

Student/Parent Handbook Grades 6-12

WASC Accredited School



Preparing Students For Success In A Changing World

2018-2019

Oak Park Independent School
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www.opusd.org

Oak Park Independent School
Student/Parent Handbook
Grades 6-12

Welcome to Oak Park Independent School! We are committed and prepared to meet the educational needs of your student. We work with our parents and the community to provide the very best experience for each of our students. We believe parents have an essential role in a student's educational success. We value our partnership with each family and we will communicate on a regular basis with you.

We are excited that you are a motivated student who enjoys the challenge of working on your own at your own pace. We want to do everything we can to make your journey through middle and/or high school successful.

Contained in this handbook is information to help and guide you with the help of your teachers and parents/guardians at home. Your success is our goal. Your choices will shape your future.

In order to be successful in an independent study program, it is helpful to understand your responsibilities as a student, and your parent's/guardian's and teacher's responsibilities. Again, welcome to Independent School. You are on the journey to an exceptional educational experience.

2018-2019 Staff:

Principal:	Mr. Kent Cromwell	kcromwell@opusd.org
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Our Mission Statement

Oak Park Independent School, in alliance with the home, offers an alternative educational pathway to meet the Content Standards. Our program is prepared for a successful transition to implement the Common Core Standards. Students are encouraged to reach their full potentials in a personalized and caring instructional environment. The program provides the necessary differentiated support where students at all ability levels may develop appropriate skills and knowledge necessary to make the successful transition from school to productive careers, continued higher education, and rewarding lives.

Oak Park Independent School's Global Learning Goals

To prepare students to learn the Common Core Standards and to be College and Career Ready

Effective Communicators who:

- Read, understand, and interpret a variety of works, including fiction, nonfiction, textbooks, and manuals, as measured by the Oak Park Unified School District, and California State Standard and Common Core (CAASPP).
- Express ideas clearly, practice active listening skills which demonstrate engagement and interest through questioning during assigned lessons;
- Produce organized and high quality presentations;
- Write effectively for self-expression, persuasion, information, and research.

Self-directed Workers who:

- Effectively plan and allocate time and resources to complete a project with a long-term deadline;
- Access a variety of information resources, evaluate the appropriateness and validity of the information, and synthesize the information into original authorship;
- Select appropriate technology and effectively integrate it into a variety of curricular areas;
- Exhibit growth, reflection, and self-evaluation.

Creative, Critical Thinkers who:

- Generate new ideas;
- Choose the best way to reach a goal by identifying constraints, considering risks, and generating alternatives;
- Organize and process symbols, pictures, graphs, and other information in a variety of ways;
- Reach solutions by selecting and using appropriate problem-solving techniques;
- Use a variety of learning techniques to acquire and apply new knowledge and skills while optimizing their unique learning styles.

Healthy, Productive Citizens who:

- Evaluate lifestyle and participate in activities that improve personal wellness and physical fitness;
- Effectively budget time and resources;
- Explore and develop a personal academic and career plan in preparation for the future.

Student Responsibilities and Rights

All students are expected to comply with school regulations, to pursue the required course of study, and to accept the reasonable authority of the Principal and the school staff. A primary goal is for the student to grow and develop self-direction and self-control. Students en route to or from school or in attendance at school functions are subject to the authority of the school.

The student agrees to:

1. Read and understand the conditions listed on the Oak Park Independent School Study Agreement.
2. Voluntarily sign the Independent Study Agreement.
3. Abide by all the terms of the Independent Study Agreement.
4. Complete the Home Independent Study application, intake and selection process.
5. **Take district and state mandated tests of proficiency and achievement.**
6. **Take final exams on campus for all College Prep/A-G classes at the end of each semester.**
7. Notify certificated teacher in advance for all planned missed school appointments.
8. Complete and submit work assignments by the due date.
9. Deal with incomplete assignments, as the teacher requires.
10. Contact the teacher or school when assistance is needed.
11. Ask for a classroom option whenever a student feels that Independent Study is not appropriate.
12. Arrange for local transportation to assigned school site through parent, Dial-a-Ride, Kanan Shuttle, bike or walking.
13. **Student understands that the accepted practice is one meeting with your teacher per week. Meetings may be one meeting every two weeks, with teacher and administrator approval. Other exceptions can be made for specific circumstances that may occur during the school year.**

There are no excused absences in Oak Park Independent School. Students are in violation of the Oak Park Independent School agreement and are subject to dismissal if they are late or absent from scheduled appointments or do not submit assigned work by the due dates.

Parent Responsibilities and Rights:

The parent/guardian agrees to:

1. Read and understand the conditions listed on the Oak Park Independent School Study Agreement.
2. Abide by the terms of the Oak Park Independent School Education Agreement including a commitment to, and the support and guidance of, the student in Oak Park Independent School.
3. Ensure student takes mandated district and state tests of proficiency and achievement.
4. Voluntarily sign the Oak Park Independent School Education Agreement.
5. Notify the certificated teacher in advance when the student will be away from school.
6. Ensure student completes all assignments by the due date.
7. Ensure student keeps all appointments.
8. Furnish transportation to a school site, if necessary.
9. Act as a support system for the student in the discipline of completing work independently.
10. Understand that they have the right to review the program of instruction and revoke the Oak Park Independent School Education Agreement at any time.

11. **Student understands that the accepted practice is one meeting with your teacher per week. Meetings may be one meeting every two weeks, with teacher and administrator approval. Other exceptions can be made for specific circumstances that may occur during the school year.**

Certificated Teacher:

Certificated Teacher shall:

1. Assign courses in areas identified in EC Section 44865 (a-g classes).
2. Design and evaluate the work and provide general supervision of the student's Oak Park Independent School Education Agreement.
3. Complete designated portions of the Oak Park Independent School Education Agreement, accompanying documents, and required recordkeeping for student assignments and attendance credits.
4. Design a learning plan for appropriate student work.
5. Provide 6-12 curriculum based on the Oak Park Unified School District's curricula.
6. Supervise student's study and evaluate coursework completed by the student.
7. Assess all student work for attendance credit.
8. Select and save representative samples of student's completed and evaluated assignments.
9. Maintain and keep current any required records and files.
10. Determine and assign grades or other approved measures of the student's achievement when appropriate.
11. Keep parents informed of the student's progress when appropriate.
12. Counsel and coach for the student's success.
13. Participate in OPUSD educational and curriculum committees.
14. Continue to grow professionally through a staff development plan and maintain CCIS membership.
15. Implement the accepted practice of one meeting with your student per week. Meetings may be one meeting every two weeks, with teacher and administrator approval. Other exceptions can be made for specific circumstances that may occur during the school year.

The staff also has a responsibility, whenever possible, to notify parents of potential academic or social problems before they occur. This may include both school and after school activities which interfere with the student's ability to be successful. Teachers shall be responsible for the instruction of pupils in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of pupils. The responsibility and the authority of any teacher extends to all pupils of the school district.

Teacher/Student Meeting

Meetings are expected to be on campus. Exceptions for off-campus meetings require administrative approval.

Our Partnership and Roles

The purpose of the work assigned to each student at Oak Park Independent School is to assign an appropriate quantity of work for each student at each grade level. Working at home is meant to be a positive learning experience for each student. Students learn to be independent and responsible for completing tasks. The Oak Park Independent School experience will be the most successful when the teacher, student, and parent work together as a team as described below:

The teacher will:

- Provide the parents with an estimated amount of time that the student should spend doing schoolwork. The total time specification will include the amount of time that should be spent on studying (whether for weekly exams or for a specific exam) and on assigned long-term projects in addition to the daily assignments.
- Assign work that is appropriate in quantity and content for each student at each grade level.
- Communicate the due date of each assignment to the student.
- Contact the student's parent(s) immediately if there is any concern with the homework that is being produced.
- Review and provide timely and appropriate feedback to the student.

The student will:

- Independently complete the assigned schoolwork. The state requires 240 minutes per day.
- Ask questions of either the student's teacher and/or parent(s) if he or she is having trouble with a given assignment(s) or part of a given assignment.
- Communicate assignments to their parent(s).
- Turn work in when it is due.
- Give parents all correspondence on the day it is distributed.

The parent will:

- Provide the proper supplies and environment for the child to complete his or her schoolwork. The environment should be without distractions and conducive to doing schoolwork.
- Be available to answer questions his or her child may have.
- Contact the teacher immediately if there are any concerns with the quantity or content of any of the schoolwork being assigned.

CIVILITY POLICY

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

Disruptions

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

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 on the appropriate form.

Uniform Complaint Procedures

Uniform Complaint Procedures (UCP) The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation. OPUSD BP 1312.3 Uniform Complaint Procedures

Attendance/Academic Progress

In order to be successful and remain in Oak Park Independent School, students must meet the minimum requirements:

- Be responsible for attending regularly scheduled meetings.
- Be responsible for working 4-6 hours every school day on the class assignments for grades 6-12.
- Be responsible for completing a minimum of one unit each week (grades 9-12).
- Be responsible for taking state and district mandated proficiency and achievement tests.

OPIS - Response to Intervention – Late Work/Meeting Policy		
Student Action	Teacher Action	Response To Intervention
Student misses weekly appointment and/or does not complete required assignments, or general lack of progress in courses.	As necessary, teacher counsels student, calls parent, emails parent or sends a letter home. Teacher retains a copy for student file.	<u>Conference:</u> Teacher reviews attendance policies, assignments and supports student with tools and advice.
Student misses 2nd weekly appointment within the semester, does not complete required assignments or general lack of progress in courses.	Teacher reports to counselor to send <u>OPIS Lack of Progress Letter number 1</u> to parents.	<u>Student Study Team (SST) Meeting:</u> Student and Parent attend SST meeting with counselor and teacher.
Student misses 3rd weekly appointment within the semester, does not complete required assignments or general lack of progress in courses.	Teacher reports to counselor to send <u>OPIS Lack of Progress Letter number 2</u> to parents.	<u>Administrator Meeting:</u> Parent/Student/Principal meeting to discuss options and proper placement for student either in OPIS or out.
Student misses 4th weekly appointment within the semester, does not complete required assignments or general lack of progress in courses.	Teacher reports to counselor to send <u>OPIS Lack of Progress Letter number 3</u> to parents.	<u>Change of Placement:</u> Principal and SST team determine appropriate alternative placement immediately for student.

Teachers verify attendance based on student attendance sheets and completed assigned activities. It is necessary to verify students' progress. If students fail to turn in the required assignments by the appropriate due date, the students will be counted as absent for that period. Students do not receive credit, and the school does not receive its funding.

Illness and family emergencies are considered excused absences as in a traditional school. Students are required to call their teacher prior to the absence. Lack of transportation is not an excused absence. It is

the student's responsibility to work out transportation. It is the policy of OPIS to define truancy as failure to report to regular appointments and/or failure to complete the minimum assignments. **Students failing to complete their assignments and attend their appointments will be considered less than satisfactory and subject to dismissal from the Oak Park Independent School program.**

The State of California mandates that all children attend school. It is the parents' responsibility to see that their child attends school. OPIS teachers and principal welcome the opportunity to speak with parents at any time regarding attendance and academic progress.

Report Cards and Progress Reports

Following is the schedule for progress reports and report cards.

5-Week D/F Notice	Mailed & Student Connect
Semester 1 Progress (Quarter 1)	Student Connect
15 -Week D/F Notice	Mailed & Student Connect
Semester 1*	Student Connect
5-Week D/F Notice	Mailed & Student Connect
Semester 2 Progress (Quarter 3)	Student Connect
15-Week D/F Notice	Mailed & Student Connect
Semester 2*	Student Connect

Student report cards and progress report are viewable on-line. Printed report cards are available upon request. *Grades are posted to the transcripts at the end of each semester.

Viewing Student Grades On-Line

Student report cards, as well as transcript and demographic information, can be viewed on-line at the school web site, www.opusd.org. Click on Student Connect or Parent Connect, along the top bar, and enter your student's ID number and password. If you need your student's information, contact the Main Office.

Student Achievement and Assessment

In order to obtain accurate and valid measures of educational progress, Oak Park Independent School offers students multiple opportunities to demonstrate what they know and are able to do in the various disciplines of the school curriculum. Multiple measures of student achievement and progress towards the Content Standards are analyzed to inform teaching and learning. These assessments include teacher tests, projects, demonstrations, portfolios, school-wide assessments, and results of standardized tests. Typically, a combination of these and other assessment tools are used. Student progress is shared with parents/guardians through written progress reports and in-person contacts.

Final exams and "closed text" assessments are only one way to assess progress or to determine course grades. In cases when this assessment strategy is implemented in grades 6-12 core subjects (English/language arts, math, science and social science), any final exams are school-wide assessments across all classrooms. Such finals are taken in the classroom.

Benchmark assessments provide data about student progress towards the California State Content Standards. These benchmarks do not solely determine course grades. Grades 6-12 students in OPUSD may participate in a district-wide benchmark, and/or students may participate in assessments designed for OPIS students only. All benchmark assessments are also taken in the classroom.

State Testing

The Oak Park Unified School District and Oak Park Independent School are required by law to administer several series of achievement tests as part of the state assessment and school accountability program.

The California Assessment of Student Performance and Progress (CAASPP) are given annually to students in grades 3,4,5,6,7,8,11, and 12 (Science).

Answer Keys and Test Security:

- All answer keys and Tests are kept in secure locations in the classrooms
- No access by students

Academic Honesty

Oak Park Independent School believes that effective learning cannot take place without a positive program that promotes personal integrity. It is important for parents/guardians to actively assist their students as much as possible, short of doing the work for their students. Additionally, the internet is a powerful learning tool, but students must understand what constitutes plagiarism. A student's long-term success in school, college, and career is based on what (s)he has learned, not on grades. Such success is also based on students taking research and creating something original with it.

A student is considered in violation of school policy on **Academic Honesty** by participation in any of the activities included in, but not limited to, the list below:

- Copying another student's answers on a test, quiz, or homework, or supplying them to another student.
- Securing a copy of a course test or quiz beforehand or taking one to pass it on.
- Getting answers or questions from students who took the test or quiz earlier.
- Giving answers or questions to students who will take the test or quiz later.
- Copying homework or any class assignment from any source (including the internet), or allowing another student to copy one's own work.
- Willfully falsifying data and presenting it as one's own research or work.
- Having unauthorized test aids and not following test or assignment protocol.

First Offense:

Teacher Actions

- Student receives no credit on the particular assignment, quiz or test.
- Conference held with the student to discuss the incident.
- Contact the parent/guardian by phone to explain the incident and the school's Academic policy;
- Submit a referral detailing the incident to the principal.

Second Offense:

Teachers Actions

- The student will receive a drop/fail in the course.
- Conference held with student
- Submit a referral detailing the incident to the principal

Administration Actions

- The student will be rendered ineligible to participate in extra-curricular activities for a length of time not to exceed a semester.

- The parent/guardian will be informed of this disciplinary action by a certified return-receipt letter mailed home within five school days of the incident.
- Hold a meeting with parent and student to determine if student is able to meet the requirements of the program and if student needs are best met through independent study

OPUSD Student Technology Acceptable Use Policy

Oak Park Unified School District offers its educational community a wide range of technologies to support teaching and learning. The district aims to promote a learning environment that is respectful, secure, and responsible. This Technology Acceptable Use Policy provides students guidelines as to how this can be carried out in a digital context.

Use of district technology resources shall comply with federal and state laws and in accordance with the policies and procedures of Oak Park Unified School District. This Student Technology Acceptable Use Policy also applies per California Education Code 48900 which describes a school's jurisdiction over student activity and discipline to include:

- (1) *While on school grounds.*
- (2) *While going to or coming from school.*
- (3) *During the lunch period whether on or off the campus.*
- (4) *During, or while going to or coming from, a school-sponsored activity.*

The advent of online learning spaces, particularly those managed by the school district (including Google's G-Suite/Google Apps For Education) expands the concept of class time beyond the school campus. In fact, students may consider their use of district provided online accounts a school-sponsored activity so that their actions and behaviors while online using school accounts and interacting with their classmates do fall under the purview of this Technology Acceptable Use Policy. This is particularly true in 1-to-1 take home mobile device programs.

OPUSD supports and encourages a student's US Constitution First Amendment right to free speech, but recognizes that communication that adversely impacts a school's instructional environment (such as making other students feel unsafe while on campus or through a district managed online collaboration tool) is not protected by the First Amendment. This even applies to speech that occurs off campus (see US Supreme Court ruling in *Tinker v. Des Moines Independent Community School District*). Students are reminded to communicate responsibly while on-line at all times to ensure the school environment remains safe and welcoming to all.

District technology includes, but is not limited to, **District owned and/or district managed computing devices and peripherals** (e.g., computers, laptops, tablets, removable storage devices, wearable technology, interactive classroom projection systems, etc.) **District network and communication devices/services** (telephones, wired and wireless networks including WiFi access points, emergency radios, email systems, file servers, etc.), and **District managed on-line services** (such as G-Suite/Google Apps For Education, EADMS, Aequitas Q Student Information System, etc.); access to online information sources; and future technological innovations.

Failure to adhere to this policy may result in discipline including loss of access, confiscation of a device, or up to and including expulsion in accordance with the student behavior and discipline policies outlined in the student handbook. Students are expected to practice ethical behavior when using District and personal

technology tools in all areas while refraining from harassment, academic dishonesty, and plagiarism. At the discretion of the school site, District administration, or in accordance with law, students may be disciplined for engaging in conduct deemed detrimental to the school and its mission, or harmful to other students. All aspects of this acceptable use policy apply whether District technology is accessed on or off campus and whether through District-owned or personally-owned devices. By using District managed technology tools and services, students and parents agree to the following stipulations:

1. By using District technology tools and services whether from personal or District-owned devices, students and parents grant specific consent, as defined by the California Electronic Communications Privacy Act (also known as Senate Bill 178), to the District to review and monitor all electronic communication information and electronic device information created with, stored on, or transmitted via District technology services.
2. Students and Parents acknowledge that the district may therefore monitor or access any and all student use of District technology without further specific advanced notice and that they have no expectation of any right to privacy while using district devices or network services, which includes, but is not limited to, any and all files and communications traveling over or stored on its network, or while using District provisioned accounts and online resources including email and online collaboration tools at any time.
3. Students agree to abide by the school's policies as outlined in the Student Handbook at all times, especially when using District technology tools and services. Students and Parents agree that any inappropriate use of technology while on campus or through district managed accounts off campus may result in school discipline.
4. Students understand that electronic devices are only permitted for educational uses while on campus. Students who play games, text message, or attempt to access social networking websites or applications during class time without the direction and supervision of a teacher may have the privilege to use District technology suspended or revoked. Repeated violations may result in more severe consequences.
5. Parents agree that the district may act as an authorized agent for the creation of student online accounts solely for educational purposes in accordance to state and federal student information privacy laws (COPPA, FERPA, SOPIPIA, etc.). District managed student accounts may include, but are not limited to, online accounts created to access Google G-Suit (Google Apps for Education), Apple iCloud/Classroom, Microsoft Office365, and access to other apps, programs, or online services and digital curriculum resources.
6. Parents agree that any content created by students (including text, posts, comments, images or video) may be shared appropriately online by the district, the school, or the student's teacher. The District holds the safety of its students in highest regard. However, the ability to share information and teach responsible digital citizenship is also vital to the educational process. This includes the use of e-mail, school learning management systems, online collaboration tools, classroom photo sharing services, and other social media avenues when applicable under the guidelines of the District's Best Practices of Social Media in Education document.
7. Parents and students understand that cellular phones and personal electronic devices outside of the district's managed 1-to-1 computer program may be brought to campus and used only under specific circumstances. Students who bring personal electronic devices to campus do so at their own risk and release the District from liability due to loss, damage, or theft of device, or loss of use of the device if confiscated. All personal devices brought to campus by students (except those belonging to the district's managed 1-to-1 computer program) must be kept in the OFF position and out of view during class time unless specifically allowed by the instructor. These devices may only be used during class

time under the direct supervision and instruction of a teacher or administrator. Failure to comply may result in the immediate confiscation of the device and the device will only be returned to a parent.

- a) **Elementary & Middle School Policy Specifics:** Cellular phones and personal electronic devices must be turned off and stowed during school hours, including non-class time (e.g., recess, nutrition, lunch).
 - b) **High School Policy Specifics:** Cellular phones and personal electronic devices may be used during non-class time (e.g., nutrition, lunch), in a manner that abides by this acceptable use policy.
8. Students understand that school issued and personal electronic devices (including any device with a camera or other recording capability) may not be turned on or taken out of its covered carrying case/bag in a bathroom or locker room. If a student is found with a device turned on or out in the open in either of these locations the device will be confiscated immediately.
 9. Parents and Students understand and agree that personally owned devices will not be searched unless there is a reasonable suspicion under the circumstances that the student is violating school rules, District policy, or the law. (*New Jersey v. T.L.O.*)
 10. Students and Parents agree that images and videos of students may be used appropriately by the District for marketing and community outreach including on the school and district's website and print materials. Parents may choose to opt out by completing a **Student Media Release Opt Out Form** obtained from the school office and obtaining a counter signature for receipt of that Form from the school office manager. This must be done annually.

The following activities or uses of technology are strictly prohibited to ensure a **respectful** digital learning environment:

- Using technology to threaten, bully, or harass others. This may include, but is not limited to, sending, accessing, uploading, downloading, or distributing text, images, or other materials that are offensive, threatening, profane, obscene, or sexually suggestive.
- Recording video or audio of other students or staff without their permission.
- Searching for, accessing, or possessing lewd, sexually suggestive, graphically violent, or derogatory/demeaning images and/or media files.
- Posing online as someone other than themselves.
- Using District issued devices or network to search for and/or access repositories of illegal content, content that may cause harm to the District's network, or content that promotes, encourages, or teaches students how to commit an illegal act (i.e. bomb making, pirating electronic media, intentionally causing harm, etc.).
- Bypassing (or attempting to bypass) the District's internet content filter through a web proxy, anonymizers, or other means from a District or personal computing device.

The following activities or uses of technology are strictly prohibited to ensure a **secure** digital learning environment:

- Circumventing network security measures or attempting to access confidential, private, or restricted information on the District's network or district managed online services.
- Sharing one's passwords or access to online accounts with anyone other than the student's parent or trusted adult.
- Logging into a device or service with the account of another student or a staff member or otherwise gaining access to their files and accounts without their permission.

- Sharing or publishing personal information online such as a phone number, home address, financial information, social security numbers, family issues, login credentials and passwords.
- Destroying, damaging, defacing, or rendering unusable any property (both physical property like a computer, or virtual, such as a webpage) belonging to the District or another student or adult.
- Altering a district device's settings in a manner to cause confusion, frustration, or loss of use to other users (changing backgrounds, homepages, dock, network configurations, account logins, etc.).
- Using or installing viruses, malware, keyloggers, spyware, or other software/hardware that can be used to damage the District's network, harvest other users' login information and other data, or propagate unwanted messages or files.

The following activities or uses of technology are strictly prohibited to ensure a **responsible** digital learning environment:

- Illegally downloading, storing, installing, or transmitting copyrighted materials without the proper license or permissions. The district explicitly forbids student use of torrenting software or services on the District network.
- Stealing others' intellectual property including text, music, movies, and software, or using them without the appropriate citation or expressed permission in accordance with Copyright Laws and Fair Use guidelines.
- Visiting social networking sites that are not directly used for educational purposes (including Facebook, Instagram, Twitter, Vine, etc.) during class time.
- Use of instant messaging or chat rooms not directly related to instruction (including texting, picture messaging, audio and video messaging) during class time.
- Publishing personal information including private events and images (weekend plans or a party/event that not everyone in the class is invited to) or using social media to share images or brag about events in a way that may make others feel left out or uncomfortable.

Students are reminded that anything they put online creates a permanent digital footprint that remains out of their control. Be mindful the digital trail one creates for themselves and others is more like a tattoo which is almost impossible to completely erase. Apps, websites and software that claim to delete information may still leave a permanent record accessible to others. Students should not assume their online presence will remain private and should conduct themselves online expecting that any and all data they furnish could be accessible to a wider audience such as admissions officers and potential employers in the future.

A student whose behavior or device repair record indicates careless use or abuse of school issued devices or other District technology will be referred to the Administration for appropriate disciplinary action.

Academic and behavioral policies and expectations are applicable to all technology use on campus, while using school issued technology or personal devices, or any off campus use of technology that may cause a serious disruption on campus. The District reserves the right to intervene when off campus (including online) issues are brought to its attention that have the potential to impact school climate and safety.

Student On-line Accounts and Opting Out

As the District works to fulfill its mission of preparing students for the work force they will soon be entering, it will increasingly utilize tools and resources that are housed on-line and accessed through the internet. On-line accounts are necessary to access web based file storage and collaboration tools such as Google Drive, Google Classroom, Google Docs, and District administered Google email as well as other educational web resources. These web and cloud based services permit on-line distribution and hand-in of student assignments, on-line based class discussions and collaboration activities, web based curriculum or learning resources, and in some grade levels, student email.

All District provisioned student accounts will be in compliance with state and federal student privacy requirements. In California, the Student Online Personal Information Protection Act SOPIPA (AB1584, SB1777, and AB1442) creates privacy standards for all on-line services catering to K-12 education in California and prevents them from advertising to students, building digital profiles about them, and/or selling harvested student information to other parties. The District believes these restrictions provide a safe environment for students to utilize accounts that are created by the District for accessing on-line educational resources and services.

The federal Child On-line Privacy and Protection Act (COPPA) allows Local Education Authorities (LEA's) such as districts and schools to provide consent on the parent's behalf to create online accounts which may collect student information limited to the educational context and for no other commercial purpose. Oak Park Unified School district operates under its guidelines to create and manage student online accounts. By law, parents may choose to have their child opt out of this implied parental consent. This may be done in Oak Park USD by obtaining the **Student On-line Account Opt-Out Form** from the school office, scheduling a conference with the school principal, and completing and signing the Opt-Out form in the presence of the principal who will counter sign receipt of the form after a discussion about the reasons for and the consequences of opting out.

Opting out of District managed online accounts for students would significantly impact a child's ability to participate in many class lessons and activities and would prevent students from learning state mandated digital citizenship principals and practicing responsible digital behaviors being taught in class. It might also make it difficult for them to receive assignments, participate in online collaborative class projects, submit work back to their teacher, or access online lessons, digital textbooks, and online tutorials. Because the district's progressive use of technology to enhance learning is part of its core values, virtually all parents recognize the importance of allowing the district to carry out its mission to promote responsible digital citizenship and safe online practices and behaviors for all students through creating and maintaining student online accounts.

As part of the student's graduated digital citizenship training strategy **students are not allowed access to email services in grades k-2** even though they will have a Google log-in. **Students in grades 3-8 will have limited email** functionality which only allows them to send and receive emails with their teacher and other students within the District, but not the "outside world" unless it is to a specific pre-approved site/destination for the purposes of a particular assignment. **Students in higher grades (9-12) may be granted more access to send and receive mails with individuals and organizations outside of the District** as needed, but all email communications may be monitored by the District.

Technology Acceptable Use Policy Student and Parent Acknowledgements

Parents and Students to acknowledge receipt, reading, and understanding the contents of this policy on an annual basis.

Parents and Students acknowledge the receipt and reading of the OPUSD Student Technology Acceptable Use Policy. These policies are in effect whenever a student uses or accesses District technology, including the District network or District managed on-line accounts. Parents and Students agree to abide by the OPUSD Student Technology Acceptable Use Policy as a condition for using district technology resources, networks, and accounts.

Notice of Student On-Line Account Opt-Out Form

According to the Federal Children Online Privacy Protection Act (COPPA), the District must allow parents to Opt Out of the District's plans to create and manage on-line student accounts used for educational purposes. Parents may obtain the **Student On-line Account Opt-Out Form** from the school office, schedule a conference with the school principal, and then complete and sign the Opt-Out form in the presence of the principal who will counter sign receipt of the form after a discussion about the reasons for and the consequences of opting out. If parents do not submit a Student On-Line Account Creation Opt-Out Form, the District shall assume implied consent to the District creating and managing on-line accounts for their child(ren) in order to provide access to educational materials, services, and on-line storage of student information.

Notice of Student Photo and Media Release Opt-Out Form

In accordance with California Education Code section 49076 and Title 34 of the Code of Federal Regulations, the District considers photographs (including digital photos) to be directory information and thus may be used by the District for non-commercial purposes including digital, on-line, and traditional publications. Parents may opt-out of the use of student photos by the District by completing the **Media Release Opt-Out Form** which may be obtained from the school office and submitting the completed form to the school office annually with a counter signature.

By using District technology resources after reading this AUP, we (Parents and Students) agree to not hold the District, or any District staff, responsible for the failure of any technology protection measures or users' mistakes or negligence and agree to indemnify and hold harmless the District and District staff for any damages or costs incurred as is required by Board Policy 6163.4.

Honor Roll

To qualify for the Principal's Gold Honor Roll, college preparation (CP) students must achieve a grade point average (GPA) of 3.50 to 4.00.

Honors at Graduation for Oak Park Independent School High School Graduation

Oak Park Independent School uses an "Honors" recognition program for its most accomplished seniors during the graduation ceremony. For the purpose of calculating the qualifying grade point averages, all classes posted on the **OPIS** transcript will be included, up to and including the first semester of the student's senior year. Qualifying students must attend OPIS for a minimum of three semesters, up to and including first semester of the student's senior year.

Highest Honors – "with highest praise" is the highest recognition awarded at graduation. To graduate with Highest Honors, a student must achieve a 3.76 or higher grade point average on a 4.00 scale. Recognized with a double cord at graduation.

Honors – "with praise" is the second highest recognition awarded at graduation. To graduate with Honors, a student must achieve a 3.50 to 3.75 grade point average on a 4.00 scale. Recognized with a single cord at graduation.

Study Team (SST)

The SST meets to assess the needs and make recommendations to promote progress for students who are not being successful at meeting academic or social standards. Teachers may call an SST meeting through discussion with the administrator. This should be the first step in referring a student for help

beyond that of interventions that teachers should have already implemented with parent and student input.

Grading System

OPUSD believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate reflection of what the student has learned and an evaluation of the student's academic growth and performance.

The grade given in any course represents the credentialed teacher's considered judgment of the degree to which the student has achieved the goals and objectives of a course. It represents the teacher's professional judgment of the quality of the student's work and student's degree of mastery. An administrator may not change a grade unless a clerical or mechanical mistake, fraud, or bad faith can be identified.

Grades 6 through 12

- A Superior achievement: The student has excelled, has done work of exceptional quality, and stands apart.
- B Above average achievement: The student has done more than is expected of a student who satisfactorily completes the class objectives.
- C Average achievement: The student has satisfactorily accomplished the objectives of the course.
- D Below average achievement: The student has poorly met the minimum requirements.

Students earn credits toward graduation by completing the course work based on the material covered and learned in relation to the Carnegie Standard. Credit is earned for grades "A" to "D" in all courses in grades 6–12. The standard credit is 5 units for each semester course passed.

Work Experience:

During the course of the student's enrollment in work experience, the student receives as a minimum the equivalent of one instructional assignment per week by a certificated employee.

Work experience has a maximum of 40 credits over a student's 4-year high school experience.

Students need to complete a minimum of 100 hours within a semester to earn 5 credits (no partial credit) and 200 hours per semester for 10 credits. Students need to submit a copy of their pay stubs to their teacher for documenting hours. During the course of the student's enrollment in work experience, the student receives as a minimum the equivalent of one instructional period per week of classroom instruction or counseling by a certificated employee. The instruction or counseling shall be offered in sessions scheduled outside of the regular classroom schedule. This will be done through a weekly work experience class held at Oak View High School. Students must turn in their paycheck stubs for credit.

Work Permits

Students who are working and are under the age of 18 must apply for a work permit through the school in which they attend. The employer, a parent, the student, and a school official must sign a work permit. A work permit will be approved for students who have good attendance and a 2.0 grade point average during the most recent quarter marking period.

Please note: work permits can be revoked by the district for failure to meet the minimum attendance and GPA requirements.

Guidelines for Participation at Oak Park High School

(Your signature on the Handbook Receipt Form indicates your agreement and compliance with these policies)

- OPIS students are welcome as spectators at all extra-curricular OPHS sporting and special events open to the general public.
- OPIS students are welcome to attend the College Fair and College Knowledge Nights sponsored by Calabasas, Agoura and Oak Park high schools.
- OPIS students are welcome to purchase tickets and attend OPHS school dances and ASB sponsored school-wide events if tickets are available.
- OPIS students may attend the OPHS Senior Retreats if space is available.
- OPIS Seniors may attend the Senior College Advisement information session held in the Pavilion by OPHS counselors in the fall.
- OPIS students have access to the College and Career Center
- OPIS graduates may attend the OPHS graduation ceremony receiving the OPIS graduation diploma.
- OPIS students may attend the parent-sponsored OPHS Grad Night event following graduation.
- OPIS students may **not** participate in the OPHS planned senior activities during “Senior Week”

The following extra or co-curricular participation requires that *OPIS students be concurrently enrolled in an OPHS course on the OPHS campus during the semester and quarter of participation.*

- Participation on an athletic or sports team, cheerleading, ASB, club membership, performing arts productions including dance team, drama, and choral or instrumental music.
- Inclusion in OPHS Yearbook, newspaper, literary arts magazine, fine arts shows and competitions.

Concurrent College Class Enrollment

College preparatory courses (or others) not offered by OPIS can be taken at a local community college for high school credit. Students **MUST** complete a “Concurrent Enrollment Form” which can be obtained at the school office and at the community college before registering for these classes. The school counselor and/or administrator must grant permission. In order for College courses to be used in lieu of a high school core class; it must be essentially equivalent to the OPUSD curriculum and address the essential standards of the high school course. An official transcript, showing the completed coursework must be provided to the OPIS office manager for credit to be applied to a student’s OPIS transcript.

College-to-high school credit will be granted as follows:

- A 3 or more semester unit college course will be granted 10 high school credits.
- A 1 to 2.5 semester unit college course will be granted 5 high school credits

On-line College Courses

On line courses intended to meet the A-G requirements are restricted to offerings from on-line California UC/CSU and on-line junior college programs only. Permission to take any on-line class for OPIS credit must be authorized by the student’s school counselor or school principal. On line courses (i.e. BYU) can only be completed during the summer and can only be applied towards health, life skills and/or computer literacy. BYU **cannot** be used towards general electives without permission of administrator/counselor.

BYU coursework entered on outside transcripts and **completed prior to** enrollment in OPIS will be accepted – as per conditions set forth herein.

Graduation Requirements

Each student must complete 240 credits from the following content areas:

English	40 credits
Mathematics	30 credits
Life Science	10 credits
Physical Science	20 credits
Health	5 credits
Geography	5 credits
World History	10 credits
U.S. History	10 credits
U.S. Government	5 credits
Economics	5 credits
Visual & Performing Arts	10 credits
Practical Skills	5 credits
Physical Education	20 credits
Computer Literacy	5 credits
Life Skills	5 credits
General Electives	55 credits

All students at OPIS have access to course work, which allows them to complete the above course requirements for a high school diploma in the Oak Park Unified School District. Students may elect to complete non A-G courses and requirements. This schedule does not meet requirements for state colleges or universities. Please consult with your school counselor.

Students take **core courses** directly with OPIS/OPUSD-or with junior colleges: mathematics, English, social studies, science, and visual/performing arts. Other graduation requirements may be fulfilled at an outside private, accredited high school, on a case-by-case approval from the school counselor/administrator.

Students must submit official transcripts for outside coursework to an OPIS administrator or counselor.

All courses grades 9-12 are designated as college prep (CP) or non-college prep (NCP). The Oak Park Independent Study Agreement clearly identifies these designations in courses assigned. Courses meeting a-g requirements for UC admission have the designation CP.

All courses are a semester in length. Accelerated completion of requirements needs administrative approval.

Math Course Placement Guidelines

OPIS Counselor meets individually with each in district student during the spring to review course selection for the following school year. Proper math placement is evaluated and ensured in great detail during this time.

Counselors review transcripts of students new to the district (including Foreign Exchange students) to get an idea of where the student should be placed in math

All new OPIS students will take a math placement exam prior to enrolling to ensure proper math placement. This assessment should illustrate whether each student is initially able to keep pace with the given course. Students are allowed to level change in math up until week 10 if their current course proves to be too challenging for them.

The only students who do not advance to the next level in math are the ones who do not pass with a D- or C-, depending on the course. We review all students who do not advance to ensure they are properly placed. There are opportunities for students who are held back to catch up during summer school. We do not recommend students to utilize the summer school catch up path unless they are extremely strong math students.

With the registration process and counselor meetings taking place during the spring prior to the start of the next school year, there is plenty of time and opportunity for students and parents to question placement.

Students scoring an 80% or higher on their placement test will be recommended to move on to the next level in math. The math placement exams include the general concepts that are covered in each course. Our math specialists and counselor will place the students based on their appropriate score.

Schedule Changes

All schedule changes must be made within the first 10 weeks of the semester. No courses can be added after the 10-week progress date. Courses maintained after the 10-week date **MUST** be given a letter grade, Fail or Incomplete (for illness). Incomplete coursework must be completed by the ending date of the following semester.

Science Wet Labs

All students enrolled in Biology CP, Chemistry CP and Physics CP must complete/attend 7 out of 8 science wet labs for their appropriate scheduled class. Students cannot substitute a Chemistry lab for a Biology lab. If a student does not complete 7 out of 8 labs for the year, they will be dropped to Non CP. This can effect the students entrance into college.

Physical Education Requirement

All 5th, 7th and 9th grade students are required to participate in the annual Physical Fitness Test (PFT). The PFT for students in California public schools is the FITNESSGRAM.

Students must successfully complete two years of physical education as a requirement for a high school diploma: one year in ninth grade and one additional year in grades 10-12. Beyond this requirement, students qualify for a two-year exemption if the Physical Fitness Test (PFT) administered in 9th grade is passed. All students in grades 7-12 are required to complete not less than 400 minutes of physical education activities each 10 school days.

Maximum physical education credits on the transcript per year are 10 credits. PE grading is Pass/Not pass. Organized physical education activities can be accepted for PE Credit, with a signed documentation letter approved by the counselor prior to participation in the activity. These activities cannot be used as general elective credit. OPIS-directed PE is applied only to PE credit requirement. Selected Oak Park High classes such as weight training can be used for general electives.

Community Service Opportunities

Vision:

All students, families and school staff acknowledge the benefits of community service to both students and to our community. Community service teaches tolerance, reinforces values of justice and compassion and fosters a connection to the community.

Service learning is consistent with our commitment to differentiated instruction and constructivist education. Students acquire knowledge and skills, and develop character and citizenship through community service experiences.

Service that Qualifies:

- Volunteer work with local community organizations
- On campus service opportunities approved on a case-by-case basis.
- Regional and global service projects

Faculty and staff will encourage all students and provide suggestions for community service, including but not limited to:

- The annual Turkey Walk for Needy Families
- The annual W. Valley Special Needs Gift Giving Project
- Agoura Hills Library
- Park Oaks Elementary School tutor
- Earth Day and Beach Clean Up
- Local retirement home and hospital volunteers
- The Calabasas Run to support families with catastrophic illness
- YMCA and Rancho Simi Park and Recreation
- The Friendship Circle to mentor special needs kids
- My Stuff Bags to supply homeless shelters
- Serving at local shelters and missions
- The Manna Project
- Big Sunday
- International Gala

The principal and counselor approve service-learning activities. We provide resources and contact information for service opportunities. Service hours are documented on the Service Learning Activity Log.

All Oak Park Independent School students are encouraged to participate in community service activities, with an option for up to five elective credits.

Fifteen hours of service equals one school credit and/or earns a certificate of recognition. Seventy-five hours of service learning project activity will earn five credits. A project includes: cited research, a portfolio that chronicles learning, and the service activities associated with the project.

Advertising:

Students may disseminate information about service learning projects through our school newsletter.

Donations

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.

More information and detailed guidelines are on the website under Funding/Budgets or at this link: <http://www.opusd.org/donationguidelines>

Planning a Course of Study

Our school counselor is available to advise and assist students with course selections. The program of studies is planned taking into consideration a student's interests, needs, aptitudes, and career goals. All of the general course objectives must be consistent with the school's Content Standards and State Guidelines. Levels of student achievement will differ due to differences in student motivation and capabilities.

Graduation Competencies Requirements

To be eligible for a diploma, students must demonstrate required skills in reading, writing, mathematics and complete the 240 high school graduation requirements.

College Preparatory Plan

A college preparatory plan leads to enrollment in a four-year college or university, or enrollment in a community college and transfer to a four-year institution.

Students following this plan should enroll in:

1. Minimum graduation requirements in grades 9-12
2. Three or four years of mathematics (Algebra I or higher)
3. Three or four years of college preparatory science
4. Two to four years of one college preparatory foreign language.

Note: a grade point average of 3.0 or higher is recommended.

With guidance from our school counselor, students have the option of college prep courses or non-college prep. The college prep courses qualify students for the UC System. The non-CP courses qualify students for admission to junior colleges. Students will complete a form that clearly explains their choice and the consequence of taking a non-college prep course. These options are intended to meet the needs of our diverse student population.

Grade Level Classification (Grades 9-12)

All students are expected to attend high school for eight semesters. However, as mentioned above, if students work at an accelerated pace and complete the necessary course credit requirements, they may graduate early. Students are classified as follows:

Grade 10 Sophomore	60 credits earned
Grade 11 Junior	120 credits earned
Grade 12 Senior	180 credits earned

Classification may be reviewed each semester.

Student Services

The staff will keep students aware of various services that are available to them during the school year. Information on testing programs including the SAT I, SAT II, ACT, CAT, GED, and the CHSPE are available through the office. College and career counseling, including access to the Naviance college and career on line resource, is available through the school counselor. Students have access to the college and career center at Oak Park High. Information on specific programs such as Work Experience and ROP classes will be made available during the course of the year. Students may earn up to 10 credits per semester for both Work Experience and the Regional Occupation Program (ROP). ROP classes are available through the Ventura County Career and Education Schools program. Teachers can assist students with enrollment in these classes. The county ROP program is available to students who are interested in a "hands on" experience that provides training in a variety of occupations. Training facilities are located at Agoura High School, the Camarillo Airport and satellite locations in the county. Students also have access to enrollment in Pathways Partnership courses offered at OPHS. If interested in any of these, students should inform their counselor or teacher the semester **before** they wish to begin.

Parking and Access to Campus

Parents and students are advised that it is their responsibility to drive in a slow, safe and courteous manner in the area around the school. Noise coming and going to school must be kept to a minimum. Students and parents must park in the designated parking lot. Parents and students are asked not to park on local streets (Medea Creek Lane and Conifer St.). If parents or students must park on Medea Creek Lane or Conifer Street, please park on the opposite side to where there are houses. In addition, there is no pick up or drop off on these streets. All students driving to school will be issued a parking permit and students who violate this will be subject to loss of their permit.

Some independent study high school students participate in elective classes and activities at other Oak Park Unified schools. Students are reminded that California State law prohibits them from being on school campuses without securing permission from the school administrator. Failure to abide by this policy may result in disciplinary action.

Dress

Freedom of expression is a right guaranteed to all students. Each student's dress is, within certain limits, a matter of personal style and individual preference. Our site shall have the latitude to prohibit the wearing of any clothing, attire, apparel or accessory which is hazardous to or disruptive of the learning environment, or which interferes with the health and safety of other students. The following guidelines shall apply to all regular school activities:

1. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (i.e. dresses, leggings, or shorts) and shoes or sandals.
2. Clothing must cover the chest, back, buttocks, and torso.
3. Clothing must cover undergarments.
4. Clothing must not be see-through.
5. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
6. Clothing may not use or depict hate speech targeting groups based on, including but not limited to, disability, race, gender, ethnicity, nationality, immigration status, religion, sexual orientation, household income, gender identity, gender expression, or cultural observance.
7. Students may not wear clothing or accessories that feature offensive images or language including profanity, hate speech, pornography, vulgarities, or defamatory language.
8. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, field trips and other activities where unique hazards or specialized attire or safety gear is required.

- Hats and other headwear must allow the face to be visible to staff. Masks are not allowed.

Peer Relationships

The school depends on the good judgment of our students when it comes to peer relationships. Friendliness to all students is important. Students need to be aware that harassment, threats or intimidation of any kind will not be tolerated. The California education code is very clear on consequences for these types of offenses and quick action will be taken to prosecute infractions to the full extent of the law. The Education Code calls for either suspension or expulsion of any student who creates an intimidating, hostile, or offensive environment at school.

Racial /Ethnic Sensitivity

Children will not make remarks, slurs, innuendoes, jokes, etc. including, but not limited to a person's race, gender, ethnicity, religion, color, national origin, immigration status, sexual orientation, or background. 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 and will be counseled on the issue. Participating in, or conspiring to engage in acts of hate or violence is prohibited. Intentionally engaging in threats or intimidation that creates disorder, invades the rights of others, or creates a hostile educational environment is prohibited.

Gender Identity

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.

Bullying/Sexual Harassment

Conduct that disrupts the orderly classroom or school environment includes Harassment of students or staff, *such as* bullying, *including* "cyberbullying," *intimidation*, hazing or initiation activity, ridicule, extortion, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering. **"Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds or images on the internet, social networking sites, or other digital technologies, using a telephone, computer, or any wireless communication device.** Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships.

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.

Any student who engages in bullying or the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any student who feels that he/she is being harassed should immediately contact the principal. Each complaint of bullying or sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by any employee, volunteer, or student in the school district.

Types of conduct which are prohibited throughout the district and which may constitute sexual harassment include: (1) unwelcome sexual flirtations or propositions (2) verbal abuse of a sexual nature (3) graphic verbal comments about an individual's body (4) sexually degrading words used to describe an individual (5) display of sexually suggestive objects or pictures in the educational environment (6) sexual jokes, stories, drawings, pictures, or gestures (7) touching an individual's body or clothes in a sexual way (8) any act of retaliation against an individual who reports a violation of the district's sexual harassment policy.

18-Year-Old Students:

Since compulsory education is only required until the age of 18, students who have reached this age and have excessive absences and or missed assignments may forfeit their right to attend high school.

Student Conduct Expectations

Students are expected to conform to the customary rules of conduct and the normal modes of operation of the facilities in which they meet with their teachers. The following are behavior expectations:

1. Follow all written and verbal agreements
2. Be courteous and respectful to others
3. Respect the property of others
4. Be prepared to learn at all times

The teachers and principal are present at all times to monitor student behavior. If a problem arises, the teacher will contact the student's family and may request a parent-teacher conference to discuss the matter.

Student with Disabilities

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act or Section 504 of the federal Rehabilitation Act of 1973 is subject to the same grounds for suspension, which apply to regular education students. A manifest determination may be conducted based on the numbers of days suspended or a change of placement being reviewed due to the grounds of suspension.

Medications and Medical Conditions

Students and parents should be aware that it is illegal to bring prescriptive or over-the-counter medications (including aspirin, Advil, or other pain relieving medication) onto a school campus. Students requiring medication any time during the school day must have a properly signed medical Release Form on file and have medicine stored and dispensed in the office.

School Discipline

Students are expected to conduct themselves in an appropriate manner at all times. The staff and principal expect behavior that is respectful. The Oak Park Unified School District shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices. (cf. 5138 - Conflict Resolution/Peer Mediation) (cf. 6164.2 - Guidance/Counseling Services) In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension and expulsion, shall be imposed only when required by law. District follows a progressive approach to student discipline; see Board of Education Disciplinary Policies 5144 (a).

Pursuant to all State laws and Oak Park Unified School District Policies and Procedures, the following steps may be taken to enforce necessary school and related district regulations. The following list of minimum and maximum actions does not require that the school staff, in dealing with a violation, use a "step-by-step" progression of increasing severity. Disciplinary action is dependent upon the nature of the incident, the situation, the previous behavior record of the student, and other background or related circumstances.

The schedule of actions possible when an infraction of regulations occur is:

1. Conference with student regarding violation and a warning
2. Parent contact and warning
3. Signed behavior contract
4. Parent/teacher administrator conference
5. In-school suspension from specific class or activity
6. Suspension
7. Transfer to another specialized program
8. Contact with police or other appropriate agency
9. Expulsion from the District

Specific District Disciplinary Guidelines can be found in the Appendix of this handbook.

Administrative Suspension

The principal of the school, or the principal's designee, or the superintendent of schools may suspend a pupil from school for any reasons enumerated in Education Code Section 48900 for no more than five consecutive days. Suspension shall be imposed only when other means of correction fail to bring about proper conduct.

Controlled Substances

The Oak Park Unified School District follows a progressive approach to student discipline. Any student who is in possession of or under the influence of any controlled substance or look alike, including tobacco, alcohol, illegal drugs or misusing legal drugs will be suspended.

- Oak Park Independent School and the entire Oak Park Unified School District is a **“Smoke –Free Zone”**. Board Policy states that the use of any tobacco product by anyone on the grounds or buildings is strictly prohibited at all times. This also includes vaping and e-cigarettes. This also includes field trips with children off campus.

Weapons

The California firearms law prohibits any person from possessing or discharging a firearm in a school zone. A “school zone” is any area within 1,000 feet of our school or any school within the district. Penal Code 626.9 “California’s Gun-Free School Zone Act.” Any student who is found to be in possession of a weapon, including but not limited to, any knife or any type of gun including pellet, bb, or any explosive device including a firecracker or fireworks, will result in suspension and possible expulsion. In addition, the Ventura County Sheriff’s Department will be immediately notified. This includes any replica or look-alike of the aforementioned.

ALCOHOL/DRUGS: OAK PARK INDEPENDENT SCHOOL SUBSTANCE ABUSE POLICY

The Oak Park Unified School District recognizes that substance abuse (misuse of tobacco, alcohol, and other drugs) is both a community and a personal problem. When teenagers abuse alcohol, tobacco, and other drugs, every aspect of their lives will eventually be affected. The use of these drugs adversely affects a student’s ability to achieve academically, is physically and emotionally harmful, and has serious social and legal consequences.

Chemical dependency is a treatable health problem. Therefore, the school District, in cooperation with community-based agencies, law enforcement, and parents, is committed to a comprehensive substance abuse prevention program. The program includes instruction, intervention, enforcement/discipline, and support to recovering students.

The administration shall adhere to the following regulations relative to student drug involvement on school property or when involved in a school-sponsored activity. These regulations are to be applied continuously to each student throughout his/her tenure with the Oak Park Unified School District, regardless of transfers between schools or to alternative programs.

DRUG OR ALCOHOL USE AND PREVENTION

It is unlawful for a student to possess, use, or be under the influence of any controlled substance (as defined in Section 11007 of the California Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind on school premises or at a school-sponsored or related event. Possession of paraphernalia used for injecting/smoking/ingesting controlled substances is unlawful.

When the principal or his/her designee determines that there is sufficient evidence that a student has used, sold, or otherwise furnished, or is under the influence of alcohol or any other controlled substance, or is in possession of drug paraphernalia, alcohol, or any other controlled substance in violation of this section at school, while going to or coming from school, during the lunch period whether on or off campus, or during, or while going to or coming from a school-sponsored activity, the principal or designee may take immediate disciplinary action against the student. Such immediate action may include, but is not limited to, the following:

1. Confiscation of alcohol, controlled substance, and/or paraphernalia;

2. A five (5) day suspension and documentation of drug offense in student's discipline record;
3. Notification of local law enforcement authority within one (1) school day of suspension (Ed code 48902) for possible citation and/or arrest;
4. Notification of parent or guardian;
5. Assignment to a substance abuse training program of six (6) sessions with their parents over a two-month period.
6. Restriction from all extracurricular school activities; including athletics, for one (1) calendar year;
7. Possible recommendation for expulsion (automatic for sales, arranging to sell, or otherwise furnishing a controlled substance; and also for possession of a controlled substance except less than one ounce of marijuana other than concentrated cannabis).

Nothing in this policy requires that the District engage in progressive discipline for a student who has violated this section for the first time, and the District hereby expressly reserves the right to expel a student at any time for violating this section.

* The student shall be suspended for three to five (3 - 5) days if there is evidence that he/she is under the influence of alcohol or a controlled substance. If the student denies the allegation of use, the principal may require that the student, accompanied by his or her parent or guardian if possible, visit a doctor or clinic for a medical drug screening test within twelve (12) hours of the suspension. If the verified medical drug-screening test results are negative, the principal shall rescind the student's suspension, unless the student was also found to be in possession of a controlled substance or to have furnished or otherwise attempted to furnish a controlled substance.

A second drug/alcohol-related offense at any time during the student's four years of high school will result in a recommendation for expulsion.

Mandatory Suspension and Recommendation for Expulsion for Selling/Furnishing Alcohol, Controlled Substance, or Look-Alike Substance

It is unlawful and grounds for immediate suspension and expulsion for a student to offer, arrange, or negotiate to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind; it is also unlawful and grounds for immediate suspension and expulsion for a student to sell, deliver, or otherwise furnish to any person another liquid, substance, or material and represent that liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant of any kind on school premises, while going to or coming from school, during the lunch period whether on or off campus, or during, or while going to or coming from, a school sponsored activity.

OR

DISCIPLINE FOR SUBSTANCE ABUSE—OPTIONAL SUPPORT PROGRAM FOR FIRST OFFENSE

Optional One (1) Year Proactive Intervention Program for First Offense

1. Referral to an appropriate community-counseling and support program;
2. The student and parent/guardian sign a contract agreeing to counseling and random drug testing with an outside agency, at parent expense. Such contract shall include a waiver of invasion of privacy rights, with parent providing the school with outside agency's written drug test report;
3. Restriction from all extracurricular activities, including athletics, will be rescinded when the student has provided the principal or designee with a 'clear' drug test from an acceptable outside agency. Such testing

shall include collection of the specimen in a non-observed manner and shall test only for drugs, not physical conditions such as diabetes or pregnancy.

4. The record of the first drug offense and any subsequent drug offenses will remain on the student's discipline record.

5. If a student tests positive, showing continued use of drugs, the incident will be treated as a second offense and the student will be recommended for expulsion.

6. Notification of law enforcement within one (1) school day of the suspension for possible citation and/or arrest. (Education Code 48902)

*This optional program is not available for a first offense of selling or furnishing alcohol or other controlled substances.

Second Offense

A student shall be recommended for expulsion if the principal or designee determines that the student, while on school grounds or during an activity off school grounds related to school attendance has unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

USE OF DRUG –DETECTION DOGS

In an effort to keep the schools free of drugs, the district may use specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events, but shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

Oak Park Unified School District
Substance Abuse Contract

! Suspension

_____ and his/her family have decided that the appropriate consequence for violation of the District's Substance Abuse policy is a five-day suspension. Moreover, the student understands that he/she will not be permitted to attend or to participate in any extra-curricular activities for the duration of one year. If the student is found to be in violation of substance abuse rules again during this period, the student will be subject to expulsion. The student and his/her family understand that they are choosing this instead of a counseling / drug testing program. Also, please understand that a suspension is recorded in the student's permanent record and may affect university eligibility.

! Counseling and Random Drug Testing

_____ and his/her family have decided that the appropriate consequence for violation of the District's Substance Abuse policy is to participate in a random drug testing program and counseling. The student and his/her family agree to have the student tested randomly each month within twenty-four hours of the School's request. Moreover, the family will have the drug-testing lab fax the results of the test to the school within 72-hours. The family (student and parents) will also participate in a school-approved counseling program for at least six sessions within a two-month period. If after one year the family has fulfilled this counseling commitment (and provides supporting documentation to the School) and there is no further positive test indicating an illegal substance, then the student will exit this one year probation and there will be no disciplinary action recorded in the permanent record. If, however, the student/parents do not attend the school-sanctioned counseling program, the student will remain in this probationary period until the family has attended at least ten sessions. If at any point during the probationary period the student tests positive for an illegal substance, the school will recommend immediate expulsion from the Oak Park Unified School District.

I understand that I have made a choice as to the consequence for violation of Oak Park Unified School District's substance abuse policy.

Parent's Name

Student's Name

Parent's Signature / Date

Student's Signature / Date

Use or Possession of Tobacco or Tobacco Substances

Use of tobacco by a student on school premises or at a school-sponsored or school-related event is a violation of OPUSD board policy and California law. Students are not permitted to smoke, chew, inhale, vape, or possess tobacco or nicotine products on school property, at school-sponsored or school-related events, or while otherwise under the supervision of a District employee.

When any staff member, administrator or principal's designee determines that a student **USED or POSSESSED A TOBACCO OR NICOTINE PRODUCT** on school property or at a school-sponsored or school-related activity, or while otherwise under the supervision of a District employee, the following **minimum** procedures shall be instituted:

First Offense:

- Confiscation of tobacco or nicotine products and/or paraphernalia
- Student conference
- Parent/guardian contact
- Suspension or alternative consequence to be determined by principal or designee including cotinine/nicotine testing contract
- Possible referral to an appropriate counseling and support program
- Suspension of extra-curricular participation per the OPHS Co-curricular Code

Second Offense:

- Confiscation of tobacco or nicotine products and/or paraphernalia
- Student conference
- Parent/guardian contact
- If contract was signed upon first offence, termination of contract and the first offence discipline that was suspended as a result of the contract will be implemented.
- Suspension or alternative consequence to be determined by principal or designee
- Referral to an appropriate counseling and support program
- Suspension of extra-curricular participation per the OPHS Co-curricular Code

Subsequent Offenses:

- Suspension
- Student/parent/guardian conference
- Disciplinary probation with behavioral contract
- Referral to an appropriate counseling and support program
- Suspension of extra-curricular participation per the OPHS Co-curricular Code

The purpose of the referral to a counseling and support program is early intervention and prevention of further use. Upon a first time infraction of the substance abuse policy, a student may be assigned to this type of program. This program is coordinated by an OPIS Administration and meets with a community drug counselor for group counseling and prevention education. **Parents/guardians are required to attend these group meetings with their students.**

**OAK PARK INDEPENDENT SCHOOL
ALTERNATIVE TO SUSPENSION CONTRACT
COTININE /NICOTINE URINALYSIS TEST & CESSATION COUNSELING**

ALTERNATIVE TO SUSPENSION CONTRACT - As an alternative to suspension for violating the school's Tobacco/Nicotine Abuse policy, _____ and his/her family agrees to have the student participate in cessation counseling and submit to random nicotine urinalysis-testing. The testing will be conducted at school by OPIS administration.

_____ will participate in a school-approved nicotine cessation program for at least six sessions. If after one year, the student has completed the cessation counseling and provides documentation to the School, and there are no further positive tests indicating nicotine or tobacco use, then the student will exit this contract and there will be no disciplinary action recorded in the permanent record. However, if the student does not complete the school-approved nicotine/tobacco cessation program, the student will remain under this contract and the discipline will be recorded on the student's permanent file. If at any point during the probationary period the student tests positive for nicotine/tobacco, the contract will be voided and the original suspension will be implemented plus any additional discipline that might result from additional violations.

COTININE/NICOTINE URINALYSIS - Nicotine is converted to cotinine in the liver and the lungs. The cotinine and other metabolites are then excreted in the urine. Cotinine is a reliable indicator of nicotine usage and is known as a "biomarker" for tobacco or nicotine use. A nicotine test is also known as a cotinine test because it actually tests for the presence of cotinine in urine.

The cotinine/nicotine urinalysis test is designed to track the student's progress toward a nicotine free lifestyle. It will be done immediately or as soon as possible upon entry into this agreement, and then at periodic intervals at random. Results, if positive for nicotine, may result in further disciplinary action that may include additional suspensions or other measures.

The student agrees to comply with all requests for a urine sample. The student is aware that failure to comply with this requirement will result in his/her dismissal from this agreement and will result in further disciplinary action.

Student's Name (print): _____ Date: _____

Student's Signature: _____ Date: _____

Parent Name (print): _____ Date: _____

Parent Signature: _____ Date: _____

OAK PARK UNIFIED SCHOOL DISTRICT DISCIPLINARY GUIDELINES

GROUND'S FOR SUSPENSION (ED CODE 48900):

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object, or explosive.
- c) Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcohol, intoxicant, or representation of items thereof.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school or private property.
- g) Stole or attempted to steal school or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in profanity or vulgarity.
- j) Offered, possessed, arranged, or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or willfully defied valid authority.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.

- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed toward a pupil or school personnel.
 - t) Aided or abetted the infliction or attempted infliction of physical injury.
- u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(E.C. 48900.5) Pupil's presence causes a danger to persons or property, or threatens to disrupt the instructional process.

(E.C. 48900.7) Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

(E.C. 48900.2) Committed sexual harassment as defined in section 212.5 of the California Education Code.

(E.C. 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

(E.C. 48900.4) Engaged in harassment, threats, or intimidation against school district personnel or pupils.

Expulsion Recommendation – Education Code Section 48915 :

- (a)(1) Causing serious physical injury to another person, except in self defense.
- (a)(2) Possession of any knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

The following guidelines will be used in determining consequences for student violations. Please note that the minimum and maximum reference numbers correspond to the above schedule of actions.

	Minimum Action	Maximum Action
I. Violations Against School Standards		
A. DISRUPTIVE BEHAVIOR Actions which are detrimental to the effective operations of the school.	3	12
B. DEFIANCE OF AUTHORITY Willful refusal to follow a legal, reasonable direction/order given by a staff member.	3	12
C. CONTINUED WILLFUL DISOBEDIENCE Repeated refusal to follow school rules and regulations.	8	12
D. FORGERY Falsify signature or data on official records, letters, notes.	2	12
E. LEAVING CAMPUS Leaving campus during school hours without proper clearance from the office.	3	12
F. MISBEHAVIOR ON BUS OR VANS Vehicle drivers and staff members are responsible for the orderly behavior of pupils. Misbehavior may result in the parent having to come to pick up the student.	1	8
G. STUDENT ATTIRE Appropriate school dress is required. See student handbook for additional guidelines.	1	8
H. VIOLATION OF SUSPENSION Physically present on a school campus or at a school activity while on suspension.	8	11
I. PLAGIARISM/CHEATING Unauthorized copying of any assignment for the purpose of cheating.	1	10
J. TECHNOLOGY MISUSE Inappropriate use of any technology on the school campus, or involving another student or staff member	2	12
II. Violations Against Persons		
A. ASSAULT Unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another (PC 240).	7	12
B. BATTERY Any willful and unlawful use of force or violence upon the person of another (PC 242).	7	12
C. ASSAULT OR BATTERY ON A STAFF MEMBER (See A and B above)	10 thru 12	
D. WEAPON POSSESSION The unauthorized possession of any instrument capable of producing death or great bodily harm, including imitation firearms (PC 12020).	10 thru 12	
E. ASSAULT WITH A DEADLY WEAPON Every person who commits an assault upon the person of another with a deadly weapon or instrument or by means of force likely to produce great bodily injury is punishable by law.	10 thru 12	
F. FIGHTING Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.	7	12

	Minimum Action	Maximum Action
G. HATE VIOLENCE/HOSTILE ENVIRONMENT Participating in, or conspiring to engage in, acts of hate or violence. Intentionally engaging in threats or intimidation that creates disorder, invades the rights of others, or creates a hostile educational environment.	8	12
H. INTERFERENCE/OBSTRUCTION Any action taken to attempt to prevent a staff member from exercising lawful assigned duties.	6	12
I. VERBAL ABUSE Threatening language to a staff member.	8	12
J. SEXUAL HARASSMENT Unwelcome sexual advances, requests for sexual favors, or any other verbal, nonverbal, physical, or visual conduct of a sexual nature are prohibited.	2	12
K. TERRORISTIC THREATS Any statement, written or oral, made against a school official which threatens to commit a crime which will result in death, great bodily harm, or property damage.	8	12
III. Violations Against Property		
A. EXTORTION The obtaining of property from another with consent induced by wrongful use of force or threat, or under guise of official right (PC 518).	7	12
B. THEFT An unlawful taking of property (PC 518).	7	12
C. UNAUTHORIZED USE OF SCHOOL PROPERTY	7	12
D. WILLFUL DAMAGE OF SCHOOL PROPERTY Any student who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to the school is liable.	7	12
E. DAMAGE TO PERSONAL PROPERTY	7	12
IV. Violations Against Public Decency and Good Morals		
A. GAMBLING The playing of a game of chance for stakes (PC 330).	2	12
B. VULGARITY/PROFANITY Language that is disgusting to the senses; repulsive.	3	10
C. OFFENSIVE SOCIAL BEHAVIOR Activities that are an infraction of acceptable social actions	1	12
V. Violations Against Public Health and Safety		
A. POSSESSION OR USE OF ANY OF THE FOLLOWING: Dangerous Drugs	8 thru	12
Unauthorized Controlled Substance(s)	11 thru	12
Alcohol	8	12
Tobacco	8	12
B. SELLING DANGEROUS DRUGS OR UNAUTHORIZED CONTROLLED SUBSTANCES (including look-alike drugs)	11 thru	12

WEAPONS: The Education Code Section 49330 defines an injurious object as any device capable of inflicting substantial bodily damage. All students need to be aware that **any object which may be used to inflict harm on another person will be considered a weapon.** This includes any firearm (including BB and pellet guns), knives (including pocketknives, dirks, daggers, and razors), explosives, or any other dangerous object.

Success Tips for Independent Study Students

Develop a study schedule

Just like you had a daily routine of classes in traditional classes, make your own work schedule for each day. Set up a study area with good lighting, comfortable seating, and a place for your books and materials. Include post-its in your materials so that you can put them in books with notes to which you can return, and index cards to make flash cards for some courses. Design your schedule around the 4 to 6 hours you need to study each day as well as your job, family responsibilities, community college classes, or any other activities you want to do. Successful people are organized! By making a schedule and sticking to it, you will find it is easy to complete one if not more credits each week. Do not leave study time to chance.

Take Breaks

Remember to take breaks while you are working in order to maintain a high level of concentration and maximize your learning. Start with the course that is most difficult for you. A good guide is to break for 10-15 minutes after at least 45 minutes of working. You might want to use a timer. Walk around, get a snack, do a chore, or make a short phone call. It will be easy to get back into your studies after a 10-15 minute break.

Set Daily/Weekly/Monthly Goals

Decide each day how many pages or activities you plan to complete. Each Monday, make a plan for the number of units or chapters you will complete that week. At the beginning of each school month (your attendance sheet will help you track the school months) plan how many credits you will earn that month. Talk to your teacher for guidance, but make your own goals. Write them down. It will help you stay on track to achieve your goals.

Develop Effective Study Strategies

To learn the information and concepts presented in each course and to earn good grades, the successful student does more than just read chapters and answer questions. To maximize your learning and improve your grades, follow these steps:

1. **Preview the unit or chapter:** Read the Student Objectives and questions. They tell you what you are expected to learn. Look through the section. Look at the pictures, charts, and maps. Read the captions. You will learn and remember more from what you read when you are familiar with the material.
2. **Read the unit or chapter:** Read carefully. Stop after each section to ask yourself what you learned. Make notes or write a summary. You will remember more when you break the unit into smaller sections and review while you are working.
3. **Use the question to answer the question:** Turn the question into a statement when answering short answer questions. For example, if the question reads, "In what year did world War II begin in Europe?" your answer can be, "World War II in Europe began in the year 1939."

4. **Ask for help:** If you find you cannot understand something while you are working at home, call your teacher at school. He/she can help you over the phone. Schedule an additional appointment time so you can get more one-on-one assistance. Or, come into your appointment with your questions ready to go over with your teacher. If you do not understand something in your work, you will not be able to answer questions on a test, or write about it completely, which will lower your grade.

5. **When you finished working for a study session, review:** Review everything you covered that session. It will be helpful to write another summary. To learn new information, you need to go over it more than once.

6. **When you start your next study session, review:** Look over the pages you read previously. Read your notes and answers to the previous questions. You will learn much more.

My Daily Study Schedule Day _____ Date _____

Subject	Times	Finished	Left to do	Questions	Things I Don't Understand
	Set alarm 7:30 To wake up & Dress				
	Breakfast: 8- 8:30				
1	Study Time 8:30-9:30 Most Difficult Class				
	Break 9:30-9:45				
2	Study Time: 9:45-10:30				
	Break 10:30- 10:45				
3	Study Time: 10:45-11:30				
	Break-Lunch 11:30-12:15				
4	Study Time: 12:15-1:00				
	Break 1:00-1:15				
5	Study Time 1:15-2:30				
	Break 2:30-2:45				
6	Study Time 2:45-3:30				
	Break 3:30-4:00				
Return to unfinished work.	Study Time: 4:00-5:00				
	Free time 5:00- 6:00				
	Dinner: 6:00- 7:00				
	Evening Activities:				

What I got done today that I am proud of: _____
