

# PARENT-STUDENT HANDBOOK

# WELCOME



## HATCH ELEMENTARY SCHOOL

[www.cabrillo.k12.ca.us/hatch/](http://www.cabrillo.k12.ca.us/hatch/)  
490 Miramontes Avenue  
Half Moon Bay, CA 94019  
(650) 712-7160  
Fax (650) 712-1623

Dear Parents:

The purpose of this handbook is to provide basic information about school policies, procedures, programs, and parent support organizations.

At Hatch School we firmly believe that a close partnership between home and school is essential in order to provide the best possible education for our students. We value your input and encourage your active participation. We will seek to maintain close communication with you regarding your child's academic and social progress.

To keep you informed about what is happening at Hatch School, you will receive a monthly calendar to be sent home with each student before the beginning of each month. This should be posted in your home so you can easily be reminded of upcoming events. Additionally, each month check our Website and My Principal's Page for exciting news and updates.

We invite you to call the school (712-7160) if you have questions, or if we can assist you in any way. Our office hours are 7:30 a.m. to 3:45 p.m.

We are looking forward to a very successful school year.

Sincerely,

Jim Ward  
Principal



# HATCH PTO

Welcome to Hatch Elementary School. The Parent Teacher Organization (PTO) helps make Hatch an exceptional place for your children and their teachers. All parents and teachers are automatically members of the PTO. There are no annual dues. The PTO's mission is to promote an active and open partnership within the Hatch Elementary School community in order to inspire students to fully realize their academic, social and emotional potential while nurturing their cultural and community awareness.

Currently, our PTO is the sole or significant funder for vital programs at Hatch, including:

- Music Instructors
- Art in Action for grades 1-3
- Art Instructor for grades 4 and 5
- The Heal Program
- Physical Education Instructor for grades K-3
- Funds for classroom supplies
- Funds for field trips
- Librarian hours
- Assemblies

The PTO provides important school event communication via the following:

- Hatch Headlines newsletter
- School Marquee
- Email updates
- Web page at [www.cabrillo.k12.ca.us/hatch/pto/welcome.html](http://www.cabrillo.k12.ca.us/hatch/pto/welcome.html)

Get involved to help us meet our goals! Some great ways you can help:

- Volunteer in your child's classroom
- Volunteer for various fundraisers and events
- Participate in our fundraisers
- Make a tax-deductible donation to the PTO (make check payable to "Hatch PTO")
- Collect "Box Tops for Education"
- Attend the monthly PTO meetings

We are very proud of Hatch and extend a warm welcome to your family. We are looking forward to a great year.

# HATCH SCHOOL SITE COUNCIL

Hatch School participates in the California School Based Coordinated Program (SBCP) and as a part of that program, maintains an active School Site Council. The Site Council is made up of equal numbers of parents and school staff members and oversees development and implementation of our School Improvement Plan and budget.

The School Site Council is an excellent way for parents to get involved in school planning. Meetings are held on the first Thursday of each month at 2:45-3:45PM in the Hatch Library. Parents will be informed of dates and times through the monthly calendar.

## ATTENDANCE POLICY

Regular attendance at school is most important for your child's academic success and self-esteem. Your child needs to be at school every day and on time. All children need to be on site early enough to take care of personal needs before the opening bell rings at **7:50 AM**. **Any student arriving after that time will need to sign in the office and obtain a pink tardy slip before entering class.**

When your child is ill, or otherwise unable to attend school, **it is your responsibility to contact the school by phone or note to excuse the absence. Be sure that notes include the reason for the absence, date(s) of the absence and the teacher's name.** Please be aware that the school gets no ADA (\$) for students who are absent for an entire day from school even if the absence is due to illness or doctor/dentist appointment, etc. If the student attends any part of the day, then the school will receive the ADA. Teachers will make every effort to allow your child the opportunity to make up any work he/she missed while absent. **Teachers require one day's notice to gather together make-up work for students who are absent, as they cannot prepare make-up work during classroom instruction.**

A student leaving the school grounds during school hours must have written permission from a parent and must be signed out in the office by one of the individuals listed on the student's emergency card. A note must be presented to both the classroom teacher and the office before leaving, indicating the name of the individual who will be picking-up the student.

# DAILY SCHEDULE



Grade	Instructional Time
<b>Kindergarten</b>	<b>7:50 AM – 11:30 AM*</b>
<i>*Kindergarten Extended Day begins the end of November (2 days / week 7:50 AM – 1:45 PM — 3 days / week 7:50 AM – 12:35)</i>	
<b>Grades 1–3</b>	<b>7:50 AM – 1:45 PM</b>
<b>Grades 4–5</b>	<b>7:50 AM – 2:35 PM</b> every Mon, Tue, Thu, Fri
<b>Grade 4–5</b>	<b>7:50 AM – 1:55 PM</b> every Wednesday
Grade	Dismissal Time
<b>Kindergarten</b>	<b>11:30 AM*</b>
<i>*Until the end of November, then 12:35 PM or 1:45 PM</i>	
<b>Dismissal, Grades 1–3</b>	<b>1:45 PM</b>
<b>Dismissal, Grades 4–5</b>	<b>2:35 PM</b> every Mon, Tue, Thu, Fri
<b>Dismissal, Grades 4–5</b>	<b>1:55 PM</b> every Wednesday

## **Bicycles, Skateboards, Rollerblades, Scooters, and Wheelies**

At no time during regular school hours may bikes, skateboards, roller blades, wheelies or scooters be ridden and or worn on the school grounds. Bicycles are to be walked onto campus and locked in the bike rack. Students in kindergarten and grade one should not be encouraged to ride bikes to school.

## **Students Bringing Things to School**

Students are not to bring things other than school materials without the consent of the classroom teacher. No sports equipment except ball gloves should be brought to school. All personal articles including lunch pails should be plainly identified with the student's name and room number.

During school hours, cell phones are not to be used, must be turned off, and kept in a backpack or purse. **The school will not be held responsible for a lost or stolen cell phone.** A written note from the parent must be on file in the office if a student requires a cell phone at school.

## **Children Detained After School**

A classroom teacher may require that a student remain after school. Parents will be contacted in advance by phone or writing and will be advised as to the reasons for the detention.

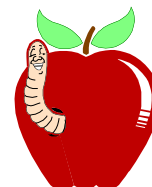
## Student Environment Placement Requests

All Student Environment/Placement Requests must be turned into the office by end of May. These forms are available in the office.

## Parent Volunteers / Visitors

Hatch School enthusiastically welcomes the participation of parents as volunteers in the educational program. If you are interested, please check with your child's teacher or the school office. Your help is deeply appreciated.

All visitors and volunteers to the Hatch campus, parents or otherwise, must sign in at the office and receive a visitor/volunteer badge.



## Parent Drivers on Field Trips

If a parent or other person plans to drive on classroom field trips he/she must fill out the **District Transportation for School Related Trips form**. **This form needs to be filled out annually. In addition to this form, a copy of the driver's Declaration Page showing the limits of liability is required.** (Minimum of \$100,000 each person, \$300,000 each accident, and \$5,000 property damage). The principal will have to sign approval for the driver at least one day prior to the field trip. Driver Forms are available in the school office or on the District website.

## Census Forms

Please review this form carefully to make any pertinent changes. It is very important that we have on file up-to-date emergency contacts for your child. If there is a change necessary in the listing of people whom we are to notify in case of emergency, it is vital that you let us know. **If you should move or change telephone numbers, or change your work phone number, please notify the office immediately.**

## Lost and Found

Lost articles are kept in a bin. The children are encouraged to check for missing articles as soon as possible after misplacing them. Items marked with their names are generally returned immediately. Please make every attempt to attach your child's name to as many items of clothing as possible. Unclaimed items will be given to charity in December, March, and at the end of the school year.

## Earthquake Procedures

If your child was at school and an earthquake occurred, we would excuse the children at the usual time if it had been a mild quake. If the earthquake caused extensive damage, we would keep the children at school until we released them to their parents or to a person listed on the emergency card. Children may also be released to the care of Civil Authorities, Police, National Guard or Red Cross.

## Playground Supervision

Playground supervision commences at 7:30 AM during school days. Students are not to arrive prior to that time.

Students are to leave the school promptly after their dismissal time, as there is no supervision for primary students between 1:45 PM and 2:35 PM or after 2:35 PM for intermediate students (on Wednesday upper graders are dismissed at 1:55 PM).

## Hot Lunch

## Kids Meals

Hatch School offers a hot lunch program for students. Students can purchase a ticket for twenty lunches or may purchase their lunch on a daily basis. There is a reduced price and free lunch program available for families who qualify. Also, students may purchase milk. Please refer to the lunch program website for details and current prices.

## Telephone

We are unable to accommodate students wanting to make phone calls for after school arrangements.

## Parent Messages



Please make full arrangements with your child for their day's activities, i.e., homework, lunches, childcare, after school activities, etc. before coming to school. Every phone call means a class interruption and increases the risk of miscommunication for your child.

## Parent Conferences

Parent-teacher conferences are scheduled in the autumn and spring. Our goal is for 100% parent attendance during our two conference periods.

On an individual basis, parent-teacher conferences will be arranged upon request of either a parent or teacher. It is our philosophy that your child's education is best served when clear expectations and mutual support exist between home and school.

## Child Care

On site before and after school child care is provided to Hatch students at the Coastsides Childrens' Programs. They offer a quality program but are not affiliated with the Cabrillo Unified School District. You may inquire about their services by calling:

**Coastsides Childrens' Programs .....726-7413**

# PARKING LOT RITUALS AND ROUTINES

You will notice some changes in our parking lot this year. Please remember that the rules of the road apply to our parking lot.

**White zones are drop off/pick-up zones only!** Stop only long enough to pick-up or drop-off passengers.

**No parking and leaving your car in these zones is permissible at any time!** (It is like the airport. If no one is there you need to go around again.)

No U Turns in front of the office!

## **Never park or leave your vehicle:**

- At a red curb
- “Double parked” (Parking in the street when all legal parking places at the curb are taken)
- Until you have stopped the engine and set the parking brake.

All students must be dropped-off or picked up in the white zones unless accompanied by an adult to a car parked in the parking lot or side streets.

All cars must move forward to the northern most point of the yellow zones to keep traffic moving. This allows for waiting cars to move forward, enter yellow zone, and drop-off or pick-up their children.

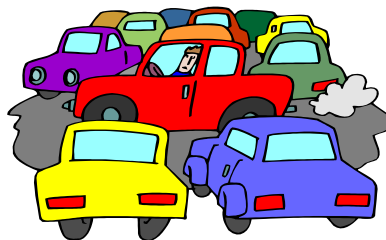
Students and Parents must use the walkways provided.

Yield to cars needing to re-circle the parking lot. This allows for continued flow of traffic.

Use caution when driving on Miramontes and Correas Avenues. Valdez and Central Avenues may be used as alternate drop-off parking areas.

We encourage you to use these access streets, Kelly, Miramontes, Correas, Valdez, and Central to park your car and walk your child(ren) to the school property, but please do not block our neighbors' driveways.

**With your Help We Can Make Our Parking Lot Safe!**



# HATCH SCHOOL PROGRAMS CURRICULUM

## LANGUAGE ARTS K-5

The Cabrillo Unified School District is using the Reading/Writing Workshop Model for our Language Arts Program. The Houghton-Mifflin series is used for skills block. The Hatch staff will continue to develop and refine our reading and language arts program which emphasizes greater use of quality children's literature as a basis for strengthening students' basic reading and comprehension skills and for daily written and oral language activities. Phonics and spelling are included in the daily instruction of language arts.

Hatch teachers are working closely with the Teacher's College, Columbia University, in implementing Reading and Writing Workshop school-wide. The focus is on the teaching of reading and writing, with high-level standards and content and ongoing professional development for teachers, coaches, principals, and district administrators.

## MATH K-5

The Cabrillo Unified School District uses Everyday Math that places higher emphasis on problem solving skills, geometry, and other extensions of math concepts while still developing computational skills. Heavy use of manipulative & active involvement promotes the development of math concepts.

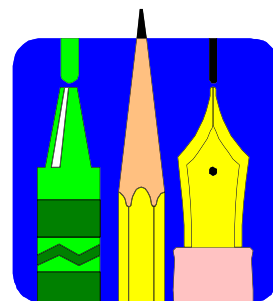


## SCIENCE

The science curriculum at Hatch School combines basic instruction and investigative activities as a means of teaching key concepts and an understanding of the scientific method. Science is taught as a discipline that is often integrated with other curricular areas.

## SOCIAL STUDIES

Social Studies is taught on a daily basis. This curriculum area is rich in materials and experiences for all students. State adopted textbooks and a variety of supplementary materials are the basis for instruction in this content area. Students participate in many multicultural and historical events, seasonal holidays, community visitations, field trips, musical productions and others to compliment and enhance their learning experiences.





## PHYSICAL EDUCATION

Physical Education is a daily activity. P.E. lessons build fitness, coordination and sport skills for all students.

All primary students participate in perceptual motor activities which develop coordination and sport skills in young learners.

Upper grade students participate in a variety of sport activities and aerobics instructed by a certificated P.E. Specialist. Hatch School is fortunate to have a large Multi-purpose Room where physical education activities are not limited by the weather.

## VISUAL AND PERFORMING ARTS

Music, dance, plays, choral readings and poetry are all a part of daily instruction within the classrooms. Performances for parents and the public are presented throughout the year. Our Hatch P.T.O. has been instrumental in organizing many assemblies that utilize the visual and performing arts.

## SPECIAL PROGRAMS

### LIBRARY

Every class visits the library once a week. Hatch School has a librarian who prepares thematic presentations for students that enhance the overall language arts and integrated curriculum programs of the school. Our library is located near the office.



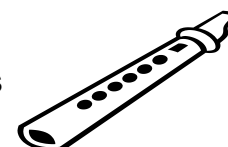
### MUSIC PROGRAM

For more than 10 years, all Hatch students have had weekly music classes – 30 minutes for K-3; 45 minutes for 4-5. The entire music program is paid for through the fundraising efforts of the Hatch P.T.O. (Parent Teacher Organization). Thanks to the P.T.O.'s commitment to music education, Hatch has an extensive collection of instruments ranging from glockenspiels, contra bass bars, and all sizes of met-allophones and wooden xylophones to African drums, gongs, chimes, cymbals, Boom whackers and hand percussion instruments from around the world.



Our music program provides a holistic approach to musical training incorporating the rhythm and movement of Orff and Dalcroze, the solfege singing of Kodaly and the child centered learning approach of Montessori. It's about developing skills in the whole child cognitive, physical social, emotional, language and musical. We hope that music will become a natural part of the students' daily life.

Any parents who are musicians and interested in demonstrating their instrument are urged to contact the music department. Parents always are welcome to observe music classes.



## **SPANISH IMMERSION PROGRAM**

Hatch School hosts a district magnet program. The Spanish Immersion Program promotes the development of bilingualism and bi-literacy for students. The students are instructed in both Spanish and English. The classes are comprised of native Spanish and English speaking students. The program currently serves students in Kindergarten through grade twelve.

## **SPECIAL EDUCATION**

The Cabrillo Unified School District provides an individualized educational program for those students who have been identified as needing Special Education services. Services at Hatch are provided by a resource specialist who works with small groups of students.

## **CODE OF CONDUCT**

### **General Behavior Expectations**

Treat others with verbal and physical respect (e.g. no name-calling, profanity, hitting, or grabbing another's person or clothes).

Treat school property and property of others with respect.

Walk when entering or leaving the classroom.

Speak politely to teachers, supervisors, aides, and other students.

Observe the "no body contact" policy in all activities.

Skateboards or roller blades need to stay at home.

**No** personal toys, radios, baseball bats, hardballs, hand held video games, etc.

### **Lunch Room**

Remain seated at your designated table while eating lunch.

Walk into the cafeteria.

Food stays on the table.

All trash is to be picked up off tables and floors before leaving.

Use the garbage cans to dispose of unwanted items.

Speak in a low voice.

Raise hand to be excused.

### **Yard Behavior**

Obey all bell signals.

All students have a right to play (e.g. no game "lock out").

**No** tackling or grabbing another person's body or clothes in any sport or game.

**No** spitting.

Use the garbage cans to dispose of litter.

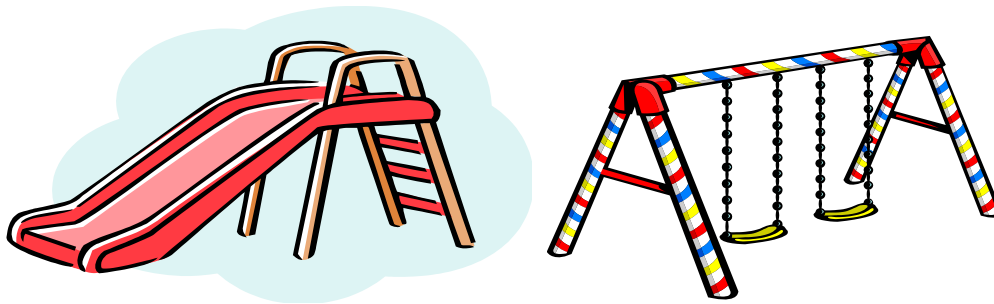
Kickball should be played on diamond area of blacktop.

## Grass Area

Stay within sight of yard duty aides and teachers.  
Do not play behind or between the D building.  
Stay on the dry part of the grassy field.

## Playground Apparatus Area

- a. Slide  
Be seated, slide down, and keep feet inside.  
One person, at a time, slides down.  
No stopping while sliding down.  
No tag games allowed on the slide.
- b. Swing – seated and in a straight back and forth motion.
- c. No throwing tanbark or rocks.



## Bathroom Area

Keep the area free of litter. No playing in this area.

# RULES OF USAGE OF CELLULAR PHONES AT HATCH SCHOOL

- 1) Cellular phones are not to be used during school hours.
- 2) Cellular phones should be off and kept inside of the student backpack or purse during school hours.
- 3) The school is not responsible if the student's cell phone is taken or lost.
- 4) A written note must be sent to the office giving your child permission to bring a cell phone to school. The permission note will be placed in the student's cumulative folder. (See below)

\*\*\*\*\*

My child, \_\_\_\_\_ has my permission to bring his/her cell phone to Hatch School.

I have spoken to my child about the use of his/her cell phone at school. If the cell phone is used during school hours, the cell phone will be confiscated by a staff member and given only to the parent or legal guardian. The privilege to use the cell phone at school will therefore be revoked.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

