

OAK HILLS ELEMENTARY SCHOOL

OAK PARK UNIFIED SCHOOL DISTRICT

Educating Compassionate and Creative Global Citizens

**A National School of Excellence
A National Blue Ribbon School
A California Gold Ribbon School
A California Distinguished School**

SCHOOL HANDBOOK 2021 ~ 2022

An important guide for parents and students about the policies and practices

**Oak Hills Elementary School
1010 N. Kanan Road
Oak Park, CA 91377**

A message from your Principal, Mr. Erik Warren

Welcome to the Oak Hills Elementary School family. We believe that the school staff and our families form a vital team, working together to assist our children in their academic, social and emotional growth.

At Oak Hills we set clear expectations and goals at high levels. We do this because we know that every member of our school community will work together to ensure that each individual achieves at the highest level. As one succeeds, so does the team.

Oak Hills is a very special and unique learning community that has been recognized as a leader in elementary education. The school has been recognized twice as a National Blue Ribbon School by the U.S. Department of Education for meeting national standards for school excellence. We have been named a California Distinguished School by the California State Department of Education for excellence and as a school with high academic standards, a well-articulated curriculum, and an outstanding learning environment. In 2016, the school earned the California Gold Ribbon Schools Award for its exemplary project-based and inquiry-based instruction. In 2018 the school earned the California Distinguished School award for our reading and literacy support programs, as well as for physical activity and nutrition education. We have also been selected as an Honor Roll School by the California Business for Education Excellence.

We hope that the information in this handbook will enable you and your student to understand our programs and practices. Please take a moment to review this handbook, especially this year as some changes have been made to better serve our school community.

About the Oak Park Unified School District Motto: *Educating Compassionate and Creative Global Citizens*

When we talk about *compassion*, we understand the literal meaning of the word, which is co-suffering. Compassionate people understand the plight and difficulties of others and work to alleviate suffering wherever it exists. We can demonstrate and practice compassion to others, to animals, and to the environment. Children learn about compassion by observing adults practice it and by what they hear adults say. Schools can teach students about compassion in many ways: through literature, history, discussion, and by providing opportunities to do good.

Creativity is the spark that makes life interesting. We all possess it and it is important that a school system helps students to discover it within themselves and nurture it. Creative people are interesting, solve problems, have open minds, and see the world in new ways. Creativity is probably the most important '21st century skill.'

We are *citizens* of our locality, of our state, and of our nation. We are also citizens of the world. When we look at the Earth from space we do not see borders and boundaries. We are part of a web of people who share this place. Being a good global citizen means participating in our own democracy, having a sense of social responsibility for the people around us, of our nation, and of the world, and caring for the environment we all share and will pass on to our posterity.

IMPORTANT INFORMATION FOR PARENTS

Communication

Communication between home and school is essential to ensure that students, parents and school are working as a team. Once school begins you can access voicemail extensions, calendars, bulletins, menus, and much more information from our website at www.opusd.org/ohes

Attendance.....	818-597-4227
Office.....	818-707-4224
Fax.....	818-707-4232

To reach any staff member via email, simply type their first initial and last name followed by @opusd.org. Staff email addresses are also listed on our website. 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 two working days.

Communications using phone, email, or any other method, must remain civil by all parties. Violations of the District's [Civility Policy](#), such as using profanity, making threats, or using insulting, rude, offensive or demeaning language, could result in the loss of email access or other restrictions in future communication with staff members.

Parent Participation

Parent participation and support is vital to the success of our school. Classroom volunteers, room parents, story readers, field trip drivers and many more opportunities await you should you wish to help Oak Hills:

PTA: The Oak Hills PTA is the Parent/Teacher support organization for Oak Hills Elementary School. The Oak Hills 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 very high quality. All officers are elected by members. Membership is encouraged for all Oak Hills parents and staff members.

School Site Council: The School Site Council is made up of five parents elected by parents, three teachers elected by teachers, one classified employee elected by classified employees and the principal. The SSC is responsible for the School Improvement Program, and general goals and philosophy, as well as the content of this handbook. Many school policies are initiated and approved by the SSC. Meetings are held monthly and are open to the public. Meetings are posted in the school bulletin. ([BP 0450](#))

Parent Volunteers: At Oak Hills, we highly value our parent volunteers. It is important however that the following guidelines are followed when volunteering at school:

- Volunteers must check in at the office, present their driver's license or other valid ID, and print out a temporary visitor's badge. This badge is to be worn where it can be easily seen. When leaving, volunteers must sign out. This is for the safety of students and volunteers in the event of an emergency.
- Volunteers may not bring children with them who are not Oak Hills students while they volunteer on campus.
- Volunteers are to remain confidential in terms of viewing of student learning, student work, individual student needs, etc.
- Children are to respect volunteers, however the teacher is responsible for all student discipline.
- Under all circumstances, volunteers are to follow the directions of the teacher.
- Volunteers must be respectful of teacher privacy in the staff room during recess and lunch. Teachers often use this time to discuss individual student needs.

Requests for Fees and Donations

The Constitution of the State of California requires that we provide a public education to students free of charge. A student's right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether a student gets a grade for the activity or class. Subject to certain exceptions, a student's right to a free public education means that we cannot require you or your students to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your student to pay security deposits for access, participation, materials, or equipment. Your school may require students to attend a fundraising event; however, if they are unable to raise funds for the event, we cannot prevent students from participating in an educational activity. Should any student or parent believe they were impermissibly charged a fee or required to provide materials or supplies that they would not have otherwise voluntarily paid or provided, an application for reimbursement may be filed with the District by calling (818) 735-3206. A student or parent can file a complaint relating to pupil fees with the principal of a school pursuant to the Oak Park Unified School District's [Uniform Complaint Procedures](#) and can appeal the Oak Park Unified School District's decision to the CDE. For further information and legal references please visit our [website](#) at: www.opusd.org

School Safety

It is absolutely critical that parents, staff, and students work together to ensure the safety of our campus. Oak Hills has a comprehensive safety plan and the supplies and equipment necessary to handle emergencies. The staff participates in ongoing training and drills to make sure we are prepared in the event of an emergency. In the event of a major disaster, school is one of the safest places for your child. ([BP 0450](#) ; [BP 3515](#) ; [BP 5131.8](#))

What to do in an emergency:

- It is imperative that parents and others picking up students cooperate with school staff and emergency personnel. We will immediately protect, and account for students before releasing them to parents.
- The parking lot will be **off limits** to all but emergency personnel such as firefighters, emergency medical responders, and law enforcement officers.
- Communication will be sent out using Parent Square, our automated email system, text message system, and/or phone voice message system.
- It may be important for parents to stay clear of the campus so that emergency personnel can respond quickly to keep our students safe. Large numbers of parents rushing toward the campus can prevent or delay the response of emergency personnel, creating a potentially unsafe situation.

- When it is safe to do so, parents/guardians or designated contacts may pick students up by signing them out at the Kindergarten Playground Gate.

Emergency Contacts: In case a parent or guardian cannot be reached by telephone only the person(s) listed as an Emergency Contact may be contacted. It is imperative that you keep this information up-to-date for the safety of your student. This can be done by logging in to [Parent Connect](#), or by contacting the school office for assistance.

Attendance

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

State Law requires parents to send students ages 6 – 18 to school on time, to compel the student to attend regularly, and to provide an explanation satisfactory to school personnel for all absences or tardiness. Parents and/or guardians who fail to meet these obligations may be guilty of an infraction and subject to prosecution (E.C. 48070).

Reporting an Absence:

We ask that parent/guardians call the Attendance Line at **818-597-4227** **each morning** that their student is going to be absent from school. This number is available 24 hours a day. This will help us verify every student's safe arrival to school, and accurately record daily attendance. Please be ready to provide the following information:

- Name of caller and relationship to student
- Student name
- Teacher name
- Reason for absence

Reporting Student Tardiness:

If your student is going to be late to school due to an appointment or other valid reason, please call the attendance line at **818-597-4227** and let us know when the student will arrive, reason for late arrival and if student will be requiring a hot lunch for the day.

Excessive Tardiness:

Students are required to come to school prepared and on time. Any student who is not in present when the bell rings will be considered tardy. A student who is late by 30 minutes or

more will be considered truant. In the event that you are late to school, you must check in at the Attendance Office. On the **5th tardy**, a letter will be sent home reminding parents that students are required to be on time to school and a conference with the principal may be requested. On the **10th tardy**, parents/guardians will be required to meet with the District Student Attendance Review Team (SART).

Excessive Absences:

Excused absences include illness or injury to the child, quarantine of the home by a health official, a medical/dental appointment that can only be scheduled during school hours, or attendance to funeral services of immediate family. Absences for religious holidays may be granted upon prior written request of parent/guardian. All other absences are considered unexcused.

Our state and district attendance system counts the number of days each student misses school, **whether excused or unexcused**. A student is considered a "Chronic Absentee" if absent for any reason on 10 percent or more of the school days in the school year. This is calculated when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled, when school was actually taught, exclusive of Saturdays, Sundays, and school holidays. If a student is chronically absent, the parent/guardian may be required to have a meeting with the SART team. If the problem continues, the parent/guardian will be referred to the Ventura County SARB, which in turn may refer the case to the Superior Court for prosecution.

Leaving School Early:

Students may not leave campus without being signed out by the parent/guardian or other adult listed on the child's emergency card. Students leaving campus during the school day will be called to the office from class after being officially discharged in the office. Under no circumstance is anyone to go directly to a class or the playground to remove a child from school.

Make-up Policy:

When a child is absent, work will be provided for the student only at the parent/guardian's request. This request must be made before lunch and work will not be available for pick up until after 3:00 pm. Please be aware that the teacher will typically allow the student the number of days absent as an extension for the work to be completed.

Independent Study:

An Independent Study Contract can be formulated to provide ongoing instruction for students who may be away from school due to extended illness and/or other extenuating circumstances. Contracts are for a minimum of five consecutive days. It is the intent of the contract to provide an on-going instructional program while the student is out of the classroom. Parents can assist by setting aside study time each day so that work can be accomplished in a calm and suitable environment. Please note the additional items:

- Independent Study Contracts must be requested in person by parent/guardian in the school office.
- Contracts must be requested at least **one week prior** to expected absence.
- All contracts shall be signed and dated by student, parent, teacher and principal.
- Clear and definite homework assignments shall be given to the student that will substitute for at least one day's worth of work for each day of absence from school.
- The contract and all accompanying work shall be turned into the teacher **on the day of the student's return to school.**
- If work is not turned in and is overdue, the absences will be changed from excused to unexcused and the contract will be cancelled. All work will be considered missing.

Home/Hospital Instruction:

Home/Hospital instruction is available to students with temporary disabilities that make attendance in regular day classes or alternative education programs impossible or inadvisable. According to California Education Code §48206.3, 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 without special intervention after their disability has been addressed through medical intervention. Home/Hospital Instruction is not normally provided to students who may be out 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 Make-Up assignments and flexible timelines (see above). Please contact the school office for further information.

Traffic and Parking Lot Procedures

The following guidelines are designed to ensure everyone's safety and may cause some minor inconveniences. Nevertheless, parents are expected to model good, safe practices and expect their students to do the same. With that in mind, please drive very slowly and carefully, be patient and courteous toward others, and respectfully follow all directions from staff members. Do not use your cell phone while driving, especially in our parking lot. We strongly encourage those students within walking or bicycling distance to please utilize those options. This benefits

our environment, mitigates traffic, as well as promotes the physical fitness of students. Carpooling is also strongly encouraged. Please do not keep your engine running while waiting, as this creates unhealthy air quality for our children.

There are three areas designated for pick-up and drop-off at Oak Hills:

The Loop – Located in the staff parking lot by the flagpole. When using this area, please pull all the way forward before picking up or dropping off. Do not drop off anywhere except in the marked “drop off zone” along the walkway. **Do not park and get out of your car in this area. UNATTENDED VEHICLES WILL BE TICKETED AND TOWED.** If children are not here for pick-up, the driver must either circle again using the “thru traffic lane” or park on the street.

Staircase on Churchwood – There is a white zone at the top of the stairs for drop off only. **Do not double park.** These stairs lead directly down to the playground.

Valley View Park – The park has a parking lot. This is an acceptable area as children can walk a short distance directly to our playground.

THE PARKING LOT IS FOR STAFF PARKING ONLY. THERE IS NO PARENT OR VISITOR PARKING IN THE LOT AT ANY TIME.

Parents are invited to park on the street, at the park, or may use the church lot across the street if it is available. Please follow all signs that may restrict parking in the church lot and be courteous to church visitors and staff.

Walking and Bicycling to School:

Children who walk to school must walk on the sidewalk and only use marked crosswalks to cross any streets.

The following rules will be enforced regarding riding bicycles, scooters, skateboards, roller skates and blades:

- Only students in grades 4 – 5 may ride bicycles to school. Students who do not follow these rules may be forbidden from riding to or from school.
- Students **may not** ride skates, blades, scooters, Razors, or skateboards or any motorized equipment to school. These items may not be ridden on the campus at any time. This includes before and after school, weekends, holidays and vacations.
- Students riding a bicycle must wear a helmet. It must meet national standards and be worn and fastened correctly. It is the parent/guardian's responsibility to ensure this. If a

student is caught riding a bicycle to school without a helmet, parents will be called to bring the appropriate helmet and/or retrieve the bicycle at dismissal time. The student will not be allowed to leave campus without the proper helmet.

- Bicycles must be walked once the student enters the campus and should be secured in the bike racks.
- Bicycles must use the designated bike lanes when available. Students must walk their bikes across streets at designated crosswalks.
- Bicycles are required to follow all traffic rules that affect motor vehicles including all road signs. Ride in the same direction as traffic.
- Bicycles may only have one rider unless manufactured as a tandem bicycle.
- **Bikes must be ridden responsibly and in a controlled and safe manner at all times.** Keep hands on the handlebars. It is the parent/guardian obligation and responsibility to ensure that their student is mature and reliable enough to handle the charge of riding their bike to school.

Animals on Campus/Playground

Dogs and other animals are not allowed on campus except under certain circumstances. Animals may be brought to school for educational purposes subject to rules and precautions related to health, safety and sanitation. (Refer to [Board Policy](#) 6163.2(a) and AR 6163.2(a).) The school recognizes that 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. Teachers and the responsible adult owner shall ensure that these rules are observed so as to protect both the animal and the students. Dogs that may pose a danger to others may not be brought on campus.

Playground Supervision

The main playground and Kindergarten yard are open and supervised after 7:45 a.m. in the morning. There is no supervision at the upper park at this time. Only children on the campus playground will be supervised. **There is no supervision after school for students not enrolled in an after-school program. FOR THE SAFETY OF YOUR STUDENTS, CHILDREN ARE NOT TO BE ON CAMPUS BEFORE 7:45 A.M. AND MUST BE PICKED UP PROMPTLY AT DISMISSAL. Under no circumstances are students to be allowed to play unattended on the playground or park while waiting to be picked up.**

Playground Rules:

The school playground is a place for recreation, enjoyment, and learning. To ensure this, the following rules are in place:

All games are open. This means that all students may participate in any game at any time. No one may be excluded from any game.

Deliberate interference with games is not permitted.

Every game has rules. Many of these rules will be taught to the students as part of the Physical Education program or by Playground Supervisors and may not be changed by the students.

In the event of a disagreement over a game, students playing in the game may vote as a way to resolve the matter and allow the game to continue. When voting students are to use their best judgement based on what they observed. Students may also resolve such disagreements by a quick game of rock-paper-scissors.

Food and snacks may be eaten in the lunch area only. Only water is allowed on the playground.

Games involving tackling, wrestling, pushing, etc. are not permitted. Free falls off the bars and flips are not permitted.

Students may not throw sand, dirt or other objects at others.

Balls, except soccer balls, are not to be kicked. Balls are not to be bounced against classroom walls, including portables.

Students must use bathrooms designated for their grade levels only. **Students may NOT use the bathrooms at the park at any time.**

Students may not wander in the classroom areas, library, computer lab, office, front of school, or corridors without a pass from the teacher. Students are not to be in a classroom or school area unattended by a school official. Students must get permission from the playground staff before heading to the office. Students are not permitted in the parking lot or off campus during the school day.

There shall be no climbing or pulling at trees or foliage. All wildlife is to be respected and honored at all times.

Students may not bring toys to school except for share items with the permission of the teacher. This includes collector items, cards, electronic games, etc. Students may bring their own balls as long as they are clearly labeled with the student's name. These items are to be shared in the same way as school-owned equipment. Any items brought from home are brought at the student's own risk.

In absolutely all cases the Playground Supervisors are to be respected and obeyed. Students who disobey or are disrespectful will face disciplinary action.

Academic Honesty

Academic honesty is required at all times to ensure student success. Academic dishonesty, including cheating and plagiarism, is considered a violation of school policy and will result in disciplinary consequences including receiving no credit for the assignment, project or test. Examples of academic dishonesty include:

- Copying any homework or class assignment from another source (plagiarizing), or allowing another student to copy one's own work
- Willfully falsifying data and presenting it as one's own research or work
- Passing notes during a test, looking at notes during a test, attempting to look at another student's test, or allowing another student to see one's own test
- Talking or otherwise communicating with others during a test

Respecting and Celebrating Diversity

Respect for all racial and ethnic groups is required at all times. Students will not make remarks, slurs, innuendoes, jokes, etc. related to a person's disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sexual orientation, or any other characteristic. These 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.

Religious Observances:

Please inform your principal or teacher if your student requires or would benefit from accommodation in relation to cultural events, religious celebrations, or other situations which could be impacted by or may impact the school day.

Gender Identity:

Per Education Code section 221.5(f), pupils shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with their gender identity, irrespective of the gender listed on the pupil's records.

Oak Park Unified School District's Administrative Regulation AR 5145.3(g)(4) states: A student shall be permitted to participate in accordance with his/her gender identity in other

circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips.

We respect a student's right to be identified by their preferred name and gender as required under California Education Code 49070 and OPUSD Administrative Regulation 5145.3(f). Requests to change name and gender designations and records may be made by the student and/or parent to either the student's principal or counselor. Gender identity support plans are available upon request to school staff.

Discrimination & Harassment

Oak Hills Elementary School is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation religious belief, age, disability, or any other physical or cultural characteristic.

Oak Hills Elementary School does not tolerate any type of harassment, speech, violence, or acts that cause a hostile environment. As such, consequences and/or disciplinary means are instituted for any such behavior. Importantly, school staff prioritizes the protection and healing of the targets of any act of harassment, hate, bullying, hostility or violence. Administrators, teachers, and school counselors, among others, are responsible for providing a safe place to learn for each and every student and provide a system of support to those who are targets of any act of harassment, bullying, violence, or hostility.

Sexual Harassment

Any student who engages in sexual harassment may be subject to disciplinary action, up to and including expulsion. Any student who feels that they are 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. Sexual harassment at the elementary school level may include:

- Sexual slurs, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, overly personal conversation, and/or inappropriate touching
- Sexual jokes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Displaying sexually suggestive objects

RACIAL HARASSMENT & HOSTILITY

Racial harassment is an incident or a series of incidents intended or likely to intimidate, offend or harm an individual or group because of their ethnic origin, color, race, religion or nationality, and a racist incident is any incident that is perceived to be racist by the victim or any other person (MacPherson Report 1999).

Such behavior may include:

- Intimidation and implied or overt threats of physical violence motivated by race, color, or national origin
 - Physical acts of aggression or assault upon another, or damage to another's property that is motivated by the individual's race, color, or national origin
 - Demeaning racial jokes, taunting, racial slurs and derogatory racial "nicknames," innuendos, name-calling, or other negative or derogatory remarks of a racial nature or relating to national origin
 - Slurs or symbols (verbal, nonverbal, or written)
 - Display of racially offensive material.
 - Graffiti, drawings and/or slogans or visual displays such as cartoons or posters depicting racial/ethnic slurs or racially/ethnically derogatory sentiments
 - Criminal offenses directed at persons because of their race or national origin
 - Encouraging others to commit any such acts
 - Exclusion from normal conversation or activities
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HARASSMENT & HOSTILITY BASED ON GENDER, GENDER IDENTITY, SEXUAL ORIENTATION, DISABILITY, AND RELIGION

Harassment based on gender, sexual orientation, disability, or religion is an incident or a series of incidents intended or likely to intimidate, offend or harm an individual or group because of their actual or perceived identity.

Such behavior may include:

- Intimidation and implied or overt threats of physical violence motivated by gender, sexual orientation, disability, or religion.
- Physical acts of aggression or assault upon another, or damage to another's property that is motivated by the individual's actual or perceived identity.
- Demeaning racial jokes, taunting, racial slurs and derogatory racial "nicknames,"

innuendos, name-calling, or other negative or derogatory remarks

- Slurs or symbols (verbal, nonverbal, or written)
- Display of racially offensive material.
- Graffiti, drawings and/or slogans or visual displays such as cartoons or posters depicting derogatory sentiments
- Criminal offenses directed at persons because of their actual or perceived identity
- Encouraging others to commit any such acts
- Exclusion from normal conversation or activities

HEALING, JUSTICE AND PROTECTION

Oak Hills Elementary School prioritizes the protection and healing of the targets of any act of harassment, hate, bullying, hostility or violence (as referenced above). Administrators, teachers, and school counselors, among others, are responsible for providing a safe place to learn for each and every student and provide a system of support to those who are targets of any act of harassment, bullying, violence, or hostility.

Bullying Behavior

Oak Hills is a place where students care for the wellbeing of one another. Bullying behavior will not be tolerated.

Education Code section 48900(r) defines bullying as: Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act... directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with their academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by a school.

It is of utmost importance that all students feel safe, accepted, and welcome at our schools. There are many interactions that take place between students and we strive to create a school culture in which the vast majority of these interactions are positive for the individuals involved. Monthly character development topics, in-classroom counseling lessons, whole school events,

and targeted character development curriculums are a few of the elements of our positive school culture instruction.

Cases of suspected bullying or targeted aggression should be reported to adults at the school site as soon as possible so that steps can be taken to stop this behavior. School personnel will work closely with students and parents to solve problems and develop plans so that both victims and aggressors get the help they need to feel safe and comfortable at our schools. Additionally, suspected bullying or targeted aggression can be reported via our online Suspected Bullying/Aggression Report form, available on our Elementary Counseling [website](#). We define bullying as aggression which is hurtful (either physically, verbally, or relationally); demonstrates an unequal power differential between the aggressor and the target; and is repeated over time.

Interactions reported through our Suspected Bullying/Aggression Report form will be investigated in the following manner and you will receive communication throughout the process as well as information at the conclusion of our investigation.

1. District office, school principal, and applicable staff or outside agencies will be informed of your concern.
2. Alleged aggressor's parents will be informed of the complaint.
3. Both students will be interviewed.
4. Both target(s) and aggressor(s) will speak with the counselor for support and assessment.
5. Teachers and any other involved staff (playground supervisors, etc.) may be interviewed.
6. Student witnesses may be interviewed.
7. Observations will take place during the school day.
8. A safety plan will be initiated when warranted.
9. A final determination of findings will be made and communicated to the reporting parent, the parents of the alleged aggressor, and the district office.

Controlled Substances

Any student who is in possession or under the influence of any controlled substance, or look-alike substance, including tobacco, alcohol, and illegal drugs, or misusing legal prescription or non-prescription drugs, will be suspended from school and may be expelled from all schools in the Oak Park School District.

Oak Hills Elementary School and the entire Oak Park Unified School District is a "Smoke Free Zone." Board Policy strictly prohibits use of any tobacco product by anyone on the grounds or buildings at any time. This also includes field trips with students off campus. (This includes vaping and the use of e-cigarettes.) ([BP3513](#))

Weapons

The Oak Park Unified School District prohibits the 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, or any explosive device including a firecracker or fireworks, will result in suspension and possible expulsion. This includes any replica or look-alike of the above.

Students and parents are strictly prohibited from making credible threats against school officials, school property or both.

Search and Seizure

School officials may search individual students, their property or district property under their control, when there is a reasonable suspicion that the search will uncover evidence that they are violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices. Any search of a student, their property, or district property under their control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation. All student lockers and desks are the property of the district.

Technology and Internet

Oak Park Unified School District offers its educational community a wide range of technologies to support teaching and learning. Use of these technology resources shall comply with federal and state laws and in accordance with the policies and procedures of Oak Park Unified School District. Please see [Board Policy](#) 6163.4 Student Use of Technology, and carefully read the [OPUSD Student Technology Acceptable Use Policy](#). A copy of the *Student and Parent Signatures* page must be signed and returned to school annually.

OPUSD supports and encourages a student's US Constitution First Amendment right to free speech, but recognizes that communication that adversely impacts a school's instructional environment (such as making other students feel unsafe while on campus) is not protected by

the First Amendment. This even applies to speech that occurs off campus. Students are reminded to communicate responsibly at all times to ensure the school environment remains safe and welcoming to all.

Appropriate technology use is based on trust and responsible judgment. Failure to adhere to this acceptable use policy may result in having access to District technology suspended or revoked. Additionally, failure to adhere to this policy may result in discipline up to and including expulsion in accordance with the student behavior and discipline policies outlined in this handbook. Students are expected to practice ethical behavior in all areas, including refraining from harassment, academic dishonesty, and plagiarism, whether or not they are using District technology. Students may be disciplined for engaging in other conduct deemed in the sole discretion of the school site, District personnel, and in accordance with law, as detrimental to the school, its mission, and/or harmful to other students. All aspects of this acceptable use policy, apply equally whether District technology is accessed on or off site or through District-owned or personally-owned equipment or devices.

Cell Phones and Electronic Equipment:

We strongly recommend that elementary students do not bring cell phones or other electronic equipment to school. This includes smart watches or other devices with the capacity to function as a communication device. Students will be allowed access to a school telephone when necessary and appropriate. If cell phones and/or smart watches 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. Cell phones may only be used before and after school. ([BP 5131.8](#))

In an emergency, parents will be contacted using the school telephones, not the child's cell phone, and students might not be able to access their personal cell phones.

Many electronic devices can have tremendous educational value. Some 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. (See also *OPUSD Student Technology Acceptable Use Policy* as explained above.)

Any electronic items brought to school are brought at student's and parent's own risk. These items can be easily lost, damaged, or destroyed and are costly to replace.

Dress Code

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel. The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians. Parents or guardians are responsible for ensuring student compliance with the school dress

code. Students are responsible for complying with the dress code during school hours and school activities. It is important that each student comes to school dressed appropriately for all outdoor physical activities.

- Students must wear clothing that includes both a shirt with pants or skirt, or the equivalent (for example dresses, shorts, or leggings) and shoes appropriate for physical movement and physical education classes.
- No flip flops, open toe, open heel, or heeled shoes over once inch. Comfortable and flexible street shoes or tennis shoes are suggested.
- Clothing must cover the chest, back, buttocks, and torso.
- Clothing must opaquely cover private parts and any undergarments at all times (see-through clothing, mesh, or transparent materials do not meet this requirement).
- Tops or shirts must have the minimum of a strap over each shoulder that keeps the top in place to meet the above requirements.
- Clothing may not depict, advertise or advocate the use of firearms, alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
- Students may not wear clothing and accessories that feature offensive images or language including profanity, pornography, vulgarities, or defamatory language as determined by the school principal or their administrative designee.
- Students are encouraged to wear hats and visors outdoors to provide sun protection. Hats or visors may not be worn indoors, with the exception of religious, ethnic, or culturally specific head coverings.
- Dangling earrings or elaborate jewelry are not permitted due to safety concerns during physical activity and play.

If a student requires support from school staff in abiding by dress code requirements, this support shall be provided in the least restrictive and disruptive manner possible. Administration and enforcement of the dress code will be gender neutral. In the case that a student is unable to abide by the dress code policy, school provided garments may be loaned to the student until the parent or guardian is able to provide appropriate clothing. ([BP 5132](#); [AR 5132](#))

Student Behavior and Discipline Procedures

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

The Oak Park Unified School District supports a “Progressive Discipline Policy” and associated practice because this approach provides a logical, escalating sequence to consequences while informing students and parents at the earliest level where rehabilitation might be employed. An exception for implementing progressive discipline will be for more serious offenses, which require immediate suspension and mandatory expulsion by law. ([BP 5144](#))

At Oak Hills, the goal of all discipline procedures is to teach students to make positive choices regarding their behavior and actions, and to assist parents in their role of providing guidance to their children. Therefore, the following procedures will be implemented regarding violations of school and classroom rules:

- Students will usually be warned regarding the violation of a rule on the first offense. Warnings may not be given regarding serious offenses, such as theft, destruction of property, defiance, fighting, or other dangerous behavior. Consequences may immediately result from serious offenses.
- After a warning, the appropriate adult will issue a consequence that fits the offense, such as a time-out or benching during lunch or recess. Parents are not normally notified unless this occurs frequently.
- If the offense is serious or if the same offense has occurred repeatedly, the student may be referred to the principal. The student will be given the opportunity to offer an explanation. The principal will investigate, weigh the facts, make a judgment on the matter and assign consequences. Consequences may include but are not limited to after school detention, loss of recess, loss of privileges, in school detention, and out of school suspension. In all serious offenses the parents will be notified of the incident.
- **In situations that involve fighting, all students who participate may receive consequences no matter who started the altercation.** Students should not be advised by adults to fight to defend themselves. Problem solving and conflict resolution should be the goal. **No form of fighting will be tolerated at Oak Hills for any reason.**

Suspension/Expulsion:

Teachers may suspend a child from their class for a period of one day in the school office. The principal or designee may suspend a child for up to five consecutive days either in school or at home. In all situations regarding a suspension, the parents will be required to attend a conference to discuss the situation and to review papers that will be placed in the child’s cumulative record. The district policy has been established regarding all suspension that includes due process. ([BP 5144.1](#)) Please note the following:

- Corporal Punishment shall not be inflicted on any student at any time. An amount of force that is reasonable and necessary for a school official to quell a disturbance

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

- Students may be recommended to the governing board for expulsion from school for the continuation of offenses. Students may be recommended for expulsion on the first offense for possession of weapons or replicas of weapons or narcotics or any controlled substance.

Physical Education

An important part of our program includes physical education, with an emphasis on physical activities. The total amount of time required for physical education, in grades 1-5, is no less than 200 minutes each 10 schooldays, exclusive of recesses and the lunch period. Education Code §51210(a) (7). If you have any questions regarding your child's P.E. instructional minutes, please contact your child's P.E. teacher or principal. If more information is needed, please contact the Assistant Superintendent of Human Resources. A Uniform Complaint Procedures form ([BP1312.3](#)) may also be found on the District's website at www.opusd.org. Education Code §51210 (b).

General Questions and Concerns

In the event that you have questions or concerns about your student, a program or classroom expectations, please contact the teacher first. If after working with the teacher you feel that your concerns are not handled in a satisfactory manner, please contact the principal. Subsequent to that meeting if you still feel dissatisfied you may access the OPUSD Complaint Procedure by filing a written complaint.

Classroom Observations

Parents wishing to arrange an observation in a classroom must fill out a request form and submit it to the office at least two days prior to the requested visit. Observations are to be no longer than 20 minutes in length and the parent is to be accompanied by a school administrator.

Student Assessment & Report Cards

Students shall receive report cards at the end of each trimester grading period. The reports for trimesters 1 and 2 will communicate what progress students have made toward specific learning goals. The final report card will communicate whether or not students have demonstrated mastery of specific academic skills with consistency and independence. The report card also contains social-emotional and study skills marks.

Student assessment at Oak Hills includes student-led conferencing, goal setting. In grades 4 – 5 a student-led goal setting conference will be held at the end of the first trimester. In grades K – 3, parent-only conferences are held at the end of the first trimester. An optional second report card conference will be held after the second trimester at the request of either the teacher or parent.

At the beginning of each trimester, all students are given a screening assessment in reading and math. These assessments provide teachers with important data on student progress, and help ensure that students receive any additional support they may need.

In the spring, all students in grades 3 – 5 will participate in state testing (CAASPP). These assessments are aligned with the California State Standards. At Oak Hills we view these tests as just one of several ways that students are assessed.

It is our hope that our carefully crafted assessment system will help us to honor student differences and plan for a wide range of diverse needs. Many areas of growth are targeted and all types of excellence will be celebrated.

Health Information

In an effort to provide the most healthful and wholesome atmosphere for children at Oak Hills, we are providing parents with the following information, rules and regulations:

- Please do not send your child to school with an illness, respiratory infection (common cold), a temperature of 100 degrees or above, a rash, or has vomited within 24 hours. A child who has had a fever must have a normal temperature (below 100 degrees) for at least 24 hours without taking fever-reducing medication before returning to school.
- Please do not send your child to school to be diagnosed by school staff.
- If your child is sent to school and the staff thinks that their physical condition will not support an ability to learn, the parent will be called and the student will be sent home. If a parent is unavailable, persons designated on the emergency card will be contacted.

Prescription and Non-Prescription Medication:

If your child requires prescription or non-prescription medication to be given at school on a regular basis, you and your child's doctor must complete a medication form. In addition, the medications must be received by Oak Hills' office staff in its original packaging or a prescription bottle from your pharmacist with the name of the student, the dosage, and the name of the medication clearly marked on the label. Please note the following:

- If your child requires as-needed medication for bee stings, peanut allergies, asthma, migraine headaches, etc., and you wish to keep medication on hand at school, a medication form will have to be signed by you and your child's doctor. The medication must be in its original packaging or prescription bottle, clearly labeled with the correct dosage. There must also be a visible expiration date on the package.
- The office does not have a supply of over-the-counter medications for students.
- Office personnel will administer any and all medication provided by you only if you and your student's physician have completed the appropriate medication form. Under NO circumstances may a child have any medication (including over-the-counter products) in their possession while at school. All medication forms must be renewed at the beginning of each school year.
- We must have a note from the doctor detailing an injury and necessary restriction of all students with breaks, fractures or sprains. We need information about all injuries that require ace bandages, splints, casts, or crutches.

Nut And Allergic Reaction Policy:

Students with allergies need to participate freely in our world community as a whole. So rather than isolate these students or attempt to enforce our site as a "nut free" school environment, we have instead chosen to educate all of our students and staff members about food allergies. It is our belief that if we empower our students, they will become active participants in helping support one other. In addition, we are teaching those with allergies necessary life skills as they approach the uncontrolled environments that they will deal with throughout their lives.

These statements do not mean that we take nut/food allergies lightly. All staff members are trained in the use of Epi-pens. All staff members receive a copy of the "Students With Health Concerns" list that identifies each student with name, picture, allergy and treatment. The front office and campus supervision staff is trained in CPR/first aid as required by district. The health office staff reviews and logs all medication with all office staff for ease of access in the event of an emergency.

At Registration and New Student Orientation, all parents are advised to notify the office if their student has any allergies or other health concerns. It is also at this time that parents are reminded that we have students with food allergies on site and to be conscious of this when planning class party foods and packing lunches.

To further identify students with allergies, at initial registration we ask parents to complete the Health Inventory, and fall registration forms are collected before the beginning of school with the health section of the OPUSD enrollment form reviewed by the office staff.

When the school is advised by parents that a student has an allergy, the health tech contacts the parent to establish the course of action that the parent and student's health provider have determined to be appropriate. If medication such as an Epi-pen has been prescribed, it is the parent's responsibility to return the appropriate completed "Authorization for Any Medication Taken During School Hours" form along with the proper medication. At this initial contact, the health tech explains our philosophy and reviews with the parent the prescribed protocol.

After the start of the school year, the health tech visits each classroom to discuss techniques to minimize spread of germs (hand washing, cough covering techniques), health office procedures and helping each other with allergies (food, nut, bee, grass and the like). Students who have allergies are invited to share symptoms of a reaction and what help they might need from their fellow classmates. It is at this time that eating arrangements for nutrition and lunch are discussed.

Severe Reaction Accommodations:

At nutrition and lunch we assign our students to eat at grade-level tables. Students who have nuts in their meal may not sit at the same table as their fellow students with allergies. One table is set aside as a nut free table. Any student may sit at that table as long as they have a completely nut-free lunch. This means that no one is isolated; students with severe allergies are not forced to sit alone.

Homework Policy

The purpose of homework at Oak Hills is to enrich each child's learning experience by providing an appropriate quantity and quality of homework for each child at each grade level. Homework is meant to be a positive learning experience for each child with the intention of reinforcing the concepts taught in the classroom, preparing students for classroom activities, and teaching responsibility and the importance of completing tasks. We recognize that playtime, downtime, and family time are critically important for our students. Homework will not be assigned over vacations or holiday weekends. (See also [Exhibit A – 6154](#) OPUSD Elementary Homework Guidelines.)

One of the most important aspects of a primary education is developing good reading skills. For this reason, each child is expected to read, or be read to, for a minimum of thirty minutes each day. This time is intended to be an enjoyable part of the child's (and hopefully family's) day.

The purpose of school projects is for the students to develop and share their knowledge of a given subject or concept in a variety of ways. Age and grade level appropriate projects may be assigned with the expectation that students have the knowledge and are capable of completing them on their own.

In addition to the homework described above, a student may need to complete other types of work at home. This may arise if the child has unfinished classwork or if the child has make-up work.

Forgotten Homework Materials:

During the first few hectic weeks of school the office is happy to assist you and your student with opening classrooms to retrieve forgotten work when possible. Starting in October, we would like you to remind your child to make an extra effort to remember their homework, as the classrooms will not be opened. We suggest that your student write their “study buddy’s” telephone number down at home so that forgotten assignments and books can be easily borrowed.

Goals and Guidelines for Holiday Education and Activities

A child’s experience in a public elementary school will comply with the First Amendment and the Establishment Clause of the United States Constitution.

- If it is part of the district standards and curriculum for a grade level, teachers may teach about various religious holidays, their historical origins, why they are celebrated, along with associated holiday traditions throughout the year.
- Choral performances in December are considered artistic expression and not a religious celebration.

Student Attendance at Sibling Performances

While we appreciate the desire of parents to have siblings attend each other’s school performances during the school day, we would like to make parents aware that this can create problems for your children and for our staff. In order to minimize the disruptions that might be caused when a child is pulled out of their class to watch a sibling perform, we have established the following procedures:

- Please remember that you may be removing the non-performing student from valuable academic lessons. Any work missed will have to be made up.
- Siblings may only attend performances with the permission of the teacher who is hosting the show. Some performances are not intended for an audience that includes siblings.
- Siblings should only attend performances if their teacher is not conducting critical academic instruction.
- Written notice requesting permission must be received by both teachers at least two days prior to the performance. Last minute requests are extremely disruptive and will not be honored.

- Siblings may not remain in performance classrooms for any subsequent classroom activities or parties. These events are designed for the participating students, not their siblings. Siblings must return to their assigned classroom at the conclusion of the performance.

Field Trips

Field Study is an important way to maximize student learning. These trips allow students to learn through experiences that can not be easily duplicated on the school campus. All field trips are optional and require parental consent.

Our school relies entirely on parent contributions to fund field trips. Fees may be charged for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities so long as no pupil is prevented from making the field trip or excursion because of lack of sufficient funds. (Education Code, § 35330(b).) If you have any questions regarding permissible fees, please visit our [website](#) or contact our principal, Mr. Warren.

If the parent does not sign the consent form for the field trip and return it to the teacher by the stated time, the student will be assigned to another class for the period of the trip. If a bus trip is arranged, parents do not have the option to drive and follow the bus or transport their own student. When using parent-drivers, all children must leave and return with their class as assigned. ([BP 3540](#))

Please note the following additional guidelines regarding field trips:

- When parent drivers are used to provide transportation 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. A copy will be kept on file. The driver's insurance will provide primary coverage and the district insurance will provide secondary coverage.
- If driving, the driver's car must be in excellent mechanical condition and a seat belt must be available for each student. Students are not permitted to sit in the front seat. Children are safest in the back seat. The car must have enough gasoline to complete the trip without making a stop for gas. Parent drivers are responsible for ensuring that children are safely belted and behaving appropriately in the car at all times.
- Appropriate car seats must be used as required by law. Parents of students who require a car seat or booster are responsible for providing the appropriate car seat and making sure it is installed correctly in the drivers' vehicle.

- Adults who attend field trips should plan to supervise students at all times. Adults are to help keep students safe and orderly. 100% of their attention is to be devoted to the supervision and safety of the students.
- Siblings who are not part of the participating class are not to attend field trips.
- When driving on a field trip all cars must go directly to the destination and return directly to school on the return trip. Chaperones are not permitted to stop for food, drinks, etc. or vary from the prescribed route.

Invitations, Flyers and Birthdays

Balloon bouquets, flowers and extreme celebrations are not permitted. In keeping with the District's Wellness Policy, food items should not be used in conjunction with birthday celebrations. Please check with your individual teacher for appropriate alternatives.

Party invitations and flyers announcing public or private community activities are not to be distributed at school. (With the prior approval of the principal or appropriate District staff, some announcements may be made in the Oak Hills Bulletin.)

Food Service

The [Student Nutrition & Wellness](#) Department at Oak Park Unified School District is dedicated to promoting the health and success of every student. Our cafeterias prepare meals that prioritize student health and acceptance, celebrate and respect cultural diversity, promote environmental stewardship, and honor those who grow, harvest, and prepare our food. We carefully consider freshness and quality by sourcing minimally-processed, locally grown and produced ingredients whenever possible. We strive to use products that are free of artificial sweeteners, flavors, colors, and chemical additives. Most importantly, we seek to follow the slow food tradition by scratch-cooking and preparing the majority of the components in our meals. What we do not make in-house, we carefully select the most natural pre-made options and work with local purveyors who share our standards for using wholesome ingredients and employing time-honored practices.

Snacks can be purchased at morning recess and a full hot lunch can be purchased at lunch recess. A lunch account has been set up for each student. Parents may deposit funds into that account by placing a check, written to *OPUSD Food Services*, into the box in the office. Parents can also pay with a credit or debit card by logging onto [Parent Connect](#), which can be found on our website. Funds remaining in any student's account at the end of the year will automatically roll over to the following year.

Families may apply for Free & Reduced-Price meals. Students who qualify will receive the same meals that are available for purchase. Applications and information is available from our Student Nutrition & Wellness Department at the District office and on our [website](#). Note that the District also offers a discount on The Club childcare program to families who qualify for free or reduced-price meals.

Lunches

For liability and safety reasons, parents may not provide lunch for students other than their own. Parents are discouraged from bringing food to school in the middle of the school day, as it is disruptive to the classroom and overall learning environment. Please arrange to send your child to school with a lunch you provide or make sure your student knows they will be purchasing lunch at school. If purchasing a lunch, please make sure your child has money on their lunch account. These arrangements should be made at home prior to school. Students may be given an 'emergency' lunch from the cafeteria if they forget their lunch. Parents are expected to reimburse the cafeteria if there is no money in their child's lunch account.

Waste Reduction Policy

Oak Hills encourages a policy to aggressively reduce the amount of waste generated by lunch and snack times on campus. We believe that as a school we have the responsibility to teach children and model for them earth-friendly habits. Therefore, the following guidelines are established:

- Students who bring lunch or snacks to school should use only a reusable lunch box.
- All food in this lunch box should be packaged in reusable containers. If plastic bags are used, they should be taken home and used repeatedly for the life of the bag. Napkins should be cloth and re-usable.
- Students should avoid bringing food to school that is overly packaged. Parents are encouraged to purchase food in larger quantities and then use smaller reusable containers to send food items to school.
- Drinks should be in reusable or recyclable containers. Glass containers are not allowed for safety reasons. The preferable method is to send drinks to school in a thermos or other reusable container. Avoid straws and small box drink containers if possible.
- Students will be assigned to monitor recycling containers daily. They will remind peers to sort their waste and not to throw away reusable containers.
- Oak Hills has a water filtration system that utilizes re-usable containers sold through the PTA or any other reusable water bottle.

School Supplies

We ask that you make a donation towards the necessary classroom materials that have been provided for our quality instructional programs. These funds will be used for paper, tag board, laminate, consumable science materials, paints, pens, pencils, notebook paper, folders, crayons, markers and many more items. The school will purchase these items for your child in bulk at wholesale cost. This program saves money, reduces waste, and means you will avoid frequent trips to retail school supply stores. Your participation is voluntary, and your contribution is considered a donation. Please see the [Requests for Fees and Donations](#) section on page 5 of this handbook or refer to our District [website](#).

District Programs

The Oak Park Unified School District has several committees that include parents, students, and staff. While each group has a particular focus, they all provide an important opportunity for the entire school community to support district programs and meaningfully participate in shared leadership.

Gifted and Talented Education (GATE) District Advisory Committee:

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.

The Environmental Education and Awareness Committee (EEAC):

The [EEAC](#) provides a forum in which students, parents, faculty and classified staff of Oak Park Unified School District (OPUSD) can discuss issues and recommend action regarding environmental education and sustainability programs in OPUSD. The goals of the committee are to:

- Increase awareness and integrate environmental education into curricula
- Implement programs designed to prevent and/or reduce waste
- Ensure safe toxic-free school campuses
- Eliminate chemical pesticide and fertilizer use on school campuses
- Foster environmental learning through school gardens

- Increase availability of sustainable transit to school, walk to school days and carpooling
- Devise green buying guidelines for school campuses
- Coordinate community and school events related to environmental education and awareness

Wellness Council:

The mission of the Oak Park [Wellness Council](#) is to promote and enhance wellness among students, staff and families as outlined in the OPUSD Wellness Policy. This will be done by improving the nutritional value of food sold in the school cafeterias, nutrition and fitness education, physical education and by creating school environments that promote and protect children's health. This continuing advisory board will monitor and guide program development and curriculum, organize school specific programs, and perform annual evaluations. The goal of the Wellness Council is to instill lifelong healthy habits for all students.

ESPECIALLY FOR THE STUDENTS

Student Rights

A right is something that belongs to you inherently and cannot be taken away from you by anyone. In turn, students must remember that others have these rights as well, including teachers and classmates.

1. **The right to be safe at school.** This means that no one should intimidate or make students afraid to be at school. Oak Hills shall be a safe and comfortable place for everyone.
2. **The right to be respected and treated with kindness at school.** This means that no one should make fun of students or hurt someone's feelings intentionally. No one may embarrass anyone else.
3. **The right to be heard.** This means that all students will have the opportunity to tell their side of the story before receiving consequences for breaking a rule. If a student feels that one or more of their rights have been violated they should tell their teacher, campus supervisor or principal.
4. **The right to be yourself at school.** This means you should not be treated unfairly because you look different, talk differently, take a little longer to get the right answer, or are different in any other way. You can be an individual.

Student Responsibilities

1. Do not keep others from learning. Students come to school to learn. If someone is being kept from learning by distractions, then they are being deprived of something that is their right. All classroom rules must be strictly obeyed.

2. Come to school every day unless you are sick. Parents are required by law to send their children to school from ages 6 – 18. The only valid reason for an absence is illness.

3. Be on time for school and classes. Parents are required by law to have their children to school on time every day. Students must be in line by the designated time. Students who arrive after the class starting time are tardy and must report to the office.

4. Students are expected to follow all legal, reasonable directions by any staff member. Staff members include the principal, teachers, playground supervisors, custodians, instructional aides, office staff, librarians, and any specialists. Students should comply without being argumentative or disrespectful. Violation of this rule is known as defiance and is treated very seriously.

5. School property is to be respected. All students will respect all school property as it belongs to all of us. The repair or replacement caused by the destruction or damage of school property will be the financial responsibility of the student's parent/guardian.

6. Students will act appropriately at assemblies, special events, and when on field trips. During these activities it is often difficult to behave at your very best; however, these events are when your very best behavior is expected the most. This includes evening activities.

7. Behavior going to and from school will be excellent. The school rules apply on the way to school and on the way home.

8. Students will adhere to the dress code.

9. Students will respect all adults working on campus. Students will show all adults proper respect, including parent volunteers. Parent volunteers will not be responsible for disciplining students. Teachers and staff will handle all discipline.

School Spirit

We refer to our school as a "Learning Community." This means that all of us, including parents, staff, and students, are working together to help each other learn and grow.

One way to show our unified spirit is by wearing our school shirts. Please remember to wear your Oak Hills shirt every Friday. The PTA has shirts available for no cost to families in need. Just contact the office.

The school mascot is the Coyote. The school motto is: “A special place to learn, grow and succeed.” Our District motto is: “Educating Compassionate and Creative Global Citizens.” If you are new to Oak Hills, you will soon learn our school song. Be sure to sing it with pride!

Participation in Extracurricular Activities

Students are encouraged to participate in any and all extracurricular activities offered at Oak Hills. Please remember that students participating in these activities must attend school on the day of the activity. Students are expected to follow all school rules while participating in these activities

Kids with Character

The OHES “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. Character traits for each month are:

September	Respect
October	Responsibility
November/December	Kindness
January	Determination
February	Cooperation
March/April	Acceptance

School Service

An important aspect of a child’s educational experience at Oak Hills is School Service. All students are engaged in age-appropriate school service projects as part of their daily routine. These activities may include:

- Cleaning their own classrooms on a regular basis – including wiping tables and cubbies.
- Cleaning up the lunch area every day so that it is ready for the next group of students.
- Working in teams to help sort recyclables and to enforce the waste reduction policy.
- Students can also work on various special projects throughout the year.

Student Council

One of the important aspects to establishing a positive school climate is an effective and active student government. That has been a tradition at Oak Hills and the organization is set up as follows:

A president, vice-president, secretary, treasurer, and publicists will be selected from the members of the Student Council and will be known as the Executive Officers. The Student Council is made up of two representatives from each classroom in grades 2 – 5. Student Council will also have members-at-large, who are students who ran for a representative position, but did not get elected. The Student Council will meet twice each month unless more meetings are required at certain times of the year.

President:	5 th grade
Vice President:	5 th grade
Secretary:	2 nd - 5 th grade
Treasurer:	2 nd - 5 th grade
Publicist:	2 nd - 5 th grade

All students must be in good standing in terms of behavior, academics and have approval from their teacher and parents.

DISTRICT CONTACT INFORMATION

Oak Park Unified School District
5801 Conifer Street
Oak Park, CA 91377
818-735-3200

SUPERINTENDENT

Dr. Jeff Davis
818-735-3206

SCHOOL BOARD MEMBERS

Mr. Drew Hazelton
Mrs. Denise Helfstein
Mrs. Tina Wang
Mr. Allen Rosen
Mr. Derek Ross

**ASST. SUPERINTENDENT
BUSINESS SERVICES**

Mr. Adam Rauch
818-735-3254

**ASST. SUPERINTENDENT
HUMAN RESOURCES**

Mr. Stewart McGugan
818-735-3250

OTHER SCHOOL SITES

Brookside Elementary	818-597-4200
Red Oak Elementary	818-707-7972
Medea Creek Middle School	818-707-7922
Oak Park High School	818-735-3300
Oak View High School	818-735-3217
Oak Park Independent School	818-735-3217
Oak Park Neighborhood Preschool	818-707-7742

**Oak Hills Elementary School
Policy and Regulation Form
Acknowledgement of Receipt of Information**

PRINT & RETURN THIS PAGE ONLY

Thank you for taking the time to thoroughly read this School Handbook. All Oak Hills students and parents are responsible for reading and acknowledging that they understand the content of the School Handbook every year. This page must be printed, signed and returned to the school before students attend class.

**PARENTS/GUARDIANS ARE REQUIRED TO SIGN AND
RETURN THIS FORM AT REGISTRATION**

I have read the 2021-2022 Oak Hills Elementary School Handbook and have carefully reviewed and discussed it with my student. We are aware of our rights, responsibilities, and all school rules, codes, and procedures for discipline.

PARENT SIGNATURE: _____ Date: _____