

# Buena Vista Arts-integrated Magnet School

*Successful Scholars in Arts and Academics*

<b>2021- 2022</b>
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## *Mission Statement:*

Our mission at Buena Vista Arts-integrated Magnet School is to guarantee high standards of excellence for scholars in an environment that promotes the arts. This will be achieved by providing a comprehensive standards-based education in academics, dance, music, theatre, and visual arts. The school community will encourage individual student talents, creativity, passion, and their love of the arts.

Mr. Barnett, Principal  
Mrs. Baeskens, Assistant Principal  
Mrs. Smith, VAPA-Teacher on Assignment  
Mrs. Dahlen, Office Manager  
Ms. Powers, Health Aide

*This handbook belongs to:*

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Room #: \_\_\_\_\_ Grade Level: \_\_\_\_\_



\*Spanish versions of this handbook are posted online @omsd.net/schools/Buena Vista and available for print upon request\*

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

**2021-2022 District Calendar**

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Student Days		0	To Date:		0	

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Student Days		17	To Date:		17	

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Student Days		21	To Date:		38	

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Student Days		20	To Date:		58	

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Student Days		15	To Date:		73	

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Student Days		12	To Date:		85	

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Student Days		20	To Date:		105	

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
Student Days		18	To Date:		123	

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Student Days		18	To Date:		141	

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Student Days		21	To Date:		162	

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Student Days		18	To Date:		180	

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Student Days		0	To Date:		180	

**July 2021**

July 5 Independence Day (observed)

**August 2021**

Aug 4-6 Teacher Preparation Days

Aug 9 First Day for Students

**September 2021**

Sept 6 Labor Day

**October 2021**

Oct 4-8 Parent Conferences-Middle School

Oct 11 Non-School Day

**November 2021**

Nov 11 Veterans Day

Nov 12 Non-School Day

Nov 15-19 Parent Conferences-Elementary School

Nov 22-26 Thanksgiving Break

**December 2021**

Dec 17 Non-School Day

Dec 20-31 Winter Break

**January 2022**

Jan 17 Martin Luther King Jr. Day

**February 2022**

Feb 14 Lincoln's Birthday

Feb 21 Presidents' Day

February 28 Parent Conferences-Middle School

**March 2022**

Mar 1-4 Parent Conferences-Middle School

Mar 14-18 Parent Conferences-Elementary School

Mar 21-25 Spring Break

**April 2022**

No Holidays

**May 2022**

May 25 Last Day for Students

May 26 Teacher Preparation Day

May 30 Memorial Day

**June 2022**

No Holidays

Elementary Schools	1st Trimester - 58 days	10/29/2021
	2nd Trimester: 64 days	2/25/2022
	3rd Trimester: 58 days	05/25/2022
Middle Schools	1st Progress Report	9/17/2021
	2nd Progress Report	10/29/2021
	1st Semester: 85 Days	12/16/2021
	1st Progress Report	2/11/2022
	2nd Progress Report	4/01/2022
	2nd Semester: 95 Days	05/25/2022

	First/Last Day for Students
	All Schools/Offices Closed
	All Schools Closed
	Teacher Preparation Days

# STUDENT/PARENT HANDBOOK

## 2021-2022

**WELCOME TO THE 2021-2022 SCHOOL YEAR!** This Student/Parent Handbook has been prepared to provide essential information to the students who attend Buena Vista Arts-Integrated Magnet School and their parents. These tools have been compiled to help our scholars succeed at our school, and also assist parents in our daily procedures and policies. As this handbook is more specific to our school site, OMSD will also be providing a student-parent handbook which includes district procedures, guidelines, etc. to be passed out during the first month of school. Please take a few minutes to read the contents of both of these important documents.

This handbook is organized into the following sections:

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## OFFICE INFORMATION

ADDRESS:  
5685 San Bernardino Street  
Montclair, CA 91763

PHONE: (909) 984-9556  
FAX: 459-2602  
Office Hours: 7:30 a.m. – 4:00 p.m.

### **SCHOOL HOURS (Traditional Learning Model):**

- 7:25 a.m. – Student arrival for those eating breakfast. Only students eating breakfast will be permitted on campus.
- 7:40 a.m. – All students may enter campus. Students will be supervised in designated areas by school staff.
- 7:50 a.m. – Warning Bell. Signaling the end of breakfast and for students to line up and greet teachers in designated areas.
- 7:55 a.m. – Instruction Begins (TK - 6th grade)
- 2:35 p.m. – Dismissal 1<sup>st</sup>-6<sup>th</sup> (Tuesday dismissal is 1:20 p.m.)  
TK and Kindergarten 12:40 p.m. dismissal daily Monday-Friday

### **EARLY TUESDAY (Traditional Learning Model):**

Every Tuesday students in grades 1-6 will be dismissed from school at 1:20 p.m.

### **DISMISSAL (Traditional Learning Model):**

All students will be walked out by staff to the front of the school at the appropriate dismissal time. Primary grade students are not permitted to walk home alone. After 2:50 p.m., students who have not been picked up will wait in the courtyard until an approved adult is able to come to the school and sign them out.

If there is an emergency that delays pickup, please call the office and we will assist. If late pickups become a habitual problem, we will take proper steps to support you in rectifying the situation.

### **EMERGENCY CARDS:**

An Emergency Card is maintained for each student in our school. For your child's safety, please keep the information current and notify the office of any changes. This includes employment, babysitter, telephone contacts, or emergency parent/neighbor changes. We MUST insist that you include at least three (3) current emergency numbers on your child's Emergency Card. Also, please include names and phone numbers of parents you carpool with or persons who may pick your child up from school. To ensure the safety of ALL our students, anyone picking a student up must be on that child's emergency card, and have proper identification.

### **CLASSROOM INTERRUPTIONS:**

**Classrooms will not be interrupted during instructional time. Any forgotten items, including lunches, sweaters, jackets, and instruments, may be dropped off in the courtyard in the designated area. It is the child's responsibility to check the courtyard's "I Forgot Table" during recess or lunch for items such as food, binders, books, instruments, etc.**

# Buena Vista Arts-integrated School

5685 San Bernardino St.  
Montclair, CA 91763

Phone: (909) 984-9556 • Fax: (909) 459-2602



STAFF	
Principal	Jamemy Barnett
Asst. Principal	Julie Baeskens
School Admin. Asst. I	Madeleine Dahlen
School Office Asst. I	TBA
Health Office Asst.	Lynda Powers
Nurse	Dana Smith
Custodial Staff	Jaime Espinosa/Lead
	Jessica Cooper
Cafeteria	Amanda Burdette/Lead
	Adela Ruano
Proctors	Cindy Chavez Alvarez
	Dee Dee Garcia
	Claudia Godinez
	Adrienne Hall
	Maria Miranda
	Maria Zuniga
Library/Media Asst.	Bill Shannon
Instructional Aides	Vanessa Barco
	Daniel Gonzales (RSP)
	Ana Holland
	Jocelyn Pimentel
	Bill Shannon
Staff Lounge	
Art Room 9	
Band/Cafeteria Stage	
PTO Office	
Campus Mentor	Michael Franco

STAFF	
TOA-VAPA	Teyana Smith
Inst. Coach	Andrea Thune
Intv. Teacher	Anna Young
ORC	Shyleria Thurman
School Psych.	Tuwesha Mitchell
Speech	Tanya Shubin
RSP	Elena De Giacomo
TK	Michael Hatter
TK	Haley Pourchot
Kindergarten	Teresita Marquez
Kindergarten	Ron Pagan
1st Grade	Gina Alexander
1st Grade	Brenda Palacios
2nd Grade	Tami Butcher-Wardell
2nd Grade	Erin O'Brien
3rd Grade	Alison Boag-Salcido
3rd Grade	Debby Thomas
4th Grade	Jennifer Berry
4th Grade	Lori Lopez

## PRINCIPAL'S MESSAGE

Dear Families and Friends of Buena Vista Arts-Integrated School,

We hope you had a safe, relaxing, and fun filled summer break! The staff of Buena Vista would like to welcome you back to school for what is sure to be a hard-working and fun filled 2021-22 school year. At Buena Vista Arts-Integrated School we strive to ensure that each and every child has a safe, positive, and academically rich school experience. As your principal it will be my goal to support all students, staff, and families in making this happen. Together we will work to maintain clear and effective communication regarding the social and academic progress of each and every child in our care.

Our goal at Buena Vista will be to continue the tradition of sustaining a safe and positive learning environment while providing a world class education to ALL students. Our school wide focus areas continue to be:

1. Promoting the Visual and Performing Arts
  - Across ALL Content Areas
  - Providing a Variety of Extra-Curricular Opportunities
  - Promoting the Arts in College and Career
2. Promoting Health and Wellness
  - Supporting Healthy Eating Habits
  - Promoting the Importance of Living an Active Lifestyle
3. Providing Effective Instruction Aligned to the Common Core State Standards
  - Developing Critical Reading and Writing Skills in ALL content Areas
  - Developing Conceptual Understanding in Math
  - Facilitating a High Level of Student Engagement
  - Developing Academic Language Skills
  - Fostering Higher Level Thinking and Real World Problem Solving
4. Promoting College and Career Readiness
  - Building our Relationship with Promise Scholars
  - Promoting the Arts in College and Career
  - Developing College and Career Partnerships

At Buena Vista Arts-integrated School we are very fortunate to have such a great team of staff and family members whose focus is on the continued growth and wellbeing of our students. Children's success is truly a team effort, and we look forward to working with you this year!

Sincerely,  
Jamemy Barnett  
Principal  
Buena Vista Arts-Integrated School

## SAFE SCHOOL PROCEDURES

### VISITORS, GUESTS, AND VOLUNTEERS

**Once allowed**, please adhere to the following guidelines if you would like to volunteer or visit our school:

- Volunteers must submit an application and partake in a mandatory training
- Sign and abide by the Parent Volunteer Guidelines and Expectations
- Provide prior notice to the teacher/staff member you will be visiting.
- All visitors must **present their ID** and sign in at the office.
- Wear a visitor pass at all times.
- For supervision and safety reasons, please refrain from the playground and MPR.
- Siblings (under 18 years old) will not be allowed on campus unless it is a designated family or after school event.
- Ensure confidentiality.

### CELL PHONES

Cell phones are permitted on campus. Students **must turn off their phones** when entering the school grounds and **MUST** be kept out of sight unless otherwise directed by the teacher (phones can be placed in their backpack OR given to the teacher for safe keeping). Parents and visitors are asked to turn off or silence their phones when on campus. Our school is not responsible for lost or damaged cell phones.

(Please refer to OMSD cell phone policy for further information)

### NO DOGS/ANIMALS ALLOWED

For the safety of all children, staff members, and visitors, no animals are allowed on school property unless given prior permission by administration.

### EMERGENCY PROCEDURES

The school has an approved comprehensive Emergency Plan for Earthquake, Fire, and other Dangers. Children will be kept at school under our care and supervision until it is determined by authorities to be safe for them to leave and/or until a parent/guardian picks them up. **YOUR CHILD WILL ONLY BE RELEASED TO ADULTS AUTHORIZED ON THE EMERGENCY CARD. ADULTS MUST HAVE PROPER IDENTIFICATION.** Further information regarding emergency procedures will be communicated throughout the school year.

### SMOG/HEAT ALERTS

By District policy, when a smog/heat alert is called, physical activities will be restricted. There will be no outdoor physical education (PE). These alerts are called to the school from our central office and may not always concur with radio broadcasts.

### BICYCLE/SKATEBOARD POLICY

Students in Fourth through Sixth Grades may ride bikes/skateboards to school.

1. Bikes/skateboards must be walked on and off school property.
2. Riders must have proper equipment, including helmet.
3. Bikes/skateboards must be secured by 7:55 a.m.

Failure to follow rules will result in loss of privileges. Our school will not be held responsible for lost or damaged items.



# TRAFFIC PROCEDURES AND SAFETY



**Safety is our first priority at Buena Vista. Please read and adhere to the following parking lot procedures. Share the information with anyone who may be picking up or dropping off your child.**

1. Drop off and pick up ONLY at the yellow curb in our parking lot. This is extremely important for the safety of our children.
2. Enter the driveway in a single lane only at the north end. During both morning and afternoon pick up, there is **NO** left turn into the school from San Bernardino St. We need all parents and day care vans to follow this procedure for the safety of our students. A “pick-up lane” designated along San Bernardino Street feeds into the school and *cannot be used for parking from 12:00-3:00*. City signs are posted enforcing this rule.
3. Drivers must remain in their vehicles in the pick-up line to ensure faster pick up time for your children. PLEASE DO NOT PARK AND LEAVE YOUR CAR. The Montclair Police Department can and will ticket unattended cars.
4. The drop off and pick up areas are indicated by the yellow curb at the front of the school. Staff is on duty to help with pick up, please follow their direction for the safety of your children.
5. Drive all the way forward before dropping off or picking up your child.
6. Students may not cross the yellow line until all cars have come to a complete stop.
7. Wait in line until the car in front of you proceeds forward. Do not cut into the line or create two lanes unless otherwise directed by staff member.
8. Pedestrians must cross at the designated crosswalk. Staff will be on duty to cross children safely at dismissal.
9. Use the sidewalks at all times. Do not walk through the parking lot.
10. Parking in the lanes is not permitted.
11. Day care vans need to follow the same rules as all other cars to ensure the safety of our students. Day care vans may bypass the single lane and enter the north driveway and park in east lane of the parking lot and wait for students to cross the crosswalk. They may also park on Benson Ave or the north side of San Bernardino St. and walk onto campus to pick up students if needed. Day Care vehicles must be approved by our front office and have a sign so staff can easily spot them and let them into the lot.
12. Parents and visitors may only park on Benson or the north side of San Bernardino Street. Please utilize the nearest crosswalk for you and your child’s safety.

**It is important that these safety patterns be followed – THIS IS FOR THE SAFETY OF EVERYONE AT OUR SCHOOL. THANK YOU!**

Buena Vista Emergency Preparedness



## Information for Parents/Guardians

Dear Parents and Guardians:

This notice contains step by step directions that we ask parents and guardians to follow in case of an emergency and/or disaster occurring when children are present on campus. These procedures have been put into place to ensure the safety and effective accountability of all students as they are released to their parents and/or guardians by school staff after an emergency/disaster.

**Step 1:** Parents arriving to the Buena Vista Campus will need to park on either Benson or San Bernardino Street. Driveway and parking lot access will be for emergency vehicles only. Parents will then check into the Parent Staging Areas located to the left of the office (by the upper-grade dismissal gate)

**Step 2:** Parents and/or guardians must be on the emergency card of the child/children they are picking up and must be prepared to show proper identification. To ensure maximum safety, students will NOT be released to anyone that is not on the emergency card.

**Step 3:** When the parent has been properly identified, a student release card will be filled out by the school staff and given to the parent.

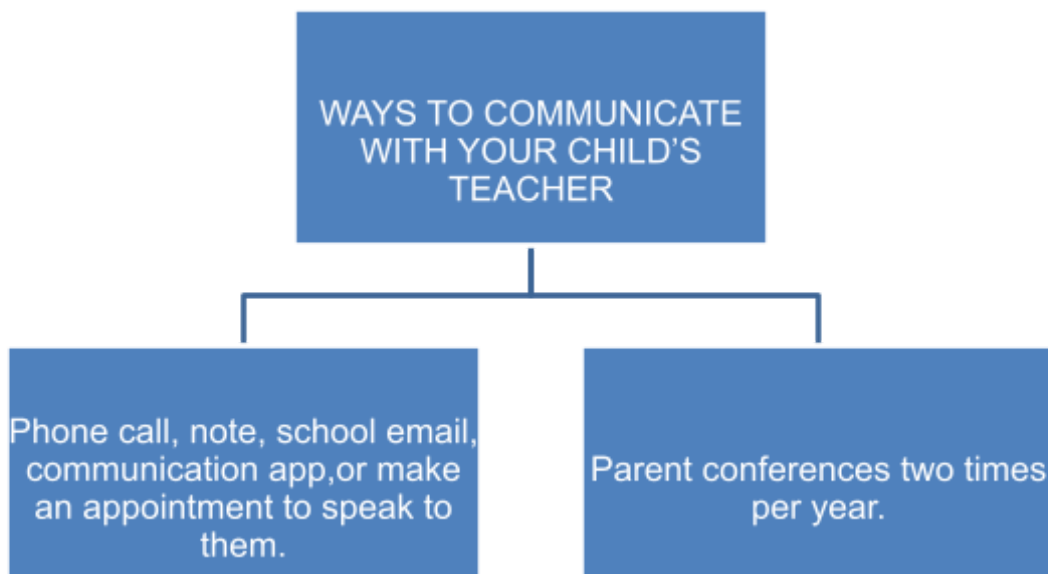
**Step 4:** The parent will then take this card to another line located at the student entrance gates outside of the front office.

**Step 5:** Parents will hand the student release card to a staff member at the release gate located outside of the front office. That staff member will retrieve the students from the evacuation site and return them to their parents through this gate. Parents will sign release cards to confirm that student has been released

By understanding the above procedures and exercising patience, we can work to ensure the safest and most effective release of students to parents/guardians in the event of an emergency and/or disaster on campus when children are present. If you have any further questions don't hesitate to contact our office at (909) 984-9556.

<b>Parent/Teacher/School Communication Information</b>
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Communication is a key component of your child's education. It is important to communicate your child's needs, concerns, and praises to the teachers and staff so everyone is able to work together to support the students of Buena Vista.



If the above attempts to address your concerns have been made and the situation has not been resolved, please make an appointment with the Principal or Elementary Administrator.

#### **PARENT FORUMS:**

All parents are encouraged to attend Conferences, Coffee with the Principal, School Site Council, Site English Learner Parent Advisory Committee, Parent Workshops, and Parent-Teacher Organization meetings, etc. in order to participate in the decision making process of the school site. (meetings will take place online via Zoom during COVID 19 pandemic. In person meetings will occur when possible.)

#### **ABSENCES:**

All absences must be verified through the office. Please call or write a note with the reason why your child was absent. If they will be absent for a few days, please communicate with the office regarding the circumstance.

#### **INTRADISTRICT TRANSFER GUIDELINES:**

Buena Vista Arts-Integrated Magnet School is a "school of choice" and a privilege to attend. All students attending our school are on an Intra or Inter-district Transfer request. **This request is valid as long as a student's attendance and behavior are satisfactory.** False or misleading information may be cause for denial or revocation of an intra-district transfer request.

## **ATTENDANCE POLICY**

Attendance is key in the success and well-being of all students, please read thoroughly

**State law requires regular school attendance. No child may be legally excused for any reason other than illness, medical appointments or death in the immediate family. Attendance is crucial to a student's academic progress; every minute that they miss school, they miss out on learning.**

**\*It is important to schedule doctor/dental appointments, family trips, and special events on non-school days and vacation times.**

**PLEASE REMEMBER WHEN YOUR CHILD IS ABSENT YOU NEED TO CALL THE SCHOOL AT 909-984-9556**

### **TARDY POLICY**

Students are tardy if they are not inside the campus gate when the 7:55 a.m. bell rings.

### **INCENTIVES**

A comprehensive incentive program will be in place, and clearly communicated to encourage your child to come to school and arrive on time (7:55 a.m.). Rewards will be given for students with perfect attendance for each trimester and for the year. Perfect attendance is defined as a student with NO excused or unexcused absences and NO MORE than 3 tardies and/or early outs in a trimester. Perfect attendance for the year is defined as meeting the trimester guidelines for the three trimesters.

### **ILLNESS**

There are a variety of illnesses that require a child to stay home until the symptoms are gone or a doctor gives

**\*Buena Vista Arts-integrated Magnet School would like to remind our families that we are a "school of choice" and poor attendance may result in the revocation of an intra-district transfer request. \***

permission for the child to return to school. For the safety and well-being of all students, the school nurse may require a doctor's release or make the determination if a student can return to school.

### **UNEXCUSED ABSENCES**

An absence is considered unexcused when it is not an illness, doctor appointment for the child, or an immediate death in the family. Three (3) unexcused absences are considered truant and will begin the School Attendance Review process.

### **EARLY RELEASE**

If you would like to pick your child up early, you or a designated adult on the Emergency Card must come to the school office to sign your child out. Early release is considered missing instructional time and will be counted against attendance.

**Please remember this is a disruption in learning for the class and should only be done when absolutely necessary.**

### **INDEPENDENT STUDY**

Independent Study is a voluntary educational alternative for students to maintain his/her studies and should only be utilized for unexpected life events, not for planned vacations, and should not exceed more than one in a student's K-6 educational career. If an Independent Study is requested, we ask for at least five school days' notice to prepare materials. Please speak to the school office for more details.



ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Office of Child Welfare, Attendance & Records

Attendance Policy

The mission of the Ontario-Montclair School District is: Whatever it takes, we guarantee our commitment to the highest quality education for all students. Students who are excessively absent from school are not able to accomplish their educational goals. According to the California Compulsory Attendance Laws (Education Code 28200), parents and students are responsible for regular school attendance. Occasionally, a student must be absent from school for reasons which are acceptable to the school and the courts, such as illness, medical appointments, or a death of an immediate family member. Please send a note to school following an absence explaining the reason for your child's absence.

The District Attendance policy states:

1. Ten or more days of excused absences within a school year are considered excessive and may require a doctor's note to excuse subsequent absences. The district has created a policy to address excessive excused absences which requires signing an Attendance Contract after 11 days and being referred to a School Attendance Review Board (SARB) hearing if the absences continue. Excused absences include full day absences and/or tardies and early releases for less than 30 minutes.
2. Three (3) days of unexcused absences, or tardies for more than 30 minutes, or early releases for more than 30 minutes, or any other partial day absence for more than 30 minutes without a valid excuse, or any combination thereof within a school year, will result in the school mailing the parent/guardian the 1<sup>st</sup> Truancy Report letter. This notification asks for the parent's/guardian's help with their student's attendance and warns of the consequences for further absences.
3. After six (6) days of unexcused absences, or tardies for more than 30 minutes, or early releases for more than 30 minutes, or any other partial day absence for more than 30 minutes without a valid excuse, or any combination thereof within a school year, the school will mail the 2<sup>nd</sup> Truancy Report letter. This letter requires the parent/guardian to attend a meeting at the school (SART) and sign an Attendance Review Contract. The intent of the meeting is to create and implement a written plan and to determine if there are any services the school may provide to assist the family with attendance issues.
4. After the 7<sup>th</sup> day of unexcused absences, or tardies for more than 30 minutes, or early releases for more than 30 minutes, or any combination thereof within a school year, the school will mail the 3<sup>rd</sup> Truancy Report letter. This letter declares the student a "Habitual Truant" and informs parent/guardian that the next absence will result in the family being required to attend a School Attendance Review Board (SARB) hearing with the District Attorney of the San Bernardino County. At this meeting a SARB contract is signed.
5. After eight (8) days of unexcused absences and/or tardies within a school year, the district will mail the parent/guardian a summons to appear at a School Attendance Review Board (SARB) hearing. Failure to appear may result in a citation being issued to the parent/guardian. Parents/Guardians and students who fail to abide by the stipulations of the SARB contract may also receive a citation and summons to appear before the court.

Parents/Guardians are advised to check, when necessary, with the school attendance clerk concerning the number of excused and unexcused absences their student(s) may have. The Ontario-Montclair School District appreciates the efforts of parents/guardians in assisting us to deliver a quality education to all students.

For questions regarding the district attendance policy, please contact the Child Welfare, Attendance & Records Office at (909) 459-2500 ext. 6477.

# SATURDAY MAKE UP ACADEMY

Ontario-Montclair School District  
Child Welfare, Attendance & Records  
Attendance Make-Up Academy  
2021-2022

Attendance Academy Dates	School Sites
October 23, 2021	ALL-Mandatory Date
October 30, 2021	
November 6, 2021	ALL-Mandatory Date
November 13, 2021	
November 20, 2021	
December 4, 2021	ALL-Mandatory Date
December 11, 2021	
January 8, 2022	ALL-Mandatory Date
January 15, 2022	
January 22, 2022	ALL-Mandatory Date
January 29, 2022	
February 5, 2022	ALL – Mandatory Date
February 12, 2022	
February 19, 2022	
February 26, 2022	
March 5, 2022	ALL-Mandatory Date
March 12, 2022	
March 19, 2022	
March 26, 2022	Last Chance!!!

## DRESS CODE AND GROOMING GUIDELINES

Buena Vista does not require students to wear uniforms. The following Dress Code and Grooming Guidelines will be strictly enforced and those in violation may be asked to change their clothing or remove the unacceptable items. In some cases, students may be sent home to change. As we prepare our students for junior high, high school, college, and career we encourage school dress to be comfortable, appropriate, and representative of a life- long learner!

These guidelines are in effect during the school day and at any school function and are used as a guide in identifying safe, comfortable, and educationally appropriate clothing and grooming.

1. Clothing shall conceal undergarments at all times. Extremely tight garments, sheer fabrics, halter tops, racerback shirts, off-the-shoulder or low-cut tops, bare midriffs, spaghetti straps, and skirts or shorts shorter than mid-thigh are prohibited.
2. Shorts deemed too short by administration will be prohibited; be cognizant of appropriate length for an academic environment.
3. Pants must be worn with the waistband at the waist. Drooping pants are not permitted. Trousers are to be worn properly at all times while in school. Low cut pants are not permitted and midriffs/backs should not be shown at any time.  
**Pants/jeans that are torn/have holes will not be permitted.**
4. Un-tucked shirts shall not be excessively long (i.e. longer than the heel of child's hand (held at a 90-degree angle).
5. Properly sized shoes must be worn at all times. Shoes must **fully** cover feet and be securely fastened. Flips-flops, backless, or open-toe shoes or sandals are not acceptable. Heelies may be worn without wheels. Any shoes that are deemed as a safety risk by administration will be prohibited.
6. Hats, caps, scarves, sun glasses, and other head coverings shall *only* be worn outdoors, except with express permission of the Principal. **Sweatshirt hoods shall not be worn indoors.** Caps and hats shall be worn with the bill facing forward and straight.
7. Clothing must have appropriate messages and artwork for a school environment. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia 1) which are gang-related, crude, vulgar, profane, or sexually suggestive, 2) which bear drug, alcohol, or tobacco company advertising, promotion and likeness, or 3) which advocate racial, ethnic, or religious prejudice. Clothing shall not bear any symbols or messages that might have a negative impact on the learning environment.
8. Hair shall be clean and neatly groomed. Haircuts and coloring shall not have a negative impact on the learning environment.
9. Gang attire of any kind is strictly prohibited.
10. Earrings or other jewelry which may present a safety hazard are not suitable for school wear. Hoops larger than 1 inch are not permitted.

# BUENA VISTA SCHOLAR BEHAVIOR EXPECTATIONS

**Buena Vista Expectation  
Statement of Purpose**

At Buena Vista Arts-integrated School, we strive to instill core values of empathy, integrity, motivation, and accountability. These core values support our school wide expectations of being respectful, responsible, and safe in all school settings.

**Go Scholars!**

**Buena Vista School Wide  
Expectations**

Be Respectful  
Be Responsible  
Be Safe

**Go Scholars!**

**Buena Vista School Wide Expectations  
Common Areas**

	Playground	Courtyard	Bathrooms	Multi-Purpose Room	Computer Lab	Library
<b>Be Respectful</b>	Have respectful conversations when problems arise and listen to adult directions.	Use appropriate voice level. Use PBIS voice level chart 0-5 Silent to 5 Partner voice.	Place the bathroom clean and report any messes to an adult and be patient and wait for your turn.	Use appropriate voice level. Use PBIS voice level chart 0-5 Silent to 5 Partner voice.	Use appropriate voice level. Use PBIS voice level chart 0-5 Silent to 5 Partner voice.	Use appropriate voice level. Use PBIS voice level chart 0-5 Silent to 5 Partner voice.
<b>Be Responsible</b>	Process and clean about putting equipment away, tidying up belongings, and waiting in your line when time.	Get ready, use restrooms, and clean up your area. Bring healthy snacks.	Use only the necessary amount of toilet paper and water and report unsafe conditions to an adult.	Get ready, use restrooms, and clean up your area. Bring healthy snacks or drinks.	Always remain on task and use appropriate, teacher directed activities and programs.	Use library time for its purpose. Read books and/or take Reading Counts updates.
<b>Be Safe</b>	Run or walk on grass areas and walk near equipment and on the concrete.	Always respect adult and student personal space and do property for chairs or benches provided.	Always respect adult and student personal space.	Listen to adult directions (Floor, Aides, Custodians, Cafeteria Staff).	Be patient and quiet to hear directions from your teacher or our Data Media Assistant.	Be patient and quiet to hear directions from our Librarian.

**Go Scholars!**

## Rewards for Good Choices “Caught Being Good”

Scholars will be rewarded for making good choices during the school day. Any Buena Vista staff member may award **Caught Being Good** tickets. These tickets will then be used to purchase fun items at the **Caught Being Good Store**.

## DISCIPLINE PROCEDURES:

Staff will follow a progressive approach that aligns with our Positive Behavior Intervention Supports (PBIS) system. In this system, there are two levels of behaviors, minor and major. Minor behavior will typically be addressed and handled by the teachers. Major behaviors will be referred to the office to be handled by administration. Systematic classroom management helps ensure the safety and learning environments of all. Every student has the right to learn. When the safety or learning environments are compromised, action will be taken to correct the situation. More detailed information on Buena Vista's behavior expectations and discipline procedures will be shared with families at the beginning of the school year.

## PROHIBITED ITEMS

For the safety of all students, students are not to have in their possession (including in their backpacks/book bags) nor bring the following items to school:

- General toys, especially toys that are realistic simulations of guns and knives.
- Radios, televisions, iPods/MP3 players, CD players, electronic games, portable video games, and cameras. (With prior written permission of the principal or designee, these items may be brought to school for special occasions.)
- Nail polish, make-up, or personal grooming items.
- Gambling devices – dice, playing cards, etc.
- Drugs, alcoholic beverages, narcotics, cigarettes, tobacco, cigarette papers, lighters, pipes, matches, look-alikes, and paraphernalia.
- Explosive devices, firecrackers, fireballs, cherry bombs, etc.
- Weapons, guns, knives, cake cutters, screwdrivers, lasers, or other dangerous items.
- Gang/tagging identification paraphernalia, such as beepers, gloves, rags/bandannas, 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.





## ONTARIO-MONTCLAIR SCHOOL DISTRICT

### Office of Child Welfare, Attendance & Records

#### California Compulsory Attendance Law (Education Code 48200)

The mission of the Ontario-Montclair School District is: Whatever it takes, we guarantee our commitment to the highest quality education for all students. Students who are excessively absent from school are not able to accomplish their educational goals. According to the California Compulsory Attendance Laws (Education Code 28200), parents and students are responsible for regular school attendance. Occasionally, a student must be absent from school for reasons which are acceptable to the school and the courts, such as illness, medical appointments, or a death of an immediate family member. Please send a note to school following an absence explaining the reason for your child's absence.

**The District Attendance policy states:**

1. Ten or more days of excused absences within a school year are considered excessive and may require a doctor's note to excuse subsequent absences. The district has created a policy to address excessive excused absences which requires signing an Attendance Contract after 11 days and being referred to a School Attendance Review Board (SARB) hearing if the absences continue. Excused absences include full day absences and/or tardies and early releases for less than 30 minutes.
2. Three (3) days of unexcused absences, or tardies for more than 30 minutes, or early releases for more than 30 minutes, or any other partial day absence for more than 30 minutes without a valid excuse, or any combination thereof within a school year, will result in the school mailing the parent/guardian the 1<sup>st</sup> Truancy Report letter. This notification asks for the parent's/guardian's help with their student's attendance and warns of the consequences for further absences.
3. After six (6) days of unexcused absences, or tardies for more than 30 minutes, or early releases for more than 30 minutes, or any other partial day absence for more than 30 minutes without a valid excuse, or any combination thereof within a school year, the school will mail the 2<sup>nd</sup> Truancy Report letter. This letter requires the parent/guardian to attend a meeting at the school (SART) and sign an Attendance Review Contract. The intent of the meeting is to create and implement a written plan and to determine if there are any services the school may provide to assist the family with attendance issues.
4. After the 7<sup>th</sup> day of unexcused absences, or tardies for more than 30 minutes, or early releases for more than 30 minutes, or any combination thereof within a school year, the school will mail the 3<sup>rd</sup> Truancy Report letter. This letter declares the student a "Habitual Truant" and informs parent/guardian that the next absence will result in the family being required to attend a School Attendance Review Board (SARB) hearing with the District Attorney of the San Bernardino County. At this meeting a SARB contract is signed.
5. After eight (8) days of unexcused absences and/or tardies within a school year, the district will mail the parent/guardian a summons to appear at a School Attendance Review Board (SARB) hearing. Failure to appear may result in a citation being issued to the parent/guardian. Parents/Guardians and students who fail to abide by the stipulations of the SARB contract may also receive a citation and summons to appear before the court.

Parents/Guardians are advised to check, when necessary, with the school attendance clerk concerning the number of excused and unexcused absences their student(s) may have. The Ontario-Montclair School District appreciates the efforts of parents/guardians in assisting us to deliver a quality education to all students.

For questions regarding the district attendance policy, please contact the Child Welfare, Attendance & Records Office at (909) 418-6477.

## **SUSPENSIONS/EXPULSIONS ED CODE**

While we expect students to make the right choices, sometimes that just doesn't happen, and consequences are incurred. Students are always provided due process when they make poor choices, and discussion always includes how the student can avoid and/or prevent the same situation from occurring again. Although we try to intervene with students before their behavior(s) lead to suspension, there are times when suspension is unavoidable. Following is information from the Education Code which defines suspendable actions/behaviors/activities.

A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period, whether on or off the campus.
- (4) During, or while going to or coming from a school sponsored activity.

Students on suspension are not allowed on or in the proximity of the school campus or any other school within or outside of the Ontario-Montclair School District during their suspension.

### **SUSPENSION -EXPULSION – (ED CODE 48900)**

Grounds for suspension or recommendation for expulsion are specified by the California Education Code. The specific behaviors are:

- a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person
- a) 2. Willfully used force or violence upon the person of another, except in self-defense
- b) Possessed, sold or otherwise furnished any firearm, knife, explosive
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcohol or intoxicant or representation of items thereof
- 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 private property
- h) Possessed or used tobacco, or any products containing tobacco or nicotine products
- i) Committed an obscene act or engaged in habitual profanity or vulgarity
- j) Offered, arranged, or negotiated to sell any 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
- l) Knowingly received stolen school property or private property
- m) Possessed an imitation firearm
- n) Committed or attempted to commit a sexual assault
- o) Harassed, threatened, or intimidated a witness
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- r) Aid or abet the infliction or attempted infliction of physical injury on another person

### **THE FOLLOWING FOUR VIOLATIONS APPLY TO STUDENTS IN GRADES 4 – 12**

- 48900.7 Pupil has made terroristic threats against school officials or school property, or both.
- 48900.4 Intentionally engaged in harassment, threats, or intimidation against a pupil or or groups of pupils.
- 48900.2 Has committed Sexual Harassment.
- 48900.3 Caused, attempted to cause, threatened to cause, or participate in an act of, hate violence, as defined in subdivision (e) of Section 233.

Education Code Section 48915 (Abridged):

- (a)(1) Causing serious physical injury to another person, except in self-defense
- (a)(2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana)
- (a)(4) Robbery or extortion
- (a)(5) Assault or battery upon any school employee

## HEALTH OFFICE

### NURSE



Health is essential for effective living and scholarship. A registered nurse is available at Buena Vista one day per week. We have a Health Aide on duty Monday through Friday. A health file is kept on each child indicating his or her medical history. Arrange an appointment with the nurse if you require support for health related services and/or information.

### MEDICATION

The California Education Code provides for school personnel to supervise children in taking necessary physician prescribed medication at school.

- An adult must bring medication to school in a properly labeled pharmacy container.
- A Data Form is to be completed by the parent and prescribing physician prior to administration by staff.
- All medication is kept in a locked cabinet in the health office for the protection of all our students.

Over-the-counter medication, such as Benadryl, Tylenol, and cough drops may be administered at school provided the parent and physician complete the necessary forms.

*\*Children may not carry any medication in their backpacks\**

### FOOD ALLERGIES & SPECIAL DIETS

1. Notify the school nurse of any food allergy, disability or special dietary need.
2. Provide medical certification approved by a recognized medical authority (RMA) authorized to practice within the State of California.
3. Update the medical certification on an annual basis.
4. Participate in any meetings or discussions regarding the student's meal plan.
5. Notify the school of any changes relating to the food allergy or special dietary need.

### WELLNESS POLICY

The Ontario-Montclair School District recognizes the link between student health and learning, and has developed a Local Wellness Policy for the district that promotes student health and creates a healthy learning environment for students. Nutritional standards adopted by OMSD meet or exceed state and federal nutritional standards.

# OMSD FOOD & BEVERAGE GUIDELINES

Nutritional standards adopted by OMSD meet or exceed state and federal nutritional standards. Please refer to the Wellness Policy for further information.

Snack items that can be sold must contain:

- Not more than 35% of calories from fat
- Not more than 10% of calories from saturated fat
- Not more than 35% of sugar by weight
- Not more than 175 calories for elementary students
- Not more than 250 calories for secondary students

Acceptable beverages include:

- Drinking water with no added sweetener
- Fruit or vegetable-based drinks with no less than 50% fruit or vegetable juice and no added sweetener
- Milk – 2%, 1%, non-fat, soy, rice or other similar nondairy milk
- Electrolyte replacement beverages with no more than 42 grams of added sweetener per 20oz. serving

SB965 prevents sodas from being sold at any elementary school, and prevents sodas from being sold at the middle school from ½ hour before school starts until ½ hour after school ends.

## **What are acceptable snacks?**

- |  |                                     |
|--|-------------------------------------|
| • Fresh Fruits & Vegetables            | • Baked chips – 1-1/8oz bags        |
| • Fruit mix/peach/pear/applesauce cups | • Trail mix without candy           |
| • Dried fruit                          | • Popcorn                           |
| • String cheese                        | • Nutria-grain bars – 1.3oz         |
| • Yogurt-low fat & non-fat             | • Granola bars – 1.5oz              |
| • Graham crackers                      | • Fruit juice bars – 100% juice     |
| • Animal crackers                      | • Nuts & seeds (consider allergies) |
| • Vanilla wafers                       |                                     |
| • Pretzels                             |                                     |

## **What are acceptable beverages:**

- Water
- Milk – 2%, 1% or non-fat
- Juicy juice – 100%
- Hansen's Natural 100% Juice
- Florida Natural 100% Juice
- Minute Maid 100% Juice
- Snapple 100% Juice
- Tree Top 100% Juice



## **What are NOT acceptable snacks?**

- Soda
- Candy
- Gum
- Fried Chips (includes Flamin' Hot Cheetos)
- Home prepared items (other than for your child to eat)

# HEALTH AND WELLNESS

In supporting our wellness policy and promoting the health and welfare of all our students our school is excited to implement the following wellness plan:

## **Physical Activity**

- Students will have the opportunity to participate in various physical activities daily throughout the day that meets their needs and interest level.
- Students will receive at least 100 minutes of physical education every week including:

## **Promoting Healthy Eating Habits**

- Our school is excited to participate in the County of San Bernardino's **Harvest of the Month program**. Each month, a produce item will be delivered to our campus and ALL students will have the opportunity to learn about and try a variety of healthy food items.
- **Classroom celebrations and school events- We understand that celebrations and school events are an important part of school culture. Unfortunately, due to the current restrictions, we will not allow any food items to be brought to campus to share. Thanks for your partnership and consideration in promoting a healthy environment for our students!**



## PARENT SUPPORT

Parent support is essential to the success of each student. At Buena Vista, we maintain high standards for each scholar and need dedicated support from each parent. Below are suggested ways that each parent can support the needs of each child.

- Ensure children come to school every day and on time.
- Provide a quiet place to study and assist with homework needs.
- Talk to children about what has been studied in school.
- Communicate with school personnel regularly and support school policies and procedures.
- Ensure children have the appropriate amount of sleep.
- Ensure children come to school prepared
- Attend school functions including Back-to-School Night, Open House, performances, and Parent-Teacher Conferences.
- Volunteer in the classroom, computer lab, library, workroom, or at home.
- Support and encourage children's participation in appropriate interventions as recommended by teachers and administrators.
- Encourage children to participate and attend extra-curricular school activities, such as choir, sports, dance, and after school programs.

### BOOKS AND SUPPLIES

Students will be provided with all necessary textbooks and school materials. Each student is responsible for:

- Caring for the textbooks and library books
- Charges for damaged or lost books
- Returning textbooks to school each day
- Returning library books on or before the due date

Students may bring personal supplies to school (binders, pencils, etc.), but the teachers and staff members will not be held responsible for lost, stolen, or damaged items.

### BREAKFAST AND LUNCH

Breakfast and lunch are free for all students in OMSD. Students may also bring lunches to school from home. Classrooms will not be interrupted to notify students of lunches in the office, students may come during their recess.

### FORGOTTEN ITEMS

Classrooms will not be interrupted for forgotten items. Items can be left in the front office; students can come during their recess to retrieve the items. Items should be labeled prior to being dropped off.

### LOST AND FOUND

Many articles become lost or are left unclaimed. Please write your child's name on all personal property. Clothing, lunch pails, and other articles that are not claimed will be given to a local welfare organization at the end of each month.

## ACADEMICS

At Buena Vista, we believe that students learn best in an environment rich in creativity, expression, and positivity. Academic achievement is highly valued at Buena Vista. Our students are scholars and teachers strive to set high expectations and ensure that every scholar is academically successful. Principal's Honor Roll is for students who receive all 4's on their report card and Honor Roll for all 3's and 4's. In addition, characteristics of a successful learner, identified on the report card, will be taken into consideration for these distinguished awards.



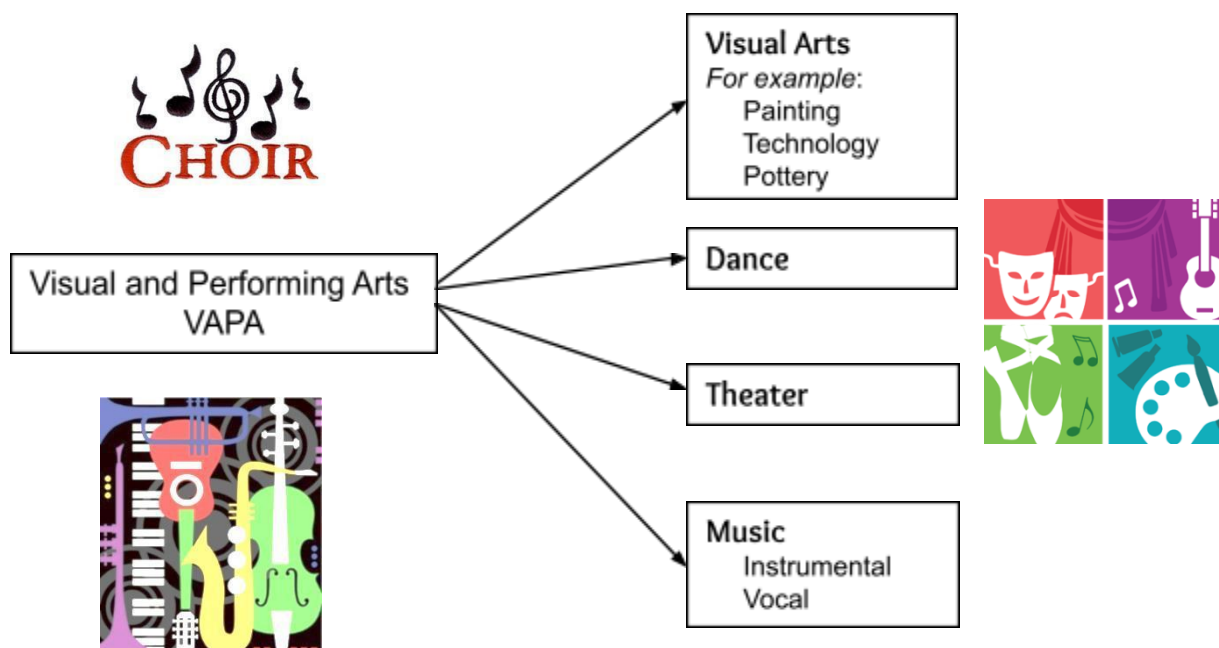
School Wide Academic Focus Areas are to Support Effective Implementation of Common Core State Standards, Promote College and Career Readiness, AND Support the Arts!

1. Focus on Critical Reading and Writing Across the Curriculum
2. Focus on Student Engagement and Collaborative Conversations
3. Focus on Higher Level Thinking Skills and Real World Problem Solving
4. Focus on Academic and English Language Development
5. Focus on the use of Technology in a variety of capacities
6. Integrate Art into the Curriculum



## WHAT IS ARTS-INTEGRATION?

Buena Vista's magnet emphasis is to integrate the four areas of Visual and Performing Arts into the daily curriculum. Research has proven that through the exploration of the Visual and Performing Arts, students strengthen many important skills, including problem-solving, team building, visualization, and mathematical reasoning.



### STUDIO TIME

In addition to the integrated curriculum, Buena Vista students participate in Studio Time. Studio Time is an hour block of time, twice a week, when students are given specialized instruction in one of the four VAPA disciplines. Students will have opportunities throughout the school year to experience multiple styles of instruction from our highly experienced teachers.

### OTHER ARTS INTEGRATION

Besides curriculum integration and Studio Time, Buena Vista students will be exposed to other art experiences. The students may see performances by professional dancers or singers, presentations by guest artists, or go on field trips to art galleries or performances.



# INCENTIVES and RECOGNITION

## Buena Vista-Arts-integrated School-Wide Incentive Plan

Citizenship	Attendance	Reading Counts
<p>*Caught Being Good Tickets- students will have the opportunity to shop at the PBIS store every week</p> <p>*Caught Being Good Tickets- ALL tickets will be placed in a large bin for a special prize drawing during each trimester assembly</p>	<p>*Classroom "Perfect Punctuality" poster- Special reward is earned when all letters are colored in</p> <p>*<u>Trimester Reward</u> for ALL students with NO absences and no more than 3 tardies and/or early outs (absences can be made up at Saturday School)</p> <p>*Certificate at Trimester Awards Assembly</p>	<p>*<b>Associate Degree-</b> Yellow reading bracelet and certificate</p> <p>*<b>Bachelor's Degree-</b> Orange reading bracelet, certificate, and computer lab time</p> <p>*<b>Master's Degree-</b> Pink reading bracelet, certificate, free book, and Big Al's trip</p> <p>*<b>Doctorate Degree-</b> Blue reading bracelet, certificate, and a special lunch</p> <p>*<b>Genius Degree-</b> Red reading bracelet, certificate, and a special party</p> <p>*<b>Einstein Degree-</b> Certificate, special party and a trophy</p>

### **Awards Assembly**

- Achievement (2 given per class)
- Improvement (2 given per class)
- Citizenship (2 given per class)
- Honor Roll (for students receiving all 3's and 4's on their report card)
- Principal Honor Roll (for students receiving all 4's on their report card)

# OMSD Board Policies

## **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  
[steve.garcia@omsd.net](mailto:steve.garcia@omsd.net)

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 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

# 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 113

### 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>

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