

LEHIGH ELEMENTARY SCHOOL

10200 Lehigh Ave. Montclair, Ca. 91763
(909) 445-1600

Christiane Ayoub-Garcia – Principal
Donny Brubaker – Assistant Principal
Stacia Neer – Data Coach
Barbara Matos – Office Manager

PRINCIPAL'S MESSAGE

Dear Parent and Student,

Welcome to an exciting **2018-2019 school** year at Lehigh Elementary School! The staff at Lehigh is committed to exceptional standards and high levels of student success. Together we look forward to working with you to ensure a productive and positive school year for all students. As a No Excuses school we promote college readiness in our daily academic and social activities.

Please take time to review this handbook with your child and discuss Lehigh's policies as well as procedures. If you have any questions or need any clarifications, please do not hesitate to contact the school office.

I look forward to cooperatively working with you toward academic excellence for all our students. Thank you for your time and cooperation in making the school year seamless and successful.

Sincerely,
Mrs. Christiane Ayoub- Garcia
Principal

Lehigh Vision and Mission Statement

VISION STATEMENT

Nothing less than our personal best.

MISSION STATEMENT

Lehigh Elementary, a No Excuses University, is a model of excellence in education by creating a culture of achievement. Using teacher collaboration, parental involvement, shared behavior expectations, and positive communication we believe that every student deserves the opportunity to be educated in a way that prepares them for college or a career.

We believe that success is defined by doing your personal best.

Important Dates

8/8/18 First Day of School
8/23/18 Back-To-School Night
9/3/18 No School – Labor Day
10/8/18 Non School Day
11/12/18 Veteran's Day

11/9-11/16/18 Parent Conferences (Dismissal @ 12:45 p.m.)
11/19-11/23/18 No School- Thanksgiving Holidays
12/20 -1/7/19 Winter Break
1/21/19 No School – Martin Luther King Day
2/15/2019 No School – Abraham Lincoln's Day
2/18/2019 No School – President's Day
3/4-3/8/19 Parent Conference Week (Dismissal @ 12:45)
3/25/19-3/29/19 Spring Vacation
5/8/19 Open House
5/23/19 Last Day of School

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.**
2. **After three (3) or more days of unexcused absences or tardy for more than any 30-minute period during the school day without a valid excuse on three occasion, or any combination thereof within a school year, will result in the school mailing the parent/student a 1st Truancy Letter asking for the parent's help with their student's attendance and warning of consequences for further truancy.**
3. **After six (6) days of unexcused absences and/or tardies within a school year, the school will mail a 2nd Truancy Letter and invite the family to a School Attendance Review Team (SART) meeting. The intent is to create and implement a written plan.**
4. **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 to a School Attendance Review Board (SARB) hearing. The Habitual Truancy Notice requires the student and parent to appear at a 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.**
5. **After fifteen (15) or more days of unexcused absences and/or tardies within a school year,**

parents/student will be mailed a Habitual Truancy Notice. Parents and students will be referred to the District Attorney and the Rancho Cucamonga District Juvenile Court.

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.

Absences: Please call the school office (909-445-1600) each morning of the day that your child is absent. You must also send a note stating the reason for your child's absence the day your child returns. Absences will be cleared daily. The office contacts parents at home or work to confirm the absence.

Whenever possible, please schedule medical/dental appointments after school or during off-track periods. When your child is out for more than three consecutive days, a doctor's note may be required. Excessive absences will warrant a conference between parent, child and principal.

Tardies: Students will be marked tardy if they arrive in class later than the following times: 7:50 a.m. (Gr. TK/K-6) . Excessive tardies will warrant a conference between parent, child and administration.

"Perfect Attendance" is defined as students who have *NO (0) absences* and *NO (0) tardies* and *NO Early Outs* for the whole year. When students are checked out early, regardless of the reason and time, the day(s) will be tracked and will make them ineligible for perfect attendance. **Only students with perfect attendance will qualify for attendance incentives, including perfect attendance certificates and prizes.**

ARRIVAL AND DISMISSAL

Arrival: It is our job to keep your child safe once they arrive at school. Students may not arrive on campus earlier than **7:10 a.m.** **Students arriving prior to 7:30 a.m will need to enter the school at the gate in front of cafeteria.**

Pre-school: Parents with a pre-school child must walk him/her to the classroom and sign in.

Grades TK/K-6: Students arriving at school at 7:30 a.m. or later may be dropped off in front of office if he/she has already had breakfast. If you drop off your child in the morning in your car, be sure to pull your vehicle forward all the way to ensure good traffic flow. Please avoid speeding through the school parking lot at all times. Also, please do not park your automobiles in the crosswalk or double park cars. The red and yellow zones mean "No Parking Allowed at Any Time." If you have to conduct business inside the school, we ask that you please park your automobile in a parking space only. If a space is not available, please park your car along Lehigh Avenue or in the parking lot located by the auditorium (south of the school). If your child arrives after 7:50a.m, then he/she must go to the office, get a tardy slip, and then report to the classroom.

Tardy: Any pre-school or Transitional Kindergarten/ Kindergarten parent who arrives with their child after 7:50 a.m. (early bird K only) must go to the office, get a tardy slip, and the student will be supervised to his/her classroom.

Dismissal: It is our job to keep your child safe while they are at school. For safety reasons, parents are asked to wait for the teacher to walk the students to the dismissal area. **The school parking lot is closed to ALL parents at dismissal time.** All parents of Pre-school and Kindergarten students must park their cars along Lehigh Avenue and walk to the dismissal area to receive their children. The red and yellow zones mean "No Parking Allowed at Any Time." If you have to conduct business inside the school, we ask that you please park your automobile in a parking space only. If a space is not available, please park your car along Lehigh Avenue or in the new parking lot located by the auditorium (south of the school).

Preschool: Preschool parents must go to the preschool classroom to get their child. **No** pre-school student will be allowed to walk home alone, **nor** will he or she be released to any person not listed on his/her emergency card. It is vital that all students be picked up at the appropriate times.

Transitional Kindergarten/ Kindergarten: Morning Transitional Kindergarten/ Kindergarten parents and afternoon kindergarten parents (on Tuesday only) will pick up their children at the front of the school. Afternoon Kindergarten parents must go to the classroom to get their child on Monday, Wednesday, Thursday, and Friday. **No** kindergarten student will be allowed to walk home alone, **nor** will he or she be released to any person not listed on his/her emergency card. It is vital that all students be picked up at the appropriate times. Transitional Kindergarten/ Kindergarten dismissal time on Tuesdays is 12:20 p.m.

Grades 1 & 3: Students in grades 1 and 3 are escorted to the dismissal area at the north end of the school, near the parking lot entrance. **Grades 2 and 4:** Students in grades 2 and 4 are escorted to the dismissal area at the grass area in front of the office. **Grades 5 & 6:** Students in grades 5 and 6 are escorted through the gates near the Montclair Community Collaborative (MCC) Office.

Emergency Cards

Emergency cards are sent home at the beginning of the school year, even if you filled one out upon registering your child. We need to have a complete and updated card on every child. Be sure to notify the school office immediately if any of the information changes during the school year, especially changes in phone numbers and emergency contacts. It is important that you advise the office regarding any special custody situations that may apply to your child. **Note to parents: Any person not listed on your child's emergency card will NOT have permission to pick up your child.**

Health and Medication

Be sure to advise the school Nurse or office if your child has any special health problems. When your child's physician prescribes medication to be administered during school hours, State law requires that the physician state the dosage and related information on the appropriate District form, which is available in the school office. Parents are required to sign a release allowing school personnel to supervise students taking medication. Our school nurse and health aide have regularly scheduled days at our school and are on call at all times in case of emergencies.

Volunteers

Parents are encouraged to visit our school and volunteer in classrooms, but prior arrangements must be made with the classroom teacher. When you arrive at school, always stop at the office and sign in. A visitor's badge must be worn at all times. Do not expect a private conference, however, during school hours. You may arrange for a conference with your child's teacher at a separate time by telephone or checking with the office.

Special Education Programs

Parents interested in special education programs can attend Community Advisory Committee (CAC) meetings at the West End Special Education Local Plan Area (WE-SELPA). Ontario-Montclair School District, as well as other member districts of the WE-SELPA has a representative on this advisory committee. Some monthly meetings include informational presentations on topics that may interest you. Information can be obtained through brochures which are available at each school site, on the OMSD website (www.omsd.k12.ca.us), or through our Pupil Personnel Services Office at (909) 459-2500, ext. 6422. This advisory group is a great resource for parents in our community.

Breakfast and Lunch Programs

ALL students need to submit a meal application for the 2018-2019 school year. Breakfast is served at 7:15 a.m. Students may not arrive on campus before this time, as there is no supervision.

Uniform Policy/ Dress Code

Lehigh School participates in a mandatory uniform program for students. The standard uniform includes plain white, plain navy blue, or plain ash grey blue shirts and blouses. Shirts should have sleeves and a collar. Slacks, jeans, walking shorts, skirts and jumpers must be navy blue. Socks may be white or blue. Students will also be encouraged to wear school t-shirts or sweatshirts to enhance school spirit. Outerwear, such as jackets and sweatshirts, must be plain navy blue or plain ash grey. Shoes are parental choice, but cannot be open-toe or sandals. Apparel that matches uniform requirements is available at many popular stores as well as through school uniform companies. Lehigh School also adheres to the Ontario-Montclair School District's general dress code, which is explained in detail in the Dress Code Notification, which is sent home at the beginning of each year. Details are available in the office. **If you child is not in uniform, then he/she may be loaned the appropriate attire to use during school hours.**

Dress and Grooming Guidelines:

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. 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 undergarments, 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.
3. Hats, caps, scarves, and other head coverings shall not be worn without the 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 advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudice.
5. Gym shorts may not be worn in class other than Physical Education (P.E.) without the express permission of the Principal.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
7. Tattoos are to be covered at all times.
8. Only prescription sunglasses will be allowed.
9. Gang attire of any kind is strictly prohibited.
10. Earrings or other jewelry, which may present a safety hazard, are not suitable for school wear.

Prohibited Items

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. Radios, television sets, CD players, cassette players, 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 – 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 and school uniform policies is not to infringe on any individual student's rights to freedom of expressions, but rather to encourage students to "dress for success" and come to school properly prepared for participation in the educational process.

Lost and Found

Students or parents (after checking into the school office) may check the Lost and Found for missing items. Parents are urged to mark all lunch boxes, sweaters, jackets, etc. Unclaimed items are donated to charities after school closes in December and June.

Homework Policy

Homework at Lehigh School is designed as an extension of the learning occurring at school and practice of critical learning to achieve students' mastery of skills and knowledge. This makes homework an important part of a student's progress. The amount of homework students receive is defined by board of Education Policy as follows:

- **Primary (K-3): 30 minutes for 3-4 days per week**
- **Intermediate (4-6): 60 minutes for 3-4 days per week**

The teachers at Lehigh School assign homework to students four days per week. Homework assigned on Fridays and weekends may be an extension of a research project or individual student academic enrichment. Please be aware that your child may need additional time beyond that specified by Board Policy to complete his or her homework and that the Board Policy is a guideline for completion, not a strict limit for all students.

Parents are encouraged to read to their children and/ or have their children read to them for at least 20 minutes per night as well as review the Math Facts for the corresponding grade levels. Parents of 1st-2nd graders should review addition and subtraction facts while parents of 3rd-6th grade students should review multiplication and division facts. Research shows that this activity dramatically improves a child's success in school. This small amount of time adds up! Finding just 20 minutes per day creates an additional 2 hours and 20 minutes each week. Those 2 hours and twenty minutes each week result in 1½ school days per month and about 3¾ 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.

Character Education

Paw-sitive Person Values:

The following personal values will be taught and enforced to ensure our success now and in the future:

- *August* – Self-control & Poise
- *September* – Personal Best & Confidence
- *October* – Team Spirit
- *November* – Cooperation
- *December* – Enthusiasm
- *January* – Loyalty
- *February* – Friendship & Fitness
- *March* – Action
- *April* – Determination & Hard Work
- *May* – Skill & Alertness

School Rules:

1. We will be respectful to each other physically, verbally, and socially.
2. We will respect all personal and school property.
3. We will not bring any items from home without special permission from our teacher.
4. We will behave in a safe manner and make positive decisions.
5. We will stay on school grounds and within supervised areas, or have a valid pass from a member of school personnel.

Rewards & Incentives for demonstrating the character building blocks and school rules:

- Receive a "Lehigh Lion Paw-sitive Person Ticket."
- Assemblies and Field Trips/ Field Days
- Principal's P.A.W.S. (**P**ositive **A**lert and **W**illing to **S**ucceed)
- Principal for the Day* Program
- Classroom teachers may also distribute special prizes or conduct monthly events to reward students.
- Accelerated Reader Incentives
- Perfect Attendance Incentives

Consequences for violating classroom or playground procedures or rules:

- We are a PBIS School
- As a PBIS School we maintain a matrix of school wide behavior expectations that include incentives and consequences.
- All school wide and classroom matrices will be distributed at Back to School Night.

School Programs/ SARC

School Accountability Report Card

The School Accountability Report Card is available upon request in the front office.

School Councils

Parents are invited to attend the meetings of the SSC and ELAC Council, scheduled 4-6 times per year. The school welcomes parents who wish to become voting members of these organizations. Flyers are sent home several days before each meeting. Join us for "Coffee with the Principal" before each meeting.

Montclair Community Collaborative

The MCC program offers many services to families of our students, including health referrals to local clinics, counseling services, recreation programs, transportation services, vouchers for urgent care and medicine. Please contact Cristina Andre, our Outreach Consultant, at (909) 445-1600, for more details.

Student Achievement Review Process

The academic growth and progress of students in OMSD is monitored throughout each school year. Student ability is observed through different instruments that are based on assessment data and teacher observations. Parents of students who are identified as performing at the at-risk level will be notified and a 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



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 and/or refer the student and parent to any of the special programs described herein. **Parent participation is required.**

GATE

Students identified as gifted or talented are provided enrichment within their regular class. Students identified are served according to district guidelines. A teacher may submit a referral based on a student's achievement and/or test scores.

NEU Academy Electives

As a No Excuses school we are driven to ensure students are preparing for college while at Lehigh; our electives are part of that mission. Students in 3rd-6th grades will be given the opportunity to participate in an elective four days a week. Electives are offered to drive career and college awareness for students. All electives will be during the school day and will engage students in project based activities

Common Core Standards

All of our instructional programs are Common Core aligned. Common Core standards are educational standards are the learning goals for what students should know and be able to do at each grade level. Educational standards help teachers ensure their students have the skills and knowledge they need to be successful, while also helping parents understand what is expected of their children. These federal standards were designed to ensure students' preparation for college and careers.

Reading Counts

Reading Counts is a computerized reading management program. It is a unique system for motivating children to read and for tracking achievement. Students select and read books of their choice and take computerized tests when they finish reading. Each tests awards students a number of points, points will result in student incentives. This system also allows us to determine the students reading abilities and grade level proficiency in reading and comprehension. Please see your child's teacher if you have any further questions.

Computer Lab/ Library

The Lehigh Computer Lab and Library are property of OMSD. All school and district policies apply to lost and/ or damaged property.

We offer extended hours to allow students to check out more books and use the computers to access Accelerated Reader tests. Hours are intermittent throughout the school year and parents will be notified with a flyer and phone call. For further questions please call the office at 909-445-1600.