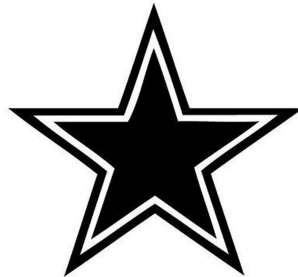


**HOLLYWOOD PARK  
ELEMENTARY  
SCHOOL**

*"Home of the stars"*

**2019-2020  
PARENT/STUDENT  
HANDBOOK**



*4915 Harte Way  
Sacramento, CA 95822  
(916) 395-4590*

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# A Message from the Staff

September 2019

Dear Students and Families,

Welcome back! We hope you've had a restful and relaxing summer. We are looking forward to another exciting year at Hollywood Park Elementary School, where every student is a star!

As a staff, we are dedicated to your child's education. We take pride in providing a well-rounded and rigorous curriculum that includes Visual and Performing Arts, Language Arts, Math, Science, Social Studies, Physical Education, Art, Social Emotional Learning, and more. We are implementing our instruction through the California Common Core State Standards, which focuses on a deep conceptual understanding of the instructional content. Our students learn computer skills and use technology and the Internet as tools for learning and research. We have purchased MacBook Air laptops, projectors, and document cameras to keep our students and teachers up-to-date with 21<sup>st</sup> century technology. We provide English Language Development (ELD) and Access to the Core for students who need academic interventions. In addition to our instructional focus, we emphasize Character Education and Social Emotional Learning (SEL) for all students, with the Second Step curriculum and a partnership with CSUS. Our students are taught that it is what we do that defines us. We want our students to be academically sound, socially fair, and globally aware.

Not only does HPE have a great academic program, we have numerous enrichment opportunities for our students, including after-school tutoring, clubs, New Hope After-School Program, 4<sup>th</sup> R, Music Program (K-2<sup>nd</sup>), Leadership Club (5-6<sup>th</sup>), field trips, camp trips (4<sup>th</sup>-6<sup>th</sup>), yearbook, assemblies, spirit days, Crocker Art Museum Docents (6<sup>th</sup>), Student Store, and so much more!

The E. Claire Raley Studios for the Performing Arts (CLARA) and Hollywood Park Elementary School are excited to continue our formal partnership to provide HPE students with greater access to performing arts in the classroom. CLARA will build on the school's existing music and visual arts programs to provide year-round performing arts residencies for each grade level (K-6). Residencies will be taught by the seven tenant organizations located at CLARA including Sacramento Ballet, Capital Stage, and Sacramento Preparatory Music Academy. CLARA will provide students access to culturally diverse artistic programming such as Irish dance, Brazilian drumming, and French arts and culture. CLARA believes that arts education strengthens a child's creative capacity and ability to lead with innovation. We are excited to partner with CLARA to help the next generation build the skills needed for 21<sup>st</sup> century learning.

Our goal is to provide the best possible educational experience for our students, but we can't do this job without you! Parent + Students + Teachers = Success. We invite you to get involved in your child's education. Please join the PTO, English Language Advisory Committee, School Site Council, volunteer in the classroom, and participate in school-wide functions & fundraisers.

This handbook contains important information about our school. We have included information regarding homework, discipline, grading, game rules, and much more. We will go over this handbook in our classrooms and ask that you also review it carefully, with your student. Please keep it for future reference. Sign and return the Parent-Student-Teacher contract and the Academic & Behavior Policy in the back of this handbook.

The 2019-2020 school year will be a wonderful one! We eagerly look forward to what this new school year has to offer. Please do not hesitate to contact us if you have any questions.

Sincerely,  
Your Hollywood Park Elementary Staff

# Hollywood Park Elementary School...“Home of the Stars” Where Character Counts and Every Student is a Star!



These words are the foundation for building good character. We believe that EVERY student at Hollywood Park can be a person of good character.

**Character is what you do when nobody is looking!**

## **Responsibility**

Do what you are supposed to do.\* Persevere...keep on trying! \* Always do your best.\* Practice self-control. \* Use self-discipline. \* Think before you act—consider the consequences. \* Be accountable for your choices.\* Take personal responsibility when you make a mistake.

## **Respect**

Treat others with respect. \* Be tolerant of differences. \* Use good manners. \* Be considerate of the feelings of others. \* Don't threaten, hit, or hurt anyone! \* Deal peacefully with anger, insults, and disagreements.\* Be self-aware of your tone of voice and body language.

## **Caring**

Be kind. \* Have compassion and show that you care. \* Express gratitude. \* Forgive others. \* Help people in need. \* Show empathy when others are hurt or feel bad.\* “Walk in their shoes.” \* Think about how what you do affects other people.

## **Trustworthiness**

Be honest. \* Don't lie, cheat, or steal. \* Be reliable—do what you say you are going to do. \* Have the courage to do the right thing. \* Build a good reputation for yourself.

## **Fairness**

Play by the rules. \* Take turns and share. \* Be open-minded; listen to others. \* Don't take advantage of others. \* Think first so that you don't blame others carelessly.

## **Citizenship**

Do your part to make your school better. \* Cooperate with others. \* Get involved at your school and in your community. \* Stay informed. \* Be a good neighbor. \* Obey laws and rules. \* Respect authority. \* Protect the environment. \* Clean up after yourself.

## **Courage**

Try new things. \* Don't give in to negative peer pressure. \* Support and encourage your friends and classmates. \* Take pride in yourself. \* Stand up for what you know is right. \* Be yourself!

## Hollywood Park Elementary School 2019-2020 Staff Directory

<b>Principal ... Tenley Luke</b>				
<b>Teachers &amp; Certificated Staff</b>			<b>Classified &amp; Support Staff</b>	
Grade	Rm #	Name	Position	Name
Kindergarten	1	Kim Aronhalt	Office Manager	Corey Weaver
Kindergarten	2	Jennifer Crawford	Attendance Clerk	Navil Alcala
1st	3	Rachel Bridges	Plant Manager	Sergio Bravo
1st	4	Elise Bravo	Custodian	Matt Ahokava
2nd	5	Graciela Uribes	Caf. Manager	Jose Cardenas
2nd	6	Felipe Luiz- Ferraz	Caf. Assistant	Na
3rd	15	Kristal Mosely	Parent Resource	Terri Sheffield
3rd	7	Cindy Johnson	Special Ed. Aides	Sheri Lederer Dawn Smith Cory Hollingsworth Edgar Barton Doreen Rios
4th	9	Brian Peck		
5th	14	Victoria Tacherra		
4th/5th	10	Vacant		
6th	13	Shannon Bliss		
2 <sup>nd</sup> /3 <sup>rd</sup> SDC	11	Tara Bull		
4th-6th SDC	12	Judy Kennedy	Instructional Aides	Doreen Rios Lynne Teron (credentialed teacher- small group instruction and ELL support)
4th-6th SDC	16	Manda May		
PE	Office	Greg Plant Julie Ferrara-Jones	New Hope Director	Luis Calderon
RSP	18	Jennifer Muchowski	4 <sup>th</sup> R Director (916) 277-6186	James Hobbs
Speech	17	Kyllinn Merriman Michelle Gilbert		
Psychologist	Library	Llecinia Navarro	Yard Duty	Terri Sheffield
Program Sp.	Library	Lisa Friend		
Nurse.	Office	Toby Frank		

<b>2019-2020 PTO Officers</b>	
President	Candace Alacarn
Vice-President	Jessica Lopez
Treasurer/Co-Treasurer	Angel Davalos/Claudia Gomez
Secretary	Tara Bull

# Hollywood Park Elementary School 2019-2020 Master Schedule

## SCHEDULE FOR REGULAR INSTRUCTIONAL DAYS \* MONDAYS, TUESDAYS, WEDNESDAYS, FRIDAYS \*

**KINDERGARTEN REGULAR INSTRUCTIONAL DAY** **9:00-12:20**  
 ● 9:00-12:20 Instruction (200 minutes)  
 ● **TOTAL INSTRUCTIONAL MINUTES** **200 MINUTES**

**KINDERGARTEN PLUS** **12:20-2:12**  
 ● **12:20-12:50** Lunch (30 minutes)  
 ● 12:50-2:12 Instruction (82 minutes)  
 ● **TOTAL INSTRUCTIONAL MINUTES** **82 MINUTES**

**PRIMARY REGULAR INSTRUCTIONAL DAY (1<sup>st</sup>-3<sup>rd</sup>)** **9:00-3:12**  
 \* MONDAYS, TUESDAYS, WEDNESDAYS, FRIDAYS\*  
 ● 9:00-10:30 Instruction (90 minutes)  
 ● 10:30-10:45 Recess (15 minutes)  
 ● 10:45-12:15 Instruction (90 minutes)  
 ● **12:15-1:00** Lunch (45 minutes)  
 ● 1:00- 1:50 Instruction (50 minutes)  
 ● 1:50 - 2:05 Recess (15 minutes)  
 ● 2:00 - 3:12 Instruction (72 minutes)  
**TOTAL INSTRUCTIONAL MINUTES** **297 MINUTES**

**INTERMEDIATE REGULAR INSTRUCTIONAL DAY (4<sup>th</sup>-6<sup>th</sup>)** **9:00-3:12**  
 \* MONDAYS, TUESDAYS, WEDNESDAYS, FRIDAYS\*  
 ● 9:00-10:50 Instruction (110 minutes)  
 ● 10:50-11:05 Recess (15 minutes)  
 ● 11:05-1:05 Instruction (120 minutes)  
 ● **1:05-1:45** Lunch (40 minutes)  
 ● 1:45-3:12 Instruction (87 minutes)  
**TOTAL INSTRUCTIONAL MINUTES** **317 MINUTES**

## SCHEDULE FOR COLLABORATION DAYS \* EVERY THURSDAY \*

**KINDERGARTEN COLLABORATION DAY**  
 NO CHANGE FROM REGULAR INSTRUCTIONAL DAYS

**PRIMARY COLLABORATION DAY (1<sup>st</sup>-3<sup>rd</sup>)** **9:00-2:12**  
 \*EVERY THURSDAY\*  
 ● 9:00-10:30 Instruction (90 minutes)  
 ● 10:30-10:45 Recess (15 minutes)  
 ● 10:45-12:15 Instruction (90 minutes)  
 ● **12:15-1:00** Lunch (45 minutes)  
 ● 1:00-1:57 Instruction (57 minutes)  
 ● 1:57-2:12 Recess (15 minutes)  
**TOTAL INSTRUCTIONAL MINUTES** **237 MINUTES**

(CONTINUED ON NEXT PAGE)

<b>INTERMEDIATE COLLABORATION DAY (4<sup>th</sup>-6<sup>th</sup>)</b>		<b>9:00-2:12</b>
<b>*EVERY THURSDAY*</b>		
● 9:00-10:50	Instruction	(110 minutes)
● 10:50-11:05	Recess	(15 minutes)
● 11:05-1:05	Instruction	(120 minutes)
● 1:05-1:45	Lunch	(40 minutes)
● 1:45-2:12	Instruction	(27 minutes)
<b>TOTAL INSTRUCTIONAL MINUTES</b>		<b>257 MINUTES</b>

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### SCHEDULE FOR SHORTENED DAYS

**\* DURING CONFERENCE WEEKS AND THE END OF THE TRIMESTER \***

<b>KINDERGARTEN SHORTENED DAY</b>		<b>9:00-12:20</b>
● 9:00-12:20	Instruction	(200 minutes)
<b>TOTAL INSTRUCTIONAL MINUTES</b>		<b>200 MINUTES</b>

<b>KINDER PLUS ON SHORTENED DAYS</b>		<b>9:00-1:25</b>
● 12:20-12:40	Recess	(20 minutes)
● 12:40-1:25	Instruction	(45 minutes)
<b>TOTAL INSTRUCTIONAL MINUTES</b>		<b>45 MINUTES</b>

<b>PRIMARY SHORTENED DAYS (1st-3rd)</b>		<b>9:00-1:25</b>
● 9:00-10:30	Instruction	(90 minutes)
● 10:30-10:45	Recess	(15 minutes)
● 10:45-12:45	Instruction	(120 minutes)
● 12:45-1:00	Recess	(15 minutes)
● 1:00-1:25	Instruction	(25 minutes)
<b>TOTAL INSTRUCTIONAL MINUTES</b>		<b>235 minutes</b>

<b>INTERMEDIATE SHORTENED DAYS (4th-6th)</b>		<b>9:00-1:25</b>
● 9:00-10:50	Instruction	(110 minutes)
● 10:50-11:06	Recess	(16 minutes)
● 11:06-1:25	Instruction	(139 minutes)
<b>TOTAL INSTRUCTIONAL MINUTES</b>		<b>249 minutes</b>

REVISED 7.23.19

## **ABSENCES**

Students cannot learn if they are not at school. Please make sure they come to school every day and on time. We urge parents to make all doctor appointments after school when possible. If your child is tardy or absent:

1. TARDIES—School starts at 9:00AM. Students who arrive after 9:00AM are tardy. Students will have to report to the office to obtain a pass to class before reporting to their classroom.
2. ABSENCES—Please call the school office the day of your child's absence or send a note to school with your student the day they return to school, explaining the reason for the absence. All absences must be cleared.

When students are excessively absent or tardy, they will be referred to the Student Attendance Review Team (SART) and eventually to the School Attendance Review Board (SARB). Ten (10) or more days of absence in a school year is considered excessive, even if they are "excused" absences. Parents and students may be placed on attendance contracts until the student's attendance improves.

## **ARRIVAL/DEPARTURE TIMES/TRAFFIC PROCEDURES**

- ARRIVAL: Students can arrive at school at 8:45AM. There will not be supervision before then. If students participate in the breakfast program, they may arrive at 8:30AM and go directly to the cafeteria. **If a student is continuously dropped off before the 8:30 breakfast time, a letter will be issued citing parent neglect and CPS can be called.**
- Students are not allowed in the hallways or on the blacktop until 8:45AM when yard duty supervision begins.
- The main parking lot, at the front of the school, is for staff parking only. This area is not to be used for student drop off/pick up. Traffic flows north up Harte Way, toward the shared parking lot. Enter the shared parking lot for student drop off. Do not stop in the bus loading zones. Students may be dropped off after you have parked in a non-staff parking space. Exit the shared parking lot with a right turn—no left turns.
- NO parking or waiting in the red zones. Violators will be ticketed by the Sacramento City Police Department.
- Children may not cross the street or the shared parking lot unattended. Parents must escort their children across the street using the crosswalk or escort them through the parking lot to & from their vehicle.
- Students are not allowed to leave school grounds during school hours.
- Bikes, scooters, and skateboards are prohibited on school grounds. They must be walked onto campus.
- Students who ride their bikes to and from school MUST wear protective helmets for safety, per state law. Bikes need to be locked in the bike rack near the shared parking lot. The school cannot be held responsible for lost or stolen bikes.
- DEPARTURE: Students must leave campus immediately after dismissal, unless they are participating in an after-school program, in which case they must report to that program immediately after dismissal. All students must be picked up on time. If students are not picked up on time and an adult cannot be reached, the student may be released to the Sacramento Police Department. **If a student is continuously picked up later than the 3:12 dismissal time, a letter will be issued citing parent neglect and CPS can be called.**
- After school, students must wait to be picked up in the breezeway near the shared parking lot or on the sidewalk at the front of the school. Please communicate your transportation arrangements with your student prior to the beginning of the school day.



## EARLY DISMISSAL

- Please reserve early dismissals for emergency situations only. Doctor's appointments and other personal meetings do not qualify as emergencies. Early dismissals cause a general disturbance to the class and students will miss vital instructional time and assignments when they are not at school. Early dismissals will be recorded in Infinite Campus as missed instructional time.
- Parents/Guardians must sign students in and out of the school office for all early dismissals. You may be asked to show a picture ID. This is for your student's safety. Students will not be released to anyone who is not listed on the emergency card or anyone under the age of 18 years of age.
- The classroom teacher will not release a student to a parent/guardian unless the office calls to inform the teacher first. All visitors must go through the office—they may not go directly to the classroom during school hours.
- Early dismissals count as lost instructional minutes. The office will track early dismissals if they become excessive and recommend a SART meeting with the family.
- **Please keep your student's emergency card up-to-date. If your phone number or address changes, please notify the school office immediately. We need to be able to contact you in case of emergency.**

## SCHOOL BUS RULES

According to Section 14263 of the California Administrative Code, "students transported on a school bus are under the authority and are responsible directly to the driver. Continued disorderly conduct or persistent refusal to submit to the driver's authority is sufficient reason for a pupil to be denied transportation privileges. Depending on the nature of certain infractions, disciplinary action may be taken to suspend transportation privileges." The bus driver will issue citations for bus infractions.

## SCHOOL TELEPHONE USE

- Students will be allowed to use classroom telephones for urgent needs only. Missing homework and a forgotten lunch box are not urgent needs. Students are to request to use the telephone from their classroom teacher.
- Office telephones are NOT for social or personal calls by students or adults.
- Parents may leave a message for their student in the office for emergencies only.
- Parents should make transportation arrangements with their children prior to the beginning of the school day.
- Phone calls will not be put through to classrooms between 9:00AM and 3:15PM. Parents may leave messages for teachers with the office staff or on their teacher's voicemail.
- Students, who have not been picked up on time, will be not be allowed to use the office phone until after 3:30pm

## INTERNET USE

Each student accessing the internet at school must return a signed HPE Technology and Internet Usage Policy form and must abide by the computer/internet usage rules. If a student accesses unauthorized websites, damages and/or misuses a computer, they will lose all tech privileges and parents will be held liable for destroyed property. Students are NOT allowed to access social media or engage in chats on school grounds.

## **OFFICE**

1. Students MUST have permission from a staff member to go to the office.
2. Act in an orderly manner, e.g. talk in a quiet voice, walk, and be courteous.
3. Students and parents are not to exit the school grounds through the office at dismissal time.

## **CAFETERIA**

- Teachers will walk their classes into the cafeteria and eat lunch for the first 15 minutes.
- Walk to the cafeteria quietly. Other classes are in session.
- Sit at your assigned tables and talk in an inside voice.
- Eat your lunch and clean up after yourself.
- Soda, candy, and large bags of chips are not permitted.
- Fast food is not permitted.
- Students will be dismissed from the cafeteria once they are finished eating and have cleaned up their table space.
- Birthday parties cannot be celebrated in the cafeteria.

**\*Note: Federal law requires that school lunches must be eaten in the multi-purpose room. Federal law prohibits anyone other than the student to eat from a student's tray.**

## **NON-SCHOOL RELATED PERSONAL PROPERTY**

Leave ALL non-school related personal property at home (e.g. toys, hand-held devices, cards, gum, etc.). Students may only bring items necessary for class work to school. Students may bring sports equipment from home, but it MUST be labeled with their name. These items must have the student's name on them. Items not related to school WILL be confiscated and returned to parents only. The school is not responsible for lost, broken, or stolen property.

## **HOMEWORK POLICY**

Homework is an extension of learning related to classroom instruction. Teachers will explain their individual homework policies during Back-to-School Night. Failure to complete homework assignments will affect a student's grades and will have further consequences related to privileges.

1. Students are responsible for completing homework as assigned.
2. Consequences for incomplete homework or homework completed incorrectly may include having to miss recess, and/or be excluded from field trips and other privileges.
3. Parents will be contacted by the teacher and/or principal if a student continues to fail to bring homework assignments to school.
4. Parents are responsible for checking homework daily to ensure its completion. It is NOT the responsibility of the after school program to check student's homework for accuracy.
5. Students will be required to complete make-up assignments due to absences.

## **GRADING/PROGRESS REPORTS/REPORT CARDS**

Report cards are issued on a trimester basis for all students. They are aligned to the California Common Core State Standards and provide information about your student's progress. Progress reports will be sent home prior to the end of the reporting period for those students who are not meeting grade level standards. The goal of the progress report is to inform parents of their student's academic progress, so that they can work with their students to improve their grades and/or behavior. Some teachers send home weekly progress reports as a means of

communication regarding grades, homework, and behavior. Please communicate with your teacher if you have any questions or concerns regarding your student's academic progress. It is important to be proactive and work with your student's teacher so that your student has a successful school year.

### **CELL PHONES**

- Students must leave cell phones in their backpacks—not in their pockets.
- Cell phones must be turned off or set to silent/vibrate.
- Cell phone usage is NOT allowed on campus--this includes on the blacktop, parking lot, and hallways. Students may NOT have cell phones out before or after school on school grounds.
- Cell phones **WILL be confiscated and returned to parents only**. If confiscated, the cell phone will be given to the office to await parent pick-up.
- The school is not responsible for lost, broken, or stolen property.

### **ADMINISTERING MEDICATION AT SCHOOL**

No medication can be allowed on campus or administered to pupils without the proper authorization from a physician and a written statement from the parent. Please visit our school office to obtain the proper forms for administering medication at school. This includes prescription AND over-the-counter medication. If your student requires an inhaler for asthma or an epi-pen for life-threatening allergies, please obtain an extra inhaler/epi-pen that can be left at school for emergencies.

### **YARD/PLAYGROUND RULES**

- Stay in supervised areas at all times. Play is restricted to the grass area, playground equipment, and blacktop.
- Students are not allowed to play in the hallways/breezeways, or restrooms.
- Students must have permission from their teacher to go to classrooms or permission from yard duty to go to the office during recess.
- Students should not play near Rooms 13 & 14 or past the cafeteria circle.
- All covered areas are off limits during school hours except on rainy days. Students should find shade on the grass.
- Use all playground equipment properly. Do not walk up the slides, jump off playground equipment, or walk in front of swings and slides while they are in use.
- Do not crowd into, push, or shove in line.
- Freeze when the bell rings. Walk to line after the whistle is blown.
- Do not play in rain or mud puddles. Students will not be allowed to call home to change their clothes or shoes.
- Water play activities are not allowed, unless authorized by a teacher or the principal.
- Throw away your garbage—no littering.
- Learn and follow the rules for tetherball, kickball, basketball, etc. Good sportsmanship is required.
- Tag and chase are not permitted on the blacktop or wood chip area. The field is the only place for chase and tag. Rough play/pretend fighting will result in the revocation of tag.
- Except for water bottles, no food or drinks are allowed on the playground (including candy, gum, etc.), unless a teacher has given permission for students to eat their snack outside in a designated area.

- If there is a line for the swings, students should count to 100 and then give the next person in line a turn.

### **FREEZE BELL**

Students are expected to:

1. Stop all activity after the bell rings.
2. Get off of the equipment.
3. Put both feet on the ground and stand up.
4. Stop talking.
5. Yard duty will blow a whistle. Upon hearing the whistle, students are expected to promptly WALK to their line.

### **GAME RULES**

- Along with standard game rules, students are always expected to engage in good sportsmanship.
- Failure to do so will result in the loss of game privileges.

### **Basketball**

1. No more than 10 players total in a full court game.
2. No more than 4 players per team for ½ court games.
3. Players call their own fouls unless a referee is present.
4. When a foul is called, the game stops and the ball will be passed in from out of bounds or “in-bounded.”
5. If a player is touched while in the act of shooting, it is a foul and 2 free throws will be shot.
6. Players committing aggressive or excessive fouls will be asked to leave the court for the recess or lunch period. Repeat offenders will be banned from playing basketball for the remainder of the school year per staff discretion.
7. A player who is dribbling cannot be blocked from forward progress.
8. Players are not allowed to “set picks” or block defenders from guarding another player.
9. All other standard rules of basketball apply.

### **Kickball**

1. General rules of baseball apply.
2. “Batter” kicks two balls foul—they are “out.”
3. A kicked ball must go past the pitcher or it is deemed foul.
4. All fielders must stay behind the pitcher. Only one fielder may enter the box after the ball is kicked. If there are “two in the box” and the ball is caught, the runner is safe.
5. Absolutely no throwing the ball at a runner.
6. A runner is out if the fielder touches the base with his/her foot or with the ball before the runner touches the base.
7. “Tag up” rule applies—runner must tag up or touch the base they occupy before advancing to the next base after a fly ball is caught. Failure to tag up and the runner can be called out if fielder touches the base before the runner returns.
8. “Run through” applies at first base and home—player can run past the base after touching it.
9. Runners must stay in the baseline. Fielders must stay out of the baseline.

### **Tetherball**

1. Only 2 players in the circle at a time.
2. Player wins when the rope is wrapped around the pole and the ball touches the pole.
3. A player is deemed “out” when they:
  - a. Swing the ball by the rope.

- b. Catch the ball by the rope on purpose.
  - c. Grab the pole or climb the pole.
  - d. Step on or over the mid-court or center line.
4. The ball goes back to the other player when:
    - a. A player accidentally stops the ball by touching the rope.
    - b. A player double hits or hits the ball with two fists.
    - c. A player pushes the ball with an open hand—must use a closed fist
    - d. The hitter catches the ball after only 1 time around (see Rule #5)
  5. Players can stand anywhere they want in their half of the court.
  6. A new player entering the court has the serve, the choice of sides, and the direction they want to serve.
  7. Any player seen sitting on the tetherball, pulling on the rope, trying to hold the rope and stand on the tetherball, kicking a tetherball, or misusing the equipment in any other way will be banned from the game.
  8. Students must line up outside of the tetherball circle when waiting to enter the game.

#### **4-Square**

1. A game is started when the “King” or “Queen” (server) bounces the ball and hits it into one of the other squares.
2. A player is “out” if one of the following happens:
  - a. A player hits the ball, or is hit by the ball, before it bounces once in their square. The ball must hit the ground first.
  - b. A player does not hit the ball before it bounces twice.
  - c. A player hits the ball out of bounds (it must land cleanly in another square first to be considered fair).
3. Once a player is out, they move back to the lowest ranking square, or if there is a line, the player moves to the end of the line. Other players then move up to fill the vacant squares. The newest player in moves into the lowest ranking square, square #4.
4. Students standing in line must stand outside of the 4-square lines.
5. The squares are ranked in descending order from the “King’s” square (one), two, three, and four.
6. First graders may catch the ball before hitting it and the ball may bounce twice in their square.
7. Students cannot add additional rules. School rules, as listed above, apply during school hours.

#### **Hopscotch**

1. Each player uses a marker for tossing into the box or space. Players can share a marker.
2. Players progress through the squares on the court until they reach the end (#10) where they turn around.
3. Players must hop over the square with their marker on the way in.
4. Players must stop in the square located immediately before the square on their way out.
5. A player wins when they are the first to toss their marker into all spaces (1-10) and successfully hop back out without fouling.
6. A foul consists of one or more of the following:
  - a. Stepping on a line.
  - b. Using a hand or other foot to maintain balance.
  - c. Not stepping into all the spaces on your way in or out.
  - d. Changing your hopping foot as you go.

- e. Tossing your marker on the line, in the wrong space or off the court.
- f. You lose your turn when you commit one of the fouls listed above.

## Hollywood Park Elementary School DISCIPLINE POLICY

As a staff, we understand that students don't always make good choices. As adults, parents, and teachers, we understand that it is part of our job to help students learn from their mistakes, correct them, and help them to make better decisions in the future. A safe, orderly, and caring environment is needed for teachers to teach and for students to learn and grow. Below are some of the ways we deal with discipline issues. We invite and appreciate parents' involvement when there is an issue that requires their attention.

### **Possible Consequences:**

- Reminder/warning and one-on-one conversation with the student
- Loss of recess ( in the classroom, or in a buddy classroom)
- Walking lines at recess
- Assignment to community service on campus (helping clean the cafeteria, picking up trash from the yard)
- Writing a letter of apology, when appropriate
- Time out in buddy classroom
- Phone call to parents
- Parent-Teacher-Student conference (Principal may attend as well)
- Behavior Contract
- Behavior Hearing at district level
- Suspension

### **Education Code 48900**

"A pupil may be disciplined, suspended for a maximum of five consecutive days, or expelled for acts specified in the Standards of Behavior that are related to school activity or school attendance occurring at any district school or within any other district, including, but not limited to, one of the following: While on school grounds; during the lunch period whether on or off campus; during, going to, or coming from school sponsored activity." For more severe offenses, a student may be recommended for Expulsion, removal of a student from all school in the Sacramento City Unified School District, for violating the California Education Code as ordered by

the Board of Education. Please see the SCUSD Standards of Behavior booklet for more information.

## DISRUPTIVE PRESENCE AT SCHOOLS (PENAL CODE 626.8)

**(a)** Any person who comes into any school building or upon any school ground, or street, sidewalk, or public way adjacent thereto, without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of the school or disrupt the school or its pupils or school activities, is guilty of a misdemeanor if he or she does any of the following:

(1) Remains there after being asked to leave by the chief administrative official of that school or his or her designated representative, or by a person employed as a member of a security or police department of a school district pursuant to Chapter 1 (commencing with Section 38000) of Part 23 of Division 3 of Title 2 of the Education Code, or a city police officer, or sheriff or deputy sheriff, or a Department of the California Highway Patrol peace officer.

(2) Re-enters or comes upon that place within seven days of being asked to leave by a person specified in paragraph (1).

(3) Has otherwise established a continued pattern of unauthorized entry.

(4) Willfully or knowingly creates a disruption with the intent to threaten the immediate physical safety of any pupil in preschool, kindergarten, or any of grades 1 to 8, inclusive, arriving at, attending, or leaving from school.

**(b)** Punishment for violation of this section shall be as follows:

(1) Upon a first conviction by a fine not exceeding five hundred dollars (\$500), by imprisonment in a county jail for a period of not more than six months, or by both that fine and imprisonment.

(2) If the defendant has been previously convicted once of a violation of any offense defined in this chapter or Section 415.5, by imprisonment in a county jail for a period of not less than 10 days or more than six months, or by both imprisonment and a fine not exceeding five hundred dollars (\$500), and shall not be released on probation, parole, or any other basis until he or she has served not less than 10 days.

(3) If the defendant has been previously convicted two or more times of a violation of any offense defined in this chapter or Section 415.5, by imprisonment in a county jail for a period of not less than 90 days or more than six months, or by both imprisonment and a fine not exceeding five hundred dollars (\$500), and shall not be released on probation, parole, or any other basis until he or she has served not less than 90 days.

**(c)** As used in this section, the following definitions apply:

(1) "Lawful business" means a reason for being present upon school property which is not otherwise prohibited by statute, by ordinance, or by any regulation adopted pursuant to statute or ordinance.

(2) "Continued pattern of unauthorized entry" means that on at least two prior occasions in the same school year the defendant came into any school building or upon any school ground, or street, sidewalk, or public way adjacent thereto, without lawful business thereon, and his or her presence or acts interfered with the peaceful conduct of the activities of the school or disrupted the school or its pupils or school activities, and the defendant was asked to leave by a person specified in paragraph (1) of subdivision (a).

(3) "School" means any preschool or public or private school having kindergarten or any of grades 1 to 12, inclusive.

**(d)** When a person is directed to leave pursuant to paragraph (1) of subdivision (a), the person directing him or her to leave shall inform the person that if he or she reenters the place within seven days he or she will be guilty of a crime.

(e) This section shall not be utilized to impinge upon the lawful exercise of constitutionally protected rights of speech or assembly.

## Hollywood Park Elementary School DRESS CODE

Hollywood Park does not require uniforms. However, students are expected to dress appropriately for school. Appropriate dress for school includes the following:

- ❖ Clothes are to be neat and clean.
- ❖ Shirts with offensive slogans, language, pictures, logos, or pictures depicting inappropriate behavior are not allowed.
- ❖ No inappropriate or revealing clothing is allowed. This includes halter tops, "racerback" tank tops, spaghetti straps, low-cut and/or bare midriff tops. Tank top straps must have a minimum width of 2 fingers and must cover the student's back and torso. All tops must cover undergarments.
- ❖ No hats or hoods may be worn indoors.
- ❖ Shoes must be worn at all times. All shoes must have a back strap. Tennis shoes are required for P.E. Students will not be permitted to play if they wear open-toed shoes. Slides and flip flops are not allowed.
- ❖ Make-up is NOT allowed.
- ❖ Pants cannot be sagging. Wear a belt if your pants will sag. Undergarments should not be seen.
- ❖ The length of shorts and skirts must end lower than the student's fingertips when their arms are extended down.
- ❖ Students are encouraged to wear Hollywood Park t-shirts and special event shirts to show their school spirit on Fridays and other spirit days.

Our school has a responsibility to provide a safe and effective learning environment for all students. Per California Ed Code, a student who violates the Dress Code can be disciplined. If your student is not dressed appropriately, one or more of the following may apply:

- ❖ The school will let them borrow a cover-up clothing item if one is available. Please return these items.
- ❖ Students may be asked to turn their shirt inside out if it displays inappropriate slogans or pictures.



- ❖ A parent/guardian will be called to bring a replacement clothing item.
- ❖ Students can be suspended if they continually violate the school dress code.

## Hollywood Park Elementary School TEXTBOOK/LIBRARY BOOK POLICY

1. Textbooks and library books are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning books checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)
2. Each student is responsible for all books checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 & CA Education Code 48904)
3. Payment for lost or damaged books can be made by cashier's check, money order, or cash. Checks for lost or severely damaged books should be made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the school district. A receipt must be presented in order to receive a refund.
4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee, or the school district. Students may complete service hours in lieu of cash payments for damaged or lost books.
5. When materials are damaged, but still usable, the student will be charged as follows:

Damages	Fine
Torn pages, ink or pencil marks	\$1.00 per page
Damaged cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold, mildew, or drawn/written obscenities)	Full cost of the book
Missing barcode	\$5.00

6. All textbooks and library books must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administrator (CA Education Code 48904). The student may also be denied participation in school privileges or commencement activities (SCUSD BP 6161.2)