

Oasis Trilingual Community School

Parent Handbook

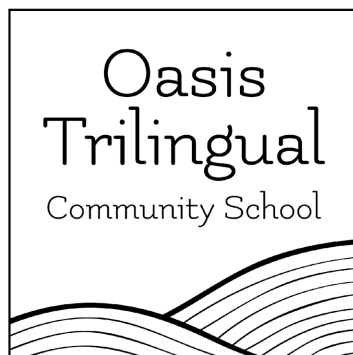


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Welcome

Hello and welcome to Oasis Trilingual Community School. We are so excited to get underway exploring a rich, fun, close-knit and thoughtful educational experience together. We look forward to many years ahead with you, and to shaping children together into thoughtful, capable, good-hearted young adults.

This parent handbook provides the foundation of our goals and the behavior we seek from each other as a school community.

Let's begin.

Our School

Oasis Trilingual Community School ("Oasis") is a balanced, rigorous, and inquiry-based school that seeks to challenge students with a thematically-connected curriculum in three languages: Mandarin, English and Spanish.

Our school will allow students to make connections across the curriculum in order to unify and deepen their learning experience and understanding. Children will see the relevance of what they are learning as it applies to their world, and be challenged and encouraged to become empathetic, compassionate and globally-aware citizens.

In smaller classes, children are appreciated and respected for who they are as individuals. Their unique talents, personalities and distinct educational requirements will be addressed with personal assessments, comprehensive student reports, social-emotional forethought, and differentiated learning.

Our Goals

Our goals are to inspire students to:

Be Curious – By encouraging them to learn through direct experience and hands-on exploration that taps into their natural curiosity and excitement about the world around them, promoting a love of learning lasts throughout their lives.

Be Imaginative – By challenging our students to take risks in their thinking, encouraging them to ask lots of questions, and never be afraid to get the wrong answers, we strive to instill in them confidence to come up with original ideas, and solutions.

Be Passionate – By inspiring our students to follow what they are deeply interested in through inquiry-based learning, we will give them the opportunity to follow their own passions, and encourage them to delve further into the subjects they love in order to further excite them about learning.

Be Leaders – By developing their leadership and communication skills through school jobs, public speaking, and opportunities to work collaboratively with their peers on projects, brainstorming, debating, negotiating, problem-solving, and finding solutions together.

Be Independent – By fostering real-life critical-thinking skills, teaching students how to sift through information to discover what’s important and relevant to their needs, so they can learn how to think for themselves, and accomplish goals on their own.

Be Empathetic – By having our children engage with the local community through thematically-related community service, civic projects and field trips, which will encourage them to use their Mandarin and Spanish language skills in a conscious manner.

Be Nature Lovers – By giving our children a daily connection to nature with the use of outdoor learning environments; used freely by the teachers for every subject. This natural world connection will also be increased with the cultivating of a garden, and thematically-related field trips.

Be A Friend – Through our cohort system of students from different grade levels working together to mentor and help each other, we will inspire our children to enjoy the experience of extending themselves to others. Creating a close-knit community of educators and parents dedicated to the same goals of supporting our school, and giving our children a wonderful learning environment will allow our children to feel safe, and confident to be who they are, and fully realize their potential.

Be Resilient – Perseverance, resilience and grit in the face of challenges will be fostered in our children so they discover they can pick themselves up again after a mistake, learn from it, and carry on until achieving their goals. We also want our students to learn how to emotionally support their peers when they too face challenges and failures. Oasis students will be supported and encouraged to remain committed and loyal to their goals so they develop the character to achieve their life ambitions.

School Guidelines

Arrival/Pickup and Parking Procedure

Our school day begins at 8:15 a.m. and students can be dropped off as early as 7:45 a.m. When bringing children to school, please drop off your child in the designated location in the parking lot off Foothill Blvd (122 S California Ave. Monrovia, CA 91016). Staff will help bring students into campus through a secured entrance. Please make sure you are careful to follow the designated arrows/ flow of traffic in the parking lot to keep drop-off as safe as possible. Our school day ends at 3:35 p.m. To pick up your child, parents should follow the same parking lot procedure and your child will be called for pick-up. Please note that Foothill Blvd is a very busy

street. We encourage families leaving campus to only take a right on Foothill Blvd or turn left on California, for safety

Late Pick-Up Policy

The Oasis school day ends at 3:35 p.m. on full in-person days. Parents must pick up their children by 3:45 p.m. or will be subject to a day charge for the After School Program.

Attendance

Tardiness

On-time arrival is important for the educational well being of the child and the class. Children who arrive after 8:20 AM will be marked tardy. Significant tardies will result in a conference with the parents to resolve the issue, as students miss morning meeting time, a crucially important time of social emotional learning and awareness for children.

Absence

The Oasis trilingual program is fun but rigorous, and requires active participation throughout the school year. Thus, extended weekends, off-season family vacations and other such absences outside of school holiday periods are discouraged. Parents are reminded that excessive absences are detrimental to both their child's and the classes' success at school.

Field Trips

Oasis students will be taking regular, thematically-related field trips or workshop opportunities throughout the year as a part of the curriculum. Together we will explore the community around us as it relates to our class subjects in order to enhance the total educational experience. A release must be signed for most field trips by the parent, guardian or caretaker (collectively, "parent") of each student. Fees will vary depending on entrance charges and actual costs of different destinations including bus fees. Fees are not refundable by the school in the event of absence due to prepayment with the destination organizations, but may possibly be by those organizations. However parents who commit to field trips are responsible for the fees if they elect to cancel. On field trip days, please pack a lunch unless notified otherwise and send students to school in a green Oasis T-shirt. Because our field trips often involve a great deal of walking, students will need to wear sturdy walking shoes and appropriate clothing.

We very much appreciate parents' help with field trips through chaperoning. Your efforts will make it possible for our students to have exciting adventures that enrich the learning experience. Please understand that there are responsibilities that come with chaperoning, as outlined below:

- a) You will be required to read through chaperone expectations and/or attend a training session prior to any chaperoning for in-person field trips.

- b) On a field trip itself, be sure the group assigned to you is always with you using the tracking sheets you will be provided. Adults must accompany children whenever they leave the group (e.g. to the water fountain or restroom).
- c) Socializing with other chaperones is part of the fun of going on a field trip, however, be aware that your first priority is supervising the children in your group and accounting for them at all times.
- d) If there is a gift store or other shopping opportunities, please do not purchase items for your group. Students will be instructed to bring spending money if appropriate.

Lunch and Snacks

Students are expected to bring their two or more healthy snacks and a reusable water bottle each day. For lunch, students should either bring their own bag lunch, or have a lunch order placed.

Children and parents should sit down together and make a list of wholesome foods that both agree can go into lunches. Staff remind students to eat, but we do not dictate what students need to eat first, or make them finish all their food.

We are a low processed-sugar campus and do not permit candy/sweets or carbonated beverages for lunch or snack. We may have candy/sweets on campus during special occasions and celebrations. Because some children have different dietary requirements, food sharing is not permitted. We encourage you to use reusable containers in order to minimize trash and its impact on our campus environment and to teach children conservation and sustainability values. Remember to provide utensils as needed.

Nut Free Policy

Oasis is committed to providing a safe environment for all children. Given the prevalence of life threatening allergies among individuals, Oasis is a nut free environment. No nuts, including peanuts or nut butters are allowed in any snacks or food provided to any children. Parents or children handling nuts need to thoroughly wash or sanitize their hands before entering school property. Soybutter, sunflower butter and sesame seed butter are permitted as a substitute. If any of these substitutes present a concern for a parent about their child, they need to alert the school by notating it along with other allergy information on the emergency contact form in the enrollment packet and by informing the school administration.

Clothing

Oasis encourages students to dress in clothes they like and feel comfortable in. However, all students are required to show proper attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance for school activities. In every case the dress and grooming of the student shall be clean and shall not:

-Cause actual distraction from or disturbance in any school activity or actually interfere with the participation of a student in any school activity.

-Create a hazard to the safety of him/herself or others.

-Create a health hazard.

Personal Items

Children should not bring personal toys or valuable personal items such as toys or cell phones to school. Students will be allowed to bring 1 item of personal technology such as a chromebook, iPad, tablet, laptop or other device to use for technology projects as needed.

School Computer and Internet Guidelines

Oasis embraces technology as an important tool in the learning process. New technology is incorporated with attention to age level appropriateness. The following guidelines apply to all school computers.

- a) Students will use the internet only with teacher, staff, or parent supervision.
- b) Students will visit only websites appropriate and instructed to students, and will only transmit material that relates to their schoolwork or valid learning goals.
- c) Students will not give out personal information about themselves, their families, or friends over the Internet. This includes but is not limited to their full name, address, phone number, age, user ID or password.
- d) Students will be polite and messages must use appropriate language — no swearing or other offensive language, no discriminatory remarks or mean-spirited or off-color jokes are permitted. Students should keep in mind that their communications represent Oasis and any inappropriate use discredits them and the school.
- e) Students will not play internet games unless specifically allowed and supervised by a teacher or staff member.
- f) Students will correctly acknowledge or cite Internet sources used in assignments as if using printed reference materials and as instructed by their classroom teachers.
- g) Students will not attempt to gain access to unauthorized computer systems or programs and shall report any security problem they discover to a teacher or other staff member.
- h) Students will only install or download software on a computer if they have been instructed or permitted to do so by a teacher or other staff member.

- i) Students will not make unauthorized copies of software or other copyrighted materials.
- j) Students will not request, order or purchase any services, merchandise or products of any kind whatsoever through or via the Internet while at school.
- k) All Oasis parents and children are prohibited from posting any video on YouTube (or any other video hosting website) that is filmed at Oasis and/or makes reference to Oasis in any way without the expressed written consent of the Oasis administration.
- l) The use of social media sites while at school unless expressly approved for class use by the administration is prohibited. Examples include but are not limited to Facebook, Instagram, and Twitter.
- m) Damages to Oasis property, whether through deliberate acts, neglect or carelessness may result in loss of privileges and/or charges to the student's family to cover costs of repair or replacement.

Lost and Found

All items should be labeled with your child's name. In the event that a student loses an article of clothing or an item (lunchbox, backpack, etc.), we will place it in the Lost and Found area. Unclaimed items are donated to local charities periodically throughout the year.

Immunizations and Health Records

All children must be fully immunized per the Guide to Immunizations Required document included in the enrollment packet or present a valid California Immunization Registry- Medical Exception. A physician must complete the health form documenting the immunizations.

Illness and Injuries

Children who are ill should not be brought to school. If a child appears ill during school hours, the parents will be contacted and required to pick up the child as soon as possible. Parents are required to notify the school if their child has a contagious disease or serious illness. Parents will be notified if their child's class has been exposed to a communicable disease at school. Children with symptoms of the following illnesses will be sent home and should not return to school until they are symptom free without the use of medication: fever, green mucus discharge, diarrhea, vomiting, severe coughing, irregular breathing, pinkeye, unusual spots or rashes, infected skin condition, severe stiff neck, head lice, severe itching or unusual ill behavior.

Oasis policy dictates that in the event of a serious injury an immediate attempt will be made to contact a parent. If a parent cannot be reached, the child's physician will be called for instructions. If necessary, the child will be taken to the nearest hospital. In an extreme emergency the medical emergency unit will be called. Until the arrival of a parent or qualified medical staff, the school administration or a designated teacher will be in charge and make all

decisions about the care of the child. The parents assume responsibility for any resulting expense not covered by the school's insurance.

It is imperative that you keep the school up-to-date on phone numbers, emergency numbers, and other necessary information. Please let the school office know if you have any changes of address or phone numbers.

Reducing the spread of the novel coronavirus and creating a safe and healthy environment for students is our top priority. Students and staff are required to follow all precautions as mandated by the CDC, state and county requirements related to COVID-19 safety.

Medication

Children may not personally carry any medication at school unless they have an epipen or inhaler physician's release. If a child requires medication to be administered during school hours, the parent must bring the medication to the school office. Medication containers must be dated and have original, unaltered labeling including the child's name. Prescription medications shall be administered in accordance with the label directions. Medications will be kept in the locked medication bin in the school office. Please discuss your child's circumstances with the school administration and your child's teachers if your child requires prescription medication during school hours.

Emergency Procedures (Disaster Readiness)

Oasis is committed to the safety of your children. Emergency drills will be practiced on a regular basis while in-person. In the event of a real emergency, students will only be released to an adult whose name is on the emergency card. No exceptions. Be sure that you complete the emergency forms and list any person to whom you want your child released. Adjustments to the emergency card must be made in the office and initialed. We are not allowed to accept changes in authorization by telephone, fax or emails.

It is imperative that you keep the school up-to-date on phone numbers, emergency numbers, and other necessary information. Please let the school office know if you have any changes of address or phone numbers.

Emergency Preparedness Kits

Each child enrolled needs a comfort pack to be stored at the school in the event of an emergency (approximately the size of a gallon Ziploc). The comfort pack should contain non-perishable food and water, a compact solar blanket, a small toy or book for the child, as well as other small items that will nourish, hydrate and comfort your child in the event of an unplanned separation during an emergency situation, such as a family photo and note. Comfort packs are due in the first 2 weeks of enrollment.

Change of Status

It is imperative that you keep the school up-to-date on phone numbers, emergency numbers, and other necessary information. Please let the school office know if you have any changes of address or phone numbers. An updated student information card will be requested at the beginning of each year.

Parent Responsibilities and Involvement

Supporting Your Child

A parent's role in his and her children's education cannot be overstated. Parents are their children's first teachers, and that relationship spans a lifetime. Please contact us when you have anything to share. Parent contributions and involvement add immeasurably to the sense of community we strive for. Patience with a child and support for the school are crucial to a child's growth and development. Please encourage and give acknowledgement to your child's honest efforts toward learning new skills, remembering that learning takes time. It's just as important, if not more, to recognize the effort as the final outcome. Supporting your child's efforts encourages persistence, willingness to undertake new challenges, and a confidence to learn through the process and not be limited by the result.

Communications and Conferences

Communication between parent and teacher is an important part of your child's education. Parents are encouraged to communicate with their child's teachers regularly any time there is a question or concern. If you need to contact a teacher to set up an appointment or ask a question, please either send a note to the teacher, call and leave a message at the school, or send an email to the teacher. Please allow the teacher adequate time to respond to your message.

"Walk-in" conferences are discouraged. Teachers are on-site before the start of the school day and after the end of the school day. Even if they are on the grounds they may have prior commitments. Please respect our teachers' time by making appointments or checking with them to see if they are available.

All communications with your child's teacher(s) and with staff are expected to be cordial and respectful. Even in the event of a disagreement, teachers and staff deserve to be treated with respect and are to be spoken to as professionals. If a conversation becomes inappropriate and/or disrespectful, the meeting will be ended, and can resume at another time when the parent and staff member can speak respectfully.

School Communication

We communicate with parents in several ways including the school website, email correspondence, parent conferences, formal written student assessments, individual parent meetings (as needed), informal scheduled social gatherings, and phone messages. While written communication is an important link between teachers and parents, it should not be used exclusively to take the place of direct and personal exchange. Written communication is best used to identify issues and report progress; follow up phone calls or meetings to resolve issues and clarify meanings are often very helpful. Please contact the office to determine who to report a concern or issue to.

Issue Resolution

Oasis is a parent-founded school and prides itself in attending to parent concerns. To support this we have an Oasis Parent Association to discuss new ideas, and for more pressing or personal concerns, we welcome any parent to email or make an appointment with the school. To address concerns, parents should please email teachers to discuss schoolwork, classroom behavior and educational progress, or to schedule a conversation. If satisfaction is not met within two weeks, parents should then contact the administration to discuss further. Parents should also contact the administration regarding policy concerns, business matters, or an issue with a staff member.

For the effective operation of the school we will defer to the professional training, experience and expertise of our staff to formulate solutions and make final decisions concerning schedule, curriculum, school policy and other operational and educational matters. Our school is a community and parents contribute a great deal with committee efforts, fundraising and volunteerism to support the students and staff. Our staff may seek help and cooperation from the families with some solutions. Parents can support our students and hard-working, dedicated staff with this help. Since our school began, we have encouraged parents experiencing an issue to speak with us individually about their family's concerns as our protocol for issue resolution. We maintain this policy as a highly personal and effective way to resolve issues that makes the most efficient use of staff time, so they may provide solutions that consider all school concerns, allowing them to devote maximum time and focus to the program and students.

Homework

Homework is issued at grade-appropriate level to all students and is factored in progress evaluations. Homework is provided in a packet that students receive on Monday and must complete by Friday. Kindergarten students will have optional homework in the first trimester (ending in late November) as they adjust to many new changes and routines. For all other grades, we follow the 10x rule for homework. Here are the maximum amount of minutes your child should be working on homework each night, not including their nightly reading:

- 1st grade: 10 minutes
- 2nd grade: 20 minutes

- 3rd grade: 30 minutes
- 4th grade: 40 minutes
- 5th grade: 50 minutes
- 6th grade: 60 minutes

Standards and Expectations

When school and home are working together toward common goals we can maximize your child's educational experience and personal development. Your role in your child's education cannot be overstated. Your patience and support for your child and school are crucial to their growth and development. We encourage parents to give their children specific positive reinforcement and acknowledgment often, and remember that learning takes time.

We like to emphasize the positive in setting the right tone for the school. In order for your child to be a successful learner at Oasis, we need your support to make sure that your child:

- a) Comes to school well-rested, fed, wearing clean and appropriate clothing, and ready to participate fully in an Oasis school day. Children of all ages need adult support regarding personal hygiene.
- b) Comes to school on time. School begins promptly at 8:15 AM. We ask you to aim to drop off your child no later than 8:10 AM every day to give them time to greet friends, start off the morning in an unhurried manner, and settle into the classroom. Please help your child learn consideration for others by being prompt.
- c) Has all doctor and other out-of-school appointments after school or on weekends. When this is not possible, you are expected to communicate with staff about appointment times with at least one day notice.
- d) Knows what time and by whom they will be picked up at the end of the school day.
- e) Understands your notion of proper standards of behavior in a school setting. We work very hard with all the children to formulate reasonable rules that we follow to maintain a safe, supportive, nurturing, engaging, and academically challenging environment.

We do not allow the use of foul language, overly aggressive behavior, verbal and physical harm of others, disrespect for or willful destruction of school and other people's personal property. We hold the same standards of behavior for our students when off campus for field trips or any other school sponsored events.

Whatever helpful role you choose to play here at Oasis, we want you to be aware of our standards of behavior for the children. We hold reasonable expectations for proper school behavior. We encourage all students to be aware of and appropriately express their feelings. The

goal is to empower children so that they can find solutions and resolve conflicts on their own -- both at school and at home without adult intervention. We offer guidance and assistance along the way, as is developmentally appropriate, and have regular check-in times with students to ensure that students are receiving both the support and the opportunities they need to develop these important skills.

Many different forms of inappropriate behavior have been subsumed in recent years under the heading of “bullying.” In keeping with our philosophy of educating children, we do not tolerate overt menacing or repetitive taunting behavior, but we also do not have a ‘one size fits all’ policy regarding the resolution of inappropriate behaviors, instead problem solving each situation sensitively and firmly on an individual basis for all involved. We feel it is as important to learn conflict resolution as it is for conflicts to be resolved.

Our protocol to deal with inappropriate behavior and unresolved differences is to first seek to solve the problem with the child and teachers and/or with the other children. If the inappropriate behavior persists, we confer with you to get your support and make a determination together with you and the staff to work out a solution to the problem.

Behavior that threatens the safety of the students or other members of our community obviously requires an immediate response. In the event it is determined that your child is demonstrating such behavior, we will call you to remove your child temporarily from school. Sending a child home is a measure we hope to seldom use, but one that is effective in communicating to the child and family the limits necessary for everyone's physical and emotional safety. When this occurs, the child and at least one parent must meet with the school administration before gaining re-admittance to the school.

The school reserves the right to suspend or expel a child for what the school deems to be inappropriate actions or behavior.

Parent Volunteer Hours

Oasis is a growing school that encourages parent involvement to benefit the students and school community. Our school requires fifteen hour for the first child and 5 hours for each additional sibling of volunteer time per family during the academic year. Volunteer opportunities will be made available by homeroom parents through things such as chaperoning field trips or leading workshops, purchasing (for reimbursement) supplies, good and needed items, school beautification, assisting in community events and more! If parents cannot volunteer their time, they may replace their hours at a fee of \$25 per hour. Our Office Manager will oversee the time and make alternate arrangements for those families that cannot provide the volunteer time.

Fundraising

Oasis' success and stability are built on a solid foundation of vision, prudent management by the Board of Directors, and support by parents. However, without the added support of generous donors to help build the facilities and establish endowments, the school will not be able to sustain its unique environment.

Oasis is a nonprofit organization. The school relies on gifts and grants from parents and friends to make up much of the remaining costs of providing a private education. Independent schools in the United States rely heavily on philanthropy for both capital and annual operating support. Many people are surprised to learn that tuition and fees cover only about 75% of the cost of an independent day school education. Fundraising programs at independent schools take several forms, including annual giving, capital campaigns, planned giving, and special events.

Oasis will undertake an annual fund, and fundraising events and drives periodically through the year.

Ways to Give

- a) Cash or check gifts
- b) Matching gifts – If your company matches your donations, please let us know. We will happily facilitate the process
- c) Gifts of stocks or other property
- d) In-kind donations
- e) Major Gifts and Bequests (Planned Giving)
- f) Volunteer efforts and services on behalf of the school
- g) Participation in and assistance with fundraising events and drives.

Please contact the school office to discuss any questions regarding giving to Oasis at 626-285-8262, or email donate@oasistrilingualschool.org.

Reenrollment Policy

Parents will be emailed reenrollment forms in spring of each year. The completed form, with a non-refundable student enrollment fee, must be returned to the school office or submitted via PraxiSchool by the date indicated of the same year. The purpose of this deposit is to ensure a

place at Oasis in August of that year. To be considered for continued attendance at Oasis, all outstanding financial obligations to the school must be met. At the discretion of the school administration, placement may be denied if the above obligations are not met. Placement may also be denied for academic and/or disciplinary reasons.

Parent Authorization to Use Child's/Parent's Image

As a way to promote Oasis amongst prospective parents, in the community, and generally for the sustainability of the school, Oasis will capture video, audio and still images of school activities and events. Parents grant permission for use of these images or recordings of their families, limited to school use and/or for promotion of the school, but use is non-transferrable for any other purpose without express written consent from parents. Oasis will not identify children by name nor provide any personal identifiable information to any source outside the school except as required by law.

Termination Policy

Oasis reserves the right to terminate a student's enrollment at any point, and at the Administration's sole discretion.

Right to Amend

It is understood that all school policies and all details regarding each policy, etc., cannot be included in this handbook. Therefore, the school administration and the Board of Directors reserve the right to amend this handbook by addition or subtraction during the course of the school year. It is the parent's obligation to review updates to the handbook. To facilitate review, parents will be invited into an online version of the handbook, and updates will be acknowledged by email.

Nondiscrimination Policy

Oasis admits students without regard to sex, race, color, national or ethnic origin, to all the rights and privileges, programs and activities available to students. Oasis does not discriminate in the administration of educational policies, hiring, financial aid programs or any other school-administered programs.

Acknowledgement

Please sign this acknowledgement and agreement form and return it to the school office or via email with your admissions forms. Your child’s enrollment will not be complete until ALL forms are submitted to the school office, unless administration grants a specific request. Thank you.

Acknowledgment and Agreement

I, the guardian of _____ have read and understand this parent handbook.

My signature below certifies that I have read, understand and agree to all of the conditions and policies of Oasis Trilingual Community School. Families who fail to fulfill their obligations may be required to leave the school.

I also understand that my enrollment fee and tuition are non-refundable and the payments cannot be used towards other financial obligations. Failure by Oasis to enforce one or more terms of the agreement does not waive the right of Oasis to enforce any other terms of the agreement.

Guardian Signature

Date

Guardian Signature

Date