

Oak Hollow Elementary



Parent/Guardian Handbook

2019 - 2020

884 E. 14400 S.

Draper, Utah 84020

801-826-8875

<https://oakhollow.canyonsdistrict.org/>

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Oak Hollow Eagles SOAR!

Welcome Letter

Dear Parents/Guardians,

I would like to welcome each of you to the start of a wonderful year at Oak Hollow Elementary! I am incredibly excited to begin another year here. I look forward to working together to provide the best learning environment and education for your child(ren).

In this handbook, you receive a lot of information critical to creating a positive school environment. Please take the time to review the information carefully. As you read, if there is anything you would like clarification on or have questions about, please call, email, or stop by the school.

Finally, I encourage you to spend time familiarizing yourself with the school website: <http://oakhollow.canyonsdistrict.org> and the information you can find there including electronic copies of all of the materials found in this handbook.

Thank you again for making Oak Hollow a place to SOAR!

Sincerely,

Mrs. Mootz

Principal, Oak Hollow Elementary

Julie.mootz@canyonsdistrict.org



Daily Schedules

OAK HOLLOW ELEMENTARY

14400 SOUTH 884 EAST

DRAPER, UT 84020

Phone: 801-826-8875 Attendance Line: 801-826-8888

Fax: 801-826-8876

TIME SCHEDULE

First Bell 8:55 a.m. Dismissal M-TH 3:35 p.m.
Tardy Bell 9:00 a.m. **Friday (Early Out Days) 1:55 p.m.**

RECESS

AM Kinder 10:30-10:45 (No Thursday) 1st Grade 2:00-2:15
2nd Grade 2:30-2:45 3rd Grade 2:30-2:45
4th Grade 10:45-11:00 5th Grade 2:15-2:30
PM Kinder 2:15-2:30 (No Thursday)

EARLY OUT RECESS

1st Grade 11:00-11:15 2nd Grade 10:30-10:45
3rd Grade 10:15-10:30 4th Grade 10:45-11:00
Kinder (Not on Fridays) 5th Grade 10:30-10:45

LUNCHESES

1st Grade 12:00-12:40
2nd Grade 12:30-1:10
3rd Grade 12:45-1:25
4th Grade 1:00-1:40
5th Grade 12:15-12:55

AM KINDERGARTEN

9:00-11:40

(Early Out) 9:00-11:00

PM KINDERGARTEN

12:55-3:35

(Early Out) 11:55-1:55

OUTSIDE SUPERVISION:

Monday - Thursday AM: 8:40-8:55am

12:40-12:55pm (pm kinder)

PM: 3:35- 3:50pm

Friday AM: 8:40-8:55am

11:35- 11:55am (pm kinder)

PM: 1:55-2:10

Families are asked to pick up their students no more than 15 minutes after our dismissal which is 3:35 pm Mon - Thurs. and 1:55 pm on Friday. While we understand that issues arise, it becomes problematic for the staff when students are not picked up on time. Students who have not been picked up 15 minutes after school has been dismissed will come inside the building as supervision ends at that time.

Parents/guardians are asked to park cars and pick up students from inside the building

Oak Hollow Continuous School Improvement Goals

All students will graduate from Canyons School District college, career and citizenship ready.

2019 - 2020

English Language Arts:

Kindergarten: By spring of 2020 96% of Kindergarten students will have at least 28 correct letter sounds as measured by Acadience Nonsense Word Fluency (NWF)

First grade: By Spring 2020, 85% of first grade students will score on or above benchmark on the Acadience Reading Composite End of Year assessment.

Second grade: By Spring 2020, 85% of second grade students will score on or above benchmark on the Acadience Reading Composite End of Year assessment.

Third grade: By Spring 2020, 88% of third grade students will score on or above benchmark on Acadience Reading Composite End of Year assessment

Fourth grade: By Spring 2020, 80% of fourth grade students will achieve above basic proficiency on the Reading Inventory assessment.

Fifth grade: By Spring 2020, all fifth-grade students will show a 115-point increase on the Reading Inventory assessment from fall to spring.

Science:

Fourth grade: By Spring 2020, 66% of fourth grade students will show mastery of the Utah Science standards by scoring a 3 or 4 on the RISE summative assessment.

Fifth grade: By Spring 2020, 69% of fifth graders will show mastery of Utah Science standards by scoring a 3 or 4 on the RISE summative assessment.

School climate goal:

By Spring 2020, 80% of teachers will provide positive to corrective feedback at a ratio greater than 2:1 per observation in all instructional settings.

Oak Hollow Behavior Expectations

Schoolwide Positive Behavior Interventions and Supports (SWPBIS) is an approach to teaching and supporting positive behaviors. This schoolwide approach focuses on building a safe and positive environment in which students can learn. SWPBIS improves social, emotional and academic outcomes for all students, including students with disabilities and students from underrepresented groups. Research has found that teaching behavioral expectations and rewarding students for following them is a positive, proactive approach and more effective than waiting for the behavior to occur.

SWPBIS focuses on preventative measures for students to be successful. In a SWPBIS school there are 3-5 explicit expectations, those expectations are taught in the area, the expectations are reinforced at all levels and finally when mistakes occur, the expectations are retaught.

Oak Hollow Expectations:

S: safe inside and out

O: on time on task

A: accept responsibility

R: respect self, others and property



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Oak Hollow Elementary Student Behavior Expectations

	Office	Hallways	Lunchrooms	Restrooms	Assemblies	Arrival & Dismissal	Playground
S Safe inside and out	- Keep hands, feet & objects to self. - Walk.	- Walk on the right side. - Face forward. - Look ahead.	- Walk. - Sit on your pockets. - Sit at your assigned table.	- Use soap and water for washing hands. Voices off	- Walk in line order.	- Stay off the concrete walls, rocks & posts. -Use sidewalks & crosswalks	- Stay in your recess area. - No tackling. - Use Ro-Sham-Bo
O On time, on task	- Be in the proper place. - Wait your turn. - Have an office pass.	- Stay in line. - Be in the proper place at the proper time.	- Enter/exit quietly & promptly at assigned doors. - Follow appropriate rules.	- Return quickly & quietly to class. - Use the bathroom at your scheduled time.	- Sit quietly on pockets - Listen with eyes forward.	- Line up when the bell rings. - Enter and exit through your grade level doors. - Go straight to your class. -Be on time.	- Line up when the bell rings. - Lines should be straight and voices off.
A Accept responsibility	- Be honest. - Follow directions the first time.	- Take care of yourself. - Don't stop at the bulletin boards in the hall.	- Use quiet voices. - Throw away all the trash. - Touch and eat only your food. - Use a hall pass if needed.	- Flush the toilet after use. - Put paper towels in garbage. - Report spills and messes to your teacher.	- Keep all personal items in the classroom. - Raise your hand if you have a question.	-Walk your wheels. - Stay on the sidewalks and crosswalks behind the yellow line.	- Use a pass when entering the building. - Bring in what you take out. - Hold equipment in line.
R Respect self, others, property	- Use kind words & actions. - Use an inside voice.	- Keep hands and feet to yourself. - Keep your voices off. - Don't touch the walls.	- Say: "Excuse me", "Please", and "Thank You". - Be helpful to others.	- Respect people's privacy. - Wait your turn. - Use toilets & sinks neatly.	- Keep hands & feet to self. - Clap when your teacher claps. - Voices off.	- Keep your body and backpacks to yourself. - Be kind and helpful to others.	- Take turns, play fairly, & include all. - Keep food inside. - Leave the rocks alone.

Classroom Expectations

Classroom rules varies among teachers, but all classroom rules are tied explicitly to the four main expectations of the school.

Safe, Inside and Out

On Time and On Task

Accept Responsibility

Respect Self, Others, and Property

Positive Reinforcement

All teachers have a plan for providing positive reinforcement in their classroom when students comply with rules. All staff members give out feathers to students based on their positive behavior.

As we earn feathers for SOAR behavior, Ace the Eagle is getting his feathers back. Students earn special days at school. For the story about Ace the Eagle go to:

<https://oakhollow.canyonsdistrict.org/index.php/students/rules-responsibilities>

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Students at Oak Hollow earn feathers for demonstrating SOAR behavior. When students receive a feather, they take it to the office and place it in the grade level basket. Monday – Friday two feathers from each grade level are randomly drawn and their names are announced. These students get to randomly choose a number and place their feather in that nest on the **Eagle’s Nest** board. When we have five feathers in a row, those students receive the Mystery Motivator. The board is cleared and we start over.

Every time a student receives a feather, the teacher marks it on the **100-feather class** board. When the class reaches 100 feathers, the class votes on a class prize.

Every Monday, we announce the class who has won the **Golden Trash Can**. Each day, the lunch staff will decide which class in each grade best demonstrated SOAR behavior in the cafeteria and awards that class a feather. The feather is placed on a bulletin board in the cafeteria. On Friday, the class with the most feathers wins the Golden Trash Can trophy and a treat.

SOAR Days

At the start of the year, each teacher will take his/her class to each area of the school and teach the expectations so students understand what it looks like and sounds like. Throughout the year, we will have reteaching days to remind students what SOAR behavior looks like at Oak Hollow. Our goal is for students to feel safe at school and know the expectations.

Bully Prevention

Nationally, the definition of bullying is being looked at by lawyers and educators. In a national survey. “30% of students surveyed reported being involved in bullying as either the perpetrator or a victim.” (Nansel, et al. 2001, Swearer & Espelage, 2004).

Here at Oak Hollow, we value using the latest research. Our definition of bullying is:

- Aggressive behavior (physical, verbal or social) that involves unwanted negative actions with the intent to harm.
- Involves a pattern of behavior repeated over time.
- Involves an imbalance of power or strength

(Carney & Merrell, 2001; Due, et al., 2005, Olweus, 1993; Smith & Ananisdou, 2003; Smith & Brian, 2000)

This year, our students will learn a bully prevention strategy: (pbis.org)

Stop, Walk, Talk

1. As Victims or Bystanders, students are encouraged to tell the perpetrator to **STOP**

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2. If the aggressive behavior continues, they are taught to **WALK** away.
3. If they continue to be bothered, they are to **TALK** to an adult.

http://www.pbis.org/common/cms/files/pbisresources/bullyprevention_ES.pdf

Consequences for Misbehavior

Oak Hollow is committed to teaching appropriate social behaviors and uses restorative justice practices to help all students. Students receive appropriate and timely consequences for inappropriate behavior. Inappropriate behaviors are categorized as *Minor* or *Major*.

A minor may mean the student needs a reminder or needs to be retaught the expectation.

Students are sent to the office for Repeated Minor or Major offenses. A Repeated Minor is when a student commits a minor behavior infraction, but does so repeatedly (3-4 times) as the teacher repeatedly attempts to help the student change the behavior. If the teacher's efforts are not successful, the student may be sent to the office for an Office Discipline Referral (ODR).

The students complete the self-reflection form in the office. If Principal Mootz is available, she meets with the student after they are done writing. Our goal is to communicate with the student and reflect on his/her behavior. We want the student to understand how their behavior affects him/herself and others. We then will consider how to repair the situation. This may or may not involve an additional consequence.

If she is unavailable, she will meet with the students as soon as possible. Parents/Guardians will receive a phone call from the principal and copies of the reflection form if requested.

Oak Hollow Behavior Report

On a monthly basis, the school emails a behavior report which includes summary data from our SWPBIS SOAR program, Office Discipline Referrals, and attendance.

School Lunch and Breakfast Program

Students may bring their own lunch from home, or choose one of multiple menu options at school. Menus are available at: <http://canyonsdistrict.nutrislice.com/>

Breakfast

Breakfast is served each morning from 8:30 am – 8:55 am. This is an excellent option for families and ensures children are well fed and ready for the day. Students are asked to enter our building through the front doors.

Lunch Money

Pay in the office:

You can bring cash and check breakfast/lunch payments to the office which will then be deposited in your student's account

Meal Prices	Breakfast	Lunch
Elementary	\$0.90	\$1.75
Secondary	\$1.10	\$2.00
Adult/Second Meal	\$2.00	\$3.50
Reduced	\$0.30	\$0.40

Pay Online:

You also can use **PayPAMS** for breakfast and lunch payments. Please visit,

<https://paypams.com/HomePage.aspx>

To deposit money into your child's lunch account.

There is a \$10 fee per student to use PayPAMS.

To create an account, select not a member yet to register

Online Free and Reduced Application

Visit <http://www.school lunchapp.com/> to complete an application for Free and Reduced meals.

Eating Meals at Oak Hollow with your Student

Parents/Guardians are welcome to eat breakfast and lunch with their student in the cafeteria. Check in with office prior to going down to the cafeteria.



Communication

Email and Phone

The Oak Hollow faculty checks their email and phone messages daily. While it is not always possible to respond immediately, teachers do their best to respond within 24 hours. If you have an urgent issue that needs to be addressed immediately, please call the principal or the front office for assistance. Principal Mootz can be reached by calling 801.826.8875 or at julie.mootz@canyonsdistrict.org

Oak Hollow Weekly Updates

At the beginning of the week, you will receive an email from Principal Mootz, "This week at Oak Hollow." This is the best way to stay informed of the great things happening at Oak Hollow Elementary. You can email back to the Oak Hollow Weekly Update with questions or concerns for Principal Mootz. If your email changes, please log into Skyward and update your contact information. Our office staff can also assist you in ensuring that you receive our Oak Hollow Weekly Updates.

School Website

The Oak Hollow website is an excellent source for everything you need to know about Oak Hollow. Visit the website regularly to get up to date information about Oak Hollow, calendars, PTA, School Community Council, interactive student websites, and curriculum resources. Check it out at <http://oakhollow.canyonsdistrict.org>

Teacher Meeting

The faculty at Oak Hollow is open to input, and we encourage you to write, email, or call to set up a meeting whenever you have questions and/or concerns. Teachers are available for meetings Monday - Thursday from 8:15 am - 8:45 am and 3:35 pm - 4:15 pm. It is recommended that you call or email to set up an appointment prior to meeting with the teachers. It helps teachers better address questions and/or concerns if they have time to prepare for parent meetings. **At all times**, parents are asked to enter through the front doors and check in at the office prior to visiting teachers.



Student Health

Illness

Please follow these guidelines if your child is ill:

Notify the **office** at 801.826.8888 (attendance line) if they will be absent due to illness.

Illness at School

If a child becomes ill at school, every effort will be made to contact the parents/guardians who should be available to check the child out at the office and take her/him home. It is very distressing for school personnel and the sick child when the school is not able to contact a person responsible for the child. Please notify the office of any updated emergency numbers.

Chronic or Serious Conditions

Diabetes, epilepsy, asthma, life threatening allergies to food or other substances (anaphylaxis), and other serious medical conditions must be noted on registration paperwork. This information is important for the safety of your child, and may require a School Health Care Plan and/or 504a Plan. You are encouraged to also email julie.mootz@canyonsdistrict.org to ensure that we have the proper plan in place.

In recent years we have seen inversions, fires and other factors affect our outdoor air quality. There is concern about the effects of poor air quality on children's health and their ability to breathe easily. Because of this, Oak Hollow has the following guidelines:

Air Quality:

We check the Particulate Matter (PM2.5) levels. This information will guide our outdoor physical activities.

- When the PM2.5 level falls between 35.5 and 55.4 $\mu\text{g}/\text{m}^3$, we let "sensitive" students **and** students experiencing respiratory symptoms, such as with a cold or allergies, stay indoors.
- When the PM2.5 level rises above 55.5 $\mu\text{g}/\text{m}^3$, outdoor recess will be cancelled for all children and alternative play/exercise opportunities will be offered indoors.

Please make sure your classroom teacher or the principal is aware if your child is "sensitive" to poor air quality so that we can make sure they stay inside. Sensitive children may include those with significant or poorly controlled asthma, cystic fibrosis, chronic lung disease, congenital heart disease, compromised immune systems, or other respiratory problems.

For further information on air quality, please visit: air.utah.gov for hourly PM2.5 levels and health.utah.gov/asthma/airquality/recess.htm for air quality guidance for schools.

Medication

Utah law (53A-11-01) requires that schools can only administer prescription and non-prescription medications under the following guidelines:

- The student's parent or legal guardian provides a current written and signed request that medication be administered to the student during regular school hours, and
- The request for *Giving Medication at School form* be filled out and signed by the child's physician. This pertains to non-prescription as well as prescription drugs.

The parent/guardian request and prescriber's statement must be resubmitted at the beginning of each school year, and as medication is prescribed or changed. If you have any questions or concerns, please contact the main office. Students cannot have cough drops at school unless they are stored in the office with a signed note from their physician. Parents/Guardians can come to school, meet with their student in the office, and provide cough drops.



Emergency Preparedness

Emergency Contacts and Contact Information

It is very important that teachers and staff have your current home, cell, and/or work phone numbers and at least two alternative emergency phone numbers of family, friends or neighbors who will take responsibility for your child if we cannot reach you.

Students will only be released to parents/guardians and emergency contacts. Please update information including phone numbers and address as they change. In the event of an emergency, updated information is critical.

Injury at School

If your child is injured seriously at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. If we cannot reach you or your emergency contacts, we are authorized to seek medical help for your child, and may call 911 for support.

Severe Weather – School Closure

In the event of inclement/severe weather, the decision to close school will be announced through television, Skylerts, and district webpage.

Recess “inside days” will be determined by the principal or designee based on weather conditions and air quality.

Student dress should always reflect the weather conditions. If appropriate attire cannot be attained by the family, please speak with the principal for help. Students not dressed for the weather conditions may not be allowed to go outside for recess or other outdoor activities.

Curriculum

The Utah State Office of Education establishes the core curriculum in each subject and at each grade level. For more information about Utah's Core Curriculum and additional resources to support your student's education, please visit

<https://isd.canyonsdistrict.org/index.php/resources/teacher-resources/curriculum-maps/elementary-maps>



Oak Hollow Special Programs

Afterschool Programs

Community Education offers a variety of after school programs at Oak Hollow. Flyers will be sent home at the beginning of the school year via Peach Jar. More information is available at: <http://www.canyonsdistrict.org/parents/item/396-community-education-1>

Citizenship

Each month, we learn about a character trait. Teachers select a student who best models the character trait. Students are then honored at our Star Student assembly. Parents/Guardians of award recipients are invited to the assembly.

Month	Trait
August & September	<i>Safe Inside and Out</i>
October	<i>On Time On Task</i>
November	<i>Accept Responsibility</i>
December & January	<i>Respect Self, Others & Property</i>
February	<i>Kindness</i>
March	<i>Patience</i>
April	<i>Positive Attitude</i>
May	<i>Perseverance</i>

Eagle Refs:

Students in grades three- five have the opportunity to be an Eagle Referee. Students apply for this and get the opportunity to referee games at their lunch recess. Students who are chosen only referee two days a week for one trimester. They students receive training on leadership and the games.

First Grade Reads to the Principal:

This is a first-grade reading program. Beginning in January, first graders will come to Principal Mootz's office and read to her. A note will be sent home to

parents/guardians letting them know that their student has been selected. Parents/Guardians can select a book or the teachers will pick a book for the student. First graders will receive a certificate for this.

Junior Coach:

This is a fourth-grade program. Students may apply to be a junior coach. Students who are chosen will be trained on Playworks games and leadership. These students help at recess and are guided by our Playworks coach.

Keyboarding Goals:

Oak Hollow follows the district keyboarding goals. They are:

3rd: 15w/m with 3 or fewer errors

4th: 20 w/m with 3 or fewer errors

5th: 25 w/m with 2 or fewer errors

When students meet their grade level keyboarding goal, they get to come to the office and receive a certificate from Principal Mootz.

Orchestra:

Fourth and fifth graders have the opportunity to participate in before school music program with two evening performances. There is a district fee involved for participation and instrument rental. Fee waivers are available. More information will be provided at the start of the school year.

Recess Coaches:

Any student in the fifth grade has the opportunity to participate in recess coaches. Recess Coaches learn to be mentors for our first graders. Recess coaches eat lunch and act as a coach for first grade recess. Recess coaches are placed in squads. A squad will have 5-8 students. Each squad will serve for a week at a time as each squad rotates through. While all fifth-grade students are accepted, students need to maintain good SOAR behavior to participate.

Safety Patrol:

Any student in the fifth grade can apply to assist fellow students and patrons by becoming part of the school Safety Patrol. Students must commit to assisting those coming to and leaving school each day. Students are part of a squad to ensure safe walking procedures before and after school. Students must maintain good SOAR behavior to participate.

Tech Troupe:

The purpose of our Tech Troupe is to provide a fun and engaging environment for students to learn computer science skills. Students in fourth and fifth grade are invited to apply to participate in our tech troupe.

Be Involved at Oak Hollow

Parents/Guardians are encouraged to become involved at Oak Hollow school. It is through the efforts of parents/guardians that the programs at Oak Hollow are so successful. There are many opportunities to get involved.

Volunteers

Teachers will determine tasks and times that are needed in the classroom. We welcome our patrons who are able to assist in these needs. If you are unable to help out during the desired times, there may be tasks that can be completed at home and returned to school. Thank you!

In order to account for everyone in the building, Canyons District Policy requires all volunteers (and visitors) to check in at the office and to provide all information requested on the sign-in page. Office staff will ask you what your purpose is at the school before you walk through the doors. Badges must be worn while in the building. Volunteer hours will be totaled and sent to the district office and Utah PTA.

In order to eliminate additional distractions for our students, toddlers and infants should not be brought with you when you assist at school.

The faculty workroom has dangerous and expensive equipment that is not meant for children. Volunteers may use the workroom for die cuts and are under the supervision of the classroom teacher. Volunteers are not to use the copier or laminating machines as the district provides two aides to support our teachers.

We believe that titles show respect and are appropriate in the school setting. When in the presence of students, please address other adults by using the titles of Mr., and Ms.

While volunteering at school, you might hear or see things that should not be shared with other parents or discussed in the presence of your (or anyone's) student. When working with students, you have the responsibility to keep things confidential. Please consider the effect that gossiping and disrespecting students, faculty, and staff might have on your child and the overall community.

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The faculty lounge is a place of relaxation for the teachers and staff. To respect their privacy, it is "off limits" to parents/guardians during teachers' lunch which is 12:00-1:40pm

Oak Hollow PTA

Your membership pledge of just \$6 isn't a commitment to serve on the PTA Board or work on a committee. It is a commitment to effective partnership in your student's education. 100% of teachers at Oak Hollow are PTA members as well. Please take full advantage of the opportunity to partner with PTA by completing a membership form. You can join PTA at any time during the year. Here are just some of the programs that the PTA supports at Oak Hollow:

PTA programs:

Book Fair	Room Parent/Guardian Tea
Box Tops	SEP dinners
Classroom Parties	Spirit Wear
Emergency Preparedness	Teacher Appreciation Week
Field Trips	Teacher Grants
Red Ribbon Week	White Ribbon Week
Reflections	

If you have any questions or concerns for the PTA, please contact our PTA president, Bridget Bjelke @ bjelkefamily@gmail.com

School Community Council

The School Community Council consists of elected parents/guardians of students who attend Oak Hollow, elected school employees and the principal. All parents/guardians of students attending Oak Hollow are encouraged to participate. The council prepares a plan that identifies the school's greatest academic need(s). Plans are submitted to the Utah LAND Trust website. The plans are approved by local school boards for implementation the following school year. The council receives an annual dividend from the permanent State School Fund every July to implement the school's approved plan during the next school year. For more information about Oak Hollow's School Community Council, go to:

<https://oakhollow.canyonsdistrict.org/index.php/community/school-community-council>

Items that the council provides input:

- School Attendance Plan
- School Digital Citizenship Plan

- School Improvement Plan
- School LAND Trust Plan
- Management of funds from the Cell Tower
- Advise and make recommendations regarding school programs and issues relating to the community environment for students.

Canyons Board of Education

Many important decisions that affect Oak Hollow are made at the district level. The Canyons Board of Education meets monthly and parents/guardians are encouraged to attend. Up to date information can be found at:

<http://www.canyonsdistrict.org/board-members>

Fundraisers and Events:

Canyons District Policy allow the PTA and the school to have two fundraisers each year. Funds raised support programs, provide classroom supplies and help to upgrade technology throughout the building, keeping our school current and up to date. In addition to these fundraisers, we are also grateful for partnerships that we have with local businesses in the community.

PTA Fun Run

The PTA's annual fundraiser is a Fun Run. Students obtain sponsors and awards at school for fundraising. Every Fall, students, families and teachers walk, or run at Oak Hollow. It is a fun school event.

School Fundraiser

Oak Hollow sells yearbooks each year. Parents/guardians may purchase the yearbook or specialize it for their child. Last year, we were able to purchase technology for our special education classes with the profit from this.

Box Tops for Education

Did you know that Oak Hollow earns \$0.10 for every Box Top for Education that you bring in? Help our school by sending your Box Tops in with your student.

Smith's

Please take a moment to update your Smith's account to select Oak Hollow to receive .5% of your eligible purchases. Smith's is committed to helping our communities grow and prosper. Year after year, local school and other nonprofit organizations earn millions of dollars through Smith's Community

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Rewards. There is no cost to enroll, and enrollment will not affect your fuel points or coupon discounts. It takes five minutes or so to create an account and then select Oak Hollow.

- Go to <https://www.smithsfoodanddrug.com/>
- Create an online account (it is helpful to have your 10-digit Smith's rewards number available when creating your online account)
- Scroll to the bottom of the website and select Smith's Inspiring Donations
- Click on Enroll Now
- Select Oak Hollow as your community partner
- Oak Hollow's organization number is VB623
-

Business Partnerships

We are grateful for local businesses that support our school. If you or someone you know is able to donate money, time or services to Oak Hollow, please contact the office at 801-826-8875

School Policies

The following policies have been created to help students attain the highest level of academic success and to keep each child at Oak Hollow as safe as possible.

Parents/Guardians, please help your child by being an example and following all of the rules as outlined below. You can find all of the Canyons district policies at <https://policy.canyonsdistrict.org/>

An overview of some of the policies is below:

Acceptable Use Policy

During online registration, you will be asked if you accept the *Acceptable Use Policy* for your child to use electronic devices at school. This policy states our procedures with electronics in the school. If you do not accept this policy, your child will not be able to use any electronic device at school. Please remember, that most assessments are done electronically and your student could not participate in the Technology Brain Booster. Please call the school if you have any questions or concerns.

Attendance Procedures

Attendance is very important because every absence from school interferes with your child's opportunity to learn. Once a student gets behind in classroom work, it gets harder and harder to get caught up. If there are circumstances prohibiting your child from attending school regularly, please contact Principal Mootz to discuss

these concerns. Students should arrive on campus between 8:40 -8:55am. The first bell rings at 8:55am. Students are engaged in meaningful learning activity at 9:00am. For safety reasons, do not send your children to school before 8:40am. Outside supervision begins at 8:40am. In inclement weather, doors will open at 8:40am. Call the office (801-826-8875 or 801-826-8888) if your child will be absent or to excuse and absence. Please bring a doctor's note when possible.

Procedure for Verification for Valid Excused Absences

Valid excused absences are illness, which may be either physical or mental; a family death; an absence permitted by a school age minor's individualized education plan (IEP) or Section 504 Plan; a family emergency; a family event; an observance of a religious holiday; medical appointment; pre-approved education/vacation leave.

- Students will be expected to obtain make up work from their teacher and to complete the makeup work and assignments in the assigned time. (a student's grade should not be penalized for absences or tardies)
- Teachers will be responsible for providing students with makeup work and identifying a reasonable deadline for completion.

Illness or Medical Appointment

1. Parent provides a note from the health care provider to the front office
2. School front office records the absence as E-DR

Family Death, Family Emergency, Religious Holiday

1. Parent provides notification to the school that the student will be absent
2. For students who have NOT missed more than 10% or more of the school year, parent notification (e.g. call, email) will be accepted for documentation of the absence.
3. For students who have missed 10% or more of the school year, additional documentation in addition to parent notification will be required.
4. School front office will record the absence using the appropriate school code.

Related to IEP or Section 504 Plan

1. IEP or 504 Team identifies and documents in the student plan specific criteria for excused absences (e.g. doctor's note identifies chronic illness, parent calls when student is absent due to a chronic illness)
2. IEP or 504 case managers communicate this criterion to front office staff
3. Parent provides notification to the school that the student is absent due to pre-identified individual student needs.
4. School front office staff will record the absence using the appropriate school code.

Procedure for Education/Vacation Leave

A student may be allowed up to ten (10) days for education/vacation leave in a given school year if prior arrangements have been made with the school for the student to make up his/her work.

1. Prior to education leave, parents complete an *Education Leave/Vacation Form* for approval.
2. Teachers will complete *Work to be Completed* section and determine a reasonable due date.
3. School administration will verify education leave. If education leave exceeds 10 days within one school year school administration will communicate with their School Performance Director to determine if approval of additional days may be granted.
4. Students will complete work assigned by the teacher and submit within the identified timeframe.

Unexcused Absence

If a parent fails to make prior arrangement with the principal for extended student absences and if the school cannot locate the parent or student to verify the reason for the student's prolonged absence, the student's absence is unexcused. If a parent/guardian does not call or provide a note concerning an absence, it is considered unexcused. Students with unexcused absences may be able to make-up work subject to approval by the principal.

Notification Schedule for Unexcused Absences

# of unexcused days absent	Notification
0	Compulsory Education Information: notice included in online registration and in other publications sent to the community and patrons.
3-5	Parent Phone Call or Email: teacher will call/email parent indicating student has missed 3-5 days of school. Administration will document date of communication in Skyward. Teacher will inquire if the student is doing okay, express concern and ask what the school can do to support the student making up work and not falling behind.
5-7	Notification of Attendance Letter #1- Administrator will call parent explaining that the student has missed 5-7 days of school and reminding the parent of the importance of regular school attendance. Administrator will document date of communication in Skyward. Front office staff will send

	<i>Notification of Attendance Issue Letter #1</i> through regular mail and document date of communication in Skyward.
7-11	<p><i>Notice of Compulsory Education Violation Letter #2</i>- Administrator will identify a date, time and location to meet with parents. Front office staff will send <i>Notice of Compulsory Education Violation Letter #2</i> through regular mail and document the date send in Skyward. Front office staff will send a copy of the letter to Suzanne Ren via district mail. Suzanne Ren will send letter through certified mail. Administrator will document meeting and date in Skyward.</p> <p>If parents do not show up for the meeting, Front office staff will send <i>Administrative Meeting No Show</i> letter to Suzanne Ren. Suzanne Ren will send letter through certified mail.</p>
12	<i>Habitual Truancy Citation Letter #3</i> - Front office staff will send <i>Habitual Truancy Citation Letter #3</i> through regular mail and document the date sent in Skyward. The front office staff will send a copy of the letter to Suzanne Ren via district mail. Suzanne Ren will send letter through certified mail.

Tardy Procedures

It is important for students to be on time for school. This habit starts their day off in a positive manner. A student is considered tardy when the school bell rings at 9:00am. Please plan accordingly and help your child to be on time every day. Inclement weather will always be considered. Drive carefully.

Bicycle, Scooter, and Skateboard Safety

Students may ride bikes, scooters and skate boards to school, however, the school is not responsible for lost or stolen items. Students should dismount and walk once on school grounds. A fenced bike rack is provided for students.

Care of Textbooks and Library books

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. Any money collected is recorded by the school secretary and paid to the proper funds for replacement purposes. If a lost book is found, money paid will be refunded.

Cell Phone

Possession of a cell phone or Apple watch is a privilege that may be forfeited by any student who uses the phone inappropriately. The school will not be responsible for preventing theft, loss of or damage to cell phones (watches) brought to school. Students are not to use their cell phones during school and should be kept in a safe place. If the cell phone becomes a distraction, it will be taken away for the day (like all items that become a distraction) and given back to the student at the end of the day. Parents/Guardians may be asked to pick up the cell phone.

Checking Students In and Out for the day

To ensure the safety of our students, no child will be allowed to leave campus once school has started without a parent/guardian or designee of the parent. Please come to the front office when you are checking out your student. You may be asked for identification if you are not known to the front office staff.

Classroom Interruptions

Oak Hollow desires that all student receive the very best education and learning experience possible. This can best be achieved by student's punctual arrival to school, consistent attendance and an instructional atmosphere without interruptions. In order to facilitate this process, Oak Hollow abides by the following procedures:

1. Phone messages for teachers will be written up and delivered to teacher's box.
2. Due to safety, we cannot take messages for your child. We have no way of verifying who is calling. When this happens, we will call your child to office and have them call you.
3. Parents/Guardians pre-arranged meetings with teachers should take place before or after school. All visitors must check in at the front office even after school has been dismissed.
4. Forgotten lunches, books or homework assignments will be delivered to the students at lunch time.
5. Please be planful, the last 30 minutes of the day is very busy and it can be difficult to get messages to your child.

Cleats

Cleats or wheelies are not allowed to be worn in the school

Dress code

Students shall dress in a manner that shows respect for the educational environment and is befitting the day's activities. Students' clothing or jewelry must not present a health or safety hazard or distraction, which would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment which causes the teacher/administrator to lose the attention

of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

Items that disrupt the educational mission will not be allowed.

1. All personal items including clothing shall be free of writing, pictures or any of the insignias which are crude, vulgar, profane, violent, or sexually suggestive.
2. Items that bear advertising, promotions and likeness of tobacco, alcohol, or drugs will not be allowed.
3. All students shall wear clean clothing.
4. Students shall not wear clothes that are mutilated, cut off, immodest, (e.g. short shorts, miniskirts, bare midriffs, halter tops, spaghetti straps, tank shirts) or similar clothing. Clothing shall cover the midriff, underwear, backs, and cleavage at all times.
5. School officials may require student to wear certain types of clothing for health or safety reasons in connection with certain specialized activities.
6. Gang related clothing, colors, paraphernalia shall not be allowed in schools or activities. School officials shall determine what constitutes "gang" clothing, colors or paraphernalia after consulting with law enforcement agencies as needed.
7. Shoes shall be worn at all times to ensure personal safety and hygiene.

Consequences for Dress Code Violations

Students referred to the office for dress code violation will be given the option of calling home for a change of clothes or changing into clothing provided by the school. Students may not be allowed to return to class until they have changed into appropriate clothing. Parents/Guardians of repeat offenders will be asked to meet with the administrator to resolve the problem.

Early Release

If your child needs to miss school on a consistent basis (e.g. every Wednesday at 2pm, or every day at 3:15pm), the parent/guardian needs to complete a *Request for Student Release Time from School*. This form can be obtained in the front office. Parent/Guardian assumes full responsibility for student transportation and safety when the student leaves or is absent from school during the release time. The principal will grant preliminary approval. However, if for any reason, after review by the district final approval is not granted, the release time will be rescinded.

Electronic devices

Students and parents/guardians assume the risk if a student brings an electronic device to school. The school will not be responsible for lost or stolen electronic devices. Devices may be used in class with the permission of the teacher. Devices may not be taken to recess or lunch or any class without the teacher's permission.

Any use of an electronic device that exploits personal information, disrupts the educational process, invades personal privacy or compromises the integrity of educational programs is strictly prohibited.

Food, Treats, and Snacks

Candy, cookies, cupcakes and other packaged items are welcome only for celebrating special occasions. All food items must be store bought. Please let teachers know beforehand if you are planning on bringing a special treat. Please remember that we are a "Latex-free school", so many types of balloons cannot be brought to school

Lost and Found

Please write your child's name in clothing and accessories with permanent marker. Students are encouraged to be responsible for their possessions. Students should check Lost and Found in the gym. Most items for Lost and Found will be placed in the gym area. Very small items or valuable items will be kept in the office. At regular intervals throughout the year, all unclaimed items are donated to charity.

Moving

If you anticipate a move to another school or district, please inform the office as soon as possible so that we may assist with making the transition as smooth as possible for your child.

School Day Appointments

If your child has an appointment during the school hours, please come to the front office to sign him/her out. Unless the appointment takes the entire day, students are expected to attend class before and after their appointment.

Parking Lot and Loading and Unloading Procedures

Adults set lifelong examples for the children at Oak Hollow Elementary. Sometimes we tend to take risks that could endanger our children, especially when we are running behind schedule. For the safety and well-being of students; families and students are to adhere to the following:

1. Students should not be walking in or through the parking lot (blacktop), unless accompanied by an adult. An adult is expected to escort children all the way through the crosswalk to the sidewalk.
2. All students, families and adults should follow the directions of the Draper City Crossing Guards and Adult Safety Aides.
3. Obey all traffic signs.

Oak Hollow Eagles SOAR!

4. 5 MPH speed limit in the parking lot.
5. No cell phones use by the driver while driving in the parking lot.
6. In the pick-up and drop-off lane, drivers must remain in the car. **All students should enter and exit the vehicle curbside.** No vehicle doors should open on the driver's side of the vehicle.
7. If a child is not able to get out of the vehicle by him/herself, the driver must park in a marked stall and walk the child through the crosswalk to the sidewalk.
8. Bicycles, scooters, skateboards, etc. must be walked on all school property.
9. The Staff and Faculty parking lot is off-limits for student drop-off and pick-up.
10. Please pull forward as far as possible along the sidewalk all the way up to the parking lot exit. There should not be gaps between cars.
11. Please make sure your children are ready to exit the car **before** you drive into the unloading area. There should be no delay in exiting the vehicle once the car comes to a stop.
12. Busses will use Park School Road to pick up and drop off students. This entry to school grounds from Park School Road is for busses ONLY. The best place to park and wait for your child is up on Vestry Road.

It takes all of us being safe every day to keep our children safe!