

A NOTE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to Rolling Hills Elementary School. We are excited to have you as part of our learning community and look forward to an exciting, successful year.

The Rolling Hills staff is dedicated to helping every student acquire the habits of mind needed to make positive choices, be quality producers, collaborative workers and self-directed learners. We will set the conditions for each child to meet success by fostering a climate that is personalized, caring, and respectful. We will offer a variety of experiences to enable all students to reach their full potential in a culture that supports continuous learning. In partnership with the family and community we will inspire and support our children.

This handbook contains important information about our programs, policies, and procedures. We believe it is essential for all students to accept responsibility for their choices and actions while behaving in a manner that supports a positive learning environment at our school. Therefore, we ask students and parents to read and discuss the handbook, follow the rules, and help others do the same. We are proud of our school and committed to providing a safe and orderly learning environment for the students at Rolling Hills.

Working together, we can optimize opportunities for student achievement as we embark on a wonderful learning journey throughout this school year.

Sincerely,

Kathleen Marshack
Principal
Rolling Hills Elementary School

PLEASE NOTE!

Make sure the office has current up-to-date telephone numbers at ALL times. You never know when your child may need you!

PHILOSOPHY

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 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, 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.

EVERYBODY HAS FEELINGS

The way a person feels about going to school depends a lot on how they are treated by all the others at school. We think that all students would like to be treated in the following way:

I have a right to be happy and to be treated with compassion at school. This means that no one will laugh at me or hurt my feelings.

I have a right to be myself at school.
This means no one will treat me unfairly.

I have a right to be safe at school. This means that no one will hit me, chase me, push me, pinch me, or hurt me.

Students at Rolling Hills who follow expectations will find that many positive consequences will result. The school awards certificates and special recognition to its outstanding citizens. In addition, each teacher has established incentives and special awards for students who put forth their best efforts in scholarship and citizenship. (see page 11)

SCHOOL OFFICE

Our school office is here to help you. The office is open from 7:30 a.m. to 3:15 p.m. Monday through Thursday. 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 unless they have a note from their teacher.

IMPORTANT INFORMATION

VISITORS TO 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 on campus.

HOMEMADE FOODS: 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 (Health and Safety Code 114021).

BICYCLES: Students in grades 3-5 may ride their bicycles to school. Each 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 should bring their own locks to secure their bicycles. The school is not responsible for damage or loss of bicycles. **Skateboards, roller blades, scooters and skate shoes are not allowed. (see General Rules no. 3, page 14)**

CARS/CAR POOLS: At arrival and dismissal times, traffic is very congested at Rolling Hills. Parents are encouraged to carpool whenever possible. Parents should drop off their children along the curbs. Red curbs are fire lanes and No Parking areas: **This means you cannot leave your vehicle unattended. There can be no double parking on Penasquitos Drive or anywhere in the school lot!** Cars left unattended are subject to a parking violation ticket from the San Diego Police Department.

PERSONAL 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 latex allergies. **Home party invitations should be mailed and not delivered at school.**

DAILY SCHEDULE

DAILY SCHEDULE	M • T • W • TH	FRIDAY • MINIMUM DAY
Playground Opens	7:55	7:55
School Begins	8:10	8:10
Dismissal	2:30	12:50

DRESS AND GROOMING: Dress and grooming should not interfere with the educational process. Students are expected to dress for school in a manner consistent with the following guidelines.

Wear clothes that are neat, clean, and appropriate for school activities.

Inappropriate clothes include the following:

- a. Any top or dress with spaghetti straps
 - b. A top that exposes the midriff either while sitting or standing;
ALL TOPS SHOULD BE AT LEAST HIP LENGTH
 - c. Blouses/tops with inappropriate neckline
 - d. Clothing with drug, alcohol, tobacco logos, profane language, sexual innuendoes, or promoting gang affiliation
 - e. No short shorts. Shorts should be mid thigh.
 - f. Belts that hang (belts must be contained within loops)
 - g. Wallet chains or any other chains
 - h. Pants that sag (pants should be supported at the waist)
- **For safety purposes all footwear must be closed toed and have a heel strap. Clogs (or clog style shoes), platform shoes, and high heels are unsafe at school. Footwear should be appropriate for Run Club, recess play, and Physical Education activities.**
 - **Wear proper footwear at all times (for safety reasons bare feet, sandals, flip-flops, skate/roller shoes, or other footwear that might create a personal safety hazard are not permitted).**
 - **Hats may not be worn indoors or at assemblies.**

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

SCHOOL HOURS: The office is open daily from 7:30 a.m. to 3:15 p.m. Monday through Thursday and 7:30 a.m. to 2:00 p.m. on Friday. The playground opens for students at 7:55. **There is no playground supervision before 7:55 a.m. or after school for students. Students are expected to go home immediately after dismissal unless they attend ESS (Extended Student Services) or an after school program. For more information about ESS, contact the ESS Office (858) 672-0261.**

- Playgrounds are closed until 7:55 AM when supervision begins. Gates will be locked until this time.
- Before school everyone must enter through the School Office.

IMPORTANT: M-Th Dismissal Time for grades K-5 is 2:30/ Friday Dismissal Time is 12:50. Children who have not been picked up by a parent or emergency contact after school will be sent to ESS. Parents will be charged \$1.00 per minute per child. If a parent or emergency contact can not be reached and the child has not been picked up by 5:30 p.m. then authorities will be called. This includes Child Protective Services (CPS) and the San Diego Police Department.

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. Totally unquantifiable are health effects to the small minority of kids with hypersensitivities to allergens, endotoxins, zoonotic viruses, and other animal-borne diseases.

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 allowed to take students. The forms are completed at the beginning of each school year. Be sure the form is current.

HOMEWORK: Homework assignments will reinforce academic skills taught in school.

The following is the new 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. If books are lost or damaged beyond repair, parents are responsible to pay for replacement.

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

MATERIALS: There is no selling, trading, buying, or giving away of any items at school. 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, they 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. 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.

PARENT/TEACHER COMMUNICATION

BACK-TO-SCHOOL NIGHT: September 1st, parents 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 an informational meeting, we ask that children not attend. Children cannot be left unsupervised on campus during Back to School Night.

CONFERENCE DAYS: PLEASE NOTE CHANGE THIS YEAR: Parent Conferences November 14-20 will be minimum days for students. Teachers meet individually with parents to discuss their child's progress and explain the report card. Results of any standardized testing done the previous year are also shared. If students are having difficulty, strategies are discussed and a plan developed to help them be more successful.

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 Fall 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: Rolling Hills offers many opportunities for parents and other family members to get involved with the school, including two organizations founded and run by parents – the PTA and the Foundation. These non-profit groups work together to help meet the needs of our students and school.

PTA: The PTA is a volunteer organization of 6 million members worldwide that has worked tirelessly on behalf of children for more than 100 years. At Rolling Hills, the PTA sponsors fun, family-oriented events such as the Halloween Party, provides school assemblies, sponsors the student chorus and bus transportation for field trips. The PTA keeps people informed by writing the school newsletter, facilitates communication by producing the school directory and produces memories that will last a lifetime by publishing the yearbook. The PTA also supplies volunteers for many school events.

Please join the PTA and also consider volunteering to help out PTA board members shape decisions that directly affect the lives of our children. They stay well-informed about what's going on in the Rolling Hills community. They provide a voice for all children. They make a difference. Keep an eye out for more information about PTA membership and volunteer opportunities throughout the year.

ROLLING HILLS FOUNDATION: The Rolling Hills Elementary Foundation was founded by the school's PTA September 26, 2002, with the express goal and commitment to provide funding for Art, Music and Physical Education programs (which have been eliminated from the school's budget) to be implemented into the curriculum of Rolling Hills Elementary School. The Foundation funds a credentialed music instructor who teaches music to ALL K-5th graders and an art aide to organize parent volunteers to provide art to ALL K-5th graders with the "Arts Attack" program. In 2004 the first PE program was developed and funded called the Run Club with every classroom participating in the "club". All of these programs are integrated into the day during regular school hours so that EVERY child will benefit from receiving Art, Music and Physical Education. The Foundation is a 501c3 non-profit organization which relies completely on volunteers to run fundraisers as well as parent and community donations. **PLEASE CONTACT THE FOUNDATION TO VOLUNTEER OR MAKE A DONATION.**

PETS: 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 administration. Pets must be brought by the parent to school and taken home immediately after the visit. Animals are not allowed on school buses.

- 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).

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 (\$2.50 - 3 menu choices). Menus are sent home at the beginning of each month. It is highly recommended that lunches are paid

for in advance, either 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.MyLunchMoney.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.

BORROWING OR EXTENSION OF LUNCH CREDIT IS NOT AVAILABLE.

Cafeteria Prices:

Breakfast	\$1.50
School Lunch (Includes milk*)	\$2.50
Milk (1/2 Pint)	.50
Fruit Juice 4 oz	.50
Water 8 oz	.50

*If your child is allergic to milk, juice can be substituted only 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.

SPECIAL PROGRAMS

CHARACTER COUNTS: Character education helps students understand that the qualities of being a good person are expressed in practices across cultures and are not exclusively demonstrated by individuals in one's own group.

- Basic Premises

- Positive Character is not formed automatically
- Sustained through a comprehensive TEAM approach
- Parents are the primary teachers
- Shared community responsibility
- Creating caring schools is indispensable to teaching and learning

- Six Pillars of Character

Trustworthiness Respect Responsibility
Fairness Citizenship Caring

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.

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: Will be presented to students in grades K-5.

ESS (Extended Student Services): ESS is a day care program offered on a fee basis to Rolling Hills students. Hours are 6:30 a.m. to 6:00 p.m. daily. Call (858) 672-0261 for more information.

TITLE I: Rolling Hills is entitled to Federal funds under the Title I Program – Improving Achievement for Disadvantaged Students. Title I was reauthorized through the No Child Left Behind Act (NCLB). We continue to receive Title I funding at Rolling Hills to provide additional services for our students who are not meeting academic standards. A provision of NCLB requires that all Title I schools notify parents that they have the right to request information on the professional qualifications of their children’s classroom teachers. Should you be interested in that information, you may contact the principal.

GATE (Gifted and Talented Education): Students are identified students in grades 2-5. Students are nominated by their teachers or parents and are required to take a test to determine if they qualify for the program. Testing is done three times a year to qualify students for GATE.

SIP/SLIP: The School Improvement Program (SIP) and School Library Improvement Program (SLIP) provide categorical funds each year to help schools improve 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 spent.

STUDENT COUNCIL: The Council is comprised of elected officers and classroom representatives. They plan and organize student events such as dress-up days, food drives, and fundraising activities for the school.

STUDENT RECOGNITION

CHARACTER OF THE DAY: Character of the Day slips may be issued at any time to students showing appropriate behavior, helping on campus or any other special actions. The tear-off portion may be placed in the “Character of the Day” envelope in the student’s classroom. Drawings are held for student recognition each week.

GOLDEN QUILL AWARD: To encourage quality written work, students are chosen each trimester from each classroom to receive a “Golden Quill Award” which recognizes outstanding writing, creativity and effort. They will receive a certificate and have their work displayed.

CLASSROOM RECOGNITION: Student recognition is included in classroom management programs and student motivation goals.

All special activities including field trips are for participating students and parents/guardians ONLY. It is important to respect the learning time of siblings at Rolling Hills.

VISITATIONS AND VOLUNTEERS

Parents are always welcome and encouraged to visit and help in the classroom. Visits should be scheduled with the principal and teacher ahead of time as per PUSD Administrative Procedure 5.27.1. If you want to talk to the teacher about your child, please make an appointment outside of instructional time. Teachers need to be with their students immediately before, during, and after class time.

Parents and members of the community are encouraged to become involved and volunteer at Rolling Hills. Some of the activities in which parent volunteers help are:

- Prepare materials for classroom use
- Listen to children read
- Play learning games
- Assist in the library
- Assist with classroom projects
- Help students with math and reading assignments
- Assist on field trips
- Serve on PTA Board and/or Committee
- Serve on School Site Council

To become a parent volunteer, contact our Community Liaison (858) 672-1154. Let us know what your interests are. Our Volunteer Handbook, describes the many volunteer opportunities available at Rolling Hills.

VOLUNTEER POLICY: Volunteers may not work with students or on campus until our office has received a clearance from Personnel Support Services at the District Office.

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 not meeting the above California State law excused absences criteria. 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 contracts 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 in 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.

MEDICATION: Any student who is required to take medication, whether doctor prescribed or over the counter, during the regular school day must file an “Authorization to Administer Medication” form in the office. The health attendant or other designated school personnel will then assist the student in receiving the medication IF the school receives the following information:

- Written statement from a licensed physician detailing the method, amount, and time schedules by which such medication is to be taken and,
- Written permission from the parent or guardian indicating the desire for the school to assist the student.

Students cannot have any medications in their possession at school including over the counter medicine. Over the counter drugs and supplies (cough drops, aspirin, sunscreen, chapstick, etc.) are considered and treated as prescribed drugs. THIS PRECAUTION IS TAKEN FOR THE PROTECTION AND SAFETY OF ALL STUDENTS AT ROLLING HILLS.

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

STUDENT HEALTH: Rolling Hills has a Health Attendant to take care of first aid. In case of student illness at school, the health attendant will notify parents or the emergency contact person listed on the enrollment form. No registered nursing services are provided at the school on a daily basis. ** Please make sure your telephone numbers (home, work, emergency contacts) are current with the school office.

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 100.4 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 101 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)

TARDIES: Students are tardy at the 8:10 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 8:10 a.m. 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.

CODE OF CONDUCT

At Rolling Hills all students and adults subscribe to the following Code of Conduct:

BE RESPECTFUL
BE RESPONSIBLE
BE KIND
BE HONEST

A COPY OF THE Code of Conduct is sent home each year for students and parents to read, review, and sign. A copy is also posted in each classroom.

REWARDS FOR APPROPRIATE AND ACADEMIC ACHIEVEMENT: Students are regularly recognized for positive behavior at school. Special assemblies, notes or phone calls home, and certificates of achievement are all ways of rewarding positive academic or social behavior.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR: While it is expected that Rolling Hills' students exemplify the traits described in the Code of Conduct, occasionally negative behavior does occur. Written consequences for inappropriate behavior are posted in each classroom. These consequences are consistent and incremental. A referral to the principal by the classroom teacher or staff member is used as a final resort.

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 Bill Chiment, Title IX Coordinator, at (858) 748-0010. Please review the "Student Guide to Understanding and Avoiding Harassment" sent home in the first day school packet.

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.

SCHOOL RULES

STUDENTS’ BILL OF RIGHTS: All of our school rules are based upon the following rights that apply to all students:

1. I have the right to be safe at school. This means that no one will hit me, kick me, threaten me or hurt me.
2. I have the right to be treated fairly. This means that no one will treat me differently because of how I look and that the school rules will be applied equally to all people.
3. I have the right to be treated with compassion. This means that no one will purposely hurt my feelings.

THERE ARE FIVE BEHAVIOR STANDARDS THAT ALWAYS APPLY. YOU MUST KNOW THEM:

1. Respect and immediately obey all adults.
2. Walk to and remain in assigned areas.
3. Take care of school and personal property.
4. Use only kind words and actions toward others.
5. Keep hands, feet, etc. and objects to yourself.

GENERAL RULES:

1. Students should arrive at school between 7:55 and 8:05 a.m. and report directly to the playground.
2. No students are allowed on the playground before the 7:55 bell because there **is no adult supervision and access gates are locked.**
3. Students in grades 3-5 may ride bikes around 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 their helmet when riding his/her bike to and from school. Bikes must be walked on school grounds.
4. Playing or lingering in or around the restroom or drinking fountains is not allowed.
5. Toys, 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. Any personal items (including novelty bracelets) that cause a distraction to learning or a disruption in the school environment will not be allowed at school.
6. Lunches, bags and backpacks should be clearly labeled and placed in the designated area during recesses.

7. Students are not to leave the school grounds without adult permission. Parents must check children out by signing them out in the school office.
8. Electronic devices and toys of any kind are not permitted.
9. No trading or selling of personal items and food.

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

PLAYGROUND RULES:

1. All ball games are to be played on the grass except those that require courts on the blacktop.
2. The following acts are NOT ALLOWED at Rolling Hills:
 - Tackling, Football, Capture the Flag
 - Piggyback
 - Kicking, hitting, punching, or pushing
 - Obscene gestures
 - Chicken fights
 - Bouncing/throwing balls against the buildings
 - Profanity, unkind remarks
 - Throwing rocks, sticks, sand or dirt.
3. For student safety, there should be no running or games of chase on the blacktop area, only on the grass.
4. Playground equipment should be used in the manner for which it was designed.
5. All snacks and lunches are to be eaten in "designated snack areas". Do not walk around eating and place trash in trash containers.
6. Do not play in the restrooms or snack areas.
7. PE Equipment is provided – Do not bring personal items from home (this includes balls, bats, Frisbees, jump ropes, tennis rackets, etc.).
8. Students must play by the rules outlined in the Peaceful Playgrounds Handbook.
9. PE group games are not allowed at any recess because they require teacher supervision and guidance.
10. Sodas are not permitted at school. This is a state law.
11. Gum is not allowed at school.

LUNCH AREA RULES:

1. Always WALK when in the multi-purpose, lunch area, and kitchen.
2. Wait in line in an orderly manner without pushing and shoving.
3. You must wait for your friends at the lunch tables, NOT by the doors to the kitchen.
4. You should talk no louder than a normal voice. (Voice level 1 or 2)
5. Once seated you must remain seated until dismissed by an adult.
6. To be dismissed from the lunch tables, you must raise your hand and show the adult supervisor that you have collected your trash and are ready to put it in the trash can.
7. All food and plasticware must remain in the lunch area.
8. Popping bags and cartons is not allowed.
9. Students are not permitted to throw ANYTHING in the lunch area.
10. Sharing and trading of food is prohibited for safety, possible allergies, and sanitary reasons.
11. Sodas are not permitted at school.

DISCIPLINE POLICY AND PROCEDURES

In order to provide the best possible learning environment for all students at Rolling Hills, the parents and staff use the following policy and practices. Our policy includes a systematic plan for dealing with school behaviors. It is based on the belief that ALL BEHAVIOR IS REINFORCED OR ELIMINATED BY THE CONSEQUENCES IT PRODUCES. We believe that specific rules and consequences help students know exactly what is expected and what will happen to them. We expect ALL STUDENTS TO BEHAVE APPROPRIATELY AT SCHOOL.

CONSEQUENCES

Children must learn that the benefits of following rules are more worthwhile to them than not following the rules.

Classroom Rules are written and posted in every classroom. Teachers discuss rules and consequences with students on a regular basis.

Out-of-Classroom Consequences are written behavior notices referred to as “Character Violations”. These are given to students who are observed breaking school rules and not practicing one or more of the Six Pillars of Character. Parents will acknowledge notification by promptly signing and returning the Character Violation to their child’s classroom teacher.

Students who receive “Character Violations” will receive the following consequences:

1st Character Violation per grading period:
Teacher takes action according to classroom consequences. A parent must sign and return this Pink Slip to teacher.

2nd Character Violation per grading period:
All of the above and student is assigned in school or after-school detention to be served within 3 school days. If required, parents must arrange transportation home on days when after school detention is served.

3rd Character Violation per grading period:
Office referral to principal.

REFERRALS TO THE PRINCIPAL ARE TREATED AS SERIOUS OFFENSES. ANY STUDENTS WHO FIGHT, INTENTIONALLY HURT OTHERS, DEFY ADULT AUTHORITY OR PERSISTENTLY BREAK RULES ARE REFERRED TO THE PRINCIPAL.

BELL SCHEDULE 2011 - 2012

KINDERGARTEN SCHEDULE FROM AUGUST 24TH THROUGH SEPT. 30TH.
8:10 TO 11:55 (student dismissal at the classroom)

KINDERGARTEN – FIFTH GRADE

7:55 Playground open and supervised for before-school use.
8:05 Bell rings; students proceed to classrooms.
8:10 Class begins. (Tardy at 8:10)

DISMISSAL

2:30 p.m. Grades K-5 Monday - Thursday
12:50 p.m. Grades K-5 Friday

IMPORTANT: Please check the Rolling Hills and the Poway Unified
websites regularly for updates, pertinent school and district
information. RHES... <http://powayusd.sdcoe.k12.ca.us/pusdrhes>
-or- PUSD... www.powayusd.com

SCHOOL CALENDAR 2011 - 2012

- School Begins August 24
- Back to School Night (Parents Only) September 1
- H Labor Day September 5
- School Pictures September 14
- Make Up School Pictures September 21
- I Professional Growth Day September 26
(No School for Students)
- H Veteran's Day Recess November 11
- J Parent Conferences Nov. 14-18
(Minimum days with dismissal at 12:00)
- H District Recess-Thanksgiving November 21 - 25
- H Winter Recess December 19 - January 2
- H Martin Luther King Day January 16
- I Professional Growth Day January 27
(No School for Students)
- H District Recess-Presidents' Day February 20-24
- H Spring Recess April 2 - 6
- STAR/CAT 6 Testing April 16 - May 1 (Tentative)
(More specifics to come - Important your Child Attends School)
- H Memorial Day May 28
- J Last Day of School June 7
(Minimum Day with dismissal at 12:50)

H National Holiday - District Recess
I No School for Students
J Minimum Day Every Friday - Dismissal at - 12:50