

Fair Oaks Elementary School

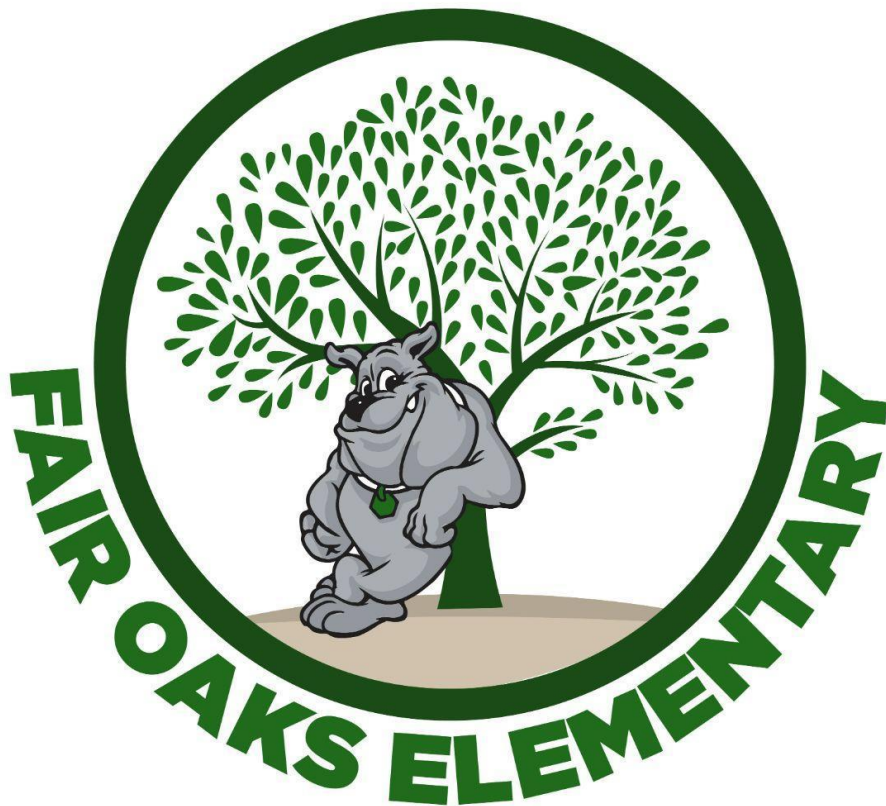
Mt. Diablo Unified School District

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fairoaks.mdusd.org



Family
Handbook

2024-2025

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PRINCIPAL'S MESSAGE

Fair Oaks Families,

Welcome to Fair Oaks Elementary School! We are thrilled that you and your child are a part of our school community. Our dedicated staff is excited to embark on this educational journey with you. We invite you to take part in various opportunities to engage with the school, such as visiting our campus, getting acquainted with your child's teacher, attending school events, volunteering in the classroom, and becoming an active member of one of our various committees.

This Handbook, which serves as a valuable source of information, is designed to support you in navigating school life. It covers a wide range of topics and will assist you in understanding our school policies, which align with the District policies outlined in the Parent Information Packet.

We encourage and invite open communication, so please don't hesitate to call or stop by the office and schedule an appointment if you have any questions or concerns. We are here to assist you and ensure that your experience at Fair Oaks Elementary School is positive and enriching.

Once again, welcome to our school community, and we look forward to fostering a collaborative and supportive environment for your child's education.

Sincerely,
Amy Monaghan
Principal

MISSION STATEMENT

At Fair Oaks, our mission is to provide a high quality and rigorous education in a positive learning environment where every individual feels safe, supported, and motivated to reach their full potential. We strive to eliminate barriers and cultivate a community that values inclusivity and embraces diversity. We work to empower our students by nurturing their motivation and curiosity, developing a growth mindset of learning, and fostering critical thinking, in order for them to become actively contributing community members with a lifelong enthusiasm for attaining knowledge.

ACCESSIBILITY

Mt. Diablo Unified School District welcomes the participation of all students, parents, and community members in all District sponsored activities conducted on campuses or at off-site locations. The District will work diligently to see that physical access barriers do not limit these activities, thereby ensuring the opportunity for participation by all in these activities.

ACCIDENTS / ILLNESS / EMERGENCY CARDS

Updated Emergency Cards are required at the beginning of each year or when a new student enters Fair Oaks. **Notify the office right away if you change addresses or telephone numbers during the year and make sure your emergency contacts are up to date.** If your child is badly injured or becomes seriously ill at school, we will make him/her comfortable and call you immediately. If you cannot be reached, we will attempt to contact the emergency numbers that you listed on the emergency form. If we cannot contact you or any of your contacts, we will call 911. The parent/guardian is responsible for any charges for emergency services.

ARRIVAL AND DISMISSAL

Class Schedules

TK/Kindergarten

Early Friends:

M, T, W, Th, F 8:00 - 12:15

Late Friends:

M, T, Th, F 9:45 - 2:00

Wed 9:45 - 1:35

1st - 5th Grade

M, T, Th, F 8:00 - 2:40

Wed 8:00 - 1:10

Students should not arrive at school earlier than 7:45am, when adult supervision begins. Second chance breakfast is served during morning recess. All students should go directly to the multi-use room (cafeteria) before school.

Students should be picked up promptly at the end of the school day. There is no adult supervision and the Office closes at 3:30pm. If you cannot be here to pick your child up on time, please make arrangements for another adult to pick up and call the Office to inform us.

Students should be dropped off and picked up in the traffic circle only. There is no drop off or pick up in the back parking lot.

Traffic Circle Rules

Student safety is our primary concern. Do not allow your children to pass through traffic lanes. Do not block traffic lanes or the "blue" handicap parking spaces. Never park or leave your car in either lane of the traffic circle.

Dropping students off before school:

Safely enter the traffic circle and pull your car all the way forward (to the stop sign) to allow other families to also enter the circle. Supervise a safe exit from your vehicle for your children. ***If you need to exit your vehicle, please find an unmarked parking space.***

Picking students up after school:

Safely enter the traffic circle using the right hand lane and pull all the way forward to the stop sign. If needed, we will find your child and send them to the car. Stopping prematurely prohibits others from entering the circle making wait times longer for everyone. The left, inside lane is a “Fire Lane” and “pass through” lane and should never be blocked or used for pick up. Observe the “Stop” signs and other traffic markings including the directions of staff members. Please be patient and courteous to other drivers, and wait your turn in line. Children walking through traffic is prohibited. ***If you need to exit your vehicle for any reason, find an unmarked parking space.***

Walking, Riding, or Rolling to School:

Students using one of these means to get to school and back home should stay on the sidewalk at the edge of the circle and not cross the traffic lanes in the circle. Students should walk their bicycle or scooter past the main gate to protect the safety of pedestrians. It is recommended that students lock their bikes and scooters to the bike racks provided just inside the entrance closest to the cafeteria. The school is not responsible for lost or stolen bikes or scooters.

APPOINTMENTS

Please schedule your child’s doctor, dental, and other appointments after school hours so he/she does not miss school. If your child has an appointment during school hours, **come to the office first to sign your child out.** If your child is signed out for longer than 30 minutes the time missed will be marked as ‘Tardy’ in the attendance system. For your child’s safety, the teacher will not release a child to anyone who has not first checked with the office. If parents/guardians need to drop something off for their child, come by the office and the staff will make sure your student gets the item.

ATTENDANCE

Regular school attendance is **legally required** and is **very important to your child’s school success.** Studies show that students who have good attendance rates do better than students who miss a lot of school. A child who misses three or more days without a valid excuse or 18 school days during the year (even with an excuse) is considered a “chronic truant”. Families with students who are on track to be “chronic truants” will meet with the principal at a Student Attendance Review Team meeting and if attendance does not improve, will meet with the district Student Attendance Review Board. The District Attorney’s office may monitor cases of extreme truancy.

If you move out of the Fair Oaks attendance area during the school year, come to the Office to complete a “Change of Address” form. The principal can approve that families that wish to stay at Fair Oaks School can stay if the students have good attendance and behavior.

Absences

All children are expected to be on time every school day unless they are seriously ill with fever, diarrhea, vomiting or have a special medical excuse. Children should remain at home until these

symptoms are gone. If your child becomes ill during the day the Office will notify you. **Please call the office each day your child is absent from school. If we are not notified within 72 hours of the absence, the absence is considered unexcused.** The office number is **(925) 685-4494**.

Tardies

Tardiness is disruptive to the educational process of the tardy student and to the rest of the class. If your child arrives at school after 8:05 a.m., he/she must report to the Office to get a Tardy Pass which will be given to the classroom teacher. Students who arrive at the classroom after 8:05 a.m. without a Tardy Pass will be sent back to the Office to get one.

Independent Study Contract (ISC)

Please make every effort to schedule vacations and family trips during the school's planned vacation days. If an extended absence cannot be avoided, you can request an ISC. An ISC is a plan for students who are going to be out of school for five (5) or more consecutive days not to exceed fourteen (14) in a school year. Your child will be given school work to complete and turn in after they return. The parent/guardian must sign a contract stating that the work will be completed. If all the work is completed the absence will not be marked Unexcused. **The contract must be requested at least five school days before the first day of absence to give the teacher time to prepare the work. Completed work is due within 3 days of the end date of the ISC.** *Please note that ISCs will not be available in the beginning or ending weeks of the school year.* To request an Independent Study Contract, visit the Office.

AFTER SCHOOL PROGRAM

Fair Oaks has an After School Program (ASP) for Kindergarten through fifth grade students. The program is managed by the district's Expanded Learning department and our partnership with the Right At School organization. These entities make all administrative and program decisions. The ASP is free, but **registration is required and space is limited**. The program begins right after the school day ends and goes until 5:45 p.m. each day. Check with your program coordinator for days of operation. Registration materials and information about the program will be available in the School Office or the ASP Office in Room 26. Questions can be answered at (925) 682-8000 ext. 84846.

CELEBRATIONS

Birthdays

Teachers have specific practices and routines for celebrating birthdays. Please make arrangements ahead of time with your child's classroom teacher if you would like to provide something in celebration of your child's special day. Food items are not allowed as birthday treats. We know this can be disappointing but to help promote health and wellness and be considerate of food allergies and medical needs we ask that only non food items be sent to celebrate birthdays. Some ideas students love are reading and/or donating a book to the class, pencils, stickers, arts and crafts etc.

We kindly ask that all birthday decorations, balloons, gifts, etc be reserved for the home environment so they do not interfere with instruction.

To avoid hurt feelings, students **may not** distribute home birthday party invitations during the school day, unless **all** students in the class are invited.

BREAKFAST AND LUNCH NUTRITION PROGRAM

All students are offered breakfast and lunch free of charge daily. A second chance breakfast is served during morning recess.

If you choose to send your child with a home-made lunch or snack instead of utilizing the free school lunch program, please remember that healthy nutrition plays a crucial role in learning. It's important to consume a well-balanced diet that includes a variety of fruits, vegetables, whole grains, lean proteins, and healthy fats. Please also be mindful of portion sizes and only send your child with individual servings; chips, cookies or other items that come in larger bags should be packed in individual containers or ziplock bags. **In helping your child develop healthy eating habits, the following items are not allowed at school: candy, gum, soda and energy drinks.**

COMMUNICATION

The Staff at Fair Oaks wants to be sure that families are informed and up to date with information regarding class, school, and district events, opportunities to expand student and adult knowledge, and the progress of their students. We also want to hear from families about how our school is performing and the services we provide. Ask for help if you need it.

Examples of School to Home Communication:

- Classroom Announcements via ParentSquare
- Weekly Bulldog Bark
- "Robo-Calls" (phone/email messages about school events)
- School Website (fair Oaks.mdu.s.d.org)
- "Fair Oaks Families" Parent-Teacher Organization
- Report Cards (Sent home three times per year and are available on Homelink)
- Social Media (Instagram: @foesbulldogs, Twitter: @foesbulldogs)

Ways to Contact Your Teacher, the Principal or other MDUSD Departments/Services

- Visit or Call the Office and Leave a Message for the Person You Want to Contact (School staff, including teachers and the principal, are usually not available to meet immediately. Teachers are not available to answer phone calls during the school day)
- Send an Email (The school website has the email addresses of most staff members. Emails should be answered within 24 hours)
- "District" Departments/Services (The MDUSD webpage has a "Contact Us" button or contact information for the Staff of each department under the "Departments" drop-down menu on the Home Page. You can also call (925) 682-8000 to reach the District phone system)
- Parent/Student Surveys (There are yearly surveys like the California School Parent Survey where parent/guardians can give anonymous feedback about many areas of school function.)

Survey data is taken into account during the creation of the School Plan for Student Achievement)

Parents and family members are not permitted in the hallways at any time. Any visitors and/or volunteers must check in at the Office upon arrival.

CONCERNS AND COMPLAINTS

If you have any concerns or complaints about any part of the school program, please contact the responsible Staff member right away. Most concerns and complaints are best resolved by making direct **contact with your child's teacher**. If the concern remains, please contact the principal to discuss it further. If the issue continues after working with the teacher and the principal, you may follow the "Uniform Complaint Procedure" to make the issue known to the district. Copies of the UCP are posted in the Office.

DRESS CODE

Students are expected to dress in appropriate attire for school. Clothing that hinders or disrupts the learning process or impedes participation in Physical Education (PE) and recess activities are not acceptable. Attire should be clean and support the learning environment.

- Athletic shoes are the most appropriate school shoe and allow safe participation in PE. **Open toe shoes, flip flops, heels, crocs, sandals and shoes with wheels are not allowed for safety purposes.**
- No undergarments may be showing. Clothing may not be "see through" or transparent and pants should be worn at the waist. Baggy or falling down clothing is not permitted.
- Please make certain that shirts and tops with "sayings" or pictures printed on them are in good taste. No vulgar language, references to drugs or alcohol or violent images will be allowed.
- Bare midribs and spaghetti straps are inappropriate. No crop tops are allowed and straps must be at least 2 inches.
- Hats may be worn outside during recess and PE but need to be removed when entering a building.
- Shorts and skirts must be an appropriate length (all genders).
- **Clothing, "colors", or any symbol or other personal adornment that may display an identification of a student with a gang or gang membership is prohibited.**

Students are encouraged to dress comfortably at all times, but dress and grooming choices should not be distracting or interfere with the educational process.

NOTE: Please make sure to send a sweater/sweatshirt/coat with your child during cooler weather. It is essential that you label these items so that they can be returned to your student if they are left in the cafeteria, library, or on the playground. The Lost & Found is in the MU on either side of the front doors.

Operation School Bell assistance is available to families in financial need. Please let the office know if you need assistance with clothing for your child.

HOMEWORK POLICY

Homework can be an important part of your child's education. It can provide practice on material that has been taught already, teach the importance of study skills, and can help teach responsibility and organization of time and materials. Homework can also provide parents/guardians with a view of what their children are responsible for learning. Families should supplement school-assigned homework with games and other activities that support thinking and discussion. Talk with your child's teacher if you have concerns regarding their homework policy. At Fair Oaks, teachers and grade levels have various procedures for assigning, collecting, and grading homework. The Fair Oaks Homework policy generally matches the MDUSD policy and is described below:

Kindergarten Homework should:

- reinforce standards-based skills previously taught in class
- be approximately 10 minutes per night
- additionally include parents/guardians reading to students daily

1st to 3rd Grade Homework should:

- reinforce standards-based skills previously taught in class
- help students begin the development of study habits
- be a communication link between home and school
- be approximately 20-30 minutes per night
- additionally include students reading to or with parents/guardians for 10-20 minutes every school night

4th and 5th Grade Homework should:

- reinforce standards-based skills and content previously taught in class
- provide opportunities to develop personal study habits
- be a communication link between home and school
- be approximately 30-45 minutes per night.
- additionally include students reading appropriate literature every school night for 20-30 minutes beyond other assignments.

Students enrolled in the ASP Program will have an hour of homework time Monday through Thursday. If your child participates in ASP, please check their homework daily for completion.

IMMUNIZATIONS AND MEDICATION

All students must have proof that they have received the **required immunizations** to enroll in California schools. Students may not attend any school or school program unless an immunization record is presented and immunizations are up to date. The School Nurse will work with families to get the necessary immunizations, but students that are not immunized after families have been informed may be blocked from attending school.

The administration of medication (prescription and/or nonprescription "over the counter" medications) to students during school hours may be done in exceptional circumstances when the child's health may be jeopardized without it. A district "Authorization to Administer Medication During School Hours" form must be submitted annually to the school and signed by the health care provider and the parents/guardians. It must also be approved by the school principal. All medications must be provided in the original container with a label that lists the student's name, the name of the medication, the dosage, and the time it is to be administered. Approved medications will remain in the School Office.

Students may not carry any medication, including items such as cough drops and ointments, without consent from their healthcare provider, parent/guardian, and the principal.

POSITIVE BEHAVIOR SUPPORTS AND STUDENT DISCIPLINE

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school. Adults should never approach other people's children to address their behavior and instead refer the behavior to a school adult. Fair Oaks School uses the "tiered" (leveled) model of teaching expected behaviors described by the district system of providing Positive Behavior Intervention Supports (PBIS). Our goal at Fair Oaks is to teach, model and practice appropriate school behaviors, give support when necessary, and provide appropriate consequences for students who break rules continuously or commit aggressive acts against peers or school adults. Below are some examples of how each "Tier" of support helps students learn and follow behavior expectations. Parents/guardians will receive notice if their student is in need of a Tier 2 or Tier 3 support.

Tier 1 Behavior Supports for All Students

- The Staff works to plan and develop a welcoming and motivating environment and school culture at the beginning of and throughout the year
- Behavior expectations are explicitly taught, modeled, and retaught at the beginning of and throughout the year
- Daily "Community Circles" in each classroom bring topics of positive behavior into the daily dialogue
- Student Store (students get "Paw Prints" for good behavior and can make purchases at the Store every three weeks)
- Monthly Honors Assemblies when students at each grade level are recognized for achievement

Tier 2 Behavior Supports for Some Students

- Check In, Check Out (student briefly meets with a mentor to discuss behavior goals at the beginning and end of the day)
- Token Reward system (Sticker or Star Chart)
- Structured Breaks
- Behavior Contract
- Daily Report Home

Tier 3 Behavior Supports for a Few Students

- Intensive Check In, Check Out (student briefly meets with a mentor to discuss behavior goals and meets with the teacher several times per day)
- Behavior Intervention Plan (written by the School Psychologist or Behaviorist)
- Counselor Referral
- Collaboration with student's Physician and/or Mental Health Provider

At Fair Oaks Elementary School we focus on **teaching appropriate behaviors** rather than on disciplining inappropriate student behavior. We often use **Restorative Practices** that are meant to restore the relationships and repair the harm that has been done rather than disciplinary consequences. This can include a Zone of Understanding meeting with school personnel to help the students understand how

their actions affect themselves and others in a learning environment. Current district and school policies are in place to provide alternatives to out-of-school suspensions, especially for first offenses.

Certain student behaviors described in the state Education Code (ex. Fighting, Theft) are severe enough that they will result in a **discipline consequence**. The principal will determine what consequences are appropriate based on the severity of the behavior and the guidelines suggested by the state and the district. Consequences are applied in a progressive (increasing) way. Please refer to the district's Student Conduct and Discipline Policy for more detail.

REPORT CARDS & CONFERENCES

All elementary schools in the Mt. Diablo Unified School District has a twelve-week report card period (three trimesters in a year). Report cards are available following the end of the first trimester in November, second trimester in March and on the last day of school. For students who are English Learners (EL) an EL Catch Up Plan will be sent home as needed. Make an appointment with your teacher at any time to discuss your child's academic performance.

All students will have a parent-teacher conference in September. These 20-minute check-ins are vital to helping your student maintain academic success. Please be on the lookout for communication from your child's teacher to schedule the meeting. Translators are available if needed, please let your teacher know when you schedule your conference and what language you need. The school will be on a Wednesday schedule for the entirety of the two conference weeks.

STUDENT SERVICES

CARE Team

Some concerns or questions about student **academic, behavioral, or social emotional well-being** are deeper and **need more support to solve**. The Campus Assessment, Response and Education (CARE) Team may be called upon to help find solutions for concerns that cannot be resolved by the teacher or principal alone. The CARE Team meets regularly to discuss and make plans to provide additional student support when needed. Ask for help from your teacher to complete the referral form.

Student Success Team (SST)

The Student Success Team is a partnership between the school and home that uses a problem-solving approach to help students be more successful in school. Typically the CARE Team will refer students to SST however parents can also request a SST for their child who is struggling to succeed in school. The SST includes the family, the student's teachers, the school administrator, and others who may know the student or have expertise to address the area of concern, such as the school psychologist, resource teacher or counselor.

The team reviews the student's strengths and areas of concern, as well as developmental history, grades, attendance history, health, assessment data, and current interventions. The team will develop

an action plan to help support the student. The team may also refer students to a Section 504 Plan or Special Education Assessment.

Section 504 Plan

Students who a) have, b) have a record of having, or c) are regarded as having an identified disability and/or physical or mental health condition that interferes with a major life activity may be eligible to receive an Section 504 Plan. A Section 504 Plan provides accommodations to ensure a student has full access to the educational program. Students can be recommended for evaluation for eligibility by the CARE Team or parent.

More information, including Parents' Rights, can be found on the MDUSD website:

<https://www.mdusd.org/families/student/services/section504>.

Special Education

There are various special education services designed to meet the educational needs of children who require specialized help or a different setting to be successful. A formal evaluation process determines eligibility for the following services: Speech and/or Language Therapy, Specialized Academic Instruction (part-time Special Education), Special Day Class (full-time Special Education), Adaptive P.E., ASL Interpreter Services, Occupational Therapy, Physical Therapy, Counseling, etc. Students may be referred for special education evaluation by the CARE team or parents. The school team must reply to requests within 15 days of receipt.

More information can be found on the MDUSD website:

<https://www.mdusd.org/departments/special-education>

Emerging Bilingual Services

Emerging Bilingual services are offered to all students who speak a language other than English at home, as determined by the Home Language Survey completed during the registration process. These students are evaluated to determine their degree of proficiency of English language skills in the areas of reading, writing, listening, and speaking. Emerging Bilinguals receive designated English Language Development (ELD) instruction in leveled groups for at least 30 minutes daily. In addition, all teachers have received specialized training to support the acquisition of English throughout the instructional day.

Counseling

We offer short-term small group counseling services provided by a School Counselor. Students may be referred by staff members or parents. Our School Counselor also facilitates classroom workshops focused on bullying prevention, conflict resolution, self-regulation, and other topics.

TECHNOLOGY AND CELL PHONE USE

Fair Oaks School provides students with many opportunities to use various technologies to develop 21st Century learning skills. Students are trained to use the equipment carefully and wisely so as not to damage it or waste valuable learning time. All students must turn in a parent-signed **Acceptable Use Policy** before they are allowed to use any online technology.

All students in grades 2-5 will have a Chromebook issued to them and are able to take the devices home whenever needed. We strongly encourage you to purchase the insurance offered through MDUSD. To sign up for Securranty insurance, please go to <https://securranty.com/mdusd>. Families will be held responsible for any damaged or lost Chromebook equipment.

Privately owned devices like tablets, watches, and gaming equipment are not allowed, unless your teacher has given express permission for a special event usage. Fair Oaks follows the District policy regarding **cell phone** possession and use. Students may possess phones for use before and after school hours, but must turn them off and not use or handle them during the school day. It is recommended that students not bring personal electronics, including cell phones, to school. These devices often cause disruption of the educational process and are sometimes lost, stolen, or damaged. If your child brings a private device to school, they will be required to turn it in to their teacher to be locked in a secure location until the end of the day. The school is not responsible for loss or damage to any personal electronic device, including cell phones, brought to school.

TEXTBOOK AND LIBRARY BOOK CARE

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for before a student will receive a report card. All monies collected are recorded by the district bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

TITLE 1 INFORMATION

What is Title 1?

Title I, Part A provides supplemental federal funds to help meet the educational needs of low-achieving students in the highest-poverty schools. Schools in which children from low-income families make up at least 40 percent of enrollment are eligible to use Title I funds to operate schoolwide programs that serve all children in the school in order to raise the achievement of the lowest-achieving students. MDUSD schools that rank into Title I deliver supplemental services through a comprehensive school-wide plan under the schoolwide program (SWP) model. The supplemental funds received are allocated through the school's Single Plan for Student Achievement (SPSA). The School Site Council (SSC) is responsible for developing, reviewing and approving the SPSA with advice from appropriate school advisory committees. Expenses described in the SPSA must be aligned to data that will address specific needs and must be annually evaluated.

Title 1 SWP and Parent Engagement

MDUSD Parent and Family Engagement Policy

The policy is annually distributed to parents and is required for Title 1 schools. The policy describes how MDUSD will involve parents in the Local Control and Accountability Plan (LCAP), provide coordination and technical assistance to schools for parent involvement, build parent and school capacity, annually evaluate the policy and involve parents in Title 1 school activities. A copy of the MDUSD Parent and Family Engagement Policy can be found in the school office or on the MDUSD website.

Fair Oaks Parent and Family Engagement Policy

School-level policies must be jointly developed and distributed to parents, describe how the school will carry out requirements, be provided in an understandable language, be periodically updated, and approved by the local Board of Education. Please see Appendix A for the Fair Oaks Elementary, **Title I, Part A School Parent and Family Engagement Policy**

School-Family Compact

Any school receiving Title I funds must have a School-Family compact. A compact is a voluntary agreement between groups of people and is a component of the school-level parent involvement policy. It outlines how parents, school staff, and students will share the responsibility for improved student academic achievement. The school-family compact will be completed each year during Bulldog Day, however, a copy of it can be found in Appendix A for your reference.

Title 1 SWP and Teachers and Paraprofessionals

Parents' Right to Know

Parents/Families may request information about the qualifications of their children's teachers and paraprofessionals who provide educational assistance to their children. For more information please contact the Principal, Carolyn Hull at hullc@mdusd.org.

Annual Title 1 Meeting

The Title 1 Program will be reviewed in detail at our Annual Title 1 Meeting. We hope that you will join us for this informative session:

***Annual Title 1 Meeting
Tuesday, August 20th, 2024
5:00pm
Multi-Use Room***

VISITING AND VOLUNTEERING

Fair Oaks School encourages active adult participation through "visiting" or "volunteering". A **"visit"** is a short period of time spent in the classroom or other area of the school that is not done on a regular basis and does not involve close student contact. Examples of "visits" are coming to a class birthday party or attending a school event. Any adult family member may make a school visit once pre-arranged with the office. A **"Volunteer"** is an adult who wishes to spend longer, more regular periods of time at

school directly helping students in a classroom, in another area of the school, or being a **chaperone** on a **Field Trip**. Volunteers are **required** to pass the district's Human Resources department screening process and receive the necessary **clearance** before acting as a volunteer. The screening process requires that applicants be fingerprinted by district personnel, submit current proof of a clear tuberculosis test, and pay the required fee. Volunteers work under the direction of a school staff member and are required to follow the rules and regulations that apply to school employees. Tell your teacher or the Office staff you want to volunteer!

Visitors and Volunteers must come to the Office, **sign in**, and obtain a **"Visitor" badge** each time they come to school. Visitors do not need to sign in to attend school wide events. If parents/guardians need to **drop something off** for their child, come by the Office and the staff will make sure your student gets the item. Please remember, visitors and volunteers should prearrange their time with their teacher or the office. ***Other than these prearranged times, to limit distractions in our learning zone, parents/guardians/family members are not permitted in the hallways before, during or after school.***

The **"Fair Oaks Families"** parent-teacher organization is another way to get involved to support the school. The group is actively planning school events and raising funds to provide support to teachers and improve our educational program.

Refer to the District and Site Parent Involvement Policies for more ways to be involved (hard copy in Office and soft copy on Fair Oaks Website)

APPENDIX A



Fair Oaks Elementary School



Title I, Part A School Parent and Family Engagement Policy

Fair Oaks Elementary, with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in ESSA sections 1116(b) and (c).

How are parents and family members of participating children in Title I, Part A programs involved in jointly developing, distributing to, a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1])?

As a School Wide Program, at Fair Oaks Elementary, our parents provide input and feedback annually to our School Parent and Family Engagement Policy at a School Site Council Meeting. The jointly developed plan is included in the meeting minutes and distributed annually at our Title I Parent meeting held each school year in the fall.

How may parents and family members of participating children in Title I, Part A programs, amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2])?

Parents may make suggestions of amendments at the annual Title I Parent meeting and also at regular ELAC meetings. These suggestions will be brought to the School Site Council for consideration.

How has the Local Educational Agency (LEA) involved a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary to meet the requirements (ESSA Section 1116[b][3])?:

Mt. Diablo Unified School District has a district level policy that is included in the annually distributed Parent Information Packet. Parents may amend this policy by providing feedback to any stakeholder meetings and additionally via comment at a school board meeting.

Describe how parents and family members of children participating in Title I, Part A programs can, if they find that the plan under ESSA Section 1112 is not satisfactory to the parents and family members, and the LEA shall submit the parent comments with the plan when the LEA submits the plan to the State (ESSA Section 1116[b][4]):

Parents may comment on the district plan at any board meeting and in particular at the board meeting in which the district and site level Parent Involvement Policies are brought to the Mt. Diablo School District board for approval.

Describe how the school served by Title I, Part A funds holds an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements and the rights of the parents to be involved (ESSA Section 1116[c][1]):

Each year at Fair Oaks Elementary's annual Title I Parent Meeting, which takes place during the fall of each school year, parents are invited and encouraged to attend to learn about our SWP (School Wide Program) of Title I services to all students in attendance at blank school. During this meeting school wide achievement data is shared by grade level and student group. Analysis of last year's School Plan for Student Achievement (SPSA) goals are shared and feedback and input in regards to new goals are sought.

Describe the steps that the school takes to offer a flexible number of meetings, such as meetings in the morning, afternoon, evening or other ways and may provide, with funds provided under Title I, Part A, for transportation, child care, or home visits, as such services relate to parental involvement (ESSA Section 1116[c][2]):

SSC, ELAC, and Parent Club meetings are held at a variety of times across the school year including mornings, afternoons, and evenings, to accommodate as many parents as possible.

Describe how parents and family members of participating children are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):

As members of SSC, ELAC, and Parent Club, parents and family members of Title I students are involved in the planning, review, and improvement of programs under Title I via the annual evaluation of, planning of, and Dashboard data review included in the SPSA.

Describe how the school is providing parents and family members of participating children of Title I, Part A programs: timely information about programs under Title I, Part A; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (ESSA sections 1116[c][4][A-C]):

At monthly SSC, ELAC, and Parent Club meetings, parents are provided opportunities to provide suggestions and participate in decisions relating to the education of their children.

Describe how the schoolwide program plan, ESSA Section 1114(b), is not satisfactory to the parents of participating children in Title I, Part A programs, submitting any parent comments on the plan when the school makes the plan available to the LEA (ESSA Section 1116[c][5]):

None

Fair Oaks Elementary's Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in

Title I, Part A programs on 3/29/2023. The School will distribute the policy to all parents and family members of participating Title I, Part A students annually on or before 10/31/23.

School Site Council Approval Date: 3/29/23

MDUSD School Board Approval Date:

Mt. Diablo Unified School District

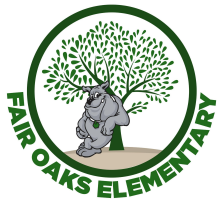
Title IX Non-Discrimination StatementThe Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, facilities and practices shall be free from discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identify, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics ([Governing Board Policy 0410](#)).

Contact Us / How to File a Complaint

For questions, concerns or complaints regarding student harassment, discrimination, intimidation and bullying, please contact Jennifer Sachs, Chief of Educational Services, at sachs@mdusd.org or by phone at (925) 682-8000 x4016.

For questions, concerns, or complaints regarding compliance with Title IX employee issues, please contact Dr. John Rubio, Chief of Human Resources, at rubio@mdusd.org or by phone at (925) 682-8000 x4136.

California Department of Education
April 2020



Parent, Student, & Teacher Compact

Fair Oaks Elementary School 2024-2025 School Year

TEACHER I believe all students can learn, and I will do the following to ensure their success: I will set high standards and promote self-esteem for all students. I will welcome you and treat you with respect as a partner in your child's education. I will explain my expectations, instructional goals, grading system and report your child's progress. I will respond in a timely manner to your request for information and will regularly share with you any of my concerns. I will provide a positive, healthy, and safe learning environment. I will provide motivating and interesting learning experiences that work best for all students. I will help you as you support your child's educational needs. _____ Teacher Signature	PARENT I believe that parents and family are the child's first and most important teachers. I will encourage my child's learning and success in school, by doing the following: I will make sure my child is at school on time so they can get the most out of each day. I will make sure that my child gets adequate sleep and has a healthy diet. I will provide a quiet place and time for my child to do homework, and I will review the homework. I will promptly respond to messages from my child's school. I will attend Back to School Night, Parent Teacher-Student Conferences, Open House and other school events. I will read to my child and/or have my child read every day. I will support a positive and healthy learning environment at school and at home. _____ Parent Signature	STUDENT I believe that I can be successful in school and I will be by doing the following: I will come to school on time and be prepared to work every day. I will follow school rules: 1. Be safe 2. Be respectful 3. Be responsible I will be a cooperative learner. I will be responsible for my behavior and learning. I will carry information to and from school. I will complete and return my homework as required. I will read at home every day. I will be respectful of all the adults in the school and my peers. I will ask for help when I need it. _____ Student Signature
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The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, facilities and practices shall be free from discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics ([Governing Board Policy 0410](#)). For questions, concerns or complaints regarding student harassment, discrimination, intimidation and bullying, please contact Jennifer Sachs, Chief of Educational Services, at sachs@mdusd.org or by phone at (925) 682-8000 x4016. For questions, concerns, or complaints regarding compliance with Title IX employee issues, please contact Dr. John Rubio, Chief of Human Resources, at rubi@mdusd.org or by phone at (925) 682-8000 x4136.