

**HOLLOW HILLS
FUNDAMENTAL SCHOOL**
Leading with HONOR, Full STEAM Ahead
www.hollowhills.simivalleyusd.org

HOLLOW HILLS FUNDAMENTAL SCHOOL 2026-27

August	12	First Day of School - School Starts at 8:10 am - Dismissal at 2:30 pm
	20	K - 5 Back to School Night – Regular Thursday Dismissal at 1:40 pm
September	4	Minimum Day - All Grades Dismissed at 1:05 pm
	7	Holiday – No School (Labor Day)
	21	Local Holiday – No School (Yom Kippur)
October	19 – 26	Parent /Teacher Conferences – All Grades Dismissed at 1:05 pm
	30	Non-Student Day - Staff Development
November	11	Holiday – No School (Veterans Day)
	23 – 27	Thanksgiving Recess
December	1 – 17	Kindergarten Sibling Registration
	17	Last Day of the 1 st Semester - All Grades Dismissed at 1:05 pm
	18 - Jan 1	Winter Recess
January	4 – 5	Non-Student Days – Teacher Prep and Staff Development
	6	Classes Resume
	5 – 15	Kindergarten Lottery Applications Available
	18	Holiday – No School (Martin L. King Jr. Day)
February	12	Non-Student Day - Staff Development
	15	Holiday – No School (President’s Day)
March	16 – 17	Parent/Teacher Conferences- All Grades Dismissed at 1:05 pm
	26	Local Holiday – No School (Good Friday)
	29 – Apr 5	Spring Break
April	8	Open House - Regular Thursday Dismissal at 1:40 pm
May	21	Field Day - Regular Dismissal at 2:30 pm
	28	HH Salutes America – All Grades Dismissed at 1:05 pm
	31	Holiday – No School (Memorial Day)
June	4	Last Day of School – All Students Dismissed at 12:10 pm 5 th Grade Culmination at 8:30 am

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

HOLLOW HILLS STAFF

Principal	Mrs. Heather Godfrey	heather.godfrey@simivalleyusd.org
Teacher	Mrs. Eryn Barona	eryn.barona@simivalleyusd.org
Teacher	Miss Delaney Bevan	delaney.bevan@simivalleyusd.org
Teacher	Ms. Brandy Burg	brandy.burg@simivalleyusd.org
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Teacher	Ms. Beth Wight	bethany.wight@simivalleyusd.org
PLC Coach	Miss Caroline Hardeman	caroline.hardeman@simivalleyusd.org
Office Manager	Mrs. Jennifer Clark	jennifer.clark@simivalleyusd.org
Attendance Clerk	Mrs. Elizabeth Leonhardt	elizabeth.leonhardt@simivalleyusd.org
Health Clerk	Mrs. Carie Clunis	carie.clunis@simivalleyusd.org
Nurse	Mrs. Lisa Kelly	lisa.kelly@simivalleyusd.org
Resource Specialist	TBD	TBD
Interventionist	Ms. Alea Nickerson	alea.nickerson@simivalleyusd.org
Psychologist	Mrs. Beth Kubo	beth.kubo@simivalleyusd.org
Speech Therapist	Ms. Kristin Klenck	kristin.klenck@simivalleyusd.org

SUPPORT STAFF:

Cafeteria Manager
 Librarian
 Instructional Aide
 Custodians
 Campus Supervisors

Mr. Karu Wedhas
 Mrs. Nicole Connolly
 Mrs. Padmaja Subramanian
 Mr. Phil Johnson, Mr. Berle Spurlock
 Rose Clark, Angelica Gomez, Kauanoe Guzman,
 Tricia Jelinek, Elizabeth Katona, Debbie Sanchez

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 WHO DO NOT ATTEND HOLLOW HILLS CANNOT BE ON CAMPUS DURING SCHOOL HOURS.

SCHOOL VISION

To create a supportive, caring, and fun learning environment where all students will learn at high levels, acquiring the knowledge and skills necessary for each student to achieve their personal best.

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. Hollow Hills is committed to cultivating leadership skills in every student by embedding the core values of the Medal of Honor: courage, integrity, commitment, sacrifice, citizenship, and patriotism into all aspects of learning. Through a dynamic and integrated STEAM (Science, Technology, Engineering, Arts and Mathematics) approach, students are empowered to think critically, collaborate effectively, and lead with purpose. Our focus on character and innovation prepares students to become thoughtful, ethical leaders ready to make a positive impact in their communities and beyond.

FUNDAMENTAL SCHOOL EXPECTATIONS

The Fundamental School Program

The fundamental school program offers an alternative educational opportunity for elementary students within the Simi Valley Unified School District. Enrollment is open to all elementary-aged students who reside within the district boundaries. Families who choose to enroll in the fundamental school do so voluntarily and, as such, agree to support the school's educational philosophy and adhere to its established policies and expectations. The program is built on a strong partnership between home and school, recognizing that student success is best achieved when parents, staff, and students work together.

Program Goals

- **Shared Commitment:** Students, staff and parents will work in partnership to uphold a shared commitment to academic excellence and personal growth by following the school's rules and expectations. Parents agree to actively support and uphold school policies, reinforce expectations at home, and collaborate with staff to promote a positive and respectful learning environment for all students.
- **Character Development:** Students will be expected to model the highest standards of personal ethics, guided by the core values of the Medal of Honor: Citizenship, Courage, Commitment, Patriotism, Sacrifice and Integrity.
- **Academic Mastery:** Students will be supported in achieving mastery of the California State Standards through a rigorous and engaging academic program.
- **Leadership and Responsibility:** The school emphasizes the development of student leadership by fostering responsibility, accountability and active participation in both academics and behavior. Parents play a critical role in this process by partnering with the school to guide and reinforce these values at home.

EXPECTATIONS OF STUDENTS

As members of the Hollow Hills Fundamental School community, students are expected to lead with integrity, take responsibility for their actions and strive for excellence, guided by the Medal of Honor values.

At School, students will:

- Show respect for all adults and peers by following classroom and school rules.
- Take the initiative in their learning by completing classroom and homework on time and doing their best.
- Practice self-discipline, using appropriate words, actions, and body language.
- Demonstrate perseverance and learn from mistakes.
- Be in the right place, at the right time, ready to learn.
- Dress appropriately for a focused learning environment.
- Follow the **Golden Bear Code** and live out leadership habits daily.

At Home, students will:

- Take responsibility for delivering and returning school communications.
- Complete homework with care and effort.
- Partner with parents to reinforce school expectations and leadership values at home.

EXPECTATIONS OF PARENTS

Parent Partnership Expectations

At Hollow Hills Fundamental School, we believe that strong partnerships between home and school are essential to cultivating student leadership and academic success. Parents who choose to enroll in the fundamental program commit to supporting our shared vision of developing responsible, respectful, and self-directed learners, guided by the Medal of Honor values.

As partners in your child's education, parents agree to:

- **Support school programs and values** by reinforcing expectations for behavior, responsibility, and leadership both at home and at school.
- **Attend key school events** such as Back-to-School Night, Open House, and parent-teacher conferences to stay engaged in your child's progress and classroom goals.
- **Communicate respectfully and proactively** by working collaboratively with teachers to support learning goals and address concerns. Parents agree to communicate concerns directly with the teacher in a respectful manner, focused on understanding and resolution, prior to involving school administration.
- **Foster a positive learning environment at home** by providing time, space, and support for completing homework and preparing for school each day.
- **Promote student responsibility** by encouraging your child to take ownership of their behavior, academic progress, and school commitments.
- **Model school pride and involvement** by participating in school activities, events, and volunteer opportunities when possible.
- **Ensure regular, on-time attendance** and help your child arrive ready to learn with a positive attitude.
- **Review school rules and policies** together with your child to ensure a clear understanding of expectations.
- **Support campus safety** by following all traffic and drop-off/pick-up guidelines.

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 on the passenger side WITHOUT parents exiting the vehicle and without opening the trunk. Parents must stay in the 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

SCHOOL HOURS

ALL GRADES:	M, T, W, F:	8:10 – 2:30	Lunch Schedule	Kinder	11:00 – 11:45
	Thursday Only:	8:10 – 1:40		1 st	11:23–12:08
				2 nd – 3 rd	11:45 – 12:30
Minimum Days for ALL GRADES:		1:05pm		4 th – 5 th	12:30 – 1:15
Last Day of School for ALL GRADES:		12:10pm			

CAMPUS SUPERVISION

Students may not be on campus prior to 7:45 am. Campus supervisors will open gates and supervise students on the blacktop. Kindergarten students should be on the Kindergarten blacktop. Grades 1-5 should be on the main blacktop. 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 2:55pm on Mondays, Tuesdays, Wednesdays and Fridays and by 2:05pm on Thursdays.** 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 lunch tables or at the top of the stairs on Erringer Road for pick-up. This is for your child's safety.

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are essential to your child's academic success and overall growth. Students are expected to attend school every day unless they are ill or a family emergency arises. Arriving on time is equally important, as morning routines help students settle in, receive important information, and prepare for a productive day of learning.

While students may make up work missed due to excused absences, no assignment can fully replace the value of in-class instruction, discussion, collaboration, and engagement. In addition, certain classroom activities, projects, experiments, presentations, and hands-on learning experiences may not be able to be replicated or made up due to the materials, preparation, and instructional time involved.

Teachers are not required to prepare assignments in advance or provide make-up work for unexcused or extended absences. Please note that absences for personal travel are considered unexcused, and students may not receive all missed work in advance.

For additional information regarding what qualifies as an excused or unexcused absence, please visit the Simi Valley Unified School District's Positive School Attendance page:
<https://www.simivalleyusd.org/district/educational-services/instruction-and-pupil-services/positive-school-attendance>

We appreciate your partnership in supporting your child's education by prioritizing consistent attendance and minimizing unnecessary absences whenever possible.

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. 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 truanties. **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 doctor and dentist appointments should be scheduled in the afternoon or, preferably, after school hours to minimize disruption to learning. If this is not possible, students must be signed out through the school office. Children will only be dismissed from the classroom once a parent or guardian has checked in at the office.

The morning is the most critical part of the school day, where foundational learning and routines take place. Students are responsible for making up all work missed during absences. For each day absent, students are allowed two days to complete and submit makeup assignments. Late submissions may impact effort grades.

Makeup work and assignments will only be sent home after a student has been absent for three or more consecutive school days. Please note that the school does not receive State funding for days when a student is absent.

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 lunch and will be arriving after that time.

ATTENDANCE MONITORING SYSTEM

School Status Attend – (previously known as Attention2Attendance) This is an online attendance monitoring system implemented by the Simi Valley Unified School District. The purpose of this attendance monitoring system is to improve effectiveness as it relates to the early stages of the SARB process. School Status Attend 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 12 excused absences at the elementary level and/or 60 (based on 6 periods) or 84 (based on 7 periods) periods of excused absences. At this point, *verification from a physician will be required to clear absences moving forward.* (*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 the 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 beachwear, halters, tank-tops, bare-stomached, stretch or crop tops. Undergarments may not be visible.
- Appropriately sized t-shirts must be worn. The 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 and/or are depicting movies or television that are not age appropriate (i.e. above rating of G) 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. Baseball hats may not be worn backwards. 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.
- Necklaces/chains are discouraged due to safety concerns. If a student opts to wear a necklace/chain, the chain must not be longer than 18 inches in length.
- 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 will be based on severity of infraction and may include but not limited to:

- Warning and a Dress Code violation is sent home for the parent to sign.
- Call parent to inform and bring a change of clothes.
- 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 a 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. **The 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 campus; 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

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 3rd, 4th, 5th, and 6th 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 non-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 in 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

Technology with Intention: All students will have access to a computer/laptop in the classroom under the direct supervision of the teacher. Student laptops are not permitted to be used on campus outside of the classroom. Hollow Hills is committed to providing direct instruction on the use of technology as a tool in the classroom to prepare students for success in school and life.

Students are permitted to bring cell phones and electronic devices, including smartwatches, to school; however, all devices must be **turned off completely (not on vibrate)** and **stored securely in backpacks** while on campus. **Wireless earbuds (such as AirPods) are not permitted at school.**

The use of personal electronic devices during the school day is discouraged. **The school is not responsible for any lost, damaged, or stolen devices.** Students who choose to bring electronics do so at their own risk and must follow all school guidelines regarding their use and storage.

SMART WATCHES AND PHONES ARE NOT PERMITTED AND MUST BE STORED IN THE 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 phone/smart watch/electronic device in an unauthorized manner, such as having it out and not stored in their backpack, the cell phone/smart watch/electronic device will be confiscated, parents will be notified and must come into the office in person to claim the cell phone/smart watch/electronic device. Please note 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 and at 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-5
- 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, at the designated area (bench outside the office).

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. Students may not sell items on campus.
7. 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 is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and responding appropriately to student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies for responding to student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

SCHOOL AND/OR PTA SPONSORED CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES/EVENTS

Participation in co-curricular and extracurricular activities and events sponsored by the school or PTA are privileges reserved for students who are meeting the Hollow Hills behavioral expectations. School administration reserves the right to limit or revoke the privilege of participating in any co-curricular and/or extracurricular activity/event for students who are not meeting Hollow Hills behavioral expectations. These activities and events include but are not limited to Family Fun Fair, Club Hollow Hills, Variety Show (participation and/or attendance), STEAM Nights/Activities, Assemblies, Collaboratory access at recess, music class, STEAM class, Field Day, Picnics, etc.

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, Education Code sections 48900, 48900.2, 48900.3, 48900.4, 48900.7 can be found on http://www.simivalleyusd.org/cms/page_view?d=x&piid=&vpid=1327924239084

DANGEROUS INSTRUMENTS/WEAPONS (AR 5131.7)

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 Governing Board is committed to maintaining a safe environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feels that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

BULLYING/CYBERBULLYING/HARASSMENT (BP 5131.2)

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images, which may be shared, sent, or posted publicly. Cyberbullying may include, but is not limited to, personal or private information that causes humiliation, false or negative information to discredit or disparage, or threats of physical harm. Cyberbullying may also include breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying: An act that occurs on electronic devices such as computers, tablets, or cell phones, such as sending demeaning or hateful text messages, direct messages or public posts on social media apps, gaming forums, or emails, spreading rumors by email or by posting on social networking sites, shaming or humiliating by allowing others to view, participate in, or share disparaging or harmful content, or posting or sharing embarrassing photos, videos, website, or fake profiles

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

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 Fundamental School follows the use of **District-adopted curriculum** as required for all elementary schools in the Simi Valley Unified School District. All instructional materials and textbooks have been approved by the California State Department of Education and formally adopted by the district. While teachers may **supplement the core curriculum to support student learning**, these materials **do not supplant the required district-adopted programs.**

For a complete list of current approved curriculum materials by grade level and subject, 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. For every day of justified absence, students are given two days to complete make-up work.

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 (4-5), 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 4-5, 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 and Student Responsibility

Homework is an essential part of reinforcing classroom learning and helping students build responsibility, independence, and perseverance—key traits aligned with the **Medal of Honor values of Commitment, Integrity, and Courage**. At Hollow Hills, we believe that **students should take ownership of their learning**, with parents playing a vital role in supporting and nurturing that responsibility at home.

Teachers will provide a homework plan that outlines expectations and guidelines for assignments. In addition to completing assigned work, students are encouraged to read or be read to daily.

To support your child's success and promote responsibility for learning, please consider the following:

- **Establish a consistent homework routine.** Help your child choose a quiet, clutter-free space and set a regular time each day for studying.
- **Promote independence.** Encourage your child to complete homework on their own, offering support only when needed. Homework is a chance for students to practice and apply skills independently. If your child regularly struggles to complete assignments without help, please reach out to the teacher.
- **Foster reflection and understanding.** Ask your child to explain what they're learning, what parts are challenging, and how they plan to improve. This builds confidence and accountability. For long-term projects, guide them in breaking tasks into smaller, manageable steps.
- **Set realistic time limits.** If your child is consistently spending too much time on homework, contact the teacher to discuss adjustments.
- **Honor healthy boundaries.** If homework is not completed by bedtime, prioritize rest. Learning is best supported when students are well-rested.

By promoting consistent routines and encouraging your child to meet challenges with integrity and effort, you help lay the foundation for lifelong learning and leadership.

GRADING

Individual students will be held accountable to demonstrate 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)

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.

ACADEMIC HONESTY

Hollow Hills and the SVUSD Governing Board believe that academic honesty and personal integrity are fundamental components of a student's education and character development. Students are expected not to lie, cheat, plagiarize or commit other acts of academic dishonesty. Academic dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. Dishonesty can occur within traditional paper/pencil activities and through the use of technology such as online assignments, labs, quizzes, projects and tests. Dishonesty during tests includes unauthorized communicating, copying materials, or allowing another student to copy, using prohibited notes or devices, obtaining prior knowledge of test content, and/or removing or distributing all or part of any test. Copying another person's assignment, plagiarism, or submitting a paper or project which is not one's own work, and submitting falsified information for grading purposes are also examples of dishonesty.

Primary Grades (K-3):

- When the teacher becomes aware of a child's dishonesty, the teacher will take corrective measures and notify parents of the infraction. Teacher will submit a white note (referral) to the principal.

Upper Grades (4-5):

- First offense: The teacher will conference with the student, notify parent, and submit white note (referral) to the principal. Teacher may provide the student with an alternative assignment/assessment for partial credit.
- Second offense: The teacher will conference with the student, notify parent, and submit white note (referral) to the principal. The student will receive a failing grade on the assignment. The principal will place the student on an Academic Honesty Contract 1.
- Third offense: The teacher will conference with the student, notify the parent and submit a white note (referral) to the principal. The student will receive a zero on the assignment. The principal will place the student on an Academic Honesty Contract 2 and a parent/student conference will be held.

Academic dishonesty (5131.9) 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 Medal of Honor values. During the Golden Bear Awards Assembly, each quarter, the Golden Bear Award recipients will be recognized for the Medal of Honor value(s) they best represented and demonstrated. To be eligible, the student must demonstrate the Medal of Honor values both in the classroom and on the playground to a level that is above and beyond their peers. 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 be recognized for their work habits and behavior each semester. Additionally, student can earn academic distinction at the end of the school year.

K – 2nd Grades - Special Recognition Award: To be eligible for a Special Recognition Award, students must meet the homework and classroom objectives set by their teacher as well as their AR goals.

Grades 3rd – 5th Academic Excellence Award: To be eligible for an Academic Excellence Award, students must have 3’s or 4’s on their standardized report cards and must not have any 1’s or 2’s. Students who earn straight 4’s on their report card will be recognized with a *Golden Seal of Excellence* on their certificate as well.



PRESIDENTIAL ACADEMIC AWARD – 5TH GRADE: In order to qualify for this prestigious award, a student must have earned Academic Excellence in both semesters of 4th grade and first semester of 5th grade as well as CAASPP score of Met or Exceeded Standards in ELA and Math in 4th grade.

STUDENT COUNCIL

A student must be entering 4th or 5th 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 the office. Room representatives and committee members must also be in good standing in the areas of academics, behavior and attendance as determined by the principal. Participation in Student Council as an officer or classroom representative is a privilege and students are expected to follow Hollow Hills behavioral and academic standards as well as the Medal of Honor values while serving in this capacity.

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-5) throughout the year. In addition, there will be classroom assessments 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 5. 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. Please note that students must participate in CAASPP testing and score *meet or exceed standards* in the 4th grade in order to qualify for the Presidential Award in 5th grade.

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.

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 December 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 December. Such applications not received by **4:00 p.m. on the last school day in December** 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 January.

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 lunch from our cafeteria. **Parents, please deliver lunches to the front gate.**

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. 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.

Please be reminded that our Gibson parking lot, front gate, kindergarten gate, lunch table gate and the sidewalks outside the school gates in these areas are school property and therefore, animals are not permitted.

QUESTIONS FOR THE PRINCIPAL

Please call the school office to set up an appointment or to leave a telephone message for the principal. She will make every attempt to return messages within 24 hours, but off-site meetings and conferences may delay her response time. Parents may also leave a note or E-mail the principal regarding their concern at 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.

Parent volunteers must be under the direct supervision of a certificated teacher while serving on campus. Therefore, parents may not eat lunch with their children and/or spend time with their children during recess. Parents who wish to have lunch with their children following or prior to their volunteer service may "check-out" their child for lunch/recess and check them back into school upon their return.

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)

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

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 7:45am, at which times the gates will be unlocked. **Students will not be allowed on the grounds prior to 7:45am. Students arriving from 7:45 – 8:07am are to report directly to the appropriate blacktop/playground area.**

PLAYGROUND RULES

Students are expected to make safe, kind, and responsible choices that reflect our Golden Bear values.



Golden Bear Playground Expectations:

1. Lead with responsibility. Stay in your assigned playground area and follow all safety guidelines.
2. Plan ahead. Use the restroom and get water before the lineup bell rings. Be prepared and proactive.
3. Play with integrity. Use equipment safely and follow school rules for all games and activities. Include others and settle conflicts peacefully.
4. Respect our environment. Eat snacks only in the designated areas—near benches, tables, or by the trash cans—and always clean up after yourself.
5. Be accountable. You must have a pass to leave the playground during recess.
6. Respond with self-control. When the whistle blows or the lineup bell rings, stop playing immediately and walk calmly to your class line, showing Courage and Respect for the rules and the adults leading you.

LUNCH RULES

Students are expected to demonstrate Respect, Citizenship, and Integrity by following the directions of Campus Supervisors and treating them, and one another, with kindness at all times.

Golden Bear Lunch Expectations:

1. Lead with patience. Wait quietly and respectfully in line for your turn.
2. Eat responsibly. Every student must eat their own lunch, whether brought from home or purchased from the cafeteria.
3. Honor others. Do not sell, trade, or share food. Eating another student's lunch is not permitted and goes against Integrity and Respect.
4. Be seated like a leader. Stay seated while eating and wait to be excused by a Campus Supervisor.
5. Use a respectful voice. Keep conversations at a quiet volume to maintain a calm environment.
6. Take pride in your space. Clean your table area and be a role model for Citizenship.
7. Dispose of trash properly. When excused, throw away all trash in the designated containers.
8. Transition calmly. Walk directly to the assigned playground area after lunch.
9. Store belongings responsibly. Place lunch boxes outside the classroom door or in designated containers.
10. Show self-control. Throwing food or objects is strictly prohibited and will result in disciplinary action.

Golden Bears lead by example. Let's use lunchtime to practice responsibility, kindness, and honor—just like we do in every other part of our school day.

ASSEMBLY RULES

As leaders in Golden Bear Country, we show Respect, Responsibility, and Integrity during assemblies by following these expectations:

1. Enter quietly and with purpose. Walk in calmly with your class, demonstrating self-control and respect for others.
2. Sit like a leader. Stay seated on your bottom with your eyes forward, hands and feet to yourself, and your body calm.
3. Listen with integrity. Show respect by actively listening to the speaker or performance without talking or distracting others.
4. Respond appropriately. Clap to show appreciation when it is time—no shouting or interrupting. Show Citizenship by encouraging others through your good example.
5. Honor the presenter. Whether it's a guest speaker or a classmate, show Courage and Courtesy by treating them how you would want to be treated if you were on stage.
6. Follow directions the first time. Trust and follow the guidance of all adults during the assembly, including your teacher and Campus Supervisors.
7. Exit with pride. Stay seated until your teacher dismisses you, then walk out respectfully, continuing to model Golden Bear leadership.

At Hollow Hills, we lead with honor in all we do, even in the audience.

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 (lunch tables, Erringer Rd or back gate) 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 program's assigned area.
5. Students should be picked up by 2:55pm on Mondays, Tuesdays, Wednesdays & Fridays and by 2:05pm on Thursdays.