

# **Mission Elementary School**

*Parent & Student Handbook*

**2020/2021**



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Principal

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Assistant Principal

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5555 Howard Street • Ontario, CA 91762 • (909) 627-3010

## Principal's Welcome Message

Dear Families,

Welcome to Mission Elementary School! We look forward with excitement and anticipation to a new year at Mission. Our staff is dedicated to providing a quality education for all our children – one that promotes and develops each child's greatest potential and positive self-concept while ensuring they reach their academic potential.

We believe that the education of our children is a process that requires the shared efforts of parents, students, and educators. We encourage you to become involved as a volunteer and partner in the education of your child. Strong partnerships between parents and teachers are responsible for our students continuing to show improved academic performance as measured by state and district assessments. A strong partnership between home and school is essential in supporting our students to reach their highest potential. It's through the tireless dedication of our exemplary teachers and involved parents like you that have made this possible.

This handbook will acquaint you with the procedures, policies, and other important information about our school. Please read it carefully and keep it in a safe place for future reference.

Together, we can ensure that your child will experience a wonderful year of learning and be a key contributor to the Mission Family!

Sincerely,  
Rhonda O'Neil



# ONTARIO-MONTCLAIR SCHOOL DISTRICT

## 2020-2021 District Calendar

July						
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

2020

August						
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:		18

### July 2020

July 3 Independence Day (observed)

### August 2020

Aug 3,4,5 Teacher Preparation Days  
Aug 6 First Day for Students

### September 2020

Sept 7 Labor Day

### October 2020

Oct 5-9 Parent Conferences-Middle School

### November 2020

Nov 11 Veterans Day  
Nov 16-20 Parent Conferences-Elementary School  
Nov 23-27 Thanksgiving Break

September						
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:		39

October						
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		22		To Date:		61

November						
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:		76

December						
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		13		To Date:		89

### December 2020

Dec 18 Non-School Day  
Dec 21-31 Winter Break

### January 2021

Jan 1 Winter Break  
Jan 18 Martin Luther King Jr. Day

January						
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		19		To Date:		108

2021

February						
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		18		To Date:		126

### February 2021

Feb 8 Lincoln's Birthday  
Feb 15 Presidents' Day

### March 2021

Mar 1-5 Parent Conferences-Middle School  
Mar 15-19 Parent Conferences-Elementary School  
Mar 22-26 Spring Break

March						
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:		144

April						
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		22		To Date:		166

### April 2021

No Holidays

### May 2021

May 20 Last Day for Students  
May 21 Teacher Preparation Day  
May 31 Memorial Day

May						
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		14		To Date:		180

June						
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		6		To Date:		180

### June 2021

No Holidays

Elementary Schools	1st Trimester:	61 days
	2nd Trimester:	65 days
	3rd Trimester:	54 days

Middle Schools	1st Progress Report	Sept 18
	2nd Progress Report	Oct 30
	1st Semester:	89 days
	1st Progress Report	Feb 12
	2nd Progress Report	April 2
	2nd Semester:	91 days

Board Approved: October 17, 2019



First Day for Students  
 All Schools and Offices Closed  
 All Schools Closed  
 Non-School Day  
 Teacher Preparation Days  
 Last Day for Students



# Student Hours

## **TK/Kindergarten**

TK and Kindergarten .....7:30 a.m. – 11:30 a.m.

## **1st- 6<sup>th</sup> Grade**

Monday, Wednesday, Thursday & Friday .....7:30 a.m. – 2:10 p.m.

Tuesday.....7:30 a.m.-12:55 p.m.



**Breakfast is served daily beginning at 7:00 a.m.**

## Minimum Days

December 17, 2020

February 12, 2021

May 7, 2021

## **TK (Transitional Kindergarten) and Kindergarten**

7:30 a.m. – 11:30 p.m.

**1<sup>st</sup> – 6<sup>th</sup> Grades**

7:30 a.m. – 12:00 p.m.

## **Parent Teacher Conference Weeks** **(Nov. 16-20 and Mar. 15-19)**

## **TK (Transitional Kindergarten) and Kindergarten**

7:30 a.m. – 11:30 p.m.

**1<sup>st</sup> – 6<sup>th</sup> Grades**

7:30 a.m. – 12:00 p.m.

## **LAST DAY OF SCHOOL: MAY 20, 2021**

TK - 6<sup>th</sup> Grade 7:30 a.m. -11:00 a.m.

## **SCHOOL OFFICE HOURS**

**7:00 a.m. – 3:30 p.m.**

**Please call the front office at  
909-627-3010 for all student absences.**

## **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.
- 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.
- 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.
- 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.

# School Procedures



## CLASS PLACEMENT

Student and teacher assignments are subject to change depending on the fluctuation in pupil enrollment. At times, changes in classroom assignment are required to best deliver the instructional program to meet student needs. Parent support and understanding of necessary class changes is much appreciated.

## ATTENDANCE

Regular school attendance is very important. When students come to school each day on time, they derive the full benefit from the instructional program. If a student has chronic absences and/or tardies, families are required to attend a S.A.R.T. (School Attendance Review Team) meeting. If attendance concerns continue, families will be referred to the District Attendance and Welfare Officer or the District Student Attendance Review Board (SARB). The SARB is made up of representatives from school, probation department, social services, law enforcement, youth services, health services, and other community organizations. This is all done in an effort to ensure our students are given the opportunity to access their full educational rights.

The California Education Code states, "Each child between the ages of six and sixteen years, not exempted under provisions of this chapter, is subject to compulsory full-time education (Education Code 48200)."

## ABSENCES

When your child is absent from school, please notify the School Office as to the reason for the absence. **You can verify your child's absence by calling (909) 627-3010, between the hours of 7:00 a.m. and 3:30 p.m., or sending a note to your child's teacher with the correct date and reason for the absence, preferably within 3 days of the absence.**

A telephone call will be made to your home if a child is absent. A home visit may be made when contact cannot be made by telephone or when a child has a record of chronic absences. If a student is absent 3 or more days in a row, a doctor's note is required to excuse the absences.

The State of California has established guidelines on what constitutes an excused or unexcused absence. Only death in the immediate family or illness is an acceptable reason for an excused absence. We encourage you to schedule appointments for your children (when possible) on Tuesdays in the afternoon or during vacation periods.

**If your child is having problems, or cannot attend regularly, please call us. We may be able to help. Both the home and school need to work together in order to provide the education your child deserves. The Outreach Consultant may be able to access services needed to help. In such cases, contact the school at (909) 627-3010, and ask for support.**

## **TARDY PROCEDURE**

It is important that children arrive to school on time and ready to learn. When a child arrives late, he or she misses a needed portion of the instructional day. Tardiness causes problems for students and their teachers alike. Poor attendance causes the child to fall behind in their academic preparation and develops poor habits for future working years as well. Please note that according to the California Education Code, students that are tardy more than 30 minutes can be classified as truant.



Any child who enters the school gates after their tardy bell at 7:30 a.m. will be marked tardy. Children who have excessive tardiness may be referred to the Student Attendance Review Team (SART). Students that continue with more chronic attendance/tardy problems may also be referred to the Student Attendance and Review Board (SARB). **Please note that Perfect Attendance awards are issued to students who have no absences and no tardies during the period covered by the awards assembly.**

## **INDEPENDENT STUDY AGREEMENT**

The school realizes that there are extreme circumstances that may require a parent or guardian to take their child away from the instructional setting for more than five (5) days. In such cases, the parent or guardian may request an Independent Study Agreement. Requests must be for a minimum of (5) school days and are generally for no more than (10) school days. Students that fulfill all requirements of the Independent Study Agreement are not counted as absent.

Parents must request such an agreement by *notifying the teacher or school office at least five days in advance of the planned absence.* The school cannot guarantee that work can be provided for a student if ample prior notice is not given. The teacher(s) will complete the Student Work Assignment Record and review with the parent before signing the Independent Study Agreement. Copies of both documents will be submitted to school personnel.

Remember that the teacher has provided assignments for the child while away from school. *The child must complete all work required and must be turned in on the day the student returns.* The student must return to school on the date specified in the agreement and the agreement may not be extended beyond the original agreement dates. Late or incomplete work is unacceptable and the student will then be considered absent. Failure to keep the terms of the agreement as specified will result in the child being counted as unexcused for the time away from the instructional program. If all requirements are fulfilled, the student will not be counted as absent.

## **Birthday Celebrations**

Parents may not send food or toys to celebrate birthdays due to the loss of instructional time. Thank you in advance for your cooperation with this.

## **Nutritional Guidelines**

We are committed to upholding OMSD Nutritional Guidelines and request that any food items that are brought to school for student consumption be store bought.

## ARRIVAL AND DISMISSAL

### ARRIVAL

Students may not arrive on campus earlier than 7:00 a.m. There is no adult supervision prior to this time. Breakfast is served beginning at 7:00 a.m.

### DISMISSAL

Students will be dismissed by their teachers at 2:10 p.m. (on Monday, Wednesday, Thursday and Friday) and at 12:55 p.m. on Tuesdays. Students who walk will exit the front gate or the Vernon gate and stay on sidewalks at all times. Students who get picked up will wait in an orderly fashion at the front or Vernon gate until their ride has arrived. Students attending the after school program will meet the learning leaders and sign in at the lunch benches under the pavilion in the main quad.

### DROP OFF AND PICK UP PROCEDURES

When dropping off or picking up students it is important that parents drive slowly and drive all the way down the driveway when other cars are waiting. Students will be asked to walk down the sidewalk to meet their cars in order to maintain an efficient process for everyone. *The driveway is a student pickup and drop off area only. Cars in the driveway may not be left unattended. If someone needs to get out of their car for any reason they should not be using the drop off and pick up area.* For safety purposes, do not drop off students in the parking lot. There is ample parking available in the adjacent Buddhist Temple and in the surrounding streets. We encourage you to park your car in these areas and walk to the front of the school to meet your children. When dropping off and picking up students, please model good citizenship and patience to our students.

### PROCEDURES FOR LEAVING SCHOOL EARLY

If it is necessary for a student to leave school during the day, he or she must be checked out through the office by a parent, guardian, or other adult listed on the emergency card. The school requests that parents checking students out, do so prior to 1:30 p.m. Parents and guardians are asked to please make changes on their child's emergency card as needed throughout the year. **No child will be dismissed from the school with a person who is not on the emergency card.** Please list the names of all individuals who have permission to pick up your child. Students may not be released to individuals less than 18 years of age. All persons should have a valid Driver's License or other appropriate picture identification when checking a student out of school. When a child is ill or has to go home for a personal reason, the parents or guardians are contacted immediately. They must be picked up at the school site and checked out through the office. Parents are asked to please make the necessary arrangements to have their child picked up in a reasonable amount of time.

### LATE PICK-UPS

Parents are urged to make arrangements to have students picked up at dismissal. Please arrange to have a few trusted adults included on students' emergency cards to enable them to pick up your child when you are unable to do so. Unexpected situations are a reality of life and it's important to plan ahead. If students are regularly picked up late, or if parents are excessively late, the school administrator may call the proper authorities to ensure students' well being.

### EMERGENCY CARDS

Parents are responsible for updating their child's Emergency Card at the beginning of each school year, and whenever the information on the card is no longer current. Please keep us informed of changes as soon as possible so we can easily notify you when needed. *Please keep all phone numbers current.*

# **MISSION'S POSITIVE BEHAVIOR POLICY**

## **Behavioral Expectations**

School-wide Positive Behavior Interventions and Supports (PBIS) is a framework or approach of strategies and organizational systems for establishing a social culture, learning environment, and individual behavior support needed to achieve academic, emotional and social successes for all students. At all times Mission students are expected to be a Remarkable Roadrunner by demonstrating safety, responsibility, respect and integrity at all times. All classrooms will display our school wide and classroom behavior expectations. Students will be explicitly taught what behaviors are expected in different areas on campus.



Students who meet the expectations at school, in class, on the bus, and are continually making efforts to be respectful, safe, responsible, and act with integrity may earn Roadrunner Raves. Students may save up their Roadrunner Raves and spend them at our Roadrunner store every Monday during their morning recess. In addition, students will also have the opportunity to participate in special events and assemblies.

## **What Happens When These Expectations Are Not Met?**

Students who are not showing safety, responsibility, respect or integrity will work with an adult on campus to correct their behavior. Teachers may send home a minor citation to inform parents and provide a corrective consequence such as time out, detention, or loss of privilege. Please sign the citation and send it back to school the next day. If you have any questions regarding the citation, please talk to the classroom teacher. Solid communication between home and school is key to best support positive student behavior.

A student who continually disregards behavior expectations or performs a serious infraction will receive an office referral and work with an administrator to correct their behavior. Administrative action will be taken on any office referral and may include, but is not limited to, time out, detention, behavior contracts, counseling, parent conference, suspension or expulsion. When a student is referred to the office, they will take home an Office Discipline Referral Form and an administrator will call parents. Please sign the notice and return it the next day. If you have any questions regarding the referral form please contact Mission Administration, 909-627-3010.

# Mission: School Wide Behavior Expectations

	All Settings	Cafeteria (Breakfast and Lunch)	Playground	Arrival and Dismissal	Restrooms	Hallways and Outdoor Walkways
<b>Respect</b>	<ul style="list-style-type: none"> <li>*Follow directions from all adults</li> <li>*Be kind to others</li> <li>*Listen to others</li> <li>*Show empathy and understanding</li> </ul>	<ul style="list-style-type: none"> <li>*Follow directions from all adults</li> <li>*Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>*Follow all adult directions</li> <li>*Show good sportsmanship: Follow game rules Encourage each other</li> </ul>	<ul style="list-style-type: none"> <li>*Follow directions from all adults</li> </ul>	<ul style="list-style-type: none"> <li>*If door is locked, knock and wait patiently.</li> <li>*Allow others privacy.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands off walls and bulletin boards</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>*Come to school ready to learn</li> <li>*Keep track of your belongings</li> <li>*Complete all assigned work</li> </ul>	<ul style="list-style-type: none"> <li>*Voice level 0-2</li> <li>*Keep food on tray</li> <li>*Throw all uneaten food and trash away</li> </ul>	<ul style="list-style-type: none"> <li>*Voice level 0-3</li> <li>*Check out and return playground equipment</li> <li>*Eat snacks at designated area</li> <li>*Stay in designated area</li> <li>*Freeze &amp; use a voice level 0 when bell rings</li> <li>*Walk to class line when grade level whistle is blown</li> <li>*Use line basics</li> </ul>	<ul style="list-style-type: none"> <li>*Voice level 0-3</li> <li>*Be on campus before 7:30am and leave promptly after school.</li> <li>*Walk on the outdoor walkways, ramps, and stairs</li> </ul>	<ul style="list-style-type: none"> <li>*Voice level 0-2</li> <li>*Use toilet, flush, wash, and leave right away.</li> <li>*Use toilet paper appropriately.</li> <li>*Use only two pumps of soap.</li> </ul>	<ul style="list-style-type: none"> <li>*Hold all items</li> <li>*Keep moving to your destination</li> <li>*Only enter hallways when given permission</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>*Keep your hands and feet to self</li> <li>*Report dangers to adults</li> <li><b>Hear Something See Something Say Something</b></li> </ul>	<ul style="list-style-type: none"> <li>*Walk at all times</li> <li>*Stay seated</li> <li>*Use line basics</li> </ul>	<ul style="list-style-type: none"> <li>*Use playground equipment appropriately</li> <li>*Keep hands and feet to self</li> <li>*Walk on the outdoor walkways, ramps, and stairs</li> </ul>	<ul style="list-style-type: none"> <li><b>Use Street Safety</b></li> <li>1. Cross in crosswalks only</li> <li>2. Look left, right, and left again</li> <li>3. Make eye contact with drivers</li> <li>4. Wait for staff directions</li> </ul>	<ul style="list-style-type: none"> <li>*Walk when entering and exiting.</li> </ul>	<ul style="list-style-type: none"> <li>*Use line basics</li> <li>*Walk at all times</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>*Be honest</li> <li>*Do the right thing even when no one is looking.</li> <li><b>THINK before you speak:</b></li> <li>Is it True?</li> <li>Is it Helpful?</li> <li>Is it Inspiring?</li> <li>Is it Necessary?</li> <li>Is it Kind?</li> </ul>	<ul style="list-style-type: none"> <li>*Take milk, entrée, and only salad bar items that you will eat.</li> </ul>	<ul style="list-style-type: none"> <li>*Lower your voice when near classrooms</li> <li>*Use Conflict Management skills.</li> </ul>	<ul style="list-style-type: none"> <li>*Only use cell phones to contact parents.</li> <li>*Stay in designated area</li> </ul>	<ul style="list-style-type: none"> <li>*Use restroom during recess and lunch to avoid missing class time.</li> </ul>	<ul style="list-style-type: none"> <li>*Think about classes that are working. Lower your voice when near classrooms.</li> </ul>

**Voice level**  
 0—Silent  
 1—Whisper  
 2—Inside voice  
 3—Outside voice

**Conflict Management Skills**  
 If someone is bothering me:  
 1. Please stop. I don't like it when you \_\_\_\_\_.  
 2. Take a break and WALK away  
 3. TALK to an adult  
 If someone tells me to stop:  
 1. STOP  
 2. WALK away

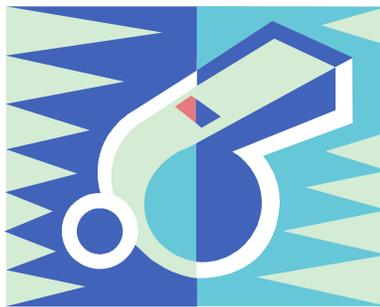
**Line Basics**  
 Face forward  
 Voices off  
 Hands by your side  
 Quiet walking feet  
 Stay in your line



## **SUSPENSIONS**

According to California Education Code, the following are suspendable behaviors. Students can be suspended for other offenses depending on the severity and/or nature of the offense. Suspensions can only be done by the administrator and or their designee.

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, furnished any knife, firearm, dangerous object or explosive.
3. Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol or intoxicant.
4. Committed or attempted to commit robbery or extortion.
5. Caused or attempted to cause damage to school property or private property.
6. Stole or attempted to steal school property or private property.
7. Possessed or used tobacco or tobacco products
8. Committed an obscene act or engaged in habitual profanity or vulgarity.
9. 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.
10. Possessed an imitation firearm.
11. Committed or attempted to commit a sexual assault or sexual battery as defined in the Penal Code.
12. Intentionally engaged in harassment, threats, or intimidation against a pupil or groups of pupils.
13. Committed sexual harassment.
14. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.



## **PLEASE NOTE**

Students with behavior issues will be dealt with on an individual basis. Suspension is seen as a serious consequence and will typically be imposed when other options have not succeeded.



## **CHILD HEALTH AND WELFARE**

### **Health Issues**

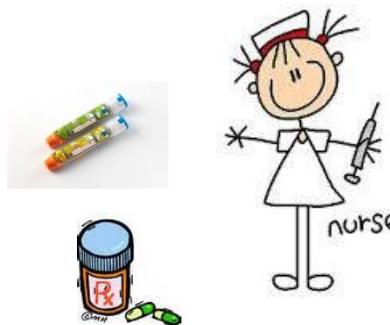
Students with health issues will be addressed on a case by case basis. Parents who have a child with a specific health issue should contact the school office. The health aide is available daily, and the school nurse is at school one day per week.

### **Medication Procedures**

In most cases, the timing of medication can be adjusted so that the prescription medicine does not need to be taken during school hours. Unless an exact time is specified by the doctor, prescription medicines labeled to be taken two to three times a day are to be given outside of school hours (before school, after school, at bedtime).

When it is necessary to take prescription medication during school hours, the school is required to have all the appropriate documentation on file before prescription medication may be given at school. The parent, legal guardian or other person having legal control of the student **must provide the** prescribed medication. In order to ensure the student's safety, it may be necessary for the school nurse to contact the prescribing physician for clarification regarding the medication. **\*Medication must be:**

- prescribed by a United States physician (licensed Nurse Practitioner)
- issued by a United States pharmacy
- properly labeled by the pharmacy
- in the original container
- prescribed for the **current school year**
- Prescription medications containing codeine or other narcotics are not to be brought to or administered during the school day.
- All prescription medication shall be delivered to the school by the parent or a responsible adult.
  - Students shall not carry medication on the school bus and shall not deliver medication to the school.
  - It is the responsibility of the parent to see that the prescription medication is picked up from school by a responsible adult at the end of the school year.



Even the simplest and safest over-the-counter medications can mask symptoms of illness and/or create undesirable reactions, therefore over-the-counter medications also require a prescription\*. **Even cough drops** are considered an over-the-counter medication and **must have a prescription\***.

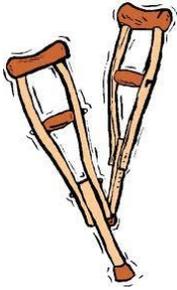


Any student **requiring special procedures** such as tube feeding, catheterization, suctioning, etc. must have the necessary authorization forms **renewed annually** and on file with the school nurse prior to the first day of treatment.

## Crutches

Students who require the use of crutches and/or orthopedic devices should report to the school nurse following the injury and/or upon returning to school following a surgical procedure.

A note from a physician will be required to use crutches or any other medical appliance on campus. The use of crutches requires physician authorization, including:



- \* affirmation of appropriate training, fitting, and use of crutches (discharge instructions)
- \* the length of time crutches will be necessary at school
- \* instructions for icing and/or elevation
- \* the student will not be permitted to participate in physical education or recess activities without a physician's release

The school nurse and parent/guardian will work together to determine any additional accommodations for the student requiring crutches. Examples might include a buddy system, early classroom dismissal, assistance with books, assistance in the hallways between classes, premium classroom seating, help in the cafeteria for meals, using the Health Office restroom.

Any child who arrives at school on crutches without a doctor's order will be sent home. This is to insure they are used for the right reasons, and have been custom fitted for your child. Improperly fitted crutches can lead to nerve damage in the arm pit (axilla) area.

- If you are concerned about your child's safety or ability to maneuver with crutches at school, your options could include;



Independent Study (collecting school assignments from the teacher and completing them at home, for 2-weeks or less, while recuperating)



Home Hospital Instruction (Physician order needed for recovery time expected to last longer than 2-weeks at home) All time sensitive forms needed from the physician to start, or extend, and then to return to school are available at the school sites.

## Physical Education Excuses

Students may be excused from physical education, for health or medical reasons, for a maximum of three calendar days with a note from a parent. Excuses for more than three days require a note from a professional healthcare provider. If a student is unable to participate in physical education class, he/she will not be permitted to participate in recess activities.



Conversely, if a student comes to school with a splint, ace wrap, foot boot, brace, knee brace or cast on an extremity, the student will not be permitted to participate in physical education or recess activities without a physician's release.

Any student with a permanent or long term disability, requiring non-participation in the physical education program or participation on a limited basis only, **must** submit the Modified Physical

Education or Daily Recess Restrictions form annually, signed by a physician. The Modified Physical Education or Daily Recess Restrictions form is available from the school site and must be completed by the doctor. Alternative activities and/or units of instruction for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in physical education courses will be provided.



**HEAD LICE (Pediculosis)** Head Lice do not discriminate – they love everyone.

**Head Lice** -- Based upon specialized training and the professional judgment of the school nurse and health assistant, students with live lice or signs of active infestation will be excluded from school. These students should receive prompt treatment for lice and are expected to return to school the following day, free of live organisms.

Upon return to school, the student and parent/guardian must report directly to the school nurse, provide information about the treatment utilized and have the student's hair checked before reporting to class. Parents should check their child weekly for head lice.

If parents discover head lice on their child, please notify the health office as soon as possible. Your school site health office can provide resources and detailed instructions to guide your success. An informational letter about lice can be sent home anonymously with the classmates, explaining to other parents what to watch for.

Prevention is the key! Check your child's head regularly. Keep long hair in braids or in a pony-tail. Do not share hats, hair brushes, combs, hair ties, or bicycle helmets.

### **Accidents**

The Board of Trustees of the Ontario-Montclair School District does not and cannot assume any responsibility for accidents or injuries to a child participating in any school activities. Due care is always exercised to prevent accidents. **A VOLUNTARY STUDENT ACCIDENT INSURANCE POLICY IS OFFERED TO ALL STUDENTS FOR A NOMINAL PREMIUM.** The form will be sent home during the first weeks of school. In case of an emergency it is important to have phone numbers where parents can be reached, the phone number of someone to contact in the event we can't reach the parents, and the name and number of your doctor. Please be sure this information is kept up to date in our office on your child's emergency card.

### **Child Abuse and Neglect**

The responsibility, by law, of all educators or other school staff employees is to report every incident of suspected child abuse to the San Bernardino County Child Protection Services. School staff members may briefly question the child as per California Education Code 44690-44691 (Child Abuse Detection).

### **Hearing Test**

The school nurse will screen students in kindergarten, second, and fifth grade. Students referred by parents, teachers, or administrators may also be screened at other times.

### **Physical Examinations**

Kindergarten enrollees must have proof of a complete physical examination and a dental care examination upon entrance to school. Physical exams are provided for students by the County of Health Department if necessary. If you have questions, please call the school office.

### **Immunizations**

For the safety of all students certain immunizations are required by the California School Immunization Law. These include DPT/DTAP/DT, TD (combinations of diphtheria, tetanus, and pertussis), polio, MMR (measles, mumps, rubella), and a hepatitis B series for kindergarten. Pupils may be exempted only for medical reasons or personal belief. Students not exempted must have immunizations to attend school. Inoculations may be provided by the family physician or by the San Bernardino County Health Department (325 East "C" Street, Ontario (909) 988-1312). The County Health Department provides immunization services for a minimal fee. Please call the school health office if you have any questions.

**TDAP-**All 6<sup>th</sup> grade students must have a current TDAP immunization before going to Middle School. It is recommended that all 6<sup>th</sup> graders are vaccinated during their 6<sup>th</sup> grade school year, so that they are scheduled for Middle School classes and start school on the first day of 7<sup>th</sup> grade.

## **DISASTER PREPAREDNESS**

Mission's staff and students practice disaster preparedness through established training and drills. These drills are coordinated by the principal and meet state and district standards for disaster preparation.

## **NATURAL DISASTER OR EMERGENCY**

In the event of a natural disaster or other emergency, Mission Elementary staff will follow state, district and local policies and procedures in an effort to keep children safe. Students will be monitored and cared for at school until such time as District or local authorities direct that children shall be released to parents. At that time school personnel will require that individuals who are picking children up are listed on Emergency Cards and show appropriate identification. School and district personnel will use the Connect-Ed telephone system to communicate with the community, so please ensure that you keep your contact numbers current.





## DRESS CODE STANDARDS



Parents are responsible for ensuring that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. Students **must** adhere to the district dress code guidelines listed below. We are asking your cooperation regarding conformity to the following dress standards.

Please keep in mind the fact that these are general standards. The Board Policy allows each site discretion regarding dress code issues. The general district dress code policy is followed throughout the district.

In an effort to provide a safe and orderly school environment 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 advocate substance abuse, violence, or disruptive behavior, the Ontario-Montclair Board of Trustees has adopted **Dress and Grooming Guidelines** and a **Prohibited Items List** which will be implemented at Mission Elementary School.

We are asking your cooperation regarding conformity to the following dress guidelines:

1. 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.
2. Clothes shall be sufficient to conceal undergarments at all times. Extremely tight garments, see-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
3. Hats, caps, scarves, hoods, and other head coverings shall only be worn outdoors, except with express permission of the Principal.
4. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, etc.) shall be free of writing, pictures, or any other insignia which are gang-related, crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudice.
5. Hair shall be clean and neatly groomed. Any coloring/gels that would drip when wet may not be applied on hair. Hair style/color must not distract from or interfere with the learning and school environment.
6. Tattoos are to be covered at all times, permanent or otherwise.
7. Only prescription sunglasses will be permitted.
8. Gang attire of any kind is strictly prohibited.
9. Earrings or other jewelry that may present a safety hazard are not suitable for school.

**In the interest of protecting the health and safety of all district students, the following Prohibited Items List has also been adopted by the Board of Trustees:**

1. Radios, television sets, CD players, cassette players, IPOD's, Tablets, electronic games, cameras and DVD players. 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, vape pens and supplies, pipes, matches, look-alikes, and paraphernalia.
4. Explosive devices, firecrackers, fire balls, cherry bombs, etc.
5. Weapons, guns, knives, cake cutters, screw drivers, and/or other dangerous items.
6. Toys which are realistic simulations of guns and knives.
7. Gang/tagging identification paraphernalia, such as—a) Beepers, b) Gloves, c) Rags/Bandanas, d) Plastic hands, e) Felt tip pens and markers, aerosol paint containers, etching tools, or any other instrument used for the purpose of writing graffiti or tagging.

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

### **Toys/Personal Items**

All toys, games and personal items should be left at home as not to interrupt instruction. Any personal items will be confiscated and kept until the end of the school year. Items will be returned on the last day of school.

### **Cell Phone Policy**

Cell phones are not to be **used** on campus during the school day and must be turned off. Failure to adhere to this policy will result in the cell phone being confiscated by school personnel. The following are district guidelines with respect to violation of school cell phone policy:

- 1<sup>st</sup> Offense: Phone confiscated. Student given phone at end of the day.
- 2<sup>nd</sup> Offense: Phone confiscated. Parent picks up phone at office.
- 3<sup>rd</sup> Offense: Phone confiscated. Parent meets with site administrator to return phone.
- 4<sup>th</sup> Offense: Progressive discipline for defiance/violation of school rules.





# **SPECIAL SERVICES AND PROGRAMS**



## **Student Achievement Review Process**

The academic growth and progress of students in OMSD is monitored throughout the school year. Student ability is determined through four different instruments: CASSPP Tests are given at the end of each school year; Benchmark Tests administered at regular intervals throughout the year, and the Student Achievement Report Card also prepared at the end of each trimester. As soon as possible, parents of students who are identified as performing at the at-risk level will be notified and an intervention plan will be developed to address identified areas of concern. Additional support will be provided as part of the regular classroom instruction as well as through extended learning programs when available. Extended learning opportunities include before and after school activities or summer school.

## **Outreach Consultant**

The Outreach Consultant (ORC) is a support staff member whose primary responsibility is to provide support to students and their families to ensure a successful experience in school. The ORC schedules and chairs Student Study Team meetings, schedules Student Attendance Review Team meetings and is the school representative at OMSD Student Attendance Review Board meetings.

## **Student Success Team (SST)**

When a child is experiencing social, emotional, behavioral and/or academic difficulties, the teacher, parent, or other staff member may refer a child to the Student Success Team. The team will develop a plan to support the student. **Parent participation is critical to ensure that we address all of the students' needs.**

## **Counseling**

Counseling services are available. The counselors are licensed therapists or interns supervised by licensed therapists. Referrals may be initiated by school staff members or by parents. Students must have parent authorization before receiving services.

## **Montclair Community Collaborative (MCC)**

This is a local collaborative services project serving our neighborhood schools. Services include crisis response, school site counseling, home visits, parent education, family counseling, health services, and employment/financial assistance. Contact either the MCC (909) 445-1618 or our school outreach consultant regarding services.

## **GATE**

Students identified as gifted or talented are provided enrichment within their regular classroom. Students identified are served according to district guidelines. A teacher may submit a referral based on a student's achievement and/or test scores for Grades 3-6. All students in Grades 3-6 referred for GATE Testing will be tested using a nationally normed test during the first week of January. We will universally screen all 2<sup>nd</sup> graders in January of this year using a nationally normed test.

## **SPECIAL EDUCATION PROGRAMS**

Students identified as learning handicapped are served according to Special Education guidelines.

### **Language/Speech/Hearing Services:**

A speech/language therapist assists students identified as needing speech and language services.

### **Resource Specialist Program (RSP)**

The RSP teacher accommodates the needs of students that have been identified as eligible for RSP services. Services are provided either in a small group setting or in the classroom.

### **Special Day Classes (SDC)**

The Special Day Class accommodates the needs of students that have been identified as eligible for Special Day Class services. Services are provided in a small group setting in a self-contained classroom.





## **PARENT INVOLVEMENT**



Parent involvement is a very important part of the educational process. We welcome and appreciate your partnership. We understand that our partnership must be healthy and strong to bring out the best in our students. There are many ways for parents to have a role in the education of their children. Mission has many Family Nights in addition to other family events. Below you will find the variety of ways parents can be involved at Mission Elementary School. Please look for the monthly school calendar for dates and times.

### **School Site Council (SSC)**

Mission School has a school site council which meets approximately six times a year, plans and monitors our school's Strategic Plan. Parents are always welcome to attend School Site council meetings to witness the work of the council. The SSC consists of equal members of staff and parents and elections are held every two years.

### **Family Nights**

We have set aside two nights Family Nights where you can bring the entire family and spend some time with our staff in a relaxing atmosphere. It's our effort to build community with our families and build a positive home-school partnership.

### **Parent-Teacher Conferences**

Parent-teacher conferences will be held during the weeks of November 9-16, 2018 and March 4-8, 2019. You will be notified of your scheduled appointments. Both parents are encouraged to attend with the student. If you cannot attend during parent conference week, please contact your child's teacher to schedule an alternate time or to conduct a phone conference. Please note that in order to encourage communication between home and school, the report cards will be sent home **only after** a conference has been conducted, either in person or via phone.

There may be other times when a conference is necessary. If your child seems troubled, confused or unhappy about school, it is wise to request a conference with your child's teacher. Also, the teacher may wish an additional conference if your child has difficulty adjusting to certain school situations. Regular communication between parents and teachers is essential for students to have a rewarding school experience.

### **Campus Safety**

All visitors to campus must first check in and sign in at the school office. Visitors are not allowed in the breakfast/lunch area or on the playground before school or during recess and lunch. You will be given a visitor's badge to wear so that school personnel will not question your presence on campus. Visitors must sign out upon leaving campus. If you desire a conference with your child's teacher, please make arrangements to meet at a more convenient time after regular school hours. Parents dropping off homework, lunches etc. must leave these items in the office. Students will be called to collect items during non-instructional times.

### **Volunteering**

Parents are always welcome to help and assist teachers in the classroom. OMSD requires that all parent volunteers, including field trip chaperones have a Volunteer Application on file in our Mission office and have proper clearance. Once you have been cleared to volunteer, we ask that you speak to the teacher in advance so they are prepared prior to your arrival. All of you have special talents we can use! Please contact your child's teacher or the school office if you wish to volunteer. Remember that we can always use your help.

## **Donations**

Mission school is committed to providing all the needed instructional materials and resources needed to deliver a first class public education to all students. However, we welcome any voluntary donations which a family might want to make to our school. Some items which have been graciously donated in the past include: tissue boxes, pencils, pens, spiral notebooks, and funds to support field trips. Again, these donations are completely voluntary on the part of families. Should you be interested in making a donation please call the school office.

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

Back-to-School is a great opportunity to meet your child's teacher and learn what the teacher's expectations are and understand what the curriculum for your child's grade level will be. Back-to-School Night will be held on Tuesday, August 14, 2018 from 5:00- 6:00 p.m.. Open House provides your child an opportunity to share his/her accomplishments for the year with you. Open House this year is scheduled for Tuesday, May 7, 2019 from 5:00 – 6:00 p.m.

## **Homework**

Homework at Mission Elementary School is designed as an extension of the learning occurring in the classroom. Please make sure you talk to your children about what they learned each day and review the homework with them every day after school.

Parents are encouraged to read to their children and/or have their children read to them for at least 20 minutes per night. Research shows that this will dramatically improve your child's success in school. This small amount of time adds up! Finding 20 minutes per day creates an additional 2 hours and 20 minutes each week. Those 2 hours and 20 minutes each week result in 1 school day per month and about 3 weeks worth of steady reading each year! Over the twelve-year period of schooling, a student reading 20 minutes per day would gain more than one additional school year of reading practice over one who did not follow this program.

## **Frequently Requested Telephone Numbers**

Montclair Community Collaborative: (909) 445-1618

School District Office: (909) 459-2500

Mission Elementary School: (909) 627-3010

## **District Web Address**

<http://www.omsd.net/>

## **School Web Address**

<http://mission.omsd.net/>

## **School Accountability Report Card (SARC)**

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians, and community members should contact the school principal or the district office. The SARC is available in hard copy upon request.

Ontario-Montclair  
School District  
Board Policies and Regulations

# Ontario-Montclair SD

## Board Policy

### Nondiscrimination/Harassment

BP 5145.3

#### Students

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

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

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

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

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or

participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

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

(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1330 - Use of Facilities)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)  
(cf. 6164.2 - Guidance/Counseling Services)

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

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

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

Record-Keeping

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

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

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

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime  
422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972  
12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

#### COURT DECISIONS

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

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

#### Management Resources:

##### CSBA PUBLICATIONS

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

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

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

##### FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

##### NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

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

Dear Colleague Letter: Transgender Students, May 2016

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

##### WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

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

Policy ONTARIO-MONTCLAIR SCHOOL DISTRICT

adopted: January 19, 2017 Ontario, California

# 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

## Married/Pregnant/Parenting Students

BP 5146

### Students

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

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

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

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

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