



## Student-Parent Handbook

2024-2025

**Rudy Sandoval**

Principal

**Megan Sandoval**

*Assistant Principal*

**Ruben Felix**

*School Administrative Assistant*

***We are Safe, Responsible & Respectful***

4825 Bandera Street Montclair, CA 91761  
(909) 445-1062

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## **Calendar of Events 2024-2025**

### **August**

7	School starts
14	Back-to-School-Night

### **September**

2	Labor Day
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### **October**

7	Non School Day
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### **November**

11	Veteran's Day
18-22	Parent Conferences
25-29	Thanksgiving Holiday

### **December**

20	Non School Day
12/23 – 1/3	Winter Break

### **January**

20	Martin Luther King's Day
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### **February**

10	Lincoln's Day
17	President's Day

### **March**

17-21	Parent Conferences
24-28	Spring Break

### **May**

14	Open House
22	Last Day for Student

## Message from the Principal

Dear Montera School Family,

Welcome to the 2024-2025 school year, and it is with distinct honor and great pleasure to serve as the Principal of Montera School! Indeed, I am humbled and grateful for the continued opportunity to be part of the school family.

As we partner to help our children learn and grow, the Montera School Staff and I look forward to meeting our students, parents, and community members, and to continue positive, trusting, and effective partnerships. Student success and well-being are at the heart of everything we do. We are committed to providing a world-class education by engaging every student in a rigorous curriculum aligned to the common core state standards. We are also a Positive Behavioral Interventions and Supports (PBIS) School. PBIS is an evidence-based and proactive approach to help increase academic success and positive behavior for all children. Montera students are Safe, Responsible, and Respectful! In addition, Montera Eagles believe in continuous improvement and the idea of getting a little bit better than before, by trying our very best, making good choices, and learning from mistakes.

It is very important to let all children know that there is a very strong partnership between school and home to ensure their success. *Take time now to set routines for completing homework, reading every night, and getting to school every day, and on time.*

The Montera School Main Office is open from 7:00 am - 3:00 pm Monday-Friday and students may enter campus starting at 7:10 for breakfast. **Student hours for grades 1st-6th are 7:50 am until 2:30 pm, every day except Tuesdays. Dismissal every Tuesday for grades 1st-6th is 1:15 pm.** TK/Kinder hours are every day from 7:30-1:15 pm (1:00 pm Tuesdays). If your child is in Pre-K, please refer to the office or teacher for your child's specific schedule (AM or PM Session). The Middle Tree Afterschool Program (MTAP) will resume the after-school program here to provide a safe and productive place for Montera Students.

On behalf of the Montera School Staff, thank you for the opportunity of partnering with you for the success of all students! Thank you for your continued involvement, support, and commitment to our children and to the entire Montera School family. If you have any questions, please feel free to contact us here via phone, email, or in person.

Sincerely,

Mr. Rudy A. Sandoval  
Principal, Montera Elementary School



## Office Hours & Supervision

### **OFFICE HOURS**

Our school office is open Monday – Friday from 7:15 – 3:15. You may call any time at (909) 445-1062. If the office is closed, you will be prompted to leave a message.

### **OFFICE STAFF**

<b>Title</b>	<b>Staff Member</b>	<b>Contact Information</b>
Principal	Rudy Sandoval	<a href="mailto:Rudy.Sandoval@omsd.net">Rudy.Sandoval@omsd.net</a>
Assistant Principal	Megan Sandoval	<a href="mailto:Megan.Sandoval@omsd.net">Megan.Sandoval@omsd.net</a>
TOA Program Support	Dora Renteria	<a href="mailto:Dora.Renteria@omsd.net">Dora.Renteria@omsd.net</a>
School Administrative Assistant	Ruben Felix	<a href="mailto:Ruben.Felix@omsd.net">Ruben.Felix@omsd.net</a>
Office Assistant	Esela Kurz	<a href="mailto:Estela.kurz@omsd.net">Estela.kurz@omsd.net</a>
Office Assistant	Jessie Garcia	<a href="mailto:Jessie.Garcia@omsd.net">Jessie.Garcia@omsd.net</a>
Nurse	Bianca Santiago	<a href="mailto:Bianca.santiago@omsd.net">Bianca.santiago@omsd.net</a>
Health Assistant	Modesty Bullock	<a href="mailto:Modesty.bullock@omsd.net">Modesty.bullock@omsd.net</a>
Outreach Consultant	Alan Carmona	<a href="mailto:Alan.carmona@omsd.net">Alan.carmona@omsd.net</a>
School & Family Outreach Assistant	Maya Luna	<a href="mailto:Maya.luna@omsd.net">Maya.luna@omsd.net</a>
School Mentor	Keil Joplin	<a href="mailto:Keil.Joplin@omsd.net">Keil.Joplin@omsd.net</a>
Extended Learning Opportunities Program (After School Program)	Dr. Steve Hernandez	<a href="mailto:Stephen.Hernandez@omsd.net">Stephen.Hernandez@omsd.net</a>
Teacher	First Last Name	<a href="mailto:FirstName.LastName@omsd.net">FirstName.LastName@omsd.net</a>

### **SCHOOL SUPERVISION**

Montera considers the safety of students a top priority and exceeds District requirements for supervision in order to maintain a safe school campus. In addition to school teacher supervisors, the school employs additional supervisors, or proctors, to ensure safety and order.

Supervision is provided on campus beginning at 7:10 am Monday - Friday. Students should not arrive prior to 7:10 am without special permission from the teacher or Administration. Students are supervised at all times including breakfast, lunch, and recess. Supervision ends at 2:45 p.m. unless students have been given permission to extend their day. Supervision for special education students is the same as for all others unless otherwise specified in the IEP.

## **MISSION STATEMENT**

Montera Elementary believes we are a collaborative community of empowered learners. We practice being safe, responsible and respectful as we focus on being college, career and life ready.

## **SCHOOL VISION**

The vision of **Montera** is to collaborate, as a team, together ensuring equity for all students, utilizing systematic levels of support for the success of the whole child.

## **OBJECTIVES**

- ☐ All students will achieve identified standards in reading and math, as assessed annually by multiple measures.
- ☐ All students will read proficiently by 3<sup>rd</sup> grade.
- ☐ All students will demonstrate English language proficiency, as assessed annually by multiple measures.
- ☐ Every child will demonstrate positive behaviors that reflect physical, social and emotional wellbeing as assessed annually by multiple measures.

## **MONTERA'S STRATEGIES**

- ☐ A safe, responsible, friendly, respectful environment.
- ☐ A Kagan school that effectively engages students ensuring mastery of grade-level standards.
- ☐ An inclusive school environment. Montera is a distinctive school in Inclusion Pk-2 and Dual Immersion Mandarin.
- ☐ An intervention program to meet students' needs.
- ☐ An effective math, reading and language program that ensures student achievement and proficiency.
- ☐ Parent and community involvement by developing a collaborative relationship to improve student achievement.

## GENERAL INFORMATION

### **PARKING LOT PROCEDURES**

Our main parking lot is available for staff, parents and visitors. If you are visiting the school during school hours, you may park in any available spot in the Bandera Parking Lot. Parking in front of the MPR is reserved for front office staff only. **Parking is not allowed in the drive-through-lane along the red curbs in the front of the school on Monta Vista Ave or the drop-off lane along the yellow curbs on Bandera Street.**

### **ARRIVAL Drop - Off**

The drive through loop located on Bandera Street is designed for students to independently exit the vehicle quickly and safely. If your child requires help with the doors, car seats or their backpacks, please ensure you find a parking spot to help your child. The drive through loop is designed for safety and convenience for our families.

Keep in mind that when the vehicle stops ask your children to safely exit the vehicle.

Students are welcome to enter through Gates 1 & 2 at 7:10 if they want to eat breakfast at school or participate in walk-and-talk.

- PK students will enter at the PK gate Gate 11 and have breakfast or lunch in class.
- Bus riders will be escorted from the bus to the MPR through the MPR door.
- TK/K Inclusion class will be dropped off in the bus lane off of Monta Vista.
- All 1st - 6th graders will enter at Gate 1 & 2 starting at 7:10 am for breakfast or walk and talk.

### **DISMISSAL PICK- UP**

PK will be dismissed for the assigned PK gates. Gate 11

TK - Kindergarten dismissal is 1:15 Monday, Wednesday, Thursday and Fridays . On Tuesdays students will dismiss at 1:00.

- Kinder classes in rooms G101, G102, G103 & G104 not staying for GAP will dismiss at Gate 12.
- TK- DI will exit from Gate
- TK/k Inclusion will exit from the MPR located off of Monta Vista

1st Grade students will be dismissed from Gate 1. We require hand-to-hand dismissal for 1st grade.

1 st - 3rd will be dismissed Monday, Wednesday, Thursday and Fridays at 2:30 from Gate 1 & 2. They will be standing with their teachers at a designated spot along the gate. Check with the teacher for the specifics. On Tuesdays students will dismiss at 1:15. students will exit school from Gate 2 and 3.

4th-6th are free to walk out the gate Monday, Wednesday, Thursday and Fridays at 2:30 from Gate 11 and at 1:15 on Tuesdays. Students will NOT be required to notify staff who they are leaving with.

Parents will **NOT** be allowed to pick up their child 15 minutes prior to dismissal due to safety reasons.

## **BREAKFAST, LUNCH & SNACK PROCEDURES**

Breakfast and lunch are free to all students daily. All meals will be served in the MPR. Breakfast is available from 7:10 – 7:40. Healthy snacks are allowed during recess at the designated table outside the MPR. If your child wishes to bring lunch to school, please be sure to follow the district wellness policy. We ask that students do not share any food, due to the high volume of allergies.

## **BICYCLES & SCOOTERS**

Students in 4th-6th grade may ride a bicycle or scooter to and from school. Students must adhere to the following policies. Students must walk their bikes/scooters once on school property. During school hours, students should lock their bikes up in the bike racks located by the outside lunch table. Students are responsible for bringing their own bike lock and chain to school to secure their bikes during the school day. The school is not responsible for any damage or vandalism to a bike nor is the school liable for a stolen bike. **All riders are required by law to wear a safety helmet while riding a bicycle on public streets.** Students who do not wear a helmet to school will have to leave their bicycle on school grounds until a parent can either bring a helmet to school or come and pick up the student's equipment. Roller skate shoes and roller blades may NOT be brought to school.

## **TELEPHONE CALLS AND CLASSROOM INTERRUPTIONS**

Unless it is an emergency, students will not be allowed to leave class during instruction to make or receive a phone call or speak with family members. The office staff will gladly take any necessary phone message and deliver it to the student or teacher during the first possible break in instruction. Students who need to contact parents or family members during the school day may come to the office during their recess break to use the school phone.

Teachers will return phone calls and emails within 48 hours during regular business days, at their earliest convenience.

## **CELL PHONES**

Students with personal cell phones on campus are expected to follow the OMSD cell phone policy and should therefore not be using their cell phones during school hours unless they have special permission from their classroom teacher. Montera's cell phone policy requires all students to POWER OFF their phones prior to entering the GATE. If a staff member sees that a phone is not Powered Off they are instructed to take the phone and give it to administration. On the first violation, the phone will be returned to the student at the end of the day. Additional violations will result in a parent being required to pick up the phone from the office. Recording people without their consent is illegal in the state of California. If a student is in violation of our site cell phone policy they could be prohibited from being allowed to bring a cellphone to school.

## **SOCIAL MEDIA**

Students under the age of 13 should not have social media accounts per the Children's Online Privacy Protection Act (COPPA) set by Congress. We ask all parents to partner with us as we help our students learn the importance of Digital Citizenship. If we find that a student has impersonated the school, an employee or their image without consent legal actions will be taken.

The web can be dangerous, and should be accessed by minors under the direct supervision of an adult. We thank you in advance for partnering with us as we keep our students safe.

## **EMERGENCY CARDS AND CONTACT INFORMATION**

Emergency cards are required for each child. They will be sent home at the beginning of the year with the Back to School packet. This form is kept in the office and must have a current phone number where the parent/guardian can be reached during school hours and current address for school communications. A minimum of two adult emergency contacts should be listed on the emergency card so they might be contacted in case we are not able to reach the parents. Blackboard Connect messages (voice, email, text) are sent home frequently throughout the school year to provide school updates. If you would like these phone calls assigned to an alternative phone number (cell phone), please contact the office. Only those people listed on the emergency card will be contacted by school personnel or approved to pick up students from school during the school day.

## **SCHOOL VISITORS & VOLUNTEERS**

For the safety of students and staff Montera is a closed campus. The gates and perimeter doors remain closed during school hours. Parents are always welcome to visit and participate in special events and programs.

Please help us by:

- ☐ Check in at the front office with the purpose of your visit & have photo Identification
- ☐ Pre arrange the visit with your child's teacher and Administration at least 24 hours in advance
- ☐ Please note; an Administrator must accompany classroom observations/visits and usually do not exceed 20-minutes
- ☐ Volunteers must complete a volunteer packet
- ☐ Always have your photo identification while visiting the campus

We value your partnership and encourage you to volunteer for field trips and special events (Level 2 &3 Volunteer Clearance) the school is hosting. We will begin to process parents wanting to volunteer for the 2024-25 school year in mid-August. So as to minimize disruption to instructional delivery parent volunteers who have Level 1 (highest) clearance will in most cases be provided a designated work space in or near the office to complete tasks that support our teaching staff and classrooms. If you are interested please contact the front office for details on this process as it does require steps to ensure the safety of all our learning community.

## **HEALTH & WELLNESS**

The Ontario- Montclair School district recognizes the link between student health and learning, and has developed a Local Wellness Policy for the district that will promote student health and create a healthy learning environment for students. Please read the OMSD Wellness policy guidelines for a list of acceptable school snacks. [Wellness Policy Link](#)

Printed meal menus will not be provided to students. The menus are available online and can be emailed to you if you sign up here. [Links to Menus](#)

While parents have a choice in what items to send their child to eat, due to safety risks, snacks and /or meals provided from either home or school are not to be shared.

In addition, buying or selling of items-food or otherwise, unless part of a School event or school fundraiser is prohibited.

## **BIRTHDAY CELEBRATIONS**

Families who wish to celebrate their child's birthdays at school are to:

- ❑ In an effort to minimize instructional interruptions – Please do not send candy, cakes or cupcakes. Consider goodie bags with pencils, erasers or stickers. Do not send food items that are not in accordance to the district wellness policy and for the safety of student allergies.
- ❑ Notify the teacher at least 24 hours in advance (Must follow healthy snacks guidelines and Food & Nutrition Wellness policy)
- ❑ Bring the items before dismissal. The items will be passed out to students at dismissal.
- ❑ Limit to one item per child in the class.
- ❑ Healthy snacks need to be store bought in the original package.
- ❑ Provide individual healthy juice box (only if drinks are going to be provided)

## **LOST AND FOUND**

Students are responsible for the personal possessions that they bring to school. We encourage students to label all personal items to assist in returning them to the correct owner if they are misplaced. The Lost and Found is located in our MPR. All unclaimed lost and found items will be donated to charity at the end of each trimester.

## **HOMEWORK POLICY**

Homework is a teacher-planned learning activity, which takes place largely outside the pupil's regular school hours. Homework reinforces classroom learning and expands on a student's school experience. Homework is at the discretion of each teacher, please refer to their individual policy during Back to School Night. Daily homework assignments include an average of about one-half hour for grades 1 – 3 and one hour for grades 4 – 6. In addition we encourage all students to read 20-30 minutes daily to help instill a love of learning Please contact the teacher if you have any questions regarding homework



## **PARENT CONFERENCES**

Conferences are held with all parents at the end of the first and second trimesters. During Conference Week, all TK – 6th grade classes are on a minimum day in order to provide time for teachers to conference. Conferences may also be scheduled at other times, upon arrangement with the teacher.

## **REPORT CARDS**

Report cards are given at the end of each trimester at Parent-Teacher Conferences. At the end of the school year, report cards are sent home with children.

## **PROGRESS REPORTS**

If a student is performing far below grade level in any academic area, a progress report will be sent home between the sixth and ninth week of each trimester.

## **BACK-TO-SCHOOL NIGHT**

Back-to-School Night is early in the school year. Teachers provide information that parents need to know about the instructional program for the year. Information includes state standards, curriculum, homework, grading, daily schedule, special events, behavior standards and school policies/procedures.

## **OPEN HOUSE**

Open House is at the end of the school year. This event provides an opportunity for teachers and students to share with parents the accomplishments for the year.

## **STUDENT RECORDS**

Cumulative records are kept for each child. Parents have the right to inspect and review the contents of these records. If you wish to see your child's record, please contact the school office. Timelines and other info will be shared at the time of the request.

## **SCHOOL ATTENDANCE**

### **ATTENDANCE**

Students are to attend school regularly and punctually. Our attendance is 97.7% which translate to five (5) or less absences in the whole year.

Excessive excused and unexcused absences and tardies will be reported to the School Attendance Review Board (SARB). Children are to be in school unless they are ill. When your child is absent from school, please notify the school attendance clerk with a reason for the absence. Such absence verification may be made by calling (909) 445-1062 from 7:15 a.m. until 3:15 p.m., or by sending a note to your child's teacher. The office has 72 hours to clear an absence. State law requires that school records show the specific reason given by the parent or guardian for each absence. The State of California accepts only illness, medical appointments and bereavement as excused absences from

school. A note from the doctor is required for any medical or dental appointments that require a child to miss any part of the school day. We appreciate your efforts in having your child attend school any part of a day when full attendance is not possible.

If your child is out of school because of illness for more than one day, you should pick up homework. Please call the office at least 24 hours ahead of time so that the teacher will have adequate time to prepare homework.

Regular student attendance is a vital component to academic success. Parents are responsible for notifying the office on the day of their child's absence.

- There is an answering machine to report absence before and after school hours. Please call 909-445-1062. If calling is not possible, please send a note to your child's teacher upon your child's return to school.
- Truancy is defined as an absence without parent consent, an unexcused absence, or an unexcused tardy/early out in excess of thirty minutes.
- We have support staff to support with attendance interventions if needed. Please reach out to the office for help and they will connect you with our Outreach Consultant Team.

#### **ATTENDANCE POLICY FOR ONTARIO-MONTCLAIR SCHOOL DISTRICT**

- **Ten (10) or more days of excused absences within a school year** are considered excessive and may require a doctor's note to excuse subsequent absences.
- After three (3) or more days of unexcused absences or tardy for more than any 30 minute period during the school day without a valid excuse, or any combination thereof within a school year, will result in the school mailing the parent/student a 1st Truancy Letter asking for the parent's help with their student's attendance and warning of consequences for further truancy.
- **After six (6) days of unexcused absences and/or tardies within a school year**, the school will mail a 2nd Truancy Letter and invite the family to a School Attendance Review Team (SART) meeting. The intent of this meeting is to create and implement a written plan for improving regular school attendance.
- **After eight (8) days of unexcused absences and/or tardies within a school year**, the district will mail the parent/student a summons to appear at a School Attendance Review Board (SARB) hearing. The Habitual Truancy Notice requires the student and parent to appear at a SARB hearing. Parents and students who fail to abide by the SARB contract may also receive a citation.
- **After fifteen (15) or more days of unexcused absences and/or tardies within a school year**, parent/student will be mailed a Habitual Truancy Notice. Parents and students will be referred to the District Attorney and the Rancho Cucamonga District Juvenile Court.  
Please contact the school attendance clerk concerning the number of excused or unexcused absences that your student may have. We appreciate your cooperation in helping us give your student a quality education, beginning with consistent school attendance.

#### **PERFECT ATTENDANCE POLICY**

- ❖ Zero Absences (excused or unexcused)
- ❖ No more than any combination of a total of three tardies/ early outs in any given trimester (excused or unexcused)
- ❖ A tardy means a student is not in their assigned classroom by 7:50a.m.
- ❖ Students must be enrolled no later than one day after the first day of school.
- ❖ Attendance at one Saturday Academy does make-up one absence in consideration for Perfect Attendance.

### **TARDINESS**

Children are expected to be at school and at their class line by 7:47am (warning bell) for instruction to begin at 7:50 a.m. (tardy bell) Children who are late need to bring a note stating the reason for the late arrival. The only excused tardies are for medical /dental appointments, illness or funeral for a member of the immediate family. The gate will close at 7:50 a.m. and students will be issued a tardy slip at Gate 1/2 or in the office.

### **EARLY CHECKOUT**

Children are expected to remain in school the entire school day. If you need to check out your child early please come to the office with your picture ID. Students will only be released to designated adults indicated on the Emergency card. For safety reasons there will not be any early out during the last 15 minutes of instructional time. You will be asked to wait until dismissal.

### **After School Provider**

If your child is signed up for ELOP or Middle Tree they must report to them after school. Parents will NOT be allowed to contact the teacher or front office and request that their child instead go to dismissal. Parents wanting their child not to attend the program must be present to sign them out no less than 15 minutes prior to dismissal. If this is violated it will result in removal from the programs.

## **SCHOOL SAFETY AND BEHAVIOR**

### **EMERGENCY PREPAREDNESS**

Student and staff safety is a priority at Montera. A comprehensive safe school plan is implemented both for precautionary and emergency situations. Students and staff practice emergency procedures repeatedly throughout the school year to ensure that all students and staff members are prepared for emergency situations. In case of an emergency, the school campus will be locked and secure. Parents and family members will not be permitted on campus to check out students until the situation is declared safe by the school administrator or emergency personnel. In case of an emergency situation, communication will be provided to parents and families through the Blackboard connect message system and school communication platform.

### **COURT PAPERS**

By law the school staff cannot release a child to anyone without the consent of the parent. Students will only be released to individuals that are listed on the student's emergency card. In cases where a court order is in place and has awarded custody of the child to only one parent, a copy of the court documents are required and will be placed in the child's cum file in the office. Office personnel will abide by and follow the current court orders as indicated. A child will not be released to the other parent without the consent of the parent who has sole physical custody. The district does have a policy for noncustodial parents and their rights to see or speak to a student on campus. Please review Board Policy 5021 which is included in the enrollment packet.


### **SCHOOL EXPECTATION**

We are an award winning Positive Behavior Interventions and Supports (PBIS) school in the state of California. The Montera staff strives to ensure the safety and academic success for all students. To accomplish this goal, we are committed to providing a safe, secure and orderly learning environment. We believe that in order for your child to meet the challenges that he/she faces in our society, the development of self-discipline and individual responsibility are essential.

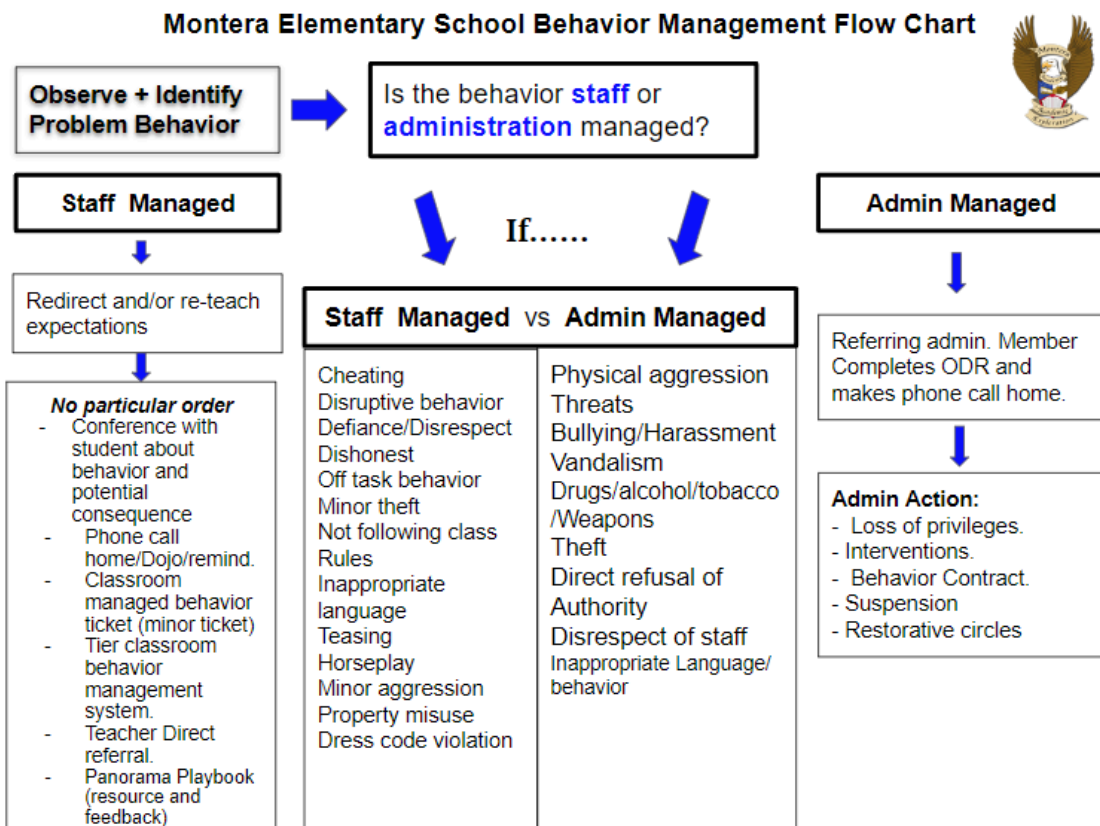
It is important that parents, school staff and students work together to maintain a positive school culture. The following behavior expectations have been established for the protection of all members of our school community. Students, parents and staff are expected to adhere to these behavior expectations. In addition to our school-wide Matrix each classroom has an approved individual matrix, please see the teacher for that copy.

### **Be Safe Be Responsible Be Respectful**

Our Behavior Matrix is utilized to identify positive behavior expectations across all school settings.

 <b>Montera Elementary</b> <b>Behavior Expectations Matrix</b>			
	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<b>MPR Breakfast &amp; Lunch</b>	<ul style="list-style-type: none"> <li>Walk in and out of the MPR</li> <li>Carry your tray carefully with both hands</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Know your lunch number</li> </ul>	<ul style="list-style-type: none"> <li>Wait quietly and calmly in line</li> <li>Remove hats and hoods</li> <li>Say "Please" and "Thank you"</li> </ul>
<b>Lunch Tables</b>	<ul style="list-style-type: none"> <li>Eat your own food</li> <li>Sit on your bottom, keep all body parts and food to yourself</li> <li>Wait to be dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Throw trash away in appropriate containers</li> <li>Clean up your area</li> </ul>	<ul style="list-style-type: none"> <li>Chew with your mouth closed</li> <li>Talk when you have swallowed your food</li> <li>Do not make rude noises</li> </ul>
<b>Arrival &amp; Dismissal</b>	<ul style="list-style-type: none"> <li>Use Sidewalks &amp; Crosswalk</li> <li>Wait in designated areas</li> <li>Wear helmets if you must</li> <li>Walk and look both ways for cars</li> </ul>	<ul style="list-style-type: none"> <li>Wait in line patiently</li> <li>Pay attention to your surroundings and your belongings</li> <li>Walk on designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Wait with hands and feet to self</li> <li>Walk bikes/skateboards on campus</li> <li>Respond when addressed</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>Play games using school rules</li> <li>Walk to and from the playground</li> <li>Be aware of activities and games around you</li> <li>Slide down seated, feet first</li> </ul>	<ul style="list-style-type: none"> <li>Follow game/equipment rules and return them</li> <li>Leave woodchips and sand in its place</li> <li>Use bathrooms and get a drink</li> <li>Keep food at tables &amp; throw trash away</li> </ul>	<ul style="list-style-type: none"> <li>Follow the instructions of all staff members</li> <li>Stop playing when the bell rings</li> <li>Walk to your line and wait quietly</li> <li>Walk around other's games &amp; lines</li> </ul>
<b>Computer Lab</b>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Sit with feet on the floor</li> <li>Be careful with all the equipment</li> </ul>	<ul style="list-style-type: none"> <li>Wait for teacher directions</li> <li>Close all programs</li> <li>Print with permission only</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your own seat and speak quietly</li> <li>Leave your space neat and push in chairs</li> <li>Take your belongings when go</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Keep chairs pushed in</li> <li>Ask for help when needed</li> </ul>	<ul style="list-style-type: none"> <li>Use a ruler to mark book spot</li> <li>Return checked out books on time</li> <li>Report damaged books to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Handle books/materials with care</li> <li>Respect personal space of others</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>Keep feet on the floor and walk</li> <li>Keep water in the sink</li> <li>Wash hands when finished</li> </ul>	<ul style="list-style-type: none"> <li>Put toilet paper inside the toilet and flush</li> <li>Return to classroom promptly</li> <li>Use for appropriate reasons only</li> </ul>	<ul style="list-style-type: none"> <li>Knock politely on stall</li> <li>Give others privacy</li> <li>Use quiet voices</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>Only enter the office when another adult has sent you</li> </ul>	<ul style="list-style-type: none"> <li>Wait to be helped</li> <li>Use good manners</li> <li>Respect property and space of others</li> </ul>	<ul style="list-style-type: none"> <li>Make office visit quick</li> <li>Focus and complete your need</li> <li>Use an inside-quiet voice</li> </ul>
<b>Walkways</b>	<ul style="list-style-type: none"> <li>Wait in designated areas</li> <li>Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>Pay attention to your surroundings and others</li> <li>Take care of your belongings</li> </ul>	<ul style="list-style-type: none"> <li>Wait with hands &amp; feet to self</li> <li>Speak softly around</li> <li>Respond when addressed</li> </ul>
<b>MPR- Assemblies</b>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Walk at all times and remain quiet</li> <li>Follow dismissal directions</li> </ul>	<ul style="list-style-type: none"> <li>Sit quietly during presentations</li> <li>Sit on your bottom</li> <li>Properly remove hats and hoods</li> </ul>	<ul style="list-style-type: none"> <li>Pay attention to presentations</li> <li>Respond appropriately, clap or cheer at appropriate times</li> </ul>

## Montera Behavior Flow Chart



### BEHAVIOR NOTIFICATION - Minor Discipline Referral (MDR)

The following forms are samples of the Minor Discipline Referral (MDR) and Office Discipline Referral (ODR) you may receive when students disregard a behavior expectation at school. These forms are a communication tool from school to home and serve as notification of your child's behavior. Please take time at home to review the school expectations and discuss how to make better choices at school.

**Montera Elementary  
Minor Discipline Referral (MDR)**

Student: \_\_\_\_\_

Date: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

**Problem Behavior- Classroom Managed:**

☐ Disruption  
☐ Defiance  
☐ Disrespect  
☐ Dishonesty  
☐ Inappropriate Language  
☐ Physical Contact  
☐ Electronic Devices  
☐ Dress Code Violation  
☐ Property Misuse  
 Other: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

## **BEHAVIOR NOTIFICATION - Office Discipline Referral (ODR)**

The ODR is used for Administration to address a behavior infraction. The ODR serves as a communication tool to inform parents/guardians that the Administration had to conference with a student. If you have any follow up questions please contact the school. Thank you for your support.

Montera Elementary Office Data Referral (ODR)			
Name _____		Location:	
Date of incident _____ Time of incident _____		<input type="checkbox"/> Playground <input type="checkbox"/> Arrival/Dismissal Areas	
Teacher _____		<input type="checkbox"/> MPR <input type="checkbox"/> Library	
Grade: TK K 1 2 3 4 5 6 Referring staff _____		<input type="checkbox"/> Lunch Area <input type="checkbox"/> Bathroom	
		<input type="checkbox"/> Hallway <input type="checkbox"/> Quad Area	
		<input type="checkbox"/> Classroom <input type="checkbox"/> Office	
Others involved in the incident: <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Proctors			
Behavior to Correct/Change		Possible Motivation	Admin Decision
<b>3 Classroom Managed Minor tickets in teacher file:</b>	<b>Office Managed:</b>		
<input type="checkbox"/> Disruption	<input type="checkbox"/> Chronic (4) Teacher Managed	<input type="checkbox"/> Obtain peer attention	<input type="checkbox"/> Conference with student
<input type="checkbox"/> Defiance	<input type="checkbox"/> Abusive language	<input type="checkbox"/> Obtain adult attention	<input type="checkbox"/> Time out in an alternate setting
<input type="checkbox"/> Disrespect	<input type="checkbox"/> Fighting/Threatening	<input type="checkbox"/> Obtain items	<input type="checkbox"/> Restorative Practice/Reflection sheet
<input type="checkbox"/> Dishonesty	<input type="checkbox"/> Harassment/Bullying	<input type="checkbox"/> Avoid peer(s)	<input type="checkbox"/> Loss of privilege
<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Vandalism	<input type="checkbox"/> Avoid adult(s)	<input type="checkbox"/> Parent contact
<input type="checkbox"/> Physical contact	<input type="checkbox"/> Theft	<input type="checkbox"/> Avoid task or activity	<input type="checkbox"/> Individualized instruction
<input type="checkbox"/> Electronic devices	<input type="checkbox"/> Drugs/Alcohol/Tobacco/Weapons		<input type="checkbox"/> In-school suspension
<input type="checkbox"/> Dress code violation	<input type="checkbox"/> Dishonesty with Major impact		<input type="checkbox"/> Out of school suspension
<input type="checkbox"/> Property Misuse	<input type="checkbox"/> Disrespect of Staff (Major)		<input type="checkbox"/> Recess/lunch detention
Information: : _____			
Teacher Signature _____ Parent Signature _____ Administrator _____			
The ODR is a communication form and an opportunity to review and encourage being Safe, Respectful and Responsible with students. This ODR does NOT go in the student's permanent record. Thank you for your help and support!			
White copy-Parent		Yellow-Teacher	Pink-Office

## **BEHAVIOR INCENTIVES**

School-wide and classroom incentives are presented to students regularly to acknowledge student accomplishment and positive behavior. In addition, students exhibiting outstanding positive behavior are awarded at monthly or trimester Award Assemblies.

## **CONSEQUENCES FOR DISOBEDIENCE**

School officials stand in loco parentis (“in the place of a parent”); and have authority to enforce school expectations. When a student behaves inappropriately, staff will warn the student, re-teach the expectation, counsel the student to make better choices, implement appropriate consequences and /or interventions as well as issue Minor Discipline Referrals (MDR) for a minor offense or Office Data Referral (ODR) for major offenses. Any staff can address minor discipline. These forms are a communication tool from school to home and serve as notification of your child’s behavior. MDR’s ODRs are not made part of students’ permanent records.

Senate Bill 291 Requires that students have at least 30 minutes of recess a day. On Minimum days it is only 15 minutes. The 30/15 minutes do not have to be met in a single session (multiple recess periods totaling 30 mins over the course of the regular instructional day. Students who pose an immediate physical threat to themselves or others can be denied recess at the discretion of site administration or a designated site LEA. It is our district protocol that this will only happen if all other reasonable efforts have been exhausted.

### **DETENTION AFTER SCHOOL**

Students can be held up to twenty minutes after school without prior notification to the parent. Parents will be notified if they are to be detained more than (20) minutes on the same day or to notify the parent in writing if they will be detained on the following day.

### **SUSPENSION AND EXPULSION**

On occasion individual students will significantly disrupt the school's learning environment and, as a result, violate a portion of the California Education Code Section 48900. A violation of this section is grounds for suspension for up to five days and, in some cases, grounds for possible expulsion. This includes the time while students come to school and go home after school. (Other Ed Code regulations may also apply).

There are two types of suspensions. One is an in school suspension that requires the student to be removed from the classroom. The second is an off-campus suspension; students will not be allowed on school grounds. Suspension will require a meeting with the parent/guardian to review the reason for the suspension. Suspensions for the following California Education Code 48900 violations will remain on the student's record. See Ed Code Below.

### **California Education Code 48900**

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines the pupil has:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance, any alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stolen or attempted to steal school property or personal property.
- H. Possessed or used tobacco, or any products, including, but not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.

- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  - a. Knowingly received stolen school property or private property.
- L. Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- M. Committed or attempted to commit a sexual assault or committed a sexual battery.
- N. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.

\*Please be aware: California law requires that school administrators immediately notify local police agencies when there is any incident that involves drugs, guns, knives.

<b>PROHIBITED ITEMS</b>
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In the interest of protecting the health and safety of all students, the following Prohibited Items List has also been adopted by the Board of Trustees:

1. IPODS, electronic games, video or camera devices are not allowed.
2. Gambling devices – dice, playing cards, etc.
3. Drugs, alcoholic beverages, narcotics, cigarettes, tobacco, cigarette papers, lighters, pipes, matches, look-alikes and paraphernalia.
4. Explosive devices, firecrackers, fire balls, cherry bombs, etc.
5. Weapons, guns, knives, cake cutters, screwdrivers and/or other dangerous items.
6. Toys, which are realistic simulations of guns and knives.
7. Please be aware that the school is not responsible for lost or stolen toys or other personal belongings. To prevent any potential issues, it is strongly recommended that students leave all toys at home. If toys are brought to school, they may not be taken out during instructional time.
8. Gang/tagging identification paraphernalia, such as: gloves, rags/bandanas, plastic hands  
Felt tip pens and markers, aerosol paint containers, etching tools or any other instrument used for the purpose of writing graffiti or tagging.

The purpose of adopting these Basic Dress Guidelines and Prohibited Items List and School Uniform Policies is not to infringe on any individual student’s rights to freedom of expression, but rather to encourage students to “dress for success” and come to school properly prepared to participate in the educational process.



### See, Hear, Say Something

The safety of the school is everyone's responsibility and our top priority. Please encourage students to tell an adult if they SEE Something, HEAR Something, it's important that they SAY something. This message will be regularly discussed here at school.





## Ontario-Montclair School District

### Acceptable Use Agreement Student Use of Technology

The Ontario-Montclair School District recognizes the value of computers and other electronic technology to improve student learning. The district network and internet connections have been developed as tools to promote educational excellence, innovation, and communication for students and staff.

Due to its open nature, there is material available on the Internet that is inappropriate for use at school. It is the district's intent to protect students from inappropriate content by:

- ☐ Meeting or exceeding all state and federal guidelines in filtering content from Internet websites;
- ☐ Requiring staff supervision and monitoring of student Internet use;
- ☐ Directing each student to accept personal responsibility for using the resources appropriately.

Please help us teach your children to use technology systems properly by discussing the information in this document and by encouraging them to follow the rules at all times. Teachers can provide additional information regarding the specific software and technologies that will be used at school this year.

The following expectations apply to everyone using District technology. Students may access the computer network only for purposes authorized by district instructors in accordance with Board policy. Students are responsible for following all requirements specified in this Acceptable Use Agreement. Users may not install, remove, or modify equipment on the network. Inappropriate use may result in the cancellation of the child's privileges, disciplinary action and/or legal action.

**Privacy:** The District respects the individual privacy of its employees and students. However, this privacy does not extend to the computer systems used at school or personal devices used to access district networks. To ensure proper use, the District may monitor its technological resources at any time without advance notice or consent. Network administrators may review and/or remove files and communications to maintain system integrity and ensure that users are behaving responsibly. Students should not expect that files they have stored on district servers, network or cloud-based services will always be private. The District utilizes educational software programs that may collect information from students for educational purposes, i.e. a learning management system that offers leveled instruction based on student ability. Links to the terms and conditions of these software programs are available at <https://bit.ly/3J9I67T>.

**Network Behavior:** I understand that I am personally responsible for following school rules while using the district computer network.

#### Acceptable Use:

- I will always be polite, exhibiting proper and respectful behavior.
- If I see something that is offensive or inappropriate, I will tell my teacher or other staff member.
- I understand that America's copyright laws protect artists, musicians, and writers. If I use pictures or words from a webpage, I will show the source.
- I understand that everything that happens on the school network may be reviewed at any time; it is not private.

#### Unacceptable Use:

- I will not use the district's computer systems for anything illegal.
- I will not use threatening, harassing, obscene, or other inappropriate language that may constitute cyberbullying.
- I will not respond to any messages that are mean or make me feel uncomfortable. If I receive a message like this, I will tell my teacher right away.

- I will never agree to arrange a meeting with someone I met online without parental permission.
- I will not post photographs or images of myself, other students, or teachers on the Internet without permission.
- I will not reveal my name or anything personal about myself, my family, or anyone else without direction from my teacher. I understand that personal information includes pictures, address, telephone number, school address, work address, and so on.
- I will not share my passwords with anyone, including friends.
- I will not attempt to bypass the district's safety and security systems.
- I will not use the school network to download games, music, videos or other files not needed for school work.

**Cell Phones:** Students carry cell phones at their own risk. The district is not responsible for lost, stolen or damaged cell phones. Cell phones must be powered off entering campus so they do not disrupt educational or school activities.

Acceptable Use:

- I understand that cell phones must be turned off during the instructional school day.
- I understand that students may use cell phones before and after school only.
- I understand that I may use the school land-line phones in an emergency.

Unacceptable Use:

- I will never use a cell phone during the school day inside school buildings or offices, including restrooms.
- I will never use a cell phone during class, school assemblies, and other special events.
- I will never take any pictures or videos using a cell phone or camcorder at school.

**Policy and Administrative Procedures:** The district publishes the policies related to use of technology approved by the Board of Trustees and the related rules and procedures. (Also refer to BP 5131 and BP & AR 5145.12.) You may read or print copies from the website at: [http://www.omsd.net/departments/business\\_services/information\\_services](http://www.omsd.net/departments/business_services/information_services)

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Ontario-Montclair School District Acceptable Use Agreement - Student Use of Technology

**Student Acknowledgement:** I have read and agree to abide by this Acceptable Use Agreement and I agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. I also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Legal Guardian Acknowledgment** (If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.)

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_



**Ontario-Montclair School District**  
Office of Child Welfare, Attendance & Records  
(909) 418-6477

**Student Use of Cellular Phone Policy**  
**(BP 5131, BP & AR 5145.12)**

California law allows student possession and limited use of cell phones and other electronic communication devices while at school. **Students must, however, obey the following district guidelines as well as individual school rules for use.**

- **Students may possess or use cell phones** and other electronic communication devices on a school campus **provided that such devices do not disrupt the educational program**, or any school activity, and are not used for illegal or unethical activities such as cheating on assignments or tests.
- **Electronic communication devices shall be turned off and kept out of sight during class time, or at any other time, as directed by a school employee**, except where deemed medically necessary or when otherwise permitted by a teacher or administrator.
- **Students shall not be prevented from using their cell phone in case of an emergency**, except where that use inhibits the ability of school district employees to effectively communicate instructions for the safety of students.
- **Students shall not use cell phones or other electronic communication devices, such as wristwatches with camera, video or voice recording capability**, in a way or under circumstances which infringe the privacy rights of other students and adults and **without express permission from a school employee (BP 5131)**.
- **Violations of this policy shall be subject to each school's progressive discipline plan.** If a student's use of an electronic communication device causes a disruption, a school district employee on the first offense may direct the student to turn off the device or give a verbal warning to the student. On subsequent offenses, the employee may confiscate the device and return it to the student at the end of the class period, school day or activity. Continued violations could result in confiscation and hold for parent pick-up and loss of permission to possess the device on campus, **except where deemed medically necessary**. Students may be subject to additional disciplinary measures when their use of an electronic communication device violates individual school rules **(BP 5131)**.
- **Students are responsible for personal electronic communication devices they bring to school.** The district shall not be responsible for loss, theft or destruction of any such device brought onto school property, except that it may be the responsibility of the school to ensure the safekeeping of any confiscated devices. **Confiscated electronic communication devices shall be stored by school district employees in a secure manner (BP 5131)**.
- **In the case of a serious matter or emergency, a school official may ask the student or parent/guardian to view the content of the student's electronic device.**

**Please contact your child's school office or the OMSD Office of Child Welfare, Attendance & Records for questions or concerns.**

We have read and understand the Ontario-Montclair School District policy regarding Student Possession & Use of Cell phones and other Electronic Communication Devices and the related legal considerations

Student Name (Please Print)	Student Signature	Date
Parent/Guardian Name (Please Print)	Parent/Guardian Signature	Date
School Name	Teacher Name	Grade Level

## **DRESS CODE**

### **Ontario-Montclair School District Dress Code Policy**

In an effort to provide a safe and orderly school environment for students and in response to a desire to keep district schools free from unhealthy threats or the harmful influence of any groups or gangs which advocate substance use, violence, or disruptive behavior; the Ontario Montclair School District Board of Trustees has adopted the following guidelines.

- ☐ Shoes must be worn at all times. Flip flops, backless, or open-toed shoes, sandals or Crocs are not acceptable. Clothing shall be sufficient to conceal undergarments at all times. Extremely tight garments, see-through or fish-net fabrics, spaghetti strap or halter tops, off the shoulder or low-cut tops, crop tops, or bare midriffs, and skirts shorter than mid-thigh are prohibited. Cut off or cut off looking material is prohibited.
- ☐ Scarves and other head coverings shall not be worn without the express permission of the Principal.
- ☐ Plain baseball hats or those with a school logo may be worn at recess only.
- ☐ Students may not wear hats, beanies, caps or head coverings, including bandanas, hairnets, curlers, or shower caps. Students may wear hoods or beanies only when the temperature falls below 55 degrees. They may not be worn in the classroom or on campus at any time.
- ☐ Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, etc.) shall be free of writing, pictures or any other insignia which are gang-related, crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic, or religious prejudice.
- ☐ Gym shorts may not be worn in classes other than Physical Education (P.E.) without the express permission of the Principal.
- ☐ Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
- ☐ Undergarments, including underwear, bras and bra straps should not be visible.
- ☐ Pants must not sag below the waistline, even when shorts are worn underneath the pants.
- ☐ Ripped or shredded pants must not show any skin above the knee.
- ☐ Gang attire of any kind is strictly prohibited.
- ☐ Earrings or other jewelry, which may present a safety hazard, are not suitable for school wear.
- ☐ No Acrylic Nails, heavy make up or make up that can be a distraction in class.

Students who are in violation of the dress code policy will be asked to call home to get a change of clothing before being allowed to go to class. If you have any questions regarding your students' attire, please do not hesitate to call the office for more detailed information.

## STUDENT HEALTH AND WELFARE

### **NOTIFICATION OF ILLNESS OR INJURY**

Please notify the school by phone if your child is ill. If the child has a communicable condition (chickenpox, mumps, measles, infectious hepatitis, impetigo, scabies, lice, etc.); we need to notify our health office. Keep the child home if he/she has a fever (100 degrees or over), diarrhea, red draining eyes, or an undiagnosed rash. If a student becomes ill or is injured at school, every effort will be made to contact parents. The parent will make arrangements for the student to be taken home or to a physician. Please notify the school immediately of any changes in home, work or cellular telephone numbers. Please ensure that your child's emergency card is updated and current with other names and telephone numbers of persons who are authorized to contact in case the parent or other family member (18 yrs. or older) cannot be reached. This is important for the protection of your child in the event of a medical emergency.

### **MEDICATION AT SCHOOL**

A written request, from the doctor and the parent, stating the student's name, name of medication, dosage, and time to be taken must accompany the medication. Any medication (prescribed/over-the-counter) MUST be brought in only by an adult and immediately taken to the school office. The medication must then be taken to the nurse's office where proper instructions must be documented for administration by school personnel. The medication must be properly labeled with a pharmacy label. All non-prescription medication must also be turned into the nurse's office and must be in its original container with the original label with the student's name affixed to the container. Parents are required to come to school and administer nonprescription medication, if needed. Students may not keep medication with them in the classroom during the school day.

### **FIRST AID**

It is our goal to keep every child safe and free from harm during the school day. Unfortunately, accidents do sometimes occur during the school day. In the case that a student is injured at school, first aid will be given to the child. If possible the child will be returned to class. In the case that the injury is more severe or there is a concern about a special circumstance, parents will be notified that the child is in the health office for first aid. In such circumstances, it may be necessary for the child to be picked up from school.

### **SPECIAL HEALTH PROBLEMS OR SPECIFIC CARE**

If your child has a specific medical condition or there is a health concern, please contact the school health office immediately so that we can provide the necessary care for your child. If there is a short term medical condition (such as a broken arm, etc.), please provide the school with a note from the doctor with specific information regarding care or directions for care at school.

## **IMMUNIZATIONS**

Certain immunizations are required by the State of California for entry into school and throughout your child's school years. Immunizations need to be kept up-to-date. If you have questions about requirements, call the county health department or our school nurse. Students are required to have a physical examination before Kindergarten (Board Policy).

## **COMMUNITY RESOURCES**

Montera School participates in the district's collaborative network to access community resources for our families. The Health & Wellness department offers the following range of services: academics, basic need, (housing, food, clothing, and transportation) behavior, medical, mental health and other, through case-management and counseling referrals. Additional school resources are available upon request.

## **CLEANLINESS**

Students must come to school neat and clean. When cleanliness is a problem, a student may be sent home and may be required to correct such a condition before entering the classroom. (California Administrative Code, Title 5 Education, 302.) Certificated personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning. (Education Code 44807)

## **CONTAGIOUS DISEASE**

Students with a contagious or infectious disease should be kept at home for their own and others' protection. The school should be notified if a child contacts a communicable disease. Students who have had chickenpox may return when all pox marks are scabbed over, no fever exists and no sore throat is present. Rashes, Impetigo, Ringworm and Scabies need to be properly treated before readmission to school. All exposed and treated Ringworm lesions must be covered while at school.

## **PEDICULOSIS/LICE**

If your child contracts lice, please advise the office. Treatment should begin immediately. Resources are available on request. Children who have had lice must be checked by the nurse or health assistant prior to returning to class.

## **HEALTH SCREENING**

Vision and hearing screening and referrals are done annually by a team of nurses for grades K, 2nd and 5th. Parents may opt out by completing a form, please contact the health office. In addition, students who are in special education or who are referred by their teachers also are screened. Dental screening and referrals are done for students in the school on an annual basis.

### **EXPANDED LEARNING OPPORTUNITIES PROGRAM**

The Expanded Learning Opportunities Program (ELOP) at Montera School is designed to provide students with additional academic support and enrichment activities beyond the regular school day. The ELOP program aims to enhance student learning, boost academic achievement, increase the connection to school, and develop critical life skills through engaging and interactive experiences. ELOP offers a variety of activities, including tutoring, arts, sports, and STEM projects, which help to foster a well-rounded education. Information regarding specific ELOP classes, activities, and clubs will be made available for students/parents to choose at the beginning of each trimester.

### **TUTORING/INTERVENTIONS**

Opportunities for additional assistance in reading and math are implemented through-out the year. Notifications for intervention opportunities are sent home with students. Our school implements targeted interventions to address the learning needs of our students. Some are outlined below, but not limited to.

### **MONTERA SCHOOL LIBRARY**

Literature and research materials including books, computers and software are available for student and teacher checkout. Students must have a signed permission slip on file to check out materials. The student must pay for lost or damaged books.

### **ACCELERATED READING (AR)**

Accelerated Reading (AR) is a school wide reading program which assesses students' comprehension of leveled reading books. Students may take reading tests on the computer in the classroom as permitted by the teacher. Students may be eligible for AR Rewards based on their attainment of trimester and annual goals.

### **MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)**

All Montera students receive high quality responsive first instruction and intervention within their regular classroom. During this instruction, a standards based curriculum is delivered using effective instructional strategies. Teachers also use screener data to identify student instructional needs to plan homogenous intervention/enrichment, Universal Access (UA) groups and learning lab tutoring groups.

After two 6-week cycles of providing research-based interventions, monitoring, and adjustments, students that are not responding will be referred to a Student Coordination of Services Team (SCOST) meeting to develop an intervention plan.

Should students not respond to the intervention plan, a referral will be made to a Student Success Team (SST) meeting where parents are invited, and interventions are coordinated with specific student outcomes to provide intensive and individualized instruction.

### **INSTRUMENTAL MUSIC**

The instrumental music program focuses on a ten-week song flute program for third and fourth grade and weekly lessons. Additionally 4th-6th may take weekly lessons with an instrument of choice. Additionally, students may be selected for the District Elementary Orchestra or Honor Band.



### **TITLE I**

Title I is a federally funded program for assisting students who are below grade level in basic skills. See Title I policy.

### **ELD**

Identified English Learner (EL) students are provided 30-minutes of English Language Development Instruction 5 days per week to support their growth in acquiring English Language proficiency.

· ELPAC-state test of English language proficiency

### **GATE**

Students in grades 3-6 may be identified as GATE (Gifted and Talented Education) The GATE program includes:

1. Differentiated opportunities for learning commensurate with ability or talent
2. Alternative learning environments in which GATE students acquire skills and understanding at advanced levels.
3. Development of sensitivity and responsibility to others.

### **SPECIAL EDUCATION**

Special education programs are provided to students meeting eligibility requirements in PK-6<sup>th</sup> grade. Some programs include Resource Specialist Program (RSP), Inclusion, Special Day Class (SDC), and Speech.

### **FIELD TRIPS**

Field trips are an integral part of the educational program at Montera. They are planned by the teacher to enrich the school curriculum.

### **PARENTS OF 6TH GRADE STUDENTS**

The Montera community is proud of the accomplishments of our promoting 6th grade class. However, participation in our end of year events is based on behavior, academic and attendance status.

The school will offer a variety of end of year activities for 6th grade students which may include;

- 6th Grade End of Year Field Trip
- Field Day
- 6th Grade vs Staff game
- End-of-Year Field Trip
- Promotion Ceremony

To earn the privilege of participating in these events and activities students must:

- ❖ Be Safe, Responsible and Respectful
- ❖ Put forth effort in their learning by participating and interacting with peers and Teachers and completing assignments at their personal best.
- ❖ Be accountable by completing homework assignment

## **PARENT AND FAMILY ENGAGEMENT OPPORTUNITIES**

### **SCHOOL SITE COUNCIL (SSC)**

Our School Site Council is a vital part of Montera's organizational system. There are specific guidelines regarding the composition, roles and responsibilities of the Site Council. The SSC meets several times during the school year. All parents and family members who are interested in being a part of the decisions and programs at Montera are welcomed to attend the SSC meetings. Please see the monthly calendar for meeting dates and times.

### **SCHOOL ENGLISH LEARNER PARENT ADVISORY (SELPAC)**

The School English Learner Parent Advisory Committee oversees and supports the English Language Learner Programs at Montera under Title III. All parents are encouraged to attend the meetings. The SELPAC meets 3-4 times during the school year. All parents and family members who are interested in being a part of the decisions and programs that impact our English Language Learning students at Montera are welcomed to attend the SELPAC meetings. Please see the monthly calendar for meeting dates and times.

### **GATE PARENT**

Three times a year parents of GATE identified students will be invited to attend meetings that inform and elicit feedback from this designated parent group. Please see the monthly calendar for meeting dates and times.

### **DUAL IMMERSION PARENT MEETING**

School personnel will meet with parents and families of the dual immersion program to review and discuss various topics. Please look for flyers and notices announcing the days and times and Parents and families are encouraged to attend.

### **COFFEE WITH THE PRINCIPAL**

Once a month, the Principal will meet informally with parents and families to review and discuss various topics related to the school. Please look for flyers and notices announcing the days and times. Parents and families are encouraged to attend.

## **Title I School-Level Parental Involvement Policy Montera Elementary**

*Montera Elementary* has developed a written Title I Parental Involvement Policy with input from Title I parents. Montera Elementary seeks input from both School Site Council, and parent committees such as SELPAC, GATE, and Special Education, in jointly developing the Parental Involvement Policy. It is then distributed to parents of Title I students during school wide events such as Back to School Night, Coffee with the Principal and Parent Make and Takes as well as being placed in enrollment packets. The policy describes the means for carrying out the following Title I Parental Involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

### **Involvement of Parents in the Title I Program**

To involve parents in the Title I program at Montera Elementary the following practices have been established:

- The school convenes for an annual meeting to inform parents of Title I students, about Title I requirements and the parents' right to be involved. This is done during the beginning of the year with our identified parent committees (SSC, SELPAC, GATE, and SPED) and during our Coffee With The Principal, where the principal shares a powerpoint presentation with families.
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, reviewing, and improvement of the school's Title I programs as well as the Title I Parental Involvement Policy.
- Principal reviews data, and seeks input from parents from School Site Council, School English Learner Parent Committee, GATE Parent Committee and Special Education Committee as well as during Coffee With The Principal. The designated committees hold at least three meetings yearly.
- Montera Elementary provides information about Title I programs during Back to School Night, Coffee With The Principal, School Site Council, School English Learner Parent Committee, Gate Parent meetings and Special Education meetings.
- Parents of Title 1 students are given information regarding the curriculum used at school, the assessments used to measure student progress, and the proficiency levels students are expected to meet during Back to School Night, School Site Council, Coffee With The Principal, Parent Conferences, Open House, and Student Study Team Meetings, (and at any time a parent requests a meeting with teacher and, or administration.)
- The school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. Parents of Title 1 students are available to participate in the decision making process relating to the education of their children at School Site Council, School English Learner Parent Committee, GATE Parent meetings, Special Education meetings, Coffee With The Principal, Student Study Team meetings, and parent engagement committee meetings.

# Ontario-Montclair SD

## Married/Pregnant/Parenting Students

BP 5146

Students

The Ontario-Montclair School District is required to notify parents and guardians of their rights and responsibilities as prescribed by law. The following message is intended to provide you with the most updated information on the Assembly Bill 302: Lactating Accommodations.

In accordance with state and federal mandates that students regardless of marital status, pregnancy, recovery, currently parenting or gender shall not be harassed, intimidated, bullied or discriminated and the District shall apply no rules against of having access to the same educational and extracurricular opportunities that all other students enjoy. Ontario-Montclair School District recognizes pregnancy, childbirth, and termination of pregnancy, false pregnancy as a temporary condition and has created policies and procedures to ensure educational access and social equity. Pregnant and parenting students shall retain the right to participate in a comprehensive school that includes academic counseling and guidance. Alternative education must be equal to the regular program and is voluntary for a pregnant or parenting student and offered only as an option or necessary for the well-being of the student and child to meet their specific needs. Pregnant and parenting teens must be provided with reasonable accommodations and necessary services that are available to all students with a temporary medical condition. A lactating student will be provided a secure and confidential place to express breast milk and/or breast-feed an infant child and permitted to bring onto campus a breast pump or any other equipment used to express breast milk. This accommodation includes a school's preparedness to provide a designated private and secure room with a power source, other than a restroom, and access to a place to store the expressed milk in a secure and appropriate location. In addition, a student will not incur academic penalty as a result of her use during the school day. District policy will permit a lactating student adequate time to express breast milk and the opportunity to make up any missed work during the time of lactating, pumping, feeding or any related activity necessary for a lactating parent.

Any complaints of discrimination on the basis of pregnancy or marital status should be addressed through the District's Uniform Complaint Process by completing the form online at [www.omsd.net](http://www.omsd.net) or contacting the following school official:

J. Steve Garcia  
Child Welfare, Attendance & Records Office  
950 West D Street, Ontario, CA 91762  
(909) 459-2500 ext. 6477

This includes alleged non-compliance with the requirement to provide reasonable accommodations to pregnant, married, parenting, child birth, recovery and termination of pregnancy. If a complainant is not satisfied with a District's decision or remedy, the complainant may appeal to the Department of Education (CDE) at [www.cde.ca.gov](http://www.cde.ca.gov).

# Ontario-Montclair SD

## Board Policy

### Nondiscrimination/Harassment

BP 5145.3

#### Students

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.6 - Identification and Education Under Section 504)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above.

Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)  
(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4119.21/4219.21/4319.21 - Professional Standards)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 5145.2 - Freedom of Speech/Expression)

Record-Keeping The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination  
48900.3 Suspension or expulsion for act of hate violence  
48900.4 Suspension or expulsion for threats or harassment  
48904 Liability of parent/guardian for willful student misconduct  
48907 Student exercise of free expression  
48950 Freedom of speech  
48985 Translation of notices  
49020-49023 Athletic programs  
51500 Prohibited instruction or activity  
51501 Prohibited means of instruction  
60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime  
422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42  
 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
 6101-6107 Age Discrimination Act of 1975  
 CODE OF FEDERAL REGULATIONS, TITLE 28  
 35.107 Nondiscrimination on basis of disability; complaints  
 CODE OF FEDERAL REGULATIONS, TITLE 34  
 99.31 Disclosure of personally identifiable information  
 100.3 Prohibition of discrimination on basis of race, color or national origin  
 104.7 Designation of responsible employee for Section 504 106.8 Designation of responsible employee for Title IX  
 106.9 Notification of nondiscrimination on basis of sex  
 COURT DECISIONS  
 Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567  
 Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130  
 Management Resources:  
 CSBA PUBLICATIONS  
 Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014  
 Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014  
 Safe Schools: Strategies for Board of Trustees to Ensure Student Success, 2011  
 FIRST AMENDMENT CENTER PUBLICATIONS  
 Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006  
 NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS  
 Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004  
 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
 Dear Colleague Letter: Transgender Students, May 2016  
 Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016  
 Dear Colleague Letter: Title IX Coordinators, April 2015  
 Dear Colleague Letter: Harassment and Bullying, October 2010  
 Notice of Non-Discrimination, January 1999  
 WEB SITES  
 CSBA: <http://www.csba.org>  
 California Department of Education: <http://www.cde.ca.gov>  
 California Safe Schools Coalition: <http://www.casafeschools.org>  
 First Amendment Center: <http://www.firstamendmentcenter.org>  
 National School Boards Association: <http://www.nsba.org>  
 U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>  
 Policy

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014  
 Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014  
 Safe Schools: Strategies for Board of Trustees to Ensure Student Success, 2011  
 FIRST AMENDMENT CENTER PUBLICATIONS  
 Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006  
 NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS  
 Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004  
 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
 Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016  
Dear Colleague Letter: Title IX Coordinators, April 2015  
Dear Colleague Letter: Harassment and Bullying, October 2010  
Notice of Non-Discrimination, January 1999

#### WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
California Safe Schools Coalition: <http://www.casafeschools.org>  
First Amendment Center: <http://www.firstamendmentcenter.org>  
National School Boards Association: <http://www.nsba.org>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>  
Policy ONTARIO-MONTCLAIR SCHOOL DISTRICT





**Ontario-Montclair School District**  
Office of Child Welfare, Attendance & Records  
(909) 418-6477

**Student Sexual Harassment Contract**

In accordance with Education Code 48900.2, I, \_\_\_\_\_ promise to remain aware of sexually harassing behaviors, gestures, and activities. I am committed to healthy, respectful relationships with all others. I will, to the best of my ability, to abstain from sexually harassing activities such as:

- Unwanted communications, notes, letters, or other written materials of a sexual nature.
- Unwanted suggestions, comments, or remarks about a person's clothing, body, or activities of a sexual nature.
- Unwanted suggestive or insulting sounds.
- Unwanted whistling of a suggestive manner.
- Unwanted humor and jokes that puts down others.
- Unwanted sexual propositions, invitation, or pressure for sexual activity.
- Obvious or not-so-obvious sexual threat(s).
- Patting, pinching, or other unwanted touching.
- Unwanted physical exposure.
- Unnecessary and unwanted touching or brushing against the body.
- Attempted or actual kissing or fondling that is not consensual.

***Failure to honor this contract can result in physical, emotional, and/or spiritual injury, possible suspension or expulsion from school, prosecution, and/or incarceration. I realize that I can report sexual harassment to a teacher, counselor, administrator, or other adult who I trust.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Ontario-Montclair SD

## Board Policy

### Sexual Harassment

BP 5145.7

#### Students

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

#### Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

#### Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion: sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

##### CIVIL CODE

51.9 Liability for sexual harassment: business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

##### GOVERNMENT CODE

12950.1 Sexual harassment training

##### CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

##### UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

##### UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

##### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

#### COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

#### Management Resources:

##### CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Board of Trustees to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

##### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy ONTARIO-MONTCLAIR SCHOOL DISTRICT

adopted: January 19, 2017 Ontario, California



## OMSD SCHOOLS ARE HEALTHY SCHOOLS LAS ESCUELAS DE OMSD SON ESCUELAS SALUDABLES

**Encouraged** for Rewards, Celebrations, Snacks, and Fundraising\*  
**Los recomendamos** para reconocimientos, celebraciones, bocadillos, y ventas\*



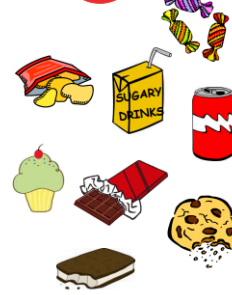
### Rewards Students Love Premios preferidos



### Celebrations and Snacks Celebraciones y bocadillos



### Fundraising Recaudación de fondos



...these items do  
not support health!

...¡estos alimentos  
no son buenos para  
la salud!

\*In accordance with Ontario-Montclair School District Wellness Policy (BP 5030). Conforme a la política de la Mesa Directiva (BP5030).  
Source: Adapted from Anderson Elementary, Lawndale Elementary School District

### WHAT ARE ACCEPTABLE SNACKS?

Fresh Fruits & vegetables

Fruit Mix cups

String Cheese

Yogurt-low fat & non fat

Graham Crackers

Animal Crackers

Goldfish Crackers

Vanilla Wafers

Pretzels

Baked Chips-1-1/8 oz bags

Trail Mix without candy

Popcorn

Nutri-Grain Bars 1.5 oz

Fruit Juice Bars- 1.5 oz

### WHAT FOOD ITEMS ARE NOT ACCEPTABLE

Soda

Candy

Gum

Fried Chips (Includes: Flamin Hot Cheetos/Takis)

Cakes

Cupcakes

Cookies

Home prepared Items

## Family Acknowledgement Page

Thank you for reading the Montera Student-Parent Handbook. We look forward to working with you as partners in your child's education this school year. If you have any questions or if we can be of any assistance to you during the school year, please do not hesitate to contact the school office, your child's teacher, or refer to our school website.

Montera Office: (909) 445-1062

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"I have read this entire booklet and have discussed school procedures and policies with my child."

- ☐ Montera Student/Parent Handbook
- ☐ Parent Involvement Policy
- ☐ Parent Compact
- ☐ SARC hard copy available upon request

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_