

STUDENT HANDBOOK 2020-2021

Oak Park Unified School District
Red Oak Elementary School

**A California Distinguished School
Gold Ribbon School**



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www.oakparkusd.org/roes
[OPUSD Website Link](#)

**Educating
Compassionate and
Creative Global Citizens**

TYPICAL SCHOOL DAY SCHEDULE

Monday, Tuesday, Thursday, Friday

8:13	First Bell Rings
8:15	Tardy Bell Rings/School begins
9:40-10:00	Regular Kindergarten recess
10:00-10:20	1 st -3 rd grade recess
10:30-10:50	4 th and 5 th grade recess
10:20-10:40	Discovery Kindergarten recess
11:25-12:10	Regular Kindergarten lunch
12:15	Discovery Kindergarten dismissal
12:00-12:45	1 st thru 3 rd grade lunch
12:30-1:15	4 th and 5 th grade lunch
1:15	Regular kindergarten dismissal
2:25	Dismissal 1 st thru 3 rd grades
2:50	Dismissal 4 th and 5 th grades

Wednesdays (Banking days)

School begins at the same time; dismissal times are as follows:

12:15	Discovery and Regular Kindergarten dismissal
12:35	Dismissal time for all other grades

Minimum Days

School begins at the same time; all students are dismissed at 12:15.

Vision Statement

The vision of the Red Oak Elementary School community is to actively involve all children in becoming responsible, caring and creative life-long learners. We provide a foundation for success through clear goals, high expectations, and a positive school climate with an emphasis on critical thinking, problem solving, social responsibility and personal growth. Students are encouraged to reach their full potential as we celebrate their uniqueness. Welcome to Red Oak Elementary School, a California Distinguished School and a Gold Ribbon School

I. Important Information For Parents

Red Oak takes pride in creating a warm, friendly campus where excellence in learning and student safety are primary goals. Our caring, hardworking staff is readily available to assist students and their parents. [BP 5142](#)

COMMUNICATION

Communication between home and school is vital to maintaining the maximum support for student learning. Our **school telephone number is (818) 707-7972; fax (818) 597-4244; absence line (818) 597-4242**. If you have a message that needs to reach a student once the school day has begun, please call the office. 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. To reach any staff member via email, simply type their first initial and last name followed by [@opusd.org](#). Please access our website at [www.oakparkusd.org/roes](#) to read our PFA's (Parent Faculty Association) online newsletter and to gain access to our Weekly "Rattler" via ParentSquare.

PARENT PARTICIPATION

Parents are encouraged to participate in their children's education in a number of ways:

- *Classroom Volunteers* provide on-going clerical and instructional support to the teachers.
- *Room Parents* support classroom teachers in planning class celebrations and other activities.
- *Parent Faculty Association* – Please join and volunteer!
- *School Site Council* is an elected body comprised of four community members, two teachers, a member of the non-teaching staff and the Principal. They monitor the implementation of our site's yearly improvement plan general goals and philosophy, as well as the content of this handbook. Meetings are held monthly and are open to the public. Meetings are posted in the school bulletin. ([BP 0450](#))
- *VIP's (Very Important Parents)* include Classroom volunteers, *Women In History Week* participants and Library story readers.
 - Helping through donation

ESSENTIALS

Security- Fences/Gates

Red Oak's campus is entirely fenced in. There are three gates that will be opened for access to the campus during arrival and dismissal times only: The main gate in front of the building near the library, the gate adjacent to B11, and the Indian Springs Park gate. These gates will be opened before school beginning at 7:45am and closed at 8:20am. They will be opened again at 2:20pm and closed at 3:05pm. On Wednesdays, the gates will be opened at 7:45am and closed at 12:55pm. If your child is enrolled at Club Oak Park, they will communicate with you regarding the gates and access to their facilities.

To maintain campus security, volunteers and visitors coming to the campus must first **STOP IN THE OFFICE** with their driver's license or other form of identification to obtain a visitor's badge using our Raptor System. The Raptor System allows us to screen visitors to ensure a safer environment for our students and staff. The visitor's badge must be worn while on campus. Also, be sure to sign out of the Raptor System before exiting the campus.

For safety reasons, **all parents must exit the campus no later than 10 minutes after morning line-up, or must sign in as a volunteer in the office.** Kindergarten parents must exit the campus with their student no later than 10 minutes after kindergarten dismissal. If you need to use a restroom while on campus, please use the office restrooms. **DO NOT USE THE STUDENT RESTROOMS ON CAMPUS.**

Student Attendance at School Functions. Non-enrolled children may attend assemblies and performances, but not class parties or school activities such as field trips. Enrolled children will not be dismissed from class to attend siblings' assemblies, performances, etc., except they may attend the 5th grade culmination ceremony of a sibling.

Lost & Found – Lost and found items are located outside the Multi-Purpose Room. Unclaimed clothing is given to charity. **Please write your child's name on all items.**

Office Phone Use – Students may use school phones for **emergencies only** or if they have not been picked up from school. Students **will not** be allowed to

use office phones to call home regarding forgotten items or to arrange playdates.

Personal Cell Phone Use on Campus –

We strongly recommend that elementary students do not bring cell phones or electronic devices to school. This includes smart watches or other devices with the capacity to function as a communication device. 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.

Students will be allowed access to a school telephone when necessary and appropriate. 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. Please refer to Board Policy: [BP 5131.8](#)

Cell phones may only be used before and after school when students are off campus.

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 below.)

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.

Lunch with Students/Student Lunches - Eating lunch at school with your child or visiting your child in the lunch area during recess or lunch **is not permitted**. In accordance with the Oak Park Unified School District Wellness Policy, bringing fast food, candy or soda to school is strongly discouraged. Please arrange to send your child to school with a lunch you provide if they will not be purchasing lunch at school. If your child arrives later than 9:00 a.m., a lunch from home must be provided. We cannot permit parents to provide lunch for other students. Late lunches must be taken to the office by parents to be retrieved by students. Office staff is not responsible for delivering lunches or calling classrooms to report a lunch has been delivered for your child.

Nut and Allergic Reaction Policy – 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 protocol with the parent. The District nurse will then follow up with a health plan when necessary. (At nutrition and lunch, a nut-free table is available for students with allergies. Friends may eat with them if their lunch is nut-free.)

Medication and Broken Limbs - All medication (prescribed or over-the counter) can be administered by office personnel but we must have written permission from your doctor FIRST. Call the school office for the proper form and instructions if your child is in need of daily or temporary medication. Parents may administer medication to their child in the school office. Students are not allowed to carry aspirin, cough drops, or other seemingly harmless over-the-counter medications on their person. We **must** have a note from the doctor detailing an injury and necessary restrictions (PE, recess, etc.) of all students with breaks, fractures or sprains. We also need information about all injuries that require ace bandages, splints, casts, or crutches. Please contact the Health Clerk regarding any medical concerns or conditions.

Sunscreen/Water Bottles - Recess/Lunch breaks and PE are usually held outdoors. Protect your student from the long-term damaging effects of the sun by applying sunscreen to their face and exposed skin each morning before school. The use of sunscreen by students during the school day is permitted without a physician’s note or prescription. Send your student to school with a hat/cap to wear when outdoors (no hats/caps inside the classroom) and a water-filled, sport top water bottle. There are two water bottle refill stations on campus. Encourage your student to learn their teachers’ policies about water bottles in the classroom, to drink water frequently throughout the day, and to bring their water bottle to PE. Please label (with permanent marker) your student’s name on any sunscreen, hat/cap or water bottle brought to school. (EC 35173.5)

BEFORE AND AFTER SCHOOL SUPERVISION

Our school is supervised in the morning beginning at 7:45 a.m., 30 minutes before the line-up bell. Students **may not** arrive at school before 7:45 a.m. Supervision for DK and K students is provided in the Kindergarten yard between 7:45 and 8:15, and for grades 1st-5th between 7:45 and 8:15 on the blacktop.

After school supervision for 1st-3rd grade students is provided between 2:25 and 2:50 in the kindergarten yard. At 2:50, these students will be dismissed to the flagpole area. Please be prompt in picking up your students from school.

TRAFFIC PROCEDURES

Student safety is EVERYONE'S RESPONSIBILITY. There are Crossing Guards at Hawthorne and Rockfield and Tuscany and Rockfield. We urge you to avoid the traffic in the parking lot by dropping off your child with the Crossing Guard who guides students across the crosswalk. Red Oak encourages parents to arrange for carpooling whenever possible and for students to walk to school if possible.

The following procedures have been developed to provide a safe and efficient way to get our students to and from school safely each day. The system will work only if everyone driving to and from school obeys the rules and uses extreme caution. Every driver is responsible for following these rules and keeping students safe. **Cell phone use by parents is forbidden while in the car line while dropping off or picking up students.**

Before School Drop-Off Procedures: Drop off children in the marked white curb area only (near the flagpole). Do not stop to drop off along the red curb and follow the directions of the campus supervisors directing traffic. Parking is not permitted; do not leave your vehicle_unattended. **If you need to park, please do not park in the spots designated for our staff at any time.**

If you walk to/from school please use crosswalks and be sure to listen to the instructions given by the crossing guard(s).

After School Pick-Up Procedures:

Pick up children in the marked white curb area only (near the flagpole). The inside lane is drop off and pickup only. The outside lane is EXIT only. No stopping. Do not leave your car unattended or let your children cross traffic to enter your vehicle. Please be patient and pay attention and follow the directions of the campus supervisors who are directing the traffic.

TARDIES

Students are required to come to school prepared and on time. Students must be in line on the blacktop by **8:13 a.m.** Students who arrive after the 8:15 a.m. bell are considered **tardy** and **must report to the office for a late pass.**

EXCESSIVE TARDIES AND ABSENCES

On the **5th tardy or 6th absence**, 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 or 12th absence**, parents/guardians will be required to meet with the District Student Attendance Review Team (SART). On the **15th tardy or 18th absence**, parents/guardians will

be referred to the Ventura County Student Attendance Review Board (SARB) which, in turn, may refer the case to the Superior Court for prosecution.

ABSENCES

For attendance accounting and to ensure student safety in getting to school, parents are required to notify the school of daily absences. Phone the school office any time before 9:00 A.M. at **(818) 597-4242**, report the absence, and give the reason. (Please remember that if your child was sent home from school with a fever or vomiting, or if your child has a fever at home or is vomiting, your child cannot return to school until they are fever or vomit free for 24 hours.) If you anticipate the absence to be more than 3 days, call (818) 707-7972 between 10:00 AM and 2:00 PM to arrange for homework.

EXCESSIVE ABSENCES

Our district attendance system counts the number of days that students miss school, whether excused or unexcused. A student is considered a “Chronic Absentee” by the California Education Code, which means a student who is absent 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. This pertains to the number of school days of the district, exclusive of Saturdays and Sundays. 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, religious holidays, or attendance at funeral services of immediate family.

Please see the full policy on Chronic Absence and Truancy at this link:
<https://bit.ly/2Lds8g0>.

INDEPENDENT STUDY CONTRACT

An Independent Study Contract can be formulated to provide on-going instruction for students absent from school for an extended period of time due to extended illness and/or extenuating circumstances. **The minimum length of an Independent Study Contract is five days.** Please give the school **three days of advance notice** if you intend to use Independent Study. You must request the Contract in person as Contracts are signed and dated by the student, parent, teacher, and principal. **Please Note:** The student is required to complete all assigned work, and submit it to the teacher **on the day of their return to school**. If work is not completed the absences will be recorded as unexcused.

HOME HOSPITAL INSTRUCTION

California Education Code SS48206.3 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, they 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 will be handled at the site level.

COLLABORATIVE TIME—WEDNESDAY EARLY RELEASE DAYS

Wednesdays are collaborative days for teachers. Kindergarten hours are 8:15 a.m.-12:15 p.m.; the hours for grades 1-5 are 8:15 a.m.-12:35 p.m. Children may eat lunch on campus but must be picked up at 1:00 p.m. or be enrolled in Red Oak enrichment classes or the Red Oak extended care program (Club Oak Park). There is no supervision on the Red Oak campus on Wednesdays after 1:00 p.m.

EMERGENCY PLAN/SCHOOL SAFETY

Red Oak has a safety plan and supplies to handle emergencies. Drills are held with staff and students to be prepared in the event of an emergency.

In the event of a disaster, school is one of the safest places for your child. School grounds will be **off limits** during emergencies to all but school and emergency personnel. Parents will pick up their children at the gate designated by the first initial of your last name. The gates are adjacent to the Kindergarten yard and the library at the front of school. ([BP 0450](#) ; [BP 3515](#) ; [BP 5131.8](#))

SCHOOL PROPERTY

Students are responsible for replacing any lost or damaged textbooks, equipment, or library books. Parents will be charged for replacement.

Any student owing replacement fines will not receive a report card.

REQUEST FOR SUPPLIES

Any request for supplies or donations toward the purchase of supplies, materials, equipment, 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. 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. For further information and legal references you can also visit our website: www.oakparkusd.org/DONATIONGUIDELINES.

STUDENTS NOT MEETING STATE STANDARDS

Red Oak has an active **Student Success Team** (SST) comprised of teachers and specialists. This team reviews the progress and educational needs of referred students when additional learning support may be needed to meet individual student needs. Additional support for students will be met in the classroom through differentiated instruction, during the school day in our Learning Center, or Special Education. Special Education services are offered by the Oak Park Unified School District to students who qualify using the criteria established by the State of California. Services are provided in the least restrictive environment, the Resource Room and the regular classroom.

PHYSICAL EDUCATION (PE)

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

GIFTED AND TALENTED PROGRAM (GATE)

The GATE program begins in grade 4 and proceeds through high school. The school GATE committee determines eligibility based on test scores, parent and teacher survey forms, and a student portfolio. Once a student enters the GATE program, they continue in the program through their years in the Oak Park Unified School District. Red Oak uses a differentiated instructional strategy in all grades. This means students that have already mastered standards are grouped together either in the classroom or across the grade level and given assignments that challenge their knowledge of the grade level's standards.

REPORTING PROGRESS TO PARENTS

Student progress is reported to parents on a trimester basis using a grade level report card. Conferences are held for all students in November and March follow-up conferences are held for selected students. On-going conferences may be held at the request of the parent or teacher to ensure communication and monitor student growth. Only one conference, respectively, per student (there will not be additional conferences scheduled for dual parent households.)

EXTENDED CARE PROGRAM

Parents are invited to enroll their children in Oak Park Unified School District's *Club Oak Park* Extended Care Program that is available to Red Oak students on our campus with morning and afternoon sessions. Please use this link for more information:

<https://sites.google.com/opusd.org/opusd-extended-care-program/home>

STUDENT COUNCIL

One of the important aspects to establishing a positive school climate is an effective Student Council, encouraging student leadership and school stewardship. The Student Council is made up of one student representative from each classroom in grades 3-5. Elections are held twice per year for representatives and Executive Officers. All students must be in good standing in terms of behavior, academics and have approval from their teacher and parents.

FIELD TRIPS

Fees may be requested 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. (Code, § 35330(b).)

Parents are asked to complete a master consent form at the beginning of the year, but will always be asked for consent for each individual trip. No student may attend a Field Trip without both signed documents on file. All students who are attending the trip must leave and return to the school with their class. ([BP 3540](#)) Teachers may use insured parent drivers or contract bus services. All parent drivers are required to drive additional students in their vehicle as determined by the teacher. Parent chaperones and drivers are selected at the discretion of the teacher. Parent volunteers are required to give their full attention to our students. Siblings are not allowed to attend. Students are not allowed to ride in the front passenger seat. Drivers must ensure that required seat belts and/or child passenger restraint systems are properly used. Child passenger restraint systems are required for children under 8 years of age or under 4 feet, 9 inches in height. Please see additional information below.

PARENT DRIVER CERTIFICATION AND INSURANCE

If you drive on a field trip you must have a School Driver's Certification Form on file in the school office. You will be required to show proof of current: 1) Valid California Driver's License, 2) Vehicle Registration, 3) Insurance policy (liability limits not less than \$100,000 each person and \$300,000 each accident).

HELPING STUDENTS AT HOME

The following is a list of ideas the Red Oak staff encourages all parents to consider:

- 1) Have your child set up a regular time and place for studying each day. It should be a quiet comfortable place free from distractions. If homework is completed before time is up, encourage your children to read, review and study for tests, find related materials, etc.
- 2) Help your child get organized. Collect everything they might need before they begin - paper, pencil, pen, eraser, books, markers, etc.
- 3) Allow your child to work on their own. Tell them they can ask a question if they don't understand something. It is important that teachers see what students are capable of without parent help.
- 4) 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.)

No makeup class work will be sent home until the **absence exceeds three days**. Upon the student's return to school, the teacher will decide what assignments need to be made up, and will give the student twice as many days as they were absent to complete the work.

EX: 1 day absent = 2 days to make up work.

If the absence exceeds three days, the teacher will provide assignments to prevent the child from falling behind. Parents may contact the school after three days to pick up school work. All work must be completed within the time allotments above. **In fifth grade, it is the student's responsibility to find out the assignments missed and make arrangements with their teacher to have the work completed.**

The entire Board policy on Homework/Makeup Work can be viewed at this link, <https://bit.ly/2LbUIOC>.

TIME AFTER SCHOOL

Teachers may **hold students up to 10 minutes** after school without notifying parents if it is necessary to address academic or behavioral issues.

DRESS CODE

The manner of dress of students is a matter to be determined primarily by the students' parents. The district expects students to attend school wearing neat and clean clothing and **be appropriate for all school activities.**

In no case should the dress of a student endanger the health and safety of the student or others. Clothing may not have a
"disruptive effect upon the orderly operation of the school."

State of California Administrative Code, Section 5, Section 30200.

- No attire may be worn that promotes or advertises the following: alcoholic beverages, tobacco products, other drugs, negative or profane comments, vulgar or obscene language or images including any gang affiliation. **Any rude or insulting slogans or comments that can be viewed as threatening are not to be worn.**
- Students may not wear revealing clothing, bare midriffs, halter tops or any apparel with "spaghetti straps" (straps must be a minimum of 1" wide). No oversized clothing or showing of underwear. Shorts cannot be shorter than the tips of a student's thumbs when their arms are at their sides.

- **Appropriate footwear** is required. No flip-flops, sandals, crocs, "gels", open toed or open heeled shoes, or high heels. Comfortable and flexible street shoes or tennis shoes are suggested.
- Hats or visors are not to be worn in the classroom. However, they may be worn outside to provide protection from the sun.
- Outrageous hairstyles and hair color are not permitted. Make-up and dangling earrings are not permitted.

Parents can help students use good judgment in choosing what to wear to school. Students who violate the dress code will be sent to the office and parents will be called to provide a change of clothing. Unresolved issues will revert to normal suspension procedures. Due process involves an appeal to the Superintendent and then to the Board of Education.

LIBRARY

All students visit our school library on a weekly basis. There are no late fees. Students are asked to take good care of our collection, and return books promptly. Students are responsible to pay for replacing any damaged or lost books. Report cards will be held until library and/or textbooks are returned or paid for.

FOOD SERVICE—NUTRITION AND LUNCH

All students may have a snack at morning recess. Parents may pack a snack or purchase a snack from our cafeteria. Snacks are \$3.00 each; lunches are \$4.00. It is the parent's responsibility to make sure there is money available on their student(s) account by using their login information through Parent Connect. This account should be checked on a regular basis as it is not the cafeteria's responsibility to notify you of a negative balance. Checks are payable to Oak Park Food Service and a minimum of \$25.00 is requested. Cash or checks are to be placed in the cafeteria's mailbox in the front office. If you have a limited income, applications for assistance are available in the school office. Students arriving late (past 9:00 a.m.) will not be able to purchase hot lunch.

Menus for snack and lunch are available on-line and are subject to change.
To cut down on trash, we encourage parents to pack their student(s) snack and lunch items in reusable containers whenever possible.

ANIMALS AT SCHOOL

Dogs are not allowed on campus except Service Dogs. Animals may be brought to school for educational purposes subject to rules and precautions related to health, safety and sanitation except as otherwise required by law. 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. (Refer to [BP 6163.2\(a\)](#) and [AR 6163.2\(a\)](#).)

DISTRIBUTION OF FLIERS AND INVITATIONS AT SCHOOL

Party invitations and fliers announcing community activities **are not** to be distributed at school. Public announcements can be made in our PFA newsletter, the “RATTLER.”

CLASS PARTIES AND CELEBRATIONS

Following are the District policies and guidelines for classroom parties and celebrations as part of our District Wellness Policy:

- Food is not allowed for birthday celebrations, and candy rewards are also prohibited according to the Wellness Policy.
- Food shall not be an individual reward for students’ academic performance, accomplishments, or behavior.
- Oak Park Unified School District (OPUSD) has a policy that there are only two class parties per year (winter holiday and end-of-year.)
- There may be activities, outside of class parties, that directly correspond to curriculum that may involve food.
- It will be left up to the teacher’s discretion to arrive at a maximum either of one agreed-upon food that does not comply with the nutrition standards per month for celebrations and/or holidays such as Valentine’s Day or Halloween.

REWARDS AND HONORS

Positive reinforcement for following school rules, being an outstanding school citizen, and achievement in academics is essential to student progress and self-esteem. We try to recognize students daily for their efforts by “catching” them being good. This happens in the classroom, on the playground, Monday morning announcements, and at Friday Spirit Assemblies.

STUDENT ACCEPTABLE USE POLICY (AUP)

The Oak Park School District has an Acceptable Use Policy that governs the safe use of technology. Attached is a link to the full board policy ([6163.4](#)). Please review this with your student. <http://bit.ly/2JipCa2>. Failure to adhere to this policy could result in disciplinary action.

Please note that part of this policy addresses the use of students' photographs digitally and in print. If students are not included, photographs of individual students or groups of students, such as at school activities or events, may be published on school or district websites or in print. Parents can opt out of having their children's photograph used by using the Release Opt-Out Form.

OAK PARK UNIFIED POLICY FOR CAMPUS CONDUCT [BP 5131](#)

Controlled Substances

Any student who is in possession of or under the influence of any controlled substance or look alike, including tobacco, alcohol, illegal drugs, vaping devices or who misuses legal drugs will be suspended.

Red Oak Elementary School and the entire Oak Park Unified School District is a "smoke free zone." By Board policy, the use of any tobacco products or e-cigarettes by anyone on the grounds or buildings is strictly prohibited at any time. This also includes study trips with children off campus.

Please refer to Board Policy: ([BP 3513.4](#))

Weapons

The Oak Park Unified School District prohibits any type of weapons or look-alike 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 or BB) or explosive device (including a firecracker or fireworks) will result in suspension and possible expulsion.

BULLYING (INCLUDING ACTS OF ELECTRONIC BULLYING)

California 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 their 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.

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r) inclusive: (r) engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

Student Bullying

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 curriculum 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 “Counseling Corner” page at www.oakparkusd.org/Page/9615. 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 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.

Anonymous Tips

To report an anonymous tip, please click on the “Red Oak Elementary Report It!” link [Report It](#).

RED OAK DISCIPLINE PLAN

All discipline at Red Oak Elementary School is based on a balance of positive reinforcement and consequences. Positive reinforcement is our primary goal. Consequences will result for violations of classroom, playground, or school rules. ([BP 5144](#)) The following procedures will be implemented when school or classroom rules have been violated:

- Students will be warned on the first offense. Warnings will not be given regarding fighting, theft, destruction of property, or defiance. Students who are involved in these infractions will receive appropriate consequences, a Behavior Incident Report and/or “time out” from the playground. Students may be asked to write about their offense to help them think through the problem and reach a resolution. Parents are **not** usually notified in the event of a first offense unless it is for theft, bullying, fighting, or destruction of property.

- If the offense is serious or has occurred before, the student will be referred by the teacher to the principal. All students will be given an opportunity to explain their actions. The principal will decide the consequences. These may include loss of recess, in-school suspension, or formal suspension from school. Parents will be contacted.

- No fighting will be tolerated at Red Oak. 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.

- Teachers may suspend a child from their classroom for a period of one day in the school office or designated area. The principal or designee may suspend a child for up to five consecutive days either in school or at home. A district policy has been established regarding all suspensions that includes due process. Please refer to Board Policy regarding Suspension/Expulsion ([BP 5144.1](#))

DIVERSITY SENSITIVITY

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.

SEXUAL HARASSMENT

Any student who engages in sexual harassment may be subject to disciplinary action up to and including expulsion. Any student who feels they are being harassed shall immediately contact their teacher or the principal. Each complaint will be promptly investigated in a way that respects the privacy of all parties. Sexual harassment in elementary school may take the following forms:

- Sexual slurs, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic verbal comments about an individual's body.
- Sexual jokes, stories, rumors, drawings, or gestures.
- Displaying sexually suggestive objects.
- Touching an individual's body or clothing in a sexual or otherwise inappropriate manner.

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.

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.

OAK PARK UNIFIED SCHOOL DISTRICT – CIVILITY POLICY

Parents are welcome to use the 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. 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 follows. Failure to remain civil in any communication with staff members could result in the loss of email access or other communication with staff members.

[Board Policy 1313\(a\)](#)

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 their 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.

Disruption

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 e-mails; 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 their 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 they will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7 if they reenter 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.

Safety and Security

When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report.

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian.

Documentation

When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence.

Following any violation of the provisions of this policy, the employee will immediately notify their supervisor and provide a report of the incident using the Incident Report Form (available on-line or in the school office).

II. Important Information for Students

STUDENT ACCEPTABLE USE POLICY (AUP)

As a condition of the right to use OPUSD technology services, students understand and agree with the following:

I will use technology resources responsibly:

- I will use the Internet and other technology resources for academic activities.
- I will store only educationally appropriate materials.
- I will not use OPUSD technology for commercial purposes or to offer or provide products or services through OPUSD technology.
- I will not use technology resources to violate OPUSD policies, federal and/or state laws.
- I will not intentionally access and/or store inappropriate information, including, but not limited to the following: material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups.
- I will not participate in unacceptable behaviors, including, but not limited to: personal attacks, harassment or bullying another person; creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright laws, including software, published texts, and student work; political advocacy and/or religious proselytizing; transmission of commercial and/or advertising material; and creation and transmission of material which a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, immigration status, and/or political beliefs.

I will use technology resources safely:

- I will not share my password with anyone.
- I will not give out my name, picture, address, e-mail, or any other personally identifying information online.
- I will only access social networking and collaborative web sites, blogs, or post to Internet sites as it relates to educational purposes.

I will use technology resources respectfully:

- I will not deliberately attempt to harm or destroy data on any system on the network or Internet.
- I will not damage equipment or inappropriately alter settings.
- I will not inappropriately alter any other users' files.
- I will not log in through another person's account or access another person's files.
- I will not attempt to gain unauthorized access to the OPUSD network or to any other system using the OPUSD network.
- I will not go beyond my authorized access. I will not circumvent (i.e., use proxies) OPUSD Internet filters.
- I will not disclose names, personal contact information, or any other private or personal information about other students.
- I will not use the OPUSD network to engage in any unlawful activity or to threaten the safety of any person.
- I will not use threatening, obscene, profane, lewd, vulgar, rude, inflammatory or disrespectful language.
- I will neither transmit nor post information that could cause disruption to my school or any other organization.

I will use technology resources in a manner that respects the intellectual property of others:

- I will respect the rights of copyright owners in my use of materials.
- I will not install, store, or distribute unauthorized copyrighted software or materials.
- I will properly cite sources for material that is not my own.

I understand that:

- By accepting these terms and conditions, I waive any right to privacy or confidentiality to material created, sent, accessed, or stored using OPUSD technology or an OPUSD provided network account.
- OPUSD personnel have the right to review any material sent, emailed, accessed, or stored through OPUSD technology or an OPUSD network account.

- My use of the Internet will be monitored, as required by federal law. OPUSD's *monitoring* of Internet usage can reveal all activities I engage in using the OPUSD network.

OPUSD personnel can remove any material that it believes may be unlawful. For the full Board Policy, please go to: <http://bit.ly/2JipCa2>.

STUDENT RIGHTS

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

Transgender/Transitioning Rights

Per Education Code section 221.5(f): A pupil 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 their gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips.

The Right to Be Yourself at School

This means that 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.

The Right to be Safe at School

No one should make you feel afraid to be at school. Red Oak offers a safe and comfortable place for everyone.

The Right to be Respected, Treated with Kindness and to be Heard

No one should make fun of you or hurt your feelings intentionally. Repeated teasing, provoking, or harassment is considered bullying and will not be tolerated.

STUDENT RESPONSIBILITIES

A responsibility is something you do without being told to do it. Sometimes you do it for others and sometimes 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.

Coming to the Office

You must ask permission to come to the office during school hours. Your teacher or a campus supervisor will give you a blue slip that confirms that you have obtained permission. Please also remember that you need to enter the office quietly and use your best manners when addressing office staff.

Proper Behavior and Citizenship Are Expected

Help make Red Oak 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 will not be tolerated and are contrary to the goals of this school. Spirit assemblies, field trips and end of year trips are not rights. They are privileges that may be taken away from students who fail to demonstrate proper behavior and citizenship.

Come to School 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.

Come to School Prepared

Students are responsible for bringing their homework, lunch, books, and materials to school each day. **Students may not call home to have parents “rescue” them by bringing forgotten items to school.**

Be on Time for School

The bell rings every morning at 8:15 a.m. Students must be in line on the blacktop when the bell rings or they will be marked TARDY.

Complete All School Assignments on Time

All your schoolwork must be completed to the best of your ability. All assignments need to be returned to your teacher when they are due.

Staff Members Must be Obeyed at all Times

Students must obey a legal, reasonable direction or order by a staff member without an argument or disrespect. Violation of this rule can be considered "defiance" and can lead to suspension from school.

Honor the Dress Code

The dress code detailed in this handbook must be followed.

School Property is to be Respected

School property belongs to all of us. Destruction or damage to school property is punishable by either payment for destroyed property (including labor needed to right the damage) or a consequence which could include suspension. [BP 3515.4](#)

Cheating and Plagiarism

The following activities are contrary to school rules and will receive consequences from the classroom teacher.

- Copying homework or any class assignment from someone else, or allowing someone to copy your own work.
- Copying information from someone without permission or without giving proper credit (plagiarism).
- Copying from a person or something written during a test or assessment.

RULES FOR PARK USE

Indian Springs Park may only be used under the direct supervision of a campus supervisor and/or classroom teacher.

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:

1. 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 you leave the school grounds.
2. 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.
3. Students must play by the accepted rules of the game, and may not change the rules once the game has begun.
4. 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 campus supervisor. Games involving tackling, pushing, or rough play are not permitted.
5. Karate or Kung Fu-type games or actions are not permitted

6. Students may not throw sand, dirt, or objects at other students. Spitting is not allowed for any reason.
7. Flips off bars are prohibited.
8. Online skates, roller skates, skateboards, and scooters are not allowed on campus.
9. Equipment is to be used correctly. Balls are not to be kicked (except soccer balls).
10. Balls are not to be bounced in the halls or against the buildings.
11. Students are not to climb on or pull on trees and shrubs or walk in garden or hedge areas.
12. Students are not to bring toys (including trading cards), I-pods, electronic games or equipment to school without the permission of their teacher or principal. 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.
13. 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 must ask for a permission slip from their teacher or campus supervisor before coming to the office during school hours.
14. Students are to use the restrooms designated for their grade level only.
15. 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.
16. Students may not use any type of profanity or derogatory language.
17. In all cases the campus supervisors are to be respected and obeyed. Students may not argue with these school officials.

LUNCH TIME RULES

Food and snacks must be eaten in the patio area and not carried on to the playground or field. Gum is not allowed at school. Snacks should only be eaten at nutrition time.

- Students must use appropriate manners at lunch.
- Glass bottles are not allowed at school.
- Walk to, inside of, and from the patio area.
- Students are to sit at designated grade level tables.
- Stay seated while you eat.
- Food is to be eaten not thrown or played with.
- Raise your hand to be dismissed.
- Be a responsible citizen; clean up your mess, and put your trash in the appropriate recycling bin.

On Rainy and Inclement Days, students will eat in their classrooms or the MPR monitored by Campus Supervisors.

RULES FOR BIKE RIDERS AND SKATEBOARD AND SCOOTER POLICY

1. Skates, skateboards or scooters are not allowed on campus.
2. Only students in grades 3-5 may ride bicycles to school. They must be locked in the bike rack.
3. Bicycles must be walked once students are on the school grounds.
4. Bicycle riding is **not permitted** before, during or after school anywhere on the school grounds.

Students who demonstrate a disregard for these rules and regulations may receive appropriate disciplinary consequences and/or loss of this privilege.

Students who are permitted to ride bicycles to school and their parents are encouraged to observe California law as follows:

- Wearing a properly fitted and fastened bicycle helmet that meets national standards.
- Keep hands on the handlebars.
- One person per bicycle, unless it is a tandem bicycle.
- Ride in the same direction as traffic.

DISTRICT CONTACT INFORMATION

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

SUPERINTENDENT MEMBERS

Dr. Tony Knight
818-735-3206

SCHOOL BOARD

Mrs. Barbara Laifman
Mr. Drew Hazelton
Mrs. Denise Helfstein
Mr. Derek Ross
Mr. Allen Rosen

ASST. SUPERINTENDENT BUSINESS SERVICES

Mr. Adam Rauch
818-735-3254

ASST. SUPERINTENDENT HUMAN RESOURCES

Mr. Stew McGugan
818-735-3250

OTHER SCHOOL SITES

Brookside Elementary	818-597-4200
Oak Hills Elementary	818-707-4224
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

Red Oak Elementary School
Policy and Regulation Form
Acknowledgement of Receipt of Information

PRINT & RETURN THIS PAGE ONLY

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

After School Supervision

We ask that parents pick up their child(ren) at their dismissal times. DK 12:15 p.m. every day; Kindergarten 1:15 p.m.; Gr. 1-3 2:25 p.m.; Gr. 4-5 2:50 p.m. Supervision is provided in the Kindergarten yard for 1st-3rd grade students between 2:25 and 2:50. Wednesday dismissal times are 12:15 for DK and K, and 12:35 for grades 1-5.

By signing below, I acknowledge that I have been informed of the dismissal times and that there is no supervision for students except as noted.

By signing below, I acknowledge that I have read the 2020-2021 Red Oak Elementary School Handbook and have carefully reviewed and discussed it with my child(ren). We are aware of our rights, responsibilities, and all school rules, codes, and procedures for discipline.

Student Name: _____ 2020-21 Grade _____

Student Name: _____ 2020-21 Grade _____

Student Name: _____ 2020-21 Grade _____

Parent Signature _____ Date: _____