



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 parent.

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.

Be sure that your child knows:

- * After school transportation and child care arrangements.
- * Office/custodial 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.

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. The Responsive Classroom (RC) is a research based approach to teaching and learning that promotes safe, challenging, and joyful classrooms and schools. RC consists of practical strategies and respectful language for bringing together social and academic learning. RC is a philosophy that encourages the empowerment of children as individuals, as a classroom family, and ultimately as a school community.

The Responsive Classroom 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.

Highland Oaks School values the three-way partnership of the parent-student-teacher as an integral part of our school community in support of student academic and social growth. With that, each member of the triad pledges their responsibility in support of student success in the Three Way Educational Compact that follows in this handbook.

THREE WAY EDUCATIONAL COMPACT

Philosophy of Expected Student Behaviors Statement

Highland Oaks School is committed to consistently creating a safe, challenging, and joyful learning environment where all individuals are treated respectfully and are valued members of the school community. The philosophy of expected behaviors and discipline is to promote self-respect, self-discipline, caring for others, problem-solving, and responsibility in a fair and equitable manner. The parent-teacher-student partnership is an integral component of our school community in support of student academic and social growth.

THE PARENT PLEDGE:

We understand that education is important. Therefore, we will treat each other with respect and agree to carry out the following responsibilities:

I will be responsible for preparing my child to be successful at school by:

- sending my child to school well-rested, fed, and on time with the appropriate materials.
- supporting and discussing the school's student behavioral expectations and discipline plan.
- monitoring that my child takes responsibility for homework and has a quiet place to work.
- reviewing, signing, and returning all school communications and student work sent home.
- instilling a positive attitude toward learning by supporting school events such as Back-to-School Night, Open House, and Student-Led Conferences.
- communicating significant outside events that may impact my child's learning or attendance.

Parent's Signature: _____

Date: _____

THE STUDENT PLEDGE:

We understand that education is important. Therefore, we will treat each other with respect and agree to carry out the following responsibilities:

I will be responsible for my success at school by:

- arriving at school rested and prepared to learn with an "I can do it" attitude.
- being respectful of myself, other students, my teachers, the principal, my school and my community.
- striving to complete class work on time.
- reading (as assigned by my teacher).
- taking responsibility for bringing my completed homework when it is due.
- sharing new ideas and what I have learned with my family.

Student's Signature: _____

Date: _____

THE TEACHER PLEDGE:

We understand that education is important. Therefore, we will treat each other with respect and agree to carry out the following responsibilities.

I will be responsible for supporting student success at school by:

- modeling a positive attitude towards learning that supports positive social behaviors and responsibilities.
- providing a safe and nurturing learning environment.
- striving to meet and being sensitive to the individual, academic, and social needs of each student.
- helping students develop goals and communicating with them about their progress toward meeting those goals.
- providing challenging educational experiences that meet District standards.
- assigning homework that is relevant, reinforces classroom instruction, and meets District policy.
- communicating with parents as needed and during Student-Led Conferences about their child's academic and social progress.

Teacher's Signature: _____

Date: _____

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. Students will be wearing a necklace which contains their red disaster card. Using these red emergency forms (updated by parents/guardians at the beginning of each school year), staff will note who is taking a student 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. It is recommended that anyone coming to pick up a student during an emergency have his/her Driver's License or other ID available for identification.

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, radios, CDs, DVDs, CD and tape players, video games, or any toy resembling or authentically a weapon of any sort.

Electronic Devices

Cell phones and any other electronic device must be turned off during class time. If these items create a disturbance in class, or cause a disruption in learning, they may be confiscated. Confiscated items will be turned in to the Principal's office, and will need to be picked up by the owner's legal parent or guardian. Electronic devices at school are the sole responsibility of the owner and are brought to school at the student's own risk. School resources will not be used to investigate stolen or lost electronic devices. Students are encouraged to leave electronic devices at home.

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 1 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 so that students know who is picking them up and at what location each day.

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 upper sidewalk area near rooms 31 and 32 on the northeast end of campus
- 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.
2. Bike riders must walk their bikes on Virginia Drive between Santa Anita Ave. and Highland Oaks Ave.
3. Bikes must be locked in the bike compound.
4. Bike riders may not arrive at school before 8:15am.
5. 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 8:05am 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, 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 8:10am and 8:30am and between 2:35pm and 2:45pm 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 until 2:50pm. Drivers are

requested to not park on Virginia Dr. west of the driveway during drop off and pick up times.

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 SPACE THAT IS MARKED RED.** Also, **DO NOT** park and leave your car in the yellow loading zones or in the drive through. Staff parking spaces are reserved for teachers and employees of the school on school days.
- ◆ 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 patrol 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 south side 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.
- ◆ Be aware that the time for the afternoon kindergarten pick up is 2:25pm. **WHENEVER POSSIBLE, PARENTS OF GRADES 1 THROUGH 5 SHOULD WAIT UNTIL AFTER 2:25pm TO LINE UP FOR PICK-UP.**
- ◆ **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. Just a little extra care and cooperation will keep our children safe. THANK YOU!**

HOMEWORK POLICY

Homework is an important part of the instructional program and is a valuable tool to support students' efforts to master grade level content standards. Homework 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

Students will be expected to spend approximately 10 minutes in total, per grade level, on homework, four days a week. For example, Kindergarten and grade 1 ten minutes, grade 2 twenty minutes, grade 3 thirty minutes, etc. Kindergarten homework assignments will be designed to stimulate students to talk often with their parents/guardians, to develop good study habits and the beginnings of independence. Parents/guardians are encouraged to read to their children on a regular basis, in addition to assigned homework.

Home Reading

Independent reading is valued as a life-long habit and is encouraged at all grade levels. This reading is considered an addition to assigned homework. Students who **read at least twenty minutes per night** at the elementary level will meet the Language Arts standards for independent reading. Although independent reading is based on the student's interests, students are encouraged to read a variety of age and grade level appropriate materials. Students may be assigned specific reading tasks for book reports, research, or other content-related assignments. This assigned reading is considered as part of the homework time guidelines for each grade level.

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. Parents/guardians are encouraged to read to their children on a regular basis, in addition to assigned homework.

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 class work and homework will be labeled to make parents aware of the difference in the assignments.

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 titles and resource materials for all grade levels to view through our automated bar coded card catalogue. Students may visit the library/media center when open (check with school office for hours) or with their class under their teacher's guidance. This facility has student computers for children to use in their quest for information as our library is a true research facility. During media center visits, students may take Accelerated Reader Comprehension tests. Our library/media center is currently managed by two part-time staff members, and supported by a dedicated team of caring volunteers. Parents are encouraged to volunteer in the library/media center to allow this important program to continue at Highland Oaks. Volunteers also will open the library for one hour after school two days each week for book check-out, research and homework. No Accelerated Reader test may be taken at this time.

ACADEMIC ENRICHMENT

Literature Enrichment Program

The Literature Enrichment Program offers Highland Oaks young scholars 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 Lunchtime Battle of the Books for grades 2-5 in which teams of students compete on knowledge of pre-selected literature.

Technology

Highland Oaks School implements a Technology Plan to provide equity and access to technology in each classroom and to ensure that each student has fundamental understandings of the use and application of technology for learning. Students interact with technology for research, writing, and crafting presentations of learning. As renovation of the school is completed, each classroom will be and is equipped with several computer workstations for students, laser printer, digital projector, interactive white board, document presenter/camera, laptop computer, surround sound speaker system, and DVD players.

Math Masters Program

Students in grades 1-3 are challenged to improve their math skills by participating in the Math Masters Program. At frequent intervals, students are time-tested on addition, subtraction, multiplication and division math facts according to their grade level. When students pass consecutive timed tests for their grade level they are awarded a Math Master Certificate from the Principal.

Accelerated Reader Program

The Accelerated Reader Program (AR) gives students the opportunity to read books

from the Accelerated Reader list, and then to take computerized comprehension tests. The Accelerated Reader list is available on the district or school website. AR tests may be taken by students during the weekly media center visit, at HOPTSA-sponsored Family Reading Nights, or in the classroom when time permits. All students able to read both the book and the test independently are able to participate in this program. Students accumulate points based on the difficulty of the book by passing a comprehension test.

STUDENT ASSESSMENT

Trimester Conferencing Program

Our site has adopted a trimester timeline of Student-Led Conferencing, involving both child and parents in the evaluation process. Student-Led Conferences will be held early in the fall and will be optional in early spring. Research confirms that parent and student involvement in this process motivates students and has a positive impact on their achievement. The level of communication within the school community is definitely enhanced as a result of this format.

The five goals we hope to accomplish as a result of conferencing are:

1. To establish a lasting partnership between student, parent and teacher.
2. To provide students with an opportunity to demonstrate their understandings and progress.
3. To increase student involvement in and responsibility for his/her own learning.
4. To offer an analysis of each child's work while informing and involving the parent in the child's progress.
5. To set goals and problem solve together.

Report Cards

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

District-Wide Testing

Each year, in the fall and the spring, a math assessment is administered in grades 2 through 5. In addition, each trimester, Grades K-5 partake in a district writing assessment. The District uses these results along with Statewide Testing (grades 2-5) to measure progress of students toward state and district-wide standards.

State-Wide Testing

Annually in late April or early May, grades 3 through 5 are administered a statewide test.

SPECIAL PROGRAMS AND SERVICES

Resource Program

Students who "learn differently", 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.

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 Learners Program

Highland Oaks School offers an English Language Learners (ELL) 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 ELL 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

Fourth and fifth grade students are eligible to be elected as Student Council Officers. Candidates for office learn how to "campaign" with an election poster and craft and deliver a speech to their peers. 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. A staff member serves as a faculty advisor. The Council meets every other week before school.

Safety Patrol

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

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.

Performing Arts

The Performing Arts Program meets with each grade level once a week. Students are engaged in active learning including music appreciation, multi-cultural music experience, musical note reading, rhythm activities and instruments, drama, song and dance. Three teachers teach the classes. Three performances are featured for the Highland Oaks community during the year. This program is funded through the Designing Dads non-profit organization with 100% support of Highland Oaks families.

Character Traits Flagpole Ceremony

At Highland Oaks School we not only pride ourselves on educating young scholars in reading, writing and mathematics, but also in developing well-rounded young people who mature to serve their community well. Students who exemplify the six character traits throughout the year are recognized in various special ways. It is a well-deserved honor that each student has earned and is recognized at a special flagpole ceremony.

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 in the Multipurpose Room. Menus for school lunches are sent home each month to help students plan whether to buy or bring lunches to school. Lunch is \$3.75 per day and breakfast is provided for \$2.00 per day. Students should either bring a lunch from home or buy a school lunch. Lunches from fast food restaurants are not to be delivered to students directly or left in the school office for students to pick up. 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 (\$3.75) to a month, even a year. Money in the students account at the end of the school year will be carried over to the next school year.

Students Without Lunches

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

* Parents are **not** allowed to take forgotten items, including lunches, to the student's classroom.

* Parents are also asked **not** to send or deliver 'fast food' lunches to school. Please read the Arcadia Unified School District "Healthy Lunch Guidelines" that follows. Free or reduced cost lunch is provided for children of qualifying families. Applications are available in the office.

Cafeteria Expectations of Behavior

The young scholars 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 PTSA and the Arcadia Unified School District has adopted the following guidelines for grades kindergarten 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.

Guidelines: For these reasons AUSD PTA and administration have committed to work together to promote healthier food choices at school. Whether a child purchases a meal at school or brings one from home, the PTSA and AUSD wish to promote 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 periods. A variety of activities are available for all students through the use of playground apparatus and athletic equipment and *Rockin' Recess* during the first to third grade morning recess organized by PTSA volunteers. Highland Oaks students are respectful and kind to each other in the classroom and on the playground; they display good sportsmanship and problem solve together. Students participate in a Playground Summit to review and agree on playground rules and expectations.

AFTER SCHOOL RECREATION AND PARTIES

After School - Recreation

The Arcadia City Recreation Department provides a program of activities on our playground from early October through early May. Opportunities to participate in flag football, basketball, track and field and cheerleading are available. Most activities accommodate the abilities and interests for students in grades 4 and 5. There is no Recreation on minimum days or rainy days.

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.

Classroom Parties

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. **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, or all girls, or all boys 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.

EXTENDED DAY CARE/YOUTH HUT

Our District's Day Care Program, housed in our youth hut at the eastern end of the campus, provides a safe and nurturing environment, which extends the school day for children. Students 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 (626) 821-6348 or (626) 821-6349.

BACK TO SCHOOL NIGHT & OPEN HOUSE

On Thursday, August 28, a “parents only” night is scheduled for parents to meet with teachers and staff. Information is disseminated on class schedules, standards-based curriculum, PTSA activities and volunteer opportunities. General concerns are addressed. Specific issues concerning students should not be addressed at this time. A parent/teacher conference should be scheduled to address specific issues.

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

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 2:40pm.

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. A ballot is then formulated using all names placed in nomination and sent home to all parents. Terms of office are for two years.