



Hidden Hills Elementary School

12995 Harcourt Way

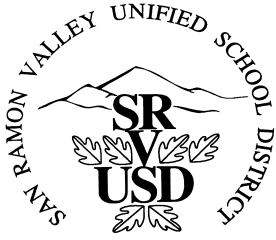
Parent/ Student Handbook

2023- 2024



Melodie Huynh, Principal

Donna Reed, Office Manager



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
HIDDEN HILLS ELEMENTARY SCHOOL
12995 Harcourt Way, San Ramon, California 94582
Melodie Huynh, Principal
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Dear Hidden Hills Parents and Guardians,

On behalf of the entire staff, I would like to extend a warm welcome to the 2023-2024 school year!

As a member of the Hidden Hills family, you are part of a truly remarkable community. Our dedicated staff, supportive families, and motivated students combine together to create an exceptional learning environment. It is my goal to ensure that your child has the best possible experience this year. I will be working alongside each teacher to discover the very best within each child, academically, artistically, socially, and emotionally.

At Hidden Hills, you will be surrounded by staff who are deeply committed to your child's success and cherish the uniqueness of each individual student. You are also at a school that will challenge your child daily. Students will be asked to ponder, examine, create, and work closely and collaboratively with their peers. They will be asked to make good decisions, and we will challenge them to develop healthy habits of mind, body and heart. Sometimes this work will seem easy. Other times, it may seem as though we are asking a lot, but we do so because we believe in the capabilities of each and every student on our campus. We know that every single student has talents waiting to be discovered and shared. Your child's time at Hidden Hills will be filled with new challenges, tremendous personal growth, and the opportunity to build lasting friendships.

Ongoing communication is one of the most important factors in helping the year go as smoothly as possible. Although our school primarily shares information via email, some notices will go home in hard copy format. Your child will be provided with a "Friday Folder" that will contain documents needing your attention. Please check this folder each Friday, and return it to school on Monday. In addition to your individual classroom updates, please read through our electronic newsletter, The Hawk Alert, each Friday. Our Parent Teacher Association (PTA) and HH Education Foundation (EdFund) also regularly send out information to ensure that you know what is going on here at school.

This handbook was designed to further increase communication and share school and district policies with our families. While every attempt has been made to be thorough, we could not possibly include everything that happens throughout the school year. Please use it as a guide, and do not hesitate to call with any questions! Although teachers review this information with their classes, it is important that parents read and discuss this information with their children. I hope that you find it to be a valuable resource! Please take a moment to sign and return the attached slip (the last page), acknowledging that you and your child have discussed the contents. The classroom teacher will collect the acknowledgement slip before August 25. Please keep this book handy so you can refer to it throughout the school year.

The Hidden Hills staff will work toward our goal of providing an exciting and challenging education for all of our students. This is a collaborative process, which requires the teamwork of staff, parents, and students alike. Communication is the key to making this happen. My door is always open!

Welcome to the new school year! Let's make it our best year ever!

Melodie Huynh, Hidden Hills Principal



Thank YOU for reinforcing these beliefs at home!

Hidden Hills Bell Schedule 2023-2024

Regular and Adjusted Wednesdays
Grades 1-5 Beginning of the Year Assessment Window:
8/11, 8/14, 8/15, 8/17, 8/18
8:00 AM-1:25 PM



GRADE 1-

Monday, Tuesday, Thursday, Friday

8:00	AM Readers Begin
8:40	PM Readers begin
9:40- 9:55	RECESS
12:10- 12:30	LUNCH
12:30- 12:50	LUNCH RECESS
1:50	AM Readers dismissed
2:30	PM Readers dismissed

Wednesday Schedule (adjusted day)

8:00	Class Begins for ALL Students
9:40- 9:55	RECESS
11:20- 11:35	LUNCH
11:35- 11:50	LUNCH RECESS
12:50	All students dismissed

GRADE 2-

Monday, Tuesday, Thursday, Friday

8:00	Class Begins
10:00- 10:15	RECESS
12:10- 12:30	LUNCH
12:30- 12:50	LUNCH RECESS
1:40- 1:50	RECESS
2:30	Students dismissed

Wednesday only (adjusted day)

8:00	Class Begins
10:00- 10:15	RECESS
11:20- 11:35	LUNCH
11:35- 11:50	LUNCH RECESS
12:50	Students dismissed

GRADE 3

Monday, Tuesday, Thursday, Friday

8:00	Class Begins
10:00- 10:15	RECESS
12:10- 12:30	LUNCH RECESS
12:30- 12:50	LUNCH
1:40- 1:50	RECESS
2:30	Students dismissed

Wednesday only (adjusted day)

8:00	Class Begins
10:00- 10:15	RECESS
11:20- 11:35	LUNCH RECESS
11:35- 11:50	LUNCH
12:50	Dismissal

GRADE 4

Monday, Tuesday, Thursday, Friday

8:00	Class Begins
10:20-10:35	RECESS
12:50- 1:10	LUNCH
1:10- 1:30	LUNCH RECESS
2:30	Students dismissed

Wednesday only (adjusted day)

8:00	Class Begins
10:20- 10:30	RECESS
11:50- 12:05	LUNCH
12:05- 12:20	LUNCH RECESS
12:50	Dismissal

GRADE 5

Monday, Tuesday, Thursday, Friday

8:00	Class Begins
10:20-10:35	RECESS
12:50-1:10	LUNCH RECESS
1:10- 1:30	LUNCH
2:30	Students dismissed

Wednesday only (adjusted day)

8:00	Class Begins
10:20- 10:30	RECESS
11:50- 12:05	LUNCH RECESS
12:05- 12:20	LUNCH
12:50	Dismissal

TRANSITIONAL KINDERGARTEN (TK)

First Day of School	8:00- 9:30
Last Day of School	8:00- 10:30
Regular Day Monday- Friday	8:00- 11:30

KINDERGARTEN

First Day of School	8:00- 9:30
Last Day of School	8:00- 10:30
Regular Day Monday- Friday	8:00 or 9:00 Class Begins 11:30 or 12:30 Dismissal

Minimum Day Bell Schedule 2023-24

Grades 1-5: 8:00- 12:00

First Day of School: Thursday, August 10, 2023
 Conference Days: October 2-6 and March 20-22
 Last Day of School: Wednesday, June 5, 2024

Grades 1- 5: 8:00- 1:25

Assessment Window: August 11- 18, 2023

TENTATIVE IMPORTANT DATES- MORE TO BE ADDED!

August 9	Meet and Greet
August 9, 10	Back to School Nights (8/9: Gr. TK- 1; 8/10: Gr. 2-5)
August 10	1st Day of School/ Pledge and Parent Coffee/ Minimum Day
August 11- 18	1 st – 5 th Grade Assessment Window
August 21	Slip Schedule Begins
September 4	Labor Day: No School
September 8	Welcome Back Block Party!
September 22	Fitness Friday Begins
September 25/26	NO SCHOOL/ Teacher Work Day
October 2-6	Conference Week/ Book Fair/ Readathon
October 6	Reflections Deadline
October 8	SRVEF Run for Education
October 18	Great California Shakeout (Earthquake) Drill
October 23-27	Red Ribbon Week
October 27	Halloween Trunk or Treat
October 31	Halloween Parade
November 1	NO SCHOOL
November 10	Veteran's Day: NO SCHOOL
November 20- 24	Thanksgiving Break: NO SCHOOL
December 21- January 5	Winter Break
January 8	Teacher Work Day: NO SCHOOL
January 15	Martin Luther King Jr., Day: NO SCHOOL
February 19	President's Day: No School
February 20	Staff Development Day: No School for Students
February 23	HH Talent Show
March 6	HH Boosterthon Fun Run
March 4-8	Words Matter Week
March 15	Teacher Work Day- NO SCHOOL
March 18	Dougherty Valley Family First Week (No Homework)
March 20- 22	Spring Conferences/ Minimum Days/ Book Fair
March 28	HH Volunteer Appreciation Day
March 29	NO SCHOOL
April 1-5	Spring Break
April 15- May 10	CAASPP State Testing Window (grades 3-5)
May 6- 10	HH Staff Appreciation Week
May 16	Open House
May 27	Memorial Day
June 5	Dance Assembly/ 5 th Grade Clap-Out
June 5	Last Day of School/ Early Dismissal

Hidden Hills Hawk Pledge!



Today is a new day and I will do my best to act with responsibility.

If I want to be respected, I know I need to show respect to others.

I am an important person with high goals for myself.

I will not let myself or my community down.

I will do MY BEST!

School Motto

Have respect

Actively listen

Wise choices

Kind to others

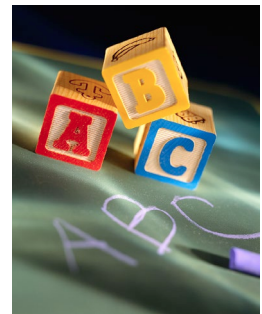
Safe for all

Our Vision

Hidden Hills is the best elementary school for students and a great school for staff and others in the HH community.

Mission Statement

The ABC's of Hidden Hills



Actively promote an environment where people are safe, positive, and respectful of members of the community.

Build a sense of pride in our school by establishing enthusiasm and actively supporting each person to achieve success academically, artistically, and athletically.

Cultivate a community that involves families and staff members in all aspects of learning, resulting in a high level of student achievement.

STUDENT EXPECTATIONS

Arrival

- Students must arrive no earlier than 7:45 as there is no supervision before then. Students will be sent to the office if they arrive early.
- Students may play on the blacktop from 7:45 until the first bell rings at 7:55. **THE GATES WILL BE CLOSED AT 8:00 AM RAIN OR SHINE, SO PLEASE PLAN ACCORDINGLY.**
- Upon the 7:55 bell, students will line up on their classroom number and wait quietly for their teacher.
- Be sure to use the crosswalks when coming to school. DO NOT walk through the parking lot.
- Drop off following appropriate procedure (see page 10).
- Tardy students must come to the office for a late slip before going to class.
- Parents need to exit the campus at the 8:00 AM bell so that we can secure the gates. Gates will remain locked for the entire school day. All visitors must check in at the office before they will be permitted on campus.

Dismissal

- At the end of the day, caregivers will not meet students at classroom doors; teachers will direct students to the appropriate meeting spots.
- Be sure your child knows who they are going home with each day, and whether they are walking or being picked up by car.
- Students who walk home will be dismissed to the playground to meet parents. A teacher will be on duty.
- All students who carpool will walk quickly to their grade level line in the designated carpool area.
- Students going to *The Growing Room* will meet the Growing Room Staff on the blacktop.
- Students attending *Right at School* will meet their instructors in the designated location.
- Use the crosswalks when leaving school and obey the crossing guard's directions at all times. DO NOT walk through the parking lot.
- It is our expectation that students will be picked up promptly. Notify the office for emergency situations when you will be unexpectedly late for pick up.

In the Classroom

- **Be safe. Be kind. Work hard.**

On the Playground

- Treat others the way you want to be treated.
- Use appropriate, respectful language at all times. Foul language or profanity will not be tolerated.
- Let everyone play in games. Take turns and be fair.
- Stay on the playground during all recesses.
- The play structure and tanbark areas are not for tag or ball games.
- Move across the hanging bars and rings with your arms; do not sit on top of the play structure.
- Go down slides feet first, waiting for the person ahead of you to exit before sliding.
- When the bell rings, freeze on the blacktop area and wait quietly; hold all playground equipment.

- When the staff member blows the whistle, WALK CAREFULLY to your classroom line.
- Walk only on the sidewalks. Stay off of the landscaped areas, especially as you head to the MPR.
- When WALKING to the playground, carry all equipment until you reach the yard.
- Play so that you and your classmates will be safe and have fun.

Clothing

- Hats and other protective sun wear are encouraged on the playground.
- Hats should be taken off before going into the classroom.
- Appropriate footwear is required. Open-toed and backless shoes are discouraged for active play.
- Clothing should be appropriate and not detract from the classroom environment of study. Clothing with inappropriate words/messages are unsuitable apparel for school.
- Students wearing clothing more suitable for a non-school environment will be notified that their attire is inappropriate. Alternative clothing will be provided from the school if available, or the student may arrange for change of clothing to be delivered from home.

Items from Home

- Toys, games, and athletic equipment should be left at home to avoid loss and/or breakage. This includes trading cards. If these are brought to school for after-school use, they are to remain in student backpacks at all times during the school day.
- Dangerous items such as knives, matches, toy guns, or other sharp instruments (including 'Swiss Army' knife types) are NEVER permitted on campus. Bringing such items will result in suspension.
- Electronic devices (such as personal gaming devices, etc.) are not allowed at school. If brought to school for after school play dates, items must remain in the student's backpack while at school. The school is not responsible for damaged, lost, or stolen items.
- **Cell phones are permissible at school; however, during the school day they must remain in the student's backpack in the off or silent mode. Cell phones and smart watches are not to be used during the school day without explicit staff permission.**

School Grounds

- During the school day, students remain inside the gated areas unless they are under the direct supervision of school personnel for a specific academic purpose.
- Be respectful of our buildings and landscaping. We want our school to look its best at all times.
- Use walkways for moving about the school. Interior lawns are not to be used as pathways.

Food

- Students should bring an appropriate, healthy snack to eat at the morning recess. Like last year, students can also receive an optional breakfast item, free of charge.
- Students are never to share food. We have many students with a variety of serious allergies.
- Gum chewing is not allowed on the school grounds.
- When eating outdoors, students should eat their snacks at the picnic tables on the playground and be responsible for disposing of any trash. This includes the amphitheater area by the MPR.
- Students are not to be eating while engaged in physical activity.

Supervision

- Staff will provide supervision at all recesses and for 15 minutes before and after school. Adults on duty will wear an identifying vest when on supervision. Please do not drop your child off early and make every effort to pick them up immediately after school.

Lunch

- An optional hot lunch will be provided to all students free of charge. Students are also welcome to bring a healthy lunch from home. Please refrain from sending soft drinks and candy to school.
- Weather permitting (including air quality), students will sit outside in the amphitheater area for lunch. When indoors, MPR seating is assigned by class and by grade level.
- Students are to remain seated during the entire lunch period. Depending on the grade level, students will have the opportunity to play either before or after eating.
- Students must request permission to leave the lunch area (going to the office, using restrooms, etc.)
- Classes will be excused as a group when their area is clean.
- Classroom monitors will help wipe down tables.
- Parents who deliver a forgotten lunch should bring it to the school office before 11:30 AM and place it on the designated cart. It will then be delivered to the lunchroom. Please be sure it is labeled with the child's full name and grade level. It is the student's responsibility to check for forgotten lunches at the beginning of their lunch period. We will not interrupt classroom instruction to notify a student that a forgotten lunch has been delivered for him/her.

Bathrooms

- It is always the expectation that students use proper bathroom etiquette. Toilets and urinals must be flushed. After using the facilities, students are required to wash hands with soap and water, and throw paper towels away in the trashcans. The restroom should be left in the same condition as when students entered.
- Students are expected to use the restrooms at recess and before and after school instead of during class time. However, students will be excused from class to use the restroom if necessary.
- Students should go to the restroom and return back to class promptly.
- Bathrooms are never to be used as a play area or an opportunity to visit with friends.



Behavior

The staff believes it is important to involve parents in all aspects of their children's education. A large part of the learning process involves being accountable for one's behavior. Classrooms will be using the "Character Counts" curriculum, and lessons will focus on developing the 12 Core Values. Students and staff alike are expected to demonstrate these behaviors on a daily basis.

Students can earn a Soaring Hawk Award when a staff member observes them going above and beyond in one of these areas. Additionally, teachers will have the opportunity to select a Classroom Hawk to be recognized over the intercom during our Wednesday Hawk Pledge announcements. We will also present certificates of exceptional achievement during our monthly Pledge on the Blacktop.

Both staff and parents should regularly discuss our school rules with students. This will help to foster a community of respect. Two types of behavior notices have been developed to keep teachers and parents apprised of negative behavior incidents that occur on our campus. A “Behavior Violation Reminder” may be issued to alert the student when their behavior is inappropriate. If problems persist, or for more serious offenses, a “Think About It” sheet will be issued. This will help students reflect on their behavior and make a plan for how to better handle similar situations in the future. Parents are asked to sign and return any “Think About It” sheets the next school day to acknowledge that you have discussed the incident with your child. For more serious behavior incidents, parents will be notified and potential consequences will be discussed.

Conflict Resolution

The staff will encourage all students to utilize conflict resolution and stress reduction strategies to resolve issues on the playground. Students will receive instruction on empathy and problem solving strategies in all classrooms. All school personnel will assist students in resolving concerns in a non-threatening and effective manner.

“Talk It Out” Strategies

- Stop. Cool off.
- Talk and listen to each other.
- Find out what you both need.
- Brainstorm solutions.
- Choose the idea you both like best.
- Make a plan. Go for it!

Use an “I message.”

“I feel _____ when you (people) _____.
 I need _____. Will you please _____?”

We also incorporate the Zones of Regulation curriculum in our classrooms. This helps students identify their emotions and learn healthy, effective coping strategies.



General Information

Grade 1-5 Assessment Window and First Grade SLIP Reading

Students in First through Fifth grade will participate in reading assessments at the beginning of the school year. During this assessment window, August 11- August 18, students will be dismissed early (see bell schedule) so that teachers can set one-on-one assessment appointments with each child.

Kindergarten and First grade students will begin a slip reading schedule on Monday, August 21, 2023. During the slip-reading period, students will receive instruction in reading and reading-related activities at a lower student/teacher ratio. Teachers will assign students to either the first or second group. Several assessments are used to identify student needs, and placements are made thoughtfully in the best interest of each child. No changes will be made once assignments are completed. There will be no slip reading on Wednesdays and all Kindergarten and First grade students will start at 8:00 AM.

After the initial assessment window ends on August 18th, all Second through Fifth grade students will attend class according to our regular day bell schedule.

Adjusted Wednesday Schedule

All students in grades 1-5 will attend school from 8:00 AM to 12:50 PM on Wednesdays. All TK and Kindergarten students will attend from 8:00-11:30 AM. This provides time for the staff to do collaborative work, discuss curriculum goals and articulate within and across grade levels. Teachers share different instructional strategies and analyze student work, discussing ways to best meet the needs of all students.

Attendance Procedures

For your child's safety, we must verify all student absences. If you know your child will be absent for any reason, please call the school attendance line as soon as possible, and no later than 15 minutes after your child's start time on the day of the absence. The 24-hour attendance number, **925-479-3898** goes to an answering machine. You will be asked to state the following:

- The child's name - please spell the last name
- Child's grade and teacher
- Your name and relationship to the child
- Estimated length of absence
- Reason for absence

Please help us eliminate unnecessary phone calls home by using our attendance number. This helps everyone ensure your child's safety.

Bicycles and Scooters

Children may ride their bicycles or scooters to school. They must be parked and locked in the bicycle racks during the school day. Be sure to arrive on time, as the bike area will be locked and inaccessible after the 8:00 bell. Users must observe traffic safety laws and be considerate of those walking/ driving to school. Bicycles and scooters must be walked once students are on school grounds. Students should never ride in the parking lots. California State law requires that all students wear helmets while riding a bicycle or scooter. Students who wear sneakers with wheels must take the wheels off once they are on campus.

Books, Materials, and School Supplies

Students are provided with all necessary textbooks and curricular materials. Each child is responsible for the proper care of the books in his/her charge. In the case of lost or damaged books, the child is responsible for replacement fees. We do ask for a \$50 donation to cover the cost of your child's consumable classroom supplies each year.

Before and After School Care

The Growing Room provides before and after school day care from 6:30 AM to 6:30 PM. Although they are located on the Hidden Hills campus, they are a separate, non-profit organization. Please visit their website at www.thegrowingroom.org, or call 556-0383 for more information. Registration for The Growing Room is done separately from registering for enrollment at Hidden Hills.

In its second year on our campus, Right at School, is an additional childcare option for parents. Please visit our school website or www.rightatschool.com for more information.

Emergency Contact Information

If your child becomes ill, or there is an emergency and the school is unable to reach you, the people you designate in your Parent Portal account will be called to pick up your child. Your child will only be released to the people you have designated. Emergency Contacts may be relatives, friends, or neighbors that you would entrust with the care of your child. They should live locally. It is imperative that families keep the school informed of changes made to any of the relevant emergency telephone numbers.

Field Trips

Classroom teachers work together to select field trips that enhance the grade level's instructional program. Every effort is made to use buses for transportation, but frequently parents are requested to drive. Parents are encouraged to volunteer to accompany students on field trips. This helps to provide additional supervision and assistance and maximize student learning. Each teacher will reach out to parents regarding the fees associated with each field trip and will request a donation to cover the costs of your child's admission and transportation.

Please note that all volunteers must be cleared through 'Be A Mentor' before they are permitted to attend and/or drive on any field trips. Be sure that your insurance documents and driver's license information are up-to-date and uploaded into the system ahead of time. Please also note that there is a new TB Clearance Policy this year.

Friday Folders

The Friday Folder is an important link in the communication system between the school and home. It is used to send weekly school notices and important information home to parents. Most school notices are sent home on Friday, although there are times when we receive dated material that must be sent home right away. All students are expected to take their folder home on Friday and return it to school on Monday. Parents should ask their child for the folder in the evening, remove and review the contents, and make certain that the folder is sent back to school on the next school day.

Gifted and Talented Education (GATE)

In grades 3-5, Gifted and Talented Education (GATE) students are grouped together in classroom clusters within the heterogeneous class. Identification of GATE students begins with all 2nd grade students taking the CogAT (Cognitive Abilities Test) in the Spring. Students who are new, or students who missed the

identification criteria can re-take the test by having their parent register them through the district. Testing dates will be shared via your Parent Portal account.

Homework Policy

Homework is designed to reinforce and supplement the learning that goes on in class. Our district homework policy for elementary-age students does not allow for any homework to be assigned over weekends or holidays.

Additionally, grade level time limits have been put in place to ensure that students are able to pursue a variety of outside interests, including free-play.

Kindergarten-1st Grade: no more than 30 minutes per night

2nd – 3rd Grade: no more than 45 minutes per night

4th – 5th Grade: no more than 60 minutes per night

Hawks Education Fund

Many of the programs and supports we are able to offer your children here at Hidden Hills would just not be possible without the generous donations from our families. The sole purpose of the Hawk Education Fund is to raise funds to provide quality educational programs and services for your children. Donations to the Hawks Ed Fund are tax deductible and directly benefit OUR CLASSROOMS. Your EdFund donations directly pay for:

1. ALL classroom school supplies
2. Classroom art instruction for ALL students!
3. Classroom music instruction for ALL students!
4. Regular opportunities for ALL students to engage in STEAM activities through our Makerspace Room.
5. Classroom para-educator support for the classrooms.
6. Instructional assistants for Science, Reading, and Math including our Learning Lab and Math Lab.

Health Information

When a student has head lice or a communicable disease such as conjunctivitis, slap cheek, or chicken pox, the school will notify parents in the classroom that their child may have been exposed. This allows families to be proactive and alert to the possibility of contracting these conditions. Health details will always be kept confidential.

If your child complains of an itchy scalp, check for head lice. If you detect lice, please contact the school immediately so we may check other children in the classroom. The school's responsibility is to help prevent the spread of head lice, and the parent's responsibility is to treat the child's condition. Please send your child back to school lice-free, and treat the home completely to prevent a reoccurrence. Please continue to check your child daily for the following two weeks. If live lice are found at school, parents will be notified and the student will be sent home for immediate treatment. The Parent's Guide to Head Lice informational sheet shall be given to parents.

Please do not send your child to school if they have a fever or have vomited in the 24 hours preceding the start of school. Children should be feeling well and be fever-free for 24 hours before returning to school. Please help us to make sure that everyone stays healthy. If your child is absent from class because of fever or vomiting, they will not be permitted to attend any extra-curricular activities that same day.

COVID protocols have loosened significantly. Students may opt to wear face masks, however they are not required inside or outside. The school will continue to follow all state and local guidelines in terms of health

mandates. Frequent handwashing and use of hand sanitizer will continue in the classrooms. Remember that while there are currently no COVID vaccination mandates for students, state law requires other immunizations, physical examinations, and dental examinations in order for students to start school. Please contact our office or visit our district website for more information.

Independent Study Contracts

If a student will be absent for five or more consecutive school days, parents may request an Independent Study Contract (ISC). The contract **MUST** be requested at least one full week (5 school days) in advance of the absence. Please request the ISC from the school attendance office assistant. The teacher will provide the child with appropriate activities to keep current with curriculum and school activities. Although work is provided, classroom activities cannot be duplicated outside of school. Some activities may need to be made up upon the student's return to class. The Independent Study Contract must be signed by the student, parent, teacher, and principal, prior to the absence. The completed contract and all work are due back to the teacher the first day the student returns to school. Late work cannot be accepted as it voids the contract. Students are permitted up to 14 days of Independent Study in a single school year.

If you are planning to be absent for fewer than 5 days, you do not qualify for an Independent Study Contract (per state guidelines). Even so, it is still in your child's best interests to obtain any missing work from the teacher. This will help him or her stay on track in class.

Leaving School during the Day

For safety reasons, it is imperative the school knows the whereabouts of your child. Children may only leave the school grounds during the school day if a parent, guardian or someone listed on their emergency card comes to the office to sign them out. Children will be released from the office only and not directly from the classroom or playground. If you know of the absence in advance, please notify the office and your child's teacher of your plans. Please do what you can to schedule appointments outside of the school day.

Long Term Illness

If your child is going to be absent due to illness or injury for two or more weeks, contact the office staff and the classroom teacher. Dr.'s notes will be required. If necessary, our district home-hospital staff will assist with helping your child stay up-to-date with his/her classwork.

Lost and Found

Parents are urged to mark all personal articles with your child's first and last name. Lost and found items are stored in the bin just inside our front gates. Items not claimed will be donated to charity at regular intervals, generally at the start of vacation periods.

Medication During School Hours

California Education Code Section 49423 regulates medications at school. Medication cannot be given at school unless the physician and parent have completed the Medication During School Hours form. This form is available in the office and must be updated each year. Please do not send any medication to school with your child. All medications (even those that do not require a prescription such as cough drops and aspirin) require a physician's approval before being used at school.

Moving

If you move within the school district while enrolled at Hidden Hills School, provide your new residency information to the office immediately. Generally, students who move out of our attendance area during the school year, but remain within the boundaries of the school district, may be granted permission to complete the remainder of the current year at Hidden Hills.

Parent Teacher Association (PTA)

PTA membership is open to parents, guardians, relatives, teachers and friends of Hidden Hills' students. A membership drive will be conducted early in the school year; however, families may join at any time. Families are encouraged to join PTA and take an active part in this supportive organization. If active participation is not possible, parents are still encouraged to join and help provide a financial base to support the PTA's activities. We would love to have you join our monthly meetings!

Classroom Celebrations

Teachers will work with room parents to determine when class celebrations will take place. Please refrain from distributing personal party invitations at school. This can be hurtful to students who are not being invited.

Your child's teacher will acknowledge your child's birthday in the classroom however birthday treats are not permitted. Many food items can pose a danger to students with life threatening food allergies. Goody bags are also not permitted. Your child is welcome to donate a book to the classroom or library if they would like. Also note that students may not receive flowers, balloons, or other special occasion gifts at school.

Pets at School

California state law prohibits dogs on campus, including along the sidewalks in the carpool area. Please keep pets at home when coming onto the school grounds. There are many children who are afraid of dogs/cats or have serious allergies.

Planners

All 2nd through 5th grade students will be receiving a daily planner in class. This important tool is used to teach study and organizational skills and help students learn to plan ahead. Students will record class assignments and pertinent information regarding school business.

Report Cards and Conferences

Official report cards will be sent home to families twice during the school year. Conferences will be held in the fall and spring. Additional conferences may be held during the year at the teacher's or the family's request. In order for your child to have a successful school experience, communication between the school and home is essential. Student Support Plans may be developed and implemented if your teacher thinks your child could benefit from additional intervention.

Safety

Items such as knives, matches, toy guns, squirt guns, balloons and sharp instruments are not permitted on campus. Toys, radios, and athletic equipment should be left at home to avoid loss or breakage. Items that are brought for sharing purposes (show and tell) in the classroom are to remain in the classroom and not be brought onto the playground.

Safety Drills and Supplies

There will be regular fire, disaster, and lockdown drills to familiarize students with proper drill procedures. Hidden Hills has a detailed evacuation plan, which is reviewed annually. Emergency backpacks and first aid kits are provided for every classroom. Additional disaster supplies, such as food, water and other essentials are stored on the school grounds.

School Site Council

Our School Site Council (SSC) is composed of staff and parents to help plan, implement, and evaluate the effectiveness of our annual school-wide goals. Members meet monthly, and provide valuable feedback. Please let us know if you would like to help!

Tardy Policy

Students are expected to be on campus before the 7:55 bell, and in their classrooms, ready to begin their day, by 8:00. The gates will be closed at 8:00 AM. Any students arriving after 8:00 must report to the office and sign in before going to their classroom.

Kindergarteners must be accompanied by their parent and signed in at the office. A staff member will then walk the child to his/her classroom.

Chronic tardiness is regarded as a serious problem that impacts the educational process. Parents will be notified by the office after three or more unexcused tardies and the student will be considered truant. If the problem is not resolved, the child may be referred to the Student Study Team or the district's School Attendance Review Board (SARB) for action. Parents and students who are chronically tardy and/or absent will meet with the principal to develop strategies for being at school on time, ready to learn.

Visitors

Families are welcome to visit the school while it is in session if arrangements have been made in advance with the teacher and/or administration. Classroom visits are limited to a maximum of 30 minutes and are scheduled with the site administrator. Visitors are required to sign in at the office and wear a visitor badge when visiting the school. Visitors will be required to show photo identification.

Volunteers and Classroom Visitors (BE A MENTOR/ SRVUSD REQUIREMENTS)

Hidden Hills families are an integral part of our school community. Adults help in various capacities at school- in the classrooms, on field trips, in the library, and on the playground. Each classroom teacher will ask for a **Room Parent** to help coordinate parent involvement in classroom activities and programs. Before a volunteer is permitted to help on campus, he/she must be cleared through the 'Be A Mentor' system. To start the process, go to www.srvusd.net/parents/volunteers and click on the page that says "To begin the application process, click here." Once you are cleared, you do not need to reapply the next school year, unless you are applying to obtain a higher level of clearance. You will be required to upload a valid driver's

license / insurance information in the event the documents on file have expired since you last applied. Please note that there is a new TB Clearance that has been added this year.

Level 1- Classroom, on-campus school volunteers, and non-driver chaperones for field trips

Level 2- Field trip drivers

Level 3- Overnight Chaperones

Each time you plan to help on campus, you must present your Volunteer Card, sign-in, and obtain a visitor sticker or badge.

Volunteer Drivers (BE A MENTOR/ SRVUSD REQUIREMENTS)

Private vehicles are sometimes used to transport students on a field trip or other school function. Potential drivers must be cleared through the Be a Mentor system before they will be permitted to volunteer. Be a Mentor requires all drivers to upload:

- a copy of their valid California Driver's License
- proof of insurance with the minimum coverage of \$100,000/\$300,000 bodily injury and \$25,000 property damage (the driver assumes that his/ her own insurance is considered primary and District insurance is considered secondary).

Volunteer drivers should have their current information on file at least two weeks in advance of a trip. Please keep your records up to date and pay attention to expiration dates. You will not be cleared to drive if your insurance and/or driver's license information on file has expired.

SUPPORT PROGRAMS

Health

The services of a health educator/school nurse are available at Hidden Hills School. S/he is scheduled at our school on a part-time basis. Services provided include vision and hearing screenings as well as consultation with students, teachers, and parents on health concerns. The health educator also supports the staff and students in all areas of classroom health education.

Learning Lab & Math Lab

Our Learning Lab was designed to provide students needing additional support extra help with reading comprehension and fluency. Students may be working on reading comprehension, fluency, phonemic awareness, phonics, etc. In our Math Lab, students will focus on building fundamental skills such as place value, basic operations, fractions, and word problems. In each Lab, students are assigned a specific 30-minute time slot, during the regular school day, four times each week. Our Intervention staff works with small groups of students on skills targeted to meet your child's specific needs. Your child's teacher will provide input into which concepts need to be taught. Additionally, your child's teacher will ensure that students will not be missing critical instruction while they are out of the classroom. We will monitor your child's progress, and provide feedback to your child's teacher at the end of each session. The hope is that students will make substantial growth and eventually no longer need these interventions. Students may move in and out of the groups depending upon their performance and achievement. We hope that you and your child will find these programs beneficial.

Student Study Team (SST)

Our Student Study Team consists of the principal, classroom teacher, parents, and support personnel as needed. The goal of the Student Study Team is to brainstorm strategies, and monitor their effectiveness, when a student needs additional support. Students can be referred by both staff and/or parents. During each meeting, we will look at student strengths/ areas of challenge, review progress and information concerning the student's health and school history, and make appropriate recommendations.

Rainbow and Counseling

Hidden Hills is fortunate to have a licensed counselor on staff. The counselor is available two and a half days each week. When not meeting with students individually, the counselor may also provide small group or even whole class lessons on a variety of health and wellness topics. Teachers and parents are able to make a referral.

We also will continue with our Rainbow Program, helping students learn strategies to mitigate minor social and emotional needs such as overcoming shyness or learning to share. Rainbow is available for all students. Teachers and parents are able to request a referral.

Our SCIP (School Counseling Intern Program) counselor is able to assist students with problem-solving and social skills in individual or small group meetings on a short term basis. This service is provided through a partnership with the Discovery Center. Our SCIP Counselor is on campus two days per week.

Special Education Services and Instruction

The Resource Program provides additional help for students who have an identified learning disability. Our Resource Specialist will work in conjunction with parents and the support team to develop an Individualized Education Plan for each student.

Students who may have specific learning disabilities are referred to the school's Individual Education Planning (IEP) Team. The team members vary but may include an administrator, resource specialist, health educator, speech therapist, classroom teacher(s), specialists, parent(s), and when appropriate, the student. A student found eligible for special education services may receive additional services for remediation and support.

Speech Services

Speech and language therapy is provided for children who need assistance with language acquisition, comprehension, or verbal communication. Children are referred to the speech therapist for mispronunciation of sounds, non-fluency, hearing difficulties, physical anomalies, (such as cleft palate), insufficient voice production, and language problems. Students are enrolled in individual or small group therapy on a weekly basis. Our speech therapist is available for consultation with any parent during the school year. Speech services are available to identified students at Hidden Hills and to pre-school students at other locations in the district.

Storytime Assemblies with the Principal

As in past years, each month, we will be focusing on developing a specific character trait across our school. As part of our efforts, students will have the opportunity to engage in conversation and hear a story, focusing on the particular trait of the month. I wanted to let you know the titles ahead of time, and the trait we will be discussing, in case you wanted to opt your child out from participating. For your convenience, I am also providing the link (Amazon) to each book, should you want to preview the story. I do not feel there is any controversial or questionable content.

Month	Character Trait	Title / Link	Author
September	Trustworthiness	Alma and How She Got Her Name	Juana Martinez-Neal
October	Respect/ Responsibility	Spork	Kyo Maclear
November	Fairness/ Caring	The Gratitude Jar	Katrina Liu
December	Citizenship	A Little Spot of Giving	Diane Alber
January	Learning	The World Needs Who You Were Made to Be	Joanna Gaines
February	Self-Discipline/ Positivity	Each Kindness	Jacqueline Woodson
March	Perseverance	Ten Beautiful Things	Molly Beth Griffin
April	Resilience	Just Ask	Sonia Sotomayor
May	Diligence	Danbi Leads the School Parade	Anna Kim
June	Confidence	Mary Wears What She Wants	Keith Negly

Student Name: _____ Grade Level: _____

Teacher Name: _____ Parent Signature: _____

My child has my permission to hear the stories and participate in our school read-alouds.

My child has my permission to hear the stories and participate in our school read-alouds, with the exception of the following title(s): _____

My child does not have my permission to hear any of the above stories and participate in our school read-alouds. Per district policy, I understand that I will need to PICK UP my child from school during the time the assembly is occurring. Please note that students will not be permitted to wait in the office or visit another classroom.

Please Initial You Have Discussed with your Child

Important Pick-Up/ Drop-Off Reminders

1. When I pull into our Traffic Circles, I will always obey the **5mph** rule. _____
2. **I will avoid distractions** and not be on my cell phone in the carpool area. _____
3. I understand that there is **NO parent parking in our staff parking lot**. If I must park my vehicle, I will park along the street in designated areas only. I will not park in our loading zones (along the white curbs) or in red zones/ spaces designated for those with handicap placards. I also understand that there is no parking on Albion or in the Growing Room Parking Lot. _____
4. When in our Traffic Circle, I will **pull forward as far as possible** and wait until the teacher/volunteer clears me to drop off/ pick up my child. I will pull forward, as close to the flagpole as possible (not by the hillside/ playground entrance). _____
5. I understand that there is **only ONE entrance to the lot**. I will not enter through the exit or exit through the entrance. I will try to carpool whenever possible as this helps to alleviate congestion. _____
6. I will be sure that my child exits my vehicle on the **passenger side, nearest to the curb**. This will ensure that my student is not forced to walk between/ behind cars. _____
7. I understand that the teacher stationed in the Pick-Up/ Drop-Off area will help my child exit/ enter my vehicle. I know that I **should not get out of the car** to assist and will not pack items in the trunk as this will significantly slow down the process). _____
8. **I will not motion** for my child to run through traffic/ cross the street to my parked car. I will always **hold onto my child's hand** when walking across the crosswalks. _____
9. **I will adhere to all posted signs** including the **No Left Turn** on Harcourt. _____
10. During afternoon carpool, I will have my child's **carpool sign (name and grade level) clearly visible in my window** for our staff. _____
11. **If my child is walking home, I will meet them at the gate by the bike racks (blacktop)**. I will not attempt to claim my child from the carpool area. _____
12. **I will not walk my child through the parking lot** to get to the street or curb. We will use the sidewalk along the school and the crosswalks provided. I will always be vigilant, even in the crosswalks! I will make sure drivers have **completely stopped** and that they see us before we begin to cross. _____
13. I understand that only **students in TK and Kindergarten** should be dropped off in the Growing Room Parking Lot. If my TK or Kinder student has an older sibling, I may drop off them both off at the same time. I know that all other students must use the carpool area on Harcourt and there is no parent parking in the Growing Room lot. _____

14. When traveling along Harcourt, and turning right into our lot, I understand that I **must be in the most right-hand lane**. I will not situate myself in the left lane, and then cut into the right lane, in an attempt to avoid having to wait in line. _____
15. I will always be respectful of the teachers/ volunteers who serve as yard duty supervisors in the lot. I know that accidents can happen and that it is our collective responsibility to ensure everyone's safety. I know that no **compromise is worth the potential risks involved**. _____

**HIDDEN HILLS SCHOOL HANDBOOK
2023-24 ACKNOWLEDGEMENT**

August 2023

Dear Parents:

Our staff is committed to providing a fun and safe learning environment, along with a rich academic program. Home support is absolutely essential in this endeavor. **Please read through the Hidden Hills School Handbook with your child(ren) so that you become more familiar with our school policies and procedures.** Teachers will regularly review this information in the classroom.

One of your child's first homework assignments will be to review, print, sign, and return these acknowledgements (pages 20-22) to their classroom teacher before Friday, August 25. Thank you. I am looking forward to another amazing year!

Melodie Huynh
Hidden Hills Principal

- My child and I have reviewed the Hidden Hills School Handbook and agree to abide by the policies and procedures outlined within.**
- We will do our very best to arrive at school between 7:45 and 7:55 each morning. We understand that the gates will be closed at 8:00 and that if we arrive after this time, we will need to sign-in in the front office.**
- My child and I have discussed what it means to behave appropriately, use kind language, and show my best effort in completing my assigned work.**
- I have printed and signed off on the Storytime Assemblies with the Principal document.**
- I have initialed the Pick-Up/ Drop Off Reminders (each one), on pgs. 20-22 and agree to follow ALL safety guidelines while on campus.**

Student's Name(s): _____

Grade: _____

Student Signature: _____

Room#: _____

Parent/Guardian Signature: _____

Date: _____