

Iron House Elementary

Parent & Student Handbook

2026 - 2027



Home of the Eagles

We are Respectful

We are Responsible

We are Safe

We are committed to providing a learning environment where all students feel safe and welcome. This handbook contains valuable information about our school. You should become familiar with this handbook. This handbook may be revised as needed.

PUBLIC NOTICE

Americans with Disabilities Act (ADA) Rights of Qualified Individuals with Disabilities

The Oakley Union Elementary School District **DOES NOT:**

- ❖ Deny the benefits of school district programs, services and/or activities to qualified individuals with a disability on the basis of a disability.
- ❖ Discriminate, on the basis of disability, access to or provision of programs, services or activities of the District, or employment or application for employment to qualified individuals with disabilities.
- ❖ Provide separate, unequal or different programs, services or activities, unless the separate or different programs are necessary to ensure that the benefits and services are equally effective.

The Oakley Elementary School District operates its programs so that, when viewed in their entirety, are readily accessible to or usable by individuals with disabilities. Students with disabilities will not be charged additional fees to participate in District programs, services and activities.

The Oakley Elementary School District operates its programs so that, when viewed in their entirety, are readily accessible to or usable by individuals with disabilities.

In accordance with Section 35.106 of the Americans with Disabilities Act, all students, parents, participants, applicants, and interested individuals are advised and noticed that the ADA Coordinator for the District is:

Superintendent
91 Mercedes Lane
Oakley, CA 94561
(925) 625-0700

Uniform Complaint Procedure

Title 5 of the California Code of Regulations requires districts to adopt and provide Uniform Complaint Procedures to assist you with questions regarding your rights regarding violations of the laws and regulations governing Consolidated Categorical Aid Programs, Adult Basic Education, Vocational Education, Child Care and Development, Special Education, Migrant Education and Child Nutrition Programs. (Cal. Code Regs. tit. 5, §§ 4622, 4652, 4671.) A copy of the procedures are available upon request to our District Office.

Statement of Accommodation

The Oakley Union Elementary School District encourages persons with disabilities to participate in its programs and activities. Individuals who require special accommodation (American Sign Language interpreter, reader, assistive listening device, note taker, taped text, Braille or large print materials, accessible seating, etc.) should contact the Superintendent's office. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact our District Office at (925) 625-0700 in advance of your participation or visit.

Least Restrictive Educational Environment and Neighborhood Schools

At each IEP meeting, the team is required to consider a continuum of options for service, beginning with the least restrictive. The team is required to consider a continuum of options for service, beginning with the least restrictive. Their job is to determine which combination of services provides the required benefits with the least restriction in environment. Federal law requires that the placement be as close to the child's home, and that the child is educated in the school he or she would attend if non-disabled, unless the IEP team determines that the child requires some other arrangements.

Nondiscrimination – Federal Law

Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 prohibit discrimination on the basis of race, color, national origin, or sex in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. Any questions or concerns concerning noncompliance can be directed to the Superintendent at 91 Mercedes Lane, Oakley, CA 94561. (34 C.F.R. §§ 100.6, 106.9.)

Nondiscrimination – State Law

Discrimination is prohibited in any program which receives state financial assistance on the basis of actual or perceived sex, gender, age, ethnic group identification (including English language skills), color, race, national origin, ancestry, religion, mental or physical disability, sexual orientation, or because a person is perceived to have one or more of the above characteristics. Complaints may be filed with the Superintendent at 91 Mercedes Lane, Oakley, CA, 94561, under the District's Uniform Complaint Procedure. (Ed. Code, §§ 200 and 220, Penal Code § 422.55, Govt Code §11135, 5 CCR 4622.)

Nondiscrimination – Disabled Persons

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against qualified persons with disabilities in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. Please contact our District 504 Program Coordinator at 91 Mercedes Lane, Oakley, CA 94561 with any questions. (34 C.F.R. § 104.8; 28 C.F.R. § 35.1)

Administration and Support Services

Principal

Mrs. Tracey Morse

Assistant Principal

Ms. Samantha Wallace

Office Manager

Mrs. Maria Gomes

Clerk

Mrs. Lola Jones

School Psychologist

Angela Swenson

Speech Therapist

Ms. Danni Stallings

Librarian

Ms. Kimberly Martin

Counselors

Yolanda Villasenor

Faviola Diaz

Wellness Coach/Counselor

Mr. Jacob Luna

District Administration

Jeff Palmquist - Superintendent

Board of Trustees

Sherry Seat

Lynell Fuller

Ann Corridon

Craig Pearson

Paul DiDonato

Iron House Staff

Transitional Kindergarten

Melissa Pierce

Cyrina Smith

Kindergarten

Valerie Escalante

Brittany Hansen

Sabrina Sanchez

First Grade

Zoudany Ros

Nichole Stanton

Tanya Stubb

Second Grade

Lynn Miller

Mary Neville

Sheri VanderKlugt

Third Grade

Angelina Castaldi

Monica Freeman

Laura Kanter

Alma Cox

Fourth Grade

Marian Bushman

Joshua Matabuena

Michael Scott

Fifth Grade

Daryl Beyler

Stephanie Bryant

Zelma Urzua

LCM/Resource

Jennifer Donovan

Jodi Fee

SAI Class

Margaret Smethers

TBD

Iron House Elementary - 2026/2027

Bell Schedule

Daily Schedule

7:05 Students may arrive on campus. Breakfast begins.

8:00 Warning bell. Students walk to classrooms.

8:05 Instruction begins.

(Late students MUST sign in at office for Tardy Pass)

Recess

9:30-9:45 TK Recess

9:45-10:00 Kindergarten Recess

10:20-10:35 1st- 3rd Grade Recess

10:40-10:55 4th & 5th Grade Recess

Wednesday (optional lunch)

10:20-10:35 1st- 3rd Grade

10:40-10:55 4th & 5th Grade

Lunch

10:45-11:15 TK Lunch

11:15-11:50 Kindergarten & 1st Lunch

11:55-12:30 2nd & 3rd Grade Lunch

12:35-1:10 4th & 5th Grade Lunch

11:45 TK Dismissal

1:05 Kindergarten Dismissal

2:05 1st-3rd Grade Dismissal

2:35 4th & 5th Grade Dismissal

Minimum Day Schedule and Early Release Schedule

Every Wednesday is an early release day for students in grades K-5. Minimum days on other designated days will follow this same schedule.

12:05 Early Release Wednesdays for Kindergarten

12:10 Early Release Wednesdays for 1st-3rd

12:30 Early Release Wednesdays for 4th & 5th

BEHAVIOR EXPECTATIONS

At Iron House we have implemented a school wide intervention called PBIS. PBIS (Positive Behavioral Interventions and Supports) is a school-wide framework that proactively teaches students positive behavior. These behavior expectations are defined by the school then communicated and taught. So, when your child displays the behavior that is expected, they are recognized for it. The points earned through that recognition may be used to purchase items from the school's PBIS store, school-wide PBIS rewards, raffles and events.

Our staff has developed the following common expectations.

The Eagle Way

Expectations	Classroom	Walkways	Restroom	Cafeteria	Technology	Playground	Safety Drills
Be Respectful	Respect others opinions, space, time and property. <i>Use whole body listening.</i> Use appropriate language and voice level.	Keep hands and objects to yourself. Follow directions from staff. <i>Use whisper voices.</i> Respect personal space.	Clean up after yourself. Respect others' privacy. Use facilities quickly, quietly and properly. Respect bathroom property.	Respect personal space and property. Follow directions from lunch supervisors. Use respectful language including "please" and "thank you."	Take care of your Chromebook and headphones. Use technology for educational purposes only. Think before you type.	Show good sportsmanship. Listen to supervisors instructions. Be actively engaged.	Listen to staff members for directions and follow them. Voices should be off.
Be Responsible	<i>Always do your best.</i> Treat others and their materials as you want to be treated. Ask for help when you need it.	Stay in assigned areas. <i>Go directly to your destination using a direct route</i>	Return to class promptly. Report concerns to staff immediately.	Clean up after yourself. Have a pass if eating elsewhere. Stay seated. Use an inside voice level.	Report any issues immediately to a staff member. Access only school appropriate sites. Only work on assigned tasks.	Stay in the designated area. Keep hands, feet, and objects to yourself. Eat snack in the snack area Use positive language.	Quickly and safely exit the room. Stay with your teacher in the designated area. Keep hands, feet, and objects to yourself.
Be Safe	Be aware of your surroundings and have self-control. <i>Communication devices off and put away in your backpack.</i>	Carry all belongings properly. Use manners and watch where you are going. <i>Use walking feet.</i>	Keep privacy, one person per stall. Wash your hands.	Keep hands and feet to yourself. <i>Use walking feet.</i> Notify staff of spills, or if you need help.	Use safe internet practices with devices. Keep your password to yourself.	Report any incidents to a staff member. Make safe choices Use equipment for its intended purpose.	Stay calm. Single file line to emergency location.

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Positive Behavior Interventions

Students will be recognized for displaying behaviors consistent with the Eagle Way. Some of the recognitions include:

- Eagle Way Tickets
- Be Kind Awards
- Awards assemblies
- Coloring contest
- Classroom incentive activities
- Positive post cards
- Golden Spatula award
- School wide celebrations.

CONDUCT

The Oakley Union Elementary School District has established rules to maintain an atmosphere that is beneficial to learning. We have a school-wide system in place to support all our students in following our rules. Students who choose not to follow our rules will receive appropriate consequences. The following are violations of the California Education Code, Sections 48900 and 48915. The school has jurisdiction over offenses under Section 48900(a) through 48900.7 that occur on school grounds, while going to or coming home from school, during school activities, going to and coming home from school activities.

Education Code

Suspension and Expulsion

EC 48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

- (c) (1) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (2) Pupils who voluntarily disclose their use of a controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports shall not be suspended solely for that disclosure.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) (1) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (2) Pupils who voluntarily disclose their use of a tobacco product in order to seek help through services or supports shall not be suspended solely for that disclosure.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (3) Except as provided in Section 48910, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.

(4) Except as provided in Section 48910, commencing July 1, 2024, a pupil enrolled in any of grades 9 to 12, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.

(5) (A) A certificated or classified employee may refer a pupil to school administrators for appropriate and timely in-school interventions or supports from the list of other means of correction specified in subdivision (b) of Section 48900.5 for any of the acts enumerated in paragraph (1).

(B) A school administrator shall, within five business days, document the actions taken pursuant to subparagraph (A) and place that documentation in the pupil's record to be available for access, to the extent permissible under state and federal law, pursuant to Section 49069.7. The school administrator shall, by the end of the fifth business day, also inform the referring certificated or classified employee, verbally or in writing, what actions were taken and, if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more

acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the

victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) (1) A suspension or expulsion shall not be imposed against a pupil based solely on the fact that they are truant, tardy, or otherwise absent from school activities.

(2) It is the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

(Amended by Stats. 2024, Ch. 840, Sec. 1. (AB 2711) Effective January 1, 2025.)

The above-mentioned behavior (Suspension and Expulsion Reasons) can form the basis of a suspension and/or expulsion so long as the misconduct is related to school activity or school attendance. This means pupils may be disciplined for conduct including but not limited to that on school grounds at any time, while going to or coming from school, during lunch whether on or off campus, and during, or while going to or coming from school-sponsored activities.

During the suspension, supervision of the pupil is the responsibility of the parent/guardian. During the period of his/her suspension, the student MAY NOT be on or about any Oakley Union Elementary School District campus.

Consequences for Behavior

Students who choose to break classroom or school rules may face one or more of the following consequences:

- Apology
- Behavior Contract
- Buddy Room
- Campus Beautification/ Community service
- Classroom Consequence
- No Activities List/ loss of activity

- Parent call/meeting
- Recommendation to the School Board for expulsion
- Referral to the office
- Restorative Justice practices
- Student conference
- Suspension (In-School, Out-of-School*, Reverse) *Includes placement on No Activities List

Academic Information

Parent Conferences

Parent conferences are scheduled in September, the week before Fall Break. Teachers share the students' report card that includes rubric scores for the California Common Core Standards (CCCS). Other important diagnostic information will also be shared, such as running record levels and writing prompt assessments. This is a very important time to meet with your child's teacher regarding their progress.

Progress Reports

Progress reports are sent out in the middle of each trimester for grades K-5. See calendar and monthly newsletters for dates of issue. Note: TK/Kinder does not have a progress report the 1st trimester.

Report Cards

Report cards are issued three times a year, at the end of each trimester. The purpose of the report card is to inform students and parents of the degree and level of work being done in each content area. For this reason, it is important that you notice the Key or "Explanation of Marks," on the report card. Parents who have questions or concerns regarding their child's progress should contact the teacher. Parent-Teacher conferences can be arranged when necessary. See the monthly newsletters or Teacher-webs for dates of issue.

Homework

Each individual teacher will inform parents and students of his/her policy regarding the establishment of homework programs. It is very important that students learn to study independently at home and practice skills which are being taught and/or reinforced in the classroom. Further in-depth homework expectations for each classroom will be addressed by classroom teachers.

Obtaining Schoolwork During Absences

If your child is absent and you would like to request schoolwork, please contact your child's teacher directly. To allow teachers adequate time to gather materials, requests should be made at least 24 hours in advance. The teacher will notify you when the work is ready for pickup.

Addressing Questions & Concerns

Anytime you have a question or concern, it is best to make the teacher your first point of contact. To communicate questions or concerns, please use the following steps. Remember that we are all members of the same team; parents, students, and teachers.

1. When possible, the student should speak with the teacher to express their question or concern. Our teachers are always willing to help students. Parents or guardians may email teachers through Powerschool (or the district email: first initial of first name +last name@ouesd.k12.ca.us) or call the teacher at school: (925) 625-6825. Please allow two work days for the teacher to respond. If you receive no response, please call the main office and ask to leave a written message for the teacher.
2. If the issue is unresolved, make an appointment to meet in person with the teacher.
3. If the issue is still unresolved after speaking and working with the teacher, call the office to set up an appointment with the Vice Principal or Principal.

Independent Study

If your child will be absent from school for at least 5 school days, for reasons other than illness, you can request an Independent Study. Independent Study must be a minimum of 5 school days and a maximum of 10 school days. This will provide a continuing educational program for your child and avoid a loss of funding for the school district. Independent Study requests and contracts may be picked up from the school office and must be submitted back to the office at least **2 WEEKS** before the student is absent. The contracted work is due the day the student returns to school. The student will be given credit for school attendance for the dates stated in the contract, if work is completed. If the Independent Study contracted work is not complete in its entirety, further requests for Independent Study may be denied. We urge you to minimize unnecessary absences by planning vacations during district scheduled days off of school as per the calendar, such as school holidays and breaks.

State Testing

In grades 3-5 , California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance (CAASPP), English Language Proficiency Assessments for California (ELPAC), and

Physical Fitness Test assessments. Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all parts of the CAASPP assessments. There is no exemption for the ELPAC or Physical Fitness Test. Written requests need to be received by the Assistant Principal 48 hours prior to the start of testing to ensure that the request is documented in the Test Operations Management System.



General Policies and Information

Arrival and Dismissal Procedures

The safety of our students is our highest priority. To help ensure a safe, efficient, and orderly arrival and dismissal process, please review and follow the procedures below.

General Drop-Off and Pick-Up Information

Families may either:

- Park in the school parking lot or on surrounding neighborhood streets and walk their child to the designated gate or cafeteria entrance.
- Remain in their vehicle and use the drive-through drop-off and pick-up loop.

As a closed campus, parents and guardians may walk students to the cafeteria door or gate entrance but may not enter the cafeteria or student gates during arrival or dismissal. To help maintain a smooth flow of traffic, please do not gather at entrances or block walkways.

Students arriving before 8:00 a.m. must enter through the cafeteria door outside the gates. Staff will supervise students in the cafeteria until the 8:00 a.m. bell, when students will be released to walk to their classrooms.

TK and Kindergarten

TK and Kindergarten students may be dropped off through the vehicle drop-off loop or walked to the TK/Kindergarten gate. If you choose to walk your child to the gate, please park in a designated parking space and walk over. Parking is never permitted in the drop-off or pick-up lane.

Grades 1-5

Students in grades 1-5 may be dropped off through the vehicle loop in front of the school. Students will enter and exit campus through the main front gate located between the office and library.

At dismissal, teachers will escort students to designated waiting areas in front of the school. Students in grades 1-3 will wait at grade-level cones. Students should raise their hand when they see their parent, guardian, or daycare provider, and staff will release them accordingly.

Drive-Through Drop-Off and Pick-Up Procedures

To keep traffic moving safely and efficiently:

- Enter the campus from Frank Hengel Drive.
- Display your visor card prominently during pick-up. When visible, staff will have your child ready at the designated cone.
- Drive slowly and carefully throughout the parking lot (5 mph or less).
- Follow staff directions and pull forward to the numbered location assigned to you.
- Only the first four vehicles in line will be loaded at one time. Please pull forward as directed.
- The drop-off and pick-up lane is a moving loop. Vehicles may not stop and wait in line.
- Adults must remain in their vehicles at all times while in the loop.
- If your child needs assistance with buckling, unbuckling, or exiting the vehicle, please park in a designated parking space and walk over to assist.
- Please practice independent exiting and entering procedures with your child whenever possible.
- Do not arrive more than 10 minutes before your child's arrival or dismissal time. If you arrive too early, you may be asked to circle around and return later to prevent congestion.

Parking Lot and Traffic Safety

For the safety of all students, families, and staff:

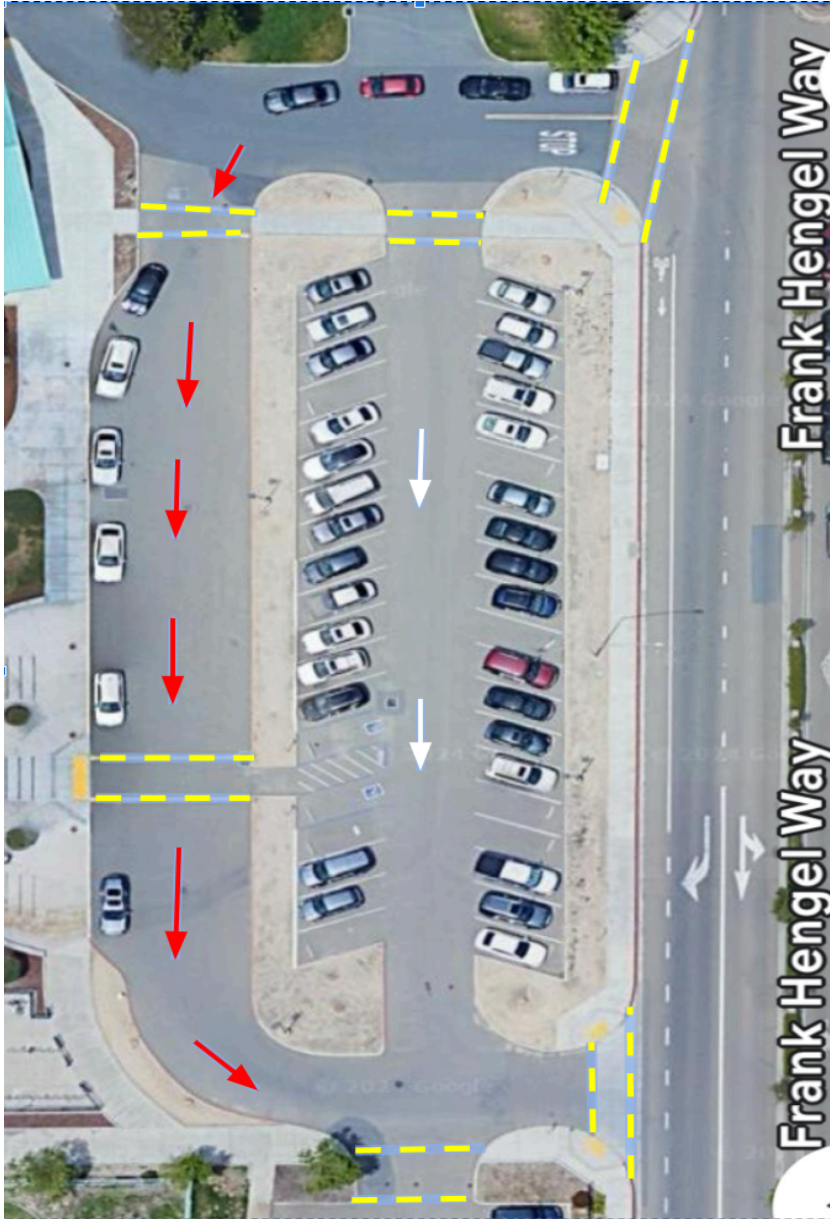
- Yield to all pedestrians.
- Never block pedestrian crosswalks or walkways.
- Use crosswalks when walking to and from the parking lot.
- Do not park in red zones.
- Do not double park.
- The left lane is for through traffic only. Do not pick up or drop off students from this lane.
- Do not park in handicapped spaces unless you have a valid and visible placard or license plate.
- Do not park in reserved parking spaces.
- Do not park behind vehicles, including staff vehicles.
- Do not use the Delta Vista drop-off lane to bypass Iron House traffic or cut into the drop-off/pick-up line.
- Do not leave your vehicle unattended unless it is parked in a designated parking space.
- California law prohibits the use of hand-held cell phones while driving.

Pedestrian Expectations

Please use designated sidewalks, pathways, and crosswalks at all times. Students are expected to stay on walkways and avoid walking through landscaped areas, grass, or tan bark. We ask families to model these same expectations.

For safety reasons, please do not call or wave for your child to cross through traffic or walk through the parking lot independently. The arrival and dismissal areas can become very busy, and we want to ensure that all students are released safely.

For the safety and comfort of all students, please leave pets at home during arrival and dismissal times.



Reminders:

*The red arrows indicate that the drop off and pick up is a **moving loop**

*The white arrows indicate a one way parking lot. DO NOT double park at any time.

Bus Transportation

Busing is available through Liberty Transportation. Please contact Liberty Transportation at 925-634-2700 with any questions regarding fees and schedules.

School Early Release

If you pick up your child before the end of the school day, you must come into the office and sign the student out. In an effort to minimize disruptions to our classrooms during the day, we will NOT call for the student until you arrive. Please make sure to have a PHOTO ID to show. Students will only be released to parent/guardian unless parent has notified the office otherwise on EACH occasion; this includes persons listed as emergency contacts. This is to safeguard our students. Please do not call the office or message your child's teacher and ask

for your student to be sent to the office before you arrive. No student shall be removed from school at any time before proper sign-out procedures have been followed. Your cooperation with these procedures adds to your child's safety.

Students being signed out at recess or lunch will not be able to get belongings from the classroom so please plan accordingly.

Item Drop Off & Messages for Students

To help maintain a focused learning environment, we ask that students arrive at school prepared for the day with their snack, lunch, and a clear understanding of how they will be getting home after school.

We strive to minimize classroom interruptions during instructional time. If you do need to bring an item to school after the day has begun, please stop by the office and complete an Item Drop-Off Slip. Because classroom schedules vary throughout the afternoon, it can be difficult to reach students and teachers during the school day.

We also encourage families to discuss after-school plans with their child before school each morning. If you need to send a message to your child during the day, please email the teacher directly. Please note that messages sent after lunchtime may not be seen before dismissal. For urgent changes or important messages that need to be communicated after lunch, please contact the school office, and we will do our best to assist.

Thank you for helping us protect instructional time and support a smooth school day for all students.

Late Pick-Ups

Your cooperation is extremely important. If you are not available for pick-up at dismissal time, you will need to provide after-school day care for your child. We have on-site before and after school child care available in our Extended Day Care Learning Center. For registration/fee schedule please check online at <https://www.quesd.k12.ca.us/EDLC>.

Occasionally, you may run late, once students are brought into the office an adult must sign your child out on the late pick up sign out. Students are not allowed to wait unsupervised. This helps us to keep track of student safety. If late pick ups become an ongoing issue, you may be contacted by the Principal or District Office.

Attendance

Regular attendance is essential to a student's success in school. Most academic subjects are taught in sequence, requiring the understanding of each concept in the order of its

presentation. Persistent absenteeism creates a genuine hardship for the students and is regarded as a very serious problem. Absences become chronic when a student misses 10% or more of the school year. Please have your student arrive on time and ready to learn each day.

Parents who keep their children at home on a school day should call the school office before 9:00 am at (925) 625-6825. If calling after hours, you may leave a message on the recorder. If you are unable to call the school, you may send a note with your student upon his/her return to school. Please include the student's full name, the dates of absence and the reason for the absence. Please make sure to sign the note. If your child is absent due to illness and has seen a doctor, please turn in a doctor's note regarding absence. If your child will be out due to special plans, please see the section below marked Independent Study.

Student Tardiness

Students are expected to be in their classroom seats at 8:05 AM. Attendance is taken at 8:05 AM. All tardies are recorded. The first bell rings at 8:00 am for all students to walk to class. Tardiness is very disruptive to the learning process. It is essential that children arrive at school on time and ready to learn. Excessive tardiness will be dealt with through the office. Any students arriving to school late will need to sign in at the office and pick up a tardy pass before going to class.

School Volunteers

Iron House Elementary School considers its parent volunteers as an invaluable resource. Parents are encouraged, based on school/teacher request, to help in all classrooms, programs and extracurricular activities. All volunteers must complete a Volunteer Application through the district office. All volunteers must have a pre-scheduled time with the classroom teacher. Please contact your child's teacher directly to schedule your volunteering times. Parents wanting to visit and observe classrooms must contact the teacher or school office 24 hours prior to make arrangements.

Volunteer guidelines and the steps to be cleared as a classroom volunteer can be found on the district website at: <https://www.oesd.k12.ca.us/page/school-and-classroom-volunteers>

All Visitors

To help ensure the safety and security of all students and staff, our school operates as a closed campus. All visitors and volunteers, including parents and family members, are required to sign in at the office upon arrival and sign out before leaving campus.

After signing in, visitors and volunteers will be provided with a visitor pass, which should be worn and visible at all times while on campus. This helps staff quickly identify authorized

visitors and maintain a safe learning environment. For safety and liability reasons, we ask that younger siblings not accompany volunteers while they are on campus.

Change of Address or Contact Information

Keeping your child's contact information up to date is essential for both emergency situations and school communications. To ensure we can reach you when needed, please make sure the school always has your current address, phone numbers, and emergency contact information on file. Any change of address should be reported to the school office within 10 days. Parents and guardians may update phone numbers and emergency contacts at any time through the Parent Portal.

Please remember to keep all emergency contacts, daycare information, and authorized pickup contacts current throughout the school year. Accurate information helps us ensure your child's safety and allows us to communicate important information with families in a timely manner.

Lost and Found

All clothing and lunch boxes found on the campus are placed in the Lost and Found rack. Please label all of your child's belongings. Lost and found items not picked up are donated periodically throughout the school year to charity organizations.



DRESS CODE POLICY

Iron House Elementary School promotes a purposeful learning environment. Students are expected to come to school dressed in appropriate attire that does not disrupt the educational environment, is safe and is not a violation of California Education Code. Our Dress Code also applies to all school-related activities and events. Students should wear comfortable shoes to participate in physical education activities. Students wearing inappropriate clothing will be provided with options to rectify the issue. Please refer to relevant Board Policy for more details. The Iron House Elementary School Administration reserves the right to determine the appropriateness of student attire.

Legal Reference:

Education Code:

35183 School dress codes; uniforms

32281 School safety plans

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel;

Code of Regulations, Title 5 - 302 Pupils to be neat and clean on entering school

Birthday Celebration Policy

The safety of our children is of utmost importance. We have many students with a wide range of severe, life threatening allergies to various nuts, milk products, wheat, soy, berries and much more. For this reason, and in coordination with our district wellness policy, all food items must meet the California Healthy Snack Guidelines. We encourage take home bags, with non food items, for individual celebrations. Please contact your classroom teacher for their birthday policy.

INAPPROPRIATE ITEMS

Inappropriate items include anything that disrupts the educational environment, are unsafe or are a violation of California Ed. Code. Note that all inappropriate items may be confiscated. All items must be picked up on or before the last day of the school year. Items not picked up by the end of the school year will be donated to a charity chosen by the Oakley Union Elementary School District and Iron House Elementary School. Iron House Elementary School will not be liable for the loss or theft of any items. Iron House Elementary School Administration reserves the right to determine the appropriateness of all items.

Balloons

Balloons are not allowed in classrooms, MPR or other buildings on campus. They set off our sensors. Please refrain from bringing them on campus.

Mobile Communication Devices (OUESD AR 5131.8)

Oakley Union Elementary School District prohibits the use of electronic devices on campus during school hours, including in-between periods, lunch, and any other instructional and non-instructional time. Exceptions to this prohibition include (Education Code 48901.5, 48901.7):

1. In the case of an emergency, or in response to a perceived threat of danger.
2. When a teacher or administrator grants permission to the student to possess or use an electronic device, subject to any reasonable limitation imposed by that teacher or administrator.
3. When a licensed physician or surgeon determines that the possession or use of an electronic device is necessary for the student's health and well-being.
4. When the possession or use of an electronic device is required by the student's individualized education program.

Electronic devices include, but are not limited to: cell phones, smart watches, cameras,

iPods/MP3 players, personal laptops/tablets, portable speakers, handheld electronic games, headphones/earbuds, etc. If personal electronic devices are brought to school, they are expected to be turned off and kept in the students' backpack. Students and their parents/guardians take full responsibility for any and all electronic signaling devices (including cell phones) which the student may bring to school. In no event or circumstance will the district or its staff be held responsible or liable for the loss, theft, or damage to any such device. This includes the loss, theft, or damage of confiscated cell phones and similar. Should a student violate this policy, the specific consequences are detailed in AR 5131.8.

Consequences:

1st offense: Electronic devices will be confiscated but returned at the end of the school day. A student conference will be held, and parent contact will be initiated.

2nd offense: Electronic device will be confiscated and held until a parent/guardian comes to retrieve it. Parent/Student conference will occur prior to returning the device.

3rd or more offenses: Electronic devices will be confiscated until a parent/guardian comes to retrieve it. Students will turn in devices for 3 days to their campus administration office from beginning to end of school day. A parent conference with an administrator will be held.

The District reserves the right to take away electronic devices at any time for inappropriate use.

Recording in the Classroom

Picture, audio or videotaping in the classroom may only be done with teacher consent. Students or any visiting adult who records in a classroom without the teacher's permission violates Education Code section 51512. That section states: "The legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an education purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person other than a pupil, who willfully violates this section shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action."

Social Media / Posting Pictures

When you are taking photos of your student at school events (example Harvest Carnival, Halloween parade, Field Day, Family Day, etc.) please be mindful and do not post pictures of other students on social media. Please respect their privacy.



Cell Phone Policy

The Oakley Union Elementary School District reserves the right to search any cell phone brought to the school and used during the school day in violation of District Policy 5131, "Possession/Use of Cellular Phone and other Mobile Communication Devices". Inappropriate verbal text messages, pictures, or other material found on the phone may be grounds for disciplinary action. "Inappropriate verbal or text messages, pictures, or other materials" includes but is not limited to harassing statements or any communication that creates a hostile environment based on race, sex, sexual orientation, gender identity, national origin, religion, disability, discriminatory statements; sexual statements or pictures, and messages to organize activities that may cause harm to any student, involve drugs, and/or alcohol, or that spreads false information about any other student or employee of the school district."



Cafeteria Information

Children need a healthy snack and lunch beginning the first day of school. Breakfast and cafeteria lunches are available free to all students. Please pack a healthy snack for your child to enjoy during recess time. Please do not pack candy for a snack. Nut free tables are available in the cafeteria and near the playground.

Breakfast

Breakfast is served beginning at 7:05 am daily in the cafeteria.

Lunch Boxes and Nutrition:

Please label your child's lunch box with first and last name, teacher's name, and grade. It is important that children begin each day with a good, well-balanced breakfast before coming to school. Students enjoy and benefit from a nutritious snack during their morning recess. Please make sure students have all items before they are dropped off at school. We want to limit unnecessary interruptions to the classrooms during educational time.

Lunch Monitors:

Monitors lead their line to lunch, pushing the lunch cart. The lunch cart is placed at the end of the assigned table. After lunch is finished, monitors will use a dustpan and broom to clean under

the table and a kid-safe wipe to wipe off the table and benches. Monitors will be dismissed when work is finished. The final responsibility will be to return the class lunch cart to the classroom. Classroom teacher will choose lunch monitors.

Additional School Programs

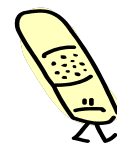
Library

The library is open on a regular scheduled basis and is supervised by the librarian. Specific library classes are held for students to provide instruction as well as for the enjoyment of the materials and books. Library hours are available for students to read, check out books, return books and do reference work or work on special projects. Books may be checked out for a period of one week. There is no fine for overdue books, but lost or damaged books must be paid for. The library collection is constantly updated and expanded. Books are chosen for the Accelerated Reader Program, educational and/or recreational value.

Educational Field Trips

Educational field trips may be taken during the school day. Parents will be notified prior to the trip regarding where the students will be going, the times of departure and return and the purpose of the trip. Field trips enhance the learning and understanding of the classroom curriculum. Parents are encouraged to chaperone and attend field trips. Chaperones must be a cleared volunteer from the District Office. The students are expected to ride the bus on field trips. Donations for field trips are based on all children sharing the cost of the bus and any admission costs. Siblings of students are not permitted to attend field trips.

Health Policies



Illness or Injury at School

If a student is ill or injured, the student will be sent to the office with a pass. First aid will be administered as necessary. It is important that the office has up-to-date contact numbers for parents/guardians. If parents cannot be contacted, the next person listed on the emergency card will be contacted in the order listed.

During school hours if your child feels ill or is injured, the office personnel will determine if your child needs to be taken home by checking the following signs or symptoms: Temperature of 100.4°F or above

- Difficult or rapid breathing (with no relief from medications provided by parent)
- Severe coughing

- Eyes that are red, swollen and draining
- Vomiting / diarrhea / nausea
- Severe pain

If any of these conditions exist, the office staff will notify the parents. Parents are responsible to pick up your child or arrange for a designated person to pick up the child promptly. The adult picking up the child must sign out the student in the school office.

When to Keep Your Child Home From School

It is sometimes difficult to decide when and how long to keep an ill child home from school. A good rule of thumb is that if your child is suffering from any illness that prevents them from feeling well enough to participate in the usual activities and routines, they should not be sent to school.

For health and safety purposes, students should not be sent to school if they are showing signs of illness, such as fever, vomiting, diarrhea, nausea, coughing, sore throat, red or draining eyes, or untreated infected skin patches / rashes / bumps. Students with a fever of 100.4°F (38°C) or higher are to be kept home until they are fever free for at least 24 hours, without benefit from a fever reducing medication.

For a student to return to school:

- Fever free for 24 hours, without benefit from a fever-reducing medication.
- No vomiting or diarrhea for at least 24 hrs.
- Significant symptom improvement.

If your child has a long-term medical condition (such as asthma, severe allergies or anaphylaxis, diabetes, seizures, etc.) please make sure it is noted on the Emergency Information Card and Health Survey Form. In addition, please check with the office to obtain other forms that may need to be filled out.



Medication

The California Education Code has specific guidelines for all public schools regarding the administration of medications for both prescription and over the counter medications. The law requires parents or guardians of any students who are on prescription and/or over-the-counter

medication to complete a school form describing the medication. In addition, the student's physician must provide the following information: name of medication, amount, method, and time schedule. (Education Code 49423)

A physician's statement must be completed each school year for students receiving either **prescription** and/or **over-the-counter medications** during school and all school sponsored events / activities. **This form must be updated annually.** Additionally, this form must be resubmitted as needed to reflect any medication/ dosage changes.

All prescription and over-the-counter medications must be delivered to school in its original labeled container. Medications not delivered in its original container will not be accepted by the school. It is also the responsibility of the parents to check expiration dates on all medications. All medications must be delivered to the school by an adult.

Vision/Hearing Screening

A licensed nurse provides vision and hearing screening each year. Students in grades K, 2 and 5 will receive vision and hearing screenings. For male students, color vision shall be tested one time, after the student reaches grade one. A classroom teacher may refer any student from any other grade for either or both screenings as deemed necessary.

Head Lice

Invariably during the year, some children get lice. If live lice are detected on your child at school, you will be contacted right away and asked to take your child home. A summary of effective treatment is given to parents.

Once treatment has been completed, the student shall be allowed to return to school the next day and shall be checked by school staff to ensure that the student is free of lice before returning to class. According to Board Policy, once he/she is determined to be free of lice, the student shall be rechecked weekly for up to 6 weeks.

Oakley Union Elementary School District Wellness Policy - Revised 1/2026

The purpose of this policy is to develop healthy learners through a school environment that promotes and protects students' health, well-being and ability to learn by supporting healthy eating and physical activity.

The board-approved District Wellness Policy can be found at the following link:

<https://www.oesd.k12.ca.us/page/nutrition-services>

(click the button in the bottom right-hand corner that says "District Wellness Policy")

Emergency Procedures

Please know, all Staff are trained each year on Emergency Procedures at the site level. Our District reviews the Emergency and Disaster Procedures each year. We work closely with Local Law Enforcement.

Disaster Preparation

Fire, earthquake, suspicious person and shelter-in-place drills are conducted regularly. Detailed escape plans are posted inside the door of each classroom. Staff is trained yearly in disaster protocols. Each classroom has disaster totes and backpacks that are used in the event of a disaster.

In the event of an earthquake in the school building:

- The teacher initiates action by directing students under their desks facing away from windows. This will minimize injury from broken glass, falling light fixtures, and ceiling debris.
- After the initial shock, the teacher will guide the students out of the building in the same manner as a fire drill.
- The teacher will discuss with the students alternative exits out of the classroom should the door be jammed closed and what to do should the teacher be seriously injured or otherwise incapacitated. All exits are kept unobstructed.
- When students are outside, the teacher will direct them away from the buildings, trees and poles, looking carefully for fallen wires. The safest place is in the open. Students should stay there until directed by school officials where to proceed next.
- Never re-enter a building until it has been declared safe.
- The teacher will take roll and know where all her/his students are. They will be kept together.
- Under ordinary circumstances, students will be kept at school.
- Parents should NOT phone the school for information, as the lines will be needed for emergency use by the school. Please be sure all emergency information is kept current in the office on your child's emergency card.

On the Playground

- Students are to immediately drop flat on the ground.
- As soon as possible after the initial shock, they are to move away from buildings, trees and poles. Do not run and be sure to watch for fallen wires.
- Students are not to re-enter buildings.
- Stay together as a class with your teacher. Do not leave school! Students are to group by class at designated fire drill areas. All teachers will take roll to account for students.

Fire/Drill

- The fire alarm will sound.
- Classes will go to the assigned location in an orderly fashion as directed by the teacher.
- Students are to remain quiet and calm while the teacher takes roll.
- When the alarm stops, a bell will ring to signal teachers that all is clear.
- Teachers will direct students back to class.
- Monthly drills are conducted.

Dangerous Person or Situation on Campus/Drill

- A long continuous bell will be sounded. Over the intercom, we will announce "Lockdown or Lock Out" depending upon the situation.
- Anyone on the playground must return to the classroom immediately.
- Anyone in the room must stay there. Do not leave for any reason.
- Stay calm. Teachers will take roll and give directions.
- The teacher will turn off the lights and close all blinds.
- Students will be directed to stay away from windows and will be moved to a corner of the room.
- "All Clear" will come over the intercom when it is safe to return to daily routines.

Shelter-in-Place/Drill (Chemical, Spill, Smoke, etc.) Shelter, Shut and Listen

- A long, continuous bell will sound and you will hear "CODE RED" over the intercom.
- Go inside the classroom or nearest building.
- Close doors and windows.
- Turn off fans, heating or air-conditioning.
- Stay calm. Teachers will take roll and give directions.
- "ALL CLEAR" will come over the intercom when it is safe to return to daily routines.

Parents should NOT call the school for information. as the lines will be needed for emergency use by the school. Please be sure all emergency information is kept current in the office on your child's emergency card.

Uniform Complaint Procedure

Title 5 of the California Code of Regulations requires districts to adopt and provide Uniform Complaint Procedures to assist you with questions regarding your rights regarding violations of the laws and regulations governing Consolidated Categorical Aid Programs, Adult Basic Education, Vocational Education, Child Care Development, Special Education, Migrant Education and Child Nutrition Programs. (Cal Code Regs tit 5 4622, 4652, 4671). A copy of the procedures is available upon request from the District Office.

Statement of Accommodation

The Oakley Union Elementary School District encourages persons with disabilities to participate in its programs and activities. Individuals who require special accommodation (American Sign Language interpreter, reader, assistive listening device, note taker, taped text, Braille or large print materials, accessible seating, etc.) should contact the Superintendent's office. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Heather Partida at 925-625-5050 in advance of your participation or visit.



Please review this handbook with your child, as it is important information for both you and your child. We appreciate your cooperation and support. If you have additional questions, please feel free to call our school office at (925) 625-6825. Iron House Elementary values the partnership between home and school. Thank you for being a part of our school community!

Updated: 6/9/2026