



## Oasis Charter Public School

A small school for kids with BIG ideas.

1135 Westridge Parkway, Salinas, CA 93907 T: (831) 424-9003

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# Family Handbook 2020-2021

**Oasis Charter Public School's mission is to educate responsible citizens for a democracy.**

## Administration

**Lucy Zepeda**, Executive Director

**Briana Sanford**, Instructional Coordinator

**Erika Del Real**, Office Manager

**Maylany Jimenez**, Administrative Assistant

## UCEN Governing Board of Directors

**Sergio Guzman**, Member

**Jacqueline Vazquez**, Member

**Maria Alvarez**, Member

**Email:** [UCENBoard@oasischarterschool.org](mailto:UCENBoard@oasischarterschool.org)

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

## SCHOOL OFFICE

Our staff is here to help you! The school office is open Monday – Friday 8:00 a.m. until 4:00 p.m. The school phone number is 424-9003. Please call with any concerns or questions you may have. We are happy to make appointments with parents at any time. You are also welcome to email us at: [info@oasischarterschool.org](mailto:info@oasischarterschool.org)

## PROGRAM GOALS

- To provide a supportive and stimulating environment where the children's physical and emotional needs are met.
- To establish an atmosphere of respect for self and others.
- To provide an opportunity to become independent and responsible through self-directed and individualized activities.
- To provide children with appropriate alternatives to cope with stressful situations.
- 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 an 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 field trips.
- To provide ample opportunity for students to learn through physical activity and outdoor play.
- To ensure a safe environment, both indoors and out.
- To be supportive of families, encouraging involvement and open communication.

## **SCHOOL CULTURE**

At Oasis we stress the importance of being a lifelong learner and emphasize the importance of being the best scholar you can be.

### **Habits of an Oasis Scholar:**

- Growth Mindset
- Empathy
- Perseverance
- Optimism
- Flexibility
- Gratitude

### **Oasis Core Beliefs:**

- It's necessary to maintain the dignity and value of our Oasis community.
- All experiences should be viewed as an opportunity for individual growth.
- Students should take ownership of their actions.
- There should be a logical connection between any behavior and the outcomes.

## **COMMUNICATION:**

### **PARENT SQUARE**

Parent Square is a web-based program that includes notices, news, photos, sign-up, and much more. This program is the main source of communication for the school and will be utilized for emergency notifications. It is critical that you set-up your account and notify the office staff of any change in phone numbers, emails, or address.

### **NEWSLETTERS**

Each month the school will have an electronic newsletter with the monthly news.

### **COMPLAINTS**

If a problem or concern arises, and it does not fall under the Uniform Complaint Policy (available on website) the procedure goes as follows:

1. Discuss the problem with the person whom you have a complaint and try to resolve the situation.
2. If resolution isn't achieved, the complaint should be brought in writing via hardcopy or google form available on our website to the Assistant Director. Please be specific about the details if possible.
3. Meet with administration to discuss a resolution.
4. If a resolution is not agreed on, a written report for the Executive Director will be forwarded to the chair

of the Governing Board and place on the agenda for the following meeting. The Board will commit to resolve the issue and the decision of the Board is final.

Please Note: Alisal Union School District has no jurisdiction to receive complaints regarding Oasis. Oasis is its own Local Education Agency (LEA) and therefore all complaints are redirected to Oasis administration and the Governing Board.

## **ATTENDANCE**

**Student attendance is critical to the financial life of Oasis. Our school funding is based on the average daily attendance (ADA). Each day a child is absent, the school loses significant funding.**

All absences must be reported to the office. If we do not receive a call regarding the absence, your child will receive an unexcused absence.

### EXCUSED ABSENCES

The State of California considers the following excused absences:

- Illness
- Medical, dental, optometric or chiropractic appointment
- Funeral of an immediate family member
- Spending time with an immediate family member who is an active member of the uniformed services who has been called for duty

### INDEPENDENT STUDY

An Independent Study Contract can help your child keep up with schoolwork during an absence and convert an unexcused absence to an excused.

These guidelines apply:

- Contract request must be made to the office at least one week prior to the absence.
- Contract must be approved and obtained prior to the absence from school office.
- May not be used for more than 5 consecutive days without approval and cannot exceed 10 days total in a school year
- All work must be completed and turned into the office upon the day of return.

### PROMPTNESS

It is important that your child arrive on time each day. Teachers begin the school day at **8:30 a.m.** Children who arrive late often miss the important opening learning activities. If a student arrives to school after 8:30 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.

### TRUANCY

Per Ed. Code 48205, Oasis must report all truanancies to the District Attorney's office. Please see our Attendance policy on our school website for details.

### EARLY DROP-OFF

At 7:30 a.m. students can be dropped off at the playground at no cost to our families.

### DISMISSAL

Children need to be picked up from the playground area after the dismissal time. Kindergarten students are dismissed at 2:45p.m. and students in grades 1st-6th are dismissed at 3 p.m. Families have a 10 minute window

to pick up their children from the playground area. Students will be dismissed to an adult who is listed in their emergency contacts. If someone who isn't listed in your child's emergency contacts is going to pick them up, please make sure to give a written consent to the office by coming in, or via phone call or an email to [info@oasischarterschool.org](mailto:info@oasischarterschool.org).

### **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 redirect 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.

### **WALKING OFF-CAMPUS RELEASE**

If you allow your child/children to walk home or to leave campus, you **MUST** sign a release form at the office authorizing your child to go off campus after school.

### **PARKING AND TRAFFIC FLOW**

Our number one priority is student safety! 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. We will have staff guiding traffic during drop-off and dismissal. Please make sure to follow their directions to help us keep ALL our students safe. Pulling up, just to drop off your child is permitted as long as you remain in your car and use the drop-off lane. Please **DO NOT** park in the fire lane or drop-off lane on Westridge Parkway. 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. Please park on the gravel parking next to the field or the parking.

### **AFTER SCHOOL PROGRAM**

**Life After School** is a free program for our students. If you are in need of after school care please contact Priscilla in the office (831)424-9003 or directly to the LASP line after 3:10 p.m. at (831) 424-4177.

### **SAFETY PROTOCOLS AND PROCEDURES**

Oasis has safety plans to keep our community safe. Our school has monthly drills to ensure students are prepared for any type of emergency. Plans are available in the school's office and on our school website.

### **ASSESSMENTS AND SUPPORT**

#### **FAMILY HOME VISITS, 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.

Our school conducts home visits the month of September to get to know your child a little better. Additionally, we have conferences twice a year; in October and in March to set goals and see how your child is progressing. You are welcome to confer with the teacher about your child as needed, however we ask that you call the school to set an appointment with your child's teacher.

#### **ASSESSMENTS:**

Benchmark Assessments are administered at least twice a year to measure grade level progress in core subjects. Standardized State Assessments: As a charter public school, we are required to administer the state tests such as the SBAC and ELPAC annually for all students.

## STUDENT SUPPORT:

Oasis strives to ensure that all students succeed academically and emotionally. Oasis has reading intervention groups and small math grouping to support students during the school day. In the event where classroom expectations are not being met, the school will hold a Student Success Team (SST) meeting with the family and teacher to strategize how to provide support for the student in class and at home.

## ENGLISH LEARNERS

Oasis assesses all students who are English learners based on the Home Language Survey completed by families. If the child is identified as an English learner, he or she will be placed accordingly and received designated English Language Development (ELD) with our ELD teacher during the school day.

## GOALS AND EXPECTATIONS

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 will be held accountable for their actions.

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 tolerated and appropriate measures will be taken depending on the severity of the situation.

## OASIS SCHOOL RULES:

1. Keep your hands and feet to yourself.
2. Speak to others with respect.
3. Treat school property and the property of others with respect.
4. Clean up after yourself.
5. Follow directions.

## DRESS CODE

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

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 be free of inappropriate messages (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).
5. Shorts and skirts should be 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.

## CLASSES

All classes at Oasis are single grade. 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.

## **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.

Family support is strongly encouraged 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, field trips, fundraising and Enrichment Club activities. Family members are also encouraged to share their hobbies, professional and work experiences and passions with Oasis students.

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.

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.

Below are the general conduct expectations of the families, parents or other lawful visitors while on campus or while participating in school sponsored activities:

- Parents/volunteers may not interfere with classwork, instruction, or extra-curricular activities. Oasis staff is responsible for delivering instruction, supervising student classwork, and extracurricular activities.
- Parents/volunteers may not discipline or interfere with student discipline. School staff are responsible for imposing student discipline.
- Any parent/volunteer may be asked to leave if their presence or acts interfere with the peaceful conduct of the activities of the school or disrupt the school or its pupils or school activities.

## PHOTOS AND MEDIA RELEASE

Volunteers and family members are not permitted to take student photos, unless permitted by the school in writing. However, with administrative approval, students may be photo/video graphed while in classroom or school activities. Photos and videos of students and staff shall only be used for educational and/or promotional purposes. The photos or videos may be distributed to individuals, groups and the news media and published in, but not limited to, advertisements, news release, and/or newsletter, slide show, video presentations, and the World Wide Web. Please see our photo and media release consent form.

## FINGERPRINT CLEARANCE

All adult family members who volunteer to drive on a field trip 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.

### EXPECTATION FOR OASIS EVENTS

At Oasis we plan a number of events for the entire family. Some of our events include camping trips, fairs, barbeques, galas and dinners. Any Oasis event taking place on or off school grounds, **at which Oasis students are present**, adults should model positive behavior for the students. Any adult that is not displaying appropriate behavior at school event may be asked to leave. In addition, all student events are drug and alcohol free.

### Monitoring and Receiving Visitors onto Campus

➤ No outsider—which would include immigration-enforcement officers—shall enter or remain on school grounds during school hours without having registered with the principal or designee.

If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the principal or designee:

- ✓ Name, address, occupation;
  - ✓ Age, if less than 21;
  - ✓ Purpose in entering school grounds;
  - ✓ Proof of identity; and
  - ✓ Any other information as required by law.
- Oasis Charter shall adopt measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the school's activities, consistent with local circumstances and practices
- Oasis Charter shall post signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.
  - Oasis Charter personnel shall report entry by immigration-enforcement officers to any on-site school police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus

## CURRICULUM AT OASIS

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. Our teachers follow a Scope and Sequence that is aligned to the Next Generation Science Standards, Common Core State Standards, and California History Standards to plan units of study. 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, 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.

### AVID (Advancement Via Individual Determination)

Oasis is an AVID Elementary Certified Site. Students at Oasis use many AVID strategies to help them improve

their academic skills and prepare them for college and career readiness. WICOR (Writing, Inquiry, Collaboration, Organization, and Reading) strategies are used to guide instruction. Our school follows our AVID Core instructional values which focus on vocabulary, collaboration, level of critical thinking, and questioning. Additionally, students will visit colleges in our neighboring areas as part of our AVID commitment.

## SPORTS

We participate in our city's local leagues. Students in grades 4th and up may join flag-football, volleyball, or basketball.

# GENERAL INFORMATION

## 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.

Applications will be sorted according to the following preference groups:

1. Siblings of students currently attending the Oasis Charter and children of 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.

## 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.

## BIRTHDAYS

If you want to serve a treat on your child's birthday it **MUST** be discussed and arranged with your child's teacher for the end of the school day. **ONLY** healthy snacks are allowed as a treat.

## 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.

## TECHNOLOGY USE

To better serve our students through the use of technology and provide with the best tools for learning, Oasis provides access to one or more forms of electronic media and services. All students must use devices responsibly and sign the permission slip agreement before use.

## PERSONAL BELONGINGS

**Toys or personal belongings from home are NOT to be brought to school unless requested by the teacher.** Make-up, or perfume are NOT allowed at school. Children may bring chapstick or lip balm when necessary. 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.

## 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.

## FIELD TRIPS

Field trips are an exciting part of education at Oasis. These 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 details. All field trips that require transportation are taken in parent/teacher-driven cars and vans or on public transportation.

Be assured that the safety and well being of your student is our top priority. It is our responsibility to notify parents via Parent Square in the event of a change of field trip location occurs. 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, may not be permitted to attend field trips.
- Field trips will relate to the academic learning environment.
- Chaperones will be assigned groups. They must stay with the groups at all times unless the teacher in charge makes changes.
- Everyone will depart together and return together. NO side trips are allowed.
- ONLY STUDENTS IN THE CLASS GOING ON THE FIELD TRIP ARE ALLOWED TO GO. NO FAMILY MEMBERS OR STUDENTS FROM ANOTHER CLASS OR SIBLINGS ARE ALLOWED TO GO. CHAPERONES MUST MAKE ARRANGEMENTS IN ADVANCE.
- 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.

## HOMEWORK POLICY:

**All Oasis students have homework every night.** DOING HOMEWORK is critical to your student's success! Each child will be asked to read at least 10 minutes per day, practice math fluency skills, and will have home projects to work on. Please be involved in your child's homework.

## 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 head injury. In life threatening situations Oasis will be required to call 911 for emergency medical care.

## INSURANCE

Health insurance is not provided by Oasis Charter and is the sole responsibility of each child's 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.

## **SNACK AND LUNCH**

All children need a good healthy breakfast daily. Please make sure your child has something to eat before they arrive at school. The school provides lunch on Monday, Tuesday, Thursday, and Friday and breakfast on Wednesdays. The cost for lunch is based on the lunch application submitted by families. Students can always bring a lunch from home if they choose.

As we are trying to promote good health, we ask that you make sure you are sending healthy food.

- No Glass bottles are not allowed at school.
- No soda or sugary snacks
- No spicy snacks such as Takis or Hot Cheetos

**A morning snack helps keep kids going. The school does not provide a snack. Please make sure to pack a snack for your child.** 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.

## **STUDENT CELL PHONES**

Students can bring personal cell phones at their own risk. We understand that many students use their phones and their main source of communication with parents. **Cell phones are to be kept in the student backpacks and are not to be used during the school day.** Staff may take students cell phones if they see them out. A parent or guardian will be asked to pick up the student phone at the end of the day.

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

We offer monthly Parent Workshops and Love and Logic family seminars at Oasis. 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. Free child care for children five 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.

## **PUBLIC RECORDS ACT (PRA)**

### **PRA Fee**

The school will gather and deliver documents requested at the net cost of the time of production invested per PRA. The person making the request will be responsible for the fee at the time of delivery.

### **PRA Copying Fee**

The school will produce requested documents with a copying fee of \$0.25 per page.

## **HEALTH AND SAFETY**

### **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 30 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.

Non-illness Related

Oasis has adopted a NO-LIVE Lice Policy. Designated school staff will inspect children at any time, whenever necessary. If a student is found with live lice, the student might be sent home. Oasis will send a "Family Notification" letter and "Guidelines for Families to Control Head Lice" to all children in the affected classroom.

**TRANSLATION OF DOCUMENTS**

In the event that you need important documents translated for you, please submit a translation of the document request to the front office in-person or via email.

**NOTICE TO STUDENTS, PARENTS AND STAFF REGARDING THE USE OF CAMERA SURVEILLANCE ON SCHOOL PROPERTY**

For the safety of our students, staff and visitors, Oasis Charter Public School employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time. Surveillance cameras will generally be utilized only in public areas where there is no “reasonable expectation of privacy.” Public areas may include building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of the school’s building or all the activities. To protect everyone’s confidentiality, the videos will not be released unless required by law.

## **Know your Rights**

### **Your Child has the Right to a Free Public Education**

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.
  - All students and staff have the right to attend safe, secure, and peaceful schools.
  - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

### **Information Required for School Enrollment**

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

### **Confidentiality of Personal Information**

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

### **Family Safety Plans if You Are Detained or Deported**

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

### **Procedures Regarding Information Sharing**

- Oasis Charter shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by Family Educational Rights and Privacy Act (FERPA).
- Oasis Charter personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:
  - ✓ Notify a designated Oasis Charter official about the information request.
  - ✓ Provide students and families with appropriate notice and a description of the immigration officer's request.
  - ✓ Document any verbal or written request for information by immigration authorities.
  - ✓ Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

## Statewide Testing Notification

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

### California Assessment of Student Performance and Progress

- **Smarter Balanced Assessment Consortium Assessments**

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

- **California Science Test (CAST)**

The new, computer-based CAA for ELA and CAA for mathematics is administered in grades five and eight, and once in high school. The new computer-based CAST replaces the California Standards Test (CST) for Science.

Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

### English Language Proficiency Assessments for California

California transitioned from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017-2018. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English. All students who are identified as English Learners based on the Home Language Survey will be take the Initial ELPAC Assessment within the first 30 days of school. You will receive a letter with their results shortly after the assessment is completed.

### Physical Fitness Test

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

## **Non-discrimination Statement**

Oasis Charter Public School does not allow discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race, color, ancestry, nationality/national origin, immigration status, ethnic group identification/ethnicity, age, religion, marital status/ pregnancy/ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, medical information or association with a person or group with one of more of these actual or perceived characteristics. For questions or complaints, contact Equity Officer: Lucy Zepeda, Executive Director, 1135 Westridge Parkway, Salinas, Ca. 93907, 831424-9003, [lucyzepeda@oasischarterschool.org](mailto:lucyzepeda@oasischarterschool.org), and Title IX Compliance Officer: Erika Del Real, Office Manager, 1135 Westridge Parkway, Salinas, Ca. 93907, 831424-9003, [erikadelreal@oasischarterschool.org](mailto:erikadelreal@oasischarterschool.org)

## **General Information**

- Oasis Charter must provide an annual notice to parents and guardians of the school's general information policies that includes:
  - ✓ Assurances that the Oasis will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.
  - ✓ A description of the types of student records maintained by Oasis Charter.
  - ✓ A list of the circumstances or conditions under which Oasis Charter might release student information to outside people or entities.
  - ✓ A statement that, unless the Oasis Charter is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, Oasis Charter shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.

## **Directory Information**

- If Oasis Charter decides to release directory information, Oasis shall provide an annual notice to parents and guardians, and "eligible students" in attendance, of Oasis' directory information policy that includes:
  - ✓ The categories of information that Oasis Charter has classified as public directory information that may be disclosed without parental consent and which should only include the information specifically identified in Education Code section 49061, subdivision (c).
  - ✓ A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where the [local educational agency] receives consent as required under state law).
  - ✓ The recipients of the directory information.
  - ✓ A description of the parent's or guardian's abilities to refuse release of the student's directory information, and how to refuse release.
  - ✓ The deadline in which the parent, guardian or student must notify the school in writing that he or she does not want the information designated as directory information.
- Except for investigations of child abuse, child neglect, or child dependency, 61 or when the subpoena served on the local educational agency prohibits disclosure, Oasis Charter shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.
  - Oasis Charter shall require written parental or guardian consent for release of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information to immigration authorities for immigration-enforcement purposes; no student information shall be disclosed to immigration authorities for immigration-enforcement purposes without a court order or judicial subpoena.

- Oasis Charter request for written or parental or guardian consent for release of student information must include the following information: (1) the signature and date of the parent, guardian, or eligible student providing consent; (2) a description of the records to be disclosed; (3) the reason for release of information; (4) the parties or class of parties receiving the information; and (5) if requested by the parents, guardians or eligible student, a copy of the records to be released. The [local educational agency] shall permanently keep the consent notice with the record file.
- The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that this not otherwise subject to release, Oasis Charter shall not release the information.

## **Married, Pregnant, and Parenting Policy**

Oasis Charter School applies no rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex.

Oasis does not exclude or deny any student from any educational program or activity solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

Pregnant students and parenting male or female students are not excluded from participation in their regular school programs or required to participate in pregnant-student programs or alternative educational programs.

Pregnant/parenting students who voluntarily participate in alternative programs are given educational programs, activities, and courses equal to the regular program.

Oasis treats pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disability.

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

Complaints Any complaint of discrimination on the basis of pregnancy or marital or parental status or alleging noncompliance with the requirements to provide reasonable accommodations for lactating students shall be addressed through the Oasis UCP (uniform complaint procedures). A complainant who is not satisfied with the decision may appeal the decision to the California Department of Education (CDE). If Oasis or the CDE finds merit in an appeal, Oasis shall provide a remedy to the affected student.

UCEN Approved 2/25/20



1135 Westridge Parkway, Salinas, CA 93907 T: (831) 424-9003 F: (831) 424-9005 [www.oasischarterschool.org](http://www.oasischarterschool.org)

## **UNIFORM COMPLAINT POLICY AND PROCEDURES**

### **Scope**

Oasis Charter Public School's policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of discrimination against any protected group, including actual or perceived discrimination, on the basis of age, sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: special education, Title II, Section 504 of the Rehabilitation Act, consolidated categorical aid, ESSA, migrant education, career technical and technical education training programs, child care and development programs, child nutrition program.
- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
  - a. "Educational activity" means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - b. "Pupil fee" means a fee, deposit or other charge imposed on pupils, or a pupil's parents or guardians, in violation of Section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
    - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
    - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.

iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

c. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

(4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

The Charter School acknowledges and respects every individual's rights to privacy. Discrimination complaints shall be investigated in a manner that protects [to the greatest extent reasonably possible] the confidentiality of the parties and the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Director or designee on a case-by-case basis.

The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

### Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Lucy Zepeda  
Executive Director  
1135 Westridge Parkway  
Salinas, CA 93907  
(831) 424-9003

The Executive Director or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Director or designee.

If the Director or his/her designee is the person against whom the complaint is directed, the Board of Directors will appoint a board member to act as the compliance officer. When the Director (or designee) receives a complaint against him/her, he/she shall forward the complaint to the Board of Directors chairperson immediately so that the Board of Directors may appoint the compliance officer. The Board of Directors retains the power to hire a third party investigator if circumstances warrant such action.

### Notifications

The Director or designee shall annually provide written notification of the Charter School's uniform complaint procedures to students, employees, parents/guardians, the Board of Directors, appropriate private officials or representatives, and other interested parties.

The Director or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.
3. Advise the complainant of the appeal process pursuant to Education Code Section 262.3, including the complainant's right to take the complaint directly to the California Department of Education ("CDE") or to pursue remedies before civil courts or other public agencies.
4. Include statements that:
  - a. The Charter School is primarily responsible for compliance with state and federal laws and regulations;
  - b. The complaint review shall be completed within sixty (60) calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline;
  - c. An unlawful discrimination complaint must be filed not later than six (6) months from the date the alleged discrimination occurs, or six (6) months from the date the complainant first obtains knowledge of the facts of the alleged discrimination;
  - d. The complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within fifteen (15) days of receiving the Charter School's decision; and
  - e. The appeal to the CDE must include a copy of the complaint filed with the Charter School and a copy of the Charter School's decision.

### Procedures

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

#### ● Step 1: Filing of Complaint

Any individual (including employees, students, parents and other third parties), public agency, or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination shall be initiated no later than six (6) months from the date when the alleged discrimination occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist him/her in the filing of the complaint.

- Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- Step 3: Investigation of Complaint

The compliance officer, who will be unbiased and impartial, is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint, including presenting witnesses.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

● Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) days of the Charter School's receipt of the complaint.

● Step 5: Final Written Decision

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For discrimination complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For discrimination complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.
9. Assurances that steps will be taken to prevent the recurrence of any discrimination and to correct its effect, if applicable.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

## Appeals to the California Department of Education

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Director or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Charter School's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

## Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

NON DISCRIMINATION STATEMENT: The Oasis Charter Public School district does not allow discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race, color, ancestry, nationality/national origin, immigration status, ethnic group identification/ethnicity, age, religion, marital status/ pregnancy/ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, medical information or association with a person or group with one of more of these actual or perceived characteristics. For questions or complaints, contact Equity Officer: Lucy Zepeda, Executive Director, 1135 Westridge Parkway,



1135 Westridge Parkway, Salinas, CA 93907 T: (831) 424-9003 F: (831) 424-9005 [www.oasischarterschool.org](http://www.oasischarterschool.org)

**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:**

- |                                 |  |   |
|---------------------------------|--|---|
| Age                             | Gender / Gender Expression / Gender Identity | Sex (Actual or Perceived)   |
| Ancestry                        | National Origin                              | Sexual Orientation (Actual or Perceived)  |
| Color                           | Race   | Based on association with a person or group with one or more of these actual or perceived characteristics |
| Disability (Mental or Physical) | Religion                                     |   |
| 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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1. 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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2. 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:

Attn: Administration  
1135 Westridge Parkway  
Salinas, CA 93907  
(831) 424-9003