

Golden Hill Elementary School

“Where Every Child is a Masterpiece”

Student-Parent Handbook On-Site Learning/Virtual Learning 2020-2021



732 Barris Drive
Fullerton, CA 92832
Phone (714) 447-7715
Fax (714) 447-2881

golden.fullertonsd.org

@GHElementary on Twitter - #GHGators

<http://www.facebook.com/GoldenHillElementary>

Welcome to Golden Hill Elementary School!

The teachers and staff at Golden Hill School are committed to helping students achieve success through high-quality instruction, as well as enrichment activities. Golden Hill students learn to express their ideas through creativity and innovation. We encourage our students to “Dream Big” and to envision the contributions they might make to their community and to the world at large in the years ahead.



This handbook is designed to help our new students and parents become acquainted with our school and provide review for our returning families. It includes policies and procedures that will help ensure safety and high quality education for our students. **Please sign and return the last page of this packet (page 23) to your child’s teacher no later than Friday, October 23, 2020.** Please refer to this information throughout the year.

Golden Hill School has a long and proud history in the community; we set high academic and behavior standards within a nurturing and supportive environment. We trust that as a student, you will always do your personal best, cooperate, and show respect to all. As a parent, we invite you to become involved in our school in any way that you are able. We are happy that you are with us!

DREAM BIG

School Mission and Vision

Mission:

At Golden Hill Elementary School, we nurture creativity and innovation through an arts-infused education. Our school is a safe and supportive environment where every child is a masterpiece.

Vision:

Golden Hill Gators “Dream Big!” More than anything we want our students to:

D – *Delight* in learning through expert instruction in Common Core State Standards, the consistent utilization of best practices and academic achievement.

R – *Respect* themselves, each other, staff, and other adults and be held accountable through the consistent implementation of positive behavior strategies.

E – *Engage* in 21st century learning every day (communicating, collaborating, being creative, and thinking critically) including the use of technology.

A – *Applaud* artistic accomplishments through the fine arts, including music, theatre, visual arts, and dance.

M – *Maximize* their learning by working together with peers, staff, parents, and the community.

School Office Information

Principal: Mrs. Katrina Piche
 katrina_piche@myfsd.org

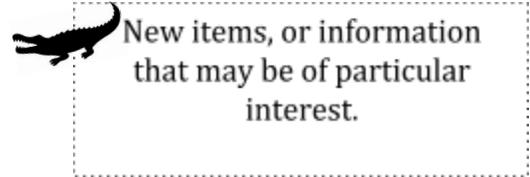
Office Manager: Mrs. Dena Jackson
 dena_jackson@ myfsd.org

School Clerk: Mrs. Jennifer de Gala
 jennifer_de_gala@ myfsd.org

Address: 732 Barris Drive, Fullerton, CA 92832
 Telephone: (714) 447-7715
 Fax: (714) 447-2881
 School Website: www.golden.fullertonsd.org
 Facebook: www.facebook.com/goldenhillelementary
 Twitter: @GHElementary or search the hashtag, #GHGators

Office Hours: Monday – Friday
 8:00 am – 4:00 pm

School Mascot: Alligator
 School Colors: Green and Gold
 School Spirit Day: Friday



Daily Schedule COVID 19



| | Monday, Tuesday, Thursday, & Friday | Wednesday* & Conference Weeks |
|-------------------|--|--|
| TK & K | 8:40am - 11:55am | 8:40am - 11:55am |
| Grades 1-3 | 8:40am - 2:25pm | 8:40am - 1:05pm |
| Grades 4-6 | 8:40am - 2:35pm | 8:40am - 1:15pm |

*Wednesdays are restructured days in the Fullerton School District (FSD) so that teachers may attend professional development training, and school and District meetings to continue to build their instructional skills.



Arrival & Dismissal

For safety and the health of others on campus, ***students should not arrive at school earlier than 8:25am.*** Designated points of entrance will be visible and temperature check stations will be set up and we ask that you maintain a 6-foot distance between individuals as students are checked. We ask that parents say their goodbyes to their students at this point. If a student has a temperature of 100.4 or higher they will not be permitted to attend school that day.

In order to begin instruction promptly each day, it is necessary to have *ALL students arrive and be in line by 8:40am by last names (8:25am A-L & 8:35 M-Z).* A warning bell will ring at 8:38am to remind students to use the restroom and meet their teacher in line or at the classroom. When the warning bell rings, our procedure is to freeze until a whistle is blown. ***Instruction begins at 8:40am for Grades TK-6;*** Any student arriving after school begins must report to the office to check in and receive a tardy slip before going to class.

Per district policy, all students must be picked up within 15 minutes of dismissal. And due to the current health restrictions, we ask that all parents make every attempt to please pick their students up on time. All children not picked up within 15 minutes of school dismissal must be signed out at the office. The Fullerton Police Department may be contacted after 4pm (when the office closes) if a parent/guardian is not available.

Students waiting to be picked up near the front of the school will be asked to wait for their rides on the grass near the end of the pick-up zone, by the tree. Students may not wait on the stairs or in/on planters. If you are picking up your child in the pick-up zone at the front of the school and do not see your child when you arrive, please circle around the block to allow for traffic to continue flowing through the area. The south side of Barris Drive is a pick-up and drop-off zone; please do not park in this zone.



Prior to dismissal, we ask that parents wait at the drop-off/pick-up zone by the tree, the grass area by the bus zone, or the front of the school, depending on the location of your student's classroom behind the yellow gator lines, adhering to the 6-foot distance rule. Signs will be placed indicating each grade level's designated pick up location. Please do not wait by classroom front doors or sliding glass doors, and please do not use the playground. On Wednesdays, lunch is very close to the end of the day for our upper grade students. Please do not wait at the lunch tables while waiting to pick up your student, as it interferes with lunchtime operations and play time for students. Parents, we are asking that you help us minimize the disruption to classrooms that are still in session. Make arrangements with your student, so he/she knows where and when to meet you.



Kindergators should be dropped off at the playground or room #7 & #8 slider entrance at arrival and picked up at the classroom door or playground by a parent/guardian. TK and Kinder remains hand-to-hand.

Parents, please be prompt.

Traffic Flow & Guidelines

The safety of our students, parents and staff members is our top priority. School personnel have collaborated with the City of Fullerton Traffic Division to improve traffic flow around the school and ensure the safety of everyone. To achieve this goal, the following guidelines have been established:

- Please follow all posted parking and traffic regulations.
- The south side of Barris Drive, along the front of the school, is marked “Student Loading and Unloading” between 7:30-9:30AM and 12:30-3:30PM. Parking is strictly prohibited in this area during these times other than for “immediate” loading and unloading of students.
- Please have children enter and exit vehicles on the passenger side of the car. Never exit a vehicle that is in a traffic lane, even if the car is stopped.
- Do not leave your vehicle unattended when dropping off or picking up children.
- Do not double-park.
- The staff parking lot is reserved for school or District staff vehicles, school buses, daycare vans, and any vehicles with a handicapped placard or plates. Please enter only through the entrance located at the front of the school (north end, off of Barris), and *do not use that area as a turnaround*.
- If you need to park and leave your vehicle for any reason, please park on the north side of Barris Drive or on any adjacent streets as allowed by law.
- **Please do not make U-turns on Monte Mar Vista, or use this street to pull into to drop off or pick up kids.**
- Woods is a very busy street without school supervision. For the safety of students, please consider drop off and pick up on Barris Drive or Union Ave.
- If you walk in on Monte Mar Vista, please do not walk through the parking lot. Instead, use the safety sidewalk that runs parallel to the parking lot and in front of B2, B3, B4, and B5.
- Please be courteous to our neighbors by not blocking driveways or garages with your vehicles or parking in alleyways. Please also refrain from crossing over lawns to get to and from school.
- Union Avenue is a cul-de-sac south of the school. City of Fullerton Traffic Division encourages immediate pick-up and drop-off in the cul-de-sac, but no parking and waiting.



We understand that we are in a unique situation with parents needing to be with their student(s) while in line to enter school and realize this will put parking at a minimum close to the school campus. Please allow time before and after school for you to walk your student to and from school when parking in the neighborhood.

Many of the problems encountered during morning drop-off and afternoon pick-up can be solved if parents or carpools plan accordingly by arriving early at school so appropriate parking may be found. In light of our desire to keep all Golden Hill students safe, if you witness traffic violations or accidents, please don't hesitate to contact the Fullerton Police Department with your concerns.



Bicycles

Students in grades four through six may ride bicycles, skateboards, or scooters to school (the school is not responsible for lost, stolen or damaged items). Students must wear a helmet and safely walk their bicycles, skateboards, and scooters when on campus or the sidewalk. Bicycles should be parked and locked in the bike racks outside Room 17. Students should stay away from the bike racks when not using them. Students are not permitted to wear shoes with rollers in the soles (“Heelies”) to school.

Dogs on Campus

To ensure safety on our school campus, **dogs are not allowed on campus**. This includes dogs on leashes, dogs not on leashes, dogs being held, and dogs in carrying crates. (OCCO 4-146). Service dogs are exempted; please check in at the office.

Attendance (In accordance with FSD BP 5113)

Absences

Every absence from school must be resolved by a call from a parent or guardian the day of the absence if at all possible, but within five days. Or, upon return, students must bring a note from the parent/guardian to the attendance clerk before school.

When calling or writing a note, please state:

1. Your child’s name
2. Your name and your relationship to the child
3. Your child’s grade level and teacher
4. Date of absence
5. Reason for absence
6. Signature of parent/guardian

Any absences reported after 5 school days will be documented as Unexcused/Truancy, and per District Administrative Regulations cannot be changed.

A student’s absence shall be excused for the following reasons with valid note/phone call:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appointments for the student
4. Attendance at funeral services for a member of the student’s immediate family
5. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons limited to:
 1. Appearance by the student in court
 2. Observation of a holiday or ceremony of his/her religion
 3. Attendance at religious retreats not to exceed four hours per semester



Students with a fever of 100.4 degrees Fahrenheit or above, with active lice, or who are vomiting or experiencing diarrhea, should not remain at school. The student must be fever free (without medication) for 24 hours before returning to school. This allows the child time to recuperate, reduce susceptibility to other illnesses, and prevent other students from getting sick.

Tardies

In order to begin instruction promptly each day, it is absolutely necessary to have ALL students arrive by 8:37a.m. The readiness bell for students to line up will ring at 8:38am and students will freeze when the bell rings. Everyone should be in class and ready to begin the day at 8:40am. For safety on campus, students should not arrive at school earlier than 8:25am. There is no supervision on the playground until that time.

The following are tardy procedures:

1. Students who are late must check in at the office to receive a tardy slip before being admitted to class.
2. Only illness or a doctor/dental appointment will be considered excused tardies. A note from the doctor/dentist will be required.

Release of Students During the School Day/Early-outs

There may be circumstances that arise when it will be necessary for parents to take their children out of school for part of the day. When this is necessary, the parent/guardian must go to the office in order to sign out the child and present proper identification. ***A student will not be released to anyone except the parent/guardian or an adult (at least 18 years old) listed on the student's emergency card.*** In an emergency, permission over the phone may be granted to release the student to someone not on the emergency card, provided the person checking the student out is 18 years or older and can provide proper identification.

If a student will be leaving school during the day for a medical appointment, he/she must bring a note from a parent clearly stating the reason, and present it to the attendance office in the morning, before school. This will help minimize classroom disruption. We will only call the classroom in an emergency. When leaving school early or arriving late due to a dental or medical appointment, documentation from the medical office will be requested in order to excuse the absence.

It is considered a tardy when students are signed out early. In order to be eligible for positive attendance, students may only have one tardy/early out per trimester and no absences. Excessive early-outs are counted in the SART/SARB process.

Emergency Card Information (AIR)

It is imperative that in case of an emergency the parents of the student or an authorized adult be reached. For this reason, every effort should be made to update your emergency information if any changes of address or telephone numbers occur. The names and telephone numbers of friends, relatives, and babysitters should also be local and kept current. If you have an email address, please add this to your student's emergency information. We highly encourage families to NOT opt out of phone calls, text or emails.

SARB/SART

Students with excessive absences (excused or unexcused) or students with excessive tardies OR early-outs may be referred to the School Attendance Review Board or Team, after progressive discipline has been applied. Parents/guardians of children ages 6 to 18 are obligated to compel their children to attend school. Golden Hill shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

Truancy

By California State law (Education Code #48200) every child between the ages of six and sixteen years must attend school full time unless exempt under state law. ***A child is considered truant when he/she is absent from school without a valid excuse for more than three days in one school year.*** By state law (Education Code #48260), any student who is truant shall be reported to the district attendance supervisor or to the superintendent of the district, and may be placed on an attendance contract with the school.

Independent Study

Parents must notify the teacher and principal of the extended absence dates **two weeks in advance of the absence**. IS Master Agreement will be completed and approved by the principal. Work assigned will be discussed in a parent, student, teacher meeting. Upon return of absence work will be turned in to the teacher to determine attendance and academic credit. **Independent Study absences may not include holiday or extended weekends.**



SSOAR (Saturday School Opportunity for Attendance Recovery)

SSOAR is suspended until further notice. Students who are absent (excused or unexcused) are encouraged to attend SSOAR. Tardies cannot be cleared through SSOAR. The school calendar is designed to minimize problems for families who plan vacations around traditional holiday periods. Golden Hill urges parents to schedule medical and other appointments so that a student does not miss or misses only a small portion of the school day. Golden Hill does not want a child to come to school when he/she is sick, but we do ask that his/her absence be made up at SSOAR for two reasons:

- (1) The student can make up an absence, and attendance is taken into consideration for privilege activities and awards.
- (2) The school has an opportunity to recoup funding, which is a way for families to support the school financially with no out-of-pocket expenses.

SSOAR is held on scheduled Saturdays throughout the school year from 8am until 12:15pm. We understand weekends are busy. However, a student may only receive credit for their attendance if he/she attends the full 4-hour session. During SSOAR sessions, students participate in a variety of activities, including: Math and Language Arts lessons, enrichment activities such as arts & crafts, and PE events.

Positive Attendance Awards

Positive attendance awards are presented each trimester and at the end of the school year for students who have not had any absences and have not had more than 1 tardy or early out (either excused or unexcused) per trimester. If students do have an absence, in order to be considered for positive attendance, they **must attend Saturday School to clear the absence**. One Saturday School attendance will clear one absence. Saturday school will not clear tardies or early-outs and may not be used for future absences.

Use of School Telephone

The school phone is a business phone. Students may use the phone only for emergencies (ex: not for calling to see if they can bring a friend home, etc.). **Students will be given messages only in an emergency situation.** To minimize classroom interruptions please make afterschool arrangements with your students before school.

Electronic Signaling Devices (including iWatches and other smart watches)

Electronic signaling devices include but are not limited to cellular/digital/satellite telephones, pagers, beepers, PDAs, digital wrist watches capable of receiving calls or texts, and two-way radios. Any electronic signaling device with the capability to capture digital images and/or take photographs of any kind shall be prohibited from student possession or use during school hours and school events unless specifically authorized in writing by the principal/designee. School-issued iPads and devices are governed by the rules, expectations, and guidelines of the iPad Pledge and Responsible Use Agreement.

The security of the device is strictly the responsibility of the student and his/her parents/guardians. The school and school personnel will accept no responsibility or liability for its loss, damage, destruction or theft, in use or misuse or its operation. School officials may confiscate any device that is used on campus or at a school activity in violation of district policies, regulations, state laws or school rules. Confiscated devices may be returned to the parents. Failure to follow district policies and regulations, state laws or school rules concerning the possession and/or use of electronic signaling devices may result in disciplinary action including suspension and/or expulsion.



Visitors *(In accordance with FSD BP 6116 & BP 1250)*

Due to COVID and for the safety of our students and staff, visitors will not be permitted on campus until further notice. To ensure the safety of our students, visitors are **REQUIRED** to check/sign in at the office and provide government-issued identification to receive a visitor badge via the Raptor system before proceeding onto the campus. Visitors must also check out in the office by turning in your visitor badge upon leaving campus. Younger siblings may accompany parents attending special events.

Visitors must have planned ahead and be expected by the staff member they are visiting.

Recess and lunch are times when students interact with each other in a less structured environment than their classrooms. Therefore, we ask that parents not sit with students or be on the playground during these times.



Volunteers *(In accordance with FSD BP 1240)*

Due to COVID and for the safety of our students and staff, volunteers will not be permitted on campus until further notice. Volunteers who plan on assisting in classrooms must complete a Volunteer Application, provide government-issued identification in order to register in the Raptor system, and submit to a tuberculosis risk assessment. (Please see NEW Volunteer handbook for details.) Volunteers are **REQUIRED** to check/sign in at the office and receive their Raptor badge before proceeding onto the campus each time they are on campus. **Volunteers must have planned ahead and be expected by the staff member they are volunteering for.**

Student Teachers

Golden Hill School frequently has undergraduate and graduate students from local colleges and universities who work in our classrooms under the guidance of the classroom teacher. Student teachers contribute to the classroom in many ways, including working with small or whole groups of students and assisting with special projects. A university mentor, and both a classroom teacher and administrator at Golden Hill, supervise student teachers.

English Language Advisory Committee (ELAC)

The English Language Advisory Committee (ELAC) is a parent committee that provides input into programs and services for English Learner students. The ELAC meets several times each year and all parents are welcome to attend.

School Site Council (SSC)

The School Site Council (SSC) is composed of parents, staff, and community members who are elected and serve for two years. The SSC works collaboratively to provide input to school personnel to help formulate the annual Single School Plan for Student Achievement (SSPSA) and the school budget. The SSC meets several times each year, and all parents are invited to attend these meetings. To be a board member of SSC, a parent must be nominated and voted into a position.

Forget Your Lunch?

Effective August 2017, Nutrition Services provides students with a lunch who do not have money, charging the student's lunch account. Parents are responsible for paying the balance due. ***If a student forgets their lunch, he/she needs to come to the front office. There is a "lunch drop off" table by the office, and your student will be asked to check there first.*** We encourage you to write the student's name, grade, and teacher on the item before dropping it off. *Instructional time will not be interrupted to announce the arrival of a forgotten item.* We utilize every minute to provide high quality instruction and engage your child in meaningful learning experience. Thank you for your support and understanding.

Lunch Procedures

Menus can be downloaded from www.fullertonnutrition.org. You may add money to your student's account by using the website <http://www.myschoolbucks.com>, dropping off payment in the school office, or by sending payment with your child. In order to plan for the correct number of lunches per day, each teacher takes a lunch count immediately after the beginning of each school day.

Free and reduced price lunches are available to students who qualify due to family emergencies or limited family income. **These forms need to be updated every year.** Forms are available at the district Nutrition Center located at 389 W. Truslow, Fullerton, and online.

Breakfast

Please feed your child breakfast. Children perform better when they are not hungry. If you would like your child to receive a pre-packaged snack they are available on campus each morning from 8:25-8:40.

Snacks

Consider sending a healthy snack for recess time, even if your child typically purchases a school lunch, as children perform better in school when they are not hungry. *In accordance with FSD BP 5030, We ask that snacks meet the USDA's Smart Snacks in School standards.* Fullerton School District's Suggested Smart Snack list is available online at www.fullertonsd.org.

Sharing Food

For health reasons and to avoid any incidents due to food allergies, sharing food is not allowed. Please note – the most common allergens present in the Fullerton School District are: peanuts, dairy, tree nuts, wheat, soy, and fish/shellfish. However, less common foods can also cause allergic reactions.

Gum

Chewing gum is not allowed on campus.

Lost and Found

Children who have lost something should first check with their teacher then on the rolling cart by the office. Lost items are gathered throughout the school year and given to charity. Students' personal belongings should be labeled with first and last names. Articles left on the buses are taken to the district's transportation office (714-447-7445).

Personal Items

Personal items, including but not limited to, slime, fidget spinners, sports equipment (the school will provide sports equipment at recess/lunch/PE), toys, radios, iPods, electronic games, Pokémon trading cards, etc. are not allowed at school. These items may be confiscated if used/visible during school hours. The school is not responsible for personal items that are lost or damaged at school. Cell phones and smart watches are allowed for emergency purposes, but should not be used and must be kept "off" during the school day.

School/Home Communication



Information about school activities and events is sent home each Wednesday in a communication envelope. **Wednesday envelopes are suspended until further notice.** Parents are asked to initial and return the envelope the next day. In order to conserve resources while keeping families informed, Blackboard Connect phone/text messages are used to distribute information and are accompanied by an email message. A message is sent each Sunday evening that includes important school activities, events, and reminders for the coming week(s). We encourage you to place an email address on file with the office. Information is also posted on the school website.

Media Center



Library service is suspended until further notice. The Golden Hill School Media Center provides books for checkout and research as well as technology to give students the opportunity to build a love of reading and an opportunity for hands-on creativity and learning outside of the classroom. Books and materials that are checked out from the Media Center should be returned on time and in good condition. Fees may apply if guidelines are not followed or items are returned damaged, or not returned at all.

Health Services

Each school is provided the health services necessary to develop a coordinated program for the improvement of health education and health status of the students. A school nurse is available to Golden Hill one day per week and on an on-call basis. The school district offers the following services to our children through the school nurse:

- A. Provides vision screening for Kindergarten, 2nd, and 5th grade students
- B. Provides hearing screening for Kindergarten, 2nd, and 5th grade students
- C. Provides growth and development films for 5th and 6th grade students
- D. Coordinates immunization requirements
- E. Maintains all health records
- F. Processes special health referrals
- G. Gives emergency care in case of accident or illness at school
- H. Supervises control of communicable diseases in the school
- I. Interprets health information to staff.
- J. Assists in welfare cases

Important: Please notify the office if your child has a severe allergy or other medical condition.

Crutches, Wheelchairs, Cast and Assistive Devices on School Property

The Fullerton School District recognizes that occasionally students may need to use assistive devices such as crutches, wheelchairs, casts, walking boot, etc. **(Ask the school office for a “School Participation Following Injury/Illness” form)** in order to attend school. There is potential risk to a student or others if this equipment is not used properly or if steps are not taken to ensure safe use while on campus. The District will not be responsible for student injuries that occur without a physician’s written statement on file. Parents must provide a completed School Participation Following Injury/Illness form signed by the child’s physician in order for a student to use crutches, wheelchair or other assistive devices upon return to school. The school nurse will be called to assess the situation if there are questions.

Physical Screening

Every child entering Kindergarten is required to present a health exam form to the school stating that a physical screening has been done within six months prior to Kindergarten entry. The school will provide a physician’s certification form.

Pupil Medication

Medication is given **only on the written request of the parents with written authorization and explicit directions from the doctor** (forms are available in the office and online). This authorization must be renewed each year. The school should be contacted when this need arises. All medication should be clearly labeled and will be kept locked in the health office where office personnel can supervise distribution. ***A STUDENT IS NOT ALLOWED TO CARRY ANY MEDICINE AT SCHOOL.*** This includes over the counter medication such as Tylenol, cough drops, etc.

English Learner (EL) Program

The goal of our program is to assist students to develop high levels of English language for academic, interpersonal, social skills and positive self-concept. Students who have been identified as English Learners by the home language survey and the ELPAC test, are given English language

instruction at their designated proficiency levels by credentialed teachers within the classroom thirty minutes every day.

Gifted and Talented Education (GATE)

The California state-funded program for the Mentally Gifted Minors, which exists in the Fullerton School District, is termed the GATE (Gifted and Talented Education) program. Children who are identified as mentally gifted are given the opportunity to attend one of four cluster schools (including Golden Hill) where they are enrolled as full-time students. Students are screened in the second grade, and placement in GATE classes begins at the third grade. Please visit the FSD GATE website for up-to-date information at www.fullertonsd.org.

Physical Education (PE)



The P.E. program provides twice-weekly opportunities for children to participate in a variety of sports and activities, and is based on state curriculum and guidelines. Due to COVID restrictions and our Hybrid schedule, we will host PE on Monday and Tuesday each week in order to accommodate all grades. It is important that students wear appropriate clothing and shoes, which enable them to move comfortably and safely. If your child cannot participate on any specific occasion, the child should bring a note signed by a parent to be excused from P.E. for that day. A doctor's note is required if a student cannot participate in PE for more than one day.

Arts Enrichment Program

FSD provides the "All the Arts for All the Kids" arts enrichment program to all students in kindergarten through grade six. This program includes instruction in hands-on art, dance, drama, and music, taught by professionals in the various fields.

Student Council (4th-6th Grade)

The Student Council is an active student organization at our school. Student Council is involved in many activities throughout the year and provides a positive leadership experience for the students involved.

Visible Innovation Program (VIP)

Fullerton School District is proud to offer the Visible Innovation Program (VIP). Every student will be provided with an iPad in order to ensure students are utilizing technology to enhance and compliment learning. The 1:1 Visible Innovation Program aims to provide students with 21st Century student specific skills, content knowledge, and literacy that will help them master the multi-dimensional abilities required in the 21st Century and beyond. This program is created with the intent to use technology as a means to increase collaboration, creativity, critical thinking, and communication. These are skills all students will need to compete in the future global market.

Homework *(In accordance with FSD BP 6154)*

Homework can benefit children in many ways. It can help children develop good study habits and organizational skills. Homework is an extension of classroom instruction related to learning objectives and grade-level content standards. It may include pencil and paper tasks as well as reading, Internet research, watching a specific program, long-term projects, etc. With the exception of long-term projects, homework should not be assigned on weekends or during winter

or spring break. The Fullerton School District has established homework guidelines for the suggested amount of time to be spent on homework and the type and purpose of homework. Based on research, the following time guidelines have been established: Primary students should have 10-30 minutes per night. Upper grade students should have 40-60 minutes per night. One major goal of homework is to improve reading skills and to develop an appreciation for reading. Research shows that children benefit from reading or being read to a minimum of 20-30 minutes reading every night. If your student does not have homework on a school night, we encourage students to read for pleasure or practice.

Student Responsibilities:

1. Listen carefully to the teacher's directions regarding homework and ask questions if something is not clear.
2. Take assignments and necessary materials home when you leave.
3. Leave enough time to complete the assignments at home.
4. Complete the homework assignments carefully and neatly.
5. Return the homework assignments to the teacher as requested.
6. Care for and return all school books and materials.

Tips for Parents:

1. Select a regular time and place each day for homework and study.
2. Keep study/homework time reasonable. Students will usually have homework a few nights each week.
3. Long-term projects or tests may require additional time based on the individual student.
4. Keep distractions to a minimum. Don't have the student working near the TV or radio. Try to keep brothers and sisters from bothering the student. Limit interruptions such as phone calls.
5. When he/she finishes, take a few minutes to check over the work. Check for neatness and obvious mistakes.
6. While assignments are usually given daily, there may be times that very little work is assigned and/or your child finishes early. We strongly suggest the remainder of time be used to either re-check assignments, study, or read for pleasure.

Report Cards and Conferences

Report cards are issued three times during the school year. Parent conferences will be held twice during the year. You will receive notification prior to conference times. Feel free to contact your child's teacher at any time throughout the year if you have a question or concern regarding his/her program or progress.

Academic Honesty

FSD's Academic Honesty policy states "students must honestly demonstrate their knowledge and skills when they are assigned work to be completed individually, while taking tests, and when representing themselves, their team, or their school in competitive situations." Students are instructed to complete their own work and are encouraged to ask a parent or teacher for help if necessary.

School-Wide Behavior Plan

Golden Hill School is a community of life-long learners pursuing excellence with character and honor. We take care of ourselves, take care of each other, and take care of this place.

The school-wide behavior plan is designed to ensure a safe learning environment for all students and adults and maximizes learning time. We believe all students have the right to be treated with respect, the right to feel safe, and the right to learn. We also believe when students know what is expected of them and understand rewards and consequences are fair and consistent, the school functions in a safe and orderly manner conducive to a positive learning environment. Under the umbrella of the school-wide plan, classroom teachers present age appropriate behavioral expectations specific to their classroom/grade level. Parents are encouraged to read and discuss the information below with their child(ren):

- Golden Hill School promotes an environment that encourages all students to make positive choices. Our school-wide behavioral expectations are: ***We are Respectful, We are Responsible, and We are Safe.*** School staff members recognize and encourage positive behavior, and students are given positive reinforcement through a variety of individual, classroom, and school-wide rewards and incentives. Students who choose not to contribute to a positive environment will receive consequences from their classroom teacher or other school staff.
- ***Golden Hill has a 'Hands-Off' policy.*** Students should keep their hands and feet to themselves. Pulling and tugging at clothing, fighting, play fighting, wrestling, and karate are not allowed. Contact sports are also not allowed. Games should be both physically and emotionally safe. There are no "lock-outs." Any student wanting to play, can. Play fairly and allow for others to rotate into the game. High-fives, fist bumps, and hugs (when mutually agreeable by both students), are acceptable and promote positive relationships.
- ***Bullying is against the law.*** It consists of intense or serious acts that are repeated over time with a stronger individual or group harassing or threatening those who might be smaller or weaker. Bullying can be verbal, physical, or anti-social and may include pushing or shoving, spreading rumors, keeping people out of a group or activity, or teasing in a mean or hurtful way. Cyber-bullying takes place through emails, instant messages, text messages, and other electronic means. It can include sending or posting mean messages or threats, posting inappropriate pictures, or using someone else's username to spread rumors or lies. ***We are proactive in teaching our students the dangers of bullying as well as strategies for dealing with bullying. Incidents of bullying are taken seriously with appropriate consequences.***
- Teachers use school-wide behavior forms to provide detailed communication regarding behavior concerns between teacher, home, and the school office.
 - Discipline is progressive and student behaviors will be dealt with appropriately by teachers and administrators depending on the infraction. Consequences include, but are not limited to:
 - Apology letter, face-to-face apology, or conflict mediation
 - Written reflection
 - Loss of recess
 - Walking recess (for students who need movement in order to reflect and calm down before returning to the learning environment)
 - Visiting another teacher's classroom for reflection time
 - Restorative Justice & Campus Beautification
 - Meeting with the principal or assistant principal
 - Parent, student, teacher, and/or admin conference
 - Classroom suspension
 - School suspension

- See the FSD Parent Information Handbook for suspension and expulsion guidelines.

Weapons and Items Prohibited at School

The safety of ALL Golden Hill students and staff is of primary importance. We discuss in class and in assemblies that any items that may create a safety hazard or a distraction to the learning process are not allowed at school, including weapons or a replica of a weapon.

California State Education Code requires that students who bring dangerous substances, knives, guns, explosives, or dangerous objects that can be used as weapons at school will be recommended for strong discipline, including suspension and/or expulsion. Possession of these weapons at a school-sponsored activity is also grounds for suspension and/or expulsion [Ed. Code 48900(b.,c.)].

We also stress the importance of reporting any dangerous object or situation to a teacher, parent, or other responsible adult immediately.

Dress Code

Golden Hill encourages students to dress appropriately for school, noting that when students are neatly attired and take pride in their appearance, good behavior and a better learning environment result. Student clothing should be conducive to an educational environment and must not be disruptive of school operations and the educational process. In cases of questionable attire, teachers and/or the principal will have the final decision about what is appropriate for school.

- Shirts must have appropriate logos or sayings and must not promote the use of drugs, alcohol, or tobacco.
- Shirts must cover the shoulders and the midriff. Tank tops must have straps that are wider than “spaghetti” straps (three adult fingers’ width).
- Shorts and skirts must be longer than fingertip length when arms are held straight down.
- Undergarments must not be visible.
- Footwear must be safe; sandals and shoes must have closed toes and heels and be laced properly. Crocs (without strap on the back), ‘jellies’, and flip-flops are not appropriate. Students must not wear tennis shoes with wheels (e.g., “Heelies”) during the school day.
- Facial make-up should not be worn at school.
- No large hoop earrings or earrings that dangle past 1 inch or ‘plug’ or ‘spike’ type earrings that hang down in front or back.
 - Hats or caps must only be worn outside of the classroom and not at indoor assemblies or in buildings.
 - Hair should be clean and kempt.
 - Clothing should be clean and free from tears, holes, or fraying.



A student who comes to school without proper attire will be asked to call a parent to have a change of clothing brought to school.

Playground Equipment Use

Golden Hill will provide sports equipment for students to use at recess and lunch. Students should not bring equipment or toys from home or from the classroom. The rules/guidelines for appropriate play at recess and lunch are reviewed by the PE teacher and enforced by all staff.

The following are examples of specific guidelines for students to follow while on the playground:

SWINGS – We count to 60, sitting only. We keep the chains untwisted and get off the swings without jumping.

JUMP ROPES – We use jump ropes for jumping on the black top only.

BALLS – We kick balls on the grass only and throw balls to others in a safe manner.

SLIDES – We slide down the slide feet first and sitting down. We use the slide one person at a time.

PLAY EQUIPMENT– We play safely while on the equipment and step off carefully when done playing.



Equipment will be cleaned daily to ensure the health of our students and staff.

We try to peacefully solve our own problems, but go to an adult for help if needed. We only leave the school grounds during school hours with permission and adult supervision. We use language that is appropriate and positive. Our PE teacher, instructional aides, classroom teachers, and noon supervisors teach the rules to games and equipment, and are excellent resources, should you have any questions.

At Golden Hill School, **we treat others as we would like them to treat us.** Please speak with any staff member if you have questions about behavior expectations. We are proud of our school and are here to help!

PBIS: Be Respectful, Be Responsible, & Be Safe!

At Golden Hill, we believe in promoting positive behaviors and helping students make good choices. To do this, we have created a behavioral matrix that explains what being respectful, responsible, and safe looks like at different times and locations around campus and in the digital world.

To promote these 3 behavioral expectations of being respectful, responsible, and safe, we will use the following incentives:

Gator Tickets and Golden Tickets

Students can earn Gator Tickets from any adult on campus. These tickets should be filled out and redeemed for classroom rewards or Golden Tickets. Golden Tickets can be redeemed for additional prizes as they continue to collect.

Gators of the Month

At the end of each month, teachers will select one Gator of the Month. The student selected will receive positive praise and will have their photo taken. Students will also receive small rewards, thanking them for being a positive role model on campus and for being respectful, responsible, and remarkable.

Celebrations



Golden Hill believes that every student is a masterpiece. As such, parents may want to celebrate their student and the classroom at certain times during the year (birthday, winter holiday, end-of-year, etc.). At this time, for the health and safety of our students, staff, and our families, in-person celebrations will not be permitted until further notice.

Golden Hill Elementary School

“Where Every Child is a Masterpiece”

Student/Parent Handbook Signature of Understanding 2020-2021

Dear Parent/Guardian(s):

Please review the student/parent handbook with your child. After reviewing the rules, procedures, and expectations with your student, sign and detach this page. Have your student return the page to his/her classroom teacher. This Handbook Signature of Understanding page will be kept on file for the duration of the school year.

My student, _____, and I have reviewed the student/parent handbook, visitors on campus, behavioral and attendance expectations, and traffic safety information. We understand the expectations and rules at Golden Hill Elementary School and will adhere to them.

Student Name _____ Grade _____

Student Signature (3rd-6th grade only) _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Teacher _____ Date _____, 2020

Please return by Friday, October 23, 2020