

Hidden Hills Elementary School  
12995 Harcourt Way  
Parent/ Student Handbook



Office Hours: 7:30 AM - 4:00 PM

Phone Number: (925) 479-3800

**Dr. Melodie Huynh, Principal**

**Donna Reed, Office Manager**



**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**HIDDEN HILLS ELEMENTARY SCHOOL**  
**12995 Harcourt Way, San Ramon, California 94582**  
**Dr. Melodie Huynh, Principal**  
**(925) 479-3800**  
[mhuynh@srvusd.net](mailto:mhuynh@srvusd.net)

Dear Hidden Hills Families,

On behalf of the entire staff, I would like to extend a warm welcome to the 2025-2026 school year! We are thrilled to have you as part of the Hidden Hills community and can't wait to see all the amazing things we'll accomplish together. As a member of the Hidden Hills family, you are part of a truly remarkable community. Our dedicated staff, supportive families, and motivated students combine to create an exceptional learning environment. It is my goal to ensure that your child has the best possible experience this year. I will be working alongside each teacher to discover the very best within each child.

### **Embracing Challenges and Celebrating Growth**

At Hidden Hills, your child will be surrounded by a staff that is deeply committed to their success and cherishes each student's unique strengths. We believe in every student's potential, and our goal is to challenge them daily to think critically, create, and collaborate with their peers. This year will be full of new challenges, tremendous growth, and the opportunity to build lasting friendships. We ask a lot of our students because we know they are capable of incredible things, and we're here to guide them every step of the way.

### **Staying Connected**

To ensure a smooth and successful year, clear communication is key. This is a collaborative process, requiring the teamwork of staff, parents, and students alike. It is important that we take care of issues as they arise, rather than waiting for situations to escalate. While my door is always open and I am happy to help with anything you need, please reach out to your child's teacher with any classroom specific questions or concerns. This first step often alleviates potential problems and misunderstandings, fostering a healthier home-school connection.

Each Friday, we will be sending out important information via our weekly electronic newsletter, **The Hawk Alert**. Please also keep an eye out for your child's **Friday Folder**, which will contain hard-copy documents needing your attention. Our Parent Teacher Association (PTA) and HH Education Foundation (EdFund) will also keep you updated on all the exciting events and opportunities happening at our school.

This handbook is designed to be your "go-to guide" for all things Hidden Hills. We've included important school and district policies, schedules, and general information. While it can't possibly cover everything, we hope you'll find it to be a valuable resource as you navigate the school year. Please take some time to read through it with your child. It is important that you review our handbook each year, as there are often changes in policies that need to be conveyed. Please do not hesitate to reach out with any questions!



Welcome to the new school year! Let's make it our best year ever!  
Dr. Melodie Huynh, Hidden Hills Principal

**Thank YOU for reinforcing these beliefs at home! A strong home-school partnership makes a difference!**



## Hidden Hills Bell Schedule 2025-2026

### Grades 1-5 Beginning of the Year Assessment Window:

8/14, 8/15, 8/18, 8/19, 8/21, 8/22

8:00 AM-1:25 PM

8/20 is a 12:50 Wednesday Dismissal



#### GRADE 1- Regular Day Schedule

##### Monday, Tuesday, Thursday, Friday

8:00 AM Readers Begin  
8:40 PM Readers begin  
9:40- 9:55 RECESS  
12:10- 12:30 LUNCH  
12:30- 12:50 LUNCH RECESS  
1:50 AM Readers dismissed  
2:30 PM Readers dismissed

##### Wednesday Schedule (adjusted day)

8:00 Class Begins for ALL Students  
9:40- 9:55 RECESS  
11:20- 11:35 LUNCH  
11:35- 11:50 LUNCH RECESS  
12:50 All students dismissed

#### GRADE 2- Regular Day Schedule

##### Monday, Tuesday, Thursday, Friday

8:00 Class Begins  
10:00- 10:15 RECESS  
12:10- 12:30 LUNCH  
12:30- 12:50 LUNCH RECESS  
1:40- 1:50 RECESS  
2:30 Students dismissed

##### Wednesday only (adjusted day)

8:00 Class Begins  
10:00- 10:15 RECESS  
11:20- 11:35 LUNCH  
11:35- 11:50 LUNCH RECESS  
12:50 Students dismissed

#### GRADE 3- Regular Day Schedule

##### Monday, Tuesday, Thursday, Friday

8:00 Class Begins  
10:00- 10:15 RECESS  
12:10- 12:30 LUNCH RECESS  
12:30- 12:50 LUNCH  
1:40- 1:50 RECESS  
2:30 Students dismissed

##### Wednesday only (adjusted day)

8:00 Class Begins  
10:00- 10:15 RECESS  
11:20- 11:35 LUNCH RECESS  
11:35- 11:50 LUNCH  
12:50 Dismissal

#### GRADE 4- Regular Day Schedule

##### Monday, Tuesday, Thursday, Friday

8:00 Class Begins  
10:20-10:35 RECESS  
12:50- 1:10 LUNCH  
1:10- 1:30 LUNCH RECESS  
2:30 Students dismissed

##### Wednesday only (adjusted day)

8:00 Class Begins  
10:20- 10:30 RECESS  
11:50- 12:05 LUNCH  
12:05- 12:20 LUNCH RECESS  
12:50 Dismissal

#### GRADE 5- Regular Day Schedule

##### Monday, Tuesday, Thursday, Friday

8:00 Class Begins  
10:20-10:35 RECESS  
12:50-1:10 LUNCH RECESS  
1:10- 1:30 LUNCH  
2:30 Students dismissed

##### Wednesday only (adjusted day)

8:00 Class Begins  
10:20- 10:30 RECESS  
11:50- 12:05 LUNCH RECESS  
12:05- 12:20 LUNCH  
12:50 Dismissal

### Grades 1-5: 8:00- 12:00

First Day: August 13, 2025

Conference Days: October 6-10 and March 18-20

Last Day: Thursday, June 4, 2026

#### TRANSITIONAL KINDERGARTEN (TK AM)

First Day of School: Aug. 13 8:00- 9:30  
Last Day of School: June 4 8:00- 10:30  
Conference Days:  
October 6-10 / March 18-20 8:00- 10:30  
Regular Day MON, TUES, THURS, FRI 8:00- 11:30

#### TRANSITIONAL KINDERGARTEN (TK PM)

First Day of School: Aug. 13 8:00- 9:30  
Last Day of School: June 4 8:00- 10:30  
Conference Days: Oct. 6-10 / Mar.18-20 9:30- 12:00  
Regular Day MON, TUES, THURS, FRI 11:30- 3:00  
Wednesday Schedule (ALL TK) 8:00- 11:30

#### KINDERGARTEN

First Day of School: Aug. 13 8:00- 9:30  
Assessment Window (August 14-22) 8:00- 11:30  
Last Day of School: June 4 8:00- 10:30  
Conference Days:  
October 6-10 and March 18-20 8:00- 10:30  
Regular Day MON, TUES, THURS, FRI  
Early Slip 8:00- 11:30  
Late Slip 9:00- 12:30  
Wednesday Schedule (ALL K) 8:00- 11:30

# UPCOMING EVENTS

**TENTATIVE IMPORTANT DATES- MORE TO BE ADDED**

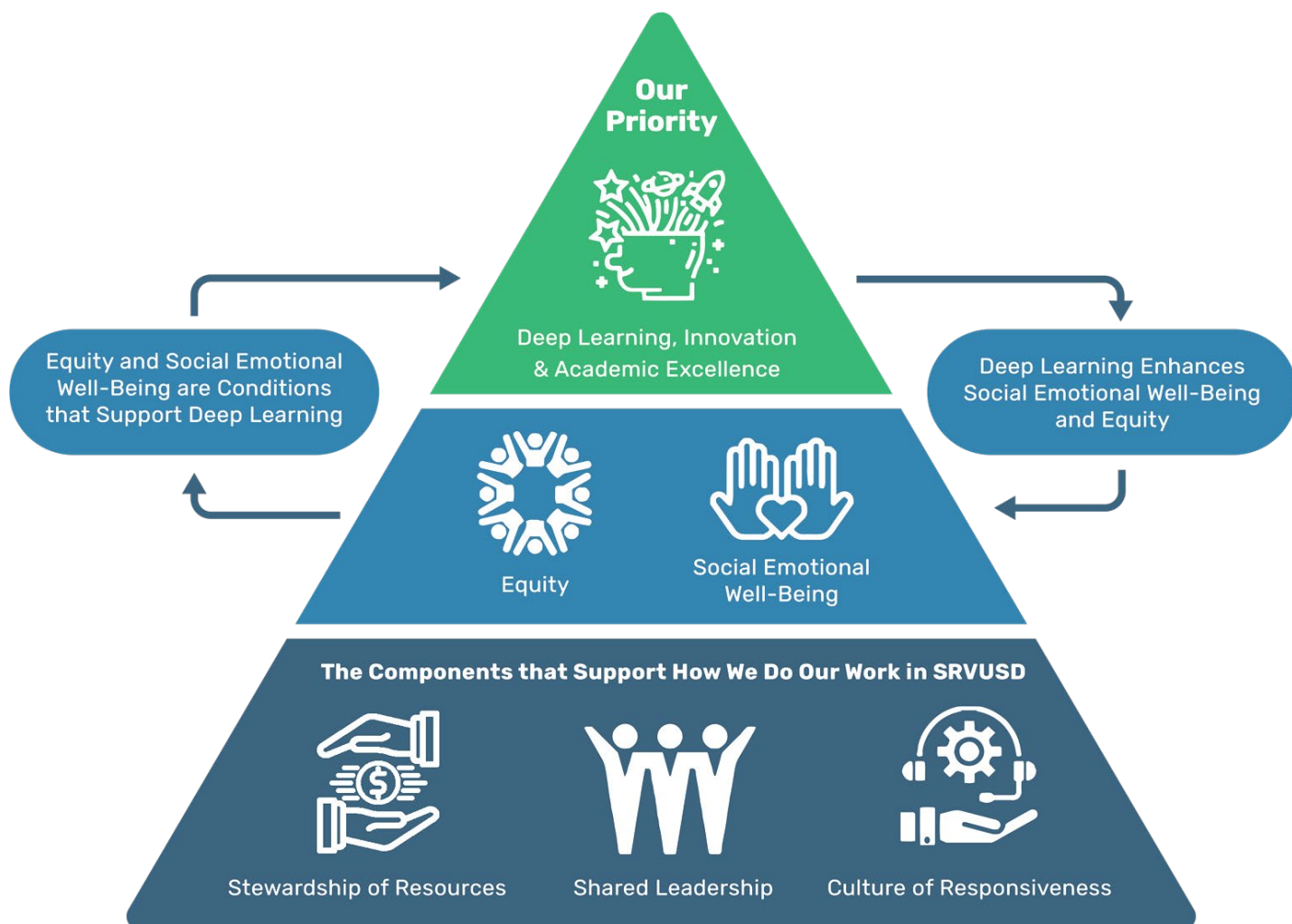
August 12	Meet and Greet (Grades K-5)
August 13	1st Day of School/ Kickoff Assembly/ Parent Coffee/ Minimum Day
August 13	Back to School Night
August 14- 22	Assessment Window (Early Release Grades 1-5)
August 25	Slip Schedule Begins
September 1	Labor Day: No School
September 5	Fitness Friday Begins
September 10	Picture Day
September 12	Welcome Back Block Party
September 16	Street Smarts Assemblies
September 24	Wednesday with Friends Movie Afternoon
October 1- 15	HH Readathon Competition
October 3	Teacher Work Day
October 6- 10	Conference Week/ Book Fair/ Readathon
October 12	SRVEF Run for Education
October 13-14	5 <sup>th</sup> Grade PTA Health Fair
October 15	PTA Reflections Art Show Submission Deadline
October 16	Great California Shakeout (Earthquake) Drill
October 23-31	Red Ribbon Week
October 29	Wednesday with Friends Movie Afternoon
October 31	Halloween Parade/ Trunk or Treat
November 10	NO SCHOOL
November 11	Veteran's Day: NO SCHOOL
November 14	Ruby Bridges Walk to School Day
November 24-28	Thanksgiving Break: NO SCHOOL
December 12	PTA Holiday Staff Lunch
December 22-January 2	Winter Break
January 5	Teacher Work Day: NO SCHOOL
January 16	Reflections Awards Showcase
January 19	Martin Luther King Jr., Day: NO SCHOOL
January 23	Astronomy Night



February 9-13	PTA Show Your Love Week
February 16	President's Day: No School
February 17	Staff Development Day: No School for Students
February 18	HH FUN RUN Kickoff
February 27	HH FUN RUN (WHOLE SCHOOL 8:00 AM Start)
March 2-6	Words Matter Week/ Kindness and Inclusion Week
March 6	PTA Talent Show
March 10	Spring Photos
March 13	Teacher Work Day- NO SCHOOL
March 18-20	Spring Conferences/ Minimum Days/ Book Fair
March 25	Wednesday with Friends Movie Afternoon
March 26	Open House
March 31	Last Day to Order 2025-26 Yearbook
March 30- April 2	Dougherty Valley Family First Week (No Homework)
April 1	Volunteer Appreciation Breakfast
April 3-10	Spring Break
April 3	Yearbook Deadline
April 17	ELAC Multicultural Night/ Math Around the World
April 20- May 1	CAASPP State Testing Window (grades 3-5)
May 8	Fun & Fancy Family Formal
May 4- 8	HH Staff Appreciation Week
May 14	Ensemble Music Evening Performance
May 22	NO SCHOOL
May 25	Memorial Day- NO SCHOOL
May 27	Field Day/ PTA Popsicle Day
June 4	Dance Assembly/ 5 <sup>th</sup> Grade Clap-Out
June 4	Last Day of School/ Early Dismissal



# SRVUSD Strategic Directions



**The mission of Hidden Hills Elementary School is to provide a safe, equitable, and inclusive learning environment, where all students are inspired, empowered, and challenged to be their best selves.**



# Hidden Hills Hawk Pledge!

## Hidden Hills Hawk Pledge

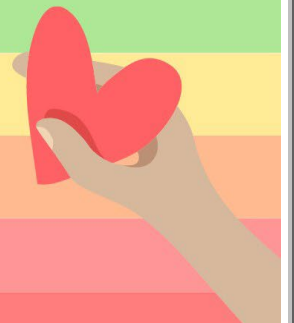
Today is a new day and I will do my best  
to act with responsibility.

If I want to be respected,  
I know I need to show respect to others.

I am an important person with  
high goals for myself.

I will not let myself  
or my community down.

I will do my best!





# STUDENT EXPECTATIONS

## How to be a Soaring Hawk!

### Arrival

- Students must arrive no earlier than 7:45 as there is no supervision before then. Students will be sent to the office if they arrive early.
- Students may play on the blacktop from 7:45 until the first bell rings at 7:55. **THE GATES WILL BE CLOSED AT 8:00 AM RAIN OR SHINE, SO PLEASE PLAN ACCORDINGLY.**
- Upon the 7:55 bell, students will line up on their classroom number and wait quietly for their teacher.
- Be sure to use the crosswalks when coming to school. DO NOT walk through the parking lot.
- Drop off following appropriate procedure (see page 22).
- Late students must come to the office to sign in and get a tardy slip before going to class.
- Parents need to exit the campus at the 8:00 AM bell so that we can secure the gates. Gates will remain locked for the entire school day. All visitors must check in at the office before they will be permitted on campus.

### Dismissal

- At the end of the day, teachers will direct students to the appropriate dismissal areas; please do not plan to meet your student at the classroom door.
- Be sure your child knows who they are going home with each day, and whether they are walking or being picked up by car.
- Students who walk home will be dismissed to the playground to meet parents. A teacher will be on duty. TK through 3<sup>rd</sup> grade students are not permitted to walk home alone.
- All students who carpool should proceed immediately to their grade level line in the designated carpool area. They should listen quietly for their name to be announced over the walkie-talkie.
- Students going to AlphaBest will meet the AlphaBest Staff on the blacktop.
- Use the crosswalks when leaving school and obey the crossing guard's directions at all times. DO NOT walk through the parking lot.
- It is our expectation that all students will be picked up promptly after school. Be sure to notify the office of emergency situations when you will be unexpectedly late for pick up.

### In the Classroom

- **Be safe. Be kind. Work hard.**

### On the Playground

- Treat others the way you want to be treated.
- Use appropriate, respectful language at all times. Foul language or profanity will not be tolerated.
- Let everyone play in games. Take turns and be fair.

- Stay on the playground during all recesses; do not go behind the storage containers and do not leave the blacktop without getting permission from the staff on duty.
- The play structure and tanbark areas are NOT for running, tag, or ball games.
- Move across the hanging bars and rings with your arms; do not sit on top of the play structure.
- Go down the slides feet first, waiting for the person ahead of you to exit before sliding.
- When the bell rings, freeze on the blacktop area and wait quietly; hold all playground equipment.
- When the staff member blows the whistle, WALK CAREFULLY to your classroom line.
- Walk only on the sidewalks. Stay off of the landscaped areas, especially as you head to the MPR.
- When WALKING to the playground, carry all equipment until you reach the yard. There is no running in the hallways.
- Play so that you and your classmates will be safe and have fun.

## Clothing

- Hats and other protective sun wear are encouraged on the playground.
- Hats should be taken off before going into the classroom.
- Appropriate footwear is required. Open-toed and backless shoes are discouraged for active play.
- Clothing should be appropriate and not detract from the classroom environment of study. Clothing with inappropriate words/messages is unsuitable apparel for school.
- Students wearing clothing more suitable for a non-school environment will be notified that their attire is inappropriate. Alternative clothing will be provided from the school if available, or the student may arrange for change of clothing to be delivered from home.
- Be sure to label all belongings with your child's name and check the lost and found regularly

## Items from Home

- Toys, games, and athletic equipment must be left at home to avoid loss and/or breakage. This includes trading cards. If these are brought to school for after-school use, they are to remain in student backpacks at all times during the school day.
- Dangerous items such as knives, matches, toy guns, or other sharp instruments (including 'Swiss Army' knife types) are NEVER permitted on campus. Bringing such items will result in suspension.
- Electronic devices (such as personal gaming devices, etc.) are not allowed at school. If brought to school for after school play dates, items must remain in the student's backpack while at school. The school is not responsible for damaged, lost, or stolen items.

## Mobile Communication Devices (MCDs)

Mobile Communication Devices (MCDs), including **phones, smartwatches, and other wearable communication tools**, must be turned off or silenced and stored during the school day for all students in preschool through grade 8. Devices should remain out of sight in backpacks or other designated storage area and may not be used during class time, passing periods, recess, or lunch. We are grateful to the parents/caregivers, staff, and students who offered input on the policy through participation in the Cell Phone Survey and virtual forums. The policy aims to create a learning environment that is focused, respectful, and free from unnecessary distractions.

If a student uses a device in an unauthorized way, it may be confiscated and disciplinary action may be taken, especially in cases of repeated misuse. Exceptions may be made for health needs, emergencies, or when required by a student's IEP or 504 Plan, with appropriate documentation. The district is not responsible for lost, stolen, or

damaged devices brought to school. Please use devices responsibly and follow all school rules to support a safe and focused learning environment.

- [BP 5131.8: Mobile Communication Devices](#)      [AR 5131.8: Mobile Communication Devices](#)

## **School Grounds**

- During the school day, students must remain inside the gated areas unless they are under the direct supervision of school personnel for a specific academic purpose.
- Be respectful of our buildings and landscaping. We want our school to look its best at all times.
- Use walkways for moving about the school. Interior lawns are not to be used as pathways.

## **Food**

- Students should bring an appropriate, healthy snack to eat at the morning recess. Like last year, students can also receive an optional breakfast item during the first recess, free of charge.
- Students are never to share food. We have many students with a variety of serious allergies.
- Gum and soda are not allowed on the school grounds.
- When eating outdoors, students will eat their snacks at the picnic tables on the playground. Students are responsible for cleaning their space and disposing of any trash. This includes the amphitheater area by the MPR.
- Students are not to be eating while engaged in physical activity.

## **Supervision**

- Staff will provide supervision at all recesses and for 15 minutes before and after school. Adults on duty will wear an identifying vest when on supervision. Please do not drop your child off early and make every effort to pick them up immediately after school.

## **Lunch**

- An optional hot lunch will be provided to all students free of charge. Students are also welcome to bring a healthy lunch from home. Please refrain from sending soft drinks and candy to school.
- Weather permitting (including air quality), students will occasionally sit outside in the amphitheater area for lunch. When indoors, MPR seating is assigned by class and by grade level.
- Students are to remain seated during the entire lunch period. Depending on the grade level, students will have the opportunity to play either before or after eating.
- Students must request permission to leave their lunch table (going to the office, using restrooms, etc.)
- Classes will be excused as a group when their area is clean.
- Classroom monitors will help wipe down tables.
- Parents may deliver the occasional forgotten lunch to the school office before 10:45 AM and place it on the designated cart. As a courtesy, it will then be delivered to the lunchroom. This should not be a daily practice. Please label all items with the child's full name, teacher name, and grade level. It is the student's responsibility to check the shelves in the MPR for forgotten lunches at the beginning of the period. We will not interrupt the classroom to notify a student that a forgotten lunch has been delivered.

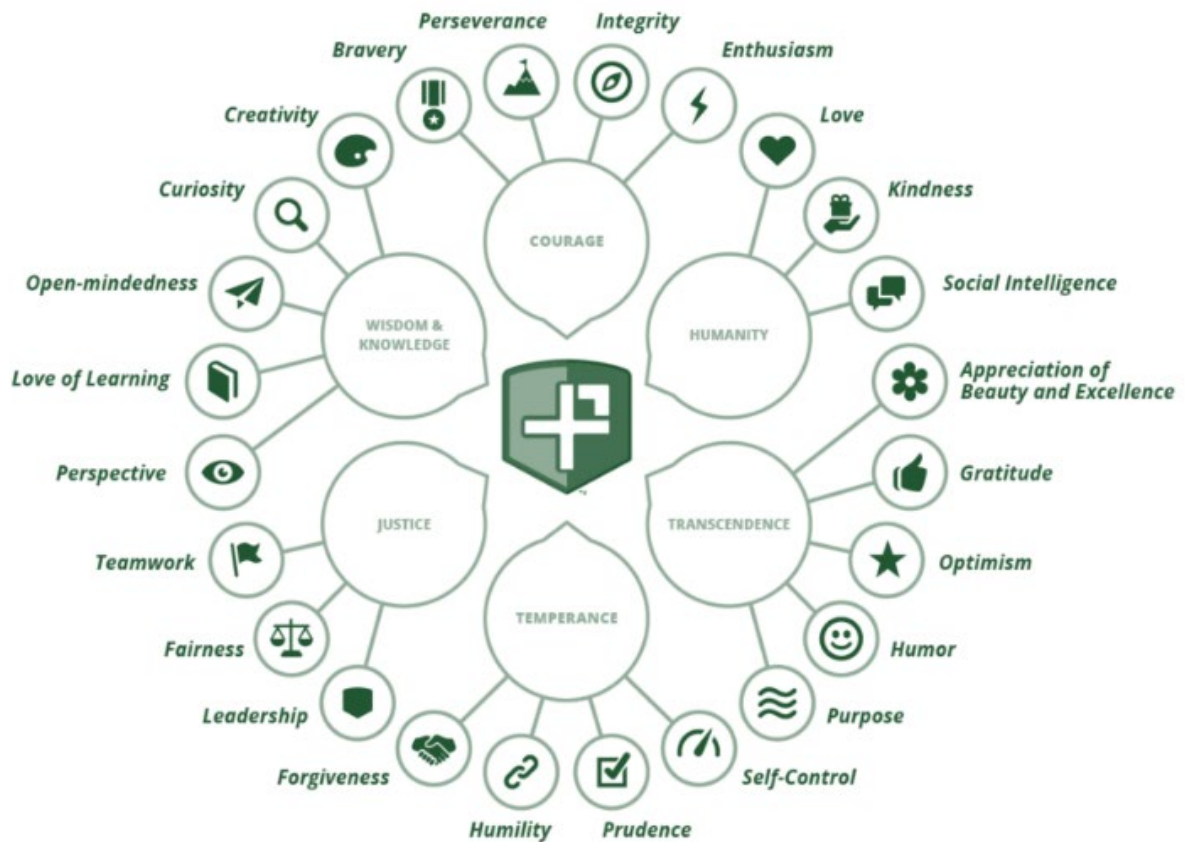
## **Bathrooms**

- It is always the expectation that students use proper bathroom etiquette. Toilets and urinals must be flushed. After using the facilities, students are required to wash hands with soap and water, and throw

paper towels away in the trashcans. The restroom should be left in the same condition as when students entered.

- Students are expected to use the restrooms at recess and before and after school instead of during class time. However, students will be excused from class to use the restroom if necessary.
- Students should go to the restroom and return back to class promptly.
- Bathrooms are never to be used as a play area or an opportunity to visit with friends.

## Behavior Expectations



Our staff believes it is important to involve parents in all aspects of their children's education. A large part of the learning process involves being accountable for one's behavior. Classrooms will focus on developing the Positivity Project's 24 Core Character Strengths. Students, parents, and staff alike are expected to model these behaviors on a daily basis.

Students can earn a Soaring Hawk Award when a staff member observes them going above and beyond in one of these areas. Additionally, teachers will select a Classroom Hawk to be recognized over the intercom during our Wednesday Hawk Pledge announcements and our monthly Pledge on the Blacktop. Classes can also earn Compliment Cards when the entire group exemplifies one or more of these characteristics. This year, classes will be divided into one of four 'Houses' in an effort to strengthen these character traits and build camaraderie. More information will follow!

Both staff and parents should regularly discuss our school rules with students. This will help to foster a community of respect. Two types of behavior notices have been developed to keep teachers and parents apprised of negative

behavior incidents that occur on our campus. A “Behavior Violation Reminder” may be issued to alert the student when their behavior is inappropriate. If problems persist, or for more serious offenses, a “Think About It” sheet will be issued. This will help students reflect on their behavior and make a plan for how to better handle similar situations in the future. Parents are asked to sign and return any “Think About It” sheets the next school day to acknowledge that you have discussed the incident with your child. For more serious behavior incidents, parents will be notified and potential consequences, including suspension, will be discussed.

## **Conflict Resolution/ Restorative Practices**

The staff will encourage all students to utilize conflict resolution and stress reduction strategies to resolve issues on the playground. Students will receive instruction on empathy and problem solving strategies in all classrooms. All school personnel will assist students in resolving concerns in a non-threatening and effective manner.

### **“Talk It Out” Strategies**

- Stop. Cool off.
- Talk and listen to each other.
- Find out what you both need.
- Brainstorm solutions.
- Choose the idea you both like best.
- Make a plan. Go for it!

Use an “I message.”

“I feel \_\_\_\_\_ when you (people) \_\_\_\_\_.

I need \_\_\_\_\_. Will you please \_\_\_\_\_?”

## **General Information**

### **Grade 1-5 Assessment Window and First Grade SLIP Reading**

Students in First through Fifth grade will participate in reading assessments at the beginning of the school year. During this assessment window, August 14- August 22, students will be dismissed early (see bell schedule) so that teachers can set one-on-one assessment appointments with each child.

Kindergarten and First grade students will begin a slip reading schedule on Monday, August 25, 2025. During the slip-reading period, students will receive instruction in reading and reading-related activities at a lower student/teacher ratio. Teachers will assign students to either the earlier or later group. Several assessments are used to identify student needs, and placements are made thoughtfully in the best interest of each child. No changes will be made once assignments are completed. On Wednesdays, there will be no slip reading and all Kindergarten and First grade students will start at 8:00 AM.

After the initial assessment window ends on August 22nd, all Second through Fifth grade students will attend class according to our regular day bell schedule.



## Adjusted Wednesday Schedule

On Wednesdays, all students will start school at 8:00 AM. Grades 1-5 will attend school from 8:00 AM to 12:50 PM. All TK and Kindergarten students will attend from 8:00-11:30 AM. This provides time for the staff to do collaborative work, discuss curriculum goals and articulate within and across grade levels. Teachers share different instructional strategies and analyze student work, discussing ways to best meet the needs of all students.

## Attendance Procedures

For your child's safety, we must verify all student absences. If you know your child will be absent for any reason, please call the school attendance line as soon as possible, and no later than 15 minutes after your child's start time on the day of the absence. The 24-hour attendance number, **925-479-3898** goes to an answering machine. You will be asked to state the following:

- The child's name - please spell the last name
- Child's grade and teacher
- Your name and relationship to the child
- Estimated length of absence
- Reason for absence

Please help us eliminate unnecessary phone calls home by using our attendance number. This helps everyone ensure your child's safety. For your convenience, you may also email [hhattend@srvusd.net](mailto:hhattend@srvusd.net)

## Bicycles and Scooters

Children may ride their bicycles or scooters to school. They must be parked and locked in the bicycle racks during the school day. Be sure to arrive on time, as the bike area will be locked and inaccessible after the 8:00 bell. Users must observe traffic safety laws and be considerate of those walking/ driving to school. Bicycles and scooters must be walked once students are on school grounds. Students should never ride in the parking lots. California State law requires that all students wear helmets while riding a bicycle or scooter.

Students who wear sneakers with wheels must take the wheels off once they are on campus.

## Books, Materials, and School Supplies

Students are provided with all necessary textbooks and curricular materials. Each child is responsible for the proper care of the books in his/her charge. In the case of lost or damaged books, the child is responsible for replacement fees. All parents/ guardians will be asked for a \$75 donation to help cover the cost of your child's consumable classroom supplies.

## Before and After School Care

AlphaBest provides before and after school day care from 6:30 AM to 6:30 PM. Although they are located on the Hidden Hills campus, they are a separate organization. Please visit their website at or call for more information. Registration for AlphaBest is done separately from registering for enrollment at Hidden Hills.

## Emergency Contact Information

If your child becomes ill, or there is an emergency and the school is unable to reach you, the people you designate in your Parent Portal account will be called to pick up your child. Your child will only be released to the people you

have designated. Emergency Contacts may be relatives, friends, or neighbors that you would entrust with the care of your child. They should live locally. It is imperative that families keep the school informed of changes made to any of the relevant emergency telephone numbers. Please also ensure that your message inbox has space so we can leave messages if needed.

## Field Trips

Classroom teachers work together to select field trips that enhance the grade level's instructional program. Every effort is made to use buses for transportation, but as they are quite costly, parents are frequently asked to drive and chaperone. This also helps to provide additional supervision and assistance, allowing for greater student learning. Each teacher will reach out to parents regarding the fees associated with each field trip and will request a donation to cover the costs of your child's admission and transportation.

**Please note that all volunteers must be cleared through 'Be A Mentor' before they are permitted to attend and/or drive on any field trips. Please also note that, like last year, there is a TB Clearance Policy that must be met prior to volunteering. As noted in the Volunteer/ Visitor section of this handbook, in response to AB 506, all volunteers will be required to complete a Livescan fingerprint background check as well as mandated reporter and sexual harassment prevention training. Although this adds several steps for our generous parent volunteers, it also adds a layer of safety for our students.**

For full details on [volunteer requirements and the clearance process](#), please refer to the [SRVUSD Volunteer Handbook](#), [District webpage](#), and the [SRVUSD Volunteer Requirement FAQ](#).

## Friday Folders

The Friday Folder is an important link in the communication system between the school and home. It is used to send weekly school notices and important information home to parents. Most school notices are sent home on Friday, although there are times when we receive dated material that must be sent home right away. All students are expected to take their folder home on Friday and return it to school on Monday. Parents should ask their child for the folder in the evening, remove and review the contents, and make certain that the folder is sent back to school on the next school day.

## Gifted and Talented Education (GATE)

In grades 3-5, Gifted and Talented Education (GATE) students are grouped together in classroom clusters within the heterogeneous class. Identification of GATE students begins with all 2<sup>nd</sup> grade students taking the CogAT (Cognitive Abilities Test) in the Spring. Students who are new, or students who missed the identification criteria can re-take the test by having their parent register them through the district. Testing dates will be shared via your Parent Portal account.

## Homework Policy

Homework is designed to reinforce and supplement the learning that goes on in class. Our district homework policy for elementary-age students does not allow for any homework to be assigned over weekends or holidays.

Additionally, grade level time limits have been put in place to ensure that students are able to pursue a variety of outside interests, including free-play.

Kindergarten-1st Grade: no more than 30 minutes per night

2nd – 3rd Grade: no more than 45 minutes per night

4th – 5th Grade: no more than 60 minutes per night

## Hawks Education Fund

Many of the programs and supports we are able to offer your children here at Hidden Hills would just not be possible without the generous donations from our families. The sole purpose of the Hawk Education Fund is to raise funds to provide quality educational programs and services for your children. Donations to the Hawks Ed Fund are tax deductible and directly benefit OUR CLASSROOMS. Your EdFund donations directly pay for:

1. ALL classroom school supplies
2. Classroom art instruction for ALL students!
3. Classroom music instruction for ALL students!
4. Regular opportunities for ALL students to engage in STEAM activities through our Makerspace Room.
5. Classroom para-educator support for the classrooms.
6. Instructional assistants for Science, Reading, and Math including our Learning Lab and Math Lab.

## Health Information

If your child complains of an itchy scalp, check for head lice. The school's responsibility is to help prevent the spread of head lice, and the parent's responsibility is to treat the child's condition. Please send your child back to school lice-free, and treat the home completely to prevent a reoccurrence. Please continue to check your child daily for the following two weeks. If live lice are found at school, parents will be notified so that parents may begin immediate treatment. See also [SRVUSD Head Lice Protocol: Procedures and Classroom Management](#).

Please do not send your child to school if they have a fever or have vomited in the 24 hours preceding the start of school. Children should be feeling healthy and fever-free for 24 hours before returning to school. Please help us to prevent the spread of illness through our classrooms. Please note that if your child is absent from class because illness, they will not be permitted to attend any extra-curricular activities that same day.

The school will continue to follow all state and local guidelines in terms of health mandates. Frequent handwashing and use of hand sanitizer will continue in the classrooms. Remember that while there are currently no COVID vaccination mandates for students, state law requires other immunizations, physical examinations, and dental examinations in order for students to start school. Please contact our office or visit our district website for more information.

## Independent Study Contracts (for Predetermined Absences)

If a student will be absent for five or more consecutive school days, parents may request an Independent Study Contract (ISC). The contract MUST be requested at least one full week (5 school days) in advance of the absence. Please request the ISC from the school attendance office assistant. The teacher will provide the child with appropriate activities to keep current with curriculum and school activities. The Independent Study Contract must be signed by the student, parent, teacher, and principal, prior to the absence.

The completed contract and all work are due back to the teacher the first day the student returns to school. Late work cannot be accepted as it voids the contract. Students are permitted up to 15 days of Independent Study in a single school year. If you are planning to be absent for fewer than 5 days, you do not qualify for an Independent Study Contract (per state guidelines). Even so, it is still in your child's best interests to obtain any missing work from the teacher. This will help him or her stay on track in class.

## **Independent Study Contracts (for Unplanned, Short-term Absences)**

Both parents and teachers may request a short term ISC for a student who is absent from class. An unplanned Independent Study can be as short as one day, regardless of the reason for the absence (illness, family emergency, etc.). This allows students to get credit for missed work and stay on top of their studies. The completed IS work would be due dependent on the length of the absence. Please see your child's teacher or our front office for more information.

The state allows a maximum of 15 independent study school days per school year. This could be one 15-day contract, three 5-day contracts, or five 3-day contracts, etc. If a student uses all 15 of their days due to family travel, they would no longer be eligible for a short-term contract if they are subsequently absent/ill.

## **Leaving School During the Day**

For safety reasons, it is imperative the school knows the whereabouts of your child. Children may only leave the school grounds during the school day if a parent, guardian or someone listed on their emergency card comes to the office to sign them out. Children will be released from the office only and not directly from the classroom or playground. If you know of the absence in advance, please notify the office and your child's teacher of your plans. **Please do what you can to schedule appointments outside of the school day.**

## **Long Term Illness**

If your child is going to be absent due to illness or injury for two or more weeks, contact the office staff and the classroom teacher. Dr.'s notes will be required. If necessary, our district home-hospital staff will assist with helping your child stay up-to-date with his/her classwork.

## **Lost and Found**

Parents are urged to mark all personal articles with your child's first and last name. Lost and found items are stored in the bin just inside our front gates. Items not claimed will be donated to charity at regular intervals, generally at the start of vacation periods.

## **Medication During School Hours**

California Education Code Section 49423 regulates medications at school. Medication cannot be given at school unless the physician and parent have completed the Medication During School Hours form. This form is available in the office and must be updated each year. Please do not send any medication to school with your child. All medications (even those that do not require a prescription such as cough drops and aspirin) require a physician's approval before being used at school.

## **Moving**

If you move within the school district while enrolled at Hidden Hills School, provide your new residency information to the office immediately. Generally, students who move out of our attendance area during the school year, but remain within the boundaries of the school district, may be granted permission to complete the remainder of the current year at Hidden Hills.

## Parent Teacher Association (PTA)

PTA membership is open to parents, guardians, relatives, teachers and friends of Hidden Hills' students. A membership drive will be conducted early in the school year; however, families may join at any time. Families are encouraged to join PTA and take an active part in this supportive organization. We would love to have you join our monthly meetings!

## Classroom Celebrations

Teachers will work with room parents to determine when class celebrations will take place. Please refrain from distributing personal party invitations at school. This can be hurtful to students who are not being invited. If you wish to acknowledge your child's birthday here at school, you must obtain prior approval from your child's teacher. **Birthday treats are not allowed in our classrooms.** Food treats can pose a danger to students with life threatening food allergies. We discourage distributing goody bags as well, as these have become much more grandiose over the years. Please consult your child's teacher for specific classroom guidelines pertaining to your grade level. A book donation to the classroom or library is always welcome. Students may not receive flowers, balloons, or other special occasion gifts at school.

## Pets at School

California state law prohibits dogs on campus, including along the sidewalks in the carpool area. Please keep pets at home when coming onto the school grounds. There are many children who are afraid of dogs/cats or have serious allergies.

## Planners

All 2<sup>nd</sup> through 5<sup>th</sup> grade students will be receiving a daily planner in class. This important tool is used to teach study and organizational skills and help students learn to plan ahead. Students will record class assignments and pertinent information regarding school business.

## Report Cards and Conferences

Official report cards will be sent home to families twice during the school year. Conferences will be held in the fall and spring. Additional conferences may be held during the year at the teacher's or the family's request. In order for your child to have a successful school experience, communication between the school and home is essential. Student Support Plans may be developed and implemented if your teacher thinks your child could benefit from additional intervention.

## Safety

Items such as knives, matches, toy guns, squirt guns, balloons and sharp instruments are not permitted on campus. Toys, radios, and athletic equipment should be left at home to avoid loss or breakage. Items that are brought for sharing purposes (show and tell) in the classroom are to remain in the classroom and not be brought onto the playground.

## Safety Drills and Supplies

There will be regular fire, earthquake, and shelter-in-place drills to familiarize students with proper procedures. Hidden Hills has a detailed evacuation plan, which is reviewed annually. Emergency backpacks and first aid kits are



provided for every classroom. Additional disaster supplies, such as food, water and other essentials are stored on the school grounds.

## School Site Council

Our School Site Council (SSC) is composed of staff and parents to help plan, implement, and evaluate the effectiveness of our annual school-wide goals. Members meet monthly, and provide valuable feedback. Please let us know if you would like to help!

## Tardy Policy

Students are expected to be on campus before the 7:55 bell, and in their classrooms, ready to begin their day, by 8:00. The gates will be closed at 8:00 AM. Any students arriving after 8:00 must report to the office and sign in before going to their classroom. Kindergarten students must be accompanied by their parent and signed in at the office. A staff member will then walk the child to his/her classroom.

Chronic tardiness is regarded as a serious problem that impacts the educational process. Parents will be notified by the office after three or more unexcused tardies and the student will be considered truant. If the problem is not resolved, the child may be referred to the Student Study Team or the district's School Attendance Review Board (SARB) for action. Parents and students who are chronically tardy and/or absent will meet with the principal to develop strategies for being at school on time, ready to learn.

## Visitors

Families are welcome to visit the school while it is in session if arrangements have been made in advance with the teacher and/or administration. Classroom visits are limited to a maximum of 30 minutes and are scheduled with the site administrator. Visitors are required to sign in at the office and wear a visitor badge when visiting the school. Visitors will be required to show photo identification.

## **Volunteers and Classroom Visitors** **(BE A MENTOR/ SRVUSD REQUIREMENTS)**

Hidden Hills families are an integral part of our school community. Adults help in various capacities at school- in the classrooms, on field trips, in the library, and on the playground. Each classroom teacher will ask for a **Room Parent** to help coordinate parent involvement in classroom activities and programs. Before a volunteer is permitted to help on campus, he/she must be cleared through the 'Be A Mentor' system. Once you are cleared, you do not need to reapply however, you will be asked to upload a valid driver's license / insurance information in the event the documents on file have expired since you last applied.

**This year, in response to AB 506, all volunteers will be required to complete a Livescan fingerprint background check as well as mandated reporter and sexual harassment prevention training. Although this adds several steps for our generous parent volunteers, it also adds a layer of safety for our students.**

For full details on [volunteer requirements and the clearance process](#), please refer to the [SRVUSD Volunteer Handbook](#), [District webpage](#), and the [SRVUSD Volunteer Requirement FAQ](#).

# **SUPPORT PROGRAMS**

## **Health**

The services of a health educator/school nurse are available at Hidden Hills School. S/he is scheduled at our school on a part-time basis. Services provided include vision and hearing screenings as well as consultation with students, teachers, and parents on health concerns. The health educator also supports the staff and students in all areas of classroom health education.

## **Learning Lab & Math Lab**

Our Learning Lab was designed to provide students needing additional support extra help with reading comprehension and fluency. Students may be working on reading comprehension, fluency, phonemic awareness, phonics, etc. In our Math Lab, students will focus on building fundamental skills such as place value, basic operations, fractions, and word problems. In each Lab, students are assigned a specific 30-minute time slot, during the regular school day, four times each week. Our Intervention staff works with small groups of students on skills targeted to meet your child's specific needs. Your child's teacher will provide input into which concepts need to be taught. Additionally, your child's teacher will ensure that students will not be missing critical instruction while they are out of the classroom. We will monitor your child's progress, and provide feedback to your child's teacher at the end of each session. The hope is that students will make substantial growth and eventually no longer need these interventions. Students may move in and out of the groups depending upon their performance and achievement. We hope that you and your child will find these programs beneficial.

## **Student Study Team (SST)**

Our Student Study Team consists of the principal, classroom teacher, parents, and support personnel as needed. The goal of the Student Study Team is to brainstorm strategies, and monitor their effectiveness, when a student needs additional support. Students can be referred by both staff and/or parents. During each meeting, we will look at student strengths/ areas of challenge, review progress and information concerning the student's health and school history, and make appropriate recommendations.

## **Rainbow and Counseling**

Hidden Hills is fortunate to have a licensed counselor on staff. The counselor is available two and a half days each week. When not meeting with students individually, the counselor may also provide small group or even whole class lessons on a variety of health and wellness topics. Teachers and parents are able to make a referral.

We also will continue with our Rainbow Program, helping students learn strategies to mitigate minor social and emotional needs such as overcoming shyness or learning to share. Rainbow is available for all students. Teachers and parents are able to request a referral.

Our SCIP (School Counseling Intern Program) counselor is able to assist students with problem-solving and social skills in individual or small group meetings on a short term basis. This service is provided through a partnership with the Discovery Center. Our SCIP Counselor is on campus two days per week.

## Special Education Services and Instruction

The Resource Program provides additional help for students who have an identified learning disability. Our Resource Specialist will work in conjunction with parents and the support team to develop an Individualized Education Plan for each student. Students who may have specific learning disabilities are referred to the school's Individual Education Planning (IEP) Team. Team members may include the principal, resource specialist, health educator, speech therapist, classroom teacher(s), specialists, and parent(s). A student found eligible for special education services may receive additional services for remediation and support.

## Speech Services

Speech and language therapy is provided for children who need assistance with language acquisition, comprehension, or verbal communication. Children are referred to the speech therapist for mispronunciation of sounds, non-fluency, hearing difficulties, physical anomalies, (such as cleft palate), insufficient voice production, and language problems. Students are enrolled in individual or small group therapy on a weekly basis. Our speech therapist is available for consultation with any parent during the school year. Speech services are available to identified students at Hidden Hills and to pre-school students at other locations in the district.


### **Storytime Assemblies with the Principal**

Each month, we will be focusing on developing a specific character trait across our school. As part of our efforts, students will have the opportunity to engage in discussion and hear a story, focusing on the particular trait of the month. I wanted to let you know the titles ahead of time, and the trait we will be discussing. For your convenience, I am also providing the link (Amazon) to each book, should you wish to preview the story.

Month	Character Trait	Title / Link	Author
August	Teamwork	<a href="#">The Legend of Gravity: A Tall Basketball Tale</a>	Charly Palmer
September	Forgiveness	<a href="#">Enemy Pie</a>	Derek Munson
October	Integrity	<a href="#">A Bike Like Sergio's</a>	Maribeth Boelts
November	Gratitude	<a href="#">The Giving Tree</a>	Shel Silverstein
December	Self-Control	<a href="#">What if Everybody Did That?</a>	Ellen Javernick
January	Optimism	<a href="#">Because Amelia Smiled</a>	David Ezra Stein
February	Humility	<a href="#">The Girl Who Never Made Mistakes</a>	Pett & Rubenstein
March	Humor	<a href="#">Class Clown</a>	Robert Munsch
April	Purpose	<a href="#">Rosie Revere, Engineer</a>	Andrea Beaty
May	Being Present	<a href="#">If You Give a Mouse an iPhone</a>	Ann Droyd

**Please Initial As You Discuss with your Child**

**Important Reminders – RETURN TO YOUR TEACHER BY AUGUST 22, 2025**

1. When I pull into our traffic circles, I will always obey the **5mph** rule. **I will avoid distractions and not be on my cell phone** in the carpool area. \_\_\_\_\_
2. I understand that there is **NO parent parking in our staff parking lot**. If I must park my vehicle, I will park along the street in designated areas only. I will not park in our loading zones (along the white curbs) or in red zones/ spaces designated for those with handicap placards. I also understand that there is no parking on Albion or in the AlphaBest Parking Lot. \_\_\_\_\_
3. When in our traffic circle, I will **pull forward as far as possible** and wait until the teacher/volunteer clears me to drop off/ pick up my child. I will pull forward, as close to the flagpole as possible (not by the hillside/ playground entrance). \_\_\_\_\_ I understand that there is **only ONE entrance to the lot**. I will not enter through the exit or exit through the entrance. I will carpool whenever possible as this helps to alleviate congestion. \_\_\_\_\_
4. I will be sure that my child exits my vehicle on the **passenger side, nearest to the curb**. This will ensure that my student is not forced to walk between/ behind cars. \_\_\_\_\_
5. I understand that the teacher stationed in the Pick-Up/ Drop-Off area will help my child exit/ enter my vehicle. I know that I **should not get out of the car** to assist and will not pack items in the trunk as this will significantly slow down the process). \_\_\_\_\_
6. **I will not motion** for my child to run through traffic/ cross the street to my parked car. I will always **hold my child's hand** when walking across the crosswalks. \_\_\_\_\_
7. **I will adhere to all posted signs** including the **No Left Turn** on Harcourt. \_\_\_\_\_
8. During afternoon carpool, I will have my child's **carpool sign (name and grade level)** clearly visible in my **window** for our staff. **\_\_\_If my child is walking home, I will meet them at the gate by the bike racks (blacktop)**. I will not attempt to claim my child from the carpool area. \_\_\_\_\_
9. **I will not walk my child through the parking lot** to get to the street or curb. We will use the sidewalk along the school and the crosswalks provided. I will always be vigilant, even in the crosswalks! I will make sure drivers have **completely stopped** and that they see us before we begin to cross. \_\_\_I understand that only **students in TK and Kindergarten** should be dropped off in the AlphaBest Parking Lot. If my TK or Kinder student has an older sibling, I may drop off them both off at the same time. I know that all other students must use the carpool area on Harcourt and there is no parent parking in the AlphaBest lot. \_\_\_\_
10. When traveling along Harcourt, and turning right into our lot, I understand that I **must be in the most right-hand lane**. I will not situate myself in the left lane, and then cut into the right lane, in an attempt to avoid having to wait in line. \_\_\_\_\_
11. I will always be respectful of the teachers/ volunteers who serve as yard duty supervisors in the lot. I know that accidents can happen and that it is our collective responsibility to ensure everyone's safety.  I know that no **compromise is worth the potential risks involved**. \_\_\_\_\_

**HIDDEN HILLS SCHOOL HANDBOOK**  
**2025-26 ACKNOWLEDGEMENT**

**RETURN TO YOUR TEACHER BY AUGUST 22, 2025**

August 2025

Dear Parents:

Our staff is committed to providing a fun and safe learning environment, along with a rich academic program. Home support is absolutely essential in this endeavor. Please read through the Hidden Hills School Handbook with your child(ren) so that you become more familiar with our school policies and procedures. Teachers will regularly review this information in the classroom.

**One of your child's first homework assignments will be to review, print, sign, and return these acknowledgements (pages 21-22) to their classroom teacher before Friday, August 22. Thank you. I am looking forward to another amazing year!**

Melodie Huynh  
Hidden Hills Principal

- ☐ **My child and I have reviewed the Hidden Hills School Handbook and agree to abide by the policies and procedures outlined within.**
- ☐ **My child and I have discussed the importance of coming to school each day, ready to learn. We will do our best to minimize absences and support our child in their learning.**
- ☐ **We will do our very best to arrive at school between 7:45 and 7:55 AM each morning. We understand that the gates will be closed at 8:00 and that if we arrive after this time, we will need to sign-in in the front office.**
- ☐ **My child and I have discussed what it means to behave appropriately (be truthful, use kind language, keep hands and feet to ourselves, show best effort in completing all assigned work).**
- ☐ **I have initialed the Pick-Up/ Drop Off Reminders (each one), on pg. 22 and agree to follow ALL safety guidelines while on campus. My child will return pg. 22, along with this signature page, to their teacher before August 22, 2025.**

Student's Name(s): \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Room#: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you! We are looking forward to a fabulous year!**