



OAKDALE HEIGHTS

Parent Handbook

2020-2021



Dear Families:

Welcome to Oakdale Heights Elementary School!

Our school community includes a highly skilled and dedicated staff. Our staff is guided by the following goals.

1. Maintain a safe and orderly learning environment.
2. Continually strengthen academic instruction and programs.
3. Maintain and strengthen communication between home, school, and community.

We believe communication between home and school is critical to the success of our students. In an effort to keep families informed, we have developed this handbook. In addition, we have implemented the Parent Portal tool in ARIES, where you can view your student's progress throughout the year online. We encourage families to contact the school with any questions, suggestions, or concerns that you may have at any time. Give us a call or make an appointment to see us. We recommend you contact your child's teacher directly with questions pertaining to the classroom. Questions regarding arrival, dismissal, playground, and school-wide student behavior expectations may be directed to the office or the classroom teacher.

Again, thank you for sharing your child's education with Oakdale Heights Elementary School. We pledge our best efforts to help your student have a successful school year!

John Bettencourt
Principal

Oakdale Heights School Staff
2255 Las Plumas Avenue, Oroville, CA 95966
John Bettencourt, Principal
(530) 532-3004
www.ocesd.net/schools/oakdaleheights/

OFFICE HOURS

8:00 a.m. -3:30 p.m. Daily



Oakdale Shared Maxims. These Maxims, or Vision of an Oakdale student by the end of 5th grade, were developed with input from students, Parents, and School staff. I want to thank all Stakeholders for their help in developing these Maxims, which drive everything we do at Oakdale Heights.



MISSION

Our mission, as a community, is to inspire an excitement for learning in a safe and nurturing environment where students can achieve personal success in their learning and become respectful, responsible, and productive citizens.

VISION

Our vision is that our community is committed to learning for all.

PHILOSOPHY

At Oakdale Heights, we believe in the following:

- Every student who enters the district has the capacity to learn the essential and valued content of the curriculum and will have his or her achievement formally assessed. Every student can succeed;
- Students' current successes in learning have a direct bearing on their ability, confidence and expectations for continued independent learning in the future. Success breeds success;
- The District and its staff control the instructional environment and practices, which directly influence student learning and assessment.

GENERAL SCHOOL INFORMATION



ENROLLMENT

Enrollment:	350 (estimate)
Grades:	TK – 5
School Colors:	Royal Blue & White
School Mascot	Eagle

SCHOOL HOURS

Morning playgrounds are open when supervision begins at 8:00 A.M. Students should arrive no earlier than 7:45 A.M. Breakfast is served beginning at 7:45 and will be dismissed from the cafeteria no sooner than 8:00. Oakdale Heights School is a closed campus. This means that once you arrive on campus, you may not leave the campus without proper release by the school office.

School Hours	Begins	Ends
Office Hours	8:00	3:30
TK & Kindergarten	8:19	2:30
Grades 1-5	8:19	2:30

Students arriving at school after the stated beginning time will not be permitted to class without reporting first to the office. Tardies, 30 minutes or more each, are considered truant.

Please plan doctor and dentist appointments after school hours if at all possible. If you should need to take your child out of school before the dismissal time you must come to the office to check them out.

Grades K-5

8:19 Class begins
Lunch
2:30 Class Ends

Minimum Days (12 per year)

TK-5 Grade released at 1:15
 Aug. 26 Sept. 9, 23
 Oct. 7, 21 Nov. 4, 25
 Dec. 9 Jan. 13, 27
 Feb. 3 March 3, 17 & 31
 April 21 May 12, 26
 June 4



2020-2021

Oakdale Heights Staff

John Bettencourt, Principal



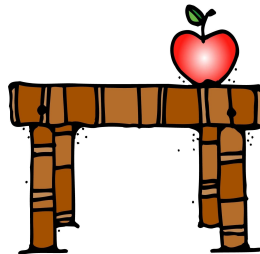
Office Staff

Office Manager
Office Clerk
Health Assistant
Nurse

Tonya Soli
Jessica Hadley
Gwen Jenkins
Theresa Woods

Support Staff

Psychologist	Beth Madison
Food Service	Debbie Anderson
Food Service	Pamula Petty
Food Service	Christal Kruse
Campus Supervisor	Nichole Wilkey (AM)
Campus Supervisor	Danette Spangler (AM)
Campus Supervisor	Janice Jackson
Campus Supervisor	Sue Iorg
Campus Supervisor	Penny Timm
Custodian	Holley Hurley
Custodian	Vacant



Teaching Staff

Grade	Teacher	Room
TK/K	Elizabeth Parmentier	Rm. 22
Kinder	Martina Johnson	Rm. 26
Kinder	Heather Walton	Rm. 4
1 st	Megan Barker	Rm. 1
1 st	Sheng Yang	Rm. 2
1st/2 nd	Cindy King	Rm. 3
2 nd	Elisa Huru	Rm. 5
2 nd	Laimeng Chao	Rm. 9
3 rd	Molly Uhland	Rm. 10

3rd	Cory Hanna	Rm. 15
4th	Rachel Burke	Rm. 17
4 th 5th	Brianne Stanley	Rm. 8
5 th	Kara Flores	Rm. 7
SH	Sean Muntifering	Rm. 14
SDC	Elizabeth Mgbam	Rm. 13
SDC	Cheri Daniels-Bascherini	Rm. 23
RSP	Christy Malone	Rm. 21
Speech	Elaine Moua	Rm. 20

Paraprofessionals

Library Clerk	Heather Purchase	Rm. 12
Special Education	Jordan Giles	Rm. 14
Special Education	Rose Davis	Rm. 14
Special Education	Jodine Matney	Rm. 13
Special Education	Dinise Christensen	Rm. 13
Special Education	Danette Spangler	Rm. 23
Special Education	Elizabeth Williams	Rm. 23
Special Education	Sandy Sylva	Rm. 21
Special Education	Vacant	Rm. 23
Special Education	Nicole Wilkey	Rm. 21
Special Education	Corrine Taylor	Rm. 13
Instructional Aide	Cindria Lloyd	Rm. 22
Instructional Aide	Joyce Johnson	Rm. 4
Instructional Aide	Sue Iorg	Rm. 26
Instructional Aide	Meng Hang	Roving
Bilingual Aide	Jazmine Yang	Roving

MEAL PURCHASES

Oakdale Heights breakfast and lunch program is no charge for all students. Breakfast is served between 7:45 a.m. – 8:15 a.m. Visit the district web site (www.ocesd.net) and look under Departments and click food services to view the current menu and other information regarding the food service department.

Students with special dietary needs must fill out the [Medical Statement To Request Special Meals And/Or Accommodations](#) form. This form may be picked up in the school office or printed from the district web site. Turn this form into the school Health Aide.

The Oroville City Elementary School District serves a nutritious hot lunch every school day. Oakdale Heights has been designated as a Provision 2 school for this year. This means that **all** students at Oakdale Heights may now eat breakfast and lunch for free.

The School menu for the month will be sent home with your child or available in the office. It is important for us to have our students well fed and ready to learn. If students are not able to eat at home in the morning, please get them to school for breakfast so they are ready to learn for the day. Healthy meals help to make healthy, happy, and successful students!

Students may bring a lunch from home if you prefer. We ask for juice boxes or pouches in cold lunches or students may buy milk in the cafeteria. Lunches from home should include healthy foods. Please do not include soda, candy, or glass containers in student lunches. All lunches will be eaten in the cafeteria. Please be sure that lunch boxes brought from home are labeled with your child's name.



SNACK TIME

Pupils may take a small snack to school to be eaten at snack time. Snack time for grades 1-5 is during the first recess and at about mid-session for kindergarten pupils. Food is not to be eaten inside the classroom. We encourage good healthy nutritional snacks. High sugar items like Hot Cheetos, Takis, candy and sodas are not allowed at school.

NEWSLETTER AND WEB PAGE

A school newsletter titled "THE SCREAMIN' EAGLE" is sent home with children containing important information about current school events, calendars and other pertinent information. Individual classrooms may send home newsletters about classroom activities.

Oakdale Heights's webpage is www.ocesd.net/schools/oakdaleheights/. Our web page provides staff and school information.

Follow us on twitter and Instagram. Twitter @Oakdale_Eagles

FaceBook Oakdale Heights Elementary

TRANSPORTATION

The parking lot at Oakdale Heights School is very crowded during the "crunch time", just before school begins and when it ends. It is recommended that you try to avoid these ten-minute crunch periods of time to reduce the congestion in the parking lot.

- Never park in the red zones or along the large concrete wall in the lot. Parking there blocks the lanes and creates a safety hazard.
- Never enter the bus loading zone along the curb in front of the kindergarten class and grass area or in the lower playground.
- The "pick-up" and "drop-off" zone for students is along the sidewalk between the kindergarten room and the office only.
- When a school bus' flashing red lights are on, the law says you must STOP, do not pass.
- **BICYCLES, SKATEBOARDS, SKATES AND SCOOTERS ARE NOT PERMITTED ON SCHOOL GROUNDS.** Bicycle riders must wear a helmet and walk their bicycles to and from the street, locking them in the bicycle parking area. Violations of bicycle rules could result in students not being allowed to ride bicycles to school. The school is not responsible for bikes on school property.
- Students are not to leave the school grounds without office permission. When

leaving the school grounds during school hours, students **MUST** be "signed out" by their parent/guardian in the office prior to leaving. No student will be released to any person other than the parent/legal guardian or the names of individuals listed on the student's emergency information form. Written notification is required to release a child to anyone other than the legal guardians. These precautions are taken to protect the children and provide a safe environment.

SCHOOL BUSES

Bus transportation is to be considered a privilege by students. Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for them to be issued a citation and possible suspension from bus riding privileges. Students residing within the Oakdale Heights School boundaries are provided bus transportation. Students residing outside the school boundaries must provide their own transportation. Students eligible to ride a school bus are not allowed to change their designated bus stop except in extreme emergencies.

VISITORS

Parents, visitors and volunteers are welcome to visit our classrooms once approved by our District Office. The forms are available in the office. **All visitors must first go to the office** before visiting. It is recommended that in order to save time, you arrange any visit ahead of time to avoid disrupting class activities. **Visitors must wear their visitor badges at all times** while on campus and check out of the office before they leave. Classrooms will not be interrupted to transfer phone calls from parents to students. Messages may be left on the teacher's voice mail.

We do not allow children from other attendance areas to visit our school. Pre-school children are not permitted to visit the school unless they are under the direct supervision of a parent. Parents may volunteer to chaperone classes on field trips but younger siblings may not attend the trip. Some of the reasons for this policy involve school responsibility, safety and respect for our general school operation. **Classroom/Field Trip Volunteers** must also complete a Volunteer Service Form prior to being in the classroom. These are available in the school office.

DISCIPLINE PRACTICES

The discipline policy of School is to encourage self-discipline and to promote self-esteem. In order to achieve this, students will follow the following expectations.

PBIS School Rules and Behavioral Expectations

Common Area	Be Safe	Be Respectful	Be Responsible
Passing Areas - halls, sidewalks	<ul style="list-style-type: none"> - Walk facing forward. - Allow others to pass. 	<ul style="list-style-type: none"> - Hold the door open for the person behind you. - Use quiet voices. 	<ul style="list-style-type: none"> - Stay on sidewalks.
Bathrooms	<ul style="list-style-type: none"> - Keep feet on floor. - Keep water in the sink. - Wash hands. - Put towels in garbage can. 	<ul style="list-style-type: none"> - Knock on stall door. - Give people privacy. - Use quiet voices. 	<ul style="list-style-type: none"> - Flush toilet after use. - Return to classroom promptly. - Use a bathroom pass.
Playground/Recess	<ul style="list-style-type: none"> - Walk to and from the playground. - Stay within boundaries. - Be aware of activities/games around you. - Keep hands, feet, and objects to yourself. - What is on the ground stays on the ground. - Get adult help for problems. - Freeze at bell 	<ul style="list-style-type: none"> - Play fairly - Include everyone. - Use polite words and actions. 	<ul style="list-style-type: none"> - Use bathroom during recess. - Get drinks during recess.
Library/Computer Lab	<ul style="list-style-type: none"> - Keep hands, feet objects to self. - Use all equipment and materials appropriately. - Use a quiet voice - Keep food inside the cafeteria. 	<ul style="list-style-type: none"> - Use polite words and actions - Wait for your turn. - Clean up after self. - Follow adult directions. 	<ul style="list-style-type: none"> - Follow school rules. - Remind others to follow school rules. - Take proper care of all personal belongings and school property - Be honest
Cafeteria	<ul style="list-style-type: none"> - Keep all food to self. - Sit with feet on floor, bottom on bench, and facing table. - Get adult help for accidents. 	<ul style="list-style-type: none"> - Allow anyone to sit next to you. - Use quiet voices 	<ul style="list-style-type: none"> - Use hall/bathroom pass for leaving the area.
Arrival and Dismissal Areas	<ul style="list-style-type: none"> - Use bike lane. - Use sidewalks and crosswalks. - Wait in designated areas. 	<ul style="list-style-type: none"> - Use polite words and actions. - Wait for your turn. - Clean up after self. - Follow adult directions. 	<ul style="list-style-type: none"> - Arrive on time. - Leave on time. - Get teacher permission to use the classroom phone.
Bus Area	<ul style="list-style-type: none"> - Walk to bus area, and use ramp. - Wait in designated areas. 	<ul style="list-style-type: none"> - Wait for your turn to board the bus. - Follow adult directions. 	<ul style="list-style-type: none"> - Take proper care of all personal belongings. - Stay in line.
Special Events and Assemblies	<ul style="list-style-type: none"> - Wait for arrival and dismissal signal. 	<ul style="list-style-type: none"> - Use audience manners. - Sit on bottom. 	<ul style="list-style-type: none"> - Follow school rules and remind others to follow them.

Consequences

Consequences of Positive Behavior

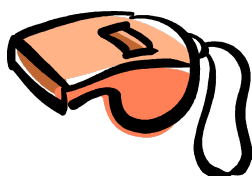
1. Verbal Praise
2. Eagle Tickets for the weekly drawing to use the Claw Machine
3. Additional Privileges
4. Rewards/Awards (Caught Being Good, etc.)
5. Positive Notes home
6. High Self-Esteem
7. Academic Success

Consequences of Negative Behavior

1. Verbal Warning/ Removal from area of problem
2. Reteaching of expectations
3. Communication home
4. Time Out/Bench
5. Restorative Practice activities
6. Behavior plan
7. Referral sent home/returned. If not returned, see #4.
8. Referral to the principal/conference with principal and parent.

Severe Clause: Fighting, or any other violation of Education Code 48900 or 48915 may be cause for immediate suspension.

In addition to the consequences above, Staff will also employ restorative practices when appropriate. Restorative practices help to resolve situations in a mutual manner for all parties involved.



Bullying Behavior

The Board of Education believes that all students have the right to a safe and healthy school environment. The Board is committed to providing an educational environment that promotes mutual respect, tolerance, and acceptance of all students. Consistent with this commitment, the District strictly prohibits acts of bullying behavior.

School behavior standards shall be coordinated District-wide, with particular attention to applying the standards for bullying behavior fairly and consistently among schools at the same grade level.

Definition of Bullying Behavior

Bullying behavior is the severe or repeated use by one or more students of unwanted and purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture that has the potential to create an intimidating, hostile, or offensive educational environment. The bullying behavior places the student in reasonable fear of harm, actual or perceived, to himself/herself or of damage to his/her property. The bullying behavior substantially interferes with or disrupts the educational process or the orderly operation of the school.

Types of Bullying Behavior

- Bullying behavior may include, but is not necessarily limited to the following:
- Teasing: Name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves.
- Exclusion: Starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends, including cyberbullying and texting.
- Damage to Personal Property: Stealing, deliberately breaking or destroying personal property.
- Physical Bullying: Pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space.
- Cyberbullying: Use of the Internet, cell phones or other electronic devices to threaten, intimidate, or otherwise harass another person.
- Harassment: Racial, ethnic, or sexual name-calling or other severe harassment.
- Severe Physical Bullying: Punching, kicking, and similar behavior that could result in injury to others. Such occurrences should be immediately reported to police.
- Threats of Serious Violence: Threats of using a weapon, or other conduct which should be immediately reported to the police.

Bullying behavior is prohibited while on school grounds; while going to or coming from school; during the lunch period whether on or off campus; during, or while going to or coming from, a school-sponsored activity; when it substantially interferes with or disrupts the educational process or the orderly operation of the school.

DISCIPLINE REFERRALS

Referrals are issued for a variety of discipline issues and infractions that violate school rules. The site administrator and staff will use discretion as needed. These slips require a parent signature and must be returned to school.

DANGEROUS OBJECTS

The Oroville City Elementary School District and Oakdale Heights School will not tolerate the possession of dangerous objects or weapons on school campuses. For the safety of students, parents, staff and community, the district has adopted a very strict policy to consider for expulsion, all students who possess a weapon on school grounds. Weapons include knives, guns, or other objects with sharp points and/or blades, which could be used to cause physical injury. Explosives are also considered weapons. Parents need to discuss this policy with their children since knives, especially pocketknives, are sometimes brought to school. The possession of a pocketknife may result in a student being expelled.

DRESS CODE

(District Board Policy #5016.4) Our school is a place where learning takes place, therefore, we believe it to be good practice to attend school properly dressed and groomed. We believe these rules will enhance the learning opportunities we provide for our children. All clothing shall be within the bounds of decency and good taste as appropriate for school.

- Shoes: tennis or other sport-type shoes are popular and appropriate for the type of activities the students participate in. Shoes with cleats are not allowed. All sandals must have a heel strap to ensure safety.
- Students wearing clothing, which depicts drugs, alcohol, or other inappropriate messages, will be asked to call home to ask for a change of clothing.
- Clothes must be the proper size, no baggy pants that sag below the waist. No undergarments may show. Shorts, skirts & skorts should be no shorter than mid-thigh length. (With arms at sides, measure to the tip of the middle finger 4-6 grades.)
- Dress shorts with hems are permitted. No cut-offs, swim trunks, gym shorts, skin-tight fitting pants unless covered by skirt or shorts.
- All top pieces must be solid material covering to the waist and armholes. No tube tops, or halter tops. Shirts must cover midriff even when arms are raised. All top pieces must have shoulder straps and armholes which fit so as to cover the body enough. Undergarment straps should not be exposed. Extra large basketball tank-tops require a shirt to be worn under them.
- No artificial nails, hoop earrings.
- Spray-on colored hair is not permitted at school.
- No Makeup

Students requiring assistance with the above-stated guidelines will be asked to call home for a change of clothing or sent home.

SEXUAL HARASSMENT OF STUDENTS

The issue of sexual harassment of students is of concern to our school the Board of Trustees of the Oroville City Elementary School District. The board has adopted Policy #5016.13, which addresses the problem of sexual harassment of students by other students or adults. Oakdale Heights School is committed to providing an educational environment that is free of harassment. Sexual harassment will not be tolerated. The site administration will investigate all complaints in a quick, confidential, and fair manner. Anyone who complains about sexual harassment will not be retaliated against.

RACIAL AND ETHNIC HARASSMENT OF STUDENTS

Our district maintains a strict policy prohibiting racial and ethnic harassment. The policy prohibits harassment in any form including verbal, physical threats and visual displays. Racial and/or ethnic harassment of or by any employee or agent of the district, any student, and/or parent and community member shall not be tolerated and may result in disciplinary action against the offender. Board Policy #5015.4 states that anyone who complains about racial and/or ethnic harassment will not be retaliated against for making such a complaint. Complaints will be handled as quickly, confidentially, and fairly as possible.

ACADEMIC INFORMATION

REPORT CARDS

Oakdale Heights is on a "trimester" grading system. Report cards go home three times a year. The first one goes home at the November parent conference date. Thereafter, report cards will be sent home the following Friday after the close of each trimester. Parents are encouraged to schedule an appointment to meet with the teachers to discuss their student's progress.

TEXTBOOKS

Textbooks are provided free on a loan basis. Students will be held responsible for their care. If a book is lost or unnecessarily damaged, it is the responsibility of the student's family to pay for the book.

HOMEWORK

Homework will be issued on a regular basis as per board policy #6011.16. Homework is given to:

- Practice things we learn, so we know them better.
- Do things not finished in the classroom.
- Help catch up on work missed while absent from school.
- Memorize things like poems, spelling, number facts, and multiplication tables.
- Assist in reading for information, research, and writing stories and reports.

If you know your child will be out ill for more than a day, you can call the school before 10:00 a.m. and we will try to have your child's homework ready for you to pick up by 3:00 p.m. in the office.

SUGGESTIONS FOR STUDYING

Homework helpers are good, but remember, helpers can show you how, they listen to you read, help with hard words, but you do the work yourself! If it is done FOR you, YOU are cheated of the learning experience.

- Have a good light.
- Have the right equipment, (i.e., pencils, paper and books).
- Set aside a regular period for studying and/or reading each day.
- Encourage and help your child's uses of libraries.
- Frequently look through your child's work and require corrections when needed. Compliment good work.
- Become involved in your child's education. Know what and how they are doing.
- Read to your child and listen to them read to you.
- Encourage reading for interest in captions from newspaper, sports and magazines.
- Help apply the importance of reading to everyday life (reading the paper, recipes).
- Make up story problems out of everyday living situations whenever possible.
- Support your child's efforts to express in writing what they have to say verbally.
- Reinforce the idea that learning never ends. Help set a good foundation for their future.

EMERGENCY PROCEDURES

INJURY OR ILLNESS

When children are seriously injured, or become sick at school, the following applies:

- The parent is notified by telephone. Be sure your current phone number and that of a friend or relative is provided on the pupil enrollment form.
- If the child is in need of emergency medical attention, and the parent or persons designated by the parent cannot be contacted, the school nurse or school principal will take the child to the emergency room at Oroville Hospital. Medical expenses are the parents' responsibility.
- When a family emergency calls for taking a child from school, the parent must report to the office first and the student will be called from their classroom. ALL VISITORS must first report in at the office.

EVACUATION PROCEDURES

In an emergency (severe storms, power outages, or earthquakes) Oakdale Heights School may close, delay opening and/or limit bus service. School closures will be announced over local television and radio stations. Be sure any changes in your family address and emergency phone numbers are kept current in the office.

In the event of an emergency students and staff will proceed through the upper playground and onto the grass field.

An evacuation drill is practiced every month. Teachers are responsible for the supervision of students in their charge at all times. At the same time, a “duck and cover” disaster drill is practiced. Periodic weapons/intruder drills are practiced. Monthly meetings of the school safety committee are held that involves: playground and fire extinguisher inspections, evacuation drills, and safety issues.

HEALTH TOPICS

ATTENDANCE

Our schools are funded by the actual attendance of students. When your child is out for any reason, our schools do not get the needed funding from the state to help your child learn. Please ensure that your child attends school daily to maximize their learning. An important item about self-worth is to always be at our place of work and play on time and not be absent unless we are sick or have serious problems. Consistent attendance is a must if educational goals are to be reached. We encourage daily attendance for all children. If students are found to be habitually absent they will be referred to the Student Attendance Review Board (SARB) as per policy #5010.

If children have a fever or are vomiting, or if they are in the contagious stage of an illness, they should stay home. Otherwise, they can be in school. If in doubt, call your pediatrician. It is our goal for children to be in school 100% of the time.

All absences are designated as unexcused as per State Department of Education. Although this is the rule, notes for illness and/or doctor’s appointments are important to help understand your child’s attendance. Please send a note explaining the absence or call the school office.

SHORT TERM INDEPENDENT STUDY FOR TRAVEL PROGRAM

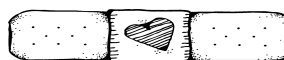
If you are going on an extended trip (a minimum of five days), please contact the school at least one week in advance and make alternate arrangements for your child’s learning. Please call our office to inquire about our Short Term Independent Study Program.

TARDIES

Students arriving late must report to the office before going to class. Any tardy over 30 minutes without a valid written medical or legal excuse is equal to an absence for truancy purposes. A student is not considered tardy if a student rides a “late bus” or is tardy due to bus transportation issues,



HEALTH SUPPORT



A Health Aide is present at Oakdale Heights Monday – Friday 8:00a.m–9:00a.m and 11:00a.m – 1:00p.m. First aid is given to injured students as needed. Parents will be notified as soon as possible if students need further attention. We do not remove slivers or give medical treatment, that should be given at home or at a doctor's office. When emergencies do occur, an attempt to contact the parents will be made and injured students will be taken to the E.R. by ambulance, if necessary, at parents' expense.

PRESCRIBED MEDICATION FOR PUPILS

Medicine prescribed by your doctor that is to be taken at school must be taken to the office and left in the care of the secretary. The pupil's name and dosage instructions must be on the container. A medical authorization form must also be signed by the physician and parent then placed on file in the school office.

All medications brought to the school must be brought by an adult. Students are not allowed to carry medication to or from school. All medications must be brought in the original container, even if it is an over the counter medication.

Pursuant to Education Code, Section #49423, any pupil who is required to take medicine prescribed for him/her by a physician during the regular school day may be assisted by the school nurse or other designated school personnel if the school district receives:

- written statement from physician detailing the method, amount, and time schedules by which medication is to be taken.
- written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physician's statement.

MEDICATION WILL NOT BE ADMINISTERED WITHOUT THE REQUIRED SIGNED FORMS ON FILE.

SPECIAL MEALS

If your child has any food allergies, a "Special Meals and/or Accommodations" form must be filled out and returned to the school Health Aide, where it will be forwarded to our district nurse, kitchen staff and your child's teacher.

HEAD LICE

Once a student is discovered to have head lice or nits, the school office will attempt to send the child home immediately with information on treating the lice. If they are unable to contact the home, the child will remain in the office for the remainder of the day. The "Head Lice Information on Prevention" book and the exclusion letter shall be given to the parents of all identified cases. To re-enter school, the child must be accompanied by a parent and examined to verify that no live lice and/or nits are still present (Board Policy #5013-9). If head lice persist, the family will be referred to the district lice-support team.

SPECIAL PROGRAMS AND OTHER INFORMATION

PARENTS AND TEACHERS ORGANIZATION

Parent support is very important to the successful operation of a school. The purpose of the parent club is to support the school in all phases: curriculum, academic and physical needs through fundraising and volunteer help. Any parent who is interested is encouraged to join. All we ask is for your love of children, interest in the school and willingness to help where able.

Parent Club meetings are held regularly and posted in the school newsletter and on our website. All parents are welcome and urged to attend. Getting involved is getting to know your school!

SCHOOL SITE COUNCIL

Our schools' categorically funded programs fall into a program known as School Base Coordinated Program (SBCP). Through SBCP, Oakdale Heights School receives State and Federal funding for areas to improve schools. These categories include: Title I, Title 3, Title 5, EIA/LEP (Bilingual) & SIP (School Improvement Program). The SSC oversees the operation of these programs and their successful implementation. Under this plan, the school is governed by a School Site Council (SSC) consisting of four parents, and three teachers, a classified representative, and the principal. This committee is made up of elected members and meets seven times throughout the year.

STUDENT COUNCIL

Our school has an active student council. The students are selected to serve on the council which is led by a teacher advisor. Students learn about leadership, cooperation and fiscal management throughout their participation. From time to time the student council sponsors special activity days and the students are encouraged to participate and enjoy the day. They also have fundraising events to support special projects at the school.

SPORTS

Oakdale Heights After School Program participates in a variety of after school sports programs for students in cooperation with the Recreation Department. Transportation is the responsibility of each parent. The sports typically offered are: football, basketball, and volleyball. Students must be in good academic standing to participate.

TOYS

Student owned toys or other personal items can be a problem at school by creating disagreements, losses, damages and distractions from learning. Unless asked for by your child's teacher, students are not to bring toys, balls, bats, electronics (mp3 players gameboys), etc. from home. SKATEBOARDS, SKATES and HEELYS roller shoes are definitely not allowed at school.

CELL PHONES

Students are not to have electronics at school. Cell phones are allowed, but must be off during school time 8:19a.m.-2:30 p.m. However, it is recommended that they remain at home. Confiscated cell phones will be brought to the office for students or parents to pick up at the end of the day.

AFTER SCHOOL PROGRAM

The After School Program is run by Butte County Office of Education, BCOE. This is an on-site program after school and offers a wide variety of academic and enrichment classes for students grades K – 6 on a first come first serve basis. After school classes are Monday – Friday from 2:35 pm – 5:30 pm. Permission slips are available through your child's teacher, in the office and in the designated After School Program area in the cafeteria. For more information contact the After School Program Coordinator at 532-3004 ext. 225.

SAFETY

Oakdale Heights has monthly practice fire drills and lock-down drills to give students an opportunity to know what to do in an emergency.

RETENTION POLICY AND PROCEDURES

Students in grades 2,3 and 4 may be retained if they do not meet the State standards in certain academic areas and are identified as being "At Risk" of being retained. Students in grades 2 and 3 can be recommended for retention if they do not show their grade level proficiency in Reading. Students in grades 4 may be retained if they do not show proficiency in reading, language arts or mathematics. A student Retention form will be filed on all students not meeting proficiency. Teachers will make the decision as to the appropriateness of the retention based on your child's performance in the specific academic areas. Parents will be notified in all cases and circumstances. Students may be retained in all other grades (K,1,5) due to lack of performance at the discretion of parent and teacher collaboration. Policy: 5011.3

PROMOTION POLICY

All students shall progress through the school system's grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. Students meeting the State standards will be promoted to the next grade. It is the district policy that all students meeting or passing a certain level of performance be moved on in grade. A double promotion can be considered via a Student Study Team when very high academic achievement is evident. The site principal may make this recommendation. Policy: 5011.3

HELPFUL PHONE NUMBERS

Oakdale Heights School	532-3004 fax 532-3044
Oroville City Elementary School District	532-3000
Central Middle School	532-3002
Ishi Hills Middle School	532-3078
Stanford Avenue School	532-3006
Ophir School	532-3005
Sierra Del Oro School	532-5690
Wyandotte Academy	532-3007
Bus Garage	538-2300 ext 1109
Police Department – Business	538-2448
Fire Department – Business	538-2480
Oroville Hospital	533-8500

DEFINITIONS/TERMS

- SBAC** **California’s Smarter Balanced Assessment Consortium.** A standardized test consortium. It creates Common Core State Standards-aligned tests (adaptive online exams) to be used in several states. It uses automated essay scoring.
- RSP** **Resource Specialist Program** is a specially designed program for qualifying students to receive extra help on specific skills through special education.
- SARB** **Student Attendance Review Board** is a board of educators and county personnel who oversee student attendance to ensure students are in regular attendance.
- SBCP** **School Based Coordinated Program.** This program is designed to coordinate all of the school’s categorically funded programs.
- SDC** **Special Day Class.** This a special education program designed for students requiring a modified educational environment.
- SSC** **School Site Council.** This is a committee consisting of parents and staff members to oversee the operation of the school’s

categorical programs.

- SST** **Student Study Team.** This team is comprised of staff members and parents to look at ways to help students experiencing difficulty in school and propose ideas to assist them.
- IEP** **Individual Educational Plan.** This is a plan required for all special education students that outlines specific goals and objectives for meeting their educational needs.
- EL** **English Learner.** This identifies those students who are learning English as a second language.
- PBIS** **Positive Behavior Intervention System.** This is a behavioral system focused on teaching positive behavior expectations, and rewarding displays of positive behavior
- MTSS** **Multi Tiered Systems Of Support.** A system of interventions for Academics, Behaviors, or Social Emotional support that uses a tiered system to meet the needs of students where they are.



Be Respectful, Be Responsible, Be Safe

Oakdale Heights PBIS Procedures

About us

Oakdale Heights is a PBIS (Positive Behavioral Interventions and Support) school. This is a tiered system of support that has a focus of teaching expected expectations to all students and recognizes students who exhibit positive behaviors. At Oakdale Heights we believe in helping students to learn and exhibit positive behaviors in the least punitive process possible. It is our goal to create a positive learning environment for all students.

Overview of Oakdale Heights

PBIS

There are four distinct areas of focus for our PBIS implementation. These are the 4 core practices for Tier 1 PBIS Practices. 1. Teaching school-wide expectations, 2. Acknowledging appropriate behavior, 3. Correcting errors, 4. Requesting assistance.

Teaching school-wide expectations

- A. PBIS Rodeo; during the first two weeks of students being on campus, classes will participate in a school-wide expectation rodeo. Classes will rotate through common areas of the school, and receive an overview of expectations for that area.
- B. Biweekly lessons; biweekly classes will participate in an in depth lesson focused on one of the major Common areas of the school.
- C. Classroom Expectations; teachers work with students to develop a shared list of class expectations. When students participate in the process they take ownership of the results.
- D. Reteaching area expectations; as the year progresses, the PBIS Tier 1 Team will review the data to determine when area expectations may need to be retaught based on increased behaviors in that area.

Acknowledging appropriate behavior

- A. Students receive “Eagle Tickets” when they are caught displaying positive behaviors. They are explicitly told exactly what they did to receive the tickets.
- B. Tickets go in to a weekly drawing for a chance to win a prize or use the claw machine.
- C. Postcards home: teachers send home 10 postcards a month to notify the family that the student has displayed positive behaviors at school. Again, the reason for receiving the card is explicitly written out on the card.

Correcting Errors

- A. Reteaching; Students who display behaviors counter to the expectations for a given area are first reminded of the acceptable expectations.
- B. Students who continue to repeatedly display behaviors counter to acceptable and encouraged expectations, may be asked to fill out a behavior reflection form.
- C. Teachers should reference PBISWORLD.com for researched based interventions based on displayed unwanted behaviors.
- D. Teachers will fill out the behavior referral form for the purpose of tracking behaviors, areas of concern, times of negative behaviors, days of the week negative behaviors occur, ect...

Requesting assistance

- A. For immediate help send the student to see the counselor, or principal if available with a referral form.
- B. Request an SST, please follow the SST referral process
- C. For a student with repeated behaviors even after Tier 1 interventions have taken place, fill out the Tier 2 request form and submit it to the Tier 2 team for review.

Oakdale Heights Elementary School **School-Parent Compact**

Oakdale Heights Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards. Our overall goals in this partnership will be to create an environment where all students can feel safe and secure while learning the skills they need to reach or exceed grade level standards in English-Language Arts and Math.

The staff of Oakdale Heights Elementary School pledges to:

- * Provide high-quality instruction and curriculum by implementing board adopted materials with thoughtful preparation and fidelity so that students can attain the knowledge needed to meet the high standards of the state of California.
- * Ensure a safe and nurturing environment where expectations are clear, concise, and consistent. Staff will work with students and parents to create a common language and understanding of how best to keep all students, staff and visitors safe while on the Oakdale Heights campus.
- * Hold parent teacher conferences annually to discuss the responsibilities of this compact and individual student progress. Conferences will be scheduled for all families in the fall of each year and by teacher or parent request at any time throughout the year.

- * Provide frequent progress reports to parents including both formal and informal assessment results, behaviors that may be affecting learning, and successes where students for which students will be honored. A formal report card will be provided to parents on a trimester basis.
- * Be available to meet with families on an as needed basis through the use of direct communication and visits, email, voice mail and phone calls, and formal conference times. Staff members will also be actively involved in special meetings such as SST (Student Study Teams), IEP meetings, and 504 meetings.
- * Provide opportunities for parents and families to participate in class and school activities by asking for classroom volunteers, inviting parents to do classroom observations, engaging parents as chaperones on field trips, and welcoming parents to participate in special student and school recognition events throughout the year.

The parents and families of Oakdale Heights Elementary School pledge to:

- * Inform the teacher and staff if my child has any additional needs in learning and behavior and support their efforts in working to meet those special needs.
- * Use reading and math materials sent home by the school to assist my child in reaching the standards
- * Ensure that my child is in attendance at school on time each day and that any disruption in attendance is communicated clearly with the school so that alternate arrangements can be made to continue meeting the student's educational needs.
- * Participate whenever possible in school activities and volunteer opportunities to demonstrate the importance of a quality education and the partnership between family and home, such as awards assemblies, parent-teacher conferences, school and district level committees, school board meetings, and school celebrations.
- * Promote positive extracurricular time outside of school to help develop social and behavioral skills that will benefit the student's learning when at school. These opportunities may include participation in the after-school program, athletic activities, and limiting television and video game time at night to less than an hour.
- * Stay informed about my child's education by communicating frequently with school staff, responding promptly to all notices from the school regarding curriculum or behavior, and to contact staff whenever I have questions about or contributions to the success of my child's educational progress.

The students of Oakdale Heights Elementary School pledge to:

- * Ask for help whenever I need it from my teacher or from an adult at home.
- * Practice my school work at home by finishing and returning all homework and reading every day.
- * Follow school and classroom expectations so that all students can learn in a safe and respectful environment.
- * Give to my family any information that my teacher asks me to take home to them.
- * Eat healthy meals and get my rest each night so that I can be the very best learner while I'm at school.
- * Always do my very best with my school work and my behavior so that I can learn and grow to be an awesome adult.