

**OAK HILLS
ELEMENTARY SCHOOL
OAK PARK UNIFIED SCHOOL DISTRICT**



“A special place for children to learn, grow and succeed”

**A National School of Excellence
A National Blue Ribbon School
A California Distinguished School**

**SCHOOL HANDBOOK
2008-2009**

**An important guide for parents and students about the policies and practices at
Oak Hills Elementary School**

**1010 N. Kanan Road
Oak Park, CA 91377**

A message from your Principal, Leslie Heilbron

Welcome to the Oak Hills Elementary School family. We believe that the school staff and our families are a viable team working together to assist our children in their academic, social and emotional growth.

We set clear expectations and goals at high levels at Oak Hills. We do this because we know that every member of our school community will work together to ensure that every individual achieves their highest level of success. As one succeeds, so does the team.

Oak Hills is a very special and unique learning community that has been recognized as a leader in elementary education. The school has been recognized twice as a National Blue Ribbon School by the U.S. Department of Education for meeting national standards for school excellence. We have also been named a California Distinguished School by the California State Department of Education for excellence and as a school with high academic standards, a well articulated curriculum, and an outstanding learning environment. We earned the Bravo Award from the Music Center of Los Angeles County for an exemplary program in the visual arts and we were named for Excellence in the Arts by the California Department of Education. We have also been recognized by the U.S. Environmental Protection Agency, the California Department of Energy and Resources, and the County of Ventura for our Zero Waste, recycling and waste reduction programs.

We hope that the information in this handbook will enable you and your student to understand our programs and practices. Please take a moment to review this handbook, especially this year as there have been some minor changes that were made to better serve our school community.

Oak Hills Vision Statement

‘Oak Hills Elementary School, a learning community of children, staff, parents, corporations, and organizations, enhances children’s lives by actively engaging them in meaningful learning experiences. These experiences empower our students to become creative, productive, socially responsible, life-long learners and problem solvers who successfully contribute to a culturally diverse and technologically evolving society.’

IMPORTANT INFORMATION FOR PARENTS

Oak Hills strives to provide an environment of warmth and support. We are confident that through mutual respect, personal accountability and social responsibility we will achieve excellence, positive growth and a safe environment for each and every one of us.

COMMUNICATION

Communication between home and school is essential to ensure that students, parents and school are working as a team. We try to respond to all communications within 24 hours. Important numbers are listed below. Once school begins you can access voice mail extensions, calendars, bulletins, menus and much more information from our website at www.ohes.opusd.k12.ca.us.

Attendance.....	597-4227
Office.....	707-4224
Fax.....	707-4232

E- MAIL

To reach any staff member via email, simply type their first initial and last name followed by @opusd.k12.ca.us.

PARENT PARTICIPATION

Parent participation and support is vital to the success of our school. Classroom volunteers, room parents, story readers, field trip drivers and many more opportunities await you should you wish to help Oak Hills:

PTA: The Oak Hills PTA is the Parent/Teacher support organization for Oak Hills Elementary school. The Oak Hills PTA operates under the rules and by-laws of the National and State PTA. The PTA is responsible for promoting a positive school climate and enhanced learning environment for our children. The PTA raises significant funds to enable the school to offer an educational program of very high quality. All officers are elected by members. Membership is encouraged for all Oak Hills parents and staff members.

School Site Council: The School Site Council is made up of five parents elected by parents, three teachers elected by teachers, one classified employee elected by classified employees and the principal. The SSC is responsible for the school budgets, the School Improvement Program, and general goals and philosophy of the school as well as the content of this handbook. Many school policies are initiated and approved by the SSC. Meetings are held monthly and are open to the public. Meetings are posted in the school bulletin.

Parent Volunteers: At Oak Hills, we highly value our parent volunteers. It is important however that the following guidelines are followed when volunteering at school:

- Volunteers must check in at the office and wear a badge. When leaving, volunteers must sign out. This is for the volunteer's safety in the event of an emergency.
- Volunteers may not bring younger siblings to work at school.
- Volunteers are to remain confidential in terms of viewing of student learning, special needs observed, etc.
- Children are to respect volunteers, however, the teacher is responsible for student discipline.
- Under all circumstances, volunteers are to follow the directions of the teacher.
- Volunteers must be respectful of teacher privacy in the staff room during recess and lunch.

ATTENDANCE

We want all students to be successful at school. Common sense and research tell us that the most successful students are those with good attendance. Because of state law, schools only receive funding for the actual time students are at school, *regardless of the reason for an absence.*

State Law requires parents to send students ages 6 – 18 to school regularly and on time, to compel the student to attend regularly, and to provide an explanation satisfactory to school personnel for all absences/tardies. Parents and/or guardians who fail to meet these obligations may be guilty of an infraction and subject to prosecution (E.C. 48070).

Reporting an Absence

We ask that parent/guardians call the Attendance Line at **597-4227** **every morning** that their student is going to be absent from school. This is to help insure that we verify each student's safe arrival and school and that we accurately record each student's daily attendance. Please be ready to provide the following information:

- Name of caller and relationship to student
- Student name
- Teacher name
- Reason for absence

Excessive Absences: Our district attendance system counts the number of days that students miss school whether excused or unexcused. Excused absences include illness or injury to the child, quarantine of the home by county health official, a medical/dental appointment that can only be scheduled during school hours or attendance at funeral services for immediate family. Absences for religious holidays will be granted upon written request of parent/guardian.

Reporting Tardies

If your student is going to be late to school due to an appointment or other valid reason, please call the attendance line at **597-4227** and let us know when the student will arrive, reason for late arrival and if student will be requiring a hot lunch for the day.

Excessive Tardies: Students are considered tardy after the 8:27 AM bell. Students who arrive after that must report to the office for a late pass. **On the fifth tardy,** a letter will be sent home reminding parents that students are required to be on time to school. **On the tenth tardy,** parents/guardians will be required to conference with the Principal. **On the fifteenth tardy,** parents/guardians will be referred to the Ventura County School Review Board (SARB) which in turn may refer the case to the Superior Court for prosecution.

Leaving School

Students may not leave campus without being signed out by the parent/guardian or other adult listed on the child's emergency card. Students leaving campus during the school day will be called to the office from class after being officially discharged in the office. Under no circumstance is anyone to go directly to a class or the yard to remove a child from school.

Independent Study

An Independent Study Contract can be formulated to provide on-going instruction for students who may be away from school due to extended illness and/or other extenuating circumstances. Contracts are for a minimum of five days. It is the intent of the contract to provide an on-going instructional program while the student is out of the classroom. Parents can assist by setting aside study time each day so that work can be accomplish in a calm and suitable environment. Please note the additional items:

- Independent Study Contracts must be request in person by parent/guardian in the school office.
- Contracts must be request one week prior to expected absence.
- All contract shall be signed and dated by student, parent, teacher and principal.
- Clear and definite homework assignments shall be given to the student which will substitute for at least a minimum day's worth of work for each day of absence from school.
- The contract and all accompanying work shall be turned into the teacher **on the day of student's return to school.**
- If work is not turned in and is overdue, the absences will be changed from excused to unexcused and the contract will be cancelled. All work will be considered missing.

Make-up Policy

When a child is absent, work will be provided for the student only at the parent/guardian's request. This request must be made before lunch and work will not be available for pick up until after 3:00 pm. Please be aware that the teacher will allow the student the number of days absent as an extension for the work to be due.

SAFETY

Oak Hills has a safety plan and supplies to handle emergencies. Drills are held with staff and students to be prepared in the event of an emergency. In the event of a disaster, school is one of the safest places for your child. We will first protect, then account for, then begin releasing students. The parking lot will be **off limits** to all but emergency personnel. Parents/Guardians or designated contacts should pick students up from the Kindergarten Playground.

Emergency Contacts: In case a parent or guardian cannot be reached by telephone only the person(s) listed on the "Emergency Card" may be contacted. It is imperative that you keep this information up-to-date for the safety of your student.

Traffic and Parking Lot Procedures

The focus of the traffic management program at any school has to be on the safety of the students. These guidelines are designed to encourage safe practices which may cause some minor inconveniences but, if followed, give everyone the best chance for safe drop-off and pickup times. Parents need to model good, safe practices and expect their students to do the same.

Pick-Up and Drop-Off Procedures

There are three areas designated for pick-up and drop-off at Oak Hills:

- The Loop – Located in the parking lot by the flagpole. When using this area please pull all the way forward before picking up or dropping off. Do not drop off anywhere except in the marked "drop off zone". **Do not park and get out of your car in this area. UNATTENDED VEHICLES WILL BE TICKETED AND TOWED.** If children are not here for pick-up, the driver must either circle again using the "thru traffic lane" or park on the street.
- Staircase on Churchwood – **NEVER DOUBLE PARK HERE!** It is unsafe and illegal.
- The Park – Valley View Park is contiguous to our campus and has a parking lot. This is an acceptable area as children can walk a short distance directly to our playground.

THE PARKING LOT IS FOR STAFF ONLY. THERE IS NO PARENT OR VISITOR PARKING IN THE LOTS AT ANY TIME. DO NOT USE THE STAFF PARKING LOT BY THE PLAYGROUND TO DROP OFF. THIS IS UNSAFE AND YOU ARE ENDANGERING YOUR STUDENT.

Parents are invited to park free on the street, at the park, or may use the church lot if it is available.

Walking and Bicycling to School

Children who walk to school must walk on the sidewalk and only use marked cross walks to cross any streets.

The following rules will be enforced regarding riding bicycles, scooter, skateboards, roller skates and blades:

- Only students in grades 3 – 5 may ride bicycles to school
- Students **may not** rides skates, blades, scooters, Razors or skateboards to school or use them on the campus at any time. This rule would include any motorized equipment as well.
- Students riding a bicycle must wear a certified helmet. It must be worn and fastened correctly. It is the parent/guardian responsibility to ensure this. If a student is caught riding a bicycle to school without a helmet, parents will be called to bring the appropriate helmet and/or retrieve the bicycle at dismissal time. The student will not be allowed to leave campus without the proper helmet.
- Bicycles must be walked once the student enters the campus and it should be secured in the bike racks. Students may not use skates or blades, scooters or Razors on the campus at any time. This includes afternoons, weekends, holidays and vacations.
- Bicycles must use the designated bike lines when available. Students must walk their bikes across streets at designated cross walks.
- Bicycles are required to follow all traffic rules that affect motor vehicles including heeding of all road signs.
- **Bikes must be ridden responsibly and in a controlled and safe manner at all times.** It is the parent/guardian obligation and responsibility to ensure that their student is mature and reliable enough to handle the charge of riding their bike to school.

Playground Supervision

The main playground and Kindergarten yard are open and supervised after 8:00 a.m. in the morning. There is no supervision at the park at this time. Only children on the campus playground will be supervised. **THERE IS NO SUPERVISION AFTER SCHOOL. FOR THE SAFETY OF YOUR STUDENTS, CHILDREN ARE NOT TO BE ON CAMPUS BEFORE 8:00 A.M. AND MUST BE PICKED UP PROMPTLY AT DISMISSAL.**

Playground Rules

The school playground is a place for recreation and enjoyment. To ensure this, the following rules are in place:

- All games are open. This means that all students may participate in any game at any time. No one may be excluded from any game.
- Deliberate interference with games is not permitted.
- Every game has rules. These rules will be taught to the students as part of the Physical Education program and may not be changed by the students.
- In the event of a disagreement over a game, students playing in the game are to vote. The outcome of the vote is final and may not be appealed to the yard supervisors or principal.
- Food and snacks must be eaten in the lunch area only.
- Martial arts, including karate, are not permitted in any form at any time.
- Games involving tackling, wrestling, pushing, etc. are not permitted.
- Students are not permitted in the parking lot or off campus during the school day.
- Balls, except soccer balls, are not to be kicked. Balls are not to be bounced against classroom walls, including portables.
- Students must use bathrooms designated for their grade levels only. **Under no circumstances are students allowed to use bathrooms at the park at any time.**
- Students may not wander in the pod areas, library, computer lab, office, front of school, or corridors without a pass from the teacher. Students are not to be in a classroom or school area unattended by a school official.
- There shall be no climbing or pulling at trees or foliage. All wildlife is to be respected and honored at all times.
- Students may not bring toys to school except for share items with the permission of the teacher. This includes collector items, cards, electronic devices, etc. Students should not bring their own balls, bats or other equipments to school.
- Cell phones must remain off and in the student's backpack and may only be used before and after school. See additional notes in the student section regarding this.
- In absolutely all cases the yard supervisors are to be respected and obeyed. Students who disobey or are disrespectful will face disciplinary action.
- Students may not use any type of profane language.
- Free falls off the bars and flips are not permitted.
- Students may not throw sand, dirt or other objects at others.

Animals on Campus/Playground

Animals can be an effective teaching aid. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes humane treatment of living creatures. Animals may be brought to school for educational purposes subject to rules and precautions related to health, safety and sanitation. Teachers and the responsible adult owner shall ensure that these rules are observed so as to protect both the animal and the students. Dogs may be brought to campus as long as they are on a lead and under control at all times. Dogs that may pose a danger to others may not be brought on campus

Cheating and Plagiarism

The following activities are considered a violation of school policy and will result in no credit for the assignment, project or test:

- copying homework or any class assignment from whatever source (plagiarizing), or allowing another student to copy one's work
- willfully falsifying data and presenting it as one's own research or work
- passing notes during a test, looking at notes during a test, or attempting to look at another student's test
- talking to others during a test

Sexual Harassment

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any student who feels that she/he is being harassed should immediately contact the principal. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Sexual harassment at the elementary school level may include:

- sexual slurs, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic verbal comments about an individual's body, overly personal conversation, and/or inappropriate touching
- sexual jokes, stories, drawings, pictures or gestures
- spreading sexual rumors
- displaying sexually suggestive objects

Racial/Ethnic Sensitivity

Students will not make remarks, slurs, innuendoes, jokes, etc related to a person's race, gender, ethnicity, religion, color, national origin, sexual orientation, or background. These remarks made in general or directed toward another child, adult, or family **will not be tolerated**. Students who make such remarks are subject to suspension or other consequences.

Controlled Substances

Any student who is in possession of or under the influence of any controlled substance or look alike, including tobacco, alcohol, illegal drugs or misusing legal drugs will be suspended.

Oak Hills Elementary School and the entire Oak Park Unified School District is a "Smoke Free Zone." By Board Policy, use of any tobacco product by anyone on the grounds or buildings is strictly prohibited at any time. This also includes field trips with students off campus.

Weapons

The Oak Park Unified School District prohibits possession of any type of weapons on campus. Any student who is found to be in possession of a weapon including but not limited to, any knife or any type of gun including pellet, bb, or any explosive device including a firecracker or fireworks, will result in suspension and possible expulsion. This includes any replica or look-alike of the above.

Students and parents are strictly prohibited from engaging in terrorist threats against school officials, school property or both.

Technology and Internet

Our classrooms and computer lab are Internet capable for teacher and student use. Internet access is filtered to prevent access to inappropriate material and student use is monitored to the best ability of parent or staff member. Please review the Technology Use Agreement with your student and it must be signed by each student and/or adult using school computers.

Dress Code

The district expects students to attend school wearing **neat and clean clothing and be appropriate for all school activities**. In no case should the dress or appearance of a student endanger the health and safety of the student or others. Clothing may not be of a nature to have “disruptive effect upon the orderly operation of the school.” (State of California Administrative Code, Section 5, Section 30200).

- No attire may be worn that promotes or advertises the following: alcoholic beverages, tobacco products, other drugs, negative or profane comments, vulgar or obscene language or images. **No rude or insulting slogans or comments that can be viewed as threatening.**
- Students may not wear revealing clothing, bare midriffs, tank tops or “spaghetti straps”. No cut off shirts or shorts, oversized clothing or showing of underwear.
- Appropriate footwear is required. No thongs, sandals, open toed shoes, boots or heels. Comfortable and flexible shoes or tennis shoes are suggested.
- Hats and visors are not to be worn in the classrooms.
- Hair should be clean and well kept. Outrageous hairstyles and hair color are not permitted. Boys are encouraged not to wear “pony tails” or “rat tails”.
- Girls may only wear post earrings. Due to safety issues no dangling earrings are permitted. Boys may not to wear earrings at school. This could be viewed as inappropriate at the elementary school age and could be disruptive to the orderly operation of the classroom and playground.
- Students may not wear any type of tattoo, including temporary rub on types.

Enforcement of Dress Code

Parents can help students use good judgment in choosing what to wear to school. Students who violate the dress code will be sent to the office and parents will be called to make arrangements for a change of clothing. Students will remain in the office for the remainder of the school day if parents cannot be reached. Unresolved issues will revert to normal suspension procedures. Due process involves an appeal to the Superintendent and then the Board of Education.

Student Behavior and Discipline Procedures

Although positive reinforcement and modeling are our primary tools regarding student behavior, there are times when students will need to understand that there are consequences for their actions. At Oak Hills the goal of all discipline procedures is to assist parents in their role of providing guidance to children and in helping students make positive choices regarding their behavior and actions. Therefore, the following procedures will be implemented regarding violations of school and classroom rules:

- Students will usually be warned regarding the violation of a rule on the first offense. Warnings will not be given regarding fighting, theft, destruction of property or defiance. Consequences will immediately result from these offenses.
- After a warning the appropriate adult will issue a consequence that fits the offense, such as benching during lunch or recess. Parents are not normally notified unless benching occurs frequently.
- If the offense is serious or if the same offense has occurred before, the student may be referred to the principal. The student will be given the opportunity to offer an explanation and call witnesses if desired. The principal may also call necessary witnesses, weigh the facts, make a judgment on the matter and assign consequences. Consequences may include but are not limited to after school detention, loss of recess, loss of privileges, in school detention, out of school suspension. In all cases the parents will be notified of the incident.
- **In situations that involve fighting, all students who participate may receive consequences no matter who started the altercation.** Students should not be advised by adults to fight to defend themselves. Problem solving and conflict resolution should be the goal. **No form of fighting will be tolerated at Oak Hills for any reason.**

Suspension/Expulsion

Teachers may suspend a child from their class for a period of one day in the school office. The principal or designee may suspend a child for up to five consecutive days either in school or at home. In all situations regarding a suspension the parents will be required to attend a conference to discuss the situation and to review papers that will be placed in the child's cumulative records. The district policy has been established regarding all suspension that includes due process. Please note the following:

- State law allows schools to require parents to spend a day with their child at school in the event of continuing or severe disciplinary problems. Parents may be required by the school to do this and employers are required to release the parent, however the employer may charge vacation/sick leave.

- Corporal Punishment shall not be inflicted on any student at any time. An amount of force that is reasonable and necessary for a school official to quell a disturbance threatening injury to persons or damage to property, for self defense or to obtain possession of weapons or dangerous objects shall not be considered corporal punishment.
- Students may be recommended for expulsion from school to the governing board for the continuation of offenses. Students will be recommended for expulsion for possession of weapons or replicas of weapons or narcotics or any controlled substance on the first offense.

Concerns

In the event that you have questions or concerns about your student, a program or classroom expectations, please contact the teacher first. If after working with the teacher you feel that your concerns are not handled in a satisfactory manner, please contact the principal. Subsequent to that meeting if you still feel dissatisfied you may access the OPUSD Complaint Procedure by filing a written complaint on the form available in the school office.

Classroom Observations

Parents wishing to observe in a classroom must fill out a request form and submit it to the office at least two days prior to the requested visit. Observations are to be no longer than 20 minutes in length and the parent is to be accompanied by a school administrator.

Student Assessment/Goal Conferencing

Student assessment at Oak Hills includes student led conferencing, goal setting and standards based report cards. In grades 3 – 5 a student led goal setting conference will be held in November. Parent only conferences with report card distribution in grades K – 2 will take place at that time. A second report card conference will be held in March.

In the spring, students in grades 2 – 5 will participate in STAR testing. Individual test results will be sent home during the summer. At Oak Hills we view the STAR as only one of several ways that students are assessed.

It is our hope that our carefully crafted assessment system will help us to honor student differences and plan for a wider range of diverse needs. We hope that many areas of growth will be targeted and that all types of excellence will be celebrated.

Health Information

In an effort to provide the most healthful and wholesome atmosphere for children at Oak Hills, we are providing parents with the following information, rules and regulations:

- Please do not send your child to school with an illness, respiratory infection (common cold), a temperature of 100 degrees or above, or a rash. A child who has had a fever must have a normal temperature (below 100 degrees) for at least 24 hours before returning to school.
- **Do not send your child to school to be diagnosed.**
- If your child is sent to school and the staff thinks that his/her physical condition will not support an ability to learn, the parent will be called and the student will be sent home. If a parent is unavailable, persons designated on the emergency card will be contacted.

Prescription and Non-Prescription Medication

If your child required medication to be given at school on a regular basis, you and your pediatrician must complete a medication form. In addition, the medications must be received by Oak Hills office staff in a prescription bottle from your pharmacist with the name of the student, the dosage, and the name of the medication clearly marked on the label. Please note the following:

- If your child requires medication for bee stings, peanut allergies, asthma, migraine headaches, etc and you wish to keep medication on hand at school, a medication form will have to be signed by you and your pediatrician. The medication must be in its original packaging and clearly labeled with the dosage requested. There must also be a visible expiration date on the package.
- The office does not have a supply of over the counter medications for students.
- Office personnel will administer all medication provided by you unless otherwise specified by your child's physician. Under NO circumstances may a child have any medication (including over the counter type products) on his/her person while at school. All medication forms must be renewed at the beginning of each school year.
- We must have a note from the doctor detailing an injury and necessary restriction of all students with breaks, fractures or sprains. We need information about all injuries that require ace bandages, splints, casts, or crutches.

Homework Policy

The purpose of homework at Oak Hills is to enrich each child's learning experience by providing an appropriate quantity and quality of homework for each child at each grade level. Homework is meant to be a positive learning experience for each child with the intention of reinforcing the concepts taught in the classroom as well as teaching responsibility and the importance of completing tasks.

One of the most important aspects of a primary education is developing good reading skills. For this reason, each child is expected to read to or be read to for a minimum of thirty minutes each day. This time is intended to be an enjoyable part of the child's (and hopefully family's) day.

The purpose of projects is for the child to have the opportunity to exemplify their knowledge of a given substantive area or concept in a variety of medium and modes. Age and grade level appropriate projects may be assigned at each grade level with the expectation that students have the knowledge and are capable of completing it on their own.

In addition to the homework described above the student may need to complete other types of work at home. This may arise if the child has unfinished class work or if the child has make-up work.

Forgotten Homework

During the first few hectic weeks the office is happy to assist you and your student with opening classrooms to retrieve forgotten work. Starting in October, we would like you to remind your child to make an extra effort to remember their homework as the classrooms will not be opened. May we suggest that your student write their "study buddy's" telephone number down at home so that forgotten assignments and books can be easily borrowed.

Goals and Guidelines for Holiday Education and Activities

A child's experience in a public elementary school will comply with the First Amendment and the Establishment Clause of the United States Constitution.

- If it is part of the district standards and curriculum for that grade level, teachers may teach about various religious holidays, their historical origins, why they are celebrated, along with associated holiday traditions throughout the year.
- In December it is appropriate to have a class celebration with a winter theme. Teachers will do their best to limit reference to Christmas or Hanukah in either religious or secular nature. Classrooms will not be decorated with items that imply a celebration of a religious holiday.
- Choral performances in December are considered artistic expression and not a religious celebration.

Field Trips

Roads Scholars

All field trips at Oak Hills are voluntary. No child is required to participate in an off campus field trip. If the parent does not sign the consent form for the field trip and return it to the teacher by the stated time, the student will be assigned to another class for the period of the trip. If a bus trip is arranged, parents do not have the option to drive and follow the bus to bring their own student. All children must leave and return with their class.

Please note the following additional guidelines regarding field trips:

- When parent drivers are used on field trips, they are required to fill out the proper forms in advance and show evidence of minimum limits of liability insurance not less than \$100,000 per person/\$300,000 per occurrence. The driver's insurance will provide primary coverage and the district insurance will provide secondary coverage.
- If driving, the driver's car must be in excellent mechanical condition and a seat belt must be available for all students. Students are not permitted to sit in the front seat. Children are safest in the back seat. The car must have enough gasoline to complete the trip without making a stop for gas. Parent drivers are responsible to ensure that children are safety belted and behaving appropriately in the car at all times.

- Adults who attend field trips should plan to supervise students at all times.
- Adults are to help keep students safe and orderly. 100% of their attention is to be devoted to the supervision and safety of the students.
- Siblings are not to attend field trips.
- When driving on a field trip all cars must go directly to the destination and return directly to school on the return trip. **IT IS NOT PERMITTED TO STOP FOR FOOD, DRINKS, ETC. OR VARY FROM THE PRESCRIBED ROUTE.**

Invitation, Flyers and Birthdays

Party invitations and flyers announcing community activities are not to be distributed at school. Public announcements can be made in the Oak Hills Bulletin.

Balloon bouquets, flowers and extreme celebrations are not permitted. In keeping with the District's Wellness Policy, food items should not be used in conjunction with birthday celebrations. Please check with your individual teacher for appropriate alternatives.

Food Service

Snacks can be purchased at morning recess and a full hot lunch can be purchased at lunch. Tickets can be purchased in booklets of 20 for your convenience. Checks should be written to *Oak Park Food Services* and can be placed in the box in the office. Tickets will be delivered to the student's class within one day. Please remember that tickets are like cash and we recommend that you write your student's name on the back of each ticket.

School Supplies

We ask that you make a donation towards the necessary classroom materials that have been provided for our quality instructional programs. These funds will be used for paper, tag board, laminate, consumable science materials, paints, pens, pencils, notebook paper, folders, crayons, markers and many more items. The school has purchased these items for your student and you will not need to provide them.

ESPECIALLY FOR THE STUDENTS

Student Rights

A right is something which belongs to you inherently and cannot be taken away from you by anyone. In turn, students must remember that other have these rights as well, including teachers and classmates.

1. **The right to be safe at school.** This means that no one should intimidate or make students afraid to be at school. Oak Hills shall be a safe and comfortable place for everyone.
2. **The right to be respected and treated with kindness at school.** This means that no one should make fun of students or hurt someone's feelings intentionally. No one may embarrass anyone else.
3. **The right to be heard.** This means that all students will have the opportunity to tell their side of the story before receiving consequences for breaking a rule. If a student feels that one or more of their right have been violated they should tell their teacher, campus supervisor or principal.

Student Responsibilities

1. **Do not keep others from learning.** Students come to school to learn. If someone is being kept from learning by distractions then they are being deprived of something that is their right. All classroom rules must be strictly obeyed.
2. **Come to school unless you are sick.** Parents are required by law to send their children to school from ages 6 – 18. The only valid reason for an absence is illness.
3. **Be on time for school and classes.** Parents are required by law to have their children to school on time every day. Students must be in line by the designated time. Students who arrive after the class starting time are tardy and must report to the office.
4. **School officials must be obeyed at all times.** School officials include the principal, teachers, yard supervisors, custodians, instructional aides, office staff, librarians, and any specialists. Students must do as directed by these people at all times without being argumentative or disrespectful. Violation of this rule is known as defiance and is a serious offense.

5. **School property is to be respected.** All students will respect all school property as it belongs to all of us. The repair or replacement caused by the destruction or damage of school property will be the financial responsibility of the student's parent/guardian.
6. **Students will act appropriately at assemblies and when on field trips.** During these activities it is often difficult to behave at your very best; however, these events are when your very best behavior is expected the most. This includes evening activities.
7. **Behavior going to and from school will be excellent.** The school rules apply on the way to school and on the way home.
8. **Students will adhere to the dress code.**
9. **Students will respect all adults working on campus.** Students will show all adults proper respect, including parent volunteers. Parent volunteers will not be responsible for disciplining students. Teachers and staff will handle all discipline.

Student Recognition

On the last Monday of each month Recognition Assemblies are held. It is our goal to recognize all of the children in the school for their unique contributions to our learning community. Teachers will recognize a few children each month and parents will be invited to attend the assembly. We will speak about the child and then the child will receive a certificate recognizing their contribution.

School Spirit

We refer to our school as a "Learning Community." This means that all of parents, staff, students, and us are all working together to help each other learn and grow.

One way to show our unified spirit is by wearing our school shirts every Friday. Please remember to wear your Oak Hills shirt every Friday. The PTA has shirts available for no cost to families in need. Just contact the office.

The school mascot is the coyote. The school motto is "A special place to learn, grow and succeed."

Participation in Extra Curricular Activities

Students are encouraged to participate in any and all extra curricular activities offered at Oak Hills. Please remember that students participating in these activities must attend school on the day of the activity.

Kids with Character

The OHES “Kids with Character” program involves a monthly, school-wide theme with various activities that teachers can individually structure to match what is happening in their classrooms. Character traits for each month are:

September	Respect
October	Friendship/Kindness
November	Responsibility
December	Honesty
January	Fairness
February	Determination
March	Acceptance
April	Cooperation
May	Citizenship

A literature list and classroom materials have been assembled to match the above. A flier will be sent home to families with items for discussion at home.

School Service

An important aspect of a child’s educational experience at Oak Hills is School Service. At each grade level all students are engage in school service projects as part of their day. Students work in rotating teams on the following on-going projects:

Kindergarten is in charge of cleaning their own classrooms on regular basis, including wiping tables and cubbies.

First Grade cleans up the lunch area every day so that it is clean when the upper grade students come to eat later.

Second Grade students work in teams to help students sort recyclables and to enforce the waste reduction policy.

Third Grade students are responsible for emptying all paper recycling boxes throughout the school on a regular basis.

Fourth Grade students work in teams to help students sort recyclables and to enforce the waste reduction policy. Fourth grade students will also be selected by their teachers for flag duty.

Fifth Grade students work in teams and clean the lunch area after the upper grade students have finished their lunch.

Student Government

One of the important aspects to establishing positive school climate is an effective and active student government. That has been a tradition at Oak Hills and the organization is set up as follows:

A president, vice-president, secretary, and treasurer will be selected from the members of the Student Council and will be known as the Executive Officers. The Student Council is made up of one representative from each classroom in grades 1-5. The Student Council will meet twice each month unless more meetings are required at certain times of the year.

Qualifications:

President:	5 th grade
Vice President:	4 th or 5 th grade
Secretary:	3 rd or 4 th grade
Treasurer:	3 rd or 4 th grade

All students must be in good standing in terms of behavior, academics and have approval from their teacher and parents.

Oak Hills Elementary School



Policy and Regulation Form **Acknowledgement of Receipt of Information**

All Oak Hills students and parents are responsible for reading and acknowledging that they understand the content of the school handbook. This document includes the school rules and important information regarding the school procedures and calendar. The information in the handbook was developed by the Oak Hills Elementary School Site Council in accordance with state law, Education Code Section 35261 and 35291.5. It is reviewed by the staff and approved by the Site Council and by the Oak Park Unified School District Board of Education annually. Community input was sought and heeded in the plan's development. All aspects of this plan are in accordance with state law as specified or implied. This plan will be fully enforced by the administration of Oak Hills Elementary School and the Oak Park Unified School District.

PARENTS/GUARDIANS ARE REQUIRED TO SIGN AND RETURN THIS FORM TO THE OFFICE BY *SEPTEMBER 5, 2008*.

Please thoroughly read the procedures in the OHES Handbook and then carefully review them with your student(s) so that they fully understand them and all of the implications.

I have read the 2008-2009 Oak Hills Elementary School handbook and have carefully reviewed and discussed it with my student. We are aware of our rights, responsibilities, and all school rules, codes, and procedures for discipline.

STUDENT SIGNATURE: _____

PARENT SIGNATURE: _____

Date: _____