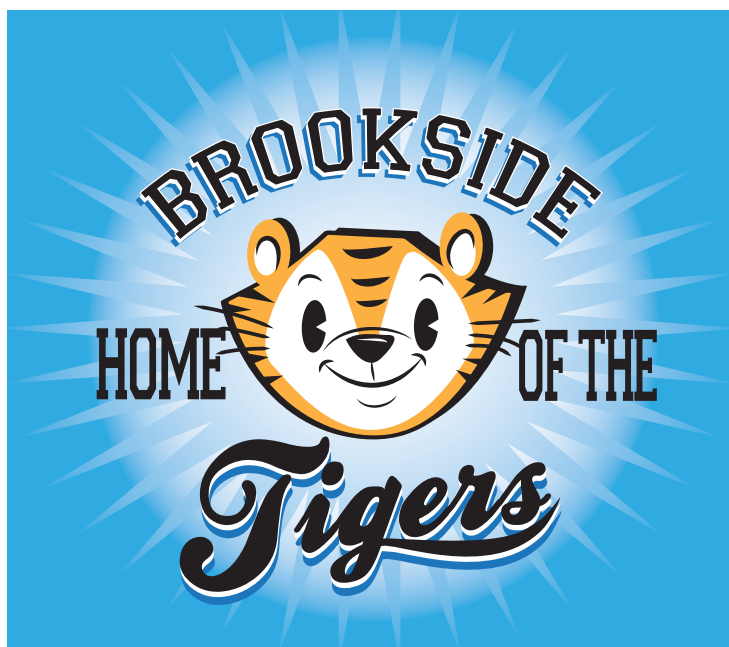


BROOKSIDE ELEMENTARY SCHOOL

"Where Learning is Joyful"



A National Blue Ribbon School
A California Distinguished School

SCHOOL HANDBOOK 2015-2016

165 North Satinwood Avenue
Oak Park, CA 91377
818-597-4200

www.BrooksideElementary.org

Oak Park Unified School District:
"Educating Compassionate and Creative Global Citizens"

Welcome to Brookside Elementary School, home of the Brookside Tigers!

At Brookside, we strive to recognize the potential in all learners and to translate that into performance. Our team approach to teaching and learning encourages the academic, social and emotional development of the whole child. Our students are joyful learners and delighted to come to school.

Brookside is an exceptional place for learning. Ranked as one of the top elementary schools in California, our school has been recognized as a National Blue Ribbon School by the U.S. Department of Education for meeting national standards for school excellence. On five occasions we have been named a California Distinguished School by the California State Department of Education. Additionally, Brookside is a member of the California Business for Education Excellence Honor Roll, which recognizes schools with outstanding achievement.

Brookside has a rich tradition of providing a challenging and meaningful learning environment for all children. Brookside's philosophy is that every child can and will learn if presented with the right learning opportunity.

Parents and community members are encouraged to participate and become involved at our school. We actively ask for your support, ideas and suggestions. Our incredible PTA organizes and funds some of our most popular programs and activities. We encourage you to get acquainted and get involved. You will find the effort enjoyable and rewarding.

We hope you will find that Brookside Elementary School is truly a place where learning is joyful and children delight in coming to school. Come learn with us!

Brookside Vision Statement

The Brookside School community actively involves all children in becoming passionate, innovative and culturally enriched life-long learners. We provide a foundation for students to reach their full potential through a comprehensive, rigorous, standards-aligned curriculum that is enhanced by technology. Meaningful learning opportunities empower children to be independent thinkers, problem solvers and responsible citizens.

COMMUNICATION – HOME TO SCHOOL

School Office: 818/597-4200

Attendance: 818/597-4209 (24 Hour)

Lunch Menus: www.oakparkusd.org/Page/71

Website: www.BrooksideElementary.org

Email: Email staff by typing their first initial and last name followed by @oakparkusd.org (example: SAhl@oakparkusd.org for Sara Ahl)

Hours: Campus opens: 7:45am
Class begins at 8:15am for DK & K and 8:20am for grades 1-5.

OFFICE STAFF & DISTRICT ADMINISTRATION

Sara Ahl	Principal
Virginia Standing	Office Manager
Maureen Winter	Student Services
Michelle DiCamillo	Student Services
Nancy Nivon	Health Clerk
Rudy Munoz	Head Custodian
Elba Lopez	Night Custodian
Tina Wang	PTA President
Dr. Tony Knight	Superintendent
Dr. Leslie Heilbron	Asst. Superintendent, Human Resources and Employment
Martin Klauss	Asst. Superintendent, Business and Administrative Services

**Daily Bell Schedules
Brookside Elementary School
2015 - 2016**

Grades 1 – 3 (M, T, TH, F)

Line-up Bell	8:17
Start Bell	8:20
Recess	10:10 – 10:30
Lunch	12:00 – 12:45
Dismissal	2:30

Grades 4 – 5 (M, T, TH, F)

Line-up Bell	8:17
Start Bell	8:20
Recess	10:35 – 10:55
Lunch	12:30 – 1:15
Dismissal	2:56

Grades 1-5 – Wednesday (Early Release)

Line-up Bell	8:17
Start Bell	8:20
Recess grades 1-3	10:10 – 10:30
Recess grades 4-5	10:35 – 10:55
Dismissal	12:40

Discovery Kindergarten (M - F)

Start Time	8:15
Recess	9:40 – 10:00
Dismissal	12:15

Kindergarten (M, T, TH, F)

Start Time	8:15
Recess	9:40 – 10:00
Lunch	11:15-12:00
Dismissal	1:15

Kindergarten – Wednesday (Early Release)

Start Time	8:15
Recess	9:40 – 10:00
Dismissal	12:15

Kindergarten – August 11th through August 14th (1st Week of School Only)

<i>Start Time</i>	<i>8:15</i>
<i>Recess</i>	<i>9:40 – 10:00</i>
<i>Dismissal</i>	<i>12:15</i>

ATTENDANCE POLICY

We want all students to be successful at school. Common sense and research tell us that the most successful students are those with good attendance. State law dictates that schools only receive funding for the actual time students are at school, regardless of the reason for absence.

Doctor and other appointments should be scheduled outside of school hours. Student absences are very disruptive to the learning process and to the child's classroom. Please do not schedule family vacations and other trips on school days. By law, the school is unable to mark absences due to vacations/trips as an excused absence. (see "Extended Absences" below).

Reporting an Absence 818-597-4209

We ask that parents/guardians call the Attendance Line (818-597-4209) before 9:00 am each morning that their student is going to be absent from school. Messages can be recorded 24 hours a day. Report the absence, explain the reason, include the child's name, the caller's name and relationship to the child, and the teacher's name. Homework/Classwork is not provided on the first day of the absence. On or after the second day of an absence, you may e-mail the teacher regarding school work (see "Requesting School Work" below).

Reporting Tardies (Late Arrivals) 818-597-4209

If your student is going to be late to school due to an appointment or other reason, please call the attendance line and let us know when the student will arrive, reason for late arrival and if the student will be requiring a hot lunch for the day. Tardy students are to come to the office to get a blue slip before entering the classroom. DK/K begins at 8:15 and grades 1-5 start at 8:20 am.

Student Check Out Procedure

If you need to check your child out during the school day, please come into the office and sign him/her out. The office personnel will call your child up from class. If your child returns to school the same day, bring him/her back through the office and sign him/her back in to school. Your child will be given a pass to return to class. **School personnel are not permitted to release a student to anyone other than a parent/legal guardian or those listed on the emergency form.**

Excessive Absences

The law dictates that students must attend school regularly and on time. Three or more unexcused absences during the school year constitute excessive absences. Our district attendance system counts the number of days that students miss school whether excused or unexcused. Excused absences include illness or injury to the child, quarantine of the home by county health official, a medical/dental appointment that can only be scheduled during school hours, or attendance at funeral services for immediate family. Absences for religious holiday will be granted upon written request of parent/guardian, in advance of the holiday. Parents are

required by law to send their children to school from ages 6-18. Please honor the school calendar when planning vacations. Letters are automatically sent home to advise of poor attendance after 3 unexcused absences or tardies. Students who demonstrate continued poor attendance or tardiness will be reported to the Ventura County School Attendance Review Board.

Requesting School Work When Child is Absent

Parents may send an e-mail request to teachers beginning on the second day of a child's absence from school. Whenever possible, the teacher will respond within 24 hours (not including school holidays or weekends). Teachers cannot provide classwork or homework the first day of an absence, and are often unavailable to respond to requests during the regular school day.

Extended Absences

Student absences are very disruptive to the learning process and to the child's classroom. Please do not schedule family vacations and other trips on school days. By law, the school is unable to mark absences excused due to vacations. If an extended absence is unavoidable, parents may request an Independent Study contract, which will allow the teacher to provide school work and will enable the school to receive daily funding for the student throughout the absence (see below).

Independent Study - Contracts may be requested a minimum of seven days in advance of the absence. Independent Study Contracts shall be requested by parents in person at the school office and can be for no less than five school days. A request made directly to the teacher does not exempt a parent from following office procedures.

The Independent Study Contract has been formulated to provide the students and teachers with specific educational guidelines when a child is away from school due to extended illness, vacation, and/or other extenuating circumstances. The contract will be utilized to provide an on-going instructional program. By developing an individual contract, the student is able to keep pace academically with his/her class, while the school is able to count this time as instructional time for attendance purposes.

- The child's classroom teacher(s) will determine appropriate assignments and will confer with the parent and child. Parents can help by setting aside some study time each day so that work can be accomplished in a calm and suitable environment. We hope that this contract helps both parent and child.
- All contracts shall be signed and dated by the student, parent, and teacher before being turned into the office.
- A clear and definite homework assignment shall be given to the student, which will substitute for at least a minimum day's worth of work for each day of absence from school

- The contract and all accompanying homework shall be turned in to the teacher the day the student returns to school. The work should be treated as any other assignment and will be marked accordingly.
- If the work is not turned in upon the student's return to school, the student's absences will be recorded as unexcused. At that time the Independent Study Contract will be canceled.
- If a student returns to school early (is absent less than 5 days) then the absences shall be recorded as unexcused.

Medical Excuse Policy

An absence due to illness may be excused by a parent/guardian for a maximum of three days. The school reserves the right to require a note from the doctor to excuse absences due to illness totaling more than 3 consecutive days or more than 10 total days in a school year.

If a student is to be medically excused from all active participation in physical education for a short period of time, the following procedures will be implemented:

- a) The student must bring a note from a parent requesting no activity because of illness or injury. The note cannot exceed three consecutive days.
- b) If a student needs to be excused for four or more days, a note from a doctor is required indicating the length of time to be excused.
- c) If a student becomes injured or ill during the day before his/her PE class, a note the day immediately following will excuse the student's inactivity.
- d) If any of the above three medical situations occur, an assignment may be given during regular PE class time and checked by the teacher.
- e) During the time that the student is excused from PE, he/she will also be restricted to quiet activities during lunchtime and recess.

Do not send your child to school with an illness, respiratory infection (cold), fever, or rash. A child who has had a fever must have a normal temperature for 24 hours before returning to school.

Home/Hospital Instruction– California Education Code 48206.3 requires that Home/Hospital Instruction be available to students with *temporary* disabilities that make attendance in regular day classes or alternative education programs impossible or inadvisable. A temporary disability is defined as “a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program, after which the student can reasonably be expected to return to regular day classes or an alternative education program without special intervention.” Home/Hospital students can normally be expected to return to their regular classes after their disability has been addressed through medical intervention. If a student is determined to require Home/Hospital instruction, he/she will receive one clock hour of individualized instruction for each day that instruction is offered by the district in the regular education program. The maximum number of hours that

can be offered to a student in one week is dependent upon the number of school days in that week.

Home/Hospital Instruction is *typically not necessary for students who may be absent for between one and two weeks.* Instruction for these students can be handled at the site level through either short-term independent study or regular classroom teacher support with assignments and flexible timelines.

CIVILITY POLICY

Members of the Oak Park Unified School District staff will treat parents and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds. This policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the children of this district, as well as the community, the Oak Park Unified School District encourages positive communication and discourages volatile, hostile or aggressive actions. The district seeks public cooperation with this endeavor.

DISRUPTIONS

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; harasses staff with frequent and abusive emails; or who has otherwise established a continued pattern of unauthorized entry on School District property, will be directed to leave school or school district property promptly by the Superintendent, principal or designee. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that his/her participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly. When an individual is directed to leave under the above circumstances, the Superintendent, principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with Californian Education Code 44811 and Penal Codes 415.5 and 626.7 if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent, principal or designee may notify law enforcement officials. (cf. 5131.4 Campus Disturbance)

E-MAIL COMMUNICATION

Parents are welcome to use school district hosted email as a means of communicating with their child's teacher or other staff members. Teachers check their emails daily, but in most cases will not respond during times when students are still in class. Whenever possible, staff will respond to inquiries within one working day (24 hours). Communications using email or any other method must remain civil by all parties. Uncivil communication is defined as using profanity, employing insulting, rude, offensive or demeaning language, making threats, and using all capital letters to signify shouting. These are all violations of the School Board adopted OPUSD Civility Policy, a copy of which is included in this handbook. Failure to remain civil in any communication with staff members could result in the loss of email access or other communication with staff members.

PARENT PARTICIPATION

Campus Visitors

All adults or other visitors on campus between 8:15am and dismissal time each day **MUST** sign in and generate a visitor's badge in the school office. It is equally important that all visitors/volunteers also sign out before leaving the school campus. Thank you for helping our staff to maintain a safe and secure campus. Importance of signing out-see OHES Handbook

Morning Drop-Off:

Parents/caregivers are asked to drop off students and remain off campus in the mornings. Further, parents wishing to visit a teacher or classroom in the morning must first check in through the office.

Please also remember that any parent on campus after the first bell in the morning must sign in and obtain a visitor's badge in the main office. Please help us to reach our learning goals by following these procedures. Thank you!

Afternoon Pick-Up:

Parents/caregivers may wait in certain areas only for children to be dismissed. This helps us to maintain a safe and secure campus, while also minimizing noise and disruption to the instructional process. Parents may wait in the following areas: in front of the school, or at the lunch tables adjacent to the multi-purpose room. We ask that parents do not wait in the following areas: outside of classroom doors; on the playground adjacent to classroom buildings; or, in the outdoor hallways adjacent to classroom buildings.

Younger children may not play or utilize playground equipment before dismissal time each day. Thank you for your help and consideration!

Parent Volunteers

Brookside places a high value on parent volunteers. It is important, however, that the following guidelines are followed when volunteering at school:

- Volunteers and visitors must check in at the school office and wear a badge. When leaving, volunteers must sign out. This promotes a safe environment for our students.

- There is a separate PTA sign-in for classroom/special event volunteers. Please make sure to sign-in and sign-out on the PTA log whenever volunteering on campus.
- Volunteers may not bring younger siblings when volunteering at school.
- Volunteers are to remain confidential in terms of viewing student learning and work product, special needs observed, etc.
- Children are to respect volunteers and the teacher is responsible for discipline issues.
- Volunteers are to follow teacher directions at all times.
- Teachers and staff are always to be offered first priority to use copiers and equipment.
- Volunteers must be at least 18 years of age.
- Volunteers must read and sign the volunteer compact prior to volunteering at the school or in classrooms each school year (school office and teachers provide compacts to volunteers).

Special Events, Classroom Parties, or Performances

Brookside families enjoy a host of wonderful events throughout the school year! School-age children are not permitted to accompany parents/adults to special events, classroom parties, or class performances that fall within the regular school day. Likewise, students attending Brookside Elementary are not permitted to attend the events of siblings in other classes.

Brookside PTA

The Brookside PTA is the Parent/Teacher support organization for Brookside Elementary School. The Brookside PTA operates under the rules and by-laws of the National and State PTA. The PTA is responsible for promoting a positive school climate and enhanced learning environment for our children. The PTA raises significant funds to enable the school to offer an educational program of exceptionally high quality. The executive board is elected by members, who meet monthly, including during the summer. Membership is encouraged for all Brookside parents and staff members.

School Site Council

The School Site Council is made up of four parents elected by parents, two teachers, one classified employee, and the principal. The SSC guides the School Improvement Program, and general goals and philosophy of the school. Many school policies are initiated and approved by the SSC. Meetings are held regularly and are open to visitors. Meeting dates are posted on the school website.

SUPPLIES, MATERIALS & EQUIPMENT

Any request for supplies or donations toward the purchase of supplies, materials, equipment, field trips, programs, etc. is completely voluntary under the law in California public schools. Students may not be charged for participation in educational activities and may not be discriminated against or denied participation for not providing voluntary donations to the school. For further information and legal references you can visit our website, www.oakparkusd.org/DONATIONGUIDELINES.

COMPREHENSIVE SCHOOL SAFETY PLAN

The number one priority of Brookside staff is the health and safety of all students. To that end, the school maintains strict sign-in procedures and has consistent monitoring of the school campus via campus supervisors and security cameras.

Brookside has a safety plan and supplies to handle emergencies. Drills are held with staff and students to be prepared in the event of the emergency. In the event of a disaster, school is one of the safest places for your child. We will first evacuate, then account for, then begin releasing students. Parents/Guardians or designated contacts should pick students up from the east end of the field, from the Student Release Station.

All students must be checked out through the Student Release station. Runners will be sent for your child and your child must be signed out. Students will only be released to an individual on the disaster/emergency release form. We need to have a record of who has signed each student out.

TRAFFIC SAFETY

Children's safety is everyone's responsibility. The following procedures have been developed to provide a safe and efficient way to get all of our students to and from school safely each day. We thank you now for your cooperation.

Please respect traffic and parking signs surrounding the school. Note that there are "no parking" and "no stopping" zones in front of the school and on adjacent streets. In addition, crosswalks and crossing guards should be respected at all times.

Please support our parent helpers!

Please note that the parking lot is for staff members only.

MORNING DROP-OFF IN PARKING LOT – 7:45 a.m. to 8:20 a.m.

- Please only drop off children in the designated drop-off zone.
- Please do not hold up traffic in the parking lot or drop-off zone; if you need to stop, please exit the lot and find a legal parking space. Thank you.
- Students may not be dropped off before 7:45 am each morning.
- Students should exit the car without the driver's assistance
- Students should have lunch boxes and back packs in hand as you enter the lot (lunches and bags/backpacks should not be kept in the trunk of the car)
- The driver or other adult should not exit the car to assist the student/s
- Students must exit the car on the right-side of the car ONLY
- Drop off at the yellow curb in the drop-off zone ONLY in the parking lot.
- Do not double park to drop off – children are not to walk between cars

PICK UP AT THE FRONT OF THE SCHOOL

Please meet your children:

- **The parking lot is CLOSED after school – except on Wednesdays.**
- At the curb on the street
- At the lunch tables (see the section above entitled “Campus Visitors”)– not at the class door.

Please remember to:

- Be patient and treat everyone with respect – Use the crosswalk and respect the crossing guard!
- Slow down—don’t be in a hurry around the school.

TRAFFIC VIOLATIONS

- Using a cell phone or other electronic device while driving in the school parking lot or in surrounding areas.
- Parking or stopping for a long period of time in a red or drop-off zone.
- Double parking or dropping off students in the street or between cars.
- Parking in a "Handicapped" space without proper signage.
- Parking in a “Reserved” parking space.
- Parking in the staff parking lot.
- Driving in an unsafe manner (no U-turns, no speeding), no use of portable electronics.
- Parking or driving in the fire lane.
- Disrespect toward our staff or volunteers while going through the parking lot.

Violators of these traffic safety rules will be warned and reminded by our volunteers and school personnel. Be advised, the Highway Patrol makes unannounced checks of the area as well.

BEFORE AND AFTER SCHOOL SUPERVISION

Our school is supervised in the morning beginning at 7:45am. Students **may not** arrive at school before 7:45 a.m. **There is no supervision after school.** Parents are responsible for their children upon dismissal from school. If you are on campus waiting for your child to be dismissed, you must wait at the lunch tables to avoid disturbing classrooms.

SPECIAL PROGRAMS

Special Education Advisory Committee (SEAC):

The Special Education Advisory Committee (SEAC) provides a forum in which staff, administration, and parents of the Oak Park Unified School District (OPUSD) can discuss issues and recommend action regarding special education programs and services in OPUSD in order to:

- advise the OPUSD Board of Education regarding the present status and areas of needed improvement in special education;
- investigate, address and propose recommendations for urgent issues that have arisen; and
- educate and inform the public, the administration, the staff, and the Board of Education regarding the laws and best practices pertaining to special education. Visit the District's SEAC page for more information (www.oakparkusd.org/domain/42).

Oak Park Unified School District GATE Plan

Mission statement: The purpose of the Gifted and Talented Education (GATE) Program is to recognize the performance capabilities of gifted students, as well as to address the unique needs and differences associated with having these abilities. The GATE Program provides gifted learners with qualitatively differentiated curriculum experiences; focusing on basic skills, higher level thinking, inquiry, problem solving and creativity. Classroom instruction for GATE students differs in pace, depth and complexity of study and considers individual learning styles, social-emotional needs, as well as exceptional abilities and special needs.

Each school has a GATE Coordinator to assist in the student identification process and to provide information and support to teachers and parents. Regular meetings for parents and school district staff are conducted at the district office.

Sun Safe Policy

The risk of developing skin cancer will be substantially reduced for children who learn to "Block the sun, not the fun!" The goal is to reduce the incidence of skin cancer by promoting sun protection to children. Sun protection methods include wearing hats, long clothing, seeking shade and applying sun block at home before sending students to school. Students are encouraged to bring re-usable water bottles to school and use the hydration stations to re-fill the bottle if necessary.

OTHER SCHOOL POLICIES

MEDICATION - All medication (both prescribed and over the counter) is to be administered through the school office. Students are not allowed to carry aspirin or other seemingly harmless over-the-counter medications on their person. Call the school office for proper forms and instructions if your child is in need of daily or temporary medication.

CLASSROOM TREATS – Please do not bring food to the classroom for birthdays. Instead of food please consider donating a book to the classroom in honor of your child’s birthday. You may also bring pencils, stickers, etc. to be handed out if you wish. Passing out treats outside the classroom door or on campus is not allowed. Children may have allergies of which you are unaware. Check District Wellness Policy on the OPUSD website for more information: <http://www.oakparkusd.org/domain/17>.

LUNCH – We strongly discourage parents from bringing food to school before or during lunchtime, as it is disruptive and places an additional burden on office staff. Please send your child to school *with a zero trash lunch you provide* if he/she will not be purchasing lunch that day. We cannot permit parents to provide lunch for other than their own children. School lunch menus are online and posted next to the lunch window.

STUDENT RIGHTS

A "right" belongs to you inherently and cannot be taken away by anyone. Students must remember that other students and staff members have these same rights.

- THE RIGHT TO BE YOURSELF AT SCHOOL - This means you should not be treated unfairly because you look different, talk differently, or take a little longer to get the right answer, or are different in any other way.
- THE RIGHT TO BE SAFE AT SCHOOL - This means no one should make you afraid to be at school. Brookside offers a safe and comfortable place for everyone.
- THE RIGHT TO BE RESPECTED AND TREATED WITH KINDNESS - This means that no one should make fun of you or hurt your feelings intentionally.
- BULLYING - Repeated teasing, provoking, or harassment is considered bullying and will not be tolerated.
- CYBERBULLYING – Willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices is considered cyberbullying.
- THE RIGHT TO BE HEARD - This means that everyone has the opportunity to tell his/her side of the story before a decision is reached regarding consequences.

STUDENT RESPONSIBILITIES

A "responsibility" is something you do without being told to do it. Some things you do for others. Other things you do for yourself.

- RESPECT THE RIGHTS OF OTHERS TO LEARN. - Students come to school to learn. If others are distracted or otherwise kept from learning, they are being deprived of something that is valuable and their right. Classroom standards are posted in every room and must be obeyed.
- PROPER BEHAVIOR AND CITIZENSHIP ARE EXPECTED AT ALL TIMES. - Help make Brookside a great place to be. Good things happen to good people. They make friends, they are easily treated with respect, and they learn things that will help them the rest of their lives. Foul language, fighting, name calling, and argumentative attitudes are contrary to the goals of this school and will not be tolerated. Field trips and assemblies are special occasions where proper conduct is essential for the safety and enjoyment of others. Attending these activities is a privilege that may be taken away from students who fail to demonstrate proper behavior and citizenship. School rules apply to all students on the way to and from school as well.
- OBEY SCHOOL OFFICIALS AT ALL TIMES. - School officials include the principal, teachers, instructional assistants, yard supervisors, secretaries, custodians, cafeteria workers, librarians and specialists. Students are expected to follow legal and reasonable directions or orders by a staff member. If a student disagrees with a decision, he may discuss it with the individual at the appropriate time. Violation of this rule can be considered "defiance" and can lead to suspension from school. Students will show proper respect to volunteers as well. Volunteers are not responsible for disciplining.
- BE ON TIME FOR SCHOOL AND CLASSES. - Parents are required by law to have their children at school on time every day. Within each 4-week attendance reporting period if a student has 3 or more tardies you will receive an attendance letter. If parents know their student will be late, they should notify the office.
- COMPLETE ALL SCHOOL ASSIGNMENTS ON TIME. - All your school work should be completed to your best ability, as directed by your teacher, and returned when it is due. Exceptions and exemption should be prearranged and discussed with the teacher.
- RESPECT SCHOOL PROPERTY.- School property belongs to all of us and will be respected by all students and staff. Parents are responsible for reimbursing the school for any damages caused by their children.
- CONTROLLED SUBSTANCES. – The Oak Park Unified School District follows a progressive approach to student discipline. Any student who is in possession of or under the

influence of any controlled substance or look alike, including tobacco, alcohol, illegal drugs or who misuses legal drugs will be suspended.

Brookside Elementary School and the entire Oak Park Unified School District is a “smoke free zone.” By Board Policy, the use of any tobacco product by anyone on the grounds or buildings is strictly prohibited at any time. This also includes field trips with children off campus.

- WEAPONS – The Oak Park Unified School District prohibits possession of any type of weapons on campus. Any student who is found to be in possession of a weapon, including, but not limited to, any knife or any type of gun including pellet, bb, explosive device including a firecracker or fireworks, will result in suspension and possible expulsion. This includes any replica or look alike of the above aforementioned.
- THREATS - Students and parents are prohibited from engaging in terrorist threats against school employees, school property, or both.
- ACADEMIC HONESTY - A student is considered to be in violation of school policy when (s)he participates in any of the following activities:
 - a. copying homework or any class assignment from whatever source (plagiarizing) or allowing another student to copy one's own work;
 - b. willfully falsifying data and presenting it as one's own research or work.
- RACIAL/ETHNIC SENSITIVITY – Children will not make remarks, slurs, innuendoes, jokes, etc. related to a person’s race, ethnicity, religion, color, national origin, sexual orientation, or background. Remarks made in general or directed toward another child, adult, or family will not be tolerated. Students who make such remarks are subject to suspension or other consequences and will be counseled on the issue. Participating in or conspiring to engage in acts of hate or violence is prohibited. Intentionally engaging in threats or intimidation that creates disorder, invades the rights of others, or creates a hostile educational environment is prohibited.
- ANIMALS/PETS –Animals can be an effective teaching aid. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes humane treatment of living creatures.

Except as otherwise required by law, animals may be brought to school for educational purposes subject to rules and precautions related to health, safety and sanitation. Teachers and the responsible adult owner shall ensure that these rules are observed so as to protect both the animal and the students. Animals that may pose a danger to others may not be brought on campus

PLAYGROUND RULES

Our school playgrounds are places of recreation and enjoyment. Students are learning how to get along with others through expectations that they will demonstrate sportsmanship, sharing, courtesy, etc. The playground and field areas should be safe, orderly places where children can interact positively with each other in a cooperative spirit. Students are expected to observe the following rules:

- Students are to remain on the school grounds at all times. The parking lot and park are off limits. Only with the permission of school officials may students leave the school grounds.
- All games are "open". This means that all students may participate in any game at any time, provided that they observe all other playground rules.
- Students must play by the accepted rules of the game, and may not change the rules once the game has begun.
- Deliberate interference with games is not permitted.
- In the event of a disagreement over a game as to whether a player is "out" or not, the students playing the game are to vote to reach fair decisions. Students who continue to play unfairly are to be reported to the yard supervisor.
- Games involving tackling, pushing, or rough play are not permitted.
- Karate or Kung Fu type games or actions are not permitted at any time.
- Students may not throw sand, dirt, or objects at other students. Spitting is not allowed, for any reason.
- Flips off bars are prohibited.
- Online skates, roller skates, skateboards, and scooters are not allowed on campus.
- Equipment is to be used correctly. Balls are not to be kicked (except soccer balls).
- Balls are not to be bounced in the halls or against the buildings.
- Students are not to climb on or pull on trees and shrubs or walk in planters, hedge areas or benches
- Students are not to bring toys, handheld electronic games, or unauthorized electronics. Pocket knives, matches, cigarettes, lighters, fireworks, and weapons are prohibited by law (and will result in suspension and possible expulsion). This includes any replica or look alike.
- Students may not wander around the campus or interrupt other classes during recess. Students should not be in a classroom unattended or any area of the school grounds that is not supervised by a school official. Students should ask for permission from their teacher or yard supervisor before coming to the office during school hours.
- Students are to use the restrooms designated for their grade levels only.
- Food and snacks must be eaten in the designated areas and not carried onto the playground or field. Gum, canned soft drinks, and glass bottles are not allowed at school.
- Students may not use any type of profanity or derogatory language.
- In all cases the yard supervisors are to be respected and obeyed. Students may not argue with these school officials.

DISCIPLINE PROCEDURES

The overwhelming majority of students at Brookside do a wonderful job of following school rules and making their classrooms an effective place for learning. High expectations, supportive parents, firm and fair rules at school, and students that understand their role in school all help to create a productive learning environment.

All discipline at Brookside Elementary School is based on a balance of positive reinforcement and consequences. Although positive reinforcement is our primary tool, consequences will result for negative behavior and violations of classroom and school rules. Students also have the opportunity to participate voluntarily in *Think It Through Thursdays* and *Monday Lunch Bunch* with our school counselor. The following procedures will be implemented when school, playground, or classroom rules have been violated:

Warning:

Students will usually be warned regarding the violation of a rule on the first offense. Warnings will not be given regarding fighting, theft, destruction of property, or defiance. Consequences will immediately result from these offenses.

Consequences:

After a warning the yard supervisor, teacher, or other appropriate adult will issue a consequence that fits the offense, such as benching during recess or lunch. The teacher may call or email home.

Referral to Principal:

If the offense is serious, or if the same offense has occurred before, the student may be referred to the principal. All students will be given an opportunity to offer an explanation of their actions. The principal will call necessary witnesses, weigh the facts, make a judgment on the matter, and assign consequences. Punishment may include behavior contracts, loss of recess or privileges, after-school detention, in-school suspension, or formal suspension from school. Upon referral to the principal, parents will be notified.

Suspension:

Teachers may suspend a child from their classroom for a period of one day; in this case, the student will remain in the school office or another designated area. The principal or designee may suspend a child for up to five consecutive days during which the child will remain at school or at home. In all situations regarding formal suspension, parents will be required to attend a conference. A district policy that includes due process has been established regarding all suspensions.

CORPORAL PUNISHMENT

Corporal punishment will not be inflicted on any student at any time. Any amount of force that is reasonable and necessary for a school official to quell a disturbance threatening injury to

persons or damage property, self -defense, or to obtain the possession of weapons or dangerous objects shall not be considered corporal punishment.

FIGHTING

No fighting will be tolerated at Brookside. In situations involving fighting, all students who participate or encourage the act will receive a consequence. Circumstances will be considered regarding the severity of the consequences. Parents must not encourage their children to fight at school. Students who feel compelled to fight because of another student's harassment, must report the situation immediately to one of the school authorities.

SEXUAL HARASSMENT

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any student who feels that he/she is being harassed should immediately contact the principal. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Besides the more obvious forms of sexual harassment that are more common among adults and adolescents, children at the elementary level are capable of other forms as noted below:

- Sexual slurs, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Displaying sexually suggestive objects in the educational environment.

The district's complete sexual harassment policy will be available to all parents/guardians at the beginning of each school year.

DRESS CODE

The appearance and manner of dress of students is a matter to be determined primarily by the students' parents. The district expects students to attend school wearing clothing which is both neat and clean and which is appropriate to the weather and the activities being conducted in school. In no case should the dress or appearance of a student be such that it endangers the health or safety of the student or others or such that it has a disruptive effect upon the orderly operation of the school (OPUSD Board Policy #5132, State of California Administrative Code, Title 5, Section 302).

- No attire may be worn that promotes or advertises the following: alcoholic beverages, tobacco products, other drugs, negative or profane comments, or vulgar language.
- Anything deemed inappropriate and distracting to the learning process by the school principal.

- Students may not wear revealing clothing. Such clothing includes halter tops, spaghetti straps, bare midriffs, short shorts or cut-off shirts. Shorts and skirts must be long enough to be visible under long shirts, sweatshirts, etc.
- Appropriate footwear is required. No open-toe or open-heel shoes are allowed. Students should not wear shoes with a heel over one inch. Comfortable and flexible street shoes or tennis shoes are suggested.
- Hats and visors cannot be worn in the classroom.
- Hair styles and unnatural hair colors that detract from the educational setting are not permitted.
- Make-up and dangling earrings are not permitted. Stud or post earrings only are allowed.
- Wallet chains, bandanas, oversized or "gang style" clothing are not appropriate school attire.

Shoes for Physical Education (P.E.)

Athletic shoes are required for students each day in Physical Education (P.E.). For this reason, we recommend that students wear athletic shoes to school each day. If a student does not wear athletic shoes to school, he/she must change his/her shoes before the P.E. period.

Athletic shoes for P.E. must be:

- Shoes with sufficient support (any type of cross-training or running shoe)
- Closed-Toe
- Close with laces or Velcro

Students will not be permitted to participate in P.E. (and may be penalized) if wearing shoes such as (but not limited to):

- Boots (including rain or Ugg-type boots)
- Open-toe shoes or sandals of any type
- Heels
- Anything other than athletic shoes (see above)

In general, parents and students should use good judgment in deciding what to wear to school. Students who violate these standards will be sent to the office, where parents will be called and arrangements made for a change of clothes. Students will remain in the office for the remainder of the school day if parents cannot be reached. Unresolved issues will resort to normal suspension procedures.

CELL PHONES AND ELECTRONIC EQUIPMENT

- We strongly recommend that elementary students do not bring cell phones to school. If cell phones are brought to school, they must remain completely turned off (not just silenced) and must remain in the student's backpack at all times during the school day. In an emergency, parents will be contacted using the school telephones, not the child's cell phone, and students may not have access to their personal cell phones. Cell phones may only be used before and after school.

- Many electronic devices can have tremendous educational value. Devices such as laptops, tablets, or similar devices may be brought to school, but only with the permission of the student's teacher and parent.
- Any electronic items brought to school are brought at student and parent's own risk. These items can be easily lost, damaged, or destroyed and are costly to replace.

FIELD TRIPS

Each year teachers arrange opportunities for hands-on learning outside the classroom walls. These field trips may use insured parent drivers or contract bus services. No DVDs or Satellite TV may be played in the car of a parent providing transportation. State law now prohibits the use of cell phones by drivers.

The grouping of students, parent drivers and chaperones is determined by the teacher. Parent volunteers are invited for the purpose of supervising and giving their full attention to our students; therefore, **siblings are not invited to attend. Drivers must remain with the group the entire time. Everyone must leave and return together.** Field trips are voluntary; parents may request their child remain on the school grounds and not attend the field trip. In this case the child will be placed in another classroom for the day. If parents choose to keep their child home on the day of a field trip, the absence will be unexcused. All students must leave and return with the class and a school-appointed supervisor. **Parents may not check out their children on an individual basis and take them to the destination separately from the rest of the class.** Only approved chaperones are to attend the field trip. No student may be denied participation on a school field trip because of inability to pay. Under the law, donations for school field trips may be requested, however the cost will be waived for any student who is not able to pay.

When parent drivers are used on field trips, they are required to fill out the proper forms in advance and show evidence of minimum limits of liability insurance not less than \$100,000 per person/\$300,000 per occurrence. The driver's insurance will provide primary coverage and the district insurance will provide secondary coverage. Parent drivers are responsible to ensure that children are safety belted and behaving appropriately in the car at all times and follow state law regarding safety restraints. It is the parent's responsibility to provide the car seat/booster seat.

BICYCLE RULES AND REGULATIONS

The following rules will be enforced regarding riding bicycles, skateboards, skates and in-line skates to and from school.

- Students may not ride skates, scooters, in-line skates, or skateboards to school or use them on the campus at any time, including after school, weekends, holidays, and vacations.
- Only students in grades 3 and above may ride bicycles to school and only after turning in a signed bicycle agreement.

- All students riding a bicycle must wear a certified helmet. They must also wear it correctly and fasten it correctly. It is the parents' responsibility to ensure this. This is not only a school rule but a DMV rule as well. If a student rides a bicycle to school without a helmet, parents may be called to bring one or to collect the bicycle and the student at dismissal time.
- Bicycles must be walked once the student enters the campus and be secured in the bike racks with a lock.
- A student riding a bike may not have a passenger.
- Students are expected to ride safely at all times. Curb jumping, trick riding, or wheelies are not permitted. Use bike lanes when possible. Students must ride in the same direction as traffic and as far to the right as possible. Bicycles are required to follow all traffic rules that affect motor vehicles including all road signs and signals. Parents: please obtain a copy of the DMV handbook and go over the section on bicycles with your child before allowing him/her to ride to school. Bikes should always be walked across large intersections, especially on Kanan Road.
- Do not ride your bike to school on wet or rainy days.
- Riding to school is a privilege many students enjoy. Students who demonstrate a disregard for these rules and regulations may receive appropriate disciplinary consequences or loss of the privilege.

KIDS WITH CHARACTER

The Brookside *Kids with Character* program involves a monthly, school-wide theme with various activities that teachers can individually structure to match what is happening in their classrooms. Our monthly Spirit Assemblies also include this theme. Character traits for each month are:

September	<i>Respect</i>
October	<i>Friendship / Kindness</i>
November	<i>Responsibility</i>
December	<i>Honesty</i>
January	<i>Fairness</i>
February	<i>Determination</i>
March	<i>Acceptance</i>
April	<i>Cooperation</i>
May	<i>Citizenship</i>

COMMUNITY SERVICE PLAN BROOKSIDE ELEMENTARY SCHOOL

At Brookside, an important aspect of a child's educational experience is community service. Our projects focus on empowering kids to be good citizens: at school, in the community and globally. Brookside students are introduced to sustainable, hopeful solutions and develop an understanding of the importance and joy of giving.

All students participate in community service efforts throughout the school year. Brookside's community service projects are promoted by student council members and their advisors.

Global Service Learning Project:

In partnership with the Oak Park Unified School District Brookside students collect donations for an annual service project.

Student Buddy Program

Older students partner with younger students to build a sense of community at school, assist with reading and classroom projects, and develop cross-grade tutoring opportunities.

Recycling and Waste Reduction

Recycling efforts are supported by Brookside's Student Council and by the Environmental Education Awareness Committee. Students receive regular information about recycling and support the school district's move toward zero waste by separating their food, wrapper, and other waste after each meal.

Food Drive/Santa Comes to Agoura and Beyond

Despite the charity's wintry namesake, food is collected and distributed all year long to families in the Conejo Valley. During the holiday season about 150 families will receive a turkey and 15 bags of groceries, along with grocery scrip for perishable goods. Under the coordination of Student Council, Brookside students help gather food items to contribute to this annual collection.

Trick or Treat for UNICEF

Today, 9.7 million kids in developing countries die each year of preventable diseases before their fifth birthday. Trick or Treat for UNICEF is the original Kids Helping Kids Campaign. This effort puts a face on poverty.

Big Sunday

Together with the Oak Park community, as a whole, students are encouraged to volunteer their time on Big Sunday working on projects that benefit the schools and the community.

**BROOKSIDE ELEMENTARY SCHOOL
PARENT AND STUDENT SIGNATURE SHEET**

ACKNOWLEDGEMENT OF RECEIPT OF INFORMATION

All Brookside students and parents are responsible for reading and acknowledging that they understand the content of the school handbook. This document includes the school rules and important information regarding school procedures. The information in the handbook was developed by the Brookside School Site Council in accordance with state law, Education Code Section 35261 and 35291.5. It was approved by the Oak Park Unified School District Board of Education. This plan will be fully enforced by the administration of Brookside Elementary School and the Oak Park Unified School District.

PARENTS/GUARDIANS ARE REQUIRED TO SIGN AND RETURN THIS FORM TO THE SCHOOL BY THE ESTABLISHED DEADLINE.

Please thoroughly read these procedures and then carefully review them with your children so they fully understand them and all of the implications.

"I have read the Brookside Elementary School Handbook. I have carefully reviewed and discussed its contents with my child. We are aware of our rights, responsibilities, school rules, and codes and procedures for discipline as outlined in this document."

STUDENT NAME (PRINT): _____

STUDENT SIGNATURE: _____

PARENT SIGNATURE: _____

TEACHER NAME: _____

DATE: _____