

# **STUDENT HANDBOOK 2017-2018**

Oak Park Unified School District  
**Red Oak Elementary School**

**A California Distinguished School  
Gold Ribbon School**



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**Educating  
Compassionate and  
Creative Global Citizens**

# TYPICAL SCHOOL DAY SCHEDULE

## Monday, Tuesday, Thursday, Friday

8:15	School begins
9:40-10:00	Regular Kindergarten recess
10:00-10:20	1 <sup>st</sup> -3 <sup>rd</sup> grade recess
10:25-10:45	4 <sup>th</sup> and 5 <sup>th</sup> grade recess
9:50-10:10	Discovery Kindergarten recess
11:25-12:10	Regular Kindergarten lunch
12:15	Discovery Kindergarten dismissal
12:00-12:45	1 <sup>st</sup> thru 3 <sup>rd</sup> grade lunch
12:30-1:15	4 <sup>th</sup> and 5 <sup>th</sup> grade lunch
1:15	Regular kindergarten dismissal
2:25	Dismissal 1 <sup>st</sup> thru 3 <sup>rd</sup> grades
2:50	Dismissal 4 <sup>th</sup> and 5 <sup>th</sup> 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.***

A message from the Principal...

Our staff is dedicated to meeting the unique needs of children. Our goals are to give students a firm foundation in Reading, Writing, Spelling, and Mathematics while also teaching them to be flexible, creative thinkers, problem solvers and caring and confident citizens. We offer an exciting educational program based upon the California State Standards in all curricular areas, a differentiated instructional program in reading and mathematics based on your child's needs, and technological resources as a support for teaching and learning.

Red Oak has high expectations for all of our students. We hope to foster a sense of pride and accomplishment in students that will last a lifetime. We encourage a strong, cooperative effort between home and school to help realize the goals set for every student.

There is no substitute for the pursuit of excellence. If you have comments, suggestions, compliments, or concerns, please share them with us.

We hope you will find that Red Oak Elementary School is truly "***a place where kids can grow.***"

A handwritten signature in blue ink that reads "Jon Deuin".

# **I. Important Information For Parents**

Red Oak takes pride in creating a warm, friendly campus where excellence and student safety are priority goals. Our caring, hardworking staff is readily available to assist students and their parents.

## **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](mailto:@opusd.org). Please access our website at [www.oakparkusd.org/roes](http://www.oakparkusd.org/roes) and read our PFA's (Parent Faculty Association) on-line newsletter "The Rattler".

## **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.
- *VIP's (Very Important Parents)* include Classroom volunteers, *Women In History Week* participants and Library story readers.
- Helping through donations.

## ESSENTIALS

**Security**- To maintain campus security, volunteers and visitors coming to the campus must first **STOP IN THE OFFICE** to sign in and obtain a visitor's badge that must be worn while on campus. Also, be sure to sign out 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 5<sup>th</sup> 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.

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

**Personal Reading Devices (such as Kindles and Nooks)** – Electronic devices used for reading are allowed for 4<sup>th</sup> and 5<sup>th</sup> grade students ONLY. These students are expected to have the maturity and sense of responsibility to be able to use and successfully care for these devices. Red Oak Elementary and the Oak Park Unified School District assumes no responsibility for these devices should they be lost, stolen, broken or damaged in any way. These devices will only be used in the classroom.

**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 he/she 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** - Nutrition/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 1<sup>st</sup>-3<sup>rd</sup> grade students is provided after school 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. That is why Oak Park employs Crossing Guards on our corners. 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.

**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.** Parking is not permitted; do not leave your vehicle unattended. **If you need to park, feel free to park in our parking lot, but 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 **8:15 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 TARDINESS**

On the **6<sup>th</sup> 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 **12<sup>th</sup> tardy**, parents/guardians will be required to meet with the District Student Attendance Review Team (SART). On the **18<sup>th</sup> tardy** 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 if your child has a fever at home, your child must be fever-free for 24 hours before returning to school.) 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, or attendance at funeral services of immediate family. Absences for religious holidays may be granted upon written request of parent/guardian.



On the **6<sup>th</sup> unexcused/excused absence**, parent/guardian will be sent a letter stating the importance of daily attendance and the parent/guardians will possibly have a conference with the principal. On the **12<sup>th</sup> unexcused/excused absence**, the parent/guardian will be required to have a meeting with the SART team. On the **18<sup>th</sup> unexcused/excuse absence**, the parent/guardian will be referred to the Ventura County SARB, which, in turn, may refer the case to the Superior Court for prosecution.

## **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. **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, he/she will receive one clock hour of individualized instruction for each day that instruction is offered by the district in the regular education program. The maximum number of hours that can be offered to a student in one week is dependent upon the number of school days in that week.

Home/Hospital instruction is typically not necessary for students who may be absent for between one and two weeks. Instruction for these students 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 AM/PM or Red Oak Enrichment classes. 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 leading from Indian Springs Park to the Red Oak campus.

## **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, field trips, programs, etc. is completely voluntary under the law in California public schools. Students may not be charged for participation in educational activities and may not be discriminated against or denied participation for not providing voluntary donations to the school. 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.

## **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 Dr. Leslie Heilbron, Assistant Superintendent of Human Resources, at [Lheilbron@opusd.org](mailto:Lheilbron@opusd.org). A Uniform Complaint Procedure form may also be found on the District's website at [www.opusd.org](http://www.opusd.org). 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, he/she continues 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.)

## **STUDENT COUNCIL**

One of the important aspects to establishing a positive school climate is an effective Student Council. 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**

Any request for donations for field trips and programs is completely voluntary under the law in California public schools. Required fees may not be charged for participation in educational activities and students may not be discriminated against or denied participation for not providing “donations” or “fees” to the school. Our school provides funds for this use for those in financial need or who decline to provide a donation. For further information and legal references, you can visit our website: <http://www.oakparkusd.org/donationsguidelines>. Confidential arrangements can be made for assistance through our office.

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.

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 his/her 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.

## **RED OAK HOMEWORK POLICY**

At Red Oak Elementary, you should expect students to have homework most nights of the week:

Kindergarten	10 - 15 min.	Grade 3	30 - 35 min.
Grade 1	15 - 20 min.	Grade 4	40- 45 min.
Grade 2	20 - 25 min.	Grade 5	50 - 55 min.

**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 he/she was 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 his/her teacher to have the work completed.**

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

In no case should the dress or appearance 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. **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 midribs, 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. Students will remain in the office until a change of clothing is provided. 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.

## **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."

## **BIRTHDAY BOARD**

Your child's name can be placed on our birthday board by making a \$5.00 donation to our PFA. The forms to request your child's name be posted are in the office.

## **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.)
- The OPUSD policy states that one food item may be a "non-approved" item at each class party.
- 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, at flag ceremony, and at monthly spirit assemblies.

## **STUDENT ACCEPTABLE USE POLICY**

Our classrooms are Internet-capable for teacher and student use. Internet access is filtered to prevent access to inappropriate material. No student will be allowed to have Internet access without direct supervision by a parent or staff member. A Student Acceptable Use Policy must be signed annually by each student and/or adult.

## **OAK PARK UNIFIED POLICY FOR CAMPUS CONDUCT**

### **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, 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.

### **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 his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her 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 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 "Counseling Corner" 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 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.

## **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. 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.

## **SEXUAL HARASSMENT**

Any student who engages in sexual harassment may be subject to disciplinary action up to and including expulsion. Any student who feels he/she is 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.

## **SEARCH AND SEIZURE**

School officials may search individual students, his/her property or district property under his/her control, when there is a reasonable suspicion that the search will uncover evidence that he/she is 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, his/her property, or district property under his/her 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.

## **SEAC – SPECIAL EDUCATION ADVISORY COMMITTEE**

SEAC provides a forum in which staff, administration and parents of the Oak Park Unified School District can discuss issues and recommend action regarding special educational programs and services in order to: (1) advise the OPUSD Board of Education regarding the present status and areas of needed improvement in special education, (2) investigate, address, and propose recommendations for urgent issues that have arisen, and (3) educate and inform the public, the administration, the staff, and the Board of Education regarding the laws and best practices pertaining to special education.

## **OAK PARK UNIFIED SCHOOL DISTRICT – CIVILITY POLICY**

Parents are welcome to use school district hosted email as a means of communicating with their child's teacher or other staff members. Teachers check their emails daily, but in most cases will not respond during times when students are still in class. Whenever possible, staff will respond to inquiries within one working day. 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 his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the children of this district, as well as the community, the Oak Park

Unified School District encourages positive communication and discourages volatile, hostile or aggressive actions. The district seeks public cooperation with this endeavor.

### **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 his/her participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under the above circumstances, the Superintendent, principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7 if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent, principal or designee may notify law enforcement officials.

### **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 his/her 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**

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, 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.

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**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,

## **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 his or her 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.

### **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. On rainy days students go directly to their classroom.

### **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.

### **Racial/Ethnic Sensitivity**

No one may make remarks, slurs, innuendoes, jokes, etc., related to race, ethnicity, religion, color, national origin, sexual orientation, or background. Remarks made in general or directed toward a specific person will not be tolerated. Participating in or conspiring to engage in hate crimes, threats or intimidation, or other acts of hate or violence is also prohibited. Students who engage in this activity will be counseled on the issue and given a consequence, which may include suspension from school.

### **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.

### **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.
19. 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.

### **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. One person per bike.
4. Bicycles must be walked once students are on the school grounds.
5. Bicycle riding is **not permitted** before, during or after school anywhere on the school grounds.
6. Protective **headgear is mandatory for all riders.**

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