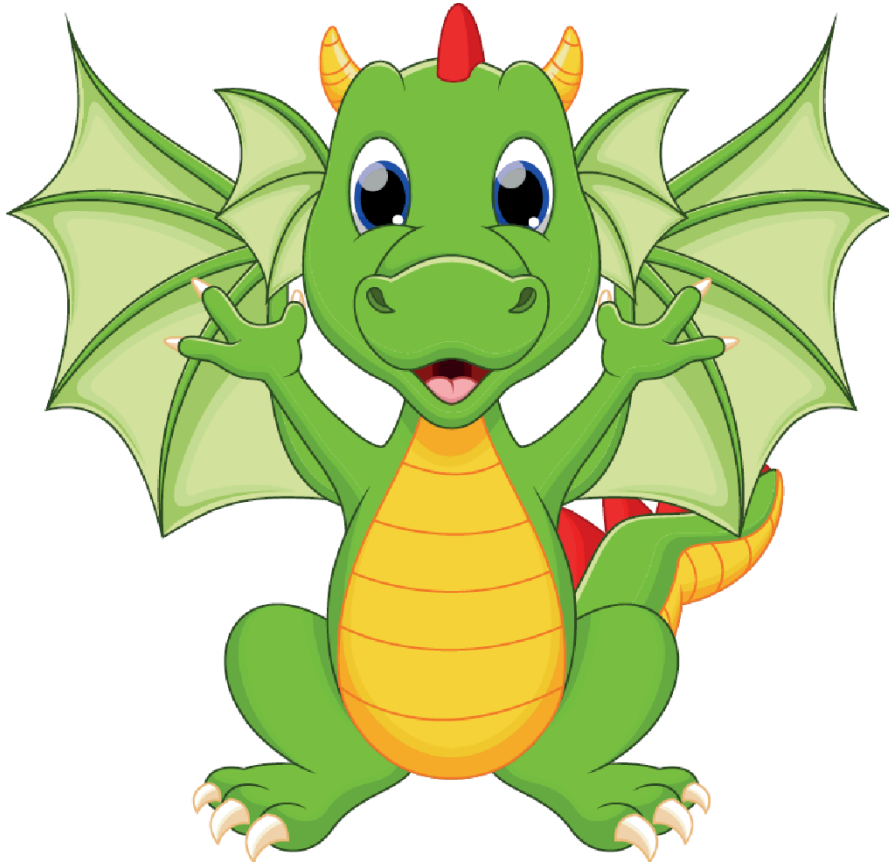


# FAMILY & STUDENT HANDBOOK

2024 - 2025

*Oak Chan Dragons*



**Principal:**

Mrs. Amber Lozano

**Administrative Assistant:**

Mrs. Chrissy Hebler

**Attendance Clerk:**

Mrs. Danielle Craighead

**Parent Coordinator:**

Mrs. Brit Renshaw

**Oak Chan Elementary School**

101 Prewett Drive

Folsom, CA 95630

916.294.9155

<https://oce.fcusd.org>

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## MISSION & VISION

**Our vision** is to engage, inspire, and empower a community of caring, inclusive, and culturally aware learners in critical thinking, collaborating, problem-solving, innovating, and preparation for college and career readiness.

**Our mission** is to provide a well-rounded education for ALL students (academically, emotionally, and behaviorally) through clearly defined standards and high expectations.

This will be achieved by:

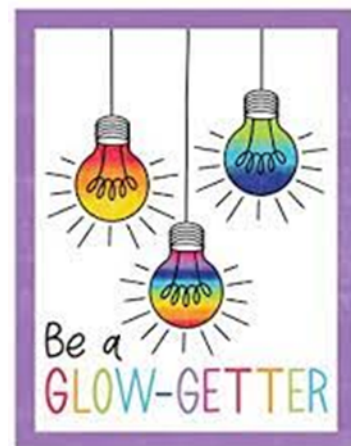
- Providing a safe learning environment with an intentional, equitable, and culturally responsive focus on social, emotional, and academic learning;
  - o Utilizing Positive Behavioral Interventions and Supports (PBIS): an approach for teaching children appropriate behavior and providing the supports necessary to sustain that behavior;
  - o Learning through a unique, experiential, hands-on, and collaborative process;
  - o Inspiring creative, critical, and analytical thinking;
  - o Providing a rigorous and technologically enhanced curriculum;
- Supporting school-wide Science, Technology, Engineering Arts and Mathematics (S.T.E.A.M.) enrichment;
  - o Creating educational opportunities for students that will broaden their experience and meet future school and workforce needs;
  - o Encouraging parents and community partners to be involved through our PTO (Parent Teacher Organization), School Site Council, and classroom/site volunteer program.

At Oak Chan, *Social and Emotional Learning (SEL)* is an integral part of the educational process. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. Supporting students in embracing a *Growth Mindset* - the belief that they can learn more or become smarter if they work hard and persevere—may learn more, learn it more quickly, and view challenges and failures as opportunities to improve their learning and skills. With the above competencies being introduced, fostered, and supported throughout the school day, our students will believe in themselves while fostering acceptance, inclusion, and equity.

Our OC Team focuses on Social Emotional Learning (SEL) through everyday routines with an emphasis on Growth Mindset, Mindful Moments, equity, acceptance, and inclusion.



and be a .....



## SCHOOL-WIDE EXPECTATIONS

*Oak Chan is a learning community that utilizes Positive Behavior Interventions and Supports (PBIS) and Restorative Practices.*

Students are responsible for their own behavior; we expect all students to...

# SKORR

by being

***Safe, Kind, On Task, Responsible & Respectful***

on campus as well as to and from school, in person and 'electronically'.

**1. Every student is responsible for his/her own language, manners and behavior as we are all affected by them.**

- Act responsibly during class, recess, lunch, and throughout the campus.
- Use appropriate and respectful oral and body language.
- Talk politely to everyone; say please, thank you, excuse me and you are welcome.
- Walk quietly on all walkways throughout the school.

**2. Every student has the right to private property and the right not to be threatened by anyone.**

- Leave other peoples' things alone - ask permission.
- Keep hands, feet, objects, and disrespectful language to self.
- No grabbing, pulling, tackling, nor any aggressive 'play.'
- No bullying, teasing, 'joking,' put downs, or name-calling.
- Play fairly, follow the rules and be a good sport. Leave competitive sports for after school teams.

**3. Every student should help in keeping the school and grounds clean, safe, and attractive.**

- Pick up litter - Put garbage in trash cans. Always recycle items when possible.
- Do not write on school property, supplies, books, desks, and/or walls.
- Use equipment as it is meant to be used.
- Respect all common areas such as the bathrooms.

### ***Responses to Behavior:***

Students will be offered special incentives for positive choices and consistent instruction in appropriate behaviors to meet the school-wide expectations.

Appropriate consequences for negative choices will also be given.

This will involve restorative practices such as self-reflection and making amends as well as possible campus Community Service and/or loss of privileges.

Oak Chan students are taught and encouraged to respectfully advocate for themselves and problem solve with De-Bugging their own conflicts by practicing the following five steps:

**Step 1: Ignore** the behavior of whoever is bugging you.

**Step 2: Walk away** from the person who is bugging you.

**Step 3: Talk friendly** to the person who is bugging you.

**Step 4: Talk firmly** to the person who is bugging you.

*Example - "Stop! This is bothering me."*

**Step 5: Tell** an adult.

## CELL PHONES & ELECTRONIC DEVICES

A student in possession of a cell phone, communication device, or other electronic device (smart watch, Fitbit) is responsible for having the **power off** and the **item out of sight in their backpack** during the school hours including before/after school programs.

**IMPORTANT NOTE:** Due to personal **privacy and safety**, students and adults are to refrain from taking and sharing pictures and/or recordings of others while on campus, during field trips and school events without the expressed permission of the parent/guardian of all those involved.

## PARKING LOT PROTOCOL

### Parking Lot Safety

Oak Chan is home to about 450+ students. This makes our parking lot a busy place. Please practice courtesy, patience and caution when approaching and on campus.

- ★ Watch out for students, bikes, scooters, and pedestrians.
- ★ If you're in a hurry, side street parking may provide a better option for a quick exit.
- ★ Minimum day schedules and rainy days will mean slower and extra traffic on campus. Plan ahead for the extra time and patience needed on these days.
- ★ Respect the blue accessible areas and no parking red zones; they are designated as such for safety reasons.
- ★ Refrain from driving through and/or parking in the bus lane that is located directly in front of the school
- ★ The parking area near TK/Kindergarten is **not a drive through drop-off**.

Please do your part to help keep all our students safe. Review the following procedures and feel free to contact our office if you have questions.

### Parking Lot Etiquette

Always practice good judgment and extra caution.

- ★ U-Turns in front of the school are not allowed.
  - Please go to the end of Prewett Drive and turn with the flow of traffic.
- ★ Drop-off and Pick-up for grades 1-5 is the **YELLOW CURBED ZONE** at the end of Prewett Drive.
  - ***This parking lot is reserved for staff and drop-off/pick-up parking for Student Care only. Do not use the center aisle to drive through.***
  - Please be quick. If your student needs extra time, please park in a designated area.
  - If you are picking up, and do not see your child, please circle around so as to not delay other families.
- ★ Pull as far forward as possible along the **YELLOW CURBED ZONE** before stopping to drop-off/pick-up your student.
- ★ Respect no parking areas, which include emergency lanes.
- ★ The lot near the TK/Kindergarten classrooms is for parking only, **no drive-through drop-offs**.

### Drop Off and Pick-Up

- ★ Students should be dropped off and picked up in a timely manner.
- ★ Grades 1-5: Use the drive-through at Dragon Drop Off Area near Student Care.
  - *Students need to exit the vehicle from the passenger side only.*
- ★ TK & Kinder: Park in the lot near the TK/Kindergarten classrooms to escort your child to class.

### Transitional Kindergarten & Kindergarten Parents

1. Please walk children to and from the classroom. There is no supervision before/after school.
2. Respect fire lane markings, parking lot signs, no parking areas and do not block parking spaces.
3. The parking area near TK/Kindergarten is for parking only, no drive through drop-offs.

### Walking to School

1. Only use painted **crosswalks** to cross the street. **DO NOT** cross through car lanes or parking lots.
2. Please stay on the sidewalks to enter or exit the campus including going to Cohn Park. The sidewalk extends to the park and the other side connects to Prewett near North Lexington.



## Riding Bicycles or Scooters

### 1. **Electric scooters are NOT allowed**

### 2. **Students must complete a Bike/Scooter contract and turn it in at the office.**

- a. Bike/Scooter contracts are available in the front office.
3. Students must be in third grade to ride a bicycle or scooter to school.
  - a. K-2<sup>nd</sup> grades must be accompanied by an adult;
4. Use the bike path that goes around the east end of the school.
  - a. Enter through the fence onto the upper grade playground, **WALK** your bike-and scooter on campus including sidewalks.
  - b. Bicycles or scooters are never ridden on sidewalks nor on school grounds.
5. Oak Chan staff members strongly enforce the helmet law.
  - a. All students are required to wear helmets when riding to and from school.
  - b. Scooters and bikes may be confiscated from students who fail to wear helmets and returned when proper headwear is produced.
6. Children riding bicycles or scooters must observe the same laws that adults do in driving cars. Parents or guardians are asked to encourage their children to abide by the safety expectations.
7. The school shall request that bicycles or scooters be left at home if children endanger others or themselves by disregarding safety rules.
8. Children who ride bicycles or scooters to school must park them in the racks in the bicycle area.
9. The school is not responsible for damage or loss of bicycles, scooters, or other personal property. A lock can be used on bicycles and scooters to prevent theft.

## COMMON AREA BELL PROTOCOL

### Arrival at School

*Please do not drop off students other than the designated times. Students are only allowed on campus after 8:00 AM, unless registered in a before school program or participating in the breakfast program.*

<b>Grades K-5</b>	<b>7:50</b>	Multipurpose Room opens for Breakfast Program
	<b>8:00 - 8:12</b>	Students arrive on campus and follow the directions below.
	<b>8:12 - 8:15</b>	Students stand in line to enter the classroom. Teachers greet students and walk them to the classroom.
	<b>8:15</b>	Gates close Teachers take roll and lunch count, then begin with lessons Late students check-in at the front office
<b>Transitional Kindergarten</b>	<b>8:12 - 8:15</b>	Parents/Guardians escort students to the TK classroom.
	<b>8:15</b>	Gates close Teachers take roll and lunch count, then begin with lessons Parents/Guardians check late students in at the front office

- *Unsupervised students may not arrive earlier or stay later on campus or in Cohn Park.*
- Students will place their backpacks where they line up or on a designated cart, and then immediately join our 'Dragon Walking Trail' on their designated playground.
- When instructed, students will line up on the blacktop behind their buildings on their classroom's designated line or in front of their classroom
  - o Teachers will clarify with students their designated line-up area.
- Follow OC Staff directions, always be SKORR, and refrain from running on the blacktop and playing on any play structures. This includes dismissal time.
- On rainy days, students will line up in the hallways in front of their classrooms.
- Students are to be in line when the warning bell rings.
- **Only District Certified Service animals are allowed on our campus, including sidewalks.**

PARENTS can help by:	<ul style="list-style-type: none"> <li>o Making sure Kinder-5<sup>th</sup> grade students do not arrive before 8:00 or after 8:12.</li> <li>o For safety reasons: Non-staff members may not pass the front gates without checking-in with the front office. All non-staff members must have prior permission to be on campus and/or be serving a designated volunteer duty. A Volunteer ID Badge must be worn at all times.</li> </ul>
TEACHERS can help by:	<ul style="list-style-type: none"> <li>o Having buddy classes in case of a rare delay during the 8:15 pick up.</li> </ul>
STUDENTS can help by:	<ul style="list-style-type: none"> <li>o Appropriately preparing and being on time each day ready to learn.</li> <li>o Helping classmates remember to demonstrate SKORR when on the Walking Trail and waiting in line.</li> <li>o Going directly from home to school, unless supervised by an adult.</li> </ul>

### Dismissal from School

Students should be picked up within **5 minutes** of dismissal.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>K-5</b>	2:45 PM	2:45 PM	2:45 PM	<b>1:15 PM</b>	2:45 PM
<b>TK</b>	11:36 AM	11:36 AM	11:36 AM	11:36 AM	11:36 AM

PARENTS can help by:	<ul style="list-style-type: none"> <li>o Meeting students at the <b>Dragon Drop Off/Pick Up</b> or <b>in front of the Main Gates</b></li> <li>o Letting your child know ahead of time where to meet you, or another designated adult, and/or if they are participating in an afterschool program.</li> <li>o Being on time and respecting staff members who enforce expectations.</li> </ul>
TEACHERS can help by:	<ul style="list-style-type: none"> <li>o Continue teaching students to look for parents/designated adults when dismissed.</li> <li>o Watching for a few moments while students leave the classroom to ensure safety.</li> </ul>
STUDENTS can help by:	<ul style="list-style-type: none"> <li>o Following teacher directions for departure and continuing to demonstrate SKORR.</li> <li>o Go directly to meet parent/guardian and/or leave campus in a timely manner; going straight home.</li> </ul>

## STUDENT CARE CENTER

Oak Chan is home to a Student Care Center that oversees its own program. This center provides before and after school care for students of working parents. If you are interested in this service, please contact our District's Student Care Center Office at 916-294-9091.

## ATTENDANCE

The following information has been implemented by the Folsom Cordova Unified School District. Please read carefully as daily attendance is a legal requirement and is of the utmost importance.

### EXCUSED ABSENCES

Illness	<ul style="list-style-type: none"> <li>• After three days in a row a <i>medical verification</i> (note from the doctor) is required.</li> <li>• <i>After 10 absences a medical verification is required each day thereafter.</i></li> </ul>
Independent Study Contract	<ul style="list-style-type: none"> <li>• If missing a minimum of 3 or more days of school, an Independent Study Contract may be available.</li> <li>• A minimum of <u>10 school days advance notice is required.</u></li> <li>• All work must be completed and turned in to the teacher upon returning to school or attendance credit will not be given.</li> <li>• Only 14 total Independent Study days are allowed per school year.</li> </ul>
Justified Personal	<ul style="list-style-type: none"> <li>• Funeral - <i>three</i> days out of state and <i>one day</i> in state</li> <li>• Court appearance</li> </ul>

## UNEXCUSED ABSENCE/TRUANT

ALL other excuses not listed above. Note that an unexcused absence is considered Truant.

## EXCUSED TARDIES/LATES

Student is at a doctor or dentist appointment and presents a note from the doctor or dentist.

## UNEXCUSED TARDIES/LATES

All excuses other than doctor/dentist appointments listed above.	Car broke down	Missed the bus
	Overslept	Forgot it was a special schedule
	Parent ill/parent overslept	Late Start

*A "Late" arrival is considered less than 30 minutes late, and "Tardy" is over 30 minutes late.*

**Attendance letters** will be sent out as follows for elementary schools:

1. After every 5 unexcused late arrivals. After 15 late arrivals a SART meeting will be scheduled. After 20 late arrivals a SARB referral will be scheduled. Both meetings are mandatory.
2. After 10 absences due to illness.
3. After the first 3 truancies/unexcused absences, and every truancy thereafter.
4. After 5 truancies a SART meeting is scheduled and a possible SARB referral.

**SART** (School Attendance Review Team) Meeting Parent meets with principal, teacher representative, & community representative at an informal meeting to discuss ways for the student to get to school on time and/or improve attendance.

**SARB** (School Attendance Review Board) Meeting Parent meets with a formal SARB Board that consists of the parent, principal, SARB director, School Resource Officer and nurse to develop a plan to help the student get to school on time and/or improve attendance.

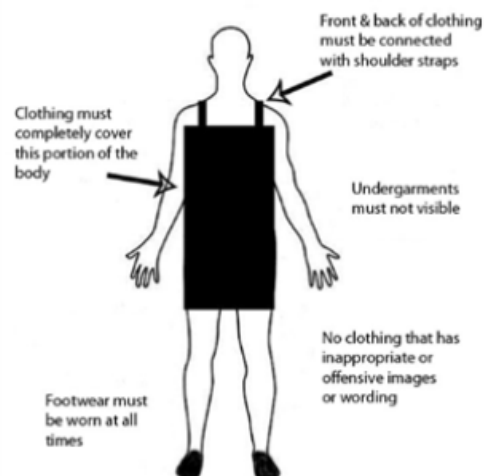
**\*Please note:** Missed student work will be provided for excused absences and/or approved Independent Study Contracts. In order for a student to participate in a school day and/or afterschool enrichment and/or event, they must be present at school the same day.

## DRESS CODE

Students are expected to dress appropriately for learning, working, playing and safety at school. We ask you to support the following to ensure decorum and safety:

- Short shorts, short skirts, half shirts (midriffs or muscle), loose tank tops, see-through materials, spaghetti or strapless tops, clothes with deliberately torn holes, and baggy shorts or pants riding too low are not to be worn to school. Clothing should **fit appropriately** and not be too baggy or too tight.
  - o Bottoms should go to the mid-thigh.
- Clothing and any accessories should **not have any advertising of tobacco, alcohol or inappropriate language, humor, or graphics**. Wearing of jewelry is not recommended, and if worn should be minimal.

### Dress Code Policy





- **Hats and headbands can be worn** as long as they follow dress code, are worn appropriately, and are not a distraction. Hoodies can be worn while on the playground for protection from the weather.
- **Shoes need to be suitable** for running and PE; closed toed shoes with a back strap that stay secured to the feet. High heels, flip-flops, open toe sandals or shoes with wheels are not allowed.
- **Make-up, glitter, body paint, overly decorated/styled hair are not permitted** for students to wear at school. Students wearing make-up or body paint will be asked to wash it off (including temporary tattoos). Nails should be kept short and appropriate for school/active environments.
- Students should wear **clean clothing** every day. Students are encouraged to **bathe or shower at home daily**. Fourth and fifth graders may want to consider using a deodorant.

If the dress code is not adhered to, a parent or guardian will be contacted and asked to bring a change of clothing to school for the student.

Themed clothing/costumes will be allowed on designated days; they must follow the dress code. Full-face paint, masks, and/or props are not allowed.

Personal Items: All personal items that are not approved by the teacher, including school supplies, need to stay at home. This includes but is not limited to items such as toys, trading cards, purses/pouches, ChapStick, sunscreen, hand warmers, etc..

## LOST AND FOUND

Students are responsible for their own personal property. The school cannot be held responsible for lost personal items. Students may not bring toys, electronics, or other items to school. Staff members will confiscate such items unless teacher prior approval was given.

*Be sure to label your child's clothing, especially jackets, sweaters, and lunch pails with First & Last Name.* Lost items are placed in the lost and found rack located in the multipurpose room. Found smaller items, such as keys, may be held in the school office. The lost and found is **emptied at winter and summer breaks**; any unclaimed items are donated to charity.

## FOOD SERVICES

This year, all students, at every school, will be able to receive school **breakfasts and lunches at no cost to their families**, thanks to funding and a program from the U.S. Department of Agriculture. With one in six children in the United States facing hunger issues, this program will remove an important barrier to learning. For Menus visit the FCUSD Nutrition Services Department webpage or click [HERE](#). Breakfast is served 7:50am – 8:00am in the multi.

Due to food intolerance and allergies, **students are not allowed to share food or drinks with others**. A Nut Free (Friendship) Table will be available during lunch time for students to utilize if needed; our Health Office will confirm with families of students with nut allergies, if they would like to opt their child out of needing to sit at this designated table.

We ask that students wanting to share Birthday Treats, bring in non-food/candy/drink items. Any food brought into the classroom for special classroom activities/events, must have prior teacher approval and the ingredients must be identified.

## HEALTH OFFICE

We are committed to keeping your student and our school community healthy. The following guidelines can be used to help determine when your student should stay home. If your student has any of the symptoms below (cold, flu, COVID-19, or other illnesses) please keep them home and notify the school.

**Your student should stay home if exhibiting:**

- ☐ Fever: 100.4°F or higher without medication

- ☐ New onset of cough
- ☐ New onset of runny nose/congestion
- ☐ Yellow or green discharge from eyes, ears, nose or any other part of the body
- ☐ More than one episode of vomiting or diarrhea
- ☐ Severe sore throat (*consult with medical provider if accompanied by a headache, stomach ache or rash as it may be strep*)
- ☐ A rash (*rashes that are itchy and scaly should be evaluated by a medical provider before coming to school*)
- ☐ Pink eye (*red, puffy, itchy eyes*) - needs to be evaluated by a medical provider before coming to school
- ☐ Other symptoms of illness

*Students with documented chronic condition(s) that cause cough, congestion or allergy-like symptoms should submit a medical note for new onset/change of baseline of symptoms stating the student is not contagious.*

Students may return when:

- symptoms have improved significantly AND
- if applicable, fever has been gone for 24 hours without any fever reducing medications;
- it has been 24 hours since the last episode of vomiting or diarrhea
- it has been 24 hours since the first dose of antibiotics
- Students with a positive COVID-19 test result should contact the school health office for isolation and return to school guidance.
- In addition, please encourage your students to wash their hands and cover their coughs/sneezes!

When a student needs to go home due to health-related situations:

1. The Health Office or Front Office Staff member will contact parents/guardians;
2. Student will need to be picked-up within 30 minutes of being notified;
3. Consult with the OC Health Office regarding 'student return to school' policies.

### **Medications**

All doctor prescribed medications AND over the counter medications (including but not limited to chapstick, sunscreen, topical creams, etc..) that need to be administered at school, need to go through Oak Chan's Health Office.

- If your child has a nut allergy and you would like them to sit at the nut free table, please contact the Health Office as soon as possible.
- We may have a service dog on site, so if your child has known allergies, asthma, or other health condition(s) that may be aggravated by the service animal's presence, please alert our Oak Chan Health Office as soon as possible.

## **RESOURCE CENTER (LIBRARY & STEAM LAB)**

The Oak Chan Resource Center is a very welcoming and student friendly place. Flexible seating and shelves filled with books, and other resources can be found in our Multi Media Center.

Books and any borrowed items are to be treated well and promptly returned; loss of privileges (including non-distribution of report cards) may occur if books, and/or other school curriculum/supplies are damaged, not returned, or fines not paid.

Chromebooks are also utilized at designated times. **Students are expected to treat all technology and STEM equipment with a high level of care and respect; a fee may be charged for damaged equipment.**

Students must also follow all directions from staff members. Visiting unapproved websites/pages or altering any part of hardware/software will result in disciplinary action and/or loss of technology privileges.

## MUSIC PROGRAM

The curriculum for Oak Chan 4th and 5th grade students includes **weekly musical instruction**. Students have the option of choosing General Music, 4th/5th grade Orchestras (violin, viola, cello) or 5th grade Band (clarinet, trumpet, and trombone). Classes meet twice a week for thirty-five-minute sessions. This is a regularly scheduled block to allow classroom teachers time for collaboration. Elementary students do not miss general classroom instruction during music time. Learning an instrument in elementary school makes our students eligible for the Intermediate music programs offered in middle school.

## PHYSICAL EDUCATION

The curriculum for Oak Chan includes **weekly physical education instruction**. It is extremely important that students **wear shoes appropriate for running and movement**. Shoes with heels, including boots, and open toe sandals, are not allowed. Clothing should be worn which allows students to run, jump rope, perform sit-ups, and move freely through general space. It is recommended that shorts be worn under dresses or skirts. In the event that a student is unable to participate in PE, a note from a parent/guardian is required. If a student is to be excused from PE for an extended period of time, a doctor's note is required stating the beginning and end date of their excused absence from PE.

## GIFTED AND TALENTED EDUCATION (GATE)

The GATE identified children within Oak Chan are guided, encouraged and when appropriate, challenged, to utilize enrichment materials, explore their creativity, and investigate subjects more deeply to enhance their learning experience. Teacher, parent and student work together to identify goals for the school year and review accomplishments at year-end. FCUSD has established a GATE Advisory Committee composed of parents, teachers and administrators from various school sites, representing the GATE community. The committee meets several times a year to review ideas and make recommendations for planning, evaluation, and implementation of the GATE program. If you would like to be on the mailing list for notification of Advisory Committee meetings or require additional information about the GATE Program, please contact the [district's GATE office](#).

## STUDENT GOVERNMENT

Students in grades 3rd-5th grades may campaign for a Student Government office. In addition, there may be student representatives from each classroom. Members are role models and must strive to display SKORR, exemplary work ethic, and social behavior. Violation of the Student Government contract will result in removal from the position.

## EDUCATIONAL ENRICHMENT

Volunteers and your PTO make our outstanding art history Meet the Masters (MTM) program and the STEM Squad science program possible. This school year each Oak Chan student will learn about the work of artists considered masters of the art world. An art project based on each artist's style will be taught in every classroom. Students may also experience 'hands-on' science or Maker Space activities. Both programs will be housed in our STEAM Lab.

**Oak Chan strives to offer various (some fee-based) enrichments programs during and after school such as:**

*Dashing Dragons*  
*Ceramics*  
*Garden Club*  
*Starstruck Dance*  
*Choir*

*Young Rembrandts*  
*Science/Invention Fair*  
*Engineering*  
*Firefly Art*  
*Musical Theatre*

*EDMO*  
*Robotics*  
*Math Bowl*  
*Spelling Bee*  
*Variety Show*

*Math, Literacy, and Science Events, Various Educational Assemblies and more!*

**\*Important note:** In order for a student to participate in a school day and/or afterschool enrichment and/or special event, they must be present at school the same day.

## FIELD TRIPS

Our curriculum is enriched by the use of community resources, by participating in field trips and by on site presentations. 'On site ' and 'off site' activities may be offered. Students going on field trips 'off site' need parent permission slips on file. Permission slips for field trips are sent home in a timely manner prior to the scheduled trip. These forms must be returned to school at least 1 day prior to the event or the student will not be allowed to attend the trip. A donation to cover the costs of the field trip may be solicited. Any monies raised through fundraising, will not be refunded for any reason.

When there is availability, parents are encouraged to share these learning opportunities alongside their students. When space is limited, a lottery will be utilized to fill open volunteer spots. We strongly discourage family members to just 'show-up' at field trip sites; this causes confusion for staff/students and some venues only allow those that are a part of the designated school group. Depending on the nature of the trip and transportation arrangements, parents will be advised of and requested to complete all necessary volunteer paperwork and suggested possible field trip fees. **All parents attending field trips are required to be Category 2 cleared volunteers and no siblings may be in attendance. See the Volunteers section of the handbook for more info.**

## HOME 'ACADEMIC PRACTICE' POLICY

### Purpose

- To improve the students' performance by reinforcing skills taught at school.
- To develop responsibility and accountability in the student.
- To develop good work habits early in the learning process.
- To improve parents' awareness of their children's work in school.

### Basic Policy

- All students will have home academic practice that aligns with District guidelines.
- Teachers will communicate their home academic practice policy to parents.
- Home practice will not be used as a punitive measure.

### School Wide Guidelines

*Home academic practice* may be assigned on a regular basis, generally Monday through Thursday, but not necessarily on a daily basis.

The average time spent on home academic practice will vary, depending on the specific assignment and the individual student. Additionally, students are encouraged to read and log an average of 20 minutes of reading time per school day and practice basic math facts. Home academic practice may include long term reports and projects. Parents are requested to guide and evaluate their child's work. We encourage you to reach out to your classroom teacher if there are ever any concerns.

Performance on home academic practice assignments may be incorporated into the classroom grading policy. Teachers will describe the specific practice and purpose for assignments that complies with the basic district policy and school-wide guidelines. Parents will be notified of continuing deficiencies. Long assignments (more than 1 month in duration) will have designated checkpoints. Discussion of home academic practice performance will be made at report card time.

## STUDY SKILLS

Study skills become more important to your child as he/she gets older. As the amount of homework and new material presented increases, skills begin to play a greater role in a child's school success.

**There are procedures to be applied that can help your child develop better study skills:**

- **Discuss** your child's school day and home academic practice daily.
- **Know your child's** academic strengths and areas in need of improvement.
- Know your child's learning style to better understand how your child learns.
- Develop a **consistent daily routine** for studying and home academic practice.



- Provide a quiet, comfortable, well-lit place with basic school supplies for studying and home academic practice.
- Help your child **avoid distractions** by restricting phone, television, tablet, and computer use during studying and assignment completion time.
- Help your child **break down big assignments** into smaller, more manageable pieces.
- Assist with home academic practice but avoid doing it for your child.
- Provide your child with books, magazines, newspapers, and other materials and encourage regular reading, especially reading for fun.

**Provide encouragement and praise for your child's efforts. Discuss any concerns with your child's teacher. We encourage a healthy balance of school work, extracurricular activities, and family time.**

## STUDENT SUCCESS TEAM (SST)

The Student Success Team meets weekly to bring together school personnel in support of students needing assistance in some aspect of their educational experience. The team consisting of teachers, resource service personnel and administration meet at the request of a student's teacher or parent for a collaborative problem-solving session. Parents/Guardians are also members of the team who work alongside OC staff members in discussing best practices; coming to consensus on next steps, including which additional intervention strategies or other modifications need to be implemented to assist the student in having a positive educational experience.

## MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Children learn at different paces, and students may require a little extra support along the way. Throughout the school year, with our MTSS (Multi-Tiered System of Supports), Oak Chan may offer various reading and math intervention programs before, during, and after school. Your teacher will advise you if your child could benefit from such programs.

### W.I.N. Time (Tier 2 & Tier 3 Intervention)

40 minutes 4 days per week, ALL students participate in our WIN (What I Need) Time. This is a dedicated time where students are grouped by similar academic needs; teachers and various support personnel provide strategic instruction tailored to each learning group. Some students will stay with their classroom teacher, while others may go to another classroom, intervention, or resource teacher.

### When families and educators work together, children succeed!

Research has shown that students benefit from parent involvement in many ways:

- |                     |                           |                             |
|---------------------|---------------------------|-----------------------------|
| • Better attendance | • Higher graduation rates | • Less drug and alcohol use |
| • Better grades     | • Better self-esteem      | • Less violent behavior     |

*Parents have a tremendous influence over the lives of their children, especially when it comes to their social and educational development. Here are ways you can stay actively involved in your child's education:*

- Keep a positive attitude and an open mind when dealing with school personnel;
- Be a positive advocate for your child while respecting the expertise of the educator; understanding that staff members have best intentions in supporting a child's success;
- Give positive feedback and show appreciation for teachers and all staff members;
- Share expectations and set goals for your child with his or her teacher;
- Attend parent-teacher conferences and make appointments as necessary to discuss your child's progress. Have an *open dialogue* with the classroom teacher before choosing to contact the principal;
- Understand and reinforce school rules and expectations at home;
- Participate in our PTO, attend parent meetings, engagement opportunities, and special events at the school;
- Read classroom or school newsletters, e-blasts, and regularly visit the school's web site;



- Notify teachers of any significant changes that have taken place in your child's life, such as a death in the family, loss of income, or the divorce/separation of the parents;
- Meet your child's friends and get to know their parents.
- Please think before you post.
  - o We are a close-knit community and strive to support one another. Before you 'post' or participate in discussions (in person or virtual) ask yourself: Is it necessary? Is it accurate? Will it improve the situation? Is it kind? Am I being a positive role model for my child?

***"Children are great imitators, so give them something great to imitate"***

## PARENT INVOLVEMENT / VOLUNTEERING

The Board of Education encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with our students. Volunteers in our schools enrich the educational programs and strengthen our school's relationships with home, business, public agencies and private institutions. The presence of volunteers in the classroom and on school grounds also enhances supervision of students and contributes to school safety (Board Policy 4050).

Oak Chan recognizes the importance of volunteers within our school, and we encourage you and your family members to be educational partners by joining our volunteer community. Please be aware, **we only allow cleared Category 2 Volunteers on our campus during school hours, in the classrooms, on field trips, and during enrichment activities.** Our office staff will assist you in obtaining volunteer forms, procedures and to answer any questions you have about volunteering.

### Steps to Become a Volunteer at Oak Chan

1. Obtain a Category 2 Volunteer Application from the Office.
2. Submit your completed Volunteer Application with a copy of a negative TB test result (good for 4 years).
3. Once your application is approved by the Principal, you will be directed to go to the District Office for the live scan/fingerprinting. You do not need an appointment; however, you will need to present your driver's license.
4. Follow all current Health and Safety Guidelines.
5. When your fingerprints have cleared (usually within 7 days), our district office will send Oak Chan your approved picture badge.
6. The badge will be stored in the front office for your use in the classroom and on field trips.

## Safety is a Priority!

**REMEMBER TO SIGN IN AT THE SCHOOL FRONT OFFICE VIA OUR RAPTOR SYSTEM WHEN VISITING OR VOLUNTEERING. Your printed ID Badge must be worn in plain sight at all times.**

- ☐ A cleared CAT 2 volunteer understands that teachers will create a schedule for volunteers that best works for the classroom. Volunteers are present for ALL our students and confidentiality is of the utmost importance;
- ☐ While volunteering, cell phones need to be put away and any taking of pictures/recording is prohibited;
- ☐ Any information regarding student information and/or incidents occurring at school will **only be communicated via the teacher or an OC staff member.**

Oak Chan volunteers serve as role models for the students. Consistent with these roles, all volunteers shall dress professionally and appropriately relative to their specific duties and responsibilities.

Volunteers are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment.

A volunteer's attire should be business/casual and should also reflect the Oak Chan Student dress code. In addition, we ask that volunteers refrain from wearing clothing that has revealing necklines,

bare midriffs, and/or is excessively tight. If wearing exercise type pants, please wear a top that extends to the thigh.

We appreciate your understanding and cooperation; dress codes support decorum and a professional atmosphere conducive to success.

Any person who wants to observe/visit the campus or visit a classroom, must have prior permission. Please contact the front office for more information.

## COMMUNITY PARTNERS

Oak Chan is fortunate to have many community members, businesses, and services that support our school site, staff, and students throughout the year, such as our Folsom Police and Fire Departments and local businesses. We are highly appreciative of the monetary donations and service hours they continue to provide us.

### Intel and other Companies

Oak Chan has benefited in numerous ways from Intel involvement at our school. (Other companies also do the same; please take a few minutes to check with your employer about such opportunities.) Through Intel's Volunteer Grant Matching Program, employees are encouraged to volunteer their time at local schools. Our school receives monetary rewards for each hour an Intel employee volunteers at our campus. Intel parents volunteer their time for field trips, classroom help and event support. Oak Chan is also part of the Intel PC Pals Program, pairing a 5th grade class with Intel employees who correspond by email throughout the school year. We are always looking for Intel volunteers for the PC Pal Program; please contact your classroom teacher if you are interested.

## PARENT TEACHER ORGANIZATION (PTO)

The Oak Chan PTO, through fundraising, social events, and support of student programs, provides a valuable service to our school and community. We encourage you to join and stay informed. PTO meetings are the first Wednesday of each month; all parents are welcome to attend. Newsletters and events will be posted on the Oak Chan website. For additional information please contact our PTO President at [oakchanpto@gmail.com](mailto:oakchanpto@gmail.com).

### **2024 – 2025 Executive Board**

#### **President**

Avalon Danz

<b>Secretary</b>	<b>Treasurer</b>	<b>Financial Secretary</b>	<b>Auditor</b>
Carrie Berry	Amy Quillin	Abi Hill	Nikki Scarlett
<b>Vice President of Communications</b>	<b>Vice Presidents of Enrichment</b>	<b>Vice President of Events</b>	<b>Vice President of Fundraising</b>
Erin Howard	Tom Ewald & Elisha Kampsen	Sam Marshall	Sharon Costa
<b>Vice President of Operations</b>	<b>Vice President of Membership</b>	<b>Historian</b>	<b>Teacher Liaisons</b>
Nicole Javier-Watson	Kristin Thompson	Amber Pryor	Laura Colombo

## COMMITTEES

### **SCHOOL SITE COUNCIL (SSC)**

The Site Council is composed of 5 school staff members including our principal, and 5 parents.

- Parent representative members serve for a two-year term and attend at least 3 meetings per year.

- Meetings are usually an hour in length and generally held on a Wednesday after school at Oak Chan.
- The Site Council is active in the annual process of updating the Single Plan for Student Achievement (SPSA) that includes a comprehensive review of data and the development of actions necessary to achieve school goals.
  - The plan also addresses funding and proposed expenditures related to state and federal categorical programs.
  - The SPSA includes the School Action Plan, Safe Schools Plan, School Parental Involvement Policy, and Home-School Compact.
  - Each year, the School Site Council and the local governing board approve the SPSA.

### **ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)**

Each California public school, grades kindergarten through 12, with 21 or more English learners must form an English Learner Advisory Committee (ELAC). Oak Chan has an ELAC Committee that meets during the Site Council Meetings. For more information on ELAC, visit the [District ELAC Information Page](#)

Each California public school district, grades kindergarten through 12, with 51 or more English learners must form a **District-level English Learner Advisory Committee (DELAC)** or subcommittee of an existing district-wide advisory committee.- For more information, visit the District [DLAC Information Page](#) or call Elena Cabrera, Director of Categorical Programs and Grants 916-294-9000.

## **STATEWIDE TESTING NOTIFICATION**

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

### **Smarter Balanced Assessment Consortium Assessments**

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

### **California Science Tests (CAST)**

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

### **California Alternate Assessments (CAAs)**

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2019.

## California Spanish Assessment (CSA) for Reading/Language Arts

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

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 of the CAASPP assessments.

## English Language Proficiency Assessments for California

Formerly known as the California English Language Development Test (CELDT), the ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

## Physical Fitness Test

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

*Source: California Department of Education | August 2018*

# SUSPENSION AND EXPULSION

## Suspension

In accordance with California Education Code section 48900.5 and district policy, suspension (including supervised suspension) shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil may be suspended for any of the reasons enumerated in section 48900 upon a first offense if the principal determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of section 48900 or that the pupil's presence causes a danger to persons.

*Education Code Section 48900, subdivisions (a) through (e):*

- (a)(1): Caused, attempted to cause, or threatened to cause **physical injury to another person**.
- (a)(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** ....
- (c): Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a **controlled substance** ..., an **alcoholic beverage**, or an **intoxicant** of any kind.
- (d): Unlawfully **offered, arranged, or negotiated to sell** a controlled substance ..., 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**.

The intent of this policy is to maintain safety for all students, staff, and visitors on the school campus and to support staff and parent efforts to maintain a positive learning environment. Students and families shall retain the rights of due process and fair hearing.

## Expulsion

Students and families can refer to California Education Code section 48915 for detailed information on the laws regarding school expulsion. The following actions can result in immediate suspension and recommendation to the school district for expulsion:

- (a): Causing serious physical injury to another person, except in self defense.
- (b): Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (c): Unlawful possession of any controlled substance, except for either of the following:
  - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
  - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- (d): Robbery or extortion
- (e): Assault or battery, as defined in Sections k240 and 242 of the Penal Code, upon any school employee



A decision to expel a pupil for any of these acts shall be based on a finding of one or both of the following:

- (1): Other means of correction are not feasible or have failed to bring about proper conduct.
- (2): Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

Contact the school principal if you have questions regarding any of the policies regarding student discipline.

## **TRANSPORTATION RULES AND POLICY**

The FCUSD Board of Trustees has determined that there will be a charge for transportation. Information regarding our transportation policies, schedules and fees can be found at [www.fcusd.org/transportation](http://www.fcusd.org/transportation) or by phone at 631-0401.

Rules and regulations for the transportation of pupils by district-operated buses are established and enforced to ensure the utmost safety of those pupils being transported. The cooperation of parents, pupils, bus drivers and school administrators is required to achieve the desired results.

### **Authority of the driver:**

FCUSD has adopted rules to enforce section 5 CCR 14101. Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the school bus. The driver shall be held responsible for the orderly conduct of the pupils, while they are on the bus, or being escorted across the street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied transportation.

### **Rules of Conduct:**

1. Seating: Drivers may assign students seating, as they deem necessary. Pupils assigned to specific seats may not move from those seats unless authorized by the driver. Pupils must sit up in the seat, face the front of the bus and keep feet out of the aisle. For safety reasons, while the bus is in motion, students must remain seated.
2. No part of the body may be out of the window.
3. Other pupils; No pupil is permitted to interfere with another pupil or touch the property of another pupil.
4. Noise level: Pupils may not cause a noise nuisance on the bus. This includes playing loud music, whistling, yelling, loud talking or inappropriate language.
5. Animals: Pupils shall not transport household pets or animals on the school bus.
6. Hazardous items: Pupils shall not bring on board; any weapons of any type or controlled substances as defined in Education Code 48915, this is an expellable offense.
7. Personal property: Pupils may not transport articles of personal property that interfere with the safe operation of the school bus or block aisles. Under no circumstances shall a pupil block emergency exits. The school district and its personnel are not responsible for items left on board the bus.
8. Loading/Unloading: Pupils are to load and unload in an orderly manner. Pupils required to cross the street must follow the directions of the driver. Students must cross in front of the bus and only at district-approved stops.
9. Food/Eating: No pupils may eat or drink aboard the bus, unless prior permission is received from the bus driver.

Riding the school bus is a privilege, not a right. Students who are unable to stand in the bus line calmly or to ride in a safe manner will be given a bus referral by a teacher, staff or bus driver. Repeated violations could result in the loss of riding privileges. The transporting of a student with loss privileges becomes the responsibility of the parent/guardian.

## **NONDISCRIMINATION/SEXUAL HARASSMENT/COMPLAINT PROCESS STATEMENT**

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration



status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For concerns/questions or complaints, contact the **Title IX Coordinator(s), Equity Compliance Officer(s) and Section 504 Coordinator(s)** :

**Shannon Diaz, Director of Compliance, Title IX Coordinator**

[sdiaz@fcusd.org](mailto:sdiaz@fcusd.org)

**916-294-9000 Ext 104415**

**Folsom Cordova Unified School District**

**1965 Birkmont Drive**

**Rancho Cordova, CA 95742**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

(BP 5145.7)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 9 days (5 CCR 4630).

