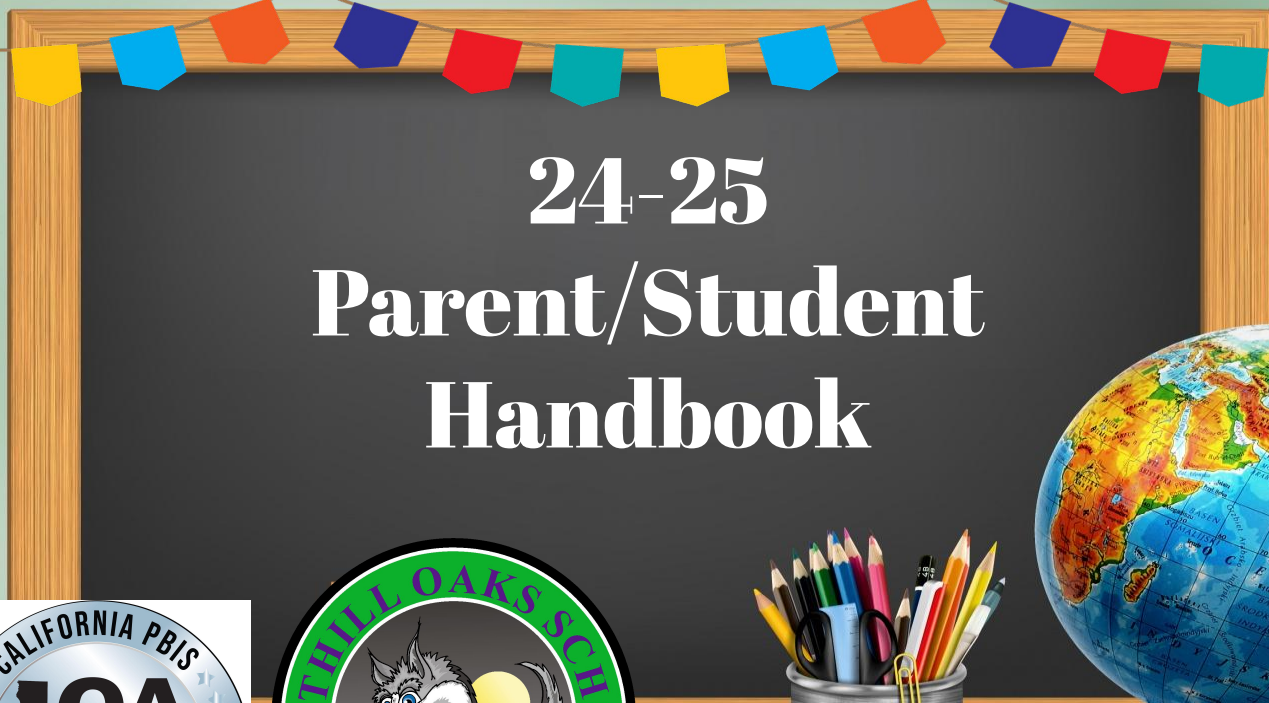




We give
achievements
like this
respect
in order
to make
stakes



24-25 Parent/Student Handbook



WOLVES



Foothill Oaks Elementary

5520 Lancelot Dr.
Sacramento, CA 95842
916-566-1830

Office Hours: 7:45-4:15

Office Fax: 916-566-3569

Attendance 916-566-1830 #2

District Office 916-566-1600

Website: <https://foothilloaks.trusd.net/>

Wolf Pack Facebook:

<https://www.facebook.com/groups/634346910013450>

School Colors: Green and Purple

Mascot: Wolves



Office Staff

Principal: Melissa Rossavick

melissa.rossavick@trusd.net

Office Manager: Danise Dowdin

danise.dowdin@trusd.net

School Office Assistant: Olesya Knyazev

olesya.knyazev@trusd.net

School Counselor: Lisa Ravalli

lisa.ravalli@trusd.net

School Nurse: Nazha Jahami

Nazha.Jahami@trusd.net

Health Assistant: Stephanie Rhoden

After School Director: Izabelle Fenderburk

izabelle.fenderburk@trusd.net





Vision/Mission Statement

Our vision is to maintain an unwavering focus on powerful and engaging learning experiences that prepare students for college, career, and life success.

To achieve this vision, the community of Foothill Oaks Elementary School will commit to:

- Nurturing responsible citizens
- Fostering a passion for higher learning
- Creating an inclusive environment where diversity is celebrated
- Ensuring a positive and safe learning environment for all students

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General Information

Topics are linked, click the topic you want to read about.

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Student Arrival and Dismissal

School Starts at 8:45 Every Day!

Dismissal is at 3:27 Monday, Tuesday, Thursday and Friday

Dismissal is at 1:27 on Wednesdays

Arrival: For the safety and supervision of students, students should not arrive at school any earlier than 8:10 AM if eating breakfast and no earlier than 8:30 AM if not eating breakfast. Students arriving to school are to go directly to the cafeteria for breakfast. Those students who choose not to eat breakfast will be asked to sit inside the cafeteria until the gates are opened. Gates will be unlocked at 8:30 and students will walk to their classrooms. Supervision will be provided in the hallways from 8:30-8:45. Some teachers may choose to let students into the classrooms to set up for the day. The side gate will remain closed for arrival. Bikes may be stored in the bike rack at the top of the hill or in front of the kinder classrooms. Parents of Kindergarten students in room 4 and 5 will be allowed to walk their children to class.



More Arrival Information

Kinder: Kindergarten students in classes K1 and K2 will line up at the front doors of their rooms. Parents please stay with students until supervision starts at 8:30. All students eating breakfast will wait in the cafeteria until 8:30 and then they will be escorted to their classrooms. Parents are not allowed to enter the cafeteria to assist students with breakfast. If assistance is needed, please contact the office.

First-Sixth Grade: Students may eat breakfast starting at 8:10. Those choosing not to eat breakfast, will be asked to wait in the cafeteria until 8:30. The side gates will not be opened for arrival. At 8:30, students will walk to class. Some teachers may allow students to enter and start preparing for the day and others may have the students wait outside the classroom door. There will be supervision in the hallways.



Student Dismissal

- All students need to exit the school grounds in an orderly manner (no running). Students are to walk home using the most direct path. Students should not stay at school to play on the playground. Older brothers and sisters who are waiting for younger siblings are to designate a meeting place away from the parking lot.
- Walkers and scooter/bike riders are encouraged to exit from the side gate. Students being picked up by car or bus will exit from the front of the campus. **Please do NOT drive into the parking lot.** Please use the loading zone or park along the street. Busses will drive into the parking lot. A crossing guard will be stationed on Pablo.
- **Late Pick Ups:** Dismissal is at 3:27 every day with the exception of Wednesday which is at 1:27. Students are expected to be picked up within a reasonable amount of time. Students who are picked up late will need to wait in the office and the office staff will make every attempt to call the numbers on the contact lists. Students who are picked up after 3:45, will need to be signed out by the adult picking them up. The school office closes at 4:15 and students who are routinely not picked up by that time, will be directed to Twin Rivers Unified School District Police Department (TRPD) for transportation home. If your child is continually picked up late, procedural notices will be sent home and TRPD will be contacted. We understand that there are unusual circumstances and appreciate communication if you know you will be late.



Pick up and Drop Off

For safety reasons the parking lot is off-limits for drive through, pickup and drop off of students during the following times: 8:30-8:45 and 3:15-3:45. If you pick up your child by car, please designate a meeting place away from the school parking lot or use the loading zone.

The only exception to this is students who participate in the SDC/BRIDGE program or handicap access.

- PLEASE EXERCISE EXTREME CAUTION WHEN DRIVING AROUND THE SCHOOL DURING SCHOOL HOURS.
- Parking in a “red curb” area is illegal. Curb zones that are painted white are for loading, not parking.
- Double parking and leaving a car unattended in the loading zones are parking violations.
- During the school day parents and or/ school visitors may utilize the parking lot, if parking spots are available.



Lates and Early Dismissals

Lates: If a student is late, they must obtain a late pass from the front office to ensure that they are properly accounted for.

Early Dismissals: If an early dismissal is necessary, an authorized adult must sign out the student in the office. An authorized person is an adult who is listed on the student's emergency card filled out by the parent/guardian. It is very important parents notify the office of any changes, as the student will not be released to anyone not listed on the emergency card or under the age of 18.

We ask that early dismissals do not occur within the last 10 minutes of the school day as this is a very busy time in the classroom and they are missing the final direction for the day.



Bicycle, Scooter and Rollerblade Procedures

- Students are to obey all bicycle and scooter traffic laws. Bicycles and scooters are to be walked to and from the street through the gate. Students need to walk their bike/scooter to the rack. Upon arrival, bicycles are to be taken immediately to the bicycle parking area located behind the library or in front of the school.
- California law requires that children riding bicycles, scooters, or rollerblades must wear helmets.
- At school, we do not allow scooters to be unfolded on campus, nor do we allow the students to use their items with wheels on the school grounds. If a student violates these rules, the item will be confiscated until parental contact is made. If the offense continues, they receive one warning and then, the student may lose the privilege of bringing that item to school.
- Students are **not** allowed to wear “sneaker skates” to school. These rules apply to after-school and weekend activities as well.



Breakfast and Lunch Procedures

- Twin Rivers Unified School District has qualified for free breakfast and lunch for all students. Parents and non-students wishing to buy a hot lunch or breakfast must pay directly to the cafeteria after signing in via the PASS system. We must adhere to federal guidelines and ensure that adults do not eat student food and food provided by the cafeteria is not shared.
- If a student does not get a lunch, but wants milk, they have to pay for the milk.
- Breakfast is served from 8:10-8:40. Students arriving later will not be served. A second chance breakfast is offered at recess times, but will only be offered to students who arrived after 8:45.
- Supervision in the cafeteria begins at 8:10. Prior to that parents need to supervise their own children. Students who are dropped off before 8:10 will NOT be supervised by staff, for your child's safety, please do not arrive before 8:10 or if you arrive early, stay with your child.
- If a student has food allergies or special diet needs, please see the school nurse or health assistant.
- Parents are not allowed in the cafeteria during breakfast.



Cafeteria and Assembly Rules

- Students are expected to conduct themselves in an orderly and polite manner in the school cafeteria. If a student's behavior is unacceptable, the situation will follow the school discipline policy (See Part III. Discipline).
- The school cafeteria is used daily for breakfast, lunch and a variety of assembly programs. It is important for us to maintain our beautiful facility by keeping it clean. We must also maintain an orderly, safe environment for everyone to enjoy his or her meals and assemblies.
- A share table is provided for prepackaged and unopened food that is not heated. Only food served by the cafeteria can be placed on the shared table. Food brought from home should NOT be shared.



Snacks

- Foothill Oaks follows the Twin Rivers Healthy Snack Policy BP 5030.
- Snacks that are brought to school need to follow servings size guidelines. If snacks exceed the individual serving size, they will be taken and returned to the student. This is to ensure that food is not shared.
 - For example, do not send giant bags of chips, large bottles of beverages, large bags of candy etc.... unless it is for an event or donation.
- Birthday and other holiday celebrations also need to follow the district policy: No homemade treats may be brought to share and celebrations should only happen once a month.
- **Please contact the classroom teacher to make advance arrangements to ensure that the purchased treats are properly distributed.** If teachers are not aware of birthday treat donations, we cannot guarantee that they will be shared with the class.
- Beverage items need to not contain caffeine or large amounts of sugar.
- Students are encouraged to not share food for health reasons.



Attendance

Absence reporting, Homework requests, Independent Study

Good attendance has an impact on academic success and helps develop good life-long habits. Most importantly, research has proven conclusively that student achievement and learning is directly tied to good attendance! Additionally, public schools' funding is directly related to the attendance of the students. Each day your child attends school the, Twin Rivers Unified School District receives monies from the state to educate your child. When your child does not attend any portion of a school day (regardless of excuse) the district does not receive monies for your child that day. The following suggestions offer ways to ensure regular attendance for your child:

- Make sure your child leaves home with plenty of time to get to school. Please remember students going late to class lose their learning time and interrupt the learning time of other students.
- If your child misses a day or more of school, please notify the school by calling the attendance line at (916) 566-1830 then press option #2. A written confirmation stating the reason for the absence will also be accepted. Twin Rivers Unified School District Policy requires we have verification of any pupil absence. If the student is out for more than two days, you may call the office before 10:00 AM to request homework. Please plan to pick up the homework in the office at the end of the day. Emailing the teacher is the preferred method for arranging homework.
- Try to schedule medical/dental appointments, and all other personal needs, for after-school hours.

Continued.....



Attendance

Absence reporting, Homework requests, Independent Study

....Continued

- If you know in advance you will be taking your child out of school for a trip or other personal reasons for 5 or more school days, please make arrangements with the school secretary for an independent study program. (See Independent Study section).
- If your child has a serious medical condition that may cause several absences, please keep us informed. Documentation from a doctor given to the office would be helpful and is required after a student is absent 10 or more days.
- If your child begins to miss a lot of school due to a variety of illnesses, make sure they have a check-up. If you feel there may be a problem at school causing your child to say they're sick in order to stay home, please schedule a conference with their teacher or the principal.
- If you have any questions or concerns about attendance, please call our office at (916) 566-1830.

Continued.....



Attendance

Absence reporting, Homework requests, Independent Study

....Continued

The following information/definitions may be helpful in understanding attendance laws:

1. Examples of excused absences are:

- Illness, medical/dental appointment quarantine
- Court appearance (child's appearance required)
- Funeral of immediate family member (3 days out of state, 1 day in state)
- Observance of a religious holiday (needs prior contact with administrator) NOTE: If excused absences are excessive, you will be required to provide verification such as a doctor's note.

Exceptions will, of course, be made in case of serious injury or ongoing illness when verified by a doctor.

2. Unexcused absences and tardies are those due to:

- Unconfirmed absences for which we have no verification from the parent or guardian
- Personal reasons such as trips, non-medical appointments, missing the bus, etc.

Continued.....



Attendance

Absence reporting, Homework requests, Independent Study

....Continued

Independent Study

If a student is planning to be out of town, ill or out of school for a minimum of 5 school days, the parent/guardian should arrange, through the Office Manager for the student to complete an independent study. Arrangements must be made at least 5 days in advance in order to give the teachers adequate time to prepare the assignments. Students must turn in completed work on the day they return, or they will not receive credit for their work and will accrue unexcused absences.



Attendance

Absence reporting, Homework requests, Independent Study

....Continued

Foothill Oaks Elementary School works in conjunction with the Sacramento County School Attendance Review Board (SARB), whose responsibility it is to monitor student attendance. Based on the number of unexcused absences and/or tardies, students may be referred to SARB.

State law mandates schools keep a record of absences. Students are considered truant after:

- The third unexcused absence OR
- A combination of three unexcused absences and unexcused tardies over 30 minutes.
- Acceptable reasons are the same for both absences and tardies.



Parent Participation/Volunteers

- Parents are welcome and encouraged to visit the school. All visitors must report first to the school office to sign in and receive a visitor's badge. This badge must be worn while the visitor is on the school grounds. To ensure the safety of our students, visitors without a visitor badge will be asked to go to the office to get one. Volunteers at a single event, a party or fundraiser, for example, are to sign in the same as visitors.
- Frequent volunteers who will be on campus working with students more than 10 hours or those that are attending a field trip, will need to complete a [Frequent Volunteer Application](#) and follow the Twin Rivers Unified School District volunteer process. In accordance with board policy No.1240, an application will undergo a complete Megan's Law Review.
- We ask that you refrain from bringing small children and limiting your cell phone use while on campus volunteering.



Field Trips

- Students may take field trips throughout the year to enhance their educational experience. Permission slips for each field trip must be completed and signed by the parent/guardian in order for the student to attend.
- Please send lunches in well-labeled paper sacks together with a drink in a disposable container. A free/reduced sack lunch will be provided from the cafeteria should you choose that option. If you wish to attend the trip, please see the volunteer section.



Library

- The library houses books students may use for class work and for their own enjoyment. Students are responsible for the books they check out. Students are expected to return all books to the library by the due date. While in the library, students are expected to conduct themselves appropriately and responsibly. Parents, please consider volunteering in the library if you have the time.
- Students and their families must pay for lost or damaged books. The librarian will contact families to discuss payment options.
- If students have outstanding books, or a fine to pay, the report card will not be available until the fine is paid or negotiated.



Dress Code

Dress for Success. We come here to learn!

Maintaining a safe and orderly environment for our students and staff is our top priority. We look at dress code issues related to a variety of weather conditions. When a student is dressed inappropriately, it may be distracting to the learning environment. To uphold Foothill Oaks dress code, it is important for parents, students, family members, administrators, and staff to support and implement the dress code from home to school. Therefore, parents may be called to bring appropriate footwear or a change of clothing.

Here are some guidelines:

- Students are required to wear appropriately fitting clothes i.e. pants/shorts should not sag and should be hemmed.
- Clothing displaying words or pictures inappropriate for a school setting should not be worn to school. Examples: words or pictures relating to drugs, alcoholic beverages, profanity and derogatory or vulgar connotations. Think respect.
- Hats may be worn outside during recess for sun protection or warmth. Hats are to be removed in all buildings. Hats should not be worn backwards.
- We ask that students do not wear halter, crop, spaghetti strap tops, or muscle shirts (straps must be 1 inch wide). No off the shoulder top or bare back tops without a shirt underneath.
- Please do not wear half shirts, the entire stomach needs to be covered..

Continued.....



Dress Code

Dress for Success. We come here to learn!

Here are some more guidelines:

- Shoes are detrimental to students' safety during physical education and/or sports activities at recess and lunchtime. Students may not wear flip-flops, backless or high heeled shoes exceeding 1 inch in height, or shoes with wheels.
- Students may be asked to wear "appropriate shoes" during PE days. We encourage children to wear tennis shoes to protect their toes while running. Cleats are not to be worn.
- Students should not wear makeup, long dangling earrings or have facial piercings (distracting jewelry) as it is not safe for recess or P.E.
- A student's appearance (hair color/style, clothes, etc.) should not distract or disrupt student learning and/or activities.
- Shorts and skirts must be long enough not to be distracting, and to allow for all play activities appropriate to school. Our expected length is for the garment to reach the students fingertips in a standing position (mid-thigh).
- We ask that parents and visitors coming to the school to volunteer, adhere to the dress code as well.



School Site Council

SSC

- The School Site Council (SSC) helps to develop the site's Single Plan for Student Achievement (SPSA) based on assessed needs of the total school population. The SSC reviews the implementation of the plan on an ongoing basis. The SSC assesses the effectiveness of the school program and monitors as well as approves the budget. The Foothill Oaks School Site Council is made up of equal staff and parents/community members. SSC members are voted in and length of term is determined by SSC bylaws.

The council is comprised of

1 principal

3 teachers

1 staff member

5 parents



English Language Advisory Committee

ELAC

ELAC is the site-based English Learner Advisory Committee that is formed when there are over 30 students who speak a second language enrolled at a school. This committee is facilitated by the administrator, but ran by the parents. The purpose of the committee is to ask questions, learn more about instructional programs, and assist in the development of the SPSA.

There are a minimum of three meetings held throughout the year. The primary focus of this group is to address the needs of English Language Learners.



Toys and Other Personal Property

- Students are asked to NOT bring toys, sports equipment (balls), trading cards, electronic devices, slime, or any other item from home. Teachers and staff are not responsible for these items if they are lost, damaged or stolen.
- If students bring items to school for a sharing event, please turn them into the classroom teacher for proper storage.
- If items are brought to school without permission from the teacher, the item will be confiscated for the year or until a parent is able to come and get the item.



Lost and Found

- The lost and found is located in the cafeteria and will be placed outside the cafeteria at the main gate during good weather. If a child is missing an item, check the Lost and Found.
- To help with finding lost items, please write your child's name on the inside of clothing and on the front of objects.
- All items from the Lost and Found will be removed at the end of each month and donated.



Medication

- Before a designated employee assists in the administration of any prescribed medication to any student during school hours, in accordance with Ed Code 49423 the district will need to have:
 - A written statement from the student's physician detailing the method, amount and time schedules by which the medication is to be taken or the actual prescription bottle.
 - A written statement from the student's parent/guardian requesting the school to assist the student in taking the medication as prescribed by the physician.

Please remember that students are not allowed to carry medication of any kind, e.g., aspirin, cough drops, allergy medication, etc, while on campus. The medication must remain in the nurse's office. Medication must also remain in the original packaging from the Doctor with the prescription label in clear view.



Office Phone use and Cell Phone Policy

- Due to a number of students enrolled at Foothill Oaks School, the use of the office phone is limited to necessary calls and will be screened by the office staff.
 - Valid calls include emergencies, illness, forgotten items, having to stay after school, etc.
 - Invalid calls include going to a friend's house, just to say hi, etc.
- Cell phones are not to be used during school hours. The Twin Rivers Unified School District and Foothill Oaks Elementary does not assume liability for lost or stolen phones, gaming devices and expensive personal items not needed for instructional purposes. See Foothill Oaks' Cell Phone Policy at end of handbook.



Student Use of Technology

Internet access is provided to each classroom, the Library, the Computer Lab and the office. Computers serve as instructional tools in many ways. The vast resources of the internet will be available to our teachers and our students. We are proud to be able to give our students skills for the future. Along with our Board of Trustees, we recognize the need to set parameters and monitor the use of such powerful tools.

Each student has been given a chromebook to use and take between home and school. Students need to handle the device with care and may be held financially responsible for any damage.

Teachers monitor the use of the computer via Go Guardian while students are in school, but teachers are not responsible for what students use the computer for while at home.



Textbook Policy

All student textbooks and electronic devices are bar-coded and checked out to the student. Students will be responsible for lost and damaged textbooks. It is important students keep the same book they were issued, since that is the book they will be held responsible for at the end of the year. These are very expensive to replace. Report cards may be held until all books and or fines are taken care of.



Withholding Grades

- Pursuant to Twin Rivers Unified School District Administrative regulations and Education Code Section 48904, the following guidelines apply for the withholding of grades:
 - When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing. This notice shall include a statement that the district may withhold grades, diploma, or transcripts from the student and parent/guardian until reparation is made.
 - Any school district to which the pupil has transferred shall likewise withhold the grades diploma, or transcripts until such time as it receives notice from district that initiated the decision to withhold, that decision has been rescinded.



Returned Checks

- Returned checks made out to Foothill Oaks School or TRUSD will carry a \$10.00 service charge.

Academics



We encourage all students and families to read, sign and return the Home-School Compact Agreement that will be sent home on the first day of school.

- [FHO BRIDGE Classes](#)
- [Study Skills](#)
- [Report cards, Progress Reports and Parent conferences](#)



BRIDGE Classes



Our school is home to four Special Day Class (SDC), autism specific. Every attempt is made to mainstream and include our SDC students with our regular education classes as much as possible.

Inclusion/Mainstreaming is the practice of educating students with special needs in regular classes during specific time periods based on their skills. At times our SDC students may have opportunities to join our general education students. These opportunities are supported by personnel and a collaborative team decision.

- Benefits for SDC students: Students will learn age appropriate social skills through observation that will help them as they get older and learn to live appropriately in a community. When students with Autism participate in mainstreaming it builds their confidence and enables them to build relationships with general education peers. They also learn how to work in groups with their typical peers.
- Benefits for General Education students: Students will learn diversity and that our greater community is made up of many different types of people. They learn compassion and helpfulness. Studies have shown that educating children with disabilities alongside their non-disabled peers fosters understanding and tolerance while better preparing students of all abilities to function in the world beyond school.



Study Skills

An important part of academic success is parental involvement and good study habits. Using the following skills will help to ensure your child's academic success:

- Be aware of all assignments
- Have a good place to study, the quieter the better
- Organize yourself before you begin studying so you have all the things you need
- Plan ahead. Do not postpone assignments until the last minute
- If school assignments are confusing, arrange a time to meet with your teacher to ask for help.



Report Cards and Parent Conferences

Report cards are issued three times per school year. Progress reports are sent approximately in the middle of each trimester to update you on your child's progress. Report cards are standards based, specifically focusing on California's Common Core Standards.

Two days are set aside for parent conferences after the completion of the first trimester for all students. This school year, we will be scheduling conferences using an online system.

After the second trimester, a conference may be scheduled individually via the teacher, but separate days will not be set aside. These would be via phone or before/after school.

Please check the school calendar for the dates our trimesters end.

If you have any questions concerning your child, please contact your child's teacher, as a conference can be scheduled with the teacher at any time during the school year.



Behavior Expectations

- [Behavior expectations/Plan](#)
- [Positive Reinforcement](#)
- [Responsibilities of the student](#)
- [Classroom Management and school systems](#)
- [Bathroom and Water](#)
- [Playground](#)
- [Extracurricular Activities and Assemblies](#)
- [School/Parent Involvement Policy](#)
- [Attachments](#)



Behavior Expectations and Plan

School Rules:

Be Safe, Be Respectful, Be Responsible

Foothill Oaks School believes one of the major functions of school is to prepare students for responsible citizenship. Foothill Oaks fosters a learning environment, which reinforces the concepts of self-discipline and the acceptance of personal responsibility. Working together, parents and teachers help students to understand and follow school rules. Through this effort, we can help make our school a safe, orderly, and enjoyable place for students, staff, and parents to learn, work and visit.

Clear expectations are necessary for positive discipline. In order to maintain an environment conducive to attain the highest quality of education, there must exist certain disciplinary policies and regulations relating to student conduct. These policies delineate acceptable behavior responsibility for managing student conduct, safety, and the enforcement of school policies and regulations.

The administration recognizes not all students will adhere to rules for appropriate behavior due to choice and/or emotional factors. Responsibility training is part of our management system, which teaches children to accept responsibility for their behavior. We also believe in teaching and supporting students to develop the necessary skills to improve their behavior. In addition, we work with students following restorative practice strategies.

We are a PBIS school. PBIS stands for Positive Behavior and Intervention Strategies.



Behavior Expectations and Plan

Positive Reinforcement

There are many levels of positive reinforcement in place made by staff members at our school:

- Students earn the praise of their teachers and the respect of their peers
- Students earn 'Caught Ya's', which are entered for drawings or special events, special recognition activities.
- Students earn positive notes and phone calls home to parents from their teacher and an administrator
- Students earn privileges and extra opportunities
- Students earn treats, stickers, coupons, certificates, and class awards
- Some classes use an online system called "dojo" to award points and communicate with families



Behavior Expectations and Plan

Responsibilities of Students

- Coming to school, every day, on time and ready to learn
- Adhering to the dress code
- Following the No Cell Phone policy during the school day
- Keeping hands, feet and objects to oneself at all times
- Following adult directions the first time they are given
- Respecting adult authority
- Treating others with respect and kindness
- Keeping all student transportation with wheels at the bike racks or in the classroom
- Leaving personal items not necessary for learning at home



Behavior Expectations and Plan

Classroom Management

Classroom teachers maintain high expectations for student behavior so students learn in a safe and respectful environment. Each classroom teacher has a behavior management system with clearly explained rules and expectations. Students who follow classroom rules are awarded with praises, positive phone calls home and other incentives.

Each classroom follows guidelines from Safe and Civil Schools. Expectations are presented in an acronym called CHAMPS. Students are given clear directions on how to behave for different activities. C=Conversation level, H=help, A=Activity, M=Movement, P=Participation and S=Success.

Teachers and students discuss the voice level 0-4 for conversation, how to ask for help, what the activity is and what students will need, what type of movement is acceptable, and appropriate participation.

Consequences for not following classroom rules may include alternative seating, one-on-one conversation with the teacher, phone call home, and/or formal time-out in another classroom or in extreme situations, suspension.



Behavior Expectations and Plan

Classroom Management

Major and Minor Office Referrals: An office referral or citation is issued for repeated misbehavior not improving despite previous verbal warnings. There are two categories: major and minor. A minor referral will be handled by the classroom teacher and documented. A major referral will be handled by the principal or other office staff and also will be documented. A parent may request additional information at any time. Reasons for major referrals might include, but are not limited to (Ed Code 48900):

- Defiance of authority
- Disruption of school activities
- Use of profanity
- Threatening physical injury
- Continued classroom/playground behavior
- Overly aggressive behavior
- Misuse of technology

Severe behaviors will be referred to site administration. The following interventions may be implemented in order to redirect student behavior. Administrative consequences may include time off recess, parent conference, implementation of a behavior contract, suspension, and/or referral to SARB. The student will be given an opportunity to respond to the incident. Parent contact is made when a child receives a referral by either the teacher or administration.



Behavior Expectations and Plan

Classroom Management

Formal Time-Out: Student may be directed to another classroom to refocus, reflect on their choices, and prepare to return to their assigned class ready to learn. Student may be asked to phone home for re-direction towards better behavioral choices.

Suspension: Suspension is the removal of a student from ongoing instruction. Suspension can be used for more serious offenses. NOTE: Severe offenses, such as fighting, may result in MANDATORY SUSPENSION at home for all responsible parties. Teachers also have a right to suspend a student from their classroom, but if they do, they are required to meet with the parent upon the student's return. Suspendable offenses (Ed Code 48900) include, but are not limited to:

- Threatening, attempting, or causing physical injury
- Weapons on school grounds
- Theft, robbery, extortion, stealing or damage to property
- Obscenity
- Damage to school property
- Controlled substance/drug paraphernalia
- Disruption of school activities or defiance of school authorities
- Sexual harassment



Behavior Expectations and Plan

Bathroom and Water

- Recess is the time to get drinks and use the bathroom. We strongly encourage students to use the bathroom during recess time. Students using the bathroom during class time miss instruction. We realize emergency situations arise and we promise to be sensitive to special needs.
- Students will safely use the bathroom during recess
- Students will maintain the bathroom in a clean condition and respect the space and property
- Students will respect the privacy of others in the bathrooms



Behavior Expectations and Plan

Playground

- During recess, students are to stay on the playground area at all times
- Students will use playground equipment properly
- Students will participate in the games taught and reinforced to them by the grade level team teachers.
- Students are to play the games following the school's game rules
- When the FREEZE BELL rings, all students are to stop playing, get off equipment, and FREEZE to listen to adult direction
- If having a snack, students will sit and eat their snack. They are also responsible for cleaning up their mess.



Behavior Expectations and Plan

Extra Curricular Activities and Assemblies

- At least once a trimester an assembly will be held in the cafeteria honoring citizenship and growth mindset for all grades as well as academic success for grades 3-6.
- Bimonthly Life Skill Awards will be honored and celebrated via slide decks and the morning message. Life Skills are: respect, honesty, kindness, perseverance and safety.
- In collaboration with our ASES (After school, expanded learning) we offer a variety of sports programs such as basketball, touch football, soccer and cheer. These programs are offered to all students on a try out basis and students who pass the try outs are given an opportunity to join the team.
- Foothill Oaks hosts exciting and fun learning activities such as book fairs, choir club, student council, broadcasting club and a variety of evening family events throughout the year.
- Peace Pals is organized with the administration and 4th, 5th and 6th graders support the younger students on the playground with rules and conflict resolution.
- Grade level events, Buddy events, and class celebrations are held in many classrooms. (please communicate with each teacher as each teacher and grade have different events).
- We have a student council that is comprised of fifth and sixth grade students. They assist with fundraisers, office support, spirit days, and other leadership opportunities.



School Parent Involvement Policy

Families and staff worked together to develop this policy through ongoing discussions at ELAC and School Site Council meetings. Strategies for increasing family involvement have been discussed and implemented. The Twin Rivers Unified School District recognizes that students' families are the children's first and most influential teachers. Continued family involvement in the education of children contributes greatly to student achievement and a positive school environment. To this end, each school encourages families in parenting and providing home environments that support and improve academic success and good citizenship. Each school will initiate positive, two-way communication to share information, and encourage families to participate in their child's school through volunteering, participating in governance, advisory and advocacy roles and school activities.

Foothill Oaks Elementary School uses several strategies to involve families. Aeries/parent square is the main source of communication to invite families to events and also to participate in conferences, parent education nights, and committees. Aeries/Parent square will send out communication via email, text and/or phone. The website is another source of information. Monthly newsletters are posted on the website as well as meeting agendas and other important information.

This school year, we will continue to make an effort to reduce paper consumption and rely on email, internet and phone calls. Teachers are available through voicemail and email, which is given out at the beginning of the year and on the website.

The website is: <https://foothilloaks.trusd.net/>



Attachments

[Foothill Oaks Elementary Home-School Compact](#)

[Foothill Oaks Elementary Cell Phone Policy](#)

[Foothill Oaks Behavior Matrix](#)

[Google Form for indicating that the Compact and Cell Phone Policy have been read](#)