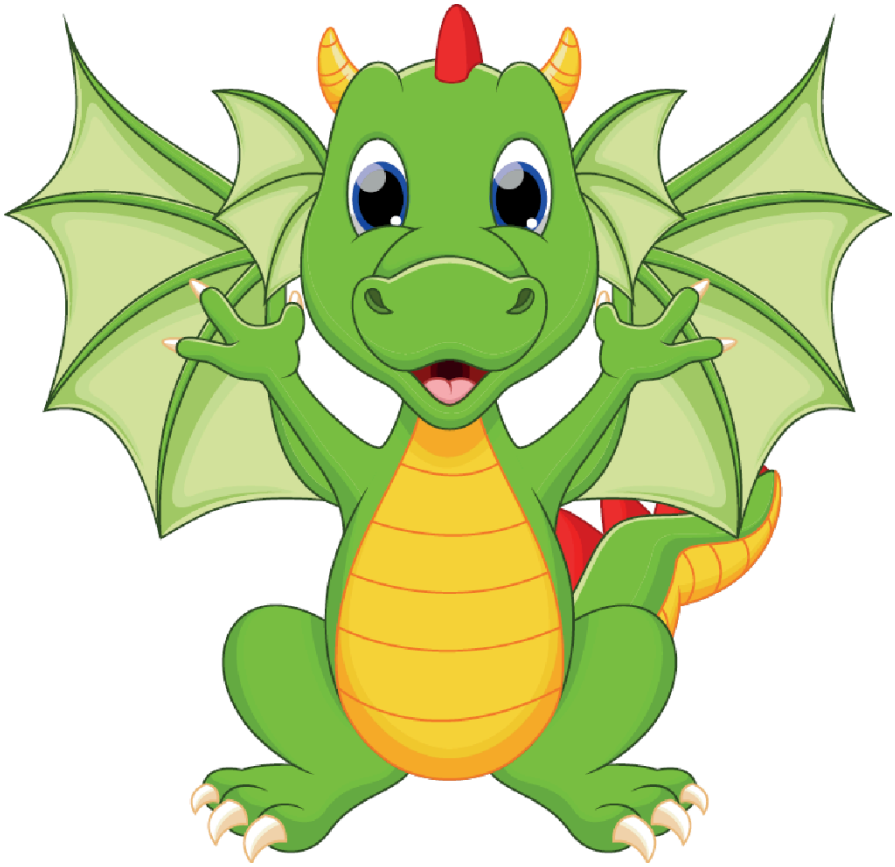
FAMILY & STUDENT HANDBOOK

2026 - 2027

Oak Chan Dragons



Principal:
Mrs. Amber Lozano

Administrative Assistant:
Mrs. Chrissy Hebeler

Attendance Clerk:
Mrs. Danielle Craighead

Parent Coordinator:
Mrs. Brit Renshaw

Oak Chan Elementary School
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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.

SCHOOL-WIDE EXPECTATIONS

Oak Chan is a learning community that utilizes
Positive Behavioral 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, during school events, and to and from school, in person and 'electronically'.

OAK CHAN SCHOOL-WIDE EXPECTATIONS MATRIX

	SAFE	KIND	ON TASK	RESPONSIBLE	RESPECTFUL
CAFETERIA	• Eat only your food • Walk	• Use kind words • Respect others' food choices	• Face forward when in line • Focus on eating	• Bring your lunch card or lunch box • Follow meal rules • Clean up	• Use quiet voices • Follow directions
DROP OFF / PICK UP AREAS	• Wait in designated areas • Use crosswalks	• Use kind words	• Arrive on time • Go straight to home/school	• Follow school rules • Keep walkways clear	• Be mindful of others' space • Respect property
RECESS AREAS	• Walk in the bark area • Freeze when you hear the whistle	• Show sportsmanship • Invite others to play	• Use recess for a break	• Follow game rules • Put equipment away	• Follow adult directions • Take turns
BATHROOM	• Walk • Keep feet on the ground	• Respect privacy	• Use quickly	• Flush, wash, leave	• Use quiet voices • Keep the space clean
HALLWAYS	• Walk • Be aware of doors	• Say "excuse me" when needed	• Go straight to your destination	• Clean up messes	• Walk quietly • Avoid disruption others
SNACK TIME	• Stand still or sit while eating • Eat your own food	• Use kind words	• Focus on eating	• Throw away all trash • Eat before playing	• Respect others' food and space
LINE UP	• Face forward • Stand still	• Keep hands and feet to yourself	• Listen for the whistle	• Stay in place • Follow adult directions	• Stay quiet • Respect personal space
LIBRARY	• Walk • Sit properly	• Use kind words • Respect book chioces	• Use the sticks when borrowing	• Return books on time • Follow adult directions	• Stay quiet • Respect personal space

Responses to Behavior:

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

Appropriate consequences for choices that don't meet the expectations 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.

ACADEMIC DISHONESTY POLICY

The FCUSD Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students are monitored for academic misconduct using various methods, including the use of Go Guardian or another electronic monitoring program while they are logged into their FCUSD accounts.

In the event that a student is found to have violated the Academic Dishonesty Policy, there will be a discipline consequence assigned by the school's administration and an academic consequence assigned by the student's teacher.

Possible consequences of academic misconduct include but are not limited to: parent contact, assignment focused on the importance of honesty and integrity, documentation of incident on student's permanent discipline record, reflective conference with teacher or administrator, and/or removal from Student Government or other enrichment clubs/programs.

The student will still be able to show their understanding of the content but may be asked to do so in a different way and may receive a lowered grade.

CELL PHONES & ELECTRONIC DEVICES

Per Board Policy 5131.8, students TK - 8 grade are not allowed to have cell phones during the instructional day. Students in grades TK-8 may not use cell phones, smartphones, smart watches, or other mobile communication devices while on campus. Devices must be turned off and placed out of sight during the school day. Students who need to call parents may use phones located in the administrative office.

IMPORTANT NOTE: Smartphones and other mobile communication devices shall not be used in any manner that infringes on the privacy rights of any other person. 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 many students. This makes our parking lot a busy place.
Please practice courtesy, patience and caution when approaching and on campus. Review the following procedures and feel free to contact our office if you have questions.

- ★ 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.
- ★ Plan ahead for the extra time and patience needed on Minimum day schedules and rainy days.
- ★ Respect the blue accessible areas and no parking red zones.
- ★ Refrain from driving through and/or parking in the bus lane that is located directly in front of the school
- ★ The lot near the TK/Kindergarten classrooms is for parking only, **no drive-through drop-offs**.

Parking Lot Etiquette

- ★ 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.
- ★ ***The Staff 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.

Drop Off and Pick-Up

★ Students should be dropped off and picked up in a timely manner.
★ Grades 1-5: Drop-off and Pick-up is at the **YELLOW CURBED ZONE** at the end of Prewett Drive.
  ○ *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 gate. There is no supervision before/after school.
2. **TK**: Wait at the Primary Gate for the teacher to pick up and drop off your child.
3. **Kinder**: Students enter and exit through the farthest gate (opens into the Kindergarten blacktop).

Walking to School

1. Use painted **crosswalks** to cross the street. **DO NOT** cross through car lanes or parking lots.
2. 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 and e-bikes 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-2nd 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,
5. ***WALK*** your bike and scooter on campus, including sidewalks.
6. All students are required to wear helmets when riding to and from school.
   a. Scooters and bikes may be confiscated from students who fail to wear helmets and returned when proper headwear is produced.
7. Children riding bicycles or scooters must observe the same laws that adults do in moving vehicles.
   a. Parents or guardians are asked to encourage their children to abide by the safety expectations.
   b. The school will 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. A lock can be used on bicycles and scooters to prevent theft.
   a. The school is not responsible for damage or loss of bicycles, scooters, or other personal property.

COMMON AREA BELL PROTOCOL

Arrival at School

Only drop off students at the designated times. Students are allowed on campus after 8:00 AM unless registered in a before school program or participating in the breakfast program.

Grades K-5		**7:50**	Multipurpose Room opens for Breakfast Program
		8:00 - 8:12	Students arrive on campus and follow the directions below.
		8:12 - 8:15	Students stand in line to enter the classroom. Teachers greet students and walk them to the classroom.
		8:15	Gates close Teachers take roll and lunch count, then begin with lessons Late students check-in at the front office
Transitional Kindergarten	**AM**	**7:50**	Multipurpose Room opens for Breakfast Program
	AM	**7:57 - 8:00**	Parents/Guardians wait with students at the gate
	PM	**11:01 - 11:24**	

Transitional Kindergarten	**AM**	**8:00**	Gates close Teachers take roll then begin with lessons Parents/Guardians check late students in at the front office
	PM	**11:24**	

- *Unsupervised students may not arrive earlier/stay later on campus or at Cohn Park.*
- If students arrive before 8:12 AM, they will place their backpacks where they line up or on a designated cart, and then immediately join our 'Dragon Walking Trail' on their designated blacktop.
  - The playground and field are closed before and after school.
- When instructed, students will line up on the blacktop behind their buildings on their classroom's designated line or in front of their classroom
- 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.

PARENTS:	o Ensure Kinder-5th grade students arrive between 8:00 and 8:12 AM. o Do not pass the gates without checking-in with the front office. o All non-staff 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. o Only District Certified Service animals are allowed on our campus, including sidewalks.
STUDENTS:	o Be on time each day o Come ready to learn. o Model SKORR when on the Walking Trail and waiting in line. o Go directly from home to school, unless supervised by an adult.

Dismissal from School

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

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PM TK-5th	2:45 PM	2:45 PM	2:45 PM	**1:15 PM**	2:45 PM
AM TK	11:21 AM	11:21 AM	11:21 AM	11:21 AM	11:21 AM

PARENTS:	o Let your child know ahead of time where to meet you (or another designated adult) and/or if they are participating in an afterschool program. o Meet your child at the **Dragon Drop Off/Pick Up** or **in front of the gates**. o Be on time o Respect staff members who enforce expectations.
STUDENTS:	o Follow teacher directions for departure and continue to demonstrate SKORR. o Go directly to meet your parent/guardian and/or leave campus in a timely manner o Go straight home unless supervised by an adult

STUDENT CARE CENTER

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

ATTENDANCE

California law mandates that each child 6 years of age or older, and younger than 18 years of age, attend school every day and on time.

Each student is granted ten (10) parent-verified excused absences for mental or physical health reasons. Once a student has surpassed their ten (10) excused absences, we require a doctor's note *(note on medical letterhead signed by a licensed medical professional).* We require that each day a

student is absent has a corresponding note. Otherwise, additional absences will be marked "unexcused."

EXCUSED ABSENCES	
Illness	• After three days in a row, a *medical verification* (note from the doctor) is required. • *After 10 absences, a medical verification is required each day thereafter.*
Independent Study Contract	• Available for students who are missing a minimum of 3 school days and a maximum of 15 school days. • Contract must be submitted to the front office a minimum of 10 school days prior to the planned absences. • Cannot be used the first two weeks or the last 2 weeks of school. • All work must be completed and turned in to the teacher upon returning to school or attendance credit will not be given. • Only 15 total Independent Study days are allowed per school year.
Justified Personal	• Funeral - *three* days out of state and *one day* in state • Court appearance
Religious Holiday	• Observance of a holiday or ceremony of a student's religion • Participation in religious exercises or instruction away from the school site • Attendance at religious retreats

Excused absences other than illness shall be for justifiable personal reasons protected under California Education Code, such as those listed above. For these justifiable personal reasons, the parent/guardian must submit a request in writing to the school authorities for prior approval. *(Education Code 48205)*

UNEXCUSED ABSENCE/TRUANT
ALL other excuses not listed above. Note that an unexcused absence is considered Truant. California law further requires that any child who has been absent without valid excuse and/or a tardy in excess of 30 minutes on each of the three or more days in one school year, may be reported as a truant to the Office of Attendance and Due Process.

EXCUSED TARDIES/LATES
The 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.

Students experiencing **excessive school absences** *(excused and unexcused)* may be referred to the School Attendance Review Board (SARB) or may receive a home visit from a representative of Attendance & Due Process. The SARB is designed to assist the student and parent in reducing school attendance problems by maximizing use of school and coordinated community resources.

Any student is deemed to be a habitual truant who has been reported as a **truant three or more times in a school year**. No student shall be considered a habitual truant unless an appropriate school official has made a conscientious effort to hold at least one conference with the student and the student's parent or guardian. Any student considered a habitual truant, or who is irregular in school attendance, or who is habitually insubordinate or disorderly during school attendance, may

be referred to a School Attendance Review Board (SARB), which will require the attendance of both the parent or guardians and the student.

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

1. After every 5 unexcused late arrivals.
2. After 10 absences due to illness.
3. After the first 3 truancies/unexcused absences, and every truancy thereafter.

Attendance Interventions:
SART *(School Attendance Review Team)* Meeting: Parent meets with principal, and possibly other district or community representatives, 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**:
In order for a student to participate in a school activity or afterschool enrichment and/or event, they must be present at school the same day.

No student may have his or her grade reduced or lose academic credit for any absence or absences excused if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. *(Education Code 48205)*

DRESS CODE

Students are expected to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students. 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. Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

The following guidelines shall apply to all regular school activities:

- Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
- Appropriate closed-toe shoes must be worn at all times.
- Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. *(Education Code 35183.5)*

Themed clothing/costumes will be allowed on designated days, but they must follow the dress code. Full-face paint, masks, and/or imitation weapons are not allowed. Props may be permitted if they do not cause a disruption.

LOST AND FOUND

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 or anytime the rack gets too full**; any unclaimed items are donated to charity.

FORGOTTEN ITEMS

Items brought to school by an adult (including instruments, projects, library books and permission forms) during instructional hours will be placed on the "Forgotten Items" table inside the Multipurpose Room. Students can retrieve their items from the table during lunch.

In order to protect instructional time and reduce learning disruptions, we will not call the classroom to inform the student or teacher that the item was delivered.

Items accidentally left in the classroom can be picked up the next school day during regular school hours. Students will not be permitted to return to the classroom to retrieve their items.

FORGOTTEN HOMEWORK

Homework forgotten at home will not be accepted through the main office. To support the development of student responsibility, we do not allow homework to be dropped off during the school day. Students are encouraged to build strong organizational habits by ensuring all necessary materials, including homework, are brought to school each day.

FOOD AT SCHOOL

Under the Universal Meals program, **all students have access to free, nutritious meals every school day**. Paper applications for tracking eligibility are available at school sites, or you can apply online at FCUSD Food Services webpage to help ensure continued funding for this valuable program. For Menus, visit the FCUSD Nutrition Services Department webpage or click HERE.

Breakfast is served 7:50–8:00 AM in the Multi.

★ Due to food intolerance and allergies, **students are not allowed to share food or drinks with others**.
★ If students want to bring in **Birthday Treats**, they should be **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.

Provision of Energy Drinks to Students

★ Energy drinks do not promote student wellness, and do not meet state or federal nutrition standards. To support student health and minimize district liability, staff shall not offer, provide, purchase, or otherwise distribute energy drinks to any student at any time, including before, during, or after the school day or school-sponsored events.

★ Energy drinks include any beverages containing high levels of caffeine or other stimulants (e.g., guarana, taurine, ginseng, L-carnitine), such as Monster, Red Bull, Rockstar, Bang, Celsius, Prime Energy, and similar products.

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 child should stay home. If your child 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 and sneezes!

<u>When a student needs to go home due to health-related situations:</u>

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 and the appropriate forms must be completed.

PLEASE NOTE:
If your child has a nut allergy and you would like them to sit at a 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.

EVENT SAFETY POLICY

In order to provide opportunities for families to celebrate their children's successes on campus while maintaining safety for all students under the supervision of school staff, the following protocols will be implemented for all events in which the community is invited onto campus during school hours.

1. Student restrooms will remain as student-use only. Adults may use the restroom located at the Cohn Park field across the parking lot.
2. Visitors must remain in the event area. Traveling to classrooms or other campus areas will require permission and possibly supervision from the front office staff or the principal.
3. Students will remain with their class or performing group, under the supervision of their teacher or assigned staff member, for the duration of the event.
4. Students are not permitted to go into the audience before, during, or after the event for pictures or mingling.
5. An early dismissal process will be established for graduation/promotion events and communicated to families and staff.
    a. Students will return to their classrooms following the event and will be called from their classroom if their parent elects to sign them out from school after an event.

6. Families who would like a child's sibling to attend an event will need to check them out through the front office at least 15 minutes prior to the event.
    a. If the sibling is returning to class after the event, the family must check the student in through the front office.
    b. In the event that audience capacity is limited, siblings will not be permitted to attend.

RESOURCE CENTER (LIBRARY & STEAM LAB)

The Oak Chan Resource Center is a welcoming and student-friendly place. Flexible seating along with 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 if fines are 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**.

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. Learning an instrument in elementary school makes our students eligible for the Intermediate music programs offered in middle school.

Students are responsible for bringing their instruments to school on music days.

Kindergarten through 3rd grade students will receive 45 minutes per week of music instruction from Visual & Performing Arts (VAPA) teachers.

These are regularly scheduled blocks to allow classroom teachers time for preparation and collaboration. Students do not miss general classroom instruction during music time.

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 that 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. 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 visit the district's GATE webpage.

STUDENT GOVERNMENT

Students in grades 3, 4, and 5 may campaign for a Student Government office. In addition, there may be student representatives from each classroom or grade level. Members are role models and must strive to display SKORR behavior and exemplary work ethic. Violation of the Student Government contract will result in removal from the position.

EDUCATIONAL ENRICHMENT

Thanks to the generosity of our volunteers and Parent Teacher Organization (PTO), as well as the dedication of our staff, we are able to offer several enrichment opportunities during the school day and after school. Most of our enrichment offerings focus on enhancing students' Science, Technology, Engineering, Art, and Music (STEAM) education. We also house several fee-based enrichment programs on campus to increase access for students.

Here are some of the enrichment opportunities that may be offered during the school year:

Dashing Dragons	*Choir*	*Math Bowl*
Ceramics	*Young Rembrandts*	*Spelling Bee*
Garden Club	*Science/Invention Fair*	*Variety Show*
Starstruck Dance	*Meet the Masters*	

The school also works with our PTO each year to host engaging and educational assemblies and evening family events that promote math and literacy development and STEAM education.

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

FIELD TRIPS

Our curriculum is enriched by the use of community resources by participating in off-site field trips and by on-site presentations.

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.

- Forms must be returned to school at least 1 day prior to the event for the student to attend.
- 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 by chaperoning.

- When space is limited, a lottery will be utilized to fill open volunteer spots.
- Family members not selected to chaperone should not just 'show-up' at field trip sites; this causes confusion for staff/students. Only approved volunteers will be able to participate in the field trip activities.
- Depending on the nature of the trip and transportation arrangements, chaperoning 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 FCUSD cleared volunteers and no siblings may be in attendance.** *See the Volunteers section of the handbook for more info.*

Access to co-curricular and extra-curricular events is a privilege that students earn through SKORR behavior. Students exhibiting unsafe or inappropriate behavior may be excluded from attending a field trip or placed on a Field Trip Behavior Contract.

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 at the beginning of the year.
- 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 an average of 20 minutes per school day and practice basic math facts. Home academic practice may include long term reports and projects. Parents are requested to guide and review their child's work for completion. 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. Long assignments (more than 1 month in duration) will have designated checkpoints. Parents will be notified of continued deficiencies. Discussion of home academic practice performance will occur at report card time.

HOW TO HELP AT HOME

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.

These procedures 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.
- Develop a **consistent daily routine** for studying and home academic practice, including a quiet, comfortable, well-lit place with basic school supplies.
- Help your child **avoid distractions** by restricting phone, television, tablet, and computer use during studying and assignment completion time.
- Assist with home academic practice, but avoid doing it for your child.
- Provide your child with books and other materials and encourage regular reading, especially reading for fun.

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

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

Here are ways you can stay actively involved in your child's education:

- 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.
- Attend parent-teacher conferences and make appointments as necessary to discuss your child's progress.
- Address concerns with the classroom teacher.
- 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 and school newsletters/e-blasts, and regularly check the Wednesday folder.
- 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.

- 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?

When families and educators work together, children succeed!

STUDENT SUCCESS TEAM (SST)

The Student Success Team meets when needed to bring together school personnel in support of students needing assistance in any aspect of their educational experience. The team consists of teachers, resource service personnel and administration who meet at the request of a student's teacher or parent for a collaborative problem-solving session. Parents/Guardians are important members of the team who work alongside OC staff members in discussing best practices and determining next steps to assist your child in having a positive educational experience.

Reach out to your child's teacher if you have any concerns about your child's progress.

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 during school.

W.I.N. Time *(Tier 2 & Tier 3 Intervention)*
Forty minutes, four days per week, ALL students participate in our WIN (What I Need) Time. This is a dedicated time during the school day when 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. Instruction is focused on building knowledge and skills around previously taught or upcoming content.

PARENT INVOLVEMENT / VOLUNTEERING

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall consult with parents/guardians and family members in the development of meaningful opportunities for them to be involved in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Board Policy 6020)(Education Code 42238.02, 52060)

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 FCUSD Volunteers on our campus during school hours, in the classrooms, on field trips, and during enrichment activities.** Our office staff can assist you in completing the process and answer any questions you have about volunteering.

Steps to Become a Volunteer at Oak Chan

1. Schedule a Live Scan Fingerprinting appointment for DOJ criminal background
2. Have a TB test or risk assessment completed within 60 days of submission to the District
3. Complete the online Volunteer Application.
4. Your application is sent to the school to be approved by the Principal

★ Under new legislation (SB 848), **all school volunteers must show proof of annual training as Suspected Child Abuse Mandated Reporters at the start of each school year**. Volunteers can meet this requirement by completing the free PublicSchoolWorks Suspected Child Abuse Mandated Reporter Training on our Volunteer Procedures webpage. Training must be completed by September 11. Volunteers who do not meet this deadline will be deactivated until they complete this legal requirement.

Get more information by visiting the FCUSD Volunteer Procedure webpage:
https://www.fcusd.org/departments/volunteer-procedures

Safety is a Priority!

Once you become a volunteer:

- **SIGN IN AT THE SCHOOL FRONT OFFICE WHEN VISITING OR VOLUNTEERING.**
- **Your printed ID Badge must be worn in plain sight at all times.**
- 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 and shall dress professionally and appropriately relative to their specific duties and responsibilities. We ask that volunteers follow the Oak Chan Student Dress Code. We appreciate your understanding and cooperation as 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.

Reach out to the main office if your company would like to become a community partner.

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 second 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.

2026 – 2027 Executive Board

President
Jenny Prouty

Secretary	**Treasurer**	**Financial Secretary**	**Historian**
Camille Boccia	Jennifer Tracey	Megan Dulgarian	Amber Pryor
Vice President of Communications	**Vice President of Enrichment**	**Vice President of Operations**	**Vice President of Fundraising**
Avi Shalom	OPEN	Nate Sorenson	Jillian Gonzalez
Vice President of Membership	**Vice President of Events**	**Primary Teacher Liaison**	**Intermediate Teacher Liaison**
Lauren Deutsche	Lacey Stockton	TBD	TBD

COMMITTEES

SCHOOL SITE COUNCIL (SSC)

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

- Members serve for a two-year term, attending at least four meetings per year.
- Meetings are usually an hour in length and generally held on a Tuesday from 3:00 to 4:00 PM in the Oak Chan library.
- The Site Council is active in the annual process of updating the School Plan for Student Achievement (SPSA) that includes:
  - Reviewing data to monitor progress toward meeting school goals
  - Addressing funding and proposed expenditures related to state and federal categorical programs.
  - Approving the Comprehensive School Safety Plan, School Parental Involvement Policy, and Home-School Compact.
  - Developing and approving the SPSA for the following school year.

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's ELAC generally meets on Tuesdays from 3:00 to 4:00 PM in the library. For more information on ELAC, visit the District ELAC Information Page. For more information on our District English Learner Advisory Committee, visit the District DELAC Information Page or call Elena Cabrera, Director of Categorical Programs and Grants 916-294-9000.

CLIMATE COMMITTEE (PBIS)

Oak Chan is a Positive Behavioral Intervention and Supports (PBIS) school with an active Tier 1 Team called the Climate Committee. The committee is composed of the school's Climate Facilitator, administrator, teachers, and parents. The committee discusses the school's Tier 1 systems and practices, reviewing data and survey results to make informed decisions. Reach out to the school principal if you are interested in serving on the Climate Committee.

STATEWIDE TESTING NOTIFICATIONS

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

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

Pursuant to California Education Code Section 60615, parents and guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test.

CAASPP

Smarter Balanced Assessments for English Language Arts/Literacy (ELA) and Math

Who takes these tests? Students in grades 3–8 and grade 11 take these tests.
What is the test format? The Smarter Balanced assessments are computer-based.
Which standards are tested? The California Common Core State Standards.

California Alternate Assessments (CAAs) for ELA and Math

Who takes these tests? Students whose individualized education program (IEP) identifies the use of alternate assessments take the CAAs for ELA and Math in grades 3–8 and grade 11.
What is the test format? The CAAs for ELA and Math are computer-based tests that are administered one-on-one by a test examiner who is familiar with the student.
Which standards are tested? Alternate achievement standards called the Core Content Connectors derived from the California Common Core State Standards.

California Science Test (CAST)

Who takes the test? Students take the CAST in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

What is the test format? The CAST is computer-based.

Which standards are tested? The California Next Generation Science Standards (CA NGSS).

California Alternate Assessment (CAA) for Science

Who takes the test? Students whose IEP identifies the use of an alternate assessment take the CAA for Science in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

What is the test format? The CAA for Science is a computer-based series of four embedded performance tasks. The test is administered one-on-one by a test examiner who is familiar with the student shortly after the science content is taught.

Which standards are tested? Alternate achievement standards called the Core Content Connectors derived from the California Next Generation Science Standards (CA NGSS)

California Spanish Assessment (CSA)

Who takes the test? The CSA is an optional test for students in grades 3–12 that tests their Spanish reading, listening, and writing mechanics.

What is the test format? The CSA is computer-based.

Which standards are tested? The California Common Core State Standards en Español.

ELPAC

Initial ELPAC

Who takes the test? Students who have a home language survey that lists a language other than English will take the Initial test, which identifies students as an English learner student or as initially fluent in English.

What is the test format? The Initial ELPAC is computer-based.

Which standards are tested? The 2012 California English Language Development Standards.

Summative ELPAC

Who takes the test? Students who are classified as English learner students will take the Summative ELPAC every year until they are reclassified as proficient in English.

What is the test format? The Summative ELPAC is computer-based.

Which standards are tested? The 2012 California English Language Development Standards.

Initial Alternate ELPAC

Who takes the test? Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner student or as initially fluent in English.

What is the test format? The Initial Alternate ELPAC is computer-based.

Which standards are tested? Alternate English Language Development (ELD) Connectors derived from the 2012 California English Language Development Standards.

Summative Alternate ELPAC

Who takes the test? Students whose IEP identifies the use of an alternate assessment and who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English.

What is the test format? The Summative Alternate ELPAC is computer-based.

Which standards are tested? Alternate ELD Connectors derived from the 2012 California English Language Development Standards.

Physical Fitness Test

Who takes the test? Students in grades 5, 7, and 9 will take the FITNESSGRAM®, which is the test used in California.

What is the test format? The test consists of five performance components: aerobic capacity, abdominal strength, trunk strength, upper body strength, and flexibility.

What is Reported? Student participation (by component, by grade level) shall be reported in the local educational agency's Student Accountability Report Card.

Source: California Department of Education | July 2024

PERSONAL PROPERTY

The District is not responsible for loss or theft of personal property. Students are discouraged from bringing non-instructional items to school, such as AirPods, cell phones, speakers, skateboards, or other high value devices.

All personal items that are not approved by the teacher need to stay at home. This includes but is not limited to items such as unnecessary school supplies, toys, trading cards, purses/pouches, ChapStick, sunscreen, hand warmers, electronics, etc. Staff members will confiscate such items unless teacher prior approval was given.

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 https://www.fcusd.org/departments/transportation or by phone at 916-631-0401.

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:
Folsom Cordova Unified School District has adopted rules to enforce section 5 CCR 14103: 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 bus, and 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 reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations.

Rules of Conduct:
1. **Seating**: Drivers may assign student 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 their feet out of the aisle so as to not interfere with other pupils entering or exiting the bus, and for reasons of safety while the bus is in motion, remain seated.
2. **Body Parts Outside of Vehicle**: Body, head or arms may not be extended outside of the windows at any time for the pupils' safety and possible damage to the vehicle.
3. **Other Pupils**: No pupil is permitted to verbally or physically molest another pupil or their property.
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 the bus any weapons of any type or controlled substances as defined in Ed 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 (examples are scooters, skate boards, balloons, balls). Under no circumstances shall a pupil block the emergency exits. The school district and its personnel are not responsible for items left on board the bus.
8. **Loading/Unloading**: Students are required to be at the stop lined up 5 minutes before the scheduled time. Pupils are to load and unload in an orderly manner. All pupils are required to line up and scan/show their bus pass to the driver. If a pupil is allowed to ride a bus without a bus pass, the student must wait to board until all riders with a bus pass board the bus. Pupils required to cross the street must follow the directions of the driver. Students must cross only in the front of the bus and only at district approved bus stops when the red lights are activated.
9. **Food/Eating**: No passengers may eat or drink aboard the bus.

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 lost privileges becomes the responsibility of the parent/guardian.**

NONDISCRIMINATION/SEXUAL HARASSMENT/COMPLAINT PROCESS STATEMENT

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
2024-2025 Nondiscrimination 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, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact:

Jim Huber, Ed.D., Assistant Superintendent, Educational Services
Compliance Officer, Section 504 Coordinator, ADA Coordinator (students)
jhuber@fcusd.org
916-294-9000 x 104580

Shannon Diaz, Director of Compliance
Compliance Officer and Title IX Coordinator
sdiaz@fcusd.org
916-294-9000 x 104415
1965 Birkmont Drive, Rancho Cordova, CA 95742

The Folsom Cordova Unified School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the Folsom Cordova Unified School District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District Title IX Coordinator is:

Shannon Diaz, Director of Compliance
Compliance Officer and Title IX Coordinator
sdiaz@fcusd.org
916-294-9000 x 104415
1965 Birkmont Drive, Rancho Cordova, CA 95742

The District nondiscrimination policy can be located at:
https://www.fcusd.org/district/about-us/nondiscrimination-statementpolicy

The District's nondiscrimination complaint procedures can be located at:
Students: https://www.fcusd.org/departments/compliance/complaints/uniform-complaints
Staff: https://www.fcusd.org/departments/compliance/complaints/nondiscrimination-in-employment

To report information about conduct that may constitute sex discrimination or sex-based harassment, or make a complaint of sex discrimination or sex-based harassment under Title IX, please refer to:
Students: https://www.fcusd.org/district/about-us/title-ix-notificationsexual-harassment
Staff: https://www.fcusd.org/departments/compliance/complaints/sexual-harrassment-title-ix

PARENTS RIGHTS & RESPONSIBILITIES / STUDENT CODE OF CONDUCT

In addition to the school policies, students and families are subject to FCUSD policies and procedures. These can be found in the FCUSD Parents Rights & Responsibilities / Student Code of Conduct for 2026/2027 on the FCUSD website, under Family and Community. Click on Rights and Responsibilities. https://www.fcusd.org/family-community/rights-and-responsibilities

PARENTS' RIGHT TO KNOW REGARDING TEACHER QUALIFICATIONS

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher:
   - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction

- Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- Is teaching in the field of discipline of the certification of the teacher

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact the Oak Chan main office at 916-294-9155.