



**Mentone Elementary School
Parent and Student Handbook**

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Welcome to Mentone Elementary

Dear Families/Guardians & Students:

On behalf of the staff at Mentone Elementary School, welcome to the 2023-24 school year. We are excited about starting a new year of learning for our students. We will continue to promote a safe and supportive environment for your child. Teachers and support staff will provide standards-based instruction, intervention programs, instruction using technology, English language development, and learning activities that are appropriate for each child's needs.

Please review the contents of this handbook and of the Parent/Student Information Packet provided by the school district. You will see references to the district packet in this handbook for sections that are particularly important for our students and families.

As you read through this handbook, you will learn about the expectations we have for all students at Mentone Elementary. It is our commitment as students, parents, and staff to do whatever it takes to be successful in school.

Please call your child's teacher, our school office personnel, or me at 909-794-8610 if you have any questions about school policies or procedures. I look forward to celebrating your child's successes throughout the school year!

Sincerely,

Dr. Mollee O'Day
Principal

Mr. Todd Flowers
Assistant Principal

Mission and Vision for Mentone Elementary School

The mission of Mentone Elementary is to provide an environment that is safe and highly academic and to foster the social, and emotional needs of our students. The entire staff at Mentone is a professional learning community that exists for the purpose of providing a rigorous educational environment where all children are given the tools to reach their full potential.

Our vision for Mentone is that:

- Families and communities are actively involved in the education of children.
- Decision making for best practices is based on research and chosen by collaborative teams composed of teachers and administrators.
- Interventions and enrichment are provided to meet the changing needs of students.
- All students are mastering twenty-first century standards as measured by various assessments.

Our Vision for a Peaceful School

At Mentone Elementary School, we are dedicated to maintaining a peaceful, cooperative, and safe environment.

The Mentone school community will interact in a positive and respectful manner. All children will develop and demonstrate lifelong problem-solving skills. With this vision in mind, we are determined to meet these goals each day!

2023-2024 Calendar

MENTONE ELEMENTARY SCHOOL 2023-2024

REGULAR SCHOOL DAY (KINDER-5 TH GRADE)	8:00 AM - 2:05 PM	TK (AM CLASS) - REGULAR & MIN DAY	8 AM - 11:41 AM
MINIMUM DAYS (KINDER - 5 TH GRADES)	8:00 AM - 12:30 PM	TK (PM CLASS) - REGULAR DAY	10:24 - 2:05 PM
NO AFTERSCHOOL PROGRAM: NOV. 27, JAN. 8, APR. 1		TK (PM CLASS) - MIN DAY	8:49 - 12:30 PM

MINIMUM DAYS	ADDITIONAL DATES			
ELOP / AAA PROGRAMMING - NO SCHOOL	BACK TO SCHOOL NIGHT	Aug. 8	PTA FALL FESTIVAL	Oct. 27
NO AFTERSCHOOL (EXPLORATION EXPERIENCE) PROGRAM	FALL FAMILY NIGHT	Sep. 15	PTA MOVIE NIGHT	
ELOP SATURDAY + NOV. 9	WINTER FAMILY NIGHT / STAR PARTY	TBD	PTA VIP DANCE	
ELOP INTERSESSION PROGRAM	SPRING FAMILY NIGHT	Apr. 26	PTA COLT BOLT	
AAA INTERSESSION PROGRAM	LAST DAY OF SCHOOL	Jun. 6		
SCHOOL SITE CLOSED - NO SCHOOL, ELOP, AAA				

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
FEBRUARY							MARCH							APRIL							MAY							JUNE							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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							31																					30													

Civility Policy

Civility Policy

Any individual who disrupts or threatens to disrupt District /School office / classroom operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property shall be directed to leave school or school district property. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee shall verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person shall be directed to leave.

ARRIVAL / DISMISSAL TIMES

Regular Schedule		
	Regular Day	Minimum Day
Instruction Starting and Ending Time (Grade K-5)	8:00 AM- 2:05 PM	8:00 AM- 12:30 PM
Instruction Starting and Ending Time (Grade TK - AM)	8:00 AM- 11:41 AM	8:00 AM- 11:41 AM
Instruction Starting and Ending Time (Grade TK - PM)	10:24 AM- 2:05	8:49 AM- 12:30 PM

Monday is College Day: Have your child wear a college/military shirt.

Promotion Dates

Grade 5: June 6th, 2024

Kindergarten will send home dates at a later time.

Parent Conferences/Minimum Days: Nov. 13-17, 2024

AVID

Mentone Elementary participates in Advancement Via Individual Determination (AVID) which helps schools shift to a more equitable, student-centered approach. By teaching and reinforcing academic behaviors and higher-level thinking at a young age, AVID Elementary teachers create a ripple effect in later grades. Elementary students develop the academic habits they will need to be successful in middle school, high school, and college, in an age-appropriate and challenging way. Children learn about organization, study skills, communication, and self-advocacy. AVID Elementary students take structured notes and answer and ask high-level questions that go beyond routine answers.

The strong college and career-going culture on an AVID Elementary campus encourages students to think about their college and career plans. Schools cover their walls with college pennants and banners, and educators speak about their college experiences. College and careers are no longer foreign concepts, and teachers provide the academic foundation students need to be on a path for college and career success. AVID Elementary closes the opportunity gap before it begins.

Monday is our college day, please remember to wear your college t-shirts and remind our students to wear their college t-shirts. On Fridays, we wear anything that represents Mentone Elementary spirit (i.e. Blue, Colt Bolt t-shirt, or school shirts.)

PBIS/RESTORATIVE PRACTICES

Mentone Elementary participates in **Positive Behavioral Interventions and Supports (PBIS)**, which is a way for schools to encourage and teach good behavior. **PBIS** is an approach that schools can use to improve school safety and promote positive behavior. It's also a way for schools to decide how to respond to a child who misbehaves. **Restorative Practices** are focused on relationships with the goal of building strong connections that promote positive behavior and positive classroom climate. Both **PBIS** and **Restorative Practices** seek to improve school and classroom climate, increase student achievement, build social and emotional capacity, keep students in school, and improve teacher classroom management. **Restorative Practices** are intended to provide tools for creating positive behavioral outcomes. For additional information regarding the state's guidelines regarding suspensions, please click [HERE](#) .

PLEASE NOTE:

Please read the Parent/Student Information Packet for Redlands Unified School District for information on the following topics:

Student Bus Transportation, Distances, Laws and Rules

- School Hours
- Electronic Information Services Rules and Acceptable Use
- Contract for Internet Access
- Healthy Schools Act of 2000 Information
- Safety, Discipline, and Attendance
- Pupil Records
- Alternative Education
- Acknowledgement of Parent or Guardian of Specific School
- Activities Notification
- Guidelines for Student Behavior
- Your Rights – Due Process, Suspension and Expulsions
- Attendance Options
- Students – Sexual Harassment, **Dress Code**, Symbols, Nondiscrimination

MENTONE SCHOOL-WIDE EXPECTATIONS

ABC'S OF MENTONE

A - ACCEPT RESPONSIBILITY B - BE RESPECTFUL C - CHOOSE KINDNESS

Cafeteria and Lunch Line Expectations

What does it look like to be **RESPECTFUL** in the cafeteria?

- Pick up and throw away trash from the table and floor
- Pay attention to others' personal space so you don't bump into them
- Keep your hands on your own tray
- Keep hands off of others' food
- Chew with your mouth closed
- Say "please" and "thank you" to the kitchen and supervisory staff

What does it look like to be **SAFE** in the cafeteria?

- Enter and exit the cafeteria quietly, in a single file line
- Be sure your hands are clean and/or sanitized
- Use conversational voices so everyone is able to hear all adult instructions

What does it look like to be **RESPONSIBLE** in the cafeteria?

- Sit in your assigned seat.
- Listen and follow the directions given by all staff
- Keep hands and feet to yourself
- Recite your first and last name to kitchen staff loudly and clearly
- Open lunch items independently

Hallway Expectations

What does it look like to be **RESPECTFUL** in the hallway?

- Walk with your hands behind your back so that you don't touch others.
- Walk from place to place silently – to not disturb others
- Stop, look, and listen when spoken to by adults
- Help adults and students by holding open doors
- Put trash in garbage cans
- Stop line for people crossing

Library Expectations

What does it look like to be **RESPECTFUL** in the library?

- Enter quietly and go directly to the reading rug
- Sit quietly while the teacher is reading or giving instructions
- Use quiet, one inch voices when speaking
- Wait in a single file line with your hands behind your back.
- Say “excuse me” if you bump into someone

What does it look like to be **SAFE** in the library?

- Keep hands and feet to yourself
- Be sure to read your book
- Walk at all times
- Never throw books, pencils, erasers or other objects in the library

What does it look like to be **RESPONSIBLE** in the library?

- Return your books weekly
- Return the book in the same condition as it was checked out
- Pay fines promptly for lost or missing books
- Teachers will walk students all the way to the library door and pick students up from the library door
- Teachers **MUST** be on time picking up their classes

Office Expectations

What does it look like to be **RESPECTFUL** in the office?

- Use polite language: “please” and “thank you”
- Talk to adults only when directed to do so; don’t interrupt
- You must always have an office pass
- Explain quickly and clearly why you are there

What does it look like to be **SAFE** in the office?

- Keep hands to yourself
- Keep feet to yourself
- While seated, keep two feet on the floor

What does it look like to be **RESPONSIBLE** in the office?

- State your purpose politely and clearly
- Sit quietly and wait without disturbing others in the office
- Wait patiently for your turn

Restroom Expectations

What does it look like to be **RESPECTFUL** in the restroom?

- Give people privacy
- Use quiet voices
- Wait your turn patiently
- Throw away your trash in trash can

What does it look like to be **SAFE** in the restroom?

- Walk to and from the restroom
- Playing in the restroom is not allowed
- Keep water off the floor
- Report problems: sink/toilet

What does it look like to be **RESPONSIBLE** in the restroom?

- Use the restroom during recesses, not class time
- Flush toilets
- Wash your hands
- Put toilet paper in the toilet
- Put paper towels and trash in garbage cans

zSpace Lab and Technology Expectations

What does it look like to be **RESPECTFUL** in the computer lab and when using technology?

- Enter quietly and go directly to your computer
- Sit quietly, not using the computer or iPad, while the teacher is giving instruction
- Use quiet voices at all times
- Food or drinks are not allowed in the lab.

Field Trip Expectations

Students are expected to follow Mentone Elementary School Wide Behavior Expectations of PBIS, accept responsibility, be respectful, and choose kindness at all times during the school day and at all school-related functions, such as field trips, after school programs and other events such as the Carnival and the field day.

Voice Level (Noise) Expectations

Students are expected to learn and understand the meaning of the following words/phrases:

- Silent/Silence (no voice, no sound)
- Quiet voice (whisper, cannot be heard more than 1 foot away)
- Conversational voice (normal, can be heard 3-5 feet away)
- Presentation voice (can be heard comfortably throughout the room)

Following school expectations helps students be engaged learners who interact appropriately and courteously with their classmates and teachers.

Cafeteria and Outdoor Lunch Table Rules

1. Teacher walks the class to the cafeteria in a single file line, hands behind their backs, and no talking.
2. Students select their lunch quickly, using a polite voice when talking to our staff, say **“please” and “thank you”**.
3. Students should remember to get everything they need (i.e. napkins, straws, condiments) so that they won't have to go back and disturb the flow.
4. Students should walk carefully to their assigned table.
5. Each table seating chart will be posted on the cafeteria wall or outside tables for all to see.
6. Students must remain seated until they are dismissed by a playground supervisor.
7. There is one boys' and one girls' bathroom pass. Students must get permission to use the bathroom. If there is an ongoing health concern the teacher will make arrangements with the supervision aides.
8. Students keep all their trash with them until the table is excused.
9. When the table is completely or mostly finished eating, the supervision aides will release the table to empty their trash into the gray trash can, put items that can be recycled in the blue container, and throw any food in the green waste container.
10. Students walk directly from the table to the line-up area. Once in line, students stand with their hands behind their backs, facing forward, and not talking.
11. When leaving the cafeteria or outdoor table area, students are to walk silently, with their hands behind their backs until they are dismissed to go to the playground.

Playground Expectations

What does it look like to be **RESPECTFUL** on the playground?

- Wait your turn in line for equipment and at the water fountain
- Listen to adults the first time a direction is given
- Don't interrupt the adults or other students
- Find a non-confrontational solution to solve problems – rock, paper, scissors, etc.

What does it look like to be **SAFE** on the playground?

- Walk when on the upper levels of playground equipment
- Leave personal space for students who might fall off equipment
- Walk to/from class to the playground
- Play fighting or tag-type games are not allowed
- Stay in designated play areas
- Use equipment as intended
- Play by the rules
- Walk to line after instructed

What does it look like to be **RESPONSIBLE** on the playground?

- Use the bathroom and get a drink during recess time
- Tell an adult if someone is hurt
- Freeze at the bell and get off equipment
- Hold playground equipment as you walk to line
- Return equipment to where it belongs

GENERAL PLAYGROUND RULES

- Walk to recess in a straight line with your hands behind your back
- Hold on to play equipment (balls, jump ropes, etc.) until reaching the playground or line
- Balls from the big basket are to be returned before you go to the staging area at the end of recess.
- Listen to all playground supervisors.
- Use all equipment as it is intended to be used
- Use the restrooms and get drinks during recess. Students who have bottled water in the classroom should wait until they get back to the room to get their drink.
- When the bell rings go immediately to the area where your class lines up. Stand in line with your hands behind your back.
- Find non-confrontational solutions to problems (i.e. rock/paper/scissors, take turns).
- No running on the upper levels of the playground equipment

Consequences for Not Following Expectations

Each grade level will develop grade level specific consequences and protocols that all students in that grade must follow. In general, consequences may include, but are not limited to:

- Loss of privileges
- Reflection Time on the Playground
- Complete Behavior Reflection to explain/apologize for misbehavior
- Phone call and/or letter sent home
- Conference with parents
- Conference with another teacher, the counselor, the principal, etc.
- Development of a Behavior Support Plan
- In-school or at-home suspension or expulsion

FIGHTING AND WEAPONS

The Redlands Unified School District has a zero tolerance policy for violence at school. Students who fight or bring weapons to school will be suspended from school and may be expelled from school. At the elementary school level students who bring knives or other weapons to school (including toy versions) usually do not bring them to school with intent to harm other students; however, the fact that they brought the weapon to school is still cause for suspension. Fingernail clippers and other combination tools with a blade are considered to be knives. In addition, laser pointers are dangerous and are considered weapons.

SEXUAL AND RACIAL HARASSMENT

All students are to be treated equally and with respect at Mentone Elementary School. Harassing or bothering students in a sexually inappropriate way, or because of their ethnicity or color is unacceptable and may result in a suspension.

PERSONAL DEVICE (i.e. CELL PHONES / SMART WATCHES / MUSIC PLAYERS)

Students are not permitted to use personal devices during school hours for any reason. All calls must be made through the school office. **Personal devices will be permitted only in students' backpacks and must be off at all times. If a student has their device out or turned on, the device will be confiscated and returned at the end of the day and/or until a parent comes to pick up the device from the teacher or the principal. The school is not responsible for any stolen or damaged device.**

**Any student who is found to be responsible for any of these offenses will be subject to appropriate disciplinary action up to and including suspension/expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.*

SCHOOL DRESS CODE POLICY

We encourage all students to comply with Mentone's dress code policy. The goal of our dress code policy is to encourage a safe and orderly learning environment. Students are focused on learning rather than appearances.

Shoes: Tennis shoes or closed-toe shoes. No flip-flops or shoes with wheels (i.e. Heelys). Please remember students go to recess and/or PE daily.

The general guidelines of the policy are as follows:

1. Wear clothing that does not disrupt the class or is a distraction to instruction.
2. Clothing that is NOT acceptable includes: short shorts, bathing suits, tube tops, bare midriffs or revealing tops, spaghetti strap tops, clothing with obscene/offensive logos, language, or drawings, clothing advertising or promoting alcohol, drugs, violence, or illegal substances
3. Articles of clothing, jewelry, or accessories in the school's opinion that pose a threat to the physical or psychological well-being and safety of the student or others are not allowed.
4. Clothing or articles of clothing/accessories related to a group which may provoke others to acts of violence or intimidation of potential violence are not allowed.
5. Sunglasses should be worn outside only, and prescription glasses only can be worn inside.
6. Shoes must always be worn at all times.
7. Hats may be worn outside for sun protection. They may not have inappropriate writing on them or be worn backwards.

GENERAL INFORMATION

OFFICE HOURS: 7:30 AM – 4:00 PM

STUDENT ARRIVAL TIME / DISMISSAL: School begins promptly at **8:00 AM.** for students in grades TK - 5th. **Transitional Kindergarten (AM)** is daily **8:00 A.M. – 11:41 A.M.** **Transitional Kindergarten (PM)** is daily **10:24 A.M. – 2:05 P.M.** On Minimum days, all students (K-5) will attend from 8 A.M. to 12:30 P.M. Students are expected to be in class on time. **We open our school gates for students from 7:30 A.M. to 8:00 A.M. and 2:05 P.M. to 2:20 P.M.** Please see the **Enrichment Experience schedule for pick up time if your child participates in this program.**

In addition, K – 5th grade students must be picked up on time at 2:05 P.M. Monday through Friday and at 12:30 P.M. on minimum days. We will make every attempt to contact a family member to pick up their child; however please be aware that if a student has not been picked up prior to the closure of our office at 4:00, the Sheriff Department will be notified and the child will be placed in their care until a family member picks them up.

PHONE CALLS

- The Mentone Elementary School office phone number is **909-794-8610.** The fax number is **909-794-8614.**
- The office is open from 7:30 a.m. to 4:00 p.m.
- The school phone is for business purposes only. Phones are answered from 7:30 a.m. to 4:00 p.m. **Students may not use the phone** except in a real emergency.
- **No phone calls will be forwarded to classrooms during instruction.**

CONTACTING YOUR CHILD’S TEACHER

At Mentone Elementary School, our teachers will maintain regular communication with parents through notes, progress reports, phone calls, and conferences. We also encourage parents to maintain regular communication with teachers. If you wish to speak with your child’s teacher:

1. Please call when the class is not in session. Teachers are available by making an appointment
2. Leave your number so the teacher can return your call, or
3. Send a note with your child to the teachers.
4. Communicate with the teacher through Aeries or email.

ATTENDANCE

Showing up for school has a huge impact on a student's academic success starting in TK/Kindergarten and continuing through high school. Families play a key role in making sure students get to school on time and understand why attendance is so important for success in school and in life.

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school - regardless of the reason - it can cause them to fall behind academically. Your child is less likely to succeed if he or she is chronically absent - which means missing 10 or more days over the course of the school year.

Letters will be sent home to the student's address to notify parents/guardians of current attendance 3 times throughout the school year. Letter #1 is sent when a student misses 5 days. Letter #2 is sent when a student misses 10 days along with an invitation to attend a meeting with a site administrator to discuss further steps to help and support the family. Letter #3 is sent when a student misses 15 days of school. After letter#3 is sent home, the student is referred to the SARB process at the school district level to discuss the chronic absenteeism and find ways to support the family.

NOTIFICATION OF ABSENCE

When your child is absent, please send a note explaining the reason for the absence or you may call (909) 794-8610. Please try to schedule doctor and dental appointments after school or during vacation time as much as possible. The school receives state funds every day your child is in school. If your child is not in school, he/she is missing valuable instruction. If students are not in school, they cannot learn.

TRUANCY

State Law requires parents of children 6-18 years of age to send their children to school. Students absent without permission are considered truant. Being more than 30 minutes late for three days is also considered truancy.

LEAVING SCHOOL DURING SCHOOL HOURS

The parent, guardian, or person authorized on the emergency card must come into the school office to sign out the student. Students will not be called out of class until the parent / guardian arrives to pick him / her up. All adults **MUST** present a picture ID in order to check a student out of school. *Please do not pick up your child early just to avoid traffic in our parking lot. Unless there is an emergency, we encourage you not to pick up your students during the last 15-10 minutes prior to the last bell at the end of the day.*

PLEASE KEEP YOUR EMERGENCY CARD CURRENT FOR THE SAFETY AND PROTECTION OF YOUR CHILD/CHILDREN INCLUDING THE PARENTS' CORRECT WORK PHONE NUMBERS, HOME PHONE NUMBERS, AND THE NAMES AND TELEPHONE NUMBERS OF PEOPLE WE MAY CONTACT IN THE EVENT OF AN EMERGENCY. WE WILL RELEASE YOUR CHILD TO ONLY THOSE

PEOPLE WHO ARE LISTED ON THE EMERGENCY CARD. *Also be aware that we cannot release children to minors (for example a 15 year old sister) during school hours.*

MOVING

If a family is going to move out of the Mentone Elementary School attendance area, parents should notify the school office by calling or sending a note stating the date the family is moving and the new address. At that time, the student will have to return any books or materials that belong to the school and he/she will be issued a checkout sheet to take to the new school.

CAFETERIA

Breakfast and lunch is served daily in the cafeteria. Breakfast is offered to all students until 7:55 AM. If you would like for your child to have breakfast at school, please make sure they arrive at school between 7:30 AM and 7:45 AM to have time to eat breakfast at school. Families will be asked to complete a survey at the beginning of the year, in order for the school district to continue to offer free breakfast and lunch. If you have questions, you may call the RUSD Nutrition Services department at (909) 307-5366 .

MEDICATIONS

Instructions are outlined in Board Policy 5141.21. (Ed. Code 49423) Any student who must take medication (**prescribed or over the counter**) during the school hours must submit a written statement of instructions from the physician and parental request for assistance in administering the physician's instructions. All medication brought to school must be in an appropriate pharmacy container as packaged by the manufacturer and labeled with the student name, name of medication, exact dosage, time medication is to be given, name of prescribing physician, and the date the prescription was filled. This includes inhalers for asthma, eyedrops, Tylenol, cough drops, etc.

If a student arrives at school and is in use of any type of medical device such as crutches, wheelchair, scooters, or any other medical assisted device, the office will need documentation from the doctor regarding the medical need. Students will not be permitted to remain at school until a medical note is provided to the school outlining restrictions and accommodations for the student is specified.

VOLUNTEERING & VISITING CLASSROOMS

Parents are encouraged to visit their children's classrooms. We welcome visitors to Mentone Elementary School. However, to protect our students from unauthorized people on campus, parents must comply with district policy. Please talk with your child's teacher to set up a time so that instruction will not be interrupted. Parents or community members who volunteer in the classroom must complete a volunteer application that is available on the RUSD website. A direct link can be found [HERE](#). The principal and district office must approve all applications. They determine if the individual is a registered sex offender prior to approving. The district also coordinates a fingerprint, COVID and Tuberculosis (TB) clearance process. Additionally, in special circumstances, principal accompaniment of visitors can be arranged.

LOST AND FOUND

Lost and found items are kept in the lost and found area located outside the cafeteria. We encourage you to check this area regularly. Labeling your child's personal items with his/her name is recommended. We cannot be responsible for lost items.

TOYS AND GAMES

Toys, balls, and games from home are not allowed at school. iPads, iPods, smart watches, radios, cell phones etc. or any type of electronic games are not allowed, and will be kept by the teacher or principal until the parent picks up the item. ***The school is not responsible for lost or stolen items.***

SAFETY AND TRANSPORTATION

Updated traffic pattern for drop off and pick up for 2023-2024 school year

Parents of TK/Kindergarten/1st Grade/2nd Grade students will be able to park in the south parking lot or drive through the south parking lot lanes to drop off and pick up their students. They will enter through the gate by the kindergarten playground. The south parking lot gates will be locked.

** Bus students will also enter/exit through this gate. ALL other students will need to be dropped off and picked up using the north parking lot drive through lane. There will be 1 gate open for students to be dropped off in the north parking lot. Parents are able to park across the street from this parking lot and walk their students across the street using the flashing crosswalk.

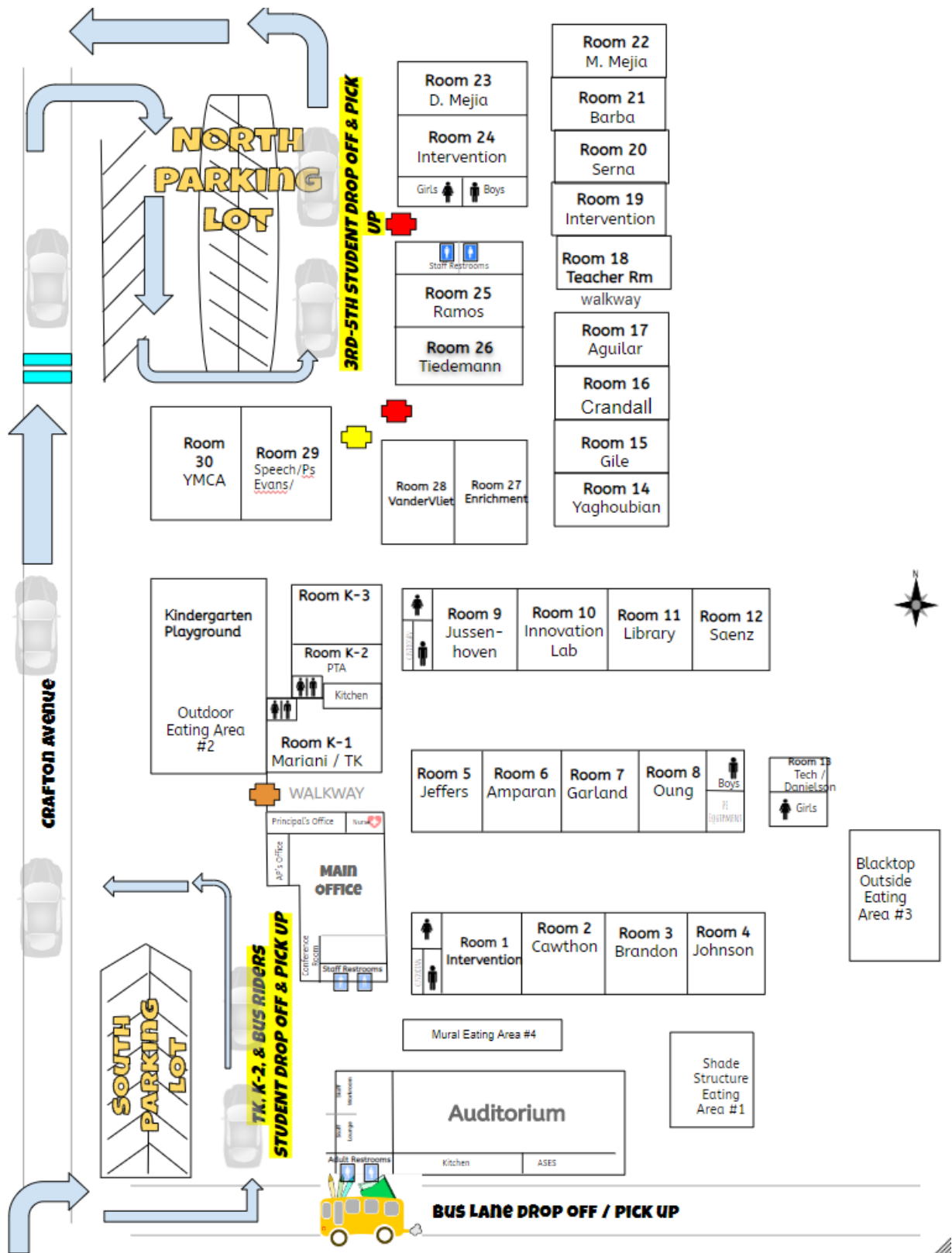
Be responsible for showing and teaching your child to:

1. Cross the street at the corner or in a crosswalk.
2. Watch for cars before crossing a street, and cross only when it is safe.
3. Always stay alert while crossing a street.
4. Walk on the side of the road facing oncoming traffic if there are no sidewalks.
5. Follow the safest route to school.
6. Respect the property of the people in houses on the way to and from school.
7. Refer to the map for drop off and pick up designated areas.
8. **Avoid strangers. Never get into the car with someone that he/she doesn't know. Do not accept money, candy, or presents from strangers.**

SCHOOL PARKING LOT

For the safety of our children, please demonstrate courtesy and respect in the parking lot, especially during the afternoon release time. During the afternoon release time, students will be supervised by Mentone personnel in the designated grade level areas of our parking lot. Students will not be allowed to wait for their ride in any other area. Parents are NOT allowed to pick up in the bus loading zone. Please do not encourage your child to wait for you anywhere else on our campus since we cannot provide supervision in all areas. Do not double park, block driveways, or ask your children to cross in the middle of the street. All students must use the crosswalk. Please drive slowly at all times through our parking lot and in the school zone. Watch for children at all times. **Please remember that there is no parking in red or yellow zones. Red zones are for emergencies and yellow are for loading or drop off and pick up.** We understand it can get congested, so please be patient!

ARRIVAL/DISMISSAL MAP



DISMISSAL MAP

TRAVEL TO AND FROM SCHOOL

School and parents/guardians have a shared responsibility for training children to be safe going to and from school. Students should follow the routines and routes that their parents set for them. They should stay off private property, and should go directly to their proper destinations.

Please send a note if your child is to change his/her regular routine (bus, walk, or being called for). For example, if your child usually rides the bus, and he/she does not have a note saying that you will pick him/her up, then we will put him/her on the bus.

BICYCLES, SKATEBOARDS, IN-LINE SKATES, SCOOTERS, ELECTRIC SCOOTERS, ELECTRIC BICYCLES

Students in grades one through five may ride bicycles to school. **They may not ride on the school grounds at any time. All bikes must be locked in the bike rack. The school is not responsible for damaged or stolen bikes.** If a child rides on school grounds, the parent will be called to pick up the equipment. Parents should be certain that the child has safe equipment, safety equipment, knows traffic laws, and is a safe and capable rider. **Children should be reminded that it is illegal to ride double, and that helmets are required.**

TRANSPORTATION:

Please do not wait until the last moment to inform the office regarding a change in transportation. We may not have the time or manpower to get a last minute phone message delivered on time. Parents or other adults are NOT allowed to wait by the bus line to pull their child out of the bus line, prior notice must be given. Please keep your child's teacher informed at all times as to the pick-up routine for your child.

LOSS OF OR DAMAGE TO SCHOOL PROPERTY

Students are responsible for all textbooks checked out to them. They are expected to take proper care of books and to return them at the end of the school year or if they move. If a textbook or other school property, such as a library book, is lost, stolen, or destroyed, it must be paid for. The librarian will send a bill to parents for any lost or destroyed item.

BUS TRANSPORTATION

Bus drivers follow a tight schedule; therefore, all children must be at the bus stop ready to board when the bus arrives. Bus times may vary for the first few days of school as the driver and children adjust to the route. Occasionally, a bus will break down. When that occurs, please be patient. The drivers will attempt to keep to the schedule as clearly as possible. Any bus complaints, questions, or concerns should be directed to Sam Anderson at 909-307-5370

BUS RULES

The school bus must be operated in a manner that provides safe transportation for all passengers. Children should obey the following bus rules:

1. While waiting for the bus, remain at the bus stop; do not throw rocks, go in the street, or damage other people's property.
2. Be respectful to the bus driver, and do not argue with him/her.
3. If you have an assigned seat, do not sit in any other seat until told to do so by the bus driver.
4. Remain seated, facing the front of the bus at all times.
5. Refrain from loud talking or other noises.
6. Keep all parts of the body inside the bus at all times.
7. Do not throw things in or out of the windows.
8. Keep the center aisle clear at all times.
9. Do not eat food of any kind inside the bus.
10. No animals shall be taken on the bus.
11. No fighting or pushing is allowed.
12. Courtesy to others is the main rule on the bus.

CONSEQUENCES FOR BUS WRITE-UP

If a bus rule is broken, the student will receive a bus write up.

- First offense – student called to office, letter sent home with the student for parent's signature
- Second offense – student called to office – parent contacted
- Third offense – five day suspension from riding the bus
- Fourth offense – loss of bus privileges for ten days
- Fifth offense – loss of bus privileges for the school year
- Severe disruption – A student who causes a severe or dangerous disruption on the bus will be disciplined on an individual basis. Students who continually break bus rules will lose their bus riding privileges.

ACADEMIC AND CURRICULAR INFORMATION

STANDARDS/RETENTION POLICY

Students must meet the minimum proficiency requirements adopted by the Board of Education.

WHAT TO DO IF YOUR CHILD IS HAVING ACADEMIC PROBLEMS AT SCHOOL

In the event that you develop concerns over a problem occurring in school, please make an appointment to discuss the situation with the classroom teacher. Teachers are required to keep parents informed of their child's progress. You will be receiving a progress report each trimester. If you do not receive one, please notify your child's teacher and/or the office. The teacher may recommend that a Student Intervention Team Meeting (IST) be held to discuss your child's academic strengths and weaknesses. If the problem should continue after you and the teacher have tried several solutions, then please make an appointment with the school principal.

HOMEWORK

Homework may consist of the completion of class work and / or special assignments appropriate to the grade level at which the child is working. It may be a long-term project or a short-term assignment designed to develop good study habits, responsibility, and emphasize critical thinking skills. Homework will be assigned to reinforce concepts taught in class and expected to be returned. Homework guidelines are the discretion of the classroom teacher.

REPORT CARDS

Three report cards will be sent home during the school year, one at the end of each trimester. If a student is doing unsatisfactory work in any academic area, an "At Risk" progress report will be sent home between the sixth and tenth week of each trimester.

INDEPENDENT STUDY PROGRAM/SHORT TERM RISE

If you are planning a trip which will require a period of time away from school, (at least five days) you may be granted school credit by arranging an independent study program. Under this plan, your child would complete assignments on the trip and would receive school credit. If your child will be out sick for more than 5 days, you can also request independent study/short term RISE. You must contact your child's teacher and the office at least three days in advance to make arrangements. **All of the work must be completed and will be due on the student's first day back to school in order to receive full credit.**

OTHER HEALTH INFORMATION

Please see the district booklet for information regarding physical examinations and school admission, vision and hearing tests, immunization requirements, rules for dispensation of medication at school, medical insurance, and required medication notifications.

District Policy regarding other health impairment:

Any student who returns to school following an accident which necessitates the use of crutches, cast, wheelchair, sling, or any assistive device, shall bring a written note from his/her private physician to inform the teacher and school of the condition. This note shall be filed on the health card, and if required, an excuse from Physical Educational shall be written for the length of time requested by the physician.

RECOGNITION OF GOOD BEHAVIOR AND ACADEMIC ACHIEVEMENT

At the awards assemblies, students will be honored with certificates and other prizes. Parents will be notified when their child will receive an award at the assembly. Parents are welcome and encouraged to attend the assembly, to bring family members, and to take photos. Watch the calendar for notice of assembly dates and times. **Please do not bring latex balloons as a gift for your child because of latex allergies.**

WELLNESS POLICY

Redlands Unified School District has a Wellness Policy that is designed to promote healthy eating and choices. Following is a summary of this policy and procedures for our school:

- Fundraising sales during the school day will not involve non-nutritious food, such as candy or sodas.
- Snacks served during the school day or in any after-school programs will be nutritious ones, including fruits, vegetables, and water.
- **Classroom parties will be coordinated with the classroom teacher. All items must be prepared in an approved commercial facility and pre-wrapped. Food prepared at home shall not be served in class. Mentone encourages families to celebrate birthdays with an alternate to food items, to ensure that all students can participate in the celebration.**
- Parents are encouraged to send healthy, balanced lunches with their children who bring lunch. Some ideas for healthy snacks and beverages include: fruits – fresh or dried, vegetables, such as carrot sticks or cherry tomatoes, salads with low-fat dressing, Graham crackers, low fat frozen yogurt, fruit juice bars, vanilla wafers, animal crackers, pudding, yogurt splits with granola and fruit, nonfat chocolate milk, flavored milk, fruit juice, frozen juice treats, low fat string cheese, crackers with low fat cheese, soft pretzels with mustard, air popped popcorn, nuts (if not allergic), beef jerky, baked tortilla chips and salsa or low fat bean dip, pretzels, baked or reduced fat chips.
- Students that select to bring their own items for breakfast, snack, and/or lunch, will not bring caffeinated beverages, such as Monster, Prime, Rockstar, coffee, or soda.

SPECIAL SERVICES

PSYCHOLOGIST

A school psychologist serves Mentone Elementary one day a week. The psychologist's primary responsibility is to complete evaluations for special education. A child can be evaluated to determine possible learning disabilities or problems according to district and Special Education guidelines. (See School Study Team.)

SPECIALIZED ACADEMIC INSTRUCTION (S.A. I.)

The specialized academic instruction is provided to assist special education students. This program provides small group instruction for part of the day in the area(s) in which the child requires extra assistance. Children are transferred back to the regular program when they meet established goals. The program is financed by state funds. Students may be placed in the program after certain steps have been followed: Student Study Team, appropriate identification assessments, meetings with the teacher, parents, our school psychologist, and other school personnel, and completion of an Individual Education Plan (I.E.P.) at a team meeting.

SPEECH/LANGUAGE THERAPY

A speech/language therapist serves students at Mentone. The therapist works with both individuals and small groups of students who are having difficulty with speech or language processes. The classroom teacher or parents may have students screened for this program through a referral and assessment process.

INTERVENTION STUDY TEAM (I.S.T.)

The Student Study Team (S.S.T.) is made up of the Resource Specialist, an administrator, and several teachers. When a child is having difficulty progressing in school, his/her teacher may make a referral to the team. A meeting is scheduled for the parent/guardian to meet with the team, and to discuss strengths, needs, and information about the child, as well as to suggest strategies for school or home that will assist the child. The team may recommend that assessments also be performed.

EMERGENCY PROCEDURES

The school has plans and preparations for major emergency situations. Training and drills help our school personnel and students to be prepared for an actual emergency, and to understand the emergency procedures.

In the event of an emergency, your child should be instructed to obey directions of school personnel, and/or to follow the directions of the bus driver. If your child is walking or riding a bicycle, he/she should be told to continue toward the destination when an emergency situation develops.

Your cooperation is appreciated in any emergency:

- Please do not telephone the school, as telephone lines will be needed for emergency communications.
- Please do not drive to school immediately, so that roads will be clear for emergency vehicles. Roads may be littered with debris.
- Turn on your radio to a station that is part of the emergency broadcast system for official information and instructions.
- The school will retain your child until you, or an adult listed on the emergency card, can be reached.
- All parents must report to the information gate located in front of the school by room 10, in order to sign out and pick up children.
- If you are unable to reach school, we are prepared to care for your child in a critical situation. Personnel will remain at school until all students are picked up.

UNIFORM COMPLAINT PROCEDURE

PARENT COMPLAINT PROCEDURE

Sometimes problems arise that need to be resolved. If you have a concern, please follow these steps:

1. Step One--Make an appointment with the classroom teacher to explain the problem. If it is not resolved satisfactorily, go to Step Two;
2. Step Two--Make an appointment with the administrator to explain the problem. If it is not resolved satisfactorily, go to Step Three;
3. Step Three--Call the Redlands Unified School District Office at (909) 307-5300. If it is not resolved satisfactorily, go to Step Four;
4. Step Four – Complete a Uniform Formal Complaint Form. They are available on the district website: <http://www.redlandsusd.net> or you can obtain one from the school or district office.

SAFE SCHOOL ENVIRONMENT

SMOKE-FREE, DRUG-FREE ENVIRONMENT: Mentone Elementary provides a smoke-free, drug-free environment. **ILLEGAL DRUGS AND / OR SMOKING IS NOT PERMITTED ON ANY SCHOOL PROPERTY, AT ANY TIME, WITHIN THE STATE OF CALIFORNIA.**

CHILD PROTECTIVE SERVICES

Child abuse / neglect is a very serious issue. If any school district employee suspects that a child is being physically and / or sexually abused or neglected, it is our legal responsibility to report this to Child Protective Services (CPS).

SEXUAL HARASSMENT

If a student feels that he or she has been sexually harassed by an adult or a student, the pupil needs to immediately tell an adult or directly to the principal. The adult is to send the student to the principal. The site administrator will then investigate the complaint, determine the validity, and take appropriate action.

GENDER EQUITY

School programs and activities shall be free from discrimination, including harassment, with respect to actual or perceived ethnic group identification, race, ancestry, national origin, religion, age, sex (gender), color, physical or mental disability, or parental status. If a child is being bullied, please report it to a staff member. There is also an online reporting form at www.sprigeo.com

SAFE SCHOOL STATEMENT

The Redlands Unified School District and Mentone Elementary are committed to a safe environment for all students and staff and will not tolerate **any** weapons, implements, or substances used as weapons, unauthorized drugs, violence, gang activity, or vandalism on any campus. "Weapons" shall include but are not limited to guns, "look-a-likes", any knife, martial arts tools, razor blades, or mace. Any student who is found to have initiated an attack, assault, use of force or threat to a school employee will be suspended / expelled. The appropriate law enforcement agency will be contacted and a report will be filed. There is a "zero-tolerance" approach towards this type of behavior. Such behavior is totally unacceptable and will be dealt with decisively.

CAMPUS SECURITY

Our staff is extremely well trained and their primary concern is the safety of each child. Please contact the administration with any concerns or special needs. The following are a few precautions we take daily to maintain campus safety:

- **After the 8:00 AM morning bell, all parents are required to leave their child at the front gate. Parents are NOT allowed to walk their children to class. If you wish to visit your child's classroom, please feel free to schedule a meeting with your child's teacher during their conference period or after school. You may visit the school anytime, once you have been cleared by our district. These appointments could be scheduled anytime after 7:30 am. Please refer to the map sent home to see where**

your child will be dropped off. We thank you in advance for supporting our students' safety.

- All school gates will be locked after the 8:00 AM morning bell. They won't be open until 2:00 PM or 12:00 PM (on minimum days). The only exception is the TK and State Preschool gate area, which will be opened for TK and pre-school drop off during the times below:

TK: drop off times 7:45 AM and 9:55 AM

pick up times at 12:05 PM and 2:00 PM

Preschool: drop off times 7:45 AM and 11:30 AM

pick up times at 10:45 AM and 2:30 PM

Dismissal for Transitional Kindergarten and Preschool will be made at the kindergarten or North parking lot gate (see traffic maps above).

- Only registered school volunteers or parents with school-business appointments will be allowed on campus between 7:55 AM and 2:00 PM (12:00 PM on minimum days). Volunteers are cleared through the district, have made prior arrangements with the teacher, must sign in and out in the office, and wear a visitor or volunteer badge.
- If your child is tardy, please bring them to the office for a tardy pass; however, parents will not be allowed to walk their child to the classroom.
- Parents/adults are not allowed to eat with children during breakfast. Students are able to walk through the breakfast line independently and eat in the supervised eating area with other students. Parents are also not allowed out on the playground fields, equipment, or play areas. This is for the monitoring, supervision, and safety of all students.
- Parents are allowed to drop lunch off for their child in the office, but are not allowed to eat with their child on campus during the school day.
- If you would like to meet with a teacher before or after school, please go to the office and they can assist you with contacting the teacher to arrange a meeting.
- All parents must wait outside the gate when dropping off their children in the morning.
- All parents must wait outside the gate for their children at the child's designated exit area during dismissal.
- Parents will not be allowed on campus early to wait outside their child's classroom. Students do not exit through the office doors. **Late pick ups must go through the main office and a signature will be required.**

Please know that we want our school to be a welcoming environment to parents; however, campus safety is our utmost priority.

Again, please bring any concerns to our attention.

P.T.A.

You are encouraged to join the Mentone P.T.A.! Your support and participation in this organization helps parents and teachers work together to provide the best education possible for each child. P.T.A. members help in classes, serve on committees, and plan and/or assist with many exciting activities. The P.T.A. allocates funds to directly support students and classrooms. Money is used for field trips, teacher supplies, and other special projects.

OBJECTIVES OF P.T.A.

- To promote the welfare of the children at home, at school, and in the community.
- To bring the home and school into a closer relationship with each other so that parents and teachers may cooperate intelligently in the education of the child.

PARENT INVOLVEMENT

Home / School Communication

Check for communication from teacher daily

Attend parent / teacher conferences

Read success reports from teachers

Read academic progress reports

Read monthly calendars, all school communication, and Parent Handbook

Maintain open communication with your child's teacher

Parents as Supporters of School Activities

Participate in fundraisers

Chaperone on study trips and parties

Organize a school function

Be a room parent

Attend back to school night

Attend special performances

Attend award ceremonies

Spend time with your child discussing school issues

Parents as Learners

Read at home learning suggestions sent by the school

Read information on community resources

Read parenting information sent by the school.

Attend parenting programs and workshops offered at the school

Parents as Teachers

Tutor your children at home

Provide enrichment activities for learning at home

Sign up to be a parent volunteer in the classroom

Listen to your child read

Read to your child

Monitor homework

Provide incentives and praise

Take your child to the library

Spend time as a family

We look forward to a fun and exciting school year filled with wonderful learning experiences for your child. We appreciate your support and invite you to become involved in any way possible. It is the collaboration between our school, parents, and community that makes Mentone Elementary School such an outstanding environment for students to succeed!

Exploration Experience



Mentone Elementary Parent-Student Handbook 2023-2024

Dear Families,

Welcome to a new school year! We are pleased to offer the Exploration Experience Program (EEP) to our wonderful Mentone students. We look forward to working with your child and the exciting year ahead!

What is EEP?

EEP stands for "Exploration Experience Program." Our students attend a longer school day for continued learning. They experience various activities and learn through exploration with certificated school district teachers as well as staff hired by the YMCA. We focus on teaching STEAM (Science, Technology, Engineering, Art, and Math) with P.E. and some homework time. Last year we had 2 after-school programs, ELO and ASES. This year, our programs are combined and the program is now one, "Exploration Experience Program". The two staff will work together to serve all students. The staff includes 6 teachers as well as 4 YMCA staff. Students will be served by all staff until 4:45 pm. After 4:45 pm, students will be served by the YMCA staff exclusively until 6 PM.

When is EEP?

Exploration Experience takes place after each school day, including minimum days until 5:00 pm. Care can be provided by YMCA staff until 6:00 pm if needed. There are also additional opportunities offered separately on some Saturdays and during school breaks.

Who is EEP for?

Exploration Experience is open to all Mentone students in grades TK-5. Incoming TK and Kindergarten students are also invited.

Where does EEP take place?

Our daily program takes place on campus. However, we occasionally travel to other locations for field trips and events. (AM Kindergarten and TK students may be able to attend the Boys and Girls Club off-campus daily.)

Why is this good for my child?

The learning experiences we offer help to broaden students' academic skills and knowledge as well as their social and emotional capacity.

How much does EEP cost?

There is no cost for this opportunity. However, students are expected to have **regular attendance** and **excellent behavior** in order to remain enrolled.



Staff:

Mollee O'Day, Principal~ mollee_ODay@redlands.k12.ca.us

Todd Flowers, Assistant Principal~ todd_flowers@redlands.k12.ca.us

Lisa Carpentier, EEP Program Specialist~ lisa_carpentier@redlands.k12.ca.us

Pamela Crandall, Counselor~ pamela_crandall@redlands.k12.ca.us

Revathi Kumar, Office Clerk~ revathi_kumar@redlands.k12.ca.us

Lisa Loaiza, YMCA Lead~lloaiza@ymcaeastvalley.org

Hours, Daily Schedule, and Calendar:

- EEP takes place almost every school day beginning on the first day of school and ending on the last day of school.
- **There are only 3 days this year when EEP will not be offered.** These days have been set aside for staff professional development.
- This year's professional development dates are: Monday, 11/27/23, Monday, 1/8/24, & Monday, 4/1/24. Please plan accordingly.
- EEP is offered on every minimum day.
- When the dismissal bell rings, students are to report to the Program Specialist (Mrs. Carpentier) and YMCA staff for check-in, located in the MPR area.
- All students must check-in immediately after leaving their classrooms.
- After check-in, students will have the opportunity to eat a snack and participate in an additional recess.
- Student snacks are provided by nutrition services, or your child may choose to bring their own snack. However, NO candy or hot chips such as Cheetos, Takis, etc. will be allowed. Also, for health and safety reasons students are not allowed to share their snacks with others.
- Teachers will collect students at the end of snack/recess and escort them to classrooms.
- Exploration Experience activities and homework help time will take place until dismissal begins at 4:45 pm each day (or 6 PM for those that are enrolled in the late pick up option).
- **The one parking lot dismissal is between 4:45-5:00 pm.** Staff will supervise students while dismissal is taking place and bring clipboards out to cars for adult signatures during this dismissal. Please remain in your car during this

dismissal. All students must be signed out. **All other pickups require that you exit your car and wait at the gates.**

- Beginning at 5:01 pm, students who have not been picked up will be escorted to an YMCA classroom to continue the extended day. **Once in the YMCA, they will not be available for pickup until 5:45 pm.**
- **Final Pick-up dismissal is between 5:45-6:00 pm.**
- Any adult picking up your child (until we know and recognize them) will need to show ID and sign them out. *Any student picked up after 6 PM will be considered late.* Guardians will need to sign a late pick up policy reminder notice.
- **Three late pickups will result in student dismissal from EEP for the remainder of the school year.**
- For safety reasons, students will not be permitted to ride bicycles or scooters home after without a parent or guardian to escort them.

Attendance:

- In order to gain the most benefit from Expanded Learning, we highly encourage students to attend every day.
- Students are encouraged to attend for a **minimum of 3 days per week.** *If the program becomes full and there is a waitlist, students that attend less than 3 days a week will be dismissed in order to accommodate students on the waitlist that can attend more regularly.*
- Students with excused absences during the regular school day will also be excused from .
- PLEASE PLAN ACCORDINGLY: It is very important that your child knows **in advance** which days they are attending and which days they are going home after school. Students are expected to report to Mrs. Carpentier for check-in at dismissal, or report to the front of school to be picked up. Students should not be left waiting at the front of the school if they are not going to be picked up. They will miss the opportunity for snack and recess. Likewise, if your child is supposed to be picked up and reports to instead, there will be a delay in trying to locate him/her while they are at snack and recess.

Early Pick Up:

- In order to gain the most benefit from Expanded Learning, we highly encourage students to attend the full length of the program until at least 4:45 pm each day.
- If you must pick up your child early, you will need to arrive at the **designated release times** for early dismissal. STUDENTS WILL NOT BE DISMISSED OUTSIDE THE DESIGNATED TIME UNLESS THERE IS A FAMILY EMERGENCY. (Family emergencies are limited to 3 per school year.)
- **Mentone's Elementary's early release times are 3:30 pm and 4:45 pm** on regular school days.
- Please wait outside, by either of the 2 gates outside the school office in the south parking lot until our staff comes out at 3:30/4:45 to greet you and begin processing early dismissal requests. Guardians will be expected to sign out their child(ren) daily. **There will be no dismissal from inside the school office at any time.**
- **Early release times on minimum days (Wednesdays):** One additional release time will be added on minimum days. Early release times will be 2:30pm and 3:30pm with the same parking lot release time of 4:45 pm and final release time of 5:45 pm.
- Adults will need to SHOW ID, be registered as a parent or contact in Aeries, and be at least 18 years old in order to sign a student out early. We will ask for ID until we know who you are and who you are picking up.
- After our staff verifies ID, students will be called to the gate to exit campus.
- Please be patient. Student safety is our top priority.

- Early dismissal will require additional wait time on days when a large number of families are requesting early dismissal and on days when students are participating in assemblies, learning rotations, or other special events.
- When all early dismissal requests have been fulfilled, our staff will return to the office. Students will not be released after this time until the next dismissal at 5:45pm.

Non-School Days:

- EEP will offer additional learning opportunities on some Saturdays and during some school breaks or holidays when regular school is not in session.
- These opportunities are considered to be separate from the daily after school program.
- You will need to register your child separately for these additional days in order for them to be able to participate. Information will be shared throughout the school year about how to sign up for these additional learning days via Parent Square communications and our school social media sites.

Behavior Expectations:

- Students are expected to abide by the same rules and expectations that exist on campus during the regular school day. We will follow the PBIS ABC's that are followed during the school day.
- We have a "3 Strikes" Policy in place.
- We utilize a progressive system that allows us to work with students and their families to best support appropriate behavior. A student and parent may be asked to sign a behavior contract, which could ultimately lead to dismissal from the program entirely.
- Students are NOT allowed to use cell phones during EEP unless a staff member deems it necessary. Otherwise, all communication should come through the school office.

Parent Communication:

- It is very important that you regularly check Aeries Communications and or download the Parent Square App in order to stay informed about EEP.
- Please be sure that your app settings allow notifications and emails to be sent to you.
- We realize that many families are inundated with school messaging and will do our best to minimize the number of notifications we send out.
- A monthly newsletter will be shared with you including important dates and information.



FAQ's:

Is EEP the same as a childcare or daycare program?

No. The purpose of is to offer a nine hour school day to students and provide them with continued learning beyond the regular school day hours. Credentialed teachers and YMCA staff will focus on delivering science, technology, engineering, art, and math instruction to students daily. Enrichment is largely the focus.

Nine hours seems like a long time. Is this a good idea for my child?

A nine hour school day can be overwhelming and may not be a good fit for all students. Some students, especially our youngest ones, find that they are quite tired by the end of the day.

Will my child receive grades for ?

No. This program is enrichment based and intended to provide learning opportunities that are not part of the regular school curriculum.

Will my child finish their homework as part of time?

The homework assigned by individual teachers varies greatly and the quantity differs widely from grade level to grade level. Approximately 20 minutes each day will be devoted to homework help and completion. This may or may not be enough time for your child to complete the work assigned. If your child is picked up early, they might miss homework time. Ultimately, parents are responsible for making sure that homework expectations are being met.

Will my child be safe on campus after the regular school day ends?

Student safety is always our top priority. Safety Drills will be conducted monthly and security measures that are in place during the regular school day will continue through the end of the EEP day. This includes locked gates, designated points of entry, closed campus, etc. Additionally, EEP has a dedicated school safety officer who is available to support our program daily.

Why can't I pick up my child outside of the 3:45 pm early release time?

The legislation and funding governing is intended to provide a nine hour school day. In order for students to receive the maximum benefit of the program, it is highly encouraged that they attend the entire length of the program each day it is offered. Early dismissals are extremely disruptive to the academic instruction and activities taking place, therefore a **timed release** is necessary. If you find that you will need to pick up your child outside of the 3:15 or 4:15 pm early release time or the 5:00 pm/6:00 pm dismissal time, please plan to pick them up at the end of the regular school day instead of sending them to EEP. We understand that there are certain circumstances which require your child to be away from the program. We strongly encourage family togetherness, participation in sports, and attendance at medical appointments.

Can I volunteer in my child's classroom during time?

Of course! Teachers would be thrilled to have your support as a volunteer. If you are interested, you will need to make advance plans with your child's teacher and fill out the volunteer packet available in the school office. You must obtain approval from the RUSD School Board before you are able to work with students in any capacity.

Can I attend field trips with my child?

Some field trips will be open to parent volunteers. Most trips will only have school district employees with certificates of clearance chaperoning field trip students. This is for the safety and security of all students involved. We understand that some students may not be comfortable attending a field trip without a parent. Please know that field trips are optional. No child will be required to attend.

My child has special needs. Are they eligible to attend ?

Special Education students and students with special needs are welcome in our program. We will make every effort to serve the needs of all students. Your child's unique needs may require review prior to admission into EEP.

My child is waitlisted. What does that mean?

If your child has been placed on the waitlist, it means that our program is currently at capacity and there is no space available in the grade level you requested. We will make every effort to contact you immediately if space becomes available.

What happens if my child is injured during time?

Your child will be escorted to the office where our Health Care Technician will attend to their needs. You will be contacted in the case of serious injury or illness as soon as possible. The Health Care Technician will follow the procedures described in the Mentone Elementary School Parent Handbook.

Who can I contact at Mentone about questions or concerns?

Please always feel free to reach out to the Program Specialist, Lisa Carpentier at 909-794-8610, ext. 60318, or lisa_carpentier@redlands.k12.ca.us

***This Parent-Student Handbook is intended to pair with our Mentone Elementary School Parent Handbook which is shared with parents via Aeries at the start of the school year or start of enrollment. It can also be found on our school website under at <https://www.redlandsusd.net/mentone#calendar31885/20230726/month>*





BACK TO SCHOOL

ELOP Dates to Remember 2023-2024

Interessions

Winter Break: 1/2/24 - 1/5/24
Spring Break: 3/25/24 - 3/29/24
*Additional registration required.

Field Trip Dates

- Sat. 9/23/23
- Sat. 10/21/23
- Thurs. 11/9/23
- Sat. 1/27/24
- Sat. 2/24/24
- Sat. 4/20/24
- Sat. 5/18/24

*Additional registration required.

ELOP takes place every day after school except:

- Monday, 11/27/23
- Monday, 1/8/24
- Monday, 4/1/24

*There will be no ELOP on these dates. Please plan to pick your child up at regular dismissal time.

Summer Sessions:

ELOP Summer Session:
6/10/24 - 6/14/24

AAA Academy:

6/17/24 - 7/28/24

*Additional registration required.