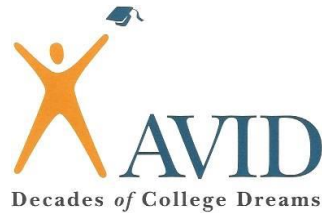


# Corona Elementary School

Ontario-Montclair School District

“College Bound AVID School”



Parent Handbook

2018-2019



# *Welcome To Corona Elementary School*

Salvador Flores, Principal  
Roberto Garcia, Elementary Administrator

## **Corona Student School Hours**

Monday, Wednesday, Thursday and Friday

8:00 a.m. – 2:40 p.m.

Tuesday

8:00 a.m. – 1:25 p.m.

**TK**

Monday, Tuesday, Wednesday, Thursday and Friday

8:00 a.m. -12:30 p.m.

## **Kindergarten**

Monday, Wednesday, Thursday and Friday

8:00 a.m. – 1:40 p.m.

Tuesday

8:00 a.m. – 1:20 p.m.

We do not provide student supervision before or after school. Students are not to be on campus prior to **7:20 a.m.** and must either be picked up or walk home immediately at the end of the school day.

## **Office Hours**

Monday – Friday

7:30 a.m. – 4:00 p.m.

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# *SCHOOL DISTRICT BOARD OF TRUSTEES*

Elvia M. Rivas  
Alfonso Sanchez  
Samuel P. Crowe  
Sarah Galvan

## *SUPERINTENDENT'S CABINET*

Dr. James Q. Hammond

Superintendent

Phil Hillman

Chief Business Official,  
Business Services

Hector Macias

Assistant Superintendent,  
Human Resources

Tammy Lipschultz

Assistant Superintendent,  
Learning & Teaching

## *A LETTER FROM THE PRINCIPAL*

Dear Parents:

Welcome to Corona Elementary School. I want to take this opportunity to thank you for entrusting your child to our school. We are very proud of the many successes that our students have accomplished throughout the years and the energy that they have contributed to make this school a wonderful place.

Corona School is special because the stakeholders have worked collaboratively and carefully to create a school where students are challenged to grow to their full potential and realize their dreams. They are guided in the learning process by our teachers, administrators, and support staff. All constantly search for ways to ensure that standards are mastered and important learning takes place in every classroom by every student.

It is with great enthusiasm that we have put together this handbook in an effort to enhance our parent school partnership and help provide a clear understanding of the Corona school rules and procedures. It is my hope that this handbook will enhance our collaboration for the benefit of all our students.

I have great expectations that together we will make this school year the best year ever!

Warmly,

Sal Flores,  
Principal

## School Mission Statement & Goals

### Mission Statement

Corona Elementary School will provide a superior education that challenges and supports all students to reach high standards of academic excellence.

### Goals/Objectives

- All students will achieve English Language proficiency as assessed by continuous multiple measures.
- All students will meet or exceed Common Core State Standards in English Language Arts and Math by the end of each academic year as assessed using multiple measures.
- All students will SOAR (Be safe, organized, accountable, and respectful) in a safe and nurturing environment, as assessed by continuous multiple measures.
- All students will understand the importance of attaining a higher education and will be introduced and educated in college and university opportunities for their future.
- All students will attend school on time daily.

## Important Dates at Corona School

### Back to School Night

August 22, 2018

### Parent Conferences

November 9 through November 16, 2018

March 4 through March 8, 2019

### Book Fair Weeks

August 20 through 24, 2018

April 8 through 12, 2019

### Open House

April 9, 2019

### Fiesta

May 10, 2019

### Pre-Kinder Promotion

May 20, 2019

### Kindergarten Promotion

May 21, 2019

### 5<sup>th</sup> Grade Promotion

May 23, 2019

## Non-Student Days - School Closed

September 3, 2018	Labor Day
October 8, 2018	Staff Development Day
November 12, 2018	Veteran's Day
November 19-23, 2018	Thanksgiving Break
December 21, 2018- January 4, 2019	Winter Break
January 21, 2019	Dr. Martin Luther King Jr. Day
February 15, 2019	Lincoln's Birthday
February 18, 2019	Washington's Birthday
March 25-29, 2019	Spring Break
May 27, 2019	Memorial Day

## CORONA REGULAR DAY SCHEDULE:

<b>TK</b>	:	8:00—12:30	<b>Transitional Kindergarten</b>
		11:00-11:45	Transitional Kindergarten lunch
		12:30	Dismissal
<b>Kindergarten:</b>		<b>8:00—1:40</b>	<b>Kindergarten</b>
		9:25 - 9:40	Recess
		11:05—11:50	Kindergarten lunch
		1:40	Dismissal
<b>Grades 1-6</b>		7:20	Students on campus
		7:55	First Bell
		9:40—9:55	Recess, Grades 1,2,3
		10:00-10:15	Recess, Grades 4, 5, 6
		11:15 ~ 12:00	Lunch, Grade 1
		11:25 ~12:10	Lunch, Grade 2
		11:45 -12:30	Lunch, Grade 3
		12:05—12:50	Lunch, Grade 4
		12:15—1:00	Lunch, Grades 5, 6
		1:15-1:30	Recess, Grades 1-3
		2:40	Dismissal
<b>TUESDAY</b>		<b>8:00-12:30</b>	<b>Transitional Kindergarten</b>
<b>DISMISSAL</b>		<b>8:00—1:20</b>	<b>Kindergarten</b>
		<b>8:00—1:25</b>	<b>Grades 1-6</b>
<b>OFFICE HOURS</b>			<b>7:30—4:00</b>
<b>Dismissal for Last Day Of School/ Open House/Conference Days/ Back To School Night</b>			
			<b>12:45</b>

**“Every Day, On Time. On Time, Every Day!”**

## School Attendance

*Establishing a routine of outstanding attendance and punctuality is critical to student achievement. Research shows that students with outstanding attendance habits do better on tests, get better grades, are more likely to complete high school, attend college, and get better jobs as adults.*

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All students are required by state law to attend school daily. The only legal exceptions for absence from school are illness, medical necessity, and funeral services for a member of the immediate family. All absences must be verified by a note or phone call from the child's parent or guardian. These are due when a student returns to school and can be turned in to the teacher. All unverified absences are considered truant/unexcused. A student is considered "truant" when they have 3 or more unexcused absences, early outs or tardies more than 30 minutes.

School grounds are open and supervised at 7:20 a.m. **Please have your child arrive to school no later than 8:00 a.m.** Students arriving after 8:00 a.m. will be considered tardy. Tardiness due to doctor or dental appointments will be excused only when the school is provided with an original note, signed and dated by the doctor's office.

This school year, it is our goal at Corona to increase daily student attendance to 97.7% for the school year. As parents, you play a very important role in setting the importance of daily school attendance. This year we will have new and continuing attendance incentives and interventions as listed below.

### Incentives/Rewards

***Eagles Are Here On Time!*** Each class will work towards earning a class reward through completion of a poster displayed in the classroom. Every day that the entire class is in attendance and on time, teachers will fill in a letter on the poster. Classes have a chance to work together to complete posters and receive class rewards such as pencils, a popcorn party, and more!

***Picnic with the Principal:*** Each month, the class who has an attendance percentage over 97.7% will earn Picnic with the Principal.

***Perfect Eagle Attendance:*** Each trimester, students with Perfect Attendance (zero days absent, zero tardies, and zero early out days) will be rewarded. Students with Perfect Attendance for the entire school year (zero days absent, zero tardies, and zero early out days) will be recognized at the Yearend Awards Assembly.

### Interventions/Consequences

***Attendance Letters:*** If absences or tardies become excessive, attendance letters will be sent home.

***School Attendance Review Team (S.A.R.T.):*** If excessive absences or tardies continue to accumulate, a meeting will be scheduled with the Principal, Outreach Consultant, and parent to address the situation and to identify steps for improving the student's attendance.

***School Attendance Review Board (S.A.R.B.):*** In the event that the above steps do not result in improvement, the student and parent will be referred to the OMSD S.A.R.B. This meeting is held in the presence of district officials, probation officers, a District Attorney representative, and a Department of Child Services representative to address the situation. A contract will be signed by the parent and S.A.R.B. to improve attendance.



### ***Drop off and pick up by parents***

Students may NOT arrive on the campus earlier than 7:20 a.m. No supervision is offered prior to that time. Parents may use the inner driveway to drop off students in the morning but not to park. If you need to walk with your child please park your car and walk to the campus. After school, parents should either park their car and walk on to the campus to pick up their children, or wait until 2:40 p.m. (1:25 on Tuesday for grades 1-6) to drive through the inner circular drive to pick up their students. Be mindful of the buses and keep the flow of traffic moving by not parking your car and leaving it unattended. When driving near the school, please watch for pedestrians and drive with caution. Also, please be courteous to other parents and people who live in the neighborhood. Please do not park in areas painted red or across neighbor's driveways. PLEASE DO NOT PARK ACROSS THE STREET AND MOTION YOUR CHILD TO WALK ACROSS BY THEMSELVES. Use sidewalks and crosswalks and do not cross the inner circular drive or parking lot when exiting the school. Your child's safety is our top priority.

### ***Secure Campus***

Your child's security is very important to us. School gates will be closed during school hours and we ask that you check into the office when coming on the campus. This will enable us to identify all who are present on campus. Please sign in at the office and obtain a Visitor's Badge. If you would like to visit or help in the classroom, please give your teacher 24 hours' notice and he/she will clear your arrival with the office. All volunteers must complete a volunteer application as well as take a tuberculosis (TB) test.

### ***Homework Policy***

Homework is a teacher planned learning or practice activity, which takes place largely outside of the student's regular school hours. Homework reinforces classroom learning and expands on a student's school experience. Homework is expected at all grade levels and may vary from class to class. Students are expected to return all homework assignments completely and neatly each day that it is assigned. In addition to the assigned homework, students are expected to read daily. Homework is most productive when done in one sitting and when parents provide a quiet place to work. Homework assignments may also affect grades. Please contact the teacher if there is a problem with completing homework.

**AVID Binders for grades 2-6 will be provided by the school along with a Daily Homework Planning Agenda. Students are expected to write their homework in their agenda daily. Parents are to initial that they have seen their child's completed homework each night. Students in grades TK-1 will be provided with folders for classwork and homework.**

### ***After School Enrichment Program***

Corona offers after school enrichment and day care through a partnership with Think Together. This is an opportunity for students to complete their homework and have structured activities and a safe place after school hours. The students are required to stay a total of 15 hours a week to qualify for the program. The program is available on a first come first serve basis and is open to all students. If you are interested call the school for an application or contact (909) 331-7723.

### ***Interventions/Extended Learning***

Corona will invite students to attend the after school and/or Saturday programs for targeted interventions. These classes will take place throughout the year. Students invited will receive invitations. If you have questions about our intervention programs, please talk to your child's teacher.

### ***Parent Conferences & Report Cards***

Conferences are held with all parents at the end of the first and second trimesters. During conference week, all 1st through 6th grade classes are on minimum day in order to provide time for teachers to conference. Conferences may also be scheduled at other times, upon request. The following are the weeks for conferences:

<i>1st trimester</i>	<i>November 9-16, 2018</i>
<i>2nd trimester</i>	<i>March 4-8, 2019</i>

Report cards (Student Achievement Reports) are reviewed at each parent conferences and are sent home at the end of the school year. Corona utilizes a computer generated report card.

### ***Back-to-School Night and Open House***

**Back-to-School Night** is held early in the school year. Teachers provide information that parents need to know including curriculum, homework, grading, schedules, special events and behavior standards. **Open House** is held later in the year and provides an opportunity for students and teachers to share accomplishments with parents.

Please mark these important dates in your calendar:

<i>Back to School Night</i>	<i>August 22, 2018</i>
<i>Open House</i>	<i>April 9, 2019</i>

### ***Lost and Found***

Parents should mark their student's name on clothing, lunch bags and other belongings. When lost items are found, the student who finds the item must turn it into the Lost and Found. Smaller items are returned to the office. We will keep the items behind the office building until the last Friday of the month. On the last Friday of the month, we will clear the lost and found items and donate them to local agencies. Please have your children look through items in lost and found regularly.

### ***Bus Transportation***

The Ontario-Montclair School District provides bus transportation for eligible students. Bus schedules may be obtained from school or the district office. Only children who are regular bus riders may ride the bus. Parents are urged to review with their children proper behavior, both on the bus and at the bus stops. Students must follow the directions of the driver and show proper respect. Violation of bus rules may result in denial of bus privileges.

### ***Class Parties***

Occasionally, the teacher may plan a class party during a special occasion (only 2 times a year). Such parties are a privilege and students may be required to maintain disciplinary and academic standards to attend. All treats must be store bought and cleared with the teacher. Such events can only be celebrated the last fifteen minutes of the school day or at lunch time. In class student birthday celebrations are not encouraged. Parents must have teacher permission to bring in birthday treats for the class and will be passed out only in the last 10 minutes of class. Please check with your child's teacher for children who may have food allergies prior to the event.

### ***Student Records***

Cumulative records are kept for each child. Parents have the right to inspect and receive copies of the contents of these records within 5 days of a request. If you wish to see your child's records, please contact the school principal.

## ***Student Health***

### Emergency Cards

Emergency cards will be sent home at the beginning of the school year. WE MUST HAVE AN EMERGENCY CARD WITH THE HOME PHONE AND AT LEAST TWO WORKING EMERGENCY PHONE NUMBERS FOR EVERY CHILD. Please follow the directions attached to the card and fill out the entire card. If your child becomes ill or is injured at school, only the people listed on the emergency card are notified. By law students will only be released to adults listed on the emergency card. It is important that information on the emergency card is up to date. If you move, please advise us of the new address and phone numbers. The school must have accurate information for the safety of students.

### Cleanliness

A student may be sent home if he/she is not neat or clean. He/she 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 (California Education Code 44807). If you need assistance in meeting this requirement please contact our school nurse for support.

### 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 the school nurse.

### Medications

No medications (prescription or over the counter) may be administered to a student at school until the school has received a medication consent form completed and signed by the student's physician and parent/guardian. No student may keep any medication (prescription or over the counter) on his/her person except in the case of inhaler or epi-pen and only if approved by a doctor and parent. If you have any questions or concerns, please contact the school.

### Contagious Disease

Students with a contagious or infectious disease should be kept at home for the protection of themselves and others. The school should be notified if a child contracts a communicable disease. Students who have had chicken pox 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 re-admission to school. Students will be re-admitted when there is no sign of rash or lesion or a doctor's note clears them. If your child contracts lice please advise the office. Children may not be absent more than three days or they will be referred to the public health nurse. All students having recovered from the above conditions must re-enter school through the Health Office.

## ***Emergency/Disaster Plan***

Corona has a disaster plan which all staff members will implement to ensure your child's safety. In the event of an emergency or disaster such as a fire, earthquake or special circumstances, students practice one of these procedures monthly in order to be prepared. If there is an emergency or disaster, the following procedures will be in effect:

- Depending on the type of emergency, the students will seek protection in the classroom and then will be evacuated safely from classrooms to the assembly area on the field.
- Parents or other authorized adults picking up the child are to proceed to the student release station located near the front office gate. Students will only be released to people whose names are on the emergency card. Keep this in mind when completing the emergency card for students at the beginning of the school year. One should include the names of people that you would have your child return home with in the event of an emergency.
- Upon arrival at an emergency site, parents should bring identification.
- The school staff member will complete the release form. Once the paperwork is complete, school personnel will get the student and release the child to the parent or authorized adult. At that point, the student may leave the school.
- **NO CHILD WILL BE RELEASED TO AN ADULT UNLESS THAT PERSON IS LISTED ON THE EMERGENCY CARD.** Please keep your emergency card current at all times.

## ***Lock Downs***

Lock downs are instituted when there is an emergency within the school or the school community and it may be unsafe to allow students to be outdoors. In the event of a lockdown, students will not be allowed to leave the classroom or the school until the safety concern has been resolved. **Be advised that during lockdowns parents will not be allowed on the school premises or in the classrooms until the emergency has been deemed safe for students to leave the classroom and the school.**

**EMERGENCY STUDENT FOOD KIT** – Parents might be asked to provide an Emergency Food Kit for their child if our district is not able to.

## ***Cafeteria Meals***

Menus are sent home monthly. All meals served through the cafeteria must be consumed on the school grounds.

### **Breakfast**

Breakfast is **FREE** of charge for all Corona Elementary Students. Breakfast is available in the cafeteria from 7:20 a.m. – 7:40 a.m. Children are not admitted to the cafeteria until 7:20 a.m. Children are not allowed on the playground until 7:45 a.m.

### **Lunch**

Hot lunch is available in the cafeteria daily. Lunch is **FREE** of charge for all Corona Students.

Students who bring lunch from home and wish to purchase milk may do so for \$.50, juice for \$.35, and water for \$.75.

\*Breakfast and lunch are for Corona students only. Federal law prohibits others from consuming school lunches or removing food from the premises. **Parents are not allowed in the MPR during breakfast or lunch.**

### **Bringing Snacks from Home**

Students are allowed to bring snacks from home. Snacks are to be consumed at recess and at lunch recess at designated areas. Students are not allowed to eat snacks in the classroom or on the playground. Students should bring healthy snacks (Healthy snacks are considered fresh fruits, vegetables health bars or low fat snacks). Treats are not allowed during recess or lunch recess (Treats are items such as candy, chips or high fat or sugar laden foods and sodas are not permitted). Please help us keep your child healthy and fit by following our snack policy.

## *Parent Involvement*

Corona School believes that parents should be involved in their child's education in as many ways as possible. Consequently, we take pride in creating multiple opportunities for parents to be involved in the school. If you are interested in participating in any of the following activities, please contact the school at (909) 984-6411.

- *Coffee with the Principal:* Once a month parents are invited to discuss many of the issues surrounding the school. This is a structured way of becoming informed and having your voice heard. Meetings are held in both English and Spanish. Representatives of the different parent groups including PTO, SELPAC and School Site Council provide quick updates to parents and ask for feedback. These meetings also are topic oriented. Each session includes a specific topic such as Discipline, College Awareness, How to be a Better Parent, How to Help Your Child with Homework and other topics that are taken from our school parent survey.
- *School Site Council (SSC):* The School Site Council is an elected decision making body of the school and is directly involved in the planning and reviewing of the school plan. At least one member serves on the District Advisory Council. Parents may run for election for open School Site Council seats on a yearly basis. These meetings are open to the public.
- *Site English Learner Parent Advisory Council (SELPAC):* The SELPAC advises the school on programs and services for English Language Learners. At least one member from SELPAC serves on the District English Learner Parent Advisory Committee (DELPAC).
- *Parent Teacher Organization (PTO):* The PTO meets on a monthly basis to help provide support to our instructional program. The PTO is involved in helping organize school events, fundraisers and supports our school activities.
- *Classroom and School Parent Volunteer Program:* Corona School is well known for parent involvement and parent volunteers. We highly encourage our parent community to become involved as school volunteers. Many student events and activities would not be possible without our parent volunteer help. Classrooms have parent or community volunteers who help in many different ways throughout the year. We also have parents that help plan and coordinate school activities throughout the year. Parents wishing to volunteer must fill out an application, have a tuberculosis test (TB), go through a short training, and comply with volunteer requirements.

## CORONA ELEMENTARY PARENT INVOLVEMENT POLICY

### PART I. GENERAL EXPECTATIONS

**Corona Elementary School** agrees to implement the following statutory requirements:

1. The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
2. The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
3. The school will make the School Parental Involvement Policy available to the local community.
4. The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
5. The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.
6. The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition: Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
  - a) that parents play an integral role in assisting their child's learning;
  - b) that parents are encouraged to be actively involved in their child's education at school;
  - c) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
  - d) the carrying out of other activities, such as those described in section 1118 of the ESEA.

### PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

1. **Corona Elementary School** will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:
  - Parents are elected members of the School Site Council and are integral in the development of the Single School Plan for Student Achievement which includes the Parental Involvement Plan.
  - Administer a Parent Needs/Evaluation survey in the spring of each year seeking input about the effectiveness of the overall programs and parental involvement plans.
2. **Corona Elementary School** will take the following actions to distribute to parents of participating children and the local community, the School Parental Involvement Policy:
  - No later than September of each school year, a copy of the School Parental Involvement Policy will be distributed to all parents.
  - Parents of children entering the school during the year will also be given a copy of the School Parental Involvement Policy upon enrollment.
  - The School Parental Involvement Policy will be posted on the school website.
3. **Corona Elementary School** will update periodically its School Parental Involvement Policy to meet the changing needs of parents and the school:
  - The school site council will review the Parental Involvement Policy annually, at the close of each school year and/or in conjunction with any leadership team findings necessitating a review.
4. **Corona Elementary School** will convene an annual meeting to inform parents of the school's participation in Title I, Part A programs and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents of children participating in Title I, Part A programs to this meeting and will encourage them to attend, by:
  - Communicating through telephone calls, parent-teacher conferences, direct mailing, website posting and/or the offering of alternative evening meetings, and e-mail and texting through the Blackboard-connect communication program.

- To the extent possible, all information will be translated in the languages represented within the school. In addition, attempts will be made to organize and gather resources to hold a minimum of one parent meeting in a language other than English.
  - Convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend, and providing childcare.
5. **Corona Elementary School** will hold a flexible number of meetings at varying times, and provide transportation, child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement:
    - Providing parent education workshops focused on high parent interest topics and/or those authorized under Title I. (School choice, Program Improvement, school-parent compact, district wide policies, and use of Title I funds)
    - Conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
    - Initiating phone contacts with those parents who do not attend targeted workshops.
  6. **Corona Elementary School** will provide timely information about Title I programs to parents of participating children in a timely manner:
    - Back to School Night
    - Parent Teacher Conferences
    - Annual Title I Services Meeting
    - Monthly Newsletter
  7. **Corona Elementary School** will provide to parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet:
    - Back to School night
    - Parent-teacher conferences
    - Coffee with the Principal
    - Parent Education workshops
  8. **Corona Elementary School** will provide parents of participating children if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:
    - Coordination of Services Team
    - Student Success Team
    - School Site Council
    - District Advisory Council
    - Site English Learners Parent Advisory Council
    - District English Learners Parent Advisory Council
  9. **Corona Elementary School** will submit to the district any parent comments if the school wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children:
    - Uniform Complaint Procedures

**PART III. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

1. **Corona Elementary School** will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities listed below:
  - Information and ideas about the academic work their children do in class.
  - Coordinated links between what is happening in the classroom and activities at home.
  - Academic goal setting.
  - Ideas on how to help their child with homework.

- Increased communications with the teacher.
  - Better communication between the parents and child through reviewing student work, practicing skills, monitoring and discussing homework.
2. The school will, with the assistance of its district, provide assistance to parents of children served by the school in understanding topics such as the following, the State's academic content standards, the State and local academic assessments including alternate assessments, the requirements of Title I, how to monitor their child's progress, and how to work with educators by undertaking the following actions:
    - Providing additional information in newsletters, Coffee with the Principal, school marquee, and/or on the school website; and by communicating with parents through the use of direct mail, notices, and telephone messages.
  3. The school will, with the assistance of its district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
    - Providing parent-teacher conferences for all parents including parents of students performing below expectations; and providing instructional resources that would assist parents in working with their children and understanding educational topics.
    - Providing all parents of students performing below expectations; the opportunity to attend literacy and numeracy workshops that would assist parents in working with their children and understanding educational topics.
  4. The school will, with the assistance of its district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
    - Professional Development
    - Articles, newsletters
    - Lending library on parenting topics
    - Resource materials and brochures
  5. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
    - Providing an opportunity for parents to enroll students in kindergarten in the spring prior to the school year.
    - Inviting program members to participate in professional development activities.
    - Organizing and participating in joint transition-related training of school staff, Head Start staff and other early childhood development programs.
    - Conducting meetings involving parents and program participants to discuss development and assessment needs of individual children.
    - Inviting program members to participate in parent night meetings held during the school year.
  6. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
    - provide information to parents using newsletters, phone messages, and/or the school website; and maintain parental information at the school campus offices.



## *SCHOOL – PARENT COMPACT*

*It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.*

### **Teachers Pledge: I will**

- Provide high-quality curriculum and instruction.
- Guide and expect daily use of AVID binders and agendas in the class to promote college readiness.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes for grades 1-3 and 60 minutes for grades 4-6).
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- Respect the school, students, staff and families.

### **Students Pledge: I will**

- Come to school ready to learn and work hard. Bring necessary materials, completed assignments and homework.
- Bring my AVID binder and agenda every day, keep them organized, and use daily in class to help me reach my goal of attending college.
- Know and follow school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff and families.

### **Families/Parents Pledge: We will**

- Provide a quiet time and place for homework and monitor TV viewing.
- Check the AVID binder and sign the agenda daily to make sure all homework is complete to support the skills that will promote my child's college readiness.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-6).
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school. Participate at school in activities such as school decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child. Respect the school, staff, students, and families.

## *District Dress Code/Uniform Policy*

In an effort to provide a safe and orderly school for our students and in response to a desire to keep district schools free from the threats or harmful influence of any groups or gangs which advocated substance abuse, violence or disruptive behavior, the Ontario-Montclair School District Board of Trustees has adopted Dress and Grooming Guidelines and a Prohibited Items List which will be implemented in all district schools. In addition to these guidelines, individual schools may establish a policy requiring students to wear a standard uniform.

Parents have the primary responsibility to see that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. We are asking your cooperation regarding conformity to the following dress guidelines:

- Properly sized shoes must be worn at all times. Thongs, backless or open-toe shoes or sandals are not acceptable. Shoes must be securely fastened.
- Clothes shall be sufficient to conceal undergarments at all times. Extremely tight garments, see-through or fishnet fabrics, halter tops, off the shoulder or low cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- Hats with a bill or brim may be worn outdoors for sun protection (no flat bills or brims). Caps must be worn properly (bill forward).
- Clothing, jewelry, hats, 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 display drug, alcohol or tobacco company advertising, promotions and likenesses or which advocate racial, ethnic, or religious prejudice.
- Gym shorts may not be worn in classes other than Physical Education (P.E.) without the expressed permission of the Principal.
- Hair shall be cleaned and neatly groomed. Hair may not be sprayed with any coloring that would drip when wet.
- Tattoos are to be covered at all times.
- Only prescription glasses are allowed.
- Gang attire of any kind is strictly prohibited.
- Earrings or other jewelry which may present a safety hazard are not suitable for school wear.
- Hair color and style should be appropriate for school and not create a disruption to the learning environment.

**School administration/personnel will make the determination if the attire violates the above guidelines and reserves the right to determine if any of clothing, accessories, or hair are deemed inappropriate or disruptive to the learning environment.**

## ***CORONA'S MANDATORY SCHOOL UNIFORM POLICY & UNIFORM STANDARDS:***

The School Uniform, Dress and Grooming Guidelines were adopted to provide a safe and orderly school environment for our students and to keep our school free from the threats or harmful influence of any groups or gangs that advocate substance abuse, violence, or disruptive behavior. All students are expected to be well groomed and neatly dressed in uniforms at all times, following the guidelines below.

Standards for Student Uniforms			
Item	Color	Style(s)	Material(s)
Shirts and Blouses	White or Navy Blue	<ul style="list-style-type: none"> <li>∥ Finished collar (i.e., polo, golf, Henley, sports, turtleneck)</li> <li>∥ No plain white t-shirt</li> <li>∥ No deep or collarless V-neck or scoop neck</li> </ul>	
Slacks/Jeans & Shorts/Skirts	Navy or Dark blue or blue denim	∥ No acid wash or inappropriately torn (as deemed by principal)	∥ Cotton, twill, polyester, gabardine, poplin, corduroy, denim
Sweaters & Sweatshirts	Navy or White	<ul style="list-style-type: none"> <li>∥ Cardigan</li> <li>∥ No oversized sweatshirts</li> </ul>	
Jumper	Navy		

Any sweatshirt, T-shirt, or other garment bearing the school name, logo, etc., is acceptable school attire. Outer wear/jackets must be in compliance with the district-adopted dress and grooming policies. No plaid or flannel (Pendleton style) outerwear is allowed.

### ***Consequences for Not Wearing a Uniform***

Students out of compliance with uniform standards should be sent to the Front Office at the first recess break, not during class time. Administrators may have students sent to the office before school if necessary. Office Staff will use a file card from the 'black box' to record student name and action taken. Cards will remain in the front office, alphabetized in the box. A notation will be made pertaining to 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> violation.

**1st violation-** If a loaner shirt is available, student will change garment and leave original shirt in the office to be picked up at dismissal. If an adequate replacement shirt is not available, parents are contacted to provide a change of clothing. Parents will also be contacted to furnish pants or skirts as the office will not be able to supply those on a regular basis. A **YELLOW Uniform Reminder** will be signed by the student and placed in the classroom teacher's mailbox for the student to take home.

**2<sup>nd</sup> violation-** Same procedure as for 1<sup>st</sup> violation. A **GOLD Uniform Warning** will be signed by the student and placed in the classroom teacher's mailbox for the student to take home.

**3<sup>rd</sup> violation-** Same procedure as above, however, parent must be contacted for an appointment with an administrator to discuss the concern. A **RED Uniform Citation** is signed by the student and placed in the classroom teacher's mailbox for the student to take home. Appointment date and time should also be recorded on the Citation if possible.

Students that continuously break School Uniform Policy will be subject to appropriate progressive disciplinary measures. Administrators have the discretion to alter progression of actions as needed depending on the severity or frequency of the uniform violation(s) as well as the time frame in which violations were recorded. **Should there be special circumstances regarding being able to provide uniforms for your child, there are programs to assist in meeting our uniform policy. Should there be additional concerns, please contact the school within the first 10 days of school.**

## ***PROHIBITED ITEMS LIST:***

In an effort to protect the health and safety of all district students, the following Prohibited Items List has been adopted by the Board of Trustees:

1. Electronic games, iPods, and cameras. (With prior written permission of the Principal or designee, these items may be brought to school for special occasions).
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, fireballs, cherry bombs, etc.
5. Weapons, guns, knives, cake cutters, screwdrivers, and/or dangerous items.
6. Toys, which are realistic simulations of guns and knives.
7. Gang/tagging identification paraphernalia, such as – Rags/bandanas, permanent markers, aerosol paint containers, etching tools, or any other instrument used for the purpose of writing graffiti or tagging.

### ***Cell Phone Use***

We understand the desire for families to provide their children with a cell phone for convenience or for safety. However, the use of, or the visibility of cell phones is strictly prohibited during school hours. Students must wait until they have left school grounds, not just their classrooms, before they remove their cell phones from their backpacks or other carrying places. The parents of students discovered using cell phones will be notified and students will be subject to appropriate progressive disciplinary measures.

### ***Internet Use***

Students will have access to the internet. Parents are required to sign an Acceptable Use of Electronic Information Resources Agreement at the beginning of the school year. The use of the district network is limited to educational activities only.

## ***CORONA ELEMENTARY SCHOOL*** ***School Wide Discipline Plan***

### **Positive Behavior Interventions and Supports (PBIS)**

*School-wide Positive Behavior Interventions and Supports* is a framework or approach of strategies and organizational systems for establishing a social culture, learning environment, and individual behavior supports needed to achieve academic and social success for all students.

Our purpose at Corona Elementary is for all members of our learning community which includes our students, families and school staff, to be proactive in maintaining a positive academic learning environment. Corona Elementary School is a community of scholars who demonstrate Safe, Organized, Accountable, and Respectful behaviors while preparing for college and career. Students are explicitly taught the school-wide expectations through a Teaching Matrix. Students will be taught, explicitly, about our behavioral expectations and what SOAR looks like in each major common area of our campus. In addition to our school-wide behavioral expectations, SOAR, each grade level will have a Classroom Matrix that is aligned with SOAR and outlines the behavioral expectations (including routines and procedures) in the classroom. Our school-wide PBIS matrix is below:

Areas	<b>S</b> AFE	<b>O</b> RGANIZED	<b>A</b> CCOUNTABLE	<b>R</b> ESPECTFUL
<b>Arrival &amp; Dismissal</b>	<ul style="list-style-type: none"> <li>Use crosswalk and sidewalk for safety at all times.</li> <li>Follow bus safety rules.</li> <li>Wait for car to stop completely before getting out or in.</li> <li>Preschool-Grade 3 students dismiss in assigned area to parent/guardian.</li> </ul>	<ul style="list-style-type: none"> <li>Have all belongings ready to arrive to school on time each day.</li> <li>Label personal items with your name.</li> <li>Carry all belongings in an appropriate container.</li> </ul>	<ul style="list-style-type: none"> <li>Know your family plan for getting to and from school each day.</li> <li>Upper grade students remain in designated area for pick up after school.</li> <li>Students walking to and from school to represent themselves responsibly.</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions of bus drivers.</li> <li>Respect the private space of others by following school rules.</li> <li>Use appropriate language for school at all times.</li> </ul>
<b>Walkways</b>	<ul style="list-style-type: none"> <li>Walk around yellow door boxes.</li> <li>Always walk facing forward.</li> </ul>	<ul style="list-style-type: none"> <li>Stay with your class/group.</li> <li>Hold any belongings with care.</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly and directly to your destination.</li> <li>Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Allow space for others using the walkways.</li> <li>Keep walkways clean.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>Always walk on the blacktop.</li> <li>Stay in designated areas.</li> <li>Only one student at a time on a swing, slide, or bars.</li> </ul>	<ul style="list-style-type: none"> <li>Leave personal items at your classroom.</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly and with good sportsmanship.</li> <li>Freeze at the bell.</li> </ul>	<ul style="list-style-type: none"> <li>Follow Corona School playground rules.</li> <li>Follow directions of all supervising adults.</li> <li>Include all students in games or activities.</li> </ul>
<b>MPR- Breakfast &amp; Lunch</b>	<ul style="list-style-type: none"> <li>Walk at all times.</li> <li>Carry food trays with two hands.</li> <li>Food is to be eaten only.</li> </ul>	<ul style="list-style-type: none"> <li>Know your number for the keypad.</li> <li>Face forward in line to move up as needed.</li> <li>Wait patiently to be dismissed.</li> </ul>	<ul style="list-style-type: none"> <li>Pick up all trash when you finish eating.</li> <li>Use time wisely to eat.</li> <li>Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Use an inside voice.</li> <li>Eat only your own food.</li> <li>Follow directions of all supervising adults.</li> <li>Recognize the personal space of others.</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Keep water and soap in the sink.</li> </ul>	<ul style="list-style-type: none"> <li>Place all trash in the proper receptacles.</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilets after use.</li> <li>Always wash your hands.</li> <li>Use resources according to their intended purpose.</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice.</li> <li>Demonstrate privacy for yourself and others.</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>Sit with legs crisscrossed.</li> <li>Keep hands folded in laps.</li> </ul>	<ul style="list-style-type: none"> <li>Walk in a straight and quiet line with no gaps.</li> </ul>	<ul style="list-style-type: none"> <li>Listen quietly to the speaker.</li> <li>Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Be polite and supportive by applauding appropriately.</li> <li>Give the speaker your full attention.</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>Walk safely at all times</li> <li>Keep hands, feet and all objects to yourself (Please do not touch office equipment).</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently until office personnel can assist you.</li> </ul>	<ul style="list-style-type: none"> <li>Have note or other form of permission to be in office.</li> <li>Return to class as quickly as possible.</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voice</li> <li>Respect the private space of others</li> <li>Use good manners</li> <li>Use appropriate greeting</li> </ul>

Revised 8/3/16



## ***CONSEQUENCES:***

When students fail to follow the rules it is sometimes necessary that the school apply progressive discipline as appropriate. Such consequences could include: a phone call home, loss of recess, detention at recess time, after school or on Saturday, adherence to a behavior contract, a referral to Student Study Team, suspension, or expulsion.

## ***REWARDS and INCENTIVES:***

- ❖ Students who are seen obeying school rules, demonstrating the character building blocks, and following the school dress code and uniform policy are eligible to receive “Eagle Notes”. These are used to promote positive behavior.
- ❖ Any student is able to earn an Eagle Note when a Corona School teacher or staff member observes him/her being Safe, Organized, Accountable, and Responsible as described in our school-wide matrix.

## ***Student of the Month Assemblies***

Once a month students are awarded Student of the Month awards in a general assembly. Each classroom teacher generally selects one student to be the STAR student for the month and one student to receive the Eagle Award. When a student receives an award, parents are notified to attend the assembly.

***Trimester Perfect Attendance Award*** is given to any student who was not absent, never tardy and did not leave early during the trimester.

***Accelerated Reader Awards*** are provided for students who meet the required number of AR points needed to earn the different degrees.

## ***End of the Year Awards***

***Citizenship Award*** is given in recognition of excellence in behavior and respect for Corona school and our community. This student consistently demonstrates qualities of a good citizen and is consistently thinking and acting responsibly.

***Perfect Attendance Award*** is given to any student who was never absent, never tardy and did not leave early this school year. A full day absence may have been made up by attending a Saturday Make-up Academy.

***Outstanding Attendance Award*** is given to any student who has no more than one absence and/or no more than two tardies or early outs for the entire school year, but does not have perfect attendance.

***Accelerated Reader Award*** is given to one student at each grade level who earned the most Accelerated Reader (AR) points for the entire school year.

***Perseverance Award*** is given to students who have shown significant improvement in any academic area.

***Principal's Award*** is given to students who exemplify academic and character excellence. These are students who consistently strive for excellence and produce quality work at or above their grade level.

## **ONTARIO-MONTCLAIR SCHOOL DISTRICT Attendance Policy**

Because of the school's commitment to quality education, we are concerned when a student misses school for any reason. 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 48200), 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 family member. Please send a note to school following an absence explaining the reason for your child's absence.

**The District 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 tardies or 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/student a 1st Truancy Report Letter asking for the parent's help with their student's attendance and warning of 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 a 2nd Truancy Report Letter. This letter requires the parent to attend a meeting at the school and sign an Attendance Contract. The intent is to create and implement a written plan and to determine if there are any services the school can provide to assist the family with attendance issues.
4. After the 7th day 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 3rd Truancy Report Letter. This letter declares the student a "Habitual Truant" and informs parents that upon the next absence the family will be required to attend a School Attendance Review Board (SARB) hearing with the Deputy District Attorney of 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/student a summons to appear at a School Attendance Review Board (SARB) hearing. Failure to appear may result in a citation to be issued to parent/student. Parent and students who fail to abide by the SARB contract may also receive a citation.

Feel free to check with the school attendance clerk concerning the number of excused or unexcused absences that your student may have. Your cooperation is needed to help us give your student a quality education. If you have questions regarding this policy, please contact Steve Garcia at 909-459-2500 Ext. 6477.

## **ONTARIO-MONTCLAIR SCHOOL DISTRICT Anti-Bullying Policy**

Ontario-Montclair School District is committed to providing a world-class education to all students in safe and respectful school environments that empowers students, staff and families and cultivates partnerships with community, business and non-profit agencies.

**Anti-Bullying Policy:**

1. The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations.
2. School sites will provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of a violation of these standards, to immediately intervene or call for assistance.

3. Parents and students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator.
4. Complaints of bullying shall be investigated and resolved in accordance with site-level due process procedures.
5. Where the principal or designee finds that bullying/sexual harassment occurred, he/she shall take prompt, appropriate action to end the bullying/harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.
6. A student may be subject to suspension or expulsion when it is determined that he/she: engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel. (Education Code 48900(r)). Bullying means one or more acts by a student or group of students that constitutes sexual harassment pursuant to Education Code 48900.2. Hate violence pursuant to Education Code 48900.3. Harassment, threats, or intimidation pursuant to Education Code 48900.4, (Education Code 32261) Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. (Education Code 32261)
7. A student may be suspended or expelled for any of the acts listed above if the act is related to, but not limited to, a school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district. (Education Code 48900)

If you have any questions regarding this policy, please feel free to contact Steve Garcia, Director of Child Welfare and Attendance at (909) 418-6477.