

Oakhills Elementary SUPER COYOTE



2025-2026

PARENT ★ STUDENT HANDBOOK

9233 Twin Schools Road, Granite Bay CA 95746

Office: (916) 791-5391 Attendance: (916) 791-6050 Fax: (916) 791-6484

Website: www.oakhills.eurekausd.org Office Hours: 7:15a.m. – 3:15p.m.

WELCOME LETTER

Dear Oakhills Families,

Welcome to the new school year!

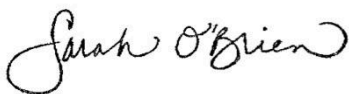
Our mission at Oakhills Elementary School is to nurture the intellectual, physical, and emotional capacities of each student to the fullest extent. Our staff is committed to the development of the whole child by providing a safe environment in which students can achieve high self-esteem with respect for others, develop a love for learning, and reach personal potential as knowledgeable, caring, responsible, and contributing citizens. We have high expectations for all students academically and work towards challenging every student's learning. We expect that all students will develop tolerance for others and mutual respect, learn cooperation to achieve team goals, and gain a love for learning that will last a lifetime.

As a valuable member of our educational team, we honor your support and dedicated energy as we work together to make each and every school day a success for your child. Family support provides a strong foundation that enables your child to take advantage of learning opportunities at school.

We encourage close communication with your child's teacher, as well as contacting staff or administration for any questions you may have. Your understanding and involvement is the hallmark of our success here at Oakhills. As always, we welcome your participation on campus.

This handbook will outline the policies and procedures that will be implemented throughout the school year. We ask that after reading, you review the key information with your child.

Sincerely,

A handwritten signature in black ink that reads "Sarah O'Brien". The signature is written in a cursive, flowing style.

Sarah O'Brien
Oakhills Elementary School Principal

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GENERAL INFORMATION

SCHOOL SCHEDULE

Daily Schedule: Monday, Tuesday, Thursday, Friday

7:50-2:15

	TK	K	First	Second	Third
Class	7:50 – 9:30	7:50 – 10:00	7:50– 10:00	7:50 – 9:00	7:50– 9:00
Recess	9:20-9:50	10:00-10:15	10:00-10:15	9:00 – 9:15	9:00 – 9:15
Class	9:50– 10:40	10:15– 11:00	10:15 – 11:20	9:15 – 11:00	9:15 – 11:00
Recess	-----	-----	-----	11:00-11:15	11:00-11:15
Class	-----	-----	-----	11:15 – 11:40	11:15– 12:00
Lunch	10:40 – 11:20	11:00 – 11:40	11:20 – 12:00	11:40 – 12:20	12:00 – 12:40
Class	11:20 – 1:10	11:40 – 1:20	12:00 – 1:20	-----	-----
Recess	1:10-1:30	1:20-1:35	1:20-1:35	-----	-----
Class	1:30 – 2:15	1:35 – 2:15	1:35 – 2:15	12:20 – 2:15	12:40 – 2:15

Wednesday Collaboration Schedule (1:05 Dismissal)

	TK	K	First	Second	Third
Class	7:50 – 9:30	7:50 – 10:00	7:50– 10:00	7:50 – 9:00	7:50– 9:00
Recess	9:20-9:50	10:00-10:15	10:00-10:15	9:00 – 9:15	9:00 – 9:15
Class	9:50 – 10:40	10:15– 11:00	10:15 – 11:20	9:15 – 11:40	9:15 – 12:00
Lunch	10:40 – 11:20	11:00 – 11:40	11:20 – 12:00	11:40 – 12:20	12:00 – 12:40
Class	11:20 – 1:05	11:40 – 1:05	12:00 – 1:05	12:20 – 1:05	12:40 – 1:05

Minimum Day / Conference Schedule

	TK	K	First	Second	Third
Class	7:50 –10:00	7:50 – 10:00	7:50 – 10:00	7:50 – 9:35	7:50 – 9:35
Recess	10:00-10:20	10:00-10:20	10:00-10:20	9:35-9:55	9:35-9:55
Class	10:20– 11:15	10:20– 11:15	10:20– 11:15	9:55– 11:15	9:55– 11:15

OAKHILLS TEACHING STAFF

Grade Level	Teacher Name	Classroom
TK	Brown, Caitlin	102
TK	Dubrow, Joy	501
TK	Lardy, Lauren	502
TK	Van Regenmorter, Monica	101
K	Adamson, Lisa	405
K	Bullard, Liesl	403
K	Child, Kristin	402
K	O'Reilly, Jaime	404
K	Proud, Melissa	401
1st	Day, Shelley	204
1st	Emory, Kim	203
1st	Hartman, Kris	201
1st	Hayward, Traci	202
1st	Wallentine, Kristy	205
2nd	Godshall, Linda	306
2nd	Heckman, Taryn	406
2nd	Nagel, Mette	302
2nd	Gladys, Daniela	303
2nd	Mogan, Kim	305
3rd	Marino, Michelle	304
3rd	McArdle, Gena	301
3rd	Metcalf, Erin	407
3rd	Mullin, Molly	409
3rd	Moreno, Madison	408
STEAM	Peterson, Jennifer	307
MUSIC	Knight, Sarah	504
SAI	Moskalik, Patty	208
SDC	Parsons, Kate	501

KEY CONTACTS

Front Office: (916) 791-5391

Attendance Line: (916) 791- 6050

STAR: (916) 791-8442

Transportation: (916) 774-1231

District Office: (916) 791-4939

Address: 5455 Eureka Road, Granite Bay

Website: www.eurekausd.org

DATES TO REMEMBER

(Updated district and school calendars available on websites throughout the year)

August 13	First Day of School
August 13-15	Early Dismissal (1:05)
August 21	Back to School Night
August 29	No School (Professional Development Day)
September 1	No School
October 31	No School (Professional Development Day)
November 7	Minimum Day (11:15 Dismissal)
November 7	End of 1st Trimester
November 11	No School
November 17-21	Minimum Days (11:15) Conferences
November 24-28	No School (Thanksgiving Break)
December 22-January 2	No School (Winter Break)
January 5th	No School (Professional Development Day)
January 19	No School
February 16-20	No School (February Break)
February 27	Minimum Day (11:15 Dismissal)
February 27	End of 2nd Trimester
March 5-6	Minimum Day (11:15 Dismissal) Conferences
March 30-April 3	No School (Spring Break)
April 30	Open House/Minimum Day (11:15 Dismissal)
May 25th	No School
June 4	Last Day (11:15 Dismissal)

DISTRICT CALENDAR

[DISTRICT CALENDAR LINK](#)

Bunka Union School District
3455 Bunka Rd., Grants Bay, CA 95746 (916) 791-4039 www.bunka.org

SCHOOL CALENDAR 2025-2026

Board Approved 11.4.2024

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
						1
4	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1st DAY OF SCHOOL – Aug. 13, 2025

Total School Days 180

LAST DAY OF SCHOOL – June 4, 2026

TK – GRADES 3	7:00 am - 2:15 pm	GRADES 4 – 6	9:00 am - 3:30 pm	GRADES 7 – 8	8:15 am - 1:50 pm
End of 1st trimester – Nov. 7, 2025					
End of 2nd trimester – February 27, 2026					
BACK TO SCHOOL NIGHT					
Aug. 21, 2025					
OPEN HOUSE NIGHT					
April 30, 2026 Minimum Day 7:50 - 11:15					
COLLABORATION DAYS (Gr. TK-3)					
All Wednesdays entire year: 7:50 - 1:05					
FIRST WEEK OF SCHOOL (Gr. TK-3)					
August 13, 14, 15: 7:50 - 1:05					

REPORT CARD PREP: Minimum Days 7:50 - 11:15	REPORT CARD PREP: Minimum Days 9:05 - 12:35	REPORT CARD PREP: Minimum Days 8:25 - 12:00
November 7: Minimum Day	November 7: Minimum Day	November 7: Minimum Day
February 27: Minimum Day	February 27: Minimum Day	February 27: Minimum Day
June 4: LAST DAY Minimum Day	June 4: LAST DAY Minimum Day	June 4: LAST DAY Minimum Day

PARENT CONFERENCES: TK - 3 - Minimum Days 7:50 - 11:15	PARENT CONFERENCES: 4 - 6 - Minimum Days 9:05 - 12:35	PARENT CONFERENCES: 7 - 8 - Minimum Days 8:25 - 12:00
TK-3 Nov. 17, 18, 19, 20, 21: Minimum Days	EXC: Oct 13, 14, 15, 16, 17: Minimum Days	7-8 Oct. 6, 7, 8, 9, 10: Minimum Days
TK-3 Mar. 5 & 6: Minimum Day	W: Nov. 17, 18, 19, 20, 21: Minimum Days	7-8 Jan. 15 & 16: Minimum Days
	4-6 Mar. 5 & 6: Minimum Days	

HOLIDAYS & BREAKS	
Labor Day	9/1/2025
Veterans Day	11/11/2025
Thanksgiving Break	11/24 - 11/28/2025
Winter Break	12/22/2025 - 1/2/2026
Martin Luther King Jr. Day	1/19/2026
February Break	2/16 - 2/20/2026
Spring Break	3/30 - 4/3/2026
Memorial Day	5/25/2026

NON-STUDENT DAYS	
Certificated Work Day: August 12	
Professional Development Days:	
August 29, October 31, January 5	
School in Session	
Non-School Day	
Weekends	

ACADEMICS & PROGRAMS

HOMework POLICY

Based on a revised board policy, which is listed below, as of March 2018, the following board regulations, specific to homework, will be in place.

BP/AR 6154

The Board believes that potentially significant gains can be made by students through well-designed, purposeful homework. However, the Board of Education also believes that academic excellence should not come at the detriment of student well-being. The Board recognizes the value of extracurricular activities, unstructured time, family time, and adequate sleep for a student's success in school. Homework is defined as "tasks assigned to students by school teachers that are meant to be carried out during non-school hours" (Cooper, 2010, p. 340). The school setting is the primary and most effective teaching and learning environment. Homework supplements and complements instruction received in school. These assigned learning activities are expected to be done independently at home. Parents can play a supportive role through monitoring, encouraging students' efforts and providing a conducive learning environment at home.

Purpose

Homework shall be designed to address the following purpose:

*Practice

Reinforce skills and concepts that were taught in the classroom. Homework gives students more practice opportunities on content that has already been taught (e.g. writing assignments, practice problems in math).

*Completion

Complete tasks that were not finished in class (e.g. do a rewrite of an essay, complete a problem set).

*Preparation

Prepare students for upcoming lessons or units, as well as studying for tests (e.g. read background information in History, interview a parent or adult, write introductory paragraphs for a lesson in English).

*Self-Regulation Skills

Help teach students critical fundamental skills such as planning, organization, time management, and responsibility.

Responsibilities

Students

Students are responsible for:

1. Ensuring understanding of the homework and asking for clarification or help when needed.
2. Regularly completing assigned homework in a timely manner.
3. Managing time by staying focused, on task, and planning effectively for long-term projects in a grade level appropriate way.
4. Bringing home all necessary materials.
5. Putting forth their best effort to produce quality work.
6. Communicating to parents and teachers when homework assignments become overwhelming or if she/he is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise.

Parents/Guardians

Parents/Guardians are responsible for:

1. Being an advocate for their child, while encouraging the child to advocate for herself/himself.
2. Encouraging reading across a variety of materials (fiction, non-fiction) at all grade levels. Parents should encourage reading for pleasure.
3. Providing an appropriate environment for homework to be done.
4. Providing a healthy balance between homework, extra and co-curricular activities, and family commitments.
5. Contacting the teacher if their child is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise.

Homework Quantity Grade Level Guidelines

TK/K-2

Homework is **optional** at TK-2 levels for families. District-approved resources could be provided. If parents/guardians choose optional homework, please follow suggested guidelines. No weekend homework. No long-term projects over breaks.

Grade 3

Average of 30 minutes of homework per night, Monday - Thursday.

Homework minutes shall include assigned reading (~15-20 minutes per night).

SPECIALIZED SCHOOL PROGRAMS

Art Docent Program: Parent volunteers are trained and given supplies to provide our students with a better understanding of art in many different styles. Any parent who would

like to be an Art Docent needs to contact his/her child's teacher.

Counseling: A school counselor supports students on campus three days a week.

Counseling services are available for all students on campus. Concerned staff or parents can refer students by completing a form. The counselor contacts parents, receives permission, and meets with students in small groups that vary in topics based on student needs.

ELL: Students who have been identified as English Language Learners through a state mandated assessment, will receive specific instructional support through their appropriately credentialed classroom teacher. In addition, students may receive support in language acquisition skills through intervention time that is offered during the instructional day. The language survey, which is included in the online pre-registration, is used to identify those students who may qualify. Students are exited from the program when they are achieving at the appropriate level in English, in classroom and social settings, as well as on the state-mandated assessment.

H.E.R.O. Program: Our 3rd grade students have a unique opportunity to be involved with our H.E.R.O. (Helping Everyone React, Respond and Respect at Oakhills) program. Applications for the program will be available in the fall of every school year. Students will be trained on the protocol and requirements of the program.

Intervention and Enrichment Groups: Oakhills provides additional instruction, support, and enrichment to help students increase their achievement in reading. This instruction is in addition to the core instructional time provided in the regular classroom. These groups provide specific and targeted instruction that involves the student in an ongoing reading and or Math program which is based upon diagnosis, prescription, and evaluation.

Library: The Oakhills School Library houses books that are selected to enrich the educational program as well as to provide recreational reading for students. Throughout the year, every class is assigned a scheduled time during the week for visiting the library to further enhance their reading skills.

Specialized Academic Instruction: These services are offered to students who qualify under

the Individuals with Disabilities Education Act (IDEA). These services may be provided through a “push in” and/or “pull out” model through which students receive assistance in their academic area(s) of need. Appropriate services will be determined and agreed upon through the student’s IEP meeting.

Speech and Language Services: This program serves students who have difficulties in articulation, fluency, and/or voice and hearing. Concerned parents or staff members may refer a child to the speech therapist for a screening. Once the screening is complete, a team meeting will be held to determine the need for a formal evaluation and possible services.

REPORT OF PUPIL PROGRESS

- Back To School Night is held early in the school year, at which time, the teacher will explain the school program, classroom procedures and answer questions from parents.
- At the end of the first trimester, a parent conference will be scheduled and a report card will be issued.
- At the end of the second and third trimesters, report cards will be sent home and a conference may be held if needed or desired.

Informal reporting may take place at any time during the school year by phone, note, email or in person. We encourage parents to check with teachers any time they have a question or concern regarding a student's progress. Please refer to the calendar or the district website, for specific dates for our conference schedules.

BOOKS, MATERIALS AND TECHNOLOGY

Students are issued materials at the beginning of the school year. Students are expected to care for the books, materials and technology. They should be returned at the end of the year in a similar condition. There will be a charge for excessive wear and tear on materials.



CHILDCARE: STAR

Before and after school childcare is available onsite through the STAR program. For more

information including space availability and rates call (916) 791-8442. You can also find out information on the [STAR Website](#).

HEALTH SERVICES PROGRAMS

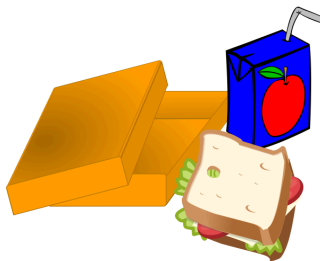
- A school nurse works on school grounds two to three days a week.
- A health assistant is in the office five days a week.
- Vision and hearing screenings will occur throughout the year. If there is a concern, the health staff will contact home.
- Students that are injured should bring a note stating what activities they are not able to complete while healing. Students who are excused from P.E. will not be able to participate in recess play activities.

BREAKFAST/LUNCH PROGRAM

Roseville Joint Unified High School District provides our EUSD breakfast and lunch program. The cost for breakfast and lunch change each year. All information can be found on the Nutritional Services website. Students must tell their teachers each morning if they would like breakfast and/or lunch for that school day.

Vegetarian options are also available and menus are accessible online.

[School Lunch Program Link](#)



COMMUNICATION

COMMUNICATION: SCHOOL TO HOME

Weekly Wednesday Folders: Bulletins, notices, school work, and other information are put in the weekly folders. Please review all notices and return folders the following day.

Oakhills Website: Check the website frequently for upcoming events and information.

School Messenger: This program makes it possible to notify parents by phone and email, in case of emergency, or to make important announcements. It is imperative that your phone number and email address on record, at the school office, are accurate in order for you to receive “School Messenger” announcements.

CONTACTING TEACHERS

Teachers welcome your notes, emails, and calls and feel communication is extremely important. The best way to contact a teacher is to send a note with your child or email them at their school address: (teacher’s first name initial and last name @eurekausd.org) Teachers check their email daily. Teachers are usually available to accept phone calls before and after the school day.

OPPORTUNITIES FOR PARENT INVOLVEMENT

Parents are encouraged to be active participants in their child’s education. Some opportunities are:

~Classroom Volunteer	~Room Parent	~Parent Teacher Club
~Lunch Time Activities	~School Site Council	~Art Docent
~Super Coyote Program	~ESF(Eureka Schools Foundation)	~Field Trips by grade level

If you are interested in volunteering at Oakhills, you need to complete a “EUSD Volunteer Form” which is available as an online link via email . At home support: Attend school functions/events, read with your child, practice sight words, math facts, provide proper rest and nutrition, play games, and extend classroom learning to real life applications.

SCHOOL POLICIES & PROCEDURES

ARRIVAL/ DISMISSAL

For safety purposes, students may not arrive at school earlier than 15 minutes before the start of school, as there is no staff supervision until this time. After 7:35 a.m. students must go to the playground. Students must wait off campus until the 7:35 a.m. bell when teachers are on duty. Students arriving late, after 7:50am, should go directly to the office to explain their tardiness and obtain an admit slip for class entry.

Students should go directly home following the end of school and must be picked up on time everyday. Students are asked to wait in the front of the school, by the MPR, until their parents arrive. Students may NOT wait on the playground, off campus, or in the side parking lot. Students should enter the vehicle on the school side of the building. We encourage all of our families to walk, carpool, or use District bus transportation to help minimize traffic congestion. Student safety is our highest priority.

ATTENDANCE

Regular and prompt attendance is vitally important to a successful school experience. Recognizing this importance, we urge you to encourage perfect attendance except in cases of illness or extreme emergency. The state takes attendance very seriously and funds schools only for actual attendance days. Any time your child is absent, there is a loss of learning and a loss of revenue for our school.

Students need to arrive at school before class begins. Tardiness has a detrimental effect on learning and is disruptive to the learning of other students. Please minimize disruptions to the school day by scheduling medical appointments after school whenever possible.

Children leaving school during the day for any reason should inform the teacher.

Anyone picking up a child early must come to the office to sign them out. Your child will then be called to the office. Please do not go directly to the class. Please note that students will not be released to any person not listed on the child's emergency card. As a courtesy, we also ask that you plan ahead and do not request check outs less than 15 minutes before dismissal times.

ABSENCES

When your child is absent from school, state law requires verification. The state legally recognizes absences for illness, medical appointments, and certain circumstances regarding bereavement. When your child is absent, please call our attendance line at (916) 791-6050, report an absence via the school's website or email the front office at jbeitpolous@eurekausd.org to report the absence. Please include the following information: Parent name, student name, teacher name, date(s) of absence, and reason for absence.

If you call the attendance line, it is not necessary to send a note upon your child's return. Schoolwork can be requested and will be available in the office between 2:30 PM – 3:15 PM that same day. Please make the request by 9:00 AM by emailing your child's teacher directly.

Schools only receive ADA monies when students are present so please make every effort to have your child in school. If you have advance notice of an unavoidable absence of 5 days or more, you should request an Independent Study Contract (I.S.C.) via the school's website, 5 school days in advance of the first day of absence. The I.S.C. cannot be approved for the first 2 weeks of school and must be completed 2 weeks prior to the last day of school. Please see more information about Independent Study below:

Short Term Independent Study Contract Information

PURPOSE

Independent Study is a voluntary program in which students may be enrolled when it is necessary to be away from school for three to fifteen school days, a maximum of 15 cumulative days per school year.

AGREEMENT

Parents wishing to enroll their children in the EUSD Independent Study program shall do so through the Master Agreement for Short Term Independent Study. This Master Agreement (Contract) must be signed by the student, parent/guardian, teacher, and Principal.

REQUIREMENTS

- Independent Study is available for a minimum of three (3) consecutive school days, with a maximum of fifteen (15) school days or two (2) separate contracts per school

year, not exceeding fifteen (15) cumulative school days per year. Consecutive days may include a break for weekends or non school days (for example, a student may be on IS for Th/F/M/T/W, with a weekend in between the school days, or, Th/F then Spring Break, then M/T/W after Spring Break).

- Requests must be made at least five school days prior to the beginning of the agreement period.
- An Independent Study Contract will not be issued for the first two or last two weeks of school.
- An Independent Study Contract will not be issued during a school's CAASPP testing window for grade levels within the testing window (3rd to 8th grades).

CONTENTS OF MASTER AGREEMENT

Teachers will prepare specific assignments and expectations for student learning to be completed during the term of the Contract. These learning expectations will be directly aligned with classroom instruction, to the extent possible.

ATTENDANCE ACCOUNTING

Full attendance credit will be given when all assignments are completed at the level of teacher expectation and are submitted in accordance with the timeline specified in the Master Agreement.

INITIATE ONLINE CONTRACT [HERE](#).

VISITING SCHOOL

Parents are welcome at school. We encourage you to visit your child's classroom. The guidelines listed below will ensure your visit is of greater value.

1. For the security of the school campus, ALL parents and visitors must sign in at the office prior to entering the school grounds. Please do not wait by classrooms at the beginning or end of the school day.
2. All parents and visitors must obtain and wear a visitor's sticker while on school campus.
3. It is our intent that regular classroom procedures not be interrupted. We would like parents to see as natural a classroom environment as possible. Please provide the teacher with 24 hours notice prior to your visitation.
4. Plan to talk with the teacher when he/she is free of his/her professional responsibility to students (usually before or after school). Do not confer with teachers during class time. If you need to talk with the teacher, please set up an appointment.
5. Younger children and siblings, not registered as Oakhills students, are not permitted in the classrooms or school grounds during school hours. This includes field trips, as they are part of the instructional day. Sick and/or school age children should also not be at school with parent volunteers.

DRESS CODE

Parents and students are encouraged to use good judgment when dressing for school:

- Shorts are permitted in hot weather, hemmed and a reasonable length.
- Tank tops are permitted, covering midriff.
- Shoes with roller skates are not permitted on school campus.
- Footwear must be worn at all times. Shoes must be appropriate for P.E. (no sandals with straps and no heels).
- Emblems, words and pictures on clothing should be appropriate to the educational atmosphere.
- Students may wear sun protective clothing, including but not limited to hats, for outdoor use during the day.

FIELD TRIPS

Each grade level will take trips, allowing experiences that enhance and reinforce the classroom curriculum. In order for your child to participate in a field trip, a signed permission slip must be turned in on time.

FORGOTTEN ITEMS

Please bring items to the office to minimize classroom disruptions. Clearly mark items with student and teacher name. Instruct your child to check in the office for forgotten items.

LOST & FOUND

Please label everything clearly and permanently with the student's first and last name (no initials please). If an item becomes lost, please check the lost and found by the office. Unclaimed items will be placed in storage at the end of every month and will be donated to charity in December and at the end of the school year.

STUDENT COMMUNICATION USAGE

As per EUSD Board Policy 5131.8, student communication devices will be limited.

Policy 5131.8: Mobile Communication Devices: The Governing Board recognizes that the use of cell phones, smartphones, smartwatches, and other mobile communication devices on campus may be beneficial to student learning and well-being, but could also be disruptive of the instructional program. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy.

Students in grades TK – 8 may not use cell phones, smartphones, smartwatches, or other mobile communication devices once they have entered a TK-3 campus for the instructional day and bell to bell at 4-8 grade campuses. Devices must be turned off and placed out of sight during the school day. Students who need to call parents may use phones located in the administrative office. Students in grades 7-8 may resume the use of their mobile communication devices after the last period of the day, and during after-school extracurricular and sporting activities.

Use of a cell phone, smartphone, smartwatches, or other mobile communication devices by students in grades TK-8 while on any district provided transportation, including buses, school vans, and district-sponsored transportation is limited. Voice calls, voice-activated or required activities and any other use that may cause a disruption or distraction to the safe operation of the vehicle is prohibited.

Site administration may use discretion to allow or restrict the use of mobile devices when deemed necessary or for the use of academic supports or other school related activities.

Students in grades 7-8 may use cell phones, smartphones, smartwatches or other mobile communication devices on campus during extracurricular activities as long as the device is utilized in accordance with law and in accordance with BP/E 6163.4 Student Use of Technology.

Mobile communication devices shall be turned off during instructional time.

However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger.
 2. When a teacher, administrator, or other district employee grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher, administrator or other district employee.
 3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being.
 4. When possession or use is required by the student's individualized education program.
- Smartphones and other mobile communication devices shall not be used in any manner that infringes on the privacy rights of any other person.

The use of any electronic device, including cell phones, may NOT be used at any time in the gym locker rooms and restrooms.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate. If turned over to the principal, a parent/guardian may be notified and may be required to pick up the device from school. A student who violates this policy may be restricted from possessing a mobile communication device at school or school-related events.

A student may also be subject to discipline, in accordance with law, board policy, or administrative regulation, for off campus use of a mobile communication device that poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The Superintendent or designee shall inform students that the district will not be responsible for a student's mobile communication device that is brought on campus or to a school activity and is lost, stolen, or damaged.

TREATS FOR STUDENTS

Parents are encouraged to follow healthy guidelines for birthday treats and parties. It is important to check with your child's teacher before providing treats. Many students have allergies and food limitations. **If prior permission (at teachers discretion) is not requested, treats will remain in the office and will not be handed out.** Guidelines are

also posted on the school website.

Family Guidelines for Bringing Food Treats:

- Please provide at least one week's notice before bringing food items to school.
- If advance notice is not given, the food will be turned away.

Why is this important?

Student Safety: At this age, children may have unknown or undeclared allergies. Providing notice allows us to confirm that any treats meet the safety requirements for all students.

Health Considerations: Many students are still developing independence in understanding and managing their health needs, such as food allergies or dietary restrictions.

Preparation and Communication: Advance notice helps us communicate with families to ensure an inclusive and safe environment for all.

SCHOOL SAFETY

ANIMALS ON CAMPUS

For the safety and health of students and staff, NO animals (with the exception of service animals) are allowed on campus at ANY time. This includes arrival and dismissal times as well as after hours. Special exceptions may be made for academic related animals to be on campus with the proper insurance and authorization, but only with administrative approval.

EMERGENCY CARDS

Please be sure that information is kept current. In the event your child becomes ill or is injured, we must have correct contact information. If you have a change of address and/or phone number, after the annual registration period, please contact the school office.

DRILLS

For the safety of our students and staff, numerous safety drills will be conducted throughout the school year. These may include (but are not limited to) fire, evacuation, lockdown, shelter in place and earthquake drills. Any parents and/or community members that are on campus during the drills, must comply with all procedures.

All safety procedures are taught to students by staff throughout the year. Placer County Sheriff's Office, the EUSD Safety Committee and other local and regional law enforcement are consulted annually to ensure that safety procedures are being followed.

MEDICATIONS AT SCHOOL

By state law, students are not allowed ANY medication (over the counter or prescription) to be given by the school without a form signed by the doctor and parent. Without this authorization, a parent must come to the school office and administer medication. Forms are available in the office.

Students may NEVER have in their possession any medications at school including prescriptions, cough drops, throat lozenges, inhalers, aspirin, Ibuprofen, vitamins, ointments, etc. Please contact the school nurse or health assistant with questions.

TRAFFIC REMINDERS

- For everyone's safety, please drive slowly and exercise extreme caution!
- Children may be picked-up and dropped-off ONLY in their designated grade level area on Twin Schools Road. Siblings need to go to the lowest grade level sibling and wait in that area.
- Remind children to wait along the curb by their designated grade level area.
- Please be patient with the traffic and remember to pull forward in the line as well as buckling all children and shutting car doors before entering traffic.
- Parents, please do not get out of your cars while in the drop-off lane. If you need to get out of the car, please park on the street.
- Be aware of pedestrians, bike riders, and the crossing guard while driving.
- Please remember to refrain from using cell phones during drop-off & pick-up.
- Students are allowed on campus beginning at 7:35 a.m. bell. Please note: Before school, the playground is reserved for Oakhills students only.
- All parents and visitors on campus during school hours, (7:50am - 2:15pm), must check-in at the front office for a visitor's sticker. When leaving campus, please be sure to checkout in the front office.
- We highly encourage utilizing District bus transportation. If you need information about district transportation, please go to [EUSD Transportation](#)

Car Pool

GOAL –

Pick up 1:05pm (W) or 2:15pm (M,T,Th,F) - Students, safely, efficiently, and rapidly, get in car and exit the carpool line.

Drop off 7:35am -7:50am (M-F) – Students safely, efficiently, and rapidly, get out of car and head to playground.

Parents and students, please follow these rules during carpool:

1. Drive slowly on Twin Schools Road and watch for pedestrians.
2. Stay off electronic devices.
3. Pull all the way down the drop-off line, toward Ridgeview School before stopping. Do not leave gaps.
4. Parents stay in cars. Do not exit.
5. Students' belongings should be ready to go.
6. Students should be able to (reasonably) buckle/unbuckle from car seats on their own and enter/exit right side of car as quickly as possible
7. Upon exiting the car, students walk directly to the playground or classroom.
8. Upon entering car, driver should merge onto Twin Schools and drive to end of court to turn around.
9. Follow the directions of school staff.

***Thank you for helping your child become independent and helping us keep students, parents, and staff safe. We appreciate your partnership and support.**

Oakhills/Ridgeview Traffic Map



TRANSPORTATION

CYCLISTS/SKATEBOARDERS/SCOOTER RIDERS

Bicycles, skateboards, and non-motorized scooters must be locked in the bike rack area. Please review safety rules with your children. **It is a state law that all children riding these vehicles wear helmets. Staff on duty will bring students without helmets to the office.** Cyclists/skateboarders/scooter riders need to walk on the sidewalks within the school zone. Riding across the blacktop or backfield is not permitted.

E-Bikes and E-Scooters

To drive an E-Scooter, the operator **MUST** have a valid learner's permit or driver's license. Since none of our students are old enough to have a learner's permit or driver's license, all **E-Scooters will be held at school, and parents must pick them up.** Students will not be allowed to ride home on an E-Scooter.

Class 1 and Class 2 E-Bikes have a maximum speed of 20 mph and are legal **ONLY** if they are wearing a secure helmet and are on the bike alone. If there is a second rider, or if the rider is not wearing a helmet, these are considered illegal. **Riders must be 16 to ride a Class 3 E-Bike, and all Class 3 E-Bikes will be held at school for parents to pick up.**

Bus Transportation

Students are encouraged to ride the bus in order to reduce traffic congestion. Bus passes may be purchased from the Transportation Department located at 5461 Eureka Road, behind the District office. For specific information, please call (916) 774-1231 or on the district website.

If your child is going home with a friend or to a different location, a written note is required and should be turned into the teacher. Unless a child has a note from a parent, [he/she] may only ride to/from assigned bus stops. Please note: all students must have a valid bus pass to ride on the bus. All after school arrangements need to be made prior to coming to school.

TOBACCO FREE POLICY

The use of tobacco or tobacco products is not allowed at any time, in any building, on the property of, or at any program or event at Oakhills (per Health Code, School Board Policy, and Administrative Regulations). This includes off campus, school sponsored field trips. As well as in the school parking lots.

SOCIAL/EMOTIONAL

CHARACTER EDUCATION & STUDENT RECOGNITION

Oakhills participates in the Character Education program. The character traits we will be covering this year are: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. These character traits along with our Toolbox social/emotional skills will be taught throughout the school year in the classroom and schoolwide.

Character Awards: A maximum of two students per class, will be selected monthly, by staff, if they have shown exemplary performance, on the monthly character trait. They will receive a certificate and reward at a grade level assembly.



OAKHILLS ELEMENTARY SCHOOL

CHARACTER EDUCATION MONTHLY SCHEDULE

2025-2026

Month	Character Trait (Toolbox Introduction)
August/ September	Trustworthiness (Tools: Breathing & Quiet/Safe Place)
October/ November	Respect (Tools: Listening, Empathy)
December/ January	Responsibility (Tools: Personal Space, Using Our Words)
February	Caring/Kindness (Tools: Garbage Can, Taking Time)
March	Fairness (Tools: Please and Thank You, Apology and Forgiveness)
April	Citizenship (Tools: Patience, Courage)

Character Trait Descriptions

TRUSTWORTHINESS

Think “true blue“ • Be honest • Don’t deceive, cheat or steal • Be reliable — do what you say you’ll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

RESPECT

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don’t threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

RESPONSIBILITY

Do what you are supposed to do • Plan ahead • Be diligent • Persevere • Do your best • Use self-control • Be self-disciplined • Think before you act • Be accountable for your words, actions and attitudes • Set a good example for others

CARING/KINDNESS

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need • Be charitable and altruistic

FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don’t take advantage of others • Don’t blame others carelessly • Treat all people fairly

CITIZENSHIP

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

SCHOOL SPIRIT

Oakhills school color is red and the mascot is the coyote. Fridays are ‘Spirit Counts’ days. Students are encouraged to wear spirit-wear or red. Students will strive to reach school-wide spirit goals to receive spirit incentives.

Spirit Days: Oakhills also conducts monthly spirit days for students. Specific dates and themes can be located on the Oakhills website.

EXPECTATIONS

Social Expectations

All students will be treated with dignity and respect. The school environment will be positive and pleasing to students. Oakhills School will provide an atmosphere where each student can develop the basic academic and emotional skills necessary for independence in an ever- changing society, and develop self-discipline and a positive self-image with an appreciation for the value of learning.

Areas of Responsibility

In order to ensure that all students have the opportunity to experience a productive learning environment while at school, it requires a “team” approach by staff, students, and families to teach, review, and reinforce the positive traits that are expected of our students.

- School Staff – All school staff have the primary responsibility for providing teaching/learning opportunities that promote an atmosphere of respect, trust, and responsibility within the school community. School staff is responsible for teaching and modeling positive behaviors and traits that are consistent with school standards. All staff is responsible for ensuring that school rules and guidelines are enforced and they support the school site in maintaining school/district policies.
- Parents/Guardians – Parents and guardians provide reinforcement of the behaviors consistent with school and district policy. In addition, through their daily involvement in school events/activities, parents provide modeling and additional opportunities for student recognition of positive behaviors. Parents also function in a partnership with school staff regarding decisions directly affecting their children and the well being of the school as a whole.

- Students – Students are responsible for following the school rules and procedures established by the school site. Positive student interactions are a key component to the establishment of a productive learning environment.

Positive Behavior

- Students will attend school wide assemblies at the beginning of the year and at the end of the second trimester. The focus of these assemblies will address the school rules and behavior expectations for lunch, recess, restroom use, and classroom instruction.
- Students will attend monthly assemblies on positive “Character Traits” that will help to build student self-awareness and understanding of strong moral character.
- Teachers will review the school rules and expectations during the first week of school and as necessary throughout the school year.
- All families can access the Parent/Student Handbook online, and the Computer User Agreement at the beginning of the school year, to be used as a reference throughout the year.

Recognition of Positive Student Behavior

- Students will be recognized weekly for positive behavior through red “Super Coyote” tickets. Students earn these tickets for following school rules. Tickets are collected within the classroom, and at the end of the week, two tickets are chosen at each grade level to win a reward from the principal.
- Students will be recognized monthly at our “Character Traits” assemblies for exhibiting the highlighted Character Trait of the month. Classroom teachers will nominate up to 2 students who have demonstrated these traits and those students will be recognized at the assembly and will receive a certificate and reward from the principal.
- Students build a sense of community by participating in our Oakhills School Pride program. Students are encouraged to wear their Oakhills T-shirts or any shirt displaying our school color (Red) on Fridays.

SCHOOL RULES

Super Coyotes are

KIND

SAFE

DO THEIR JOBS!

BE KIND

- Treat others as you would like to be treated.
- Use appropriate language; no name-calling.
- Play respectfully with others (take turns, share, and include others).
- Respond to teachers and staff in a positive and respectful manner.
- Respect school property and use equipment in a fair and safe manner.

BE SAFE

- Keep your hands and feet to yourself.
- Use walking feet (no skipping, hopping, jumping, or running) on designated sidewalks.
- Walk inside buildings/classrooms, to and from the lunchroom, and on the playground.
- Stay in assigned/supervised areas.
- Students may be in the classroom only when a teacher or instructional assistant are present.
- During recess, remain in the Oakhills playground area (blacktop, bark, or grass area).
- Do not play in the restrooms.

DO YOUR JOB!

- Listen carefully and follow directions.
- Stay on task, participate and do your best.
- Arrive to school on time and prepared; school begins at 7:50am.
- Clean up after yourself in the classroom, lunch area and playground.

- All personal items (toys, games, stuffed animals, etc.) must remain at home. The school is not responsible for these items.

School-Wide Consequences:

In the event that a child fails to follow the above rules, the following may occur:

- Behavior Office Referral (Digital Form)
- Suspension from class
- Suspension from school for a day or more
- Implementation of behavior contract

Behavior Office Referral Form:

A Behavior Office Referral Form will be issued for excessive behavior reminders as well as severe infractions that involve the health and safety of others (California Education Code 48900) and these may require more severe disciplinary consequences. These forms are written for minor and major behavior violations.

Behavior Expectations Rubrics:

These behavior referrals follow the rules that were taught through rules videos which are shared at the beginning of the school year, as well as in January of each school year. These rubrics are presented to Oakhills students. Parents are also shown an expectations rubric at Back to School Night.

Oakhills Elementary School

Student Expectations Matrix			
Area/Setting	BE KIND	BE SAFE	DO YOUR JOB
Lunch Line	Be orderly in line	Walk calmly and quietly Keep hands, feet and objects to self	Follow adult directions
Playground	Include everyone Use problem solving skills Share equipment	Keep hands, feet and objects to self. Play approved games and use equipment properly. Stay in playground boundaries	Freeze when whistle blows Follow adult directions Play by school game rules
Bathrooms	Respect privacy Use quiet voices Wait for your turn	Keep hands, feet and objects to self Wash hands Keep floor clean and dry No playground behavior	Flush toilet after use Return to classroom right away
Office	Wait quietly for an adult Enter only with permission Use kind and polite words	Walk to counter Keep hands and feet to self	Know your purpose for being in the office



Area/Setting	BE KIND	BE SAFE	DO YOUR JOB
Library	Treat books and other items in the library with care	No playground behavior in the library (running, jumping, chasing, etc.)	Put books where they belong Listen to adult directions Use quiet voices
Campus Walkways	Use calm and quiet voices	Always walk, facing forward Keep hands, feet, and objects to self	Follow adult directions Stay within walk areas
Cafeteria/ Outside Eating Area	Eat your own food Demonstrate good table manners Include everyone	Walk at all times Eat your own food	Be orderly in line Clean up after yourself
Assembly	Be quiet Applaud when appropriate Be a good listener	Walk into assembly Stay in your row on your arrow	Follow adult directions Sit criss-cross applesauce Keep hands to self
Bus/Pick up line	Keep hands to self Walk safely Keeping place in line	Stay in designated areas Cross street only at crosswalk with adult assistance Watch for moving vehicles	Follow adult directions Stay with assigned adults



Oakhills Elementary School

Parent & Community Expectations Matrix			
AREA	BE KIND	BE SAFE	DO YOUR JOB
Attitude	Helping your child keep a positive attitude towards school, school staff and themselves by modeling and encouraging them to always put their best effort forward.		
Campus events	Helping to remind students that the three school rules apply every time they are on campus for each event.		
Citizenship	Helping to teach your child that Super Coyotes are a good citizens at school and in our community and that they represent Oakhills by their actions and attitudes.		
Communication	Using positive language and actions when problem solving and communicating problems. Helping your child see that even adults have conflicts, but we use kind words and actions to come to a solution.		
Community Service	Helping teach your child that we try to give back to the community we live in and helping others helps increase our self worth.		
Problem Solving	Helping teach our children that problems can have positive outcomes and sometimes improve the overall situation.		
Punctuality	Helping to model that being on-time for meetings and getting your child to school helps their productivity and is a sign of respect.		
Study Skills	Completing homework and projects on time and allowing your child to be responsible for turning work in.		

