

## **Nathaniel Hawthorne Elementary School**



### **The Hawthorne Husky Student/Parent Handbook**

Dear Hawthorne Families,

Welcome! I am pleased and honored to be returning as the Principal of Hawthorne Elementary for a third year and I look forward to continued success working with Hawthorne students, staff, and community members.

The faculty and I would like to welcome you to another exciting year at Hawthorne Elementary. We have worked very hard to prepare for this school year, and we believe that our students will have a rewarding educational experience. You will notice changes to the school in some of our policies and our appearance. We are excited to build upon our character education program (The Husky Way, See Section III) and our social/emotional learning program, Second Step, (including an anti-bullying unit!) this school year (both celebrated at Family Fridays throughout the year.) We expanded our PTA/Parent Volunteer Room in the front of the school so parents and community member have access to computers and volunteering opportunities during school hours.

Our teachers will continue to emphasize the importance of mastering critical concepts of math and literacy in our daily instruction. We plan to implement and monitor various approaches to instruction and intervention that will ensure access and success of our Huskies!

To keep you informed of school wide activities, classroom happenings, PTA events, meetings and reminders from the school office, etc., we use a variety of media. Regular communication takes place via Sunday Night Principal's calls/emails at 6:30PM, our website, and our social media accounts (See Section 1). We also use PeachJar to reduce the amount of paper copies of flyers and by the end of the year, we hope to be completely paperless!! The Hawthorne Newsletter will be sent home once a month via email and detailing the month to come. Please subscribe to the newsletter at Open House or by completing the form in the first day PTA packet.

Please mark your calendar for our Family Fridays for the year from 7:45-8:45AM: 9/28, 10/26, 12/21, 1/22, 2/22, 3/22, 4/26 and 6/7. This one day a month will be our chance to celebrate student and class successes, host Principal's Coffee to discuss with parents and community important information or discuss events or concerns throughout the year and have families engaged inside the classroom in our social/emotional educational program. We will provide coffee and donuts each month.

I look forward to working with and for you, the staff, and most importantly, our children this school year. If you have any questions, concerns, or ideas for Hawthorne please do not hesitate to contact me.

Always a learner,

Lauren Robinson  
lrobinson@sandi.net  
858/634-5701  
Twitter: @huskiesleader

**Section 1**  
**Mission Statement**  
**Contact Information**  
**School Hours**  
**Office Hours**

**San Diego Unified School District’s Mission Statement**

All San Diego students will graduate with the skills, motivation, curiosity and resilience to succeed in their choice of college and career in order to lead and participate in the society of tomorrow.

**Hawthorne Elementary’s Mission Statement:**

Our mission at Nathaniel Hawthorne Elementary is to ensure that all students embrace learning to reach their potential in a safe and nurturing environment. Our essential goals are to:

- Engage students in a high quality, standards-based instructional program that inspires critical thinking, problem solving, and perseverance
- Maximize opportunities for students to develop strong character and social competence to become contributing members of society who will positively impact their communities
- Provide engagement opportunities for students, educators, families and community members to build a global connection through collaboration, communication and technology

**Contact Information**

4750 Lehrer Drive  
San Diego, CA 92117  
(858) 634-5701 FAX (858) 274-6379

Principal’s email: lrobinson@sandi.net  
Elem.Sch. Assistant email:shaskins@sandi.net  
Website: www.sandiegounified.org/hawthorne  
Facebook: Hawthorne Elementary Huskies  
@hawthornehuskies  
Instagram: HawthorneHuskies  
Twitter: @HawthorneES

**School Hours**

7:40 AM -2:10 PM (M, T, Th, & F)  
7:40 AM -12:00 PM (W)  
Lunch 12:00PM-12:40PM



**Office Hours**

7:15 AM – 3:00 PM

**Section II**  
**General Information**

**Arrival**

**Please do not send children to school prior to 7:30AM**

7:30AM-supervision begins and the front gate is opened by school staff. Upon entering the campus, all students walk directly to the lower field where they can participate in The Running Club. Backpacks can be placed on their designated classroom line. Students opting not to walk/run should stay in their assigned classroom line.

7:40AM-students line up and are escorted to class by teacher

7:45AM-Instructional day begins. Children who are not in class by 7:45AM are tardy (see tardy policy)

## Attendance

### Phone: 858-634-5701 24 hours a day

California Education Code requires children to attend daily and on time except for illness. Parents are expected to call the school office by 10AM if their child is absent each day.

When you know that your child will be out of school for 5 days or more a Contract of Independent Study (CIS) is available. A CIS must be applied for and arranged **before** the student is absent. Our office requires two weeks' notice (10 school days) for the CIS. Contracts must be completed and turned in within 2 days of the student's return to school or the CIS will not take effect and the child's absence will become "unexcused."

If an attendance problem arises and cannot be resolved by school staff, the school may refer the student and the family to the School Attendance Review Board (SARB). If the SARB cannot resolve the attendance problem, it has the authority to refer cases to Juvenile Court.

### \*New Policy\* Birthday Celebrations

Birthdays are a very important day in a child's life, however we must maximize instructional time and therefore we do not have opportunities for birthday celebrations or parties. To circumvent nutritional concerns or allergies, we would prefer to celebrate with a donation of a book to the classroom library that will foster learning all year long. A special dedication label will be provided to recognize your child's special day.

## Class Visitations

Hawthorne encourages all parents to take advantage of the opportunity to become more familiar with the progress of your child and as a means to learn more about how to help continue learning at home. **Our Family Fridays are designed to provide this opportunity on a monthly basis. Should you want to visit outside of our Family Fridays, parents are required to arrange visits at least 24 hours before a classroom visit. Please make appointments directly with the teachers.**

District procedures require that all visitors report to the school office, sign in and obtain a visitor badge **before** visiting a classroom, with the exception of Open House or pre-arranged conferences. Teachers will notify the front office to expect your arrival. **In general classroom visits are for no more than 30min.** Visits are different from volunteering.

**Personal items (lunch, backpacks, instruments, etc.) and messages will be delivered by office staff to students at the appropriate time.**

## Dismissal

TK/K are dismissed from Kindergarten playground gate. \*For safety reasons there is no parking in front of this gate \*

All other students are dismissed through front gate to either walk home, wait for the Boys and Girls Club bus, or meet their pick up person. Parents are asked to wait in front of the school for reunification.

Students awaiting pick up must wait on the grassy area in front of office. All students not picked up by 2:20 are taken to the office to call home. If pick up is after 2:20, a person listed on



the emergency card must sign their child out from the front office.

Parents are asked to wait until 2:15 to pass through the entry/exit gate onto campus to allow for safe, supervised pick-ups in front of the school.

PrimeTime students head directly to PrimeTime meeting area. PrimeTime TK/K are escorted by staff to meeting area.

PRESCHOOL classes have individual policies for arrival and dismissal, please consult teacher for more info.

### **Leaving the School Grounds**

Students are required to remain on the school grounds during school hours. If your child needs to be dismissed during the school day, please come to the office for a release form. Students will only be released to adults with picture ID who are listed on the student enrollment/registration card.



### **School Meals**

As a Provision II, Title I school, all students will receive Free and Reduced Lunch. Our site also provides free Breakfast in the Classroom during the first 10-15 minutes of the day.

### **Tardy Policy**

A student is tardy if they arrive after 7:45 a.m. It is required for all students to obtain a tardy slip from the school office before entering the classroom. Habitual tardies will result in phone calls home, home visits, conferences with principal, or referral to the SARB process.

### **YMCA (“6 to 6”) Extended School Day Program**

The YMCA Extended School Day Program operates before and after school. The purpose of the YMCA program is:

- To provide a safe place where children can have fun and learn new skills while in a supervised setting.
- To provide academic enrichment and homework assistance.
- To provide arts, crafts, recreation and sports activities.

### **Section III** **The Husky Way**

Our character education is based on our mission to develop strong character and social competence and to become contributing members of society. The six pillars along conflict resolution and team building is The Husky Way. All members of the Hawthorne community should strive to demonstrate The Husky Way on campus and off.

### **The Six Pillars of the Husky Way:**

trustworthiness, respect, responsibility, fairness, caring, citizenship

### **Themes of the month:**

September - Citizenship  
October - Respect  
Nov/Dec - Caring  
January - Responsibility  
February - Trustworthiness  
March - Fairness  
April - \*\*New\*\* Self Discipline  
May - \*\*New\*\* Perseverance  
June - \*\*New\*\* Positivity

### **CHARACTER COUNTS!**



## **Recognition -**

Individual - Husky Highlights for demonstrating each pillar

Class - The Husky Award

## **Behavior Expectations**

Hawthorne follows a simple set of school wide rules that we call **The Husky Way**.

- Be responsible
- Be fair
- Be trustworthy
- Be respectful
- Be caring
- Be a good citizen

## **The Husky Way: In the Classroom**

Each teacher establishes an individual classroom management plan that reflects *The Husky Way*, but because behavior is a learning process in elementary school, teachers will intervene when *The Husky Way* is not followed.

The Classroom Teacher's Role:

- Establish and maintain a suitable learning environment
- Notify parents/guardians of their management system (rules, consequences, rewards, etc.)
- Strive to establish and maintain timely communication between the home and school.

The Parents' Role:

- Support and discuss the pillars of *The Husky Way* with your children
- Communicate and support teachers and administrator when behavior interventions are necessary

The Administrator's Role:

- Support teachers and parents with ongoing behavior concerns that are not being resolved
- Resolve any severe or egregious behaviors
- Assign more severe consequences, suspend, or recommend for expulsion

Severe or egregious behavior include, but are not limited to:

- Assault/Battery
- Theft of Property
- Hate Violence
- Drug Paraphernalia
- Threats and Intimidation
- Obscenity/Profanity/Vulgarity
- Robbery or Extortion
- Imitation Firearm
- Harassment
- Tobacco
- Sexual Harassment
- Defiance
- Damage to School or Private Property
- Substances- Alcohol/Controlled
- Weapons

For more information on suspensions or expulsions please see

<https://www.sandiegounified.org/policies-procedures>

## **The Husky Way: Before and After School**

Students are accountable to themselves, their fellow students, and school staff for their behavior on the way to and from school. The following are the behaviors we expect:

**Direct Route:** Students are to go to and from school by the safest, most direct route.

**Street Crossing:** Students are to cross all streets at the corners and observe safety rules.

**After School:** For safety purposes, students are required to leave the grounds immediately after school and go directly home unless in tutoring, PrimeTime or after school program.

### **The Husky Way: During Lunch**

- During mealtime at the lunch arbor, or in the cafeteria, students are expected to observe the following standards of behavior:
- Talk quietly to their neighbor while waiting in line and sitting at tables.
- Eat their food properly in the lunch arbor or cafeteria only and use good manners.
- Because eating is limited to 15 minutes, it should be the focus activity in the lunch arbor.
- Dispose of waste in the proper places and help others at their table to keep the area clean.
- Raise their hand and wait to be called to be dismissed by an adult from the table for any reason.
- Stay in the lunch area unless excused by the supervising adult.



### **The Husky Way: In the Restrooms**

- Use restroom for intended purpose only.
- There should be no loitering in the restrooms.
- Food and drink are not allowed in the restroom.
- Paper wads are not to be thrown on the ceilings!

- Nothing inappropriate should be flushed down the toilet.
- It is not allowable to write on the doors, walls or other areas.

### **The Husky Way: On the Playground**

- Play in supervised areas.
- Walk on the ramp
- Follow directions the first time given.
- Use the restroom and get water before the bell rings. No drinks or bathroom after bell.
- Play only school approved games. If you do not want to play a game, sit on the picnic tables or walk laps
- Use equipment safely and as intended.
- Do not kick balls on the blacktop.
- Play in a friendly and fair manner. Use *school* rules for games.
- Turn to Peace Patrol officers or adults when conflicts cannot be solved on your own.
- Refrain from throwing rocks and other objects not intended for throwing.
- Stop games immediately when the bell rings.
- Students will freeze when the bell rings until the sound of two whistles, then walk to their designated line.
- Leave personal toys/equipment at home.
- Students will not play close to the fence and annoy neighborhood dogs.



<p style="text-align: center;"><b><u>Section IV</u></b> <b><u>Behavior Policies</u></b></p>
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## **Cell Phone and Electronic Device Policy**

**Cell phone/smart watch/communication devices use are not permitted on school grounds.** These devices must be kept out of sight and turned off during the instructional day. **School officials, including classroom teachers, may confiscate cell phones and other devices from a student if seen during school hours.** Repeated violations of this policy may result in parent conference for device return. Students **should not** bring toys, gaming devices, and other electronic devices to school. Students bring these devices to school at their own risk and HAWTHORNE ASSUMES NO RESPONSIBILITY FOR THEIR LOSS OR THEFT.



## **Dress Code**

School clothing must be appropriate to a school setting. Students are to wear clothing that permits safe participation in all school activities (i.e., physical education and recess). The following articles are not permitted on campus:

- Open-toed shoes, sandals, flip flops, slippers, or shoes with wheels
- Clothing which advertises alcohol, tobacco/drug products, profanity and sexual or gang related innuendoes.
- Tube tops, spaghetti strap tops, halter tops, off-the-shoulder shirts, or clothing that exposes midriff.
- All pants, slacks, and shorts must be worn above the hips.
- Shorts and skirts must an appropriate length to cover rears
- Hats are not to be worn at school unless a student has documentation for needing one (i.e., sensitive skin protection, doctor's orders, etc.). All headgear must

be removed upon entering a building (school office, auditorium, and classroom).

## **Rights of Students**

STUDENTS HAVE THE RIGHT TO:

1. Be respected as individual human beings.
2. Be taught in a knowledgeable, interesting and challenging manner.
3. Express their opinions and have them heard and respected as long as their opinions are expressed in a responsible and timely way.
4. Have a positive learning environment including:
  - A reasonably quiet and comfortable place to work
  - Relevant curriculum materials
  - A reasonable amount of individual attention and instruction
  - Explanations and reasons for grading assignments, behavior requirements and consequences, and other actions affecting students' learning and growth
  - A clean, attractive and functional school
5. Be instructed according to the California standards for education while taking in account their individual learning strengths and needs.
6. Receive fair and consistent treatment in class and be provided an explanation leading to a clear understanding of rules and consequences.
7. Attend school without having their person or property threatened or harassed.

## **Rights of Teachers**

TEACHERS HAVE A RIGHT TO:

1. Be respected as individual human beings.
2. Teach at school without threat to themselves or their personal property.

3. Teach to the best of their ability without student harassment or disruption.
4. Communicate with students and parents in a responsible, honest, and non-threatening manner.
5. Expect students to be aware of and adhere to the school-wide and classroom standards.
6. Expect students to accept responsibility for attending school.
7. Expect students to actively participate in their learning and education.

### **Statement of Policy**

The Board of Education of the San Diego Unified School District–

- Believes the purpose of all students attending school is to participate actively in educational programs in order to acquire an education consistent with their personal goals and the goals of society.
- Defines discipline as behavior which permits students to perform effectively in a school setting.
- Expects high standards of discipline and moral conduct on the part of students and staff.
- Assigns to district staff, teachers, principals, administrators, and other district personnel, the responsibility of assuring this policy and its rules are carried out consistently, fairly, and promptly, with due regard for the rights of individuals.
- Intends to enforce this policy within existing city, state and federal laws.

- Supports school administration and staff in carrying out this policy.

## **Section V** **Health Information**

### **Administering Medication at School:**



1. Children may not be given any kind of medication at school unless he/she has a written statement from a physician on file in the nurse's office.
2. Parents must submit a "Physician's Recommendation for Medication" for any student who must take medication prescribed by a physician during the school day. The original medicine container must include (1) name of student, (2) name of prescribing physician, (3) an identification number of the prescription on the container, (4) name of pharmacy, (5) the amount of medication to be taken and time(s). Parents are responsible for maintaining their child's supply of medicine in the office. No injections may be given at school except by a registered nurse. All medicines are kept in the nurse's office, with the exception of inhalers when the prescribing physician authorizes in writing that the child is qualified, has demonstrated proper technique, and is capable of self-administering the medication.
3. Staff will take care of all minor injuries at school. In the event of a more serious injury, parents are always notified and requested to come to the school for their child. The phone number and name of an alternate emergency contact must be on file in the event the parent cannot be reached.
4. Medication forms are available in the school office or online at <http://www.sandi.net>, click on "For Parents."

### **Should You Send Them to School?**

It's often difficult for parents to know whether their child is too sick to attend school. Here are some general guidelines to assist you in your decision as to send or not to send your child to school.

#### **Send to school:**

- Infrequent diarrhea
- Ear infection; no pain
- Minor cold: runny nose, cough, sneezing, and sore throat (send to school **after** treatment begins)
- Infestation of scabies, lice (send to school with documentation **after** treatment)
- Cold sores
- Strep throat (send to school **after** 24 hours of medication)
- Vague "I don't feel good" symptoms

#### **Keep at home:**



- Fever above 100
- Vomits more than once
- Flu: body aches, fever, and headache

#### **See a doctor:**

- Undiagnosed skin rash
- Eye infection

## **Section VI** **Parent and Community Involvement**

### **Care of our School**

It is everyone's responsibility to help keep Hawthorne Elementary School in the best possible condition. If you see anyone vandalizing the school in any way, please

contact the school office. Hawthorne Elementary School is protected by an electronic intrusion alarm system connected to the district security system. However, the best security when the school site is not occupied is provided by citizens living in the area. If you observe persons on the roof of any building on our campus, or behaving in any suspicious manner, please call the district security office at **(619) 291-7678 or the San Diego Police Department at (619) 531-2000.**

### **English Language Advisory Committee**

Each school with two or more students of Limited English Proficiency (LEP) in attendance, regardless of language, must form a functionary English Language Advisory Committee (ELAC). The purpose of the ELAC is to advise the principal and staff on English Language Learners. We will provide the appropriate training and materials to assist each member. We encourage all parents of English Language Learners to join.

### **Friends of Hawthorne Elementary Foundation**

Friends of Hawthorne Elementary Foundation is a California nonprofit public benefit corporation which provides financial support to the school site in areas of special needs such as the library and technology. Our annual Basket Gala supports this foundation.

### **Parent Teacher Association**

All parents and staff are encouraged to join the Hawthorne Parent Teacher Association. This group lends support to many activities at school through fundraisers. The PTA assists with supplemental academic programs, enrichment field trips, parent workshops, and other events.

The PTA is a great way for parents and other community members to make positive contributions to Hawthorne and to stay informed of all programs and events occurring during the year. You must be a paid member to vote.

### **School Site Council**

Teachers, staff members, and parents serve on the School Site Council (SSC) to assist in setting and monitoring goals for student achievement and prioritizing ways in which to fund student improvement measures. They monitor the school budget for the current school year and assist in developing the budget for the next year using student data as the foundation. Parents also assist in the evaluation of the Single Site Plan at the end of the year. Parents are nominated yearly to serve a two-year term. If you are interested in participating, please call the school and speak to the administration.

### **Parent Volunteers**

Parents are encouraged to volunteer in their child's classroom and to share their talents with students. Many parents volunteer weekly or bi-weekly, and are very valuable to teachers and students alike. Parents with young children, or those who prefer not to work in their child's classroom, may volunteer to work on various projects submitted by individual teachers in the Parent Center. If you are interested in volunteering your time, contact your child's teacher. All volunteers must have completed the required documentation, background checks, and health screening. See the front office for a volunteer application. **\*\*Note: all field trip**

**drivers must now have Level D clearance that must be renewed each school year\*\***

### **Animals on School Grounds**

All animals are prohibited on school grounds (starting at sidewalk), both during and after school hours, unless needed for an approved instructional program. This does not apply service animals.

### **Bicycles**

Bicycles or scooters may be ridden to school only by upper grade students. Each bicycle must be parked only in designated areas with a lock. Children riding bicycles must wear helmets according to the law. Students found not following these rules will lose the privilege for the remainder of the school year. Although Hawthorne School has designated an area for students to park bicycles, the San Diego Unified School District is not responsible and assumes no liability for theft, damage, or loss of use to any bicycle, equipment or article left on school grounds. Skateboards and scooters may not be used on campus. These items must be secured in the front office during school hours.



### **Change of Family Contact Information**

It is critical that the school be able to contact you in case of an emergency, therefore, please notify the school office as soon as possible if there is a change with one of the following:

- **address**
- **emergency contact person and/or phone number**
- **home or work number**
- **student health related issues**

We will now utilize ParentPortal and each parent will be given an account that you can change this information from home. See the

<p><b><u>Section VII</u></b> <b>Safety Information</b></p>
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beginning of the year packet for your login information or call the front office for more information

### **Emergency Procedure Plans**

To insure a continued safe learning environment, we review our school safety plans annually. Drills are regularly scheduled and children practice procedures. If any disruptive or emergency situation should occur, we would immediately implement our Emergency Procedure Plan, which includes:

- Staff supervision
- Contact with school police, emergency services, parents, etc.
- School gates locked until it is safe to release children
- Set up of reunion gate for parents to pick up children

Our plan includes classroom lockdown for protection, evacuation for possible fire emergency, and duck and cover for possible earthquake.

### **Traffic Safety & Parking Regulations**

We urge parents to obey speed limit and traffic laws. Traffic enforcement will be maintained by the San Diego Police Department to facilitate a safe environment for our children. Removed Please keep in mind:

- **No U Turns** in front of the school
- Cross street **only in crosswalk**
- When **bus** has **red lights flashing** ALL cars (both directions) must stop
- **3 minute** stopping **MAXIMUM** in front of the school library
- **No double parking** on Lehrer Drive
- No Parking or stopping in the **Bus Zone** please!
- **All parking lots-** Staff only

- No student **drop off or pick up** in parking lots
- **Handicap parking** is available in front parking lot (call front office to be let in lot)

**\*\*Please see special diagram on website regarding Drop Off and Pick Up traffic flow\*\***

### **Section VIII**

#### **Student Nondiscrimination, Sexual Harassment Policy, Uniform Complaint Procedure**

### **Student Nondiscrimination Notice**

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability or any other unlawful consideration. The district shall promote programs which ensure that discriminatory practices are eliminated in all district activities and will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal. Any student or parent who feels that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site. If not resolved, contact the district Title IX Coordinator, Eugene Brucker Education Center, 4100 Normal Street,

Room 1202, San Diego, CA 92103. For questions or additional information call (619) 725-8020.

### **Student Sexual Harassment Policy**

San Diego Unified School District is committed to making the schools free from sexual harassment. This means that the district prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The district further prohibits sexual harassment in which a student's grades, benefits, services, honors program or activities are dependent on submission to such conduct. Students should report any sexual harassment to their school Principal, Counselor, or Teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures. The district believes that it can resolve harassment issues at the school site. If not, students may contact the Title IX Coordinator, Eugene Brucker Education Center, 4100 Normal Street, Room 1202, San Diego, CA 92103. For questions or additional information call (619) 725-8020.

### **Uniform Complaint Procedure Notice**

Any individual or organization may file a complaint with the district if they believe a

### **To File a Discrimination or Sexual Harassment Complaint**

- 1) Filing a complaint: Obtain a copy of the Uniform Complaint Form and procedure from the school or the district's Legal Office.
  - 2) Investigation: San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations and provide a written report within 60 days of when the complaint is filed.
  - 3) Action: If the district determines that its policies prohibiting sexual harassment have been violated, disciplinary action, up to and including expulsion, will be taken.
- The person filing the complaint may also pursue action in civil court. Complaints will be kept confidential. The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

If you have discrimination or sexual harassment complaint, students should contact a teacher or principal for resolution at the school site. If not resolved, contact the district Title IX

Coordinator at:

Human Resource Svcs Div., 4100 Normal St. – Rm 1202, San Diego, CA, 92103. For questions or additional information call (619) 725-8020.

federal or state law or regulation has been violated in the following programs:

- Adult Education
- Child Nutrition

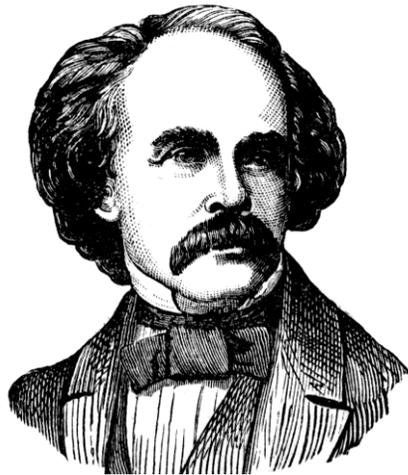
- Child Care and Development Programs
- Consolidated Categorical Aid Programs
- Migrant Education
- Section 504
- Special Education
- Unlawful Discrimination (students or staff)
- Vocational Education

The procedure governing complaints is available from the individual program coordinator. Complaints should be filed with the Office of General Counsel. The complaint will be investigated by a program coordinator and responded to within 60 days. State regulations provide for state review and appeal of a district decision. The state may directly intervene in the complaint under certain circumstances. The complainant may appeal a decision to the State Superintendent of Schools. Under certain circumstances, the state may withhold funds from the school district. In addition, federal and state law may offer civil law remedies including, but not limited to, injunctions, restraining orders and other remedies. Local legal assistance centers may provide assistance.

General Counsel  
Office of General Counsel

## Nathaniel Hawthorne

Of all American authors, without a doubt Nathaniel Hawthorne ranks among the very greatest. Hawthorne's works are noted for their insight into human nature, especially its darker side. He set many stories against the somber background of Puritan New England, the eerie world of his ancestors. Unlike most fiction writers of his time, Hawthorne was not primarily interested in stirring his readers by dramatic, sensational or sentimental effects. Rather, he called his writing *romance*, and defined it as an effective method of probing "the depths of our common nature." To Hawthorne, romance simply meant confronting reality, rather than evading it. Thus, he often dealt with such serious themes as morality, sin, and redemption. During his illustrious career, Hawthorne became a prolific writer of both novels and short stories. In fact, between 1825 and 1850 he created over one hundred tales and sketches for periodicals. In addition, Hawthorne's many novels gained for him the reputation of being a truly gifted writer. Among his most remarkable works are such classics as the "*The Scarlet Letter*" . . . probably his greatest literary accomplishment . . . *The House of Seven Gables*, and the heartwarming children's book, *Tanglewood Tales*.



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**\*\*\*Every child and family will be asked to sign a contract that acknowledges that they have read and will follow the rules/procedures/and policies set forth in this handbook. Please look for this contract in the first week packet.**

