

**Oak Hills
Elementary School**

Parent-Student Handbook



2016-2017

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Principal
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September 2016

Dear Oak Hills Families,

I am so honored to have the opportunity to serve the Oak Hills community! I feel blessed to be able to work with talented students, dynamic teachers, and incredibly supportive parents. Our goal at Oak Hills is to collaborate with students, staff, and parents to provide a safe, nurturing, inclusive environment in which students thrive academically, socially, and emotionally.

The Oak Hills staff is deeply committed to our students and their learning. We will teach to high academic standards and develop the creative and critical thinking skills students need to be productive, responsible citizens and leaders in a changing, global society. We want students of Oak Hills to have the life skills to be able to reach and attain any future goal and/or post secondary option they may choose to pursue.

I hope that this handbook will provide you with information that is helpful and informative. I am sure you will find answers to many questions that you may have. Please review the information in this book with your son or daughter. Also, please visit our website at <https://www.beaverton.k12.or.us/schools/oak-hills> to access this handbook and other resources as well as any updates about the calendar and programs. Additionally, look for our weekly electronic newsletter for information on upcoming programs, activities and events.

Oak Hills has been selected as a pilot school for the Future Ready program. During this school year, we will strive to make technology a tool for teaching and learning. Additionally, we will commit to envisioning a new library in which technology, media and print materials go hand in hand to enhance the educational experience of our students.

I value your commitment and dedication to Oak Hills and look forward to working closely with you to make our school the best learning environment there is for your student. Do not hesitate to call if you should have any questions.

Again, welcome to a new school year! Together we can inspire both the hearts and the minds of all children.

Warm regards,

Sheila Baumgardner, Principal
Oak Hills Elementary School

Oak Hills Elementary Mission Statement: WE engage our students in rigorous and joyful learning experiences that meet their individual needs and help each child reach their full potential.

District Goal: WE empower all students to achieve post high school success.

At Oak Hills Elementary, WE embrace equity through the following actions:

- Using culturally responsive and differentiated instruction in all classrooms and special programs.
- Using Positive Behavior Intervention Support (PBIS) to create school wide expectations for behavior.
- Provide all students with access to school wide special programs including but not limited to PE, Music, Art Literacy and Ceramics.

At Oak Hills Elementary, the outcome(s) of our actions will include:

- An accepting, respectful, diverse learning community.
- An atmosphere where we meet the individual learning needs of each and every student.
- A culturally responsive learning environment.

At Oak Hills Elementary, WE innovate through the following actions:

- Enhanced access and use of technology as an essential element in the learning process
- Providing field trip and afterschool programs
- Integrating art and technology into classroom and grade level teaching themes and units

At Oak Hills Elementary, the outcome(s) of our actions will include:

- Assist students to become risk takers and innovators as it relates to their learning
- Creating a strong sense of self in our learners
- Developing students who consider themselves problem-solvers
- Helping Students to be middle school, high school, college and career ready

At Oak Hills Elementary, WE expect excellence through the following actions:

- Employ use of school wide strategies that promote academic and behavior success
- Effectively teach a strong literacy program
- Use student data to effectively meet the learning and behavior needs of each and every student

ABOUT OUR SCHOOL:

Oak Hills School's classes were held in the Merle Davies building during the 1966-67 school year. The school moved into its new building in fall 1967. Esther Peer was the school's first principal.

OAK HILLS SCHOOL COLORS

Red and Blue

OAKS HILLS SCHOOL MASCOT

Otter

OAK HILLS STUDENTS ARE:

Safe
Responsible
Kind
Respectful

SCHEDULE:

DAILY SCHEDULE: Our doors open at 7:45 A.M. and students are dismissed at 2:35 P.M.

Lunch & Recess Periods:

	<u>Recess</u>	<u>Lunch</u>
K	10:20-10:40	10:45-11:05
1	10:40-11:00	11:05-11:25
2	11:00-11:20	11:25-11:45
3	11:20-11:40	11:45-12:05
4	11:40-12:00	12:05-12:25
5	12:00-12:20	12:25-12:45

BUILDING SCHEDULE

The school office hours are from 7:30 A.M. to 4:00 P.M., Monday through Friday. Regular teacher hours are, generally, 7:30 A.M. to 3:30 P.M.

EARLY MORNING PROCEDURES AND SUPERVISION

Our doors open at 7:45 am (Please do not arrive before 7:45am). At this time a supervised Morning Mix, activities specific to grade levels, are available to our students.

Morning Mix activities:

1. Gym for 1st and 2nd Grade students
2. Library for Kindergarten and 3rd Grade students
3. Cafeteria for 4th and 5th Grade students

Breakfast is served for those interested and students may deposit their lunch money in the front office, in the cafeteria, or on-line. Students will proceed to class at 7:55 A.M.

END OF DAY SUPERVISION

School dismissal time is 2:35pm. Our staff is assigned to supervise "parent pick-up" students until 2:45pm. If you encounter an emergency, please call the office to advise them of your late arrival.

DELAYED SCHOOL OPENING OR SCHOOL CLOSURE (SNOW DAYS)

On occasion, weather conditions may permit school to operate but require that the opening be delayed. On a delayed school day schedule, Oak Hills **will open two hours late (at 10:00 A.M.) and buses will operate two hours late. Students should report to their bus stop exactly two hours later than their usual time.** Announcements of delayed school openings or school closures will be made between 6:00 A.M. and 7:30 A.M. on local radio and TV stations. By signing up with School Messenger, you will also receive a text from the school district.

EMERGENCY CLOSURE

Parents should emphasize with children where they will go in case school must be unexpectedly closed during the day. It is impossible to notify each parent by phone, **so previous instructions by parents can help reduce student anxiety in emergency situations.** At the beginning of each school year, parents will be asked to update Emergency School Closure Information on the verification of enrollment form. Please keep us advised if your plan changes. Classroom teachers will keep the plans on file and will follow them as needed.

PARENT LEADERSHIP/VOLUNTEERS

PARENT-TEACHER-ORGANIZATION (PTO)

An active parent organization functions at Oak Hills. PTO is a volunteer and parent/community organization that exists to promote and enhance the educational opportunities at Oak Hills, and to help develop a sense of community. The principal serves as non-voting members. Meetings are held monthly, generally on the second Monday alternating between 3:00pm and 7:00pm every other month. The dates and times are listed in the yearly school calendar and on the weekly newsletter. All parents and interested community members are automatically members of PTO. If you have questions, please feel free to contact the principal, school secretary or any member of the PTO Board as listed below:

Executive Board

Presidents: Wendy Turinsky and Lark Asbury
Secretaries: Jennifer Cooper
Treasurers: Melica Ellerbrook and Mandi Macaskill
Volunteer Coordinators: Jacqui Watson

FUTURE READY COMMUNITY ENGAGEMENT COMMITTEE

We will be looking for parents to join this committee.

The responsibilities of the committee members will be as follows:

The Future Ready Community Engagement Committee's responsibilities are as follows:

- In collaboration with PTOs, promote and assist with District and school-based community outreach activities to increase and improve community engagement and volunteerism.
- Advise the principal on technology purchases and/or experiences students could have in a Future Ready School.

VOLUNTEERING

An **Information Sheet** is included in the first day of school packet. Parents may use it as a resource for their volunteer involvement during the school year. This will outline the numerous volunteer opportunities at Oak Hills. It explains the positions, the responsibilities involved, and the

estimated time commitment. If you need additional information or clarification on any volunteer opportunity, please contact a member of the PTO Executive Board or a Volunteer Coordinator. **Be sure to complete and return the Volunteer Interest Form.** We welcome volunteers whether it is just a few times a year or every week. Volunteers are needed for school-wide projects and events, as well as in the classroom and the library. Oak Hills is a school that is proud of their volunteers' dedication and commitment.

BACKGROUND CHECK

In April 2009, a new background check procedure was instituted in the Beaverton School District. It is now required for all parents, visitors and volunteers that plan on volunteering to complete the background check. This also includes student helpers (middle school/high school). The process for adults is simply log onto this website: www.beaverton.k12.or.us/volunteer to complete a simple application. All information is kept strictly confidential.

ATTENDANCE

All children between the ages of 6 and 18 years who have not completed the twelfth grade are required to attend regularly and full-time the appropriate public school within the attendance area in which they reside, as provided under ORS 339.010.

Your child should be in school, on time, every day, all day, unless there is an illness or family emergency. However, if your child is ill, it is better to have your child remain at home until full recovery is made or fever free without medication for 24 hours before returning to school. If absences become excessive and begin interfering with the student's instruction, a meeting will be called with parent, counselor and administrators.

ATTENDANCE CHECK-IN SYSTEM

Oak Hills uses an attendance check-in system. This system provides a convenient method of reporting your child's absence, whether illness, vacation or appointment and provides peace of mind for both parents and staff that all children have arrived at school safely.

The procedure will be as follows:

1. If your child will be absent or late, simply call the attendance phone line (503-356-2411) and state the following: **your name, student's name, date of absence (all day, 1/2 day or late arrival), grade level and teacher's name, please give a reason.**
2. The classroom teachers electronically send in their attendance to the office by 8:30am. At that time, the office assistant will compare the phone messages with the daily attendance. At 9:00am each morning, the Absence Autodialer System will make phone calls to the parent of students who are marked absent and for whom we have not received a call to excuse the absence.

In order for this system to be successful, we need your help. It is the responsibility of parents to contact the attendance line anytime prior to 8:00 am. After 8:00 please call the office. If you choose to e-mail your student's teacher, please also copy it to Cynthia Benfield and Crystal Smith.

TARDINESS

It is important that **classes begin at 8:00 a.m.** Students arriving **after 8:01 a.m. must report to the office to receive a tardy slip.** All tardies will be documented on each trimester report card. A note or call from a parent is required when a child arrives late, otherwise the tardy will be considered unexcused. If tardies become excessive and begin interfering with the student's instruction, a meeting will be called with parents and administrator, and if extreme with a truancy officer.

SENDING A CHILD HOME

For security reasons parents must come into the office to sign out and pickup their child when leaving early due to illness or an appointment. Students will not be allowed to wait out in front of the school for their parents. A child is never sent home from school during the day without specific parental permission (see emergency closure for exception). The child will check in and out through the office, with their parent or guardian when leaving school early and upon his/her return.

STUDENT WITHDRAWAL FROM SCHOOL

It is important that a parent or guardian contact the school either by note, telephone or in person if planning to withdraw a child from school. This notice is needed at least two days in advance in order to prepare transfer papers.

TRANSPORTATION

BUS:

Bus schedules and routes are available in the school office and are mailed home each August.

**Students must bring a note from a parent or guardian if they are going to ride a different bus, get off at a different stop or be picked up by parent or other designated adult. If a student does NOT bring a note, he/she will go home following their normal routine. All notes must be signed by the classroom teacher and the office staff. Students will provide the signed note to their bus drivers.*

SCHOOL BUS RULES

Driving a bus is a difficult job. Students can help our drivers keep focused on the road by following school bus rules. Below are the bus rules all of our students should follow:

1. The student is prohibited from fighting, wrestling, or what is defined as other boisterous activities.
2. The student shall use the emergency door only in case of emergency.
3. The student shall be on time for the bus both morning and evening.
4. The student shall not bring animals (except approved guide animals), glass, firearms, weapons, or other potentially hazardous material on the bus.
5. The student shall remain seated while the bus is in motion.
6. The student may be assigned a seat by the bus driver.
7. When necessary to cross the road, the student shall cross in front of the bus or as instructed by the bus driver.
8. The student shall not extend his/her hands, arms, or head through bus windows.
9. The student shall have written permission to leave the bus at a point other than at home or school.
10. The student shall converse in what is defined as normal tones; loud or vulgar language is prohibited.
11. The student shall not open or close windows without permission of the driver.
12. The student shall not throw items out of open bus windows.
13. The student shall keep the bus clean and must refrain from damaging the bus.
14. The student shall be courteous to the driver, to other students, and to passersby.
15. The student shall refrain from eating or drinking on the bus unless specific permission is granted by the driver.
16. Inflated balloons/latex products are banned on all Beaverton School District buses for safety and health reasons. This includes inflated balloons that are not latex (such as mylar balloons). The safety and health reasons for the ban are:
 - a. Safety—possible restricted vision by bus drivers by allowing inflated balloons on school buses.
 - b. Health—possible allergic reactions to latex products by students/other passengers.

Those not following bus rules may lose their right to be transported to and from school. The following procedures will result first before a child is removed from the bus. Parents will always receive a bus citation should a student's behavior get to this point on the bus.

- Child assigned a seat for the trip or for the day
- Child given a citation
- Child assigned a seat for a period of time
- Child may lose bus privileges

BUS STOP

Students riding the school bus will arrive at the bus stop on time. Pupils will line up for the bus in the order they arrive. There are no cuts or privileges given because of age, size, sex, or at whose property the bus stops. Students will load and unload the bus in a safe and orderly fashion. **Students should arrive approximately five minutes before the bus. Problems often occur when students arrive too early for the bus and have too much unsupervised time.** Toys, sports equipment, etc. should not be brought to the bus stop. Games such as tag and keep away should not be played at the bus stop.

CAR DROP OFF/PICK UP

Before and after school our parking lot is especially packed with parents dropping off and picking up their children. **We strongly encourage students to ride the bus, walk or ride their bike whenever possible to help eliminate this congestion.** When you pull into our parking lot to drop-off, please pull in using the right hand lane and wait for our duty teachers to open your car door. Please use the left lane for traffic moving through to the parking areas. Parents picking up or dropping off children along our curb should **remain in their cars at all times.** Parents can also park in the parking lot and walk their child into the school. Please, always drive **SLOWLY** and **STOP** at all our crosswalks to ensure the safety of our children.

BICYCLES

Students who ride their bikes to school must get off their bikes as soon as they enter school property and walk their bikes to the bike rack. Doing so helps with the safety of pedestrians at the front of the school. Also, there should be no riding of bikes in the school driveways and parking lots. Students that do ride their bikes should bring a lock for the safety of their bike as the school cannot take responsibility for theft.

SKATEBOARDS, SKATES, ROLLER BLADES, SHOES W/WHEELS

The above are not allowed at school because of concerns for safety, security, and damage to school property. This includes 24 hours a day, seven days a week.

SCOOTERS

Scooters follow exactly the same rules for riding and storing as bicycles.

CROSSWALK

Each day we have crossing guards on Bethany Boulevard, Oak Hills Drive and 153rd Avenue arrival and dismissal times. Please follow the following safety crosswalk rules:

- * Use the crosswalk
- * Look both ways. Even though cars must stop, wait until they actually stop before crossing.
- * Obey the Crossing Guard.
- * Cross when the Crossing Guard signals to do so.
- * Plan your arrival for 7:45AM or later.
- * Leave school between 2:35PM - 2:45PM

DISMISSAL PICK UP AREAS

At dismissal time, classroom teachers walk their classes out to the buses. During the first few weeks of school, special care will be given to new students and students in Kindergarten and 1st grade so that they get on the right bus. Students who are to be picked up by a parent should stand in front of the school by the parent pick up sign until busses are dismissed. If they are still waiting after the busses leave they should go in the front office. Students who ride day care vans will also meet in front of the school.

SCHOOL BEHAVIOR EXPECTATIONS

DISCIPLINE POLICY

In order to provide the excellent learning atmosphere at Oak Hills, students are asked to be **model** students whether in class, at lunch, at recess or on the bus. In order to be a **model** student, students must be:

- SAFE
- RESPONSIBLE
- KIND
- RESPECTFUL

Students who are unable to meet these expectations will have natural and logical consequences. Each discipline problem will be handled individually whether by a teacher, Ms. Baumgardner, playground supervisor or specialist. Ms. Baumgardner will handle all situations that may require a discipline referral. Please refer to the Parent Student Resource Book for further details.

CHEWING GUM

Children are not allowed to chew gum at school.

DRESS CODE/HATS/BANDANAS

How students dress often affects how they act. Students will be encouraged to practice good grooming. Appropriate dress and good grooming fosters poise, self-assurance, and good behavior.

There will be a few guidelines that will be reinforced regarding dress. **Hats/bandanas/scarves are not to be worn inside the building.** Students may wear hats/bandanas/scarves to and from school, but will need to take them off inside the school. These rules are for the safety and security of all students and staff. Any writing on clothing or t-shirts that refers to alcohol, tobacco, or drugs, or that is profane or discriminatory, will not be permitted. Clothing should not be too short (short shorts) or so skimpy that it shows undergarments or midriffs (halter tops, spaghetti straps). Most of these issues arise with upper grade students, but we wanted to inform all of our parents of this policy. Additionally, please send students to school with footwear that will allow them to play during recess and participate in PE. Flip flops are not appropriate for school.

TOYS

A student's own toys are to be left at home except for a specific purpose, such as sharing time. Sharing items should be brought to school in a paper sack or backpack. If a toy is brought to school for sharing, it should go home the same day. There are certain toys that are fads each year. Often these involve collecting items, and students like to bring their collections to show other students and/or to do some buying, selling or trading. These items are also considered toys and should not be brought to school. This includes the bus stop and on the bus.

VALUABLES SUCH AS IPODS /CELL PHONES/IPADS/CAMERAS

We ask that students not bring valuables to school. The school or district cannot be responsible for or replace personal possessions lost by students. In addition, such possessions often disrupt the

educational process and therefore, are not appropriate to have at school. **However, should a child need one of these items they must be turned off and kept in their backpacks.**

Since we ask students to turn off their cell phones and leave them in their backpack during the day, we allow students to use the school telephone for limited reasons, such as needing lunch/lunch money or per teacher request. Going home with a friend after school or staying for youth groups, etc., must be prearranged so that telephoning at school is unnecessary. **Only emergency messages can be relayed to students by the office staff.** Please do not call a teacher's phone mail or email, as the message may not be picked up before dismissal time.

VANDALISM

Defacing school property is punishable by payment of damage or by withholding privilege of use. Under Oregon law, parents are responsible for payment of up to \$1,000 in damages. School District #48 has adopted this policy. This includes damage (such as cutting, marking, etc.) to bus seats, desks, textbooks, playground equipment, bathroom walls, etc.

WEAPONS BROUGHT TO SCHOOL ARE GROUNDS FOR SUSPENSION

Guns, knives, or any kind of instrument that can project something that might be harmful are prohibited. **This includes any fake or look-alike weapons.** Possession of, **threatening** to use, or actually using a weapon or simulated weapon, explosives, firecrackers, or other items capable of producing bodily harm are prohibited and can be grounds for suspension. Materials or devices that could be used to create or make explosives or weapons are also prohibited.

RESOLVING CONFLICTS/KELSO WHEEL

It is our hope that our students will not have conflicts with one another. However, if they do we would like to help them learn how to resolve issues without using physical force or violence. **Kelso's Choice** is a program we use at our school that help students resolve small problems. (Please note, any student who feels unsafe or intimidated should immediately seek an adult for assistance.) Kelso's Choice is a conflict management program for children which provides a variety of strategies to solve a problem. All of our staff have been trained to use Kelso, and the School Counselor will also teach the Kelso choices each fall. Additionally, playground supervisors and teachers in the classroom will use the Kelso Choice Wheel when helping to resolve small issues between students. The program has a green frog known as "Kelso" who serves as the program mascot. Parents and families are encouraged to also use the Kelso Choice Wheel at home too.



MEALS AND NUTRITION

BREAKFAST

Breakfast is available daily for Oak Hills students. The kitchen serves breakfast from approximately 7:45-8:00. Students on free and reduced lunches receive breakfast at a free or reduced rate. Students who have any negative balance on their breakfast account, are not able to charge a breakfast and will receive a modified breakfast until the debt is paid. Breakfast students should watch the clock so they are not late to class.

LUNCH

Oak Hills provides a lunch program that gives students several choices of food from each of the food groups. Every day students can pick one entree. They can also pick as many choices as desired from the grain/bread, fruit and vegetable food groups. Every lunch also comes with one milk. Breakfast and lunch menus are sent home monthly.

FREE OR REDUCED PRICE MEAL BENEFITS

If a family is experiencing financial need, parents may complete an application for free or reduced price meals for all students in their family. Applications are available online on the district website. The application process and each student's meal benefit status are completely confidential. Families may apply for meal benefits at any time throughout the school year. However, a new application is required for each school year. For more information please call: Nutrition Services Meal Benefits Office 503-356-3955.

STUDENT MEAL ACCOUNTS

Students are assigned their own individual meal account which they can access using a Personal Identification Number (PIN). Parents, please check with your child when you need their PIN number to make a deposit. The meal account is a debit account, so students eligible for full and or

reduced price meals must deposit money into their account before they can purchase meals. Parents may deposit money into their students account by using either of the following methods:

- Send cash or a check made out to the school. When making a deposit, please indicate your student's first and last name along with his/her grade level and insert cash/check in an envelope. Deposits can be made in the cafeteria or the front office. When your student moves to the next level or transfers to another school within the Beaverton School District, their account balance will transfer with them.
- Making payments either online or by a toll free number. Parents can log onto www.mealpayplus.com or call **800-816-6425** to deposit funds with a nominal fee. You can also monitor account balances or receive low-balance emails at no charge on-line or via the toll free number once you set up an account. More information is available by calling **(503) 356-3955** or on the Nutrition Services website: (<http://www.beaverton.k12.or.us/home/departments/nutrition-services/>).

Please note that students will no longer be allowed to charge meals. When account balances get low, he/she will receive a verbal reminder that the account balance is getting low and/or is in the negative. A student's hand will be stamped when account is low. Students will receive an "emergency lunch" of a cold sandwich and carton of milk. Please see the information above regarding how to track your student's meal balance.

MEAL ETIQUETTE

The health department regulations stipulate that students should wash their hands before eating and are not allowed to share any portion of their meals. Students are expected to clean up after themselves, return trays to the proper location, recycle appropriate items, and dispose of garbage in the waste can.

LUNCH GUESTS

We welcome parents to have lunch with their children. However, please sign in at the office first to get a visitor badge.

CAFETERIA

Each grade level is together during their assigned lunch period. This means that a large group of students share a relatively small space. Certain behavioral guidelines are expected so that lunch time is a pleasant experience for all children. Students will be given adequate time to eat after returning from lunch recess. If more time is needed, children are able to move to an overflow table to comfortably eat their lunch.

VISITORS

To help with the safety and well-being of all Oak Hills students, we must know who is in the building at all times. To help us do this, **please sign in and out at the office. For security reasons, we ask that all visitors wear name tags or a "visitor" badge.** We know that many wonderful experiences happen at Oak Hills. Parents are invited and encouraged to visit school and/or their child's room to share in his/her experiences. **Pre-schoolers, who come with visiting parents, must be kept with parents at all times. When you volunteer, you will need to sign in as a volunteer. We are currently working on our policy around when you volunteer.**

STUDENT VISITORS

Students not attending Oak Hills School are **not allowed** to visit during school hours. Student visitors may come and join their friend/relative for lunch, provided it is prearranged with the classroom teacher. Middle or high school students who wish to volunteer during their off day

MUST make prior arrangements with a specific teacher and have an administrators approval. We do **NOT** accept drop-ins, as it can cause an interruption to the educational process.

MEDICATIONS AND HEALTH RELATED SERVICES

SCHOOL NURSE

The school does not have a nurse on site. The secretaries call the nurses for advice and emergencies. A school nurse visits our school approximately two hours per week.

VISION/HEARING SCREENING

In the fall with the help of parent volunteers, vision screening will be done for all students. Audio metric (hearing) testing is scheduled for the spring and teacher or parent referrals during the first semester of the school year.

STUDENT ILLNESS OR ACCIDENT

When a student becomes ill or hurt at school, if deemed necessary, we make every effort to contact the parents, guardians or a person designated on the student enrollment form by the parent. For this reason, it is of the utmost importance that the school has the most current home and work phone numbers. When in doubt, the school will call and ask the parent to make a decision as to whether a child should remain in school, go home, and/or receive medical attention. Parents should sparingly use requests for children to stay indoors during recess periods. We ask you to please consider carefully if the child is well enough to be in school, they should be able to go outside in warm clothing for short periods of time.

MEDICATIONS

No medication (prescription or nonprescription) will be given to any student unless a parent brings the medication into the office and fills out a "Parental Request for Medication Administration at School" form.

Parents with children who need to take medication during the school day **must bring the medication to the school office in its original container.** Children should not bring medication on the bus. Pharmacists will provide two containers for the medication if asked, one for home and one for school. The label on the container must state the student's name, the dosage, time, prescription number, and the physician's name.

INSURANCE

Student accident and dental insurance is available to all students. A brochure and application will be sent home in the first day packet or may be obtained in the school office.

LIBRARY/MEDIA CENTER

At this time, students will be able to check out books every eight days during their specialist rotation. Students with overdue or lost materials will not be able to check out new materials until they have been returned or paid for, so it is very important that parents work with their child to encourage responsible borrowing.

The Beaverton School District provides a variety of online instructional and informational tools for school and home use. This allows students and staff to begin projects at school and continue working at home. To access these tools from home, connect to the internet, than enter **<http://www.beavton.k12.or.us>**, click on: **Students** > Select your school from **eResources** menu. Questions? Your school library staff can help you.

BOOK REPLACEMENT POLICY

Library books and textbooks are an important part of our educational program and require a significant expense from our school's budget to purchase. Students are responsible for any books checked out or assigned to them. This responsibility extends at school, as well as outside of school.

If a student loses a book, he/she will be responsible for the full replacement cost. If a lost book is later found, the student will be refunded the replacement cost. Lost or damaged materials should be paid for before the end of the school year.

SPECIALS

Specials this year will consist of Music, Physical Education, Technology and Library. The counselor will teach interpersonal skills for success outside of the regular specialist rotation.

MUSIC

In the Music class, the students sing, dance and play instruments. They learn about composers and different kinds of music as well. They also have opportunities to share their own musical talents.

TECHNOLOGY

During the Technology class, students explore a variety of websites and grade level standards through technology. Students will have access to the Internet and to Google Docs unless a parent provides a written request otherwise. Such notification must be made by the parent within the first month of school of a student's enrollment. Please talk to your child/children about responsible e-mail use. Remind them not to share pass codes or write anything they would not say to someone in person.

LIBRARY/MEDIA

Library time will consist of the Library Media Assistant reading popular titles to our students. Additionally, students will learn about authors, book awards, process to check out books and how to access information for research. Twenty minutes of the library time will be used for book check outs.

PHYSICAL EDUCATION

The Physical Education program is designed to strengthen individual physical fitness and develop skills necessary for the enjoyment of life-long recreational activities. Teamwork and good sportsmanship is also emphasized. It is not intended to be a competitive program for individual goals. All children are expected to participate in activities. Children who are to be excused from an activity must have a written excuse from a parent. The excuse should be dated and state the reason why the student can't participate. If an illness or injury has occurred, and the period to be excused is longer than two weeks, a note from a doctor is required.

P.E. Clothing

All children must wear soft-soled shoes that will not mark the floor. Tennis shoes are required. **Stocking feet are not allowed for safety reasons.** In the event proper footwear is not worn, depending on the activity, the student will sit out. Children in grades 1-5 are expected to dress appropriately for PE days. This means they should wear clothes they can move in comfortably. Children do not dress down for P.E. in the elementary grades. It is suggested that girls wear long pants or shorts on PE days.

PLAYGROUND/RECESS

All community members are welcome to use the grounds when school **IS NOT** in session. During regular school hours the school and our students have priority use of the fields and playground equipment. After school hours and on weekends, the Tualatin Hills Park generally schedules field use.

The Oak Hills soft play area surface under the play structure contains bark chips. This surface is meant to be on the ground to provide a nice cushion for students should they fall from the equipment. The surface should not be in the hands of students at any time, and the throwing of this surface is considered unsafe and could result in consequences.

GENERAL RECESS SAFETY RULES AND PROCEDURES

The Purpose of Recess is:

1. Have fun
2. Play with your friends
3. Get some exercise
4. Get some fresh air

To be SAFE we:

- Walk out to recess
- Walk, gentle jog, or skip on the blacktop and bark chips
- Walk or climb on the playground structures*
- Stay within the boundaries (no play between first grade wing & gym)
- Get permission from adult & a pass before leaving & report back upon return
- Use recess equipment for intended purposes only*
- Keep bark chips on the ground
- Play tag games only on the field
- No food on the playground

To be RESPECTFUL we:

- Be a good sport, play fair, and listen to game judges
- Share and take turns
- Leave nature alone
- Good Sporting Behavior is important in all activities 😊

To be RESPONSIBLE we:

- Use equipment responsibly and safely
- Return playground equipment appropriately when done
- Stop playing when whistle blows and line up quickly and quietly
- Follow game and equipment rules

To be KIND we:

- Safe hands, safe feet
- No capture games or games with pretend weapons
- Use kind words
- Include everyone
- Walk around others' games

PLAYGROUND WEATHER CONSIDERATIONS:

Duty person(s) will decide on availability of playground areas as wet and dry conditions can change throughout the day.

- GREEN – Field, playground, blacktop, grass all open, all equipment available
- YELLOW – No field. Blacktop and playground open, all equipment available except football, soccer balls, and kick balls
- ORANGE – blacktop only open. All equipment available except footballs, soccer balls, and kick balls
- RED – undercover open only, all equipment available except footballs, soccer balls, and kick balls

If using both under covered areas, a duty person must be at each covered area.

PLAY STRUCTURE AREA

Swings

- Sit on bottom and face the school
- No jumping out
- Hold on to the chain with two hands
- No pushing by students
- No twisting or sideways swinging
- Keep a safe space when moving around swings
- If taking turns is needed, students can use 30-swing count system

Play Structures

- Walking or very gentle running on the play structure area.
- A duty teacher can stop a game if deemed unsafe.
- No climbing on top of monkey bars or horizontal bars
- One person at a time on horizontal bars, ladders and rings
- One direction only on horizontal bars, ladders, and rings
- On horizontal bars, no standing on bar
- Must keep at least one hand on monkey bars (no hanging just by knees)
- Keep hands and feet on climbing structure while moving-3 points of contact

Slides

- Bottom only, feet first
- No climbing up the slides

Recess Equipment

- Jump ropes are for jumping or jumping games on the blacktop not for tug of war or tying up people or to poles
- Hula-hoops are for individual use only on the blacktop not for trapping others
- Wall balls are for games to be played only on wall ball or 4-square courts
- NO KICKING wall balls
- Basketballs are for basketball only on the blacktop.
- Soccer balls for soccer or kickball on the field
- Football are for throwing, kicking, and catching on the field
- Kickball – may use a wallball on the kick ball field (north, grassy infield)
- Tetherballs are for tetherball poles only

Field Area

- Soft tag games may be played on the field
- Hands and feet to self
- Running is allowed on the field

END OF RECESS

When students hear a whistle that signals the end of recess, students are to immediately return all balls to the rack/basket. Throwing or kicking a ball into the rack/basket when putting it away will result in loss of recesses/or ball privileges. Students will line up promptly and quietly at their class' designated place or door, wait for their teacher or duty teacher to pick them up or let them in, and then will **enter the building quietly.** Classroom teachers will review "line up" locations during the first week of school. Students on the grassy areas are to move quickly to the covered area when the bell sounds.

HOMework

We believe that elementary school students should devote some out-of-school time to their studies in order to attain their fullest potential. It is important that students complete homework

on time. If a child doesn't have homework, we encourage parents to have students read during their home study time. Parents/guardians are asked to please help their children complete assignments by providing a quiet place to study and having a nightly study period time. Several teachers and grade levels, also, ask parents to sign nightly reading logs and assignment sheets/planners.

Homework is one means of teaching the necessary skills of individual study and learning for present and future use. It is a responsibility the student takes independently. Teachers at Oak Hills attempt to provide meaningful and reasonable assignments.

Homework is assigned to Oak Hills students for the following reasons:

- To complete work started in class
- To expand and/or enrich regular class work
- To build interest in reading or learning skills
- To give additional practice and application to strengthen learning
- To make up work missed due to absence
- To develop responsibility toward study skills

In general, students in grades one through three may have from 15-30 minutes per night; the upper grade students may have from 30-60 minutes per night. Some students may spend more time due to special projects, not using their time well in class, or striving for excellence. Less time may be spent due to the student finishing in class or the student compromising on the work quality. Parents and teachers need to work together to help each student be successful in their homework assignments.

HOMEWORK REQUESTS

Parents/guardians are encouraged to make requests for assignments if their son/daughter will be unable to attend school due to extended illness, injury or extended travel. Please keep in mind that homework requests require the special attention of the teacher. Please give us at least 24 hours notice because teachers are busy working directly with students throughout the day.

MAKE-UP WORK

When a student is absent from school, it is the responsibility of that student to see that the work missed is made up. Follow the general rule of a day for a day of excused absence. For example, if a student is out ill for two days, he/she has two days to make up work. Students are encouraged to work out a plan with their teacher.

REPORT CARDS/GRADING

Oak Hills School will have three grading periods when report cards will be issued. A calendar with grading trimester dates and other events is on our website. Report cards will be sent home with students at the end of the 1st and 2nd trimesters. The 3rd trimester report card will be mailed in June, the day after the last teacher workday.

There are two purposes of the report card. First, they provide the teacher and student an opportunity to assess and evaluate the growth and achievement that has been made over an extended period of time. The student, parent and teacher can use the information to identify strengths, goals, and areas where additional time and effort are required. Secondly, report cards formally relay to parents the progress and achievement of their child in school and indicates if their child is on track to meet the Common Core Standards. Equally important to academic progress, are the student's use of key academic behaviors that are critical to student success. The kindergarten report card is slightly different than the report card used for grades 1-5. Students are "graded" in two areas: Behavior Progress and Academic Progress. Under the category of Behavior

Progress, teachers will be looking at how the student manages responsibilities, self-directs learning, and communicates and works effectively within a team or group. Under the category of Academic Progress teachers will be looking for how the student's performance is on track to meet the end of the year standards for his/her grade level. Besides scores in these areas from the classroom teacher, students will also be scores in their music and physical education classes. A record of student absences and tardies are reported on each report card.

FIELD TRIPS

Teachers will occasionally plan learning experiences that take place outside of the classroom. Specific objectives are formulated before the trip and follow-up activities take place upon return. Specific expectations of the students, staff and volunteers will be clearly defined for each trip.

Transportation will be provided by either a Beaverton school bus or a private carrier. Because of District insurance policies, **we cannot include pre-school children on school buses for a field trip.** Teachers are assisted on field trips by volunteer parents. Often teachers can only take a limited number of parents as chaperones. Consequently, in some cases, parents may only be able to attend one field trip per year depending on the number of volunteers. Parent chaperones are asked to sign a contract and follow specific guidelines necessary for student safety. Your understanding of this is greatly appreciated.

Parents will be notified in advance by the teacher of all field trips and will be asked for parent signature on the fieldtrip form.

EMERGENCY DRILLS

It is a district expectation that the following drills will be held during the year:

- 10 Fire Drills - one each month
- 2 Earthquake Drills
- 1 District Lock out Drill
- 1 Lock in Drill

At the beginning of each year, the staff revisits the procedures for each drill. Then, during class time the teachers carefully go over each step of the drills with the students. Early in the year, announcements are made prior to each drill. By practicing these drills throughout the year, our hope is for students to feel as comfortable as possible should a "real" emergency arise.

Each fall students will be asked to bring items to school for their own individual evacuation survival kits. Perishable items from individual earthquake kits will be sent home on the last day of school.

It is an expectation that all adults (volunteers or visitors) will exit the building and check in with an office staff member during the drill. Signs will also be posted on the front doors during our drills.

SPECIAL SERVICES

Resource Room Program

This program serves students with normal intelligence who are functioning significantly below expected levels of achievement in academic areas. Using multi-sensory techniques, in combination with a meaning-centered approach, the program is tailored to the needs of the individual student. Services are provided for students either within the regular classroom or on a pullout basis. The Learning Disabilities Specialist (Resource Room teacher) works closely with both the classroom teacher and the parents. Annual assessment results are shared with parents and the classroom teacher, as is the development of an Individual Educational Plan (IEP) for each identified student. Students must meet certain criteria to qualify for this program.

Speech Language Services

This program provides services to students with communication disorders. Services are provided for students either within the regular classroom or on a pullout basis. The range of communication problems served include speech (articulation, stuttering, voice), hearing impairments, and language-learning disorders. The speech-language pathologist identifies specific problems at the referral of a parent and/or teacher, develops an Individualized Education Plan (IEP), provides ongoing service, and consults with parents and teachers. A speech pathologist is at Oak Hills approximately three days a week.

School Psychologist

The School Psychologist administers tests, helps identify students needing special education services, counsels students individually and in small groups and consults with parents and teachers. A school psychologist is at Oak Hills approximately two days a week.

School Counselor

Oak Hills has a full-time School Counselor. Her name is Shelly Ray and she works with students, parents and staff. During the school year, the counselor will go into classrooms and teach guidance lessons. The Counselor also works with students individually and in small groups (with parent permission) primarily focusing on social and academic skills. Parents may also meet with the counselor to get parenting tips and referrals to other resources.

Talented and Gifted (TAG)

Students can be identified as gifted in up to three areas: reading, math and/or intellectually gifted. In order to qualify, students must score at the 97% or above on a norm-referenced test. Other information such as work samples, writing and math portfolios, and behavioral information is also considered before a student is identified for the TAG program. This is a school-based District program in which some of our students participate. Eligibility for the program is determined on an individual basis based on test data, and teacher observation. Classroom teachers are responsible for providing instruction at the correct rate and level for identified gifted students. A TAG Resource Specialist is available at the District level as a resource and consultant. At the school level, TAG Facilitators is available as a resource for parents and teachers. Testing for TAG is usually conducted once a year. Referrals for testing can be made by teachers and/or parents.

English Language Learner (ELL)

Through our ELL Program, children who qualify are given additional English instruction during the school day. The district requires that any student living in a home in which a second language is spoken be evaluated by the ELL Intake Center. Students attend instruction at an ELL class for around one hour per day. Eligibility is determined by the District's ELL Intake Center.

MISCELLANEOUS: COMMUNICATIONS

A weekly newsletter is e-mailed each Friday, to keep you informed of school information, PTO and school events and dates. Parents are encouraged to check their e-mail on a regular basis. Most supplemental flyers are usually sent as attachments to the newsletter. However all flyers, other than the school, must be approved by the Community Involvement Department at Central Office. If approved, they are either sent home individually, with the *newsletter* or are available on our community shelves/wall.

BALLOONS

Sometimes parents send birthday flowers and balloons to the office for their child. Please note that the school can only accept Mylar balloons as the school is latex free since many students have latex

allergies. Also, please know that the balloons would not be allowed onto the school bus for safety reasons.

PETS

District policy prohibits pets in our schools except for short visits like “show and tell.” Guest Pets must be on a leash or in a kennel. All pet visits must be prearranged with the classroom teacher at least one day ahead of time. Pets are not allowed on the school grounds during school hours.

AFTER SCHOOL PROGRAMS

Each year this varies but some after-school programs are available. Most are offered by private companies and charge fees. Flyers and information regarding sign-ups will be sent home with students or can be found at our community wall.

ROOM PARTIES

Room parties are limited to two per year. These are planned at the discretion of the teacher to coincide with seasonal themes or coordinated with curriculum as celebrations. The fifth graders may have activities during the last several weeks of school in addition to the listed parties.

Planning for these parties will be by room party parents with teacher guidance.

Washington County Health Department and school policy requires that all food for parties be store bought.

BIRTHDAYS

Birthdays are celebrated for each Oak Hills student both in the classroom and each week as the principal presents each birthday child with a pencil. **Personal party invitations should not be distributed at school** (feelings are often hurt) unless the invitation is to the entire class. No Treats should be sent to school as we do not host “birthday parties” at school.

LOST AND FOUND

The school has a Lost and Found located in the cafeteria. Students are encouraged to report lost articles to the teacher immediately and to check the Lost and Found. **PLEASE LABEL ALL OF YOUR CHILDREN’S COATS, BACKPACKS, LUNCH PAILS, ETC.** This is essential to help us return lost items to their owner since twice a year the clothing is donated to the district Clothes Closet. Students are encouraged to check the **LOST AND FOUND** frequently. Small items, jewelry and money are turned into the school office.

SMOKE FREE ENVIRONMENT

Beaverton School District is a tobacco-free indoor and outdoor environment (all District premises inside and outside). This means that all use of tobacco/cannabis is prohibited on/in all school property.

COMMUNITY USE OF SCHOOL FACILITIES

School facilities are available for use by community groups. Applications for use should be made by logging onto the Beaverton School District Page and clicking the Facility Use Tab which is at the bottom of the page.