



Hidden Trails Elementary School Parent Handbook 2023 – 2024

Empowering Leaders for the 21st Century

Principal: Lisa Sura
Assistant Principal: Brian Lee
Secretary: Lindsay Almeida
Typist Clerk: Mary McCool

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Lea Fellows, Assistant Superintendent of Curriculum, Instruction, Innovation and Support
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Mission:

It is the mission of Hidden Trails Elementary School to inspire students to become responsible, respectful, lifelong learners, capable of problem-solving, and to ensure high levels of learning for each student. Through mutual respect within the total school community, our children will grow and learn in a positive atmosphere where faculty, staff, students, and parents together are enthusiastic about the teaching and learning process.

Vision:

We believe that the most promising strategy for achieving the mission of our school is to develop our capacity to function as a professional learning community. We envision a school in which the staff:

- Unites to achieve a common purpose and develop SMART goals
- Works together – interdependently – and in collaborative teams
- Seeks and implements promising strategies for improving student learning on a continuous basis.
- Monitors each student’s progress on a frequent basis
- Demonstrates a personal commitment to the academic success and general well-being of each student.
- Fosters student development through the implementation of PBIS strategies and supports.

Collective Commitments:

In order to fulfil our fundamental purpose and become the school we describe in our vision statement; each member of the staff commits to the following:

- I will be a positive, contributing member of my collaborative team.
- I will teach the essential learnings of our agreed-upon curriculum.
- I will monitor each student’s learning on an ongoing basis through classroom and team-developed formative assessments.
- I will use evidence of student learning to inform and improve my practice and to better meet the needs of individual students.
- I will work with my colleagues to achieve our SMART goals.
- I will seek out the most promising practices to support student learning.
- I will keep parents informed of the progress of their children.

Schoolwide Goals:

We will monitor the following indicators to mark our progress:

- Increase in student achievement in Language Arts on multiple measures, as measured by performance on local, district, state, and national assessments (benchmarks, FAST, unit assessments, SBAC).
- Increase in student achievement in Mathematics on multiple measures, as measured by performance on local, district, state, and national assessments (benchmarks, FAST, SBAC).
- Decrease the number of suspensions and office referrals through our PBIS implementation as measured by AERIES discipline data.

Building a Community of Learners

In order to promote and support the social and emotional needs of our students, we are committed to Positive Behavior Support via character education through the use of our Second Step and Project Wisdom Programs, as well as providing specific behavior expectations and incentives for exhibiting positive behavior.

Students are reminded of their ability to make choices and are encouraged to make positive choices each day through morning messages that end in “make it a great day... or not, the choice is yours.” We also focus on one of the ten Wise Choice each month. Students are encouraged to memorize the Wise Choice Pledge and exhibit the Wise Choice behavior. Each teacher chooses a student who exhibits the Wise Choice behavior monthly to be recognized at our end-of-the-trimester awards assemblies.

TEN WISE CHOICES

August: **Choose integrity.** (*integrity = wholeness, honesty, uprightness*)

I choose to be honest with myself and the world around me, to integrate my principles into my daily life. When I choose integrity, I make sound and healthy choices. I feel good about myself, and I stand proud.

September: **Choose to do and be your personal best.**

I choose to do my very best each day. When I am willing to do my personal best, I win self-respect and self-esteem.

October: **Choose a positive attitude.**

I choose a positive attitude, noticing what is good, right, and wonderful in myself and others. I learn to laugh at myself.

November: **Choose self-responsibility.**

I choose to take responsibility for my thoughts, words, and deeds, my choices and actions. I take responsibility for achieving my goals. I take responsibility for my own happiness, for raising my self-esteem. I notice my mistakes and learn from them.

December: **Choose quality over quantity.**

I choose quality of life over quantity of things like money and possessions. I know that success is much more than making money.

January: **Choose to live by the Golden Rule.**

I choose to treat others as I would wish to be treated in the same circumstances. I choose to be honorable and respectful.

February: **Choose to see the beauty in diversity.**

I choose to be considerate of those who are different from me. Our world is full of diversity and variety which can make life more beautiful.

March: **Choose a gratitude attitude.**

I choose to be grateful for my blessings: food, shelter, clothing, my health, education, country, family, and friends. I am grateful to be alive.

April: **Choose to serve.**

I choose to contribute to the world around me by looking for ways to serve my family, friends, school, and community.

May: **Choose to create a vision statement and live by it.**

I choose to write a vision statement that expresses who I want to be in the world, my personal rules for living, and my goals for my future. (*We will have two pledges in May.*)

A

ATTENDANCE - All absences must be cleared before students can return to school, so please call the school on the day of your student's absence to make sure the absence has been cleared. Absences can also be reported online through our school website. Compulsory Attendance Laws in California dictate that 10 or more excused absences per year is considered excessive. If your student has 10 or more absences, you may be required to provide a doctor's note for any absences after 10 and/or be placed on an attendance contract. The threshold for unexcused absences is 7 days. A student with 7 or more unexcused absences may be required to provide a doctor's note for future absences and/or be placed on an attendance contract. Absences can be made up by attending Saturday School. If your student is going to be absent for more than three days and they have good attendance, you can ask for a Short-Term Independent Study. Please see the specific details for the Short-Term Independent Study under the I section of this handbook.

AWARDS PROGRAMS – One of the most important aspects of our school is the recognition of positive student effort, behavior, and achievement. We know that verbal praise is a most important and immediate way to recognize students' achievement. In addition to verbal praise, our school recognizes students in many

other ways. Examples of those ways are as follows:

Perfect Attendance

Students who have no absences and no more than one tardy each trimester will receive a Perfect Attendance Award

Red Hawk Recognition Award – Grades K-6

Each classroom teacher will ensure 3-5 students per trimester receive this award during the year for achievement in a specific area, determined by the teacher.

Wise Choice Award - Grades K-6

One student is chosen from each class monthly for exhibiting the Wise Choice for the month.

Accelerated Reader Award – Grades 1-6

Students will be rewarded each trimester and yearly for meeting Accelerated Reader goals. Students who achieve 100% of their AR goal at the end of each trimester will receive an AR certificate. Students who achieve 150% of their AR goal will receive an AR 150% Goal certificate. Students who meet their goal all three trimesters will be invited to a special field day and receive raffle tickets to throw pie at the principal and assistant principal or shoot them with a water cannon.

iReady Award

Students will be rewarded each trimester for completing a minimum of 45 minutes weekly on the iReady ELA program and/or 45 minutes weekly on the iReady Math program. Students who complete a minimum of 45 minutes weekly in ELA and 45 minutes weekly in Math all three trimesters will be invited to a glow dance party at the end of the year.

CAASPP/SBAC Award

Students who achieve a 3-Standard Met or a 4-Standard Exceeded on the California Assessment of Student Performance and Progress will be honored for meeting grade level proficiencies during the second trimester awards assembly.

Academic Team/Sports Awards

Students will also be recognized for their participation and/or achievement in academic competitions and/or teams such as Odyssey of the Mind, Science Olympiad, Spelling Bee, Basketball, Track, Leadership, etc.

Top Hawks – Grades K-6

Students are given Top Hawk Awards for exhibiting our behavior expectations, respect yourself, respect others, respect our school. Students will also receive Top Hawks for exhibiting our target behavior of the week.

Students write their name on the Top Hawk, parents sign the bottom portion, and the student puts it into a container in the classroom. Each teacher may draw two names every two weeks (according to the Top Hawk drawing schedule). The students whose names are drawn will come to a designated area to pick a prize from the Top Hawk Store.

B

Back to School Night

Back to School Night will be held on Wednesday, August 23rd. Back to School Night is a time for parents to receive information about classroom procedures and the expectations of your child's teacher. **Children should not be brought to Back to School Night** as there is not enough room in the classrooms to seat students and parents. **Students may not be outside of the classroom without adult supervision.**

BICYCLE RIDERS – Children should be in the third grade or older to ride their bicycles to school. The bicycle lock-up area is near the kindergarten classrooms. Bike riders are to walk their bikes into the bike area, lock them, and return to the appropriate area in front of the school or to the cafeteria for breakfast.

Bicycles must be locked to the bike racks in the bicycle area.

Bicycle riders must wear helmets.

Bicycles are to always be walked on campus and in crosswalks.

Bicycle riders must always give the right-of-way to pedestrians.

There are to be no students double-riding or pulling another student.

Bicyclists must adhere to all traffic and safety rules at school and on the way to-and-from school. Bicycle riders must observe the same safety and courtesy rules as other students. Failure to adhere to bicycle rules will result in the loss of bicycle riding privileges.

Breakfast-Breakfast will continue to be free for all students during the 2023-2024 school year. Our campus will open for breakfast at 7:10 a.m. Students eating breakfast are to go directly to the cafeteria. **Supervision will be provided only for students eating breakfast. Students not eating breakfast may not be on campus until 7:40 a.m.** If you plan on your student eating breakfast, make sure you get them here early. Breakfast will stop being served at 7:30 and students will

be excused to line up right at 7:40 to avoid students being tardy to class.

Bullying- Bullying is not tolerated at Hidden Trails or within the Chino Valley Unified School District. For more information about the CVUSD Bullying Policy please go to: <https://www.chino.k12.ca.us/Page/21710> Below is our district's Board Policy regarding bullying.

Bullying/Cyberbullying (BP 5131.2, AR 5145.7) The District recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm while promoting mutual respect, tolerance, and acceptance. District employees shall establish student safety as a high priority and shall not tolerate bullying, intimidation, or harassment of any student whether it be direct or indirect through words or actions. No individual or group of individuals, regardless of disability, gender, nationality, race or ethnicity, religion, sexual orientation, immigration status, or any other characteristic, shall through physical, written, verbal, electronic or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Bullying is characterized by aggression used within a relationship where the aggressor(s) has more real or perceived power than the target, and the aggression is repeated, or has the potential to be repeated, over time. Bullying can involve overt physical behavior or verbal, emotional, or social behaviors and can range from blatant aggression to far more subtle and covert behaviors. Cyberbullying, or bullying through electronic technology, includes the creation or transmission of harassing communications, offensive text messages or e-mails, rumors or embarrassing photos posted on social media, direct threats, or other harmful texts, sounds, or images on the Internet, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming the person's identity in order to damage that person's reputation or friendships. Students are encouraged to notify any school employee when they are being bullied or suspect that another student is being victimized. Any student who engages in bullying on or off the school premises in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to corrective action, which may include alternative means of correction, including and up to suspension or expulsion in accordance with BP 5131.2. Any complaint of bullying, whether it is discriminatory or non-discriminatory, shall be investigated and resolved in accordance with law and the District's Site-Level Grievance Procedure specified in AR 5145.7. A student who has been determined by CVUSD personnel to have been the target of an act of bullying shall, at the request of the person having legal custody of the student, be

given priority to attend another school, even in another district. Placement at a requested school is contingent upon space availability. Transfer request applications are available at Student Support Services.

Our School uses Second Step, a social-emotional learning curriculum. Through this curriculum, students are taught how to recognize bullying and what to do if you are the victim or see somebody else who is being victimized by bullying. Parents and students should immediately report any behavior that could be considered bullying.

BUS RIDERS - Students who are designated as bus riders are encouraged to ride the bus or be transported by parents.

Only those students who live in areas for which bus service is provided may ride the bus to and from school. Other students may not ride the bus to visit friends, for childcare, or any other reason.

Glass, animals, gum, eating, and large items are prohibited on the bus. All food and drink must remain in closed containers. Large projects may require that the parents arrange alternate transportation to and from school.

Whether the student rides the bus to and from school, or only for field trips, it is imperative that all bus rules be followed. Bus riding is a privilege, not a right. Students who fail to follow rules will be denied bus riding privileges.

C

CAMPUS CLEANLINESS – Remind your child that we are all responsible for keeping our campus clean. We need to continue to take pride in our school and campus.

CELL PHONES, STUDENT USE – All cell phones are to be turned off and put away during school hours. Any device not meeting the above criteria will be taken away, brought to the office, and only returned to the parent/guardian. Other wearable devices such as smart watches follow the same rule.

CHILDCARE – Before and After School childcare is provided on the Hidden Trails campus for school age students. This district-run program, staffed by highly qualified personnel, is open from 6 a.m. to 6 p.m. and serves students in grades K-6. Further information may be obtained by calling the childcare center at 909-393-

3447 or by contacting the District Child Development Office at 909 -628-1201 ext. 8917.

CLASSROOM INTERRUPTIONS – We make every effort to minimize classroom interruptions. **We will not call rooms for forgotten lunches, backpacks, etc.** If students are expecting parents to drop off items at the Office, they may check at recess and/or lunch to see if they are here.

CLASSROOM PARTIES

Classroom Parties must be arranged in advance through the teacher.

CLASSROOM VISITORS –Must make prior arrangements before coming on campus and must provide a valid ID or driver’s license to be scanned into our Raptor system. In addition, all visitors and volunteers must complete the CVUSD Volunteer Form. Visitors also CANNOT bring any children with them when at the school. Volunteering and visiting is only for adults that have signed a volunteer form and have been checked in with the Raptor System.

COMMUNICATION

We believe that communication between home and school is necessary to guarantee the best possible education for our children. We make every effort to inform parents of matters relating to district and school wide policies, procedures, and events through this Parent Handbook, our monthly calendar, Back to School Night, Open House, our School Website, AERIES Parent Square messages, Peach Jar flyers, Class Dojo, marquee board, and special notices.

Information about your child is communicated through progress reports, report cards, parent conferences, behavior or homework notices, citations, awards, letters, Class Dojo, teacher websites, or phone calls. Basic classroom policies will be shared at Back-to-School Night, sent home, or posted on your child’s teacher’s Classroom Web Page.

Emphasize to your child the importance of bringing home all communication from school and of remembering to show it to you. Be certain to read all notices from school and to follow up appropriately. Check the website frequently for any last-minute updates. Monitor progress on projects or reports, look over homework or test papers, discuss school events and activities, and attend conferences and events that involve your child.

We also strongly encourage parents to communicate with teachers and other school personnel. Inform teachers of specific interests, strengths, or needs your child has. Tell teachers when your child has difficulty with an assignment or finds one

especially interesting or meaningful. **When you have concerns about classroom incidents, assignments, workload, or other areas, please talk with your child's teacher.** Of course, if something is going well, please be sure to communicate that to the school also. All teachers have an email link on our website.

The principal always welcomes phone calls, conferences, and other communication from parents. If you have concerns or questions, need information, have ideas for improvement, or wish to pass along a compliment, please let us know.

CONTAGIOUS DISEASES – Students who have been in quarantine or have had certain contagious diseases, infections, or infestations must be cleared through the office and school nurse before returning to class. If a child has had Covid-19, chickenpox, scabies, impetigo, ringworm, or head lice, he/she is not to return to class without clearance through the office and school nurse.

COUNSELING SERVICES – School based counseling services are provided on our school site. Please contact a site administrator to learn more about the counseling and/or behavior support our school has available. You can also request counseling for your child by clicking on this link: <https://www.chino.k12.ca.us/Page/51651>

CUSTODY – In most cases, divorced parents continue to have equal educational rights (such as access to information) where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody, visitation, access, etc., please provide a certified copy for the school. If both parents wish copies of student reports, discipline information, etc., please notify your child's teacher at the beginning of the school year.

D

DISCIPLINE – Discipline is addressed on a progressive basis. Please refer to our Red Hawk Code of Conduct for more details:

DRESS CODE, STUDENT – Dress should be suitable and comfortable for normal school activities and reflect pride and attention to personal cleanliness and good grooming. However, it is not recommended that students bring very expensive clothing items such as hats and/or jackets to school. Students do sometimes misplace items and it is unfortunate when very expensive items have been misplaced.

Student grooming which interferes with or detracts from an environment conducive to academic learning or study, disrupts or threatens to disrupt the educational or instructional process, or which creates an unnecessary or unreasonable risk or injury to any student is prohibited.

Please note the following additional restrictions:

1. Tank tops and tops with thin “spaghetti” straps are not allowed.
2. Revealing or see-through tops are prohibited.
3. Shorts and Skirts should be finger-tip length when arms are straight down.
4. Hats may be worn (for sun protection purposes) while outside.
5. All shoes must have a restraining strap across the back. Sandals and open-toed shoes are strongly discouraged for safety reasons. Students should wear shoes appropriate for running and vigorous physical activity.
6. Platform shoes, high heels, clogs, and backless shoes are prohibited.

Please refer to the District Dress Code when making determinations about student dress and grooming by clicking on this link:
<https://www.chino.k12.ca.us/site/Default.aspx?PageID=4041>

E

EMERGENCIES – The staff at Hidden Trails Elementary School is trained to provide care for all students in the event of an emergency (e.g. a severe earthquake). Both the District and the school site have comprehensive emergency plans with each staff member assigned specific duties. Our primary responsibility is to account for the whereabouts and ensure the safety of all students. In the event of an emergency on campus, we will utilize AERIES Parent Square to inform you. Please make sure you always have the most updated information in the AERIES system. If you have any questions regarding your AERIES information, please contact our office.

Should a major emergency occur, we will release students only at the large gate between the multipurpose room and the library. Parents are to line up at the gate with their photo ID, along the sidewalk adjacent to the drop -off lane to avoid congestion near the emergency vehicle gate.

In an emergency incident, students will be released only to people whose names appear on the Emergency Student Release Card and can be verified by a photo ID. Please be sure that the Emergency Release Card contains the names of both parents, stepparents, and any other persons authorized to pick up the student. It is very important that this card be kept complete and up to date.

EMERGENCY CARDS – This card will be completed digitally through your child’s AERIES Parent Portal. It is used for day-to-day student release and for emergency contact in the event of injury or illness. This card also lists allergies, pre-existing medical conditions, authorizes first aid, and, in an extreme emergency, treatment by emergency medical personnel and/or transport to a medical facility.

It is extremely important that this card contains the full, legal name of each person authorized to pick up the student. This includes the names of both parents, stepparents, older siblings, relatives, friends, baby-sitters, daycares, and neighbors who have your permission to pick up your child. **Someone should be available to pick up your child within 15 minutes of a call from school.**

The school office must be notified immediately if any information changes. There have been several occasions when a child is very ill or injured, and the office was unable to contact anyone on the Emergency Card. Let’s work together to not jeopardize the health and safety of our children by forgetting to update their Emergency Card or failing to provide complete information.

F

FEES CHARGED TO STUDENTS – Laptops for in-class use during in-person learning or for use at home for grades five and six, textbooks, and library books are provided free of charge to all students. Parents will be billed, however, for the cost of replacement or repair of lost or damaged school property. An Optional Device Protection Program can be utilized for \$40 per year. The plan will cover repairing/replacing technology devices.

FIELD TRIPS/On Campus Activities – Our PTA provides funds for our students to take an off-campus field trip or to bring an exciting learning experience onto our campus. Chaperones and volunteers must adhere to all the guidelines outlined under the Classroom Visitors section of this handbook.

FUNDRAISING – All fundraising activities at Hidden Trails Elementary are handled through our PTA and Student Council. Field trips, assemblies, library books, computer software, and instructional materials are just a few of the wonderful educational contributions these fundraisers make to our school.

We encourage you to support our PTA fundraisers, and in turn, our students. PTA’s primary goal is to enhance the educational opportunities for our students.

During fundraisers, please do not allow your children to sell to strangers. We encourage them to limit recruitment to family, friends, teammates, and parents' co-workers. While it is our desire to have highly successful fundraisers, our primary concern is the safety and well-being of our students.

H

HEALTH SERVICES – Our school has the part-time services of a Nurse and a Health Technician. While they are on duty, it is their job to see to the physical well-being of our students.

The office staff provides coverage for student health needs at other times during the school day when the nurse or health technician is not on duty.

Medications of any kind must be brought to the office for dispensing. They must be in the original container and must be accompanied by a Parent/Physician Medication Permission Form. These forms are available from the health office. No medication can be administered at school without proper authorization. Students may not have any medication, including aspirin or cough drops, on their person.

Crutches / Casts – Students who need crutches while at school must have a doctor's note to bring the crutches onto campus. Any student with crutches may not be on the playground. Students with crutches may choose to sit at the lunch tables or in the office.

P.E. Restrictions must be submitted to the health office with a doctor's note if the restriction is for an extended period (longer than 3 days)

Sickness at School – Parents will be contacted and asked to pick up their child in cases of fever or vomiting.

Sickness at Home – If your child is ill, please call the school as soon as possible. Absences must be cleared through our office before your child can return to school, so please call the school on the day your student is absent to clear their attendance.

Emergency Cards are also kept in the health office. A card for every child must be filled out completely, so we have contact telephone numbers in case of an emergency. This should include the name/number of at least one person who can pick up the student within 15 minutes of a call from school. If any information on the Emergency Card changes, please notify the office in writing immediately.

Routine screenings for hearing and vision acuity are provided for all new students and at certain grade levels.

HOMEWORK – Studies have shown that students who complete a program of homework that is part of a larger academic program, achieve beyond those students who do not do homework. The suggested time for specific homework assignments is.

Kindergarten: 10-15 minutes each night

Grade 1: 10-20 minutes each night

Grade 2: 20-30 minutes each night

Grade 3: 30-45 minutes each night

Grades 4-6: 60-90 minutes each night

Elementary students are required to read 15-30 minutes daily in addition to their assigned homework.

Homework will consist of activities that reinforce, review, and extend learning. It will not be new material, but it will be based on skills and concepts that were taught and explained in class.

In some cases, class work which was not completed during the school day will be added to the regular homework assignment. If your child consistently has more than the recommended amount of homework, or consistently says he/she does not have homework, please contact the teacher as soon as possible to ensure that a problem does not develop.

It is the student's responsibility to keep an accurate record of assignments, have the necessary materials, follow study techniques outlined by the teacher, apply and practice skills learned in class, strive for the best quality work of which he/she is capable, and complete the assignments on time. Parents should encourage systematic study, show an interest in the assignments, commend satisfactory performance, and provide the proper conditions for home study. Consistency is essential. Parents can help by checking assignments each evening for accuracy, neatness, and completeness. It is also important to communicate any concerns or questions to the teacher, and to read, discuss, and respond to (as applicable) all notes from the teacher or school.

Students who fail to complete and return assigned homework will receive appropriate consequences (see teacher homework policy).

I

INDEPENDENT STUDY, SHORT TERM – If your child must be absent from school for 3 consecutive days or more, you may request a Short-Term Independent Study Contract.

This request must be made at least 72 hours before the absences and should be directed to Miss McCool, Typist Clerk, in the office. The teacher will provide four hours of work for each day of absence. **All work must be completed and turned in upon returning to school.** Based upon the quality and amount of work, the teacher will apportion credit. Remember – it requires four hours a day of work. **Any work not completed while on the contract will be counted as an unexcused absence.**

Independent Study Contracts can help keep your child from getting behind and may prevent him/her from being declared truant. There is no way for independent study to provide the full educational opportunity your child has in school. Please use this option judiciously and make every effort to plan vacations and other trips during school holidays.

INSTRUCTIONAL TIME– Time-on-task is the single, most important, controllable factor in learning. We are committed to preserving our instructional minutes for academic purposes. This means that we must keep classroom interruptions to a minimum.

We will not call classrooms for forgotten homework, lunches, band instruments, or other items. Students are instructed to check at the office prior to lunch or band. Homework or other small items will be placed in the teacher’s mailbox.

Please do not ask a teacher to talk with you for “just a minute” at the beginning of the day, end of a recess, or any other instructional time. Every minute lost is multiplied by the number of children in the class.

K

Kindergarten- Our kindergarten program at Hidden Trails is a half-day program with an a.m. and p.m. session. The a.m. session is: 7:50-11:10 and the p.m. session is: 11:10-2:30. Students are encouraged to bring a snack daily. Please note, kindergarten students must be picked up by an adult or sibling from the teacher. All adults picking up kindergartners must be on the student’s emergency card. Please plan for these situations.

L

LIBRARY – Our school library is a valuable resource for our students.

Students will visit the library once a week. They may have only one library book checked out at a time. If they forget their book on library day, they will not be allowed to check out another book. Library bound books are very expensive, often they cost twice as much as regular bookstore editions. **Parents will be charged the repair or replacement cost for lost or damaged books.** It is very important that students take care of all school and library books.

Although our school library is open, we encourage you to take your child to the public library on a regular basis. The public library is one of our most valuable community resources. Reading is a very important habit to foster in our children.

Our library is also responsible for assigning student Chromebooks and textbooks. Please make sure that your child takes great care of their Chromebook and their textbooks. **Chromebooks and textbooks are expensive, and parents will be responsible for lost or damaged items.** Optional device protection program can be utilized for \$40 per year. The plan will cover repairing/replacing technology devices.

Failure to make reparations could result in the withholding of students' grades, diploma, or transcripts.

LOST-AND-FOUND – Please clearly label all your child's belongings to help prevent loss. A Lost-and-Found bin is located in the multipurpose room. Please check there for lost jackets, lunch pails, or other belongings. Glasses, watches, and other small valuable items are kept in the office. Unclaimed lost-and-found items will be donated to a local charity three times per year (at the end of each trimester).

LUNCH – Hot lunches are available daily at our school. Hot lunch will continue to be free for all students during the 2023/2024 school year. However, we do ask that our families complete a free and reduced lunch application in case there are any changes to the program.

All students are expected to eat lunch every day, excluding minimum days. Children learn better and have more energy if they eat regular meals and maintain a constant level of nourishment. Be sure to send a nourishing lunch or order a hot lunch every day.

To preserve the instructional time for all students, we will not interrupt classrooms for forgotten lunches. Student lunches must be brought to the office by 11:20 a.m. on regular days and 10:05 a.m. on minimum days. Lunches must have the student's name and teacher's name on them. Lunches will be taken to the lunch tables at 11:20 a.m. on regular days and 10:05 a.m. on minimum days. Your child must know to go to the lunch cart to get their lunch if you are bringing it. It is best to send your child's lunch with them in the morning to avoid any issues.

M

MINIMUM DAYS – Our regular minimum days are every Wednesday. Dismissal time on minimum days is 11:20 a.m.

Additional Minimum Days for 2023/2024

9/18/23 Parent Conferences

9/19/23 Parent Conferences

9/21/23 Parent Conferences

9/22/23 Parent Conferences

10/31/23 At-Risk parent Conferences

3/22/24 Day Before Spring Break

4/19/24 At-Risk Parent Conferences

5/23/24 Last Day of School

N

NEWSLETTERS / NOTICES – A hard copy of the monthly calendar will be sent out with students each month. The information on the calendar is also available on our website. Other notices come home as needed to keep our school community informed. These include assignment sheets, homework or project assignments, PTA and class newsletters, and other important information. Please emphasize to your child that it is important that all notices from school be given to you. Some information may also be shared via our AERIES Parent Portal/Square. Please make sure phone numbers and emails are up to date in AERIES so that you don't miss any important information.

O

OFFICE- Our office hours are 7:00 a.m. – 4:00 p.m. Monday through Friday. Our office staff is here to support you. We only ask for your patience as sometimes our office gets very busy.

Our Office Staff Are:

Principal: Lisa Sura

Assistant Principal: Brian Lee

Secretary: Lindsay Almeida

Clerk: Mary McCool

Bilingual Clerk Mandarin: Carol Sin

Health Technician: Toni Hernandez-Reyes

Open House- Open House is scheduled for **Wednesday, May 10, 2024**. Open House is a fun night for all. Students are welcomed and encouraged to attend and show their parents some of the fun educational activities they have participated in throughout the year.

P

PARENT CONFERENCES – We encourage frequent communication between teachers and parents. Back to School Night and Open House offer an overview of the program in each classroom.

Conferences are scheduled for all parents at the end of the first six weeks of class (9/18-9/22). It is especially important that all parents attend this conference. Your child's teacher will arrange a time for your conference.

At any time when a teacher or parent feels there is a need, a conference may be scheduled. You may call the office to leave a message, email or send a note to the teacher.

Effective parent conferences require planning and preparation by the parent(s) and the teacher. Please be sure to make an appointment. Write down any concerns, questions, or observations you wish to discuss.

PARENT INVOLVEMENT – We believe that successful schools result from parents and school personnel consistently working together. We encourage parent participation through several programs. Our School Site Council is elected by parents and staff to help set priorities and goals for school improvement. Our English Language Advisory Committee is elected by parents to help support those students learning to read, write, and speak English.

The Hidden Trails PTA is an organization made up primarily of parents. They provide valuable program support by paying for such things as field trips, assemblies, instructional materials, library books, computers, software, and other school gifts. They also give thousands of volunteer hours for all students. We encourage all parents to join the PTA and to participate in and support all the activities of this organization.

Many parents provide valuable assistance by volunteering to work in classrooms or to do projects at home. All parents can provide support at home by stressing the importance of education, by ensuring that homework is a priority, by supporting the school's programs and activities, and by making sure the child's busy schedule does not leave him/her too tired to effectively carry out the requirements of school.

PARTY / SOCIAL INVITATIONS – Party/social invitations are NOT to be handed out at school (exception – *all* students in the class are being invited). We want to prevent incidents of hurt feelings, lost invitations, miscommunication, and other issues which are disruptive to the learning environment.

Any treats sent to school will only be handed out at the end of the day as students are being dismissed. We highly encourage “goody bags” which can easily be distributed.

PERSONAL HYGIENE – It is important to remind students to wash their hands with soap and water each time they return from the restroom, before and after recess, and before lunch.

PETS – Pets are not allowed on campus. Teachers may choose to keep safe classroom pets. There are to be no uncaged animals in classrooms.

PROBLEM-SOLVING TECHNIQUES – The following technique for solving interaction problems should be taught and reinforced with your child.

1. **TALK** to the other person. Tell him, “Please don’t do that, it bothers me”.
2. **WALK** away. If the other person persists, tell them again, “Please don’t do that, it bothers me,” and walk away.
3. **TELL** an adult. If the child is followed, he/she is to walk directly to an adult supervisor for help. If a child needs to **WALK** away more than 2-days in a row or has continued problems with the same person, they must tell an adult.

In the event of a severe problem, (e.g. hitting, kicking, etc.), remind your child to go directly to an adult for help and skip Steps 1 and 2.

Children should never attempt to break up a fight. They should go directly to an adult for help.

Other strategies and techniques will be taught, as age appropriate.

PROMOTION / RETENTION POLICY – Assembly Bill 1626 became effective January 1, 1999. This bill provides for mandatory retention and/or intersession classes for students who do not meet proficiency standards for their grade level.

Parents will be informed as early in the year as possible if a child is in danger of retention, based on state assessments, classroom performance, or district assessments. An intervention plan will be developed that may include intervention classes or summer school. At the end of the year, a Student Study Team will hold a retention meeting to determine if the student has made sufficient progress to the next higher grade. Parents have 10 days to appeal the decision to retain.

R

RAINY DAY SCHEDULE – On rainy days, we must work especially hard to guard the health and safety of our students. On these days, recesses are spent in the classroom or MPR. Students are given a restroom break and usually play quiet games in the classroom during their recess time or watch a video in the MPR. (Please see Bell Schedule for Rainy Day Lunch Times). During rainy weather, before school supervision is provided in the multi-purpose room.

RESTROOM, STUDENT – Children must not run, push, loiter, or play in or near the restrooms. Please encourage students to use the restrooms at recess and discourage use during instructional time.

S

SCHOOL BUS – Please impress upon your children that riding the bus is a privilege. Students' cooperation in the interest of safety is essential. Students who normally ride the bus cannot walk or go with another student unless permission is given in writing by the parent/guardian of that child and approved by the principal. Students who do not normally ride the bus may not use bus transportation except for class field trips.

Glass, animals, large projects, and eating are all prohibited on the bus. On field trips, the teacher is responsible for ensuring that students are quiet, orderly, and follow all bus rules.

SNACKS – Students may eat snacks at the lunch table area. Snacks should be eaten only at recess.

SPECIAL PROGRAMS – Hidden Trails Elementary School is proud to offer many special programs to meet the diverse needs of our students.

For students with identified specific learning or language disabilities, we offer the Speech and Language Program and the Learning Center. These programs have specific criteria for qualification. Extensive testing is required, and there are several steps in the process. If you feel that your child might have a learning disability or needs speech and language pathology, please discuss it with the teacher.

We are clustering our GATE students and offer a GATE extension program for our students.

Students who are English Learners (EL) will receive instruction per the English Language Development (ELD) Standards by teachers credentialed and trained to teach EL students.

We are very proud of the programs we have. All programs are designed to develop the gifts of and meet the specific needs of our students.

STAFF – Hidden Trails Elementary School has an excellent staff of teachers and support personnel. All teachers are credentialed to teach at the elementary level. Many have advanced degrees and other credentials or certificates in addition to the basic teacher credentials.

Many teachers attend workshops during the summer or on weekends to learn new techniques to better serve our students. They are very willing to share new information and ideas with other staff and do so on a regular basis.

All staff members are evaluated both formally and informally on a regular basis. This outstanding, highly qualified, professional staff is one of the keys to the excellent program at Hidden Trails.

STUDENT DROP-OFF AND PICK-UP – Students should not arrive at school before 7:40 a.m. unless they are eating breakfast. There is no supervision before 7:40

a.m. Students should be picked up promptly at dismissal time. Students may be dropped off or picked up in the drop-off lane only (Please refer to the Hidden Trails Traffic Safety guidelines in the Traffic Safety section below for more specific information). Please do not advise your child to walk down the hill for pick-up. There is no supervision there.

At dismissal time, if you have parked your car on the street or in a parking space, please wait outside the gate until your child comes out. Do not wait in the area in front of the office. Younger siblings should not wait in the quad or outside older friends' classrooms. They need to wait by the wall in front of the school where there is supervision.

T

TARDIES – We will begin to lock the gates at the 7:50 a.m. bell. Any student entering campus after the gates have been locked must report to the office and will be marked tardy.

TEXTBOOKS / SCHOOL SUPPLIES – Textbooks, library books, and basic school supplies are provided free of charge to all students. In accordance with District policy and Education Code provision, parents will be billed, however, for the cost of replacement or repair of lost or damaged school property. The replacement cost of many of the textbooks may be \$60.00 or more. The cost of each library book is to be determined by the replacement cost to the school. The cost of each Chromebook is \$389.17. Students in grades 5-6 will be taking their Chromebooks home nightly. The school does not provide bags for the Chromebooks, so I would encourage you to work with your child on the safest method for carrying their Chromebook home daily. No student will be charged a fee or be required to purchase any item for any project, activity, or supply needed for class. Special projects do not require purchased display boards but may be mounted on cardboard which has been covered with paper that is available at school. Field trip admissions and other related costs are to be paid from the teacher's field trip budget, which is provided by PTA or as a donation only. Students will not be excluded from field trips for inability to pay.

TOYS AND OTHER PERSONAL ITEMS – Toys, including fidget spinners, Pokémon cards, personal sports equipment, etc., are not allowed at school. They can become a distraction to the student and a major disruption if they are lost or stolen. The school and/or District are not responsible for lost or stolen prohibited items. If your child brings a toy from home, it may be confiscated by a teacher or admin and returned to a parent only.

Fidget spinners or other fidget items may be allowed if designated in an IEP, 504 Plan, or STEP meeting and are to be used as indicated in the educational plan. Light-up fidget spinners are prohibited due to the fire hazard they pose.

TRAFFIC SAFETY

Traffic is very heavy during drop-off and pick-up times. Please adhere to the following traffic safety rules:

1. Students should NOT be dropped-off early or picked-up late. There is no supervision before 7:40 a.m. or after 2:40 p.m.
2. Students may be dropped off from the right lane only. There is no stopping, waiting, or passenger loading or unloading in the left lane.
3. If you leave your vehicle, it must be parked in a parking space (in the parking lot) or along the curb on the street, not in the drop-off lane.
4. During heavy traffic times, parents may wait in their vehicles along the curb in the right-hand drop-off lane. Do not leave a car in the drop-off lane. There is no double-parking or waiting in the left-hand lane.
5. The drop-off/pick-up lane is for quick loading and unloading of passengers only. **If your child needs help with their backpack, needs to get their backpack from the trunk, needs help with buckling in, to comb their hair, finish breakfast, etc. please park in a parking space to avoid impeding the flow of traffic. Parents should not get out of their car in our drop-off/pick-up lane.**
6. Please pull as far forward as possible in the drop-off lane.
7. Do not go around waiting cars to fill an opening in the drop-off lane. The other cars will move up. Please stay in line and wait your turn.
8. Always have children enter your vehicle on the curb side. Do not allow them to go into traffic to enter the car.
9. Do not drive into the handicapped parking areas to drop off or pick up children. These spaces are legally reserved for cars with handicap placards or license plates.
10. Please do not drop children off in the parking lot. Students should be dropped off in the drop-off lane or escorted to the front of the school by a parent.

11. Please be courteous to cars attempting to leave a parking space or a parking lot exit.
12. Double-parking, jaywalking, U-turns, and impeding the flow of traffic all create extreme and unnecessary hazards for our children. Please refrain from these unsafe (and illegal) acts.
13. Never ask your child to run or walk across the street to meet you. Use crosswalks only.

Traffic flows quickly and smoothly through our drop-off lane when these rules are followed.

Please allow enough time for proper drop-off/pick-up, be patient, wait in line for your turn, and drop off or pick up your children in a manner and place that will help to ensure their safety and the safety of others. Thank you very much for consistently adhering to these procedures to help create a safe environment for all our children.

V

VISITORS ON CAMPUS –All visitors must make at least 24 hr. advanced notice to the teacher or administration prior to visiting campus. All visitors, including parents, must have a valid, state-issued ID and check in at the office prior to entering the campus. Visitors may not go onto the campus to deliver lunches or other items to your child or ask your child to meet you at the fence for such items. These items must be brought into the office. Visitors also CANNOT bring any children with them when at the school. Volunteering and visiting is only for adults that have signed a volunteer form and have been checked in with the Raptor System.

W

WALKING ROUTE TO SCHOOL – Crosswalks are located at Eucalyptus and Ridgeview Drive, Windmill Creek and Ridgeview Drive, and Rancho Hills and Windmill Creek. Please instruct your children that they must cross at the crosswalks, even if it means walking a few extra feet to get there.

Students are to walk directly to and from school and should not go to the shopping center, park, or other areas while traveling to or from school. This creates a significant safety risk for your child.

Students should not walk along the slopes or across open fields when walking to and from school. They should follow street routes only and should, whenever possible, walk with a parent, sibling (or other family member), friend, or neighbor.

We are in an area where coyotes, rattlesnakes, and scorpions are common. Walking across open fields or along slopes constitutes an unnecessary risk for students.

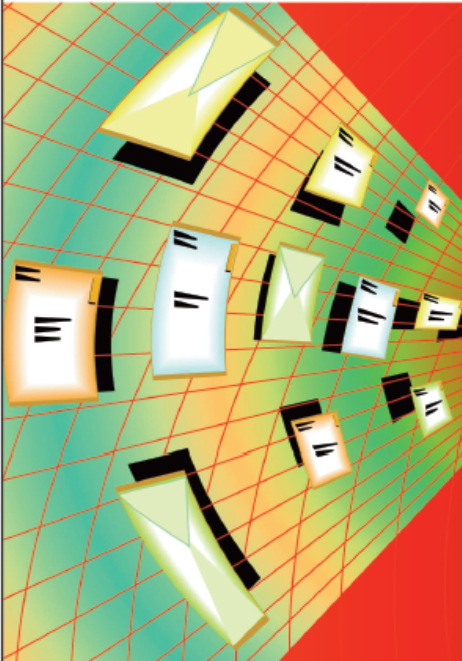
Students should always walk on sidewalks and not on private property when going to and from school. We have had complaints from the city and from other property owners about damage to sprinklers, lawns, and other landscaping. Parents may be held liable for any damage caused by their children.

Students are subject to school discipline while walking or riding to and from school (Education Code 44807).

WEBSITE – In addition to the Parent Handbook, our school has developed and maintains a website to help keep our community informed. To view even more information about Hidden Trails, please visit our website, www.chino.k12.ca.us/hiddentrails. Register to join our website, and you may be notified each time there is an update to our homepage or calendar.



UNIFORM COMPLAINT PROCEDURES



For distribution to pupils, employees, parents/guardians, district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties.

5130 Riverside Drive • Chino, CA 91710
(909) 628-1201 • www.chino.k12.ca.us

UNIFORM COMPLAINT PROCEDURES

The Board of Education has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School Site Councils
- State Preschool Health and Safety Issues in LEAs Exempt From Licensing

This complaint procedure will be disseminated to all employees, in written form, and a signed certification

by the site/department administrator will be obtained. This procedure is being provided as part of the parent/pupil information packet distributed annually to parents/guardians at the beginning of the first semester of each school year. Additionally, the procedure will be posted at a prominent place at each school site and at the district office and will become a part of every employee and pupil handbook.

Complaint forms are available at each school site and district office.

Compliance Officers

The Board of Education designates the following compliance officer(s) to receive and investigate complaints and ensure district compliance with law:

Norm Enfield, Ed. D.
Superintendent
(909) 628-1201 ext. 1100

Richard Rideout (Compliance Officer)
Assistant Superintendent, Human Resources
(909) 628-1201 ext. 1111

Chino Valley Unified School District
5130 Riverside Drive • Chino, CA 91710
(909) 628-1201

At the direction of the compliance officer additional district administrators will assist in investigations within their area of expertise.

The compliance officer or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

Notifications

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

Takes immediate steps to intervene when it is safe to do so, and when school personnel witnesses an act of discrimination, harassment, intimidation, or bullying.

Filing of Complaint

A complaint concerning unlawful discrimination may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later