

WELCOME

Dear Parents,

Welcome to Oak Hill Elementary School! As we begin the new school year, the faculty, staff and administration are happy to have your child in Eagle country, where there truly is "No Better Place to Learn."

This handbook was developed to provide parents and students with information concerning Oak Hill policies and procedures. Our goal is to develop a learning community where staff, parents, and students work together in order to provide a successful learning experience for all students.

We encourage you to become involved in our school through participation in the many school activities we offer. Welcome to the Oak Hill family!

Terry Whistler, Principal

OAK HILL ELEMENTARY SCHOOL

Oak Hill Elementary School, located at 6101 Patton Ranch Road, was constructed in 1974. We serve approximately 1000 students in grades Prekindergarten - Five. The campus consists of the main building, housing Grades 1, 2, 4, and 5; the annex, housing Prekindergarten, Kindergarten and Early Childhood; portables, housing 3rd Grade and Special Areas.

Our professional staff prides itself on the fact that Oak Hill Elementary School has a 75 year reputation of providing an excellent academic program in an environment that is friendly, orderly and safe.

THE ANNEX

The Annex at Oak Hill is the blue metal building located on School Road. The building houses Prekindergarten, Kindergarten, and Early Childhood classes. Students arriving by car should be brought to the front of the building. Students may enter at 7:25 a.m. and go directly to their classrooms.

ARRIVAL AND DEPARTURE

School hours for Oak Hill are 7:45 a.m. to 2:45 p.m. Classes begin promptly at 7:45 a.m. Classrooms are opened at 7:25 a.m. Children not riding buses may enter Oak Hill no sooner than 7:25 a.m. and must be picked up after school no later than 2:55 p.m. First through fifth grade students may wait on the front porch for the doors to open at 7:25 a.m. and go directly to their class.

Students who are brought to school by automobile are to be let out in the front of the school for safety. The back area is for buses only. The front porch will not have supervision until 7:20 a.m. Teachers open their classrooms at 7:25 a.m. Children are tardy after 7:45 a.m.

Parents wanting to pick up students after school are asked to wait outside of the building. Parents waiting inside slow down the students leaving the building. **We also ask that all pets be left at home.**

ATTENDANCE

As required by law, students are expected to be in school each day except when illness requires an absence. If it becomes necessary for a child to miss any part or all of the school day, write a letter to the office explaining the reason for the absence. Unexcused absences and consistent tardies will generate a letter from Central Administration.

If a student will be absent for an extended time, please feel free to request make-up work. The work will be in the main office on the day after the request is made.

BIRTHDAYS

Oak Hill School recognizes that each child's birthday is special. If you send invitations to school to distribute, there must be one for every child in the room. We cannot have birthday parties at school. Texas Public School Nutrition Policy does not allow parents to bring cupcakes for the child's class during scheduled lunch periods. Please talk to the teacher before bringing any sweets to school. When a child is going to a party, after school, please do not bring gifts to school. No balloons or flowers may be delivered to the school.

BREAKFAST

Breakfast will be served from 7:20 a.m. to 7:40 a.m. Students wishing to eat breakfast may enter the cafeteria, early. Parents and guests may not eat breakfast due to the large number to be served in a very short period of time. The cost of breakfast for students is \$1.25.

BULLYING

Bullying is name calling, put-downs, racial slurs, threatening to hurt someone, pushing, hitting, cornering, telling mean jokes, spreading rumors, and sexual harassment. Sexual harassment is bullying about gender, body parts or sexuality. Bullying and sexual harassment deprive children of their right to be educated in a safe and secure environment. Without effective adult intervention, these behaviors progress into more serious forms that are prohibited in public school by law. These behaviors will not be tolerated.

BUS TRANSPORTATION

Parents of children riding the bus must have children ready at the bus stop when the bus arrives. The driver cannot wait for your child. (As soon as the Oak Hill bus drivers drop off Oak Hill students, drivers go to their secondary school runs.) Please do not send notes requesting that your child ride a different bus home unless it is absolutely necessary. Social arrangements should be made outside of school time. If your child is to ride a different bus home in the afternoon, he/she must bring a note from

you stating the reason for the request and which bus he/she will ride. Each request must be approved through Student Services Office in the morning so that an appropriate form can be prepared for the afternoon ride home. **If you forget to send a note, a phone request will be taken prior to 11:00 a.m. only.**

The bus driver has the responsibility for the safety and conduct of students riding the bus to and from school. Students are to obey their drivers at all times. Students are expected to help keep buses clean and neat, instructions for students riding the buses will be posted in each bus. Students should know the arrival time of the bus and be ready. Drivers will make every effort to be on time. The driver will make written referrals to the principal for students who do not respond to correction. Usually for the first referral, a discussion of the problem with the student will take place and a note will be sent home. When a second referral is made, the student will be suspended from the bus for 3 days. Subsequent referrals will result in longer-term suspension.

CAMPUS ADVISORY COUNCIL

In addition to supporting your child's learning, joining PTA, and volunteering, parents can become involved with the Campus Advisory Council. This group meets monthly to plan for campus improvements and you are welcome to attend these meetings in an observer's capacity. If interested, please seek to become a representative. We meet the second Monday of each month. The agenda provides an "open forum" for parents to address the CAC membership.

CLASSROOM PARTIES

Parties and social events will be planned by the classroom teacher. Room parents are encouraged to assist. Parents should send refreshments only upon request of the teacher or room parent. Class parties are at Winter Holiday, Valentine's Day, and at the end of the year.

CONFERENCES

Every family is expected to have a conference with the teacher in the fall. If your child is experiencing difficulties, the teacher will contact you to schedule an additional conference. Parents and/or students are welcome to request a conference with the teacher. We strongly encourage you to initiate communication when the need arises. We will bring the student into the conference process to set personal goals at the appropriate time.

CREATIVITY CLUB

The Dougherty Arts Center (phone number 397-1453) offers an after school program in our Annex gym. Its focus is creative dramatics, art, and movement.

DAY CARE

Several local day care centers serve our school. The Student Services Office has available a list of those centers. (Also, see Extend-A-Care and Creativity Club.)

DISCIPLINE POLICY

The Oak Hill Elementary Staff believes in the following basic values: Respect People, Respect Property and Respect Learning. Parents will receive a copy of AISD's Student Code of Conduct when school starts.

Parents will have an opportunity to review and discuss the plans with their child. This will ensure an optimal learning climate for all students. Parents will also receive copies of bus rules and bus discipline procedures.

Parents/guardians must acknowledge receipt of the campus and district Student Code of Conduct policies and the consequences to students who violate campus and district disciplinary procedure by signing and returning the last page of both policies.

The staff strives to develop confidence, self-control, and high expectations in each student. In providing feedback, we discipline with dignity and provide natural consequences established in each class, grade level, and school-wide. Positive student behavior is recognized through a variety of incentives.

DISCLAIMER

Austin Independent School District and Oak Hill School do not discriminate on the basis of race, creed, color, national origin, sex, disability, or English language skills in its programs and activities.

DRESS CODE

In order to maintain a safe and respectful learning environment, our students will attend school dressed in clothing that is appropriate to the school setting and weather conditions, and that is also suitable for participation in physical education and outdoor activities. Inappropriate dress shall include, but not be limited to, the following. Clothing must fit properly; baggy pants, oversize shirts, elongated armholes, and overly tight garments are not appropriate. Students will wear sturdy shoes or flip-flops, with no house shoes or high heels allowed. All pants, shorts, and skirts must be worn at the waist, without revealing undergarments or the abdomen. The length of shorts and skirts should be in proximity to the top of the student's knee. Students will not wear backless, strapless, spaghetti strap, or low cut blouses. Clothing that states inappropriate messages is not permissible. The use of makeup and artificial nails is not allowed on elementary campuses. At the discretion of the campus administrator, students will be asked to change any clothing that is in violation of the dress code and could be subject to disciplinary action. The principal may prohibit any clothing or grooming that could be disruptive or inappropriate to the learning environment.

EMERGENCY CARE INFORMATION

It is very important that we have an emergency care card on file for each child. All telephone numbers and addresses where parents, relatives, or friends may be reached should be recorded and KEPT UP TO DATE so that a contact can be made as soon as possible in the event of an emergency. The school office will not release students to persons not listed on the emergency card. Special permission for someone else to pick up your student during school hours must be sent in advance and must be in writing. You may stop by the school office to add or delete names as appropriate. Students and /or parents are requested to submit to the office any change of address or telephone numbers, so that we have accurate information. All parents must have some

telephone number where they may be reached during the school day. Persons who are picking up students must provide identification.

It is the responsibility of divorced families to provide sufficient documentation to the principal so that children are released only to parents in accordance with legal mandates. In situations involving restraining orders or challenged visiting rights, the school must have a copy of the divorce decree and the judge's orders.

EXTEND-A-CARE

After school child care is available through Extend-A-Care. The main Extend-A-Care phone number is 472-9402, and the school site number is 892-2549.

HOMEWORK POLICY

Homework is used in an effort to strengthen the instructional program. Specific policies may vary from classroom to classroom. Please confer with your child's teacher to find out the guidelines established by the teacher. We ask that parents inquire about daily assignments, and that work brought home by the student be shared and reviewed. Actively involve yourself with your child's school work. Parent involvement is essential for maximum learning.

LEAVING SCHOOL DURING THE DAY

Any student leaving the school during school hours must be signed out in the Student Services Office or Annex Office by a parent or guardian listed on the registration form. Students will not be allowed to call home to check out after they get to school, except in the case of an emergency. Students are absolutely not allowed to leave the grounds without getting permission from the Student Services Office or Annex Office.

LOST AND FOUND

The Lost and Found area is located at the entrance of the cafeteria. Items are displayed for 30 days, then given to charity. Please label your child's hats, coats, sneakers, lunch kits, and gloves so we can help return lost items to you.

LUNCH MONEY

Please put money in an envelope that has your **child's name, teacher's name, amount of money, and date on it**. Checks are not accepted. A lunch menu for several weeks at a time is sent home with your child. Many parents post this on the refrigerator door and go over it with their child prior to each school day.

Emergency lunch loans are not available. If a student does not have money for 1 day, on the second day a cheese sandwich will be provided for lunch. If your child has an allergy to cheese, please inform the cafeteria. The school has the necessary forms to complete if the family qualifies for free or reduced-priced lunches. The cost of lunch is \$2.10. If parents want to join their child for lunch in the cafeteria, the cost of an adult lunch is \$3.00.

MEDICATION

ANY medication which must be administered during school time must be sent to the Student Services Office. A permission note signed by parent or guardian allowing us to administer the medication must be completed before we give the medicine.

We must also have the form "Request for Administration of Medication by School Personnel" filled out by the parent or guardian. All prescription medicine must be in the ORIGINAL LABELED CONTAINER. The container and your notes must include student's name, name of medicine, purpose of medicine, dose, time of day or when it is needed, and how the medicine is taken.

MONEY AT SCHOOL

When it is necessary to send money to school, we request that it be placed in an envelope with the child's name and the teacher's name on the outside. If the money is lost, it is easier to return to the owner if this information is available.

NEWSLETTER

FROM THE PRINCIPAL: The principal writes a weekly blog. Please take time to read it. It will contain important information which will keep you current on school issues, activities, policies, procedures and services.

FROM YOUR GRADE LEVEL: Grade level newsletters will be sent home regularly with your child's progress report. These newsletters will keep you informed of grade level activities and instruction.

PTA

The Oak Hill PTA is essential in promoting the educational goals of the school. The executive board serves as a collective voice in discussing matters pertaining to the general welfare of the school. Specific recommendations are made by the board for approval in general meetings. The generous contributions made by the PTA enable the school to purchase additional materials to meet the needs of the children enrolled at Oak Hill. PTA membership dues will be collected in early fall. All parents are encouraged to join the PTA and attend its meetings. A check for membership dues may be sent to the school office. It will be forwarded to the PTA. Donations to the PTA or to the school are tax deductible.

The PTA has a wide range of committees whereby anyone can become involved in improving the education program. PTA Newsletters keep parents informed of opportunities to help.

PARENT VISITATION

Parents are encouraged to visit the school and actively participate in the education of their child. Young children need to be left at home due to the distraction they cause in the classroom. All visitors are required to sign the register in the office and get a visitor's pass before going to a classroom. We also ask that visits be limited to 10 minutes, so that there is little loss of instructional time.

In the event of parents needing to leave money, lunch boxes, messages, etc. for a student, they should go to the Student Services Office or the Annex Office, not the

classroom. The child's teacher will be notified and he/she will pass the information to the child. This prevents the interruption of instructional time. Parents are always invited to have lunch with their children when visiting the classroom or school.

PARTNERS IN EDUCATION

Our school has benefited a great deal from local business and professional support. Donations of time, money, and materials enrich our educational program. New partners are welcome and can get more information by contacting the office.

POSITIVE REINFORCEMENT AND RECOGNITION OF STUDENTS

Every week grade levels have a reward time for students who have met acceptable standards of good citizenship. Each nine weeks, students have the opportunity to earn a variety of rewards for hard work and cooperation and academic achievement.

PROBLEMS

If you have a classroom concern, please contact the teacher first. If after communicating with the teacher, this concern is not resolved, feel free to contact the office.

REPORTING TO PARENTS

Good communication between parents and teachers helps create student success. Teachers will communicate on the weekly Take Home Folder. In addition, they will phone or request a conference with the family as needed. Similarly, parents should inform the teacher if the child or family is in crisis.

Report cards will be sent home, every nine (9) weeks. Each reporting period, the child receives a written progress report. The parent signs and returns the progress report envelope to school. Any student failing a subject will receive a failure notice midway through the nine-week period.

SCHOOL RECORDS

Parents can review all written records concerning their child. The parent may also request a copy of any written records for a minimal fee. In the case of divorce, additional records will be sent to the non-custodial parent after the office is given a stamped addressed envelope.

SECURITY

Anyone who is not a student or staff member must sign in at the office and wear an identification badge. If a family has divorced or has special custody or security concerns, it is their responsibility to inform the school in writing and provide copies of court orders that give or deny permission to specific parties. All doors and gates are locked except the main entrances.

SPECIAL AREAS FOR K - 5

Music teachers present lessons in singing, speech, movement improvisation, music appreciation, and playing accompaniment on unpitched and pitched instruments.

The **Physical Education Program** introduces students to a wide range of activities which will improve their motor skills and enhance their ability to interact socially and mentally. All activity units are based upon physical conditioning and/or physical fitness. Students will need to wear tennis or athletic shoes as well as “active” clothing to class.

During **Art Instruction** the students learn about art history and experience all types of media and elements of design. Much of the art curriculum is correlated with science and social studies units.

SPECIAL HELP AND SUPPORT

The **Counselor** is available to assist families and students as needed.

In the **Resource** room a specialist works with identified students on highly individualized basis to improve deficits in learning. The specialist coordinates with the classroom teacher what is taught.

The **Speech** teacher works with children identified as having speech difficulties.

Prekindergarten is available for four year old children whose families have low income, children with limited English skills and children of military parents.

Early Childhood is available to 3 to 5-year-old students who qualify for the program.

Occupational Therapy and **Physical Therapy** are available to those who qualify for services.

STUDENT SERVICES OFFICE

The Oak Hill Student Services Office is located a few feet inside the main door to one's right and on the way into the carpeted instructional area. From there you can sign out children or bring in children arriving late for school. The Annex office is located at the end of the main entrance.

Students who are ill and cannot stay in class for the remainder of the day will find this area to be a comfortable and well-supervised place to wait to be picked up by the parent or parent designee. For the continued well being of your child, students can be released **ONLY** to properly authorized adults.

Children must receive a pass from the teacher before coming to the Student Services Office. In most cases, the child's temperature is taken when he/she comes to see the nurse or aide. You will be called if it is necessary. Please be sure an emergency number is listed on the enrollment card which is completed at registration.

STUDY TRIPS

Oak Hill classes take study trips throughout the year. Parents sign on the enrollment card giving permission for study trips on buses as long as prior notice is given. Periodically, students are requested to bring money for renting the bus or for the entry fee. Donations are tax deductible. The teacher will notify you when a donation is needed. No child will be excluded from participating in a study trip due to inability to make a donation.

An AISD Private Transportation form must be completed and signed by the parent for each trip that is not bused. Parents who are kind enough to volunteer to drive

on study trips are required to bring their insurance information to the school office before driving on a trip. This way we can assure parents that all students riding in cars are covered by insurance. Each child must be properly seatbelted, and no more than 9 students may ride in a vehicle. Do not place a student in the front passenger seat if the vehicle is equipped with airbags. Please let your child's teacher know if you would be willing to drive on a study trip. Parents will be notified in advance whenever children will leave campus on study trips.

TARDINESS

Tardy students disturb the class when they enter, and they miss important instructions for the day. Please help your child learn the importance of getting to school on time. Letters are sent to parents from the district when a student receives too many unexcused tardies.

TEXTBOOKS AND LIBRARY BOOKS

It is the responsibility of the school and the principal to issue, collect, care for, and account for all state-adopted textbooks. The school furnishes book covers and sees that all textbooks and library books that are lost, damaged, or destroyed by a student are paid for by that student at the state established price.

TUTORING PROGRAM

Parent and community members volunteer to give academic assistance in specific subjects to specific students. To participate, contact the school and ask for the tutoring coordinator.

WHAT CANNOT BE BROUGHT TO SCHOOL

Children are not allowed to bring any item to school which is dangerous (knives, guns, etc.), too dear to be lost, or which distracts other children. In general, children should check with the teacher as to whether an item in question is allowed. Inappropriate items will be collected by the teacher and given to the Assistant Principal. A parent is then required to pick up these items. Dangerous items will be sent to the AISD police.

WOODLANDS LEARNING CENTER

The Woodlands Learning Center is an outdoor classroom that has been built in the woods next to the playground. Students go to the outdoor classroom for special lessons in science, environmental education, and botany - as well as language arts, creative dramatics, music and so forth.