**WOODLAND HILLS OPPORTUNITY CAMP**

**GUARDIAN/STUDENT HANDBOOK**

**FACULTY**

Asst. Superintendent (Curriculum)-

Mr. Eddie Willson

Camp Coordinator- Ms. Tamika McGee

Site Director- Mrs. Julie Scarberry

Administrator(s)- Rotating

Secretary- TBD

Nurse- TBD

**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 \_\_\_\_\_\_\_\_. Students who arrive after 9:15 must sign in with the office to receive a tardy pass for admittance into class.

**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 \_\_\_\_\_\_\_\_. It is imperative to pick your child up on time.

**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 school 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 musical instruments, 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 assistant principal/principal's office when a written parental request has been made and is signed by the principal 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 assistant principal/principal's 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 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 warning letter to parents/guardians. 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 balance 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. Unauthorized entry is 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

**CELL PHONES**

The Woodland Hills School District realizes that cell phone use is an important line of

communication between parents and their children. However, cell phone use will not be

permitted during the school day. Cell phones are to remain put away and turned off during the camp day.

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.

**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 warning letter or phone call to parents/guardians. 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. 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.

**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](http://www.whsd.net). Volunteers **may** have to pay their own expenses.

\*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.

**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 administrator on site.
* 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**