

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

Parent and Student Handbook
2020-2021

School Mascot:	Ollie the Owl	School Principal:	Mr. Steven Patterson
School Colors:	Blue and Maroon	School Secretary:	Mrs. Kim Saavedra
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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.

TABLE OF CONTENTS

Principal's Message	2	Noon Supervisors	20
School Hours, Teachers	4	Outside the Classroom	20
School Calendar	5	Parent Conferences	21
Acceptable Use of Computers	6	Parent Involvement Opportunities	21
Accidents and Injuries	6	Parking	22
Animals	6	Suspension Policy	22
Appointments	7	Tardy Policy	23
Arrival Time	7	Transfer (Involuntary)	23
Attendance	7		
Behavior Plan	8		
Bicycles, Skateboards, Scooters	10		
Bullying	10		
Buses	10		
Closed Campus	11		
Contacting Your Child During School	11		
Dangerous and Nuisance Objects	11		
Dismissal From School	11		
Dress Code	12		
Drop Off and Pick Up	15		
Emergency Contacts	15		
Emergency Procedures/Plan	15		
Expulsion	16		
Field Trips	16		
Fifth Grade Activities	16		
Homework Policy	17		
Independent Study	18		
Kids Club	18		
Library Policy	18		
Lost and Found	18		
Lunch Drop Off	19		
Lunch Purchase	19		
Medical	19		



A Message From Mr. Patterson, 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 and 2020. 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 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 Science, Chess Masters, Young Rembrandts art classes, and G.A.T.E. activities. 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 both individually and in small groups. 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 are equipped with 1:1 Chromebooks, while the district furnishes each classroom with a teacher computer, overhead projector, document camera, and Smartboard. 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 welcome all to join our family.

Oak Mesa Elementary School Hours

Information in red font highlight changes due to the COVID 19 pandemic

Office Hours: 8:00 am - 12:00 pm

School Hours: Kindergarten: 8:00 am - 11:00 am

Grades 1 - 5: 8:00 am - 1:30 pm

* Compact Days are every Wednesday during the pandemic with school occurring for Kindergarten through fifth grade from 8:00 am - 10:30 am.

Minimum day release time is 12:25. Please refer to our school calendar for a list of these days.

Teachers

Kindergarten		3rd Grade	
Tina Bangar/Lisa Boyd	Room 1	Courtney Boyle	Room 12
Mary Fabela	Room 2	Adell Cooper	Room 11
Amanda Francis	Room 4	Brandi Frymer	Room 13
Robin Ryser	Room 6	Jean Marston	Room 14
1st Grade		4th Grade	
Ronalea Freeth	Room 3	Cameron Edwards	Room 19
Ally Patton	Room 23	Sheri Moore	Room 18
Sharon Piras	Room 24	Denae McKibben	Room 17
Lisa Young/Harriet Arreguin	Room 5		
2nd Grade		5th Grade	
Sue Garcia	Room 8	Sarah Hernholm	Room 20
Jennifer Logan/Nicole Falk	Room 10	Angie Jarvis/Audrey Shendrick	Room 16
Eilean Plumley	Room 9	Maricar Leahy	Room 15
Cynthia Woods	Room 7		
Specialized Education		Physical Education	
Diana Nairouz	Room 21	Erik LeVay/Caity Fortugno	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 2020-2021 school year. **Please note that the dates of some school events are pending due to the COVID 19 pandemic.**

August 26, 2020	School Begins
August 25, 2020	Back-to-School Night - Virtual Meetings with Teachers <ul style="list-style-type: none"> ● Grades 3, 4, 5 Classes Open (5:30 - 6:15) ● Grades K, 1, 2 Classes Open (6:30 - 7:15)
September 7, 2020	No School - Labor Day
Sept 30-Oct 2	Parent Conferences (Minimum Day Schedule Sept 30-Oct 1; No school October 2nd)
November 11, 2020	Veterans' Day - No school
November 23-27, 2020	Thanksgiving Break - No school
December 18, 2020	Minimum Day - 12:25 release
Dec. 21 - Jan. 1, 2021	Winter Break
January 18, 2021	No School - Martin Luther King Birthday
February 8, 2021	No School - President's Day
February 15, 2021	No School - President's Day
March 2-4, 2021	Minimum Days - Parent Conferences
March 22, 2021	Spring Pictures
March 29-April 2, 2021	Spring Break
April 19 - May 7, 2021	State Testing Grades 3, 4, & 5
TBD	Open House - Service Awards 6:00-6:30; Classes Open at 6:30 pm
May 31, 2021	Memorial Day - No school
June 10, 2021	Minimum Day - Last Day of School - 12:25 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 recess
 - ❖ 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 asked 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>.

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

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.
 - A. 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.
 - B. 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.

- C. Only unaltered school-affiliated headwear or medically/religiously required hats, as approved by the principal are allowed.
- D. Shoes must be worn at all times. Thongs, backless sandals, and gang related boots are prohibited.
- E. 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.
- F. Gang associated red or blue belts, jackets, bandanas, or dark glasses that are not medically prescribed are prohibited.
- G. 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.
- H. 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)

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 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 five days or longer 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

- 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.
- Due to so many popular lunch boxes, please write your child's name on their lunch box or paper bag.

LUNCH PURCHASE

Purchasing Lunches in the school office, or the District lunch website, reduces the possibility of money being lost or misplaced.

- Lunch prices ~ \$2.75 per day.
- The cost is only deducted on the days your child chooses to buy.
- Meals are purchased in any dollar amount.
- Checks should be made payable to Bonita Unified School District (BUSD) and turned into the school office.
- Children who bring their lunch may purchase milk for \$.50 on a daily basis.

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 provides 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 curbed 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 have 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.

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:

- (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.

TARDY POLICY

A student is tardy if they enter the line up or classroom after 8:05 am. 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 consequences for the student such as detention 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

