



2024-2025

*Mission Statement:*

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

- Mr. Barnett, Principal
- Mr. Brubaker, Assistant Principal
- Mrs. Brown, VAPA-Teacher on Assignment
- Mrs. Dahlen, Office Manager
- Ms. Ramirez, Office Clerk
- Mrs. Cuevas - Health Office LVN

*This handbook belongs to:*

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

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

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



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

# 2024-2025 Calendar

ONTARIO-MONTCLAIR SCHOOL DISTRICT																																																																																																																																																																																																																																						
2024-2025 District Calendar																																																																																																																																																																																																																																						
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Board approved on: November 16, 2023

# STUDENT/PARENT HANDBOOK

## 2024-2025

**WELCOME TO THE 2024-2025 SCHOOL YEAR!** This Student/Parent Handbook has been prepared to provide essential information to the students who attend Buena Vista Arts-Integrated Magnet School and their parents. These tools have been compiled to help our scholars succeed at our school, and also assist parents in our daily procedures and policies. As this handbook is more specific to our school site, OMSD will also be providing a student-parent handbook which includes district procedures, guidelines, etc. to be passed out during the first month of school. Please take a few minutes to read the contents of both of these important documents.

This handbook is organized into the following sections:

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## OFFICE INFORMATION

**ADDRESS:**

5685 San Bernardino Street  
Montclair, CA 91763

**PHONE:**

(909) 984-9556

**FAX:**

459-2602

Office Hours: 7:30 a.m. – 4:00 p.m.

**SCHOOL HOURS :**

7:25 a.m. – Student arrival for those eating breakfast. Only students eating breakfast will be permitted on campus.

7:40 a.m. – All students may enter campus. Students will be supervised in designated areas by school staff.

7:50 a.m. – Warning Bell. Signaling the end of breakfast and for students to line up and greet teachers in designated areas.

7:55 a.m. – Instruction Begins (TK - 6th grade)

12:40pm – TK and Kindergarten Dismissal (Monday - Friday)

2:35 p.m. – Dismissal 1<sup>st</sup>- 6<sup>th</sup> (Tuesday dismissal is 1:20 p.m.)

**EARLY TUESDAY:**

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

**DISMISSAL:**

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

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

**EMERGENCY CARDS:**

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

**CLASSROOM INTERRUPTIONS:**

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

## 2024-2025 Staff Roster

TITLE	NAME
Principal	Jamemy Barnett
Asst. Principal	Donny Brubaker
School Admin. Asst. I	Madeleine Dahlen
School Office Asst. I	Alejandra Ramirez
Health Office Asst.	Stacy Cueva
Nurse	Dana Smith (Tuesdays)
Custodial Staff	Luis Mares (Lead)
	Virginia Ayala
Cafeteria	Elizabeth Talmadge
	Adela Ruano
Proctors	Cristina Figueroa
	Dee Dee Garcia
	Claudia Godinez
	Maria Miranda
	Maricela Ramos Romero
	Maria Zuniga
Library/Media Asst.	Lindsay Brady
Instructional Aides	Vanessa Barco
	Alyssa Martinez (RSP)
	Adrienne Hall
	Samuel Villatoro (TK)
	Vacancy (ELOP)
Staff Lounge	
Work Room	
Room 9	Inst. Coach/ELOP/MAP
Band/Cafeteria Stage	
Campus Mentor	Michael Franco
TOA-ELOP	Dionne Treadway Contreras
ELOP Office Clerk	Dee Borja
MAP	Viktoriana Ananikian-Nunez
SFOA	Verenice Perez Jaramillo
Resident Sub	Veronica Muro
Resident Sub	Summer Izay
Prop. 28 Tchr.	Martin Almirantearena

TITLE	NAME
TOA-VAPA	Rahkiah Brown
Inst. Coach	Beth Murray
Intv. Teacher	Shireen Ali
ORC	Shyteria Thurman
School Psych.	Tuwesha Mitchell
Speech	Carolyn Kitching
RSP	Elena De Giacomo
TK	Michael Hatter
Kindergarten	Teresita Marquez
Kindergarten	Ron Pagan
1st Grade	Lauren Taylor
1st Grade	Brenda Palacios
2nd Grade	Tami Butcher-Wardell
2nd Grade	Erin O'Brien
3rd Grade	Haley Ordinola
3rd Grade	Debby Thomas
4th Grade	Anna Young
4th Grade	Lori Lopez
5th Grade	Julie Bruyn
5th Grade	Laura Freeman
6th Grade	Angeli Prasad
6th Grade	Vanessa Spencer
Music	Isaac Vazquez
	New Portable

## PRINCIPAL'S MESSAGE

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

We hope you had a safe, relaxing, and fun filled summer break! The staff of Buena Vista would like to welcome you back to school for what is sure to be a hard-working and fun filled 2024-25 school year. At Buena Vista Arts-Integrated School we strive to ensure that each and every child has a safe, positive, and academically rich school experience. As your principal it will be my goal to support all students, staff, and families in making this happen. Together we will work to maintain clear and effective communication regarding the social and academic progress of each and every child in our care.

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

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

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

Sincerely,  
Jamemy Barnett  
Principal, Buena Vista Arts-Integrated School

# SAFE SCHOOL PROCEDURES

## VISITORS, GUESTS, AND VOLUNTEERS

Please adhere to the following guidelines if you would like to volunteer or visit our school:

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

## EMERGENCY PROCEDURES

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

## CELL PHONES

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

## NO DOGS/ANIMALS ALLOWED

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

## SMOG/HEAT ALERTS

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

## BICYCLE/SKATEBOARD POLICY

- Students in 4th- 6th Grades may ride bikes/skateboards to school. Bikes/skateboards must be walked on and off school property.
- Riders must have proper equipment, including helmet and lock. Bikes/skateboards must be secured by 7:55 a.m. Our school will not be held responsible for lost or damaged items. Failure to follow rules will result in loss of privileges.

## TRAFFIC PROCEDURES AND SAFETY



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

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

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



## Buena Vista Emergency Preparedness Information for Parents/Guardians

Dear Parents and Guardians:

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

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

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

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

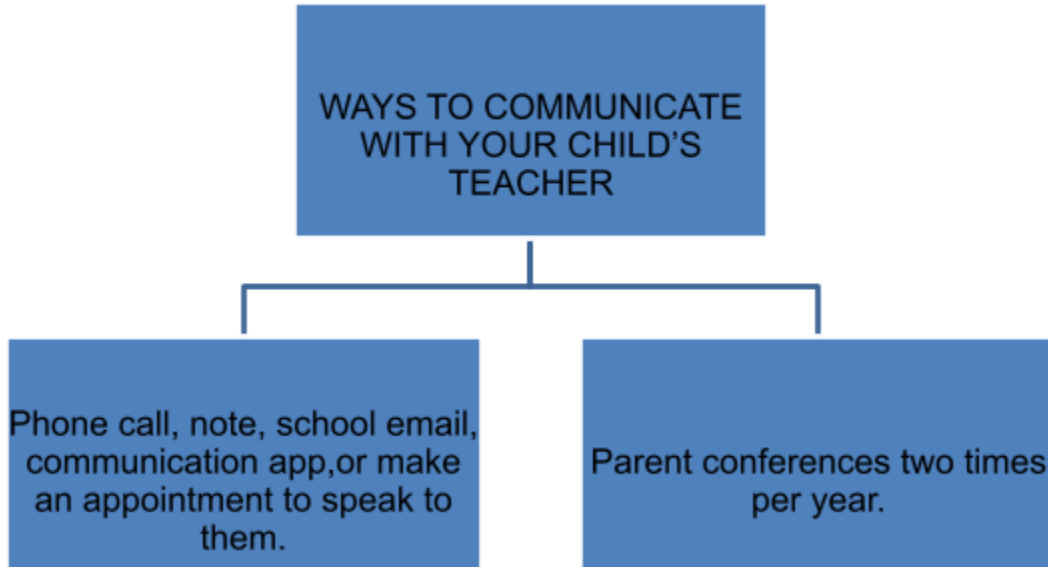
**Step 4:** The parent will then take this card to another line located at the student entrance gates outside of the front office.

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

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

## Parent/Teacher/School Communication Information

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



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

### **PARENT FORUMS:**

All parents are encouraged to attend Conferences, Coffee and Conversation with Administration, School Site Council, Site English Learner Parent Advisory Committee, Parent Workshops, and Parent-Teacher Organization meetings, etc. in order to participate in the decision making process of the school site.

### **ABSENCES:**

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

### **INTRADISTRICT TRANSFER GUIDELINES:**

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

# ATTENDANCE POLICY & EXPECTATIONS

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

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

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

## **TARDY POLICY**

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

## **INCENTIVES**

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

## **ILLNESS**

There are a variety of illnesses that require a child to stay home until the symptoms are gone or a doctor gives permission for the child to return to school. For the safety and well-being of all students, the school nurse may require a doctor's release or make the determination if a student can return to school.

## **UNEXCUSED ABSENCES**

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

## **EARLY RELEASE (Early Outs)**

If you would like to pick your child up early, you or a designated adult on the Emergency Card must come to the school office to sign your child out. Early release is considered missing instructional time and will be counted against attendance. Please remember this is a disruption in learning for the class and should only be done when absolutely necessary. Please try to avoid early outs after 2:00 p.m. on Mondays, Wednesdays, Thursdays and Fridays and after 12:50 p.m. on Tuesdays.

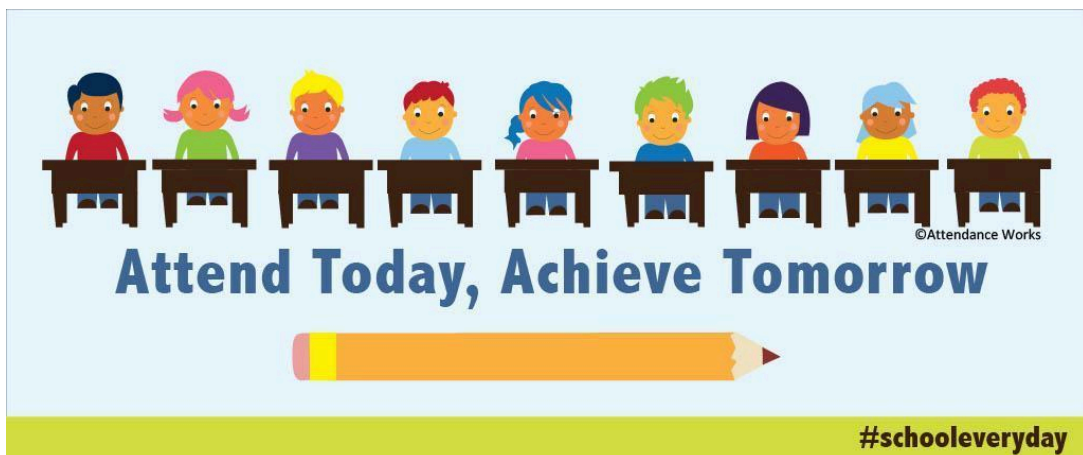
## **INDEPENDENT STUDY**

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

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

## Attendance Make Up Academy 2024-2025

<b>Attendance Academy Dates (7:45-12:15)</b>
<b>September 7, 2024 September 28, 2024 October 26, 2024 January 11, 2025 February 22, 2025</b>



## ONTARIO-MONTCLAIR SCHOOL DISTRICT ATTENDANCE POLICY

### Attendance Supervision (BP/AR 5113.11)

The district requires regular attendance for all students from pre-kindergarten through 8th grade. California law mandates daily school attendance for children aged six to eighteen. All enrolled students, regardless of age, must follow the same attendance rules. The Superintendent has designated the Director of Child Welfare, Attendance, and Records to oversee attendance, manage an inclusive attendance program, collaborate with local resources, use data to tailor interventions, and share outcomes with the County Superintendent and the Governing Board.

### Goals of the Attendance Policy and Program

1. Raise awareness of the impact of chronic absenteeism and truancy
2. Identify and address patterns of chronic absenteeism and truancy by grade level or pupil subgroup.
3. Address factors contributing to chronic absenteeism and habitual truancy.
4. Identify and support pupils with attendance problems early.
5. Evaluate the effectiveness of strategies to reduce absenteeism and truancy.

### Limiting Excused Absences & Eliminating Unexcused Absences

The attendance program will limit excused absences to necessary ones and reduce unexcused absences. EC Sections 48205 and 48225.5 list valid reasons for excused absences.

**Ten (10) or more absences for health reasons are considered excessive and may require verification by a school official or physician.** Prior notice may be needed for absences excused for justifiable personal reasons (EC Sections 46014 and 48205). School administrators may excuse other absences based on individual circumstances (EC Section 48260[c]).

Chronic absenteeism, whether excused or unexcused, can signal academic risk and potential dropout. It should be monitored as defined in EC Section 60901(c)(1).

### Providing Support Services and Interventions

The Supervisor of Attendance will refer chronic absentees and truants to support services and interventions, including:

- A. Conferences between school personnel, parents/guardians/caregivers, and the pupil.
- B. Promoting activities that increase pupil connectedness to school (mentoring, arts, athletics, tutoring).
- C. Recognizing pupils with great attendance or significant improvement.
- D. Referrals to support personnel (nurse, counselor, psychologist, social worker) for support.
- E. Collaboration with child welfare services, law enforcement, courts and medical/mental/dental providers.
- F. Collaboration with school study teams, and SART to assess attendance or behavioral issues
- G. Identifying schoolwide strategies to address high rates of chronic absenteeism.
- H. Referrals to a SARB or county truancy mediation program.

### School Attendance Review Board (SARB) BP/AR 5113.12

The Ontario-Montclair School District has partnered with representatives from various youth-serving agencies, to form the District's School Attendance Review Board (SARB). This board is dedicated to finding supportive solutions for students' chronic absenteeism through the use of available school and community resources while ensuring compliance with state attendance laws.

Our collaboration with school, city, county and state partners aims to effectively address these issues and support students and families in overcoming barriers to regular attendance. As a last resort, if a student continues to struggle despite our efforts, the SARB may refer the case to the San Bernardino District Attorney's office.

The SARB process reflects our commitment to providing every possible support to help students attend school regularly and succeed in their education.

### **Student Attendance Review Teams (SART)**

The Student Attendance Review Team (SART) is a school-level team designed to address attendance issues and provide targeted interventions to improve student attendance. The SART process includes tiered criteria for communication and interventions based on the pattern of attendance.

### **Criteria for Communication and Tiered Interventions**

#### **Three (3) Unexcused Absences:**

A notification will be sent if a student has missed more than 30 minutes of instruction without a valid excuse. Parents are asked to contact the school to provide valid reasons and ensure all absences are reported daily.

#### **Four (4) Total Absences (TK-K):**

A notification will be sent emphasizing the school's commitment to partnering with families for their child's success and impact of missing school on young learners.

#### **Six (6) Total Absences:**

A notification will be sent emphasizing the school's commitment to partnering with families for their child's success. Families are encouraged to work with the school to ensure regular attendance. Support and resources will be offered to help improve attendance.

#### **Nine (9) Total Absences:**

A meeting with the School Attendance Review Team (SART) and the family will be scheduled to develop a personalized attendance plan to address any issues and improve attendance.

#### **Twelve (12) Total Absences:**

Parents will be invited to revisit and adjust the attendance plan with the school team. Together, necessary changes will be identified to improve attendance and ensure student success.

#### **Fifteen (15) Total Absences:**

The principal will send a notice expressing concern about continued irregular attendance. The attendance plan may be updated, and the principal may partner with the School Attendance Review Board (SARB) to refer the student for additional support.

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

## DRESS CODE AND GROOMING GUIDELINES

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

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

1. Clothing shall conceal undergarments at all times. Extremely tight garments, sheer fabrics, halter tops, racerback shirts, off-the-shoulder or low-cut tops, bare midriffs, spaghetti straps, and skirts or shorts shorter than mid-thigh (end of fingertips) are prohibited.
2. Shorts deemed too short by administration will be prohibited; be cognizant of appropriate length for an academic environment.
3. Pants must be worn with the waistband at the waist. Trousers are to be worn properly at all times while in school. Low cut pants are not permitted and midriffs/back should not be shown at any time. Pants/jeans that are torn/have holes must have them below mid thigh (end of fingertips).
4. Untucked shirts must hang above the knees.
5. Properly sized shoes must be worn at all times. Shoes must **fully** cover feet and be securely fastened. Flips-flops, backless, or open-toe shoes or sandals (**including Crocs**) are not acceptable. Any shoes that are deemed a safety risk by administration will be prohibited.
6. Hats, caps, scarves, sun glasses, and other head coverings shall *only* be worn outdoors, except with express permission of the Principal or Teacher. Clothing must have appropriate messages and artwork for a school environment. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which
  - a) are gang-related, crude, vulgar, profane, or sexually suggestive,
  - b) bear drug, alcohol, or tobacco company advertising, promotion and likeness
  - c) advocate racial, ethnic, or religious prejudice.Clothing shall not bear any symbols or messages that might have a negative impact on the learning environment.
7. Hair shall be clean and neatly groomed. Haircuts and coloring shall not have a negative impact on the learning environment.
8. Gang attire of any kind is strictly prohibited.
9. Earrings or other jewelry which may present a safety hazard are not suitable for school wear.

# BUENA VISTA SCHOLAR BEHAVIOR EXPECTATIONS

*Buena Vista Expectation Statement of Purpose*

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

**Go Scholars!**

*Buena Vista School Wide Expectations*

Be Respectful  
Be Responsible  
Be Safe

**Go Scholars!**

*Buena Vista School Wide Expectations Common Areas*

	Playground	Courtyard	Bathrooms	Multi-Purpose Room	Computer Lab	Library
<b>Be Respectful</b>	Have respectful conversations when problems arise and listen to adult directions.	Use appropriate voice level. Use RES voice level chart 0-5 Stars or 2-Partner voice.	Keep the bathroom clean and report any issues to an adult and be patient and wait for your turn.	Use appropriate voice level. Use RES voice level chart 0-5 Stars or 2-Partner voice.	Use appropriate voice level. Use RES voice level chart 0-5 Stars or 2-Partner voice. Treat technology with care and respect.	Use appropriate voice level. Use RES voice level chart 0-5 Stars or 2-Partner voice. Treat all books with care and respect.
<b>Be Responsible</b>	Produce and think about using equipment safely, taking on challenges and waiting to your time when time.	Eat neatly, use manners, and clean up your area. Bring healthy snacks.	Use only the necessary amount of toilet paper and soap and report unsafe conditions to an adult.	Eat neatly, use manners, and clean up your area. Bring healthy snacks or treats.	Always remain on task and use appropriate, teacher directed activities and programs.	Use library time for a purpose. Read books and/or take Reading Courts quizzes.
<b>Be Safe</b>	Run or walk on grass and on the concrete.	Always respect adult and student personal space and sit properly in chairs or benches provided.	Always respect adult and student personal space.	Listen to adult directions (Floor Aides, Custodians, Cafeteria staff).	Be patient and quiet to hear directions from your teacher or our Data Media Assistant.	Be patient and quiet to hear directions from our librarian.

**Go Scholars!**

## Rewards for Good Choices "Caught Being Good"

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

## DISCIPLINE PROCEDURES:

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

## PROHIBITED ITEMS

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

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



- Gang/tagging identification paraphernalia, such as beepers, gloves, rags/bandannas, plastic hands, felt tip pens and markers, aerosol paint containers, etching tools or any other instrument used for the purpose of writing graffiti or tagging.

## SUSPENSIONS/EXPULSIONS ED CODE

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

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

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

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

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

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

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

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

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

Education Code Section 48915 (Abridged):

- (a)(1) Causing serious physical injury to another person, except in self-defense

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



PLEASE POST

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

**Legal Notice for Pupils & Parents/Guardians  
 Regarding OMSD Bullying and Harassment Policy**

The Ontario-Montclair School District prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of a person's disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activities on campus and may include acts occurring off campus during non-school hours.

Bullying is defined as any *severe or pervasive* physical or verbal act or conduct, including communications made in writing or by means of an electronic act, known as cyber-bullying, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has, or can be reasonably predicted to have, the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

**REPORT IT**

Any student who has been a victim of bullying or harassment, or someone who has witnessed bullying or harassment, on school grounds, during school activities, going to and coming from school, or when applicable, off-campus during non-school hours, is highly encouraged to report the incident. Students should immediately contact an administrator, counselor, teacher or other school staff member to report an incident. Students who wish to remain anonymous may report an incident by completing a Bullying/Harassment Incident Form and submitting it to any school staff member. These forms are available in the school office or on the OMSD District website at [www.omsd.net](http://www.omsd.net).

**INVESTIGATION**

The principal or designee shall promptly investigate all complaints of bullying or sexual harassment. The student who reports the complaint shall have an opportunity to complete a Bullying/Harassment Incident Form, providing details of the event, including the identity of the alleged perpetrator, a detailed description of the event, known witnesses, and anyone else they have shared the information with. Within 10 school days of the reported incident, the principal or designee shall provide a written response to the complainant and his/her parent/guardian. The written response shall include the administrator's findings, decision, as well as the rationale for the decision. If the student or parent/guardian is in disagreement with the outcome of the investigation, an appeal may be filed at the Department of Child Welfare, Attendance & Records at 950 West D Street, Ontario, CA 91762.

**TRANSFER REQUEST**

A child that has been reported as the victim of a violent offense or bullying as defined by state law is entitled to transfer to another school within or outside of the District, under AB1127 and California Education Code 46600 § (b). Placement at a requested school is contingent upon space availability. Transfer requests can be obtained at the Department of Child Welfare, Attendance & Records located at 950 West D Street, Ontario, CA 91762.

**For questions and concerns, contact:**

**Hugo Lopez, Director**  
 Child Welfare, Attendance & Records  
 950 West D Street  
 Ontario, CA 91762  
 909-418-6477

Rev. 8/2023

# HEALTH OFFICE

## NURSE

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



## MEDICATION

The California Education Code provides for school personnel to supervise children in taking necessary physician prescribed medication at school. An adult must bring medication to school in a properly labeled pharmacy container. A Data Form is to be completed by the parent and prescribing physician prior to administration by staff. All medication is kept in a locked cabinet in the health office for the protection of all our students. Over-the-counter medication, such as Benadryl, Tylenol, and cough drops may be administered at school provided the parent and physician complete the necessary forms. \*Children may not carry any medication in their backpacks\*

## FOOD ALLERGIES & SPECIAL DIETS

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

## WELLNESS POLICY

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

### OMS D FOOD & BEVERAGE GUIDELINES

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

Snack items that can be sold must contain:

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

Acceptable beverages include:


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

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

#### What are acceptable snacks?

<ul style="list-style-type: none"><li>• Fresh Fruits &amp; Vegetables</li><li>• Fruit mix/peach/pear/applesauce cups</li><li>• Dried fruit</li><li>• String cheese</li><li>• Yogurt-low fat &amp; non-fat</li><li>• Graham crackers, Animal crackers</li><li>• Vanilla wafers</li><li>• Pretzels</li></ul>	<ul style="list-style-type: none"><li>• Baked chips – 1-1/8oz bags</li><li>• Trail mix without candy</li><li>• Popcorn</li><li>• Nutria-grain bars – 1.3oz</li><li>• Granola bars – 1.5oz</li><li>• Fruit juice bars – 100% juice</li><li>• Nuts &amp; seeds (consider allergies)</li></ul>
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#### What are recommended beverages:

<ul style="list-style-type: none"><li>• Water, Milk – 2%, 1% or non-fat, Juicy juice – 100%</li><li>• Hansen's Natural 100% Juice</li><li>• Florida Natural 100% Juice</li><li>• Minute Maid 100% Juice</li><li>• Tree Top 100% Juice</li></ul>	
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#### What are NOT recommended snacks?

<ul style="list-style-type: none"><li>• Soda, Candy, Gum</li><li>• Fried Chips (includes Flamin' Hot Cheetos)</li><li>• Home prepared items (other than for your child to eat)</li></ul>
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# HEALTH AND WELLNESS

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

## **Physical Activity**

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

## **Promoting Healthy Eating Habits**

- Classroom celebrations and school events: We understand that celebrations and school events are an important part of school culture. Unfortunately, due to the current restrictions, we will not allow any food items to be brought to campus to share. This includes birthday celebrations. Thanks for your partnership and consideration in promoting a healthy environment for our students!



# PARENT SUPPORT

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

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

## BOOKS AND SUPPLIES

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

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

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

## BREAKFAST AND LUNCH

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

## FORGOTTEN ITEMS

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

## LOST AND FOUND

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

## **ACADEMICS**

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

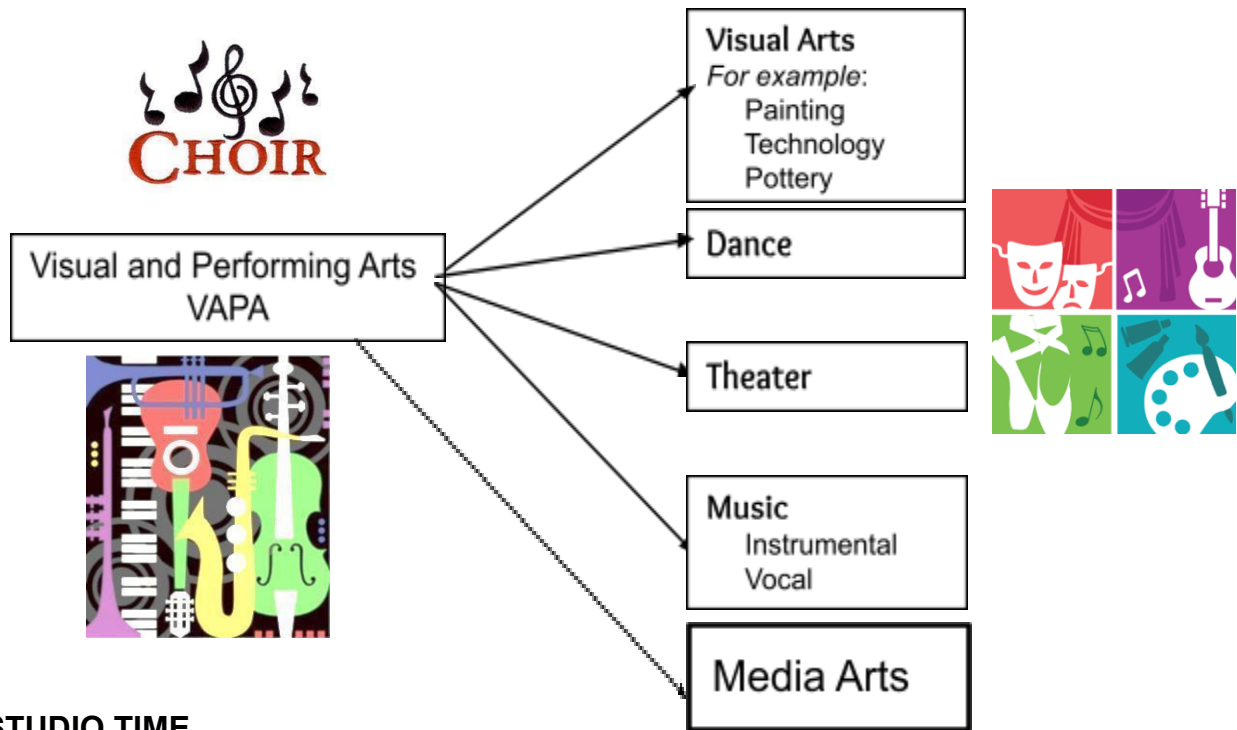


School Wide Academic Focus Areas are to Support Effective Implementation of Common Core State Standards, Promote College and Career Readiness, AND Support the Arts!

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

# WHAT IS ARTS-INTEGRATION?

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



## STUDIO TIME

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

## OTHER ARTS INTEGRATION

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





## INCENTIVES and RECOGNITION

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

Citizenship/Behavior	Attendance
<p>*Caught Being Good Tickets- students will have the opportunity to shop at the PBIS store</p> <p>*Caught Being Good Tickets- tickets will be placed in a large bin for a special prize drawing during each trimester assembly</p>	<p>*Incentive challenges will be held regularly to promote attendance</p> <p>*<u>Trimester Reward</u> for ALL students with NO absences and no more than 3 tardies and/or early outs (absences can be made up at Saturday School)</p> <p>*Certificate at Trimester Awards Assembly</p>

#### Trimester Awards Assembly

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

## **Title I School-Level School-Parent Compact Buena Vista Arts-integrated School**

### **School-Parent Compact**

Buena Vista School distributes a school-parent compact to parents of Title I students. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the state's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility is to provide high-quality curriculum and instruction.
- The ways parents will be responsible for supporting their children's learning.
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

Our Title I parent involvement policy is presented to parents for feedback each year during committee meetings and Coffee with Administration. This feedback is provided to School Site Council to assist the joint development of our Parent Involvement Policy.

## **Parent Involvement Policy Buena Vista Arts-integrated School**

### **Building Capacity for Involvement**

Buena Vista School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. We do this through communication during workshops and parent committee meetings throughout the school year.
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. Our Principal, Assistant Principal, and Instructional Coach provide parents with materials, training, and support during workshops, parent meetings, and the student study team process to support their child's achievement.

- With the assistance of Title I parents, the school educates staff members about the value of parent contributions and how to work with parents as equal partners. Our school staff and families participate in a variety of curricular and extra-curricular activities that serve to create a partnership between our school and community.
- The school coordinates and integrates the Title I Parental Involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.
- The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. Our school makes every effort to provide the necessary translation support to families and the school community.
- The school provides support for parental involvement activities requested by Title I parents. Our school has a robust parent involvement program including: classroom support, PTO, parent committees (SSC, SELPAC, GATE, SWD), Coffee with Administration meetings, and parent workshops.

**Accessibility**

- Buena Vista School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. Our school makes every effort to provide the necessary support to families and the school community.

**OMSD Board Policies  
on the following pages**

# Ontario-Montclair SD

## Board Policy

### Married/Pregnant/Parenting Students

#### BP 5146 Students

The Board of Trustees recognizes that responsibilities related to marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

(cf. 5113.1 - Chronic Absence and Truancy)  
(cf. 5147 - Dropout Prevention)  
(cf. 6011 - Academic Standards)  
(cf. 6164.5 - Student Success Teams)

The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. (Education Code 221.51, 230; 5 CCR 4950; 34 CFR 106.40)

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

The Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available to them under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)

(cf. 5145.6 - Parental Notifications)

For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code 7002)

#### Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in the regular education program or an alternative education program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.

(cf. 6158 - Independent Study)  
(cf. 6181 - Alternative Schools/Programs of Choice)  
(cf. 6184 - Continuation Education)  
(cf. 6200 - Adult Education)

Any alternative education program, activity, or course that is offered separately to pregnant or parenting students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (Education Code 221.51; 5 CCR 4950)

If required for students with other temporary disabling condition, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the regular education program or activity. (Education Code 221.51; 5 CCR 4950; 34 CFR 106.40)

(cf. 6142.7 - Physical Education and Activity)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6183 - Home and Hospital Instruction)

To the extent feasible, the district shall provide educational and related support services, either directly or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities

(cf. 5148 - Child Care and Development)

2. Parenting education and life skills instruction

3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28

(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 5030 - Student Wellness)

4. Health care services, including prenatal care

(cf. 5141.6 - School Health Services)

5. Tobacco, alcohol, and/or drug prevention and intervention services

(cf. 5131.6 - Alcohol and Other Drugs)  
(cf. 5131.62 - Tobacco)

6. Academic and personal counseling

(cf. 6164.2 - Guidance/Counseling Services)

7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

(cf. 6179 - Supplemental Instruction)

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

#### Absences

Pregnant or parenting students may be excused for absences for medical appointments and other purposes specified in BP/AR 5113 - Absences and Excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)

(cf. 5113 - Absences and Excuses)

#### Parental Leave

A pregnant or parenting student shall be entitled to eight weeks of parental leave in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. The Superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. (Education Code 46015; 34 CFR 106.40)

The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. No student shall be required to take all or part of the parental leave. (Education Code 46015)

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)

(cf. 5113.11 - Attendance Supervision)

Following the leave, a pregnant or parenting student may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)

(cf. 6146.1 - High School Graduation Requirements)  
(cf. 6146.11 - Alternative Credits Toward Graduation)  
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

#### Accommodations

When necessary, the district shall provide accommodations to enable a pregnant or parenting student to access the educational program.

A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. (34 CFR 106.40)

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

#### Complaints

Any complaint alleging discrimination on the basis of pregnancy or marital or parental status, district noncompliance with the requirements of Education Code 46015, or district noncompliance with the requirement to provide reasonable accommodations for lactating students shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4670 and BP/AR 1312.3 - Uniform Complaint Procedures. A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 222, 46015; 5 CCR 4600-4670)

(cf. 1312.3 - Uniform Complaint Procedures)

#### Program Evaluation

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on student participation in district programs and services, academic achievement, school attendance, graduation rate,

# Ontario-Montclair SD

## Board Policy Sexual Harassment

BP 5145.7

### Students

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

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5137 - Positive School Climate)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

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

### Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

### Complaint Process and Disciplinary Actions

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

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

(cf. 4117.7 - Employment Status Report)  
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

### Record-Keeping

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

(cf. 3580 - District Records)  
Legal Reference:  
EDUCATION CODE  
200-262.4 Prohibition of discrimination on the basis of sex  
48900 Grounds for suspension or expulsion  
48900.2 Additional grounds for suspension or expulsion; sexual harassment  
48904 Liability of parent/guardian for willful student misconduct  
48980 Notice at beginning of term  
CIVIL CODE  
51.9 Liability for sexual harassment; business, service and professional relationships  
1714.1 Liability of parents/guardians for willful misconduct of minor  
GOVERNMENT CODE  
12950.1 Sexual harassment training  
CODE OF REGULATIONS, TITLE 5  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs  
UNITED STATES CODE, TITLE 20  
1221 Application of laws  
1232g Family Educational Rights and Privacy Act  
1681-1688 Title IX, discrimination  
UNITED STATES CODE, TITLE 42  
1983 Civil action for deprivation of rights  
2000d-2000d-7 Title VI, Civil Rights Act of 1964  
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.67 Family Educational Rights and Privacy  
106.1-106.71 Nondiscrimination on the basis of sex in education programs  
COURT DECISIONS  
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567  
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130  
Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736  
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274  
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473  
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:  
CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender  
and Gender-Nonconforming Students, Policy Brief, February 2014  
Safe Schools: Strategies for Board of Trustees to Ensure Student Success,  
2011  
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS  
PUBLICATIONS  
Dear Colleague Letter: Transgender Students, May 2016  
Examples of Policies and Emerging Practices for Supporting Transgender

Students, May 2016  
Dear Colleague Letter: Title IX Coordinators, April 2015  
Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011  
Sexual Harassment: It's Not Academic, September 2008  
Revised Sexual Harassment Guidance: Harassment of Students by School  
Employees, Other Students, or Third Parties, January 2001

WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
U.S. Department of Education, Office for Civil Rights:  
<http://www.ed.gov/about/offices/list/ocr>

Policy ONTARIO-MONTCLAIR SCHOOL DISTRICT  
adopted: January 19, 2017 Ontario, California

# Ontario-Montclair SD

## Board Policy

### Nondiscrimination/Harassment

BP 5145.3

#### Students

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

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5137 - Positive School Climate)  
(cf. 5145.9 - Hate-Motivated Behavior)  
(cf. 5146 - Married/Pregnant/Parenting Students)  
(cf. 6164.6 - Identification and Education Under Section 504)

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

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

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

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

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

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

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

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

#### Record-Keeping

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

(cf. 3580 - District Records)

#### Legal Reference:

EDUCATION CODE  
200-262.4 Prohibition of discrimination  
48900.3 Suspension or expulsion for act of hate violence  
48900.4 Suspension or expulsion for threats or harassment  
48904 Liability of parent/guardian for willful student misconduct  
48907 Student exercise of free expression  
48950 Freedom of speech  
48985 Translation of notices  
49020-49023 Athletic programs  
51500 Prohibited instruction or activity  
51501 Prohibited means of instruction  
60044 Prohibited instructional materials  
CIVIL CODE  
1714.1 Liability of parents/guardians for willful misconduct of minor  
PENAL CODE  
422.55 Definition of hate crime  
422.6 Crimes, harassment  
CODE OF REGULATIONS, TITLE 5  
432 Student record  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs  
UNITED STATES CODE, TITLE 20  
1681-1688 Title IX of the Education Amendments of 1972  
12101-12213 Title II equal opportunity for individuals with disabilities  
UNITED STATES CODE, TITLE 29  
794 Section 504 of Rehabilitation Act of 1973  
UNITED STATES CODE, TITLE 42  
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.107 Nondiscrimination on basis of disability; complaints  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.31 Disclosure of personally identifiable information  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex



## COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567  
Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 113

## Management Resources:

### CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014  
Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014  
Safe Schools: Strategies for Board of Trustees to Ensure Student Success, 2011

### FIRST AMENDMENT CENTER PUBLICATIONS

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

### NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

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

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

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

## WEB SITES

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

Policy ONTARIO-MONTCLAIR SCHOOL DISTRICT  
adopted: January 19, 2017 Ontario, California

The Ontario-Montclair School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. (Board Policy 0410: Nondiscrimination In District Programs And Activities)