Take care of yourself
Take care of each other
Take care of this place
Learn with tenacity and grit
Dear Oasis Parents and Community:

On behalf of Oasis Elementary administration, teachers, and staff we would like to extend our warm welcome to you and your child. We are pleased that you will be part of our school community. Your active support and cooperation, combined with our best professional efforts, will ensure academic success for your child. At Oasis we believe in our mission of helping students become good citizens and lifelong learners using the Bobcat Way.

One of the keys to academic success is to ensure that your student is at school every day well rested and ready to learn. If you must take your student out of school for any appointments we encourage you to schedule for later in the day so that they miss the least amount of school possible. We will be offering positive incentives throughout the year to increase attendance and Saturday enrichment activities to make up for any absences that may occur.

Oasis is a Positive Behavior Intervention Site. PBIS is a proactive approach to establishing the behavioral supports and social culture and needed for all students to achieve social, emotional and academic success. We are in our third year of implementation of this program and will continue to make positive strides this year. We will be offering positive incentives throughout the year.

This year will be the start of the first full implementation of the RAPTOR visitor system for the Morongo Unified School District. All stakeholders that plan to visit the Oasis campus will have to check in through the office and receive a temporary visitor pass. The system is designed for the safety of students to ensure that all guests have been properly vetted before entering the campus. You can stop by the office any time during regular business hours to have your identification checked. Once you are in the Raptor visitor database it is simple and quick to print out a pass for any subsequent visit.

The goal of our school is to provide a challenging and rigorous curriculum based on Common Core State Standards. We believe every child can achieve academic success with quality instructional experiences which recognize, support and maintain high expectations for all our students. With all stakeholders working together as a team, towards the same goal, every student at Oasis Elementary will succeed academically. If we together accept and pledge to keep children first in all that we do and make education our number one priority we will all be successful!

The staff and I appreciate your continued support. If we can be of any assistance to you please feel free to stop by or call the school office at (760) 367-3595. Please read the statement below when going over this handbook with your student, it is our school motto.

Sincerely,

Jeremy F. James
Principal Oasis Elementary
Office (760) 367-3595 Email: Jeremy_James@morongo.k12.ca.us
OASIS ELEMENTARY SCHOOL

Oasis School currently serves approximately 600 students in grades Kindergarten through 6th Grade. Students are grouped heterogeneously by classroom and combination classes are formed if student enrollment makes it necessary.

The school offers many programs in addition to its regular classroom offerings. Two computer labs with 36 student stations each are available to all students on a weekly instructional rotation. **There are several Computer Carts available for classes to check out. All classrooms have at least 5 computer stations as well. Also, a scheduled library time is provided to all grade levels once weekly. Students attend physical education class twice weekly.**

Our special education staff consists of two full time and one half-time teacher, four instructional assistants, a School Psychologist two days per week, and a Speech and Language Specialist four days per week. Additionally, English as a Second Language is offered to those who qualify for this instruction.

**Oasis Mission**
The Oasis Elementary faculty and staff ensure all of our students become critical thinkers, lifelong learners, and productive citizens.

**Oasis Vision**
The Oasis Elementary:

- Develops, implements, and monitors rigorous California Common Core standards-based curriculum and instruction
- Uses research-based educational teaching strategies to promote life-long learning
- Builds productive relationships and is a positive influence within our community
SCHOOL SCHEDULE

Kindergarten through 6th grade 8:45-2:45

Minimum Days
Kindergarten through 6th grade 10:45-2:45

Early Release Days
Kindergarten through 6th grade 8:45-12:45

Students on Campus
We have no supervision on campus for students before 8:25 a.m. No students may be on campus before 8:25 a.m. unless eating breakfast (Breakfast is 8:15-8:40 in the MPR) supervision will be provided during breakfast session.

ATTENDANCE & ABSENCES

Whenever your child is going to be absent from school, please call the school’s attendance line to report his/her absence. Oasis School’s attendance line is (760) 367-3595. Please indicate the reason for the absence when leaving a message.

Please be aware that all absences, both excused and unexcused, now result in a loss in school funding. Records are maintained to track "unexcused" absences for truancy accounting. An absence is deemed excused or unexcused by strict California regulations. Therefore we sometimes have to ask for more information regarding an absence to help us in reporting attendance data to the state.

If your child will be absent from school for 5 days or more for reasons other than illness, please inform the teacher, and an independent study form can be prepared to provide education activities for your child to complete during his/her absence. This provides a continuing educational program for your child. There will be Saturday Schools offered throughout the year to make up for days of instruction that are missed.

The staff urges parents to consider the possible loss of academic learning time as a crucial factor in deciding whether or not to take a child out of school for personal reasons.

Tardies
A warning bell rings at 8:40. The instructional day begins at 8:45. If your child is late to school for any reason, the parent must accompany the child to the office and sign in. The student will be given a "Pass to Class" by the school secretary to present to his/her teacher. No late student will be admitted to class without a pass.

Attendance Definitions Education Code 48260

Chronic absentee means a student is absent for any reason on 10 percent or more of the school days in the school year.
Truant means a student is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

Habitual truant means a student has been reported as a truant three or more times within the same school year.

Chronic truant means a student has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date.

BICYCLES, SKATEBOARDS & ROLLER BLADES

Students may ride bicycles to school. The rules for bicycles are explained to students at the beginning of the year. These include walking bikes on and off the school grounds, wearing helmets, and locking bikes.

Students are not permitted to ride bikes, skateboards, roller blades, or wear "wheelies" (shoes with wheels) on the school campus at any time.

BUS EXPECTATIONS

The following school bus rules are issued by the Morongo School District. These rules apply to both home-to-school and school-to-home transportation and to bus field trips.

Any action that provides a distraction to the bus driver is considered a safety hazard.

- Be respectful and courteous to the bus driver in conduct and language.
- Remain seated at all times.
- Sit only in regular seats and keep hands and arms inside the bus at all times.
- Do not make, or cause to be made, unnecessary noise such as loud talking, screaming, stomping of feet, loud singing, or any other noise which could distract the driver.
- No fighting or scuffling while on the bus.
- Do not throw any article in or out of the bus.
- No eating or drinking on buses.
- No deliberate or unnecessary littering of the bus with paper, gum or other trash.
- No animals (except seeing-eye dogs) or reptiles on the bus.

Title 5 Cal. Section 14203 of the State law reads:

Pupils transported in a school bus shall be under the authority of, and responsible to the driver of the bus. The driver is responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued misconduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to by denied transportation in accordance with the regulations of the governing Board of Education.

CELL PHONES

Although students are not encouraged to bring cell phones to school due to the possibility of loss, theft or damage, we understand that many families want their children to have a cell phone to contact parents before or after school hours.
Therefore, if a student chooses to bring a cell phone to school, it must be turned "OFF" during the school day and placed where it will not be accessed during the instructional day -- in a backpack, jacket, etc. It should not be visible to other students or staff during the day. If a student does not follow these rules and 1) uses the cell phone, or 2) the cell phone rings, or 3) the cell phone is visible to other staff or students during the instructional day, it will be confiscated and turned in to the office. For the first confiscation, the student may go to the office at the end of the day to pick up his/her cell phone. For subsequent confiscations, parents will be contacted to come to school and pick up the phone at their convenience.

We believe that this policy allows families the flexibility to use cell phones as needed, but will also protect the school day for teaching and learning. Thank you for your cooperation and understanding in this matter.

CLASSROOM PLACEMENT

The process of making up classes begins the previous school year. Our goals are to achieve academic and behavior balance of classes, to make up satisfactory combination classes if needed, and to provide for individual student needs. Class placements are posted at the school site the week before school begins.

Change of Placement

Parents frequently have information concerning their children that they wish to have considered during the placement process. Change of placement AFTER the school year has begun are made only if deemed necessary by the principal.

CLOTHING

Please remember to use good judgment when choosing appropriate clothes for your child to wear to school. Students' clothing should be safe for themselves and for the children around them. Therefore, the following guidelines should be considered:

- Casual, loose clothing that allows children to move and play comfortably is recommended.
- Shoes should be safe and appropriate for recess and PE. Close-toed shoes are best for school and are required for "PE days." Flip-flops, shoes without a heel strap, or "wheelies" are not allowed.
- Beach attire, such as halter tops, bare midriffs, strapless shirts or dresses, spaghetti strap shirts or dresses, see-through clothing, off-the-shoulder blouses and short skirts/shorts are not appropriate for school.
- Students may wear shorts that are at least mid-thigh in length. Remember, however, that long pants protect knees better than shorts do! Pants and shorts must be worn at the waistline and must not expose undergarments.
- Clothing which displays vulgar or violent language or symbols, or promotes drugs, alcohol, violence or other inappropriate or illegal messages are not permitted.
- Bracelets, earrings, and other dangling jewelry can tangle in play equipment and cause injury, and should not be worn.

Before your child walks out the door, please make sure he/she is wearing appropriate clothing for an elementary school. Students may be sent home to change clothing, or parents may be notified to
bring a change of clothing to school if student attire is inappropriate or disruptive to the educational setting.

COMMUNICATION

Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher or administration. The school number is (760) 367-3595. If you prefer, the school secretary can forward your call to the voice mail of any staff member. E-mail addresses for individual staff members are also available on the school's website.

The school uses these methods to communicate with Oasis families:

- Report cards and parent conferences
- Newsletters and/or e-communications from teachers to parents
- Sending home samples of student work
- Back-to-School Night and Open House
- Monthly PTO meetings
- “School Messenger” phone system
- School and District Website found by going to the MUSD homepage

Teachers will conference with all parents during 2 scheduled (Nov. /April) conference days. Conferences can be arranged at any other time during the year when/if they are necessary.

If you would like to meet with your child’s teacher, or visit the classroom, please make a request 24 hours in advance. Teachers are generally not available for impromptu meetings before or after school, as this is their planning time.

CURRICULUM

The curriculum at Oasis is based on the Common Core State Standards. The links below offer valuable information about these standards.

https://www.cde.ca.gov/re/cc/

https://www.cde.ca.gov/be/st/ss/documents/finalelaccsstandards.pdf


DOGS AND OTHER FURRY FRIENDS

As a general rule, dogs and other animals are not welcome at school. Specifically, according to the state’s education code, dogs are prohibited from school campuses, whether or not the dogs are leashed. Several signs posted on campus note that “Dogs are not allowed.”

Therefore, if families are including a dog walk at the same time they are picking up or dropping off their child, we request that you meet or say goodbye to your child at the crosswalk, thereby not bringing the dog on campus. This precaution will help keep your pet from being overrun by well-meaning children and assure that our children are safe during the busy arrival and dismissal
times. We have several students who are either afraid or allergic to certain types of pets, so this policy keeps our school environment safe and friendly.

If you notice a dog on campus, leashed or not, please inform the school office. It is our intention to keep our campus safe. Again, many thanks for your understanding of this school rule.

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**DRUGS, TOBACCO & ALCOHOL**

**Drug Use and Abuse**

The administration of the Morongo School District shall practice the following procedures relative to student drug use and abuse on school property or whenever the student is under the jurisdiction of the District.

1. No internal medication is to be administered by school personnel except as prescribed by a doctor. (cf.5141.21, Administering Medication)
2. Dangerous and narcotic drugs which a student has on prescription and carries onto school property for ingestion as prescribed by a doctor, must be in their original containers and kept locked in the nurse’s office.
3. Whenever any staff member has reason to believe that a student may be under drug influence, that staff member shall immediately notify the administrator, and the administrator shall notify the parent to come remove the student to his/her home or to a physician or to a medical facility.

In severe cases, if the parents cannot or will not come to the school, the principal is authorized to call an ambulance to remove the student to a hospital. Parents will be notified of this action and shall be responsible for the incurred expenses.

Upon reasonable evidence of drug use, the student will be suspended from school until such time as a doctor authorizes the student’s return to school under stated conditions as recommended by the doctor.

The following procedures will be followed when there is reason to believe that a student is selling or is in possession of drugs improperly:

1. The school administrator shall advise the local juvenile narcotics officer or law enforcement personnel. Juvenile authorities will make the decision as to whether they or the school will notify the parents.
2. The school administrator will take the student to the school office, where the administrator will confront the student with the suspicion, or the administrator may notify the police before taking the pupil to the office. The student should be removed from a classroom in a drug case only by a school administrator.

It shall be the policy of the school to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the school involving the possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to marijuana, LSD, glue, alcohol, and barbiturates.
School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel so long as such inspections are conducted in accordance with constitutional requirements of applicable state law relating to searches and seizures.

The professional staff shall become expert in recognition of the symptoms of such use, and shall emphasize the dangers of such use wherever appropriate in the health education program and in other contexts.

(ED Code 48900, 48901, 48909, 51202, 51203, 51260)

Governing Board Policy 714.5

**ONLINE ENROLLMENT AND STUDENT ACCIDENT/INJURIES**

In the past years the school has collected emergency cards as a way to provide information for each child that might be needed in case of an emergency. The parents/guardians will know need to submit all information online through the parent portal. There are computer stations available in the Oasis Office to help assist with this task. A student’s information may become out of date as a result of moves, job changes, etc. So each year the parent is encouraged to review their information on the parent portal to make sure it is current.

To keep all students information up to date, we ask parents check the parent portal at the beginning of each year. Also, we ask parents to fill out a new information online if there has been a change in home or work phone or address, or a change in the person(s) you would like us to contact if you are not available. It is best to list people who are available locally, should your child become ill or injured and need to be picked up. All information is available online at Oasis Elementary, Illuminate parent portal.

Reporting Student Accidents/Injuries:

1. Any student who complains of or sustains a back injury or receives a blow to the head will have parents called and a report filed with the District Office.
2. Any student who receives a sprain or complains of internal pain in any limbs will have parents called and a report filed with the District Office.
3. Any student who receives a cut or an abrasion which may require a doctor’s attention will have parents called and a report filed with the District Office.
4. Any student requiring the service of paramedics will have parents called and a report filed with the District Office.
5. Any student who has an above normal temperature will have parents called.
6. In the event of an accident which requires a report to be filed, the school employee who either witnesses the accident/injury or is supervising the student at the time of the accident/injury should give all pertinent information to the school secretary immediately.
7. In all cases not covered by the above, the principal or designee will make a judgement in regard to parents being called and/or filing an accident/injury report with the District Office.
EMERGENCY PLAN

In addition to conducting fire, shelter-in-place, intruder, and earthquake drills, all schools in the Morongo District have prepared plans for dealing with a major community emergency. At Oasis, we have developed a plan which will insure your children are cared for in the event of a disaster.

The plan involves constant teacher supervision of children. The school is in a safe location, and it has a high priority for receiving emergency services. This means that the children will be in the best situation possible. We request that in an emergency parents not come to school to pick up students until asked to do so by emergency authorities. In any case, the school will release children only to parents or others whom the parents have authorized on the emergency card.

FACILITY USE

Morongo School District Facilities are available for public use when it does not conflict with school use. Events must be scheduled through the Morongo School District Facilities Coordinator (msdfacilities@Morongo.k12.ca.us). All rates, rules and forms can be found online on the Morongo School District website under the FACILITIES tab.

FIELD TRIPS

When a class field trip is planned, the teacher will send home a field trip permission slip. The student must return the signed slip in order to participate. When parents use their vehicles to transport their own (no other) children on field trips, it is required that they have a minimum liability coverage of $100,000/$300,000 and indicate so on a signed, district form. Parent chaperones must be coordinated with the teacher prior to the fieldtrip, and must complete the volunteer packet which can be obtained in the office. If chaperons have not cleared background and TB testing they cannot attend the field trip or activity. Further, students may not be seated in the front seat of a vehicle with activated passenger side air bags. Siblings are not permitted to attend fieldtrips.

FOOD ALLERGIES

Food Allergies Require Awareness, Compassion, and Attention

It’s hard to believe that the foods most of us eat and enjoy every day can be harmful to others. But, it’s true! A handful of Oasis students are allergic, and in some cases, seriously allergic to peanuts, tree nuts, dairy products, wheat and eggs. While we have plans in place to address the needs of these students, it is important that our entire school community be aware of what we can do to prevent allergic reactions, which for some children, can be a life-threatening incident.

We encourage parent support by asking you to join us in communicating the following messages to your children:
1) Never take food allergies lightly. Joking about it, teasing kids who have food allergies, or tricking someone into eating inappropriate food can be very dangerous.

2) Don’t share your food. This advice runs counter to the environment of “sharing” we like to enjoy. However, sharing food can be very dangerous to students who have food allergies. Also, many families prefer that their children only eat or be exposed to certain types of food – therefore, sharing food with students who don’t have allergies can have negative consequences as well. Students at Oasis have been told not to share food that their parents have packed with anyone.

3) Wash hands after eating. Washing hands after you eat is very important. Touching certain foods can cause an allergic reaction in some students. Therefore, it’s a good practice to clean off any food that is one your hands after eating. You will probably get fewer colds, too.

4) Ask friends if they are allergic to foods and help them avoid it. Learning what someone is allergic to is easy (just ask them). Finding out if foods are safe to eat is more difficult. Even foods that have ingredient labels can be tricky, since food companies sometimes use scientific names instead of everyday names (for example, did you know that casein is milk?) some food items are also made on assembly lines which can retain previously handles food ingredients, to which children may be allergic. Usually, students who are allergic are very careful about what they eat, but it’s a good idea to remind friends who have food allergies to be extra careful of foods that are not brought from their own homes.

5) If someone becomes ill, get help from an adult immediately! Some symptoms of food allergies are vomiting, swelling of the face and lips, difficulty breathing, coughing, sneezing, watery eyes and skin that is bumpy, red or itchy. Please let us know if you have any questions about our school's policies and practices regarding food and food allergies. Our goal is for all students to feel safe and protected in all situations at school. Websites such as www.fankids.org (for kids) and www.foodallergy.org are also excellent sites for additional information and to help teach your child about food allergies

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**HOMEWORK**

Oasis School’s homework policy and practices align with the Morongo School District Governing Board Homework Policy (BP 6154) which “recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students’ ability to meet state and district subject area content standards.” Therefore, the Morongo School District and Oasis School “expects students, parents/guardians and staff to view homework as a routine and important part of students’ daily lives.”

Homework is defined as any required schoolwork completed outside of the instructional day. The goal and purpose of homework is to provide practice in skills that have been taught and/or to deepen understanding of concepts presented in class.

The board-approved guideline for a student’s time spent on homework per grade level is reflected on the chart below. Also listed below is the percentage of overall support (on average) we believe is required of parents to ensure a successful homework experience. Of course, these amounts vary depending on an individual student’s abilities:
<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Amount of Time Per School Day*</th>
<th>Involvement</th>
<th>Average % of Parental support</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>10 - 20 minutes</td>
<td>Parent involvement is necessary to complete all activities.</td>
<td>100%</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>20 – 30 minutes</td>
<td>Parents are expected to help their child, as needed, complete the homework and to check it for accuracy and assist in correcting mistakes.</td>
<td>80%</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>25 – 40 minutes</td>
<td>Parents provide assistance (clarifying directions, getting started, etc.) for students to complete homework as independently as possible. Parents should check the accuracy of the completed homework.</td>
<td>60%</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>25 – 45 minutes</td>
<td>Parents provide encouragement and guidance, as needed, for their child to complete homework independently and verify that it was completed.</td>
<td>40%</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>30 – 55 minutes</td>
<td>Parents are aware of homework assignment and support its completion by providing guidance as needed and initialing the homework log.</td>
<td>20%</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt;/6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>35 – 60 minutes</td>
<td>Parents are aware of homework assignment and initial the homework log. Students take full responsibility to record, get assistance as needed, and turn-in homework assignments on time.</td>
<td>10%</td>
</tr>
</tbody>
</table>

*If your child consistently requires much longer than the time indicated above to complete his/her homework, please contact your child’s teacher. It is possible that some modification to the homework load is needed for your child and/or a homework “contract” should be designed to support your child’s best efforts.

To ensure that homework is an effective part of the educational process, we believe that open communication among teachers, parents, and students is critical. Below are listed ways in which teachers, parents, and students can best support this collaborative effort:

**Suggested Guidelines for Teachers to Support Student Success:**

- Share specific classroom expectations for homework with both students and parents early in the school year
- Design homework assignments that directly relate to the classroom instruction and consists of clear, purposeful, and engaging activities
- Teach skills necessary for the students to complete the homework and become successful independent learners
- Provide appropriate and timely feedback regarding homework completion
- Encourage a partnership between home and school that supports families in the homework process

**Suggested Guidelines for Parents to Support Student Success:**

- Provide a quiet, well-lighted study area with a desk or table and chair.
- Keep a supply of “study tools” available: pencils, pen, paper, ruler, and dictionary.
- Establish a regular time for homework during which the child can work with a minimum of interruptions.
- Provide a healthy balance between homework, extra and co-curricular activities, and family commitments
- Encourage student responsibility and independence
- Contact the teacher if a child is not consistently able to do the homework within the time guidelines, or if challenges or questions arise

**Suggested Guidelines for Students to be Successful**

- Make sure you are aware of assignments and corresponding due dates
- Make sure you understand the homework assignment before leaving school
- Ask for clarification from your teacher if you have questions
- Bring home all necessary materials
- Do your best to stay focused and manage your time
- Put forth your best effort to produce quality work

Homework During Illness:

If you wish to request homework for a child who is ill, please contact the school office by 9:00am on the day you wish homework to be ready. This will give the teacher sufficient time to prepare your child’s assignments, which may be picked up in the office by 2:45 pm on the day that you phone and every day thereafter throughout the duration of the illness.

**ILLNESS**

Unfortunately, children will be affected by illness from time-to-time. There are common illnesses such as colds and the flu. Also, there are communicable diseases that may affect children at school. First and foremost, use common sense and good judgment when making a decision about your child’s attendance at school relative to illness. Children should not attend school if:

- They have a fever. Students may return to school when they are 24 hours fever free without the use of fever reducing medicine (even if they feel better).
- They are vomiting.
- They have a communicable disease

Parents are responsible to keep their child home until the child is no longer contagious. Parents must also notify the school if their child is diagnosed with a contagious disease.

**All students are required by law to have the appropriate immunizations. Documentation of immunizations will be kept in each student’s record.**

**LICE PREVENTION**

Lice are not strangers to school campuses. Although lice do not carry disease, they are tenacious, bothersome, and easily spread from one person to another. Help your children to avoid coming in contact with lice by encouraging them not to share combs, hats, hair ribbons or other personal items.
If lice or eggs (called "nits") are found on a student, parents are notified and the child is sent home with information regarding treatment. Siblings are also checked, and if two or more students from one class have lice, all students in the class are checked for infestation. Following detection of lice or nits, a notice is sent home to all students in the class alerting parents to the possibility of infestation (Ed. Code 48213)

Please be aware that we have a “no nits” policy in the Morongo School District. That means that even after treatment, all nits must be removed from the hair in order for the student to return to school. Head “re-checks” are conducted 10 days after a child returns to school as an extra precaution.

**LIFESKILLS - PBIS**

Oasis Elementary School utilizes a "PBIS (Positive Behavior Intervention Support) Program", called **The Bobcat Way**, which provides opportunities for all students (K - 6) to practice specific "life skills," through a direct, systematic and positive focus on school wide expectations. The goal of the program is to empower students to become positive and productive members of their school and community by improving social relationships, fostering mutual cooperation, and developing a sense of self and others to make healthy life choices and utilize correct behaviors. The PBIS life skills that are embraced by the whole school through this program are:

*Take care of yourself, Take care of others, Take care of this place, and work with tenacity & grit.*

**MEDICATION AT SCHOOL**

Student medication is discouraged at school. Often, medication can be administered at home just before and after school. However, if it is necessary for your child to take medication during the school day, these district medication procedures must be followed:

1. **All** medications will be kept in the school office under the supervision of the school secretary, including "over the counter" medications. Students may not have medication in their possession or in the classroom without a specific doctor's written statement on file in the office to that effect.
2. **All** medications must be in the original containers - this includes Tylenol-type medications, throat lozenges, etc. Prescription medication must have the original pharmacy label, showing the name and telephone number of the pharmacy, the student’s name, the name of the physician, the dosage, frequency, and method of administration.
3. A signed **School Medication Authorization Form** is needed for *any* medication (prescription or "over the counter") that your child may need at school. This form is available in the office or may be downloaded from the school's website. This form must be signed by both the parent and the child's doctor.
4. The administration of all medications will be supervised by the school secretary or other designated school personnel.
We realize that the requirement for a physician’s signature and written directions may be burdensome, but this will help assure proper administration of any and all medications for students.

**OFFICE HOURS**

The office hours at Oasis are 8:00 a.m. to 3:30 p.m. Our phone number is (760) 367-3595 and our fax number is (760) 367-2103.

**PARENT TEACHER ORGANIZATION (PTO)**

Each school in the Morongo School District has an active PTO. The Oasis School PTO does an excellent job of providing many benefits for our children and encourages close relationships between teachers and parents. The meetings and programs for parents are informative and current. PTO meetings are usually held on the second Tuesday of every month (5:30-6:30 in the MPR) and are listed on the school website. Many fundraising activities provide important enrichment materials and opportunities for the schools. Further, there are many volunteer opportunities for parents through the PTO. Please contact the school office for further information about how to get involved.

**PARENT-TEACHER CONFERENCES**

A parent teacher conference offers a special opportunity to share information about a student. The best conferences end with both the parents and teacher feeling they have learned something about the child and with a clear action plan of how to best support the child going forward. Parent-teacher conferences can be scheduled anytime throughout the school year. However, 2 days in the school calendar are set aside annually (usually, in November and April) for all parents to meet with their child’s teacher. Progress Reports and regular communication are important and should be coming home each Quarter.

**LUNCH TIMES AND PROCEDURES:**

**LUNCH SCHEDULE:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade</th>
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<tbody>
<tr>
<td>11:00</td>
<td>Grade 2</td>
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<tr>
<td>11:15</td>
<td>Grade 5</td>
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<tr>
<td>11:35</td>
<td>Grade K</td>
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<tr>
<td>11:50</td>
<td>Grade 3</td>
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<tr>
<td>12:00</td>
<td>Grade 4</td>
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<tr>
<td>12:10</td>
<td>Grade 1</td>
</tr>
<tr>
<td>12:25</td>
<td>Grade 6</td>
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</tbody>
</table>

Parents wishing to eat lunch with their child must sign in at the office and be cleared using the RAPTOR Visitor System. In order to minimize distractions lunch on campus with parents has been limited to Friday’s only each week. Parents must come into the office and sign in using the RAPTOR Visitor system. Parents should then proceed directly to the cafeteria, and eat with only your child in the designated area. Please do not bring food for other students. To minimize distractions and honor the educational
process, we ask that you remain in the MPR and not visit classrooms or the playground. Please check out in the office at the end of lunch and leave your RAPTOR visit pass. We appreciate your understanding in better providing for the safety of all students.

**PARKING AND TRAFFIC PROCEDURES.**

**Bus Lanes**
The bus lane is reserved for buses only, and is closed to cars for pick-up at the end of the day. This closed area includes all red zones by both parking lots; the buses need this full area to maneuver. Please do not pick-up your children on any part of the red bus circle. Follow the proper drop-off and pick-up procedures described below.

**Morning Drop-Off for all students**
Parents are to drop off students in the crosswalk area by our middle main blue gate in our front parking lot off of El Paseo. Please wait in line to drop-off your child. Do not pass other cars (even if there seems to be room ahead), and do not drop off your child from the middle of the parking lot, in between the parked cars. Once a series of cars has dropped off their charges and moved forward, another line of cars can come forward. The extra few seconds it takes to follow this procedure could prevent a tragic accident. After you drop-off your child, please proceed slowly and cautiously in the lane to exit.

**NOTE:** You can greatly assist in an efficient drop-off procedure by making sure that your child is ready to exit the car with lunch, backpack, jackets etc. packed and ready! If your child needs your assistance to exit, please park in the parking lot and help him/her across the crosswalk.

If you want to accompany your child onto campus in the morning, you must legally park in the parking lot, enter the office, **sign in and get a visitor pass**, and then walk onto campus. **Parking in the red fire lane in front of the office is prohibited.**

**Afternoon Pick-Up**
Parents should arrange to pick-up children in the upper parking lot by the MPR. Parking can be tight, so please arrive early and have patience. Parents/Guardians must park, go into the MPR through the far designated entrance door, pick up your child/children, and exit through the designated exit door (so traffic jams don’t ensue). Parents/Guardians must accompany their child/children to the car respecting all crosswalk rules and oncoming cars. Please use crosswalks at all times, along with waiting for our teachers on duty to assist you across the designated area for crossing. Once in your car, drivers must proceed with caution and watch for pedestrians. There is to be no foul language or aggressive attitudes/verbal or physical fighting/contact at any time. There is also a no tobacco/smoking/vaping/drugs/alcohol anywhere on campus rule, and that means in your vehicle on school grounds, as well. The Sheriff will be called/notified for anyone not following guidelines, safety, procedures, policies, and rules. Please help keep our kids safe and secure, along with being good role models for our future generation.

Any student walking, must be labeled in the **Parent Portal** as an either West or East Walker.

No exceptions will be made without proper notification or changes to the students **online profile.**
If a parent/guardian wishes to use a different method of pick up at the end of the day, instead of what is on the Blue Card, the office must be notified by 2:00 to make changes and get that information to the teacher in enough time.

Teachers and staff serve as supervisors to insure the safety of your children. Please be respectful of their directions; they are here to help. Thank you for your consideration of and attention to these policies and procedures. Your support is appreciated!

**PLAYGROUND EQUIPMENT**

Playground equipment has been provided for students to play upon, and we are very proud of these additions to our campus. All students are expected to use common sense and to play safely while enjoying the playground structures. Students are advised to use the "One Word and Three Rules" to make good choices: The one word is "RESPECT!" The Three rules are "Take care of yourself, Take care of others, and Take Care of this place.

In addition to these over-arching school rules, general playground rules include:

- No running or tag games on cement or blacktop or near equipment, esp. swings.
- Jumping on or off any apparatus is not allowed.
- Play is not allowed when equipment is wet.
- Equipment is to be used only in the manner it was intended (for example, the slide is for sliding down, not for climbing up)
- Students must listen to all duty supervisors and respect all rules for equipment/game use, whistles and bells, lining up correctly and quietly.
- Students must walk with good manners to and from places on campus.
- Students must keep hands and feet to selves at ALL times.
- Students must use appropriate language at ALL times.
- Students must be where they are supposed to be at ALL times and notify duty person or teacher if needed.

Rules Assemblies are held at the beginning of the school year so that all students are aware of expectations. Rules and issues are also reviewed, as needed, at monthly Bobcat Way assemblies, in the classrooms, and throughout the year.

**PLAYGROUND EXPECTATIONS**

At the beginning of each year the following playground rules are presented to students:

1. Students are to stay/play within "Safe Spaces" (designated playground or field areas only). Students are not to play on the hillside adjacent to the school, nor are students to play in front of the school. Students must remain in view of supervisors at all times, and may not play behind or between buildings and storage areas or in bathrooms.
2. Students are not to play in or around the bathrooms.
3. Students are to remain seated at the benches while eating outdoors during recesses.
4. Students are not allowed to take/give "cuts" in line.
5. Students are not allowed to climb poles (tether ball, corridor, etc.) or railings.
6. Students are allowed to play wall ball on wall ball walls only (not on sides of buildings).
7. Students are to follow the recess supervisor's directions upon the first request.
8. Use common sense when no rule seems to apply. When in doubt, do the safe thing.
9. Students are to listen for "Freeze" bell, then WALK to classroom line at whistle signal.

PLAYGROUND SAFETY

The overall goal of playground activities is to give the children maximum opportunities to exercise and explore. Another important goal is to have adults present to act as a deterrent to any inappropriate or unsafe activities and to offer if immediate assistance is needed. To reach those objectives the following policies are followed:

- All adults assigned to this duty are to be prompt or even one or two minutes early when possible.
- All play equipment will be regularly monitored by custodians and maintenance crew on structural integrity and for any possible safety hazards. Appropriate reports and repairs will be made.
- All playground rules will be reviewed each year by all staff. Designated areas of play are determined. Behavior on the playground is regulated by both in class review of the rules and by yard monitors (supervisors) on an ongoing day-to-day basis.
- During rainy days, rules and procedures are established for before school, A.M. recess and at lunchtime. These rules are governed by each teacher who established in class procedures, which are then monitored by assistants and other staff during implementation. Infractions are reported directly to the teacher.
- Playground rules and procedural violations are handled by any adults who directly observe an infraction. In the early stages of implementation (at the start of the school year, for example) a clear directive is given to the child regarding the rationale behind a rule when a first infraction is committed.
- Any equipment used for games or play that is not provided by the school is subject to school office approval before it is to be used on the playground.
- In the event of an injury, the child, if it is reasonable to do so, is to be brought to the office. Once there, properly established procedures are to be followed to administer aid to the child. In the event it is not reasonable to take the child to the office, an adult will send another adult or a child to the office to ask for assistance. In the event of serious injury, the child is to be made as comfortable as possible and the Paramedic Unit is to be called and parents notified immediately.

RULES (SCHOOL AND CLASSROOM)

Positive School Environment
The school and its classrooms have in place a code of conduct that is conducive to learning and is consistent and mutually agreed upon by staff, students and their families. Adults at the school model appropriate behavior, which both demonstrates and creates and enjoyable, positive climate for learning. Discipline is reasonable and appropriate.

School rules and procedures are reviewed periodically through the year so that expectations are clear. Student and teachers are aware that an underlying attitude of "Respect" should inform all codes of conduct.

General School Rules

Unacceptable Behavior:

- Violation of playground rules
- Disruption to teaching or learning
- Fighting
- Discourtesy or defiance of school adults
- Abusive language towards others
- Abusive physical actions towards others

Possible Consequences

- Classroom consequence (according to individual classroom system)
- Behavior note, Minor Incident Report
- Major Disciplinary Referral
- Conference with principal/assistant principal
- Parent Contact
- Denial of privilege or individual assignment / strategies implemented to help issues
- Behavior contract
- Suspension (in accordance with Ed Code 48900)

Classroom Rules:
The staff uses assertive discipline guidelines in order to maintain an appropriate classroom learning environments. Specific rules and expectations may vary according to the grade level behavioral expectations and will be explained to parents at Back to School Night.

Discipline & Reward System:
In an effort to acknowledge and encourage positive behavior as well as to promote consistency in dealing with inappropriate behaviors, a school-wide "Bobcat Way" system is in place. Students who are "caught being good" by a school adult are given a Paw Slip. Paw Slips are collected in the classrooms and then turned in to the office and entered into a weekly drawing.

SCHOOL SITE COUNCIL

The School Site Council's (SSC) purpose is to identify and provide for areas of improvement and enrichment in the existing educational program. It also provides a means for the development of new courses of study for the benefit of the school community. The SSC fund currently supports the school's instructional aides.
The School Site Council is composed of equal representation from the faculty and the parent community, and meets throughout the school year (generally, on the first Thursday of every month at 7:45) for the planning and review of programs sponsored by the School Improvement Plan.

Parents are invited and encouraged to attend any of the Site Council meetings. Further inquiries about the program are always welcome.

SPECIAL EDUCATION

Special education services are provided for all students meeting state qualifying criteria. Each qualifying student receives individualized academic assistance on a regularly scheduled basis, according to his/her Individualized Education Program (IEP).

STANDARDIZED TESTING

Oasis School annually participates in California’s Standardized Testing and Reporting program. Oasis students in grades 3 through 6 take the California Standards Tests in both Language Arts and Mathematics during the district’s designated testing period, generally the weeks of May.

In addition to the California Standards Tests, 5th graders take a Science Test based on the California science standards.

Individual student results are provided to parents for review. At Oasis, these results are used to meet individual and group needs as well as to inform our instructional goals and help form action plans for improvement.

SUPERVISION BEFORE AND AFTER SCHOOL

Supervision before school does not begin until 8:25 a.m. Students arriving prior to 8:25 (unless eating breakfast in the MPR from 8:15-8:25) will not be supervised. Please do not drop off your child any time before 8:25. Thank you.

Supervision after school is provided for 15 minutes after the dismissal bell. Students not picked up within 15 minutes will be brought to the school office. Please call and notify the office if you are running late. Thank you.

VISITOR GUIDELINES/RAPTOR SYSTEM

Morongo Unified School District recognizes the safety of all students is of highest priority. To assist with safety and security, all MUSD school campuses are utilizing the RAPTOR Visitor Management System. Parents and visitors to campus will need to come to the school office and present photo identification. The ID will be scanned using the RAPTOR system and a visitor badge will be issued. When leaving
campus, the badge must be returned to office personnel in order for the visitor to be checked out of the system. **This procedure will need to be followed EACH time a parent or visitor wishes to access school grounds.**

**VOLUNTEER GUIDELINES**

**ALL VOLUNTEERS MUST BE FINGERPRINTED AND PASS A TB TEST.** Volunteer packets are available in the office. Below are listed guidelines and helpful hints for classroom volunteers. Please read these guidelines carefully so that your volunteer experience can be comfortable and rewarding for you, your child, and the classroom as a whole. The following suggestions are the result of guidance from parents and staff. Understanding how grateful we are for parents’ time and support, please accept the following guidelines with our thanks!

When serving as a classroom volunteer, please:

- Complete the **district volunteer requirement** procedure prior to volunteering for the first time.
- **Sign in** at the office when working at school.
- **Wear a “Volunteer” lanyard while on campus.** They are available in the office and must be worn by all visiting adults as a safety measure.
- **Arrive on time** to the classroom. Therefore, give yourself a few extra minutes to check-in at the office. Your scheduled time indicates the time you are expected **in the classroom**.
- **Find a substitute** if something has come up (as things do). Most teachers have provided lists of other parents who are available to volunteer. Finding a substitute allows the classroom activity to proceed as planned.
- **Make alternate arrangements for pre-school siblings.** It’s best that your hands and attention are free to interact with the students in the class. Many parents “swap” babysitting so they can fully enjoy special time in their child’s classroom.
- **Use the cell phone golden rule**...Turn it to off or on “vibrate” when you are working in the classroom.
- **Model “problem-solving”** for the students. Handle unexpected situations with common sense and good judgment. However, we recognize that some situations require teacher intervention. When in doubt, defer to the teacher.
- **Model school rules and procedures** – including stopping and listening while the teacher is speaking.
- **“Clean up” before leaving.** This facilitates transitions between activities and better and more effective classroom management—thereby creating a better learning atmosphere!
- **Have fun!** Enjoying yourself while in the classroom also facilitates a safe and nurturing learning environment for all students.
- **Remember to sign-out** when leaving campus.

The entire staff at Oasis appreciates the time and effort you provide for all students. Thank you for your positive contributions to the great learning community at Oasis. We appreciate you and your time!

Thank you for reading, understanding, and respecting our procedures. Please sign and detach the signature page stating you have read and understand our student/parent handbook guidelines and return the form to your child’s classroom teacher.

Oasis Bobcats appreciate you!