

2011-2012 Parent-Student Handbook
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The OES School Song

I want to be an Oakhurst Eagle,
 I want to soar above the crowd.
 I'll do my best, while I'm at school,
 And I'll make my parents proud!
 I want to fly above the mountains,
 And see our valley far below.
 I'll dive on down to OES,
 The best school that I know!
 GOOOOOOOO EAGLES!

PARENT-STUDENT HANDBOOK

CHAPTER I

INTRODUCTION:

Welcome to Oakhurst Elementary School, home of the Eagles. This handbook is an important guide to assist you in the procedures used at OES. Please take the time to read and become familiar with this handbook. Many of your questions may be easily answered by referring to the appropriate section. We are looking forward to having a successful and enjoyable year with all OES families.

SCHOOL HISTORY:

Oakhurst Elementary School was built in 1950, serving students from Kindergarten through eighth grade in five classrooms. By 1971, OES had grown to over 450 students. Oak Creek Intermediate was built that year and the sixth through eighth grade students moved to the new campus. Due to OES student enrollment expanding, the fifth grade moved to OCI a few years later and then moved back to OES in the 1993-94 school year.

OES MISSION STATEMENT

We are the Oakhurst Elementary School Eagles who soar above the crowd. We do our best when we're at school which makes us all feel proud. At OES, young eaglets are appreciated for their unique strengths and nurtured in a safe environment. Our goal is to develop responsible life-long learners who are positive examples for all future fledglings.

OES Motto

Where Eagles soar with pride galore

BASS LAKE JOINT UNION ELEMENTARY SCHOOL DISTRICT MISSION:

To fulfill its commitment to the children and parents, the board has established this Mission Statement: We will provide an education that emphasizes reading, mathematics, communication skills, and a broad based exposure to many academic disciplines. This education will be achieved in an environment which enhances integrity, respect, responsibility, and compassion for others. We recognize that these values are best learned when modeled by all adults and children.

BASS LAKE JOINT UNION ELEMENTARY SCHOOL DISTRICT

Board of Trustees

Cindy Jones

David Read

Bill Freed

Ron Bucheger

Joe Smith

Diane Peterson

Janna Christensen

Superintendent

Glenn Reid

642-1555 or email at greid@blsd.k12.ca.us

OES Office Directory

Kathleen Murphy, Principal

642-1580 or email at kmurphy@blsd.k12.ca.us

Cheryl Wilhite, Office Manager

642-1580 or email at cwilhite@blsd.k12.ca.us

Sherry Peck, Office Clerk

642-1580 or email at speck@blsd.k12.ca.us

CHAPTER II

SCHOOL BELL SCHEDULE

Regular days will be 8:00 am—2:20 pm

Minimum Days will be 8:00 am- 1:20 pm

8:00 am	Classroom instruction begins
8:10—8:50 am	Grade 1 Reading Lab Pull-out (M-TH)
8:55—9:35 am	Grade 2 Reading Lab Pull-out (M-TH)
9:40—10:20 am	Grade 3 Reading Lab Pull-out (M-TH)
10:00 – 10:30 am	Kindergarten Recess
9:50 -10:10 am	Primary Recess
10:15—10:35 am	Intermediate Recess
10:20 am	Friday Flag Salute in multipurpose room (every other Friday)
10:40—11:20 am	Grade 4 Reading Lab Pull-out (M-TH)
11:20—12:05 pm	Kindergarten Lunch
11:30—12:15 pm	Grade 1 Lunch
11:25—12:10 pm	Grade 5 Reading Lab Pull-out (M-TH)
11:40—12:25 pm	Grade 2 Lunch
11:50—12:35 pm	Grade 3 Lunch
12:00—12:45 pm	Grade 4 Lunch
12:10—12:55 pm	Grade 5 Lunch
12:55 – 2:00 pm	Grade 5 Band (T & TH)
1:20 pm	Dismissal (Minimum Day)
2:20 pm	Dismissal (Regular Day)

Minimum Days:

September 12, 26; October 10-14 (Parent conferences); November 14, 28;
December 12, 21; January 23; February 13, 27; March 12, 19-23 (Parent Conferences);
April 23, May 7-11 (State Testing), 14; June 5 (Last Day of School)

Holidays:

September 5:	Labor Day
October 17-21:	Fall Break
November 11:	Veteran's Day Holiday
November 23-25:	Thanksgiving Holiday
December 22-30:	Winter Break
January 2-6:	Winter Break
January 16:	Martin Luther King, Jr. Holiday
February 20-24:	February Break
April 6-13:	Spring Break
May 28:	Memorial Day

Parent Conferences: October 10-14, 2011 and March 19-23, 2012 (Minimum Day Schedule)

STAR Testing: May 7-11, 2012 (Minimum Day Schedule)

Spring parent/teacher conferences: April 4-8, 2012

*Note: Minimum day schedule applies during parent/teacher conference week.

ARRIVAL TIME ON CAMPUS:

Students who walk, ride bikes, or are driven to school are allowed to arrive on campus **NO EARLIER THAN 7:30 a.m.** Campus supervision is available at 7:30 am in the preschool playground or cafeteria.

AFTER SCHOOL REGULATIONS:

Students must walk, ride the bus or have a ride waiting for them after school. Students are not allowed to wait after school for outside sponsored activities, (i.e. soccer, baseball, etc.). Parents will be called to pick them up if left unattended.

CLOSED CAMPUS:

OES is a closed campus. This means that after a student arrives at school, he/she will not be allowed to leave until school is out, unless the student has been cleared through the front office for leaving school early.

LEAVING SCHOOL EARLY: Students who must leave campus early need to follow the procedures listed below.

1. The student should bring a note to school, in the morning from home indicating the reason for leaving, the time they need to leave, and who will be picking them up. The adult picking up the student must be listed on the Emergency Procedure Card.
2. The adult picking up the child **must check in at the office** before taking their child.
3. The adult must sign the student out with the secretary before leaving campus.

BAD WEATHER/POWER FAILURE NOTICE:

We make every effort to hold school unless conditions create an unsafe environment for our students (i.e. heavy snow, ice, loss of power or water, etc.). We have delay schedules for busses in the event of such days. The voice mail (683-1144) will be updated by 7:00 a.m. on these days to provide the necessary information for parents. The Transportation Department will also send out an “all-call” in the early morning to notify families whether or not school is delayed or cancelled due to weather conditions. We also utilize the following radio and television stations to disseminate this information: KTTN - AM 1090; KMJ - AM 580; and Fresno TV Stations (Channels 24 and 30).

Often times so many people are trying to call the school that the lines are constantly busy. The radio and TV stations receive the same information and broadcast it quite frequently. Please use these sources during poor weather conditions or emergencies.

CHAPTER III

ATTENDANCE

ATTENDANCE PROCEDURES:

We believe very strongly that your child needs to be at school everyday by 8:00 a.m. Good attendance directly affects your child’s academic performance in the classroom. However, when a student is absent from school a telephone call from the parent or guardian by 9:00 a.m. that day is required with the following information:

- A. Parent's or guardian's name
- B. Student's name

- C. Reason for absence
- D. Estimated date of return
- E. Whether or not assignments are needed

If a student has been absent and no call has been made, then the student must bring a written note to the front office with the following information when he/she returns back to school.

- A. Date of note and date(s) of absence
- B. Reason
- C. Signature of parent or guardian

Students who arrive after the school day starts must check in through the front office.

***If your child is absent in the morning, but will be on campus before lunch, and will be eating in the Cafeteria, please call the school office before 8:30 a.m. so we can order your child a lunch for that day.

INDEPENDENT STUDY CONTRACTS:

If a situation of a personal nature occurs and you must take your children out of school, for five days or more, please contact one of the secretaries or your child's teacher for an Independent Study Contract at least one week in advance.

If there is an emergency of a personal nature, please contact the school office; and we will assist you on what procedures to take.

***Independent Study Contracts do not count toward a perfect attendance certificate.

CHAPTER IV

STUDENT EXPECTATIONS

THE STANDARDS OF EXPECTED BEHAVIOR are:

1. To be respectful to myself and everyone.
2. To be respectful to school property and individuals' property.
3. To be respectful at school and on the school bus
4. To be respectful when visiting other places.

To be respectful means doing what a child should do: being polite to others, to care for and show consideration for people, places and things.

THE EXPECTATIONS FOR YOUR CHILD AS A LEARNER are:

1. Listen and follow all directions given by ANY staff member.
2. Complete all class assignments.
3. Be a good citizenship both in the classroom and outside on the playground.
4. Complete all homework assigned.

THE EXPECTATIONS FOR YOUR CHILD OUT ON THE PLAYGROUND are:

1. Use all school equipment, restrooms and drinking fountains properly and safely.
2. Keep hands and other body parts to themselves.
3. Eat in designated areas only.
4. Keep ALL toys at home. (They will be confiscated and kept until the end of the year).

5. Always be seen by a yard supervisor while out on the playground.
6. Follow the rules of the game being played and be a good sport.
7. Always show respect for adults and other students while out on the playground.
8. When the first whistle is blown, immediately get off the equipment or stop playing and FREEZE. When the second whistle is blown, WALK back to the classroom line.

CHAPTER V

School-wide Behavior Response to Intervention (RtI) Model

Over the course of the 2010-2011 school year, a team consisting of five teachers, the school psychologist and principal met to research, discuss, collaborate and create a school-wide positive behavior support for all students. Specifically, to create a consistent school-wide discipline plan in which positive behavioral expectations are explicitly taught and reinforced.

Our main emphasis was to be keenly aware that it's all about the teaching and interventions used to prevent and or stop the behaviors we are trying to eliminate...with the students we are working with, punitive measures alone WILL NOT be effective in changing behaviors.

Why bother focusing on behavior?

- Of 725 middle and high school teachers surveyed, 97% confirmed that good discipline and behavior are necessary for a school to flourish
- 77% of teachers felt their teaching would be better if disruptive behaviors did not require so much of their time
- Research suggests that there is an increased probability of academic problems when a student displays early problem behaviors...and vice versa
- The older students get, the higher the stakes, as both academic and behavioral variables contribute to high school dropout rates

What does it mean?

“If a child doesn't know how to read, we teach.”

“If a child doesn't know how to swim, we teach.”

“If a child doesn't know how to multiply, we teach.”

“If a child doesn't know how to drive, we teach.”

“If a child doesn't know how to behave, we...teach?...punish?”

“Why can't we finish the last sentence as automatically as we do the others?”

Adapted from: Tom Herner, Counterpoint (1998, p. 2)

What the Science of Behavior has taught us.

- Students are not born with bad behaviors
- Students do not learn better ways of behaving when given aversive consequences
- To learn better ways of behaving, students must be DIRECTLY taught the replacement behaviors
- To RETAIN new behaviors, students must be given specific, positive feedback and opportunities to practice in a variety of settings

OES Disciplinary Referral Form

This form is in duplicate and to be used as a cumulative form...meaning it is aligned to the school-wide behavior color code system. It will be used to document behaviors occurring anywhere on campus and also be used as a means to collect data on students. Teachers are able

to include specific notes on the form and dates if the purpose is cumulative. However, there will be incidents in which the form is used for one event and a child is sent up to the principal. Teacher keeps one copy; parent receives the other copy.

Playground/Cafeteria Behavior Communication Sheet

This form is to be submitted by any staff member, particularly for yard and lunch supervisors. The main purpose is to inform teacher of an infraction that occurred during recess or lunch. Teachers will also keep this form on file to use as a means of data collection on behavior.

ASSERTIVE DISCIPLINE:

The universal “color-code” chart system for every single classroom is:

- Green (doing well)
- Yellow (warning)
- Orange (consequences – loss of recess, etc.) Parent notification at discretion of teacher
- Red (Detention and form sent home)
- After red, out of class suspension and or suspension depending on infraction(s).

*Each child will have his/her name on a clothespin made by classroom teacher. Each day, every child in the classroom will have his/her pin clipped to the green zone. When a child does not follow classroom rules, child will have to move his/her pin and movement on the color chart is at the discretion of the classroom teacher. However, if the child is cited for an infraction outside of the classroom, the teacher will be notified by a staff member of the infraction and child will move his/her pin.

For those that earn a loss of recess, instead of benching the child out on a picnic table during morning/lunch recess, the child will be sent to the cafeteria to sit in a designated area. A fifth grade peer will monitor children along with a certificated staff member. Benched children will have to copy an essay on the attributes of a Quality Kid. Each child will sign-in on a form to be used as a form of data gathering.

Quality Kid essay to be written in either manuscript or cursive:

I am a quality kid. I make good choices and I am a good student. I treat others with respect. First, my current event showed I did not do quality work, but I am able to do quality work. I am responsible even if I didn't show it. I am reliable and want to prove it. I set high goals for myself and work hard to meet them. Second, my actions reflected poor work ethic. My choice not to work on my current event showed poor penmanship, little effort and thought. I will make better choices in the future by giving myself more time to finish. I will make an effort to improve my penmanship. Finally, I treat others with respect. Completing my assignments is one way I show this. I will work harder to get my school work done right. This is how I will be a better quality kid and make better choices. I will also treat others with more respect by getting my work done right and finishing on time.

For those that earn a detention, the detention is served during morning recess in the cafeteria. The child will sit in a designated area and complete the detention form given to him/her. Teacher keeps detention form on file, a copy sent home to parent for signature. While serving detention, child will complete the detention form and return it to his/her classroom teacher.

Reward Board or “Caught Ya” Board (6 x 6 matrix)

A 6x6 matrix board will be displayed in every classroom. The 6x6 matrix (labeled horizontally and vertically numbers 1-6) will have 36 squares on it. Around the matrix will be attributes the teacher wants to see improvement in that could include a virtue, attendance, homework, or a

targeted behavior to be reinforced. A teacher will be consistent in looking for children displaying the attributes displayed, essentially “catching a child in the act” of displaying an attribute. A child will be told he/she is displaying an attribute and asked to write his/her name in any square on the matrix. There is no limit on the number of names in a particular square either. Once a week, preferably on a Monday, the teacher will roll the die twice. First number indicates the number for the column; the second role indicates the number for the row. Example, teacher rolls a 3, and then a 4, so the 3 across and 4 down square is the winner. Any child with his/her name in that particular square is a winner. The names within the square earn a Golden Eagle Egg from the teacher. A Golden Eagle Egg is a plastic egg with some type of reward inside. Rewards include a homework pass, coupon for a local eatery, gift certificate for school pencils, a spirit ticket, erasers, stickers, etc. Once the square is chosen, the teacher erases the square and it is blank again. All other names remain on the matrix. The goal is to have lots of names on the matrix as this means the teacher is actively looking for the targeted attributes displayed around the matrix. Each classroom will have a basket of “Golden Eagle Eggs” and when in need of refilling, the K-Kids will fill in with guidance from principal. The beauty of the matrix is that the teacher has discretion as to what attributes are displayed and the attributes can change depending on classroom needs.

Regarding the attributes, each classroom teacher will devote 15-20 minutes once a week, in the form of a class meeting, to explicitly teach the attributes displayed around the 6x6 matrix. There should be complete understanding of what each attribute means, what it looks like and the expectation that each student will display this attribute.

Rewards and Incentives

Rewards and incentives are vital to a successful behavior modification plan. As such, the following list the many types of rewards and/or incentives available to students who display appropriate behaviors: Golden Eagle Egg, STAR Student Award, Weekly prizes from classroom store. Classroom party (monthly), Spirit Ticket, Homework Pass, Pencils, erasers, coupons, Citizenship Winners earn PE Extravaganza event twice a year (each semester), Academic Achievement Winners earn a Bowling extravaganza event twice a year (each semester)

The “Basics”

The following includes the expectation of conduct and how a child can demonstrate his/her readiness to learn:

- **Line basics:** single file, face forward, be alert and silent, hands at sides, arm reach apart.
- **Body Basics** (during direct instruction): four/six on the floor; kris-cross on the rug; eyes on teacher; sit-up straight; active listening (be aware of your feet; follow the teacher with your eyes; nod your head for understanding; ask for help if you don’t understand).
- **Space Basics:** the area around you belongs to you – it’s your personal space; your desk and belongings are part of your personal space; keep your hands to yourself; ask for permission to enter someone else’s space; no means no.
- **Give Me Five:** stop/look/listen; count down from 5 to 0; be on focus by zero or consequences will apply.
- **Café basics:** space basics; quiet voices, manners.

Virtue Program

OES developed a list of virtues to be recognized and taught each month of the school year. Each teacher was given an outline of each virtue, which included the definition, how to practice it, what it looks like, and each virtue’s affirmation. The schedule for each virtue is as follows:

September is Respect; October is Responsibility; November is Gratitude; December is Compassion; January is Trust; February is Friendliness; March is Fairness; April is Citizenship and May is Cooperation. When students display the virtue of the month, he/she receives a voucher to be displayed on the monthly virtue banner posted in the cafeteria.

Peer Mediation

The Fifth Grade GATE students will be trained on serving as a peer mediator during the primary recess. The students will be trained by teacher and principal with their primary role being to help students with games and supervise to ensure safety. An assembly will be scheduled at the beginning of the year for students in Grade 1-2 to introduce their peer mediators and explain what their function will be. At the beginning of the year, the teachers will teach their students various playground games to play while out at recess. We know that keeping kids actively engaged in fun games during morning and lunch recesses keeps discipline issues to a minimum.

When discipline of a student is necessary it will be handled in one or more of the following ways:

1. Teachers will handle discipline in class.
2. When necessary, students in Grades 3-5 will be sent to the Detention Center.
3. When necessary, students will be sent to the Principal.
4. Both teachers and Principal will contact parents as necessary for discipline concerns.
5. Dependent upon the severity of an infraction, a child's actions will result in an out-of-classroom or off-campus suspension.

CHAPTER VI

CAFETERIA

HOT LUNCHESES are served daily. The procedure for purchasing lunches is as follows:

1. Lunch money will be collected on the first school day of the week.
2. We will take money for one week or one month.
3. Please send exact amount of cash or check with child's name somewhere on the check or envelope.
4. Lunch cost: Regular \$3.00; \$3.50 for adults; Reduced - \$.40; Milk - \$.25
5. NO CHARGES - You will be notified if he/she must charge for the day. Money will be due the next day.

FREE OR REDUCED-PRICE LUNCHESES are available to students who qualify based on family size and income. An application will be sent home the first day of school and to each new student thereafter. If your family size becomes larger or your monthly income decreases during the school year, a new application may be submitted to the school office.

MILK ALLERGIES:

The State of California requires a doctor's certificate stating your child is allergic to milk in order to receive a juice for lunch.

QUIET VOICES AND GOOD MANNERS are expected to be used while eating in the Cafeteria. Your child needs to follow the cafeteria rules posted in the café:

1. Quietly and orderly walk in and out of the cafeteria at all times.
2. Use whisper voices when talking with friends.

3. Clean-up above and below the table before being dismissed to the playground.
4. Keep all food and drink to yourself – no sharing!
5. Do not take food from other students' trays and/or lunch bags.

THE OAKHURST ELEMENTARY SCHOOL NEWSLINE:

Voice Mail updates the lunch menu weekly at 683-1144.

CHAPTER VII

DISTRICT FOOD POLICY

In an effort to ensure the safety of students at school and to help avoid students contracting illnesses from food borne sources, the Bass Lake Board of Trustees adopted a District-wide food policy regarding food consumed and/or prepared at the school site. This policy was adopted and initiated in the 2004 school year.

Parents are no longer able to send food items prepared from home, such as home-made cookies, cupcakes, cakes, turkey dinners, etc. Per the new District policy, parents are only able to **send purchased prepackaged items** to school for consumption.

We realize this new policy may seem like a huge inconvenience, but in this day and age of food allergies, the intent is to ensure your child's health by protecting your child from contracting any illness from food borne sources.

Many of you love the idea of sending cupcakes or cookies to school to celebrate your child's birthday. It's a wonderful gesture but truly not necessary. If you want to do something special for your child and his/her classmates, we offer the following suggestions:

- Donate a book, in honor of your child's birthday, to the class.
- Instead of a food item, provide the class with special stickers, pencils, erasers, a board game for the classroom, a children's CD for listening appreciation, bookmarks, or an item from your teacher's "wish list", just to name a few!
- Please do not send your child flowers or balloons to school. As per our new school practice, these items will not be delivered to your child's classroom during the regular school hours, as we deem these items an instructional distraction to the classroom.

CHAPTER VIII

STUDENT DRESS CODE

Students should dress properly and come to school in a neat and clean condition. This not only helps with their own self-esteem, but also provides a safe, clean environment for students and staff. Our dress code is designed to be respectful to all people, therefore, please dress accordingly as the following outlines what is prohibited for students to wear:

1. Drug or alcohol advertising on T-shirts, jackets, hats and other objects.
2. Any clothing with inappropriate comments, such as profanity, inference to sexual conduct, alcohol, etc.
3. Shirts, shorts, pants or skirts that are dirty, or have holes, are too tight, have slide slits above the knee, too short, or cut-offs not hemmed.

4. Tank tops and/or muscle shirts with low cut arms and neckline, as well as “spaghetti” strap tops.
5. Any shirt and/or top that expose the midriff.
6. Clothes that show any undergarments.
7. Gang related attire, accessories, or chains used as belts or otherwise
8. Hats are not to be worn inside building and must be worn appropriately.
9. Pants must fit appropriately at the waistline without a belt to secure them. No sagging allowed!
10. Shoes that are secured by Velcro, shoelaces, or buckles are appropriate shoes. Slip on shoes that cover the entire foot are permitted, however, open-toed sandals or shoes that do not have backs are not allowed. In addition, no “Heel Wheels” are permitted on campus. Please adhere to the shoe rule due to our daily physical education program.
11. Body and/or face “painting”, glitter on face or hair, and/or dying hair unnatural hair colors are all a distraction and are prohibited.

CHAPTER IX

TEXTBOOKS

All textbooks are provided by the school district and will be issued to students by their classroom teacher. Textbooks are numbered and given a "condition" prior to being issued to the student. Textbooks are to be covered in order to prevent excessive wear and tear.

Students and parents will be responsible for the cost of replacement or repair to books that are lost or stolen or for books showing excessive wear and tear (i.e. torn pages, writing inside or on the cover, water damaged, etc.)

Students must return the book that was issued to them at the beginning of the school year. Students who have obligations for lost or damaged books and materials, or damage of school property will not receive their report card at the end of the school year.

CHAPTER X

HEALTH INFORMATION

FIRST AID AND ILLNESS DURING THE SCHOOL YEAR:

First aid is administered in case of minor injuries. If illness or a serious accident occurs during the school day, an attempt is made to notify the home at once. For this reason the school requires an emergency number to call when parents are not at home. If the parent cannot be reached, the school will send the child to the hospital when necessary. It is important that the school be notified immediately of any changes in phone numbers for the benefit and welfare of the child.

MEDICATION:

California State Law states that MEDICATION, over the counter and prescription, *may not be dispensed* by school personnel without a *physician's order* and written permission from the parent. Occasionally a child under medical care may continue to attend school. In these special cases, school personnel may administer medication when parents provide a PHYSICIAN'S

ORDER which includes name(s) of the medication, dosage, time(s), and duration that the medication is to be given to the child. The medication MUST be sent to school in the original container from the pharmacy.

At the beginning of each school year, or upon entry to school, a "Medication at School" form must be completely renewed including a new physician's order.

COMMUNICABLE DISEASES:

If your child complains of stomach ache, earache, sore throat, cold symptoms, or has not been free of fever for at least 24 hours, he/she should be kept at home for observation. If your child is absent because of one of the following diseases, please notify the school office: strep throat, scarlet fever, chicken pox, mumps, red measles (rubella), German measles (Rubella), impetigo, pink eye, ringworm, scabies, and lice. Any child with a temperature of 99.4 or over (orally) should be sent home.

A WORD ABOUT LICE:

People in all walks of life may be bothered with lice. Having head lice does not mean a person is "dirty". Transmission can occur quite easily from one infested individual to another. Children should be instructed not to share combs, brushes, hats, scarves, coats, and sweaters. It is recommended that all members of the family be treated. All bed linens should be washed in hot soapy water (60c or 140F) and dried in a hot dryer for at least 20 minutes. Clothing, combs, and brushes should be cleaned. Carpets, upholstery, and mattresses should be vacuumed thoroughly.

CHAPTER XI

ACADEMIC/CITIZENSHIP

REPORTING PERIODS:

In an effort to keep communication open about your child's academic progress we have two scheduled parent-teacher conferences each year. The first is within the first eight weeks of school to give you information as to your student's progress to that point. The second is mid-way through the second semester. Teachers will have a written Progress Report to give to the parents at the two scheduled conferences. Parents are encouraged to contact the teacher to request an appointment for a conference at any time during the year, if they feel the need. Teachers will contact parents to schedule a conference or have a phone conference when they feel it necessary.

Written report cards are sent home twice a year, usually about the end of January and the second at the end of school. These grades are put into the student's cumulative record. In the case of eligibility for extra-curricular activities, etc., (4th & 5th grades) these are the grades to be used.

REPORTING DATES:

Please check your current year calendar for the reporting dates.

CO-CURRICULAR ACTIVITIES:

Oakhurst Elementary School provides many opportunities for your child to participate outside the regular classroom. Our program includes sports and field trips for both boys and girls.

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES (4TH & 5TH GRADE):

Students who wish to participate in co-curricular activities must maintain eligibility status. Eligibility is determined by letter grades on a quarterly basis (every nine weeks). If a student becomes ineligible, they are not allowed to participate until the next report card period, provided they improve to the standard during that next nine-week period.

1. Students must average a C- grade from each of the following subjects: English, Reading, Math, Science, Social Science, and Physical Education.
2. Students must not have any grades of “D” or “F”.
3. Students must maintain a C- average in citizenship grades.
4. Students may lose their participation privileges based on their conduct and disciplinary reasons. They may be “ineligible” for a period of time based on the seriousness of the act (usually a minimum of one week is imposed). Parents will be notified in such cases.

CHAPTER XII

DISTRICT SCHOOL BUS RULES AND REGULATIONS

School Bus Rules and Regulations

Student conduct on school buses, as part of the school environment, follows all the requirements and provisions as outlined in the code. Disciplinary action removing a student’s privilege to ride a school bus must be the result of behavior serious enough to warrant suspension from riding the bus, school, or both.

The privilege of any student to ride a school bus is conditioned upon his good behavior and observance of the following rules and regulations. There is not room for variance from the rules and regulations, as any variance could endanger the safety and welfare of several children.

Education Code

Section 14263 -- of Regulations and Laws relating to Pupil Transportation in California reads as follows: Authority of Driver. (a) Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations.

(b) Boards of trustees shall adopt rules and regulations to enforce this section. These regulations shall include, but not be limited to, specific administrative procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

Bus Rules and Regulations – While On The Bus

- The driver is in full charge of the bus and the students. Students shall comply fully and promptly with the driver’s instructions and without arguing viewpoints.
- Upon boarding the bus, students shall immediately be seated, facing forward, and remain in that seat for the remainder of the route, unless given permission by the driver to change seats. Lying down in the seat is not acceptable.
- The driver may assign seats on the bus, and students shall sit in their assigned seat.
- Students shall be courteous to the driver and to fellow students.
- Students shall not mar or otherwise deface the bus.
- Students are not to tamper with mechanical equipment, accessories or controls of the bus

- Students are to refrain from loud talking, excessive noise, and unnecessary movement, which can divert the driver’s attention and may result in an accident.
- Students are to keep their hands to themselves.
- Students shall assist in keeping the bus safe and clean at all times.
- Eating and drinking on the bus are prohibited.
- Students are not to throw litter of any kind on the floor of the bus as a bag or box is provided for trash.
- Students shall keep all body parts and clothing inside the bus at all times.
- Students shall never leave the bus through the rear door, except during an emergency situation.
- The driver will not let students off the bus at places other than the regular bus stop at home or at school unless by written authorization of the parent signed by the principal or school secretary. **Phoned in bus changes shall not be honored except in emergency situations.**
- In case of a road emergency involving the bus, or the bus and another vehicle, the students are to remain in the bus, unless given other instructions by the driver.
- The following improper behaviors can result in suspension of riding privileges, and/or suspension from school.
 1. Insolence, not following driver’s instructions, vulgar actions or gestures, obscene or profane language, hitting, fighting, pushing, shoving, or other disruptive and disturbing actions.
 2. Throwing articles or objects in or from the bus.
 3. Obstructing the aisle in any manner.
 4. Occupying more space in a seat than is needed, and refusing to allow other passengers to sit down.
 5. Possession of unacceptable items such as glass containers, live animals, water guns, squirt bottles, helium-filled balloons, radios, walkman-type devices, video games, cell phones, pagers, skateboards, scooters, roller blades, bicycles, etc.
 6. Possession of or use of fireworks, lighters, or matches.
 7. Possession of or use of any tobacco product.
 8. Possession of or use of any weapon.

Note: When a student brings home a “Bus Conduct Report to Parents”, the parents must sign and return the form to the bus driver prior to boarding the bus.

Bus Rules and Regulations – Prior to Loading (on the road and at school)

Students shall be at the bus stop 5 minutes before the scheduled time of pick up. The bus cannot wait for those who are late. Students are to wait until the bus has come to a complete stop before moving toward the bus and attempting to board. At the bus stop, students shall remain in an orderly line at least 6 feet away from the bus without engaging in horseplay or other disruptive activities while they are waiting.

Bus Rules and Regulations – Leaving the Bus

Students are to remain in their seats until the bus has come to a complete stop before standing, entering the aisle, and attempting to leave the bus at school or at their bus stop.

Bus Rules and Regulations – Video Cameras

Video cameras may be in use to record student activities on the bus, and the tape will be used as evidence in disciplinary hearings.

Bus Rules and Regulations – Extra Curricular Trips

Bus discipline rules and regulations apply to any trip under school sponsorship. Students shall comply with requests of a competent chaperone appointed by the school or the driver.

Bus Rules and Regulations – Disciplinary Actions

The following proposals have been drawn up concerning the disciplinary actions of students involved in discipline problems on school buses. **The punishments stated constitute the possible penalty in each case.** More severe punishments may be administered at the discretion of the administrator involved. Other bus regulations, not specifically covered, may be governed by the minimum penalty of the category in which they are placed. Warning Citations may be issued at the discretion of the driver.

A. **Throwing items**

- 1st offense – 3 days off bus
- 2nd offense – 5 days off bus
- 3rd offense – 10 days off bus

B. **Refusal to sit in assigned seat**

- 1st offense – 3 days off bus
- 2nd offense – 5 days off bus
- 3rd offense – 10 days off bus

C. **Insubordination**

- 1st offense – 3 days off bus
- 2nd offense – 5 days off bus
- 3rd offense – 10 days off bus

D. **Possession/Use of Weapons or Controlled Substances (including tobacco products), or possession of fireworks, lighters, or matches.**

- Immediate referral to Principal/Sheriff's Department

E. **Fighting/hitting on bus or at bus stop**

- 1st offense – 5 to 10 days off bus
- 2nd offense – Remainder of school year

F. **Abusiveness to driver (verbally)**

- 1st offense – 5 to 10 days off bus
- 2nd offense – Remainder of school year

G. **Abusiveness to driver (physically)**

- 1st offense – Off bus for remainder of school year

H. **Obscene language and/or gestures**

- Each offense – 3 to 10 days off bus

I. **Having body parts and/or other items out of windows**

- Each offense – 3 days off bus

J. **Destruction of school bus**

- 1st offense – 5 to 10 days off bus plus damages assessed
- 2nd offense – Remainder of school year plus damages assessed

K. **Excessive noise/mischief** which might interfere with the driver's concentration or ability to hear emergency vehicles

- Each offense – 3 to 5 days off bus

L. **Unacceptable items** on bus such as glass containers, live animals, water guns, squirt bottles, helium-filled balloons, radios*, walkman-type devices*, video games*, cell phones, pagers, skateboards, scooters, roller blades, bicycles, etc. (*Subject to driver's discretion on field trips)

- Each offense – 3 days off bus

M. **Multiple violations** of any or all of the above

- Off bus for remainder of school year

If a student is suspended from one school bus, he/she is suspended from all other buses as well. **A school bus suspension is not an excused absence from school.** Students will be expected to be at school each day of their bus suspension.

Bus Rules and Regulations – Kindergarten Students

All of the above listed items also apply to Kindergarten Students. In addition, it is necessary for the safety of all that the child is capable of sitting in his/her seat for the entire bus ride to his/her destination. A parent or other adult (designated in writing) must meet the child at his/her bus stop. If no adult is present when the bus arrives at the child's stop, the driver will have to take the child back to the school office. The parent or designated adult will then have to come to the school office to pick up the child.

Bus Rules and Regulations – Responsibilities, Penalties, and Due Process

Any complaints of students, parents, or drivers not specified in these regulations shall be reported to the Principal or Director of Transportation.

When actions taken by the driver or other school employees are not supported by the parent or guardian, the proper channel for the hearing of the issues shall be as follows:

At the request of the parent or guardian, the Principal will schedule a meeting to review the facts and to hear the various viewpoints of the student, parent and driver. After reviewing the facts and hearing all viewpoints, the Principal will make a decision as to the disposition of the case. Should the parent or guardian feel that a fair decision was not made; an appeal may be made to the Director of Transportation, who will review the case and make recommendations to the Superintendent for final decision.

CHAPTER XIII

OTHER

SNACK BREAK:

A Snack Break is given to students at the morning recess. The recess is staggered by grades from 9:50 a.m. to 10:35 a.m. Children are asked to bring a nutritious snack to eat at this time. Juice, cheese, jerky, and fruit are some of the items we encourage students to bring.

TELEPHONE USE BY STUDENTS: The school phone is for business only. Students will be allowed to use the office phone only if they have been given permission by their teacher. Teachers will give permission based upon established need. The phone will not be used for personal business.

ELECTRONIC DEVICES AND TOYS: Students are prohibited from bringing electronic devices and toys to the OES campus during school hours. If a student is using any type of electronic device during school hours, it will be confiscated by a staff member and held for parent pick-up. The second time a student is caught with an electronic device at school the item will be confiscated until the last day of school. If a third time should occur, the item will be confiscated and not returned.

CELL PHONES: OES staff also asks that children do not bring a cell phone to school as telephones are available for student use when necessary. However, there are children who attend

after-school functions to which the cell phone is necessary. If this is the case, your child can store his/her cell phone safely in his/her backpack. If the child has the cell phone out during regular school hours, it will be confiscated.

LOST AND FOUND: Throughout the year students may lose or misplace items either on the playground or elsewhere. Usually, articles are brought to the office. Students can check the front office for their missing items. Items collected will be kept until the end of each semester (January and June), at which time they will be donated to a good will organization.

Oakhurst Elementary School Parent/Teacher Club meets the second Thursday of the month. We encourage all interested parents to come to the meetings and help our school grow. OES Parent/Teacher Club can be more than fund-raising but we need your help! So, please call the school office at 642-1580 for more information.

Parent Volunteers are always needed. We want you in the classrooms to help children grow academically and behaviorally. To be a parent volunteer, we ask you to do the following:

- Complete a volunteer form. The school will provide you an official volunteer tag to be worn each time you are on campus.
- Each day you visit as a volunteer, prior to proceeding to the classroom, you must sign-in at the office and wear your volunteer badge. When leaving campus, return badge to office and sign-out.
- As a courtesy to your child's teacher, please coordinate an agreed upon time for you to work in the classroom. It's a challenge for teachers to create work when the volunteer comes to the classroom unannounced or at an unscheduled time.
- All volunteers **must** adhere to the District's student dress code, as outlined on page 9.