

# 2009-10

## August

- 25 *Early Dismissal – Staff Development*  
Open House/Curriculum Night  
Entertainment Book Kick-off

## September

- 7 **No School – Labor Day**  
15 *Early Dismissal – Staff Development*  
28 **No School – K-12 Recess**

## October

- 7 Walk to School Day – Meet at Lookout Mountain Park at 7:45 AM  
9 First quarter closes  
12 **No School – Fall Recess**  
23 Have a Ball Night!! 5:00 PM  
26-29 K-8 Parent Conferences (27<sup>th</sup> late night)  
28-29 *Early Dismissal for conferences*  
30 **No School for K-8/conference release**

## November

- 10 *Early Dismissal – Staff Development*  
11 **No School – Veteran’s Day**  
26-27 **No School – Thanksgiving**

## December

- 18 Semester Ends  
21- 3 **No School - Winter Break**

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### *All Early Dismissal Days release at 12:00!*

- Tuesday, August 25
- Tuesday, September 15
- Wednesday, October 28
- Thursday, October 29
- Tuesday, November 10



## January

- 4 School Resumes – Loved Book Sale collection begins  
8 Bingo Night! 6:30 PM  
12 *Early Dismissal – Staff Development*  
18 **No School – Civil Rights Day**  
25-29 Parent Conference Week (27<sup>th</sup> late night)  
Scholastic Book Fair Week  
28-29 *Early Dismissal for conferences*  
29 First Semester Honors Assemblies -AM

## February

- 5 Mom Prom 7:00 PM  
9 *Early Dismissal – Staff Development*  
15 **No School – President’s Day**  
19 Dad’s and Daughter’s Dance, 7:00 PM

## March

- 12 Third quarter ends  
5K Family Fun Run 5:00 PM  
26 Intermediate Tri-Fun Day  
29 - 2 **No School – Spring Break**

## April

- 12-22 AIMS/TerraNova testing  
17 Loved Book Sale/Wellness Fair  
8:00 – 12:00

## May

- 3-7 Teacher Appreciation Week  
4 *Early Dismissal – Staff Development*  
Primary Tri-Fun Day  
5 Volunteer Breakfast, 7:45 AM  
7 Movie Night! 6:30 PM  
25 Yearbook Signing, 2:30 – 4:00  
27 Second Semester ends  
Report cards issued  
*Early Dismissal – Student’s last day*  
Second Semester Honors Assemblies – AM

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### *All Early Dismissal Days release at 12:00!*

- Tuesday, January 12
- Thursday, January 28
- Friday, January 29
- Tuesday, February 9
- Tuesday, May 4
- Thursday, May 27

## **Mission Statement:**

Our school mission is to help students reach their full learning potential. Our home, community and school families will work together to create a safe learning environment that empowers children by providing appropriate learning opportunities promotes high academic standards, developing positive self-image, and fostering empathy and concern for others. Hidden Hills Elementary will provide the educational foundation necessary for its students to lead satisfying and productive lives through all stages of development.

## **Arrival on campus:**

Students should **not arrive on campus before 7:45**, as there is no adult supervision prior to this time. All students are expected to be picked up from school by 2:45 PM, unless they are enrolled in a school program or enrichment class. The school and district are not liable for any students who are on campus before 7:45 AM or after 2:45 PM, unless the student is enrolled in a school program or enrichment class.

## **Attendance/Tardy:**

Please call **602-449-3101** on the day of an absence. Students arriving after 8:30 AM are considered tardy and will a tardy slip. Students absent three or more days in a row may be required to provide documentation from a doctor.

## **Bikes/Skateboards/Scooters:**

Students may ride bikes, skateboards and scooters in the **fourth through sixth grade**. Bikes should be stored and locked in the bike rack during the school day. Skateboards and scooters may be kept in the classroom with teacher permission. Bikes, skateboards and scooters are **NOT** to be ridden on the sidewalks. The school strongly suggests helmets be worn by all bike, skateboard and scooter riders. The school is not liable for any lost, damaged or stolen items. Riders assume risk for any liability for injury.

## **Bus students:**

Bus service is provided for kindergarten students living outside a half-mile radius and students in first through sixth grade living outside a one-mile radius. Students living inside the one-

mile marker may ride the bus if there is available space and the driver approves. All students are expected to follow the bus behavior and safety rules outlined in the Behavior Matrix. Failure to follow the rules may result in loss of privileges.

## **Cell phone policy:**

The school does not recommend that students in elementary schools have cell phones in their possession during school hours. If parents feel it is necessary for their child to have a cell phone with them, the **cell phone MUST be turned off and placed in the student's backpack**. If the child is using the phone during the school day, or if the cell phone disrupts the classroom, the cell phone will be held in the office until a parent can come to claim it. The school will not be liable for any lost, damaged or stolen cell phones.

## **Child Abuse:**

State Law ARSA 13-3620 requires school personnel (any district employee) to report cases of suspected child abuse to the Child Protective Services (CPS).

## **Dress Code:**

Students must dress appropriately at all times. Clothing should not be worn that is hazardous to the health and safety of students **or be disruptive to the learning environment**.

- **Hair color** should be appropriate and not interfere or disrupt the learning environment.
- **Footwear** must be worn at all times. Sandals should have a heel strap and have less than a one-inch heel and are not recommended. **Platform shoes, flip-flops, and Heelies** will not be permitted on campus at any time. **Tennis shoes are highly recommended.**
- All **shirts** must cover the mid-riff and must have a strap that is wider than one-inch.
- **Shorts** must be as long as the length of the thumb when the arm hangs loosely at the side.
- **Hats** may be worn at recess, but not in the building.
- Any clothing advertising alcohol, drugs, tobacco, firearms, violence, inappropriate language are not permitted.

## **Homework policy:**

While recognizing that each student has individual needs, homework plays an important part in the educational process. Benefits include the development of responsibility, the opportunity for drill and practice and the development of higher level thinking skills. The amount of time expected for homework assignments vary with each grade level and each individual student.

Each homework assignment addresses a specific purpose that is consistent with ongoing activities of the class. Homework is directly related to upcoming activities, reinforcement or enrichment of classroom learning experiences. Every assignment need not be used for grading purposes, but every assignment is expected to be completed and turned in to the teacher to be acknowledged.

Communication between the teacher and parents regarding homework is essential. Parents need to be advised of what is expected of their children and how they can reinforce the learning experience of the work assigned. The development of appropriate study skills is essential to each child's success in school.

## **Make-up work policy:**

Students are required to make-up class-work and homework missed due to absences. The student is given one day for each day absent. For example, if a child is absent three school days, they have three days to complete their class-work and homework. Students and/or parents are responsible for contacting the teachers for the make-up work. It is recommended that if a student is absent for an extended period of time, the parent contact the teacher directly to receive the work. Tests and projects will be made up at the teacher's convenience.

## **Medication:**

Law prohibits the nurse from dispensing any medication at school without a written order from the physician. Your doctor may fill out a form, which will allow the nurse to administer the medicine to the student. All medications must be in their original container, whether it is prescription or over the counter medication. The medication must include the name of the medication, the amount of dosage, the time the

medication is to be administered and the purpose of the medication.

### **All medication must be taken to the office when a student arrives on campus!**

Teachers are not permitted to keep or administer medication and no students may carry medication to administer to themselves or others.

## **Parent Teacher Student Association:**

Students and parents are encouraged to join our award winning PTSA. This organization is fundamental to providing enriching programs for all of our students. Please consider joining our PTSA and become more involved in your child's education! For more information regarding membership and programs, please call the school office at 602-449-3100.

## **School hours:**

Our first bell rings at 8:25 AM, at which time students are to line-up and wait for the teachers to pick them up. Announcements and the academic school day begins promptly at 8:30 AM. No student is to enter the building prior to 8:25 without a pass or a parent escort. Any student reporting to school after the teacher has picked up their class will need to go to the office for a Tardy Slip.

At dismissal, all student are to leave the campus immediately unless they are enrolled in an after school program. Students may not wait on campus for others who may be staying late.

## **School safety:**

In the event of a crisis, the primary concerns are safety, first aid and security. All students and staff members must have a clear understanding of what is expected of them and act accordingly. Every crisis will be taken seriously. As part of our preparation plan, various drills will be held during the school year to ensure safety of the students.



## **Social Worker:**

Our school has a part-time social worker to meet the diverse needs of our school community. Our social worker meets with individuals and groups of students for counseling sessions, assists families in crisis and supports the students, staff and community in various issues.

## **Technology:**

The use of all technology will be appropriate and school related. Students visiting inappropriate websites or misusing technology may lose the ability to participate. Postings of school events and/or students to websites such as MySpace, YouTube or other such public sites may result in the loss of technology privileges, as well as other disciplinary actions.

## **Textbooks:**

All textbooks, library books and other materials are issued to the students free of charge. Students are responsible for lost and damaged books and materials. If there are any outstanding charges, the final report card may be held until all charges have been paid in full.

## **Telephone use:**

Students do not have access to a telephone during the school day and phone calls to individual students will not be put through to the classroom. Teachers may receive phone calls and/or messages during their scheduled prep time or lunch period, as well as before and after school.

Although we understand that emergencies arise, please be aware that it is not always possible to handle the high volume of phone calls we receive between 2:20 and 2:30 PM. Please make sure your child knows the arrangements before they leave for school in the morning.

## **Visitors:**

Visitors are always welcome! In accordance with Arizona State Law, all visitors and volunteers must sign in at the office and receive a visitor's badge. Sometimes the classroom is engaged in activities, which are not conducive to visitors, and it may be necessary for you to reschedule your visit.

## **Olweus Bully Prevention:**

Our school has adopted the Olweus Bully Prevention Program to alleviate bullying on our campus. Each classroom holds a weekly meeting regarding bullying issues, teaching the students how to handle bullies and share concerns that may arise over the course of the year. Students who are a victim of a bully are encouraged to complete a bully report and the incident is investigated and dealt with by staff.

At Hidden Hills, all students have the right to attend school without the fear of being harassed. Harassment is generally defined, as making someone worry, feel tormented or troubled. Forms of harassment include sexual harassment, ethnic or racial harassment, religious harassment and "bullying" of other students.

Harassment of any kind will not be tolerated at Hidden Hills. Students found guilty of harassment are subject to disciplinary action which includes warning, inschool and out of school suspension. Students will not bother or annoy other students physically, verbally or visually, including language or gestures which insult, intimidate or negatively insight another person's feelings. Retaliation of any kind for the filing of a bully report is expressly prohibited.

Bullying is defined as intimidating others or making them fearful of another student for any reason. Examples include: making threatening remarks, making fun of a student's appearance or size, blocking another students lane of traffic, tripping, pushing, punching, or flicking another student or inciting an altercation between other students.

Verbal harassment includes name-calling, profanity and verbal threats of any kind.

Religious harassment is defined as making negative comments and statements about a particular religion. These comments may be written or verbal.

Ethnic or racial harassment is defined as making fun or of negative comments about a person's ethnic or racial background. These statements can be verbal or written.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature.

Federal and state laws make harassment illegal, whether or not it involves different sex or same sex situations.



## Cafeteria Rules:

To ensure a comfortable environment for everyone in the cafeteria, please remember the following rules:

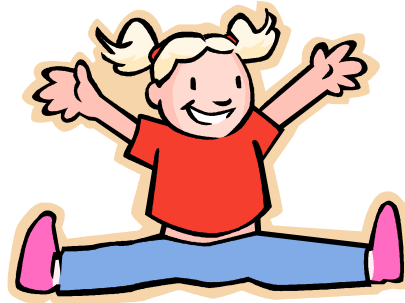
- **All students must eat lunch.**
- Students are seated with their own class, unless directed by an adult.
- Sit flat on your bottoms on the lunch bench.
- Students are to eat their own lunches.
- Orderly behavior in the cafeteria is expected by all.
- Students will be dismissed after a minimum of 10 minutes.
- When students have finished eating, they are to raise their hands to be dismissed. Students are responsible to clean their area before leaving the table.

## Playground Rules:

The Behavior Matrix outlines the general rules for playground safety, however there are additional rule to ensure safety:

- Adults will use judgment as to what is considered safe on the playground.
- Adults have the final say in a situation.
- Students will play in a friendly manner, use good sportsmanship and not interrupt other's games.
- Students will use PE rules for all organized games including 4 square, football, basketball and soccer.
- There is no tackle football. Period.
- All basketball games will be half-court to allow for others to play.
- Four-square, kick-ball and tag are not played on the basketball court.
- If the ball goes over the fence, an adult must retrieve the ball.
- Students will use the equipment in a safe and orderly fashion.
  - Sit on the swings, do not twist the swing or jump off. Do not climb the swing poles or run between the swings.
  - Slide down the slide. Do not walk up the slide or ride down with someone else. Do not climb on or around the slide structure.
  - Do not play tag around the equipment.

- Students must be able to safely reach up to grasp the Monkey Bars, without having to jump to reach them.
- Students will not enter the building without a written pass or an adult escort.
- When students hear the bullhorn, they are to respond quickly to line-up.



## “Extra Ten”:

Each day, each class has the opportunity to earn a point towards an extra ten minutes of recess by lining up in a quiet and orderly manner while waiting for their teachers to pick them up. Ten points will equal ten extra minutes of extended recess after arrangements are made between the teacher and the aides.

## Important NEW! Phone Numbers:

Hidden Hills: 602-449-3100  
Attendance Line: 602-449-3101  
Nurse: 602-449-3103  
Fax: 602-449-3105

## Friend's Phone Numbers:

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