

WOODLAND HILLS OPPORTUNITY CAMP GUARDIAN/STUDENT HANDBOOK 2023

FACULTY

Asst. to the Superintendent (Curriculum)-
Mr. Eddie Willson
Camp Coordinator- Ms. Tamika McGee
Site Director- Mrs. Julie Scarberry

Administrator(s)- Rotating
Secretary- Ms. Annelise Hanson
Nurse- Ms. Alyssa Cova
Social Worker- Ms. Brittany Miller

OUR VISION

All WHOC students will discover and develop their strengths and passions by working with caring adults who will nurture their natural curiosity and wonder resulting in confident students who take risks in exploring their interests and possible career pathways.

OUR MISSION

At WHOC all students will engage in a blend of rigorous academic curriculum and enrichment activities that will extend their learning and prevent summer learning loss while also supporting their social-emotional development within positive relationships and rigorous and relevant curriculum that is developed with the support of families and community partners.

ATTENDANCE

Absences limit opportunities for relationship building and participation in learning activities. Regular attendance is an integral part of Opportunity Camp.

Late to Camp/Sign-in Policy

Opportunity Camp start time is 9:00am. **Parent drop-off is at the rear of the building.** Campers in grades K-4 can be dropped off in the back and walk up the ramp to the door facing the field (Door 13). Campers in grades 5-8 will walk to the front entrance (Door 1). Students who arrive after 9:15 must enter through Door 1 at the school's front entrance and sign in with the office to receive a pass for admittance into class. **All students MUST arrive on time for field trips.**

Early Dismissal/ Sign-out Policy

A written request for early dismissal must be made and signed by the parent/guardian. Parents must report to the office and show photo identification to sign out students with an early dismissal. ***If there is a custody order in place, please notify camp administration.**

**[Late] Pick-Up

Dismissal begins at 3:00pm. Parent pick-up is at Door 11 in the rear of the building. It is imperative to pick your child up on time. **Chronic late pick up may be cause for removal from the program.**

BUS TRANSPORTATION

All school district rules and policies are in effect on district provided transportation. In the interest of a safe, orderly and pleasant ride on the school bus, students are expected to be courteous, cooperative, and restrained. Students are permitted to ride only the bus they are assigned by the school district. If you have questions regarding transportation times and/or the bus stop, please contact the transportation office at 412-731-1300 x 0187.

Conduct on School Buses and Vans

In the interest of a safe, orderly, and pleasant ride on the school bus, students are expected to be courteous and cooperative. The following is the Woodland Hills School District Transportation Code:

Student Responsibilities:

When Waiting at a Bus Stop –

1. Report to the bus stop ten (10) minutes ahead of schedule.
2. Stand in orderly and safe groups avoiding traffic
3. Remain at a safe distance until the bus stops
4. Board the bus quickly and carefully. All regular seats may need to accommodate three (2) students.
5. Remain seated while the bus is in motion.
6. Do not distract the driver.
7. Keep hands, arms and head inside the windows.
8. Disembark quickly and carefully and move away from the bus.
9. If you must cross the street, walk in front of the bus and watch for traffic.

When Boarding –

1. Students may not bring animals, alcoholic beverages, firearms or any considered weapon or explosives onto the bus.
2. All foods and beverages must be in a container and are not consumed on the bus. Glass containers must be safely packed and encased in a break-resistant container.
3. Students may board only the assigned bus. Students will not be permitted to board a later bus either going to camp or returning home.

When Riding –

1. Students must conduct themselves in an acceptable manner at all times. Vulgarity, profanity, fighting or other improper conduct is not permitted.
2. Students may not block the aisle or emergency door with lunch boxes, books or other possessions.
3. Students must not extend arms or heads out of windows at any time.
4. Students must remain seated while the bus is in motion or if the bus is delayed on the road.
5. Students may not operate the bus door or tamper with the emergency door.
6. Students may not use the emergency door except in the case of an emergency.
7. Students may not eat, drink, smoke, or play radios on the bus.
8. Every student who rides a bus must get on and off at the assigned bus stop. Exceptions will be made only through the administration office when a written parental request has been made and is signed by an administrator or his/her designee and the request verified in writing.
9. Any student who wishes to ride a bus other than his/her regular school bus must have a written request signed by the administration office when a written parental request has been made and has been signed by the principal or assistant principal and the request verified in writing.

When Departing –

1. Students may not depart the bus in the morning before it arrives at the designated school of the student.
2. Students may not depart the bus in the afternoon except at their designated bus stop.
3. Students who must cross a street after alighting from the bus shall cross only in front of the bus on the signal by the driver.

Bus Discipline Procedures

Students are subject to suspension or dismissal from Opportunity Camp if they are involved in disrupting action jeopardizing the safety and welfare of their fellow students or any infraction of the stated rules of conduct.

Violation of the standards for bus conduct shall be subject to the following penalties:

1. First Offense: Conference with student and parent contact. An administrator may suspend a student from the bus on the first offense if the first offense is serious in nature.
2. Subsequent Offenses: Temporary or permanent suspension **may** occur from school bus riding privileges for the remainder of the program.

The authority for suspension is vested in the building administrators.

Parent Responsibilities:

1. Parents are not to board the bus. Unauthorized school bus entry is prohibited and illegal.
2. Transportation provided by the Woodland Hills School District is NOT a right, but a privilege extended by the District and this privilege can be revoked at any time.
3. To know the rules, regulations, and expectations for student conduct and behavior as outlined in the Student and/or Parent Handbooks and publications from the Woodland Hills School District Transportation Office.
4. Parents are responsible for the transportation of their child to and from the bus stop daily.

Use of Video and Audio Equipment

Notice to Students and Parents

Student safety on school buses is a priority. To help ensure safety of all bus riders and drivers, video camera(s) and audio recording equipment may be installed at random throughout the school district fleet of school buses and may be found on school buses contracted from an outside provider. The District may use the videotapes and audio recordings for investigatory purposes. For more information on the use of audio/video equipment please see School Board Policy 810.1

CAFETERIA PROCEDURES

Students are assigned to one lunch period. Students will be escorted to the cafeteria and will remain there for the entire lunch period. Lunch periods allow for ample time for students to eat their lunch and have some time left over for relaxation and socialization with their peers in the cafeteria. No students are permitted to leave school grounds during the lunch period.

The following rules apply when in the cafeteria:

- Students are only to attend their scheduled lunch period
- All students in the cafeteria should be seated in a chair at a table unless they are in transit. The aisles must be kept clear for safety and mobility.
- It is the student's responsibility to clear the area he/she uses and deposit the trash in the proper receptacles.
- Students are not permitted to tap/bang on tables, sing, or make other noises that disrupt the cafeteria.
- No food or beverages are permitted to be taken from the cafeteria area. All food and beverage must be consumed in the cafeteria.
- Students are not permitted to have food or beverage delivered to the school by private vendors, such as Uber Eats.
- Students may bring their own lunches to school, but are not permitted to bring any glass or other breakable containers.
- Students are to remain orderly and refrain from excessively loud noises i.e. shouting.
- Students are not permitted to line jump. Violators will be directed to the end of the line.

*Students, who do not follow the cafeteria rules, may be sent to a designated area, may be given assigned seats, or assigned other disciplinary actions

DISCIPLINE CODE

In general, WHOC maintains a preference for in-class management of behavior and discipline, supported by home contacts. Limited removal of students from classrooms should be focused on supporting in-class efforts and facilitating return of the student to the classroom environment. More extended separations from classrooms are less preferred, should be occasioned only by continuing or serious behavioral problems, and should be associated with appropriate guidance or other referrals.

Student Expectations

All District students are expected to:

- know and exhibit the "5 P's": Prompt, Prepared, Productive, Polite, and Proud.
- conduct themselves as representatives of the district when participating in or attending camp functions and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship

- ask questions when they do not understand and seek help in solving problems that might lead to a disruption in the learning environment.
- accept responsibility for their actions.

Camp Discipline Procedures

Students are subject to dismissal from Opportunity Camp if they are involved in disrupting action jeopardizing the safety and welfare of their fellow students or any infraction of the stated student expectations.

Violations shall be subject to the following penalties:

1. First Offense: Conference with student and parent contact. An administrator may suspend a student from camp on the first offense if the first offense is serious in nature.
2. Subsequent Offenses: Temporary or permanent suspension **may** occur from camp.

The authority for suspension is vested in the building administrators.

DRESS CODE

All students are required to wear comfortable clothing to camp. Opportunity Camp shirts are to be worn on Fridays for field trips/Fun Day. The Dress Code includes the following:

Shirts:

- Insignias, logos, labels, words or pictures should be school appropriate
- Must be appropriately sized
- Shall be long enough to cover the midriff when sitting or standing

Bottoms:

- Undergarments may not be visible at any time.
- Graphics and embroidery should be school appropriate
- Shorts, skirts, skorts and jumpers shall be modest and of sufficient length. The length of these articles of clothing shall be no shorter fingertip length.
- Clothing must be appropriately sized. No baggy or sagging pants or shorts are allowed. No “low-rise” clothing is allowed. Pants must be worn with the waistband at or above the hip bone.

Shoes

- Students will be outdoors and participating in sports activities on various days. The preferred shoe-wear is closed toe, rubber sole shoes.
- No flip-flops or shoes without a backstrap

Please adhere to the Woodland Hills Opportunity Camp Dress Code for student clothing.

ELECTRONIC DEVICES

Woodland Hills Opportunity Camp prohibits using personal technology resources, including but not limited to cellular telephones, smart watches, and airpods by students during the regular camp day. Further, students will not be permitted to use such devices while participating in activities unless expressly authorized by the building administrator or designee. Additionally, WHOC prohibits using portable devices to capture, store, and/or transmit information, including text, audio, or video data, unless expressly authorized by the teacher or building administrator. Cellular devices that can take photographs or record audio or video data shall not be used for such purposes while on WHSD property, on buses or other vehicles provided by the District, or while a student engaged in school-sponsored activities. Taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing, is strictly forbidden.

Woodland Hills Opportunity Camp assumes no responsibility for lost, damaged, or stolen cell phones or electronic devices. Violation of the guidelines may result in the confiscation of the student's property. Confiscated cellular telephones will be returned at the end of the day. Also, students may be subject to further disciplinary actions. Students must relinquish electronic devices upon request from district staff/administration. Failure to comply will result in a more serious disciplinary action.

EMERGENCY SITUATIONS

In an emergency, the district will utilize its mass notification phone messaging system. If an emergency occurs in our school, parents will be notified through the messaging system. The emergency alert will include basic information about the nature of the emergency. In the event of an evacuation, you will be notified of where the students are being transported and where you can reunite with your children. Depending upon the situation, we will establish a reunification point and notify you of the specific details.

How Parents Can Help in Emergency Situations

For the safety of everyone, parents are asked to wait for instructions from the District on how to reunite with their child.

- Please refrain from calling the school during an emergency.
- If a reunification is enacted, please pick-up your child at the reunification point. We understand that emotions are high, and we will follow our protocols to get the students to the reunification point as safely and quickly as possible. Arriving at the school may interfere with responders.
- We encourage parents to talk with their children about safety and emergency situations.

FIELD TRIPS

Field trips have been scheduled by the camp coordinator. These trips are designed to be an opportunity for students to explore and enjoy the city. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. Students are to wear socks to all field trips that require a change of shoes (ex. bowling and skating). Also, most field trips require a great amount of walking. Comfortable walking shoes are suggested. Individuals who volunteer to chaperone field trips must follow the guidelines for clearances as set forth under Woodland Hills Policy No. 916 – Volunteers. The entire Woodland Hills Volunteer Policy is available online at www.whsd.net. Volunteers **may** have to pay their own expenses. **Children are only permitted to be accompanied by WHOC approved chaperones while on field trips.**

***If you would like to chaperone, please ensure that your clearances (criminal background, child abuse, and FBI background) are on file with WHOC.**

HEALTH SERVICES

Medications and Medicines

Before any medication may be administered to any student during school hours, WHOC shall require the written order of the licensed prescriber, which shall include the purpose of the medication, the dosage and the time at which the medication shall be administered. A written request from the parent/guardian is required which shall give permission for such administration and relieve WHOC and its employees of liability for administration of medication.

In order for any prescribed medication to be administered to any student by the school nurse, there must be a written order from a licensed prescriber. This written permission will include:

- Name of child.
- Date of prescription.
- Name of medication.
- Dosage and route of administration.
- Specific time, or special circumstances, in which the medication shall be administered.
- Specific length, period, or amount of medication prescribed.
- Signature of the prescriber.

Communicable/Contagious Diseases

To minimize the occurrence of contagious diseases among our students, we are asking for your cooperation in observing the following guidelines.

Please keep your child home if he/she has any of the following:

- FEVER - elevated temperature (above 100.8 F) usually indicates the presence of an infection. Tylenol relieves the fever, but not the disease.
- UNCONTROLLED COUGH
- PROFUSE SINUS AND NASAL CONGESTION
- NAUSEA AND/OR VOMITING - within 12 hours prior to school
- DIARRHEA - within 12 hours prior to school
- PAIN - sore throat, severe stomach ache, headache or body aches
- COVID - including exposure to someone who has tested positive for COVID

Children MUST remain at home at least for twenty-four hours after a fever subsides. If there are any questions or concerns, please contact the nurse.

Standing Orders

Standing orders are medical directives written by the school's physician. These orders may authorize administration of specific over-the-counter (OTC) medications such as acetaminophen or antacids and/or emergency medications such as epinephrine (Epi-pen) to students according to a defined protocol. Although parent/guardian approval (consent) is not needed for the administration of medications during a life threatening emergency, consent is required for the administration of over-the-counter medications.

First Aid

If a student becomes ill or is injured at school, he/she will be cared for by the nurse. The parent/guardian will be contacted. If the parents cannot be contacted, the persons listed on the enrollment application will be called. If necessary, local Emergency Medical Services will be contacted.

First aid in the school is limited to injuries that occur at camp. **(NOTE: INJURIES THAT OCCUR IN THE HOME ARE THE RESPONSIBILITY OF THE PARENTS/GUARDIANS AND MUST BE TREATED BEFORE SENDING THE CHILD TO CAMP.)**

***Transportation of ill or injured students is the responsibility of the parents.**

***Ambulance service in extreme emergencies will be at the expense of the parents.**

Please keep the school nurse informed if your child develops medical problems or conditions that requires special attention. The physician should write information and directions to be sent to the school nurse so the school nurse can develop an individual care plan.

COVID Protocol

Woodland Hills Opportunity Camp will follow the CDC and school district guidelines. If any changes occur, families will be notified.

If a student tests positive for Covid19, medical approval must be obtained and sent to the camp nurse 24 hours prior to returning to camp.

MEAL PROGRAMS

Woodland Hills School District participates in the National School Breakfast and Lunch Programs. The cafeteria serves a free breakfast and lunch each day. However, students may bring lunch from home. Glass containers are not allowed.

PARENT ALERT SYSTEM

Woodland Hills School District utilizes an up-to-date Parent Alert System to quickly communicate important information to parents. The Parent Alert System through PowerSchool is an elite, industry-leading, rapid communication service designed specifically for the Pre-K-12 community. With this system you will be notified of any time-sensitive information in the event of a lockdown, relocation, evacuation or other emergency, as well as changes in meeting times and other communication materials that parents need to know. Please keep the district updated with your current phone number(s) so that you will not miss any important messages.

NOTE: If you are not receiving automated calls, please call the school and we can troubleshoot for you.

PERSONAL VALUABLES

School personnel **will not** be responsible for cell phones or other valuables that students bring to camp. It is recommended that students leave all valuables at home. If circumstances make it necessary for a student to bring money (e.g., field trip money) or other important possessions to school, students are responsible for these items.

PHOTO RELEASE

Use of Student Names/Photos: The District procedure regarding the use of student photographs for news releases, brochures, the website, the community magazine, and on the Internet requires guardian's consent. Thank you for providing this information during the enrollment process.

VANDALISM

Our school and school equipment is public property. **Willfully damaging or destroying this property is cause for immediate disciplinary action, which may include removal from camp.** The school requires that students who damage property or equipment pay for damage. If a student accidentally causes damage, he or she should report it to the classroom teacher or administrator, so that the damage is not misconstrued as vandalism. (CARE OF SCHOOL PROPERTY POLICY #224)

VISITORS

All visitors are to report to the building office to register before proceeding to their destination in the building regardless of whether prior approval for the visit has been given. Please be prepared to present identification, such as a driver's license or government issued identification.

WHO TO CONTACT

When parents have questions about the operations of the camp or concerns with the education of their child, it is important that those questions be properly answered in the most expedient manner possible. For that reason, it is imperative that the chain-of-command be followed when attempting to resolve problems that may arise.

Problems are best solved at the level where they initially occur. To provide parents with proper information, it is recommended that discussion take place on a one-to-one basis with the person directly involved. To facilitate communications between the school community and home, there must be mutual support, trust, understanding and openness. The following guidelines are suggested for students and parents when questions and problems need to be addressed within the Woodland Hills School District.

- Contact the teacher first and schedule a meeting or a telephone conference.
- Problems not resolved at the teacher level should be taken to the camp director.
- Concerns with programming should be addressed to the camp coordinator.

MOST IMPORTANTLY

Be safe and have fun! This has been quite a year. Opportunity Camp is to be an enjoyable experience for campers. If there is anything you need, please let a camp staff member know.

PROMPT * PREPARED* PRODUCTIVE * POLITE * PROUD

WE ARE WOODLAND HILLS

NOTES/QUESTIONS