



Hearst Elementary

Parent/Student Handbook

2025-26

Address: 6230 Del Cerro Blvd, San Diego, CA 92120

Phone: 619-860-5400

Website: <https://hearst.sandiegounified.org/>

Hearst Elementary School

Student & Family Handbook 2025-26

Please review this document carefully. We will keep you informed of any changes and/or any additional information as it becomes available. We appreciate your flexibility as all policies are subject to change.

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GENERAL SCHOOL INFORMATION

SCHOOL CALENDAR AT A GLANCE

Click here [📅 25-26 Hearst School Calendar \(*some dates subject to change\)](#) to access our events and important dates for the 2025-26 school year. Please note the following:

- Dates are subject to change

HEARST HOUNDS SPIRIT WEAR

We encourage all families, staff, & students to wear Hearst colors (green and yellow/gold) on Wednesdays! Every Wednesday is Spirit Day at Hearst! This is when we show our Hearst pride by wearing our Hearst colors, T-shirts and gear!

MISSION/VISION STATEMENT

Hearst Elementary's Mission/ Vision Statement

Mission:

At Hearst Elementary School, we empower students and adults to become lifelong learners in a community where belonging, diversity, and inclusion are celebrated. Through joy, trust, and rigor, we unite as leaders to pursue greatness and unlock the full potential of every individual.

Vision:

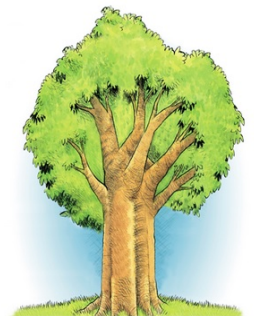
Our vision is to create an inclusive and empowering environment at Hearst Elementary School, where all members of our community come together to foster leadership and embrace challenges with determination. We aspire to cultivate a culture where connection, belonging, and trust flourish, inspiring lifelong learners who strive for greatness and make a positive impact in the world.

HEARST IS A LEADER IN ME SCHOOL



The 7 Habits of Happy Kids

- 1 Be Proactive
- 2 Begin with the End in Mind
- 3 Put First Things First
- 4 Think Win-Win
- 5 Seek First to Understand, Then to Be Understood
- 6 Synergize
- 7 Sharpen The Saw



SDUSD Restorative Discipline Policy

New Link coming soon

MEET OUR KEY STAFF

Click on this [LINK](#) to see the names and roles of our key staff as well as their contact email address. Please note staffing assignments are fluid and subject to change.

CLASSROOM PLACEMENTS, CLASS SIZE, AND TEACHER REQUESTS

The staff at Hearst works hard to build equitable, balanced, and diverse classes across a number of factors including gender, race, academics, social-emotional needs, as well as other factors. We appreciate your patience and understanding as this is a delicate and ever-changing process as enrollment shifts right up until the start of the school year. Class rosters are shared by email the Friday afternoon before the start of school.

Classes are created based on district class size guidance:

Grade UTK has a max of 20 students per class with 2 teachers (a UTK teacher and preschool teacher)

Grades K-3 have an average of 24 students per class with 1 teacher

Grades 4-5 have no more than 35 students per class with 1 teacher

As a school policy, we **DO NOT** accept requests for specific teachers.

PREPARING FOR THE FIRST DAY OF SCHOOL

First days are always exciting! Prepare to come to school with a smile and prepare for a high volume of cars around our school.

We ask that you say your goodbyes on the Blacktop at 7:45am, when the first bell rings. Please find additional information in the below arrival and dismissal section. Below are ways to prepare for the first day and what to bring:

- Plan for a good night's sleep and breakfast to start the day off right
- If returning with a school-issued laptop, please bring the charged computer and charger
- Prepare for the day with a positive attitude 😊

Ways to Connect Prior to the First Day For TK and Kindergarten Students:

- Friday, August 8 - For TK and Kindergarten only
- TK Orientation is from 1:00-1:30pm - Join us at the main lunch tables at 1pm (TK ONLY), where you will be welcomed by Principal Waller, then parents and students will be introduced to their teachers and will have a chance to visit their classroom and hear exciting information regarding the upcoming school year. TK Orientation ends at 1:30pm.
- Kindergarten Orientation is from 1:30-2:00pm - Join us at the main lunch tables at 1:30pm (Kindergarten ONLY), where you will be welcomed by Principal Waller, then parents and students will be introduced to their teachers and will have a chance to visit their classroom and hear exciting information regarding the upcoming school year. Kindergarten Orientation ends at 2:00pm.
- 2:00pm Campus closes for all guests, so that teachers can continue to get their classrooms ready for the first day of school.

- Please do not visit other teachers/grade levels, as they are preparing their classrooms for our students.

WHAT TO BRING (and Wear) ON THE FIRST DAY

- Comfortable, closed-toe and closed-heel shoes (no sandals please)
- Sunscreen
- Hat and/or sunglasses (optional for outdoor time)
- Backpack
- Snack
- Lunch (if not taking school lunch)
- Reusable water bottle (optional)
- Chromebook and charger (if a returning 2nd-5th grade student)

As a public school, all instructional materials are provided by the school. There are no items required for purchase to start school. Teachers may provide a wishlist of items for classroom use and **purchasing such items is optional.**

FIRST WEEK FORMS TO COMPLETE & REVIEW (ACTION ITEMS)

Links will be updated when available

School & District Forms and Information	☒ Free and Reduced Lunch form (Please complete) ☐ LCFF Form (Please complete) the form by logging into your Parent Portal) ☒ Universal Form for all Parents (Please complete & return to the office) ☐ Update your contact information using the Powerschool parent portal. Please read the FAQ and use this guide to get started. (Please complete) ☐ SDUSD Facts for Parents (last updated SY 2023) ☐ Yearly Testing Notification from SDUSD English, Spanish (information only)
PTA & Foundation Forms & Information	Hearst Elementary PTA & Foundation ☐ Membership info TBA

ARRIVAL AND DISMISSAL

ARRIVAL

- Gates will be open at 7:35am
- **For security reasons, families will not be permitted on campus to pick children up at their classrooms at the end of the day.** Parents are permitted to wait outside the gate.
- Our school parking lots are for staff only
- Parking is in the neighborhood, and will be impacted, please plan accordingly
- Be patient and kind, the morning and afternoon pick-up will be busy- please allow time for this, and drive safely.
- Please do not park in red zones, or block neighbor's driveways

DISMISSAL

- Students will be dismissed at 2:15pm (12:15pm on Wednesdays) from the front of the school and grade levels 3-5 at the back gates.
- The teacher will work with their student to identify their parents and the student will walk to their family.
- Please go to the front office if your student needs to leave before dismissal times
- Siblings CAN drop off and pick up siblings. We ask that the older sibling drop off their younger sibling first and then proceed to their class through the campus. After school, they will wait with the younger sibling.

SCHOOL MAP

- [link](#)

WHAT TO EXPECT DURING THE DAY

DAILY SCHEDULE

- Please see our daily bell schedule at https://hearst.sandiegounified.org/our_school/school_days
- Please note lunch and recess times are subject to change

ATTENDANCE POLICY

PLEASE Do not send your student to school if they have the following:

- Fever with or without chills/rigors (fever defined as temp >100.0 that does not resolve within 30 min. without medication)
- Cough
- Shortness of breath
- Nasal congestion/rhinorrhea (runny nose)
- Sore throat
- Nausea, vomiting, or diarrhea
- Fatigue
- New loss of taste/smell
- Headache
- Muscle or body aches
- Poor feeding or poor appetite

To report an absence, you can do one of the following:

- Call the office and speak to the Office Staff, or leave a voice message or email Diane at dmcgaughy@sandi.net

If you report your child sick

- The attendance clerk will forward your child's name and information to our Health Office
- The Health Office staff may contact you to discuss symptoms and next steps

Absences and Tardies

- A student will be considered tardy if they arrive after 7:50am. If you arrive after this time, please check in at the office. Please see this document: [Examples of excused and unexcused absences](#) for more information on excused and unexcused absences.

WHAT TO BRING TO SCHOOL EACH DAY

- We recommend a backpack that can hold Chromebook and all other items altogether. If this is not possible, a laptop bag and backpack is allowable.
- Chromebook (1st grade and higher)
- Chromebook charger (1st grade and higher)
- Headphones
- Water bottle (labeled)
- Snack
- Lunch, if they don't plan on eating the cafeteria provided hot lunch
- Instructional materials that have been provided by teacher
- A jacket or sweater
- Apply sunscreen and bring a hat for outdoor eating and activities

EATING ON CAMPUS (Breakfast, Lunch and Snack)

School meals (lunch) will be available for students in our cafeteria daily (cost TBD). **Due to a number of dietary restrictions and food allergies, there is no sharing of food on campus. Please ensure students bring food only for themselves.**

Please refrain from sending your child to school with coffee drinks, sodas, and other drinks that contain extra sugar, as we are trying to instill healthy eating and drinking habits here on campus.

- Items on the SDUSD approved food list: District Approved food/snack list:
[https://cdnsm5-ss18.sharpschool.com/UserFiles/Servers/Server_27969304/File/Departments/School%20Innovations%20and%20Integrated%20Youth%20Services.%20Office%20of/Associated%20Student%20Body%20\(ASB\)%20Handbook/SDUSD%20List%20of%20Approved%20Snacks.pdf](https://cdnsm5-ss18.sharpschool.com/UserFiles/Servers/Server_27969304/File/Departments/School%20Innovations%20and%20Integrated%20Youth%20Services.%20Office%20of/Associated%20Student%20Body%20(ASB)%20Handbook/SDUSD%20List%20of%20Approved%20Snacks.pdf)

What to Expect When Eating on Campus

Free and Reduced Lunch application - (please complete) This application is a yearly document we ask all families to complete. This year the process is even easier...it is all online. Although the application is generally only known to most families as the document to see if your family may qualify for Free or Reduced Lunch, this application does so much more for your school community. If all families complete the application we may be able to qualify for thousands of dollars in Title 1 funding to support our students. Please take the next 3-5 minutes to complete [this online application](#).

Breakfast

- Breakfast will start at 7:35am
- Last meal is served at 7:50am

Snack

- Snacks are NOT provided by the school

- Each student has a morning recess when they have time to eat a snack brought from home

Lunch

- Ready-to-eat, hot lunch will be available for all students in our cafeteria.
- Students will come through the cafeteria to pick up their meals and then walk back to their eating space.

Will there be salad bars in the school cafés?

Yes, the school will host a salad bar.

RECESS INFORMATION

For the 2025-26 school year, recess will be as follows:

- Each student will have a 15 minute, and a 20 minute recess period- a morning recess and lunch recess
- Teachers will communicate recess times with parents
- Feel free to send a snack with your child for morning recess. Snack is not provided

BEFORE AND AFTER SCHOOL PROGRAMS

Before and after school options are provided by Champions and Primetime, who partner with our school to offer options to families.

COMMUNICATION

Most staff will share their preferred method of communication with you. Please note that response time to calls and emails is 24-48 hours (school days) for all staff members.

Please note that all frustrations, disputes, and issues must attempt to be solved at the lowest level possible (teacher or staff member), **prior to contacting Principal Waller.**

COMMUNICATION STRUCTURES

Aside from teacher/parent communication, the following is in place at Hearst:

- *Hearst Hound Happenings*, sent weekly by Principal Waller on Fridays, with calendar updates and general school information
 - If you are not receiving *the Hearst Hound Happenings*, please contact Diane McGaughy at dmcgaughy@sandi.net
- Hearst Happenings Assemblies
- Back To School Night (adult-centered), & Spring Open House (families welcome)
- Awards Assemblies
- Fall and Spring Family-Teacher Conferences
- Social Media Outlets

HEALTH AND SAFETY

ADMINISTERING MEDICATION AT SCHOOL

- Any pupil who is required to take medication during the regular school day, must bring it to the school office. Medication prescribed by a licensed physician, and requested by the parent, will be assisted by the school nurse or other designated personnel at school. Parents desiring medication at school for their child must submit a [Physician's Recommendation for Medication](#) to the school, and must provide the medication clearly marked as follows: (1) name of pupil; (2) name of prescribing physician; (3) an identification number of the prescription container; (4) name of the pharmacy; and (5) the amount of the medication to be taken and time or times of the specific situation in which it must be taken. No injection may be given at school except by a registered school nurse.
- Children may not be given any kind of nonprescription medicine at school unless a physician's statement so indicates on a written form to the school or the parent has indicated such on the "Health Information Consent" form (orange card that will be sent home).
- While every effort is made to ensure students' safety, injuries and accidents may occur. Minor injuries will be treated at school. In the event of a more serious injury, parents will be notified and requested to come to the school to pick up the child. Emergency names and contact information of those who are legally empowered to take charge of an injured child in the event the parent cannot be reached must be on file for each child.
- Student Insurance is available at a minimal cost. You are strongly encouraged to avail yourselves of the economical student insurance, which is authorized by the Board of Education. Hearst Elementary does not provide accident insurance to students and is not responsible to its agents. Information about Student Insurance is included in the packet sent home the first day of school or can be requested from the school office.
- **For any health related questions, please reach out to our school nurse, Cathy Monroe at cmonroe@sandi.net**

MISCELLANEOUS

OFFICE HOURS & STAFF

Front Office Hours

- You can contact our front office at (619) 860-5400
- Our front office is open daily Monday through Friday from 7:00am to 2:30pm
- If you call our office and it goes to voicemail, that means we are assisting parents and students. Please leave a message and your call will be returned.

Office Contacts

- Diane McGaughy at dmcgaughy@sandi.net : enrollment, attendance, volunteers
- Sabrina Hahnlein shahnlein@sandi.net : general questions, after-school programs, student support

VOLUNTEERS and VISITORS

We welcome visitors on our campus and in our classrooms. The site administrator maintains the approval of and responsibility for visitors and volunteers, and volunteers must follow the District [volunteer procedures](#) as well as our Hearst Volunteer Policies here: [Hearst Volunteer/Visitor Policies](#) .

- All volunteers MUST arrange visits beforehand, and the time in the classroom is used to support Hearst students and staff.
- All volunteers MUST check in and out with the front office
- All volunteers MUST wear the Visitor/ Volunteer badge at all times while on campus.
- All volunteers MUST complete the Volunteer application ([ENG](#) / [SPAN](#)) and receive approval from the site administration and volunteer coordinator prior to participating as a regular volunteer.
- Do not plan to conference with the teacher during the visit.
- Please submit completed applications to the front office for processing.

To ensure the safety of all our students and to best monitor visitors on campus, we ask that you exit campus as soon as you have dropped off your child or sign in at the office if remaining on campus.

WAYS TO GET INVOLVED AT HEARST

We strongly encourage parents to come to school and help in the education of all of our students. Below are some of the ways that you and your family can participate at Hearst Elementary School.

- **Classroom Volunteer** (NOTED ABOVE)
- Serve as a **room parent/room contact parent**.
- **Volunteer in the library, or with lunch or playground supervision.**
- **Parent Teacher Association (PTA)** - The PTA is a non-profit parent, teacher and community organization that works to bring families together to support the success of all our children. The PTA organizes room contact/room parents, plans special events, and sponsors programs. In addition, the PTA raises funds to supplement our children's school experience. Membership dues help to cover the operation costs of the PTA, joining is optional. Join the PTA by filling out the PTA Membership form.
- **Hearst Foundation** - Our mission: To enhance the learning environment, social and emotional well-being of the children at Hearst Elementary through the completion of capital improvement projects and enrichment programs at the school.
Want to stay connected? Follow @hearstelementaryschool on Instagram or visit our website at www.hearstfoundation.com
Contact us at hearstfoundation@gmail.com with questions or for volunteer opportunities
- **School Site Council (SSC)**- This council is composed of staff and parents. The primary function is to oversee the school budget and plan for student achievement. Nominations for this team are sent at the beginning of the school year, and membership is solidified through an election process.
- **Site Governance Team (SGT)**- This team is composed of staff and parents. The primary function is to oversee a number of operational items in our school. Nominations for this team are sent at the beginning of the school year, and membership is solidified through an election process.

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, or extremely short. Students must wear closed-toe and closed-heel shoes, and sandals are not allowed at school for safety reasons. 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. For students' safety, clothing must be appropriately sized.

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

- Flip-flops, sandals, high-heeled shoes, or shoes without back-straps or a closed-toe
- Any type of clothing with suggestive words or pictures, advertisements for alcohol or tobacco
- Strapless tops or dresses
- Crop tops/bare midriff (belly showing)
- Very short shorts
- Shoes with wheels

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

SDUSD RESTORATIVE DISCIPLINE POLICY

[Link to new SDUSD policy coming soon](#)

POSITIVE BEHAVIOR & SUPPORT

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 and expectations help make Hearst safe for all students:

Expected Student Behaviors To and From School

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

- Use the safest, most direct route without playing or stopping along the way to and from school.
- Cross streets only at crosswalks.
- Walk only on the sidewalks and respect community property along the way.
- Leave the grounds immediately after school and go directly home, unless participating in the Primetime or Champions program or other school activities. Meet sibling(s), parents, childcare providers or friends at a designated place. If a student is not picked up at the end of the day, the student must come to the school office to wait or have the office staff contact the parent or guardian. For their safety, students should not wait along the street if being picked up late.
- Do not play on the school grounds before school. This includes the front grass area, and any of the playground equipment.

Expected Student Behavior On the School Bus for Field Trips

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

Expected Student Behaviors On School Grounds

- Walk on the school grounds; do not run.
- Avoid conflicts with students. Ask for assistance from teachers, counselor, playground supervisors, noon duty supervisors, assistants or administrator whenever a problem arises to help solve problems peacefully.
- 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 unless authorized by staff personnel.

- 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 innuendos, 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.
- Gambling is not allowed at school. Students may not gamble with dice, playing cards, etc.
- Vandalism is considered a serious offense. Parents/guardians will be required to pay for damages resulting from vandalism.
- Animals are not allowed on school grounds, except specially trained service animals
- Toys, cameras, iPads, electronic games, trading cards, etc., are not allowed at school.
- Valuable items are to be left at home.
- Cell phones and smart watches 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, smart watches, or other electronic devices.

Expected Student Behaviors On the Playground

- Students are expected to walk to the playground.
- Follow directions the first time given.
- Play only on the playground or field. Students are not to play in the hallways or restrooms.
- Use equipment safely and properly including not going up slides, refraining from running, playing tag or chase around equipment.
- 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 a classroom 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 appropriate areas (no gum or candy)
- Stop playing at the sound of the bell.
- Do not bring equipment (balls, hula hoops, etc.) from home
- 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.
- Not write on the doors or other areas..
- Respect the privacy of others.
- Use quiet voices (level 2).
- Not play or eat in or around restrooms.
- Use the restroom and get a drink of water before school and during recess

Expected Student Behaviors in the Cafeteria and Lunch Arbor

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

- 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.
- 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.
- Do not take other people's food.
- Use a 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.
- Snacks and lunch items brought from home should be within reason. Please send snack-sized items (no large size bags of chips, snacks, or candy).
- Students are to eat their own food items and not share due to dietary restrictions and food allergies.

Resolving Behavioral Challenges: A Framework

The Parent/Guardian's Role

Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for their children. The following points for parents may prove helpful:

- Instill in your child a sense of responsibility for what he/she says or does.
- Help your child understand the necessity of personal safety.
- Make sure you communicate with school personnel to learn necessary facts and expected behavior.
- Show love and respect for learning as a model for your children.
- If a parent is in disagreement with a process or action in the classroom, we ask that you first speak with the teacher or staff member directly before bringing forth the concern to administration.

The Classroom Teacher's Role

The classroom teacher is responsible for establishing and maintaining a suitable learning environment and community whereby all students can learn. Parents/guardians will receive an explanation of the system for their child's classroom at the beginning of the school year, and at Back To School Night. Each teacher will send home information about their classroom rules and procedures. We encourage all families to review these expectations with your child. We know that learning can be enhanced when students are engaged and when parents support their children in school. We strive at establishing and maintaining a close relationship between the home and school.

When an Issue Arises In the Classroom

- The teacher will employ the classroom community system which will include the use of various strategies and techniques to resolve the problem.
- If the problem continues, the teacher will contact the parent/guardian and collaborate on a plan to support the child. A parent conference may be requested.
- If the problem persists, they may involve the counselor or principal for support.
- Parent conference meetings will be scheduled as needed and include various team members as needed. The team offers a forum where school support personnel, i.e.; counselor, teacher, administrator and parent/guardian, have a conference and collaborate extensively to support any issue that may arise..
- If the problem persists, other alternative disciplinary action may be taken following established district guidelines.

The District Counselor's Role

The district counselor is an integral part of supporting students at our school. The counselor's role is to act as student advocates who listen to problems, counsel children, and assists in resolving conflicts or problem behavior using district approved guidance strategies. A counselor will be on campus five days per week.

For more information about our counseling program, please contact Ashley Maher at amaher@sandi.net

The Administrator's Role

Our school administrator is a partner in supporting students. If a challenging situation or behavior persists, the administrator may be called upon to support. Also, in rare cases of serious issues, such as the list below, the administrator will be contacted immediately.

1. Harming or threatening to harm another student, or themselves.
2. Possession of any firearms, knife, explosive or other dangerous objects.
3. Possession of drugs, drug paraphernalia, tobacco or alcohol.
4. Stealing, vandalism or damage to school property.

BULLYING and INTIMIDATION PROHIBITION POLICY

Bullying is defined as the following:

Bullying can be a physical or verbal act, including written or electronic communications, that is severe or pervasive, and has the effect of or can reasonably be predicted to have the effect of:

Placing a reasonable student in fear of harm to his or her person or property; Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health; Causing a reasonable student to experience substantial interference with his or her academic performance; or Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

https://sandiegounified.org/about/anti-bullying/bullying_and_intimidation_prohibition_policy

BICYCLE POLICY

The San Diego Police Department requests that only students in grades four and above ride bicycles to school. Although the school has designated the bike rack for students to park bicycles, the San Diego Unified School District is not responsible for theft, damage, or loss of use to any bicycle, equipment or article left in or around this area.

- All bicycles should have locks and licenses. Students are urged to secure their bicycles in an appropriate manner by using a quality lock and chain or other devices.
- We offer one bike rack available for bike storage, near Room B5/B7.
- **Helmets are required by California law.** Students not wearing helmets may lose the privilege of parking a bike on school grounds. As defined in Vehicle Code Section 21212, any person under 18 years of age must wear a properly fitted and fastened helmet when riding a bicycle, or scooter. Helmets must also meet the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC).
- Bikes, and scooters are to be walked on campus, as well as in front of the school (we do not allow riding on campus due to safety concerns).

BIRTHDAY PARTIES/CAMPUS CELEBRATIONS

Arrangements to honor a child's birthday on campus **MUST** be made in advance with the teacher. We are a 'Healthy Celebrations' school, which means we encourage **non-food items** for celebrations. This disassociates junk food from celebrations. Please consider the following to celebrate birthdays on campus:

- Non-food items for the class: pencils, bookmarks, stickers, etc.
- Donating a book to the class and having the teacher read it

OR

- Items on the SDUSD approved food list: District Approved food/snack list:
https://cdns5-ss18.sharpschool.com/UserFiles/Servers/Server_27969304/File/Departments/School%20Innovations%20and%20Integrated%20Youth%20Services,%20Office%20of/Associated%20Food%20Items.pdf

Please also refrain from bringing balloons/flowers/etc., as they can be distracting for the learning environment.

LEADERSHIP AWARDS/ASSEMBLIES

Leadership Awards

Each month we honor a group of students who embody our 7 Leader In Me habits. Families of the students we are honoring are invited, and welcome to join for this assembly that starts on or about 7:50am. All families are welcome to join us at all of the celebrations.

CELL PHONES/SMART DEVICES/SMART WATCHES

Students are permitted to use cell phones before and after school **but not during the school day (this includes lunch and recess)**. Cell phones must be powered off and remain in the student's backpack during the instructional day. Other smart devices such as smart watches, must be in "school mode" during the school day, and are not to be used by students to make calls, surf the internet, text, etc. during school. Hearst is not responsible for cell phones or smart watches that are damaged, lost or stolen. If a student is found using a cell phone or smart device during the instructional day, it will be taken and parent/guardian will be notified by the teacher/administrator to pick it up.

*SDUSD New (eff 7/8/25) Cell Phone/Smart Device/Smart Watch Full Policy:

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030418&revid=KEAEBRTIxE5mS0m5vk680g==&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=9slshUHzTHxaaYMVf6zKpJz3Q==&PG=6&IRP=0&isPndg=false>

ELECTRONIC DEVICES

CD players, Gaming devices, MP3 Players, or any electronic device, **are not allowed** at school. When children bring such items to school we are not responsible if they are lost, stolen or damaged.

LOST AND FOUND

Articles can usually be traced and 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 plainly labeled with first and last names. Children and parents are encouraged to check the "Lost and Found" cart by front office doors for lost articles. Unclaimed items are donated to community organizations several times during the school year.

FIELD TRIPS

Parents will be notified about field trips in advance by their teacher and are asked to sign a permission slip. District policy will not allow the school to accept permission for field trips over the phone.

TECHNOLOGY

Every student UTK-5 will be issued a chromebook and charger. Grades 1-5 will be able to take their computers to and from school. Each child will use the same device for 3 years before a refresh. Proper care is critical to the maintenance and longevity of this learning tool.

- Any problems with the Chromebook will need to be handled by the Parent via the IT Department; please do not bring the Chromebook to the office to exchange. They will need to be exchanged through IT. More information found here: [Chromebook Technology Support](#). Phone number for IT: (619) 732-1400.
- Having chromebook issues? Check out these [Chromebook Troubleshooting Tips](#)

COMPUTER DISTRIBUTION

As a 1:1 district, every child will have a laptop for use at school. Please note the following:

- All students returning to school from a SDUSD school will keep their laptop. Please have your child bring their laptop and charger on the first day of school.
- All 2nd grade students will get a laptop refresh. This will occur after the start of the year and during the school day. Parents will be notified of the date.
- All students new to the school district will receive a laptop after the start of the year and during the school day. Parents will be notified of the date.
- Please DO NOT send personal devices to school with your child.
- Each child will keep their device for multiple years. It is critical to support your child in proper care and maintenance of their laptop.
- We recommend that families provide earbuds or headphones for their child(ren), and these can be purchased inexpensively at most dollar stores.

RELEASE OF INFORMATION

The school is not permitted to release information regarding students or family members, including telephone numbers and addresses, to unauthorized persons. Please refer to FACTS for Parents brochure, Parents' Rights and Responsibilities, for full particulars of the Family Educational Rights and Privacy Act.

Download/view the SDUSD Facts for Parents booklet:

- [English](#)
- [Spanish](#)
- [Filipino](#)
- [Vietnamese](#)

WITHDRAWAL OF STUDENTS/TRANSFERS

If your student will be withdrawing from Hearst, including transferring to another San Diego Unified School, please notify the front office of your student's last day of attendance. We will prepare your student's transcripts and attendance records as needed. Please give us at least five days of advance notice to prepare records.

- The new school of attendance should request your student's records by fax

EMERGENCY PREPAREDNESS

Regular drills are held throughout the year to enable students and staff to react to any emergency situation which might occur. Drills held are:

- Fire Drill

- Earthquake Drill
- Lockdown Drill
- Shelter in Place Drill

In the event of an earthquake or other disaster, the safety of all students is our primary concern. All gates will be secured. Families will be directed to pick up children at the reunion gate. Identification will be required. This will provide us the opportunity to account for all our children and to ensure that they are released to authorized adults only. Please contact the office if you would like additional information regarding Hearst's' Public Emergency Preparedness procedures.

In the event of a school lockdown procedure, for their safety, children may only be released from their classrooms at the direction of the San Diego Police Department.

Safety Plan

A site safety plan has been developed for Hearst Elementary School, and all staff members receive continuous training in maintaining a safe and secure environment for students. Key components of this plan are as follows:

- Assessment of school crime and crime in the surrounding community
- Child abuse reporting procedure
- Regular Emergency Drills
- Disaster procedures (for both routine and emergency situations)
- Suspension and expulsion procedures
- Sexual harassment policy pursuant to the Ed. Code
- School wide dress policy
- Rules and procedures for school discipline to ensure a safe and orderly school environment
- Procedures to avoid or report any injuries or unsafe conditions to students or staff members

Safety Patrol

Safety Patrol is a group of 5th grade students who are trained and led by a Hearst staff member. Their goal is to ensure and support the safety of students and families walking and driving around our campus both before and after school. Safety Patrol members can be identified by their yellow safety vests. Please be mindful of our Patrol members and adhere to their directions.

SDUSD Search And Seizure Policy

[SDUSD Search And Seizure Policy](#)

WHOLE SITE MODERNIZATION/CONSTRUCTION

Each school in San Diego Unified is slated for modernization in the coming years. We are currently in the preliminary phase and are tentatively scheduled to be under construction beginning in the spring of 2027, with a multi-year phasing plan that will ensure all building and campus spaces are updated.

STAYING CONNECTED/GETTING INVOLVED

HEARST ELEMENTARY PTA

The PTA is a non-profit organization that fosters partnerships between families, teachers and the community to create a supportive environment for all children to learn and grow. We engage all stakeholders through planning special events for families, sponsoring programs that support economic barriers to children's learning experiences, organizing communication between school, teachers and families, and most importantly we work to build a stronger community for all children. We are able to be successful through your support of becoming a PTA member. For more information please contact Membership at Hearstparentteacherassociation@gmail.com and follow us on social media facebook.com/HearstPTA, instagram.com/hearstelementaryschool

HEARST ELEMENTARY FOUNDATION

- *Our mission: To enhance the learning environment, social and emotional well-being of the children at Hearst Elementary through the completion of capital improvement projects and enrichment programs at the school.
- *Want to stay connected? Follow @hearstelementaryschool on Instagram or visit our website at www.hearstfoundation.com
- *Contact us at hearstfoundation@gmail.com with questions or for volunteer opportunities

SOCIAL MEDIA

- Hearst PTA Facebook "Hearst Elementary PTA"
- Hearst Foundation @hearstelementaryschool on Instagram
- [SDUSD Twitter](#)
- [SDUSD Facebook](#)
- [SDUSD Instagram](#)
- [SDUSD YouTube](#)
- Peachjar.com - Sign up to proactively receive before and after school activities information

2025-26 SDUSD ACADEMIC CALENDAR (FOR PLANNING AHEAD)

https://cdnsm5-ss18.sharpschool.com/UserFiles/Servers/Server_27732394/File/Academics/Academic%20Calendars/Traditional/Final%202025-26%20Academic%20Calendar%202025-26.pdf