



Oak Meadow School

Parent/Student Handbook 2009-2010

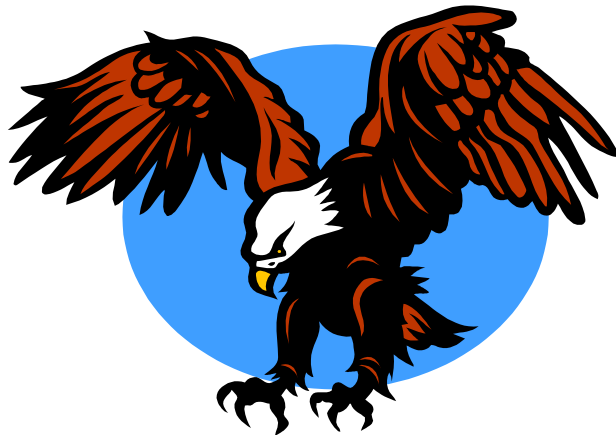


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Oak Meadow Elementary School

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El Dorado Hills, CA 95762
(530) 677-9818 or (916) 933-9746
www.buckeyeusd.org/oakmeadow

Dear Parents and Students,

On behalf of our staff, we would like to welcome you to Oak Meadow Elementary School. We look forward to working with you and your child to create the best opportunities for learning. This learning process involves children, parents, and school personnel working together.

This handbook is designed to assist you in becoming familiar with our school. A clear understanding of the rules and procedures will encourage a school environment that is safe and conducive to learning. Please read and review it and then sign the acknowledgement form/parking lot rule agreement and return it to your child's teacher.

We encourage you to become involved in your child's school. Please join PTA, volunteer in your child's classroom, and ask your child's teacher what you can do to support your child's education at Oak Meadow School. We're looking forward to working with you this year.

Sincerely,

Barbara Narez, Principal

Paul Stewart, Assistant Principal

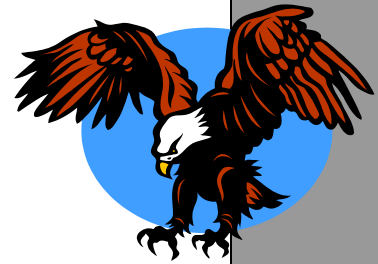
Oak Meadow Elementary School

Mission Statement

In partnership with students, staff, families, and the community, Oak Meadow Elementary School will provide a quality, standards-based curriculum that ensures every child will meet or exceed proficiency. At Oak Meadow, we are committed to promoting student success, honoring individual differences, and meeting the needs of each individual with compassion, respect for dignity, and the highest degree of professionalism.

School Colors:
Burgundy, Navy and Gold

School Mascot:
Raptor

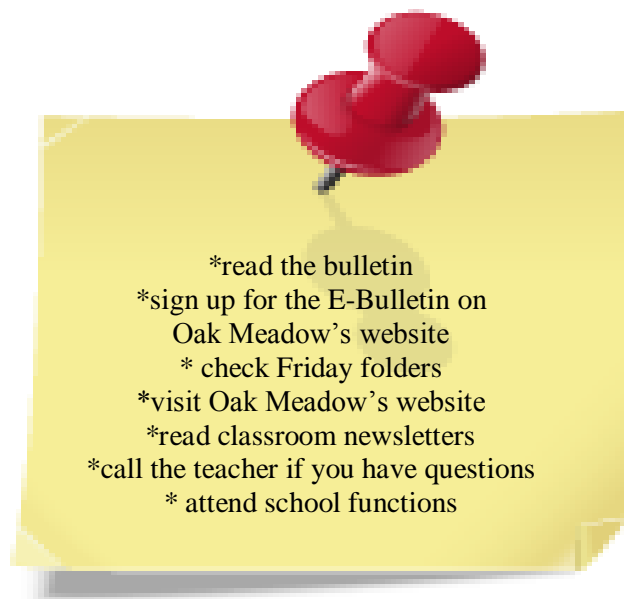


TOGETHER WE WILL BUILD OUR FUTURE

A Message to All Families: Improving Home/School Communication

We believe that productive home-school communication is one of the most important variables in guaranteeing school success. As parents, you can help keep communication open and productive by:

- 📖 taking a minute to read the monthly parent bulletin. The bulletin is available electronically (see Oak Meadow's website under Parents) it also available on our website. It contains timely information about school programs and events.
- 📖 making a commitment to attend Back-to-School Night, parent conferences, and Open House.
- 📖 returning correspondence in a timely fashion. You may need to work with your son or daughter to ensure they return notes on time.
- 📖 talking with teachers and the administration about positive things happening at school. Calling attention to successful practices is important for reinforcing them.
- 📖 discussing questions or concerns about a classroom or teacher with that teacher as soon as they arise. Teachers appreciate honesty and early communication. They also appreciate knowing that parents realize there are two sides to every story, and
- 📖 discussing concerns **not resolved at the classroom level** with the Administration. Bringing unresolved issues to the attention of the Administration will usually result in a satisfactory resolution.



DISTRICT ORGANIZATION

The Board of Trustees is responsible for adopting a vision for the district and setting district policies and procedures. The Board of Trustees meets on the first and third Wednesday of each month. Meeting locations are announced in the school newsletter and on the district’s website. Board agendas are posted at the school office. Board agendas and minutes can also be found on the district’s website (www.buckeyeusd.org). Parents and community members are encouraged to attend Board meetings. Information on how to give input at Board meetings is available at all Board meetings.

Members of the Buckeye Union School District Board of Trustees

President	Lyle Eickert
Clerk	Karen Randall
Member	Winston Pingrey
Member	Brenda Hanson-Smith
Member	Kirk Seal

District Administration

Superintendent	Teresa M. Wenig
Assistant Superintendent of Curriculum & Instruction	Gabrielle Marchini
Assistant Superintendent of Business Services	Roberta Montalbano
Director of Student Services	Nancy Dickerson
Director of Human Resources	Coleen Johnson
Director of Facilities	Ray Boike
Director of Fiscal Services	Jan Blossom
Director of Transportation	Tina Butler

Mission Statement

It is the mission of the Buckeye Union School District to provide the highest quality educational program for all students in order that they fulfill their innate potential, become lifelong learners, and contribute to society as responsible citizens.

Motto

Expect the Best Today for a Better Tomorrow

Vision Statement

Working together with families, the community, and a highly qualified staff, the Buckeye Union School District ensures that each student masters the knowledge and skills needed to maximize his/her academic and personal success in a global society.

Tenets

1. Our purpose is to educate.
2. All students will learn.
3. Students' products drive instruction.
4. Improvement is the result of a targeted effort.
5. Home involvement is a force in the development of an individual.
6. All people have the right to a safe, healthy environment.
7. Each individual is responsible for his/her own choices.
8. Learning includes making mistakes and taking risks. Mistakes are feedback, not failures.
9. Honesty, respect and kindness foster connections among people.
10. High expectations promote greater achievement and growth.
11. Communication is essential and ongoing.
12. Mutual respect between children and adults fosters a sense of well-being

Academic Assessment

Improving student achievement is the key goal of the Buckeye Union School District. To monitor student learning, students are given classroom, district and state assessments. Assessments are used to recommend student placements in various school programs and to plan how to increase student achievement at the school and across the district. Following is a description of the different types of academic assessments.

Classroom Assessments

Teachers check for student understanding of grade level standards using classroom assessments. Each trimester teachers complete a series of standards based assessments in Reading and Math to report student progress on the standards-based report card.

District Assessments

Students are given a variety of district assessments throughout the school year in multiple subject areas. Each trimester students are also given a district writing assessment. Teachers use information from these assessments to plan instruction and monitor student progress on meeting district standards.

State Assessments

In the spring, all students in grades two through eight take the state-mandated STAR test over a one to two week period. To help your child do well on this test, and in their daily school work, please ensure that your child gets plenty of sleep and has a healthy breakfast each day.

For the California Standards Test portion, achievement is reported by performance band. The district's goal is to have students score at the proficient or advanced levels. Test results are sent home during the summer. Please contact your child's teacher if you have any questions about interpreting these test results.

Attendance

Daily school attendance is critical for a student's success. By law, parents are obligated to send their child to school daily. Parents are strongly encouraged to schedule medical appointments during non-school hours. A student's absence from school shall be excused for the following reasons: personal illness, quarantine under the direction of a county or city health officer, medical appointments, attendance at a funeral services for a member of the immediate family. Please note that, even though an absence is considered to be excused, for purposes of funding, any absence reduces funding to the school and district.

Upon advanced written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons for absences include but are not limited to: observation of a holiday or ceremony of his/her religion, attendance at religious retreats not to exceed four hours per semester, participation in religious instruction or exercises in accordance with district policy. All other absences are considered unexcused. Whenever possible, a student who is absent for a reason other than illness should attend at least the minimum school day.

When a student who has been absent returns to school, the parent needs to provide a written note or contact the school office to verify the reason for the absence. School absences are monitored

carefully throughout the year. If a student has more than fourteen absences in a school year for illness, a physician may be asked to verify further absences for illness. Excessive excused absences may also require notification to the School Attendance Review Board (SARB).

A student absent from school without a valid excuse or tardy in excess of thirty minutes (30) or more on three (3) or more days in one (1) school year is considered truant. Parents will receive written notification in the event their child is truant. Students who continue to have unexcused absences or tardies of thirty minutes (30) or more may also require notification to the School Attendance Review Board (SARB). This is a requirement of the California Education Code(48200). {Reference: Board Policy and Administrative Regulation 5113.1}

Each class period is carefully structured by the teacher. When a student is late, not only is important instruction missed, but also class is disrupted. Students are required to arrive in class on time. **All students arriving late must check into the office before going to class.**

Students who walk, receive rides or ride their bikes to school should arrive no earlier than **7:50a.m.** If a student needs to arrive early, please make arrangements with the Extended Day Program as there is no supervision on campus before **7:50 a.m.** Students should be picked up **no later than 2:20 p.m.**

Bell Schedule

Students are supervised on campus only during the hours of 7:50 a.m. to 2:20 p.m. School is in session from 7:55 a.m. to 2:07 p.m. Please make arrangements for transportation of your child within these time frames.



Oak Meadow School Hours 2009-2010

<i>Grade(s)</i>	<i>Times</i>
Kindergarten AM	7:40 - 11:10 a.m.
Kindergarten PM	11:11 - 2:41 p.m.
Grades 1-5	7:55 - 2:07 p.m.

Regular Day Schedule:

AM Recess	
1st Grade	9:30-9:45
2nd-3rd Grade	9:50-10:05
4th-5th Grade	10:10-10:25

Lunch	
1st Grade	10:45-11:25
2nd-3rd Grade	11:30-12:10
4th-5th Grade	12:15-12:55

PM Recess	
1st Grade	12:58-1:13
2nd-3rd Grade	1:15-1:30

Early Release Wednesdays and Minimum Days

<i>Grade(s)</i>	<i>Early Release Days (34 days)</i>
Kindergarten AM	7:40 - 10:25 a.m.
Kindergarten PM	10:25 - 1:10 p.m.
Grades 1-5	7:55 - 1:10 p.m.

*No PM recess on Early Release Days

<i>Minimum Days</i> <i>(8 days)</i> <i>1st-5th Grade 7:55-12:02 p.m.</i>	
Lunch Schedule	
1st Grade	10:50-11:10
2nd-3rd Grade	11:12-11:32
4th-5th Grade	11:35-11:55

*Kindergarten classes on regular schedule



Bicycles/Scooters/Skateboards

Any student that chooses to ride their bicycle/scooter/skateboard to school must abide by the following rules:

1. Students shall ride bicycles/scooters/skateboards in a safe and sane manner at all times.
2. Students shall observe all traffic rules and laws.
3. By law, students must wear a helmet.
4. Bicycles/scooters/skateboards are not permitted on campus except for the appropriate storage area.
5. When leaving, bicycles/scooters/skateboards must be walked across crosswalks and off campus.

Students who violate any of the above rules may be subject to a disciplinary consequence or have the bicycle/scooter/skateboard taken away and returned only to a parent.

{Reference: Board Policy and Administrative Regulations 5142 and 5142.3}

Bus Riders/Bus Fee

Students may only ride the bus to and from school from their designated bus stop on their assigned bus. This means that students may not change buses, get off at a different bus stop or ride a bus other than their assigned bus.

Students who reside beyond the minimum transportation distances listed below shall be eligible for transportation service to the school of their attendance area:

1. Grades kindergarten - fifth: 2 miles
2. Grades sixth - eighth: 2.8 miles

A bus transportation fee will be charged for students who ride the bus to and from school. The only students exempted from the transportation fee are students who have been directed by the District to attend a school outside their attendance area or who have transportation stipulated in their Individual Educational Program. Families may qualify for free or reduced (50%) transportation rates based on family income as defined by state and federal guidelines. For more information on transportation please call the transportation department at 677-5023.

{Reference: Board Policy and Administrative Regulations 3541 and 3541.2}

Bus Rules

The following bus rules have been developed to ensure safe bus transportation. These rules are to be followed whenever a student rides on a bus. Parents are asked to review bus rules with their child and encourage their child to act safely by following the bus rules.

1. Arrive at the bus stop (5) minutes before the bus is scheduled to arrive.
2. Use only his/her appropriate bus stop.
3. Arrange for the transport of live animals, insects or reptiles to or from school by a means other than the bus.

4. Not bring hazardous or destructive objects of any kind, such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skate boards, ball bats.
5. Respect the rights and property of others on the bus and at the bus stop.
6. Avoid all fighting and rough play while at the bus stop, on the bus, or when getting on or off the bus.
7. Always enter and leave the bus through the entrance door except in emergencies.
8. Remain quiet at railroad crossings.
9. Keep all parts of the body inside the bus.
10. Not use profane language, obscene gestures; create excessive or unnecessary noise.
11. Not damage or deface any part of the bus, tamper with the radio, bus controls, emergency exits or other equipment, shoot at or throw away objects inside or outside of the bus, or in any way endanger the safety of others.
12. Help keep the bus safe and free from litter by not eating, drinking, or smoking on the bus.
13. Be courteous and respectful to the bus driver, other students, and passers-by.
14. Obey the request of the bus driver give proper identification when requested.
15. Always cross in front of the bus with the bus driver's supervision when it is necessary to cross the street.
16. Respect private property while waiting at the bus stop, i.e. no littering or vandalism.

Riders who do not follow the bus rules will be reported to the school principal and may be subject to suspension of riding privileges. Camera mounts may be installed on buses for video surveillance. Videotapes may be used to provide evidence of student misconduct. The principal or other appropriate school authorities will determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent shall be given notice and warning. In cases of a severe violation or repeated offenses, the rider may be denied transportation for a period of time that is determined by the transportation coordinator and/or the principal. {Reference: Board Policy and Administrative Regulation 5131.1}

Cell Phone Policy

Due to recently passed legislation, students are allowed to carry cell phones and pagers to school. The legislation was written in response to parent requests regarding safety of their students before and after school. The legislation does allow schools and districts to establish rules regarding the use of the cell phones and pagers during school hours to prevent any disruption of school activities. Phones are available in the office for emergencies only. (Board Policy 5131)

Cell phone guidelines are as follows:

- Cell phones and pagers must be turned off from 7:50 a.m. to 2:20 p.m., which includes lunch.
- Cell phones and pagers are to be out of sight from 7:50 a.m. to 2:20 p.m.
- Cell phones are not to be used at anytime indoors (such as classrooms, gyms, office or library, etc.)
- Cell phones and pagers are not to disrupt school activities. Any phone or pager that makes audible sounds (ringing, low batter alerts, and the like) because they have not been turned off is a violation even though the phone may not be visible.
- The school will not be responsible for any lost, damaged or stolen cell phones or pagers.
- Cell phones will be confiscated when there is a violation in the cell phone policy.
- Cell phones will be returned only to the parent/guardian of the student.
- Student violating the cell phone policy will receive disciplinary action.
- The camera feature on a cell phone may not be used at any time.

Classroom and School Visitations

Parents/guardians and interested members of the community are encouraged to visit the school and observe the educational program. Visits during school hours should be arranged in advance with the teacher or principal. If a conference with the teacher is desired, an appointment should be set with the teacher during non-instructional time. When school is in session, all visitors must go directly to the school office to register (Penal code 627.6) before going into instructional areas. {Reference Board Policy and Administrative Regulation 1250}

Climate for Learning

The school staff is committed to providing a safe, orderly, and caring learning environment where students feel comfortable, share responsibility for maintaining a positive school climate and take pride in their school and their achievements. As a school, we encourage attitudes and behaviors that promote mutual respect and harmonious relations. One of the ways the school promotes conflict resolution is by providing students with opportunities to voice their opinions about school policies and practices. Students are not allowed to bully other students or provoke conflicts. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated. Instruction and counseling are provided to promote positive racial and ethnic identity and to help students understand diverse cultures.

{Reference: Board Policy 5145.9}

Closed Campus

To ensure student safety and supervision, the Board of Trustees has established a closed campus policy at all district schools. Once a student arrives on the school grounds, they must remain on campus until the end of the school day unless there is a note from the parent or guardian and permission from school office staff. If a student leaves school grounds without this permission, a student is considered truant and is subject to disciplinary action.

{Reference: Board Policy 5112.5 and Education Code 44808.5}

Parents, guardians or other adults taking students from school before the regular dismissal time must come to the office and sign a check-out book. Identification may be required if the person picking up is unknown to the office staff. Students will not be released to anyone not on the student's emergency card.

Concerns/Complaints

The district has adopted a clear set of procedures to address concerns and complaints. Please use the following steps when you have a concern.

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call the teacher to explain your concern. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, then please call the school administrator. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
3. If the concern is not satisfactorily addressed with the school administrator, then a meeting should be scheduled with a district representative. The district representative will address the issue based on the Uniform Complaint Procedure. A copy of this procedure is available in the Human Resources Department at the district office.

{Reference: Board Policy and Administrative Regulation 1312.3}

Discipline

Rules for Conduct and Safety

The staff at Oak Meadow School considers positive student behavior to be very important. We do not look upon this as solely the responsibility of the school. We feel that by working together with parents, we can create an environment in which children have the optimum opportunity to learn and to develop self-discipline and problem-solving skills.

Teachers in each classroom have established their basic classroom rules. At the beginning of each school year, teachers review their rules and consequences. Please discuss classroom rules with your child. It is important for both the school and home to be consistent in enforcing rules for good behavior. We have found that when the rules and consequences are clear, as well as consistently enforced, students have a feeling of security and are more successful in school. We use the Positive Action Program to ensure a healthy, safe and happy school climate.

Oak Meadow School has **five basic rules** for students to follow:

1. I will always act in a safe and appropriate manner.
Examples of the rule being broken...
 - not keeping hands and feet to oneself
 - using inappropriate actions and/or gestures
 - attempting to injure another child
 - being in an inappropriate area
 - using playground equipment improperly
 - moving another child's chair in a way that may injure that child
 - using sharp objects in a dangerous manner (this may include bringing pencils and pens to the playground)

2. I will walk and use a quiet voice in all designated area.
Examples of the rule being broken...
 - using a loud voice in an inappropriate area; including your classroom, hallways, library, assembly, etc.
 - running in an inappropriate area

3. I will follow directions the first time.
Examples of the rule being broken...
 - refusing to follow directions from an adult
 - refusing to cooperate in the classroom or on the playground
 - walking away from an adult who is giving directions or speaking to me

4. I will show respect for others and myself and treat all property with respect.
Examples of the rule being broken...
 - damaging any property including books, school supplies, or equipment
 - threatening others
 - name calling or put downs
 - throwing, kicking, or hitting anything that is not intended to be thrown, kicked or hit
 - taking someone else's belongings
 - speaking disrespectfully to an adult

5. I will be on time, responsible, and prepared at Oak Meadow School
Examples of the rule being broken
 - not in class on time and ready to go at predetermined times
 - not completing activities in a timely manner
 - not having proper materials to complete assignments
 - tardies
 - returning late from recess
 - homework not completed and/or turned in on time

Rewards and Consequences

Royal Raptors

Children caught doing good deeds that benefit the school, help their classmates, or assist staff, are given a certificate of recognition (Royal Raptor). Students cut off the bottom portion with their name and room number, and place it in a jar in the office. Every week, six names are drawn from the jar. These students have their names written on a white board in the lunch table area and receive a reward.

Referral Slips

During recess and lunchtimes, Oak Meadow has a referral system in place to allow playground monitors to communicate behavior concerns with the classroom teachers, and/or office. If your child receives a referral at recess time, a copy of it will be sent home for your signature. Please return it to your child's classroom teacher.

Blue Cards

For more serious infractions or for behaviors that are chronic and not remediated students will be referred to the office. Examples of office referrals are:

- fighting
- inappropriate language or gestures
- defiance and/or disrespectful behavior
- disruption of class activities
- any other infraction that deserves serious attention

At that time, a blue card will be initiated. When a child exceeds his/her limit of infractions on any given day, a notation is made on the student's blue card. It is important to realize that teachers and other staff members give fair warning before issuing referrals or making notations on the blue card. The blue card allows for three notations for each level of consequences.

Level 1: Student is sent to Principal/Assistant Principal for counseling and a letter is sent home. A consequence is provided.

Level 2: Student is suspended from class by teacher. A conference is arranged by teacher with parents. Principal/Assistant Principal counsels student.

Level 3: Student is referred to Principal/Assistant Principal for school suspension or other appropriate alternative.

Dress Code

The Governing Board believes that appropriate dress and grooming contributes to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate, including clothing that provides appropriate sun protection. Students' dress and grooming must not present a health or safety hazard to themselves or others or a distraction that would interfere with the education process. Personal appearance standards for students are defined in the dress code. A student who violates the dress code may be subject to disciplinary action.

Dress Code

Students' attire must adhere to the following:

1. Shoes must be worn at all times. Backless shoes, "wheelies", or shoes with wedges or heels higher than 1" are not permitted.
2. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or which advocate racial, ethnic, or religious prejudice, incite violence or the use of drugs or alcohol, deemed to be gang related, or considered inappropriate.
3. Hats may only be worn outside and with brim facing forward.

4. Clothes shall be sufficient to conceal undergarments and upper torso at all times. See through or fish-net fabrics, halter tops, off- the shoulder or low cut tops, bare midriff or bareback tops, crop tops, and half shirts, and skirts or shorts shorter than mid-thigh are prohibited. Mid-thigh is generally defined as the point where fingertips touch when a student is standing upright with arms straight down. Revealing trousers or shorts worn too low are not allowed.
5. Hair shall be clean and neatly groomed and may not distract the learning environment. Hair may not be sprayed by any coloring that would drip when wet.
6. Shorts and other appropriate undergarments shall be worn under dresses and blouses for the sake of modesty and while participating in PE or playing on equipment.
7. Sunglasses are not permitted in buildings unless there is a medical need.
8. Other articles or apparel which may be considered objectionable or dangerous may be prohibited by the site administration.

Students wearing inappropriate attire or footwear will be sent to the office and will be asked to call their parent or guardian. Students will be given the opportunity to change into appropriate clothing, if available at the site, or request the parent to bring a change of clothing or footwear. Students will return to class upon meeting dress code standards. If you have any questions regarding dress and grooming, please call the school office.

(Reference: Board Policy and Administrative Regulation 5132)

Dogs on Campus

Due to unfortunate occurrences, Buckeye Union School District has implemented a “no dogs on campus” rule. Dogs are not allowed on school campuses unless they are Seeing Eye dogs or companion dogs or are part of a school event or instructional program. In all cases, prior approval of the teacher or school administrator is required to bring any dog on a campus.

Emergency Procedures

The school has a well-developed and complete emergency response plan that is coordinated with local agencies. The emergency plan clearly identifies the specific actions for any emergency situation. Students and staff practice emergency procedures such as fire drills and classroom evacuations during the school year and are familiar with how to respond in an emergency situation.

Information on possible school closures due to inclement weather or other situations will be announced on Radio Station KFBK 1530 AM and Television Station KCRA Channel 3. A notice may also be posted in front of the school.

During an emergency situation, the superintendent will only dismiss children to go home if there is time for children to safely return to their homes and a parent/guardian has been notified. If a student's parent cannot be contacted and/or the parent is unable to pick up their child, the school will maintain responsibility for the child until the parent or an authorized individual can pick up the child. The safety of individual students is our highest priority. Students will not be excused except to the care of a parent or another adult designated on the emergency card.

If evacuation of the school is necessary, students will be transported to a predetermined location where their parent or another designated adult can pick them up. Information on this location will be announced on the Radio Station KFBK 1530 AM, Television Station KCRA Channel 3 and posted near the school. The school will not be evacuated unless necessary.

{Reference: Board Policy and Administrative Regulation 3516}

Extra-Curricular Activities

There are a variety of opportunities available for students to be involved at Oak Meadow School. These include Team Raptor, Parking Lot Supervisors (PLS), our "Green Team" recycling organization, and Oak Meadow Student Leadership Team.

Field Trips

Field trips are an enriching part of the instructional program at Oak Meadow School. Since school bus transportation is used, it is necessary for a permission slip, with a parent or guardian's signature, to be returned to school prior to the field trip. Field trips are funded by individual donations. PTA has established a family field trip fund. For field trips and other school-sponsored events, parents may only provide transportation for their own child(ren) regardless of whatever parental agreements may exist. All field trip chaperones must have been cleared through the district finger printing process prior to the field trip day.

Food Service Program

Lunches are available for purchase for all students every school day at a cost of \$2.75. Students are expected to bring payment for the meals, or pay online. Menus for school lunches are available online. Milk is included in all lunches, but can also be purchased separately by students who bring lunches from home.

Your child(ren) may qualify for free meals based on your household size and income. If you complete and return the application for free meals, your application will be reviewed and you will be notified if you qualify.

Forgotten Lunch Procedure

If a student has forgotten his/her lunch at home, parents may drop the lunch off in the office. Students need to check the office before going to lunch and may pick up his/her lunch then. Please be sure your child's name is on the lunch.

Grading and Report Cards

The primary purpose of grades and report cards is to clearly communicate a student's areas of strength and areas needing improvement based on the district's grade level standards. To provide students and parents with specific information on student achievement, students receive standards-based report cards at the end of each trimester. The goal is for students to meet each grade level standard by the end of the school year. Teachers use a variety of common assessments to determine whether a student is meeting standards. A brochure is available at the school site that identifies the standards for each grade level.

Students in kindergarten through third grade shall receive a standards-based report card which may include narrative comments. Students in 4-5 grades shall receive a standards-based report card with letter grades and may include narrative comments. Based on grades, students may be eligible for the school honor roll and other academic awards.

Progress reports are distributed during the 7th week of each trimester and serve as an indicator for how a student is progressing. The distribution of report cards and progress reports insure parents have a sense of their child's performance approximately every 6 to 7 weeks. Parent conferences are held at least once per school year for all students. Parents are encouraged to contact their child's teachers if they have any questions or their child's grades appear to be dropping.

Health and Wellness

The Buckeye Union School District recognizes the link between health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students.

The District Steering Committee assists with policy development and advises the district on health-related issues, activities, policies, and programs. The district's nutrition education and physical education programs are based on research consistent with the expectations established in the state's curriculum frameworks, and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

The school district encourages school organizations to use healthy food items or non-food items for fundraising purposes and encourages school staff to avoid the use of non-nutritional foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff will encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties.

{Reference: Board Policy 5030}

Homework

Research has indicated that homework is beneficial to student learning. Homework should be an extension or practice of what was learned in school. Students are expected to complete and hand in homework. Homework should be designed so that parents can serve as a resource to their child. Students who miss school because of an excused absence will be given the opportunity to complete comparable homework assignments and get full credit if work is completed satisfactorily and within a reasonable amount of time. Students who miss schoolwork because of unexcused absences may be given the opportunity to complete comparable homework assignments for either partial or full-credit.

In recognition of the importance of homework, the Buckeye Union School District has established the following policy statement:

Homework is defined as school-related work that is an important part of the instructional program. When it is properly implemented, students will:

- Develop regular study habits and the self-discipline necessary for study to be effective and the ability to work independently
- Gain more information than would be possible in the classroom situation alone
- Have more opportunity to develop a personalized, creative approach to projects and other school work
- Learn to budget their time more effectively
- Come into contact with out-of-school learning resources.

Recognizing the individual abilities of children, grade levels will generally assign homework that will take the average amount of time indicated below:

- 1st Grade – 1 ½ hours per week
- 2nd Grade – 2 hours per week
- 3rd Grade – 2 ½ hours per week
- 4th grade – 3 hours per week
- 5th grade – 3 ½ hours per week

In addition to the above time, each child should read 20 minutes each day. Children who don't yet read may use picture books or have books read to them.

{Reference: Board Policy 6154}

Illness or Injury

Parents will be promptly notified of any serious injury or illness that occurs on the school grounds or on the bus. It is important that the school knows who to call. Be sure to keep up-to-date information on your child's emergency card, which is on file in the school office. Parents are asked to pick up their child for their own observation or examination by their family physician. If the accident or injury warrants, the school will call 911 and notify the parents immediately. The school does not have a full-time nurse.

Independent Study Contracts

Students who are going to be out of school for five or more days for reasons other than illness or injury may be eligible for independent study. The length of an Independent Study Contract is not to exceed ten (10) school days. There is a specific set of district criteria for independent study. The criteria for approval include an acceptable reason for requesting the independent study and evidence that the student will work independently to complete assignments. This program requires a contract signed by the parent, student, teacher and administrator. The contract specifies the amount of work to be completed, the amount of time to be spent each day, when the work will be turned in to the teacher and how the work will be evaluated. An Independent Study Contract must be requested *more than three days prior* to a planned absence so that teachers can prepare materials for the student. An Independent Study Contract will not be issued for the first week of school. The contract must be completed **BEFORE** the student is out of school. Therefore an Independent Study Contract will not be issued during the last week of school. Independent Study Contract forms are available in the school office.

{Reference: Board Policy and Administrative Regulation 6158}

Items Not Allowed at School

Dangerous Items

California Law does not permit the following dangerous items at school:

- Firearm or imitation firearm
- Knives
- Explosive device or substances (including matches, lighters, etc.)
- Alcoholic or tobacco products (the use of tobacco products is prohibited at any time in district-owned or leased buildings, on district property and in district vehicles. Any person who violates the district's policy on tobacco-free schools shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate) Board Policy 3513.3 (a)

Electronic Devices

Students are not permitted to bring electronic devices (radios, CD players, tape players, MP3 players, iPods, handheld electronic games, computers, laser pointers, etc.) to school. This rule applies to all school related activities and on the bus to and from school or school related events.

Lost and Found

The Lost and Found is located in front of the multi-purpose room. Parents should put student names on clothing and other belongings. You are also encouraged to check for lost articles as soon as possible. The school cannot be responsible for any lost belongings. Lost and Found items will be put on display several times a year. You will be notified through the parent bulletin when items will be donated to charity.

Parent Participation

The Buckeye Union School District believes in working with parents as partners in a child's education. Parents are strongly encouraged to be actively involved in their child's education. Following are some suggestions for how to participate in your child's education.

- Ensure that your child attends school regularly.
- Talk with your child about what they are learning in school and ensure that homework is completed and turned in on time.
- Involve your child in reading. This could involve reading to your child, having your child read to you or discussing what you and your child are reading together.
- Encourage your child to participate in extracurricular and co-curricular activities.
- Monitor and regulate the television your child watches.
- Work with your child at home on learning activities that extend classroom learning.
- Become familiar with the standards for your child's grade level by reviewing the district standards brochure and the grade level report card. Work with your child to practice skills they have not yet met.
- Attend parent conferences and school sponsored events.
- Volunteer in your child's classroom or for other school activities.
- Participate in parent groups at your child's school.
- Participate in site and district decision-making groups such as the School Site Council (SSC), English Language Advisory Committee (ELAC), Gifted and Talented Education (GATE) Advisory Committee, Steering Committee, Technology Committee and Master Plan Committee.

{Reference: Board Policy and Administrative Regulations 1240 and 5020}

School Site Council (SSC)

The School Site Council, a governing body within our school, is composed of parents, school employees (both certificated and classified) and members of the community who are elected for a two-year term of office. The council consists of twelve members, six Oak Meadow School staff members and six parents or community members.

The main purpose of the SSC is to support the single plan for school improvement and monitor the progress toward meeting school goals in order to provide the best possible program for the students. This is accomplished through monthly reports on progress toward school-wide goals. The SSC also reviews and approves the School Safety Plan.

The SSC meets once a month at the school. Although only elected members of the council may vote, all interested persons are invited to attend.

PTA

The PTA is an exciting and vital organization that works to support the students of Oak Meadow School. The PTA works to enrich the school experience by providing many of the educational and entertaining assemblies attended by the students. Past assemblies include: Fantasy Theater, Wild Things, and the BMX Freestyle Red Ribbon Assembly.

PTA sponsors several social activities and fundraisers throughout the school year. Fundraisers provide the students of Oak Meadow School with teaching supplies, scholarships for special field trips, educational equipment, music and PE equipment and building/grounds improvements.

Parent Volunteers

Parent volunteers are an integral part of the program at Oak Meadow School. We encourage the participation of parents and community members as volunteers in the classrooms. If you wish to volunteer, please contact your child's teacher or the office. All regular classroom volunteers must be fingerprinted and will be issued a stick on name tag. They must still sign-in at the office. See the office staff to get the necessary fingerprint forms. Visitors who are not fingerprinted must show a driver's license. After signing in, they will receive a stick-on name tag on which they will write their first and last name. Examples of visitors would be guest speakers, visiting authors, or parents helping their child with a class presentation. The office will notify the staff of the visitor.

Sexual Harassment Policy

The district prohibits sexual harassment at school and at school-sponsored or school-related activities. Anyone who engages in sexual harassment will be subject to disciplinary action. Staff will clearly communicate to students that sexual harassment is prohibited and advise students to report any sexual harassment that they experience or observe. The district's sexual harassment policy contains specific steps and assurances. This policy is available in the school office.

{Reference: Board Policy and Administrative Regulations 5145.7}

Special Education

The district strives to provide an educational program to meet the needs of all children within the district. A student shall be referred for special educational eligibility, only after the resources of

the general education program have been considered and modified in an attempt to meet the student's needs. If a student is referred to special education, parents will receive a notification of parental safeguards and an explanation of the proposed assessments. Following the completion of the assessments, a written report will be compiled. The results of the assessment will be discussed at an Individual Educational Program (IEP) meeting. At the IEP meeting, the team will determine if the student meets eligibility for special education. If the student meets eligibility, a plan will be developed that will be reviewed at least annually. The district provides special education services, as described in Education Code (56000-56001). There are three special education programs at Oak Meadow School—the Special Day Class, the Resource Specialist Program and the Speech/Language Program.

Special Resources/Programs

A variety of special resources and programs are provided for students with unique needs. These programs include:

Gifted And Talented Education (GATE) - Students with exceptional ability and academic achievement may be identified for the GATE program. Students are identified for GATE based on district identified criteria and the California Standards Test and/or teacher recommendation. Programs for gifted and talented students *may* include part-time groupings and cluster groupings which shall be planned and organized as an integrated, differentiated learning experience within the regular school day. Parents, the students and the teacher will meet to develop an individualized learning plan (ILP). Oak Meadow offers an after school GATE Program that will run on Thursdays and some Fridays. Topics that will be covered will be: Public Speaking, Forensic and Environmental Sciences and Renzulli Learning. Please visit Oak Meadow's webpage (under Parents) for more information. {Reference: Administrative Regulation 6172}

Program for English Learners – Students who are non-native English speakers are assessed to identify their level of fluency in English. Students who are not fully fluent in English participate in the program for English learners to increase their English fluency and vocabulary. Teachers use specific instructional strategies to help students learn the curriculum while learning English.

Interventions – Oak Meadow School also provides in-depth intervention for students identified through assessment as being in need of extra help.

Special Services

A variety of special services are provided for students with unique needs. These programs include:

Health Services – The district will verify that students have complied with legal requirements for health examinations and immunizations before enrolling a student in school. Failure to provide proof of required immunizations will result in the student being excluded from school.

Exclusion will begin ten school days after receiving a notice of inadequate immunization. The district administers vision, color vision, hearing and scoliosis screening as required by law.

The district recognizes that students may have special medical needs. The Education Code (49407) outlines conditions for administering medications at school during the time the student is under the supervision of school personnel. Medications, both prescription and over-the-counter, can only be given if there are written instructions from a health care provider and written permission from the parent/guardian. Written instructions must be renewed at the start of each school year. Medication must be labeled and in the original container.

Psychology Services - The district psychologist assists the Individual Education Plan Team (IEPT) in developing programs for referred students for placement in special programs.

Counseling Services – A counselor is available at each site to interact with students, as needed.

Student Success Team

The Student Success Team is a school-site team, which identifies effective strategies to meet the needs of individual students who are not progressing due to academic, behavioral, medical or other concerns. The Student Success Team process is a collaborative process between the school and the parents on behalf of the student. The parent, teacher or other staff may make requests for assistance from the Student Success Team through the school's Student Success Team coordinator or the principal. The Student Success Team meeting will include the parent, the student's teacher, administrator, team coordinator, general education teachers and other support staff as needed.

Student Information

Each year parents are requested to fill out a student information/emergency card listing the names and telephone numbers to be used if it is necessary to reach parents or other designated adults during the school day. If the information you have originally turned in changes, please notify the school so that the cards can be updated. Emergency cards can be the lifelines for the proper care of your child. **Children cannot be released to individuals not listed on their emergency card.**

Due to the confidentiality of student information, school staff are not allowed to give out any information (phone, address, etc.) to individuals other than those listed on the student's emergency card. This includes giving out information for class parties, etc. If there has been a parent separation, we cannot withhold information from either parent unless legal documents are on file. Please speak with an office staff member if you need further information in this area. {Reference: Board Policy and Administrative Regulations 5125 and 5125.1}

Suspension and Expulsion

The Education Code clearly identifies the student actions that are grounds for suspension and expulsion. Students may be suspended or expelled from school depending upon the behavior. Grounds for suspension and expulsion include but are not limited to:

1. Attempts, threats or actions that cause physical injury to another.
2. Unauthorized possession of a dangerous object (or imitation) or substance (i.e., knife, firearm, explosive material).
3. Use, sale or possession of a prohibited substance (i.e., alcohol, drug or nicotine product).
4. Commits or attempts to commit robbery or extortion or knowingly receives stolen property.
5. Cause or attempts to cause damage to school or private property.
6. Commits an obscene act or habitual vulgarity or profanity.
7. Disrupts school activity or willfully defies school personnel.
8. Committed or attempted sexual assault/sexual battery.
9. Harassment of other students.
10. Terrorist or hate threats against school officials or school property.

Students who are referred for suspension or expulsion are reported to the principal. In non-emergency situations, an informal conference will be held to clarify the reason for the disciplinary action and to clarify the events or evidence. At the time of the suspension, a staff member will contact the student's parent/guardian regarding the suspension and notify the parent/guardian of the suspension in writing. The school may request to meet with the parent/guardian about the suspension. Under state law (Education Code 48914) the parent is then obligated to meet with school staff without delay.

Major offenses are grounds for expulsion.

Note: This is a brief summary of a long and detailed policy and process. For specific steps and processes, see the Board Policy and Administrative Regulations listed below. These may be requested through the school.

{References: Board Policy and Administrative Regulations 5144.1, 5144.2}

Telephone Usage

The telephone in the office is a business phone. Students may use it only for an emergency call. We do not interrupt instructional teaching time for calls to the classrooms. The office will take messages as needed or transfer calls to teacher's voice mail. All teachers have voice mail and check messages daily.

Tobacco and Drug Free Zone

The Governing Board believes that the use of alcohol, tobacco or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious social and legal consequences. Therefore, all schools and district facilities are tobacco, alcohol and drug free sites. The use of any tobacco, alcohol or drug products is prohibited within any district property, facility, or vehicle. This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities that are held at locations other than district property.

{Reference: Board Policy and Administrative Regulations 5131.6, 5131.62, 4020 and 5131.6

SUGGESTIONS TO PARENTS

The following suggestions are offered for your consideration. It is important to keep in mind that parent/teacher attitudes have a direct effect upon student success in school.

1. Be positive and supportive in your attitude toward school. If you have a concern, please contact your child's teacher first.
2. Be conscious of your behavior; children often model themselves after their parents.
3. Be supportive and a good listener when your child wants to talk about school.
4. Be alert to feelings ~ children need to talk about feelings and/or problems. Let your child know you are interested.
5. Help your child organize his/her time (i.e., set aside a certain amount of time for homework).
6. Help with homework whenever necessary.
7. Help arrange a definite place for studying at home.
8. Help establish a routine to ensure time for study.
9. Help your child be prepared for classes by having the required materials.
10. Schedule some time each day to be alone with your child.
11. Try to include your child in family outings, trips, or other activities when appropriate.
12. Follow through with promises or warnings. Praise your child when appropriate.
13. Show an interest in what your child eats.
14. Offer guidance and consistent reasonable limits. Hold your child accountable for his/her behavior both at home and at school.

DISTRICT SCHOOLS

Blue Oak Elementary School
2391 Merrychase Drive
Cameron Park, CA 95682
530-676-0164
916-933-5149
Sally Traub, Principal
Kathy Holliman, Asst. Principal

Blue Oak Charter Montessori
2391 Merrychase Drive
Cameron Park, CA 95682
530-676-0164
916-933-5149
Sally Traub, Principal
Kathy Holliman, Asst. Principal

Buckeye Elementary School
4561 Buckeye Rd.
Shingle Springs, CA 95682
530-677-2277
916-933-2333
Deedra Devine, Principal

Oak Meadow Elementary School
7701 Silva Valley Parkway
El Dorado Hills, CA 95762
916-933-9746
530-677-9818
Barbara Narez, Principal
Paul Stewart, Asst. Principal

Silva Valley Elementary School
3001 Golden Eagle Lane
El Dorado Hills, CA 95762
916-933-3767
530-677-8953
Nancy Waggoner, Principal
Kathy Holliman, Asst. Principal

William Brooks Elementary School
3610 Park Drive
El Dorado Hills, CA 95762
916-933-6618
530-677-2875
Kathi Jensen, Principal

Camerado Springs Middle School
2480 Merrychase Drive
Cameron Park, CA 95682
530-677-1658
916-933-0584
Meg Enns, Principal
Doug Shupe Assistant Principal

Rolling Hills Middle School
7141 Silva Valley Parkway
El Dorado Hills, CA 95762
916-933-9290
530-676-2490
Debra Bowers, Principal
Dustin Haley, Assistant Principal

Buckeye Union School District
4560 Buckeye Road
Shingle Springs, CA 95682
530-677-2261
916-985-2183
Teresa M. Wenig, Superintendent

District Transportation Department
2480 Merrychase Drive
Cameron Park, CA 95682
530-677-2261
916-985-2183
Tina Butler, Supervisor

ACKNOWLEDGEMENT FORM

Please read the Parent-Student Handbook with your child and discuss the information provided. Once you have read the Handbook, sign the form below and return it to your child's teacher. Thank you for your time and cooperation.

I have read the Parent-Student Handbook with my child. We understand the information presented in the contents.

Parent Signature

Date

Student Signature

Date

I have also read the Oak Meadow School Traffic Rules brochure and agree to abide by the safety rules and procedures for pickup/drop off.

Parent Signature

Date

Teacher's Name

Volunteer Statement on Confidentiality

We value the contributions that parents make in our schools. We welcome volunteers in our classrooms and on our campuses.

There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student's academic progress, a discipline issue or other matters that must be kept confidential. Therefore, we ask volunteers to be aware that individual students' information should not be discussed with anyone other than the appropriate school officials.

I have read and understand the volunteer statement regarding confidentiality above.

Volunteer Signature

Date