

# Oak Mesa Elementary 2016 - 2017

## Student Handbook



## Home of the Owls

**Oak Mesa Elementary School**  
5200 Wheeler La Verne, Ca. 91750

**Principal:** Steven Patterson  
**School Office Secretary:** Marleen Protich

**School Office Hours:** Monday-Friday 7:30 a.m. – 4:00 p.m.

**School Office:** (909) 971-8209 Ext: 4900/4911

**Attendance:** (909) 971-8209 Ext: 4912

**FAX:** (909) 971-8259

**Kids Club:** (909) 971- 8369

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# Oak Mesa Elementary School – Bell Schedule 2016-2017

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7:30 a.m.	Breakfast OR Early Drop-Off (MPR)	
7:50 a.m.	Playground Opens	
8:00 a.m.	School Begins	
8:06 a.m.	Tardy (Students must pick up a pink slip from the office)	
10:15 – 10:30 a.m.	Recess	
11:15 – 12:00 a.m.	Kindergarten Lunch	(Begins, Monday, September 19th)
11:30 – 12:15 p.m.	1 <sup>st</sup> Grade Lunch	
11:40 – 12:25 p.m.	2 <sup>nd</sup> Grade Lunch	
11:50 – 12:35 p.m.	3 <sup>rd</sup> Grade Lunch	
12:05 – 12:50 p.m.	4 <sup>th</sup> and 5 <sup>th</sup> Grade Lunch	
1:00 p.m.	Compact Day Dismissal	(Every Monday)
1:10 p.m.	Kindergarten Dismissal	(Begins Tuesday, September 20th)
2:05 p.m.	Primary Grade Dismissal	(1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )
2:05 p.m.	Kindergarten Dismissal	(Begins Tuesday, March 28 <sup>th</sup> )
2:50 p.m.	Upper Grade Dismissal	(4 <sup>th</sup> and 5 <sup>th</sup> )

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## Monday Holidays

September 5, 2016  
January 16, 2017  
February 13, 2017  
February 20, 2017  
May 29, 2017

## Friday Compact Days

September 9, 2016  
January 20, 2017  
February 17, 2017  
February 24, 2017  
June 2, 2017

## Other Events

August 25	Back-to-School Night
October 5 - 7	Parent Conferences - Minimum Day Dismissal 12:25
October 7	Student Free (No School)
November 11	Holiday (No School)
November 21 – 25	Thanksgiving Break
December 23	Minimum Day Dismissal 12:25
December 26 – January 6	Winter Break
March 7 – 9	Parent Conferences - Minimum Day Dismissal 12:25
March 10	Student Free (No School)
April 3 – 7	Spring Break
March 30	Open House
June 8	Last Day of School - Minimum Dismissal 12:25

# Dress Code

All students are expected to follow the district dress code and grooming guidelines. Students receiving approval to opt out of uniforms must still follow the district dress code and grooming guidelines.

## **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 sport's 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.
- L. All students must conform to the *Dress for Success* policy (Policy 5441) expectations unless given a waiver by the site administrator.
- M. 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

# Oak Mesa School Policies

## 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.

## Lunch

Purchasing Lunches in the school office reduces the possibility of money being lost or misplaced.

- Lunch prices: \$2.75 Full Pay
- The cost is only deducted on the days your child chooses to buy; it does not have to be 10 consecutive days.
- Checks should be made payable to Bonita Unified School District (BUSD) and turned into the school office. Meals are purchased in any dollar amount.
- Pupils bringing their lunches may purchase milk for \$.50 on a daily basis.

# Oak Mesa School 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 the learning environment or the safety of others, children may be referred to the office. When referred, administration follows a progressive discipline plan.

## **Behavior Expectations**

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

## **Discipline Plan Agreement**

Every student and parent is required to sign the Oak Mesa Discipline Agreement. This ensures that everyone is aware of the behavioral expectations and consequences. Make sure to read this document carefully with your child.

## **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, and if the behavior continues, they are seen by the principal.
- 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 recess
  - ❖ Loss of privileges
  - ❖ Detention
  - ❖ Parent Conference
  - ❖ Suspension



**BONITA UNIFIED SCHOOL DISTRICT  
STUDENT STATEMENT OF UNDERSTANDING / DISCIPLINE AGREEMENT**

**SUSPENSION**

**California Education Code 48900: A student is subject to suspension or expulsion if he/she has:**

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a2) 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.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, 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) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine 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.
- (k) 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.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose 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.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
- (t) Aided or abetted in the infliction or attempted infliction of physical injury to another person.
- (.2) Committed sexual harassment.
- (.3) Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
- (.4) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils.
- (.7) Made terroristic threats against school officials or school property, or both.

**INVOLUNTARY TRANSFER**

**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

**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.



# Oak Mesa General School Information

At Oak Mesa we are here to assist you. Please do not hesitate to call us at (909) 971-8209.

## Attendance

Tardiness, Absences, and Illness:

- School begins at 8:00 a.m. every morning for all students K-5.
- Tardy bell rings at 8:06 a.m.
- Please call the school office number (909) 971-8209, ext.4912, when your child will be absent. Absences may also be submitted via the school website ([om.bonita.k12.ca.us](http://om.bonita.k12.ca.us))
  - ❖ **When calling please give: date of absence, child's first and last name, teacher's name, grade, and reason for the absence.**
- Frequent tardiness or absences will result in attendance letters, calls, and referrals to School Attendance Review Boards.
- If you know an absence will occur in advance, please call.
- If you are unable to call, please have your child bring a note signed by a parent/guardian on the day your child returns to school.

When your child needs to be home:

- Children should not be sent to school when they are not feeling well with a fever, or when they have a contagious illness.
- If a pupil becomes ill or injured at school, you will be called to pick him/her up.

## Kids Club

- The Kids Club phone number is (909) 971-8369.
- The Kids Club Program Center is located in Room 22.
- The center is open daily from 6:30 a.m. to 6:00 p.m. except when all students are in class.
- The center is open for all minimum and pupil free days, as well as, a portion of our winter and spring breaks.
- A summer program is also available at selected sites.

## Transportation

Parents need to make arrangements to have their child/children at school by 8:00a.m. each day.

Bicycles and other:

- 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.
- 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 to be used on school property at any time.

## LOST and FOUND Items

- Please mark with a permanent marker your child's clothing, lunch box/sack lunch, etc... Should you notice missing items, please stop by and check in the LOST and FOUND Cart.

## **Health and Medication**

- 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 web site)
- 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.

When your child needs to be home:

- Children should not be sent to school when they are not feeling well with a fever, or when they have a contagious illness.
- If a pupil becomes ill or injured at school, you will be called to pick him/her up.

## **Administration of Prescribed Medication for Students**

Education Code Sections 49423 and 49423.5 state that, "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 web site.
- 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 give the "Authorization for Medication of Child by School Personnel" form to your physician so he/she will 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 the school day or you have further questions, please phone the school office at **909 971-8209**. Download the Authorization for Medication of Child by School Personnel form from the school website at [om.bonita.k12.ca.us](http://om.bonita.k12.ca.us).

# **Parent Involvement Opportunities**

## **Parent Teacher Association (PTA)**

- Your help is needed in classrooms and during school events! Call the school office secretary at (909) 971-8209, ext. 4900 or 4911.
- Join PTA for only \$8.75 a year.
- PTA is responsible for activities, fund raising and student programs that support our school and curriculum.
- Meeting dates and times may vary. Watch the HOOTLINE for posted meetings and times.

## **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 Council by their peers every two years and is an advisor to the site plan.
- Anyone interested in attending these meetings are welcome.

## **Classroom Volunteers**

- Teachers appreciate and need parent help.
- 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 have a current TB Test and Live Scan on file. Please contact the school office for further information.

# Emergency Procedures

## Emergency Information

- It is extremely important that the information you provide is accurate and up-to-date.
- 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.