

# Oak Hill Elementary School



## Student and Parent Handbook

**2010-2011**

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## WELCOME

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!

### OAK HILL PARENTS

Parents are key ingredients for the success of Oak Hill students. You can be a part of the Oak Hill school community by working daily with your child at home, reading with him/her, and asking questions that connect with his/her learning experiences. In addition, you can further participate in the following ways:

**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. 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.

**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.

### CAMPUS ADVISORY COUNCIL (CAC).

Our Campus Advisory Council is a committee of teachers and other school employees, parents, and community members that serves in an advisory capacity to the principal. Typical areas of responsibility are related to curriculum, instruction, budget, and staffing. Other topics may be discussed when district officials ask for this level of campus input. The CAC meets a minimum of nine times during the school year. Meeting dates and times are announced as soon as they are determined. Agendas and meeting minutes are posted. Please notify the principal if you would like an item to be placed on any meeting agenda. All CAC meetings are open to the public, and everyone is invited to attend.

**VISITORS AND VOLUNTEERS.** 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.

Parents are always invited to have lunch with their children when visiting the classroom or school. **Please remember that all visitors must register at the office.** Teachers have been instructed to ask anyone who has not registered in the office to do so before a child is released to him/her. Visitors will present their driver’s license or a valid ID for a visitors pass. Thank you for remembering this safety measure.

### THE DAILY SCHEDULE

- 7:10 Breakfast and bus riders meet in cafeteria and 1<sup>st</sup> – 5<sup>th</sup> graders may wait on the front porch.
- 7:30 Students not riding buses are dropped off in front of building for 1<sup>st</sup> – 5<sup>th</sup> grades and PK- Kindergarten in front of annex and go directly to their classrooms.
- 7:45 Classes begin; students are tardy after 7:45.
- 2:40 PK and Kindergarten classes are dismissed.
- 2:45 1<sup>st</sup> – 5<sup>th</sup> grades are dismissed. Please be punctual when picking up your children.

### ATTENDANCE

Please do all that you can to ensure that your child is at school whenever possible. Illness, family emergencies, and other unavoidable reasons for absences are understandable. Vacations, extended trips, and other recreational activities, which can be scheduled during holidays or during the summer, should be avoided during instructional time, as these are not excused absences. **AISD now requires a note from the parent explaining reason for each absence. Please send a note with your child when he/she returns to school.**

Students are expected to attend school regularly and to arrive punctually. Official attendance is taken at 10 a.m. daily. To be considered “present” for the day, a student must be physically present on campus at this time. If a student is not present at 10 a.m., the student is counted absent unless he/she returns to school the same day with a note from a medical professional indicating that the absence was due to a doctor’s appointment.

**Students who earn perfect attendance will be rewarded each nine weeks**

**ABSENCE.** When a student must be out because of illness or family business, **please send a note stating the reason for the absence the day your child returns or the absence will be considered unexcused.** In case of extended illness (more than 3 days), work missed will be provided. Teachers need at least 24 hours notice to prepare assignments for students who are absent. Per AISD policy, leaving early constitutes a partial day absence.

**RELIGIOUS HOLY DAYS.** The State Board of Education has specified that students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time, provided a **written request** is sent in advance by the parent or guardian. Students are not counted in attendance and will be given the opportunity to make-up work.

**EARLY DISMISSAL.** When it is necessary to check your child out of school prior to dismissal, please sign the student out in the office. Office personnel will call the classroom and have the

student sent to meet you in the office or office staff will issue you a release pass to be given to the teacher. Please be prepared to show your identification in the office. For safety reasons, teachers will not dismiss students without a pass or call from the office. Students must remain in the classroom until they are checked out in the office.

### SAFETY

The safety and security of each student and adult in the Oak Hill school community is of paramount importance. Students should not bring items to school that are dangerous, expensive, or distracting to themselves or other students.

### 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. 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.

### LEGAL DOCUMENTATION (CUSTODY OF CHILD, ETC.).

If there are any court decrees or other legal documents which might determine who is and is not eligible to see your child, receive information about him/her, etc., please be sure our school office has a copy. We cannot request assistance from the police or other law-enforcing agency without such supporting documentation.

### STUDENT DISCIPLINE.

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.

Parent cooperation in preventing your child from bringing unnecessary items to school is appreciated. Such items include cards (e.g., baseball, Pok-E-Mon, etc.), dolls, stuffed animals, balls, action figures, radios, recorders, CD/cassette tape players, electronic games, etc. Such recreational items and toys tend to interfere with the learning process or promote arguments or disagreements. Personal belongings of this nature are sometimes lost, damaged, or ruined, and the school will not be responsible for such.

Although the Board of Trustees has approved that elementary students can possess a mobile phone or electronic device while on campus, such electronic devices should not disrupt the instructional day. Overall, students are discouraged from bringing such items to school to prevent theft, damage, etc. However, if a student still chooses to possess such an item on campus, the electronic device must be completely turned off and not seen by the teacher or staff. In other words, since the devices will not be used on campus, they should be out of sight and not accessed during the day. The campus cannot be responsible for the theft or damage of any such items as well.

Confiscated items will be kept in the school office and may be retrieved by a parent. **The student is expected to let his/her parent know that the items are available for pick-up.**

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.

**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. Please notify administration immediately if these behaviors are observed.

**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 such as **tennis shoes on PE days.**

Per AISD policy, examples of inappropriate dress are:

- Improperly fitting clothing: baggy pants, oversized shirts, elongated armholes, overly tight garments, and clothes that improperly expose body parts;
- Tops that are strapless or backless, spaghetti straps, or have low cut necklines;
- Shorts or skirts that are short enough to be distracting;
- Makeup and artificial nails;
- Gang associated clothing or colors;
- Hats or caps worn inside the building (except for religious requirements).

Students violating the AISD dress code will be asked to call parents for a change of clothes. If parents are unavailable, the child will be given appropriate clothes to wear.

Please see

[http://www.austinisd.org/academics/parentsinfo/dress\\_code/index.phtml](http://www.austinisd.org/academics/parentsinfo/dress_code/index.phtml)

for more information about the AISD dress code.

**BUS BEHAVIOR AND SAFETY** . Students living more than two miles from school but within the school boundaries are eligible for bus service. The school office will receive copies of the bus routes and designated stops. Also,

parents can check for routes online at <http://www.austinisd.org/schools/bus/>

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.

### **STUDENT HEALTH**

Attendance is important. However, when students are running fever and ill, it is important that they stay home to rest. A fever is a temperature of 100.4 or higher. If your child has a fever, they should not return to school until they are fever free for 24 hours with NO medication.

**MEDICATION.** In order for AISD staff to administer medication to a student, a parent must sign a "REQUEST FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL" form. These forms are available in the school office. All medication MUST be in the ORIGINAL container and clearly show the student's name and dosage to be given. Students should come to the office to take medication when needed. If your student needs to be reminded, please write a note to the teacher. Teachers may not

administer medications, except in the case of field trips.

**LICE.** We do not wish for students to unnecessarily miss school, so we will do our best to work with all families whenever head lice is a problem. However, we will enforce the district's policy regarding lice. Students with live lice may not attend school until they are free of the live lice. A student is encouraged to return to school after treatment as long as our nurse, school health assistant, secretary, clerk, assistant principal, or principal has checked the student's head and determined that no live lice are present. Those students with recurring lice problems may be periodically checked, and parents will be notified if the problem persists and/or if nits are present.

Your patience and understanding regarding this matter are really appreciated. Because this is a problem that is easily transmitted among students, we must take such precautions.

### **CAFETERIA**

Breakfast is served from 7:10 a.m. to 7:40 a.m at a cost of \$1.25 and \$.30 for reduced price breakfast. Student lunch is available for \$2.10 and \$. 40 for reduced price lunch and \$3.00 for adults. Lunch menus are sent home monthly from AISD and they are available at <http://www.austinisd.org/schools/menus/es.ph.tml>.

Each child has a personal identification number (PIN) for a cafeteria account. Please send **cash only** in an envelope with your child's name, grade, teacher, and amount enclosed. You may purchase several meals in advance to avoid sending money daily or you may prepay & track your child's lunch account using credit or debit cards through [www.mylunchmoney.com](http://www.mylunchmoney.com). You will need your child's student ID number to initiate an account. Please check with his/her teacher. Check your child's account balance periodically to avoid owing money. Milk, juice and healthy items may also be purchased. Please make lunches from home nutritious. Soft drinks and gum should not be sent in the child's lunch.

### **TEXT AND LIBRARY BOOKS**

It is the responsibility of the school to issue, collect, care and account for all state adopted textbooks. If needed, the school can furnish

paper book covers. All textbooks must be covered as required by law. Text and library books that are lost, damaged, or destroyed by a student must be paid for at the cost established by the State Board of Education.

### **COMMUNICATION**

**FROM THE PRINCIPAL.** The principal writes a weekly blog. Please take time to read it. It will contain important information that will keep you current on school issues, activities, policies, procedures and services. Please sign up to receive these through our website, [www.ohepta.org](http://www.ohepta.org)

**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

**FROM THE PTA.** The Eagle Eye ENewsletter is a weekly email publication that keeps you informed and up-to-date about all kinds of activities at our school! Join today!

**CONCERNS.** 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.

**CONFERENCES.** Communication between parents and teachers is essential for each student's progress. Parent-teacher conference days are held in the fall and spring of each year on the dates indicated on the AISD calendar. Your child's teacher will prearrange conferences on the set day or sometime within the two weeks before or after that day. If you are unable to attend, please notify your child's teacher and reschedule the meeting. At the conference, teachers, parents, and students discuss a child's strengths and areas of need and review work portfolios, school-based assessments, and teacher observations. In the event that a parent is unable to attend a conference with the teacher, the parent may request a telephone conference.

### **HOMEWORK**

Homework is assigned as needed and appropriate at each grade level. For a more specific description and explanation of our philosophy regarding the expectations regarding homework, please attend Back to School Night or visit with your child's teacher.

### **STUDENT RECOGNITIONS**

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, academic achievement, and attendance.

### **IMPACT TEAM**

The process for screening students with specific needs (e.g., learning difficulties, speech difficulties, physical difficulties, acting out behaviors, etc.) includes a referral to the Impact Team. The Impact Team will analyze the student's referral information such as strengths and weaknesses, attendance/academic concerns, health history, dominant language, educational history, family situation, interventions, modifications/instructional alternatives offered, and teacher/student relationship. The Impact Team will also develop a student action plan, establish an intervention evaluation timeline, and assign an advocate for follow-up. The classroom teacher will monitor student progress, review, and modify the student's action plan as appropriate. If the Impact Team feels that the teacher has tried all interventions to help the student succeed, the Impact Team can recommend academic testing. Then the Local Support Team (LST) meeting will convene. Parents are informed and invited to the meeting to discuss educational concerns, suspected disability and possible evaluation. A referral packet is completed and after assessment results are available, the committee reconvenes as an Admission, Review, and Dismissal (ARD) meeting. At the ARD meeting, the committee will determine appropriate intervention for the student. This might include interventions in various settings and/or services available through special education if the student is so eligible. If you have such concerns about your child, be sure to convey these to his/her homeroom teacher.

### **LOST & FOUND**

When items are found at school they will be placed in the "Lost and Found" located in the hallway behind the cafeteria. Children and parents are asked to check this area for items that are lost. After a few weeks, unclaimed items are donated to a local charitable organization. Please **label** all belongings, and

we will do our best to return lost items to the proper owners.

### **CLASS PARTIES**

Class parties will be held only three times during the school year:

- Winter Holiday
- Valentine's Day
- End-of-Year

Room parents help with the parties and happily accept help from any other parents in the class.

**BIRTHDAY CELEBRATIONS.** 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.

### **STUDY/FIELD TRIPS**

Parents will be notified in advance whenever children leave campus on study trips. Permission forms will require a parent signature whenever private transportation is used. This includes the use of chartered buses. Permission for trips using AISD buses is given or denied on the Student Participation and Release Information form completed at registration. Teachers for specific trips often collect additional permission slips.

### **AFTER SCHOOL CARE**

Oak Hill has a variety of after school programs that provide learning opportunities for students.

**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.

**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.

**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.)

### **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 that 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.

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.

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

# Receipt of Oak Hill Elementary School Handbook 2010-2011

I have received the Oak Hill Elementary School Parent/Student Handbook for 2010-2011.

I assume responsibility for reviewing its contents and school-wide policies.

Printed Name of Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

<u>Student Name</u>	<u>Teacher(s)</u>
_____	_____
_____	_____
_____	_____
_____	_____

Please sign and return to your child's teacher to be kept on file. Thank you.