

# OAK RIDGE ELEMENTARY

## INFORMATIONAL HANDBOOK

**2017-2018**



**OAK RIDGE ELEMENTARY SCHOOL  
15452 VALLE VISTA DRIVE  
CHINO HILLS, CA 91709**



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**Chino Valley Unified School District**  
**5130 Riverside Drive.**  
**Chino, CA 91710**  
**(909) 628-1201**  
**Chino.k12.ca.us or cvusd.org**

**Board of Education**

Andrew Cruz  
Pamela Feix  
Irene Hernandez-Blair  
James Na  
Sylvia Orozco

*Members of the Board of Education  
can be contacted through the  
Superintendent's Office at  
extension 1100*

**Superintendent**  
Wayne Joseph

**Principal**  
Dr. Christine M. Hinkle

**Assistant Principal**  
Steve Buss

**School Mascot**  
Bobcat "Paws"

**School Colors**  
Maroon and Gray

## Principal's Message

Dear Oak Ridge Families,

I'm excited and proud to welcome you to Oak Ridge Elementary School. From the moment you step onto our campus, you will know that it is a special place for students and families. You can take pride that your child is attending a California Distinguished School and that our staff is eager and capable of providing your child with excellent programs of instruction in a rigorous and caring environment in which to grow. Together with our parents/partners in education, we have high expectations for our students in academics and citizenship.

We will continue to have student safety as a priority. I feel strongly about creating a safe and welcoming environment for students to learn and parents to support. **You are most welcomed on campus, and you are thanked in advanced for adhering to the visitor/volunteer sign-in procedure located in the front office, before entering the campus or going to a classroom.**

We recognize that a successful school experience is compounded by the shared responsibility between home and school. Parents are their child's first teacher and what parents do with their children at home has a powerful influence on their performance at school. Our goal is to work closely with our students and parents to ensure the best possible education to meet the needs of our diverse and talented students.

You will notice in our Media Center that we have our school motto "Bobcats POUNCE on the Future". These are the habits of mind we discuss and put in practice through the year that successful people exhibit. You will also see in the classrooms our vision and mission statements that were developed in the 2015-16 school year. As a staff, we want to ensure that our students are equipped with the skills and knowledge necessary to be college and career ready through instruction that emphasizes the 4C's: Communication, Collaboration, Critical Thinking, Creativity. The preparation starts now and we are ready for the challenge and hope you partner with us to make this happen.

We welcome you and anticipate another successful school year! I look forward to building and/or renewing relationships and inviting you as a partner in the education of your student. Please don't hesitate to contact me if I can be of assistance.

SchoolWires is our main avenue of communication. Please be sure you sign up to receive updates and important school information at <http://www.chino.k12.ca.us/oakridge>

Respectfully,

Christine M. Hinkle, Ed.D

# OAK RIDGE ELEMENTARY SCHOOL

## Vision Statement:

Oak Ridge cultivates globally minded citizens who will successfully embrace their education with 21<sup>st</sup> century skills in order to passionately impact their world.

## Mission Statement:

Oak Ridge Elementary's community of educators, parents, and students embrace a balanced and rigorous curriculum accessible to all learners. Our school will engage in meaningful learning through creativity, communication, collaboration, and critical thinking. Students will reach their fullest potential through perseverance and high expectations in a safe and nurturing environment.

### Oak Ridge Philosophy and Motto

Oak Ridge staff and community believe that all students can learn and each child brings with them talents and skills that make them unique. As we invest in our students' futures, we pledge to equip them with skills needed for college and career readiness through the following expectations:

Each student is expected to follow the Bobcat motto, "**Bobcats POUNCE on the Future**"

Persevere in problem solving  
Optimize resources  
Understand the world around us  
Navigate technology  
Communicate in complete sentences  
Explore options to make good decisions

- Each student accepts responsibility for their academic progress and learns skills to work through challenging tasks.
- Each student takes advantage of the resources Oak Ridge provides as well as other tools necessary to accomplish goals.
- Each student and the entire school community respect individual differences and values cultural diversity.
- Each student will learn to use technology to support them academically.
- Each student will speak in complete sentences when sharing and discussing during instruction.
- Each student will learn skills to make good decision through our social awareness curriculum "Second Step."

## Parent Teacher Association

Oak Ridge Elementary School has an outstanding PTA and strong parent involvement. One of the vital reasons for the school's success is the amount of parent involvement and support for school activities. The Oak Ridge PTA is the means for coordinating this involvement and support. The school staff and PTA work as a team to provide the best for the students with the active support of parents.

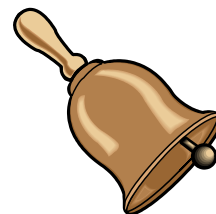
**Please consider volunteering for at least one event or program this year.**

The following are some of the programs and events that would not have been implemented without your support:

- Supplemental material funds for classrooms
- Field trips
- Assemblies
- Student recognition awards
- New laminator for student work
- Playground equipment
- Art PREP
- Book Fair
- Veteran's Day ceremony
- Promotion ceremony
- Field days
- Parent outreach

**Unfortunately, due to liability and an effort to decrease disruption in the classroom, we are unable to accommodate siblings during the school day.** Volunteers need to remember to sign-in at the office and wear a visitor's badge that is clearly visible, prior to going to the classrooms.

**BELL SCHEDULE  
OAK RIDGE ELEMENTARY SCHOOL  
2017 – 2018**



**KINDERGARTEN**

**REGULAR DAY SCHEDULE (M, T, W, TH, F)**

8:40 AM – 12:00 PM

**GRADES 1 – 3**

**REGULAR DAY SCHEDULE (M, T, W, F)**

8:40 AM	School Begins
10:15 AM – 10:28 AM	Recess
11:35 AM – 12:15 PM	1 <sup>st</sup> Gr. Lunch
11:45 AM – 12:25 PM	2 <sup>nd</sup> Gr. Lunch
11:55 PM – 12:35 PM	3 <sup>rd</sup> Gr. Lunch
2:00 PM -- 2:13 PM	Recess
3:20 PM	Dismissal

**GRADES 4 – 6**

**REGULAR DAY SCHEDULE (M, T, W, F)**

8:40 AM	School Begins
10:35 AM – 10:48 AM	Recess
12:20 PM – 1:00 PM	4 <sup>th</sup> Grade Lunch
12:35 PM – 1:15 PM	5 <sup>th</sup> Grade Lunch
12:35 PM – 1:15 PM	6 <sup>th</sup> Grade Lunch
3:20 PM	Dismissal

**THURSDAY AND MINIMUM DAY SCHEDULE**

Students eat at lunch tables. Yard supervisors provide supervision.

**Grades 1 – 3**

8:40 AM	School Begins
10:00 AM – 10:30 AM	Lunch Gr.1
10:00 AM – 10:30 AM	Lunch Gr.2
10:00 AM – 10:30 AM	Lunch Gr.3
12:10 PM	Dismissal

**Grades 4 – 6**

8:40 AM	School Begins
10:35 AM – 11:05 AM	Lunch Gr.4
10:35 AM – 11:05 AM	Lunch Gr.5
10:35 AM – 11:05 AM	Lunch Gr.6
12:10 PM	Dismissal

***INCLEMENT WEATHER SCHEDULE***  
**OAK RIDGE ELEMENTARY SCHOOL**  
**2017 – 2018**

In the event of rain, extreme heat, or poor air quality, the following schedule will be implemented:  
Students are ***not*** to arrive on campus before 8:30 AM due to unavailable supervision.

**Before School**

**Classrooms will be open for students @ 8:30 AM (rainy days only), except kindergarteners.  
Kindergarteners will be picked up at the Media Center by their teacher.**

**During Recess (M, T, W, F)**

*Any change in recess schedules will be announced via the intercom.*

Students gather in the Media Center. During short recesses, students may eat/drink their snacks in the Media Center. At lunch recess, students eat at the lunch tables and then dismissed to go to the Media Center.

**During Lunch (M, T, W, F)**

Same as regular day lunch schedule.

**Minimum Day Raining Schedule**

Same as regular minimum day schedule.

# GENERAL POLICY

## Communication

We strive to keep the community well informed by using SchoolWires (website) as our vehicle of communication. This is a paperless and more efficient method of communicating to families. Please sign up to get access to all school information at <http://www.chino.k12.ca.us/oakridge>

The website will contain:

- The school's schedule
- School announcements, events and activities
- Teacher/Class information
- Student Absent Reporting
- Academic resources and supports

Teachers will also have additional ways of communicating with you and your student. Please attend Back to School Night for more details.

Besides banners and posters, we have our marquee in front of the school that will have upcoming events.

Bobcat Chatter is our weekly newsletter that is updated every Monday, which contains important school information, will be posted on our web page at <http://www.chino.k12.ca.us/oakridge>. In addition, you will receive electronic notification in the Bobcat Chatter (contact the school secretary). These weekly newsletters include a calendar of events, meetings, and other information regarding school activities. Please check for corrections and additions every week on our web page.

### General Office

Our office staff is here to serve you. We will make every effort to assist you effectively and in a timely manner.

### On Campus Visitors- Closed Campus

All visitors to the Oak Ridge campus are required to follow the guidelines provided by the Chino Valley Unified School District. Oak Ridge is a closed campus with support of Penal Codes 627.2; Education Codes 32210, 32211, 32212, and 44810; and Board Policy 6116:

- All visitors must register/sign in at the school office.
- All visitors must sign out and exit through the school office.
- No siblings are allowed to accompany parent during volunteer hours, celebrations, field days, school events during the school day (award assemblies excluded).
- A visitor/volunteer badge must be worn at all times while on campus.
- Parents and volunteers MUST coordinate time of visit with the teacher at least one day prior to any observations or conferences.
- Any parent not on the visitor list will be denied access on to the campus.
- Oak Ridge has only one celebration per trimester. Birthday goody bags are acceptable as long as they do not include cupcakes, cakes, or edible sweets. Any and all goody bags will be distributed to students by the teacher at dismissal. **Instructional time will not be used for birthday celebrations.** Please provide items at the beginning of the school day or brought in with your child. We will not interrupt class to deliver items.



## **Emergency Cards**

One emergency card for each student is maintained in the office. The card is used for day-to-day student release and for emergency contact in the event of an injury or illness. It is extremely important that the card contains the full name of each person authorized to pick up the student.

**Students will only be released to persons whose name appears on the Emergency Release Card.**

Please put ALL names, address, and telephone numbers of the individuals authorized to pick up your child. The person must have a valid picture I.D. with the name that matches the name on the emergency card. Please keep the school office informed of any updates that need to reflect on the emergency card or in our database system.

## **Use of school telephone**

Parents are encouraged to call the school staff concerning any matter dealing with their child. If you wish to contact a teacher by telephone, please call the office and we will be happy to take your name and phone number, or put you through to the teacher's voice mail. The teacher will call back at a non-instructional time so as classroom instruction will not be interrupted. Only in emergency situations will the message to the teacher or pupil be immediately relayed. Protecting the instructional time and minimizing disruptions is our objective.

Only in cases of serious need will students be allowed to use the phone. Many calls can be averted if the child and parent discuss plans for that day before leaving for school. Students are responsible for bringing their books, homework, lunches, and instruments to and from school.

## **Cell Phones**

To protect student safety, district policy and state law provides for students to bring cell phones to school. However, unless an actual emergency does occur, ALL student cell phones should remain OFF (not vibrate) between the hours of 8:30 AM and 3:20 PM. Once students have left campus, they are free to use their cell phones. An emergency is interpreted as being when a child is in imminent danger of physical harm. If a student is unable to follow the expectations, his/her cell phone will be confiscated by school personnel and a parent called to come retrieve the cell phone. Please note, school parking lot is considered part of school campus.

## **Health Emergencies**

Please keep your child home if they are sick. Students becoming ill at school are sent to the Nurse's office. If they are too ill to return to class, you will be notified. Please let your children know to inform an adult if they are injured or ill.

Paramedics will be called in case of an emergency, serious illness or injury. Please ensure the information on your child's emergency card is updated and accurate. Cell phone numbers and email addresses are helpful. We will only release students to the persons' names listed on the emergency card. Include all names and number of those authorized to pick up your child in an event of an emergency.

Please notify the office staff of any changes needed to be made on the emergency card

## Medications

All medications to be taken at school must be sent in its original pharmacy container and label. Mark with the student's name and room number. When medications are to be taken at school, the physician must complete a *Request for Administration of Medicine form* provided by the school nurse. This form must accompany all medications sent to school.

Please keep us informed about any medical issues pertaining to your child so we can provide reasonable support to you and your child.

## Head Lice

Students who have been identified with head lice will be excluded from school until all nits (eggs) are removed from the hair. Student with head lice will report to the health office prior to re-admission to school.

## Family Life Education

This curriculum is offered to fifth and sixth grade students. There is a preview for parents on all curriculum materials. Parent consent forms are sent home prior to student participation. Only students who have returned written parent permission may attend the classes. Alternate assignments are given to those who do not participate. The school staff will lead the discussion with boys and girls separately.

## Attendance

Oak Ridge is proud to maintain an average of 97.9 % daily attendance rate. Students are expected to be at school. Each day of school should provide an important learning experience, and if your child(ren) are not here, they miss the learning continuity. However, illnesses, injuries and doctor appointments are reasonable excuses to be absent from school. If your child requires a health plan, please establish this before the school year begins by visiting our school nurse.

Board Policy requires a parent verification of each absence within 5 school days of the student's return to school. On the sixth day, the absence becomes unverified and cannot be changed. *State law requires that each absence be cleared.* You may clear an absence by calling the school messaging service at (909) 591-1239 (you will be transferred to a voicemail) or by reporting the absence online at <http://www.chino.k12.ca.us/oakridge>

**Short Term Independent Study** is available if your child(ren) will not be attending school for five (5) consecutive days or more due to non-illness or extenuating circumstances. Please contact the office three (3) days before your leave date. Independent Study runs from September through March.

## Tardies

It is imperative that students arrive on time to school. Consistent tardiness interrupts the instruction of the teacher and diminishes the instruction time that your child and other children are entitled to receive at Oak Ridge.

The entry gates will open at 8:30 AM and will close at 8:40 AM. Pupils arriving after the 8:40 AM bell will be considered tardy and must report to the office to receive an admittance slip. **TRAFFIC IS NOT AN EXCUSE FOR BEING TARDY.** Plan your arrival time with the traffic in mind.

Any child tardy three times excess of thirty minutes without a valid Doctor's excuse shall be reported truant. A written letter explaining the responsibilities of parents will be mailed home. It is in the best interest of your child(ren) that they are on the school grounds and ready to begin instruction at the time the school bell rings.

A tardy (including early dismissal) may be excused with a doctor/dentist note showing the student was at an appointment. **Notes must be received by the school within 5 days.**

EXCESSIVE ABSENCES AND/OR TARDIES MAY RESULT IN A SART (School Attendance Review Team) PARENT CONFERENCE, TRUANCY LETTER SENT HOME AND/OR REFERRAL TO THE DISTRICT SARB (School Attendance Review Board).

## **Transportation/Arrival/Dismissal**

### **Arrival**

Vehicles may enter the parking lot and drop off students at the curb (exiting the car on the passenger side only) closest to the school. *AS SOON AS THE CAR IS STOPPED ALONGSIDE A CURB, the student(s) should exit the car and walk along the sidewalk to the west gate.* PLEASE, follow signals and instructions from staff as it will help the flow of traffic.

***YOU MAY NO DROP OFF YOUR CHILD(REN) PAST THE CURB, BEHIND THE HANDICAP PARKING, OR IN THE BEND OF THE DRIVEWAY (closest/directly in front of the west entrance.)***

**Please do NOT congregate at the bottom of the kindergarten entrance steps or on any portion of the sidewalk.** It is imperative that we keep an open sidewalk for the flow of students and adults coming and leaving campus. Thank you!

You may also drive into the parking lot lane closest to the school (NOT the parking lot lane farthest away – that is reserved for STAFF ONLY) and drop your child(ren) off at the “island” where they will then cross at the pedestrian crosswalk, assisted by staff and/or volunteers.

Vehicles may enter the lot to park in a designated parking slot ONLY in the lane closest to the school; however, drivers are cautioned not to stop or block the drive-through lane. You are welcome to park in an available parking slot and walk across the yellow crosswalk to drop off your child. For safety reasons, students are not allowed to walk to the parking lot unaccompanied by an adult.

### **Dismissal**

Student will exit the west gate and walk carefully to the steps of the school and wait for their parent to pick them up. Students should be attentive to the cars approaching in the line so they can carefully and quickly enter the car.

*Pick up at the “Island”-* Please keep the entrance to the first parking lot open for flow of traffic and in case of emergency vehicles. You may NOT wait in your vehicle at the island for your student to get to the front of the school and cross the pedestrian crossing. If your child is not on the island waiting for you, you will be directed to drive around and re-enter the parking lot as not to hold up traffic. **You may also park in an available car stall in the first two rows of the parking lot. Again, please do NOT enter the “staff only” parking isle. DAY CARE VANS (with appropriate identification signs on the side of the vehicle) will be allowed to park in the designated five closest stalls to the island.**

## **Reminders:**

- 1.) FOLLOW ALL POSTED SIGNAGE.
- 2.) FOLLOW THE DIRECTIONS OF STAFF OR VOLUNTEERS THAT MAY BE PROVIDING ASSISTANCE.
- 3.) USE OTHER AREAS TO PARK YOUR VEHICLES OFF CAMPUS (ALONG VALLE VISTA) OR AT THE OAK RIDGE PARK.
- 4.) USE CROSSWALKS TO ENTER OR EXIT THE PARKING LOT AND CAMPUS
- 5.) NO BLOCKING THE CROSSWALKS OR DOUBLE PARKING
- 6.) CHILDREN CAN ONLY BE DROPPED OFF AND PICKED-UP WHILE ADJACENT TO THE CURB
- 7.) DRIVERS CANNOT LEAVE THEIR CARS WHILE WAITING IN THE PICK-UP AREA
- 8.) A CHILD'S SAFETY COMES FIRST. IF AN ADULT IS INCONVENIENCED DUE TO OUR SAFETY RULES, IT IS BECAUSE OUR STUDENTS' SAFETY, NOT ADULT CONVENIENCE, IS OUR #1 PRIORITY.

THE ADMINISTRATION, CVUSD PERSONNEL, CH SHERRIF'S DEPT., AND/OR THE FIRE DEPT. RESERVES THE RIGHT TO CLOSE THE PARKING LOT TO ALL VEHICLES IN THE VITAL INTEREST OF STUDENT SAFETY.

Habitual tardy or late pick will prompt a meeting with school administration.

It is important to pick up students on time. For safety and supervision reasons, all students must be picked-up within ten minutes of school dismissal. Parents are asked to wait for their child(ren) by the west or rear gate only. Students not picked up after traffic has cleared will be brought to the office. Parents will need to enter the office and sign students out (students will be released only to those listed on the emergency card- must show valid government issued identification).

### **Early Parent Dismissal**

A parent or guardian must be present for the dismissal of your child(ren) during school hours. An adult (age 18 or over) must come to the school office to pick up the child being released. Students will be released only to individuals named on their Emergency Card and provide us with a valid government issued identification card. Phone calls are not acceptable. We have a sign-out book in our office that is to be used for all early dismissals when picking up children. Please sign them out from the office.

### **Kindergarten Arrival and Dismissal**

#### **Kindergarten Drop-off**

All individuals dropping off kindergarten students must escort the child to the kindergarten gates. The adult must stay with the child until he/she is picked up by the teacher for class. Please supervise younger siblings. Refrain from having the children play on the steps and planters on either side of the stair way.

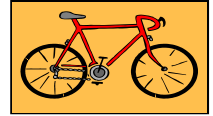
#### **Kindergarten Dismissal**

Adults picking up kindergarten students must park their vehicles along the curb of the lane adjacent to the school building. You shall not block the drive thru lane. There are areas to park on the street, first parking lot closest to school building (not staff parking lot), and at Oak Ridge Park.

Please cross on the crosswalk and model this practice for your child. This is to ensure safety of all members of our school community.

### Walkers

It is our continued goal to make our students aware of safe walking routes to and from school. We encourage students to always use the sidewalks and to cross only at corners or marked yellow crosswalks. At the intersection where crossing guards are provided, students will wait and cross under the supervision of the crossing guard.



### Bike Riders

Students must walk their bikes at all times on the school grounds. Racks are provided for the bikes and all bicycles brought to school should be licensed and locked.

Safe bike riding includes riding with the flow of traffic in a single file line. All students who ride bicycles to school must wear safety helmets.

**Students younger than 3<sup>rd</sup> grade are requested not to ride bicycles to school.** Continued offenses by bike riders will result in the loss of their riding privileges.

The Chino Valley Unified School District is not responsible for damaged or stolen bicycles.

**For safety and security reasons scooters, “razors,” wheelies, and skateboards are not to be brought to school.**



## Homework Policy

At Oak Ridge Elementary School homework is meaningful and purposeful. It allows students to make real-life connections to content they are learning in the classroom. Homework is used to consolidate and reinforce skills, and to understand as well as obtain a new skill or have new experiences that students may not have otherwise. We follow District guidelines as outlined in Chino Valley Unified School District Board Policy.

**Students should be reading 20 minutes a day in addition to the homework assigned. Homework is due at 8:40 a.m.**

Parents can help support their child with homework by:

- Making homework completion a priority for your child(ren)
- Establishing a regular homework time
- Aiding when necessary and checking for thoroughness and accuracy when completed
- Insuring a supportive environment (noise - distractions, lighting, location, etc.) when homework is being completed (i.e. not in front of the TV)
- Providing adequate resources

Students or parents may return to school no later than 3:45 p.m. on a regular day and no later than 12:15 on a minimum day to retrieve forgotten homework or materials.

*Please note: Every Thursday minimum day teachers will not be in their classrooms for homework/material retrieval due to staff meetings.*

Students may not retrieve homework/materials if the teacher is not in the classroom. Students must sign the homework log in the office before proceeding to the classroom. Classrooms may not be entered for missing material without teacher permission. You may be notified by administration if your child signs in more than 3 times in one trimester.

**Make-up Homework/Classroom Conditions**

ABSENCE – Students shall be given the opportunity to make up school work missed because of an absence (excused absence) and to receive credit if the work is turned in according to a reasonable make-up schedule.

SUSPENSION – If the student’s absence was due to suspension, the teacher may require the suspended student to complete any assignments and tests missed during the suspension. (Education Code #48913).

TRUANCY – Students who miss schoolwork because of truancy or other deliberate actions should not expect to receive credit for the time missed nor should they expect the opportunity to take any missed examinations for credit.

Students must complete ALL assignments - even if they are turned in late.

**Grading**

CVUSD utilizes standards-based electronic report cards. To be compliant with state mandates, report cards are to reflect the student’s progress toward mastery of grade-level standards for each subject area of the curriculum. Students will receive a separate achievement mark for each standard/standard group. Dishonesty on assignments or tests will result in a failing grade on the assignment and given an Office Referral.

Beside achievement marks for academic progress in subject areas, students will also be given marks on Habits of Success that include homework, effort, collaboration, participation, etc.

The following is the trimester grading calendar with the following dates for communicating academic progress:

October 2 <sup>nd</sup> - 6 <sup>th</sup>	Parent Conference Week & Trimester 1 progress Report
November 17 <sup>th</sup>	Trimester 1 Report Cards Distributed
January 19 <sup>th</sup>	Trimester 2 Progress Reports Distributed
March 2 <sup>nd</sup>	Trimester 2 Report Cards Distributed
April 20 <sup>th</sup>	Trimester 3 Progress Reports Distributed
May 31 <sup>st</sup>	Trimester 3 Report Cards Distributed

\*Note: Trimesters end on the Friday prior to report card distribution

## School Wide Student Behavior Expectations

The school-wide discipline plan at Oak Ridge Elementary School is designed to ensure that each student can learn in a safe and secure environment. Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students to achieve social, emotional, and academic success.

At Oak Ridge Elementary School, we have established a set of school-wide behavior expectations to support our culture of responsibility, safety, and respect that promotes school and life success.

We use the acronym **PAWS** to help students remember the school wide expectations:

**P**ositive Attitude  
**A**lways Be Responsible  
**W**ork and Play Safely  
**S**how Respect

These expectations should be followed both in and out of the classroom on all areas of the school campus.

During the monthly assemblies, every student at Oak Ridge will develop social skills that encourage consideration for others, acceptance of others who are different from themselves, and an understanding of playground/cafeteria rules. Positive reinforcement of social behavior will be implemented throughout the school year.

**PLAYGROUND BEHAVIORS:** Conduct and behavior are to be of the highest caliber. School rules are reviewed with students at the beginning of the year and throughout the year.

### **Positive Attitude**

- Include classmates in games being played.
- Greet adults and classmates in the morning.
- Persevere when faced with a challenge.
- Encourage others to do their best and to make good decisions.
- Be kind.

### **Always Be Responsible**

- Refrain from gum chewing or sunflower seeds.
- Keep food at snack time at the shade shelter tables; during lunch at the lunch tables. Healthy snacks are strongly encouraged. Please do not send your child with a sugary drink or snack.
- All trash is to be thrown away before playing.
- Games of catch (any ball-throwing except basketball, four-square or ball wall activities) are to be played on the grass, not the blacktop.
- Keep playing cards, trading cards, and/or electronic games at home. (Exception: cards may be used in some upper grade classrooms to teach math concepts, i.e., probability.)
- Students are not to buy, sell, or trade any items on campus. (Exception: classroom “stores”; but they may not have prohibited items for sale there.)

## **Work and Play Safely**

- Walk in the hallways or between classrooms.
- Walk on the blacktop except in organized games, i.e. basketball
- Tackle football is prohibited. Touch or Flag football may be played at recess and lunch. If “accidental” tackling becomes a problem, football will be suspended for a week or more.
- Softball bats should not be on the playground at recess. Aluminum bats and regulation softballs are prohibited. Only the school’s “super-soft” balls and wooden bats can be used. Softball is to be played only under the direct supervision of a certificated person.
- Hard plastic Frisbees are not allowed on the playground. The soft foam (“Nerf type”) Frisbees may be permitted at teacher discretion.
- Absolutely no throwing of rocks, dirt, wood chips, pinecones, grass or any other dangerous objects.
- Refrain from climbing fences, backstops or tetherball poles.

## **Show Respect**

- Dress appropriately
- Choose to do your best
- Follow playground procedures
- Stop play when bell rings
- Use appropriate way to settle differences and go to an adult to get help if needed.
- Keep our campus clean; throw trash in trash cans
- Students are to line up in quiet, straight lines without playing when the signal to line up is given. If students are playing after the bell or in line, TAP (Take A Pause) ticket may be issued and playground equipment may be confiscated.
- Fighting, the use of foul language, or hurtful words toward a staff member or student is not permitted.
- Chase games such as tag (on the blacktop) and “roughhousing” are prohibited.

**PLAYGROUND EQUIPMENT:** Playground equipment is available to each classroom in order to provide the appropriate equipment to assure that students achieve the following: Basic muscular strength, physical agility, worthwhile physical and recreational skills, and the inner qualities of courage, initiative, alertness, self-control, cooperation and sportsmanship within group activities.

**Students may not bring balls from home. Forbidden items include, but are not limited to bats, Frisbees, and all types of balls.**

## **Jungle Gym**

- Keep moving - No standing or visiting on the equipment.
- Keep a safe distance between you and other people.
- No pushing, pulling, or crowding another student while on the equipment.
- Keep playground balls, jump ropes or other equipment off the climbing apparatus.
- No running or chasing in the wood chip area or on the apparatus. **NO TAG GAMES!**
- There is no throwing of wood chips at any time.
- Do not create long lines waiting for an exit. Keep moving.
- When the freeze bell rings, get down and walk out of the wood chip area, then freeze.

## **Slides**

- Only one person at a time on any slide.
- Sit down on the slide
- Sit facing forward on the slide and go down with feet extended in front
- Keep away from the bottom of the slides while in use



- No climbing up the slide.
- Keep wood chips off the slides.

### **Foursquare**

- Lines are out
- No catching, holding, spiking
- First in line is the judge
- Use appropriate ways to settle disagreements and to an adult for help if needed

### **Tether Ball**

- Two players at a time may play
- Two students stand opposite each other in the tetherball circle. All others stand outside the circle
- The server puts the ball in play by hitting the ball in one direction around the pole.
- The other player hits the ball in the other direction around the pole.
- The first player to wrap the rope completely around the pole wins.
- If a player commits a foul during the play, then all playing stops and the player making the foul goes to the end of waiting line.
- The person next in line, comes in the circle and is the server.
- Use appropriate ways to settle disagreements or go to an adult for help if needed.

### ***Fouls in tether ball***

- Hitting the ball with any part of the body other than the hands or forearm
- Stopping continuous play by holding or catching the ball
- Touching, pulling or hitting the rope
- Throwing the ball
- Stepping across center line
- Reaching around the pole and hitting the ball

\*\* No sitting on the ball

\*\* No climbing the pole or adjusting of the rope and chain is allowed.

### **Nation Ball**

- Each team must have at least two goalies.
- Any player who is struck by a ball which first hits the ground or is struck by a ball that is airborne without a team member saving the ball is out and will take a place on the out line. Players on the out line may not change their order.
- Any player who drops a ball that is thrown is out.
- Any player who drops a ball that hits the ground first is out.
- Any player (including the goalie) who crosses over a boundary line while throwing the ball, that throw will result in a no-throw unless the defense catches the ball airborne.
- Any player who crosses a boundary line while avoiding a thrown ball is out.
- Players on the out line may enter if a referee or adult calls “Jail Break.”
- Players on the out line will enter if a thrown ball which does not hit the ground first bounces off another team member(s) and stays airborne and then is caught.
- At the conclusion of the game the team with the lowest number of players on the out line is declared the winner. If a tie exists, sudden victory determines the winner.
- Any player throwing a high ball (above shoulders) is out.
- Balls cannot be thrown from goalie, across and above opposing team, to a member of his own team.
- Players cannot loiter near center line and dare opponents to throw at them.

## **Office Referral**

In the event of a serious infraction which violates our school-wide behavior expectations and the District Behavior Code, or for repeated classroom/playground violations, an Office Referral form is completed. The student receiving the referral meets with an administrator for counseling and development of an “action plan” for correcting the inappropriate behavior. Parents are contacted when an office referral is issued. With your support we all can make Oak Ridge a safe and enjoyable school for our children.

## **Student Dress and Grooming**

In cooperation with teachers, students, parents/guardians, the Principal or designee shall establish school rules governing student dress and grooming which are consistent with law, board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

It shall be the policy of the Chino Valley Unified School District to enforce the requirements of Title 5, Section 302, of the California Administrative Code.

Guidelines for Student Dress and Grooming at School and at School Activities:

1. Student dress and grooming which disrupts or threatens to disrupt the instructional process, or which creates an unnecessary or unreasonable risk of injury or harm to any student is prohibited.
2. Each school shall allow students to wear sun-protective clothing, including but not limited to, hats as approved by the Principal, for outdoor use during the school day. (Education Code 35183.5). Bill of hat must be worn over face. Hats may not have logos that are inappropriate for age level and/or school.
3. IT IS STRONGLY SUGGESTED THAT TENNIS SHOES AND/OR SHOES THAT COVER THE TOE BE WORN AT ALL TIMES. CVUSD AR 5132(b) states “Thongs, thong-type, or backless shoes or sandals are not permitted.” The school recommendation is tennis shoes. All shoes and sandals must have back straps. Safety and comfort is our priority. Closed toed shoes must be worn during all physical education classes.
4. Roller shoes are not permitted on campus with wheels inserted.
5. Absence of, or exposure of undergarments is not permitted.
6. Strapless tops are not permitted. Strap width will be appropriate to use of undergarment. Tank top straps must be two finger width and cover undergarments.
7. Razor back type shirts or bare midriffs (expose the shoulders and scapula, torso) are not permitted.
8. Clothing containing emblems, printing, lettering, or pictures pertaining to drugs, alcohol, sex or profanity is not permitted.
9. Clothing or grooming that is obscene or defamatory, or substantially disrupts the orderly operation of the school is not permitted.

10. Non-medical cosmetics (makeup) shall not be worn by any student enrolled in grade K through 6 except for fun/spirit days.
11. “Gang type” attire and/or any other attire which includes oversized clothing such as oversized t-shirts, oversized and/or sagged pants, oversized shorts with long white socks or oversized overalls, hanging bells are not permitted. Pants must fit at the waist without requiring alteration. Military style clothing and trench coats may also be excluded.
12. Shorts must fall at the middle fingertip when arms are straight down.

### **Clean Campus and Vandalism**

The Oak Ridge students are proud of the appearance of our school. The way it is cared for has a great deal to do with our reputation as a clean campus. It is the responsibility of everyone who uses our facilities to help keep the school campus clean.

Vandalism will be regarded as a serious offense. Parents of students are responsible for damaged property and are required to pay for repairs or replacement (example: textbooks, desks, chairs, windows, landscape).

### **Uniform Complaint Procedures**

The Board of Education recognizes that the District has the primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints. Please refer to the Uniform Complaint Procedures included in your child’s back to school packet given at the beginning of the school year. If you need additional copies, please contact the office.

## **Lunch Procedures**

All children will eat together with their classes at an assigned table in the cafeteria. Sixth grade students, when directed by their teachers, will have the opportunity of “anywhere seating” based on outstanding behavior and adhering to lunchtime expectations. The children are required to remain in their seats for a minimum of ten minutes (longer if they wish) while they finish their lunches. Cafeteria rules must be followed or privileges may be restricted if there are continued instances of rule violations. All students are expected to eat lunch every day. If there is an unusual situation, *please send a written note to the teacher and/or front office.*

**\*\* Parents may bring food for their child ONLY**

### **Cafeteria Rules:**



1. Follow all supervisors’ directions the first time given.
2. Be responsible in your behavior.
3. Sit at assigned tables.
4. Use appropriate table manners.
5. Raise hands to be excused. Clean your immediate area.
6. Keep our cafeteria area neat, clean and trash free.
7. Walk to the playground when dismissed.

## LUNCH TIMES

### M, T, W, F

Grade 1	11:35 AM – 12:15 PM
Grade 2	11:45 AM – 12:25 PM
Grade 3	11:55 AM – 12:35 PM
Grade 4	12:20 PM – 1:00 PM
Grades 5 & 6	12:35 PM – 1:15 PM

### Minimum Days

Grades 1-3	10:00 AM – 10:30 AM
Grades 4-6	10:35 AM – 11:05 AM

It is highly recommended that you pay in advance for school lunches either through [myschoolbucks.com](http://myschoolbucks.com) or by check PAYABLE TO Chino Valley Unified School District or CVUSD. Lunches may be purchased before school, at the first recess or in the front office in a specially marked box. Following this procedure will minimize the amount of time students spend in line at lunchtime.

The cafeteria payment system is automated and students are assigned a lunch number for the school year. Please assist us by reminding your child(ren) to pay before school or at first recess. Students are responsible for bringing or buying their lunch at school.

Students are updated when their account is low and reminded to bring money. Students who have a deficit in their account over consecutive days may be provided a healthy lunch alternative in lieu of the regular lunch and the parent is contacted.

If arrangements have been made for a parent to deliver a lunch during the school day, the student must check the lunch cart by the lunch line and/or office. Parents must label the lunch with student's name. If the lunch is not delivered by the beginning of the student's lunch period, the student will need to purchase a school meal.

Parents are only allowed to purchase and bring food for their child only. Providing food for other children is not allowed.

## **Emergency Disaster**

In the event of an emergency such as an earthquake, fire, or air disaster, children will be kept in the protective custody of the school until they can be released to a parent or guardian.

In the event of an emergency or disaster, students will only be released to parents who come to an assigned released spot (west gate) to pick them up, or to the individuals who have been authorized on the Emergency Card by the parents and are recognized by the pupil. Emails are sent to parents for any special announcements from the district. Our school site is well prepared to handle emergency/disaster situations as per our site Comprehensive Safety Plan and district procedures.



## **Lost and Found**

Please mark personal belongings such as lunch pails, coats, and sweaters so that your child(ren) can identify their articles easily. Students may check the Lost and Found located in the cafeteria area, only at recesses and before and after school. Items not claimed within a two-month period will be boxed for donation. Notification of impending donations will appear in our BOBCAT CHATTER.

## **Bus Riders and Bus Conduct**

Students riding a school bus to or from school or on a school sponsored field trip have the responsibility to obey all bus rules and regulations. In addition, it is their responsibility to follow school rules of behavior or, in the case of a field trip, their teacher's directions.

Continued violations of bus riding rules will result in loss of bus riding privileges. Please contact the CVUSD Transportation Department for a complete list of bus riding regulations.



## **Curriculum**

The CVUSD elementary school curriculum is based on subject and grade level Common Core State Standards (CCSS) adopted by California State Department of Education. Teachers plan and deliver instruction to enable students to achieve mastery of these standards.

Students in grades 3-6 will take the California Assessment of Student Performance and Progress (CAASPP) developed by Smarter Balanced Assessment Consortium (SBAC). This annual assessment is a computer-based assessment and is administered in the spring. Students receive instruction in English Language Arts/Literacy, Mathematics, Social Studies, Science, Technology, Music, Art, Physical Education, and Health.

Parent workshops on the SBAC will be provided before students take the assessment.

A unique feature of Oak Ridge Elementary is the emphasis of Howard Gardner's 5 Minds for the Future (2008). In alignment with our mission and vision statement as well as our Motto, "POUNCE on the Future," we are cultivating minds by touching upon students' thoughts, feelings, and behaviors. The five minds are the disciplined mind, synthesizing mind, creating mind, respectful mind, and ethical mind. All of these products of the brain are embedded in our motto and reinforced throughout the year in the classroom and during our monthly assemblies.

## **Technology**

The Common Core State Standards (CCSS) embody 21<sup>st</sup> Century Learning. Technology is becoming increasingly necessary to prepare students for college and career. Oak Ridge has two computer labs which students have access to on a weekly basis. Students are instructed on a variety of tools including keyboarding skills, effective research skills, digital presentations, and digital integrity.

## **Library**

Students have regularly scheduled classroom time to use the library. Teachers coordinate and collaborate with our school librarian to educate students on how to use the library as a resource for their studies.

## Services and Special Programs

**English Learners:** Services are provided for students whose primary language is other than English and verified on the Home Language Survey completed upon registering in CVUSD schools. Students are tested at the Language Assessment Center (annually at the school site). The results of the test designate students' acquisition level. English learners (EL) will receive English Language Development (ELD) instruction based on their level on a daily basis.

**Enrichment:** All students learn differently. Students who demonstrate a need and ability for a more rigorous curriculum in specific subject areas receive differentiated instruction during the school day. Beginning mid-year of 2<sup>nd</sup> grade and continuing through 6<sup>th</sup> grade, students may be screened for the Gifted and Talented Education (GATE) designation. GATE students are served in all classrooms. High achieving students not identified as GATE may also receive enrichment instruction deemed appropriate by the classroom teacher. Oak Ridge does not have a GATE program.

**Student Team Excellence Protocol (STEP):** Oak Ridge implements a Multi-Tier Systems of support (MTSS) for students who are not meeting grade level standards. Tier 1 is support offered in the classroom during the school day. The teacher provides intervention strategies and monitors progress of students. If further supports and progress monitoring is required, the teacher makes a referral for a STEP meeting. At this meeting, the teacher, administrator, parent and intervention teacher develop an intervention plan. Tier 2 is more strategic support for students that under Tier 1 are still not making progress. Further measures for support and progress monitoring are required. The intervention teacher provides support outside of the classroom for a designated amount of time.

**Universal Design for Learning (UDL):** Universal Design for Learning refers to the "teacher's scaffolding of instruction so all students have the tools they need to be able to access information." (Diamond, 2004- Consortium on Reading Excellence). Oak Ridge strategically designates an access time (Universal Access time) time in order to provide students access to the curriculum in small, strategic groups. This time is also used for teacher-student conferencing to address reading and other academic goals.

**Odyssey of the Mind:** An international educational program that provides creative problem-solving opportunities for students from kindergarten through college. Team members apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics.

**College Corner:** College and Career conversations matter in elementary school. Our College Corner curriculum helps students expand their vision of the future, empower teachers to connect lessons to the real world, help students connect the dots of their K-12 pathway, and help include parent conversations early about financial planning for college.

**Extra-Curricular Programs:** Oak Ridge has a music program and art program. We also contract with companies to provide enrichment activities after school. Some programs at Oak Ridge have been Robotics, Yoga, Rembrandts (Art), Chess Masters (may change each year).

**HOPE Program:** The Chino Valley Unified School District has partnered with many community businesses and services to provide support for any families in need. To obtain detailed information about the HOPE program, you may call (909) 334-3259. A resource handbook is also available for your viewing in our school office.

**ELAC:** A bilingual parent group that meets to discuss the English learner program, importance of attendance, school issues, and budget proposal for English learners.

**School Site Council:** A committee of Oak Ridge staff and community members help set priorities and goals for the school year. The council meets at least four times per school year to discuss school budget, curriculum, and school issues.

**Pastries with the Principal:** A platform for parents to meet with the Principal and/or Assistant Principal to voice ideas, concerns, and receive updates about school and district visions for student progress and achievement. Meeting dates and time will be posted on the school website, bobcat chatter, and marquee.

## **Other Pertinent Information**

### **Patriotism**

As part of our school's philosophy, patriotism is fostered through daily patriotic exercises which include reciting the Pledge of Allegiance. Additionally, assemblies and grade level patriotic programs will be conducted. At the beginning of each week students stand during the playing of the National Anthem and a pre-selected student will lead a "school wide" Pledge of Allegiance.

### **Birthday Celebrations**

Birthday parties and treats are not allowed at Oak Ridge Elementary School. However, you may bring goody bags to the classroom. The teacher will distribute the bags prior to school dismissal. Goody bags may NOT contain candy or edible treats. Deliver items with your child at the beginning of school. Classroom instruction will not be interrupted to deliver such items.

### **Class Celebrations**

Classrooms have one celebration per trimester. The dates and times are decided upon by administration. We request that the refreshments are at least 50% nutritional. All baked items must be store bought. Please do not send or bring peanut products to your child's classroom due to possible peanut allergies. Talk to your child's teacher to make sure you are providing refreshments that meet district guidelines.

### **Field Trips**

Field trips will support academic learning. Parents may be asked to chaperone based on teacher discretion. Parents of students with medical needs will have priority to chaperone. Students shall not attend a field trip without a parent permission slip signed by parent or legal guardian.

### **Retention and Promotion**

CVUSD Board Policy and California Legislation (AB 1626) stipulates that all students being promoted to the next grade level shall meet minimum grade level standards. Using multiple measures, student progress will be carefully monitored throughout the school year. Parents of students who are at risk of failing will be notified by their child's teacher by the eighth week of school. A remediation/intervention plan will be established. The final decision regarding retention/promotion will be made in May. That decision may be reviewed at the end of August (prior to the start of the next year) after additional intervention has been provided.

## **Transfers and Withdrawals**

If you plan to move and your child is to be transferred to another school, please notify the school office as soon as you know that a change is to be made.

## **Parent Volunteers**

Our staff appreciates and encourages parents to be volunteers at our school. Teachers will notify you regarding opportunities to volunteer and an in-service for parents concerning classroom duties and confidentiality of student information will be given to clarify expectations.

Unfortunately, due to liability, we are unable to accommodate younger siblings in classrooms or on the playground during class time and recess. Volunteers need to remember to sign-in at the office and wear a visitor's badge that is clearly visible, prior to going to the classrooms.

Please be conscious of conversations and garments worn while on school grounds. The school is a professional environment and all are expected to conduct in a professional manner even if volunteering. If administration feels that volunteers are dressed inappropriately, the volunteer will be asked to leave campus. **Examples of inappropriate clothing include midriffs, provocative wear that shows cleavage, athletic wear that looks like sports bras.**

**Volunteers can help by leaving the workroom space and machines free during recess and lunch times. Please make prior arrangements and or coordinate assistance during non-instructional time (during recess, before or after school).**



## Student Recognition Awards

A school-wide recognition system is used as positive reinforcement and encouragement for students to excel. Awards are distributed to deserving students who have met or exceeded the school's high expectations. Awards are announced and recognized at the trimester awards ceremonies.

**Accelerated Reader Medals** All students who achieve the required number of points for books read.

	Bronze	Silver	Gold	Platinum
Kindergarten	5	10	15	35
First Grade	7	15	25	50
Second Grade	10	25	40	80
Third Grade	15	35	60	120
Fourth Grade	20	50	80	140
Fifth Grade	25	60	100	180
Sixth Grade	30	75	120	200

**Accelerated Reader Lifetime Awards** The following awards will be received upon reading the required number of points at any time during a student's tenure at Oak Ridge.

	Point Total
Topaz	500
Garnet	750
Amethyst	1,000
Ruby	1,500
Sapphire	2,000
Emerald	2,500
Diamond	3,000

**Student of the Month** Teachers select two (2) students each month: one for demonstrating excellence or growth in mastery of standards and one student for exhibiting a POUNCE trait.

### Bobcat Awards

***Habits of Success Award:***

For all students who obtain all 4's on the report card in ALL areas of Habits of Success (including both playground and classroom behavior) and NO citations or office referrals.

***Attendance Award:***

Perfect Attendance – Bell to Bell (Beginning to end of each school day)  
All tardies will count against this award unless accompanied by a doctor or dentist note that has been received upon student's arrival to school.

Early dismissals only count toward this award when a medical note from the doctor or dentist has been received the following school day. Students picked up from school after 3:40 p.m. will be disqualified from this award.

### Golden Paw Award

Recipients of the Bobcat awards for all three (3) trimesters will receive a special award.

**Other Awards/Recognition:**

Academic Night Awards:

For students who won awards in various academic competitions:  
Spelling Bee  
Science Fair  
Math competition

English Language  
Learner Reclassification

For students who are learning English and have met all the state and district requirements to reclassify them as English proficient