



POWAY UNIFIED SCHOOL DISTRICT

Rolling Hills Elementary School

Work Hard, Be Kind

15255 Penasquitos Dr. - San Diego, CA 92129

P 858.672.3400

STUDENT/PARENT HANDBOOK

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or a group with one or more of these actual or perceived characteristics. For more information, please contact: Title IX/Equity Compliance Officer, James Jimenez, Associate Superintendent of Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128, 1-858-521-2800, extension 2121, jjimenez@powayusd.com. For students, you may contact Title IX Coordinator/ 504 Coordinator Jamie Dayhoff, Director of Attendance and Discipline, Poway Unified School District, 1-858-521-2840, jdayhoff@powayusd.com

MISSION STATEMENT

Rolling Hills Elementary is dedicated to reaching each student by building positive relationships, providing a rigorous and relevant education, and instilling the positive values and attitudes that are necessary for college and career readiness and lifelong success in a diverse and global society.

Rolling Hills Elementary Vision

Rolling Hills is a place where...

- The learning community embraces a collaborative learning environment in which staff, students, families, and the community are actively included and involved.
- The learning community creates and sustains a school built upon safety, sharing, mutual support, and respect.
- The staff customizes learning to meet the individual needs of every student. Students are confident in their ability to achieve, actively engage in authentic learning, and exhibit positive enthusiasm for school.
- Effective resources including funding, personnel, and the flexible use of time are sought and applied to maximize learning for all.

Commitments

At Rolling Hills, each member of our learning community will...

- Model the six pillars of character (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship).
- Make a personal commitment to the mission and vision.
- Be open to pursuing and applying innovative and effective approaches to meet the needs of the individual child.
- Hold themselves accountable for the success of every child.
- Know the why of what we are doing.
- Be adaptable and flexible

“Work hard. Be kind.”

RHES Motto

SCHOOL OFFICE

Our school office is here to assist you. The office is open from 7:30 a.m. to 3:00 p.m. Monday through Thursday. On Friday, the office is open from 7:30 a.m. to 2:00 p.m. You can reach the office by calling (858) 672-3400. We cannot let students use the telephone during the school day unless they have a note from their teacher.

IMPORTANT INFORMATION

Before and After School Campus/Playground Access:

Since staff playground supervision begins at 7:30 AM each morning, students cannot be on the playgrounds or arrive at school before this time. Exceptions to being on campus prior to 7:30 AM include Safety Patrol, Student Council, or a parent conference. Once students arrive at school, they must not leave unless a parent or other authorized adult comes to the office to sign them out.

Kindergarten and first grade students need to be on the primary playground near the ESS building, and students in grades 2,3,4,5 need to be on the upper grade playground behind the lunch area and kitchen.

Since there is no playground supervision after school dismissal for students, they are expected to go home immediately after dismissal unless they attend ESS (Extended Student Services) or an after school program on campus. For more information about ESS, contact the ESS Office (858) 672-0261.

After school dismissal each day, the school playgrounds are reserved for use by ESS and outside groups with facilities use permission; therefore, once Rolling Hills' students are dismissed from school, they should not linger to play on the playgrounds or on school grounds.

DAILY K-5 STUDENT SCHEDULE:

DAILY SCHEDULE	Monday -Friday	Minimum Day	TK SCHEDULE
Playground Opens	7:30 AM	7:30 AM	7:45 AM – 12:00 PM Monday - Friday
School Begins	7:45 AM	7:45 AM	ASD PRESCHOOL 8:00 AM – 1:10 PM
Dismissal	1:45 PM	12:00 PM	Monday - Friday

TARDIES: Students are tardy at the 7:45 AM bell. *Students who are late to school must report to the office before going to class.* We expect students to be in class prior to 7:45 AM in order to avoid disruption of learning time. The first minutes of the school day set the tone for the student's entire day. Our expectation is that every student receives the critical directions and explanations that are given in class every morning. We expect students to practice punctuality. Punctuality is a necessary habit for success in real world situations. Individual Student Assessment appointments will be scheduled for each child during the afternoon hour.

IMPORTANT: Please check the Rolling Hills and the Poway Unified websites regularly for updates and pertinent school and district information.

Rolling Hills Elementary... <https://www.powayusd.com/rhes>

Poway Unified School District... <https://www.powayusd.com>

IMPORTANT Child Safety Protocol: Monday -Friday dismissal time for grades K-5 is 1:45 PM. If a parent or emergency contact cannot be reached and the child has not been picked up from school then authorities will be called. This includes Child Protective Services (CPS) and the San Diego Police Department.

ESS (Extended Student Services): ESS is a day care program offered on a fee basis to Rolling Hills' students. Call (858) 672-0261 for more information.

SCHOOL LUNCHES: Students may either bring a lunch to school or purchase a lunch in the cafeteria. If your child brings a lunch, be sure to include only as much food as your child eats. Sandwiches, fruit, and a drink are much healthier than a lunch packed with sweets. Lunches should have the student's name and room number on the outside of the sack or lunch box. **Due to health standards (including potential food allergies) sharing or trading of food is strictly prohibited.**

Hot lunches may be purchased at the school. Menus are available online <https://powayusdnutrition.com/>. Lunches are paid for in advance, daily, weekly or monthly. Prepayment envelopes are available in the school office and checks should be made out to PUSD Food & Nutrition and include the child's first and last name in the lower left corner. Parents may use the online pre-payment service for student lunch accounts by going to www.myschoolbucks.com. Students who pay in advance are entitled to as many lunches as have been prepaid. Students are notified when they are about to run out of prepaid lunches. Any unused money is carried over to the next year. You are strongly encouraged to pay in advance as this prevents lost lunch money and unhappy students.

*If your child is allergic to milk, juice can be substituted on the presentation of a medical statement from the child's doctor.

*Free and reduced lunch applications are available in the office or online at the Food Services website.

ATTENDANCE AND HEALTH SERVICES

ABSENCES: If a student is unable to attend school due to illness OR any other reason, notify the Absence Hotline (858) 672-0857, this is a 24-hour line.

When calling the HOTLINE, be sure to leave the following information:

- Student's Name
- Grade and Room Number
- Day(s) and Date(s) of Absence
- Reason for Absence (give a brief description)
- Expected Date of Return
- Name and Relationship of Caller

Students absent due to contagious diseases may be required to have a note from their physician or the public health department before returning to school. **ALL ABSENCES MUST BE ACCOUNTED FOR!**

The state has strict guidelines for excused absences. Vacations, weddings, and many other personal leaves from school count as unexcused absences. **(Please review ADDENDUM TO THE ANNUAL NOTIFICATION OF PARENTS/STUDENTS RIGHTS for detailed information. Ed. Code 48205.)**

ATTENDANCE: The California State law requires students to be in school except for the following reasons:

- Illness
- Medical or dental appointments
- Funeral services for an immediate family member
- Religious observances

Students sent home for illness or absent on the day of any school event (day or evening) should not return to school to attend the event.

All other reasons are “unexcused.” An Off Campus Independent Study Contract (OCIS) may be requested (please allow as least 2 weeks advance notice) for personal absences of 5 days or more. Information is available in the school office.

Teachers will provide work for students that are absent less than five days when an Off Campus Independent Study contract cannot be issued. Please check with the teacher.

Please see the back page of this booklet for the school district vacation schedule. We request that you plan your family vacations accordingly so that your child(ren) has optimum school attendance.

APPOINTMENTS: A student who needs to leave school during the day for an appointment must be checked out from the office by the parent or legal guardian. If they return during the same day, they must also check back in with the office. The person checking out the student must be listed on the student’s registration form in the office. Please be prepared to show picture identification. We ask that appointments be made after school hours.

STUDENT HEALTH: Rolling Hills has a Health Services Technician on staff to provide first aid, assist students with medication, care for ill students and respond to emergencies. In case of student illness at school, the health technician will notify a parent, guardian or authorized emergency contact. No registered nursing services are provided at the school on a daily basis.

MEDICATION: Both prescription and nonprescription medications (aspirin, cough drops, lip balm, etc.) require a written statement (Authorization for Medication Administration form # H-26) from the parent/guardian and physician indicating a desire for school personnel to assist the student as set forth in the physician’s statement. Forms are available on the district website www.powayusd.com. This Policy is to ensure the safety for all of our students.

If you have any questions or concerns regarding this medication policy, please feel free to call the school office. **NOTE:** Sunscreen, cough drops, lip balms, etc. must also have a note from the parent on file and be kept in the health office to be monitored by school personnel.

IMPORTANT REMINDER: Parents are requested to apply sunscreen prior to your child’s participation in school activities.

INJURIES: It is the parent’s responsibility to notify the school of all surgeries, injuries (i.e. concussions, fractures, sprains, stitches, etc.) that occur outside of school. Guidelines regarding injuries and non-participation in physical education (P.E.) classes and recess are as followed:

- Students with casts, stitches, or splints may not participate in Physical Education class or outdoor recess without written consent from both the parent and the attending physician. All injury notes from the doctor should include the type of injury, any limitations or allowance to participate in such activities and the date the child may return to full physical activities. Parents’ wishes may not supersede this medical prescription.
- Students need a subsequent doctor's note when it is safe to resume normal activity in P.E. and/or recess.
- Some specified P.E. activities may also require non-participation for the safety of the student and others.
- If a student is to come to school with a cane, crutches, wheelchair or an assistive device, notification from the parent is required and a doctor's note is preferred.

GENERAL HEALTH GUIDELINES:

1. Students too ill to participate in normal activities and/or adequately function in the classroom setting should be excluded from school attendance.
2. Students with an oral temperature of 101 degrees or above, with no other symptoms, should be excluded until the temperature returns to normal for at least 24 hours.
3. Student with vomiting and/or diarrhea should be excluded until vomiting/diarrhea has stopped for at least 24 hours.
4. Students with suspected contagious disease (i.e., rash) should be excluded until released by medical care service (preferably in writing), or until symptoms are no longer present.
5. Students with known contagious diseases should have written approval to return to school.
6. Students who have undergone a medical procedure requiring general anesthesia should stay home for at least 24 hours.
7. Students with upper respiratory infections (symptoms: persistent nasal discharge that is purulent or discolored, oral temperature 100 degrees or above [“under the arm” auxiliary temperature 100 degree or above], productive cough, excessive coughing) should stay at home until all symptoms are gone for 24 hours or a written medical release is obtained.
8. Students receiving antibiotic medication may attend school when they have been taking the medicine for 24 hours. (Prepared by: District Health Services)

INFORMATION for PARENTS and STUDENTS

ANIMALS ON CAMPUS: Signs posted at schools prohibit dogs, horses, etc. For further elucidation, consult (1) Board Policy 6.22, (2) the Risk Management Dept. resource booklet on animals, and (3) Administrative Procedure 6.83.1 - Insurance Management, which is the legal basis for loss control standards. Every year, students get bitten or scratched. There are also unquantifiable health effects to the small minority of kids with hypersensitivities to allergens, endotoxins, zoonotic viruses, and other animal-borne diseases.

- In accordance with SDCA REG 62689; 62.670-11.116, dogs are not permitted on the Rolling Hills campus without above approval (this includes any leashed/unleashed dog or other animal).

- Many students are scared and/or allergic to dogs. Although your pet may be a part of your family, not all community members embrace their presence. **Please do not bring your pet near the exit gates and MPR exit area.** *If you must bring your pet, particularly at pick up and drop off times, please stay away from the entrance to the school.*

PET VISITS: Please contact the teacher to make arrangements for the visit before bringing pets. Teachers will need to check for student allergies, fears, etc. Final approval will come from the principal. Pets must be brought by the parent to school and taken home immediately after the visit. Animals are not allowed on school buses.

SCHOOL PICTURES – STUDENT CONFIDENTIALITY: Due to family and student confidentiality, and privacy rights, only authorized staff can photograph students at school or at school events. Students must not take pictures of one another at school with cameras or cell phones. Pictures cannot be posted to the web or social media sites.

BICYCLES: **Students in grades 3-5** may ride their bicycles to school after the following guidelines are in place. Each student bike rider must have a bicycle permit signed by their parents on file in the office. These are to be renewed yearly. Students are reminded that all traffic laws relating to automobiles also pertain to bicycle riders. In addition, by law, all students must wear helmets when riding their bikes. Helmets can be stored in the classroom during the day. Bicycles should not be ridden on the sidewalks, playground, or in

hallways. A bike rack is provided for storing the bike during the day. Students must bring their own locks to secure their bicycles. Please note: The school is not responsible for damage or loss of bicycles. **For safety reasons, skateboards, roller blades, scooters and skate shoes are not allowed at school or on campus.**

CLOSED CAMPUS: Rolling Hills is a closed campus. Once children arrive, they may not leave unless a parent or other authorized person comes to the office to sign a release. To insure the safety of our children, you will be required to show I.D. when you pick up your student. Our school security protocols include all gates being locked throughout the school day in addition to before and after school. All guests must access campus via the school office.

VISITORS and VOLUNTEERS ON CAMPUS: For safety, security and emergency purposes all visitors to campus must sign in at the office and wear an ID badge at **all times while at the school.**

Parents are always welcome and encouraged to visit and help in the classroom. Visits should be scheduled with the teacher ahead of time as per Board Policy. If you want to talk to the teacher about your child, please make an appointment outside of school time. Teachers need to be supervising and teaching their students immediately before, during, and after class time.

Due to district liability minors including preschoolers and non-elementary school aged children, siblings can't be with the parent volunteer while volunteering.

PLEASE NOTE: All special activities including field trips are for participating students, staff and parents/guardians only. It is important to respect the learning time of siblings at Rolling Hills; therefore siblings should not be taken from their classrooms for a brother's or sister's school event. We ask all parents to honor this expectation and protocol.

VOLUNTEER PROCESS: Contact the school office staff for information and to let us know what your interests are. A specific district process is in place for obtaining volunteer clearance and information is sent home at the beginning of the school year describing the many volunteer opportunities available at Rolling Hills.

Please note that adults may not volunteer to work with students in the classroom or chaperone field trips until our school office has received a volunteer clearance from Personnel Support Services at the District Office.

DISRUPTIONS TO CLASSROOM INSTRUCTION: Classrooms won't be disrupted during the school day for any items students have left at home. This includes homework, snack/lunches, instruments, jackets, etc. Please plan ahead with your child so he/she is prepared for school and building positive habits.

CLASSROOM CELEBRATIONS: Each class has three classroom parties/celebrations during the school year. As you know, at school we can only serve or sell commercially prepared food with clear ingredient labeling so students with food allergies are protected from accidental exposure.

In alignment with the PUSD Wellness Policy, student birthdays will be honored at school **without** food due to student allergy concerns, nutrition standards and classroom disruption. In lieu of food treats, parents may consider donating a small item to the class (examples: a playground ball, jump rope, or book – please check with your child's teacher) or a book to the school library in honor of your child's birthday.

HOMEMADE FOODS: Health and Safety Code 114021 sets the standards for home baked food items in schools. Because of safety and sanitation concerns, **food prepared or stored in a private home shall not be used, stored, served, and offered for sale, sold, or given away to students on a school campus.** Any bake sale, candy sale, or other food sale must be of commercially prepared and packaged items (as per Health and Safety Code 114021). *Please note that sodas are not permitted at school as per State mandate.*

Parking Lot Student Drop Off and Pick Up: In order to keep our children safe we ask that drivers observe the following practices when dropping off or picking up students in front of the school and along Penasquitos Drive and Alamazon: drive slowly, follow a single lane traffic flow, never double-park, and stop at crosswalks for pedestrians.

At arrival and dismissal times, traffic is very congested at Rolling Hills. Please stop at the curb to let your child in or out and remember that vehicles cannot be left parked and unattended in the fire lanes. If you need to access the campus for any reason please park your vehicle in an open parking space or on a nearby neighborhood street. Parents are encouraged to carpool whenever possible.

PERSONAL STUDENT DELIVERIES: We request that families refrain from delivering balloons or flowers to children at school as it is a disruption to class time and distracts students from learning, and we need to be mindful of possible student or staff latex allergies. Home party invitations should be mailed and not delivered to students at school.

PARENT/TEACHER COMMUNICATION

BACK-TO-SCHOOL NIGHT: Parents/guardians are invited to attend Back-To-School Night to meet their child's teacher and to hear about the materials, standards, teaching methods, and classroom procedures used. Teachers also discuss their expectations for student progress both academically and behaviorally. Since this is a parent information meeting, we ask that children not attend. Date to be announced

Parents, please note that for child safety and liability reasons, children cannot be left unsupervised by an adult at any time while on campus during daytime or evening hours (this includes all school playgrounds and fields).

INDIVIDUAL CONFERENCES: Parents are encouraged to contact the teacher at any time with questions or concerns. Conference times can be arranged with the teacher throughout the school year.

PROGRESS REPORTS: Report cards are issued in November, March, and June. During the November conference, the teacher will explain the grading and format used on the progress report.

ACADEMIC STANDARDS: The District has determined the academic standards each student should reach in reading, writing, listening, speaking, science, and social studies. The standards are posted on the PUSD website (www.powayusd.com)

OPPORTUNITIES FOR INVOLVEMENT

SITE COUNCIL: The School Site Council approves the annual Single Plan for Student Achievement (SPSA) and state and federal categorical budget expenditures to help schools improve and supplement curriculum and instruction. Parents and staff are elected yearly to serve on the school Site Council. The Site Council serves in an advisory capacity regarding program goals and how funds are allocated and spent.

EDUCATIONAL FOUNDATION: The Rolling Hills Education Foundation provides financial support to the school as well as physical support in a variety of community activities and events. They are always looking for energetic and dedicated parents to join the team. Please see their website for more information: <http://rollinghillsfoundation.org/>

NO EXCUSES CODE OF CONDUCT

At Rolling Hills we take student safety and positive student behavior very seriously. We only have a few rules, but they apply **anytime** students are on campus, traveling to and from school, or on a school sponsored field trip or activity. School staff, students, and parents all share a responsibility for positive student behavior. The school has the responsibility to clearly communicate and enforce student behavior in a fair and supportive manner. Parents have the responsibility to reinforce school expectations and to help their children become responsible citizens. Students have the responsibility to follow the code of conduct and to make helpful choices.

Our **Code of Conduct** is based on the six pillars of character:

I will be trustworthy I will be fair
I will be respectful I will be caring
I will be responsible I will be a good citizen

We believe that being a student of character sets the stage for future success and supports students in developing the habits of mind, skills, and attitudes to be:

Self Directed Learners
Collaborative Team Members
Clear Communicators
Constructive Thinkers and Problem Solvers
Effective Users of Tools and Technology
Responsible Members of Society

CONSEQUENCES OF VIOLATIONS: Are used to record when a student violates the Rolling Hills Code of Conduct. A copy of the Character Violation will be sent home for the parent to sign and return to the teacher. Students who receive character violations will receive the following consequences:

First Character Violation per trimester/grading period:

Teacher takes action according to classroom consequences. Parent must sign and return the pink copy to the teacher.

Second Character Violation per trimester/grading period:

All of the above, phone call to parent, possible office referral, and student is assigned a detention for the purpose of reflection and completing a Character Think Sheet.

Third Character Violation per trimester/grading period:

Office referral to the principal, disciplinary action, parent call/conference scheduled.

Referrals to the principal are the result of serious or repeated violations of the Code of Conduct and PUSD Rules of Student Discipline. Students who fight, intentionally hurt others, defy adult authority, persistently break rules or disrupt instruction are referred to the principal.

HARASSMENT: Harassment on the basis of race, ethnicity, sexual orientation, religion, or gender is a violation of both federal and state employment discrimination laws as well as District Policy and Administrative Procedure: (Title VII of the 1964 Civil Rights Act, the 1991 Civil Rights Act, the Educational Amendments of 1972, Education Code Section 212.5 and Board Policy). The District is committed to providing students with an academic environment that is free from harassment and discrimination. No tolerance.

Any complaints alleging discrimination or harassment and requests for uniform complaint procedures should be directed to the principal or Associate Superintendent for Personnel Services, Title IX Coordinator. Please review the "Student Guide to Understanding and Avoiding Harassment".

POWAY UNIFIED SCHOOL DISTRICT RULES OF STUDENT DISCIPLINE: Each year a copy of the District policy and consequences regarding weapons, controlled substances, alcohol, harassment, theft, vandalism, hate

crimes, and willful disobedience is sent home with students. Parents are to read the rules and acknowledge receipt of them by signing and returning the form to school.

DANGEROUS WEAPONS: Poway Unified School District Policies and California State Laws prohibit the possession by students of dangerous objects or look-alike weapons while on school grounds or while at school related activities. These objects include, but are not limited to, any tip of knife, firearm, or imitation firearms such as bb guns, pellet guns, paintball guns, air soft pellet guns, or any other object that closely resembles a knife, gun, or rifle. Possession of these objects will result in serious consequences that may include but are not limited to suspension from school or expulsion from the Poway Unified School District. It is critical that parents speak to their children about these items and reinforce the fact that no one should ever have these dangerous objects at school or at school related events. Backpacks and other similar bags or purses that are used for non-school related activities should always be examined to make sure these items are not inadvertently brought to school.

Anytime a student discovers an inappropriate object at school, or mistakenly brings a prohibited item to school or a school related activity, immediately inform a teacher, administrator, or a staff member so that a reasonable approach may be considered.

THREATENING LANGUAGE: Threatening to hurt, beat up, or kill another will not be tolerated at school or at any school event. Making excuses for this language by saying, “I was just kidding” or “I didn’t mean it” is unacceptable. Students will be held responsible for their choices.

SUBSTANCE ABUSE: The use or possession of tobacco, alcohol, or other controlled substances by students or parents on the Rolling Hills School campus is strictly prohibited. If students are involved with the use, possession, or sale of any controlled substance, legal reports will be filed, parents will be notified, and a minimum five-day suspension will be invoked.

GENERAL SCHOOL INFORMATION

DRESS AND GROOMING: Dress and grooming should not interfere with the educational process and should be appropriate and safe for student participation in all daily school activities. Students are expected to dress for school in a manner consistent with the following guidelines:

Students should wear clothes that are neat, clean, do not expose undergarments, and are appropriate for school activities including PE, Run Club, and recess.

Inappropriate clothing for school includes the following:

- A top that exposes the midriff either while sitting or standing; ALL TOPS SHOULD BE AT LEAST HIP LENGTH and have straps,
- Blouses/tops with inappropriate neckline,
- Clothing with drug, alcohol, tobacco logos, profane language, sexual innuendoes, or promoting gang affiliation,
- Please no short shorts and shorts should be at least mid thigh length,
- Belts that hang (belts must be contained within loops),
- Wallet chains or any other chains,
- Pants that sag (pants should be supported at the waist)

Footwear Safety:

- For safety purposes all footwear must be closed toed and have a heel strap. Clogs (or clog style shoes), platform shoes, flip-flops and high heels are unsafe for school activities. Footwear should be appropriate for Run Club, recess play, climbing on play equipment, and Physical Education activities.
- Children are expected to wear proper footwear at all times. For safety reasons bare feet, sandals, flip-flops, ballet/dance shoes, cleats, slippers, Crocs, skate/roller shoes, or other footwear that might create a personal safety hazard are not permitted.

Students who wear inappropriate clothing/shoes will be asked to call their parents for a change of clothing/shoes.

EMERGENCY DRILLS: Once a month students participate in a fire drill, lockdown, or duck and cover drill. Procedures and practices are taught to all students and reviewed regularly in order to ensure their safety in the event of a disaster. Should it become necessary to release students from school, only the persons whose names are listed on the Disaster Release Form are authorized to take a student from school. The forms are completed at the beginning of each school year. ***Parents, please be sure your child's form is current.***

HOMEWORK: Homework assignments will reinforce academic skills taught in school. The following guidelines are from the PUSD Administrative Procedure and Board Policy for Homework:

Homework for Elementary Grades

1. In the primary grades (K-3), homework should consist primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.
2. At the upper grades (4-5), homework should primarily consist of reading, practice in mathematics application of writing skills, and beginning research. At this level homework should be designed to build independent study habits.
3. Long-term assignments at the upper grades should be limited in number and duration. These assignments should include clear checkpoints to monitor progress towards completion.
4. Home work at the elementary grades should not be assigned over the weekends.

LIBRARY: The school library is open for student use during school hours. Books must be returned before new ones can be checked out. Parents may also check out books before or during school hours. Please come in to set up an account.

LOST AND FOUND: Parents should clearly label a student's name on clothing, lunches, backpacks, and other items. If an item of clothing is lost, students or parents should check the lost and found cart inside the front gate. Smaller, personal items (i.e. jewelry) are kept in the office. At the end of each trimester, unclaimed items will be donated to charity. Please remember, the loss or damage to personal items brought to school, including bicycles, remains the responsibility of pupils and parents.

PERSONAL ITEMS/MATERIALS: **Students and parents, please note that selling, trading, buying, or giving away of any items at school is not allowed. Students should leave personal items at home.**

TELEPHONE USE: Students are allowed to use the office telephone in EMERGENCY situations only. Emergency calls would include illness, change of clothing or lost lunch money (the office is unable to loan lunch money to students). Personal phone calls for forgotten items or after-school arrangements will not be permitted.

CELLULAR PHONE USE POLICY: Students may be permitted to have in their possession a cellular phone/pager in school, on school property and at school-related functions provided that the use of the cellular phone/pager does not disrupt the instructional process. In other words, cell phones cannot be used

during the instructional day for any purpose other than for medical reasons that have been previously reviewed with school staff. Since students have access to classroom and office telephones to call their parents for legitimate reasons, cellular phones cannot be used at recess or lunch and should be off during school hours. Rolling Hills assumes no liability for the loss or damage of the device or its misuse by another person. If a student's cell phone rings during class times or if a student uses their phone during the school day, they will be referred to the office.

STUDENT PROGRAMS

SAFETY PATROL: Fifth grade students who have demonstrated leadership ability, good citizenship, and academic excellence are selected and trained by the San Diego Police Department to serve as Rolling Hills Safety Patrol. These students provide safety for other students crossing Penasquitos Drive at the crosswalk.

PEACE PATROL: Fourth and fifth grade students are teacher nominated to learn peaceful conflict resolution and fair play skills to use with kindergarten and first grade students at morning recess. They serve as role models and playground leaders under the supervision of the teachers on duty.

BAND/ORCHESTRA: A credentialed music teacher instructs interested fifth grade students in beginning music lessons. The lessons are given weekly during school hours and are free to students. Students do need to provide their own instruments. Registration occurs at the beginning of the school year.

TOO GOOD FOR DRUGS PROGRAM: This is a State adopted curriculum and teachers present lessons to students in grades K-5.

STUDENT COUNCIL: The Council is comprised of elected officers and classroom representatives. The students meet with teacher advisors to plan and organize student activities, community service initiatives, and fundraising events for the school.

GENERAL SCHOOL EXPECTATIONS:

In order to ensure a safe and orderly learning environment for students the following expectations need to be followed:

1. Students should arrive at school between 7:30 and 7:40 AM and report directly to the **grade level appropriate** playground. Students are not allowed on the playground before the 7:30 bell because there is **no adult supervision**
2. Students in grades 3-5 may ride bikes to school only after obtaining a permit from the office (see General Information page 3). Students must show proof of owning a bike helmet to receive a bike permit. The student must wear the helmet when riding his/her bike to and from school. Bikes must be walked on school grounds.
3. Playing or lingering in or around a restroom or drinking fountain is not allowed.
4. Toys, personal electronic devices including laser pointers, trading cards, and playthings may NOT be brought to school and are never allowed on the playground. Sharp or dangerous toys or replicas of weapons should never be brought to school and will be taken.
5. Students are not to leave the school grounds without permission. Parents must check children out by signing them out in the school office.
6. Trading, sharing, or selling of personal items and food on school grounds is not allowed.
7. Sodas are not permitted at school as per State mandate.

** The school is not responsible for personal items brought from home. **

GENERAL PLAYGROUND RULES:

Student safety is always our first concern and priority. In order to assure safe play students need to follow these expectations while at recess:

- All ball games are to be played on the grass except those that require courts on the blacktop.
- The following acts are NOT ALLOWED:
 - Tackling, Football, Capture the Flag
 - Piggyback and Chicken fights
 - Kicking, hitting, punching, or pushing
 - Pretend sword fighting, gun play, etc.
 - Obscene gestures
 - Bouncing/throwing balls against the buildings
 - Profanity, unkind remarks
 - Throwing rocks, sticks, sand, dirt, or other items
- For student safety, there should be no running or games of chase on the blacktop area or around the playground structures. Running games should be on the grass.
- Playground structures and equipment should be used appropriately at all times.
- All snacks are to be eaten in “designated snack areas” and not on the playground.
- Throw trash in the containers provided.
- PE and recess equipment is provided – Please do not bring personal items from home (this includes balls, bats, Frisbees, jump ropes, tennis rackets, etc.).
- Students need to play safely following the Code of Conduct, game rules outlined in the Peaceful Playgrounds Handbook, and taught in PE.
- PE group games (such as dodge ball) requiring immediate adult supervision/coaching should not be played unless an adult is present for guidance.

LUNCH AREA EXPECTATIONS:

Students are expected to use appropriate manners while in the lunch area and eating with their peers.

Please observe the following expectations:

1. Make your feet WALK in the lunch area and kitchen.
2. Wait in line in an orderly manner respecting the personal space of others.
3. Use a regular talking voice in the lunch area.
4. Once seated you must remain seated at that table, until dismissed by an adult.
5. To be dismissed from the lunch tables, please raise your hand and show the adult supervisor that you have collected your trash and are ready to put it in the trash can or recycle bin.
6. All food, drink containers, and utensils must remain in the lunch area and are not allowed on the playgrounds.
7. Popping bags and cartons is not allowed.
8. Students are not permitted to throw ANYTHING in the lunch area.
9. Sharing and trading of food is prohibited for safety, possible allergies, and sanitary reasons.
10. Sodas are not permitted at school as per State mandate.

Six Character Pillars

CHARACTER	COLOR	DESCRIPTION
Trustworthiness	Blue: Think True Blue	<ul style="list-style-type: none"> be honest don't deceive, cheat or steal be reliable-do what you say you'll do have the courage to do the right thing build a good reputation be loyal-stand by your family, friends and country
Respect	Yellow/Gold: Think the Golden Rule	<ul style="list-style-type: none"> treat others with respect; follow the Golden Rule be tolerant of differences use good manners, not bad language be considerate of the feelings of others don't threaten, hit or hurt anyone deal peacefully with anger, insults and disagreements
Responsibility	Green: Think being responsible for a garden of finances; or as in being solid and reliable like an oak	<ul style="list-style-type: none"> do what you are supposed to do persevere, keep on trying! always do your best use self-control be self-disciplined think before you act-consider the consequences be accountable for your choices
Fairness	Orange: Think of dividing an orange into equal sections to share fairly with friends	<ul style="list-style-type: none"> play by the rules take turns and share be open-minded; listen to others don't blame others carelessly
Caring	Red: Think of a heart	<ul style="list-style-type: none"> be kind be compassionate and show you care express gratitude forgive others help people in need
Citizenship	Purple: Think regal purple as representing the state	<ul style="list-style-type: none"> do your share to make your school and community better cooperate be involved in community affairs stay informed; vote be a good neighbor obey laws and rules respect authorities protect the environment