Hillsdale Elementary School

(K-6 School)

Twin Rivers Unified School District

6469 Guthrie Street
North Highlands, CA 95660
Phone: 916-566-1860

Fax: 916-566-1861

Website: hillsdale.twinriversusd.org

Daily Schedule

Monday, Tuesday, Thursday and Friday

8:15 AM – 2:57 PM

Early Release Wednesday

8:15 AM – 12:57 PM

Cafeteria opens for breakfast at 7:45 AM

Playground opens at 8:00 AM

TABLE OF CONTENTS

Important Dates

Back to School Night \ Breaks \ Holidays \ Open House 3

Policies and Procedures

Arrival and Departure Times 4-5
Early Dismissal Policy \ Attendance \ Attendance Awards 5-6
Bicycles \ Breakfast and Lunch \ Bus Rules 6-7
Classroom Assignments \ Closed Campus \ Communication \ Dress Code 7-9
Field Trips \ Independent Study \ Library Media Center \ Medication 9-10
Phones \ Student Use of Technology \ Study Skills \ Textbook Policy \ Visitors 10-11
Volunteers \ ELAC \ PTA \ School Site Council . . . . . .
.11-12

Programs

Academic Achievement Recognition 12
Gifted and Talented Education \ Language, Speech, and Hearing \ Resource Specialist Program
\Student Assistance Plan \ Visual & Performing Arts Program \ Physical Education Program .13

Discipline

Behavior Awards and Recognition Programs 13-14
Schoolwide Rules \ Playground Rules 14-17
Behavior Interventions \ Citations \ Referrals 17-18
Behavior Reporting Form 18-19
Suspensions \ Expulsions 19

2021-2022 Important Dates

August 17th	First Day of School- 8:15 AM -2:57 PM
August 26th	Back to School Night- 5:30 PM- 7:00 PM
September 6th	Labor Day Holiday- No School
September TBD	Fall Picture Day
October 23-31st	Red Ribbon Week
October TBD	Picture Retake Day
November 5th	1st Trimester Ends
November 11th	Observance of Veteran's Day- No School
November 18th-19th	Parent/Teacher Conferences- No School
November 22nd-26th	Thanksgiving Recess
December TBD	Kindergarten Trimester I Awards
December TBD	Primary Trimester I Awards
December TBD	Intermediate Trimester I Awards
Dec. 20th- Dec. 31st	Winter Break
January 17th	Martin Luther King Jr. Day- No School
February TBD	Hillsdale Skate Night
February 18th-21st	President's Days- No School
March 2nd	Read Across America Day
March TBD	Spring Pictures Day/ 6th & 8th Grade Promotion Pictures
March 4th	2nd Trimester Ends
March 18th	Shortened Day- School dismissed at 1:57 PM
March TBD	Kindergarten Trimester II Awards
March TBD	Primary Trimester II Awards
March TBD	Intermediate Trimester II Awards
April 11th-18th	Spring Break
April 8th	Last Day of Independent Study
May 1st-7th	Teacher/Staff Appreciation Week
May TBD	Open House- 6:00-7:00
May TBD	SBAC Testing TBD
May 30th	Memorial Day- No School
June TBD	1st-3rd Field Day- TBD
June TBD	4th-6th Field Day- TBD
June TBD	Primary Trimester III Awards
June TBD	Intermediate (4th-5th) Trimester III Awards
June 2nd	6th Grade Promotion 2:00 PM-2:57 PM
June 3rd	Kindergarten Promotion- 9:00 AM-10:00 AM
June 3rd	3rd Trimester Ends
June 3rd	Last Day of School/ Minimum Day- School dismissed at 1:27 PM

Policies and Procedures

Arrival and Departure Times/Procedures

We have strict arrival and departure times, but for good reason! Our goal is very simply: safety. We want to make sure your students are appropriately supervised. However, when our campus is closed, we cannot guarantee appropriate supervision. **The earliest a student may be at school is 7:40 AM.** When students arrive at school, they must go straight to the quad or cafeteria. This means they should not drop off backpacks at the classroom, or go elsewhere on campus. From the quad or cafeteria, they will be dismissed to morning recess and supervised on the playground. All students arriving after 8:15 AM need a late slip from our front office before heading to class. This late slip will check them into school, and serve as an indicator to us that they are here safe!

When school has ended for the day, students are to leave campus and go directly home unless participating in an authorized (by you and the teacher!) after-school activity. **Students are expected to be picked up from school when the bell rings. Students not picked up within 15 minutes of dismissal *may not* wait in an unsupervised area and must be picked up from the quad or front office.**

The parking lot in front of our school is a very busy place. It's important that we all work together to keep our children safe when they are arriving or departing in that area. You can help by adhering to the following rules:

- Keep the **yellow bus lane** clear at **all** times.
- The **right lane** (Closest to the yellow bus lane) **may be used to pick up a child. Remain in your vehicle**, stop, and let your child get into or out of the car safely. If you do not see your child in front of school, please do not block traffic. Instead, please park your car in one of the designated parking spaces. Pull forward behind the car in front of you so that buses may get into the parking lot.
- ***DO NOT PARK AND LEAVE YOUR CAR UNATTENDED FOR ANY REASON IN ANY OF THE LANES.***
- **The left lane is for "through traffic" and provides access to parking spaces**. Please do not stop in this lane for the purpose of picking up children, because it is not a safe place for them to enter or exit a vehicle.
- **Parking spaces are available on the far left side of the driveway when you need to get out of your car.** Please do not leave children unattended

Staff members will be out in front of the school during dismissal time. Please help us keep your child safe by being patient and cooperative during the busy arrival and dismissal times.

THE DRIVEWAY CLOSEST TO KEEMA BLVD. (ON THE RIGHT SIDE OF THE SCHOOL) IS TO BE USED BY SCHOOL BUSES, HANDICAPPED PARKING AND STAFF ONLY.

Early Dismissal Policy

Did you know that whenever your student misses school, they miss out?! It's scientifically proven. For this reason, we *greatly discourage* "early dismissals." In the event your child must leave early, please send a note to the classroom teacher the morning of the dismissal so that they are prepared. When you come to the office, you will need to sign an Early Dismissal slip. It is our policy *not* to remove a student from the classroom until an adult (a person that is 18 years or older) is on campus and listed on the Emergency Card. Please allow extra time for your child to be located in case he/she is not in the classroom.

We love getting to know our families, and may know you well! However, in the case we are still getting to know you, please be prepared to provide identification when signing a student out of school, should you be asked.

Attendance including Absence Reporting and Homework Requests

Good attendance has an impact on academic success and helps develop good life-long habits. In fact, research has proven, conclusively, that student achievement and learning are directly tied to good attendance! Additionally, each day that your child attends school (for any part of the school day) the Twin Rivers Unified School District receives monies from the state to educate him/her. At Hillsdale, students know, "If you miss school, you miss out!"

If your child misses a day of school, please notify the school by emailing attendance.hillsdale@twinriversusd.org, **calling the 24-hour attendance line at 916-566-1860**, or sending written confirmation stating the reason for the absence. You will need to call or send a note for *each* absence. **You must clear the absence within five days, or it will be marked as an *unexcused absence*** (see below).

State law mandates that schools keep a record of absences. Students are considered truant after either:

- Three unexcused absences
- Or a combination of three unexcused absences and/or unexcused tardies. A student is marked tardy if over 30 minutes late, and tardies are unexcused for the same reasons as absences.

Attendance Guidelines

See the TRUSD Student and Family Handbook for details.

Awards

Principal's Honor Roll:

All A's in overall subject area grades*

Honor Roll:
A's and B's in overall subject area grades*

Awesome Attendance:
Students can earn an Excellent Award if they have two or less attendance marks for the trimester. This includes any/all lates, tardies, absences, and early dismissals (even if the student returns to school the same day).

Citizenship Award:
Excellent behavior

Achievement Award:
For outstanding improvement, effort, achievement, behavior, etc.

Perfect Attendance Award: Students who have **zero** tardies, lates, absences, or early dismissals during a trimester or school year receive this award. (Students in grades K-6 are eligible.)

Class Attendance Award: The top two classes, one primary and one intermediate, with the highest monthly attendance percentages are awarded extra P.E. time with the principal. (All grade levels are eligible.)

Bicycles
All students are to obey bicycle traffic laws**.** First and foremost, students riding bicycles MUST wear a helmet - we truly want to protect their unique and wonderful brains! To avoid collisions on our small campus, upon arrival to school, bicycles are to be taken immediately to the bicycle parking area and locked. Bicycles are to be *walked* to and from the street. The bicycle parking area is off limits during the school day. Scooters are discouraged but can be stored in the back of the classrooms with teachers permission.

Breakfast and Lunch Sign-up Procedures
Hillsdale offers a breakfast and a lunch program. **Students eating breakfast may arrive on campus no earlier than 7:40 AM and enter the cafeteria at 7:45 AM.** Students eating breakfast must arrive early enough to finish their breakfast before school starts at 8:15 AM. At 8:00 AM, those students who have finished their breakfast will be dismissed to the playground.

Bus Rules

Our bus drivers are the first staff members your student may see in the morning, as well as possibly the last staff member they see at the end of the day. They are valued extensions of our school. Students transported in a school bus shall be under the authority of, and the responsibility of, the driver of the bus. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. This is incredibly important to realize, especially if the bus is your student's regular mode of transportation! Students who ride the bus are to show good citizenship on the bus and at the bus stop.

With questions about bus ridership forms, please ask the Front Office, or reference the Twin Rivers website. If you are attending Hillsdale on an Open Enrollment or Inter-District Transfer, unfortunately, riding the bus is not an option for you. See the TRUSD Student and Family Handbook for additional information.

Classroom Assignments

At Hillsdale Elementary, staff members use careful consideration and a process to form classes. Our goal is to ensure that your child has a successful and positive learning experience. Here is a list of some of the criteria used for student placement:

- Personalities – both student/teacher and student/peer
- Balance of boys and girls
- Balance of English Language Learners
- Balance of student academic abilities
- Balance of student behavioral abilities

It is our hope that you trust us to find the best placement for your child, and know that we have their best interest at heart. Honoring requests for specific teachers may disturb the balance that was thoughtfully used while creating the classes. We are willing to receive your input. However, if you wish to request a teacher for your child, we ask that you use the same criteria as mentioned above and resist the urge to make a request based only on your child's preference or friends who may be in the same class. ***Teacher Request* forms will be available in the front office during the month of April and must be completely filled out and returned to the school office before the last school day of April.** Please keep in mind that a parent request is one of *many* factors taken into consideration. Completing and turning in the *Teacher Request* form is **not** a guarantee that the request will be fulfilled.

Closed Campus

Hillsdale School is a **closed campus;** therefore, all visitors during the school day must enter the school through the office. We appreciate being a school of familiar faces and frequent visitors, and know that, as one of those visitors, you will respect our dedication to keeping your child(ren) safe. This means signing in and grabbing a badge so that we, as a staff, can identify you as a visitor. Once students arrive on campus, they are not to leave without proper written authorization from the parent/guardian and permission of school authorities. **If an early dismissal is necessary, an authorized adult must go to the school office to sign the student out.** An authorized person is an **adult** (over the age of 18 years old) who is listed on the student's **emergency card** filled out by the parent/guardian. Please refer to the handbook section on “Early Dismissals” if you have any additional questions.

Communication

Please keep student Emergency Cards updated! Friendly reminder: only a person on the emergency card is able to sign your child out early.

Aside from calling you personally (from the numbers you provide for us on the emergency card), another form of communication we use is our automated phone system, which allows the school to make phone calls to all families at one time. The principal, office, and teachers love to use this unique tool to keep you in the know! We also use our automated system for **emergency notifications**.Usage of our automated phone system is just *one more reason* to keep your contact information current with us.

Lastly, school information is also circulated via various school fliers *and* PTA fliers. **Be sure to check your child's backpack for fliers!**

The Twin Rivers Unified School District website contains information and valuable District and school information as well as many community resources. Visit www.twinriversusd.org or hillsdale.twinriversusd.org.

Dress Code

The purpose of the Hillsdale School Dress Code is to help maintain a safe and orderly learning environment. Students should pay attention to personal neatness and cleanliness and dress appropriately for the weather and activities. Students are required to wear appropriate fitting clothes, i.e., clothing must match the student's body size. Gang-related apparel is prohibited (EC 35183). Hillsdale School follows the dress code guidelines from the student and family handbook.

Footwear – Tennis shoes are recommended so that students can play during recess and P.E. Flip flops, platforms, and stacked/high heels are not permitted. Sandals must have a back strap, and should be close toed.

Tops – All tops must cover the upper body. No crop tops, tube tops, spaghetti straps or jock-cut tops are permitted.

Bottoms – Shorts/pants must be long enough to reach the end of fingertips when arms are down at the side. No sagging pants and no visible undergarments are allowed.
Messages – All messages on clothing must be appropriate for school. No questionable or suggestive messages are permitted.
Hats/Caps – Hats, caps, and hoodies will be taken off when indoors or when asked.
Makeup – Students will not wear makeup of any kind.

Those students found to be inappropriately dressed will be asked to cover up. **In some cases parents/guardians will be asked to bring a change of clothes.** Fridays are "School Spirit Days," and students are encouraged to wear school shirts/colors. Throughout the school year, we may have *special* dress-up days (e.g. hat day, crazy hair day) to encourage school spirit. These days will be advertised so that students are aware!

Field Trips

Field trips help to enhance and enrich units of study in the classroom. Parents/guardians will be notified in advance of any planned field trips. Many of our field trips require the use of district buses to provide transportation. If you are supervising on a field trip, preschool-age children are not allowed to attend due to liability.

Short Term Independent Study

If your child will be out of school for **five consecutive school days or longer,** please come into the school office and request a "Short Term Independent Study." This is a helpful program that allows students to continue their school work while traveling or during a family emergency. It also keeps unexcused absences from piling up (as long as the work is completed and turned in). It is customary to give at least two week's notice for the teacher to prepare the work for your student. All work from the Independent Study **must be turned in to the teacher *the day the student is scheduled to return to class*** as required on the contract. If the work is incomplete or not turned in on time, the student will be considered truant. **The last day of the school year to begin a Short Term Independent Study packet is April 12, 2020.**

Library Media Center (LMC)

Our LMC is used for both checking out books and using the technology available. The LMC houses books that students may use for class work and their own enjoyment. While in the center, students are expected to conduct themselves appropriately and responsibly. Students are responsible for the books they check out and to make sure they are returned to the library on the date due. Students must pay for lost or damaged books.

Medication

Medication may be dispensed to a student by school office personnel at the request of the parent/guardian and the child's physician. A form must be completed by the parent/guardian and physician prior to the administration of the medication and you can request this form from the school office. Medication must be in a **prescription bottle with the student's name and dosage** on the bottle.

Office Phone and Personal Cell Phone Use

Due to the number of students enrolled at Hillsdale School, the use of the office phone is limited to necessary calls. *Requests will be screened by the office*. Valid calls include emergencies, illness, forgotten lunch or lunch money, having to stay after school, etc. Invalid calls include forgotten homework, going to a friend's house, etc.

Cell Phones

See Student and Family Handbook for additional information. The Board Policy for student use of technology is also available on the Twin Rivers Website.

While we realize that cell phones are desirable to keep connected to your child before and after school, it is important that cell phone rules are followed. Cell phones are to remain **OFF** and out of sight during the school day. Cell phones should not be on their person during the actual school day. **Taking pictures or videos with cell phones is strictly prohibited and may result in suspension**.

Student Use of Technology

Internet access is provided to each classroom, the Library Media Center and the office. Computers serve as instructional tools in many ways. The vast resources of the World Wide Web will be available to our teachers and our students. We are proud to be able to give our students skills for the future. Along with our Board of Trustees, we recognize the need to set parameters and monitor the use of such powerful tools. For this reason, we will be asking for parent/guardian signatures in accordance with the user obligations and responsibilities covered in our Board Policy.

Study Skills

An important part of academic success is ensuring that all work is turned in on time. This includes assigned class work and homework. The intermediate students, grades 4 – 6, are provided a student planner to help organize their classroom assignments. Using the following study skills will help to insure academic success:

- Be aware of all assignments.
- Have a good place to study; the quieter the better.
- Organize before studying so that all needed supplies are accessible.
- Plan ahead and do not put off assignments until the last minute.

Textbook Policy

Students are responsible for lost and damaged textbooks. It is important that students keep the same books they were issued, since they are the books they will be held responsible for at the end of the year.

Visitors

Parents/guardians are welcome and encouraged to visit the school! All visitors and volunteers must report first to the office, sign in, and receive a visitor's badge. This badge *must be worn* while the visitor/volunteer is on the school grounds. It is all about the safety of our students, so visitors without a badge will be asked to go to the office to get one. At the end of your visit, you should **sign out** at the office. If you wish to observe a lesson in a classroom or have a conference with the teacher, it is recommended that you call ahead to schedule a date/time. This can be arranged through the teacher's email, voicemail, or in person. Please refer to our "Closed Campus" section for further information, if needed.

Volunteers

All volunteers for field trips/extracurricular activities will need to complete the district volunteer process, which includes getting your application approved by the Principal, having a current TB test, and being fingerprinted. This process can take up to 4 weeks to complete, so please plan accordingly if you wish to attend a field trip with your student. Volunteer applications are available in the school office and we are happy to give one.

If you have already completed this process, you do not need to complete it a second time, however please have your ID badge with you when you attend the field trip and other events.

English Language Advisory Committee (ELAC)

Our ELAC focuses on the needs of English learners here at Hillsdale. We meet four times per year to discuss and make recommendations for the school plan. If you are interested in joining our ELAC please inform the office so we can remind you of the upcoming meetings. We would love to have you!

Parent Teacher Association (PTA)

Hillsdale is proud to have an active Parent Teacher Association. Working collaboratively with the school, the PTA sponsors many excellent activities and programs throughout the school year. Parents/guardians are strongly encouraged to become members and to participate whenever possible.

School Site Council (SSC)

The intent of the School Plan for Student Achievement (SPSA) is to create a team at each school that will use all of its combined resources and special knowledge to make schools the very best they can be. The School Site Council helps to develop and review the SPSA based on the assessed needs of the total school population during 5 meetings throughout the year. The SSC assesses the effectiveness of the school program and establishes an annual budget. The Hillsdale SSC consists of 10 members (five community members/parents not employed by the District and five school personnel). Come join the School Site Council and be pleasantly surprised at how you can contribute to our school.

Programs

Academic Achievement Recognition Grades 4 – 6

We believe it is important to recognize academic achievement. At Hillsdale, academic achievement is recognized and celebrated in the following ways:

- **President's Award for Academic Achievement (Gold)** – presented to 6th grade students who have maintained a 3.5-4.0 GPA throughout grades 4-6.
- **President's Award for Academic Achievement (Silver)** – presented to 6th grade students who have maintained a 3.0-3.49 GPA throughout grades 4-6.

Gifted and Talented Education Program (GATE)

The GATE program is offered at Hillsdale and other schools throughout the District. The purpose of the GATE program is to give identified students opportunities to acquire skills and understanding at levels commensurate with their potential. GATE students are identified using the District standards outlined in the GATE application.

Language, Speech and Hearing

The Language, Speech and Hearing Program provides designated instruction to students who exhibit delayed development of articulation, understanding and use of language, and hearing impairment. To enable students to actively participate and achieve in the classroom, students receive individual and small group instruction which is coordinated by the Language, Speech & Hearing Specialist and the classroom teacher.

Resource Specialist Program (RSP)

The Resource Specialist Program is designed for children of average or above-average ability who are having great difficulty with the academic program in their classrooms. To qualify for the program, students are referred by the classroom teacher and/or parents/guardians to meet with a Student Success Team (SST). The SST may recommend further evaluation by the Psychologist and Resource Specialist using State criteria for placement in the Resource Program. An Individualized Educational Plan (IEP) is written for the student who qualifies for the program.

The Resource Specialist coordinates the delivery of services which may be in the classroom or in a "pull-out" program.

Student Assistance Plan (SAP)

Our goal at Hillsdale Elementary is to help every student achieve his/her fullest potential. We realize that all students have different strengths and needs. By increasing our awareness of how each student learns and by using that knowledge to adjust our teaching, we can best meet all students' needs. The Student Assistance Plan (SAP) is a process by which teachers can collaborate with a student's previous teachers, grade level teacher-partners, and a variety of support staff.

Visual and Performing Arts

Each student will receive Music or Art instruction by a credentialed specialist for a minimum of 30 minutes weekly.

Physical Education

Not only is P.E. good for kids and a part of a well-rounded education, but it is a legal requirement and has minutes stipulated. Each student (1st-6th) will receive a minimum of 100 minutes per week of Physical Education. SPARK Physical Education Curriculum is used within the Twin Rivers School District.

Discipline

- Hillsdale School believes that one of the major functions of school is to prepare youth for responsible citizenship. Hillsdale shall foster a learning environment, which reinforces the concepts of students Practicing respect, Always be kind, Work responsibly, and Stay safe (PAWS). Working together, parents/guardians and staff help students to understand and follow the school rules. Through this effort, we can all help make our school a safe, orderly, and enjoyable place for students, staff and parents/guardians to work and learn.

We will be utilizing a "Positive Behavior Intervention System" (PBIS) program, to practice and provide a safe environment on our campus.

Schoolwide Behavior Awards and Recognition Programs

In an effort to motivate students and reward students Practicing respect, Always be kind, Work responsibly, and Stay safe (PAWS) behavior, the following awards system has been established:

- Husky Bucks: Students are awarded Husky Bucks when they are exhibiting the characteristics associated with P.A.W.S.
    - Practice Respect
    - Always be Kind
    - Work Responsibly
    - Stay Safe

These incentives are collected by the teacher and placed in a raffle box for a chance to win a prize at Sing.

- Check In Check Out (CICO)
    - Students identified as needing additional behavioral supports may be enrolled in CICO.
    - A PAWS Report Form is completed by the teacher each day documenting positive student behavior within the categories of P.A.W.S.

Schoolwide Rules

All students can demonstrate to the Hillsdale community that they are Practicing respect, Always being kind, Working responsibly, and Staying safe (PAWS) at all times . This includes on the way to school, at school, on the way home from school, and during off site events/field trips.

Please note that students should not bring personal toys and/or any electronic devices to school (unless teacher authorized).

Fidget tools are only allowed if a student has an active IEP or 504 plan and it is indicated on that plan that a fidget tool is a modification. Otherwise, fidget tools are considered a toy, and toys are not allowed in the classroom or out at recess. This includes before school.

	Area/Setting					
School Rules	All Settings on Hillsdale Campus	Eating Areas (Cafeteria, Outside)	Hallway/Lines (Quiet Zone)	Recess/Break Areas (Playground, Grass, Blacktop)	Bathrooms	Front of School (Quad, Driveway, Bus Loading)
Practice Respect	*Respect other people & property *Respect differences *Follow directions of all staff *Use appropriate voice level *Help keep our school clean	*Use good manners *Use quiet voices *Throw trash away 	*Use quiet voices *Stay on sidewalk	*Play fair & share *Follow game rules *Be a good sport *Wait patiently for your turn	*Give people privacy	*Follow school procedures *Follow directions of all staff

Always Be Kind	*Use kind & encouraging words & actions *Smile & say "Hello!" *Say please & thank you *Be helpful	*Wait patiently for your turn *Say please & thank you	*Look out for each other	*Include others *Look out for each other *Respect personal space	*Wait patiently for your turn	*Practice 'we' before 'me'

Work Responsibly	*Do your best! *Keep toys at home *Be at the right place at the right time *Complete your task *Follow directions the first time given *Follow school rules for cell phones	*Hold tray with two hands *Use utensils properly *Eat your food to feed your brain *Clean-up after yourself	*Use a hall pass *Take care of your business *Hold all equipment 	*Return equipment *Problem solve *Freeze when the bell rings *Line up calmly when the walk whistle blows	*Flush the toilet *All bathroom trash n the garbage can *Return to class promptly *Use bathroom supplies appropriately 	*Be at the right place at the right time
Stay Safe	*Follow the rules & directions *Stay on school grounds	*Keep food in eating areas *Keep food to yourself *Always walk	*Always walk *Use walkways	*Use equipment safely *Play school appropriate games	*Keep water in the sink *Wash your hands	*Wait for crossing guard *Keep walkways clear

	*Hands, feet & objects to yourself *Stay seated unless you have permission to get up 	 *Raise your hand to ask for help 	*Be mindful of the red zone	*Play games in designated areas *Ask for help when needed *Play fighting not allowed		*Only hands on railings *Use stairs

So that students can be guided and supported in their understanding of student rights at Hillsdale, the following rules have been established and are consistently enforced on the

<u>Playground Area:</u>

Bars:

Primary:

- Spider Web- only sitting on top, hang with 2 hands, no standing
- Pull-up bars- no standing, 1 person per bar, 2 hands on bars when upside down
- Monkey bars- one direction, wait until person is done to start
- Staggered bars- same as spider web
- Grey monkey bars- go towards fence
- Spiral Ladder- 1 person, no going to other parts from the top, don't go to other poles
- Climbing wall- straight up/ straight down, face fence, 1-2 at a time (look around)

Bars:

Intermediate:

- No cherry drops
- No standing on bars
- Sitting on parallel bars but not on tall monkey bars
- No running or tag in the bark area
- Spinning with both hands on bars

Barkbox (Both Primary and Intermediate):

- No running, tag, or equipment should be in area
- No digging/mounding bark

General rules:

- Walk on sidewalks and playground curbs
- No random running, tag, or going through games
- No climbing fences/trees
- Don't pass tree line on grass
- Tag/chase is allowed on grass
- Freeze when the bell rings. Walk after the whistle.
- No drinks or bathroom after the bell. If on the way to restroom go check in with your teacher
- No kicking or throwing on playground unless it's an organized game such as kickball or basketball
- Stay off the grass when wet (kicking and throwing by running lanes when grass is wet)

Food:

- Snacks from home at 1st recess only in designated areas (clean up)

Ball Wall (Intermediate):

- Throws only below the waist
- No kicking balls at the wall
- No basketballs
- No over the wall games
- No standing near wall being thrown or kicked towards

Ball brought from home:

- Must be marked

Schoolwide Behavior Interventions

The Hillsdale Staff recognizes that not all students will adhere to rules for appropriate behavior. Students choose their behaviors. Responsibility training is that part of our management system which teaches children to accept responsibility for their behavior choices. The staff continually reinforces behavioral expectations and consequences. They use a variety of strategies to teach students appropriate behavior. They also utilize a variety of interventions to correct inappropriate student behavior. It is primarily designed to change the misbehavior and inform the parents/guardians. The following interventions may be used to correct student behavior:

Citations - A citation is a communication between staff members and parents/guardians regarding a specific school infraction. Citations help students identify and accept responsibility for specific behaviors. A citation is issued for a misbehavior that has not improved despite previous rule review and/or verbal warnings. (Citations may also be issued for more serious first time offenses.) Citations may be issued for not following any of the above listed Schoolwide Rules.

The student signs the citation and takes it home for parent/guardian signature. (The parent/guardian signature does not necessarily indicate agreement, just receipt. A parent/guardian may request additional information at any time.) The citation is to be returned to school the next school day and given to the classroom teacher.

Principal Referral – A behavioral referral is issued to document more serious and/or repeated infractions. Reasons for referral include, but are not limited to: (Ed. Code 48900)

- Disruption of school activities
- Defiance of authority
- Use of profanity
- Threatening physical injury
- Continued classroom/playground disruption
- Overly aggressive behavior

Hillsdale Elementary School

Twin Rivers Unified School District

***P**ractice Respect – **A**lways Be Kind – **W**ork Responsibly – **S**tay Safe*

---Behavior Reporting Form---

Student Name: _____	**Location**
Date:_____ Time:_____ Teacher:_____ Grade: K 1 2 3 4 5 6 Referring Staff:_____	□Bathroom □Bus □Eating Areas □Classroom □Library □Office □Hallway □Playground □Front of School □ Other_____

Citation Problem Behavior	**Referral Problem Behavior**	**Perceived Motivation**	**Others Involved**
□Defiance □Disrespect □Disruption □Inappropriate Language □Physical Contact □Property Misuse □Technology Violation	□Abusive/Inappropriate Language □Bullying □Defiance □Disrespect □Disruption □Fighting □Harassment □Forgery/Theft/Plagiarism □Physical Aggression □Property Damage □Technology Violation	**Obtain:** □Adult Attention □Items/Activities □Peer Attention **Avoid:** □Adult □Peer □Task/Activity	□None □Peers □Teacher □Staff □Substitute □Unknown □Other _____

Incident Summary:_____
_____
_____
_____
_____

_____

Action Taken	Intervention
□Conference with student □Restitution □Individualized instruction □Referral sent home □Parent contact: □Telephone or □In person	□Time out □Loss of privilege □Extended time out (_____hours/days) □Ed. Code Suspension home (_____hours/days) □Action pending □Other_____

Additional Comments:_____

_____

_____

_____

_____

_____ _____

_____

Staff Signature: Student Signature: Administrator Signature:

Parents: Please sign and return this section.

_____

_____

Parent Signature: Date:

Family Action:

□Loss of privilege (TV, outside play, etc.) □Time out □Extra chore

□Family discussion

□Other:_____

Family/White Teacher/Canary Office/Pink

Suspension – See the District Student and Family Handbook for additional information. Suspension is the removal of a pupil from ongoing instruction for adjustment purposes. Suspension offenses (Ed. Code 48900) include, but are not limited to:

- Threatening, attempting, or causing physical injury
- Bringing a weapon, or object resembling a weapon, on to school grounds
- Theft, robbery, extortion, stealing or damage to property
- Habitual obscenity
- Damage to school property
- Disruption of school activities or defiance of school authorities
- Sexual Harassment

Expulsion – See the District Student and Family Handbook for additional information.