



## Oasis Charter Public School

A small school for kids with BIG ideas.

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# Student/Family Handbook 2016-2017

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\*Oasis Charter School's Board Meeting – The last Wednesday of every month at 6:30 p.m., unless otherwise noted

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## OASIS CHARTER PUBLIC SCHOOL MISSION STATEMENT

### MISSION AND VISION STATEMENT

**The mission of the Oasis Charter Public School (OCPS)** is to bring together a diverse community and to create a constructivist, culturally relevant, and multicultural learning environment for children in grades kindergarten through six. Through integrated project-based activities as well as direct instruction, group decision-making and family-based opportunities, Oasis Public Charter School fosters the development of responsible citizenship skills, literacy, logical thinking, creative problem-solving, and the ability to represent one's ideas in a variety of ways. Our students are able to raise questions, identify and evaluate options, and access the information necessary to find answers. This program equips our students with the skills necessary to fulfill their personal aspirations and advocate for the common good.

**Our vision** is for Oasis Public Charter School to be a place where children reap the benefits of a small-school environment based on constructivist learning theory. The school is a place where children come together from all areas of the Salinas Valley, resulting in a deeper understanding of themselves and of the value of diversity. Children at Oasis will learn in the context of a multicultural student body and rich community experiences. Through children's strengths, interests and curiosity, teachers create an integrated, project-based curriculum. Through this approach, all children will learn and develop a love of learning.

The school is a cooperative effort of like-minded teachers and families. This partnership is built on a shared understanding of how children learn and develop and what it means to

be an educated person. The partnership between teachers and families provides children with the support and solid foundation necessary to reach their maximum potential.

At Oasis Charter Public School, we believe that skill development and academic achievement can be best realized when learners are actively engaged in solving problems generated by their own needs and interests. Therefore, the work of the adult community is to create an environment and curriculum that weaves academic skills and content into children's genuine interests and life experiences.

All aspects of the program are based on a belief that logical/mathematical knowledge and the knowledge of building cognitive relationships, is individually constructed by the learner and is directly influenced by the experiences children both bring to and have in school. The program at Oasis is based on respect for students, their innate curiosity, their capacity to learn, and the interests, knowledge, language and cultural values they bring to school. By involving children in multicultural groups, our students develop respect for learners of backgrounds and cultural realities. We continue to believe that mastering a second language is of great value and equips students with the knowledge necessary to participate in a pluralistic society. Opportunities for shared decision making in this setting provide students with the practice they need in order to learn to evaluate options and make informed choices.

### **PROGRAM GOALS**

- To provide a loving, relaxed and stimulating environment where the children's physical and emotional needs are met.
- To establish an atmosphere of respect for others and self.
- To establish respect for equipment and materials.
- To provide an opportunity to become independent and responsible through self-directed and individualized activities.
- To provide children with appropriate alternatives to anger and aggressive behavior.
- To help children learn how to participate and function well in a group.
- To help children develop self-control and a clear understanding of the expectations in this environment.
- To provide an environment where children will develop enthusiasm for learning, exploring, and creativity in the areas of: art, drama, literature, music, social science, science, and mathematics through the use of constructive play activities, cooking, movement, woodworking, large-motor skills and fieldtrips.
- To provide ample opportunity to develop coordination and large-motor skills

through physical activity and outdoor play.

- To ensure a safe environment, both indoors and out.
- To be supportive of families, encouraging involvement and open, honest communication.

**Every child has the right to learn and Oasis wishes for everyone to enjoy learning. If a child chooses to disrupt the learning of others, he/she might be sent home for the day.**

### **REGISTRATION**

Oasis is dependent on attendance and having all of our classes full. Once a child has become a part of the Oasis community they are automatically included in our planning for the next school year. **It is critical that you notify us if your plans change and if you do not plan on continuing in the program by Friday, March 31, 2017. Students who do not report the first two days of the school year will be dropped from the roll on the third day so those on the wait list can be seated. Students currently attending school will be dropped after the second non-reported absence.** Families may request re-enrollment forms, however all families will have online enrollment access, which must be completed or paperwork turned to the office by Friday, March 31, 2017.

In order to enroll at Oasis an adult from each family must attend an orientation. At the orientation participants will be told about the unique features of Oasis and have the theory behind our practices briefly explained. Once an orientation is attended families are invited to fill out an application on paper or online with basic contact and student information.

Applications will be sorted according to the following preference groups:

1. Siblings of students currently attending the Oasis Charter and OCPS employees
2. Pupils who reside in the Alisal Union School District
3. All other students

Should there be more interest in enrollment than there are spaces available a public lottery will be held to determine which children shall be seated and which children will be on a wait list. The wait list shall remain in effect for the remainder of the school year. Each and every year a new lottery will be conducted to determine wait list order.

Once the spot is offered, the family has 24 hours to accept or decline the spot. If a family chooses to decline acceptance of enrollment and wishes to be considered for the next school year, the family must reapply for that year.

### **ENROLLMENT**

Once the student has been accepted, a registration packet is given to the family for completion. All required documents must be submitted and all pages must be filled out before a child can start school.

If a student has an active Individualized Education Plan (IEP), the family is responsible for providing the school with the latest copy. The student can start school once the complete packet has been turned in to the office.

### **ILLNESS**

Oasis Charter Public School makes every effort possible to protect the health and safety of your children.

- A child with a sore throat, obviously infectious discharge from the nose, cough, fever, rash, earache, diarrhea, or other physical ailment must be kept at home. If such signs are evident when a child is brought to school, he/she cannot be admitted without documentation from your pediatrician that the symptom(s) exhibited are not contagious to other children, e.g. rash due to a reaction to medication.
- Should a child exhibit symptoms of illness during school hours and we are unable to contact a family member, we will contact those persons indicated on the Emergency Form.
- Sick children must be picked up from school **as soon as possible** to avoid further infection. If you are unable to be at school within 60 minutes, others on your emergency card will be expected to pick them up.
- Adult family member should notify the office and teacher immediately if a child contracts a *communicable* disease.

**Allergic Reaction** - should a child exhibit symptoms of allergic reaction to medication, food or beverage, insect bite, etc., the family will be notified. **Please make sure we are aware of any serious allergy.**

**Medication** When possible, families are advised to give medication at home and on a schedule other than during school hours. If it is necessary that medication be given during school hours it can be administered to children only when a signed, written order with proper instructions is submitted **by the child's physician**. The medication is to be in the original container with appropriate label instructions intact. A teacher or staff member will administer medications. Written records are kept on any medication given to a child at Oasis. Families are required to sign a Medical Consent Form.

**Emotional Well Being** Success in school requires a peaceful mind. Sometimes events at home can strongly affect a child's concentration and/or their ability to function as usual. Please notify the teacher and the office if there are any life changing events i.e. new baby, death in the family, divorce and the like.

### **IMMUNIZATION**

In order for your child to attend Oasis Charter Public School, a health certificate form and a current immunization record completed by your physician, or an exemption affidavit if permitted by State Law, must be on file at the school prior to the opening day.

### **ATTENDANCE**

Attendance is necessary for good learning. When children are absent, even for one day, they miss something and feel less connected. We want your child to feel that school is important. When your child is not feeling well or is ill however, please keep them home. When your child will not be attending class due to illness, call the office as early in the morning as possible to let the office know. An email or written note is an acceptable way to let us know that your child will be missing school. Please include the reason why. If we do not hear from you for two or more days, your child's class placement will be in jeopardy. If a waiting list exists for your child's grade, your child's space will be given to the next child on the list. We are required to report children with excessive unexcused absences and/or tardy to the District Attorney's office for their Truancy Abatement program. Ask the main office for the UCEN Board of Trustees adopted attendance policy approved on August 12, 2016.

**Student attendance is critical to the financial life of Oasis. In order to operate, Oasis Charter Public School receives funding from the state, the amount of which is determined by student attendance. When children are absent, it costs Oasis approximately \$44.00/day.**

### **INDEPENDENT STUDY**

Independent Study is an alternative for long term absence. Students on independent study maintain and practice their skills and Oasis continues to receive financial support from the state. Please contact your child's teacher a **minimum of two days before any planned absence so that your child's teacher can create an appropriate independent study packet.** Independent study must be approved by the classroom teacher and by administration. This type of alternative education plan shall be in the best interest of the student. Independent study is always appropriate and beneficial when a student is sick for a long period of time or during family emergencies. Once on independent study, children must complete the assigned work in order to get credit for the school days missed. We will provide independent and appropriate academic work for the student for a minimum of two days and a maximum of two weeks. **Independent study will be given at the discretion of the classroom teacher and administration.** Oasis' faculty and staff strongly suggest that your family make vacation plans when school is not in session and that you please avoid scheduling them during school days. Extended vacations disrupt student's learning and it impacts the classroom environment.

Oasis Charter is not authorized to provide a prolonged independent study academic program, also known as a home schooling system. Oasis is authorized to provide an on-site and school based education **ONLY**.

### **PROMPTNESS**

It is important that your child arrive on time each day. Teachers begin the school day at **8:15 a.m.** Children who arrive late often miss the important opening learning activities. Late arrival makes it difficult for teachers to begin, and for other students to focus on the work. Children have a better day if they arrive on time and can participate fully in the day's program. On time means no earlier than 45 minutes before the start of school. Class starts at 8:15 a.m. It should be noted that three unexcused late arrivals are equal to

one unexcused absence. After 7:30 a.m. students should be dropped off at the playground. Oasis provides child care as early as 7:30 a.m. at no charge to the family. Make sure your child has eaten a healthy morning breakfast before they are dropped off. Please avoid coming to the classrooms as teachers are preparing their lessons and activities for the day. If a family member needs to talk to a classroom teacher, make an appointment at a time that is most convenient for both parties.

If a student arrives to school after 8:15 a.m. three or more times, we will make a maximum of three attempts to meet with the family to find a solution to the problem. The family will also be notified in writing of the issue and the meeting date, time and location. If the problem persists, we have a legal obligation to report the issue to the Monterey District Attorney's Office for truancy. California Education Code Section 48260 (a) states that any full-time student who is absent from school without a valid excuse three full days or tardy more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof, is considered truant and must be reported. Ask the main office for the UCEN Board of Trustees adopted attendance policy approved on August 12, 2016.

### **DISMISSAL**

Kindergarten students are dismissed at 3:15 p.m. Families have a 10 minute window to pick up their children from the playground area. Students will be referred to the Life After School Program (LAS), if they have not been picked up by 3:25 p.m. Students will be escorted to the Life After School Program (LASP) by 3:25 p.m. for Kindergarten who have a sibling in 1-6<sup>th</sup> grade there will be NO charge to the families until after 3:40 p.m. Families who did not sign up their child/children to participate in the LAS Program will be charged \$5 per day if the student is picked up before 4 p.m. and \$10 per day if picked up before 6 p.m. A \$1.00 per minute will be charged for students picked up after 6:00 p.m.

Children need to be picked up from the playground area after the dismissal time. We recommend that students not be picked up from the classroom as it disrupts the end of the day activities and the other children lose their focus and concentration.

Please let your child learn and enjoy school by picking them up after the dismissal time. Picking up your student frequently before the dismissal time, impedes his/her learning and is disruptive to the class. The California Education Code requires that students in Kindergarten receive 36,000 instructional minutes and first through third grade to receive a minimum of 50,400 instructional minutes per school year. Fourth through sixth grade students must receive a minimum of 54,000 required instructional minutes per school year.

### **EARLY ARRIVAL**

**If you need to drop off your child before 8:15 A.M.** we do offer free of charge child supervision beginning at 7:30a.m. If you must drop your student off at school before 8:00A.M, there is a fee of **\$1.00/day or \$20.00/month, payable by check at the beginning of each month.** If you need this service, come to the office and talk to Dina Uribe. Families



can drop off their children in the main office, if it is already open, or in the multi-purpose room through the double doors near the playground entrance.

### **AFTER SCHOOL PROGRAM**

**Life After School** is a new program to Oasis. It is a fee based program being offered by Oasis. Priscilla Manzo is the coordinator of the program and a team of staff members are assisting with the LASP duties and responsibilities. If you are in need of after school care please contact Diana or Priscilla in the office (831)424-9003 or directly to the LASP line after 3:15 p.m. at (831) 424-4177. **Life After School Program** does provide both full time and part time childcare as needed. Talk to Priscilla or Diana regarding any special arrangements or needs. Children who are not registered as part of the **Life After School Program** must be picked up at Oasis by 3:45 p.m.

The Life After School Program has many exciting activities and adventures planned for the year! This year Priscilla and Isela will continue cooking classes on all minimum day Wednesdays and also teach art workshops on Mondays. Our PE teacher is here several days a week supervising outdoor sports and active play. This year we have our returning physical movement instructor who brings us his expertise as an outdoor coach and kinesiology major. Priscilla Manzo and Isela Ramirez are two paraprofessionals helping with the after school program supervision and instruction. Diana Cantu is in charge of the accounts receivable for the program, please refer your payment and charges questions to her, if need be.

Also new this year is academic support through the Homework/Study Center which is available to students Monday-Thursday, 4:00-4:45 p.m. in the study center (formerly the music room). If you are interested in having your student(s) participate in the after school program, please complete an enrollment form; they can be found on the Oasis website or in the office. Please also sign a permission slip form if you would like to allow your student(s) to participate in walking field trips with Life After School.

The Life After School program is available to students until 6:00pm every day that school is in session. We offer daily drop-in rates as well as monthly or biweekly payment options. Please feel free to stop in and talk to Diana or Priscilla about scheduled activities and upcoming events that your student may be interested in. We look forward to seeing you at Life After School!

If you allow your child/children to walk home or to leave campus, you **MUST** provide us with a written letter authorizing your child to go off campus after school, **ONLY** sixth graders would be permitted with prior written parental consent. **NO STUDENTS MAY WAIT IN THE OFFICE AFTER SCHOOL.**

### **SIGN IN/SIGN OUT PROCEDURES**

For safety reasons it is important for the office to know who is on our campus at all times. We require all adults on campus to sign in and out. Please stop by the office when you arrive at school to take care of this procedure. All guests must register in the office

and should receive a visitor's pass. Please wear your pass as staff members have been instructed to re-direct back to the office any person walking around campus without a visitor's pass.

If your child needs to leave school early for any reason, you will need to sign them out in the school office. Someone from the office will then give you an **Early Release Pass**, which you must then bring to the child's teacher. **Please do NOT go to the child's classroom first; go directly to the office to sign your child out, and THEN go to the classroom. A child will not be allowed to leave unless an Early Release Pass is presented to the teacher.**

### **FAMILY HOME VISITS, EVALUATIONS, AND CONFERENCES**

Oasis is a school committed to working closely with families to create an atmosphere best suited to your child's needs. As a team, families and teachers can have very positive effects on children's social and academic development. In other words, the more we know about your child the better we can plan a learning environment and activities that will meet your child's needs.

At Oasis there are three ways in which teachers formally communicate with families:

- 1. Family Home Visits** are usually held during the months of August and September. Family Home Visits are a way for teachers to learn more about their students from the individuals who know them best. Teachers will visit each child's home and spend approximately 20-30 minutes getting to know some of the adults involved in the student's life and jointly identifying goals and dreams each family has for their student. Teachers will send out sign-up sheets at the end of August in order to schedule visits.
- 2. One narrative evaluation is written annually and two progress reports are sent home in the mail or provided during conferences.** They are written to inform families about the progress being made by the student at reaching the mutually agreed upon goals, previously discussed at the Family Home Visit. Narrative evaluations are a way for the teacher to share their insights about your child's growth and development in all areas of development. The progress report cards are provided to the families in an effort to keep them informed of their child's academic program and before the narrative evaluations are written.
- 3. Student-led conferences** are scheduled twice a year, in Fall and in Spring. During the conference your student will share his/her insights into their own areas of strength and areas of challenge. You or the teacher may request additional conferences whenever it is felt appropriate.

In addition to these formal opportunities to talk with staff, you are welcome to confer with the teacher about your child as needed. Just call the school to arrange an appointment.

### **GOALS AND EXPECTATIONS**

Oasis has adopted the "Love and Logic" behavior management approach. The standards of behavior that we strive for at Oasis are posted in each classroom and throughout

the school. They are the goals and expectations for everyone in the Oasis Community. They are:

- Listening Actively
- Being Respectful
- Being Trustworthy
- Doing Your Personal Best
- Being Truthful

### **THE WHY AND HOW OF GUIDANCE**

Setting limits for children provides them with the security of knowing that their strong emotions will not get them into trouble. In an atmosphere of love and respect, teachers accept the responsibility for stopping unacceptable behavior until children are able to do so for themselves. The following positive approaches to guidance are used to help children behave constructively:

- Redirection
- Consistency
- Planning ahead to prevent problems
- Positive encouragement
- Peer Mediation
- Teacher Counseling

The following list of rules is intended to contribute to the safety and positive learning experience of all. All rules apply to behavior on school property and at all school functions, including field trips, festivals, and other community wide events. **All members of the Oasis community are to be respected at ALL TIMES. This includes all children, teachers, staff, and family members.**

**No form of emotional or physical hurt is allowed.** This includes, but is not limited to: kicking, hitting, spitting, pinching, poking, grabbing, pushing, tripping, throwing objects, biting, hair pulling, holding down, restraining, tickling, hat grabbing, swearing, targeting, put downs, threats, insults, humiliations, name calling, gossiping and/or any other action that disrupts the flow of positive learning.

### **OASIS SCHOOL RULES:**

1. Keep your hands and feet to yourself
2. Speak to others with respect and care
3. Treat school property and the property of others with respect and care
4. All your classmates and schoolmates must be allowed to work and play without disruption
5. Cleaning up is part of all school activities. Everyone is responsible for keeping any and all areas where Oasis activities occur clean
6. All students and adults on campus are expected to follow all rules and safety procedures.

## **THE OASIS GUIDANCE POLICY**

The Mission of our school is to educate responsible citizens for a democracy. It is critical to the goals of Oasis that all of our students are respectful of all adults, fellow students, our school, our neighborhood, our city and the community at large.

The basis of our Guidance Plan is that children's behavior is most often a reflection of an emotional state created by an interaction with another individual or a feeling brought to school from home. The process of learning about one's own emotions and the complex life skills of cooperation, conflict resolution and how to express strong feeling in an acceptable way is not easy. We all make mistakes. One of our goals is to help children **learn from their mistakes.**

Elementary school children are learning about their emotions and how to handle both positive and negative emotions in socially acceptable ways. When children handle an emotional upset in a less than acceptable way the teacher or other adult will provide leadership and guidance so that the child can learn to identify the emotion and be given tools to use so that they learn from their mistake.

Each child and each incident is unique. Therefore each must be treated in a way that the professional staff decides will help benefit the individual child so that they can learn a more productive way to react to a future problem. Every attempt will be made to deal with classroom problems within the classroom under the guidance and leadership of the teacher. That being said, **Violence, defiance and blatant disrespect at Oasis will not be tolerated!** This means all forms of violence and blatant disrespect. Students who are having a difficult day and are behaving violently, disorderly, or disrespectfully might need to be send home. If a child is continuously misbehaving he/she may be suspended from school.

### **Violent Offenses:**

1. If a child purposefully hurts another child or demonstrates violence, the child's parent/guardian will be notified immediately and the child will be suspended for the remainder of the day.
2. If the child repeats the offense, the child, the parent/guardian, the offended party, and the Executive Director or the Instructional Coordinator will meet and the child will be suspended for up to 5 school days and placed on a Behavior Contract also known as a Behavior Intervention Plan (or BIP). A Behavior Contract is an agreed upon set of behaviors the student will help identify and commit to in order to remain in good standing at Oasis. Under this contract, the family may be asked to participate in parenting sessions offered at Oasis or at another educational institution.
3. If the Behavior Contract is broken, the child will be eligible for possible suspension or expulsion.

## **GROUNDS FOR SUSPENSION AND EXPULSION**

The philosophy on discipline emphasizes a positive approach, in which the student is gradually led toward moral autonomy. We expect that students behave in a respectful way toward their teachers, any adults, their classmates, and toward the property of others. Students will be approached in a respectful manner and asked to comply with the standards of behavior.

Oasis Charter Public School is committed to creating a safe and nurturing environment for every child. We are equally committed to preparing our students to learn about and respect the perspectives of others and become caring, empathetic individuals. We are committed to helping children learn appropriate problem solving and conflict resolution strategies for dealing with disappointments and difficult situations.

This Pupil Suspension and Expulsion Policy is established to promote learning and protect the safety and well being of all students at the Charter School. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as the Charter School's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that this Policy and Procedures are available on request at the Executive Director's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with

disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

***The procedures by which pupils can be suspended or expelled.” Ed. Code § 47605(b)(5)(J).***

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The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that this Policy and Procedures are available on request at in the Charter School’s main office. Additionally, student discipline policies and procedures will be included in the Student and Family Handbook, which is distributed annually to parents and guardians.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

### **Students with Disabilities**

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 (“IDEIA”) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

### **Grounds for Suspension and Expulsion of Students**

A student may be suspended or expelled for prohibited misconduct as stated in Education Code sections 48900 *et seq.* if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

### **Enumerated Offenses**

- 1) Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:
  - a. Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b. Willfully used force of violence upon the person of another, except self-defense.
  - c. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
  - d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
  - e. Committed or attempted to commit robbery or extortion.
  - f. Caused or attempted to cause damage to school property or private property.

- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- o. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- r. Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement



- is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- s. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
  - t. Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
  - u. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
  - v. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.
  - w. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
  - x. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
- 2) Non- Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- a. Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
- 3) Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:
- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b. Willfully used force of violence upon the person of another, except self-defense.
  - c. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
  - d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
  - e. Committed or attempted to commit robbery or extortion.
  - f. Caused or attempted to cause damage to school property or private property.
  - g. Stole or attempted to steal school property or private property.
  - h. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
  - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
  - k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
  - l. Knowingly received stolen school property or private property.

- m. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- o. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- r. Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- s. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- t. Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
  - u. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
  - v. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.
  - w. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
  - x. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
- 4) Non -Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:
- a. Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

## **Suspension Procedure**

Suspensions shall be initiated according to the following procedures:

### 1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Executive Director or designee with the student and his or her parent and, whenever practical, the teacher, supervisor or Charter School employee who referred the student.

The conference may be omitted if the Executive Director or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil’s parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil’s parent or guardian at the conference.

### 2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

### 3. Access to Education During Suspensions

All reasonable arrangements will be made to provide the student with classroom material and current assignments to be completed at home during the length of the suspension.

### *In-School Suspension*

Students serving in-school suspension will be required to complete all classroom assignments, quizzes, tests and homework given during the duration of the in-school suspension with the same due dates as all other students in the same classes. Classwork will be obtained by Executive Director or designee from teachers the morning of the in-school suspension and given to the student who will complete the work in an alternative setting.

### *Out-of-School Suspension*

Students serving out of school suspension will be required to complete all classroom assignments, quizzes, tests and homework given for all classes missed during the duration of the suspension with the due date being no later than 24 hours after return from out of school suspension. Classwork will be obtained by Executive Director or designee from teachers the afternoon of the out-of-school suspension and placed in the front office to be available for pick up by a parent or guardian.

#### 4. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of Expulsion by the Executive Director or designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Executive Director or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

#### **Authority to Expel**

A student may be expelled either by the Charter School Board following a hearing before it or by the Charter School Board upon the recommendation of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a UCEN Board member. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

#### **Expulsion Procedure**

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Executive Director or designee determines that the Pupil has committed an expellable offense.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA).

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation;

4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

<b>Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses</b>
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The Charter School may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the Charter School or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five (5) days-notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.



6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. If charges involve sexual assault or battery, the complaining witness shall have the right to have his/her testimony heard in a closed session with the panel if testifying at hearing will result in serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

### **Record of Hearing**

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

### **Presentation of Evidence**

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board, Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. If the charge involves committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard by the Panel.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the UCEN Board who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The Decision of the UCEN Board is final.

If the Administrative Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

### **Written Notice to Expel**

The Executive Director or designee following a decision of the Board to expel shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: Notice of the specific offense committed by the student; and Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.

The Executive Director or designee shall send a copy of the written notice of the decision to expel to the authorizer. This notice shall include the following: a) The student's name  
b) The specific expellable offense committed by the student

### **Disciplinary Records**

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

### **No Right to Appeal**

The pupil shall have no right of appeal from expulsion from the Charter School as the Charter School Board's decision to expel shall be final.

### **Expelled Pupils/Alternative Education**

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

### **Rehabilitation Plans**

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the UCEN Board of Directors at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the Charter School for readmission.

### **Readmission**

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Board of Directors following a meeting with the Executive Director or designee and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Executive Director or designee shall make a recommendation to the Board of Directors following the meeting regarding his or her determination. The pupil's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission.

<p style="text-align: center;"><b>Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities</b></p>
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#### **1. Notification of SELPA**

Oasis Charter Public School shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student who the Charter School or SELPA would be deemed to have knowledge that the student had a disability

#### **2. Services during Suspension**

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and receive, as appropriate, a functional behavioral assessment or functional analysis, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

### **3. Procedural Safeguards/Manifestation Determination**

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct (any cumulative suspensions within one year adding up to 10 days), the Charter School, the parent, and relevant members of the IEP Team shall review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

If the Charter School, the parent, and relevant members of the IEP Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If the Charter School, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team shall:

- Conduct a functional behavioral assessment or a functional analysis assessment, and implement a behavioral intervention plan for such child, provided that the Charter School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement.
- If the Charter School, the parent, and relevant members of the IEP team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP, then the Charter School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.
- The school's policies will provide all students with an opportunity for due process and will be developed to conform to applicable federal law regarding students with exceptional needs. A student identified as an individual with disabilities or for whom Oasis has a basis of knowledge of a suspected disability pursuant to the American with Disabilities Act (ADA) of 1990, Individuals with Disabilities in Education Act (IDEA), or who is qualified for services under section 504 or the Rehabilitation Act of 1973 is subject to the same grounds of suspension and expulsion and is accorded the same due process procedures applicable to regular education students except to the extent where federal and state law mandates additional or different procedures.

## DRESS CODE

Oasis is not a uniform school. We do, however, expect students to arrive in clothing that is appropriate and safe for school. **Teachers and staff are the final judge** as to appropriateness of any garment.

The following are the rules regarding dress at Oasis;

1. Students should wear shoes with rubber soles. Tied or Velcro shoes **without wheels** are appropriate. Shoes must have a closed heel and toe (i.e. No sandals). If shoes are not appropriate for school, children will not be permitted to participate in all activities. (i.e. Physical Education and walking trips).
2. Clothing must cover midriff, shoulders, chest and back. .
3. Hats and hoods are appropriate to be worn **outside only**.
4. Clothing should promote a healthy learning environment and be **free of inappropriate language, logos and/or gang affiliation (i.e. beer logos, rude sayings, references to drugs or obscenities, adult or sexually explicit content, or anything that implies a negative message about school or any group of people)**. Children will be required to remove any inappropriate clothing and will be given the use of a borrowed school shirt. Inappropriate clothing will remain in the school office and will only be returned to an adult family member who must come to the school office to collect it.
5. Shorts and skirts should be longer than your fingertips when arms are fully extended or right above the knee level. We strongly encourage girls to wear leggings or shorts under skirts so they can comfortably participate in all school activities.
6. **CLOTHES SHOULD BE MARKED WITH YOUR CHILD'S NAME FOR EASY LOCATION IN THE LOST AND FOUND!** (Please note that clothes left in the Lost & Found for longer than one month will be donated to charity).

## CLASSES

It is our desire to keep primary classes (K-2) as close to 25 children to one adult as is possible. The upper grade classes, any class that has 3<sup>rd</sup>-6<sup>th</sup> grades will be capped at 32. We may however have to adjust our numbers according to budget restraints placed on us by the State Legislature.

Most classes at Oasis are single grade, however some might be multiage classes to meet the needs of the school and of the students. Family suggestions for appropriate placement will be taken into consideration; however, we reserve the right to place children in the class we believe is the best placement. Ultimately, Oasis staff will make the determination of placement.

All classes are structured and instructed around the Science, Technology, Engineering, Arts and Mathematics (STEAM) and Advancement Via Individualized Determination (AVID) teaching and learning education based approach.

## AFTER SCHOOL CLASSES

Students will be invited to participate in the intervention and Gifted and Talented

Education (GATE), enrichment and intervention classes before and after school. The morning reading and math intervention classes will be offered from 7:30-8:15 a.m. on Tuesday and Thursday. The after school reading, math intervention and GATE classes will be offered from 3:45-4:30 p.m. Tuesday and Thursday. Some of the GATE classes offered will be journalism, dance, music, engineering, reading, mathematics among others subjects. The classes will be offered in a small group setting and they will be free of charge to the families. The students will be offered a snack after school, but families are encouraged to provide a healthy snack as well.

### **FUND RAISING**

At Oasis fundraising is a critical and ongoing effort. In order to provide the kind of program we envision we need your help. It is our expectation that each family will support fundraising efforts through participation. We also encourage each family to contribute any amount of money possible in order to support the various activities that make Oasis unique and special. We understand that each family is different and that each family has varying abilities to contribute. As you fill out your pledge contribution, please consider the dollar value of enrichment clubs, field trips and special materials we need to support the children's curiosities and interests.

### **FAMILY PARTICIPATION**

We strongly encourage ALL families to contribute a minimum of 60 hours in family participation time. Please talk with your child's teacher or a member of the Oasis Community Council if you are needing help in figuring out how you can best participate. If you plan to volunteer on campus or in the classroom you are required to make arrangements prior to your participation.

Each year the school will hold at least 2 all family meeting. One meeting will be held in the fall and one in the spring. A minimum of one adult from each family is highly recommended to participate. Family participation hours are given for participation in these meetings. **Each family will sign a participation contract, which will give each family different participating options to choose from as part of their contribution and commitment to supporting their child's education. In this agreement, families have the option to come up with alternative and creative ways to participate in their child's education.**

Please communicate with administration if you need to make special arrangements to fulfill your commitment or if you need to make changes to your original family participation agreement. Throughout the year families will receive at least two written notices to inform them of their family participation progress. An Oasis community member will call before May 2016 to remind them about their family participation agreement. Alternative methods of participation will be offered and families will be encouraged to come up with creative and alternative ways of participation. Oasis will provide families with a copy of the due process to ensure that student rights are protected at all times in accordance with the law. Families can also request a copy of the due

process in the office.

Families who do not fill out the re-enrollment forms for their children by **Friday, March 31, 2017** will be placed at the bottom of the wait list for the incoming school year.

Families will receive a written notification of such action by the end of the school year.

**Volunteer hours is not a condition of admission, enrollment, continued enrollment, sibling preference, attendance, participation in educational activities or receipt of credit or privileges related to educational activities at Oasis Charter Public School.**

### **FAMILY COOPERATION**

Family support is expected from every Oasis family as it is critical to the success of our school. Adult family members are needed to help with day to day classroom support, fieldtrips, fundraising and Enrichment Club activities. Family members are also encouraged to share their hobbies, professional and work experiences and passions with Oasis students.

All volunteers' time is valued, and therefore we want parents and their children to benefit to the utmost from the time spent. Please help us to make each day the most that it can be for every child. Your job as a volunteer is to interact with children. Please plan to focus on the students when you are volunteering on the yard, during a fieldtrip or in the classrooms. You must notify the classroom teacher and the office in advanced when volunteering in the classroom and/or on campus.

Teachers need to have all their attention on the children, so please do not come in to discuss your child's issues at arrival/dismissal time or during class time. If you need to talk with your child's teacher please make an appointment.

We further request that you do not join teachers or supervising adults on the playground for conversation, as their main purpose is to interact with and monitor children. This is a special time that requires the adult's full attention on all the children

If your child has difficulty separating in the beginning of the year, walk him/her in and leave promptly. Always say goodbye and indicate that you will be back. It is much easier for the child to establish relationships if parents leave promptly. On a case by case situation, we might recommend for a child to attend school half day, if the child is disrupting his/her learning or the learning of others. The family will be contacted immediately if this option is being considered by the teacher and by school administrators.

**Adult family members are always welcome in classrooms.** Any adult volunteer who will be with children outside of the direct supervision of a member of the Oasis staff must also have fingerprint clearance on file. Minors will not be permitted to work alone with students. When you come please:

Be prepared to really join in—wear comfortable and appropriate clothes and relax. The staff and student dress code applies to all families volunteering on campus and/or in the

classroom. Remember, your child may cling to you. Don't push your child into activities or feel uncomfortable because your child is not joining in the way he/she probably does when you are not there. This is common.

Let us know about special talents you might be willing to share with us. No one cares if you're not a natural "teacher". We just like to have you join in.

This is neither a time for a conference about your child nor a time for visiting with other adults who may be in that day. Please be aware that the teacher is trying to keep the attention of the children or to engage them in learning activities. If you are "visiting" it adds more confusion to an already busy place. If you would like to talk with another adult please step out of the classroom.

If you see children misbehaving, please use the guidelines for guidance outlined in this handbook and speak with the children in question. Adult family members who choose to defy school rules and/or display inappropriate behavior will be prohibited from participation on school campus and/or school activities. Oasis reserves the right to restrict school access to adult family members who exhibit disruptive and/or inappropriate behavior. Volunteers and family members are not permitted to take student photos, unless permitted by the school in writing. Displaying aggressive, negligent and/or threatening behavior on campus and/or during school activities will not be tolerated. A verbal and/or written warning will be issued.

### **PARENT/TEACHER LAISIONS**

Each class needs that special person who is willing to help in specific ways to make the school year a great one. Liaisons' responsibilities include:

- Disperse messages other parents in your child's class in the event this becomes necessary
- To chair or find a chairperson(s) from your class to help organize parents to assist the classroom teacher
- Recruit and organize drivers/chaperones for fieldtrips/special events
- To participate in meetings with the other liaisons to plan activities for the school

Let us know about special talents you might be willing to share with us. No one cares if you're not a natural "teacher". We just like to have you join in.

### **FINGERPRINT CLEARANCE**

All adult family members who volunteer to drive on a fieldtrip must have a copy of current auto insurance coverage, copy of driver's license, copy of current auto registration, and fingerprint clearance on file in the school office. Any adult volunteer who will be with children outside of the direct supervision of a member of the Oasis staff must also have fingerprint clearance on file. Check with the Office Manager for paperwork needed to get fingerprint clearance. Volunteers will be required to pay for a portion of the fingerprint clearance and Oasis will be responsible for a large portion of the cost.

### **INTOXICATING SUBSTANCES**



Brain research tells us that learning takes place all the time and everywhere. That being said, it is important that we think about what children experience at all times. At Oasis we plan a number of events for the entire family. In past years we have planned camping trips, fairs, barbeques, galas and dinners. **Any Oasis event** taking place on school grounds or off, **at which Oasis students are present** is to be free of intoxicating substances.

### **CURRICULUM**

The curriculum at Oasis has as its basis an understanding of the developmental steps of growth in children. The curriculum is designed to help each child grow in his/her intellectual, social/emotional, and physical capacities. Many experiences that enhance your child's understanding of his/her world are provided daily. A typical day will include teacher-directed and child-directed activities in academic experiences as well as art, role playing, singing, creative movement, building, supervised indoor and outdoor play, snacks, discussion, storytelling.

### **ENRICHMENT CLUBS**

Enrichment is a unique Oasis program that may include: art activities, sports, games, science exploration, dance, yoga and/or many other possibilities. It is designed to provide children with a wide variety of activities they may not be able to have in other settings. Enrichment clubs are loved by Oasis students. The program operates two afternoons per week and is staffed by teachers, volunteers and paid- professionals. It is an expensive program but it is one of the things that make Oasis unique. We ask that parents stress to their children **HOW LUCKY THEY ARE TO HAVE THESE OPPORTUNITIES**. Please make sure that your children know that it is our expectation that everyone at Oasis be treated respectfully and that disrespect demonstrated toward Enrichment Club instructors will not be tolerated.

## **GENERAL INFORMATION**

### **BIRTHDAY OBSERVANCE**

Oasis celebrates children's birthdays each month. All children born in the month are honored by having their name and picture displayed in the school office. **If you want to serve a treat on your child's birthday it MUST be discussed with your child's teacher.** Please be sensitive to the fact that many parents are concerned about the sugar content and children's allergies. Please check with the teacher regarding food allergies and send only LOW SUGAR, easy-to-serve treats (for example, unfrosted cupcakes, fruit and cheese, crackers, etc. are most appropriate).

### **OFF CAMPUS BIRTHDAY PARTY POLICY**

**Unless you intend to invite everyone in your child's class to a birthday party, please do not deliver invitations at school.** If you plan to give your child a birthday party soon after the school day ends, **please** remind your child to be sensitive to the feelings of uninvited children. A child can be **wounded** deeply if not included. This is something you wouldn't want to happen to your child and certainly something we don't want to

happen to any child. Our school's policy is to be inclusive in language and action.

### **BACKPACKS**

Because our classroom and storage space at Oasis is very limited, we suggest that a small backpack be brought to school, unless your child's teacher specifically requests a specific size. In the event that your child will be spending the night at a friend's, or for some other reason needs to carry a great quantity of supplies, suggestions can be made. Ask the office, classroom teacher or administration for ideas or recommendations. However, the AVID binders and organizational tools must be brought to school every day.

### **BULLETIN BOARD**

Please take a moment whenever you are in the office to check the bulletin board near the entrance. It frequently contains pictures and current information about what the Oasis kids are doing. In addition, notices of special events, upcoming meetings, agendas, minutes, parenting seminars and resource materials are also posted.

### **CLOTHING AND PERSONAL BELONGINGS**

Activities at Oasis are often messy. Children use paint, play in the sand and use materials that can stain. Please send your children in play clothes that are not "precious" and can be easily washed.

Teachers will discuss with children the types of objects that are welcome for sharing with the class. Insects, plants, etc. for sharing should be in plastic or cardboard containers, (Not Glass). Communication devices must be turned in to your child's teacher and a liability form must be filled out and turned into the office.

Toys from home, candy and gum are not to be brought to school. Make-up, (FOR FIFTH AND SIXTH GRADE STUDENTS ONLY) must be put on at home and not brought to school. Money is only to be brought for school events unless exceptions are discussed and cleared with your child's teacher.

### **CUSTODY AGREEMENTS**

Oasis will make every effort to accommodate custody agreements. If either parent has a custody concern a copy of the custody agreement should be on file in our office.

### **DIRECTORY**

A few weeks after the fall semester begins, a directory will be given to each family. The directory contains names and telephone numbers of all students and guardians. Please be sure to notify the Executive Director or the Office Manager of any changes in address, home or business telephone numbers. The calendar is also published in the directory. Please note all important dates, i.e. when Oasis is NOT in session, as well as the dates on which we will dismiss children early to accommodate staff development activities and our Spring conference schedule.

### **EMERGENCY SITUATIONS**

In the event of a serious emergency requiring immediate medical attention, 911 will be contacted. The staff members of Oasis are authorized to consent to whatever medical

treatment is deemed *immediately necessary* to maintain the health and well being of your child. Furthermore, you or the persons whose names appear on the emergency contact sheet will be notified as quickly as possible, and your child's pediatrician will be notified, if necessary. In the event that we must evacuate the school building teachers will walk children to the northwest parking lot.

### **FIELD TRIPS**

Field trips are an exciting part of education at Oasis. "Being There" experiences are rich and full of wonderful opportunities to create and extend the curriculum in your child's classroom. On your initial enrollment forms you have been asked to give permission for your child to attend field trips. During the year, your child's teacher will notify you in advance of major field trips and give you the needed details. All field trips that require transportation are taken in parent/teacher-driven cars and vans or on public transportation. Oasis does maintain a scholarship fund to insure that all students are able to participate. Should your family need assistance in order for your student to participate in a school fieldtrip, please fill out the request form available in the school office.

Our location allows us to take walking field trips to interesting and worthwhile places. Walking field trips may not be planned in advance and may be taken on an "interest related" or as needed basis.

Our main concern is the life, health and safety of all students, staff, and community members; therefore, in some instances teachers may change the fieldtrip location due to unforeseen circumstances. Unfortunately, Oasis is short staffed and is unable to call each family to notify them of last minute changes. Be assured that your child will be cared for and will be appropriately supervised.

- Field trips are a privilege. Any students with academic or discipline problems, excessive tardiness or absences, may not be permitted to attend field trips. The sponsoring teacher and the administration will make the final determination on a case by case basis.
- Field trips will relate to the academic learning environment. They will have a lesson plan and students need to complete an assignment pertaining to the trip.
- A "FIELD TRIP REQUEST" form preferably needs to be submitted as soon as possible (two weeks in advance please). Upon approval it will be added to the master calendar.
- Teachers will have an itinerary, list of chaperones and their groups and emergency student information cards.
- If the destination is not available (weather, closure, etc.), the field trip is therein cancelled or postponed or simply changed.
- Chaperones will be assigned groups. They must stay with the groups at all times unless the teacher in charge makes changes. The teacher in charge will be responsible for group activity. Chaperones will caravan there and back together. Everyone will depart together and return together. NO side trips are allowed. In case of emergency, the teacher in charge will make a determination depending on

the situation. If a child's behavior and safety is a serious concern the school may require a student's family member to accompany the child to provide one-on-one supervision to their child.

- Vehicles must adhere to all California vehicle codes. Child seats must be used according to the vehicle code. All drivers MUST have a current copy of their driver's license, vehicle registration, insurance on file with the office and finger print clearance. By law, all chaperones MUST have a list of the students riding in their vehicles.
- ONLY STUDENTS IN THE CLASS GOING ON THE FIELD TRIP ARE ALLOWED TO GO. NO FAMILY MEMBERS OR STUDENTS FROM ANOTHER CLASS ARE ALLOWED TO GO. CHAPERONES MUST MAKE ARRANGEMENTS IN ADVANCE. No NON ESSENTIAL PERSONNEL WILL BE ALLOWED TO GO. THERE WILL BE NO EXCEPTIONS.
- If there are not enough drivers or chaperones, the field trip may be cancelled or postponed or simply changed. Teachers should find alternate drivers and chaperones.
- Each chaperone and the teacher(s) in charge will have cell phones (or walkie-talkies). Constant communication and meeting places are a must. A head count will be made on a regular basis.
- Any student misbehaving on a field trip may be send back to school or family will be contacted to pick up the student and/or he/she will be excluded from future trips.
- Field trips are school sponsored activities and all school rules will apply. Students are to be respectful to all chaperones, teachers and employees of visiting sites.
- Overall responsibility lies with the organizing teacher(s).
- Safety is the main issue when going on a field trip. Liability is the next biggest issue. A well planned, thought out field trip can often result in a wonderful and motivating experience for everyone involved. So, plan well, be safe, learn, and have fun.

### **HOMEWORK POLICY:**

**All Oasis students have homework every night.** It is expected that every child read or be read to for a minimum of 20 minutes. Reading logs indicating what a child has read may be handed out by individual teachers to be used as they direct. In addition to reading, math homework will be assigned on a daily basis. DOING HOMEWORK is critical to your student's success! Homework provides children with an opportunity to practice skills learned at school and it teaches children about responsibility and budgeting their time. In addition it provides families with information about what is being worked on at school. Please be involved in your child's homework. **Please do not do your child's homework.** If your child is participating in the Life After School Program (LAS) they will be given time on a daily bases to complete their homework

assignment. A tutor will be present to help them with their school work.

### **INJURY/ ACCIDENT REPORTS**

In the event of a serious accident or injury the family will be called and the accident described by a member of the Oasis staff. This call will be made to families for any and all head injuries. Families will be offered the option for an Oasis staff member to call 911 to provide immediate medical attention. Only in life threatening situations Oasis will be required to call 911 for emergency medical care. As an example of life threatening circumstance, a student is bleeding profusely, is unresponsive or unconscious, or has a medical history that requires immediate medical care. An Accident Report form is to be filled out whenever a child is taken to the doctor or goes home as a result of an injury that occurred at the school. **To assist us in these reports, an adult family member is requested to notify the Director if they take their child for medical attention as a result of an injury that occurred at Oasis.** Oasis does not have nurse on-site and we are not certified to administer or give any student any type of medical care beyond First Aid.

### **INSURANCE**

Health insurance is not provided by Oasis Charter and is the sole responsibility of each child's family. However, healthcare information of local health insurance agencies will be provided whenever requested by a family.

### **LOST AND FOUND**

All articles of clothing SHOULD be marked with your child's name. A Lost and Found container is located in the great room. **Once a month, those items not claimed will be donated to charity. At the end of the school year, unclaimed items will be sold at Boxland.**

### **NUTRITION AND HEALTH**

Good nutrition is the fuel for good learning. All children need a good healthy breakfast daily. Please make sure your child has something to eat before they arrive at school.

All Oasis students are eligible to receive free lunch daily. Menus are sent at the beginning of each month. Families should review the menu with their students and make a decision about if they are going to eat school lunch TOMORROW. Because we must phone in our food order a day early we need to have an accurate count of how many children plan to eat school lunch. Families are welcome to send lunch from home but we request that attention be paid to nutrition and that lunches **NOT include sugary snacks, and/or drinks. Soda is not allowed at Oasis.** As we are trying to promote good health we ask that you make sure you are sending food your child will eat. On many occasions staff has thrown away entire sandwiches and lunches. **Glass bottles are not allowed at school.**

### **SNACKS**

**A morning snack helps keep kids going.** In accordance with the growing body of information on both nutrition and behavior, we ask that you make every effort to provide healthy, nourishing snacks for the children. **Please avoid sugary snacks.** Water is the

healthiest thing for children to drink. Children are invited to bring a bottle of water to school each day. The bottle should have their name on it. Healthy snacks include crackers, cheese, fruit, and/or veggies. Hot Cheetos, takis or any other spicy and/or sugary or salty snacks can stay home.

### **NEWSLETTERS & MONTHLY NEWS**

Each month the school will have a flyer with the monthly news. The flyer is our way of sending communications to the families. Teachers use the student's AVID binder to send homework packets, information letters, and other items of importance. The monthly news will be placed in a school news box. **PLEASE CHECK THE NEWS BOX IN THE OFFICE AT LEAST ONCE A MONTH.**

### **OFFICE**

The school office is open Monday – Friday 7:30 AM until 4:00 PM. The school phone number is 424-9003. Do not be alarmed if you hear a recorded message. The messages are checked regularly during the day. Please call with any concerns or questions you may have. We are happy to make appointments with parents at any time. The office is a busy place. Please be mindful of the necessity of uninterrupted work time for Oasis employees.

### **ADULT/FAMILY EDUCATION WORKSHOPS AND SEMINARS**

Through a partnerships with various Salinas agencies we are able to offer monthly family seminars at Oasis. These seminars are offered twice a month from 9:00-10:30 a.m. and 6:15-8:00 p.m. Love and Logic Family Seminars are also provided on Wednesdays from 1:00-3:00 a.m. These workshops may be offered other days and times and families will be informed and invited via the monthly newsletter. These workshops are provided free of charge. Refreshments and free child care for children four years and older is provided. Pre registration will be offered and is considered as a demonstration of commitment to participate. Any family member or child care provider of the student is welcomed to attend. **Your attendance to the family seminars count towards your family participation hours. Remember to note them in the family Parentsquare participation webpage.**

### **PARKING AND TRAFFIC FLOW**

We are tenants of Westridge Center. It is important that we allow our neighbors some of the parking spots. The parking spots closest to the ABC building must be allotted for their use exclusively. **To aid traffic flow we are asking that you please use only the Boronda Street entrance to come into the parking lot and that you exit onto Westridge Parkway.** Pulling up, just to drop off your child is permitted as long as you remain in your car. Please DO NOT park in the fire lane or on Westridge Parkway and DO NOT leave minor children inside the vehicle. You may be ticketed as those areas are clearly marked as no parking. You may park in the vacant lot across from the school. We will be painting a crosswalk between the vacant lot and the school. All students will be taught how to use a crosswalk and will be required to cross to the lot through the crosswalk. PLEASE BE A GOOD ROLE MODEL AND CROSS AT THE

CROSSWALK AS WELL. For safety and the convenience of our staff all parking spaces in front of the school and next to the playground are reserved for Oasis staff.

**RESOURCE MATERIALS**

**It is important to remember WE ARE ALL LEARNERS!**

Parenting, appropriate education books for all grade levels and other resource materials are available to adult family members through the school’s library. Donations or books, resource materials and cash donations are always welcome.

**TESTING**

Because Oasis is a California Public School we are required by law to administer the Smarter Balanced Assessment as mandated. A parent or guardian may submit to the school a written request to excuse his or her child from any or all parts of any test provided pursuant to Education Code section 60640. A school district and its employees may discuss the Standardized Testing and Reporting program with adult family members and may inform them of the availability of exemptions under Education Code section 60615. However, the school district and its employees shall not solicit or encourage any written exemption request on behalf of any child or group of children.

Helping children move forward intellectually and socially and acquire the skills necessary to function in society are the stated a goals of Oasis. We believe that if children are demonstrating progress we are being successful. Increasing test scores is NOT our primary function. That being said, test scores do matter to use as well as in the eyes of the State and our chartering district. Your support in helping your child(ren) do the best they can is greatly appreciated.

One of our major goals is teaching for understanding. Please remember that a test is just a snapshot of a child on a specific day. The portfolios, work samples, and other forms of assessment used by the teachers of Oasis are also valid measures of children’s progress.

**UNIFORM COMPLAINT PROCEDURE FORM**

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_

Student Name (if applicable): \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address/Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

School/Office of Alleged Violation: \_\_\_\_\_

**For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Adult Education            | <input type="checkbox"/> Consolidated Categorical Programs | <input type="checkbox"/> Nutrition Services            |
| <input type="checkbox"/> Career/Technical Education | <input type="checkbox"/> Migrant and Indian Education      | <input type="checkbox"/> Special Education             |
| <input type="checkbox"/> Child Development Programs | <input type="checkbox"/> Pupil Fees                        | <input type="checkbox"/> Local Control Funding Formula |

**For allegation(s) of unlawful discrimination/harassment, please check the basis of the unlawful discrimination/harassment described in your complaint, if applicable:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Age                             | <input type="checkbox"/> Gender / Gender Expression / Gender Identity | <input type="checkbox"/> Sex (Actual or Perceived)   |
| <input type="checkbox"/> Ancestry                        | <input type="checkbox"/> National Origin                              | <input type="checkbox"/> Sexual Orientation (Actual or Perceived)  |
| <input type="checkbox"/> Color                           | <input type="checkbox"/> Race   | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Religion                                     |  |
| <input type="checkbox"/> Ethnic Group Identification     |   |  |

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

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2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

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3. Please provide copies of any written documents that may be relevant or supportive of your complaint.  
I have attached supporting documents.  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail complaint and any relevant documents to:

Dr. Juanita Perea, Ed.D.  
1135 Westridge Parkway  
Salinas, CA 93907  
(831) 424-9003