

Highland Oaks Student and Parent Handbook 2018 - 2019

IMAGINE - INQUIRE - INSPIRE

Highland Oaks Elementary School



10 Virginia Drive
Arcadia, California 91006

Office: (626) 821-8354
Fax: (626) 821-4680

School Web Site: <http://ho.ausd.net>
HOPTSA Web Site: <http://www.hoptsa.org>

School Office Hours

Office Hours: 7:30 am - 4:00 pm

Highland Oaks Mission Statement

Highland Oaks School provides a safe and caring environment in which all students learn critical thinking skills and develop positive social behaviors in the process of becoming lifelong learners. With challenging instruction, students from diverse backgrounds are supported by effective instructional strategies and state of the art technology as they collaboratively engage in meaningful work. Continuous analysis of data informs instruction to support students in reaching and surpassing district performance standards and developing ownership of their learning. Responsibility for an enriched educational experience is shared by the entire school community of students, teachers and parents.

SCHOOL OFFICE POLICY

Operating hours for the school office are 7:30am to 4:00pm Monday through Friday.

We make every effort to keep classroom interruptions to a minimum. We will relay messages of an **emergency** nature to your child. Forgotten items such as lunches, homework, projects, instruments or any other items will not be accepted for drop off once the late bell rings at 8:20.

Be sure that your child knows:

* After school transportation and child care arrangements.

* Office personnel may not open classrooms after school without the permission of the classroom teacher.

Use of the office phone by students will be left to the discretion of teacher/office personnel.

The school office cannot give out telephone numbers or addresses of Highland Oaks' students.

HEALTH INFORMATION

We have a school health aide on campus during school hours.

For the protection of all children, and in compliance with state law, all medications administered during school hours, whether prescribed by a physician or an over-the-counter medication (i.e. Tylenol) must be accompanied by a Physician Medication Form to be filled out by the attending physician and signed by the parent. This form is available in the Health Aide's office. **All medication must be in its original container. No child may carry medication to or from school.**

Students with elevated or sub-normal temperatures will not be admitted to school. A normal temperature range is between 97.6 and 100. Students who vomit or develop a fever during the school day may not remain at school. A student who vomits during the night or before school should remain home 24 hours after the temperature has returned to normal before returning to school. Strict adherence to these policies by all will not only benefit the child who has been ill, but the total health and attendance pattern of the school. Please contact our Health Aide for assistance. Office personnel will contact parents or other authorized persons when a child becomes ill while at school. **BE SURE YOUR CHILD'S EMERGENCY INFORMATION IS UP TO DATE.**

ALL COMMUNICABLE DISEASES SHOULD BE REPORTED TO THE SCHOOL AS SOON AS POSSIBLE SO THAT THE CHILD'S CLASSROOM MAY BE INFORMED.

STUDENT ABSENCE

Reporting Student Absence

If your child will be absent from school, please notify the school office at 821-8354, ext. "0". When your child returns to school, please send a note with the date and reason for the absence. Thank you.

Releasing Students

Doctor and dentist appointments must be arranged outside the school schedule whenever possible to preserve the educational consistency of each day. When it becomes necessary to schedule appointments during school, your child's teacher must receive a written note the day of the appointment.

Only the office may release children. The office will call the teacher to release the child as soon as the authorized person signs the appropriate form in the office. The child will report to the office where visual contact can be made prior to the child being released to the authorized person.

Parents are not permitted to go to the classroom to pick up their children for early dismissal purposes. This is to assure the safety of all students.

Work Missed Due to Absence

Parents may request work for a child who is home ill by e-mailing their teacher by 9:00am. This will give teachers sufficient time to prepare the work. Work may be picked up in the office after 2:30pm.

Tardy Students

In the event a child is tardy, he/she must report to the office before going to class.

VISITORS ON CAMPUS

For the safety of all, visitors to the campus during school hours, for whatever reason, must sign-in at the school office and obtain a "Visitor" badge. This badge is to be worn during the entire visit on campus. At the end of the visit, the badge is to be returned to the school office and the visitor signs out.

Arcadia Unified School District Parent/Guardian Visits to Classrooms

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program, open house activities and other special events (BP 1250).

Visitors are expected to:

- Follow the established school policy in requesting a classroom visitation
- Contact the school site principal or designee via written request for a classroom visit or as otherwise required by the established school policy
- Complete a visitor's permit upon arrival at the site
- Enter and leave the classroom as quietly as possible
- Not converse with any students, teachers, and/or instructional aides during the visitation unless invited to by the classroom teacher
- Not interfere with any school activity
- Keep the length (30-minute standard, unless otherwise mutually agreed-upon) and frequency (no more than 1 time per month, unless mutually agreed-upon) of classroom visits reasonable, as established by the principal or designee
- Follow the school's established procedures for meeting with the teacher and/or principal after the visit, if needed
- Learn and follow the school-wide behavioral expectations
- Return the visitor's permit to the point of origin before leaving the campus.

Relevant Education Code/Board Policy/Administrative Regulations:

- Parents have the legal right to visit their child's classroom to observe the teaching and learning (AUSD Board Policy 1250).
 - *Parents/guardians may observe instructional and other school activities that involve their child in accordance with Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians (Education Code 49091.10).*
- Parent/Guardian visits to classrooms will be in accordance with Board policy and administrative regulations (EC 49091.10, 35160).
 - AUSD BP/AR 1250 -- While *"To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time. To ensure the safety of students and staff and avoid potential disruptions, the Board requires that all visitors and outsiders register with the principal or designee upon entering school grounds."*
- Supervision - The site administrator has the right to accompany parents/guardians to classrooms as a condition for visitation (BP 1250), or to designate administrative personnel, teachers on special assignment, or program specialists as guides.
- Timeliness - "Reasonable time frame" is not defined. Timeliness works both ways and is arranged with the teacher and principal or designee (BP 1250). The site principal or designee has the supervisory control to set appointments at a mutually beneficial time.
 - *Upon written request by a parent/guardian, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations (Education Code 49091.10).*
- Communication - Communication between parties must always be civil. Communication, both verbally and in writing, must occur in such a way as to not be perceived as aggressive, volatile, or hostile by any party.
 - AUSD BP 1313 requires *"...consistent and appropriate communication and interaction between all parties.... The Board requires positive communication among all staff and parents/guardians and prohibits volatile, hostile, or aggressive words or actions that could negatively impact the learning environment."*
- The Visit - During the visit, a parent may not:
 - Engage in disruptive actions, activities or communication (EC 32210, 32211, 44810, 44811; BP 1313, BP 3515.2).
 - Speak or interact with any student (including their own), teacher, or instructional aide (EC 44810; BP 1250).
 - Conference with the teacher (EC 44811; BP 1250).
 - Electronically listen or record the teacher or students (EC 51512).

STUDENT BEHAVIOR

Behavior Guidelines:

Highland Oaks School is committed to continue to develop a true learning community for our young scholars in which they feel safe to take risks in their learning and a sense of belonging to a caring community of learners. We believe that community building enhances social awareness in a proactive and caring learning environment. Skills, procedures, and social appropriateness are embedded within the school environment to help students meet individual and group goals, as well as challenge themselves with social and academic goals and expectations. The teacher and children together create rules for the classroom that will allow everyone to do his/her best learning. When children break rules, there are clear and non-punitive consequences that help students learn from mistakes, to reflect on choices made and plan for future choices and behaviors. The approach reinforces responsibility, self-control, and a belief in the abilities of the student.

A high priority is placed on safety and the use of common sense. Any action or behavior, which puts the student or others at risk in the classroom or on the playground, or while coming or going from school, will carry firm consequences. We have a zero tolerance policy regarding toy guns, knives, firecrackers and any look-alike weapons. It is important for students to know they will be held accountable for their actions. Lack of common courtesy and disrespect/defiance is not tolerated. Each situation is evaluated on an individual basis to examine not only the student's behavior, but also the cause behind the behavior.

EMERGENCY PLAN

Although we do not anticipate ever having to put emergency procedures in place, Highland Oaks is prepared to keep our students as safe as possible and maintain a calm and secure environment for them at all times. Fire drills/drop drills are routinely practiced on a monthly basis throughout the school year as well as one lockdown/disaster drill per year to help better prepare students and staff in the event of a real emergency. A strong emphasis is placed on student behavior expectations and orderliness during practice sessions. The school maintains a complete *School Safety Plan* approved by the School Site Council.

In the event of an emergency, a single command post will be set up near the field area. Parents/guardians are requested to remain calm and sign out their student at the command post. Using emergency forms (updated by parents/guardians at the beginning of each school year), staff will note who is taking a child from school and the address and phone number of the location where the child will be taken. To maintain orderliness and clear communication, this information is needed for every student who is taken away from campus, whether taken by a parent, relative or neighbor.

RULES AND RESPONSIBILITIES

Wearing Apparel

Part of the educational program is to teach students to dress appropriately for various situations. Clothing with alcohol or tobacco advertisements is not allowed at school. Baggy clothing resembling gang attire is inappropriate. Students will be asked to call home for a change of clothing if attire violates the district dress code. For safety reasons, open-toed sandals and clogs are not permitted.

Lost and Found

Sweaters, jackets, lunch boxes, and other items should be labeled for identification. Lost items are placed in a cabinet, which is located in the rear of the Multipurpose Room. Check the "Lost and Found" for items left on the school bus too. At the end of each school year unclaimed articles are donated to a charitable organization.

Toys

Toys are not permitted at school. This includes trading card collections, electronics, hand toys, or any toy resembling or authentically a weapon of any sort. We strongly discourage students from bringing cell phones to school. The school is not responsible for any of these items.

Animals

Highland Oaks School has a strict 'no animals' policy out of respect to health and safety to others. Animals may be brought to class for "sharing" only if prior approval has been granted and there has been verification that there are no allergies among the students (and staff).

DISMISSAL PROCEDURES

All students in grades TK through 5 are released at 2:35pm. Students need to be picked up or should walk/ride their bike home promptly. After school supervision for waiting students ends at 2:50pm. Idle time for students can lead to problems. Be sure that specific arrangements have been made and communicated with your child before the school day begins so that students know who is picking them up and at what location each day. In the event of an emergency which causes you to arrive late for pick-up, the office should be notified.

Parents and/or caregivers should wait at one of the following designated areas until the final bell sounds at 2:35pm.

- The upper level sidewalk adjacent to the Multipurpose Room and the handicapped parking spaces
- The main corridor adjacent to the office

TRANSPORTATION

Bike Riders

Students in grades 3-5 only are permitted to ride their bicycles to school in accordance with recommendations of the California Highway Patrol. Certain responsibilities accompany the privilege of riding a bike to school:

1. Bike riders must wear helmets when riding to and from school. This is a California law.
44536380. Bike riders must walk their bikes on Virginia Drive between Santa Anita Ave. and Highland Oaks Ave.
44536468. Bikes must be locked in the bike compound.
44536556. Bike riders may not arrive at school before 8:15am.
44536644. Bike riders may not ride their bikes in the parking lot, on the playground/blacktop areas, or in the hallways on weekdays before, during or after school.

Failure to follow these rules may result in losing the privilege of riding to school.

Note: Riding scooters, skateboards or roller skates or blades to school is prohibited for safety reasons.

Car Transportation and Safety Patrol

Students being driven to school should be dropped off between 7:45am and 8:20am. The City of Arcadia is imposing **“No Left Turn” from Virginia Drive into the parking lot between 8:00 - 9:00am and 2:00 – 3:00pm.** Cars letting students out in the drive-through must pull forward as far as possible and keep to the right in a single file line. When the car has come to a complete stop, staff and student Safety Patrol members will open car doors to assist with unloading students. **When exiting the parking lot, right turns only are permitted on to Virginia Drive between 8:00am and 8:30am and between 2:35pm and 3:00pm** to avoid traffic congestion and unsafe situations; the same procedure is expected on minimum days. As there is no adult supervision on Santa Anita Avenue, the gate will be locked immediately following dismissal. **Students will be supervised for pick-up in front of the Multi-Purpose Room only** until 2:50pm.

TRAFFIC FLOW and PICK-UP PROCEDURES

Each year we are faced with parking and traffic difficulties. It is important that everyone follows safe driving habits to ensure the safety of our children. In order to keep the traffic moving in a safe and efficient way, we need your help in following the procedures listed below:

- The speed limit in the driveway is 5 mph and all streets surrounding the school are 25 mph when children are present (however slower is even better).
BE AWARE OF YOUR SPEED!
- **DO NOT PARK IN ANY STREET SPACE THAT IS MARKED RED. Also, DO NOT park and leave your car in the drive through area at anytime. Staff parking spaces are reserved for STAFF ONLY.**
- The drive through is one way only and is a single lane except to exit around a car. **NO** car should be double-parked in the drive through. Please **ALWAYS** pull all the way forward when using the drive through. In the morning be careful of the safety patrols helping with opening car doors. Wait for all children to be on the sidewalk when pulling away. Be watchful of children trying to cut across the driveway.
- There is **NO PARKING** on the southside of Virginia Drive between Santa Anita Ave. and the drive through entrance during arrival and dismissal times.
- During the morning drop off and afternoon pick up, **ALL CARS MUST APPROACH THE DRIVE-THRU FROM SANTA ANITA AVENUE.** There is no left turn into the parking lot between 8:00 – 9:00am and

2:00-3:00pm. At these times, there may be congestion in the driveway, please help us keep this to a minimum by **carpooling whenever possible**.

- Please keep the crosswalk clear for pedestrians and always obey the crossing guards. They are there to ensure safety.
- Please be sure **NOT** to walk across the parking lot (children and adults alike)! Instead, use the crosswalks located at either end of the parking lot.

MOST IMPORTANTLY – Always be courteous and patient for the safety of our children.

HOMEWORK POLICY

Homework is defined as school-related assignments that will enhance or reinforce concepts taught in the classroom and will require time and effort outside the regular school day for successful completion. Homework is the responsibility of the student. Homework is assigned to serve specific purposes:

- Designed to develop good study habits and promote independent learning
- Preparation for upcoming instruction
- Practice or review of lessons taught
- Extension or application of concepts and skills taught in the classroom

To be effective, homework assignments should not place an undue burden on students and families.

Properly implemented, homework will:

- Lead to increased level of mastery of content standards
- Be related to current classroom instruction
- Include clearly communicated directions to students and where appropriate to parents
- Include timely feedback to students
- Appropriately meet the needs of the individual learner
- Lead to the development of good study habits and promote independent learning

Parent's Role in Homework

It is helpful for parents to provide the proper environment for their child to work at home. Although homework is the responsibility of the student, parents should provide support if help is needed in completing the assignment. Parental cooperation in the checking the child's work before it is returned to the teacher is beneficial.

Make-up Work

Students will be given the opportunity to make-up school work missed because of an excused absence. Full credit will be received if the work is turned in according to a reasonable make-up schedule. Periodically students may be required to complete unfinished class work at home. Unfinished classwork and homework will be labeled to make parents aware of the difference in the assignments.

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

Make-up schoolwork may be requested from your child's teacher. Please request it by phone call to the office early in the morning and plan to pick it up after school in the office, as the teacher will need time to prepare it. Getting well takes precedence over pleading schoolwork. Children will be give the same number of days as ill to make up schoolwork.

Independent Study

Family vacations and trips should be arranged around the school schedule. Absences due to vacation are categorized as unexcused by the state and translate into a loss of funds for Highland Oaks. If a vacation absence is unavoidable, students may request an independent study form, complete the assignments, and turn

them in the first day they return to school. Contact the teacher or the office for details. Board policy states that independent studies may be arranged for absences of no less than 5 days and not more than one month.

LIBRARY/MEDIA CENTER

The Highland Oaks library/media center provides an excellent selection of fiction and nonfiction titles and resource materials for all grade levels. We use an updated Follett Destiny library computer system to catalog and check in and out. We also have a search program on computers in the library where the students can search for titles and resources. We offer over 15,000 titles of books, videos, and books on CD. Each class from TK-5th grade comes to the library once a week for a 30 minute scheduled time.

Our library/media center is currently managed by a part-time staff member and supported by a dedicated team of caring parent volunteers. Parents are encouraged to volunteer to help during their child's library time. With the help of PTSA parent volunteers, we are able to open up the library after school one day a week for 1 hour to check books in and out.

ACADEMIC ENRICHMENT

Literature Enrichment Program

The Literature Enrichment Program offers Highland Oaks students an opportunity to experience literature, share their interpretations and expand their passion for reading. The program includes library discussions for grades K-5, monthly lunchtime book discussions with pre-selected books for grades 2-5, and yearly Book Battles for grades 3-5 which includes a list of 12-15 different titles per grade level. This program is introduced in October. Multiple copies of books are provided in the library for the students to read throughout the year. Classroom teams are formed and will compete by sharing their knowledge of those books. In May, the winning teams from each grade level then go on to compete with the winning teams from the other AUSD elementary schools in a final battle held at the Arcadia Public Library.

STUDENT ASSESSMENT

Assessing is an integral part of any instructional program. It is an on-going process and correlated with the curriculum. School District assessments will be administered to all Arcadia Unified School District students (K-5) throughout the year. In addition, students will be assessed in a variety of ways throughout the year by their teachers to provide information about student progress.

State-Wide Testing

Students in grades 3-5 take the Smarter Balanced Assessment test in the spring. This nationwide test is taken on a Computer/Chromebook. The SBA is meant to assess students' mastery of the Common Core Standards for the particular grade level.

Report Cards

Report cards are sent home with students at the end of each trimester.

SPECIAL PROGRAMS AND SERVICES

Resource Program

Students that qualify for additional support according to specific state criteria, may receive services from the Resource Specialist Program (RSP). Thorough evaluations by the school Psychologist, Resource Specialist, Language Specialist, and other professionals as needed, are required to qualify a student for RSP services.

RSP services utilize a pull-out program as well as a push-in strategy when appropriate which involves on-going collaboration with regular classroom teachers. The Resource Specialist provides strategies and materials to

classroom teachers to help them meet students' individual needs within the mainstream. Services within the RSP classroom are designed to provide remediation, help students develop coping strategies, organizational and study skills, and foster self-esteem.

Special Day Classrooms (SDC)

Special Day Classrooms are offered for students who need specialized instruction.

Speech and Language

The Language and Speech Program (LSP) provides direct services to students who have difficulties with speech (articulation, voice and fluency) and/or language (various aspects of processing and verbal formulation). Students who are referred to the Language Speech Specialist (LSS) are screened and/or evaluated. Students qualify for this program according to specific state guidelines. Students enrolled in the program are seen individually, in small groups, or within the classroom setting. Based on the student's needs, an Individual Educational Program (IEP) is developed. Use of the core-curriculum is emphasized in therapy so that the student's new skills can transfer into the classroom more readily. Speech/language services are offered to identify children in the district from birth through the high school years.

English Language Development Program

Highland Oaks School offers an English Language Learners (ELD) Program for children who are learning English. All children having a language other than English spoken in the home are tested for English competence in the areas of listening, speaking, reading and writing, as applicable to their grade level.

A credentialed teacher designs and presents our ELD Program lessons. The sessions are provided four days a week in blocks of 30 to 90 minutes depending on the grade level and language knowledge.

Counseling

A school counselor is assigned to our campus 2 ½ days per week. The counselor assists students as needed, with special emphasis on practical problem-solving skills, which teach students to respond to situations in an appropriate manner.

STUDENT INVOLVEMENT

Student Council

Third through fifth grade students are eligible to be elected as Student Council Officers. Candidates for office learn how to "campaign" with an election poster and prepare a speech for their peers stating why they are the best candidate. Students in grades 3, 4 and 5 may be elected to serve as Room Representative for their classrooms. Students experience leadership and democratic process, utilize fundraising and "community service" ideas for the student body. Staff members serve as faculty advisors. The Council meets every other week after school.

Safety Patrol

The purpose of the Safety Patrol is to promote a safe environment for students at school each morning and afternoon. Students in fourth and fifth grades are given the opportunity to serve on a voluntary basis. The students are posted at the drive-thru drop off area to welcome the arrival of students and assist during dismissal time.

Musical Instruments

All fourth and fifth grade students may choose a musical instrument and receive training as part of the school

orchestra. Students perform as part of the school orchestra in a Spring Concert in the Multipurpose Room.

Arts Program (TBD)

The Arts Program meets with each grade level once a week. Students are engaged in active learning including music, dance/movement, and art classes. These offerings run for 4 six-week intervals. Students will have an opportunity to share what they learned with parents during the school year. This program is funded through the Designing Dads Non-profit Organization with 100% support of Highland Oaks families.

Video Club

With the support of several staff members and parents, students are taught the technical intricacies involved in the videotaping of many live performances that Highland Oaks produces such as the annual holiday program, talent show, fall and spring musicals as well as our weekly student council broadcast. The Video Club members meet weekly to experience the camera, sound and mixing complexities associated in a production and gain a true sense of a professional production by the end of the year.

CAFETERIA

The Cafeteria is located outside the Multipurpose Room. Menus for school lunches are available online to help students plan whether to buy or bring lunches to school. Lunch is \$4.00 per day and breakfast is provided for \$2.50 per day. Students should either bring a lunch from home or buy a school lunch. Students buying lunch may pay cash or use the computerized payment system. Students bringing lunch may purchase milk or juice.

Computerized Payment System for the Cafeteria

Parents are encouraged to deposit money into their student's account. Send money by check or cash in a sealed envelope with your student, the envelope will be given to the food service cashier at lunch, include the student's name and ID number on the check and envelope. The amount of the prepayment deposit is entirely up to you; it can range from one day (\$4.00) to a month, even a year. Money in the student's account at the end of the school year will be carried over to the next school year.

Students Without Lunch

Students who forget their lunch or lunch money will be given a credit for cafeteria meals and must be repaid the next day.

Cafeteria Expectations of Behavior

The students of Highland Oaks School are expected to be respectful in the community, anywhere on campus, in their classroom and in the lunch facility. Students are expected to use quiet voices, clean their area of trash before dismissal and ask to be excused by a proctor before leaving for recess.

Arcadia Unified School District K-8 Healthy Lunch Guidelines

In an effort to create safer schools for all children, to help students develop an increased awareness of their own responsibility in making healthy nutritional choices, and to meet state and Federal mandates to school districts regarding nutrition, the Arcadia Unified School District has adopted the following guidelines for grades TK through eight.

Rationale: Many students must follow diets that are restricted because of food allergies, religious beliefs, or other reasons. In order to protect student health, sharing food is therefore not permitted. The district provides a variety of healthy lunch selections each day. The lunch selections served at school must meet specific nutritional guidelines. The guidelines assure your children are being provided with a healthy and nutritious meal.

The AUSD community has committed to working together to promote healthier food choices at school. Whether

a child purchases a meal at school or brings one from home, AUSD promotes a safe and healthy lifestyle.

In support of the desire to promote safe schools and healthy children, the following Healthy School Guidelines are adopted:

- Students should develop an increased awareness of their own responsibility in making healthy nutritional choices
- Students may purchase their lunch at school through the school's cafeteria or bring a lunch from home with them in the morning.
- Student lunches should promote healthy choices. Candy and soft-drinks do not meet the food guidelines set by the state for The Healthy Meals Act, and should not be included in lunches brought from home.

Due to SAFETY concerns:

- Parents are not to bring a lunch to their children during the school day.
- Students may not have lunch delivered to school by outside vendors.
- Students may not share any food items with other students.
- Students may not provide food to other students.

No child will be allowed to go hungry. If a child forgets their lunch, they shall be provided with a lunch by the school and be given the opportunity to pay for it at a later time.

PLAYGROUND

Recess periods are times for relaxation and enjoyment. Teachers supervise the playground during the morning recesses and noontime proctors supervise during the lunch-recess periods. A variety of activities are available for all students through the use of playground apparatus and athletic equipment. "Rockin' Recess" is offered by PTSA volunteers to grades 1-5, one day a week, displaying organized games and activities. Highland Oaks students are expected to be respectful and kind to each other in the classroom and on the playground. They are encouraged to display good sportsmanship and problem solve together. Students participate in a Playground Summit to review and agree on playground rules and expectations at the start of school each year. Please review Official Playground Safety Rules below.

Official Playground Safety Rules for Equipment and Games

Students may not play in area out of sight of the playground supervisors/proctors. Students may never play behind or between the portables, or inside the bathrooms. Lunch area should never be used for play.

Black Top Area Rules

- No chase, tag or running is permitted on the blacktop
- No pushing or shoving is permitted
- Students cannot block or hold up students from using the equipment or sliding down poles or the slide

Monkey Bars Rules

- Students take turns swinging underneath in one direction
- Students may not go on top of the bars or sit on the top of the bars
- If there is more than one child crossing on bars, a line must be formed
- No pulling or pushing on the legs, arms, etc. of any child on the bars
- No jumping on the bars

Slide Rules

- One person can go down the slide at a time
- Slide down, sitting, with feet in front
- Climbing up the slide is not allowed

- Do not block or prevent others from sliding down the slide

Swing Rules

- One person on a swing at a time
- Must swing in the same direction
- No jumping out of a swing
- No going from side to side or twisting in a swing
- No holding hands with swinging
- When there are children waiting, they must stand in front of the person on the swing and far enough away to avoid being kicked by the swinger
- Grabbing feet, etc. is forbidden
- No climbing on poles of swings or standing between swingers
- The first person in the line counts to 30 (one count per swing) for the person swinging. **After 30 counts, the person swinging must get off and it will be the next student's turn.**

Jump Rope Rules

- Long jump ropes are to be used with groups of 3 or more
- Short jump ropes are for individual use
- Jump ropes may only be used on the blacktop area of the playground
- Jump ropes should never be tied or twisted around any part of a student's body

Kickball Rules

- No closed games
- All players on the team that are up, must line up in their kicking order behind the home plate
- Only one kicker at a time
- The ball must be rolled to the kicker, not bounced
- The runner is out if tagged by the ball or if the ball is thrown to the base to which the runner is headed before the runner is there
- The ball cannot be thrown at the runner
- The runner cannot leave the base (take lead offs) until the ball is pitched
- No sliding into bases

Soccer Rules

- No closed games
- No tackling or slide tackling is allowed
- No body slams or pushing is allowed
- Touching the ball with the hands or forearm (except by the goalie) results in the other team taking the ball out to the sideline.

Handball Rules

Handball may only be played against the ball walls, never against the building walls

- Two people play against each other
- All new players must come from the front of the line
- If a player waiting in line chooses not to enter the game, he/she must go to the end of the line
- The first person in line will act as the judge on questionable calls
- All people in line will remain behind the "in bounds" line
- The server serves the ball by bouncing it against the ground and then the backboard. The served ball must land in play
- The opposing player then hits the returning ball, bouncing it on the ground then the backboard. This continues until a foul is committed.
- The player committing the foul leaves the game. The first player in the waiting lines comes into the game and the player who just won, must serve.

Fouls that put a player out

1. *The ball hits the backboard before hitting the ground*
2. *The ball bounces more than once before or after it has hit the backboard*
3. *The ball is hit with other than the hands and arms.*
4. *The player interferes with another player trying to return the ball*
5. *A player hits the ball and, after hitting the backboard, the ball goes out of the court bounds before it hits the ground.*

6. *A player catches or holds the ball (other than the prior to the serve)*
7. *All balls that hit the line are fair and in play*

Four Square Rules

- Players take positions in boxes “1, 2, 3 and 4”. The object of the game is to be in the server box “1” and stay there
- Player “1” starts the game and children hit the ball from box to box in any order until someone misses. When someone misses they go to the end of the wait line and the first person in line enters into box “4”. All the other people in front of box “4” move up toward box “1”
- Bounce the ball for the serve behind the service line and in the service square. Say “service” so everyone knows you are serving the ball. You do not have to tell whom or where you are going to serve.
- The ball must bounce before you hit it
- The heel of the hand or the fist may never be used to strike the ball. No throwing, pushing, spinning or carrying the ball. You must slap it, using your palms with one or both hands
- The first person in the wait line serves as judge for all questionable calls.

Fouls that put a player out

1. *Failure to hit a ball which bounces into one’s box.*
2. *Playing a ball which has bounced into someone else’s box*
3. *Hitting the ball into one’s own box*
4. *Stepping out of your square or stepping on the lines*

Basketball Rules

Basketball is a game between two teams. Each team has a basket. The object is to get the basketball into the basket. Doing so earns the team 2 points each time

- The basketball can only be moved by the player dribbling (bouncing the ball) as they move or by passing (tossing the ball) to another player
- Players cannot make contact by hitting, pushing or intentionally bumping into the other players
- Basketball can be either a full court game or a half court game depending upon how many people want to play and how many courts are available
- No more than 10 players may participate in a full court basketball game. No more than 6 players may play in the half court game
- No pushing, intentional bumping, or rough play is permitted
- Any fouls or disputed play should be resolved by a jump ball
- Anytime a player who is in the act of shooting is touched, a foul has been committed
- Any player who commits flagrant or excessive fouls will be asked to leave the court for the remainder of the recess or lunch period.
- Only a basketball will be used for the game of basketball

No other rules may be added or used during team games at Highland Oaks. Players that do not comply with these rules will need to take a break from playing that specific activity for two weeks.

AFTER SCHOOL RECREATION

After School - Recreation

The Arcadia City Recreation Department provides a program of activities on our playground for students in grades K through 5 from late August through end of May. Opportunities to participate in outdoor activities are available. Most activities accommodate the abilities and interests for students in grades K through 5.

Please contact the Arcadia Recreation Department at 574-5113 for program details and be on the lookout for brochures sent home with students describing the available programs.

RIGHT AT SCHOOL – BEFORE AND AFTER SCHOOL CARE

Right At School provides before and after school care for students in grades TK through 5. This program provides a safe and nurturing environment. Students are given the opportunity to participate in various activities that help them to achieve a sense of independence and responsibility. Specific details regarding hours of operation, cost and activities can be obtained by calling 951-206-9675.

BACK TO SCHOOL EVENT & OPEN HOUSE

At the beginning of the school year a “parents only” **Back to School Event** is scheduled to give parents an opportunity to meet their child’s teacher, visit the classroom, and learn about class schedules, standards-based curriculum, and volunteer opportunities. Parents and teachers will all meet in the Multi Purpose room for a welcome from the principal, introduction of staff and a few words from our PTSA.

Late in the spring, students and their families are invited to the visit their classroom to view students work and accomplishments during **Open House**.

CLASSROOM CELEBRATIONS/PARTIES

Classroom Celebrations and Birthday Treats

The Arcadia Unified School District policy permits two room parties each year. At present, a holiday party and a Valentine’s Day party are planned for most grade levels. Some grade levels substitute the Valentine Party with an end of the year celebration. So as not to create an unbalanced situation between classes and a loss of instructional time essential to meet educational standards, parents are not to provide any additional room parties, including bringing any type of food in celebration of a student’s birthday.

Off-campus Party Invitations

Party invitations for off-campus activities may be distributed in the classroom only if all students in the classroom are included. The teacher will pass out the invitations at the end of the school day. If it is impossible to invite everyone, please use another means to distribute invitations. Please do not contact the school office staff for phone numbers and addresses, as district policy does not allow this information to be given out.

However, Room Reps can be contacted to share approved lists of student contact information.

SCHOOL SITE COUNCIL

The School Site Council provides structure, guidance, input and organization for the Single Plan for Student Achievement. Typically, meetings are held every month throughout the school year. Meetings are usually one hour in length and are held on Monday afternoons beginning at 2:45pm.

In the spring of each year, the School Site Council requests the names of parents who would be interested in serving on the School Site Council. Terms of office are for two years.

AUSD Technology Use Information: Elementary Student-User

Computers, Chromebooks and the Internet are found in every classroom and the library media center of the elementary school. Students use Chromebooks and computers for school related assignments, projects and research. Teachers will help students learn to use Chromebooks, computers and the Internet properly so that they will be prepared for the future. Arcadia Unified School District will work hard to protect students from any dangerous or inappropriate material found on the Internet. It is the student's job to use Chromebooks and computers properly and responsibly. Students must report any vandalism or dangerous and inappropriate material found on the Internet to their teacher or school employee.

1. **Personal Responsibility.** I know that the Chromebook and computer must be used correctly.
 - A. I know that school rules must be followed on the Chromebook and computer network.
 - B. I know that if anything is not right or makes me uncomfortable, I will tell the person in charge.
 - C. If I find something that is not appropriate on the Internet, I will leave it right away and tell an adult.
 - D. I understand that all the rules described in the discipline matrix apply when I am using the computer and/or the Internet.

2. **Acceptable Use.** I understand that Chromebooks and computers should be used for learning, research and creating classroom projects.
 - A. If I copy anything from the Internet or a software program and paste it into my project, I will give credit to the author.
 - B. I will follow the rules of the network.
 - C. I will participate in Chat Rooms at school only if told to do so by a teacher or staff member.
 - D. I will not try to buy, sell or advertise anything on the school network.
 - E. I understand that the Chromebook and computer belongs to the school district and I will not change the way the desktop looks or works.
 - F. I will not download any commercial software from the Internet.

3. **Network Etiquette and Privacy.** I will follow school rules and use manners when using the Chromebook, computer and the Internet. Some rules are:
 - A. Use the Chromebook, computer and the Internet for classroom projects or research.
 - B. Respect other students' work on the Chromebook and computer. Do not change or remove another student's work.
 - C. Only use e-mail with my teacher's permission;
 - D. Take care of the computer and any other equipment as if it belonged to me.

4. **Services.** Arcadia Unified School District has no control over the Internet. Teachers and staff will work with students to protect them from inappropriate material on the Internet. They will also teach students how to save and protect their work so that they are successful Chromebook and computer-users.

5. **Vandalism.** I will not harm or change the Chromebook or computer hardware, software, student work or messages belonging to others.

6. **Privileges.** Using the Chromebook and computer network is a privilege I must earn and keep. If I don't use them correctly, I will face disciplinary action and my parents will be notified.

**ARCADIA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
2017 – 2018**

Board President: Fenton Eng

Board Vice President: Cung Nguyen

Board Clerk: Lori Phillipi

Board Member: Kay Kinsler

Board Member: Leigh Chavez

Student Representative:

**HIGHLAND OAKS
SCHOOL SITE COUNCIL MEMBERS**

Principal: Patricia Mattera

Certificated Staff: Julie Salvador
Clarissa Sierra
TBA

Classified Staff: TBA

Parent Members: Sharon Liu
Amy Liu
Michael Yu
TBA

HOPTSA President: Hua Chen