



# Student and Parent Handbook 2024-2025

## Rolling Hills Mission Statement:

Rolling Hills Roadrunners are a positive, collaborative community of learners who engage in a rigorous, arts-infused curriculum that fosters critical thinking and creativity within a safe and caring environment.

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Lindy McNutt, Principal  
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Please keep this document to refer to over the year

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## Welcome to Rolling Hills!

Our multiple learning pathways at Rolling Hills are designed to provide positive academic and behavioral support, early identification of at-risk behavior, and enrichments/interventions that meet the needs of each individual student. Our teachers and support staff will help ensure that all students acquire the knowledge, skills, and behaviors needed to achieve their fullest potential and to be contributing members of the world around them.

At Rolling Hills, we have an active school community with volunteers that support all classrooms. Families are encouraged to become an active part of their child's education. This can be done by participating in the Parent-Teacher Association (PTA), Rolling Hills Foundation, School Site Council (SSC), English Learner Advisory Committee (ELAC) as well as classroom and school volunteers. We are thankful for your cooperation in being kind, safe, and responsible role models for all of our Rolling Hills students.

Please sign and return the last page of this packet and return to your child's teacher no later than Wednesday, August 21, 2024.

## Bell Schedule



### 24-25 Bell Schedule

1 <sup>st</sup> - 6 <sup>th</sup> Grades M, T, Th, F	
9:00	School Begins
10:00-10:15	Primary Recess
10:20-10:35	Upper-Grade Recess
11:50-12:30	Primary Lunch
12:40-1:00 1:00-1:20	Upper Meal Time Upper Recess
2:30-2:45	Primary Recess
3:30	Dismissal

1 <sup>st</sup> - 3 <sup>rd</sup> Grades Conference Week Schedule	
9:00	School Begins
10:00-10:15	Primary Recess
10:20-10:35	Upper-Grade Recess
11:50-12:20	Lunch 1
12:25-12:55	Lunch 2
1:30	Dismissal

TK/Kindergarten Schedule	
9:00	School Begins
10:00-10:15	AM Recess
11:50-12:30	Lunch KII
2:30-2:45	PM Recess
3:15	TK/ Kinder Dismissal

1 <sup>st</sup> - 6 <sup>th</sup> Grades, Wednesday	
9:00	School Begins
10:00-10:15	Primary Recess
10:20-10:35	Upper-Grade Recess
11:50-12:20	Lunch 1
12:25-12:55	Lunch 2
1:30	Dismissal

4 <sup>th</sup> - 6 <sup>th</sup> Grades Conference Week Schedule	
9:00	School Begins
10:00-10:15	Primary Recess
10:20-10:35	Upper-Grade Recess
11:50-12:20	Lunch 1
12:25-12:55	Lunch 2
1:32	Dismissal

TK/ Kindergarten Wednesday Schedule Conference Week Schedule	
9:00	School Begins
10:00-10:15	Recess
11:50-12:20	Lunch KII
1:07	All TK/Kinder Dismissal

## Attendance

- **First bell for Grades TK-6 students to line up is at 8:55 AM.** Instruction begins at 9:00 AM, and students are expected to be on time and ready to learn every day.
- **The gates will close at 9:00 am daily.** Any child arriving after 9:00 am will need to check-in in the office to receive a tardy pass.
- Please report your child's absence through the attendance link on our school website or call the office. Attendance link: [Report an Absence](https://forms.gle/rbh6DMAzXSGC4iH8)  
<https://forms.gle/rbh6DMAzXSGC4iH8>
- Any student arriving after school begins must report to the office to check-in and receive a tardy slip.
- Students will not be called out for early release during the last 10 minutes of the school day.
  - TK/Kindergarten dismissal is at 3:15 PM at the designated classroom pick-up location and
  - 1st-6th school dismissal is at 3:30 PM.
- Each Saturday School attended removes one absence from your child's attendance record.
- Perfect Attendance is rewarded monthly and on a trimester basis.
- Per district policy, all students must be picked up within 15 minutes of dismissal.
- If your child is absent, Independent Study is a strongly encouraged option. When a student participates in Independent Study, those days are not subject to truancy.
- Independent Study is also available for travel with 2 weeks prior notice. As stated above, the Independent Study days are not subject to truancy.

## Parking Lot Expectations and Procedures

- The parking lot is for staff only and each space is assigned to a staff member. If you need to walk up to campus, please park on Rolling Hills Dr. or in the neighborhood, being mindful of our neighbors' driveways and bus lanes. **NEVER LEAVE YOUR CAR UNATTENDED IN THE PARKING LOT.**
- Please follow a 5 mph maximum in the parking lots.
- For safety, please use the **crosswalks and sidewalks.**
- Please remain in your vehicle and your car may NEVER be unattended while in the drive-through during pick-up and drop-off. **If you are volunteering, you must park on the street. The roundabout is not available for parking.**
- Arrival
  - When dropping students off in the morning, **please pull your car forward as far as possible in the drive-through.** Use the number markers as guides.
  - Students must enter and exit vehicles from the right-hand side.
  - Students should be ready to exit the vehicle with all their belongings and adults should remain in the vehicle.
  - Please follow a 5 mph maximum in the parking lots.
  - Do not pass other vehicles in the drop-off lane. Please wait for cars to pull forward.

- Dismissal
  - Students who are picked up after school by car will wait for their name(s) to be called in the designated location near the circle sidewalk tree. Once a name is called students will report to their assigned numbered station.
  - If your child is not at their number by the time the cars in front of you move, then please move to number one and a staff member will recall their name.
  - The wooden playground aka “Tot Lot” at the front of the school is city property and is unsupervised. For safety purposes, students are **NOT TO** wait in this area to be picked up. Rolling Hills staff members do not supervise this area since it is a city park.
  - Stay behind the car in front of you. Do not pass other cars in the drive through lane. This causes confusion and delays.
  - Students that are picked up by foot may be met outside of the gate by the tot lot (Gate 3). Parents are not allowed to enter campus to pick up students at dismissal. This is for the safety of our students staying for after school programs.
- Be kind and respectful to staff members directing traffic.

### Positive Behavior Interventions and Supports (PBIS)

**“The Roadrunner Way” PBIS Behavior Expectations**

Ready to Learn	Be Kind	Be Safe	Be Responsible
Arrival and Dismissal	<input type="checkbox"/> Greet others kindly	<input type="checkbox"/> Walk <input type="checkbox"/> Follow dismissal procedures <input type="checkbox"/> Stay in dismissal area and listen for your name	<input type="checkbox"/> Arrive prepared to learn <input type="checkbox"/> Backpack to classroom and go to supervised playground area
Hallways	<input type="checkbox"/> Respect others by walking quietly	<input type="checkbox"/> Face forward <input type="checkbox"/> Stay outside of the yellow line	<input type="checkbox"/> Wait in assigned areas <input type="checkbox"/> Walk directly to destination
Playground	<input type="checkbox"/> Be a positive role model <input type="checkbox"/> Use positive language <input type="checkbox"/> Include others <input type="checkbox"/> Be fair	<input type="checkbox"/> Seek adult help when necessary <input type="checkbox"/> Be aware of your surroundings <input type="checkbox"/> Walk on the blacktop <input type="checkbox"/> Follow established rules <input type="checkbox"/> Self to self	<input type="checkbox"/> Walk straight to the line after the bell/whistle <input type="checkbox"/> Listen to the adults <input type="checkbox"/> Line up quietly <input type="checkbox"/> Use equipment appropriately and return to bins <input type="checkbox"/> Use restroom and get a drink during recess time
Restrooms	<input type="checkbox"/> Flush the toilet <input type="checkbox"/> Respect privacy, keep eyes to yourself <input type="checkbox"/> Quiet voices	<input type="checkbox"/> Wash and dry your hands <input type="checkbox"/> Wait your turn <input type="checkbox"/> Leave promptly	<input type="checkbox"/> Return to class right away <input type="checkbox"/> Go to the restroom during breaks <input type="checkbox"/> Put trash in its place <input type="checkbox"/> Be efficient with your time
Lunch Tables	<input type="checkbox"/> Self to self <input type="checkbox"/> Kind words <input type="checkbox"/> Raise hand for help or to leave seat	<input type="checkbox"/> Eat only your food <input type="checkbox"/> Walk to and from the lunch tables <input type="checkbox"/> Stay seated until dismissed	<input type="checkbox"/> Clean up your area <input type="checkbox"/> Return lunchbag to correct location <input type="checkbox"/> Trash in garbage can

Updated on 7/31/23

- Rolling Hills expects students to follow three rules: be **KIND**, be **SAFE**, be **RESPONSIBLE**. We use these expectations to teach how to behave in every area of our school campus. Students will rotate throughout our campus twice a year to practice and review “The Roadrunner Way.” When students are observed following the “Roadrunner Way”, our teachers and staff have been trained in PBIS and are using Roadrunner tickets, as well as many other strategies, to reinforce positive

behavior. If your student has challenges with these expectations, they will be given opportunities to learn from and correct their behaviors. Repeated, unexpected behaviors may result in a minor or major discipline referral.

- Roadrunners are given to students when they are observed behaving in “The Roadrunner Way” - Kind, Safe, and Responsible anywhere on campus. Students receive these and may be able to use them for prizes within the classroom. They may also place them in prize canisters for the Friday Reward Drawing.
- Office Discipline Referrals: When a student is not displaying kind, safe, and responsible behaviors, they may receive a minor (Making Better Choices) or a major Office Discipline Referral (ODR). The purpose of these forms are to discuss appropriate behavior and to help reflect on how to correct undesired behaviors.
  - Minor Making Better Choices will be sent home for a parent signature and teacher contact may be made.
  - Major ODR’s may be handled by administration and parents may be contacted as deemed appropriate.
- Each classroom has its own rules and behavior procedures, we are working together to create a consistent, school-wide culture under the expectations of being kind, safe, and responsible. Thanks to all Rolling Hills families for being a key part of the Rolling Hills “Roadrunner Way”!

### Homework Expectations

- Teachers will explain their homework expectations.
- Rolling Hills Roadrunners will follow the policy of the Fullerton School District Board of Trustees regarding ***academic honesty and personal integrity***. These are “fundamental components in the student’s education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.” In addition, “students found to have committed an act of academic dishonesty shall be subject to District and school-site discipline rules. The consequences of an act of academic dishonesty shall be incorporated in the school’s site level discipline rules and behavior expectations and shall be communicated to all students and parents annually.” (BP 5131.9)

### Dress Code

- Shirts with inappropriate logos or any clothing that promotes the use of drugs, alcohol, tobacco, or violence are not allowed.
- Tank tops straps must be two fingers in width. Tops must cover the midriff. Clothing must be at extended arms length when arms are down.
- Facial makeup is not to be worn at school as we are an elementary school.
- All footwear must be closed-toe with a back. Footwear should be flat shoes only (no high heels) for the safety of students during recess and PE time.
- Hats, caps, and beanies may be worn outside only.

### Spirit Days:

Every Friday is Roadrunner spirit wear, jog-a-thon, or school colors (blue and white). We typically have spirit days monthly or aligned with PTA/Foundation events.

- August Character Trait: Growth Mindset and Optimism
  - August 30th - Hat Day
- September Character Trait: Empathy and Compassion
  - October 4th - Favorite Sports/Team Gear
- October Character Trait: Integrity and Accountability
  - October 31st - Silly socks for Socktober
- November Character Trait: Respect
  - November 22nd - College/University Shirts
- December Character Trait: Cooperation
  - December 19th - Pajamas
- January Character Trait: Leadership
  - January 31st - Red, White, and Blue
- February Character Trait: Kindness
  - February 28th - Superhero
- March Character Trait: Perseverance and Grit
  - March 28th - Wear Green
- April Character Trait: Enthusiasm
  - May 2nd - Tie-dye/neon
- May Character Trait: The Roadrunner Way
  - May 23rd - Hawaiian

### Cell Phones

- Students are permitted to bring personal cell phones to school. **This is at your own risk as the school assumes no responsibility or liability for these devices.** If you choose to send these devices with your student it must be **turned off completely upon arrival until the end of the school day.** Students will not be allowed to use these devices during the school day. If students are using devices during the school day:
  - 1st offense: will be given a warning
  - 2nd offense: device will be confiscated and returned to student at the end of the day. Parents will be notified.
  - 3rd offense: students are given an ODR and have their device confiscated until a parent can pick it up. Students will be required to leave their cell phones in the front office during school hours.
- Cellular watches must be silenced throughout the day or in school mode. No texting or calls allowed during school hours.
- GPS tracking/one way listening devices are not allowed on campus.



## Parent Expectations

- All parent volunteers must complete the volunteer form obtained from the office. Parents must be Tier 2 cleared to volunteer in the classroom and Tier 3 cleared to attend field trips. There are no exceptions.
- Volunteers may sign in after 9:15 am each day.
- Parents, volunteers, and guests must sign in and pick up a badge in the office when visiting campus during the school day. Please be prepared to have your ID checked in the school office.
- Volunteers, parents, and siblings may use the restroom in the front of the school (a key can be obtained in the office). The restroom in the lounge is for school staff only.
- When meeting your student on campus after school, meet in front of the office or front grass area. Parents may not enter campus for pick-up and drop off.
- Please LABEL ALL OF YOUR CHILD'S PERSONAL BELONGINGS BOLDLY, including: hats, jackets, water bottles, backpacks, and lunch boxes. Misplaced items are moved to the lost and found near the office.

## Health and Wellness

- We will continue to follow the health and safety guidelines set forth by the district and state and will send children home if they exhibit any cold and flu symptoms.
- Students must be symptom-free for 24 hours, without medication before returning to school.
- Do not send your child to school if they exhibit symptoms unless you have a doctor's note.
- If a student is to (1) take any medication at school, or (2) have restricted activity, a doctor's note is required.
- Forms for dispensing medication are available in the office and must be signed by a medical doctor. **At NO time are students allowed to carry medication with them**, this includes pain relieving medications, ointments, and cough drops.
- Any changes in a student's medication must be submitted on a new form for dispensing medication and must be signed by the student's doctor and submitted to the office.

## Breakfast

- Breakfast is served on campus each morning at 8:30 AM at the lunch tables.

## Lunch

- Lunches brought after school begins should be placed on the bookshelf inside the office. No delivery to the classroom is allowed. No deliveries from outside vendors allowed.



## **General Safety Reminders**

- The gates surrounding our school will open daily at 8:25am for STUDENTS ONLY. Parents may not enter campus until they check-in at the front office and obtain a visitor's badge.
- The gate will be locked promptly at 9:00 am and remain locked until the final bell at 3:30 pm.
- Any visitors must check-in at the office during school hours and obtain a visitor's badge. You may not be on campus without a visible visitor's badge.
- Our campus is open at 8:25 am for breakfast service at 8:30 am. Supervision is on the playground areas ONLY.
- Students will exit the gate at dismissal and be picked up at the front of the school. Visitors may not enter campus at dismissal for the safety of our students staying for after school programs.
- The Tot Lot is not a supervised playground area as this is a city park.
- Please plan to pick up your child promptly at dismissal as there is no supervision after school dismisses.
- Due to student allergies, no balloons are allowed in classrooms.
- Students need to be wearing a helmet when riding a bike or scooter. Bikes and scooters need to be locked during school hours and walked off campus. If your child needs to cross Rolling Hills Drive, there is a monitored cross walk in front of the school. Your child will be required to walk their bike/scooter across the street. This is for their safety.
- If you wish to meet with your child's teacher, you must contact her/him in advance.

## **Birthdays**

- We realize birthdays are an exciting time for our children. However, there are a variety of allergies in each classroom, so sweets such as cookies, cupcakes, or any other food items cannot be shared for birthday celebrations. Additionally, in order to develop good nutritional habits, we are happy to help celebrate your child's birthday in another way. If you so choose, you may send a non-food item in your child's name instead. Please do not disseminate party invitations during school hours or request the same from teachers.
- If you plan to celebrate your child's birthday, coordinate with your child's teacher before the actual birthday. We cannot accommodate on the day of without prior planning and communication.

## **Messages to Students**

- Classroom instruction will not be interrupted for students to receive messages, unless it is an emergency. If you must contact your student, a message will be taken and given to their teacher during break time.
- Teachers do not check their email during school hours. Please contact the office with any emergency messages.

### **Animals on Campus**

- Dogs are prohibited on all school campuses at all times per Orange County Codified Ordinance Section 4-1-46 (Public school property; county parks, public beaches and county buildings). This includes dogs on leashes, dogs not on leashes, dogs being held, and dogs in carrying crates. Service dogs are exempted; please check in at the front office.

### **Articles Prohibited at School**

- Toys and sports equipment (all sports equipment is provided by the school)
- Electronic equipment including electronic tablet devices, recording devices, other portable electronic devices, laser pointers (suspendable), and GPS and one-way listening devices.
- Harmful objects including flammable materials, weapons, or replicas of these items.
- Gum is prohibited.
- The school is not responsible for lost or damaged items including clothing, equipment, books, cell phones, cellular watches, musical instruments, scooters, skateboards, or bikes. Be aware that backpacks may be left outside during class time.

### **Digital Citizenship**

- Board Policy 6163.4 states that the FSD intends technological resources provided by the District to be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.
- Students must adhere to district and school policy to continue use of ipads for instructional purposes.



2023-24 Roadrunner Handbook  
Student and Parent Signature Page

Please sign and return this page  
to your child's teacher.

I have reviewed the information contained in this handbook.  
I have reviewed the rules with my child.

-----  
Student Name and Room Number

X-----  
Parent Signature

X-----  
Student Signature

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Date