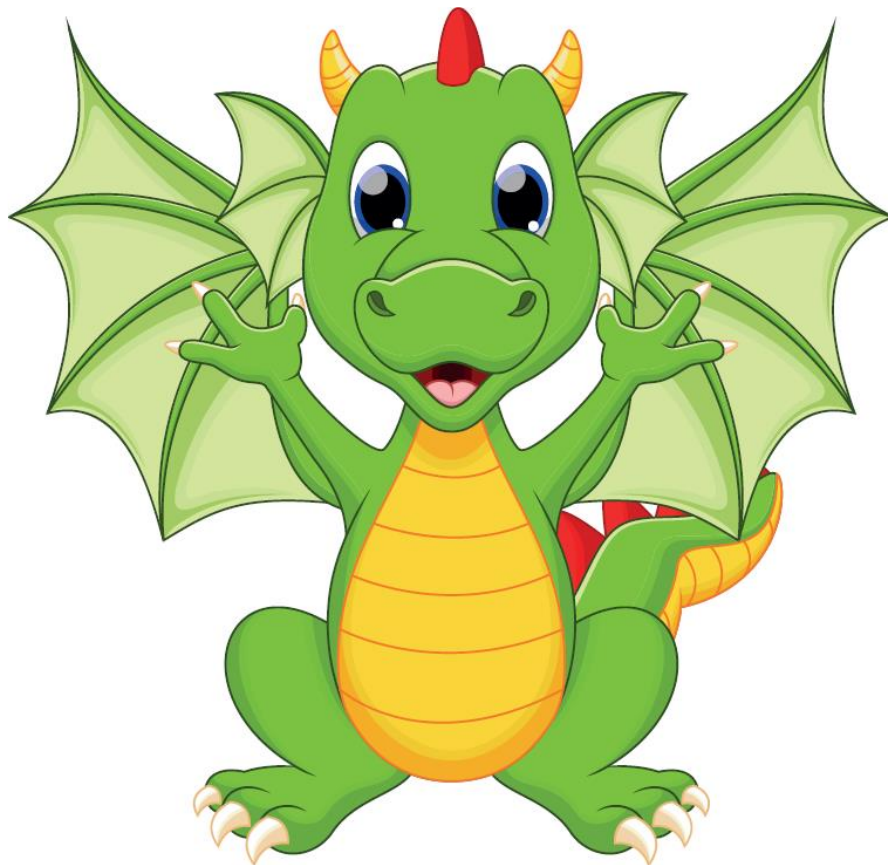


# Parent - student Handbook

2023-2024

*Oak Chan Dragons*



**Principal:** Mrs. Kat Bahry M.A. M.S.

**Administrative Assistant:** Mrs. Chrissy Hebeler

**Attendance Clerk:** Mrs. Danielle Craighead

**Parent Coordinator:** Mrs. Brit Renshaw

**Oak Chan Elementary School**  
**101 Prewett Dr.**  
**Folsom, CA 95630**  
**916-294-9155**  
**[www.fcusd.org/oce](http://www.fcusd.org/oce)**



# Oak Chan Elementary School

**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.

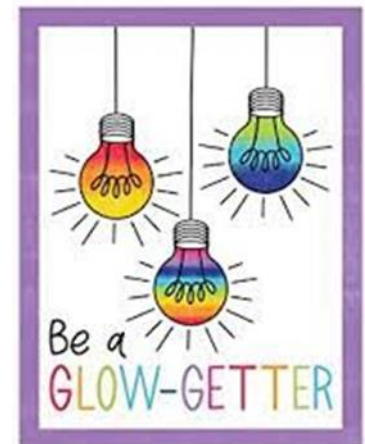
**Our mission** is to provide a well-rounded education for ALL students (academically, emotionally, and behaviorally) through clearly defined standards and high expectations. This will be achieved by:

- Providing a safe learning environment with an intentional, equitable, and culturally responsive focus on social, emotional, and academic learning;
- Utilizing Positive Behavioral Interventions and Supports (PBIS): an approach for teaching children appropriate behavior and providing the supports necessary to sustain that behavior;
- Learning through a unique, experiential, hands-on, and collaborative process;
- Inspiring creative, critical, and analytical thinking;
- Providing a rigorous and technologically enhanced curriculum;
- Supporting school-wide Science, Technology, Engineering Arts and Mathematics (S.T.E.A.M.) enrichment;
- Creating educational opportunities for students that will broaden their experience and meet future school and work force needs;
- 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.



**And be a .....**



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**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**

Be..... *Safe, Kind, On Task, Responsible and Respectful*  
On campus as well as to and from school – In person or ‘electronically’

1. **Every student is responsible for his/her own language, manners and behavior as we are all affected by them.**
  - a. Act responsibly during class, recess, lunch, and throughout the campus.
  - b. Use appropriate and respectful oral and body language.
  - c. Talk politely to everyone; say please, thank you, excuse me and you are welcome.
  - d. Walk quietly on all walk ways throughout the school.
2. **Every student has the right to private property and the right not to be threatened by anyone.**
  - a. Leave other peoples’ things alone - ask permission.
  - b. Keep hands, feet, objects, and disrespectful language to self.
  - c. No grabbing, pulling, tackling, nor any aggressive ‘play.’
  - d. No bullying, teasing, ‘joking,’ put downs, or name-calling.
  - e. 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.**
  - a. Pick up litter - Put garbage in trash cans. Always recycle items when possible.
  - b. Do not write on school property, supplies, books, desks, and/or walls.
  - c. Use equipment as it is meant to be used.
  - d. Respect all common areas such as the bathrooms.

*Students will be offered special incentives for positive choices. 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.

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

**Cell Phones and other electronic items such as Smart Watches and Fit Bits**

A student in possession of a cell phone, communication device, or other electronic devices 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. 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 parent/guardian permission of all those involved.

## Keeping Oak Chan Students Safe during Drop Off & Pick-up

**Drop off and Pick up safety:** *We ask that students are dropped off and picked up in a timely manner.*

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. If you're in hurry, side street parking may provide a better option for that quick exit. Minimum day schedules and rainy days will mean slower and extra traffic on campus. Please respect the blue accessible areas and no parking red zones; they are designated as such for safety reasons. Please refrain from driving through and/or parking in the bus lane that is located directly in front of the school; also, the parking area near TK/Kindergarten is **not a drive through drop-off**. Please do your part to help keep our all our students safe. Review the following procedures and feel free to contact our office if you have questions.

### Drop Off and Pick-Up (**Drive through** only at Dragon Drop Off Area near Student Care)

1. Please practice good judgment and extra caution. U-Turns in front of the school are not allowed. Please go to the end of Prewett and turn with traffic flow; *refrain from using the Bus Lane*.
2. 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 Student Care park and drop-off/pick-up.**  
**Do not use the center aisle to drive through.**
3. Pull as far forward as possible along the **YELLOW CURBED ZONE** before stopping to drop-off/pick-up your student. *Students need to exit the vehicle from the passenger side only.* 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 as to not delay other families.
4. Watch out for students, bikes, scooters, and pedestrians.
5. Please respect no parking areas, which include emergency lanes.
6. Extra time and patience is needed on rainy days and minimum days.

### 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, the other side connects to Prewett near North Lexington.

### Transitional Kindergarten Parents

1. Please walk children to and from the TK classroom. There is no supervision before/after school.
2. Please 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.**

### Riding bicycles or non-electric scooters (**E scooters not allowed**) to/from school – contract must be completed and returned to the office.

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

## COMMON AREA BELL PROTOCOL

**8:00am Arrival (K - 5<sup>th</sup> Grade Dragons)** Please do not drop off students other than the designated times.

**\*8:12am arrival for Transitional Kinder = parents will take students directly to the TK classroom**

- Students are only allowed on campus after 8:00am. (Unless registered in a before school program or participating in the Breakfast Program which begins at 8:50am in the multi).
- *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; 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.
- **Only District Certified Service animals are allowed on our campus, including sidewalks.**

**8:12 ~ Warning bell rings – Students are to be in line when the bell rings. Gates will close at 8:15am.**

- Teachers come to greet students and walk them to the classroom immediately after bell rings.

**Parents can help by:**

- Making sure Kinder - 5<sup>th</sup> grade students do not arrive before 8:00am or after 8:12am.
- 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.

**Teachers can help by:**

- Having buddy classes in case of a rare delay during the 8:15 pick up.

**Students can help by:**

- Appropriately preparing and being on time each day ready to beginning their school day.
- Helping classmates remember to demonstrate SKORR when on the Walking Trail and waiting in line.
- Going directly from home to school and school to home unless supervised by an adult.

**Roll, lunch count and morning lessons will begin at 8:15am.**

**Any student arriving after 8:15am will need to check-in with the Front Office.**

**2:45pm Dismissal Kinder – 5<sup>th</sup> Grade M, T, W, and F (Thursdays 1:15pm) \*TK Dragons 11:36am**

**\*We ask that students are picked up within 5 minutes of dismissal.**

Parents or designated adults can meet students at one of these spots:

- Dragon Drop-off/Pick-up
- In front of Main Gates

**Parents can help by:**

- 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.
- Being on time and respecting staff members who enforce expectations.

**Teachers can help by:**

- Continue teaching students to look for parents/designated adult when dismissed.
- Watching for a few moments while students leave the classroom to ensure safety.

**Students can help by:**

- Following teacher directions for departure and continuing to demonstrate SKORR.
- Go directly to meet parent/guardian and/or leave campus in a timely manner; going straight home.

## 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 out 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 of the utmost importance.

### EXCUSED ABSENCES:

1. 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.*
2. Independent Study Contract
  - If missing a minimum of 3 or more days of school, an Independent Study Contract may be available. A minimum of 10 school days advanced notice is required. All work must be completed and turned in to the teacher upon returning to school or credit will not be given. Only 14 total Independent Study days are allowed per school year.
3. Justified Personal
  - Funeral - *three* days out of state and *one day* in state
  - Court appearance
4. Religious Holiday

### UNEXCUSED ABSENCE/TRUANT:

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

### EXCUSED TARDIES/LATES:

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

### UNEXCUSED TARDIES/LATES:

All excuses other than doctor/dentist appointments listed above:

1. Car broke down
2. Overslept
3. Parent ill/parent overslept
4. Missed the bus
5. Forgot it was a special schedule
6. 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. 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 student to get to school on time and/or improve attendance.

**SARB** (School Attendance Review Board) Meeting Parent meets with formal SARB Board that consists of parent, principal, SARB director, School Resource Officer and nurse to develop a plan to help 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:**

- Students should wear clean clothing every day.
- Short-shorts, short skirts (should extend past fingers with hands down at sides), half shirts (midribs or muscle), loose tank tops, see-through materials, spaghetti or strapless tops, clothes with deliberately torn holes, baggy shorts or pants riding too low are not to be worn to school. Clothing should also fit appropriately and not be too baggy or too tight.
- 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.
- 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 environment.
- 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 teacher, including school supplies, need to stay at home. This includes but 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 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 click [HERE](#). Breakfast arrival time is 7:50am – 8:00am in the multi.

Due to food intolerance and allergies, students are not allowed to share food or drink 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.*

When can my student return to school?

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!

## Medications

All doctor prescribed medications AND over the counter medications (including but not limited to chapstick, sunscreen, topical cremes, 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 will 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.

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.

## Resource Center (Library and 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 lose of technology privileges.

## Music Program

The curriculum for Oak Chan 4th and 5th grade students includes weekly musical instructions. 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, Wed/Th, 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. For additional information about the districts music program visit <https://www.fcusd.org/Domain/836>.

## 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.

<https://www.fcusd.org/Domain/843>

## Student Government

Students in grades 3rd-5th 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.

## Meet the Masters Art Program (MTM) and STEM Squad

Volunteers and your PTO make these outstanding art history and Science programs 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 □ Bahry Boogie □ Ceramics □ Garden Club □ Starstruck Dance □ Choir □ Young Rembrandts □ Science/Invention Fair □ Engineering □ Firefly Art □ Musical Theatre □ EDMO □ Robotics □ Math, Literacy, and Science Events □ Math Bowl □ Spelling Bee □ Variety Show □ Various Educational Assemblies and more.....*

**\*Please 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 site; 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 fee. **All parents attending field trips are required to be Category 2 cleared volunteers and no siblings may be in attendance.**

## 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.

## Response to Intervention (RTI)

Children learn at different paces, and some students 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. 40 minutes 4 days per week, ALL students participate in our RTI Workshop Time. This is a dedicated time where students are grouped by similar academic need; teachers and various support personnel provide strategic instruction to each specific 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
- Better grades
- Higher graduation rates
- Better self-esteem
- Less drug and alcohol use
- 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.
- 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"***

## Educational Partners 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 a part of 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/finger printing. 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 finger prints 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 SYSYTEM WHEN VISTING OR VOLUNTEERING. Your printed ID Badge must be worn in plain site 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 Can 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).

### **2023 – 2024 Executive Board**

**President**  
Avalon Danz

**Secretary**  
Terra van Zant

**Treasurer**  
Amy Quillin

**Financial-Secretary**  
Carrie Berry

**Vice President of Communications**  
Amber Pryor

**Vice President of Enrichment**  
*Open Position*

**Vice President of Events**  
Ricky O'Neal

**Vice President of Fundraising**  
Sharon Costa

**Vice President of Operations**  
*Open Position*

**Vice President of Membership**  
Kristin Thompson

**Historian**  
Sam Marshall

**Teacher Liaisons**  
Laura Colombo  
Susan Woodman

**Auditor**  
Tom Ewald

## School Site Council

The Site Council is comprised 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



## Committees

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.

Education is the spark that lights up a mind



## Other Important Information and Policies

### **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

California will transition from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. 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.

California Department of Education | August 2018

## ***Suspension and Expulsion***

In accordance with California Education Code and district policy, some actions are considered so unsafe to the child and/or others that he/she may be suspended immediately, even if it is a first-time violation. These zero tolerance policy offenses include:

1. Causes serious physical injury to another person.
2. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object. Knives of any length and look-a-like weapons are considered dangerous objects.
3. Unlawfully possessed, used or furnished any controlled substance. Controlled substances include drugs, drug paraphernalia, tobacco product or alcoholic beverage.
4. Unlawfully offered, arranged or negotiated to sell any material in lieu of a controlled substance. (Offers any person any substance pretending that it is a drug).
5. Commits robbery or extortion.

The intent of this policy is to thwart these behaviors, provide a clear message that these behaviors will not be tolerated on our school campus and to support staff and parent efforts to maintain a safe and positive learning environment. The zero-tolerance approach shall retain the rights of due process and fair hearing.

## ***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 enforce to insure 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 of 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)** :

**Donald Ogden, Associate Superintendent – Human Resources, Title IX Coordinator (Employees) & Equity Compliance Officer**

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

**916-294-9000 Ext 104410**

**Jim Huber Ed. D., Assistant Superintendent – Educational Services, Title IX Coordinator (Students), Section 504 Coordinator & Equity Compliance Officer**

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

**916-294-9000 Ext 104625**

**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)

