

# Golden Hill Elementary School



Student/Parent Handbook  
2009 - 2010

Golden Hill Elementary School  
732 Barris Drive  
Fullerton, CA 92832  
(714) 447-7715

[www.fsd.k12.ca.us/goldenhill/index2.html](http://www.fsd.k12.ca.us/goldenhill/index2.html)

## ***Introduction***

Welcome to Golden Hill Elementary School! We are proud of our school, and we trust that you will enjoy your years here.

This handbook is intended to assist our students and parents in getting acquainted with our school. We have included policies and procedures that will help ensure safety and high quality education for our students. Please take the time to read and discuss the information in this handbook with your child(ren) and keep it for reference throughout the year.

The entire staff at Golden Hill is here to help you. We trust that as a student you will always do your best work, cooperate and show respect for all people at the school. 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!

## ***School Mission/Vision Statement***

Many of the programs, events, and activities at Golden Hill Elementary School reflect our focus on the arts and technology. Our school mission/vision is that Golden Hill students will reach their greatest academic and social potential in a safe, supportive environment. Our school community has high expectations, and we have a commitment to action through:

- ❖ The accountability of students and staff
- ❖ The use of best teaching practices
- ❖ A responsiveness to diverse needs
- ❖ A focus on art and technology
- ❖ A strong community involvement
- ❖ The development of life-long learning skills

We expect that the students of Golden Hill will become respectful, responsible, productive citizens.

## ***School Office Information***

Principal:	Mr. Bob Johnson
Office Manager:	Mrs. Mandy DiAddezio
School Clerk:	Mrs. Rachel Corral
Telephone:	(714) 447-7715
Fax:	(714) 447-2881
Email:	office_golden@fsd.k12.ca.us
School Website:	fsd.k12.ca.us/goldenhill/index2.html
Office Hours:	Monday – Friday 8:00 a.m. – 4:00 p.m.
School Mascot:	Gator
School Colors:	Green and Gold

# SCHOOL PROCEDURES AND SERVICES

## School Traffic/Parking Lot

Please remember that traffic is often heavy before and after school, especially in front of the school. To ensure the safety of all students, parents, and school staff, we ask that drivers follow all posted traffic signs as well as the following procedures when driving near our school:

- **Student Drop-off/Pick-up Zone:** The **gray-painted curb** area on Barris Drive in front of the school (from the crosswalk to the school driveway) is designated as a student drop-off/pick-up zone. Vehicles may not be left in this area between the hours of 7:30 a.m.–8:45 a.m. and 12:30 p.m.—3:30 p.m. Students waiting to be picked up after school will be asked to wait for their rides on the grass next to the sidewalk in the drop-off/pick-up zone. If you do not see your child, we ask that you please circle around the block; this will allow for traffic to continue flowing through the area.
- **20-minute Zone:** The **yellow-painted curb** area on Barris Drive in front of the school (from the “cutout” near the Media Center up to the crosswalk) is designated as a 20-minute parking area. Please do not leave your vehicle for more than 20 minutes. Also, please do not double park.
- **Staff Parking Lot:** Please do not enter or park in the Staff Parking Lot and do not block the parking lot entrance or exit.
- **Other:**
  - Please do not stop in the center of the street to load or unload passengers.
  - Please ensure that your children use seat belts.
  - Please let your child enter/exit only on the passenger side of your vehicle.
  - Please don't block our neighbors' driveways or mailboxes.
  - Please drive cautiously and observe all traffic regulations.

***Please be aware that the Fullerton Police Department periodically monitors the traffic at Golden Hill Elementary School and issues tickets when necessary for traffic violations.***

## Morning Arrival

For safety on campus, students should not arrive at school earlier than 8:10 a.m.; there is no adult supervision prior to that time. If students arrive early, they will be asked to wait near the front of the office until the bell rings at 8:10. Students arriving after the 8:10 bell rings should go directly to the playground unless supervised by a parent/guardian.

In order to begin instruction promptly each day, it is necessary to have ALL students arrive and be in line at their classrooms by 8:25 a.m. **Instruction begins at 8:25 a.m. for Grades 1-6; Kindergarten begins at 8:20 a.m. (Early Gators) or 10:35 a.m. (Late Gators).** Any student arriving after school begins must report to the office to check in and receive a tardy slip before going to class.

## Afternoon Dismissal

School is dismissed each day at the following times:

Monday, Tuesday, Thursday, Friday:

K: AM – 12:30 p.m.; PM – 2:45 p.m.

Grades 1-3: 2:45 p.m.

Grades 4-6: 2:55 p.m.

Wednesday\*\*:

K (AM/PM): 12:30 p.m.

Grades 1-3: 12:55 p.m.

Grades 4-6: 1:00 p.m.

\*\*Wednesday is a restructured day throughout the Fullerton School District. This time enables teachers to attend required meetings, trainings and other professional development.

Students must be picked up promptly after school is dismissed. All children not picked up within 15 minutes of school dismissal must be signed out at the office.

## Absence/Tardy Policy

Students can only receive the best education if they are in attendance and on time every day possible. Missed days of school leave gaps in the educational process that are very difficult to make up. **Please make every effort to see that your child comes to school every day on time and that he/she attends for the entire day.**

Although it is important for your child to be at school every day, we understand that there will be times when your child will miss school due to illness or other unavoidable circumstances. When your child is absent,

please call, fax, or email the office ([attendance\\_golden@fsd.k12.ca.us](mailto:attendance_golden@fsd.k12.ca.us)) to let us know the reason for the absence. You may also leave a message on the office answering machine if the office is closed or send a note with your child when he/she returns to school,

If it is necessary for your child to miss school for reasons other than an illness, we encourage you to send your child to school for at least part of the day if possible so that he/she will not be counted absent and also will not miss out on important school assignments or activities.

A child is considered tardy if he/she arrives at school after instruction begins (8:25 a.m. for grades 1-6; 8:20 a.m./10:35 a.m. for grade K).

### ***Books and Supplies***

Students are expected to exercise proper care of all school supplies. Parents will be asked to reimburse the school district for lost and/or damaged books and materials.

### ***Bus Transportation***

Being able to ride the school bus is a privilege. Students are expected to cooperate fully with the bus drivers as they are in charge while transporting students. **Any misconduct on the bus may result in suspension of bus privileges.**

### ***Emergency Contact Information***

It is extremely important that in case of an emergency the parents of the student or an authorized adult be reached. Please make sure that the school has a current emergency card on file in the school office **at all times**. This card should list valid telephone numbers at home and work for parents, a doctor's name and phone number, and the phone number of two other adults in case the parents cannot be reached. The names and telephone numbers of friends, relatives, baby-sitters, etc. listed on the emergency card must also be kept current.

### ***Health Services Information***

Each school is given the health services necessary to develop a coordinated program for the improvement of the health education and health status of the students. More detailed information is available in the FSD Parent Information Handbook.

### **Immunization**

The law requires that proof of immunization for polio, DTP, measles, mumps, rubella, Hepatitis B, and varicella (or date of occurrence of chicken pox documented on immunization record) be presented at the time of kindergarten registration or whenever a new student enters school. Students who have not fulfilled the immunization requirements will not be allowed to attend school.

### **Illness**

Good health is more important than perfect attendance. Please do not send your child to school when he/she is not feeling well or has had a temperature above 100 degrees anytime during the previous twenty-four hours. Call the school at once if your child has a communicable disease. The staff continually observes the students for possible symptoms or exposure to contagious diseases.

### **Lice**

One of the most common problems on any elementary school campus is head lice. Our primary concern in dealing with head lice is that they are easily transmitted from one student to another and unless an infected student has all nits (egg sacs) removed, the lice will most likely return. For these reasons, we recommend that students do not share hats, jackets, etc. Also, it is our district policy that a student sent home for head lice must be completely nit free before returning to school.

### **Vision and Hearing Screening**

During the school year all kindergarten, third, and sixth grade students will have their vision tested and all kindergarten, second, and fifth grade students will have their hearing tested. All new students to the school are also screened.

### ***Home/School Communication***

Information for parents/students is sent home each Wednesday in a Communication Envelope. It will include information about school activities and events, non-attendance days, as well as other information. Please initial and return the envelope on Thursdays. In addition, a phone message will be sent each Sunday evening that includes important school activities, events and reminders for the upcoming week. Information is also posted on the school website and teacher websites.

### ***Lost and Found***

If your child loses something at school, you will find all unclaimed articles of clothing (hats, jackets, lunchboxes, back packs) in the Multi-Purpose Room. Smaller articles such as wallets, jewelry, eyeglasses, keys, etc. will be kept in the office. Lost and Found items will be placed on the lunch tables once each month in hopes of reuniting items with their owners. All unclaimed lost items are then donated to charity.

### ***Media Center/Computer Lab***

Golden Hill's Media Center provides books for checkout and research as well as a computer lab for hands-on learning for all of our students. The computer programs are used as an extension of concepts being studied in the classroom and support the Fullerton School District Technology Plan. All students visit the Media Center on a regular basis for research, literature and computer literacy development.

### ***Release of Students During the School Day***

A child is not permitted to leave school before regular dismissal without prior clearance through the office. PARENTS/GUARDIANS MUST CHECK STUDENTS OUT THROUGH THE OFFICE BEFORE STUDENTS LEAVE CAMPUS. Students will not be released to anyone except the parent or an adult listed on the student's emergency card.

### ***Report Cards and Conferences***

Report cards are issued three times during the school year at the conclusion of each trimester. Parent-teacher-student conferences are scheduled twice during the school year (in October and March). You will receive notification prior to conference times. Please feel free to contact your child's teacher at any time throughout the year if you have a question or concern regarding his/her educational program.

### ***School Lunch Program***

Lunch is served at school daily. A lunch menu is posted online and lunches may be purchased in advance online or in the school office. Applications for free or reduced priced lunch are available at the FSD Nutrition Center (389 W. Truslow Ave., Fullerton 92832). Students are encouraged to bring a healthy snack from home to eat during their recess.

### ***School Safety***

We strive to maintain a safe and comfortable environment for all of our children. Each year we update our school's Safety Plan and we encourage you to become part of our effort to ensure safe conditions at our school. Should you have any concerns, please address them to the school office.

### ***Special Services***

Special support services are provided for students with exceptional needs. These services and programs are outlined below.

#### **English Learner (EL) Program**

Students who are limited in their English language skills are given English language instruction. The goals of this program is to assist students in acquiring high levels of English language vocabulary and help them in developing academic skills, interpersonal and social skills, and a positive self-concept.

#### **Gifted and Talented Education (GATE)**

A Gifted and Talented Education (GATE) program is available at Golden Hill for students in grades 3-6. Students are screened in second grade for eligibility for the program. Placement is based on a variety of criteria including teacher recommendation of outstanding performance and group or individual testing.

#### **Psychological/Counseling Services**

Every member of the staff shares the responsibility of guidance for the students. To assist the staff, the school psychologist provides psychological services, including testing and consulting. The psychologist is on

campus one day a week. In addition, Golden Hill staff work with local agencies that provide counseling services to students.

### **School Nurse**

A District nurse is assigned to Golden Hill one day a week and on an on-call basis. The District has a staff of nurses who may also be contacted at the Fullerton School District Office (714) 447-7502.

### **Resource Specialist Program**

The Resource Specialist program provides remedial instruction to children with learning difficulties. The resource specialist and an instructional aide assist students individually or in small groups.

### **Speech and Language Program**

The Speech and Language program provides remedial instruction to children identified as having disorders of speech and/or language articulation, voice and/or fluency problems.

### **Student Intervention Team**

The Student Intervention Team is primarily responsible for identifying students who are experiencing academic or social difficulties, developing interventions for these students, and conferring with parents regarding program recommendations. The team may include the child's teacher, principal, school psychologist, resource specialist, speech and language specialist, grade level facilitators, the child's parent/guardian, and a nurse as needed.

### ***Student Teachers***

Golden Hill Elementary School frequently has undergraduate and graduate student teachers from local colleges and universities working in our classrooms. Student teachers contribute to the classroom under the guidance of the classroom master teacher in many ways, including working with small groups of students, assisting with special projects and taking primary responsibility for the classroom.

### ***Use of School Telephone***

The school telephone is a business phone. Students may use the phone only for emergencies (not for calling to see if they can bring a friend home, etc.). Students will be given messages only in an emergency situation.

### ***Visiting School***

Parents are encouraged to visit their child's classroom throughout the year. However, to avoid any disruptions to the learning environment, please coordinate visits with the teacher. All visitors will be asked to check in at the office and wear a "Visitor" sticker while visiting school (this does not apply to parents dropping off or picking up children, field trips, performances, or to other special events on campus). Please be certain relatives or friends coming to school are aware of this policy. If school staff sees an individual they do not know without a "Visitor" sticker they will refer that person to the office. If parents see other individuals not wearing a sticker, they are also asked to refer the individual to the office.

If a student forgets a lunch or other daily use item, please bring it to the office. We will be sure that the student receives the item. Also, dogs are not allowed on campus and must remain leashed on the sidewalks surrounding the school.

Please understand that none of these steps is designed to keep parents and other visitors off campus. We want and appreciate your presence. Please stay alert and report anything unusual to the office.

# **SCHOOL PROGRAMS AND EVENTS**

## ***Academic Information***

### **Homework**

Homework can benefit children in many ways. Homework can help children develop good study habits and organizational skills. It is an extension of classroom learning experiences and provides a communication link between home and school. One of the goals of homework is to improve reading skills and develop an appreciation for reading. Research shows that children in grades K–6 will benefit from spending between 20-30 minutes reading every night.

Homework assignments may include drill, problem-solving, research, practice, and/or discovery experiences. For specific homework information, refer to teacher communication and Back-to-School Night information.

#### ***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.
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.

#### ***Hints for Parents:***

1. Select a regular time and place each day for homework and study.
2. Keep study/homework time reasonable. Every student will usually have homework four nights a week.
3. 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.
4. When he/she finishes, take a few minutes to check over the work. Check for neatness and obvious mistakes.
5. While assignments are usually given Monday through Thursday, 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.

### **Testing Program**

Standardized tests are given in all California schools to students in grades 2-6 in the spring of each year. These tests measure reading, math and language skills. Fourth grade students are also tested in Writing and fifth grade students are tested in Science. In addition, Fullerton School District administers benchmark tests in Language Arts, Math and Writing for all students in grades K-6 once each trimester.

Test results are used as one of many measures of our students' level of ability and skill. Over time, a pattern of test results can highlight areas of student strengths and suggest areas of weakness, and teachers use this information to help plan the student's educational program.

### ***After School Programs***

Golden Hill Elementary School offers a variety of high-quality programs after school. These programs are offered at various times throughout the year and may require an additional fee.

#### **Chess Masters**

Golden Hill offers a chess club for students in grades 1-6. Students are able to learn the game and sharpen their skills in the game of chess.

#### **Clay Masters**

Golden Hill offers a class working with clay for students in grades 1-6. Students learn art techniques using clay and are given the opportunity to create projects.

#### **Guitar Lessons**

Guitar lessons are available to 5th and 6th grade students in an after school program.

### **Musical Theater**

Fifth and sixth grade students may participate in an after school theater arts program which culminates with a full stage production in the spring. Students build self-esteem while learning performance techniques and behind the scenes skills.

### **Spanish Club**

A Spanish Club is offered for students in grades 1-6. Students are given the opportunity to learn basic Spanish vocabulary and phrases.

### ***Arts Enrichment Program***

The Fullerton School District provides an arts enrichment program called "All the Arts for All the Kids." This program includes instruction in hands-on art, dance, drama, and music, taught by professionals in the various fields. Students also have the opportunity to participate in the Arts LAB (Learning Activity Bus), a mobile digital learning environment that visits our school at various times throughout the year.

### ***Birthday Books***

Each year during the month of their birthday, students are invited to choose a birthday book and have it signed by the principal. Books are provided by the school PTA.

### ***Book Fair***

Twice a year, the Golden Hill PTA hosts a Book Fair fundraiser. Hundreds of books are available for students and parents to purchase. Purchasing books during the book fair expands home libraries, the Golden Hill Media Center and our classrooms while encouraging a love of reading.

### ***Buddies***

Every student at Golden Hill is paired with an upper or lower grade "buddy". The older children read with their younger "buddies" and help with other school projects on a regular basis.

### ***Daddy/Daughter Dance***

### ***Mother/Son Event***

Each year fathers are invited to attend a special dance event at school with their daughters. An event for mothers and their sons to attend together is also held. Specific information will be sent home.

### ***Dining for Dollars***

Golden Hill's PTA sponsors "Dining for Dollars" events at local restaurants twice each month. A portion of the proceeds goes back to the school to support school programs.

### ***Extended Day Intervention Program/Homework Club***

At various times during the year several teachers offer an extended day intervention program and/or homework club to give extra help to students with academic needs in language arts and/or math as well as an opportunity to receive extra assistance with homework. Students are recommended based on assessment data and classroom performance.

### ***Family Nights***

These evening events provide opportunities for parents and their children to participate in activities together at school. Past family nights have included Math, Art, and Science. Specific information on this year's offerings will be sent home during the year.

### ***Fun Run***

The Fun Run (Jog-A-Thon) is held as a fundraiser that benefits the school physical education program. Students are sponsored and prizes and awards are given to participants.

### ***Golden Readers/Roselva's Readers***

Golden Readers/Roselva's Readers are volunteer readers from the community who visit and read to the same class all year on a regular basis. Please contact your child's teacher for more information.

### ***Harvest Festival***

Golden Hill celebrates each fall with a Harvest Festival organized by PTA. This community event brings families together at the school for an evening of food, activities and fun. Each classroom designs a booth or activity to create the atmosphere of a carnival midway. A silent auction is also held during the festival.

### ***Open House***

Our spring Open House showcases student work for the year. This is an opportunity for family and friends to visit classrooms and share students' success at school.

### ***Outdoor Science Camp***

Sixth grade students have the opportunity to participate in a science camp in the local mountains where they learn about astronomy, ecology, geology, and biology in an overnight camp setting.

### ***Parent Teacher Association (PTA)***

Golden Hill Elementary School has an active Parent Teacher Association (PTA). PTA is an organization made up of families, teachers, staff and community supporters of Golden Hill with the main objective of promoting the welfare of children in the home, school, and community. PTA membership provides the opportunity to help build a strong partnership between the children, teachers, and families of Golden Hill. The PTA sponsors several fundraisers during the year that help to fund activities such as field trips, assemblies, and other school activities. As a parent at Golden Hill, you are welcome and encouraged to attend PTA meetings, usually held on the second Thursday of each month at 8:45 a.m. in the school Multi-Purpose room. If you would like more information about the PTA, please contact any of the officers or the school office.

### ***Parent Volunteers***

We believe that parents and teachers working together in the classroom enhances the overall educational program. We encourage parent volunteers and suggest that you become involved in your child's classroom.

Guidelines for Volunteers:

- Please remember the time for which you have signed up: Do make every attempt to come at the time and on the date for which you are scheduled. Let the teacher know ahead of time if you need to cancel.
- Please sign in at the office to record volunteer hours and receive a "Visitor" sticker. All visitors to our school must sign in at the office.
- Please be supportive of all children and their efforts; each child is unique and develops differently. Your positive remarks and attitude will make each child feel good about his/her effort.
- Please respect the right that each child has to confidentiality: It is not appropriate to discuss a child's behavior, ability, appearance or health with other parents.
- Please refer discipline issues to the teacher: If you feel a child's behavior is inappropriate, discreetly get the teacher's attention to make him/her aware of the behavior.
- Please let your child know that you are there to help all children in the class: This is important for younger children in particular, as it can sometimes be difficult for them to "share" a parent with other children.
- Please remember that District policy prohibits volunteers from bringing infants and preschoolers along during service hours.

### ***Pancake Breakfast***

In late spring our parents, students, parents, and staff join together at a hearty Saturday breakfast. Proceeds benefit the PTA.

### ***Renaissance Faire***

Sixth grade students have the opportunity to participate in the annual Renaissance Faire each spring. This event includes variety of activities, including a costume parade, games of the era, and dramatic productions.

### ***School Site Council***

Golden Hill Elementary School has an active School Site Council. The council, comprised of parents and staff members, is elected in September and serves for two years. The School Site Council meets several times each year. All parents are welcome and encouraged to attend these meetings. The School Site Council works collaboratively to assist and advise in the annual review of the school budget, the formulation

of the annual Single School Plan for Student Achievement, adopting educational goals for Golden Hill and identification of the educational needs of students.

***Spelling Bee***

Students in grades 4-6 participate in a district wide Spelling Bee each spring with students from throughout the Fullerton School District.

***Student Council***

Two students from each class in grades 4-6 are selected to serve on the student leadership team as classroom representatives. These students participate in various activities promoting school spirit and academic excellence.

***Technology Program***

Students in all grades learn valuable technology skills in an effort to prepare them to be successful in the 21<sup>st</sup> century. Students have regular access to technology in their classrooms and in the Media Center.

***Variety Show***

Golden Hill holds an annual Variety Show at Plummer Auditorium for our students to showcase their talents in various ways, including musical acts, choreographed dances, comedy skits, etc.

## **SCHOOL-WIDE BEHAVIOR PLAN**

Golden Hill maintains a school-wide behavior plan that is designed to ensure that we maintain a safe campus for all students and adults and that we maximize learning time. We believe that when students know what is expected of them and understand that rewards and consequences are fair and consistent, the school functions in a safe and orderly manner that is conducive to a learning environment. Under the umbrella of the school-wide plan, classroom teachers present age appropriate behavioral expectations and behavior plans specific to their classroom/grade level.

Golden Hill Elementary School promotes an environment that encourages all students to make positive choices. The staff recognizes and encourages positive behavior, and students are given positive reinforcement through a variety of individual, classroom, and school-wide rewards and incentives. Positive recognition is frequent and may include the following:

- > Verbal praise for good behavior and citizenship in the classroom or on the playground
- > “Golden Gator” tickets for following school rules (Be Kind, Be Safe, Be Responsible). A copy of each ticket is entered into a drawing for various prizes at each school-wide Character Assembly. When a student accumulates 10 tickets they are able to choose a prize from the Principal’s Prize Box in the office.
- > Recognition determined by the classroom teacher according to his/her classroom behavior plan.

Students who choose not to contribute to a positive environment will receive consequences from school staff, including their classroom teacher. The consequences may include (but are not limited to):

- > Loss of classroom privileges
- > Loss of recess privileges
- > Note/phone call/email home
- > Parent conference
- > Loss of special privileges such as assemblies, celebrations, or field trips
- > For Your Information (FYI) citation
- > Referral to office
- > Suspension from class
- > Suspension from school

Teachers use school-wide behavior forms to provide detailed communication regarding behavior concerns between teacher, home, and office.

When a major behavior incident that could compromise the safety of individuals or hinder the orderly operation of our school occurs or when inappropriate behavior continues, teachers will refer the student to the principal for resolution (See the FSD Parent Information Handbook for suspension and expulsion guidelines).

### ***Weapons***

The safety of ALL Golden Hill students and staff is of primary importance. We discuss in class and in assemblies that no weapons of any kind are allowed at school or at school-sponsored activities. We also stress the importance of reporting any dangerous object or situation to a responsible adult. Please discuss this issue with your child.

**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)].**

# STANDARDS OF EXPECTED STUDENT BEHAVIOR

## School Rules

The school rules at Golden Hill fall into three main categories: **Be Kind, Be Safe, Be Responsible**. These rules are explained in more detail below.

### I. We are Respectful at All Times

1. We are proud of our school, and we keep it safe and clean.
2. We do our best work, use good manners and display good sportsmanship.
3. We are respectful to others at all times.
4. We treat others as we would like them to treat us.
5. We do not use profane or abusive language.
6. We do not physically or verbally harass others.
7. We do not deface school property.

### II. Articles Prohibited at School

1. Any item that creates a safety hazard or is a distraction to the learning process is not permitted.
3. We may not bring any type of harmful object to school, such as a weapon or a replica of a weapon. *Bringing a weapon, any dangerous object that could be used as a weapon, or a replica of a weapon to school or possessing such weapons/objects at school is grounds for strong disciplinary action, including suspension or expulsion.*
2. We may not bring any of the following to school without teacher permission: toys or sports equipment; electronic devices, including laser pointers, iPods, etc.; Heelies or roller blades.
4. We do not chew gum at school.
5. Cell phones are not prohibited at school but are discouraged. If brought to school, they should be turned off and kept in backpacks until after dismissal. If phones are “on” or used during the school day, they will be held in the office for parent pick-up.

### III. Outside Walkways/Halls

1. We always walk on the sidewalk and on the blacktop.
2. We do not bounce balls or play games in the hallways.
3. We do not disturb any classes that are in session.

### IV. Restrooms

1. We do not play or use loud voices in the restrooms.
2. We do not take food into the restrooms.
3. We leave the restroom neat and clean.

### V. Eating Area

1. We listen to and are respectful to playground supervisors.
2. We come into the eating area quietly.
3. We talk and eat quietly.
4. We never throw food.
5. We clean up our own area after we eat.
6. We raise our hands and wait to be excused when we are finished with our lunch.
7. We walk to the playground when dismissed from the eating area.

### VI. Recess/Lunch

1. We walk quietly and in an orderly manner to and from our classroom.
2. We eat our snacks and lunch only at the lunch tables.
3. If needed, we go to the restrooms and get a drink during playtime (a warning bell will ring to remind us to use the restroom/get a drink).
4. When the bell rings, we stop playing immediately and line up.

### VII. On the Playground

1. We try to peacefully solve our own problems.
2. We go to an adult on duty for help if needed.
3. We do not shove, kick, or play roughly at any time.
4. We walk on the blacktop and run only on the grass.
5. When the grass is wet, we remain on the blacktop and out of puddles.

6. We report any harmful objects found on the school grounds, such as broken glass or broken equipment, to an adult on duty.
7. We follow school rules in all games.
8. We wear close-toed, flat shoes for safety.

VIII. Equipment Use

SWINGS – We count to 60, sitting only. We do not jump off or twist the chains.

JUMP ROPES – We use ropes for jumping only. We do not swing, pull, or tie the ropes. Jump ropes are to be used on the black top only.

BALLS – We kick only soccer balls and footballs, and only on the grass.

SLIDES – We slide feet first sitting down. We do not climb up the slide or enter the slide until it is clear.

JUNGLE GYM/PLAY EQUIPMENT– We do not jump off the equipment. We play safely while on the equipment.

IX. Arriving at School

1. We arrive at school NO EARLIER than 8:10 a.m.
2. When the bell rings at 8:10, we walk to the playground.
3. If we ride bicycles, skateboards, or scooters to school, we wear a helmet and safely walk them when on the sidewalk. We park and lock bicycles in the bike racks on the side of the school (grades 4-6).
4. We never loiter around the bike racks.

X. During/After School

1. We must ALWAYS have permission from the office before leaving the school grounds during school hours.
2. We are especially careful when walking through the staff parking lot.
3. We cross the street in a crosswalk or with an adult.

XI. Appropriate Dress

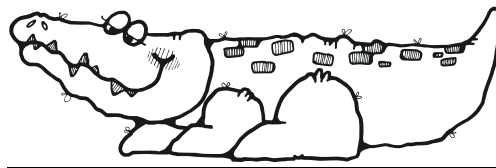
Student clothing should be conducive to an educational environment and must not be disruptive of school operations and the educational process. In cases of questionable attire, teachers and/or the principal will have the final decision about what is appropriate for school.

The following is not acceptable attire for school:

- Shirts with inappropriate logos or any clothing that promotes the use of drugs, alcohol, or tobacco or is designated inappropriate by staff.
- Tank tops and tops that do not cover the midriff, are low cut, or off the shoulder.
- Unsafe footwear, such as sandals or shoes with an open toe or heel, shoes that are not laced properly, or tennis shoes with wheels.
- Facial make-up.
- Dangling or hoop earrings.

Hats or caps may only be worn outside of the classroom and must be worn correctly.

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.



~ **BE KIND** ~ **BE SAFE** ~ **BE RESPONSIBLE** ~

**APPENDIX A: 2009-2010 BELL SCHEDULE**

**Monday/Tuesday/Thursday/Friday**

<u>Bell Schedule</u>	Kindergarten (A.M.)	8:20 a.m.	-	12:30 p.m.
	Kindergarten (P.M.)	10:35 a.m.	-	2:45 p.m.
	1 <sup>st</sup> – 3 <sup>rd</sup> grades	8:25 a.m.	-	2:45 p.m.
	4 <sup>th</sup> – 6 <sup>th</sup> grades	8:25 a.m.	-	2:55 p.m.
<u>Recess</u>	Kindergarten (A.M.)	9:30 a.m.	-	9:45 a.m.
	Kindergarten (P.M.)	1:30 p.m.	-	1:45 p.m.
	1 <sup>st</sup> – 3 <sup>rd</sup> grades	10:00 a.m.	-	10:15 a.m.
	4 <sup>th</sup> – 6 <sup>th</sup> grades	10:15 a.m.	-	10:30 a.m.
<u>Lunch</u>	Kindergarten (A.M. & P.M.)	11:30 a.m.	-	12:10 p.m.
	1 <sup>st</sup> and 2 <sup>nd</sup> grades	11:40 a.m.	-	12:20 p.m.
	3 <sup>rd</sup> and 4 <sup>th</sup> grades	12:10 p.m.	-	12:50 p.m.
	5 <sup>th</sup> and 6 <sup>th</sup> grades	12:40 p.m.	-	1:20 p.m.

**Wednesday**

<u>Bell Schedule</u>	Kindergarten (A.M. & P.M.)	8:20 a.m.	-	12:30 p.m.
	1 <sup>st</sup> – 3 <sup>rd</sup> grades	8:25 a.m.	-	12:55 p.m.
	4 <sup>th</sup> – 6 <sup>th</sup> grades	8:25 a.m.	-	1:00 p.m.
<u>Recess</u>	Kindergarten (A.M.)	9:30 a.m.	-	9:45 a.m.
	Kindergarten (P.M.)	10:00 a.m.	-	10:15 a.m.
	1 <sup>st</sup> – 3 <sup>rd</sup> grades	10:15 a.m.	-	10:30 a.m.
	4 <sup>th</sup> – 6 <sup>th</sup> grades		-	
<u>Lunch</u>	Kindergarten (A.M. & P.M.)	11:30 a.m.	-	12:10 p.m.
	1 <sup>st</sup> and 2 <sup>nd</sup> grades	11:15 a.m.	-	11:55 a.m.
	3 <sup>rd</sup> and 4 <sup>th</sup> grades	11:40 a.m.	-	12:20 p.m.
	5 <sup>th</sup> and 6 <sup>th</sup> grades	12:05 p.m.	-	12:45 p.m.

## **APPENDIX B: 2009-2010 STAFF**

### Teaching Staff:

April Bedard/Jenny Carroll	Kindergarten	Room 12
Jody Higgs	Kindergarten	Room K-1
Kate Murray	Kindergarten	Room K-2
Michelle Brantzeg	Grade 1	Room B-1
Nancy Kozma	Grade 1	Room B-6
Caryl Phillips	Grade 1	Room 1
Elaine Swank	Grade 1	Room B-2
Kenni Blossom	Grade 2	Room 5
Peg Jamgochian	Grade 2	Room 6
Barbara Maio	Grade 2	Room 3
Matt Mankiewicz	Grade 2	Room B-7
Mary Mazza	Grade 2	Room 2
Tom Dixon	Grade 3	Room B-9
Jamie Freeman	Grade 3	Room 9
Barbara Mohr	Grade 3 GATE	Room 7
Mary Kay Orr	Grade 3	Room 4
Carol Briggs	Grade 4	Room 8
Christina Corradino	Grade 4	Room 14
Amy Sylvester	Grade 4	Room 13
Beniy Waisanen	Grade 4 GATE	Room B-4
Danna Brookman/Marsha Meyer	Grade 5	Room 10
Karen McDonald	Grade 5 GATE	Room B-3
Abbey Moran	Grade 5	Room 11
Kim Gibbons	Grade 6	Room 15
Suzanne Lee	Grade 6 GATE	Room 16
Dolph Petris	Grade 6	Room 17
Cheryl Richey	Speech	Room B-5
Marilyn Schubert	Resource	Room B-5

### Administrative/Support Staff:

Bob Johnson	Principal
Mandy DiAddezio	Office Manager
Rachel Corral	Clerk
Steve Valdez	Psychologist
Nancy Rader	Nurse
Melody Gaylord	Media Assistant
Linda Knoff	Media Assistant
Jimmy Lopez	Day Custodian
Daniel Bakker	Night Custodian
Helen Martinez	Cafeteria Manager
Christian Rus	P.E. Aide
Rosalie Urieta	P.E. Aide

### Instructional Assistants:

Cynthia DeLuna
Karren Martin
Amanda Mendiola
Michaela Sijen-Acosta
Sharry Staples
Katie Weber
Melissa Wozniuk

**APPENDIX C: 2009-2010 SCHOOL MAP**

**GOLDEN HILL SCHOOL  
2009-2010**

