

Running Springs Academy

Parent/Student Handbook



PLEASE REVIEW THIS HANDBOOK WITH YOUR CHILD

To acknowledge that you have received this handbook, please sign below and return this page to your child's teacher. Please keep the remainder of this handbook for future reference.

I have read and discussed the enclosed information with my child.

Student Name

Parent Name

Student Signature

Parent Signature

Grade

Date

Welcome!

Welcome to Running Springs Academy! We are a school community in which students, parents, and staff work together to provide students with a positive, world class educational experience. Each new year brings excitement and new opportunities, and our Running Springs teachers and staff are excited to get to know their students and to work in partnership with families. The vision of Running Springs Academy is to provide a quality education that will empower all students to achieve academic success, embrace life-long learning, and become productive citizens with a growth mindset.

Please take the time to read the information provided in this handbook and review pertinent sections with your children. Additional information and updates regarding school activities, programs, and policies will be disseminated throughout the year via ParentSquare.

Attendance Procedures

Absences

To Report an Absence: (714) 281-5903

Regular attendance, beginning in a child's first year in school, is vital to the educational progress of our students. Studies show that there is a direct correlation between good school attendance and student achievement. Therefore, we encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis. Please call **714-281-5903 before 7:45 a.m. each day** if your child will be absent or tardy.

Per California Education Code, a student shall be excused from school when the absence is due to: *illness, medical/dental appointments, funeral of immediate family members, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or student's appearance in court. It is important to note that all absences, excused or otherwise, count toward the student attendance rate. Students who are absent 10% or more of the school year (18 or more school days) are identified as chronic absentees. If your child has a medical appointment or other obligation that must be scheduled during the school day, we encourage your child to attend school for a portion of the day so that the day does not count as an absence.

*When a student has accumulated 14 days of absence due to illness, further absences for illness must be verified by a physician to be excused.

Tardy/Leaving Early

Tardy: Gates close when the bell rings for each grade's respective start time. Students are considered tardy if they are not in their class line at the time school begins for their grade. If your child is tardy to school, he/she must report through the front office to allow us to update our attendance records for that day. If your child has a medical appointment and arrives at school later in the day, please check your child into the office and provide a medical provider's note to excuse the tardy.

Leaving Early: To minimize the disruption of instruction, students are discouraged from leaving school prior to dismissal. Should you find it necessary to schedule a medical appointment or other extenuating circumstances during the school day, you must sign your child out from the office. Do not go directly to the classroom at any time to pick up your child. This minimizes disruption to our instructional program and maintains student safety. Students must be signed

out in the front office by a parent, guardian, or other adult designated by parents as an Emergency Contact in the Aeries Parent Portal.

Homework Requests for Absent Students

If you wish to pick up homework for your absent child, please call the office prior to 9:15 a.m. or contact your child's teacher via ParentSquare. School work will be available for pick-up after school is dismissed.

Short Term Independent Study Contracts

If you know in advance that your child will be absent from school, your child doesn't have to fall behind! Short-Term Independent Study allows students to keep up with their learning and maintain continuous academic progress while away from the classroom.

Duration: Independent study contracts cannot exceed a maximum of 15 total school days per academic year.

Contract & Signatures Required: A formal Independent Study Contract must be completed and signed by both the parent and the student.

Advance Notice: To allow teachers time to organize your child's learning packet, please notify both the main office and your child's classroom teacher at least 2 weeks (10 school days) before the absence begins.

Daily Workload: Expect your child to complete the same volume of work they would normally do in class. Per California state regulations, the daily work completed at home must be equal to a full day's worth of classroom instruction.

Returning Assignments: All completed work must be submitted to the classroom teacher on the day your student returns to school.

 **Important Note on Attendance:** Days out of school for which there is an approved independent study contract will not count as an absence. Full academic credit is granted only after the teacher reviews and approves the completed work. Incomplete or unreturned work will result in no academic credit, just as if the student was present at school and did not complete any work for the day.

Awards

Trimester Award Assemblies (Grades K-6)

Grade level trimester award assemblies are held at the end of each trimester for students in kindergarten through 6th grade. Families of students receiving an award are invited to attend. All award assemblies are held within the school day.

Student Achievement Awards: Classroom teachers recognize students who have reached meaningful academic milestones, shown exceptional personal or academic growth, or mastered a challenging new skill. These awards also celebrate students who bring the IB Learner Profile to life by remaining curious, reflective, and resilient learners.

Redhawk of the Month Awards: Classroom teachers may honor 3 students each trimester with the Redhawk of the Month award. These awards are to recognize students who go above and beyond in their daily lives. Students regularly demonstrate multiple IB Learner profiles such as being Caring, Principled, Reflective, and a Communicator. Students are positive role models for

their classrooms, setting a great example for their peers through kindness, respect, and good citizenship. Redhawks of the Month have an excellent work ethic and show perseverance. They try their best on all tasks and work toward continuous personal growth.

President's Education Award Program – 6th grade

<https://www2.ed.gov/programs/presedaward/eligibility.html>

Founded in 1983, the President's Education Awards Program is a national recognition program sponsored by the U.S. Department of Education and the President of the United States. Its purpose is to honor elementary school students who demonstrate outstanding academic excellence or extraordinary effort and growth in their learning. Presented to eligible graduating or exit-grade students, these awards encourage high standards, celebrate hard work, and recognize students who show exceptional commitment, progress, and intellectual growth across all subjects. During the 6th grade promotion, recipients are recognized and receive an official certificate signed by the President of the United States and the U.S. Secretary of Education, highlighting our school's pride in their achievements and dedication to personal excellence.

Criteria

President's Award for Educational Excellence (Gold Seal)

- Achieve a cumulative GPA of 3.5 or higher in grades 4th, 5th, and 6th grades
- Achieve an Exceeds Standards on the California Assessment of Student Performance and Progress in either math or English/language arts.

President's Award for Educational Achievement (Silver Seal)

Recognizes students that show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects, but do not meet criteria for the Educational Excellence Award.

Behavior Expectations and Essential Agreements

Running Springs follows the Positive Behavioral Interventions and Supports (PBIS) model to support positive behavior. This is an evidence based, three-tiered framework used to teach expected behaviors, prevent problem conduct, and improve overall school climate. As an IB World School, we have merged PBIS with International Baccalaureate philosophies, speaking to students about the PBIS model as "Essential Agreements" or student expectations. It is a school-wide commitment to positive behavior support, which develops appropriate behaviors in students and fosters a positive school climate. This leads to an increase in academic instruction and learning time. Students are recognized through a series of rewards when expected behaviors are exhibited. Acknowledgement can be given in many forms, such as verbal praise, a written message, a Redhawk Ticket, Bucket Filler Friday awards, and acknowledgement at assemblies.

General School Rules

- Treat others with respect.
- Students in elementary school may not use smartphones or other mobile communication devices during the instructional day (OUSD Board Policy 5131.8). The term smartphones or other mobile communication devices include, but are not limited to, cell phones, tablets,

wireless earbuds/headphones, smartwatches, and other portable wireless communication devices. Devices must be turned off and placed out of sight during the school day. Students who need to call parents during the school day may make the call from the office. See the “Mobile Communication Devices” section for more information.

- Devices, including but not limited to, laser pointers, personal tablets, handheld electronic games, and other such items are not to be brought to school.
- Students will use appropriate language both in the classroom and on the playground.
- Devices, including but not limited to laser pointers, personal tablets, handheld electronic games, and other such items are not to be brought to school.
- Students are allowed on campus no earlier than 10 minutes before their school day begins and no later than 15 minutes after their school day ends.
- Students must use crosswalks or a corner when crossing the street, even if an adult is with them.
- Gum is not permitted at school.
- Students must keep their hands/feet to themselves at all times. Unsafe play (wrestling, tackling, etc.) is not permitted.
- For the safety and comfort of all, animals are not permitted on campus, even if they are on leash or carried, pursuant to Orange County Ordinance 41.46.

Rewards/Redhawk Tickets

Students earn tickets for good citizenship that is displayed in the classroom and on the playground. Teachers and supervisors recognize students who are safe, demonstrating outstanding effort, accepting responsibility, respectful to others, or exhibiting one of the attributes of the IB Learner Profile: Inquirer, Knowledgeable, Thinker, Communicator, Principled, Open-minded, Caring, Risk-taker, Balanced, and Reflective. Tickets are used for a chance drawing each week where prizes are awarded during Bucket Filler Friday. Classroom teachers may use additional systems for recognizing good citizenship within their classrooms. These systems are shared with families during Back to School Night.

Consequences

All students are encouraged to behave appropriately by means of positive reinforcement and most minor behavioral infractions are handled by the classroom teacher through redirection, reminders, conversation, parent contact, and other behavior management strategies.

If a student continues to exhibit the following behaviors, he/she may be referred to the office:

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|---|--|
| • Fighting or aggressive physical contact | • Leaving classroom or school grounds without permission |
| • Chronic minor infractions | • Major Defiance |
| • Physical or verbal threats | • Major Disruption |
| • Harassment | • Theft |
| • Vandalism | |
| • Foul language or profanity | |

A referral to the office may result in one or more of the following actions:

- | | |
|---------------------------------|---------------------------------------|
| • Parent Involvement | • Behavior Contract |
| • Detention | • Referral to counselor |
| • Performance of school service | • Parental escort of student to class |
| • Loss of privileges | • Campus beautification |

Communication

Our commitment is that we will regularly and thoroughly communicate with parents. This communication will be accomplished through a variety of methods and formally scheduled activities throughout the year.

Back to School Night

Running Springs Academy's Back to School Night is an opportunity for parents to preview curriculum, policies, and procedures for the school year. It is a time for parents to have a "meet and greet" with the teacher and sign up for a variety of volunteer opportunities. This is a night for parents only, where staff shares general information and a preview of the upcoming year with parents/guardians. Back to School Night is not a student-centered event and no supervision of students is provided.

Parent/Teacher Conferences

Conferences are scheduled once a year in the fall, during the first week of October. The fall conference is a goal setting conference to select goals for each child and to review early progress. Additional conferences at other times of the school year are optional and serve as follow-up when necessary. Either teacher or parent may request to schedule an individual meeting when needed outside of the fall conferences.

Report Cards

Each trimester (three times per year), report cards are issued for all students in grades TK-6. Report cards are viewable online through Aeries Parent Portal.

Open House

Open House is an event that showcases student progress. This is an exciting evening that acknowledges the commendable efforts our students make throughout the year. Family and friends are invited to experience this popular event with their student.

ParentSquare

ParentSquare is OUSD's primary communication platform and is accessible on a computer at www.parentsquare.com or families can download the free ParentSquare app for iOS or Android. ParentSquare is where families will receive district, school, and classroom updates for event reminders, forms, links, schedule changes, and classroom and school news.

Running Springs Website

The Running Springs website offers information about upcoming events, staff information, and school programming. We encourage you to check-in regularly!

Communication Folders

In order to ensure that materials/communications reach home, each child is provided a Communication Folder that will be brought home each week (day will vary by teacher/grade level). Please take time to review the information (i.e. communications, student work samples) with your child each week and return the folder to school the next school day.

Dress Code

The stakeholders of our school community, including parents, students, and school staff, agreed upon Running Springs Academy being a school in which students wear a school uniform. If a family chooses not to wear the school uniform, a waiver is available on the school website.

Regardless of whether a student wears the school uniform or the student has opted for a uniform waiver, students attending Running Springs must abide by school and district dress code policies. With the support of the student's guardian, each student is expected to appropriately groom and dress themselves, keeping clothing clean, comfortable, and appropriate for all elementary activities. A student's clothing should not be a distraction or disruption to the classroom. The following is the Running Springs Academy Dress Code:

PANTS/SHORTS/SKIRTS: Bottoms must be size appropriate, fitting properly in all areas. No baggy style bottoms or bottoms with holes allowed. Shorts and skirts are to be at least mid-thigh or fingertip length when arms are relaxed at the student's side. Leggings may not be worn without a cover of shorts or a skirt.

SHIRTS: Shirts must have sleeves and cover the torso completely. No tank tops, spaghetti straps, or sleeveless shirts/blouses.

SHOES: For the safety of all children, students are required to wear closed-toed, flat shoes (i.e. tennis shoes). No flip flops, crocs, clogs, open-toed shoes, backless shoes, platforms, or heels allowed.

HEADWEAR: Approved hats, hoods, and caps are acceptable for outside activities only. This includes hooded sweatshirts.

Clothing should support a positive, respectful, and age-appropriate learning environment for all students from TK through 6th grade. Clothing, hats, or accessories featuring graphics, logos, or messaging related to the following are strictly prohibited:

- Violence, weapons, or aggressive themes
- Drugs, alcohol, tobacco, vape products, or illegal substances
- Profanity, hate speech, slurs, or suggestive language/imagery
- Content that promotes bullying, discrimination, or unsafe behavior

When in doubt, please choose clothing designed for elementary-aged children. If a student is dressed inappropriately, the parent will be contacted by the teacher or front office to bring a change of clothing OR the school may provide clothing (tee-shirts, pants, shorts, etc.) for the student to wear while at school.

GROOMING, HAIR, & JEWELRY SAFETY

Student appearance and accessories should support safe, active participation in all school activities. To ensure safety and clear vision during classroom instruction, PE, and outdoor play, please adhere to the following guidelines:

Hair Safety: Hair must be kept out of the eyes or tied back if it hinders vision during learning. Styles, extensions, or accessories must not pose a safety hazard on playground equipment. Dyes or temporary products that transfer to school property or clothing are not permitted.

Jewelry Safety: For physical safety on the playground and during PE, jewelry should be minimal. Small studs or small huggie-style earrings are recommended. Dangling earrings, long necklaces, or loose bracelets that can snag on equipment, get pulled, or cause injury during play are prohibited.

The school is not responsible for lost, broken, or traded jewelry. Precious or sentimental items should be kept at home.

Emergency Information

Current emergency information (including names, employment, addresses, and home/work/cell phone numbers, email addresses, etc.) is imperative for our use in any urgent situation. If this information changes during the school year, please contact the office at (714) 281-4512 with the updated data. In the event of a school emergency (natural disaster, physical injury, or illness), the school can release your child only to those persons identified as an Emergency Contact in the Aeries Parent Portal as parent, guardian, or “other persons to contact” as directed by California Education Code. You may want to consider who might be picking up your child in the event of a natural disaster (neighbor, friend, etc.) and be sure to list them as one of your child’s Emergency Contacts.

Fees: Guidelines for Student Fees

The Orange Unified School District has published “Guidelines for Student Fees” that are followed when planning field trips and Outdoor Science School programs. Public schools are prohibited from charging mandatory fees for educational activities, and are required to provide all materials, supplies, and equipment to students free of charge. Donations may be collected however, for the following:

- May collect donations for field trips, excursions and insurance in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds (Education Code 35330(b); 35331.)
- May collect donations for Outdoor Science School provided no student is denied the opportunity to participate and there is an alternative activity for students who stay at school. This applies only to those programs that comply with Education Code 8760 et seq. (Education Code 35335.)
- May charge for replacement cost of district books or equipment lost by student or willfully cut, defaced or injured; this assumes the item is returned without damage beyond normal.

Health Services

As important as school attendance and punctuality are for student achievement, students who are ill should remain at home. Students sent to the office with a temperature of 100 degrees or more will be sent home and should remain home until a normal body temperature is maintained for 24 hours without any administration of medication intended to reduce body temperature.

Office personnel provide minor first aid as needed and we will call 911 for paramedics to respond to any serious emergencies. Students are not to have any medication in their possession, including, but not limited to, *cough drops, pain reliver, or allergy medication*. If it is necessary for students to take medication during school hours, the proper forms must be

obtained from the front office and completed by parents and physician. All medications must be in the prescription bottle and will be administered by staff according to the physician's directions. Please contact the office for more information if needed.

Lunch/Snack Procedures

- GUM IS NOT ALLOWED AT SCHOOL.
- Students in grades 1-6 are to eat their recess snacks at the lunch tables.
- Food is not allowed on the playground or field.
- All students will be expected to follow the procedures arranged for receiving school meals.
- During the lunch period, students are to eat at their assigned table.
- Students are to eat their own food; sharing, trading is discouraged.
- Students are to remain at the lunch tables until dismissed by the lunch supervisor.
- Students are to place their trash in trash cans when leaving the lunch area after they are dismissed by the lunch supervisor.
- A student must get verbal permission from the supervisor if he/she needs to leave the lunch table before the regular dismissal time.
- Students are not allowed to use microwave ovens in the lunch area or classrooms to heat food items.
- Glass bottles are not allowed at school.
- School phones may not be used for take-out or delivery lunches for students.

Late Lunches

Late lunches can be brought to the office and placed in the "late items" cart located inside the front office door. Please label the lunch with your child's first and last name and teacher name.

The office does not interrupt instruction to tell a student his/her lunch (or any other items) were delivered. If the lunch arrives before 10:55 AM (10:00 AM, Wednesdays) the lunch supervisor will take the late lunch to the tables for your child. Speak with your child about checking the office if they have forgotten their lunch. You may also send your child's teacher a message via ParentSquare about lunch being dropped off in the office, however it is not guaranteed that teachers will see the message before lunch begins. All students may get a school lunch if they have forgotten their lunch at home.

Fast Food & Special Lunch Policy

To maintain a safe, inclusive, and positive environment in our cafeteria, we ask for your partnership regarding outside fast food.

Commercial Fast Food: While we encourage healthy school or packed lunches, we understand parents may occasionally want to bring a special fast-food lunch for their child. To avoid distress among our younger students and prevent food sharing or envy among older students, all fast-food meals must be eaten in the main office.

Bring a Buddy: Students eating a special fast-food lunch in the office are welcome to invite one friend to join them for a quiet, special lunch together.

No Food Delivery Apps: Deliveries from services like DoorDash, UberEats, or local restaurants via courier are not accepted for safety and security reasons. Any meal brought to school must be dropped off directly by a parent or authorized guardian at the main office.

Mobile Communication Devices

Students in elementary school may not use smartphones or other mobile communication devices during the instructional day (OUSD Board Policy 5131.8). The term smartphones or other mobile communication devices include, but are not limited to, cell phones, tables, wireless earbuds/headphones, smartwatches, and other portable wireless communication devices. Devices must be turned off and placed out of sight during the school day. Students who need to call parents during the school day may make the call from the office.

Exceptions:

- In case of an emergency or in response to a perceived threat of danger.
- When a teacher or administrator grants permission.
- When a physician determines that possession or use is necessary for the student's health and well-being.
- If possession or use is required by the student's individualized education program.

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of another person.

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined. A District employee may temporarily confiscate the device and store it securely until it is returned or given to administration as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or District property or substantially disrupts school activities.

The District/School is not responsible or liable for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

Parent/Family Involvement

Parent and family involvement is critical to the mission of Running Springs; it supports the staff and helps reinforce the importance of education to your child. There are many ways to get involved. The following are details of organizations available for parent volunteers.

Parent-Teacher Association (PTA) and Science, Technology, and Art at Running Springs Foundation (STARS Foundation)

Running Springs is fortunate to have the support of two active groups of parents who devote their time and talents to promote activities and events for our students. The PTA and STARS assist in community building, planning, and providing financial support, not available by other means, which improves the quality of learning and increases opportunities for enrichment for all students. Parents are encouraged to attend meetings, support activities, and volunteer. Dates and times of meetings and activities will be posted on the respective websites with links accessible from the Running Springs website and ParentSquare.

School Site Council (SSC)

The School Site Council is a group of parents and school personnel whose responsibility is to plan, monitor, and evaluate our Single Plan for Student Achievement. Parent members are elected to serve on SSC for two years by vote of all parents in the fall. Meetings are open to the

general parent community and the meeting dates will be on the school calendar viewable on the Running Springs website and ParentSquare.

English Language Advisory Committee (ELAC)

The ELAC is composed of the principal, staff, and parents of English Language Learners. The committee meets periodically throughout the year to review the instruction, progress, and policies that have an impact on students identified as English Language Learners. The ELAC may elect to combine this committee with the SSC.

Meetings at School

Please note that if a parent has a meeting on school grounds outside of regular school hours, children must remain with the parent or have other arrangements for supervision. Supervision is not provided in the office or hallways during meetings.

Volunteers/Visitors

To enhance school safety, all visitors (parents, volunteers, and guests) are required to sign in at the school office prior to conducting business on campus. Please do not enter any classroom, the playground, or lunch table area directly from the parking lot. Due to staff and teacher preparation, parents are restricted from classrooms, copy rooms, and grade-level pods before/after each school day unless an appointment has been made. The staff lounge and copy rooms are not available to volunteers/visitors during staff breaks (recesses) and lunch.

We welcome volunteers to support our classrooms, teachers, and staff. All volunteers on campus must be approved and receive clearance through OUSD's volunteer process. Please contact the school office manager and ask for the Volunteer Application Link. You will receive a link with complete directions for the process to be cleared as a volunteer on campus.

Children not enrolled at Running Springs Academy (including infants, toddlers, preschoolers) are not permitted to accompany adult volunteers into classrooms, hallways, or other activity areas.

Confidentiality

All student information observed or obtained while volunteering is to remain confidential. Adults who breach this confidentiality expectation will not be invited to return.

Please recognize that when volunteering in the classroom, you are offering your assistance to the classroom teacher. If you are interested in observing your child's classroom, please request your desired observation to the school administration.

Pick up and Drop off Procedures

The parking lot at Running Springs was not designed to handle the amount of traffic pushing through it each day during drop off. If all drivers follow the procedures below and work together as a team, pick and drop off will be safe and efficient.

BE READY - Have your student ready to unload before getting to school. Parents- stay in your car and have backpacks handy (not in the trunk).

WINDOWS DOWN - Roll down your driver side window – look and listen to those around you.

NO EARLY UNLOADING - Do not unload early – unload only when you've reached the drop off area (yellow striped area closest to the front curb of the school).

PULL FORWARD – Pull forward as far as possible to allow traffic to move behind you. Students are able to walk to their designated gate.

Do not leave your car unattended in the drop off/pick up lanes. If you will be exiting your car, please park in an unmarked parking spot.

LOWER GRADE PARKING LOT

1. The entrance to the parking lot from Running Springs Drive is one lane.
2. Upon entering, drivers will need to follow the arrows through the parking lot and curve left to a single drop-off/pick-up lane. Students will use the loading/unloading zone (marked with yellow stripes) when exiting and entering their cars.
3. Drivers must pull their cars as far forward as possible toward the multipurpose room to drop off or pick up students.
4. In the morning when students leave their cars, they are to walk across the yellow stripes over to the curb. When they are being picked up after school, students will wait on the curb until their car has stopped. Then they will walk across the yellow striped loading/unloading zone to the car and get in.
5. All cars are to continue from the loading/unloading zone to the exits as quickly as possible to prevent traffic from backing up.
6. Drivers exiting the lower grade parking lot who wish to turn left onto Running Springs Drive or who want to proceed straight across down Banner Ridge will need to use the left lane. Those who want to turn right on Running Springs Drive need to use the right exit lane.
7. Parents who need to come to the office or who need to accompany their children on campus must first park their cars in the parking lot. There will be unmarked spaces in both the lower and upper grade lots for parents to use.

UPPER GRADE PARKING LOT

1. The entrance to this parking lot is located on the far south end of the lot (below the upper grade classrooms). Drivers need to use the right lane only to enter this lot. Upon entering, drivers will follow the arrows through the parking lot and curve left on to a single drop-off/pick up lane.
2. Drivers need to pull their cars as far forward as possible to drop -off or pick up students.
3. Students will exit the right side of the car to the curb when arriving in the morning. When they are being picked up in the afternoon, students will wait on the curb until their car has stopped. They will then walk to the car and get in.
4. All cars are to exit the loading/unloading zone as quickly as possible to prevent traffic from backing up. **IMPORTANT:** When exiting, drivers need to continue through the loading/unloading zone and exit either left or right on to Running Springs Drive.
5. Parents who need to come to the office or who need to accompany their student on campus must first park their cars in the parking lot. There will be unmarked spaces in both the lower and upper grade lots to use.

Playground Safety

- All students must play in designated playground areas only. Students are never to play between or behind the portable classrooms.
- FREEZE BELL – Students stop playing immediately when the bell rings and freeze. Students walk to lines after the whistle blows. If on the grass, students may run to the edge of the blacktop and walk the rest of the way to their line.
- Students are to get drinks and go to the restroom during recess, before the bell rings.
- Conflicts on the playground are reported to the teacher on duty or the lunch supervisor.
- Students must get permission from the teacher on duty or the lunch supervisor to come to the office.
- Students must stay away from classes that are in session at recess and lunch.
- No students are allowed in the halls during recess or lunch.
- Students help keep the school grounds clean by putting all litter in the trash cans.
- Students are to join the end of a line. A student only has one place in line. If a student gives someone his/her place – in front or in back of him – that student then goes to the end of the line.
- Students are not to sit or stand on any walls or fences, on water fountains, on landscaping, or in any trees while at school.
- Students are not to bring personal handballs, soccer balls, or other play equipment to school.
- Students are not to climb any fences. If a ball goes over the fence, students are to report it to the custodian, teacher on duty, or lunch supervisor. The ball will be retrieved when it is safe to do so.

Supervision – Before & After School

Before School: Gates open 10 minutes prior to the beginning of instruction. Upon arrival to school, students are to enter the gate and join their class line. The playground is not open for use before school begins.

After-School: There is no supervision after school on the playground. All students must go directly home or to their after-school program when dismissed from school.

If your family requires supervision beyond times in which there is school supervision, Running Springs Academy has an OUSD CARES program on campus that provides supervision before school beginning at 7:00 AM and after-school programming until 6:00 PM.

Transportation

Bus: Students are responsible to the bus driver for their behavior on the bus. Students arriving by bus will walk directly to the playground upon arrival. After school, students are to line up at the upper grade stairs and will be walked to the bus by a school staff member. Bus citations given for inappropriate behavior may result in the suspension of bus privileges.

Bicycle: Students in grades 3-6 are allowed to ride a bicycle to school. Students must follow city bicycle rules which include wearing a helmet. Bicycle riders cross at intersections or crosswalks and walk their bikes across the street. Bikes are never ridden on school grounds or brought onto the playground or into the school corridors. Upon entering the school parking lot, bikes must be walked to the bike racks and locked. Students who ride recklessly or double may lose the privilege of riding a bike to school.

Car: Please park in unmarked stalls only. Parking/stopping along the red curb or on the yellow diagonal lines is not permitted. Please keep all crosswalks and bus loading zones clear. No parking or stopping in front of the office at any time. This is an emergency lane and prevents emergency vehicles from entering the parking lot to provide emergency services.

Walking: Students are responsible to the school for their actions on the way to and from school. Fighting, teasing, and vandalism are not tolerated.

Skateboards, motorized scooters, roller blades or roller skates are not allowed on campus at any time.