

# HOLLOW HILLS FUNDAMENTAL SCHOOL

*Together We Make a Difference!*  
www.hollowhills.simivalleyusd.org

## HOLLOW HILLS FUNDAMENTAL SCHOOL 2023-24

August	3	1 <sup>st</sup> – 6 <sup>th</sup> Grade New Family Orientation at 5:00 pm
	4	Kinder Orientation/Kinder Back to School at 10:00 am
	9	Classes Posted at 4:30 pm
	<b>10</b>	<b>First Day of School, School starts at 8:10 am</b>
	17	1 <sup>st</sup> -6 <sup>th</sup> Grade Back to School Night at 6:00 pm
September	1	Dismissal- All Grades (K-6) @ 1:05 pm
	4	Holiday – No School (Labor Day)
	15	Non Student Day – Staff Development
	25	Local Holiday – No School (Yom Kippur)
October	13	Non Student Day – Non Work Day
	16 – 23	Parent /Teacher Conferences – Dismissal: All Grades (K-6 ) @ 1:05 pm
November	1	Non Student Day - Staff Development
	10	Holiday – No School (Veterans Day)
	20 - 24	Thanksgiving Recess
December	20	Last day of the 1 <sup>st</sup> Semester- All Grades (K-6) Dismissed @ 1:05 pm
	21 - Jan 5	Winter Recess
January	8 - 9	Non Student Days – Teacher Prep and Staff Development
	10	Classes Resume
	10 – 31	Sibling Kindergarten Registration
	15	Holiday – No School (Martin L. King Jr. Day)
February	1 - 8	Kindergarten Lottery Applications Available
	16 - 19	Holiday – No School (President’s Day)
	29	Open House
March	1	Non Student Day - Staff Development
	19 - 20	Parent/Teacher Conferences- All Grades (K-6) Dismissed @ 1:05 pm
	25 – Apr 1	Spring Break
April	2	Non Student Day - Staff Development
	3	Classes Resume
May	27	Holiday – No School (Memorial Day)
	31	Field Day –Dismissal- All Grades (K-6) @ 1:05 pm
June	7	<b>Last Day of School – All students dismissed at 12:10 pm.</b>

**\*\*\*ALL DATES ARE SUBJECT TO CHANGE.  
PLEASE CHECK WEEKLY UPDATE AND WEBSITE\*\*\***

## HOLLOW HILLS STAFF

Principal	Mrs. Heather Godfrey	heather.godfrey@simivalleyusd.org
Teacher	Mrs. Samantha Bengtsson	samantha.bengtsson@simivalleyusd.org
Teacher	Mrs. Brandy Burg	brandy.burg@simivalleyusd.org
Teacher	Mrs. Michelle Cooper	michelle.cooper@simivalleyusd.org
Teacher	Mrs. Jennifer du Beau	jennifer.freel@simivalleyusd.org
Teacher	Mrs. Holly Dye	holly.dye@simivalleyusd.org
Teacher	Mrs. Amelie Gonzalez	amelie.gonzalez@simivalleyusd.org
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Office Manager	Mrs. Jennifer Clark	jennifer.clark@simivalleyusd.org
Office Clerk	Mrs. Elizabeth Leonhardt	elizabeth.leonhardt@simivalleyusd.org
Office Clerk	Mrs. Debbi Mierop	debbi.mierop@simivalleyusd.org
Nurse	Mrs. Lisa Kelly	lisa.kelly@simivalleyusd.org
Resource Specialist	Ms. September Rocha	september.rocha@simivalleyusd.org
Interventionist	Ms. Rhea Constantino	rhea.constantino@simivalleyusd.org
School Counselor	Mrs. Laura Doyan	laura.doyan@simivalleyusd.org
Psychologist	Mrs. Beth Kubo	beth.kubo@simivalleyusd.org
Library Clerk	Mrs. Teresa DeGagne	teresa.degagne@simivalleyusd.org
Cafeteria Manager	Mrs. Maritza Aguilar	maritza.aguilar@simivalleyusd.org

### SUPPORT STAFF:

Instructional Aides  
Custodians  
Campus Supervisors

Mrs. Padmaja Subramanian, Mrs. Kimberly Tieu  
Mr. Phil Johnson, Mr. Berle Spurlock  
Stephanie Bonilla, Angelica Gomez, Tricia Jelinek,  
Elizabeth Katona, Raquel Marin, Nancy Ulmer,  
Johanna Yamada

HOLLOW HILLS FUNDAMENTAL SCHOOL IS A CLOSED CAMPUS AND ALL VISITORS MUST SIGN IN AT THE OFFICE TO GET A VOLUNTEER STICKER. STUDENTS AND YOUNGER SIBLINGS THAT DO NOT ATTEND HOLLOW HILLS CANNOT BE ON CAMPUS DURING SCHOOL HOURS.

### SCHOOL'S VISION

Hollow Hills Fundamental School is dedicated to academic excellence within a structured learning environment that maintains a high level of commitment by students, parents and staff. This ongoing partnership between home and school is a critical attribute of the fundamental philosophy. A consistent educational program exists within a nurturing and challenging atmosphere. Emphasis is placed on the achievement of the Common Core State Standards as well as the values of accountability, punctuality, diligence, personal responsibility, courtesy, teamwork, and respect for authority. In order to best prepare our students for future educational experiences and the careers of tomorrow, Hollow Hills' staff will be focusing on integrating technology into the curriculum defined by the California State Standards.

## FUNDAMENTAL SCHOOL EXPECTATIONS

The fundamental school program is an alternative educational opportunity to students in the Simi Valley Unified School District. Enrollment is open to all elementary students within the boundaries of the District.

Parents enrolling their children in the fundamental school must agree to support the fundamental school philosophy and to abide by rules and policies of the school. Parents enrolling their children in the fundamental school do so as a matter of choice and agree that their child will remain at the fundamental school for the entire year.

### GOALS

- Students, staff and parents will make a commitment to academic excellence and agree to abide by the rules and regulations established by the school.
- Students will assume increasing responsibility for personal behavior and work habits.
- Students will develop a high regard for the standards of neatness, organization and quality school performance and production.
- Students will dress in accordance with the stated dress code in order to demonstrate that school is a place of business where the primary purpose is learning.
- Students will develop the spirit of individual achievement and positive competitiveness while learning the value of teamwork, cooperation and social skills.
- Students will demonstrate a respect for self and others.
- Students will abide by the highest code of personal ethics with regard to honesty, decency and hard work.
- Students will achieve mastery of the California State Standards.
- Students will demonstrate patriotism and respect for their country.

## EXPECTATIONS OF STUDENTS

### STUDENT RESPONSIBILITIES

In the classroom, the student will be required to:

1. Be respectful of the teacher and other adults by following classroom rules.
2. Learn to read, spell, write and speak correctly.
3. Increase knowledge; acquire facts and learn new concepts.
4. Work neatly and in an orderly manner.
5. Develop thinking skills.
6. Develop the habit of accuracy in all subjects at all times.
7. Complete all assigned work.
8. Develop self-control and poise.
9. Overcome occasional defeat, deal with frustration and learn from mistakes.
10. Respect the rights and property of others.
11. Learn and use good manners, treating others with respect and courtesy.
12. Students will keep hands to self.

**At home, the student will be expected to:**

1. Review and abide by all rules and policies of the school.
2. Deliver all written communications from the school to parents promptly and return them promptly, if necessary.
3. Complete homework to the best of his/her ability and return it to school on time.

**On campus, the student will be required to:**

1. Obey all adult staff members and be where he/she is supposed to be at all times.
2. Line up appropriately (on the playground, in the classroom, in the cafeteria).

## EXPECTATIONS OF PARENTS

Parents of children in the fundamental school agree to the following:

1. Support the philosophy, goals and practices of the school.
2. Work cooperatively with the classroom teacher in supporting educational goals.
3. Expect children to be responsible for their own behavior.
4. Expect children to take responsibility for their own learning.
5. Attend Back-to-School Night and Open House each year to become familiar with the classroom program.
6. Attend the fall and spring (when requested) parent/teacher conferences.
7. Attend additional conferences when requested by the staff.
8. Provide conditions at home conducive to study and see to it that work is completed on time and returned to school.
9. Become involved in school programs, activities and events.
10. Show interest in assignments by reviewing and discussing work that is sent home and checking the daily assignment sheet or agenda book. (see page 11 )
11. Encourage systematic study and commend satisfactory student performance.
12. Send children to school with positive attitudes toward learning by expecting children to do their best.
13. Ensure that students are at school regularly and on time.
14. Ensure student safety by following traffic guidelines.
15. Review and discuss the school rules and policies with your child to ensure that clear expectations are communicated and understood.

## TRANSPORTATION / PARKING

Families living beyond walking distance must provide their own transportation to and from school. Carpools are encouraged. In order to ensure student safety all drivers must FOLLOW THE TRAFFIC GUIDELINES.

City safety personnel and the Police Department work with the school to enforce the safe flow of traffic. Vehicles in violation of traffic rules are subject to a ticket and fine. (Fines may exceed \$200.00.)

Parking lots of schools within the Simi Valley Unified School District are considered public property as specified in Sections 21113 and 360 of the California Vehicle Code and thus subject to the same rules of the road and parking regulations applicable to traffic on the highways and city streets. Please note:

**RED CURB:** No parking or unloading of students. This area is for Emergency Personnel ONLY.

**YELLOW CURB:** Loading and unloading zone only. Students should be ready to leave/ enter your vehicle WITHOUT parents exiting the vehicle. Parents must stay in car and follow directions given by school personnel. Do not Double Park for any reason. Stay in a single file line and move forward to an available spot in the loading zone.

**Parking spaces:** Do NOT park in the front lot. These spots are assigned and designated for STAFF ONLY. There are guest parking spots available in our back parking lot.

## SCHOOL POLICIES AND PROCEDURES

This information will be taught, or reviewed, by staff members the first several days of school and will be reviewed as often as necessary. Parents and students will have access to the Hollow Hills Student/Parent Handbook through the school website at [www.hollowhills.simivalleyusd.org](http://www.hollowhills.simivalleyusd.org)

## SCHOOL HOURS

ALL GRADES:	8:10 – 2:19	Lunch Schedule	Kinder:	11:00 – 11:45
			1 <sup>st</sup> :	11:23–12:08
			2 <sup>nd</sup> and 3 <sup>rd</sup> :	11:45 – 12:30
Early Dismissal Days for ALL GRADES:	1:05 pm		4 <sup>th</sup> - 6 <sup>th</sup> :	12:30 – 1:15

## CAMPUS SUPERVISION

**Students should not be on campus prior to 7:45 a.m.** Campus supervisors will open gates and supervise students on the playgrounds. Kindergarten students should be on the Kindergarten playground. Grades 1-6 should be on the main playground. Students and parents should not wait outside of classroom doors before the first bell rings in the morning at 8:07 am, at which time students will line up in a location designated by your child's teacher. **Please pick up your students by 2:45 p.m.** There will be NO campus supervision after that time. The school and the school district cannot accept any implied responsibility for the supervision or safety of students outside of these times. Students MAY NOT wait on the playground for parents. Students should wait at the picnic tables or at the top of the stairs on Erringer Road for pick-up. This is for your child's safety.

## ATTENDANCE

Regular attendance and promptness is required of all students attending the Fundamental magnet school. Poor attendance and/or tardiness disrupt a student's learning, as well as that of classmates. Excessive absences and/or tardies will result in official letters sent to parents from the school district and may require a conference with the Principal. If not remedied, students may be sent to their neighborhood school, which is closer in proximity to their home address (see SVUSD Parents Rights Handbook). Please plan extended trips for non-school days. Most extended trips are listed as unexcused.



### Absences:

All children are expected to be in attendance each day unless they are ill or a family emergency arises. Please encourage your child's academic success by seeing that he/she is in school and on time each day. Attendance problems hinder progress. Even if you get the missed assignments for your child to do at home, it is not the same as your child being in class and participating. Students are allowed to make up work missed because of a justified absence. However, teachers are not obligated to provide make-up work for unexcused absences.

To report an absence please call (805) 520-6720 and press "1". If you do not use the hot line, an email can be sent to the teacher **AND** the attendance clerk at [Elizabeth.Leonhardt@simivalleyusd.org](mailto:Elizabeth.Leonhardt@simivalleyusd.org). You can also send a written note to the teacher upon return to school. The absence notification should include the following information: date(s) of absence, teacher's name and room number, student's name, reason for the absence, your signature and relationship to the child. All absences will be considered unexcused until a note is sent to the school with the proper information. The absences must be excused within 5 days of absence. Unexcused absences will become truanancies. **State law requires that students be in attendance at school except for valid excused absences. (E.C. 48200).**

### **Justified Absences:**

- Illness or Injury
- Medical, dental, optometric or chiropractic appointments
- Quarantine/Contagious Disease
- Funeral for member of immediate family\*\* (one day in California and three days if out of California)
- Exclusion for failure to meet immunization requirements (5 day limit)

### **Unexcused Absences:**

- Truancy
- Personal reasons
- Suspension
- When parents say “please excuse” and do not give a reason
- Family Vacations and day trips

**For more details see Ed. Code 48205, 48260-48273**

Non-emergency appointments for doctors and dentists should be scheduled in the afternoon rather than the morning, and preferably after school hours. If this is not possible, your child must be signed out through the school office. Children are not dismissed from the classroom until a parent or guardian has checked in at the office. The morning time block is the most critical period of the school day. Students are required to make up work missed during absences. For every day of absence, students are given two days to complete make up work. Work **not** returned on time will affect effort grades. Student work will only be sent home after your child has been out for three consecutive school days. **If your student is absent for any reason, no State monies are received.**

### **Tardiness:**

The school day begins at 8:10 a.m. and all students are expected to be in their classroom promptly at 8:10 a.m. **Students not in their classroom when the day begins will be counted tardy. Tardy students will not be admitted to the classroom without a tardy slip from the office. Tardies in excess of 30 minutes without a valid excuse are considered truant as per the Ed Code. 48260.** If not remedied, students may be sent to their neighborhood school, which is closer in proximity to their home address (see SVUSD Parents Rights Handbook). School lunches are ordered by 9:00 a.m. Please call the office if your student needs a lunch and will be arriving after that time.

## **ATTENDANCE MONITORING SYSTEM**

**Attention 2 Attendance** – (previously known as eTruancy) This is an online attendance monitoring system implemented in SVUSD in 2008. Changes to the implementation were made at the start of the 2009-2010 school year to improve effectiveness as it relates to the early stages of the SAB process. Attention 2 Attendance will generate letters 1, 2, and 3 for truancy and an excessive excused absence letter. The guidelines for the letters are as follows:

**Letter 1** - Three (3) unexcused absences at the elementary level, and 18 (based on 6 periods) or 21 (based on 7 periods) unexcused missed periods at the secondary level. This letter cites Education Code and reminds parents of their obligation to compel the attendance of their child.

**Letter 2** - Six (6) unexcused absences at the elementary level, and 36 (based on 6 periods) or 42 (based on 7 periods) unexcused missed periods at the secondary level. This letter reminds parents of their obligation to assure their child attend school regularly. It also informs them that a conference with an administrator will be required.

**Conference-SART Meeting** -After Letter 2 is sent out, the administrator/School Attendance Review Team conducts a meeting with the parents at the site prior to referral to School Attendance Review Board (SARB).

**Letter 3** - Nine (9) unexcused absences at the elementary level and 54 (based on 6 periods) or 63 (based on 7 periods) unexcused missed periods at the secondary level. This letter notifies parents that their child is to be classified as a “habitual truant” and their name will be turned over to the SARB Chairperson.

**Excessive Excused Note** - Sent home when a student reaches 10 excused absences at the elementary level and/or 60 (based on 6 periods) or 84 (based on 7 periods) periods of excused absences, verification from a physician will be required to clear absences. (\*Special Ed. Students with medical issues should not receive this letter)

## **TELEPHONE/ADDRESS/EMAIL CHANGES**

Please notify the school immediately if there is a change in your address, telephone number, email, care provider, or person to contact in an emergency. **Also, please be sure to keep your work phone number(s) and cell phone numbers updated!** This information is very important in case your child becomes ill, injured or to ensure you are receiving information from the school.

## WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please call or come into the school office a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, return school issued material, etc. Student records will be released to the new school upon official request from the receiving school. The student will be officially withdrawn at the time the school receives the request for records. Your cooperation is always greatly appreciated.

## DRESS CODE

Students attending Hollow Hills are expected to dress appropriately for school by wearing proper and acceptable attire, and practice good personal hygiene. Cleanliness of clothing, hair, fingernails and body are necessary for proper health and social acceptance.

Research shows there is a definite relationship between good dress habits, good work habits and proper behavior. Any type of attire that attracts undue attention to wearer, and thus causes a disturbance in the classroom, is considered inappropriate and not acceptable. It is important for students to learn that different settings require different standards of dress. School is a place of business where the main purpose is learning. The following is the dress code for Hollow Hills:

- No wearing of beachwear, halters, tank-tops, bare-stomached, stretch or crop tops. Undergarments may not be visible.
- Appropriate size t-shirts must be worn. Shirt must be of length so that when a student raises their arms above their head, midriff is not exposed.
- Pictures or writing of violence, demeaning slogans or images promoting alcohol, drugs, or tobacco, advocating racial, ethnic or religious prejudice are not appropriate on clothing, hats, backpacks or any items brought or worn to school.
- Sturdy and protective closed toed and closed heel shoes must be worn at all times. Sandals, flip-flops, shoes with wheels, steel toed boots, open toed/heel shoes are not appropriate. Students must wear appropriate shoes to participate in PE activities. Crocs or similar types of footwear, dress/fancy shoes or boots are not permitted.
- Appropriate hats may be worn outside only. Hats, hoods, beanies, etc., may not be worn indoors.
- Make-up, artificial nails, aerosol body sprays, perfumes are not permitted.
- Posts/stud earrings are the only earrings allowed to be worn. No dangling earrings.
- Skirts, dresses and shorts must be no shorter than mid-thigh. Skirts and dresses must be full enough that one can be seated cross-legged on the floor, and run at full stride on the playground without exposure.

***APPROPRIATENESS OF ALL DRESS CODE ISSUES ARE DETERMINED BY ADMINISTRATIVE STAFF AT SCHOOL SITE.***

### Consequences:

1. First offense: Warning and a Dress Code violation is sent home for the parent to sign.
2. Second offense: Call parent to inform and bring a change of clothes.
3. Third offense: Call parent and conference required with Principal.

## ILLNESS / ACCIDENTS

If your child becomes seriously ill or is injured at school, we will make him/her comfortable and then call you immediately. If we cannot reach you, we will use the emergency contact information you have provided. In case of serious accident, we will call "911". ***Please remember, we do not have a school nurse on site at all times and cannot keep ill children at school.*** If your child has a fever or is vomiting, please keep him/her at home. If your child has a fever, they must remain fever free, without medication, for 24 hours before returning to school.

**Students returning to school wearing a brace, cast, sling, splint, crutches or with stitches, MUST have a Doctor's note to be allowed to attend or stay in school.**

**Heat Policy** - Heat Stress is the overall effect of excessive heat on the human body. Those at highest risk are the very young, the elderly, and people with acute or chronic health problems. For various reasons, not all people tolerate heat to the same extent. **Heat Index** is a measure of how hot it really feels when relative humidity is factored with the actual air temperature. For local and forecasted temperature and humidity, go to the NOAA (National Oceanic and Atmospheric Adm.) website at <http://www.noaa.gov/wx.html> and type in the local zip code. Please check with your school principal for a copy of the Heat Policy.

**Concussion** - Best Practices (Ventura County Office of Education) are followed when dealing with a possible concussion. A Concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head that can change the way the brain normally works.

**Air Quality** - Each site will be aware of the conditions on or near their campuses; this can include wind, fire, smog, heat, rain or other varying factors that can affect students and staff. The County site is [www.vcapcd.org/Forecast.aspx](http://www.vcapcd.org/Forecast.aspx)

## MEDICATION

School personnel may assist a pupil who is required to take medication prescribed for him/her by a physician upon condition that:

- A written statement from the physician, detailing the method, amount and time such medication is to be taken, \* **AND**
- A written statement from the parent or guardian of the pupil, indicating the desire that such assistance be provided until these written statements are available to the principal.\*

*Responsibility for the filing of these statements rests with the parent. Under no circumstances will such assistance be provided until these written statements are available to the principal. \* **Forms are available in the school office.***

All medication brought on campus, under the terms of this regulation, will be under the custody of the principal at each school. It shall be stored in a place not available to pupils. *Students may not carry medication at any time. Office personnel are not allowed to dispense medication of any kind without a doctor's note as stated above. This includes prescription medication as well as aspirin, cough drop, etc. **Violations of this policy may result in serious disciplinary action.***

\*ASTHMA EXCEPTON - Please check with your school principal if you have a concern about your child's medical condition.

## EMERGENCY PREPAREDNESS

Fire, earthquake, lockdown, and emergency evacuation drills are necessary for the safety of the students and staff. Practice drills will occur throughout the school year. Specific information is posted in each classroom. School safety plans are available in the main office. In the event of an actual emergency, parents will be contacted via *Parentlink*, the district phone messaging system, with updated information.

## STUDENT EMERGENCY INFORMATION FORM

At the beginning of the school year, you will need to review your child's medical and emergency contact information on the Aeries Parent Portal. **Please make sure all telephone numbers and addresses are accurate.** Make sure you have included the name and phone number of all persons who can be contacted in case you cannot be reached (emergency contact). **Your child will not be released to anyone who is not specified by you on the emergency contact list.**

## SCHOOL INSURANCE

The school district does not provide insurance for students. Forms to purchase Student Accident Insurance through a private carrier will be sent home at the beginning of the school year.

## BICYCLES / SKATEBOARDS / SCOOTERS

Bicycles and scooters must be parked and locked in the designated areas. Only children in 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades may ride bicycles or scooters to school. All students riding a bike or scooter to school must complete a signed permit. Permits are available in the school office. A helmet must be worn at all times. Bicycles and scooters are not to be used on the school grounds **AT ANY TIME** (including the parking lot and sidewalks). Please walk your bike or scooter across campus. Always practice good safety rules. Obey traffic regulations. **SKATEBOARDS, ROLLER BLADES, AND "HEELIES" ARE NOT ALLOWED ON CAMPUS.** (This includes all not-school hours). The staff will not be responsible for the storage, damage, or theft of bikes, skateboards, or scooters. Students may not wait for parents or play in the bike area.

Students are responsible for their conduct both to and from school. (E.C. 44807, E.C. 48900f)

## BIRTHDAYS AND PARTIES

According to the SVUSD Student Wellness Policy, food is prohibited from being used to celebrate birthdays at school. The intention of this policy is to encourage healthy eating and improved student wellness. If you feel that you must recognize your child's birthday at school, we recommend sending in stickers, pencils, classroom book, or some other small instructional non-food item. We ask that you do not have flowers, balloons, gifts, etc., delivered to school as these are a distraction from the learning process. Students are asked not to pass out individual invitations to parties during the instructional day.

In support of the Simi Valley School Board Policy (AR5030) to provide a learning environment that promotes and protects children's health and ability to learn, the Student Wellness Policy establishes school site requirements for the nutritional quality of food and beverages served on campus. Activities involving food should occur after lunch, as all students must have access to purchase lunch in the cafeteria. Healthy snacks/food will be encouraged and requested on letters that go home to parents for donation. Please avoid donating foods for classroom activities that contain peanut products. "Sweet treats" cannot be distributed on campus during the instructional day.

## ELECTRONIC DEVICES/CELL PHONES

Computers are available for student use in all classrooms. The staff will work with parents and community members to develop a long-range technology plan for Hollow Hills and make recommendations for purchasing equipment as funds are available. Our goal is to continue the upgrade of technology at Hollow Hills Fundamental.

Students may bring a cell phone to school as long as it is turned off (including vibrate mode) and properly stored in their backpack, while on campus. All students who bring cell phones or electronic devices must complete the district's "Bring Your Own Device" policy. If students are using their cell phones/electronic devices in an unauthorized manner, the cell

phone/electronic device is confiscated, parents will be notified and must come in to the office in person to claim the cell phone/electronic device. Please note, though, that we cannot be responsible for personal property brought to school.

### **Simi Valley Unified School District Acceptable Use Policies (AUP) and Guidelines:**

Technology resources, including email, Internet access, school computers, and use of personal electronic portable devices are to be used for educational purposes only. Adherence to Board Policy is necessary for continued access to technological resources. To utilize portable devices on school campuses (i.e. Kindle, iPad, iPod, Nook, Smartphone, Netbook, Laptop, etc.), you and your child must agree to the Board Policy. The following are available online at [www.hollowhills.simivalleyusd.org](http://www.hollowhills.simivalleyusd.org) and at [www.simivalleyusd.org](http://www.simivalleyusd.org), in the Parents' Rights Handbook, and must be reviewed and authorized by the parent using the Aeries Parent Portal at the beginning of the year:

- SVUSD PARENTS' RIGHTS & ACCEPTABLE USE POLICY (AUP) Elementary K-6
- Permission form for World-Wide Web Publishing
- Pupil Records (cf. "Privacy & Information Rights" section of Parents' Rights Handbook)
- Computer & Internet AUP
- Consequences for violation of AUP
- SVUSD Portable Device Guidelines



### **STUDENT USE OF OFFICE PHONE**

The school phone is for business purposes. Students will be allowed to use the phone in emergencies only (illness, injury, etc.) Emergency situations that require contact of a parent will be handled by the school staff. Cell phones may be used to contact parents or guardians before or after school. Cell phones should not be turned on until the dismissal bell has rung.

### **STANDARDS OF BEHAVIOR AND SAFETY**

Hollow Hills' behavior standards are:

1. Every classroom teacher will have full authority for his/her classroom control.
2. Students shall respect the authority of ALL staff members, concentrate their efforts on learning, and treat everyone with courtesy.
3. Students will not be allowed to disrupt the learning of a class or of other students.
4. The following acts will NOT be accepted: use of inappropriate language, fighting, stealing, cheating, vandalism, intimidation, harassment or other destructive conduct. Students may be suspended for such acts, in accordance with School Board Policy and State Law.
5. Any item brought to school by students and deemed unsafe or used in an unsafe manner will be confiscated and parents notified.
6. A student bringing any object simulating a weapon will be subject to appropriate disciplinary actions, which may include suspension or expulsion.

### **DISCIPLINE POLICY (BP 5144)**

The Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet that school's needs.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Staff shall enforce disciplinary rules fairly, consistently and without discrimination.

### **Recess Restriction (EC44807.5, BP 5144):**

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.



### **Community Service:**

As part of, or instead of, disciplinary action, the Board, Superintendent, principal or principal's designee may, at his/her discretion, require a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during non-school hours. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth assistance programs. (Education 48900.6)

### **Reasons for Suspension (BP 5144.1):**

California Ed. Code, Board Policy and the specific reasons for suspension can be found on the SVUSD website, in the Parents' Rights Handbook, [www.simvalleyusd.org](http://www.simvalleyusd.org), Education Code sections 48900, 48900.2, 48900.3, 48900.4, 48900.7 can be found on [http://www.simvalleyusd.org/cms/page\\_view?d=x&piid=&vpid=1327924239084](http://www.simvalleyusd.org/cms/page_view?d=x&piid=&vpid=1327924239084)

### **ZERO TOLERANCE POLICY (AR 5131.71)**

According to Education Code (ED48915), students possessing, selling, or otherwise furnishing any knife, gun, explosive device or other dangerous object at school or school activities off school grounds shall be subject to discipline up to, and including expulsion, consistent with district policies and regulation, as well as state and federal law.

According to Education Code, no student may carry on their person or have in a backpack or purse any knife, gun, explosive device or other dangerous object. (This includes knives of any size). This also includes any look-alike weapons (water pistols, cap guns, poppers, fireworks).

Any student who possesses toy or imitation firearms, knives, explosive devices or dangerous objects at school or school activities off school grounds will be subject to discipline, up to and including suspension or expulsion. Any student that makes threats verbally, in written form or using technology will be subject to discipline up to and including suspension or expulsion.

### **SEXUAL HARASSMENT POLICY (BP 5144.2)**

The district has a sexual harassment policy that covers students and adults. This includes but is not limited to inappropriate jokes, hand gestures or name calling of a sexual nature. Any individual who believes there has been an act of harassment on the basis of gender against any person or group in any course, program or activity provided through the district, may file a complaint under state law. Students may be suspended or expelled for sexual harassment conduct and parents may be held financially liable for the conduct of their children. Complaints may be filed through district staff, the State Department of Education and/or the Office for Civil Rights (Calif. Code of Regulations, Title V212.) (Ed. Code 212.6, 48980(f). The Principal advises all students in Grades 3 – 6 of this policy at the start of each school year.

### **BULLYING/CYBERBULLYING/HARASSMENT (BP 5131.2 & 5131.3)**

The district will not tolerate behavior that infringes on the safety of the student. Any student shall not intimidate or harass another student through words or actions.

#### **Prohibited student conduct includes but is not limited to:**

- Conduct that endangers staff and/or students
- Conduct that disrupts the orderly classroom or school environment
- Harassment of students or staff, such as bullying, including cyberbullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering, in accordance with the section entitled "Bullying/Cyberbullying" below:

"Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships.

### **TOYS AT SCHOOL / PERSONAL BELONGINGS**

Please leave toys at home! This includes trading cards, playing card, electronic games, MP3 players, iPods, and devices of any kind. Cameras are considered toys and may not be brought to school. The safety of these items cannot be guaranteed and they tend to disrupt the classroom program. **As a reminder, toy weapons are a violation of the Zero Tolerance policy. See Ed Code 48900.** Students should not draw images of weapons or violent acts as these images would be considered inappropriate for school and may be considered a threat. Also, children should not bring candy or gum to school. Students are not allowed to sell candy, trading cards, or other items to their friends. Students are asked not to trade food and other personal items at school. If toys are brought to school, the teacher or principal will confiscate the toy and return it to the student after school, or the staff may keep the toy until a parent can pick it up.

All personal belongings such as glasses, coats, sweaters, backpacks, and lunch boxes should be clearly marked with your child's name. **The school is not responsible for lost, stolen, or damaged personal items.** It is the students/parents responsibility to check Lost and Found for missing items, which are donated to a charity if not collected at the end of each month.

## DAMAGE TO SCHOOL PROPERTY

Students are expected to treat school property in a caring and respectful manner. Students and parents will be held liable for any damage to school property. **Violations of this rule may result in serious disciplinary action.**

## CURRICULUM

Hollow Hills uses the same instructional materials and textbooks as other elementary schools in the district. All materials have been approved by the State Department of Education and adopted by the district.

For a list of the current approved curriculum materials for all grades and subjects in the Simi Valley Unified School District, please visit: <https://www.simivalleyusd.org/parents/curriculum>.



## ACADEMIC REQUIREMENTS

All assigned work, both class work and homework, **MUST** be completed and turned in by every student. Fundamental School students **DO NOT** have the option of receiving a “zero” for non-completion of assigned work. Work turned in after the due date will affect academic and social skills effort grades. Non-completed work is a basis for placing a student on probation. All student work must be completed with a **minimum** of 75% accuracy. Any piece of work which falls below the minimum acceptance level will be returned to the student to “fix and finish” prior to returning the assignment to the teacher.

### **Class Work:**

We feel that student work in the classroom offers the best chance for educational achievement to the individual student.

**Therefore, the minimum requirements for all students will be:**

- Regular attendance
- Arriving in class on time and ready to work
- All materials assembled - paper, pencil, books, etc.
- Follow class rules
- Make-up all missed work

If a student is absent from school due to illness, his/her parent may request classroom assignments. This request should go directly to the office. Please allow 24 hours to collect assignments from the teacher. Students have one day per day of absence to turn in make-up work due to a justified absence.

**Teachers are not required to provide make-up work for unjustified absences. (EC 48205)**

### **Daily Assignment Sheets:**

Assignment sheets will be maintained in grades K-2. Grades 3-6 will maintain agenda books. These are an important part of developing effective work habits and **MUST** be reviewed and signed nightly by a parent and returned to school on time the next day. When appropriate, teacher comments will be made as a means of communicating with the home. In this way, deficiencies or problems will be known as soon as they develop. **Parent signature indicates work was checked, evaluated and supervised by a parent or designee.**

A nightly review of the assignment sheet will tell a parent exactly what the student was assigned that day, and what has been assigned for homework. A few questions of the student, and/or a look at the student's work, should reveal if the assigned class work has been completed for that day. If the work was not completed at school, it will have to be completed at home, in addition to the homework assignment. Each teacher indicates to parents, either by notation on the assignment sheet or by a separate note, which work was not completed, or which was turned in at a less than acceptable level and must be brought up to an acceptable level and returned.

### **Homework (BP/AR 6154):**

Homework is a meaningful and regular part of the Hollow Hills Fundamental School program. The purpose of homework is to reinforce and apply skills students have learned, and develop student responsibility and good study habits. Homework must be completed neatly, reviewed by a parent and returned to the teacher **ON TIME**.

Students will receive homework on a regular basis. Time required will vary according to the grade level. The principal and staff at each school shall develop an overall school homework plan reflective of district policy. Each teacher shall develop a homework plan which includes specific guidelines for the assignment of homework. The plan shall provide parents/guardians with information as to how much time on homework will be expected and how homework relates to the student's grades. Teachers have the responsibility to instruct students on how to develop good study techniques, study habits and the skills needed to complete homework assignments such as reports and research.

### Homework for Elementary Grades

- Students should be expected to spend an average of 30 minutes daily on homework at the primary level and an average of 45 minutes daily at the intermediate level (4-6), four or five days a week. This does not include incomplete class work that needed to be finished or nightly reading for AR or Reports.
- Kindergarten homework assignments should stimulate students to talk often with their parents/guardians. Parents/guardians should be encouraged to read to their children.
- Homework assignments in grades 1-3 should promote the development of skills and encourage family participation. In grades 4-6, homework should continue to reinforce skill development and encourage family participation. Assignments should help develop good personal study habits and may include occasional special projects.
- Homework assignments should not require use of the Internet or other specialized materials unless sufficient time is allowed for students to access such resources from the library or another source.

### **Homework Help:**

Each student should have a specific time each day for home study. Teachers will develop a homework plan which includes specific guidelines for the assignment of homework. In addition to homework assignments, children should spend time reading or being read to every day. For your child to be successful with homework, he/she needs:

- **A place to do homework.** If possible, your child should do his/her homework in the same place each night (an uncluttered, quiet space to study).
- **A schedule for completing homework.** Set a homework schedule that fits in with each week's particular activities.
- **Encouragement, motivation, and prompting.** It is not a good idea to sit with your child and do homework with him/her. Your child needs to practice independently and to apply what he/she has learned in class. If your child consistently cannot complete homework assignments alone, please contact the teacher.
- **Understanding of the knowledge.** When your child is practicing a skill, ask which steps he/she finds difficult and easy and how he/she plans to improve speed and accuracy with the skill. If your child is working on a project, ask what knowledge he/she is using to complete the work. If your child consistently cannot answer these questions, please contact the teacher. In intermediate grades, if your child is working on a long-term multi-step project, help them break the task into smaller tasks with interim deadlines.
- **Reasonable time expectations.** If your child seems to be spending too much time each night on homework, please contact the teacher.
- **At bedtime.** When it is time to go to bed, please stop your child, even if he has not finished the homework.

## GRADING

Individual students will be held accountable for demonstrating maximum effort in completing and turning in all assigned work. Work will be returned to students and parents on a timely basis. Parents are expected to review all work sent home, as well as to initial and return periodic reports or student work when requested by the classroom teacher.

Each semester students in grades K-5 will receive numerical grades noting whether a student has met the grade level standards.

Report card grades will be given in accordance with district report card guidelines:

- |     |  |
|-----|--|
| 4 - | The learner exceeds grade level standards consistently. He/she applies and extends the key concepts, processes and skills for the standards. (EXCEEDED STANDARD)   |
| 3 - | The learner demonstrates a competent and adequate understanding of the grade level standards. He/she understands and applies the key concepts, processes and skills for the standards. (MET STANDARDS)     |
| 2 - | The learner is partially meeting grade level standards. He/she is making some progress toward understanding and applying most key concepts, processes and skills for the standards. (NEARLY MET STANDARDS) |
| 1 - | The learner does not meet grade level standards and /or does little or no work. He/she is at-risk for not meeting grade level standards by the end of the year. (DID NOT MEET STANDARDS)                   |

A developmental (non-graded) report card is used in kindergarten, first and second grades. Student progress is measured by the student's ability to master grade level content standards. Teachers will explain their grading practices in detail at Back-to-School Night and parent conferences.

6<sup>th</sup> Graders use the middle school curriculum and will be graded on the middle school grading scale. They will receive a middle school report card with letter grades. (A, B, C, D and F). **Academic dishonesty is a serious offense and will not be tolerated. Cheating and plagiarism will result in disciplinary action.**

## WHITE NOTES

"White Notes" are used to communicate academic and/or personal behavior that has failed to meet Hollow Hills' expectations. Students in the Fundamental School must complete ALL assigned class and homework and must maintain proper behavior at the Fundamental School. Standards specific to your child's teacher, will be discussed at Back-To-School Night.

## AWARDS

To help reinforce outstanding citizenship, work habits, effort and scholastic achievement, various types of awards are presented to students during the school year.

**\*\*\*GOLDEN BEAR CITIZENSHIP AWARD** One or more students from each classroom will be recognized for best representing and demonstrating the character trait for that month. During the Golden Bear Awards Assembly, each quarter the Outstanding Citizenship and Character Award recipients will be recognized for the character trait they best represented and demonstrated. To be eligible the student must demonstrate outstanding citizenship both in the classroom and on the playground and demonstrate and represent a specific character trait from the *Medal of Honor Character Program*. The student must not have any referrals or white notes from the teacher or campus supervisors. Students will be awarded this honor only once a year if they qualify.

**Academic Recognition** - Students may earn academic distinction at the end of the school year and may be recognized for their work habits and behavior each semester.

In grades K-2<sup>nd</sup> the students can earn a **SPECIAL RECOGNITION** award. To be eligible students must meet the homework and classwork objectives, and their AR goals. In 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade, students must have 3's or 4's on their standardized report cards and must not have any 1's or 2's to earn an **ACADEMIC EXCELLENCE AWARD**.

In 6<sup>th</sup> grade students must have at least a 3.5 grade point average to earn an **ACADEMIC EXCELLENCE AWARD** and 3.0 grade point average to earn an **ACADEMIC ACHIEVEMENT AWARD**. Students that earn straight 4's or "A's" on their report card will be recognized with a Golden Seal of Excellence on their certificate. Students in the 4<sup>th</sup>-6<sup>th</sup> grade can also earn the **OUTSTANDING WORK HABITS AWARD** if they have all "Outstandings" on their report card in the areas of work habits. Students earning Special Recognition will receive certificates at an awards assembly at the end of the school year.



**PRESIDENTIAL ACADEMIC AWARD** – Students completing their last year in elementary school have the opportunity to earn this prestigious award. In order to qualify, a student must have earned Academic Excellence in the 4<sup>th</sup> and 5<sup>th</sup> grades, and a CAASPP score of Met or Exceeded Standards in 4<sup>th</sup> and 5<sup>th</sup> grade. In addition they must have a grade point average of 3.5 in the first semester of 6<sup>th</sup> grade. Those students in 5<sup>th</sup> grade who have chosen to move on to middle school for 6<sup>th</sup> grade must also have earned Academic Excellence and a CAASPP score of Met or Exceeded Standards in 4<sup>th</sup> grade, along with the recommendation of both the teacher and the principal for 5<sup>th</sup> grade Academic Excellence.

## STUDENT COUNCIL

A student must be entering 5<sup>th</sup> or 6<sup>th</sup> grade and meet the Academic and Behavioral requirements set forth for our Student Council Officers. Officers will be required to fulfill the duties of their office for the entire year or they may be removed from office. Room representatives and committee members will also have requirements but those requirements will not be as stringent.

## STUDENT ASSESSMENTS

Testing is an integral part of any instructional program. It is an on-going process and aligned with the curriculum. School District assessments will be administered to all Simi Valley students (K-6) throughout the year. In addition, there will be classroom assessment throughout the year to provide information about student progress.

### CAASPP Testing:

The California Assessment on Student Performance and Progress (CAASPP) will be administered to students in grades 3 through 6. The tests are typically administered in April and May. Individual results are mailed to parents during the summer. These tests provide an overview of the entire student population and are used by teachers to determine areas of focus for the next school year.

### Physical Fitness Testing:

The *FITNESSGRAM*® (THE Physical Fitness Test) (PFT) is given to every fifth grade student in California public schools during the month of March. This test is a comprehensive, health-related physical fitness battery developed by The Cooper Institute. The test has six parts, and the primary goal of the *FITNESSGRAM*® is to assist students in establishing lifetime habits of regular physical activity. For more information on State Testing Programs, please visit the California Department of Education website at [www.cde.ca.gov](http://www.cde.ca.gov).

## TEXTBOOKS / INSTRUCTIONAL MATERIALS

Textbooks are a vital part of instruction at Hollow Hills Fundamental School. Students are expected to use their books in a caring and respectful manner. Textbooks are expensive and valuable "gifts" loaned to children by taxpayers as a part of California's free, public education.

Each school district receives a limited textbook budget based on the number of students enrolled at each school. All texts and workbooks (new and replacement copies) must be ordered from that budget.

All Hollow Hills Fundamental students are expected to follow this policy. Please read and review these rules carefully with your child:

1. All textbooks and instructional materials will be numbered / bar coded and assigned to a student and that number recorded on a book/instructional material card kept by the teacher.

2. All hardbound books **MUST** be covered with a book cover. Stretchy cloth or brown grocery bags make excellent covers. Books must remain covered at all times. Self-adhesive book covers cause damage to books and must ***NOT*** be used.
3. Students are responsible for all instructional materials issued to them during the school year. All lost or damaged materials must be paid for. All monies collected are recorded by the school and paid to the proper fund for replacement purposes. If a lost item is found, money paid will be refunded.

## KINDERGARTEN

Priority placement during the month of January is given to incoming kindergarten students who will have an older sibling already attending Hollow Hills Fundamental. Parents of such children must complete the application process during January. Such applications not received by **4:00 p.m. on the last school day in January** will be placed in a lottery pool along with all other incoming Kindergarteners.

Applications for kindergarten from parents who will **NOT** have older siblings attending Hollow Hills Fundamental in August will be placed in a lottery for any available openings during the month of February.

## BREAKFAST AND LUNCH

Hollow Hills Fundamental offers a satellite hot lunch program. Food is prepared off-campus, individually packaged and brought to the school. **If your student will be arriving late to school and will be needing a cafeteria lunch, you must call the office and order the lunch prior to 9:00 a.m.**

**Breakfast:** Breakfast is served daily from 7:45am - 8:00am. Students who wish to eat breakfast on campus should enter campus near the lunch table area. Students are expected to eat at the lunch tables and are excused to go to the blacktop once they have finished eating breakfast.

**Lunch:** All students are expected to eat lunch each school day. Hollow Hills does not accept food deliveries from food delivery companies such as Uber Eats and DoorDash. Parents are welcome to deliver forgotten lunches to school or students who may have forgotten their lunch at home may receive a lunch from our cafeteria.

For information on the SVUSD school breakfast and lunch menus and current pricing, please visit <https://www.simivalleyusd.org/district/welcome-to-child-nutrition>. SVUSD also has made available an online payment program available at [www.myschoolbucks.com](http://www.myschoolbucks.com). This site allows parents to check the number of lunches, make online payments, etc.

## ANIMALS ON CAMPUS (BP6163.2)

**Please leave your animals at home when you are dropping off or picking up your student.**

*Animals, except approved service/therapy animals, are not allowed on campus for safety and sanitation reasons.*

## QUESTIONS FOR THE PRINCIPAL

Please call the school office to set-up an appointment or to leave a telephone message for the principal. He will make every attempt to return messages within 24 hours, but off-site meetings and conferences may delay his response time. Parents may also leave a note or E-mail the principal regarding their concern at [heather.godfrey@simivalleyusd.org](mailto:heather.godfrey@simivalleyusd.org).

For classroom related concerns, **contact your child's teacher first** as most concerns are quickly resolved through parent/teacher communication.

## PARENT INVOLVEMENT OPPORTUNITIES

If you are interested in becoming a school volunteer, please contact the office. **A Volunteer Information Form, a copy of your driver's license and the signed Volunteer Handbook Acknowledgement page must be on file in the Principal's office.** **Volunteers are expected to dress appropriately and follow all school rules. Due to SVUSD policy, younger siblings are not allowed on campus while parents are volunteering.** Please refrain from using a cell phone while on campus. Your cooperation is always greatly appreciated.

Parents are invited to become actively involved in their child's education at Hollow Hills. Our teachers welcome and encourage parent volunteers. Each teacher's need for, and use of, parent volunteers will be covered during Back-to-School Night presentations. Classroom volunteers may sign up for such positions as room parent, library assistant, classroom assistants or to assist with the preparation of instructional materials. Volunteers in the classroom are at the discretion of the teacher for assignments and time (s) needed.

School Site Council is comprised of the principal, representatives of the school staff and parent representatives. The responsibility of School Site Council is to review the implementation of the school improvement program and to assess the effectiveness of the program. School Site Council meets throughout the school year. Please contact your school's principal if you are interested in serving on School Site Council.

Hollow Hills Parent Teacher Association supports the educational program by providing extensive enrichment and involvement activities throughout the year. We encourage all families to become a PTA member.

## CLASSROOM VISITATION (AR 1250.1)

Parents are welcome at school but **MUST** visit the office to obtain a classroom pass. Please make arrangements for younger siblings, as siblings should not be on campus during the school day. Students attending other schools will not be allowed on campus during the school day. No unauthorized adult will be allowed on campus. Volunteer forms, Volunteer Handbooks and instructions are available through the office or the district website: [www.simivalleyusd.org](http://www.simivalleyusd.org)

Whenever a parent wishes to visit his/her child's classroom for purposes of observation, it is required that you contact the office and **obtain approval from the principal and teacher in advance of the day of your intended observation**. Upon arrival at school, go to the school office and sign in and receive a visitor's badge. Classroom observations are limited to 20 minutes.

## SCHOOL RULES

### BEFORE SCHOOL

Supervision is provided for students beginning at 7:45 a.m. at which times the gates will be unlocked. **Students will not be allowed on the grounds prior to 7:45 a.m. Students arriving from 7:45 – 8:07 a.m. are to report directly to the appropriate playground area.**

### PLAYGROUND RULES

1. Stay on assigned playground.
2. Get a drink and go to the restroom before the lineup bell rings.
3. Play games in proper areas and use equipment according to school rules.
4. Snacks are to be eaten by the trash cans on playground.
5. A pass is required to leave the playground.
6. Stop playing when the line-up bell rings or campus supervisors blow their whistle.



### LUNCH RULES

Students are to obey Campus Supervisors. Repeated problems will result in being denied the opportunity to eat in the cafeteria (or at the lunch tables) and /or suspension from school.

1. Wait quietly in line.
2. Every student is to eat a lunch brought from home or purchased from the cafeteria.
3. Eat at assigned tables, when necessary.
4. Students may not sell food, trade food, or eat another student's lunch.
5. Be seated, and remain seated, until excused by campus supervisors.
6. Talk quietly.
7. Clean assigned table area.
8. When excused, deposit trash in trash barrel.
9. Walk to assigned playground.
10. Leave lunch box outside the classroom door or in containers designated for that purpose.
11. Food fights, throwing food or other items will result in disciplinary action.



### ASSEMBLY RULES

1. Sit where directed.
2. Enter and leave quietly.
3. Give courteous attention to speaker or program.
4. Remain silent during presentation.
5. Demonstrate appreciation by clapping.

### DISMISSAL RULES

1. Clean up desk and floor space.
2. Take all your belongings and books required for homework.
3. When dismissed from class, go directly to your designated pick-up area (picnic tables or Erringer Rd) and to wait for your parent. Do not play on the playground equipment.
4. Students participating in after-school enrichment programs should report immediately to the programs assigned area.