

Oak Run
Elementary School District
A Preschool through 8th Public Family-Style Learning Environment
Family Handbook



What Defines Us: Our mission is to foster a caring and welcoming environment where every child feels safe, supported, and inspired to grow.

Our school theme is Unleash Their Dreams ~ Ignite Their Hope, reflecting our commitment to nurturing every students aspirations and well-being.

We've built a school where children can thrive, explore their passions, and enjoy being kids, all while receiving a well-rounded, high-quality education. With our focus on outdoor learning and a strong foundation of support, we believe this school year will be our best yet.



Oak Run

Elementary School

27635 Oak Run to Fern Road
Oak Run, CA 96069
Phone: 530-472-3241 Fax: 530-472-1087
www.oakrunschool.org



Dear Oak Run Families,

Welcome to a new school year! My name is **Bobbi Domingos**, and I am honored and grateful to serve as your **Coaching Principal at Oak Run Elementary School District**.

As your Coaching Principal, my role is to support excellent teaching and learning while partnering with students, staff, and families to help every child thrive.

You can expect me to be visible on campus, present in classrooms, and committed to open communication. I believe that strong relationships are built through trust, consistency, and working together in the best interest of our students.

From my very first visit, it was clear that Oak Run is a community that genuinely cares about its children. That is exactly the kind of school community I hoped to become part of. I believe the greatest strength of a small school is the opportunity to truly know every child and to build meaningful relationships with families. Those relationships create the foundation for learning, growth, and success.

At the heart of my leadership is one simple belief: every child deserves to feel known, valued, challenged, and inspired. I believe schools are most successful when families, staff, and the community work together with a shared purpose—helping every student reach their fullest potential. My commitment is to lead with integrity, compassion, and high expectations while always asking one guiding question:

"Is this what's best for kids?"

I look forward to meeting each of you, learning about your children, and partnering with you throughout the year. Together, we will continue building a school where students are encouraged to dream, discover their strengths, and grow with confidence.

Thank you for the opportunity to serve the Oak Run community. I look forward to earning your trust and working together to make this a wonderful year for every student.

Learning for All

Unleash Their Dreams • Ignite Their Hope

Warmly,

Bobbi Domingos

Coaching Principal

Oak Run Elementary School District

ADMINISTRATION

Daniel Moore
Superintendent

Shauna Kittrell
President

Kandace Baugh
Vice President

Kallie Bukowski
Clerk

Candy Maurer
Board Member

Susan Watt
Board Member

GOVERNING BOARD

OAK RUN ELEMENTARY BOARD OF TRUSTEES

Board President	Shauna Kittrell	ShaunaK@oakrunschool.org
Board Clerk	Kallie Bukowski	kbukowski@oakrunschool.org
Board Member	Candy Maurer	cmaurer@oakrunschool.org
Board Member	Kandace Baugh	kbaugh@oakrunschool.org
Board Member	Susie Watt	swatt@oakrunschool.org

OAK RUN ELEMENTARY SITE COUNCIL

Facilitator	Daniel Moore	dmoore@oakrunschool.org
Chairperson - Site Council	Bobbi Domingos	bdomingos@oakrunschool.org
Secretary -Site Council Member	Open	
Site Council Member	Open	
Site Council Member	Open	

OAK RUN ELEMENTARY STAFF

Instructional Aide	Anne Hanna	ahanna@oakrunschool.org
Instructional Aide	Pamela Corneliussen	pcorneliussen@oakrunschool.org
Teacher	Clint Rogers	crogers@oakrunschool.org
School Psychologist	Laura Angelides	langelides@junctionesd.net
Cook	Mary Zerba	mzerba@oakrunschool.org
Community Coordinator	Kim Patterson	kpatterson@oakrunschool.org
Music & Office	Becky Carr	bcarr@oakrunschool.org
Bus/Maintenance/Grounds	Frank Claudino	fclaudino@oakrunschool.org
Principal	Bobbi Domingos	bdomingos@oakrunschool.org
Superintendent	Daniel Moore	dmoore@oakrunschool.org

About Oak Run Elementary School District

Our rural school, located about 22 miles northeast of Redding, is proud to be a community school. Our students appreciate the traditions and pride of the community. We welcome you to come and visit our school where students are safe, respectful, responsible and productive. We always have room for you!



Daily Schedule

8:30 AM

8:30 AM - 10:00 AM

10:00 AM - 10:15 AM

10:15 AM - 12:00 PM

12:00 PM - 12:45 PM

12:45 PM - 3:00

3:00 PM

Start of School

Class Time

Recess (all school)

Class Time

Lunch (all school)

Class Time

End of School

Minimum Day Schedule

8:30 AM

8:30 to 10:00

10:00 to 10:15

10:15 to 12:00

12:00 to 12:45

12:45 to 1:30

1:30 PM

Start of School

Class time

Recess (all school)

Class time

Lunch (all school)

Class time

End of School

On-Site Learning:

5 full days on-site (Monday-Friday) with a minimum school day on Fridays. Minimum day dismissal is 1:30 pm.

Our Program Structure

On-Campus Learning (TK–8)

- **Class Size:** Small cohorts (10–15 students)
- **Schedule:** Monday–Thursday academic instruction, Friday enrichment & field-based learning
- **Subjects:**
 - **Core:** Reading, Writing, Math, Science, Social Studies
 - **Supplemental:** Art, Music, Outdoor Education, Agriculture/Nature Studies
- **Character Education:** Weekly themes such as responsibility, respect, patriotism, and gratitude

Homeschool Partnership (TK–8)

- **Support Includes:**
 - Curriculum guidance and coaching
 - Weekly or bi-weekly check-ins with credentialed teachers
- **Weekly co-op day (Fridays)** for electives and social learning
- **Access to campus resources, library, and assessments**
- **Customized Learning Plans:** Tailored to student pace and family values

Oak Run Educational Programs

REVISED 6/18/26

Program Overview: The Oak Elementary School Program is designed to meet the academic, social, and developmental needs of students from transitional kindergarten (TK) through 8th grade in a rural mountain setting. It emphasizes a strong foundation in core academics, character education, outdoor exploration, and parent partnerships—offering both full-time, on-campus and homeschool options.

Program Structure

On-Campus Learning (TK–8)

- 1) Class Size: Small cohorts (10–15 students)
- 2) Schedule: Monday–Thursday academic instruction, Friday enrichment & field-based learning
- 3) Subjects:
 - a) Core: Reading, Writing, Math, Science, Social Studies
 - b) Supplemental: Art, Music, Outdoor Education, Agriculture/Nature Studies
- 4) Character Education: Weekly themes such as responsibility, respect, patriotism, and gratitude

Independent Study Homeschool Partnership (TK–8)

- 1) Support Includes:
 - a) Curriculum guidance and coaching
 - b) Weekly or bi-weekly check-ins with credentialed teachers
- 2) Weekly co-op day for electives and social interaction
- 3) Access to campus resources, library, and assessments
- 4) Customized Learning Plans: Tailored to student pace and family values

Three Independent Study Programs to Choose from:

Independent Study Homeschooling

Parents serve as the instructional lead in this independent study homeschool partnership, while teachers act as coaches. The school provides all curriculum materials, one Chromebook per student, a printer/scanner per family, all necessary school supplies, and internet connectivity. If pre-approved by the district, the district can support music lessons for students, including guitar, piano, and vocal lessons. Students are encouraged to participate in after-school programs and activities at Oak Run Elementary, including field trips. Families meet with teachers on a bi-weekly basis and as needed. Parents complete daily progress forms and have access to up to 30 minutes of online teacher support each day. Students have the option to attend a weekly off-site co-op day for electives and social interaction.

Students in transitional kindergarten through grade 3 are provided opportunities for daily synchronous instruction. Students in grades 4–8 have opportunities for both daily live interaction and at least weekly synchronous instruction.

Please Note: If a student fails to participate in live interaction or synchronous instruction opportunities, the student shall not be reported absent or truant, as independent study attendance is based only on the time value of student work. **However**, students who do not participate shall be documented as nonparticipatory for purposes of tiered reengagement.

Our school is dedicated to supporting every student and partnering with parents to find the path that best fits their family's needs. Explore our programs to choose the one that's right for your child.

Independent Study Program Includes:
a) The parent acts as the instructional lead, and the teacher acts as the certificated instructional coach. b) The school provides all adopted curricula with multiple curriculum options available. c) The school provides a Chromebook per student, a printer/scanner per family, and all necessary school supplies. d) The school can also assist families with internet access. e) If pre-approved by the district, the district can support music lessons for students, including guitar, piano, and vocal along with art classes. f) PE – School can pay for various sports classes and activities. g) Students are encouraged to participate in after-school programs and activities, including field trips. h) Monthly meetings with the instructional coach, and when needed. i) Parents fill out completion forms daily and monitor the students. j) The instructional coach is available online up to 30 minutes a day to support students. k) Weekly co-op day for electives and social learning (off-site).

Absences -Education Code Section 48260 defines a "truant" as any pupil absent without valid excuse 3 full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on 3 occasions in one school year, or any combination thereof. Education Code Section 48205 provides the following absences as "excused"- illness; quarantine; medical, dental, optometric, or chiropractic appointment; funeral services of a member of the immediate family; and for justifiable personal reasons. In as much as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments outside of school hours. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations.

Most students will have times when it will be necessary to be absent from school. It is important for sick children to stay home to recuperate. **Please contact the school office to set up independent study if you anticipate an illness lasting 1 day or more.**

EXCUSED ABSENCES

Following is a list of conditions that warrant an excused absence due to illness:

1. A temperature of more than 100°F orally	7. Thick yellowish or greenish discharge from nose
2. Nausea or vomiting	8. Sore throat
3. Stomachache	9. Rash or infection of the skin
4. Diarrhea	10. Red or pink eyes
5. Persistent cough	
6. Earache	

RETURNING TO SCHOOL FROM ILLNESS

Following are guidelines for determining when it is appropriate for a student to return to School after an illness:

• Bronchitis: on antibiotics for 24 hours or more • Chicken Pox: when lesions are crusted over (approximately one week) • Colds: no presence of yellow or green mucus, which may be related to an infection (may return if there is no elevated temperature, sore throat, or severe cough) • Conjunctivitis: when discharge from eyes has stopped; for bacterial conjunctivitis, usually 24 hours after starting antibiotic eye drops; see physician regarding viral infections	• Diarrhea: free of diarrhea for 24 hours or more if caused by illness and not medication • Ear Infection: on antibiotics for 24 hours or more • Fever: fever-free for at least 24 hours (readings are generally lower in morning) • Strep Throat: after treatment with antibiotics for at least 24 hours • Vomiting: free from vomiting for 24 hours or more
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Note: Students' temperatures may be taken and recorded daily.

Transportation Schedule:

Visit our website and obtain the most current school bus route schedule for the 2026-2027 school year. The fall schedule may be different than the winter schedule.

Outside Food Items/Birthday & Holidays- Each child's birthday is shared at school with a special celebration. Celebrations are unique to each classroom, changing at each level. Usually the child can bring a treat for the celebrations. Please communicate with your child's teacher about allergies your child's classmates may have and about what types of treats are allowed. Food choices are a very personal and a sensitive topic. It can be challenging for a school to accommodate a diverse set of beliefs from the community. For children, the bottom line is that it is sad when they can't have a treat that is brought or if their treat cannot be served because of allergens or high sugar content. **Communication between the school and parents can eliminate these disappointments.** Teachers can give parents a list of ideas for treats, vegan, low or no sugar refreshments for these occasions.

Birthday Party Invitations- If a child is having a birthday party outside of school, we ask that parent to distribute invitations outside of school hours. **Not being invited to a birthday party can be devastating to a child and disruptive to the learning environment, therefore no birthday party invitations will be distributed at school unless the entire class is invited to the party.** If you are unable to obtain an address for a student in the class, you may ask the office for a list of contact information for the class. Some parents have opted out of sharing this information and we will be unable to give contact information for these students. Please honor our request and send invitations through the mail or email. You can work details out with our school office staff. They are very helpful.

Bullying —We have developed our approach to education with nothing short of World peace as its ultimate goal. We uphold this high expectation by creating classrooms and a school as a whole that reflects our belief in this possibility. To achieve a climate of peace, joy, and respect, high expectations for positive behaviors will be the norm and problematic behaviors will be dealt with firmly and consistently.

Bullying may be relational and/or physical and demonstrates an observable pattern of behaviors. Bullying will under no circumstances be tolerated by any person, adult or child, and will be dealt with decisively.

Relational bullying behavior can include:

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| <ul style="list-style-type: none">• verbal put downs• threats of exclusion• tattling• boasting and drawing disparaging comparisons• talking behind one's back with other students• Internet bullying• threats of physical violence | <ul style="list-style-type: none">• threatening non-verbal behaviors such as glaring at someone• using one's physical size to intimidate• pushing• pulling• pinching• shoving• tripping• any other such means of exerting power and/or intimidation. |
|--|---|

Cell Phones -Children may bring cell phones to school provided they are turned off and remain out of students' hands until after school has been dismissed. The school cannot be held responsible for cell phones that are lost, stolen, or broken while on school grounds. Classroom teachers have the authority to collect cell phones during the instructional day and return them at the end of the day, if needed.

Please remember to turn your ringer off when you visit your child's classroom. In the event that you forget, try not to be overly mortified when you entertain the class, it happens to the best.

Clothing -It is recommended that children wear comfortable and washable clothing that will enable them to participate freely in the many activities of the day. Children in the elementary and middle school levels should wear comfortable athletic shoes on their Physical Education class day/s, no boots or sandals. To prevent loss, jackets and sweatshirts should be labeled with the child's name. There is a Lost and Found area on a table behind the cafeteria (playground area). Parents are advised to check there routinely for their child's belongings. **Items in the Lost and Found will be sent to a charitable agency at Thanksgiving Break, Spring Break, and Summer Break.** Prior to these donations, lost and found items will be displayed for parents to peruse at arrival and dismissal times.

Communication -Your child's classroom teacher will be the source of answers for many questions that may arise throughout the school year. Be sure to determine with him or her when the best times to address questions are. Email is another way parents can communicate with school faculty. Lead teachers, office staff, and the director have email addresses: oakrunschool.org. School Announcements, parent/teacher conferences, parent nights, classroom newsletters, bulletin boards, and the events calendar on our website are some of the ways we keep parents notified of activities going on at the school. The school newsletters are distributed weekly on Fridays via email to each family and include important information.

Oak Run ESD staff is committed to providing high quality Home-style education to each child. When there are problems, our teachers immediately address the issue(s) so it can be resolved. Open communication is essential for this process. If the issue cannot be resolved through "Peace Talks", individual meetings with his/her teacher, then the student may fill out an incident report located in the front office. Classroom teachers have incident report forms as well. The Principal/Superintendent will schedule a time to meet with the student and in some cases teacher and parent (when necessary). Conflict mediation, behavior contracts, SST, 504, IEP, and other specialized meetings may be coordinated. Issues with school personnel, facilities, financial issues, and issues with other parents and family members are examples of issues that should be filed to the principal through the District's **Uniform Complaint Procedures**. If a parent has first tried to resolve an issue with a teacher and is not satisfied with the outcome, then the Principal/Superintendent is the appropriate person with which to communicate. E-Mail (dmoore@oakrunschool.org) or contact Daniel Moore by phone (530)-472-3241 to set up an appointment for a conference.

Complaints-Oak Run ESD "Uniform Complaint Procedures are posted on the web and copies are available in the school office. Incident reports are located in the office and staff room. Once filled out, please return to Daniel Moore (Superintendent/Principal @ dmoore@oakrunschool.org) or Shawn Hill (Board President @ shill@oakrunschool.org).

Complaints must:

- Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation
- Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
 - Relevant dates, such as the date of a request or a disclosure and the date the parent learned of the alleged violation;
 - Names and titles of those school officials and other third parties involved;
 - A specific description of the education record around which the alleged violation occurred;

A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the parent and the school regarding the matter;

The name and address of the school, school district, and superintendent of the district; any additional evidence that would be helpful in the consideration of the complaint. If you have any questions about your rights, please feel free to contact Superintendent Daniel Moore at dmoore@oakrunschool.org or 530-472-3241.

Conferences - Fall conferences are held each year. These conferences offer parents the opportunity to speak individually with their child's teacher, to hear about the child's progress and the teacher's goals for their child. Conferences are an opportunity for parents to give teachers additional information about their child. Please check the school calendar for the exact dates and keep this time available. Your child will be sharing his/her portfolios.

Dismissal/ Pick Up Procedures -

- Students are to be dropped off in front by the flagpole no earlier than 7:45AM, unless they have specific permission/arrangements made with office personnel. They are to walk to the cafeteria for breakfast and morning play.
- **8:30 AM** - School begins. (Please arrive a minimum of 5 minutes early).
- **1:30 PM** - Minimum Day pick-up time (Fridays).
- **3:00 PM** - Regular pick-up time (Monday – Thursday).

*Students riding the bus wait in line next to the cafeteria (both the Redding and Palo Cedro route) until the bus driver comes to escort students to the bus.

Diversity -Developing and maintaining a diverse student population is a priority for Oak Run ESD. A successful person in the twenty-first century means having an appreciation for a variety of perspectives. It means being able to shift one's concept of etiquette and assess the appropriateness of one's behavior, discourse style, non-verbal communication, and a host of other facets of social interaction.

Oak Run strives to be a welcoming environment to families from an array of cultural backgrounds. Oak Run ESD is committed to increasing cultural diversity; we are also committed to acknowledging the diversity we have already. We encourage all families to explicitly teach what your home culture is and where it comes from to support us in our mission to prepare all our kids for success in a pluralistic society.

Dress Code - Oak Run School Board Policy Number 5180

Good appearance, good attitudes and good grooming add to the effectiveness of a student in school and are very conducive to a good learning environment. Students are expected to attend school in neat, clean, appropriate clothing. The following rules are intended to define appropriate student attire and personal grooming. Parents are encouraged to enforce the dress code standards before the children leave for school in the morning. This will allow the school to fully concentrate on the educational development of every child in the district.

If students are unsuitably dressed or their appearance is disruptive or distractive in nature, students will call home and have appropriate clothing brought to them. In areas not covered by the dress code, the on-site administrator shall make judgments at his/her own discretion.

1. Students may wear dresses, skirts, shorts, culottes or pants to school. The length of dresses, skirts and culottes should be no shorter than 3" inseam.
2. Top garments should be long enough to always cover mid-sections of the body, even when arms are raised. Sleeveless shirts will be the width of two adult fingers or 1" thick and top garments are to be kept buttoned.
3. No low-cut dresses or blouses.
4. Sagging (pants worn below the waist) is prohibited.
5. Students are not to wear shoes unsuitable for playground activities. Shoes designed for shoe laces must have shoe laces and be tied. Sandals and flip-flops will be held in place with a manufactured heel strap. Shoes or boots which damage floors are prohibited.
6. Students should not wear stenciled or pictorial garments which are not in good taste for school environments (for example: clothing with off-color references, profanity, violence or referring to drugs, alcohol, tobacco, or abuse of any kind).
7. Hats or caps will not be worn during the Pledge of Allegiance.
8. Yoga pants, spandex, jeggings, leggings and all other tightly constricted pants are prohibited unless worn underneath skirts or shorts, or if the shirt covers the buttocks fully and at all times while on campus.
9. It is recognized that certain standards are not applicable to the lower grade levels. The on-site administrator is empowered to amend these standards as necessary for the differing age groups.

Early Out Procedures -When it is necessary to take your child out of school before dismissal time, please come to the front office to sign your child out. An office staff member will escort your child to meet you in the office. The sign in and out book with time and date is necessary in order to maintain accurate attendance records.

FERPA -General Guidance for Parents

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. Parochial and private schools at the elementary school levels do not generally receive such funding and, therefore, are not subject to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

Under FERPA, schools must generally afford parents:

- access to their children's education records
- an opportunity to seek to have the records amended -some control over the disclosure of information from the records. Parents may access, seek to amend, or consent to disclosures of their children's education records, unless there is a court order or other legal document specifically stating otherwise. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records.

Access to Education Records

Schools are required by FERPA to:

- provide a parent with an opportunity to inspect and review his or her child's education records within 45 days of the receipt of a request
- provide a parent with copies of education records or otherwise make the records available to the parent if the parent, for instance, lives outside of commuting distance of the school
- edit the names and other personally identifiable information about other students that may be included in the child's education records.

Schools are not required by FERPA to:

- Create or maintain education records;
- Provide parents with calendars, notices, or other information which does not generally contain information directly related to the student. Respond to questions about the student.
- Consider a request from a parent to amend inaccurate or misleading information in the child's education records;
- Offer the parent a hearing on the matter if it decides not to amend the records in accordance with the request;
- Offer the parent a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

A school is not required to consider requests for amendment under FERPA that:

- Seek to change a grade or disciplinary decision;
- Seek to change the opinions or reflections of a school official or other person reflected in an education record;
- Seek to change a determination with respect to a child's status under special education programs in school.

Family Style Lunch –“Family Style” lunch begins at 12:00 PM for all students. School lunches can be purchased through our school office or sign up on the clipboard in the cafeteria. Families that qualify can receive free or reduced lunches by filling out an application, available in the office. Your child will be required to eat at least three lunch ingredients, fully, that are served daily if ordering a school lunch.

If you choose to send lunch from home, please remember to include an ice pack for days when the weather is hot. Please do not pack candy or sweets in your child's lunch. Caffeinated beverages are allowed only with authorization from your child's physician.

Field Trips -Excursions into the world beyond the classroom are an excellent way for students to extend and apply the learning they pursue in the classroom. Whole group field trips as well as smaller group excursions based on interest are encouraged. To drive on a field trip, drivers need to fill out a “**Volunteer Driver Form**” and attach a copy of proof of insurance. These are kept on file in the office for the school year. Each year a new form must be completed, but only one form per driver is needed regardless of how many children attend Oak Run.

Fundraising -In an ideal world, public education would be well-funded and costs would be covered by our expertly handled tax dollars. Unfortunately, we have seen that this is not the case. We ask that Oak Run families participate, to the extent that they are capable, in our efforts to close the gap between the program we know is best for our kids and the program that is supported by public funds. All fundraising endeavors must be Board approved, counted by two individuals, and final profits reported to the Board.

Grievances -Differences and disagreements are a part of life and Oak Run ESD recognizes the need for healthy communication and a positive and proactive way to handle grievances that is aligned with our Mission Statement. If parent(s) have a complaint, we ask that parent(s) report their concerns directly to the school personnel concerned, and discuss these concerns in a private meeting, preferably within 24 to 48 hours. The Superintendent/Principal shall be made aware of these concerns by the parents and/or individual if they are unresolved. If, in discussion with the Superintendent/Principal, the parent wishes to file a formal grievance, proper paperwork will be provided. The paperwork will become part of the permanent records of the school and will outline the issue and include an appropriate timeline. The Superintendent/Principal will meet with those filing within five working days to review the complaint. The Superintendent/Principal will work with the parent or guardian, student, teacher, aides, or other employees whose participation is relevant in order to resolve the concern. The Superintendent/Principal will provide a written response within 10 working days of the meeting. If the parent or guardian is not satisfied with the outcome or decision by the Superintendent/Principal regarding the complaint, they have the right to file a written appeal with the Superintendent/Principal within five days of receiving the response. The Board of Directors will serve as an appeals body if a complaint is not resolved. The Board will respond within 30 days of receiving the appeal. If a parent has a complaint with the

Superintendent/Principal, a letter would be sent to the Board of Directors for the administrative remedy to be followed.

The Board prohibits retaliation against complainants. The Board of Directors will not investigate anonymous complaints unless it so desires. The steps above outline the process for filing a complaint and parents are expected to exhaust all the steps in this administrative remedy before pursuing other action.

Independent Study- Although our first choice is always to have our students attend school on days we are in session, it may become unavoidable for a family to have their child miss school. If this is the case, the next best arrangement is to plan an Independent Study which involves the student's teacher creating a work plan that can be done while the student is out. If you know you will need to have your child out of school, please see the office for an application for an independent study. The principal will review the circumstances and see if it is possible (the law is stringent on these matters and it is not always allowable). **Please give at least one weeks' notice as teachers need time to create a quality work plan. Students and the designated teacher must have weekly contact with the teacher during Independent Study, at a minimum. Students who have an IEP must have daily communications with the teacher or Academic Support Provider.**

If no application is filled two weeks prior to the start of long-term Independent Study, the application will not be approved. This can be problematic on many levels: 1.) The resulting unexcused absences may trigger truancy procedures (these are legally mandated). 2.) The student who misses school will fall behind on school work. 3.) The school will lose funding. The majority of our revenues are based on student attendance. In spite of these, it is unfair to expect a teacher to put together an independent study at the last minute. These programs can take 2-3 hours to put together, longer when the expected absence will be for several days. Here are the steps we follow for students to enroll in Oak Run ESD Independent Study Program:

Parent requests Independent Study from the school Office.

- a. Office contacts the teacher. The teacher will contact the parent to set up a phone conference and time to meet when work is complete.
- b. The parent fills out the IS packet, signs the date requested. The teacher will conduct a phone conference and/or e-mail correspondence.
- c. The office gives the IS packet (with parent and student signature) to the teacher.
- d. The parent returns the completed work packet with signatures to the office. The office gives completed work to the teacher.
- e. The teacher corrects the work, returns a copy of the corrected work, signatures, completed signature and date of teacher. The original is filed for the auditor.

Injuries - ORES staff has been trained in first aid and CPR. If your child is hurt at school, appropriate care will be given. If the injury results in a bump or mark, an injury report will be sent home to inform parents of the nature of the injury. All injuries involving bumps, bruises, bleeding must be reported. The supervisor in charge at the time must fill out an accident report. If your child needs to be picked up from school for medical attention, school staff will call all numbers on the Emergency Form until an adult can be reached. *Please keep us updated regarding changes to phone numbers and contact information.* For serious injuries, staff will call 911 and see that the injured child is transported to the emergency room for treatment.

Medications at School -School staff is able to treat injuries that occur at school with ice, soap and water, and bandages. No other medications are administered unless an "Authorization to Administer Medication" is on file. If your child needs medicine administered at school, please contact the office to receive this form which will need to be filled by a doctor. Children who need to take medication come to the office where medication is kept in a locked cabinet.

Parent Involvement-Parent involvement is vital for the success of Oak Run ESD. In addition to providing volunteer opportunities that enrich our program, with participation parents make a powerful statement to the children that school is important, and education is valued by the family. At the beginning of the school year, parents will be asked to fill out a "Parent Survey" to help identify areas of interest and expertise that may benefit the school. These will be given to the elected panel of the Oak Run ESD Parent Organization (SMPO). The Oak Run ESD provides parents with an avenue to effective participation in the school's operations. All parents at Oak Run are de facto members of the Oak Run ESD. Active membership is encouraged and achieved by attending regularly scheduled Oak Run ESD meetings. At meetings, parents can learn more about how to optimize their skills as a volunteer.

Parking - Please park in the designated parking areas. Only those with handicapped stickers use the designated parking lot. Be careful when pulling in and out of parking lots; especially when school is dismissed. There are many children walking to and from their parents car or school bus and we need to be extra cautious during dismissal and drop off times.

Pesticide Use – The school's Integrated Pest Management Plan (IPM) is updated by June 30th each year and is available on the district website www.oakrunschool.org.

Positive Behavioral Interventions and Supports (PBIS)

The goal of PBIS is to promote and teach appropriate pro-social skills and behaviors to maximize academic success for all students. PBIS is an acronym for Positive Behavior and Intervention Supports. It is a school-wide integration of:

- A systems and process approach for teaching behavior
- A continuum of behavioral supports
- Prevention focused efforts to reduce behavioral problems
- Specific instruction of academic and personal/social behavior
- Research-based practices
- Ongoing use of data to make decisions regarding needs and successes

Oak Run Elementary School District Positive Behavior Intervention System					
CODE OF CONDUCT	Classroom	Bus	Cafeteria	Restroom	Playground
ALLOW YOUR TEACHER TO GUIDE	Touch materials only after your teacher shows you proper usage. Put away materials neatly. Put hand on teacher's arm when you need help. Never interrupt.	Line up in either the Oak Run or Redding Bus Route line in front of the cafeteria. Sit in assigned seat.	Wait patiently, demonstrating grace and courtesy as your servers serve food.	Report any unflushed toilets, empty paper towels or soap dispensers.	Listen carefully to playground rules. Stand in line patiently, keeping your hands to yourself.
ALLOW EVERYONE TO LEARN	Help peers when they ask or need help. Do not interrupt peer concentration.	Encourage peers to remain seated, fasten seatbelts.	Do your assigned job and help peers follow directions.	Kindly remind peers to wash their hands when leaving the bathroom.	Take turns playing games, basketball, tetherball, swinging. Teach peers rules of the game.
CREATE A SAFE LEARNING ENVIRONMENT	Put all materials away neatly. Pick up trash, keep counters and sink area neat. Use "Peace Talks" to solve problems. See teacher for mediation if "Peace Talks" aren't changing behavior. Write incident reports if administrative help is needed.	Keep feet and hands where they belong. Throw unwanted items in wastebasket. Keep electronic devices, food and drinks in backpack.	Wipe your crumbs on tray, place food (not meat or bones) in compost tub. Put tray, cup, and utensils on table. Clean food spills off floor.	Flush toilet after use. Use two squirts of soap to wash hands. Throw paper towels in wastebasket. Report to office staff when supplies need replenishing.	Report any graffiti or broken equipment to adult on duty. Return playground equipment to ball cage area. Use equipment as it was designed. Pick up trash when needed.

Part Day/Morning TK

TK is available for kids whose fifth birthdays are between September 2nd and December 2nd of the school year. For example, if your child turns 5 on October 5th, then he or she is eligible to enroll in a TK class at your local public school.

If you are interested in enrolling your child please contact the district office at **530-472-3241**. Partial days or full days are available for TK students, based on the Parents/Guardians' preference and what is best for each individual child.

Shasta County Office of Education – Early Childhood Services

<http://www.shastacoe.org/page.cfm?p=2481>

Child Care Family Fee Rate Calculator

<http://www2.cde.ca.gov/familyfee/famfeecalculator.aspx>

Oak Run's After School Program

Making a Difference...After School – Every Day!

Oak Run's after school care provides enrichment services to our school community. All students are eligible to attend, regardless of parental economic status. For more information Oak Run Elementary School at 530-472-3241.

The program is open every day that students are in session with the occasional closure for professional development. Programs begin at the regular and minimum day dismissal and conclude at 4:30 pm.

Report Cards

Our report cards were created with input gathered from multiple sources to ultimately provide parents with a clear, informative picture of their child's performance at school. Academic skills that are evaluated are from the California Common Core State Standards. Our philosophy seeks to educate the whole child and the reports are wider in scope than simply academics, therefore report cards contain information on social and emotional growth as well. Your child's teacher is the best source of information about the report cards and can answer any questions you may have.

Safety

The safety of the children, staff, and visitors at Oak Run ESD is of vital importance. If you are interested in being a member of the Safety Committee, please see the Director. The Safety Committee will work with the Director, the Board, and the school's insurance carriers to continually improve the Safety Plan for the school.

Some ways parents can help keep Oak Run a safe place includes:

- Reviewing school rules with children
- Notifying the school of any changes in medical conditions

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Some ways parents can help keep Oak Run a safe place includes:

- Reviewing school rules with children
- Notifying the school of any changes in medical conditions
- Driving slowly and defensively near the school
- Keeping contagious children home from school
- Encouraging children to go to the adults at school when they have a conflict they need help resolving
- Pointing out malfunction in equipment or hazards on or near the school site

School Attendance Review Board (SARB)

Truancy, defined as unverified, unexcused or excessive excused absences and tardies, negatively affect students' education. Oak Run is required by law to monitor truancy and to report to authorities when there are problems. Not doing so would put the school in jeopardy, and is therefore not an acceptable solution to the problem. We truly want to work with families to find solutions when attendance or timeliness is a problem, and wish for all families to have a clear understanding of the legal process that is involved when students miss school.

1. **Four unexcused absences** will generate a mandated, legally compliant initial attendance letter detailing the school attendance policy and the legal ramifications of excessive excused absences.
2. **Five absences**, excused or unexcused, will initiate an attendance conference held with the parents/guardians and the student, if appropriate. The purpose of this meeting is to communicate the attendance policies clearly to families to ensure maximum attendance for the remainder of the year.
3. **Seven unexcused absences** will generate another attendance letter referencing truancy guidelines. The Shasta County Office of Education will be notified of the potential for a truancy referral at this time.
4. **Ten unexcused absences** will generate another attendance letter referencing truancy guidelines. At this time the student will be referred to the Shasta County Office of Education for truancy.
5. **Ten excused absences** will generate a letter requiring third-party proof for excusing any future absences. The intent is not to reprimand or persecute families with frequently or seriously ill children.

Status: ADOPTED

**Exhibit 6163.4-
E(1): Student Use
Of Technology**

Original Adopted Date: 03/19/2026 | Last Reviewed Date: 03/19/2026[see more](#)

The Oak Run Elementary School District Authority, hereinafter referred to as the "district", authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable policies, administrative regulations, and this Acceptable Use Policy and Computer Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and their parent/guardian shall sign this Acceptable Use Policy and Computer Use Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, software, cloud applications, artificial intelligence (AI) systems, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personally identifiable information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
6. Install unauthorized software.
7. "Hack" into any system to manipulate data of the district or other users.
8. Engage in or promote any practice that is unethical or violates any law or policy, administrative regulation, or district practice.
9. Bypass or disable any security software, settings, or configurations.

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, they shall abide by all applicable policies, administrative regulations, and this Acceptable Use Policy and Computer Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, they shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

Violations of the law, policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, policy, or this agreement may be reported to law enforcement agencies as appropriate.

Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Policy and Computer Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: _____ Student ID: _____
(Please print)

School: _____ Grade: _____

Signature: _____ Date: _____

Parent or Legal Guardian Acknowledgment

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of their access account if and when such access is not in the school setting.

Name: _____ Date: _____
(Please print)

Signature: _____

Oak Run Elementary Family Handbook Parent and Student Support Form



Directions: After reviewing the family handbook together, please sign, detach and return this form to your classroom teacher by: **August 28th, 2026.**

Clear expectations and school protocol is essential to build the best educational partnerships between students, parents, teachers, and school officials. We have reviewed the Oak Run Elementary Family Handbook and will support the protocols stated. If there are further clarifications needed, we will contact the classroom teacher or principal.

Parent Name

Parent Signature

Date

Student Name

Student Signature

Date