

Hidden Hills Elementary School's 2006-07 Student Handbook

Mission Statement

Our mission is to guide students to reach their full learning potential. We will work together to create a safe learning environment which empowers children and provides learning opportunities with high academic standards, positive self-image and empathy for others. Hidden Hills Elementary School will provide the educational foundation necessary for its students to lead productive lives.

Arrival on Campus

Students are not to come to school or be dropped off at school prior to 7:45. Supervision is not provided for students on campus prior to 7:45, or after 2:45 PM. Hidden Hills cannot be held liable for any harm that may befall a student who arrives at school prior to 7:45 or is not picked up from school by 2:45.

Attendance/Tardy

Hidden Hills participates in the C.U.T.S. program sponsored by Maricopa County Juvenile Justice Court. If a child is consistently tardy or excessively absent (greater than 9 days per semester), their name will be referred to the Maricopa County Courts System. Any student absent 3 or more days in a row must provide documentation from a doctor. Excessive absences, even if a parent has excused them, require justifiable reasons. Please call (602) 493-5281 extension 1600 on the day of an absence or send a note when the child returns to school.

Bikes/Skateboards/Scooters

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

Bus Students

Bus service is provided for students in designated areas. Authorization to ride the bus is contingent upon available space and driver approval. If no space is available, the child will be asked to call home. All students are expected to follow all bus behavior and safety rules. Failure to do so may result in losing bus privilege.

Cell Phone Policy

The school does not recommend that students in elementary school 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 child's backpack. If the child is using the phone during the school day, or if the cell phone disrupts the classroom, the phone will be held in the office until a parent can come to get it. After the first incident of interrupting the classroom, the student will be asked to turn in the phone on a daily basis to the office before school and pick up the phone after the 2:25 warning bell. The school will not be liable for any lost, damaged or stolen cell phones.

Child Abuse

State Law ARS 13-3620 requires school personnel (any district employee) to report any case of suspected child abuse to Child Protective Services (CPS). For more information, please refer to Governing Board Policy 5.4.7.

Dress Code

Student dress must be appropriate at all times. Clothing should not be worn that is hazardous to the health and safety of students or disruptive to the learning environment. Hair color should be appropriate and not interfere with or be disruptive to the learning environment. Students must wear footwear at all times. Sandals should have a heel strap, have less than a 1" heel and should not be worn on PE days. Platform shoes and thongs are not acceptable for school. Tennis shoes are strongly recommended. All shirts must cover the midriff. Hats may be worn outside for recess, but not in the school building.

Examples of clothing NOT to be worn are: See-through blouses or shirts; net shirts; half-shirts; halter tops; tank tops with undergarment strap showing; spaghetti straps (straps must be at least 1" wide); t-shirts with vulgar language, or pictures advertising alcohol, drugs, tobacco, firearms, or violence; muscle shirts, or gapping arm holes; shorts must be as long as the length of the thumb when arm hangs loosely at the side; hip hugger trousers which expose the navel; cutoffs with exposed undergarments.

Homework Policy

While recognizing that each student has individual needs, homework plays an important part of the education process. Benefits to be derived from these assignments may 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 will vary with each grade level and each individual student.

Each homework assignment will address a specific purpose that is consistent with the ongoing activities of the class. Homework will directly relate to upcoming activities, or reinforce, enrich or extend a classroom learning experience. Every assignment need not be used for grading purposes, but every assignment is to be completed and turned in to the teacher to be acknowledged.

Communication between the teacher and the parents regarding homework is essential. Parents need to be advised of what is expected of their children and how they can reinforce the learning potential of the work assigned.

The development of appropriate study skills is necessary to facilitate the increasing amount of homework that your child will receive as he/she progresses through the school system.

Lunch

Hot lunches are served daily in the cafeteria. The cost for student lunch is \$1.50, and includes a milk or juice. Students may also bring their lunch and purchase a milk or juice for \$.25 each. Students are issued a student ID number that works like a debit card. Parents and students may put money on their account before breakfast each day, or pay cash when going through the meal line. Breakfast is served each day for \$.75 each from 8:00-8:25. Applications for Free and Reduced Lunches can be obtained from the school office.

Make-Up Work Policy

Students are required to make-up work missed due to absences. Student will be given one day for each day absent. For example, if a student is absent three days, they have three days to complete their make-up work. Students and/or parents are responsible for contacting the teachers for the make-up work. It is recommended that if a student will be absent for an extended period of time, the parent contacts the teacher prior to the absence to arrange for the make-up 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 a physician. Your doctor may fill out a form, which will allow the nurse to administer medicine when a student needs it for a specific health problem. All medications must be in their original container, whether it is prescription or over the counter. The medication must include the name of the medicine, the amount of dosage, the time medicine 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. No student may carry medication to administer to themselves or others.

PTSA

All students and parents are encouraged to join our Parent, Teacher, and Student Association. This organization is fundamental to providing enriching programs for all students. Please join our award winning PTSA and get involved in your child's education! For more information, please call (602) 493-6270.

School Hours

Our first bell rings at 8:25, at which time students are to line up and wait for teachers to pick them up. Announcements begin at 8:30. No student is to enter the building prior to their teacher picking them up at 8:25 without a duty aide pass or parent escort.

At dismissal, students are to leave the campus immediately after school, unless they are involved in a school sanctioned activity. Students may not wait on campus for others who may be staying late. Parents will be notified if a student is staying after school.

School Safety

In the event of a crisis, the primary concerns are safety, first aide 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. The schools in our district have developed very specific crisis plans in the event that a crisis or tragedy occurs during the school day. As part of our preparation plan, various drills will be held during the school year to ensure the safety of the children. Please read the Crisis Plan Student Evacuation letter sent home with your child's Emergency Card.

Social Worker

Our school has a part time social worker to meet the needs of the students of Hidden Hills. Our social worker will meet with groups of students for counseling sessions, assist families in crisis and support the students and staff in the many different issues that arise over the school year. If you feel the need to meet with the school social worker, appointments can be made by calling the school office at (602) 493-6270.

Student Recognition

Hidden Hills recognizes the efforts of our students in numerous ways. In addition to classroom recognition, students may receive a "Courtesy Card" whenever a staff member sees them going above and beyond what is expected. Drawings for prizes are held periodically throughout the year and names are published in the school newsletter.

Our school actively participates in the district-wide program to develop character education traits. The teachers recognize students as Husky Pride/Character Education Trait winners, they receive a certificate, a coupon from a local sponsor, will participate in video announcements and have their names published in the school newsletter.

Student Recognition Assemblies are held each quarter to recognize students receiving all A's (Principal's List) and all A's and B's (Honor Roll), as well as for various awards and honors.

The purpose of the Honor Roll is to recognize students who excel academically in school and reward them for their efforts. Students in grades four, five and six are eligible for the Honor Roll and Principal's List as long as their grades (including special area grades at semester end) are consistent with the expectations and they have no "U's" or "N's" on their report card.

Textbooks

All textbooks, library books and other materials (calculators, etc) are issued to the student free of charge. Students are responsible for lost and damaged books and materials and will be expected to pay in full for all lost and/or damaged items. The final Report Card will be held until all charges are paid in full.

Telephone

Students do not have access to the telephone during the day. In an emergency, students may be sent to the front office to use the phone. Incoming phone calls to teachers and students will not be put through to the classroom. Teachers may receive phone calls during their scheduled prep or lunch periods and before or after the instructional day.

Numerous phone calls are made to the office at 2:20 each day to make changes in the after school arrangements for the students. Although we understand that emergencies may arise, it is not always possible for the office to handle the large number of phone calls at this time of day. Make sure your child knows the arrangements before they leave for school.

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/volunteer badge. Sometimes the classroom is engaged in activities, which are not conducive to visitors, and it may be necessary for you to schedule a visit.

Discipline

At Hidden Hills, everyone has the right to learn and be in a safe environment.

A Hidden Hills Student is:

- Respectful
- Responsible
- Trustworthy

Fair
Caring
And a good citizen

Our goal is to help students become good decision makers in the area of self-control and social relationships in a positive learning environment. Our expectations are that students will be good citizens on campus, during field trips, riding the bus to and from school, and when representing the school at any function.

Students demonstrating good behavior will be rewarded with high self-esteem, as well as Courtesy Cards, Principal's Positive Phone Calls, and other rewards.

The expectations for our students are:

- Students will show respect for themselves and all adults, other students, and property.
- Students will use appropriate language.
- Students will integrate the Character Education traits into their lives and set an example for their peers.
- Students will travel throughout the school in a safe and orderly manner.
- Students will use equipment, including all technology, in the manner in which it was designed.
- Students will abide by the school dress code.
- Students will abide by all rules for bus, cafeteria, and playground areas.

Classroom Policies:

Our discipline policy is based on respect and each classroom teacher/grade level may personalize this concept within their classrooms to meet the school expectations.

Teachers may keep a behavior log for student behavior, may use Notices of Inappropriate Behavior Tickets and/or Missing Assignment Tickets, which are sent home for parent's signature.

Each teacher will keep a student file with tickets, referrals and other behavior documentation, as well as contacting parents directly concerning their child's behavior.

Automatic Office Referrals given for:

- Disrespect or defiance of authority.
- Harassment of peers.
- Fighting: including playfighting, intimidation, and/or provoking a fight.
- Destruction of property.
- Possession, use or sale of dangerous items, including alcohol, tobacco, illegal or dangerous drugs, weapons, lighters, matches, firecrackers, etc.

Office Referrals may result in:

- Conference with the student.
- Parent phone call or conference.
- Detention in the office.
- In-school or out-of-school suspension

Any student who is in in-school or out-of-school suspension may not participate in any school-sponsored event during this time.

Harassment

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 warnings, in-school, and/or out-of-school suspension.

Students will not bother or annoy other students physically, verbally or visually; this includes language or gestures, which insult, intimidate or negatively incite another person's feelings.

Retaliation in any form for the filing of a harassment complaint is expressly prohibited.

Bullying

Bullying is defined as intimidating students 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 student's lane of traffic; tripping, pushing, punching, flicking other students; or inciting altercations between other students.

Verbal Harassment

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

Religious Harassment

Religious Harassment is defined as making negative comments and statements about a particular religion. These comments can be written and/or verbal.

Ethnic and Racial Harassment

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

Sexual Harassment

Sexual Harassment is the unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, spreading rumors, impeding or blocking movement, leering gestures, or display of sexually suggestive objects, clothing, pictures or cartoons of a sexual nature.

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

If you are being harassed:

Make your feelings clear. A harasser may think you support the harassment if you are quiet. If the harassment continues, it should be reported to the teacher, duty aide or Principal.

If you see someone being harassed:

Never join in the harassment! Resist any peer pressure to take part in abusive behavior. Help the person get out of the situation safely, ask if it has happened before, and encourage the person to report the harassment to the teacher, duty aide or Principal.

Consequences for Harassment:

First Incidence: Warning and conference with Principal.

Second Incidence: Office Referral, parent phone call and in-school suspension.

Third Incidence: Office Referral, parent phone call, and out-of-school suspension.

Playground Rules

To ensure the safety of all students, the following playground rules must be followed at Hidden Hills:

Students will follow the directions given by any staff member with respect and courtesy. Playground aides will be the judges of what is safe and allowed or unsafe.

Students must use the crosswalk to get from the multipurpose room to the field.

When the bullhorn/whistle is blown, all students must stop and go to the line-up area immediately.

Students will play in a friendly manner. Do not interrupt others' games. If there are disagreements, see a duty aide, who will have final say on a situation.

Students will use the equipment in a safe and orderly manner.

Students will use PE rules for all organized games, including foursquare, football and basketball.

There is no tackle football. Period.

All basketball games will be 1/2 court games to allow room for others to play.

No foursquare on the basketball court.

Students will stay on the playground or basketball courts. If a ball goes over the fence, a student must ask for

permission from a duty aide to retrieve the ball.
Before school, during recess and after school, no one is to enter the school building without a written pass from a duty aide or an adult escort.
Students will not run on sidewalks.
There will be no throwing sand or rocks.
Students are to sit on the swings, swing straight, not twist on the swings, not jump out of seats, and not climb swing poles. No under-ducking!
There is no walking up the slide, no hanging off the slides, and no tag games on the slide.
Only two students at one time in the bathrooms.
RESPECT, RESPECT, RESPECT!

Cafeteria Rules

To ensure a comfortable eating environment for all students, the following cafeteria rules will be followed at Hidden Hills:
All students must eat lunch.
All students will eat with their own class.
Everyone must sit flat on his or her bottoms on the benches.
All students will be seated for at least 10 minutes before being dismissed for recess.
When students have finished eating, they are to clean their area, raise their hands and wait to be dismissed by a duty aide.
No food is to be taken outside.
Students will not trade food items.
Students will not throw food.
Students are to dispose of their food in a clean and orderly manner.

Duty Aide Discipline

Anyone choosing to break a recess rule will be reported to his or her classroom teacher, where the teacher will implement his or her classroom policies.

Detention Room

Anyone given lunch detention will take his/her lunch to the detention room and will have ten minutes to eat. After the ten minute time period, the student will work on a behavior consequence worksheet. Students will remain in the detention room until line-up time. No student will leave for drinks or bathroom until the detention room aide has dismissed him/her. Misbehaving in the detention room may result in a Notice of Inappropriate Behavior

Extended Recess

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