialist, school psychologist, nurse, speech and language therapist, district counselor and principal. When a student is having difficulty achieving academically, physically, or socially the team convenes a meeting with the parent to discuss concerns. At times the team may recommend that a special evaluation be completed to rule out or identify possible learning disabilities.

If a learning disability is identified then an (IEP) Individualized Education Plan is developed with the parent to meet the needs of the student.

HEALTH SERVICES

A health tech is assigned to our school from this year from the special ed and 504 department. She maintains the health records of students and verifies that immunization and first grade physical examinations are complete. The nurse will conduct vision and hearing screening that are part of the duties of the school health office.

Students who become ill during the day will be offered the opportunity to rest in the health office until parents can arrive to take them home. If your child needs to take medication during school hours for an acute illness, a request/permission note must accompany the medication brought to school. Your note should request the school nurse to give the medication (short-term medications less than two weeks can only be given by the site nurse.) Please refer to the Short-Term Medication form sent home in the first day packet.

MEALS AT SCHOOL

If you want your child to eat a school breakfast and/or lunch regularly, we recommend paying one month's worth in advance, as loose change gets lost or misplaced. If you choose to pay with a check, please make it payable to "Hearst School". Also, payment by Visa or Master Card is accepted by calling (858) 627-7330 between 7:30am & 3:00pm or pay on line

through Pay Pam Food Services website www.sandi.net/food

When sending money for lunch to school, please put it in a sealed envelope with the student's name, room number, and teacher name on the envelope. If you have more than one child and wish to write one check for all, indicate on the envelope how you wish the money divided among the individual student's accounts.

PERSONAL IDENTIFICATION NUMBERS (PIN)

All students enrolling at Hearst School are issued a personal identification number (PIN) to access the computer system used by the cafeteria. These numbers remain the same from year-to-year. New students will have a PIN assigned prior to the first day of school. Classroom teachers will assist students in memorizing their numbers. The teacher will assist kindergarten students with this process.

FREE/REDUCED PRICE MEALS

An application for re-certification or new certification for free or reduced price meals is included in the packet of information sent home the first day of school. A new application must be filled out each school year. Certification for children who received free or reduced price meals last year will be extended until **the first week in October**. Don't delay turning in these forms!

MEAL PRICES

LUNCH	1 day	\$2.00
BREAKFAST	1 day	\$1 .00
DRINKS		
1	carton of milk	\$.50
1	carton of juice	\$.50

Lunch and breakfast prices include milk. If your child has an allergy to milk, orange juice will be substituted at no additional charge.

Please write your child's name in jackets, sweaters, backpacks, raincoats, lunch boxes and other items that are used at school. All unclaimed items are donated to Goodwill three times a year.

Hearst Elementary Staff

2017-2018

TRANSITIONAL KINDERGARTEN

Donna Jander Rm. K2
Annette Montoya-Fox Rm. K1

KINDERGARTEN

Annette Montoya-Fox Rm. K1
Shauna Grindstaff Rm. B1
Pamela Forde Rm. K3
TBD Rm. B3

FIRST GRADE

Elaine Evins Rm. 1
Leilani Plata Rm. 3
Maithao Voinov Rm. 2

SECOND GRADE

Kim Lunsford Rm. B4
Lisa Duque Rm. 5
Jessica Roberts Rm. 7

THIRD GRADE

Tricia Eads Rm. 8
LeAnn Leyden (Seminar) Rm. 12
Amy Varas Rm. B6

FOURTH GRADE

Karen Jackson (GATE/Seminar) Rm. B5
Lisa Eide Rm. 4
Sarah Sullivan Rm. B7

FIFTH GRADE

Karen Jackson (GATE/Seminar) Rm. B5
Alison Borman Rm. 11
Dorothy Iannuzzi Rm. 10

PRINCIPAL

Jamie Jorgensen

ELEMENTARY SCHOOL

ASSISTANT

Beth Churchill

SCHOOL CLERK I

Wendy McFarland

RESOURCE SPECIALISTS

Maureen O'Regan
Karin Scheumann

SPEECH LANGUAGE PATHOLOGIST

Elissa Grobman

PHYSICAL EDUCATION

Alissa Weiss

BUILDING SERVICES SUPERVISOR

Jeff Cowman

CUSTODIAN

Chase Octon

SCHOOL NURSE

Sharon Kalish

HEALTH TECH

Tanya Okamura

SCHOOL PSYCHOLOGIST

Tanya Robinson

SCHOOL COUNSELOR

Jill Raschke

CHORAL MUSIC (5th grade)

Sean Hughes

OCCUPATIONAL THERAPIST

Emily Haggerty
Trisha Martinelli

PHYSICAL THERAPIST

Laura Poore

LIBRARY ASSISTANT

Kersten Castagnola

SEA/SEBT SPECIAL ED ASSISTANTS

Sandra Saulnier –SEA
Daniel McFarland-SEA
Raul Sepulveda-SEBT

CAFETERIA

Linda Sung- Team leader

Linda
Elaine

CHAMPIONS

Cynthia Arroyo- Site Director

**Hearst PTA; please contact
President, Jerry Verdin at
jerryverdinpta@gmail.com**

**Hearst Foundation; please contact
President Lynette Ehle at
hearstfoundation@gmail.com**

HEARST ELEMENTARY SCHOOL RULES

It takes all of us to teach children how to successfully interact in a complex society. In coordination with the students, teachers will create classroom expectations at the beginning of the year that are consistent with district and school rules.

- Be on time, prepared to work and learn with a positive attitude.
- Show respect for all people, school property and the property of others.
- Follow the school dress code.
- Take responsibility for your actions and use your words to solve problems.
- All Students are expected to walk on campus, and keep their hands, feet and objects to themselves.
- Choose first to use positive, respectful words to problem solve, then seek adult assistance if needed.

The policy of the Board of Education states that all employees are responsible for the control of students who are legally under the supervision of the school. District-wide policies relating to student behavior state:

- Students have a right to an environment that promotes learning and success.
- Students have a right to due process.
- Students have rights of privacy.
- Students have a right to equal treatment.
- Students have a right to a safe and clean school.

The State Education Code says that parents shall be held responsible for the willful misconduct of their children.

Hearst Elementary Student Discipline Policy

All students have the right to learn AND All teachers have the right to teach

Hearst's discipline plan is based on the belief that all students are deserving of a quality education and have the right to maximize their learning potential. Motivated students who accept responsibility for their learning and their personal growth and development contribute to a school culture that is based on respect and success. We encourage and promote healthy lifestyles that are a direct result of positive choices made by students. While the goal is for students to make informed decisions and healthy choices, there does exist the possibility of making a mistake along the way. Since we know this to be true, we have created a discipline plan that rewards positive choices that produce successful results and impose as consequences that hold students accountable for less than positive choices that interfere with academic and personal success.

Rewards for positive choices

The most obvious reward is intrinsic. Hard work pays off!! Students who demonstrate a sense of commitment, determination, and perseverance will experience academic and personal success. We recognize and acknowledge outstanding attendance at our school. Also, in an effort of motivate students, individuals will get to participate in "Breakfast with the Principal" monthly. There is also the opportunity to receive a "Caught Being Good" coupon inside of the classroom and "High Class Hound" tickets for outstanding outside behavior.

Consequences for poor choices

Making a poor choice lends itself to a learning opportunity. Therefore, consequences will be imposed to assist students in developing a sense of responsibility to themselves as well as to the community. The goal of every student is to become knowledgeable and skilled as thinkers, readers, writers, speakers, mathematicians, scientists, historians and athletes. When behavioral choices negatively impact the teaching and learning process - appropriate consequences will be given. Levels of misbehavior and their consequences have been identified as follows:

Suspension - A suspension is a disciplinary action taken by school officials, which temporarily prohibits a student from attending regular classes and other school events. The length of the suspension will normally vary from one to five days depending on the offense. Students are subject to suspension from school for severe misconduct, sexual harassment, and possession of alcohol, drugs or other controlled substances.

Expulsion - Expulsion is a disciplinary action taken by the school board, which prohibits a student from attending classes and any school activities for the remainder of the school year, or up to 12 months, at the discretion of the Superintendent. Possession of weapons, sexual harassment, possession of or sale of alcohol, intoxicants/controlled substances, committing robbery or extortion may result in expulsion proceedings.

Hearst Student Discipline Policy

Notes:

- Consequences are in a suggested order
- Teachers are responsible for logging all offenses and consequences

Level 1

Examples: no homework, classroom behavior, lack of respect toward others

- Loss of classroom privilege(s)
- Teacher makes home contact
 - Teacher logs home contact(s)
- Recess – Loss of privilege, sit out
- Time out in a buddy classroom

Level 2

Examples: defiance, stealing/taking items from backpacks, received multiple Communications from Playground supervisors, and repeated Level 1 offenses.

- Off playground; teacher informs supervision staff
- Have students call home – in the moment/at recess/after school
- Positive Behavior Contract
- Referral to principal/designee if principal off site
 - Principal/designee to contact family and log actions
- Refer to counselor for “Friendship” group with parent permission to participate

Level 3

Examples: physical fight, continuous bullying, sexual harassment, repeated Level 2 offences

- Spend lunch and lunch recess in office
- In-school suspension
- Suspension (number of days will increase with subsequent suspensions)

San Diego Unified School District's Anti-Bullying, Harassment, Intimidation Policy

Providing a safe learning environment is a critical element that all schools must focus on if we are to achieve our goal of providing our children a quality education. Bullying is a serious issue that every administrator in every school in our country must handle. Research indicates that more than half of all school-aged children nationwide will be involved in bullying this year as a victim or a perpetrator.

In our commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, San Diego Unified will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation.

These problems cannot be solved unless schools, students, parents and the community work together.

Definitions

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance.

Harassment is governed by state laws and is generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. It is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim.

Hearst Elementary School

Student Discipline Policy & Expected Student Behaviors

Our primary goal is for students to be safe at school as they move around the campus. Students are expected to be responsible and respectful. The following rules help make Hearst safe for all students:

Expected Student Behaviors On School Grounds

Before School:

- Campus opens at 7:30. After entering campus you have 3 choices: wait with a calm body in your classroom line, eat breakfast or participate in our walk program.
- Walk quietly on the school grounds; do not run.

During School:

- Avoid conflicts with students. Ask for assistance from teachers, assistants or administrator whenever a problem arises to help solve problems peacefully.
- Carry a pass from your teacher whenever you leave the classroom.
- Go straight to your classroom; do not wander around the campus.
- Play in the playground area assigned or approved by the teacher during recesses and PE times.
- Use restroom facilities with respect for property and other students and do not play in the restrooms.
- Do not chew gum.
- Be respectful and polite; do not use profanity, name-calling, racial slurs, and/or verbal put-downs. Do not make inappropriate remarks about someone's body, sexual innuendoes, or demonstrate touching or suggestive postures; these are all considered harassment. If you have a discrimination or sexual harassment complaint, contact a teacher or the administrator. Sexual harassment will not be tolerated and can result in suspension.
- Gambling is not allowed at school. Students may not gamble with dice, playing cards, etc.
- Vandalism is considered a serious offense and will not be tolerated. Vandalism, including graffiti, is an offense that can result in suspension. Parent/guardians will be required to pay for damages resulting from vandalism. Because of problems with graffiti, all marking pens must remain in the classroom. Permanent markers are not allowed at school unless being used for a classroom project with knowledge of the teacher.
- Animals are not allowed at school unless preapproved by administration.
- Toys, cameras, iPods, electronic games, trading cards, etc., are not allowed at school.
- Valuable items are to be left at home.
- Students may not go into or use the staff lounge or staff bathrooms.
- Cell phones may be used before and after school and are to remain off during the school day. Hearst is not responsible for lost or damaged cell phones.

After School:

- Walk with your teacher to your designated pick up place.
- When on the grass out front **sit** on the grass until you are picked up. Do not run around.
- **DOGS on a leash** are allowed on the sidewalk only not on campus or campus parking lots.

Expected Student Behaviors On the Playground

- Students are expected to walk to and from the playground.
- Play fighting and tag/chase are not allowed.
- Follow directions the first time given.
- Play only on the playground or field. Students are not to play in the hallways, restrooms, port-a-potty or hillsides.
- Use equipment safely and properly:
 - Go down the slide only on bottom
 - No sitting on top of the bars
 - No climbing on the outside of the structure
 - No running, playing tag or chase around the equipment.
- Play on the playground structures during the school day, not before or after school.
- Demonstrate good sportsmanship and abide by the decisions of the group or adult supervisor.
- Use school determined rules when playing games.
- Never throw or bounce balls against a building as it destroys the stucco and paint.
- At no time are students to be in classrooms without supervision.
- Refrain from throwing rocks, sand, or any other object not intended for throwing.
- Use proper language (no profanity or name-calling).
- Leave personal toys, games, video games, cameras, radios, and sports equipment at home; no toys are to be at school or in backpacks.
- Healthy snacks may be eaten in the lunch arbor & grades 4 & 5 on the upper field (no gum or candy).
- Stop play at the sound of the bell. Freeze, if you have equipment proceed to the cart and put the equipment away then walk to your line. At the sound of the whistle everyone else walks to their line.
- Playground equipment is not to be taken home.

Expected Student Behaviors In the Restrooms

Students are expected to act responsibly and respectfully at all times. Students will:

- Keep restrooms neat and clean. Always flush toilet and wash hands.
- Not write on the doors or other areas. Vandalism, including graffiti, is an offense that can result in suspension.
- Respect the privacy of others. Do not stand on toilet seats and look over into other stalls. Do not peek or climb under doors.
- Use quiet voices.
- Do not play or eat in or around restrooms at any time.
- Use the restroom and get a drink of water **before** the bell rings.

Expected Student Behaviors In the Cafeteria and Lunch Arbor

To help make lunch a safe and enjoyable time for students, please observe the following:

- Line up quietly in the cafeteria to purchase your lunch and use a clam body.
- Follow the adults' directions as you enter the lunch arbor and cafeteria.
- Be respectful of other students in the lunch line and at the salad bar.
- You must sit at tables until you are dismissed by an adult. Stay in your seat at all times.
- You are responsible for cleaning up your table area and ground under your table before you are dismissed.
- No food or drink is allowed outside the lunch arbor.
- Do not take other people's food.
- Use quiet conversational voice to visit with those sitting at your table. Do not call out to adults or students at other tables.
- Remember your table manners.
- Students must wait to be dismissed by tables when students have finished eating and trash has been picked up.
- Students must walk to the playground and not run after being dismissed from the lunch arbor.
- Students must use the restroom and get a drink of water before the bell rings at the end of lunch.

Student Dress Code

Children who attend Hearst are expected to wear comfortable, appropriate and safe attire. Shorts may be worn but they may not be cut up the side jogging style, cut-offs or extremely short. We recommend shoes with rubber soles, buckles, ties or velcro. Dress shoes are not recommended because they are not comfortable for school play or physical education lessons. Hats may be worn outside only. For students' safety, clothing must be appropriately sized.

For your child's safety the following items are prohibited:

- Flip-flops, and high-heeled shoes
- Lipstick and/or makeup
- Any type of clothing with suggestive words or pictures, advertisements for alcohol or tobacco or "gang-related" logos. Excessive jewelry including large wire, hoop or dangling earrings (Students with pierced ears should wear small post type earrings only.)
- Half-shirts/blouses (bare midriff)
- Short shorts
- Strapless or spaghetti strap tops or dresses
- Hats worn in school buildings including classrooms; caps worn outside must have the bill facing forward
- Shoes with wheels

Parents of students not following the dress code described above will be contacted and asked to provide other clothing for the day. Your support of the Hearst Student Dress Policy is appreciated.

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Additional information regarding San Diego Unified School District policies and procedures can be found on the district website, www.sandi.net.

Please do not hesitate to contact your child's teacher or Jamie Jorgensen, Hearst's principal, if you have any questions regarding district or school policies and procedures.

Plan for Positive Student Behavior

Thank you for reading and discussing the Hearst Elementary Student Discipline Policy with your child. Our policy consists of:

- Hearst Pledge
- Expectations for Student Behavior
- Student Discipline Policy (Level 1, 2 and 3 as well as San Diego Unified School District's Anti-Bullying, Harassment, Intimidation Policy)

We strongly believe in promoting positive behavior and we will continue highlighting our monthly character traits to support expected behaviors at Hearst.

Additional information regarding school and district policies and procedures can be found in the Hearst Elementary School Community Handbook posted on our school website, www.sandi.net/Hearst. District policies and procedures are posted on the district's website, www.sandi.net.

Please let your child's teacher or the principal, Jamie Jorgensen, know if you have any questions regarding our Student Discipline Policy. Thank you for your continued support in keeping our students and school community safe.

Sincerely,

The Hearst Elementary School Staff

After discussing Hearst's Student Discipline Policy, please sign and return this sheet to your child's teacher.

Child's Name: _____

Room Number/Teacher: _____

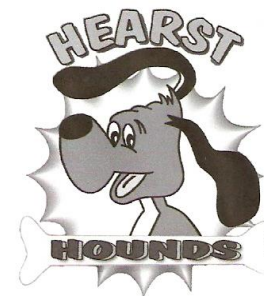
Parent Signature

Date

Questions/Comments/Ideas:

PLEASE RETURN TO YOUR CHILD'S TEACHER BY FRIDAY, SEPTEMBER 1, 2017

Top Ten Hound Ways



1. **Respect other student's comments, opinions and ideas.**
2. **Be the best person you can be.**
3. **Always say please and thank you and do not ask for a reward.**
4. **Know and greet other teachers' by name. Make eye contact.**
5. **Learn from your mistakes and move on.**
6. **Do not show disrespect with gestures.**
7. **When a guest is present, all class and school rules still apply.**
8. **No matter the circumstances, always be honest.**
9. **Be positive and enjoy life.**
10. **Surprise others by performing random acts of kindness.**

-Ron Clark, *The Essential*



