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**OAK PARK & DISTRICT POLICIES**

**Secure Campus:** No adults will be allowed on campus before the start of the school day or during arrival. Gates open at 7:10 to allow students on campus. At 7:40AM all gates will be closed and remain locked during the school day. All visitors must come to the front office with current and proper ID.

**Identification:** All visitors must have a photo ID to enter the campus. A Driver’s License, Passport, or Permanent Resident Card is accepted. For safety reasons, there will be no exceptions to this rule.

**Tardy Sign-In**: Any student that is not in their assigned class by 7:40AM will be marked tardy. Tardies are not only a negative way for a student to start their day but also disruptive to the rest of the class. Each student is required to sign in with their district student number before going to class. Due to safety and health protocols breakfast service will conclude at 7:40AM.

**Student Sign-Out:** A ***picture ID is required*** for all student sign-outs. Only adults listed in our database may sign out a student. Student sign-out is stopped 25 minutes before dismissal for safety and instructional reasons. This would be 12:30PM on Mondays and 1:30PM Tuesday-Friday.

**Dismissal** **Changes:** ***Any change to a student’s dismissal should be made in writing with parent signature, to the homeroom teacher or in person at the front office. For safety reasons, changes over the phone cannot be accepted.***

**Volunteer/Chaperones:** All chaperones and/or adults working with students must have an approved SERVE form for each school year. This is a district policy where exceptions cannot be made. The form is completed electronically and may take time so please fill it out ASAP. The form is available on the District website and instructions are in the first day packet.

**Uniforms**: Oak Park is a uniform school. Please dress your students in uniform daily. There have been many studies that prove uniforms assist schools with keeping the focus on learning and not fashion. This helps with behavior, focus, and academic success. If students are out of uniform, they will be asked to call home or be given a uniform to wear for the day. If proper shoes are not available, the child will be required to call home for a pair to be delivered. No headwear is allowed to be worn inside school buildings. This includes hoodies and sock hats.

**Birthday Celebrations**: No food or treats from off campus will be accepted. This policy is in place for multiple student and community health concerns and will assist the school with

ensuring student safety. Balloons, flowers, photos, etc. are also not allowed.

**Deliveries for students:** Backpacks and other items brought to school after 7:40 AM will be brought to the classroom by a staff member. Lunchboxes will be delivered to the cafeteria before 10:00AM so they will be available during the students’ lunchtime. Students will be called to the office for emergencies only to not disturb instruction or pull other students from class.

**Oak Park Device Policy: Phones, tablets, and other personal electronic devices are prohibited from being used while on campus.** All devices must always remain in student backpacks and be turned off. Any devices that are seen or heard will be confiscated and an adult will be required to pick it up from the office. We understand that technology is a vital piece to the educational process so all needed technology will be provided by the school. The school provides 1-to-1 devices for all students and has 4 computer labs.

**Absences**: Student absences must be reported by an adult on the day of the absence by 7:40AM. ALL ABSENCES HAVE A NEGATIVE EFFECT ON THE EDUCATION OF EACH STUDENT AND THEIR CLASSMATES. Attendance below 90% will cause students to miss out on extra-curricular activities, school jobs/privileges, Scholar Dollar store shopping, celebrations, and school sponsored trips. Tardies will be included in attendance. Please do not expect “make-up” work to be given. There is no substitute for your student getting their instruction by their teacher. This leads to misunderstandings and bad habits by students when they try to complete work that they have not received instruction for. Much of their learning is hands-on or requires materials that you do not have at home.