



Family Handbook 2026-2027

COMMUNITY, INTEGRITY, AND GROWTH
grounded in LOVE and EMPATHY

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FRIENDLY HILLS ELEMENTARY SCHOOL

INTRODUCTION

Welcome to Friendly Hills Elementary!

We are so excited to welcome you and your family to the Friendly Hills community! Whether you're joining us for the first time or returning for another year, we are grateful to partner with you on this journey. At Friendly Hills, every student is valued, every voice matters, and every day is an opportunity to grow together in a space where belonging, curiosity, and joy are nurtured.

This Family Handbook is here to help us stay focused on why we are here: **to embrace the learning space**—a space that is safe, inclusive, and designed to help every child thrive. Inside, you'll find important information, shared expectations, and helpful resources to guide our collective work. When we're clear on what we stand for and how we support one another, we create a foundation for meaningful learning and connection.

Our work is grounded in our core values of **community, integrity, and growth**, held together by a deep commitment to **love and empathy**. These values shape our decisions, our relationships, and our vision for what's possible. We look forward to walking alongside you this year and beyond as we build a vibrant, caring school community where every learner can shine.

If you have further questions, please feel free to call the school at 760-366-3812 X 2203 or e-mail me at lroach@morongousd.org.

In partnership,

Lisa Roach

Friendly Hills Elementary Principal

"Never doubt that a small group of thoughtful committed individuals can change the world. In fact, it's the only thing that ever has." Margaret Mead

Mission:

At Friendly Hills Elementary, our mission is to partner with families to create a safe, inclusive, and nurturing environment where all students grow academically and socially. We are committed to fostering lifelong growth, upholding integrity in all we do, and building a strong, inclusive community rooted in love and empathy, where every student can thrive. Through this work, we empower our students each day to develop the resilience, compassion, and confidence they need to face challenges and contribute meaningfully to their communities.

Vision:

At Friendly Hills Elementary, we envision a future where every student becomes a resilient, compassionate, and confident learner who embraces challenges, values community, and makes a positive difference in the world.

DIRECTORY

FHES School Office	760-366-3811, Ext. 0 / Attendance, Ext. 1
Cafeteria	760-366-3811, Ext. 4
Library	760-366-3811, Ext. 3
Resource Specialist	760-366-3811, Ext. 3111
Fax Machine	760-366-1061
District Office	760-367-9191
Poison Control	1-800-544-4404
Sheriff	760-366-3781 or 760-365-2364
Highway Patrol	760-366-3707
Joshua Tree Fire Dept.	760-366-8423

SCHOOL HOURS

Grades TK through 6:

M, T, TH, F 9:25 AM - 3:30 PM

Early Release Days Every Wednesday

Every Wednesday, school will let out at 2:00pm. These 90 minutes will allow teachers the opportunity to collaborate with other teachers and for staff development to occur.

Wednesday 9:25 AM - 2:00 PM

(Students may not arrive before 9:10 AM and must be picked up between 3:30-3:40 PM, 2:00 - 2:10 PM on Wednesdays)

STUDENT ARRIVAL AND DEPARTURE

- **Grades TK-6 students may not arrive before 9:10 a.m.** as there is no supervision of students before that time.
- After school, students are to be picked up in the fenced kindergarten yard **at 3:30 p.m.** Students will not be released to walk to the parking lot.

- As an added convenience, parents may choose to drive through the bus lane AFTER the full-size buses have entered the bus lane. You may pull your car forward and your child will be released by the duty teacher to their vehicle. Any students not picked up by 3:45 will be taken into the office and parents will need to sign their child out at the front desk.

TRANSPORTATION

BIKES/SCOOTERS/SKATEBOARDS

- Scooter and skateboard riders must follow the same rules as bike riders.
- Racks are provided at school but students must supply their own locks.
- **The school is not responsible for lost, stolen, or damaged bikes, scooters, or skateboards.**
- **Students riding bicycles, scooters, or skateboards must wear safety helmets! Students will not be allowed to ride their bike, scooter, or skateboard if they do not have a safety helmet.**
- Riders must follow the same rules as walkers. Walk your bike, scooter, or skateboard when entering or leaving school grounds, on sidewalks, and in crosswalks.
- Riders must have **written permission to ride a bicycle, scooter, or skateboard** from their parents on file in the school office.
- After school, bike, scooter, and skateboard riders must meet with the crossing guard at the playground picnic tables **before** being dismissed from campus.

CARS

- Please Park only in the spaces available. **No double parking permitted at any time** and please do **not park in the red zones at any time.**
- **No parking in an assigned handicapped parking space unless you have a visible placard.** Please give this courtesy to those who need these spaces.
- If no spaces are available, please park safely on the street unless “No Parking” is allowed. Do not block any driveways on Sunny Vista or park on the east side.
- In the morning, you may pull forward to the yellow rectangle drop zone, let your child out on the sidewalk side, and continue to move forward – **please do not park in the drop off zone or leave your vehicle unattended.**

WALKERS

- Students may walk to and from school with parent permission.
- There is a **crossing guard** monitoring student crossing Alta Loma from 9:10-9:20a.m. and after school from 3:30-3:40 p.m. After school, students must meet the crossing guard at the picnic tables on the playground.
- Whatever transportation method you choose, we ask that you keep it the same. This helps avoid confusion for your child, teacher, and office staff. **We will not take a student's word that they are to go a different way.** If you have a special circumstance that necessitates a change, please send a note with your child or call the school office that day by 3:00pm. Please inform the office of any permanent change in your child's transportation. **We cannot make a change after 3:00 p.m. daily.**

BUS GUIDELINES

- Transportation is provided on a limited basis. Riding the bus is a **privilege** that can be revoked for the safety of all students.
- Bus information is available in the school office and on the MUSD website.
- The Morongo Unified School District "School Bus Information and Safety Plan" is available for public inspection on the district website.
- **KINDERGARTEN STUDENTS ARE NOT ALLOWED OFF THE BUS UNLESS:**
 - A familiar adult is present and on the family record card.
 - A note from a parent or guardian is on file with the school or the bus driver identifying who the child may be left with or authorizing the student to walk home from the bus stop. (Kindergarten bus riding forms must be on file in the school office.)
 - The student is accompanied by an older sibling.
 - **Students will be returned to the school** and must be picked up.
 - Students will not be allowed off at an unassigned stop unless the student has a "bus pass", issued by the school, designating a different stop from his/her regular bus stop. (A note or phone call from the parent is necessary for a bus pass to be issued.)

School Bus Rider Expectations

In order to assure orderly and safe transportation of all passengers on a school bus, the following guidelines have been established:

- Be respectful and courteous to the bus driver in conduct and language.
- Remain seated when the bus is in motion. Wearing a safety belt is required.
- Sit properly in the seat and keep hands and arms inside the bus at all times.
- Be quiet, calm riders. Please refrain from making unnecessary noise such as loud talking, screaming, stamping of feet, loud singing, or any other noise which would distract the driver.
- Keep a safe body and keep your hands and legs to yourself on the bus.
- Safely keep your belongings at your feet.
- Water is the only food or drink that should be out on the bus.
- Please put litter in the trash receptacle or take it with you.
- Animals are not allowed on the bus (except service dogs).
- Students are encouraged to leave home early enough to arrive at the bus stop on time and wait for the bus in a safe place. Students should show respect for the property near the bus stop, be courteous and keep the bus clean.

Bus Stops

- Students must exit the bus at their assigned bus stops.
- We ask parents to accompany their children to bus stops and to remain with them until the bus arrives.
- All school rules and disciplinary procedures are in effect at bus stops and on the bus.
- Problems with student behavior at bus stops should be reported to the office.
- Strangers loitering around bus stops should be reported immediately to law enforcement and to the office.
- A list of school bus stops can be obtained online or in the school office.

Video Cameras on Buses

To promote a safe environment on the buses for all students, we use video cameras on all of our school buses. Your student will be filmed while being transported. Video will be used strictly by Morongo Unified School District personnel in order to maintain appropriate discipline and a safe environment on buses.

Bus Discipline Matrix

In order to maintain a safe and orderly bus ride, the following discipline guidelines will be used.

Any inappropriate conduct on the school bus that distracts the driver from driving and may cause a serious accident will result in a Bus Referral. The following is a guide and may result in stronger consequences depending on the specific incident. Please discuss with your child and explain how important proper behavior is on the school bus. Consequences are determined by the Administrator/Designee and could include any of the following:

Bus Referrals:

- #1 Conference with principal/designee
- #2 School consequence or possible bus suspension – 1 day
- #3 School consequence or possible bus suspension – 1-3 days
- #4 1–3-day bus suspension
- #5 3–5-day bus suspension
- #6 5–10-day bus suspension
- #7 30-day bus suspension
- #8 Removal from the bus for the remainder of the school year

ABSENCES / TARDIES / SIGN OUT

- **Attendance is very important!** Students miss critical new learning when absent, tardy, or leaving early. Please make every effort to have your child in school on time and for the entire day.
- If your child needs to be absent from school, please **call the school and/or send a note** upon your child's return explaining the reason for the absence. You may also notify the school through Parent Vue. It is the parents' responsibility to clear absences within one week of the absence.
- If you wish to take your child home during the school day, you must come into the office and sign him/her out. Students will remain in class until the parent comes into the office to sign them out. Please plan accordingly when picking your child up early.
- Tardies and early releases are counted against attendance at both the beginning and end of the school day.
- Tardies and early releases can only be **excused with verification** from a **doctor, therapist, dentist, or orthodontist**.
- Your child will also be excused for leaving early if the office staff or health office staff have called you because your child is ill or injured.
- Parents and students with absences exceeding 10% of the current days in school will meet with the principal and/or MTSS Coordinator to sign an attendance contract.
- We are required to report excessive absences to the Student Attendance Review Board (SARB). **This includes excessive tardies, early pick-ups and excessively late pick-ups.**

DRESS CODE

Our dress code is for safety and to avoid any disruptions in class. The following items are **NOT** allowed at school. Please assist us in implementing these guidelines.

- Hoop earrings should be no larger than the circumference of a quarter and dangling earrings are not allowed as they are unsafe on the playground and at P.E.
- Short shorts, crop tops (mid-section may not be exposed), extremely baggy pants, and wallet chains are not allowed as they become a safety hazard or a distraction in the classroom.
- Clothing that is see through or allows undergarments to show may not be worn to school
- Other fashion items or trends which might constitute a safety issue may also be limited at the school's discretion.
- Clothing that promotes tobacco, alcohol use, illegal substances, gang membership, violence, or contains obscene/suggestive language or illustrations are not allowed on school grounds. This includes ***both students and parents/guardians***.
- Students may wear **hats and hoods** if they choose. However, they must **take them off inside buildings**. Hats must be worn **facing forward**.
- Appropriate foot attire must be worn for Physical Education and other activities on the playground. All shoes must have a back strap or back on them. **Flip flops and other non-secure footwear are not to be worn on the playground. No hi-heeled shoes. Students will not be permitted to go to recess or PE until appropriate shoes are brought for the student.**

HOMEWORK POLICY

- All students have homework assigned by their teacher.
- **Board Policy**: Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding. Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction. At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines shall also be included in student and/or parent/guardian handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children
- Missed days due to absences may require the work or part of the work to be completed when the student returns.
- Teachers will prepare work for parents to pick up at the school if asked. A 24-hour notice is required.

FOOD SERVICES

BREAKFAST AND LUNCH PROGRAM

- Breakfast will be served before school for all students.
- **Breakfast is free for all students.**
- Extra milk is 35 cents.
- Breakfast will be served from 9:10 – 9:23 a.m.
- **Students eating breakfast must be in class by 9:25 am.**
- Hot lunches are provided **free to ALL students**
- Milk is available at a cost of 35 cents for those children who bring their lunch.
- Menus are sent home at the beginning of the school year, as well as on-line.

Please remember - Soda, energy drinks, coffee, or any other drinks high in caffeine are not allowed at school. Glass bottles are also not permitted.

SNACKS:

- Snacks may be brought from home. If donating a snack to the classroom it must be a healthy snack and be individually packaged - granola bars, fruit snacks, pretzels, etc.
- Snacks are only eaten at the picnic tables during recess and **may not be shared.**
- Please keep the area clean and use the trash cans provided.
- Gum is not allowed on campus or in the classroom.

BIRTHDAYS AND CELEBRATIONS:

- Celebration cupcakes, cookies, or pizza may be ordered from our cafeteria. **(Order forms are available in the office/cafeteria)**
- If bringing a special snack, it must be individually wrapped healthy snacks. For example: pretzels, fruit snacks, granola bars, mini muffins, apple slices would be appropriate.
- **We will not deliver** balloons, flowers, or gifts to your child's classroom. Please enjoy your celebration at home.

COMMUNITY CIRCLE

Each month, our school will gather for a Community Circle—a special time to come together, reflect, and celebrate the values that define who we are: **community, integrity, and growth**, all grounded in **empathy and love**. It's a chance to honor how we've grown—individually and collectively—and to recognize those who are pushing boundaries and courageously **embracing the learning space**. Through shared activities, student-led celebrations, and meaningful reflection, our Community Circle reminds us that we are stronger when we listen, support, and grow together.

Students will wear either Friendly Hills Hawk colors or their classroom college colors. Let's celebrate who we are and where we are going!

DISCIPLINE BELIEF

At Friendly Hills Elementary, we believe that discipline is not about punishment—it's about teaching, guiding, and supporting students as they learn to make positive choices. Our approach is grounded in the **Responsive Classroom** philosophy, which focuses on creating safe, joyful, and engaging learning environments through **strong relationships, shared expectations, and social-emotional growth**.

We use **proactive** strategies to support positive behavior, such as:

- Establishing clear, consistent routines and expectations
- Modeling respectful language and behavior
- Holding Morning Meetings and Community Circles to build connection and set a positive tone
- Reinforcing positive behavior through acknowledgment and encouragement
- Providing opportunities for students to reflect and repair when mistakes are made

When challenges arise, our response is rooted in empathy, accountability, and growth. Adults work closely with students to understand what happened, guide them toward better choices, and restore relationships if harm has been done. We believe that all behavior is communication, and every moment—especially the difficult ones—is an opportunity to learn.

When needed:

- A parent teacher meeting may be scheduled for more serious behavior.
- The student may be referred to the principal if the regular classroom measures have not changed the behavior, using responsive classroom practice.
- The principal will have a conference with the student. The parent will be called and a referral may be sent home.
- A behavior contract may be requested.
- **Suspension** results when there is a serious infraction of Education Code 48900, which includes a number of specific infractions (see next page)
- **Expulsion** is the most serious consequence as it denies the student the privilege of attending Friendly Hills Elementary School or any school in the Morongo Unified School District.

GENERAL BEHAVIOR EXPECTATIONS:

- Be safe:
 - Keep hands and feet to yourself
 - Use tools appropriately
 - Follow expectations for class, playground, and lunch
- Be kind:
 - Treat spaces with care - leave spaces better than when you arrived
 - Treat others with care and respect - be mindful of personal space, using appropriate school language, and following directions of school staff
- Be honest:
 - Show integrity and tell the truth even when difficult

- Accept responsibility for poor choices and learn from mistakes
- Be effort focused:
 - Show all your work
 - Work the whole time
 - Keep going even when it gets hard
- Embrace the learning space!

DISCIPLINE/REFERRAL POLICY

Referrals are issued for violations of Education Code 48900 (A-M) and for infractions of school rules. Students are seen by the principal or designee for every referral. All referrals are mailed home to the parent. Phone calls to parents will be attempted either by the staff member reporting the violation or the principal. The administrator handling the referral will assign the consequences to the student. We wish to use the most effective intervention and they are listed by increasing seriousness. There are educational code offences for which students may be suspended or considered for expulsion, even on the first referral.

- **Parent Contact:** A phone call, or if unable to reach anyone, a message or note may be sent home with the student.
- **Teacher Suspension:** Suspension of a student to another setting with work for the balance of the day will require a referral be written. A teacher suspension is governed by Education Code, Section 48910, and may be extended for a second day if the teacher is unable to conference with the parent. If the student continues disruptive and defiant behavior, a 2nd referral may be written.
- **In School Suspension:** Students come to the office as soon as they arrive at school. They remain quietly in the office until they are assigned to a designated classroom or area for the day. During recess and lunch, students will be sent to the office. If a student misbehaves and disrupts the office or classroom during this consequence, they may be suspended.
- **Behavior Contract:** When detention, conferencing, restriction and suspension have failed to bring about the desired improvement in behavior, these contracts are used. These are signed by both the student and the parent and may be part of the MTSS process. This document may also be used in a limited fashion when adults see a pattern of continued aggression developing between two students.
- **Suspension:** A suspension is removal from school for 1-5 days at a time. A suspension is given for a violation of Education Code 48900. Suspensions are formal, legal documents and may only be imposed for up to 20 days in one school year. There are several areas for which students may be suspended on the first offense. A conference will be requested with the parent. State law requires parents to attend such a conference for each suspension.
- **Expulsion:** Expulsion is the removal of a student from the school district for up to one year for serious or continued violations of Education Code 48900. These occur after a formal hearing before the Board of Education. Expulsions may be appealed to the County Board of Education.

SUSPENSION OUT-OF-SCHOOL

Suspension out-of-school means temporary removal of a student from attendance at school and all school-related activities in order to limit the extent of distractions to the orderly operation of

the school, and/or to provide the student an opportunity to improve his/her behavior. While suspended out-of-school, the student:

- May not be on any school campus in MUSD at any time, for any reason.
- May not participate in or attend any school extracurricular activity of any kind.

**In accordance with Board Policy 5121.1, students whom are suspended out-of-school are expected to make up any assignments or tests missed while suspended out-of-school. Students shall be given at least one (1) school day to make up work missed for each day of suspension. Upon satisfactory completion of work missed, the student shall be given full credit for the work.

**

Only the principal of the school, the lead teacher (principal's designee) or the superintendent of schools may place a student on out-of-school suspension.

To parents:

Suspensions are issued in compliance with the Education Code of the State of California. Suspension by the principal, principal's designee or the superintendent shall be preceded by an informal conference which is conducted by the principal, principal's designee or the superintendent, between the pupil and, whenever practical, the teacher, supervisor or school employee who referred the pupil to the principal, principal's designee or the superintendent. At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her version and evidence in his/her defense.

EMERGENCY SUSPENSION – PUPIL'S CONFERENCE RIGHTS:

A principal, principal's designee or the superintendent may suspend a pupil without affording the opportunity for a conference only if the principal, principal's designee or the superintendent determines that an emergency situation exists. An "emergency situation", as used in this article, means a situation determined by the principal, principal's designee or the superintendent to constitute a clear and present danger to the lives, safety or health of pupils or school personnel.

If a pupil is suspended without a conference prior to suspension, both the parent and the pupil shall be notified of the pupil's right to a conference and the pupil's right to return to the school for the purpose of a conference. The conference shall be held within two school days unless the pupil waives this right or is physically unable to attend for any reason, including but not limited to incarceration or hospitalization. The conference shall then be held as soon as the pupil is physically able to return to school for the conference.

RIGHT TO RECORDS:

A parent or pupil has the right to have access to that pupil's records [Ed. Code 49069]. A reasonable notice (minimum 24 hours) must be given when access is requested or records need to be copied. Copy charges may be incurred.

PARENT'S DUTY:

Parents or guardians of any pupil shall respond without delay to any request from school officials to attend a conference regarding their child's behavior [Ed. Code 48922(f)].

SUSPENSION PENDING EXPULSION:

In a case where expulsion from school or suspension for the balance of the semester from continuation school is being processed by the governing board, the school district superintendent or other person designated by the superintendent in writing may extend the suspension until such time as the governing board has rendered a decision in the action. However, an extension may be granted only if the superintendent or superintendent's designee has determined, following a meeting in which the pupil and pupil's parent or guardian are invited to participate, that the presence of the pupil at the school or in an alternative school placement would cause a danger to persons or property or a threat of disrupting the instructional process. If the pupil or pupil's parent or guardian has requested a meeting to challenge the original challenge suspension pursuant to Ed. Code 48914, the purpose of the meeting shall be to decide upon the extension of the suspension order under this section and may be held in conjunction with the initial meeting on the merits of the suspension.

MEETING WITH THE SUPERINTENDENT:

If suspension is ordered by a principal or principal's designee, within ten days of suspension, the pupil's parent or guardian shall have the right to request a meeting with the superintendent or superintendent's designee to discuss the causes, the duration, the school policy involved, and other matters pertinent to the suspension [Ed. Code 48914].

PLAYGROUND PROTOCOL

- Snacks may be eaten only at the outside picnic tables. Please keep the area clean and use the trash cans provided.
- **Do not bring personal items or toys from home unless requested by the teacher.** These unauthorized items will be sent to the office and it will be the student's responsibility to take them home after school. There may be incidents when items will need to be picked up by a parent. Yo-yos, Frisbees and other toys are not allowed. **The school is not responsible for lost or stolen items.**
- When the bell rings FREEZE, stop playing immediately.
- When the whistle blows, return balls and **walk** to your line.
- Stand in line quietly and ready for the teacher.

PLAYGROUND RULES:

- Follow the playground expectations.
- When returning a ball to another student, it should be rolled or handed over.
- Play only in designated areas.
- Play games safely. Hands stay to yourself.
- Before school, students may walk to classrooms, put belongings down and then go to the playground.
- Use playground equipment in a safe manner.

SLIDES:

Go down one at a time in a sitting position, feet forward. Wait until the person starts down before climbing the ladder. The bars under the slide are off limits. The top bar is to help

with balance and to make sure you are seated so you don't hit your head. Once at the top you go down and keep traffic moving.

BALLS: Kick soccer balls in the dirt area or against the ball wall only. Basketballs are for basketball only. All balls must be returned to ball cages when directed. Balls should be placed in the cage at the end of recess. Only school provided balls may be used on the playground. **Do not bring balls from home.**

TETHERBALL RULES

FOULS:

- Hitting the ball with any part of the body other than the hands.
- Stopping continuous play by holding or catching the ball.
- Touching the pole with any part of the body.
- Touching or hitting the rope.
- No climbing of the pole or adjusting of the rope and chain are allowed.

PENALTY:

A player who commits any of the fouls listed above forfeits the game to his opponent. Play stops immediately after a foul has been committed.

SCORING:

The game is won by the player who first winds the rope completely around the pole or by forfeit in the case of a foul committed by an opponent.

PLAYGROUND EQUIPMENT RULES:

- One person at a time on any bars.
- Keep hands and feet to yourself and off of others.
- Hands only on the handrails.
- Use climbing equipment the way it was designed to be used.
- Games should be taken away from playground equipment space.

BALL WALL RULES:

- Students play either as individuals or as a team.
- Students must wait in line with their partner/s, if playing more than one.
- You have to have a ball to hold a court. No ball, no court.
- The middle court is ONE court. No switching walls back and forth.
- Closed toe shoes must be worn. Shoes must be snug and remain on when kicking.
- Students who kick the ball away in anger will be removed from the courts for the remainder of the recess.
- If arguing over whether a player is out or not continues, the court will be shut down.
- Students who kick the ball over the ball wall:
 - First time: Warning.
 - Second time: Must leave the game and find something else to do.

P.E. REQUIREMENTS

- Your child will have 100 minutes of physical education every week. This instruction will be provided by the P.E. teacher.
- 15-20 minutes of P.E. time will be spent on physical fitness, concentrating on flexibility, endurance, arm strength, and abdominal strength.
- P.E. will be devoted to basic skills for K-2 while 3-6 may focus on a particular sport or activity to include but not limited to: organized games, rhythms, soccer, football, basketball, volleyball, softball, and physical fitness tests.
- Physical Fitness Tests for 5th graders will be in March/April to avoid the heat later in the year. All fifth graders are required to take these tests.
- P.E. is an important component of your child's education. Please stress the importance of participating.
- A child may be excused for two days of P.E. due to illness or other restrictions with a note from the parent explaining the request. **If your child must be excused from P.E. for more than two days, a doctor's note is required. If a child is excused from P.E., he/she will be sitting at recess as well. The student may have a written assignment while sitting out of P.E.**
- ALL excusal notes (parent and/or doctor) needs to be submitted to the office.

PERSONAL ITEMS:

- Do not bring personal items (toys) from home unless requested by a teacher. For example: Yoyos, Frisbees, Fidgets, Spinners, and Stuffed Animals.
- **Unauthorized items** will be sent to the office and it will be the **student's responsibility to take them home after school**. Some items may be held for a parent to pick up.
- The school is **not responsible for lost or stolen item**

CELL PHONE POLICY:

- Per Board of Education and CDE policy, cell phones or other electronic devices may **not** be turned on during school hours and must be kept in the student's backpack while at school.
- **Use of a cell phone during instructional time (Instructional Time is from the time a student enters the campus in the morning until they leave the campus in the afternoon):**
 - First offense: principal removal of phone and student will pick up at the end of the day
 - Second offense: principal removal of phone and held for parent pick up
 - Third offense: principal removal of phone and held for parent pick up at end of month.
 - Fourth offense: principal removal of phone and held for parent pick up at end of school year.
 - Any further offenses may result in discipline.

PARENT/TEACHER CONFERENCES

- Parent/Teacher conferences are held in the fall and the spring. A conference can be requested at any time if need arises.
- Conferences are held to discuss your child's performance. You will receive a progress report at the conference but may check grades on ParentVue anytime.

- We will have early release days this year so that teachers may hold conferences on the afternoons of 10/28/26 and 4/14/27.

PARENT COMMUNICATION

- A **monthly newsletter** from the school will be posted to the school website, along with Class Dojo messages from your child's teacher to inform you of important dates and activities. Please check the school and district website for information.
- You will occasionally receive an automated phone message/text message (Robocall) with special announcements or reminders.
- Our digital marquee in front of the school displays current activities.
- If you have questions regarding your student or the classroom, please contact your child's teacher via Class Dojo. Teachers will return communication before or after classroom hours so we don't interrupt instruction. We will respond within 24 hours.
- The FHES website is available through the district website, www.morongousd.com. We will update the website throughout the year.

VISITORS / NAME TAGS

We welcome visitors to Friendly Hills Elementary School at any time. We strive for a safe environment so we ask for your cooperation. The front door will be locked and you must ring the doorbell for entry. Visitors MAY NOT go beyond the front desk area unless they sign in following these safety guidelines:

- The 'Raptor' system will be utilized where you must scan your ID and a photo name badge will be printed for your use that day. Please always bring your I.D. with you when you visit our campus. **You must be an approved volunteer to go on campus.**
- Every visitor on our campus is required to check in at the front office desk, indicating their destination, and then turn in your badge upon leaving campus.
- Visitors may not go in a classroom unless they are an approved volunteer and have the classroom teacher's permission. This requires a minimum of 24-hours notice.
- You must sign out your child at the front desk staff if you need to take your child out of school early (**emergencies and appointments only please**) - there is a sign-out book that you must fill out before you take your child from the school. ID is required for anyone picking up a student from our school.
- **important: we will not release your child to anyone you have not listed on the blue family record card unless we have documentation from the parent.** Please inform the office if that information needs to be updated.

FHEA (FRIENDLY HILLS ELEMENTARY ASSOCIATION)

This organization consists of parents and staff working together to promote the welfare of the children at our school. They are committed to bringing a closer relationship between home and school by promoting continued and expanded parent partnership at school. They provide support to the teachers and students at Friendly Hills Elementary School. All field trips, assemblies, and some classroom supplies are provided through the organization. **Regular meetings are held at the school on the first Tuesday of each month, at 3:30 p.m. in the school library.** All parents are encouraged to attend and become involved.

PARENT VOLUNTEERS

- Parents are encouraged to volunteer in the classroom and working parents are encouraged to help out at home or with any of our fundraising events.
- **The Volunteer packet, TB tests and Live Scan fingerprinting** are required for **ALL** volunteers and chaperones.
- For more information, please contact the school office.

SCHOOL SITE COUNCIL (SSC)

The **School Site Council** is a decision-making body within the school for all Title 1 funding. This committee helps put together a School Plan for Student Achievement (SPSA), each year, which outlines how Title 1 money for school programs will be spent. In addition, it helps set goals and reviews results each year to determine the critical needs of our school. The committee is made up of an equal number of parents and staff. If you are interested in becoming a member, please contact the school.

The **SSC** meetings are held on the 4th Thursday of every month at 3:45p.m.

TECHNOLOGY POLICIES

- Students will have opportunities to use technology on a regular basis in the classroom.
- Parents are required to sign an **"Acceptable Use Agreement"** prior to the use of the internet and on-line technology. This is a check marked field on-line on your family record card. This agreement will be maintained in school files for the current school year. However, it is non-transferable to another site.
- Students are authorized to use district equipment to access the internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board policy.
- The student in whose name an on-line service account is issued is responsible for proper use at all times. They shall use the system only under their own account number. Users shall keep personal account numbers, home addresses, and telephone numbers private.
- The district's system shall be used for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
- Students and parents should be aware that the district reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials.
- The use of the district's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.
- Students are prohibited from accessing, posting, submitting, publishing or displaying harmful or inappropriate matter** or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disagreement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
- Students shall not disclose, use, or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communications. Students are also cautioned not to disclose such information

by other means to individuals located through the internet without the permission of their parent/guardian. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.

- Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
- Copyrighted material shall not be placed on the system without the author's permission. Students may download copyrighted material for their own use only.
- Vandalism will result in the cancellation of user privileges. Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any user, including so-called "hacking".
- Students shall not read other user's electronic mail or files. They may not attempt to interfere with another user's ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify, or forge another user's email.
- Students shall report any security problem or misuse of the services to the teacher or principal.
- Students and parents should be aware that the principal or designee shall make all the decisions regarding whether or not a student has violated Board policy or the Acceptable Use Agreement and may deny, revoke or suspend a user's access at any time. In addition, the principal or designee may administer appropriate site and district consequences for violation (s) of the Acceptable Use Agreement. The decision of the principal or designee shall be final.
- ****Harmful or inappropriate matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, and appeals to the prurient interest and is a matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal code 313) Inappropriate use shall result in a cancellation of the student's user privileges and disciplinary action and/or legal action may be taken in accordance with law and Board policy. ****

LIBRARY POLICIES

- Each class visits our library once a week.
- No additional books may be checked out until all previous books are returned.
- **Children and their families are financially responsible** for the books that are borrowed.
- Outstanding debts of any kind may result in students not being allowed to check out books.

MEDICAL POLICIES

- **If your child needs to take medication or use an inhaler during school hours, a doctor's order is required and the correct paperwork must be filled out.**
- **All medications must be in a labeled prescription bottle with approved paperwork in place.**
- **Medication must be transported and signed in or out by an adult. There are no exceptions to this policy.**

- There is a health technician usually available at our school who handles student medical care, including emergencies and distributing medication.
- If ill or injured, children will be sent to the nurse's office and a parent will be contacted if your child is unable to return to class. It is our desire that students remain in the classroom however any child seriously ill or injured will be sent home.
- If a child has a fever of over 100, he/she may not return to school until fever free for 24 hours without the aid of fever reducing medication.
- Cough drops, vitamins, or other **non-prescription medicines are not allowed at school** without doctor's written orders and the appropriate paperwork in place.
- Students may use sunscreen or lip balm. This may not be shared.
- If your child needs a special diet, this requires a 'Special Diet Order' form from a qualified medical doctor. This is only for food allergies and medical conditions. The form is available in the office.

FIELD TRIP POLICY

- Chaperones must have MUSD clearance to attend a field trip. That includes the volunteer application from the office, TB test, and Live Scan fingerprinting.
- In order for students to fully benefit from the educational experience, **no siblings of any age will be allowed on the trip.**
- Chaperones must be at least 25 years old or if under the age of 25, must be the parent of the student.
- Only chaperones may enter or attend the field trip functions.
- Only one adult per family may attend the trip (when chaperones are limited).
- Selection of chaperones along with the number of chaperones will be at the discretion of the teacher and/or the guidelines set by the facility.
- The teacher's behavior expectations will be supported by the chaperone.
- A proof of insurance/hold harmless form must be submitted 48 hours before each field trip if a parent chooses to use their personal vehicle. These forms are available from the school office. No students may be transported in a personal vehicle without permission of the principal.
- Allowing chaperones to drive their own vehicle is at the discretion of the teacher, based on the field trip. Supervision of students is needed on the bus ride.
- Certain field trips may require additional fees for driving a personal vehicle, such as for parking or tolls.

SMOKING POLICY

State law, as well as educational code, prohibits smoking, vaping, or tobacco products on any public-school property. There is no smoking, vaping, or tobacco products allowed when acting as a chaperone on any field trip.

EMERGENCY PLANNING

- Emergency drills are held monthly including evacuation, earthquake, shelter-in-place, and intruder/lock down drills.
- Please be assured that your child's school staff are trained, prepared, and able to accommodate students and their needs if an actual emergency should arise.

- **We ask that you keep your emergency contact information up to date.**
- In the event of an emergency/disaster, students will be held at the school until they can be picked up by their parents, guardians, or other persons authorized on the emergency blue card. Please see the SERP plan on the school website.
- The school has water, food, and other disaster supplies stored for our children's use.
- The staff and students are continually educated and trained in disaster preparedness.

STUDENT INSURANCE

- There is special **student accident insurance** available through the school for parents who do not have other health insurance. There is a minimal charge for this on-line insurance coverage and parents whose children are not covered by other medical plans may wish to consider enrolling in this plan. There are a few students hurt every year and the district's insurance does not cover student accidents.
- This covers accidents incurred during school activities.
- Applications may be found on the MUSD website and will be sent home the first week of school.

GATE

- The school's **Gifted and Talented Education (GATE)** program is for students in **grades 3-6.**
- Students are identified by a combination of scores on the Raven's Test, Smarter Balanced
- Assessments, individual assessments, parent information, and teacher recommendation during 2nd grade.
- Identified GATE students are served in different ways. A before or after school program will be available as resources become available to the school.

MTSS (MULTI-TIERED SYSTEMS OF SUPPORT)

- Students who are having academic or behavioral difficulties may be referred to the Multi-Tiered Systems of Support (MTSS) program.
- Several interventions will be attempted during this process. If there continues to be an issue, the child may be referred for SPED testing. This process normally takes about nine weeks.
- If test results indicate a learning disability, the child will receive an individualized education plan (IEP) to receive appropriate services/settings.

EDUCATION SPECIALIST (RSP/LD)

The Education Specialist works with **students who require specialized instruction and materials and who qualify for Special Education services.**

SCHOOL PSYCHOLOGIST

The School Psychologist works in conjunction with Special Education programs. He/she completes assessments to determine appropriate placements for students identified as having special needs and assists school personnel with special interventions for children. The School Psychologist is also a resource for teachers.

**Friendly Hills Elementary
Student & Family Compact
2026–2027 School Year**

At Friendly Hills Elementary, we believe that student success is built through strong partnerships between families, students, and our school community. As we begin this new school year, we invite you to join us in upholding our core values of **community, integrity, growth, love, and empathy**.

This compact represents a shared commitment to work together in support of each child's academic and personal development.

By signing below, we acknowledge that we have read the **Family Handbook** and agree to:

As a Student, I commit to:

- Following the expectations outlined in the Family Handbook.
- Showing kindness, respect, and empathy toward others.
- Taking responsibility for my actions and learning.
- Participating fully and putting forth my best effort each day.

As a Family Member, I commit to:

- Reviewing and supporting the expectations in the Family Handbook.
- Partnering with the school in my child's learning and development.
- Communicating openly and respectfully with staff.
- Modeling and encouraging the values of community, integrity, growth, love, and empathy at home.

Together, we will create a safe, supportive, and inclusive environment where every student can thrive.

Student Name: _____

Student Signature: _____

Date: _____

Family Member Name: _____

Family Member Signature: _____

Date: _____

We are excited to partner with you for a joyful and successful school year!
The Friendly Hills Elementary Team

