

Oak Mesa Elementary

Student Handbook



Home of the Owls
2012-2013

**Oak Mesa Elementary School
5200 Wheeler
La Verne, CA 91750
909 971-8209**

Principal: Mary Donielson
School Secretary: Marleen Protich

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

Attendance Hotline: (909) 971-8209, press #2
FAX: (909) 971-8259
Day Care: (909) 971- 8369

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Oak Mesa Elementary School

Bell Schedule 2012-2013

7:50 a.m.	Playground Opens	
8:00 a.m.	Warning Bell	
8:05 a.m.	School Begins	
10:15 – 10:30 a.m.	Recess	
11:15 – 12:00 a.m.	Kindergarten Lunch	(Begins September 17 th)
11:30 – 12:15 p.m.	1 st Grade Lunch	
11:40 – 12:25 p.m.	2 nd and 3 rd Grade Lunch	
12:05 – 12:50 p.m.	4 th and 5 th Grade Lunch	
1:00 p.m.	Compact Day Dismissal	(Every Monday)
1:10 p.m.	Kindergarten Dismissal	(Begins September 18 th)
2:05 p.m.	Primary Grade Dismissal	(1 st , 2 nd , 3 rd)
2:05 p.m.	Kindergarten Dismissal	(Begins March 26 th)
2:50 p.m.	Upper Grade Dismissal	(4 th and 5 th)



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:
- 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. This reduces the loss of money by children.
- 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 School, discipline problems are few. We are a team working together to make the 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.

Behavior Expectations

- Oak Mesa Students will always:
 - ❖ Treat one another with respect and kindness.
 - ❖ Follow instructions given by staff.
 - ❖ Keep their hands and feet to themselves to ensure safety.

Teachers, in turn, have developed their own classroom rules based on these overall school expectations.

Discipline Plan Agreement

As part of the registration packet, 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 be “caught being good above and beyond” 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

Suspension and Expulsion

We also understand that by law, Ed. Code 48900, the following offenses will result in suspension from school:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object.
- c. Possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage or intoxicant of any kind.
- d. Offered, arranged or negotiated to sell any controlled substance, an alcoholic beverage or intoxicant of any kind, sold, delivered or otherwise furnished to any 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, attempted to steal, or knowingly received stolen school property or private property.
- h. Possessed or used tobacco or any products containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Posses, offered, arranged or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possession of an imitation firearm.
- n. Attempted/committed a sexual assault or battery as defined by Penal Code.
- o. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness and/or retaliating against the pupil for being a witness.

Grades 4 – 12 only:

Committed sexual harassment (4 – 12)

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

Engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils.

Made terrorist threats against school officials or school property.

The principal must recommend a pupil's expulsion for any of the following acts:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive or other dangerous objects of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance, as defined in Section 11007 of the Health and Safety Code.
4. Robbery or extortion.
5. Assault or battery upon any school employee.

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

Tardies, Absences, and Illness:

- School begins at 8:05 a.m. every morning for all students K-5.
- Call to report any absence immediately. The hotline is (909) 971-8209, press 2. This number is only for absences and you may leave a message 24 hours a day. Absences may also be submitted via the school website (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 tardies 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 return with a note signed by a parent/guardian.

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 Day Care phone number is (909) 971-8369.
- The Day Care Program Center is located in Room 21/22.
- 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 transportation arrangements to have their child(ren) at school by 8:00 a.m. each day of school.

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/Personal Belongings

- Please identify with permanent ink all articles of clothing, lunch boxes, and sacks your child will be wearing/bringing to school.
- Should you notice anything missing, please stop by the office and check out the Lost and Found cart by the cafeteria.

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.

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.

Parent Involvement Opportunities

Parent Teacher Association (PTA)

- Your help is needed in classrooms and during school events! Call the school secretary at (909) 971-8209 to contact the PTA President.
- Join PTA for only \$6 a year.
- PTA is responsible for activities, fund raising and student programs that support our school and curriculum.
- Monthly meetings are held the first Thurs of each month at 6:30 p.m. in the cafeteria.
- Watch the Hootline for posted meetings.

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 may do so on the last Tuesday of each month at 3:00 p.m.

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 in a classroom, speak with your child's teacher.
- Volunteers must have a current TB Test on file at the district office. Please contact the school office for the volunteer form.

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.) you must notify the office.
- 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.