

# ROLLING HILLS COUNTRY DAY SCHOOL

## PARENT HANDBOOK



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## ROLLING HILLS COUNTRY DAY SCHOOL

### MISSION STATEMENT

Rolling Hills Country Day School serves its students, their families, and wider community through providing a nurturing environment where children can develop into academic achievers, effective communicators and involved citizens.

### VISION STATEMENT

At Country Day School, development of the whole person is central to our philosophy. Our students are confident, have high self-esteem, a strong work ethic, and are self-motivated. At the same time, they develop lifelong friendships with their classmates, enjoy athletics and extracurricular activities, and revel in simply being children.

Together we work to support our students' educational, social, emotional, and physical growth. Our successes are many and unique. We believe those successes have emerged from our belief in the future and all its possibilities while at the same time respecting and honoring the wisdom of the past.

### SCHOOLWIDE LEARNER OUTCOMES

#### 1. Academic Achievers who

- Analyze concepts, develop questions, formulate solutions, communicate effectively, and apply learned skills
- Strive to meet or exceed the standards of the RHCDS curriculum
- Initiate independent thought
- Utilize current technologies, communications, and outside resources

#### 2. Collaborative Workers who

- Practice flexibility in group dynamics in various roles
- Exercise leadership opportunities

#### 3. Involved Citizens who

- Exhibit personal and social integrity and responsibility within the school and community as expressed in the RHCDS Honor Code
- Respect ideas, views, and groups within a diverse society
- Embrace global awareness

*Creative and Critical Thinking \* Problem Solving \* Communication \* Leadership  
Technological Acumen \* Compassion \* Grit*

## ROLLING HILLS COUNTRY DAY SCHOOL

### HONOR CODE

The Honor Code was written by students during the 1997-1998 academic year and is as follows:

*I, (student's name), pledge honor to myself and others by respecting the world and its people. I will speak and act with honesty, welcome responsibility, uphold a high moral standard, and have the courage to do what is right. In all that I do, I will devote my best effort, contributing to Country Day School and the world community with enthusiasm and spirit.*

### CODE OF BEHAVIOR

Rolling Hills Country Day School helps students develop self-discipline as a basis for responsible adulthood. Self-discipline is expressed in a student's regard for himself/herself, his/her behavior toward others, and respect for one's own and other's property. Specifically, Country Day School students are to adhere to the following:

1. Exhibit courtesy, kindness, and respect toward others.
2. Exhibit honesty in all that is done.
3. Respect one's own and other's property.
4. Abide by the Rules and Regulations of the School as published by the School and as enunciated by the administration, faculty, and staff.
5. Respect the laws and regulations of the community and country.

*The topics in this Handbook are listed alphabetically.*

## **ADMISSION**

Admission of applicants is dependent upon an academic evaluation, personal interview, and available openings. Each applicant must pass examinations with a score that clearly indicates that the student can maintain the level of work established for the grade. Applicants must also supply satisfactory evidence of work completed at the school previously attended as well as a report of complete immunizations as required by law.

Rolling Hills Country Day School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

## **AFTER CARE**

After school care is available for students from afternoon dismissal until 6:00 P.M., with charges on an hourly basis. This is supervised coverage on campus with a homework study hall, small group activities, snacks and drinks. Students may sign in daily or on an as-needed basis. Additional details are available in the front office. Students remaining on campus at 3:40 p.m. will automatically be sent to After Care and parents will be billed accordingly.

Homework Club is separately available following dismissal for an additional fee (see HOMEWORK CLUB).

## **ASSEMBLIES (FLAG RAISING)**

Flag raising assemblies for Grades 1 through 5 are held on Mondays, Tuesdays, and Thursdays of each week and begin promptly at 8:00 A.M. on the front school patio. Grades 6 through 8 join the flag raising assembly on Mondays. These assemblies feature students giving poetry recitations, sharing work from their classes, or giving a special presentation. Parents are cordially invited to attend.

Grades 6 through 8 also hold their morning meetings under the pavilion on Tuesdays, Wednesdays, and Thursdays, and on the front school patio on Fridays. All morning meetings begin promptly at 7:55 A.M. for Middle School.

## **ATHLETICS**

The School's Physical Education program calls for a variety of activities contingent upon the age group involved. Students begin with elementary team games focusing on skills development, yoga for Grades 1 through 5, and swimming. Middle School students participate in more advanced sports and games and develop individual athletic skills. Team sports with other independent schools are also a part of the extracurricular athletic program for the Middle School. Both boys and girls who meet the academic requirements have the opportunity to participate in team sports. However, the emphasis in all age groups is on enjoyment, regular participation, and good sportsmanship rather than achievement alone.

Unless the Physical Education teachers receive a written excuse, all students are expected to participate in all physical education and swim classes.

## **ATTENDANCE**

If your child is absent, parents must call the school office as soon as possible (front office opens at 7:30 A.M.) and report the absence. Every pupil is expected, except in cases of illness or other urgent cause, to start school on the opening day of each term and remain until the final day's classes are concluded.

Serious difficulty may arise from less than regular attendance. It is important for students to consistently attend class. If a student will miss class for reasons other than illness, it is important that you notify the Heads of School in advance. In

such cases, **requests for advance work must be made one week prior to the departure.** It is the responsibility of the parents to instruct, monitor, and correct this work.

If a student must be excused from school during the day, **the parent or a responsible adult must sign out the student in the school office at the time of departure, and sign in upon the student's return.** Under no circumstances should a parent take a child from school (prior to dismissal time) without notifying the office.

## **BIRTHDAY BOOK CLUB**

The Birthday Book Club is a time-honored tradition at Country Day School. This is an optional program for parents to make a donation to the School library on the occasion of a student's birthday. The student will choose a book from a selection hand-picked by the librarian, and a nameplate with the student's name and age will be placed in the book. Additional details are available in the school office.

## **BIRTHDAY CELEBRATIONS**

Students may celebrate their birthdays at school with sweets or preferably healthy snacks for their classrooms. Please consult your classroom grade teachers to check for any children with food allergies. Parents with children who have food allergies should provide a snack for their child. Parents should not bring hats, favors, candy, etc. **Children are not to receive bouquets of balloons or flowers while they are in school.**

As long as **all** students in the classroom are invited to a child's birthday party, the party invitations may be distributed at school. If all students in a classroom are not invited, invitations must be mailed home. The school relies on parents' good judgment and sensitivity in this matter.

Students in the Middle School may decorate the locker only (not the surrounding area) of a student on his/her birthday. All decorations are to be removed by the last day of the school week.

## **CALENDAR**

A school calendar with important dates and activities is distributed in September of each school year. Dates are also listed on the school website calendar, which can be found at [www.rhcds.com](http://www.rhcds.com). More detailed calendar items, as well as updates, are communicated through the weekly RHCDS Friday Email.

## **CELL PHONE USE**

Student cell phones may not be used at any time during school hours. Students in Grades K-5 are not allowed to use cell phones on campus at any time. Students in Grades 6-8 may only use cell phones before and after school. All staff have the authority to confiscate cell phones being used during school hours. Cell phones will only be returned to a parent/guardian.

## **CHARACTER TRAITS AND VALUES**

Rolling Hills Country Day School is nonsectarian and not affiliated with any religious organization.

The School has incorporated a character-building program as part of the overall instruction.

At the beginning of the school day, the student body participates in flag raising ceremonies (see ASSEMBLIES) and the Pledge of Allegiance. It is the school custom to recite the Rolling Hills Country Day School Honor Code at the conclusion of this assembly.

## **CLASS PLACEMENT**

The ultimate responsibility for a child's class placement rests with the Administration. Efforts are made to design classes that will function in the best interests of individual students as well as the entire grade level group. It is not always in the best interests of the children for the preference of parents to determine the make-up of classes. Parents who have special

concerns about their child's future grouping should place these in writing to the Head of either the Lower School or the Middle School.

## COMMUNITY SERVICE

The School joins with parents in offering students various community service opportunities during the school year. Community service is mandatory for all Middle School students.

## COMPUTER

Parents in all grades are to read and become familiar with the *Rolling Hills Country Day School Responsible Use and Electronic Device Policy*. This agreement must be signed by the student and parent and returned to the School Office prior to using the School's computers.

Additionally, parents and students in Grades 5 through 8 are to read and become familiar with the *Rolling Hills Country Day School GSuite for Education (formerly Google Apps for Education) Policy*. This agreement must also be signed by the student and parent and returned to the school Office prior to using any GSuite accounts or programs.

Video games are not to be played on campus as anytime including at carline or After Care.

## DETENTION

A supervised detention policy for students in Grades 6, 7, and 8 is in place for those students who repeatedly violate the behavior agreements outlined in the Student Guidebook. This may include Academic Responsibility during electives on Friday.

## DISASTER PREPAREDNESS

Parents are requested to carefully read all materials sent home regarding earthquake and disaster preparedness. These notices include important information regarding the details of picking up students at school in the event of a disaster. In some emergencies the school will contact the parents and request that students be picked up early. New students are required to include the earthquake preparedness fee with their summer tuition payment. These funds are used to purchase emergency supplies that are stored in the school's disaster preparedness shed. Instructions for individual earthquake emergency packages will be sent home at the beginning of the school year. We recommend you include items from the suggested list including a personal note, but please do not send sentimental items or valuables, as the contents will *not* be returned.

## DISCIPLINARY PROCEDURES

The School seeks to encourage students to uphold the principles of honor, respect, and trust.

Disciplinary problems are handled so that counseling, advice, and warning precede corrective measures. The School views each student as an individual and each student's disciplinary case as an individual case.

Disciplinary offenses include, but are not limited to the following: use or possession of illegal drugs, alcohol, tobacco, or weapons of any type; physical harm to another student or property; plagiarism; cheating; destruction of school or personal property; improper use of the Internet or technology; harassment of any type; inappropriate language, written, spoken, or gestured; or disrespectful behavior or derogatory comments toward either faculty, staff, or fellow students.

The following items should not be brought to school: items of high value (jewelry, electronics, cash, etc.), weapons, knives, fireworks, tobacco products or products containing nicotine, illegal or controlled substances, alcohol, matches, explosives or other dangerous items, toy weapons of any kind, or skateboards. Cellular phones and other communication devices are only permitted before and after school.

The preceding is a general school-wide disciplinary policy and does not supersede the Student Expectation and Behavior Agreement for Grades 6, 7, and 8 as set forth in the Student Guidebook.

Disciplinary actions taken by the School can result in a loss of privilege while the student is on campus. More serious infractions can lead to suspension and possible removal from school.



## DRIVER CLEARANCE FOR PARENTS

The School welcomes and appreciates parents who volunteer to drive for field trips and athletic events. For reasons of safety, **each school year**, all parent drivers interested must submit forms and reports required for our driver clearance program. Forms can be obtained on our website or through the School's front office. These forms must be completed in full, signed, and returned to the school with proof of insurance and a DMV Driver Record at least one week prior to the date of an event. Parents must notify the School of any moving violations or at-fault accidents that occur after the date of the initial clearance and also supply the School with an updated copy of the insurance card if there are any changes or renewals.

## EXTRACURRICULAR WORK

Although some special, extra-credit work is offered to students from time to time, all students are expected to do regular outside reading during the school year and throughout the summer vacation months.

## FIELD TRIPS

During the school year, individual classes or whole grades schedule appropriate field trips. Grade Parents may be asked to assist in scheduling parent drivers for nearby locations or in asking parents to accompany the group on the bus. All parent drivers must complete the necessary driver clearance form **at least one week** prior to the trip (see DRIVER CLEARANCE FOR PARENTS). Siblings of students may not accompany parents on these field trips. Parents will be informed about the details of the trip through teacher communications or notices sent home. A permission slip must be signed and returned to the School in order for the student to participate (see PERMISSION SLIP). Faxed or phoned-in permission is not accepted. It is expected that parents who participate in field trips actively assist the teachers in chaperoning students and use good judgment at all times. Parents are not to drink alcohol or smoke while on field trips and should set a positive example for all students.

## FOCUS COMMITTEE

Each grade has a focus committee representative to act as a liaison between parents and the school. Meetings are held regularly and are a constructive forum to discuss general concerns, new ideas and promote good communication. Committee members are the intermediaries between their grade and the school but any parent is welcome to attend the first 10 minutes of this meeting to speak to the Administration directly about a topic.

## FRIDAY EMAIL NEWS

Each Friday, important items of school news and information are emailed to parents. Please be sure that the school office has received your current email address. Parents are urged to check their email regularly as time-sensitive items may be sent by the School via email.

## GUIDANCE AND ACADEMIC SERVICES

Teachers provide much of the school-given guidance for a child's development. Parental concerns and issues should initially be addressed with the classroom teacher. The Heads of School or Assistant Principal may be of additional help with children experiencing academic and/or behavioral difficulties.

## HALF-DAY SCHEDULES

Select days during the school year will have an early dismissal schedule. These days generally include the half days before Winter Break, Spring Break, HeyDay and Memorial Day.

Early Dismissal times are as follows:

- 11:30 A.M. for Kindergarten through Grade Three
- 12:00 P.M. for Grades Four and Five
- 12:15 P.M. for Grades Six through Eight

Please note After Care is not available on early dismissal days.

## HARASSMENT

The School pledges a wholehearted team effort to prevent and eliminate bullying/harassment by involving teachers, administrators, and support staff, as well as students and parents. Such behavior is not tolerated. We will address each issue on a case-by-case basis.

## HEALTH

The State of California requires a complete immunization record along with your signed consent form authorizing emergency treatment in the event you cannot be contacted. The School will supply common first aid treatment. If parents wish to have over-the-counter remedies dispensed to their child, as needed, please indicate that on the Enrollment Contract.

Should your child become ill during school hours, the student will be made as comfortable as possible and parents or an authorized adult will be notified. If your child shows symptoms of illness or cold, we request that the student be kept at home so that we may keep the general incidence of illness minimal. Children with temperatures above normal (98.6° F) should be kept at home. **Students who vomit for any reason at school will be sent home. Please do not send a child to school for at least 24 hours after fever or vomiting.**

**If your child contracts a communicable disease [including chicken pox, conjunctivitis (pink eye), hand, foot, and mouth disease (HFMD), pediculosis (head lice), etc.], please notify the school office immediately** so that we may inform other families of possible exposure. Students must have a doctor's note upon returning to school following recovery from a communicable disease.

During a student's illness, homework assignments may be obtained from the teacher in order to keep up with the class. For Kindergarten through Grade 5, parents may call the school office by 12:00 P.M. and request homework on the days their child is sick. For Grades 6 through 8, parents and students may access homework assignments on RenWeb.

### *ADDITIONAL IMMUNIZATION REQUIREMENT*

Whooping cough (pertussis) has been widespread in California. To help protect your children and others, California law now requires students to be vaccinated against whooping cough.

Students entering Grade 7 will need proof of a Tdap booster shot before starting school. Save your proof of immunization. By law, students who do not have proof of receiving a Tdap booster shot will NOT be able to start school until proof is provided to the school. (The tetanus-diphtheria booster shot, Td, will not meet the requirement.) Be sure to keep the written proof of all of your child's immunizations in a safe place as you may need to present it to the school office upon request.

## HOMework

Homework and independent reading are assigned regularly at the Kindergarten through Grade 8 levels. Homework serves a number of purposes: it is an extension of the child's schoolwork and can be a time to review and relearn; it is a time to prepare for upcoming tasks and tests; it provides an opportunity for children to share their schoolwork with their parents, and it is a unique opportunity for the student to develop independence, self-sufficiency, and accountability. Sometime early in the school year, teachers at each grade level will share with parents their homework policy including its purpose, average time allotment, and suggestions for the type of parental support that will make homework a productive and satisfying experience for the student.

If a student is absent, Lower School parents may request homework by calling the front office before 12:00 P.M. Homework will be ready for pick-up at the front office at dismissal. Middle School homework assignments are posted on RenWeb.

## **HOMWORK CLUB**

Homework Club is available to all students in Grades 1 through 5, Monday through Thursday (unless otherwise announced) for an additional fee. Homework Club is supervised by RHCDS teachers and is held from 3:10 to 4:10 P.M. for Grades 1 through 3, from 3:20 to 4:20 P.M. for Grades 4 and 5. Students not picked up at the conclusion of Homework Club will be escorted to After Care and billed for the additional coverage at the After Care rate.

## **HOURS**

The school office is open from 7:30 A.M. until 4:00 P.M. on regular school days. Playground supervision begins at 7:30 A.M. **Students in Grades 4 through 8 are required to be on campus by 7:40 A.M., and children in Kindergarten through Grade 3 are to be at school by 7:50 A.M. School begins at 7:55 A.M. for Grades 6 through 8 and 8:00 A.M. for Grades K through 5.**

**Students are not to be left unattended on campus before 7:30 A.M. Gates will be unlocked at 7:30 A.M.**

Tardies are recorded for all students. Children in Grades 6 through 8 will receive a detention for six morning tardies in a semester. (Only a doctor's note will excuse a child from earning a tardy.) Exceptions will be made for students riding the school bus, should the bus be late.

All children are to be brought to school via the road behind the church and enter school via the back steps (see TRAFFIC FLOW AND PARKING). **Parents are not to drive into the front parking area to drop off or pick up students without written permission from the Executive Director.**

All children are to exit school via the back steps with the exception of Kindergarten students who are picked up and signed out at their classrooms. No running is allowed in the parking lot. Children should always be closely supervised by parents while in these areas.

Regular Dismissal times are as follows:

- 2:45 P.M. for Kindergarten
- 3:00 P.M. for Grades One through Three
- 3:15 P.M. for Grades Four and Five
- 3:15 P.M. for Grades Six through Eight with **pick-up at 3:30 P.M.**

Students in carpools may stay in study hall until the oldest child in the carpool is dismissed. Extended day care is offered in the After Care program that is available from dismissal to 6:00 P.M. on the school campus (see AFTER CARE). Students remaining on campus at 3:40 p.m. will automatically be sent to After Care and parents will be billed accordingly.

## **LATE START**

Late Start days usually occur on the first Thursday of each month. Classes begin at 8:30 A.M. and supervised parent coverage is available on the playground starting at 7:30 A.M. Faculty/staff in-service meetings are held from 7:30 A.M. to 8:20 A.M. on these Late Start days. Please consult the school calendar and the weekly RHCDS Friday Email for these Late Start dates throughout the year.

## **LIBRARY AND TEXTBOOKS**

Students in Grades K through 5 have scheduled library time on a weekly basis. At that time books may be checked out for recreational reading, book reports, and research projects. Students and parents in all grades (K-8) may see the school librarian if they have any special requests.

Students in Grades 3 through 8 are responsible for placing book covers on all school-issued textbooks. Individual report cards and transcripts will not be given at year-end until textbooks and library books are returned or paid for in the event of loss.

## LOST AND FOUND

All items worn or brought to school (including shoes and undergarments) should be clearly marked with the child's last name and first initial. Unclaimed items are stored in two bins: one is adjacent to the back basketball courts in between the restrooms and the other is located in the center of the Middle School locker bank adjacent to the parking lot. Parents and students may check these bins at your convenience. At appropriate intervals, accumulated unclaimed articles in the Lost and Found are sent to charitable organizations.

## LUNCH

Parents are strongly urged to provide a well-balanced, nutritious, appropriately sized lunch. Children are to bring a sack lunch to school. Prepared lunches may be purchased from Kelly's Korner or from the Friday Lunch Program managed by the Parents Association.

Kelly's Korner is a local merchant that provides sandwiches, snacks, and various meals, and can be ordered on the day of service until 10:00 A.M. Kelly's Korner will be delivered to school at the child's lunch period. All orders and payment arrangements must be made directly with Kelly's Korner. For further information on these lunches and to set up an account, contact Kelly's Korner at 310-541-2234. **Please note that candy, soda, and beverages in glass bottles will not be delivered from Kelly's Korner.**

The Parents Association offers a **Friday Lunch** program throughout the school year. These lunches are served on Fridays only, and the menu will rotate between In-N-Out Burgers, The Appetizer pasta, L&L Chicken Teriyaki, and The Red Onion. Students may also receive chips, salad, fruit, and a frozen ice-cream treat. Friday Lunches may be pre-purchased for the entire school year and are also available for purchase on the day of service. Additional details are available in the school office.

For reasons of safety, products in glass containers are not permitted and candy should not be brought to school or delivered with lunch. Parents should also include a snack for morning recess if the child desires this; the School provides milk and snack for Kindergarten students

## MEDICATION

Parents may indicate on the Enrollment Contract if they wish the office to dispense Tylenol, Advil, or other pain relievers on an as-needed basis. If a child must receive other over-the-counter medication during school hours, the medication should be brought to the school office and a form should be completed by the parent. If a prescription drug is to be given during school hours, the medicine must be brought in a pharmacy container labeled with the student's name, medication name, dosage, and time to be given. The parent must also complete the appropriate form available in the school office. If a medication is to be kept in the school office for emergency purposes, it should be accompanied by a physician's note stating the child's name, dose, date, and the reason for its administration when necessary. **Students are never to carry any type of medication** (including aspirin or asthma inhalers) with them during school hours unless they have permission from the appropriate Head of School.

## MESSAGES/TELEPHONE USE

Any urgent message can be relayed to a student through the school office. Parents are not to go to the child's classroom to leave messages, lunches, homework, etc. as this disturbs classroom instruction.

Children may not use the school telephone without prior permission from a teacher, administrator, or office personnel. The school makes every effort to remind children to leave a message if their parent/caregiver does not answer. Please assist us in reinforcing this important habit.

## MILK

Half pints of low-fat milk are provided for students whose parents select the milk program option on the order form or who contact the school office.



## NOTICES

In addition to the weekly RHCDs Friday Email, the teacher newsletters, and other important information mailed directly to the home, children may be given time-sensitive notices (including field trip information) to take home to their parents. **It is important for parents to look for these communiqués and respond to them where needed.**

The weekly Friday email contains school-wide and grade-level announcements. Parents may contact the school office if they have not yet registered for this email. It is critical that the School has one valid email address for each parent or guardian.

If Grade Parents or committee volunteer parents wish to send notices home to parents, these notices **must first be cleared through the school office. Please allow five working days** for this clearance.

## PARENTS ASSOCIATION

Every parent of a Rolling Hills Country Day School student is invited to be an active member of the Parents Association whose function is to assist in school-sponsored events during the year. Among those events that have become tradition are HeyDay, Science Day, Multicultural Day, and Country Day Cup.

Parents Association meetings are generally held on the first Wednesday morning of each month in the Multi-Purpose Room. Monthly topics vary and details will be announced in the Friday Email prior to the meeting. We encourage all parents to attend these informative meetings.

Many additional opportunities exist for parents to volunteer at the School. Interested parents should contact the Parents Association President or the school office. Parents may also consult with the teacher if they wish to share their interests, hobbies, occupations, and expertise with their child's classmates.

If parents wish to schedule a meeting or special event to be held on campus, they must first check with the school office.

## PARENT COMMUNICATION

It is very important that parents inform the school when situations arise that are not routine (e.g., a parent's business trip or vacation or a family member's illness). These events do affect children, and teachers welcome this communication from parents. Please contact your child's teacher directly to provide feedback, suggestions, or to ask questions.

To contact a teacher or to arrange for a meeting, please use the following procedure:

1. Call the school office to request to speak with a teacher.
2. The office staff will either relay your message promptly to the teacher or put you through to the teacher's voicemail box.
3. The teacher will respond at his/her earliest opportunity. You can expect a response within 24 hours.

All teachers can also be contacted via email to arrange for a meeting.

## PARENT CONFERENCES

Mandatory parent conferences for Kindergarten through Grade 8 will be held in November and in March. Parents will be notified by email in advance of this day. There will be no classes on conference days. During the conference, playground supervision will be provided for school-age children during your conference time. Parents are to arrange for supervision for all children younger than Kindergarten age.

Individual conferences with a teacher or Heads of School may be arranged by appointment. If you have any questions or if there is a problem that you feel requires discussion, we encourage action early in the academic year. Please contact the office to make appointments for these individual conferences. In addition, email addresses for all faculty can be found on the School website at [www.rhcds.com](http://www.rhcds.com).



## PARKING

See TRAFFIC FLOW AND PARKING, TRAFFIC NOTICE, and RHCDS PARKING LOT MAP.

## PERMISSION SLIP

A signed permission slip is required for students to participate in any RHCDS off-campus field trips, events, and athletic activities. Students will not be permitted to attend events if their permission slip has not been returned prior to the activity. **A blank, printable copy of the permission slip is available on the School website** at [www.rhcds.com](http://www.rhcds.com). Parents may then fill in and sign this form and send it to the School. Faxed or phoned-in permission is not accepted. Parents participating in field trips should complete the release and waiver form as the student's parent/guardian.

## PHOTOGRAPHS

Each fall students are given order forms for student photograph packages. The completed forms with accompanying payment are to be returned to school at the parents' earliest possible convenience before Picture Day. Every child will have an individual picture taken as well as a group picture with the class, even if they have not ordered a package. Those children who have returned the completed form with the payment will receive ordered photographs before the winter break.

Retakes are scheduled for children whose photographs were flawed, who wish to pay for an additional set of photographs, or who were absent on the original Picture Day. It is necessary to return the full set of flawed pictures on the day of the retake.

## PLAGIARISM

Rolling Hills Country Day School students are not to plagiarize any of their work. To plagiarize means to present others' ideas and words as your own without crediting the source of that information.

To avoid plagiarism, students must give credit when using:

- Another person's idea, opinion, or theory;
- Any fact, statistic, graph, drawing – any piece of information – that is not common knowledge;
- Quotations of another person's actual spoken or written works
- Paraphrase of another person's spoken or written words. The words and the sentence structure must be changed while still keeping the content of the original. Paraphrased sections must still be cited because the ideas belong to another source.

If students are found to have plagiarized, they must re-write the assignment. Consequences may include a failing grade for the assignment, suspension, and possible expulsion.

## PROGRESS REPORTS

Progress reports will be issued as follows: Kindergarten through 5 at the end of each trimester (three times a year); and Grades 6 through 8 reports available weekly on RenWeb and at the end of each semester.

Grades in academic subjects indicate individual mastery of subject matter as well as effort and citizenship.

## RECYCLING

Blue recycling bins are located in various places around our campus, including all classrooms. Students and parents are encouraged to utilize these bins when throwing away recyclable containers (bottles, cans, etc.).

## SHOES

See UNIFORMS.



## SOCIAL BEHAVIOR

The School promotes manners and conduct consistent with the training parents give children at home. The School encourages parents to discuss appropriate behavior with their children prior to their attending social events outside of school.

## SOCIAL NETWORKING

Students are not to access any social networking sites during school hours or anytime they are on campus. Students are also not to use their RHCDS email accounts for any social networking sites.

## STANDARDIZED TESTING (ERB)

Each year the School administers standardized tests that have earned a recognized reliability and afford us knowledge of our school achievement. RHCDS uses ERB testing, which offers assessments for achievement for independent and public schools PreK through Grade 12. These standardized tests are given to students in Grades Three to Eight. Teachers are also continually testing and evaluating student progress during the regular course of study.

## SUMMER PROGRAMS

Each year the School offers academic summer school, summer day camp, swim camp, and additional subject specific courses for students of the School as well as the neighboring communities. These programs are very popular and enrollment fills quickly. RHCDS parents should be on the lookout for the special priority registration, the course brochures, and enrollment forms that are distributed prior to spring break.

## TRAFFIC FLOW AND PARKING

It is imperative that parents drive slowly and carefully on the roadways and in the parking areas of the School and adjacent church. **For safety reasons, cell phone use is not permitted in these areas at any time.** Adherence to the rules below and courteous behavior are necessary in maintaining our driving privileges on the **church-owned** driveways and parking areas.

**Parents are not to drop off or pick up students in the front school parking area between the hours of 7:30-8:15 A.M. and 2:30-3:45 P.M.** All drop-offs, pick-ups, and parking are to be in the **back** parking area. The front parking area is reserved for visitors, faculty, staff, and administrators. The front church parking lot (adjacent to Crenshaw Boulevard and to the north of the school parking lot) is never to be used by Country Day School parents. This lot is reserved for church members and church staff.

All children are to be brought to school via the road behind the church and enter school via the back step. From Crenshaw Boulevard, after entering on the small road just past the church, proceed directly ahead. Regardless of the hour, Country Day School parents are **never to take the first turn to the right after entering.** That road is reserved for church and preschool traffic and is *not* to be used by Country Day School parents.

A map with details regarding rules and traffic flow in the back school parking area is distributed to parents prior to the start of the school year. This information is also in the back of this handbook. Additional copies of the map can be obtained in the school office.

Please note that drivers are responsible for their vehicles in the parking areas. Please do not leave anything visible inside vehicles in the parking areas.

## TUTORING

In some cases private tutoring for a student may be recommended. The School attempts to assist parents in locating an appropriate tutor.

## UNIFORMS - GENERAL

Every student is required to wear a complete uniform every day. No exceptions are allowed other than free-dress days, which will be announced. Every Monday is a Dress Uniform day. Continued disobedience of the uniform code will be considered grounds for disciplinary action.

School uniforms may be purchased through Lands' End. Purchases can be made on the Lands' End website using preferred school number using the 900168758. You may also order via phone at 1-800-469-2222 and reference preferred school number 900168758.

All uniform and clothing items should be clearly labeled with the child's name. Parents should carefully monitor their student's uniform with particular attention to the following items. Students who are not in uniform will be sent to the office, and parents will be contacted and asked to bring in the correct uniform item(s).

- EVERY Monday is a Dress Uniform day.
- Students are to wear the school uniform and only the sweater, sweatshirts, or jacket included on the uniform list, sold in the school office, or the outdoor education sweatshirts for Grades Five through Eight. Students will be asked to remove all non-uniform sweaters and sweatshirts.
- "Skinny fit" or 5-pocket style pants/shorts are not allowed.
- Girls' skirts are to be no shorter than three inches above the middle of the knee. The school always reserves the right to ask a student/parent to alter the hem on a skirt.
- We ask that girls wear shorts under the school uniform jumpers and skirts. However, these shorts are never to extend below the hemline of the uniform.
- Girls in Kindergarten through Grade Four may wear navy or white tights or full-length leggings under their jumpers in the winter; Girls in Grades Five through Eight may wear white or navy full-length leggings under their skirts during the winter. Capri length leggings are not allowed for any grades.
- Girls in Grades Six through Eight may wear khaki Bermuda shorts that are no shorter than three inches above the middle of the knee.
- All socks should be completely white with **no color, design, or logo**.

WINTER UNIFORMS: Girls will change into the winter uniform upon return from Thanksgiving break through spring break

### SCHOOL SHOES:

- Shoes are to be PLAIN, ALL-WHITE LEATHER athletic-style shoes. Any accent details must be navy, green or black.
- No canvas or mesh, no "heelies" (wheel in heel of shoe), no high platform soles or decorations, sequins, rhinestones, light-ups, etc. are allowed on shoes.
- All white shoelaces are mandatory. Velcro is acceptable.
- Girls in Kindergarten through Grade Four may wear navy leather Mary Jane style or navy and white saddle style shoes.
- If you have questions about a particular type of shoe, please call the school office for direction and clarification.

If you have questions about the uniform, please call the school office at 310-377-4848 for direction and clarification.

Girls are **not** to wear makeup or fingernail polish during school hours. Only clear, colorless fingernail polish is allowed for Grades 6 through 8. Only single pierce, small, stud-type earrings are permitted. Female students may not wear "dangling" earrings or have multiple ear piercings, body pierces of any kind, or tattoos (including temporary) of any kind. **Hair bows and headbands must be solid navy, white or white plaid and conservative in size.** All accessories should be worn in moderation. The school always reserves the right to ask a student/parent to alter the hem on a skirt. Unnatural hair color, dying, bleaching, etc. is not allowed.

Boys' haircuts should be traditional in style. No ponytails, long hair, "laser lines", shaved portions of the head, etc. Boys' hair is not to be longer than the ears or eyes, and should not touch the shirt collar. If a male student is asked by teachers or administrators to obtain a haircut, the student will have **two days** to comply or he will not be admitted to class.

Unnatural hair color, dying, bleaching, etc. is not allowed. Male students may not have any piercings of any kind or tattoos (including temporary) of any kind.

## **UNIFORMS - PHYSICAL EDUCATION**

Students in Grades 5 through 8 are to wear the uniform physical education shorts and shirts for P.E. class. One shirt and one pair of shorts are included on the summer tuition statement (two sets each for Fifth Graders), and these items are distributed to students at the start of the school year. Parents may purchase additional P.E. shorts and shirts in the front office. Optional P.E. sweatpants are also available for purchase through Lands' End.

The regular school shoes (plain white leather athletic-style) are also worn for Physical Education class. If your child would like to wear other athletic shoes during Physical Education, they **MUST** change back in to uniform shoes at the conclusion of class.

Please note that for swimming, girls are to wear **one-piece swimsuits**. Goggles are strongly recommended. Please be sure to label goggles with your student's name as well.

## **UNIFORM CLOSET**

The Uniform Closet is located in the hallway between Room 17 and the school office building. The key to the closet may be obtained from the school office.

Parents are welcome to obtain items from the Uniform Closet at no charge. Parents are encouraged to make donations to the Uniform Closet of freshly laundered uniforms in good condition. These may be dropped off in the school office. Each year a parent volunteer, in conjunction with the Parents Association, serves as Uniform Closet chairperson and coordinates the workings of the closet.

## **VACATIONS AND UNEXCUSED ABSENCES**

The School cannot overemphasize the importance of students attending classes up to the designated dismissal time stated for the start of the vacation period and returning on the date when school resumes. If at any time during the year parents are considering taking their child out of school, they should speak with the teacher regarding the effect this absence may have on the student's progress.

The Head of School must be notified in writing of any absence exceeding 3 consecutive school days. This notice must be given at least one week in advance of the absence for any vacations or trips. Excessive absence will be considered a factor for denial of re-enrollment for the subsequent school year.

**Parents requesting missed class work or homework for students on a vacation are responsible for monitoring all of this work. All requests for such assignments must be made at least one week in advance of the scheduled absence.**

## **VALUABLES**

Items of value including expensive watches, jewelry, collectibles, electronics, and money should not be brought to school. When necessity requires safekeeping for special items, classroom teachers should be consulted. RHCDs does not assume responsibility or liability for any personal items.

## **WEBSITE**

Parents may access pertinent school information at [www.rhcds.com](http://www.rhcds.com).

Parents and students are **not** permitted to use the School logo, name, or insignia when creating their own websites.

## **WIRELESS NETWORK**

Parents are not to use the School's wireless network without express permission from the Executive Director or Director of I.T.



## MAJOR SCHOOL EVENTS

**ORIENTATION DAY** for all students will be held on the day preceding their first full day of classes. Students in Kindergarten through Grade 5 are to be accompanied by at least one parent or guardian for an approximately 1 ½ hour Orientation. Students will meet in the classrooms while parents meet in the Multi-Purpose Room. Middle School Orientation is for students only and will last approximately 1 ½ to 2 hours. All schedules for these orientations are sent out with the Summer Mailing packet.

**PARENTS ASSOCIATION MEETINGS** are generally held on the first Wednesday of each month beginning with coffee at 7:45 a.m. Meetings include information regarding Parents Association events as well as guest speakers of interest to parents.

**FACULTY IN-SERVICE MEETINGS/LATE STARTS** usually occur on the first Thursday of each month. School begins at 8:30 a.m. for all students because all faculty and staff meet for an in-service meeting from 7:30 a.m. to 8:20 a.m.

**GRADE LEVEL COFFEES** are hosted by the Grade Parents within the first month and a half of the start of school in September. This is an opportunity for parents in each grade to interact on a social basis and learn pertinent information about their child's grade and upcoming events.

**BACK-TO-SCHOOL NIGHT** is an evening event offering parents of Lower School students the opportunity to visit their child's classroom. This event coincides with the annual Book Fair.

**BOOK FAIR** is held in the Multi-Purpose Room in the fall of each year with material available for sale from Kindergarten through adult levels. Proceeds from the fair are used to purchase additional books for the School library.

**OUTDOOR EDUCATION** is an opportunity for students in Grades 4 through 8 to experience learning outside of the classroom in an outdoor setting. Each trip is unique in its setting, environment, learned skill sets, and challenges. Each of the trips focus on students' development of self-reliance, team-building, problem solving, and class bonding.

**PARENT SOCIAL** is an evening event for parents to interact with one another and enjoy a night out. There is generally optional childcare available at RHCDS in the form of a Kids Social.

**ART AT YOUR FINGERTIPS (AAYF)** is a program under the direction of parent volunteers working in conjunction with the Palos Verdes Art Center. Students have the opportunity to create works of art during the course of the year.

**HOLIDAY PROGRAMS** are held in the Multi-Purpose Room (MPR) during the weeks preceding the dismissal for winter break. Parents are invited to attend the designated performances for parents.

**OPEN HOUSE** is the annual admissions event held on a Sunday afternoon for prospective students and their families. Teachers display student work as well as written material and texts. The Multi-Purpose Room is also transformed into an art gallery of student pieces created

**MULTICULTURAL DAY** is an annual event in which parent volunteers, in national and ethnic dress, display educational and cultural materials typical of countries and regions throughout the world. Booths are set up in the Multi-Purpose Room and students "visit" the various countries with a "passport" in hand.

**WINTER MUSICAL** is a performance by students in the Middle School. The musical production is presented each winter. Performances are announced for students as well as evening presentations for families and friends.

**HEYDAY** is the annual school carnival held from 10:00 a.m. to 3:00 p.m. usually on the third or fourth Saturday of April. The Grade Parents of each grade are responsible for the functioning of a booth or activity.

**COUNTRY DAY CUP** occurs on the final Monday of the school year. The entire school, with the exception of Grade 8, participates in this event with Opening Ceremonies, individual sporting events, and Closing Ceremonies. Parents are encouraged to participate in this spirited day.

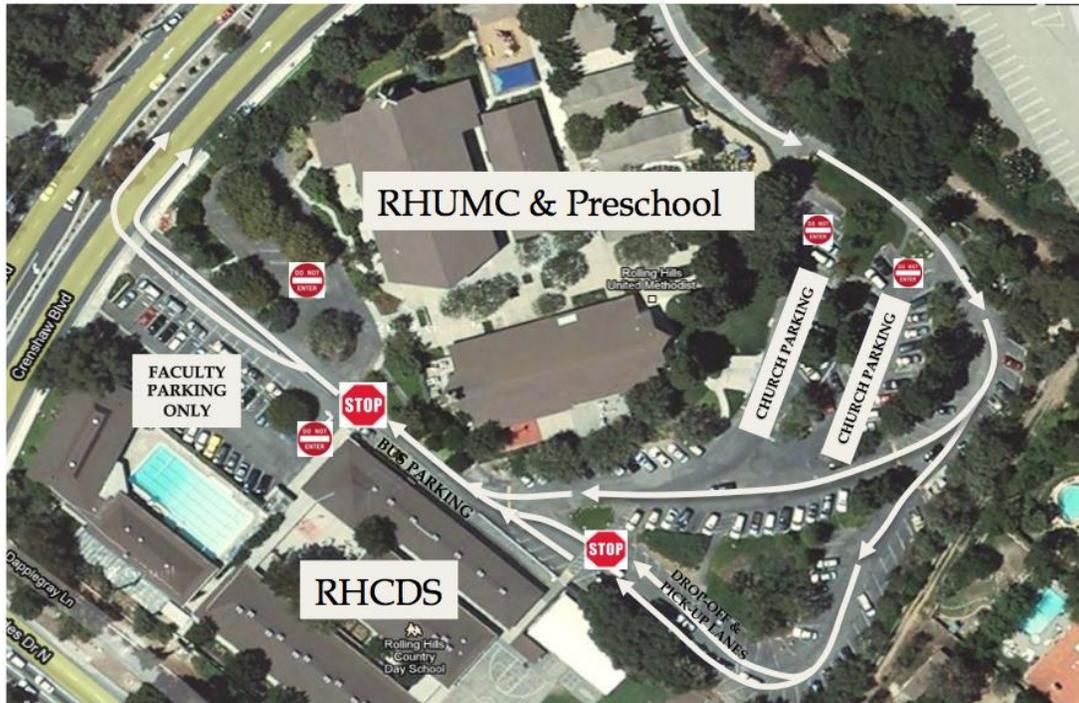
**GRADUATION** follows the last day of school and is typically on Wednesday. The Kindergarten Graduation is held at 10:00 a.m. in the MPR. The Eighth Grade Graduation is held at 2:00 p.m. of the same day at the Norris Theatre.

## TRAFFIC NOTICE

When dropping-off or picking-up your child, always remember that there may be other children and parents walking near your vehicle. Please drive with the utmost safety at all times. Please remember that the Rolling Hills United Methodist Church owns the back parking area; we are their guests and must not use the designated parking spots reserved for their Pre-School program without prior consent.

- \* Cell phone use is NOT permitted while driving on the roadways or through the parking areas.
- \* All children are to be dropped-off and picked-up in the BACK school parking area ONLY. This area can only be accessed by using Crenshaw Boulevard just north of the church. The front school parking area and the side parking spaces adjacent to the school office are reserved for faculty parking only. No one is exempt from this rule unless they have written consent from the Executive Director.
- \* Students in Grades Four through Eight are to arrive by 7:40 A.M. Kindergarten through Grade Three are to be on campus by 7:50 A.M.
- \* In the drop-off lanes, vehicles in the LEFT lane may open the LEFT-HAND doors of the car for student unloading, and vehicles in the RIGHT lane may open their RIGHT-HAND doors. Parents of Kindergarten students are the only ones required to park and walk their student(s) to the back blacktop.
- \* In all other areas, children are NOT to exit their cars unless the vehicles are parked. They are then to proceed to the CROSSWALK and cross over to the steps. Students MAY NOT cross through cars/bushes to get onto the blacktop.
- \* It is illegal to drop-off children for RHCDS in the westbound lanes of P.V. Drive North and in the north or southbound lanes of Crenshaw Boulevard adjacent to the school. These practices are not only illegal, but extremely unsafe.
- \* For Afternoon Pickup:
  - Kindergarten students are picked up in the classroom.
  - Grades One, Three, Five and Seven are picked up in the left lane along the RHCDS wall closest to the field.
  - Grades Two, Four, Six and Eight are picked up in the right lane closest to the grassy knoll.
- \* As drivers exit the back parking area and progress toward Crenshaw Blvd., they must stop at the stop sign adjacent to the front office before dividing into TWO LANES.
  - The RIGHT lane is for drivers who want to proceed down Crenshaw Blvd. (See diagram)
  - The LEFT lane is for drivers making a u-turn on Crenshaw OR proceeding down Crenshaw Blvd.

## RHCDS PARKING LOT MAP



 = Student Drop-off and Pick-up Traffic