

# BROOKSIDE ELEMENTARY SCHOOL

"Where Learning is Joyful"



A National Blue Ribbon School  
A California Distinguished School  
A California Gold Ribbon School

SCHOOL HANDBOOK 2022 - 2023

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

<http://www.BrooksideElementary.org>

Oak Park Unified School District:

"Educating Compassionate and Creative Global Citizens"

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

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

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

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

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

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

### Brookside Vision Statement

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

## COMMUNICATION – HOME TO SCHOOL

School Office: 818-597-4200

Attendance: 818-597-4209 (24 Hour)

Lunch Menus: [www.opusd.org/Page/71](http://www.opusd.org/Page/71)

Website: [www.BrooksideElementary.org](http://www.BrooksideElementary.org)

Email: Email staff by typing their first initial and last name followed by @opusd.org  
(example: ddiamond@opusd.org for Diane Diamond )

Hours: Campus opens: 7:45 am (Students may not be dropped off prior to 7:45) Class  
begins at 8:15 am for DK & K and 8:20 am for grades 1-5.

## BROOKSIDE OFFICE STAFF AND PTA

Diane Diamond - Principal

Virginia Standring - Office Manager

Michele Abdulaziz - Student Services

Willow Zeman - Health Clerk

Oscar Romero - Head Custodian

Elba Lopez - Night Custodian

Amy Theaker - PTA President - BESPTAPresident@gmail.com

## Brookside Bell Schedule

Campus is open beginning at 7:45 am each day (no earlier), with supervision on the playgrounds.

### Discovery Kindergarten

#### **Regular Days**

Instruction 8:15 - 9:40  
Nutrition/Recess 9:40 - 10:00  
Instruction 10:00 - 12:15

#### **Wednesdays**

8:15 - 9:40  
9:40 - 10:00  
10:00 - 12:15

#### **Conference Days**

8:15 - 9:45  
9:45 - 10:05  
10:05 - 12:15

### Kindergarten\*

#### **Regular Days**

Instruction 8:15 - 9:40  
Nutrition/Recess 9:40 - 10:00  
Instruction 10:00 - 11:15  
Lunch 11:15 - 12:00  
Instruction 12:00 - 1:15

#### **Wednesdays**

8:15 - 9:40  
9:40 - 10:00  
10:00 - 12:15  
No Lunch

#### **Conference Days**

8:15 - 9:40  
9:40 - 10:00  
10:00 - 12:15  
No Lunch

*\*Kindergarten: 12:15 pm Dismissal Aug 9th - 12<sup>th</sup> (first 4 days of school only)*

### GRADES 1 - 2

#### **Regular Days**

Instruction 8:20 - 10:10  
Nutrition/Recess 10:10 - 10:30  
Instruction 10:30 - 12:00  
Lunch 12:00 - 12:45  
Instruction 12:45 - 2:30

#### **Wednesdays**

8:20 - 10:10  
10:10 - 10:30  
10:30 - 12:40  
No Lunch

#### **Conference Days**

8:20 - 10:10  
10:10 - 10:30  
10:30 - 12:15  
No Lunch

### GRADES 3 - 5

#### **Regular Days**

Instruction 8:20 - 10:35  
Nutrition/Recess 10:35 - 10:55  
Instruction 10:55 - 12:30  
Lunch 12:30 - 1:15  
Instruction 1:15 - 2:30 (3rd)  
1:15-2:56 (4/5)

#### **Wednesdays**

8:20 - 10:35  
10:35 - 10:55  
10:55 - 12:40  
No Lunch

#### **Conference Days**

8:20 - 10:35  
10:35 - 10:55  
10:55 - 12:15  
No Lunch

- Oct. 24-Diwali - Student Minimum Day-12:15 Dismissal
- Oct. 25,26, 27, 28 and 31, Nov. 1, 2022 - Conference Days - 12:15 Dismissal
- December 22, 2022-Special Minimum Day-12:15 Dismissal
- March 7, 8, 9, 10, 2023 - Conference Days - 12:15 Dismissal
- March 31, 2023-Special Minimum Day-12:15 Dismissal
- May 26, 2023 - Last Day of School - 12:15 Dismissal

## ATTENDANCE POLICY

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

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

### Reporting an Absence 818-597-4209

We ask that parents/guardians call the Attendance Line (818-597-4209) before 9:00 am each morning that their student is going to be absent from school. Messages can be recorded 24 hours a day. Report the absence, explain the reason, include the child's name, the caller's name and relationship to the child, and the teacher's name. Homework/Classwork is not provided on the first day of an absence. On or after the second day of an absence, you may email the teacher regarding school work (see "Requesting School Work" below). The teacher will respond within 48 hours.

### Reporting Tardies (Late Arrivals) 818-597-4209

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

### Student Check Out Procedure

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

### California's Compulsory Education Law

Under state law, a pupil who, without a valid excuse (see below for "valid" excuses), is absent from school for three full days in one school year, or is tardy or absent for more than 30 minutes during the school day on three occasions in one school year, is considered truant. Once a student is designated a truant, state law requires schools, districts, counties, and courts to intervene to ensure that parents and pupils receive certain services to assist them in

complying with attendance laws. When these various interventions fail—meaning parents or guardians still do not send a child to school or a student misses an unlawful amount of school—the matter is referred to the courts. Courts can then use penalties or other measures to seek compliance. Essentially, these various interventions exist to ensure that pupils remain in school and that a pattern is not established that could lead to their dropping out of school later in their educational career. In an effort to avoid the above, the district has instituted a series of attendance letters designed to highlight the total number of absences of a student regardless of the reason. These letters are sent to highlight patterns of attendance.

A student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code 48205)

Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)

5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats for no more than four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. To spend time with an immediate family member who is an active duty member

of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. To attend his/her naturalization ceremony to become a United States citizen. (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
12. Participation in religious exercises or to receive moral or religious instruction in accordance with district policy, subject to the following conditions: (Education Code 46014)
  - a. The student's parent/guardian shall provide written consent for the absence.
  - b. The student shall attend at least the minimum school day. Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day
  - c. The student shall be excused from school for this purpose on no more than four days per school month.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

13. Work in the entertainment or allied industry (Education Code 48225.5)

Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)

14. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

15. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in

the student's household. (Education Code 48205)

Please note that absences due to vacation are not valid excuses as per California Education Code.

#### Excessive Absences

The law dictates that students must attend school regularly and on time. Three or more unexcused absences during the school year constitute excessive absences. Our district attendance system counts the number of days that students miss school whether excused or unexcused. Excused absences include illness or injury to the child, quarantine of the home by county health officials, a medical/dental appointment that can only be scheduled during school hours, or attendance at funeral services for immediate family. Absences for holidays will be granted upon written request of a parent/guardian, in advance of the holiday. Parents are required by law to send their children to school from ages 6-18. Please honor the school calendar when planning vacations. Letters are automatically sent home to advise of poor attendance after 6 absences or 5 tardies. Students who demonstrate continued poor attendance or tardiness will be reported to the Ventura County School Attendance Review

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

#### Requesting School Work When Child is Absent

Teachers cannot provide work in advance of planned absences (exception is when an Independent Study contract has been approved). Though teachers cannot provide classwork or homework on the first day of an absence, parents may send an email request to teachers beginning on the second day of a child's absence from school. Whenever possible, the teacher will respond within no more than 48 hours (not including school holidays or weekends). When a child is absent, one school day for each day of excused absence will be allowed to make up work for full credit. Please remember that teachers are often unavailable to respond to emails or requests during the regular school day.

#### Extended Absences

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

Independent Study - Contracts may be requested a minimum of seven school days in advance of the absence. Independent Study Contracts shall be requested by parents in person at the school office and can be for no less than five school days. Independent Study Contracts cannot be made directly to the teacher.

The Independent Study Contract has been formulated to provide the students and teachers



with specific educational guidelines when a child is away from school due to extenuating circumstances. The school principal must approve the request. The contract will be utilized to provide an on-going instructional program. By developing an individual contract, the student is able to keep pace academically with their class, while the school is able to count this time as instructional time for attendance purposes.

- The child's classroom teacher(s) will determine appropriate assignments and will confer with the parent and child. Parents can help by setting aside some study time each day so that work can be accomplished in a calm and suitable environment. We hope that this contract helps both parent and child.
- All contracts shall be signed and dated by the student, parent, and teacher before being turned into the office.
- A clear and definite homework assignment shall be given to the student, which will substitute for at least a minimum day's worth of work for each day of absence from school
- The contract and all accompanying homework shall be turned in to the teacher the day the student returns to school. The work should be treated as any other assignment and will be marked accordingly.
- If the work is not turned in upon the student's return to school, the student's absences will be recorded as unexcused. At that time the Independent Study Contract will be canceled.
- If a student returns to school early (is absent less than 5 days) then the absences shall be recorded as unexcused.

#### Medical Excuse Policy

The school reserves the right to require a note from the doctor to verify absences due to illness totaling more than 3 consecutive days or more than 10 total days in a school year.

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

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

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

Home/Hospital Instruction– California Education Code 48206.3 requires that Home/Hospital Instruction be available to students with temporary disabilities that make attendance in regular day classes or alternative education programs impossible or inadvisable. A temporary

disability is defined as “a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program, after which the student can reasonably be expected to return to regular day classes or an alternative education program without special intervention.” Home/Hospital students can normally be expected to return to their regular classes after their disability has been addressed through medical intervention. If a student is determined to require Home/Hospital instruction, they will receive one clock hour of individualized instruction for each day that instruction is offered by the district in the regular education program. The maximum number of hours that can be offered to a student in one week is dependent upon the number of school days in that week.

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

#### HOMEWORK/MAKEUP WORK

The Governing Board believes that homework is only one part of a student’s life. Time for play and the pursuit of personal interests, time with family, and time for rest are also important aspects of a child’s development. Homework shall be assigned only when necessary to support specific learning goals, enable students to complete unfinished assignments, or review and apply academic content for better understanding in a way that cannot be accomplished during class time. Effective homework provides students the opportunity to develop academic and independent learning skills. Although it is a student’s responsibility to complete assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child’s homework assignments are completed. Students who miss school work shall be given the opportunity to complete assignments and tests that can be reasonably provided.

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

#### GRADES/EVALUATION OF STUDENT ACHIEVEMENT

The Governing Board 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. (cf. 5020 - Parent Rights and Responsibilities) Teachers shall inform students and parents/guardians how academic performance will be evaluated in the classroom. (cf. 0410 - Nondiscrimination in District Programs and Activities) A teacher shall base a student's grades solely on the quality of the student's academic work and their independent and consistent mastery of course content based on district standards. Students shall have multiple opportunities to demonstrate this mastery through a variety of methods including, but not limited to, tests, projects, portfolios, and/or class discussion as appropriate. Other elements that are not a direct measure of knowledge and understanding of course content,

such as attendance, effort, student conduct, work habits, and medical condition, shall not be factored.

Students in grades K-5 shall receive report cards at the end of each trimester grading period. The reports for trimesters 1 and 2 will communicate what progress students have made toward specific learning goals. The final report card will communicate whether or not

students have demonstrated mastery of specific academic skills with consistency and independence. The elementary report card may also contain social-emotional marks.

To view the Board Policy on Grading and Evaluation of Student Achievement use this link <https://bit.ly/2Lhj49U>

#### CIVILITY POLICY

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

#### DISRUPTIONS

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

designee may notify law enforcement officials.  
(cf. 5131.4 Campus Disturbance)

If a parent has a concern about any student at the school, they are asked to address the concern with the teacher or principal. Parents should never address a concern directly with any child.

## E-MAIL COMMUNICATION

Parents should use school district hosted email as a means of communicating with their child's teacher or other staff members. All staff members' email addresses are their first initial of their first name and full last name. For example, Sam King would be [sking@opusd.org](mailto:sking@opusd.org). Teachers check their emails daily, but in most cases will not respond during times when students are still in class. Whenever possible, staff will respond to inquiries within two working days (48 hours). Communications using email or any other method must remain civil by all parties. Uncivil communication is defined as using profanity, employing insulting, rude, offensive or demeaning language, making threats, and using all capital letters to signify shouting. These are all violations of the School Board adopted OPUSD Civility Policy, a copy of which is included in this handbook. Failure to remain civil in any communication with staff members could result in the loss of email access or other communication with staff members.

## PARENT PARTICIPATION

### Campus Visitors

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

### Morning Drop-Off:

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

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

### Parent Volunteers

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

- Volunteers and visitors must follow current district COVID Safety Protocols, check in at the school office and wear a badge. When leaving, volunteers must sign out. This promotes a safe environment for our students.
- There is a separate PTA sign-in for classroom/special event volunteers. Please make sure to sign-in and sign-out on the PTA log whenever volunteering on campus.
- Volunteers may not bring younger siblings when volunteering at school.
- Volunteers are to remain confidential in terms of viewing student learning and work

products, special needs observed, etc.

- Children are to respect volunteers and the teacher is responsible for discipline issues.
- Volunteers are to follow teacher directions at all times.
- Teachers and staff are always to be offered first priority to use copiers and equipment.
- Volunteers must be at least 18 years of age.
- Volunteers must read and sign the volunteer compact prior to volunteering at the school or in classrooms each school year (school office and teachers provide compacts to volunteers).

#### Special Events, Classroom Parties, or Performances

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

#### Brookside PTA

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

#### School Site Council

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

#### SUPPLIES, MATERIALS & EQUIPMENT

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

[www.oakparkusd.org/DONATIONGUIDELINES](http://www.oakparkusd.org/DONATIONGUIDELINES).

#### COMPREHENSIVE SCHOOL SAFETY PLAN

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

Brookside has a safety plan and supplies to handle emergencies. Drills are held with staff and students to be prepared in the event of an emergency. In the event of a disaster, school is one

of the safest places for your child. We will first evacuate, then account for, then begin releasing students. Parents/Guardians or designated contacts should pick students up from the east end of the field, from the Student Release Station.

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

### TRAFFIC SAFETY

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

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

Please note that the parking lot is for staff members only! Parking by non-staff is not permitted.

#### MORNING DROP-OFF IN PARKING LOT – 7:45 am to 8:20 am

- Please only drop off children in the designated drop-off zone.
- Please do not hold up traffic in the parking lot or drop-off zone; if you need to stop, please exit the lot and find a legal parking space.
- Students may not be dropped off before 7:45 am each morning (unless registered for the OPUSD Extended Care Program).
- Students should have lunchboxes and backpacks in hand as you enter the lot (lunches and bags/backpacks should not be kept in the trunk of the car).
- The driver or other adult should not exit the car to assist the student/s.
- Students must exit the car on the right-side of the car ONLY.
- Drop off at the yellow curb in the drop-off zone ONLY in the parking lot.
- Please adhere to the directions/reinforcements given by staff members during the drop off.

#### PICK UP PROCEDURES:

- The parking lot is CLOSED after school (except on Wednesdays).
- DK/Kindergarten students meet at the Kindergarten gate.
- 1st grade meets at the bench on the right side of the flagpole (when facing the school)
- 2nd grade meets at the flagpole at the front of the school
- 3rd-5th grade students meet at tree on the left side of the flagpole beside the kindergarten gate (when facing the school) or other designated location determined by parent

Please remember to:

- Be patient and treat everyone with respect – Use the crosswalk and respect the crossing

guard! Make sure that you park on the street.

- Slow down—don't be in a hurry around the school.

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

- Using a cell phone or other electronic device while driving in the school parking lot or in surrounding areas.
- Parking or stopping for a long period of time in a red or drop-off zone.
- Double parking or dropping off students in the street or between cars.
- Parking in a "Handicapped" space without proper signage.
- Parking in a "Reserved" parking space.
- Parking in the staff parking lot.
- Driving in an unsafe manner (no U-turns, no speeding), no use of portable electronics.
- Parking or driving in the fire lane or in driveways.
- Disrespect toward our staff or volunteers while going through the parking lot.
- DO NOT exit your vehicle when dropping off your child(ren). Do not leave your car unattended.

#### BEFORE AND AFTER SCHOOL SUPERVISION

Our school is supervised in the morning beginning at 7:45 am. Students may not arrive at school before 7:45 am (unless registered for the OPUSD Extended Care Program). There is no supervision after school with the exception of the 30 Minute Club (see below). Parents are responsible for their children upon dismissal from school.

#### "30 Minute Club!"

After-School Supervision for 1st through 3rd Grade Students

2:30 pm – 3:00 pm M, T, Th, F. Brookside offers supervision for 1<sup>st</sup> through 3<sup>rd</sup> grade students waiting for older siblings to be dismissed at 2:56 pm. Students who participate in this program must report directly to the designated supervision area on the primary playground (closest to the 300 Building) immediately after their 2:30 pm dismissal. Students may play, rest, or begin homework during this time. It is important for students to understand that the same school/playground rules apply when they are at the 30 Minute Club. These would include the following:

- All games are "open". This means that all students may participate in any game at any time, provided that they observe all other playground rules.
- Students must play by the accepted rules of the game, and may not change the rules once the game has begun.
- Deliberate interference with games is not permitted.
- In the event of a disagreement over a game as to whether a player is "out" or not, the students playing the game are to vote to reach fair decisions. Students who continue to play unfairly are to be reported to the yard supervisor.
- Games involving tackling, pushing, or rough play are not permitted.
- Students may not throw sand, dirt, or objects at other students. Spitting is not allowed, for

any reason.

- Flips off bars are prohibited.
- Inline skates, roller skates, skateboards, and scooters are not allowed on campus.
- Equipment is to be used correctly. Balls are not to be kicked (except soccer balls).
- Balls are not to be bounced in the halls or against the buildings.
- Students are not to climb on or pull on trees and shrubs or walk in planters, hedge areas or benches
- Students are not to bring toys, handheld electronic games, or unauthorized electronics. Pocket knives, matches, cigarettes, lighters, fireworks, and weapons are prohibited by law (and will result in suspension and possible expulsion). This includes any replica or look alike.
- Students may not wander around the campus or interrupt other classes during recess. Students should not be in a classroom unattended or any area of the school grounds that is not supervised by a school official. Students should ask for permission from their teacher or yard supervisor before coming to the office during school hours.
- Students are to use the restrooms designated for their grade levels only.
- Food and snacks must be eaten in the designated areas and not carried onto the playground or field. Gum, canned soft drinks, and glass bottles are not allowed at school.
- Students may not use any type of profanity or derogatory language.
- Students may not argue or be disrespectful with Campus Supervisors. If this occurs students may lose the privilege of attending our 30 minute club.

We need all parents to help in our safety efforts by strictly adhering to the following guidelines during 30 Minute Club attendance:

- Students in first through third grade must remain in the supervised area (primary playground yard) until 3:00 pm or until their parent, guardian or caregiver comes to the playground supervision area to pick them up (if earlier than 3:00 pm).
- Parents who wish to pick up their children from the supervision area before 3:00 pm must park their car and walk onto the playground to pick up their children. Children who report to the supervised playground area at 2:30pm will not be dismissed to wait in front of the school until 3:00 pm each day
- Parents must pick up all their children from Brookside no later than 3:00 pm.
- Registration for this program is not necessary. This is an optional, "drop-in" program to assist parents who have another child that is dismissed at the later dismissal time. Attendance will not be taken. As such, parents must arrange after-school plans with their children ahead of time so that children know where to report after school each day.
- Regardless of pick up time, we ask that everyone remember that Brookside needs to remain a quiet campus conducive to the learning in progress for our fourth and fifth grade students at the end of their school day. Please do not wait or loiter anywhere on campus (with or without your children) except in permissible parent waiting areas. Permissible parent waiting areas are: at the lunch tables or in front of school.

#### EXTENDED CARE PROGRAM

Parents are invited to enroll their children in the Oak Park Unified School District's extended care program that is available to Brookside students with



morning and afternoon sessions. Please use this link for more information  
<https://sites.google.com/opusd.org/opusd-extended-care-program/home>

## SPECIAL PROGRAMS

### Oak Park Unified School District GATE Plan

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

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

### Sun Safe Policy

The risk of developing skin cancer will be substantially reduced for children who learn to "Block the sun, not the fun!" The goal is to reduce the incidence of skin cancer by promoting sun protection to children. Sun protection methods include wearing hats, long clothing, seeking shade and applying sun block at home before sending students to school. The school district has installed shade sail structures and solar shades above playground areas to provide shelter from direct sunlight. Students are encouraged to bring reusable water bottles to school and use the hydration stations to refill the bottle if necessary.

## OTHER SCHOOL POLICIES

NUT and FOOD ALLERGIES - Students with allergies need to participate freely in our world community as a whole. Rather than isolate these students or attempt to enforce our site as a "nut free" school environment, we have instead chosen to educate all of our students and staff members about food allergies. It is our belief that if we empower our students, they will become active participants in helping support one another. In addition, we are teaching those with allergies necessary life skills as they approach the uncontrolled environments that they will deal with throughout their lives. We do not take nut/food allergies lightly. Two lunch tables are designated "nut-free" and are monitored by school staff. Designated staff members are trained in the use of Epi-pens. All relevant staff members receive a copy of the "Students With Health Concerns" list that identifies each student with name, picture, allergy and treatment. The front office and campus supervision staff are trained in CPR/first aid as required by the district. The health office staff reviews and logs all medication with all office staff for ease of access in the event of an emergency. At Registration and New Student Orientation, all parents are advised to notify the office if their student has any allergies or other health concerns. It is also at this time that parents are reminded that we have students with food allergies on site and to be conscious of this when planning class party foods and packing lunches. To further identify students with allergies, at initial registration we ask parents to complete the Health Inventory, and fall registration forms are collected before the beginning of school with the health section of the OPUSD enrollment form reviewed by the office staff. When the school is

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

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

CLASSROOM TREATS – Food is not allowed in classrooms without prior permission. Please do not bring food to the classroom for birthdays. Instead of food please consider donating a book to the classroom in honor of your child's birthday. You may also bring pencils, stickers, etc. to be handed out if you wish. Distributing treats outside the classroom door or on campus is not allowed. Children may have allergies of which you are unaware. Check District Wellness Policy on the OPUSD website for more information: <http://www.oakparkusd.org/domain/17>.

LUNCH – We strongly discourage parents from bringing food to school during the school day, before or during lunchtime, as it is disruptive. Office staff, in completing their regular duties, may not be able to deliver lunch to the classroom or notify the student during class time. Please send your child to school with a zero trash lunch you provide if they will not be purchasing lunch that day. We cannot permit parents to provide lunch for other than their own children. School lunch menus are online and posted next to the lunch window.

Beginning in School Year 2022–23, California will become the first state to implement a statewide Universal Meals Program for all school children. As such, our cafeteria will be offering one breakfast and one lunch per student per school day completely free of charge. Breakfast will be provided during morning recess and hot lunch at lunch recess.

To ensure that our cafeteria prepares enough meals for every child who needs one, pre-orders are required. Please do not send your child to school without a meal unless you have pre-ordered from the cafeteria. When you do not pre-order, our cafeteria may not have enough food for every child. Similarly, please do not pre-order meals unless your child wants food from the cafeteria. The USDA reimburses at a standard rate for each meal served to a student. We will not receive reimbursement for meals prepared that do not end up in front of a child. All OPUSD cafeterias remain committed to the same quality and care put into the meals for which we have been known. The standard rate of reimbursement is often not enough to cover the cost of food, supplies, and labor. We want to ensure that no food and resources go to waste.

We will not be collecting Free & Reduced-Price Meal Applications this school year. Instead, we are asking ALL families to complete an Alternative Income Form at registration. The California Department of Education (CDE) has been able to use the information from these forms to

provide additional food assistance benefits to eligible families and resources to our schools.

### Acceptable Use Agreement (AUA)

The Oak Park School District has an Acceptable Use Agreement that governs the safe use of technology. Below is a link to the full agreement. Please review this with your student. [www.opusd.org/StuTechAUA](http://www.opusd.org/StuTechAUA) Failure to adhere to this agreement could result in disciplinary action.

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

### STUDENT RIGHTS

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

- THE RIGHT TO BE INCLUDED: Per Education Code Section 221.5(f): A pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with their gender identity, irrespective of the gender listed on the pupil's records. Oak Park Unified School District's Administrative Regulation ("AR") 5145.3(g)(4) states: A student shall be permitted to participate in accordance with their gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips.

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

- THE RIGHT TO BE YOURSELF AT SCHOOL - This means you should not be treated unfairly because you look different, talk differently, or take a little longer to get the right answer, or are different in any other way.
- THE RIGHT TO BE SAFE AT SCHOOL - This means no one should make you afraid to be at school. Brookside offers a safe and comfortable place for everyone.
- THE RIGHT TO BE RESPECTED AND TREATED WITH KINDNESS - This means that no one should make fun of you or hurt your feelings intentionally.
- THE RIGHT TO BE FREE OF BULLYING - This means that it is of utmost importance that all students feel safe, accepted, and welcome at our schools.

- THE RIGHT TO BE HEARD - This means that everyone has the opportunity to tell their side of the story.

## STUDENT RESPONSIBILITIES

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

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

- CONTROLLED SUBSTANCES. – The Oak Park Unified School District follows a progressive approach to student discipline. Any student who is in possession of or under the influence of any controlled substance or look alike, including tobacco, alcohol, illegal drugs or who misuses legal drugs will be suspended. The district’s alcohol and drug prevention and intervention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians. Brookside Elementary School and the entire Oak Park Unified School District is a “smoke free zone.” By Board Policy, vaping or the use of any tobacco product by anyone on the grounds or buildings is strictly prohibited at any time. This also includes field trips with children off campus.

For more information on the OPUSD Board Policy on Alcohol and Other Drugs click on this link. <https://bit.ly/2lvR5Wn>

- WEAPONS – The Oak Park Unified School District prohibits possession of any type of weapons on campus. Any student who is found to be in possession of a weapon, including, but not limited to, any knife or any type of gun including pellet, bb, explosive device including a firecracker or fireworks, will result in suspension and possible expulsion. This includes any replica or look alike of the above aforementioned. Firearms on School Grounds - The Governing Board is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement, insurance carriers, and other appropriate individuals and agencies to address the security of school campuses. (cf. 3515 - Campus Security) (cf. 3515.2 - Disruptions) (cf. 3515.3 - District Police/Security Department) (cf. 4158/4258/4358 - Employee Security) (cf. 5131.4 - Student Disturbances) (cf. 5131.7 - Weapons and Dangerous Instruments) Possession of a firearm on or within 1,000 feet of school grounds is prohibited, except under the limited circumstances specified in Penal Code 626.9. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots. (Penal Code 626.9) If a district employee observes or suspects that any unauthorized person is in possession of a firearm on or near school grounds or at a school activity, they shall immediately notify the principal or designee and law enforcement. The prohibition against the possession of firearms on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.
- THREATS - Students and parents are prohibited from engaging in terrorist threats against school employees, school property, or both.
- ACADEMIC HONESTY - A student is considered to be in violation of school policy when (s)he participates in any of the following activities:
  - a. copying homework or any class assignment from whatever source (plagiarizing) or allowing another student to copy one's own work;
  - b. willfully falsifying data and presenting it as one's own research or work.
- RESPECT AND SENSITIVITY – Children will not make remarks, slurs, innuendoes, jokes, etc.

related to a person's race, gender, gender identity, gender expression, ethnicity, religion, color, national origin, immigration status, sexual orientation, or background. Remarks made in general or directed toward another child, adult, or family will not be tolerated. Students who make such remarks are subject to suspension or other consequences and will be counseled on the issue. Participating in or conspiring to engage in acts of hate or violence is prohibited. Intentionally engaging in threats or intimidation that creates disorder, invades the rights of others, or creates a hostile educational environment is prohibited.

- ANIMALS/PETS – Animals can be an effective teaching aid. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes humane treatment of living creatures. Without permission from school administration, animals are not allowed on campus. However, except as otherwise required by law, animals may be brought to school for educational purposes subject to rules and precautions related to health, safety and sanitation. Teachers and the responsible adult owner shall ensure that these rules are observed so as to protect both the animal and the students. Animals that may pose a danger to others may not be brought on campus. Prior permission is always required.

### PLAYGROUND RULES

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

- Students are to remain on the school grounds at all times. The parking lot and park are off limits. Only with the permission of school officials may students leave the school grounds.
- All games are "open". This means that all students may participate in any game at any time, provided that they observe all other playground rules.
- Students must play by the accepted rules of the game, and may not change the rules once the game has begun.
- Deliberate interference with games is not permitted.
- In the event of a disagreement over a game as to whether a player is "out" or not, the students playing the game are to vote to reach fair decisions. Students who continue to play unfairly are to be reported to the yard supervisor.
- Games involving tackling, pushing, or rough play are not permitted.
- Karate or Kung Fu type games or actions are not permitted at any time.
- Students may not throw sand, dirt, or objects at other students. Spitting is not allowed, for any reason.
- Flips off bars are prohibited.
- Inline skates, roller skates, skateboards, and scooters are not allowed on campus.
- Equipment is to be used correctly. Balls are not to be kicked (except soccer balls).
- Balls are not to be bounced in the halls or against the buildings.
- Students are not to climb on or pull on trees and shrubs or walk in planters, hedge areas or benches
- Students are not to bring toys, handheld electronic games, or unauthorized electronics. Pocket knives, matches, cigarettes, lighters, fireworks, and weapons are prohibited by law (and

will result in suspension and possible expulsion). This includes any replica or look alike.

- Students may not wander around the campus or interrupt other classes during recess. Students should not be in a classroom unattended or any area of the school grounds that is not supervised by a school official. Students should ask for permission from their teacher or yard supervisor before coming to the office during school hours.
- Students are to use the restrooms designated for their grade levels only.
- Food and snacks must be eaten in the designated areas and not carried onto the playground or field. Gum, canned soft drinks, and glass bottles are not allowed at school.
- Students may not use any type of profanity or derogatory language.
- In all cases the yard supervisors are to be respected and obeyed. Students may not argue with these school officials.

## DISCIPLINE PROCEDURES

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

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

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

All discipline at Brookside Elementary School is based on a balance of positive reinforcement and consequences. The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior. To view the Board Policy on Discipline in its entirety click on this link <https://bit.ly/2rWNLIC>

When necessary all OPUSD schools utilize the student information system to record student behavior and disciplinary incidents. Although positive reinforcement is our primary tool, consequences will result for negative behavior and violations of classroom and school rules.

The following procedures will be implemented when school, playground, or classroom rules have been violated:

**Warning:**

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

**Consequences:**

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

**Referral to Principal:**

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

**Suspension:**

Except when otherwise permitted by law, a student may be suspended or expelled only when their behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s) )

1. While on school grounds
2. While going to or coming from school
3. During lunch period, whether on or off the school campus - (cf. 5112.5 - Open/Closed Campus)
4. During, going to, or coming from a school-sponsored activity

Teachers may suspend a child from their classroom for a period of one day; in this case, the student will remain in the school office or another designated area. The principal or designee may suspend a child for up to five consecutive days during which the child will remain at school or at home. In all situations regarding formal suspension, parents will be required to attend a conference. A district policy that includes due process has been established regarding all suspensions. To view this policy click on this link <https://bit.ly/2kelPwx>

## FIGHTING

No fighting will be tolerated at Brookside. In situations involving fighting, all students who



participate or encourage the act will receive a consequence. Circumstances will be considered regarding the severity of the consequences. Parents must not encourage their children to fight at school. Students who feel compelled to fight because of another student's harassment, must report the situation immediately to one of the school authorities.

### SEXUAL HARASSMENT

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

Brookside does not tolerate any type of harassment, speech, violence, or acts that cause a hostile environment. As such, consequences and/or disciplinary means are instituted for any such behavior. Importantly, school staff prioritizes the protection and healing of the targets of such acts.

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

- Sexual slurs, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Displaying sexually suggestive objects in the educational environment. The district's complete sexual harassment policy will be available to all parents/guardians at the beginning of each school year.

### SEARCH AND SEIZURE

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

school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation. All student lockers and desks are the property of the district.

## BULLYING

There are many interactions that take place between students and we strive to create a school culture in which the vast majority of these interactions are positive for the individuals involved. Monthly character development topics, in-classroom counseling lessons, whole school events, and targeted character development curriculums are a few of the elements of our positive school culture instruction.

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

Interactions reported through our Suspected Bullying/Aggression Report form [BES Report It!](#) will be investigated in the following manner and the reporting party will receive communication throughout the process as well as information at the conclusion of our investigation.

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

CYBERBULLYING – Willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices is considered cyberbullying. Cyberbullying may be addressed with disciplinary action. Please refer to the Acceptable Use Policy above for more specific information. (OPUSD Tech Agreement)

## RACIAL HARASSMENT & HOSTILITY

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

Such behavior may include:

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

## HARASSMENT & HOSTILITY BASED ON GENDER, GENDER IDENTITY, SEXUAL ORIENTATION, DISABILITY, AND RELIGION

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

Such behavior may include:

- Intimidation and implied or overt threats of physical violence motivated by gender, sexual orientation, disability, or religion.
- Physical acts of aggression or assault upon another, or damage to another's property that is motivated by the individual's actual or perceived identity.
- Demeaning racial jokes, taunting, racial slurs and derogatory racial "nicknames," innuendos, name-calling, or other negative or derogatory remarks
- Slurs or symbols (verbal, nonverbal, or written)

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

## HEALING, JUSTICE AND PROTECTION

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

### Cell Phones and Electronic Equipment:

We strongly recommend that elementary students do not bring cell phones or other electronic equipment to school. This includes smart watches or other devices with the capacity to function as a communication device. Students will be allowed access to a school telephone when necessary and appropriate. If cell phones and/or smart watches are brought to school, they must remain completely turned off (not just silenced) and must remain in the student's backpack at all times during the school day. Cell phones may only be used before and after school. In an emergency, parents will be contacted using the school telephones, not the child's cell phone, and students might not be able to access their personal cell phones. Many electronic devices can have tremendous educational value. Some devices such as laptops, tablets, or similar devices may be brought to school, but only with the permission of the student's teacher and parent. (See also [OPUSD Student Technology Acceptable Use Policy](#) as explained above.)

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

## FIELD TRIPS

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

The grouping of students, parent drivers and chaperones is determined by the teacher. Parent volunteers are invited for the purpose of supervising and giving their full attention to our students; therefore, siblings are not invited to attend. Drivers must remain with the group the entire time. Everyone must leave and return together. Field trips are voluntary; parents may request their child remain on the school grounds and not attend the field trip. In this case the child will be placed in another classroom for the day. If parents choose to keep their child

home on the day of a field trip, the absence will be unexcused. All students must leave and return with the class and a school-appointed supervisor. Parents may not check out their children on an individual basis and take them to the destination separately from the rest of the class. Only approved chaperones are to attend the field trip.

No student may be denied participation on a school field trip because of inability to pay. Under the law, donations for school field trips may be requested, however the cost will be waived for any student who is not able to pay.

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

### DRESS CODE

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel. The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians. Parents or guardians are responsible for ensuring student compliance with the school dress code. Students are responsible for complying with the dress code during school hours and school activities. It is important that the student comes to school dressed appropriately for all outdoor physical activities.

- Students must wear clothing that includes both a shirt with pants or skirt, or the equivalent (for example dresses, shorts, or leggings) and shoes appropriate for physical movement and physical education classes.
- No flip flops, open toe, open heel, or heeled shoes over once inch. Comfortable and flexible street shoes or tennis shoes are suggested.
- Clothing must cover the chest, back, buttocks, and torso.
- Clothing must opaquely cover private parts and any undergarments at all times (see-through clothing, mesh, or transparent materials do not meet this requirement).
- Tops or shirts must have the minimum of a strap over each shoulder that keeps the top in place to meet the above requirements.
- Clothing may not depict, advertise or advocate the use of firearms, alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.

- Students may not wear clothing and accessories that feature offensive images or language including profanity, pornography, vulgarities, or defamatory language as determined by the school principal or their administrative designee.
- Students are encouraged to wear hats and visors outdoors to provide sun protection. Hats or visors may not be worn indoors, with the exception of religious, ethnic, or culturally specific head coverings.
- Dangling earrings or elaborate jewelry are not permitted due to safety concerns during physical activity and play.

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

[BP 5132](#)

[AR 5132](#)

Shoes for Physical Education (P.E.)

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

Athletic shoes for P.E. must be:

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

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

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

In general, parents and students should use best judgment in deciding what to wear to school. Students who violate these standards will be sent to the office, where parents will be called and arrangements made for a change of clothes. If the dress code is repeatedly violated, disciplinary actions could be taken.

## PHYSICAL EDUCATION

An important part of our program includes physical education, with an emphasis on physical activities. The total amount of time required for physical education, in grades 1-5, is no less than 200 minutes each 10 schooldays, exclusive of recesses and the lunch period. Education

Code §51210(a) (7). If you have any questions regarding your child's P.E. instructional minutes, please contact your child's P.E. teacher or principal. If more information is needed, please contact Stew McGugan, Assistant Superintendent of Human Resources, at [SMcGugan@opusd.org](mailto:SMcGugan@opusd.org). A Uniform Complaint Procedures form may also be found on the District's website at [www.opusd.org](http://www.opusd.org). Education Code §51210 (b).

### BICYCLE RULES AND REGULATIONS

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

- Students may not ride skates, scooters, inline skates, or skateboards to school or use them on the campus at any time, including after school, weekends, holidays, and vacations.
- Only students in grades 3 and above may ride bicycles to school and only after turning in a signed bicycle agreement.
- All students riding a bicycle must wear a certified helmet. They must also wear it correctly and fasten it correctly. It is the parents' responsibility to ensure this. This is not only a school rule but a DMV rule as well. If a student rides a bicycle to school without a helmet, parents may be called to bring one or to collect the bicycle and the student at dismissal time.
- Bicycles must be walked once the student enters the campus and be secured in the bike racks with a lock.
- A student riding a bike may not have a passenger.
- Students are expected to ride safely at all times. Curb jumping, trick riding, or wheelies are not permitted. Use bike lanes when possible. Students must ride in the same direction as traffic and as far to the right as possible. Bicycles are required to follow all traffic rules that affect motor vehicles including all road signs and signals. Parents: please obtain a copy of the DMV handbook and go over the section on bicycles with your child before allowing them to ride to school. Bikes should always be walked across large intersections, especially on Kanan Road.
- Do not ride your bike to school on wet or rainy days.
- Riding to school is a privilege many students enjoy. Students who demonstrate a disregard for these rules and regulations may receive appropriate disciplinary consequences or loss of the privilege.

All students and parents who ride bicycles to school are encouraged to obey the California laws as followed:

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

### KIDS WITH CHARACTER

The Brookside Kids with Character program involves monthly character lessons in classrooms with the school counselor, as well as weekly Friday Assemblies to recognize bucket filling. Our school-wide goal is for students to recognize kindness and how to model it on campus and

within our community. Students learn how to be a bucket filler, not a bucket dipper, what bucket filling looks like, feels like, sounds like and how impactful it can be. Character trait lessons for each month include, but are not limited to the following areas:

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

### COMMUNITY SERVICE PLAN

At Brookside, an important aspect of a child's educational experience is community service. Our projects focus on empowering kids to be good citizens: at school, in the community and globally. Brookside students are introduced to sustainable, hopeful solutions and develop an understanding of the importance and joy of giving. All students participate in community service efforts throughout the school year. Brookside's community service projects are promoted by student council members and their advisors.

#### Global Service Learning Projects:

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

#### Student Buddy Program

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

#### Recycling and Waste Reduction

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

#### Big Sunday

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

### UNIFORM COMPLAINT PROCEDURES

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. For information on the types of complaints that can be filed please read the policy in its entirety using this link <https://bit.ly/2lwrAjs>

Contact Information

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

SUPERINTENDENT  
Dr. Jeff Davis

SCHOOL BOARD MEMBERS-(818)-735-3206  
Mr. Drew Hazelton  
Mrs. Denise Helfstein  
Mr. Derek Ross  
Mrs. Soyon Hardy  
Mrs. Tina Wang

ASST. SUPERINTENDENT BUSINESS SERVICES

Mr. Adam Rauch  
818-735-3210

ASST. SUPERINTENDENT HUMAN RESOURCES

Mr. Stew McGugan  
818-735-3226

OTHER SCHOOL SITES

Oak Hills Elementary 818-707-7972

Red Oak Elementary 818-707-7972

Oak Park Neighborhood School 818-707-7742

Medea Creek Middle School 818-707-7922

Oak Park High School 818-735-3300

Oak View High School 818-735-3217

Oak Park Independent School 818-597-4256

BROOKSIDE ELEMENTARY SCHOOL  
PARENT AND STUDENT SIGNATURE SHEET  
ACKNOWLEDGEMENT OF RECEIPT OF INFORMATION

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

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

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

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

STUDENT NAME (PRINT): \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

TEACHER NAME: \_\_\_\_\_

DATE: \_\_\_\_\_