

# OAK HILLS ELEMENTARY



## Electronic PARENT AND STUDENT HANDBOOK 2023-2024

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## **Principal's Message**

Dear Oak Hills Students and Parents:

We want to welcome you to our school. This is our 18<sup>th</sup> year as a school site in the Newhall School District. We look forward to another successful year with the BEST students, staff, and parents in the district. We are open to your suggestions and welcome the opinions and help of our parents and community members as we learn together.

Our school will be a place where children will excel.

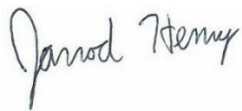
We are proud of: programs designed to help our children grow academically, socially and emotionally, and our professional staff that works diligently to meet the needs of our students.

We are eager to help our students who will continue to achieve state standards, learn to cope with their changing world, become self-disciplined, independent, productive and caring citizens all while instilling a love of learning in every child.

We are convinced that the best opportunities for education are available when children, parents and staff work together. Therefore, we ask your support and assistance in making Oak Hills School a place where children have the opportunity to become everything they were meant to be in life.

The purpose of this handbook is to assist parents and our students learn more about our school and to help to plan ahead for some of the events of the school year. We trust that you and your child(ren) will go through the handbook together. We look forward to the opportunity to work with you and your child(ren) throughout the school year.

Sincerely,

A handwritten signature in cursive script that reads "Jarrod Henry".

Jarrod Henry  
Principal

Oak Hills School  
Our Beliefs and Practices  
**Excellence in Heart and Mind**

1. **We expect every student to reach academic excellence.** We will do our very best to make certain that all students achieve their maximum academic potential.
2. **We expect every student to enjoy the formative years of their education.** We will do our very best to help each student to develop a love of learning.
3. **We base our decisions on what is best for ALL children.** We consider all points of view when making educational, social, and logistical decisions that impact children.
4. **We strive to be the very best.** We do the best job at every task in the school. We are proud of what we do!
5. **We act quickly and efficiently to solve school-related student and family problems.** We do everything possible to meet the needs of every student.
6. **We smile and remain polite.** We always maintain positive eye contact and use our words to communicate a positive point of view.
7. **We are friendly, helpful, and courteous.** We treat our students and families as we would like to be treated.
8. **We are positive.** We always find a way to get it done. We never give up.
9. **We are good listeners.** We carefully take the time to hear and understand what the student or parent is saying about a concern or issue.
10. **We are knowledgeable about all school information.** We always ask questions of others to help us make decisions and solve problems. If we do not know something, we investigate and try to quickly report back with an answer.



# OAK HILLS ELEMENTARY SCHOOL

Daily Bell Schedule 2023-2024



In an effort to relieve the traffic congestion around our school, the valet service will open at 7:15 a.m. For safety purposes children may not be dropped off prior to this time. Supervision is not available until 7:15 a.m. Our playground will open at 7:20 a.m.

**\* All grade levels line up at 7:40 a.m. and classes start at 7:45 a.m.**

<b>REGULAR DAY SCHEDULE</b>		<b>MINIMUM DAY SCHEDULE</b> (Fridays and a few other dates, see Calendar)	
<b>UPK</b>		<b>UPK</b>	
7:40	Line Up	7:40	Line Up
7:45	Class Starts	7:45	Class Starts
9:25-9:45	Recess	9:10-9:45	Brunch
11:15-11:55	Lunch	11:50	Dismissal
1:35	Dismissal		
<b>Grades K, 1, and 4</b>		<b>Grades K, 1, and 4</b>	
9:50-10:10	Recess	9:30-10:05	Brunch
11:35-12:15	KINDER Lunch	11:50	Dismissal
11:35-12:20	1ST & 4TH Lunch		
1:35	KINDER Dismissal		
2:30	1ST & 4TH Dismissal		
<b>Grades 2 and 3</b>		<b>Grades 2 and 3</b>	
10:15-10:35	Recess	10:10-10:45	Brunch
12:10-12:55	Lunch	11:50	Dismissal
2:30	Dismissal		
<b>Grades 5 and 6</b>		<b>Grades 5 and 6</b>	
10:40-11:00	Recess	10:50-11:25	Brunch
12:40-1:25	Lunch	11:50	Dismissal
2:30	Dismissal		

Revised 6/5/2023

## Expectations for Student Behavior during Arrival/Departure

<b>WALKERS</b>	<p>Cross street at crosswalk only            Wait for crossing guard to make intersection safe for walkers            Walk with backpack on back            Talk in a low voice while walking            Walk on the sidewalk, avoiding the grass and bushes            Wait for crossing guard to make intersection safe for walkers            Watch for moving vehicles            Follow all directions from school personnel            Do not cross over private property, through yards, or over fences, grass, shrubs or flowers  <b>Cell phones can be used once students are released by the teachers and students have safely walked through the crosswalk</b></p>		
<b>VALET</b>	<p>Exit and enter vehicle at yellow line from passenger side            Stay behind the yellow line when walking to or from the car            Wait for an adult to escort you across the crosswalk            Watch for your car            Sit down in designated area            Use a quiet voice            Follow all directions from school personnel</p>		
<b>*BIKE RIDERS (4th-6th Grades only with parent permission)</b>	<p>Keep off busy streets            Use turn and stop signals            Walk bicycle across busy streets            Keep bicycle in good repair            Look both ways before entering the street            Wear a bicycle helmet when riding</p>	<p>Obey all traffic laws, signs, and signals            Ride single-file, one person per bicycle            Ride on the right side of the street            No tricks or “showing off”            Bring a lock to lock your bike up</p>	<p>Walk bicycle when entering or exiting school grounds            Walk bicycle on sidewalks            Give the right-of-way to other vehicles and pedestrians            Be courteous at all times</p>
<b>*BUS RIDERS</b>	<p>No eating or chewing gum            Hands and arms inside the bus at all times            No animals, insects, glass, or breakable containers on the bus            Sit at all times unless entering or exiting the bus            Keep aisles clear when bus is moving            Cross in front of the bus only</p>	<p>Arrive at the bus stop five minutes before departure            No shouting, loud talking, throwing objects, scuffling, playing, or fighting on the bus, or at the bus stop            Permission to leave or board a bus, other than the normal stop, must be cleared with the school office <b>in writing</b> from the parent            Open or close windows or emergency doors with bus drivers permission</p>	<p>Follow the bus driver’s directions immediately            Be silent when lights are flashed on inside the bus            Do not shout or make remarks to pedestrians or motorists            Form a single file line and calmly enter or exit the bus            Do not play in the streets, in the bus line, or on private property</p>

\*Students who abuse bicycle or bus rules may lose their riding privileges and if on a field trip this could result with the parent having to pick the child up.

## **Walking to School**

Many of our students will walk to and from school, and parents should discuss the safest and most direct route along with the approximate time the trip takes. Parents should insist children cross at corners and obey signals (if any exist). Unfortunately, during the year, you may get a notice from the office about a dangerous “situation” that has just been reported to the school. Your child’s teacher will have reminded children of appropriate safety precautions. Always discuss with your child the importance of refraining from conversations with strangers and of securing identifying data such as license number, description, etc., if he or she should be accosted. A child should understand that under no circumstances is he or she to accompany a stranger or enter an automobile without parents’ permission. Discuss with your children these simple guidelines to use if they feel they are in danger from a stranger:

Yell loudly for help.

Quickly walk away from the stranger while making a lot of noise.

IMMEDIATELY NOTIFY AN ADULT AFTER THE SITUATION SO THAT AUTHORITIES CAN BE CONTACTED.

It will remain our school policy to inform parents when we are made aware of dangerous situations. Always call the Sheriff to report any incidents.

## **Driving to School- Safety Rules for Arrival/Dismissal (by Car)**

Students should never be dropped off or arrive to school before 7:15 a.m. Children also must leave campus promptly at their dismissal time. These suggestions will make it safer:

Use the Valet Program (front of school) for student drop off and pick up.

Children should be picked up at curbside only. Do not signal a child to walk across any street to get to your car.

Drivers should always be aware of the rules of traffic, especially avoiding double-parking, blocking driveways, red no parking curbs, making U-turns in crosswalks, parking in front of fire hydrants, and other safety violations.

## **Bike Riding Only**

Students in grades 4 - 5 - 6 (no exceptions to this policy) may ride bikes to school on regular school days (not minimum days). There must be written permission from parents—recorded on the bottom of Emergency Card. All children who ride bicycles are expected to obey traffic laws as well as school bicycle rules. The law requires that children wear bicycle helmets and we strictly enforce the School Board Policy

by restricting bike privileges of children who do not wear helmets. Failure to follow safety rules will result in:

A warning for the first offense,

A suspension of bike privileges to school for the second offense.

Bicycles are to be parked properly and **locked** in the racks. Each year bikes are stolen because children feel the locked gate is secure enough - it is not. **Bicycles must be individually locked at all times.** Bicycles are not permitted elsewhere on the school grounds. The school can't assume liability for any bicycles or bicycle equipment. Bicycles are never to be borrowed.

Some Common Sense Rules (but families need to add their own rules that they want enforced) for bicycle safety:

Keep off busy streets whenever possible

Obey all traffic laws, signs and signals

Give proper turn signal before turning or stopping

Ride alone. Riding double on a bike is unlawful and unsafe

Ride on the right-hand side of the street

Ride single file

Walk bicycles across busy streets

Enter the school grounds through designated entry areas

Exit the school grounds through designated exit areas

Always walk bicycles when entering or exiting the school

Always lock bicycle on the school grounds in the bike rack

Keep bicycle in good mechanical condition

Give the right-of-way to other vehicles and pedestrians

Never ride bikes to school on rainy days

Bike racks will be open:

7:15 a.m. to 8:00 a.m. and 2:30 p.m. to 4:30 p.m.

Those students leaving school prior to 2:30 p.m. are responsible for removing their bike from the bike rack with special permission prior to the end of school.

It is the law; children must always wear a bicycle helmet when riding a bike.

### **Roller-Skates, Roller-Blades, Razor Scooters, and Skateboards**

Students may **never** bring roller-skates, roller-blades, scooters, or skateboards to school. They **may not** be used as a method of transportation to or from school under any circumstances. Students who violate this policy will have their equipment confiscated and returned directly to parents. This policy also includes any activity (such as PTA evenings or weekend events).



BECAUSE OF EXTENSIVE PROPERTY DAMAGE FROM YOUNG ADULTS (often junior or senior high students) SKATEBOARD, ROLLER-SKATES, AND ROLLER BLADES ARE NOT PERMITTED ON CAMPUS AT ANY TIME.

There are signs posted which enforce the law and the school will pursue the arrest of any individual who does not leave campus when asked to leave. Please do not allow your children to use the playground for skateboarding after school hours (especially on the weekends). It is the experience of the school that some of the older children who visit our school and cause damage to the facility are not polite individuals. Their attitude is best handled by the law enforcement officers.

### **Leaving School Early**

Please do your best to schedule appointments for students outside of the school day. We have seen a large increase in early pick-ups and every minute of the school day is important. A child is not permitted to leave school or the school grounds before regular dismissal without prior written consent of the parent or guardian. We make every effort to avoid interrupting the instructional time in our classrooms. If children are to be picked up while school is in session, please remember to send a note with your student for the time he/she is to leave. The office will call for your child(ren) once you arrive at the office (not before). Notes are required for early dismissal of students for the purposes of medical, dental appointments, etc. Parents or authorized persons over the age of 18 must check students out through the office in all cases of early departure.

### **Arrival and Dismissal Information**

Please follow these simple rules at arrival and dismissal times:

- Students may be dropped off at school as early as 7:15 am (not earlier than that); however, the playground opens at 7:20 a.m. The line up bell rings at 7:40 a.m.
- **Please ALWAYS drive up Valencia Blvd., turn right on Old Rock Road, and then turn right into the school valet loop.** When exiting, please ALWAYS make a right turn on Old Rock Road. At arrival, we will try to be on duty discouraging drivers from making a left turn in to the school.
- Do not make U-Turns on Old Rock Road.
- Park legally on surrounding streets. **Observe all posted signs.**
- Some parents are using the homeowner parking lot for dropping off. This is a parent choice but it is adding to traffic congestion when drivers try to make a left turn

out of the lot. Use the valet loop instead. You may not turn left from Old Rock Road due to traffic and safety issues.

- The dismissal program is supervised by teachers. Please wait single-file in the appropriate line for us to load your children safely in your car (left side – single pick up for students in grades 4-6. Right side – For multiple pick up grades 1-6 or primary grade students in grades 1-3 single pick up.
- Please display the sign (given to you in the opening day packet or from the office if lost or damaged) in your front passenger window. If you do not have a sign, please stop by the office for one.
- If you need to visit the school, even if it is just for a minute, please park legally. Never leave your car in the valet loop. Short term parking spaces are available on the “Sunshine” side of the school.

We strongly encourage families to use the Valet system. In the morning, trained student valets open the doors to cars. Families that arrive between 7:20 and 7:25 a.m. experience far less traffic than the ones that arrive closer to the start of the day. We encourage an early drop off. At all dismissals, teachers supervise the valet program. Parents are required to have a sign in the window showing the child’s name and grade level. Again, if you did not get a sign, please stop by the office and pick one up. The afternoon valet involves parents waiting in line for children to be loaded in to cars. Parents can park on Old Rock Road and walk to get their children. Please follow parking signs and be careful to cross at the driveway and walk down the east side of the school (the sidewalk that is closest to the park and by kindergarten classrooms).

### **Parent Square and Emergency Communication**

You will receive emails about important events and activities. Often the messages go out in the early evening to give you information about the school. Please ensure that we have your correct email address. For assistance, please stop by the office and you’ll be assisted.

### **Contacting the School Office**

Office Opens at 7:00a.m.

Office Closes at 3:30 p.m.

Telephone and Answer machine for reporting absences after hours: (661) 291-4100

FAX Machine: (661) 291-4101

E-mail address: [jhenry@newhallsd.com](mailto:jhenry@newhallsd.com)

Please feel free to send me an E-mail if you have a concern or question.

The school office personnel are there to help students when it is necessary. In order to do the work necessary in the office and help children as much as possible, in a way that is fair to everyone, certain standards are important:

Each student coming to the office must have permission from his teacher/supervisor in the form of a pass.

Students who have business in the school office in the morning should visit the office when they arrive at school (after 7:25 a.m.) and not wait until the tardy bell rings. Mornings are normally very busy, visitors are to stand in line and wait for their turn to be helped.

The telephones located in the school office are for school business. Students may be given permission to use the phones by the teacher, if in the teacher's judgment, the call is absolutely necessary. The student must have a phone pass from the teacher in order to use the phones in the office.

Students are not permitted to use the office phones after school. Please make sure after school plans have been made before your child comes to school each day.

### **Visiting the School**

Oak Hills School operates under a closed campus policy when school is in session. Our school will adhere to district-wide policy that includes clearing campus immediately after the start of the day through the end of dismissal. All adults (parents, volunteers, and/or visitors) are required to check in through the office during the closed campus period of the day. Anyone on campus during this time who has not properly checked in through the office will be asked to do so or leave campus. Everyone needs to check out in the office at the end of their visit.

Parents and visitors will be greeted thorough the intercom at the front door by an office person saying "CAN WE HELP YOU?" All entry points (except the main doors and the gate leading to Sunshine) will be locked during school hours.

All parents, volunteers, and visitors **MUST** check in at the office and obtain a visitor's pass when arriving so that we know you are here and may be of service to you.

Visitations are most effective after the first three weeks of school and should be limited to approximately twenty minutes unless a longer period has been previously arranged with the child's teacher.

Parents are asked to advise the teacher in advance of a planned visitation. Visiting parents should enter the room quietly and plan to always conference with the teacher **by appointment** before or after school. This economizes on the teacher's instructional time and does not interfere with the learning needs of other children.

### **Questions and Concerns**

Oak Hills School always welcomes your questions and concerns. Experience has taught us that when parents have a question or concern, it is always best to first ask the child for as much explanation as possible. Then, if necessary, call or make an appointment to speak directly to the teacher if things are not clear. The teachers of Oak Hills School take pride in being able to handle any situation with a professional attitude and a willingness to assist children and parents who have questions or concerns.

### **Absences and Tardies**

Oak Hills School practices a "protect our children" program. All children not present at school are accounted for daily. We ask that parents follow this procedure:

- Notify the office by 9:00 a.m. on the morning that your child will be absent or late, or in advance of the absence if you know your child will be out. Before 7:25 a.m., you can leave a message on the answering machine.

- If your child is late, please have him/her go to the office for a tardy slip.

It is very important to your child's education that he/she attend school on a regular basis. Missed days of school can leave gaps in the educational process that may be very difficult to make up. Please make every effort to get your child to school on time every day possible.

### **Work Permits for Studio Work**

Please give these forms to the office and allow 48 hours for the school to process the document. We will process requests for homework with 24 hours' advance notice. Upon return from absence for studio work, it is the responsibility of the parent to give to the office the "Student Teacher Report" form so that the absence can be properly documented.

### **Independent Study**

California law provides for a policy used by the district called Independent Study. State law requires a minimum of 5 days of absence to qualify for this program. It requires that parents complete a district form a minimum of **TWO WEEKS** before

the “requested absence” with the student being assigned work to be finished prior to returning to school. The Independent Study Contract begins in the office. The contract is then routed to the teacher who will instruct the parent on the necessary work for the time absent. Completed work must be returned directly to the office on the first day back from the absence. The work is time stamped and given to the teacher (by the office) for grading. Though this policy is legal (and appropriate) with the responsibilities of the teacher/parent to assure that the guidelines are met, it is not always perfect for a child’s learning. Children benefit most from direct classroom instruction. Use it only when there are no other family options and the child needs to be out of school.

### **Homework**

The Governing Board believes that homework serves as an extension of the school day to support all learners. Further, the Board believes that homework is an effective tool for developing self-directed learning and time management in elementary age students.

To be effective, homework assignments should not burden students and families. Assignments should reinforce daily learning objectives based on individual student needs.

For children in grades K-2, homework is most effective when it does not exceed 20 minutes each school day. For children in grades 3-6, homework should not exceed 30-60 minutes daily. Teachers will assign homework based on the academic standards and social skills taught during the school day.

### **Report Cards/Conferences**

Report cards are issued three times during the year. Parents will be invited to a parent/teacher conference twice during the school year, yet parents may make an appointment to see a teacher **at any time**.

### **Emergencies**

In the event of an emergency, every attempt will be made to contact the parents if a student requires immediate medical attention. The Emergency Card is the most important document the teacher and office have for reaching parents. It needs to be very accurate and updated (by parents) when changes occur. It is on file in the school office and it lists who is to be contacted in case of an emergency. School staff will follow the parent’s directions as far as it is possible to do so. It is critical that we

have two complete sets (one for classroom and one for office) listing “other” adults on the emergency card. Often, we have to go to these people to provide children with someone who can release them in an emergency.

It is strongly suggested that parents discuss with their children what to expect in the event of a serious emergency that will prevent a parent from getting home. The classic examples would be an earthquake, fire, or other natural disaster. Please make certain to tell your child:

- The school is prepared to take care of them and will do so for as long as it takes for someone to pick them up from school.
- The adult who picks them up from school will usually pick the children up through the office (or command center) where parents will be required to sign and date the emergency card.
  
- The school has emergency supplies and a comprehensive plan to keep children safe.
- Tell children that even though you won’t be able to talk to them, you will get to them as soon as possible. Remind them that their teacher will be there for them.
- What other adult will be picking them up (only those listed on your emergency card).
- It is suggested that you have a family plan developed for where they should go and what they should do until they get in contact with you. We do not release our students to any person under the age of 18 years old.

**PLEASE FILL OUT THE EMERGENCY CARDS COMPLETELY**

IF THERE IS A CHANGE IN ADDRESS, TELEPHONE, PERSON(S) WHO IS CALLED WHEN PARENT IS UNAVAILABLE OR PLACE OF EMPLOYMENT, PLEASE COME IN TO UPDATE THE INFORMATION ON YOUR CARD.

PLEASE DOUBLE-CHECK THAT YOU HAVE GIVEN US TWO (or more) PEOPLE OTHER THAN YOU ON THE EMERGENCY CARD. THIS IS OUR MAJOR RESOURCE FOR CONTACTING YOU IF YOUR CHILD IS INJURED OR SICK.

**First Aid**

Newhall District has a School District Nurse who serves as a resource to school personnel, assists the district regarding school health mandates, serves on required committees and conducts state required health screening. The school health assistant

and office personnel have emergency first aid training and are available to handle most minor emergencies (cuts, bruises, etc.). They are not medical personnel and are not qualified to make medical judgments. In all matters beyond basic first aid treatment, an office staff member will contact the parent.

### **Accidents**

If a serious injury occurs on the school grounds, the parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. For serious injury, or when the severity of the accident is in question, emergency personnel (Paramedics) will be called. In the event that the parents cannot be reached, the student will be discharged to the person named on the emergency card. Naturally, it is critical that the emergency card be filled out and up to date.

### **Medication**

As a protection for all our children, state law requires that parents notify the school of any medication to be taken by the child at school. It is the policy of Newhall School District that no employee may give medication to a child, except when a specific recommendation is made by a physician. Medication Authorization forms complete with instructions are available in the school office and must be signed by the parent and the physician if medication is to be taken during school hours. Medications and authorization forms must be delivered to the office by the parent. Do not send these items to school with your child.

School personnel may not dispense “over the counter” preparations. This includes “Tylenol”. There are no exceptions to this policy. We need a doctor’s prescription for any medication.

### **School Lunches**

Students may bring a sack lunch or order a hot lunch.

### **Cafeteria Behavior**

Children eating meals at school are expected to practice appropriate table manners. For health reasons, selling or **trading food to one another is not permitted.** Disciplinary action will occur if this policy is violated. Some children have allergies and trading food can be very unsafe.

We have cafeteria standards which must be observed in order that the lunch periods

may be a pleasant period for all:

- Children are expected to eat a lunch unless a written request is received from parents.
- Loud talking is not permitted. Students may talk in a quiet and respectful manner and should raise their hands if anything is needed (such as assistance with opening containers, using the restroom etc.).
- Good table manners are expected of all.
- All paper and food dropped on the floor must be picked up as soon as possible.
- Children should take a minimum of twenty minutes to finish their lunch.
- No food is to be taken from the lunch areas.
- Once seated, children are not allowed to change seats and must remain seated until given permission to leave.

**Children may not exchange food nor may they buy it for friends. Too many problems can result if this is allowed. Again, money may not be borrowed or given to friends.**

### **Lost and Found**

We strongly urge parents to sew or mark children's names in coats, sweaters, lunch boxes and other personal items. This will facilitate the return of some lost items. A "Lost and Found" department is kept on a rack inside the MPR. Small items such as wallets, keys, glasses, and jewelry may be claimed in the office. At Winter Break, during Spring Break and at the end of the school year, any items not picked up will be donated to a charitable organization.

### **Library**

Our goal, with parent help, is to have an outstanding library that will service the educational and recreational needs of the students. Each class will attend a library orientation at the opening of the school year. Classes have a regular time to visit the library or students may visit at other times with special teacher permission. Children are expected to behave in a quiet, respectful, and courteous manner while using the school library facilities.



## **School Rules**

We have a school that reflects quality and pride. Our staff, our parents, and students share in the pride of our building, equipment and materials. Parents of children, who deface, damage or vandalize school property, equipment or materials will be expected to pay for damages.

**To avoid conflicts which frequently arise, balls, bats, skateboards and other athletic equipment are not to be brought to school unless specified by the teacher for a given purpose.** Adequate equipment is provided by the school to make safe and fair use of our playground.

Students will want to remember:

- Playground Supervisors are to be respected at all times. They have the same authority as the teacher when students are on the playground.
- Kindness and respect are expected at all times.
- Play or sports items **may not** be brought from home unless students have teacher permission.
- Fighting is prohibited on school grounds, including to and from school. Children can be suspended for this infraction. We are responsible for children until they arrive at school and return to their home.
- Inappropriate, obscene, and rude language is not to be used. This includes inappropriate words in languages other than English.
- Knives, sharp objects or guns are not permitted at school. Tobacco, matches or lighters are also prohibited on campus.
- Running or playing is not allowed in corridors or lavatories.
- Balls may not be bounced against buildings, in walkways, or in hallways.
- Kicking balls is not permitted unless the ball is a kick ball or a soccer ball, and is being used in a game.
- A whistle by a teacher or playground supervisor means to stop playing and give her/him immediate attention.
- Shoes must be worn at all times. No sandals or **open-toed** shoes.
- Students in Grades K, 5, and 6 are expected to line up at the start of school. 1<sup>st</sup> – 4<sup>th</sup> grade students walk directly to the classroom when the warning bell rings. All classes line up at the end of each recess in the designated areas. Proper behavior is expected in line. Low voices are permitted, but children must be expected to wait in line by facing forward.
- Eating is **ONLY** allowed in the cafeteria or designated snack areas. Also, chewing gum is not appropriate on the school grounds at any time.

## **Dress Code**

Teachers/Admin/Safety Supervisors are judges in regards to this issue and will enforce the rules. The Newhall School District believes that the standards of dress and grooming should primarily be the responsibility of the parents with the understanding that their child shall wear appropriate clothing and be groomed in a manner which reflects good taste, does not violate the rules of decency, offend the standards of other students, or **distract** from the educational program.

- Closed-toe shoes must be worn at all times, except for medical necessity. A substantial sole is required and an enclosed heel is strongly recommended. For example, strapless sandals are not acceptable.

- Short shorts are not allowed. **(We have aligned ourselves to the expectations of the junior school, with measurement of length of shorts. With arms straight down, no shorts can come above the thumbs – the school’s preference is for shorts to not come above the student’s middle finger)**, halter tops, bare midriffs, tube tops, net tops, oversized tank tops, spaghetti straps, and plunging necklines (front and/or back) are not allowed. Please encourage appropriate and non-revealing clothing. Leggings for girls are allowed with a shirt that is proper length. **Should the student come to school with short shorts, parents will be contacted by the office requesting a change of clothing.**

- **Hats may not be worn indoors, except for medical necessity with a doctor’s note.** Hair nets, bandanas, hats with recognized gang symbols or *Old English* lettering or identifiable gang-related hair ornamentations are not allowed.

- Garments or jewelry with slogans or pictures promoting the use of drugs or alcohol, substance abuse, vandalism, graffiti, violence, profanity, or inappropriate picture will not be allowed.

- Garments with suggestive, obscene or sexually explicit statements or pictures will not be allowed on campus.

- All clothing must be fitted. Pants must stay up at the waist without the use of a belt and/or suspenders. Students may not “sag” their clothing.

- Combat boots, combat-type boots, or steel-tipped shoes may not be worn.

- All garments must be neat, clean, and mended. Garments which are intentionally cut-off, ragged, or torn will not be allowed. This includes jeans/shorts that have holes exposing bare skin.

- Dangling earrings or jewelry which may present a safety hazard will not be allowed.

- Underwear must be completely covered by outer clothing.

- **Gang clothing and insignia shall be identified in accordance with the most recent information available from the local law enforcement agency.** The wearing of gang signs, insignia, and distinctive modes of dress or grooming that promote gang identification will not be allowed. This includes what is often called sagging.

- Hair shall be clean and neatly groomed. Dyed hair should be **strongly** discouraged.

Make-up: Parents are asked to exercise common sense with this issue. Children are strongly discouraged from wearing make-up at school. Teachers will talk with students and parents to discourage the inappropriate use of make-up. Children may not exchange make-up or apply it at school at any time. If you have questions regarding the dress code, use this rule of thumb: IF IN DOUBT, DON’T WEAR IT.

### **Personal Items, Sports Equipment, Electronic Equipment, and Toys**

Students are not allowed to unauthorized bring personal items or personal sporting equipment without written teacher permission.

### **Drug and Tobacco Free School**

The Governing Board states that the use of tobacco, alcohol, and other drugs adversely affects a pupil's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequence. Naturally, students shall not be in possession of any drug, alcohol, or tobacco products while on school property, before, during or after school hours, or at any school sponsored events, or while under supervision of district employees when off campus. Students who violate this prohibition shall be subject to disciplinary procedures which will result in suspension from school.

### **Non-Discrimination**

District programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability (Board Policy #5145.3).

### **Suspension and Expulsion Law**

Effective learning can only take place when children are well-behaved and attentive. Oak Hills School has a clearly defined discipline plan based on the Discipline Code of the Newhall School District. We wish to maintain a nurturing environment while fostering positive behavior. There are times, however, when behavior results in suspension or expulsion for one or more of the reasons contained in Education Code Section 48900 and Board Policy/Regulation #5144.1. School districts are required to recommend the expulsion of pupils for certain infractions. Those infractions are:

Causing serious physical injury to another person

Possession of **ANY** knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.

Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the health and Safety Code.

Robbery or extortion.

Assault or battery upon a school employee.

The law allows the Principal or the Superintendent to recommend in writing to the board the reasons an expulsion for any infraction is appropriate. In addition, the infractions listed above will result in a **five-day** mandatory suspension. Toy guns which are replicas of firearms, BB guns, and air pistols are also not permitted and their possession is subject to similar rules for suspension and expulsion as other firearms.

## **Sexual Harassment**

The consequences for students in grades 4-6 who engage in sexually explicit language and/or gestures, including vulgar or profane statements will involve:

### **Warning #1**

When this situation has been reported by peers and is serious as determined by the teacher and/or office, children will be advised that this is their first official warning with loss of privilege from playground.

### **Warning #2**

If another incident is reported while the student is on campus, they will be suspended for a minimum of 1 day and a maximum of 5 days. Records of students suspended are kept at the school with a copy sent to the District Office. It is an official suspension with a record of it placed in his/her file. Sexual Harassment includes, but is not limited to, unwelcome advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (Board Policy R 5145.7). Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

Unwelcome leering, sexual flirtations or propositions.

Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.

Graphic verbal comments about an individual's body, or overly personal conversation.

Sexual jokes, stories, drawings, pictures, or gestures.

Spreading sexual rumors.

Teasing or sexual remarks about students.

Touching an individual's body or clothes in a sexual way.

Cornering or blocking of normal movements.

Displaying sexually suggestive objects in the educational environment.

## **Post Suspension Policy**

Our school discipline procedure is highly effective because of a strong staff who deals directly with students over discipline issues. It is always encouraged that the teacher contacts the parent when a problem is serious since this produces the needed communication between the school, parent, and child. Unfortunately, some situations can be a repeat pattern in which classroom intervention has not been effective or the situation is so serious as to require immediate office intervention. When this happens, the office response may be to suspend a child following Education Code Section 48900 and Board Policy 5144.1. The privacy of all parties in a discipline situation will be maintained. The details of the consequences for any discipline action are completely confidential and cannot be shared with the parents of the victim. The suspension procedure is to follow due process with the suspended child and family. When a suspension is necessary, the parent will be called and a

conference will be arranged to help to explain the situation and the consequences. There may also be a conference on the return day with the parent, student, teacher, and administration. It is required that the entire suspension be kept confidential between the school and the child's family in all steps in the process. **We use suspension when a child does something that requires that they be immediately removed from the school for the protection of themselves and others.** We also use it when other interventions have not been effective with the child. We also may use "community service as a step prior to suspension, but only if the use of this intervention is appropriate for the situation.

### **Excessive Heat Policy**

When the temperature is predicted to exceed 100° F. before or during lunch time, the school will be placed on an "Inclement Weather Schedule". This means that lunch recess will be indoors with children eating in the MPR then returning to their classrooms for quiet inside game activities. In addition, afternoon outdoor activities are canceled.

### **School Spirit Days**

Fridays are designated as school spirit days. All students, volunteers, and staff are encouraged to wear school-logo clothing or school colors (we are the Coyotes and our colors are maroon and navy blue). Please join in the fun of showing school spirit. Parents should always use good judgment about what is appropriate to wear to school on these special days. **We do allow children to wear hats on these days, but we do not allow face or hair coloring or painting since it is too distracting to the educational environment.**

### **School Site Council**

This is a group composed of five elected parents, 3 elected teachers, 1 classified employee, and the Principal. The group functions in a very important advisory capacity. They assist in planning and assessing the Oak Hills programs and allocating School Improvement funds. We welcome your interest and cooperation. Our School Site Council meetings are open to the public, meeting dates, agendas and minutes will be posted in the office. There are around 6 meetings per year.

### **P.T.A. Foundation, and Volunteer Program**

Oak Hills School has a wonderfully active PTA, Foundation and Volunteer Program. We invite parents to participate in the many activities or to volunteer when the teacher

is in need of help in his/her classroom. Your membership and participation in the Oak Hills PTA is needed, encouraged, and greatly appreciated. Parents are also welcome to both help directly in the classroom or to assist by doing small projects at home. Parents who work during the day, yet still want to be involved in their child's school, are welcome to make a contact with the classroom teacher and offer any assistance they can manage. We appreciate that time is valuable for everyone. **For safety reasons, please be certain to sign-in at the office when volunteering for PTA or in your child's classroom and remember to sign-out as well when you are done.**

### **Cell Phones and Smartwatches**

It is not encouraged that children have cell phones on campus. Some parents feel that this is a safety issue, so cell phones will be allowed as long as they are not a distraction in class. The school assumes **NO RESPONSIBILITY** in case of loss or theft. It is the student's responsibility to have the phone completely turned off and inside a backpack. Students must never use the cell phone during school hours. Experience has shown that most students use their cell phones responsibly and we appreciate parent's support in discussing our policy with their child. Per district policy, smartwatches are not allowed on campus. Please make sure these are kept at home. Children may use them on the sidewalks at the front of the school.

### **Backpack Information**

Student backpacks are now part of the school environment, but they do create some issues surrounding space in the classroom. Actually the rooms at our school, especially in upper grades where there are more children in the same size classroom as primary, have limited space. The rooms are very rectangular with not a lot of extra space beyond the classroom desks and some computer work stations. When you add LARGE backpacks, it can get much cluttered. Your child's teacher will give you guidelines of what is expected in the classroom.

We allow backpacks on campus, including those with the wheels, but please try to limit the size of the unit. It should be large enough to hold basic classroom supplies and around 2-3 books.

Some things for parents to talk over with their children:

- The backpack should only contain things appropriate for school. Students must know that they cannot bring electronic games, toys, or any dangerous objects to school. Often, improper things get placed in backpacks by accident that do not belong at school. Help your child to avoid difficulties.

- Parents should frequently check their child's backpack to make certain that it is neat and ONLY has school supplies in it.
- Students are encouraged to have some type of folder system in the backpack to help organize materials. Without this device, the backpack often ends up being more of a trash can than a school tool.
- Though backpacks are a personal item, they may not have inappropriate stickers, writing, or logos placed on them. Have your child keep them neat and school appropriate?
- Sometimes children arrive at school and quickly toss their backpack on the playground. The backpacks become projectiles that can hurt other people. Encourage your child to treat their backpack with respect while thinking of it as something that could have breakable and valuable things in it. With this attitude installed in your child, they will not hurt other children when they are tempted to accidentally toss the backpack and rush to play on the playground.
- And lastly, please put the child's name and address on the backpack so that it can be returned if lost on the playground.

### **Student Valet Program**

All the schools in the Newhall School District have a Student Valet Program. Students in grades 4-6 volunteer to be trained by the Santa Clarita Sheriff Department at the start of the year. This program has been very successful at reducing morning traffic around schools. Basically some of the trained students' open car doors for parents while other students walk younger children to the playground. The program involves students who stand next to the curb in the school drop-off loop at the front of the school. There will be students who open car doors (these students are called Greeters) and others who will walk your child to the playground (these students are called Walkers). Our Walkers are usually students in grades 4 who will escort younger grade students to the playground. We ask that parents have their passengers ready to exit the car and that you help our Greeters by unlocking the door when you get to the drop off area. Make certain to make eye contact with the Greeter and then they will open the door for your child. The Valets are trained to make eye contact with the driver, to properly open and close the door, stay out of the way of traffic, and to remain responsible and courteous. Please drive very carefully while on school grounds. Parents can pull through the driveway loop between 7:15 and 7:40 a.m. Our student valet helpers don't usually start until 7:20 am. This is the time when we open the playground to students. At 7:40 the line-up bell rings and the student valet helpers stop working. After this time, you may drop off your child at the front of the school and direct them to the office for a tardy slip. Please aim to have your child arrive to

school on time. Avoid traffic and start dropping off no earlier than 7:15 am (Please remember that the playground does not open to students until 7:20 am). The Valet Program is a voluntary program, but parents can choose to legally park their cars and escort their children on their own. Remember, parking around the school is limited and must be done following the signs posted by the County Traffic Department.

### **Attendance Information**

Good attendance at Oak Hills School is very important. We want our students at school every day (when they are healthy) so that they can learn and have fun. While some make-up work can be sent home, the majority of learning takes place in the classroom. This missed interaction and active learning can't be sent home.

All absences need to be cleared by note or phone call. Any absence without a note or phone call will be considered an **unexcused** absence. Families of children with excessive absences could receive a letter stating that there is an attendance issue that needs IMMEDIATE parent intervention. Children with chronic attendance issues will be referred to a legal process (called SARB- School Attendance and Review Board) where attendance contracts are enforced.

**Tardies-** It is just as important to be on time to class as it is to be in school. When a student is late he/she not only detracts from their own learning but the learning of others in the classroom. As they enter the class late, they take teacher time to explain what has happened while they were not in class. Their arrival also can be disruptive to other students who have already started to work in class. If a student is late to school, they must go straight to the office to receive a tardy slip. It is best if students bring a note from their parents the day they are tardy. Parents will be notified if a student is late too many times. The SARB process is also used to solve chronic tardy problems.

Anytime a student is absent, the parent should call the office at (661) 291-4100. Information may also be faxed to (661) 291-4101.

### **Park Issues at Dismissal Time**

We need parental help and support in making the school community safer for our children. We require that students **not go** directly to the park that is adjacent to the school after dismissal unless they are supervised by an adult. We request that children go directly home before returning to the park. We are asking your assistance with this because of the potential for conflicts between students at our school and the neighboring junior and senior high school. There have also been some conflicts



between upper grade students within our school that have quickly escalated when children are in an unsupervised environment. Some of these situations have happened 30 minutes or more after upper grade dismissal. We do not supervise the park and we expect children to safely go home.

**Forgotten Items:**

We kindly ask all our parents to please make sure to have all supplies ready the night before to ensure the student(s) are ready for a full day of learning. Should your student forget something, please bring forgotten items to the Office.

**School Dismissal and Pick-Up:**

Over the last couple of years, we've noticed a high increase in the amount of phone calls regarding after school plans and dismissal changes. This is interrupting office productivity and classroom learning. Please have a plan in place the night before and ensure that your child(ren) know the plan as well. We understand emergencies happen and we will accommodate you during those times. We appreciate your cooperation and support in this manner.

**Thank you and please call the school if you have any questions!**