

Bonita Unified School District
Oak Mesa Elementary School
"Home of the Owls"

Parent and Student Handbook
2024-2025

School Mascot: Ollie the Owl
School Colors: Blue and Maroon
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School Telephone: (909) 971-8209
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School Principal: Dr. Christine Malally
School Secretary: Mrs. Kim Saavedra
Health Clerk: Mrs. Rae Jean Caldarone
Office Clerk: Mrs. Shannon Rosales
Librarian: Mrs. Jacqueline Pineda
Day Custodian: Mr. Michael Bass



OAK MESA MISSION STATEMENT

Oak Mesa staff, in partnership with parents, provides a challenging and all-inclusive positive learning environment that motivates students to reach for their full academic potential as well as develop exemplary character and successful life skills. As a family, we work together to reach for the Oak Mesa Owl qualities; to be Outstanding, Wise, and Literate.

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A Message From Dr. Malally, Oak Mesa Principal

On behalf of our school family, welcome to Oak Mesa Elementary School! Built in 1990, Oak Mesa rests at the foothills of the San Gabriel Mountains. In what used to be an orchard growing community of La Verne, Oak Mesa is surrounded by mature oak trees. Entering campus, one's focus is immediately turned to colorful tiles, designed by students. The tradition dates back to the first promoting class, where fifth graders design tiles as part of a continuous mural. Each morning, students are greeted by their Principal and custodian, receiving words of encouragement to begin their day.

The Oak Mesa staff is one of the most dedicated, collaborative, and innovative staff one will find, creating a high performing school that was the recipient of the California Distinguished School Award in 2008, 2012, 2020, and 2023. Although state assessments have changed over time, Oak Mesa's growth in scores and parent involvement have not. Parents assist classrooms in various ways such as centers, reading and math support, hands on projects, serving as guest speakers, attending field trips, and more. As a result of Oak Mesa's welcoming nature towards students and families and the meaningful connections made, Oak Mesa continues to be a destination school with roughly 41% of our student population coming from outside our school residence.

Oak Mesa has implemented a reading incentive program where classes are awarded certificates based on the number of words read. Students who read and pass Accelerated Reader quizzes can earn individual certificates, buttons, and coupons towards restaurants within the local community. Each Monday morning, the Principal celebrates the accomplishments, presenting awards to students and classes. Each trimester, students who have met their reading goals are recognized in the form of an assembly. In addition to the reading goals, students who demonstrate Character Traits in the areas of Trustworthiness, Fairness, Respect, Responsibility, Caring, Citizenship, and Perseverance are also celebrated. Students who exhibit Character Traits may be given Proud Owl tickets where a prize can be selected in the office. Each week, students in grades three through

five demonstrate Character Traits, serving as mentors and helpers to our students in Kindergarten through second grade. The mentors assist younger students with reading, research projects, technology and more.

There are several after school opportunities for Oak Mesa students to extend their educational program. Students are invited to join after school programs such as Chess Masters, Young Rembrandts art classes, and enrichment classes. In addition, there are teacher sponsored after school classes for students such as Code Masters where students learn how to code and compete in competitions amongst other classmates. Other after school classes offered are in choir and band where students not only learn to appreciate music, but have the opportunity to perform in our district's acclaimed Bonita Center of the Arts each trimester. One of Oak Mesa's most anticipated programs is attending a four-day science camp in the Big Bear area as fifth graders. Not only do students learn concepts that support Next Generation Science Standards (NGSS), but actively participate in team building exercises, encouraging one another while creating bonds and lifelong friendships.

Along with strong academics, the cultural backgrounds and social-emotional health are a major focus of Oak Mesa's staff. Our district's LCAP supports this focus as each elementary school employs a 50% certified mental health counselor. Oak Mesa's mental health counselor gives student presentations on how to treat one another. In addition, our mental health counselor works with students in both individual and small group settings. For students needing emotional and social attention, our mental health counselor and librarian work with students during lunchtime, playing games, sharing, and making arts and crafts. Our mental health counselor also assists students who may be facing cultural challenges. Because of his welcoming nature and years of experience, he has made tremendous connections with students and families.

Oak Mesa students have the necessary tools to succeed. Through PTA donations, students have access to multiple computer apps and supplemental materials, while the district furnishes each classroom with a teacher computer, overhead projector, document camera, Smartboard, and 1:1 Chromebooks for students. Finally, Oak Mesa has the rare benefit of having a science lab building with workstations and supplies to perform NGSS lessons. Our commitment and instruction in NGSS has set a standard for elementary schools within the district. Oak Mesa cares for our students, families, staff members, and community and welcomes all to join our family.

Oak Mesa Elementary

School Hours

Office Hours: 7:30 am - 4:00 pm

School Hours: Transitional Kindergarten: 8:15 am - 12:00 pm

Kindergarten: August 21 - March 22: 8:00 am to 1:00 pm *
March 25 - June 6: 8:00 am to 2:00 pm *

Grades 1, 2, 3: 8:00 - 2:00 pm *

Grades 4, 5: 8:00 - 2:45 pm *

* Compact Days are every Monday. Release time on these days is 12:55 pm for all students except for Transitional Kindergarten students who are released at 12:00. If a holiday falls on a compact day (Monday), the compact day will be observed on that Friday.

Minimum day release time is 12:20. Please refer to our school calendar for a list of these days.

Transitional Kindergarten will be released before minimum days and compact days throughout the school year. For hours of Transitional Kindergarten, look at the times above.

Teachers

Transitional Kinder		3rd Grade	
Heather Hoynes	Room 25	Brandi Frymer	Room 13
Sandy Krause	Room 4	Caitlin Hoenisch	Room 12
Kindergarten		Denae McKibben	Room 11
Mary Fabela	Room 2	Amanda Nishida	Room 14
Gabby McGarry	Room 1	4th Grade	
Robin Ryser	Room 6	Cameron Edwards	Room 19
1st Grade		Jessica Jimenez	Room 17
Ally Andia	Room 23	Sheri Moore	Room 18
Diana Nairouz	Room 10	5th Grade	
Sharon Piras	Room 24	Sarah Hernholm	Room 20
Jennifer Zimmerman	Room 8	Maricar Leahy	Room 15
2nd Grade		Audrey Shendrick	Room 16
Nicole Falk	Room 5	Intervention Teachers	
Angie Jarvis	Room 3	Isabell Lawless - Reading	
Jennifer Logan/Krista Juarez	Room 7	Emily Ziepke - Math	
Eilean Plumley	Room 9		
Specialized Education		Physical Education	
Sharon Herz	Room 21	Erik LeVay/Kelly Podzimek	Field

Oak Mesa Elementary School Calendar Dates

*Oak Mesa's complete school calendar can be found on our school website:
<http://om.bonita.k12.ca.us>. Below are key dates for the 2024-2025 school year.*

August 19, 2024 August 21, 2024	School Begins Back-to-School Night <ul style="list-style-type: none"> ● Grades TK, K, 1, 2 Classes Open (5:30 - 6:15) ● PTA Info Meeting (6:15 - 6:30) ● Grades 3, 4, 5 Classes Open (6:30 - 7:15)
August 23, 2024 September 2, 2024 September 5, 2024 Oct 2 - Oct 4, 2024	Minimum Day No School - Labor Day Fall Picture Day Parent Conferences (Minimum Day Schedule Oct 2 & Oct 3; No school October 4th)
October 10, 2024 November 8, 2024 November 11, 2024 November 18-22, 2024 December 20, 2024 Dec. 23 - Jan 3, 2025	Fall Picture Makeups End of First Trimester Veterans' Day - No school Thanksgiving Break - No school Minimum Day - 12:20 release Winter Break
January 20, 2025 February 10, 2025 February 17, 2025 February 21, 2025	No School - Martin Luther King Birthday No School - President's Day No School - President's Day End of Second Trimester
March 4-March 6, 2025 March 7, 2025 March 27, 2025 March 31-April 4, 2025	Minimum Days - Parent Conferences Staff Professional Development Day (Student Free Day) Spring Pictures Spring Break
May 15, 2025 May 26, 2025 June 5, 2025	Open House - Service Awards 6:00-6:30; Classes Open at 6:30 pm Memorial Day - No school Minimum Day - Last Day of School - 12:20 school release

Policies, Procedures, and Plans To Keep Students Safe and Successful

ACCEPTABLE USE OF COMPUTERS

The Bonita Unified School District provides employees and students with access to the internet. All school computers, the computer network, and internet access shall be used in a responsible, ethical, and legal manner consistent with the policies, curriculum, and educational program of the district. Students are responsible to report any misuse of the network to a staff member. The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students are expected to abide by acceptable rules of network etiquette, which include, but are not limited to, being polite and using appropriate language. Students may not engage in social media on school computers/technology tools or visit sites without the permission of school staff. Parents should be aware that almost all social media sites recommend or expect account holders to be older than 13-16 years of age.

ACCIDENTS AND INJURIES

In the event that your child has an accident or becomes ill at school, first aid will be administered by a staff member. In the event of a serious medical emergency, it is important that you have provided our school with accurate and adequate information in your child's emergency contacts so there will be no difficulty or delay in reaching you or another adult as specified by you. Those adults you select to respond to our school in the event that you cannot be reached should always bring photo identification with them. In the event that you or your designated adults cannot be reached, school administration will make the necessary decisions to render aid to your child, including but not limited to contacting the school nurse, paramedics, and/or transporting your child to the hospital via ambulance. Children who are ill or injured will not be released to walk home.

ANIMALS

Animals, other than those brought specifically for teacher approved class purposes or possess the necessary credentials to serve as service dogs are prohibited on school grounds. If for class purposes, children must have their teacher's written permission before bringing pets to school and parents must submit a Pet Waiver to the office for approval at least 48 hours in advance of bringing the animal. Any animals, reptiles, or insects brought to school must be properly housed and transported to school by parents. Animals are not permitted on school buses. If parents wish to bring a pet when dropping off or picking up their student, they may do so at the park. By preventing animals on

school grounds, we greatly reduce the risk of harm to students, adults, and other animals. Any animal found on school grounds during school session (includes drop off and pick up) is subject to impoundment by Animal Control.

APPOINTMENTS

We urge families to schedule medical and other appointments on non-school days, afternoons, or after release on compact or minimum days. If it is necessary for students to leave school before dismissal, parents must sign their child out from the main office. If the parent or adult is unknown to office staff, photo identification will be required. If a child returns to school following an appointment, they must check in at the office to be readmitted to class.

ARRIVAL TIME

Playground supervision begins at 7:50 am. Students should not arrive at school prior to 7:45 am unless they are participating in a pre approved supervised activity or the school breakfast program which begins at 7:30 am. When arriving to school at 7:45 am or earlier, students should go directly to the cafeteria (MPR) and wait there until released at the 7:50 am bell.

Kindergarten students may enter campus through the Kinder gate just south of the office where Kinder teachers will greet them. Once they enter the gate, Kinder students may hang up their backpacks and enjoy the supervised Kinder playground until the start of school at 8:00am.

Students in grades 1-3 may enter the main gates to campus beginning at 7:50, hang their belongings on the hooks outside their classroom, and immediately go to the supervised primary playground (south playground area), until the 8:00 bell. Students must stay in this designated area as there is no supervision in the hallways near classrooms.

Students in grades 4-5 may enter the main gates to campus beginning at 7:50, hang their belongings on the hooks outside their classroom, and immediately go to the supervised upper grade playground (north playground area), until the 8:00 bell. Students must stay in this designated area as there is no supervision in the hallways near classrooms.

ATTENDANCE

State law requires students to be in school unless they are ill. Please do not send your child to school with a fever. On the day of the absence, please call the school at (909) 971-8209 to report the absence. You may also visit our webpage at <http://om.bonita.k12.ca.us> to report an absence. We are available to assist children and their families with ensuring students have positive attendance and welcome you to contact us if you are in need of any

support. Be aware that California compulsory education laws require schools to monitor and report excessive absenteeism. When children approach ten or more absences and/or tardies within a school year, notifications in the form of letters and/or phone calls will be made following the Student Attendance Review Team (SART) process. If attendance continues to not improve, students will be referred to the Student Attendance Review Board (SARB). SARB conducts legal hearings and has the authority to refer students and parents to outside agencies. We encourage you to contact our school at any time to review your child's attendance records so as to avoid these monitoring processes. There is a strong correlation between attendance and academic achievement, therefore, our goal is to have students present each day. When it is necessary that a student be absent, please notify us by phone, website, or written note. If a phone call or website notification has not been made on the day of absence, your child must have a written note the day they return to school. The note must include the child's name, teacher's name, date of absence(s), the reason, and signed by the parent. The State of California uses "positive attendance", which means that any absence other than illness, medical appointment, or bereavement is unexcused.

BEHAVIOR PLAN

At Oak Mesa we are a team working together to make behavior management rules consistent, well known, and understood by everyone. All students know the rules and they are enforced in a kind and fair manner, by Oak Mesa personnel. Each teacher has an established set of classroom rewards and consequences to ensure learning time is not interrupted. Should a student not respond to classroom consequence, or behavior has become detrimental to the learning environment, or the safety of others, children may be referred to the office. When referred, administration follows a progressive discipline plan.

General Rules

Oak Mesa Students will always:

- Treat one another with respect, with kindness, and how you would like to be treated.
- Follow instructions given by Oak Mesa staff.
- Keep their hands and feet to themselves to ensure safety.

Additionally, teachers have developed their own classroom rules based on these overall school rules.

Behavior Expectations

- Oak Mesa Students will always:
- Keep their hands, feet, and objects to themselves
- Use appropriate language
- Follow all adult directions the first time they are given
- Treat others how they would like to be treated

- When traveling as a class, students are to remain in a quiet straight line
- Students are to walk in the hallways
- During recess, students are to remain in their designated play areas
- Students are to treat one another with respect
- Playground games are to be played according to PE rules
- Rocks are to remain on the ground
- At the sound of the “freeze bell”, students must stop playing, freeze and listen to adult directions.
- Students must leave the sand area and immediately freeze
- Students must stay in place along with playground equipment until the whistle is blown
- At the sound of the whistle, students whose recess is over must immediately line up with their class. When dismissed to line up, students are no longer to play with playground equipment

Proud Owl Tickets

Students demonstrating positive behavior may receive Proud Owl Tickets. Five tickets earn students their choice of a prize in the office. Students are encouraged to “make good choices” at school. How do you receive a Proud Owl Ticket? All staff members may award students with Proud Owl Tickets for making good choices at school, going above and beyond what is expected, and standing out by doing kind things for others.

Behavioral Consequences

- Students exhibiting inappropriate behavior are counseled by the teacher or other staff member. If counseling is ineffective, parents will be notified.
- Continued poor choices from a student will result in a student being seen by the principal.
- If behavior is deemed severe by school staff, a principal visit may be warranted on a first offense.
- A discipline record is kept in the principal’s office that includes all students sent in for disciplinary action/counsel.
- Possible consequences for students may include:
 - ❖ Counseling
 - ❖ Loss of privileges/activities
 - ❖ After School Detention
 - ❖ Parent Conference
 - ❖ Suspension

BICYCLES, SKATEBOARDS, SCOOTERS, ROLLER BLADES, SKATE SHOES

- Bicycle helmets are mandatory for upper grade students (Grades 3-5) when riding their bikes to and from school.
- Students are to park their bike on the upper grade playground in the designated area. This is an unsupervised area and the school does not assume responsibility for bicycles on the school premises.
- All bikes must be locked while at school and need to be properly licensed.
- All bikes must be walked when on any section of the school grounds.
- Skateboards, roller blades, scooters and skate shoes, are not allowed on the school grounds at any time.

BULLYING

Bullying is a form of harassment that will not be tolerated at Oak Mesa Elementary School. Students and parents are encouraged to inform a teacher or the Principal if they witness bullying so that the incident can be investigated and handled appropriately. Important information on bullying is available on our school website, <http://om.bonita.k12.ca.us>. Once on the school website, go to Parent Information/Bullying.

BUSES

Families who wish to use school bus transportation should visit the Bonita Unified School District website for more information on bus fees, passes, and schedules. Riding the bus is a privilege. Students are expected to adhere to all school rules when riding the bus. Students who violate the rules may be issued a citation from the bus driver. If a student receives a bus citation, the privilege may be removed. Serious violations may also result in disciplinary measures. The following procedures will ensure your child's safety: 1) All school rules are in effect at the bus stops and on the bus. Children who fail to follow these rules will receive a bus citation and school consequences. 2) Children may not bring friends with them on the bus unless they are a regular bus rider who possesses a valid bus pass and is assigned that route.

Bus Expectations

Student Expectation at the bus stop:

- Arrive at least 5 minutes before the schedules departure time
- Line up in an orderly manner as the bus approaches
- Wait until the bus has come to a complete stop and the driver has opened the door before approaching and boarding the bus
- Go directly home after the bus drops you off at the end of the day

On the bus:

- Be courteous and follow all directions
- Sit where the driver directs and remain seated at all times, facing forward
- Keep all body parts inside the bus
- No food, drink, animals, reptiles, or insects are allowed on the bus. Lunches must be in a closed sack or container
- Do not throw objects inside or outside the bus
- Exit the bus at the direction of the driver

CLASS PARTIES

Student celebrations such as, but limited to, birthdays, holidays, academic achievement, etc. must be cleared by the classroom teacher ahead of time. If families wish to bring food or other items into the classroom for such events, they must be cleared by the classroom teacher ahead of time. If the teacher permits such items, they can be delivered to the front office who will then notify the teacher for pickup.

CLOSED CAMPUS

Oak Mesa Elementary School is a closed campus. Once a student arrives at school, he or she may not leave without being checked out through the main office. All visitors are required to check-in through the main office using our Raptor System. Be prepared to show your ID at your initial visit.

CONTACTING YOUR CHILD DURING SCHOOL HOURS

Please take the time each day before your child leaves for school or the night before to inform them of after school arrangements. We are unable to interrupt classroom instruction for these common occurrences. Please also be sure that you have provided your children with everything they need for the school day before you drop them off such as lunch, money, and jacket. Should you need to deliver anything to your child once school has started, you may leave it in the front office.

DANGEROUS AND NUISANCE OBJECTS

Gag toys (such as shocking devices), laser devices, bullets, toy guns of any kind, guns, and knives of any kind are considered dangerous objects and are strictly prohibited. Possession and/or use of such items may lead to suspension and/or a recommendation for expulsion. Nuisance objects such as fidget toys, trading cards (such as Pokemon cards) are also prohibited.

DISMISSAL FROM SCHOOL

- Students will be dismissed by their teacher at the end of their school day. Once dismissed, students are to go directly to the bus stop, Kids Club, or to the grass area near the electronic marquee to be picked up by their parent/guardian (with exception of Kindergarten students – see below).
- Kindergarten students will be released to their parents/guardians at the Kinder gate just south of the office by Kindergarten teachers
 - Grades 1-3 will be walked to the flagpole area by their classroom teacher
 - Grades 4-5 will be walked to the main gate by their classroom teacher
- Parents/guardians who wish to meet their student near the flagpole are asked to keep a clear distance from the gate area so that teachers are able to walk their students to their designated locations, in a safe manner. Congesting the gated area interferes with teachers being able to keep an eye on their students and can be overwhelming to other classmates.
- Students are not to cross any parking lot or driveway areas without an adult
- Students are not to go to the City field or play area immediately north of school, without a parent
- Family members, guardians, or other individuals, must be on the emergency card for students to be picked up through the office. Please contact the office if any changes occur throughout the year.
- Bike riders must walk their bikes on the sidewalk

DRESS CODE

One way students and parents can help support Oak Mesa's mission statement is to be sure that their student comes to school dressed appropriately so they and others can focus on daily instruction. By adhering to Oak Mesa's and the Bonita Unified School District's dress code policy, students will help promote an environment of respect. Below are a few guidelines of what is encouraged as well as what is prohibited:

At Oak Mesa, students are encouraged to:

- Wear school colors (blue and maroon)
- Wear Oak Mesa T-shirts, school polo shirts, or school sweatshirts (* Shirts may be purchased through Oak Mesa PTA, online, as well as Back-to-School Night)
- Listen to announcements throughout the year (by Student Council) Especially, for those special dress days to show school spirit

The following items are prohibited, as outlined in the Bonita Unified School District's Dress Code Policy:

- Oversized jewelry

- Body tattoos (including temporary tattoos)
- Hair that is dyed an unnatural color
- Mohawk hairstyles
- Open-toe shoes and flip flops
- Clothing with inappropriate language
- Clothing with inappropriate statements and/or advertisements
- Tank tops with less than 1” shoulder straps
- (A complete list of prohibited dress can be found below)

Bonita Unified School District Dress and Grooming Guidelines

The Board of Education subscribes to the philosophy that students will be provided with a quality education in a safe, secure environment. The Board believes that school dress also significantly influences behavior. Further, student appearance should be neat, acceptable, and in keeping with the activities at the particular school, while at school, or any school activity.

The basic responsibility for the grooming and dress of the student rests with the parent. The school must assume that parents have furnished guidance to the students in this manner. However, school personnel cannot avoid responsibility for making judgments regarding the appropriateness of dress and grooming in the school setting when health and safety factors are involved.

The principal at each school in the District, or the designated representative, is hereby authorized and directed to send home a student or require parents/guardians to provide a change of clothing for any student who has failed to prepare properly for school as set forth in this policy. Students who persist in violating the following general standards may be suspended in accordance with the law.

Standards for all students include:

- All students are to give proper attention to personal cleanliness, modesty, and safety in dress and grooming.
- Clothing is to be neat, safe, clean, and non-distractive to the learning environment.
- No student is permitted to attend school if their appearance is disruptive to the operation and administration of the educational process.
- Certain types of clothing that have the potential to cause disruption of school activities will be prohibited.
 - A. The Board believes that students should have a meaningful degree of personal freedom and should also accept reasonable limits and regulations consistent with a school’s responsibility to provide opportunities for full and beneficial educational programs.
 - B. As an essential element of its function, a school should promote tolerance for a wide range of people and ideas, including, where appropriate, an understanding of the actions and appearance of those students who do not disruptively or

inappropriately exercise their right and need to be individuals.

- c. The District recognizes that student appearance is important to the student, to their institution, and to their community because of its dynamic, communicative nature. Standards should be established which are generally accepted by the larger community as modest, clean, and in vogue. Student safety must always be the foremost concern and the predominant criterion for the acceptability of student dress.
- D. Clothing or articles of clothing or jewelry which may provoke others to acts of violence or be used as weapons, including but not limited to professional sports team attire, gloves, any type of headwear, shoestrings, wristbands, belts, belt buckles, chains, and any other gang identified items are prohibited.
- E. Clothing and jewelry shall be free of writing, pictures, and any other insignia or indications which are profane, obscene, sexually suggestive, or which advocate racial, ethnic or religious prejudice, tagging, gambling, violence, the use of drugs or alcohol or any other illegal activity.
- F. Only unaltered school-affiliated headwear or medically/religiously required hats, as approved by the principal are allowed.
- G. Shoes must be worn at all times. Thongs, backless sandals, and gang related boots are prohibited.
- H. Oversized clothing, including oversized white t-shirts or baggy pants is prohibited. Pants/shorts must fit at the waist without requiring alteration. Shorts to the knee or longer worn with white socks or bib overalls (straps buckled at all times) are prohibited.
- I. Gang associated red or blue belts, jackets, bandanas, or dark glasses that are not medically prescribed are prohibited.
- J. Clothing shall be sufficient to conceal undergarments and shoulders at all times. See-through or fishnet fabrics, halter tops, muscle shirts, tank tops, tube tops, spaghetti strapped clothing, off the shoulder or low cut tops and bare midriffs are prohibited.
- K. Other inappropriate clothing or accessories, including body marking or piercing, determined by the school administration to be a deterrent to safety or to detract from the educational process, are prohibited.
 - 1. All students must conform to the *Dress for Success* policy (Policy 5441) expectations unless given a waiver by the site administrator.
 - 2. The Board accepts the obligation to enforce reasonable standards based, in part, on the declaration of the California Administrative Code which provides, "A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare himself for the school room before entering."

Nothing in this policy is to exclude provisions for reasonable and necessary dress and grooming regulations for special classroom or extra-curricular activities. The principal of

each school shall be responsible for the supervision of the enforcement dress and grooming regulations in accordance with adopted standards and within the limitations of the guidelines of district regulations.

Legal reference: 35183
49066

California Administrative Code Title 5,
Section 302 12

Students who do not adhere to the dress code will receive the following consequences:

- 1st Offense: Warning to wear correct attire and change attire if necessary.
- 2nd Offense: Change clothes and parent contact will be made.
- 3rd Offense: Lunch detention and a parent conference.
- 4th Offense: May lead to further disciplinary action.

DROP OFF AND PICK UP

- Please do not use the parking spaces in the covered area marked for “Staff.”
- Please do not use the spaces marked for “Handicapped” unless you have a visible, required placard and/or license plate to park in those spaces.
- Do not park and exit your vehicle along the yellow curb.
- DO NOT LEAVE YOUR CAR UNATTENDED at the drop off or pick up area!
- Please remain in your vehicle to drop off or pick up your student.
- Only drop off or pick up your student in the designated location along the staff parking lot marked by the yellow curb.
- Please be diligent when dropping off or picking up your student, to help the line of vehicles move along.
- There are parking spaces by the City baseball field, near the Oak Mesa Park, north of the staff parking lot if you desire to park and drop off or pick up your student.
- For student safety, do not drop off or pick up your student along Wheeler Ave, the bus stop, or any other location on campus where the curb is marked in red. Doing so may result in a ticket issued by the La Verne Police Department.
- Students must be picked up after school within 10 minutes of their release time. Late pick up may negatively affect students’ attendance and may result in a SART/SARB contract (Student Attendance Review Team/Student Attendance Review Board)

ELECTRONIC DEVICES

For parents who wish to have their student bring a cell phone, iwatch, or other electronic devices to school, the following District policy must be adhered to. That is, any electronic

device capable of making an audio or video recording, sending or receiving messages, making or receiving phone calls, or listening in on the environment in which the device is located, must be turned off and kept out of view when the student is on school grounds during the school day or while participating in a school sponsored activity. It is critical for parents to have a conversation with their student about this policy before such an electronic device is brought to school. Furthermore, a violation of this policy will result in the electronic device being confiscated and given back to the parent at the front office following possible student consequences. The school and District are not responsible for lost, stolen, or damaged devices.

EMERGENCY CONTACTS

It is important to keep emergency contacts updated in case of an emergency or disaster. Should changes to the information of any contacts occur throughout the year, please notify the office. All changes to emergency contacts must be made in person. Persons listed in the emergency contacts are required to show photo identification when checking out students. Photo identification must be an official, unexpired form of identification, and the name on the identification must match the name of the person listed on the emergency card. Make sure the school is provided with a copy of the most recent court restraining orders so that we can help keep your child safe.

EMERGENCY PROCEDURES

Emergency Information

- It is extremely important that all information you provide is accurate and up-to-date.
- At the beginning of school, all families will receive information on the INFOSNAP system. Please follow the directions; this system is very important.
- If any information changes (phone numbers, addresses, names, etc.), please notify the school office secretary.
- This information is confidential and necessary so that we can contact you in the event of an emergency.
- Anyone picking up a student from the school must be on that student's emergency information contact list.
- I.D. may also be requested.

Emergency Pick Up

In the event of an emergency, when you must pick up your child, it is essential that you follow these steps:

- Parents report to the gated upper grade playground north of the MPR
- Parents will fill out a Reunification Form, hand it to staff and report to the

upper grade west gate where their child will be brought.

- Students will be wearing an identification badge around their neck
- Once parents are reunited with their student at the west gate, they may leave with their child.

These steps are critical to ensure the safety and accountability of each of our students. [To learn more about our disaster procedures, click here.](#)

EXPULSION

California Education Code 48915

A student is subject to expulsion for any of the following acts:

- (A1-A) Causing serious physical injury to another person, except in self-defense.
- (A1-B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (A1-C) Unlawful possession of any controlled substance.
- (A1-D) Robbery or extortion.
- (A1-E) Assault or battery upon any school employee.
- (C1) Possessing, selling, or otherwise furnishing a firearm.
- (C2) Brandishing a knife at another person.
- (C3) Unlawfully selling a controlled substance.
- (C4) Committing or attempting to commit sexual assault or sexual battery.
- (C5) Possession of an explosive.

FIELD TRIPS

Field trips are funded through the hard work and dedication of our PTA and through parent donations and fundraisers. Students are provided with off campus educational experiences that relate to the curriculum being taught. Teachers will organize chaperones and provide chaperone guidelines. Students are expected to conduct themselves during such field trips, following school rules.

FIFTH GRADE ACTIVITIES

During the school year, fifth grade students participate in a number of activities, including Science Camp and the fifth grade party. Participation in these activities is based on the completion of assigned work and good behavior. Students who have not completed the assigned work, received three or more behavior referrals, or have been suspended from school may lose their privilege of attending these activities. Parents will be informed in advance should a child be in danger of losing the privilege.

HOMEWORK POLICY

Administrative Regulations: Meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Students and parents can expect that the intent of assigned homework is to support

classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

Oak Mesa understands the importance of balance between academics, family life, and student needs. Therefore, homework assignments shall be reasonable in length and appropriate to the student's grade level. Students and parents can expect that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers will assign homework only as necessary to fulfill academic goals and reinforce current instruction.

The total amount of homework, not including independent reading (see below for details), is based on the following recommended guidelines:

- Kindergarten should be assigned homework no more than four times per week, requiring an average time of ten (10) minutes each night to complete
- First grade should be assigned homework no more than four times per week, requiring an average time of ten (10) to fifteen (15) minutes each night to complete
- Second grade should be assigned homework no more than four times per week, requiring an average time of twenty (20) minutes each night to complete
- Third grade should be assigned homework no more than four times per week, requiring an average time of thirty (30) minutes each night to complete
- Fourth grade should be assigned homework no more than four times per week, requiring an average time of forty (40) minutes each night to complete
- Fifth grade should be assigned homework no more than four times per week, requiring an average time of fifty (50) minutes each night to complete

Makeup Work:

Students who miss school work due to excused absences, will be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests will be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence(s). Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

Reading:

In addition to regular homework, students are expected to read outside of school daily. Students are to be given the opportunity to self-select reading materials at their independent reading levels. Below are suggested guidelines for accomplishing this goal:

For grades K-3: 80-120 minutes per week

For grades 4-5: 120-150 minutes per week

INDEPENDENT STUDY

Independent study is considered to be an educational alternative. Parents who wish for their child to be placed on independent study can inquire about a contract at Oak Mesa's front office. Independent Study is for absences of three days or more (with a maximum accumulation of 14 days of independent study within one school year) and must be approved by the Principal before a contract is in place. Requests for independent study and completion of the pre-approved independent study contract must be submitted to the front office no later than 2 weeks before the first day of absence. In order to fulfill the contract, all assignments are due to the teacher on the day of return from independent study. ADA credit earned will depend on assignments completed.

KIDS CLUB

- The Kids Club phone number is (909) 971-8369
- The Kids Club is located in Room 22 and open daily from 6:30 a.m. to 6:00 p.m. (except when students are in class).
- The Kids Club is open for all compact, minimum, and student free days, as well as a portion of our winter and Spring breaks. (Summer programs are available at selected sites).

LIBRARY POLICY

If a library book or textbook is lost or damaged, a bill will be issued for replacement. Students will not be allowed to check out books again until payment is made. Visiting the library and borrowing books teaches responsibility as well as being fun and educational.

LOST and FOUND

- Please remind your child to bring their sweaters, jackets, lunch pails, etc...home on a daily basis. Should you notice missing items, please stop by and check the LOST and FOUND cart by the office. (Reminders will periodically be sent through email).
- Please use a permanent marker to write your child's name on their clothing, lunch box/sack lunch, etc... Items left behind will be donated to charity.

LUNCH DROP OFF

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- Parents who wish to drop off lunch for their child may do so at the front office.
 - All lunches brought after school has begun, will be placed on the lunch cart in the office and delivered to the MPR by their designated lunch time. Please be sure your child knows ahead of time that their lunch will be on the cart.
 - Parents should remind their student to not share their lunch with other students (see section “Lunch Sharing” below)
 - Due to so many popular lunch boxes, please write your child’s name on their lunch box or paper bag.

LUNCH PURCHASE

Currently, the Federal government continues to fund breakfast and lunch for all students. At the start of each school day, teachers take a count of the number of students who desire a free lunch for the day. Those who indicate their desire for a school lunch will be sent to the cafeteria to receive their lunch. This process is followed each school day.

LUNCH SHARING

Due to student food allergies, diet restrictions, and other reasons, students are not to share their food with other students. Whether food is brought, dropped off, or provided from the cafeteria, students should not be providing other students with food.

MEDICAL

- No medication of any kind may be carried by a student at any time. This includes cough drops, aspirin, medicated lip balm, etc.
- If your child has special health concerns, please inform the classroom teacher, health clerk/nurse, and school secretary so we can be of assistance.
- When a student is taking prescribed medication during school hours, the medication must be checked into the health office and dispensed by office personnel.
- A parent’s release form and physician’s statement must be signed and on file for any medications. (Download the form on the school website).
- Whenever a student has a contagious disease or has a broken/sprained limb requiring a sling or cast, the school nurse must be contacted before the student may return to class. A doctor’s note is required for a student to return to school activities.

Administration of Prescribed Medication for Students

Education Code Sections 49423 and 49423.5 states:

“Any pupil who is required to take medication during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives,

(1) a written statement from a physician detailing the method, amount and time schedules by which such medication is to be taken and

(2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician’s statement.”

- Authorization forms are available at all school offices or on the school website.
- Both the medical form and medication are to be taken to the school office by the parent/guardian, not by the child. Students are not permitted to carry medication to or from school.

We suggest that you download the “Authorization for Medication of Child by School Personnel” form from the school website at <http://om.bonita.k12.ca.us>.

and give this form to your physician, so they have it in your child’s medical file when needed. We are sincerely interested in helping you and your child. If the need arises that your child requires medication during school hours or you have further questions, please phone the school office at **(909) 971-8209 Ext 4920**.

NOON SUPERVISORS

Noon supervisors provide supervision of the lunch lines and playground during student lunch periods. They are employees of the Bonita Unified School District and are a vital part of the Oak Mesa Elementary School staff. As such, they deserve the same respect that would be given any adult on campus.

OUTSIDE THE CLASSROOM

- When traveling as a class, students are to remain in a quiet straight line
- Students are to walk in the hallways
- During recess, students are to remain in their designated play areas
- Students are to treat one another with respect
- Playground games are to be played according to PE rules
- Rocks are to remain on the ground
- At the sound of the “freeze bell”, students must stop playing, freeze and listen to adult directions.
 - Students must leave the sand area and immediately freeze
 - Students must stay in place along with playground equipment until the whistle is blown
 - At the sound of the whistle, students whose recess is over must

immediately line up with their class. When dismissed to line up, students are no longer to play with playground equipment

PARENT CONFERENCES

Parent conferences provide an opportunity for teachers to explain a student's progress and provide parents and guardians the opportunity to ask questions regarding how to support their child's learning. As a reminder, custodial parents or guardians must be in attendance at the conference unless other arrangements have been made with the teacher or principal. Formal parent conferences are held twice a year with dates noted on the school calendar. The purpose of the conference is to inform parents how their child is progressing and what adjustments, if any, may need to be made for the remainder of the year. Parents may also contact teachers throughout the course of the year should they want to discuss student progress.

PARENT INVOLVEMENT OPPORTUNITIES

Parent Teacher Association (PTA)

- PTA is responsible for activities, fundraising and student programs that support our school and curriculum. If interested in volunteering, email PTAOME@gmail.com
- Join PTA for only \$8.75 a year.

School Site Council

- This committee is made up of Certificated and Classified staff, as well as parents/community members
- You can learn more about Site/District budgeting processes, District categorical programs and make decisions that impact the school
- Each member is voted onto the School Site Council by their peers every two years and is an advisor to the school site plan
- Anyone interested in attending these meetings are welcome

Classroom Volunteers

- Teachers appreciate and need parent volunteers.
- There are different ways to help in and out of the classroom ~ big and small!
- If you are interested in volunteering, please contact your child's teacher.
- Volunteers must show a copy of their TB Test (good for 4 yrs.) and Live Scan to the office, every year they volunteer. These copies are no longer kept on file.

Please call the school office secretary at (909)971-8209 Ext. 4900 or 4911 for questions.

PARKING

Parking is available along Wheeler Avenue and the parking lot nearest Oak Mesa Park. Visitors and guests are asked not to park in the spaces underneath the solar panels marked staff, with exception to spaces designated for handicap parking (must have a visible placard or license plate marked as handicap). In addition, please do not drop off, pick up, or park in the bus lane or any other curb painted red. When dropping off or picking up your child, please do so along the curb painted yellow for loading. Do not leave your vehicle while parked along the yellow curb. The La Verne Police Department has been asked to support our efforts with traffic control in order to keep our students safe. Violators are subject to tickets written by the La Verne Police Department.

PROMOTION CEREMONY

Fifth grade promotion ceremonies occur on the last day of the school year. This is a special time for students, parents, staff, and guests to celebrate student achievements, reflect on their time at Oak Mesa, and bid them farewell as they enter middle school. Students who have earned a GPA of 3.5 or higher in each grading period from fourth grade through the second trimester of fifth grade will receive the Presidential award and certificate. All other students will receive a silver certificate, indicating promotion to the sixth grade.

SELLING/TRADING ITEMS

In order to maintain school safety as well as limit the amount of school disruptions, students are to refrain from selling and/or trading items while on school grounds without prior permission from the school principal.

SUSPENSION POLICY

Suspension, Expulsion, and Involuntary Transfers

Below is a list of student offenses that may result in suspension, expulsion, or involuntary transfers under California Education Law (Ed. Code 48900)

SUSPENSION

California Education Code 48900

A student is subject to suspension or expulsion if he/she has:

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (3) Except as provided in Section 48910, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.
- (4) Except as provided in Section 48910, commencing July 1, 2024, a pupil enrolled in any of grades 9 to 12, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.
- (5) (A) A certificated or classified employee may refer a pupil to school administrators for appropriate and timely in-school interventions or supports from the list of other means of correction specified in subdivision (b) of Section 48900.5 for any of the acts enumerated in paragraph (1).
- (B) A school administrator shall, within five business days, document the actions taken pursuant to subparagraph (A) and place that documentation in the pupil's record to be available for access, to the extent permissible under state and federal law, pursuant to

Section 49069.7. The school administrator shall, by the end of the fifth business day, also inform the referring certificated or classified employee, verbally or in writing, what actions were taken and, if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim

suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) (1) A suspension or expulsion shall not be imposed against a pupil based solely on the fact that they are truant, tardy, or otherwise absent from school activities.

(2) It is the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

TARDY POLICY

A student is tardy if they enter the main gates after 8:00 am (grades K-5) and 8:15 am (TK). Being tardy disrupts the student's learning process. They also disrupt the learning of other children, making the teacher stop instruction in order to assist the late student. Any tardy over 30 minutes constitutes a truancy/unexcused absence. Attendance is part of the students permanent record. Such attendance may result in students unable to complete or participate in a morning lesson, unfavorable assessment score, and/or SART processes.

TRANSFER (INVOLUNTARY)

A student is subject to involuntary transfer to another school for any of the following acts:

1. Student in possession of or under the influence of drugs or alcohol
2. Student has accumulated 10 or more days of suspension within the school year
3. Other serious offenses at the discretion of the school principal