

# PRINCIPAL'S MESSAGE

Happy New Year Mariposa Families,

I trust that you had a wonderful summer break and are eager to begin the 2019-20 school year. I am honored to serve as your new principal at Mariposa Elementary School. The Mariposa school community has a long and proud history of which I am delighted to join. I have no doubt that this is going to be a great school year and I humbly look forward to engaging with you during this transition year.

Mariposa teachers, administration and classified staff members have started building remarkable pathways for students to experience success. As the principal, I am pleased to support and partner with them on this journey.

As the principal, I believe that every family member that enters the Mariposa campus deserves respect and every student deserves the most appropriate educational services. I believe in and support the creation of engaging and nurturing learning environments where every student can grow as a student leader and reach their full potential. As a part of our regular curriculum, Mariposa staff will continue building on the "Leader in Me" legacy. Additionally, Mariposa Elementary utilizes Positive Behavior Intervention Support (PBIS) to help facilitate a safe and friendly school climate.

Finally, my long term vision is to see Mariposa Elementary students leading the Inland Empire academically and socially. Together, I believe that we can make this happen. As a Mariposa parent partner, please bring your student to school every day so that we can help him/her learn and prepare them for the bright future ahead of them.

I look forward to meeting you and building a lasting educational partnership that will serve all students and families in the Mariposa school community. The 2019-20 school year is going to be fantastic!

Your partner in education,

*Dr. Winfred B. Roberson, Jr.*

## *Superintendent's Cabinet*

Dr. James Q. Hammond, Superintendent

Phil Hillman, Chief Business Official

Hector Macias, Assistant Superintendent Human Resources

Tammy Lipschultz, Assistant Superintendent Learning & Teaching

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# 2019-2020 CALENDAR OF EVENTS

August 7, 2019	First Day of School- TK-5 <sup>th</sup> Grades
August 9, 2019	First Day of School- Pre-School
August 15, 2019	Back-to-School Night @ 5:00-6:30 pm
August 16, 2019	MINIMUM DAY: AM/PM Kinder-5 <sup>th</sup> Grades dismissal @ 12:35 pm and PK and TK Regular Schedule
September 2, 2019	Labor Day- NO SCHOOL
September 3, 2019	Picture Day
September 14, 2019	Basketball Tournament
September 20, 2019	NON SCHOOL DAY- PRE-SCHOOL ONLY
October 14, 2019	NON SCHOOL DAY
October 15, 2019	Make Up Picture Day
November 11, 2019	Veteran's Day- NO SCHOOL
November 18-22, 2019	Parent Teacher Conferences MINIMUM DAY: 1 <sup>st</sup> - 5 <sup>th</sup> Grades dismissal @ 12:35 pm PK, AM/PM Kinder and TK Regular Schedule
November 25-29, 2019	Thanksgiving Break- NO SCHOOL
December 14, 2019	OMSD Promise Scholars Reindeer Run
December 20, 2019	NON SCHOOL DAY
December 23-January 3, 2020	Winter Break- NO SCHOOL
January 20, 2020	Martin Luther King Jr. Day- NO SCHOOL
January 25, 2020	OMSD Science & Engineering Symposium
February 10, 2020	Lincoln's Birthday- NO SCHOOL
February 17, 2020	President's Day- NO SCHOOL
February 22, 2020	OMSD Soccer Tournament
February 22, 2020	OMSD Spelling Bee
March 13, 2020	NON SCHOOL DAY- PRE SCHOOL ONLY
March 16-20, 2020	Parent Teacher Conferences MINIMUM DAY: 1 <sup>st</sup> - 5 <sup>th</sup> Grades dismissal @ 12:35 pm PK, AM/PM Kinder and TK Regular Schedule
March 23-27, 2020	Spring Break- NO SCHOOL
April 1-May 10, 2020	STATE SBAC TESTING WINDOW (3 <sup>rd</sup> -5 <sup>th</sup> )
April 25, 2020	Track and Field Meet
April 25, 2020	Robot Rally
May 4-8, 2020	Staff Appreciation Week

May 7, 2020	Open House @ 5:30-6:30 pm
May 8, 2020	MINIMUM DAY: AM/PM Kinder-5 <sup>th</sup> Grades dismissal @ 12:35pm PK, TK Regular Schedule
May 20, 2020	Last Day of School- Pre-School (Regular Schedule)
May 21, 2020	5 <sup>th</sup> Grade Promotion @ 8:15 am
May 21, 2019	Last Day of School- TK-5 <sup>th</sup> Grades MINIMUM DAY: AM/PM Kinder-5 <sup>th</sup> Grades dismissal @ 11:35 am TK @ 7:50-11:05 am

## OFFICE INFORMATION

### Office Hours

Our school office is open Monday-Friday from 7:30-4:00 pm. You may call any time at 909/983-4116. If the office is closed you will be prompted to leave a message. Phone messages are returned within 24-48 hours.

### Office Staff

Principal– Dr. Winfred Roberson  
 Elementary Administrator– Amy Johnson  
 Office Manager– Kim Spencer  
 Office Assistant– Ida Rubio  
 Nurse (on campus every Thursday)- Lisa Gulli Popkins, RN  
 Health Assistant/Office Assistant– Claudia Quintero  
 Student & Family Outreach Assistant– Maria Ross

### Requests to Speak with an Administrator

Dr. Winfred Roberson, Principal, and Amy Johnson, Elementary Administrator, have an open door policy. It is our pleasure to serve you and your child. We are happy to speak with you in person or over the phone about any need or concern you might have. Although we have an open door policy, we aren't always available when a parent requests to speak with us; in which case we follow the protocol below.

When a parent requests to speak with an administrator (either by phone or in person), the office staff member will talk with the parent to identify the parent's need and if translation is necessary. Next the office staff member will check the availability of the administrators. If an administrator is available, she will meet with the parent to discuss the parent's need and develop a plan of action. The administrator will then follow up with the parent as needed. If the administrators are not available, the office staff member will ask parent questions to obtain as much information as possible regarding the parent's need and will fill out a message slip and leave it for the administrator. The administrator will respond and contact the parent within 24-48 hours.

# STUDENT SCHEDULES

## Student Hours

Pre-School		Kinder		TK	1 <sup>st</sup> -5 <sup>th</sup> Grade
AM	Monday-Friday 7:30-10:45 am	AM	Monday- Friday 7:50- 11:35 am	Monday – Friday 7:50 - 11:35	Mon, Wed, Thurs, Fri 7:50-2:30 pm
PM	Monday-Friday 11:30-2:45 pm	PM	Mon, Wed, Thurs, Fri 11:00 – 2:45 pm <b>Tuesdays 7:50-11:35 am</b>		Tuesdays: MINIMUM DAY 7:50-1:15 pm

School is in session every day except on holidays and during vacations, as indicated on the school calendar (see the 2019-2020 Calendar of Events on page 4).

## 2019-2020 Minimum Days

<b>Back-to-School Night: August 15, 2019- Early Out August 16, 2019</b>	
Pre-School	No minimum days during the school year
TK	No minimum day
AM/PM Kinder- 5 <sup>th</sup> Grades	7:50-12:35 pm
<b>Parent Conferences November 18-22, 2019 &amp; March 16-20, 2020</b>	
Pre-School	No minimum days during the school year
TK and AM/PM Kinder	Regular Schedule
1 <sup>st</sup> -5 <sup>th</sup> Grades	7:50-12:35 pm
<b>Open House: May 7, 2020- Early Out May 8 , 2020</b>	
Pre-School	No minimum days during the school year
TK	No minimum day
AM/PM Kinder- 5 <sup>th</sup> Grades	7:50-12:35 pm
<b>Last Day of School TK-5: May 21, 2020</b>	
Pre-School	No minimum days during the school year
TK	7:50-11:05
AM/PM Kinder- 5 <sup>th</sup> Grades	7:50-11:35 am

## Breakfast Schedule

Breakfast is free for all students daily.

Pre-School	7:30-7:50 am
TK	7:20-7:45 am
AM Kinder-5 <sup>th</sup> Grades	7:20-7:45 am
PM Kinder Lunch	10:35-10:55

## ARRIVAL PROCEDURES

### Arrival Gate Procedures

GRADE	ARRIVAL GATE
Pre-School	AM & PM Classes: Farthest East gate by Room 1
TK	Kinder Gate by Room 1
AM/PM Kinder- 5 <sup>th</sup> Grades	Main Gate West of the library

Student supervision begins at 7:15 am so students are **NOT ALLOWED** to arrive at school before **7:15 am**. Students in TK through fifth grades begin school at 7:50 am and are expected to be on campus and lined up for class by 7:50 am. Students eating breakfast arriving between 7:20-7:35 am will be directed to the MPR to eat breakfast. At 7:35am students not eating breakfast, will be dismissed and escorted to the playground for before school recess. Students in PM Kinder and eating lunch need to be lined up by 10:35 and will be taken to the MPR to eat.

To ensure student safety, the arrival gate is supervised by a Mariposa staff member daily. The gate is monitored and parents/guardians are restricted to stay behind the gate. Parents/guardians are not permitted to walk their students to class.

### Student Drop Off

The front parking lot is closed during arrival and dismissal times to ensure the safety of our students. Please **DO NOT** block entrances, exits, walkways, other parked cars, or leave your car unattended in the drive thru lane or park in the drive thru lane.

When dropping off students by car, please enter the drive thru lane and follow the curve west. Parents are not permitted to park in the staff parking lot during arrival time. For everyone's safety, please follow the directions of the Mariposa staff member on duty. Remind your child to exit the vehicle carefully and walk to the gate.

# DISMISSAL PROCEDURES

## Students Walking Home

Pre-School, TK, Kinder and 1<sup>st</sup>-3<sup>rd</sup> grade students are NOT allowed to walk home without an adult or older sibling. For your child's safety we recommend that your child walk home with an adult. Fourth and fifth grade students may walk home without an adult or older sibling. For your child's safety, we recommend that students walk home immediately after dismissal so that there are other students walking home at the same time.

### **Pre-School:**

Students must be signed out by a parent or person authorized to pick up the student on the Emergency Card daily. Students are required to walk home with an adult.

### **Kindergarten:**

Students are required to stay with their teacher until someone comes to the classroom door/gate to pick them up. Kindergarten students are not released until someone picks them up from the teacher.

### **1st-3rd Grades:**

Students are required to stay lined up with the teacher until someone comes to pick them up. The parent and/or student are then required to inform the teacher that the child is leaving before walking outside of the dismissal area.

### **4th-5th Grades:**

Students are dismissed through the gate facing the parking lot between the 60's, 70's or 80's classrooms. Teachers supervise students as they exit the gate.

## Students Picked Up By Car

Students being picked up by car are to load in the cars in the main drive thru lane. Please make sure your child knows if he/she is being picked up by car so that he/she goes to the correct dismissal location. Please DO NOT leave your car unattended in the drive thru lane.

## Student Dismissal Locations

### **Pre-School:**

Pre-School students are dismissed from Room 2 and must be signed out by a parent or person authorized to pick up the student on the Emergency Card daily.

### **Kindergarten:**

Kinder students are dismissed by their teachers outside of their classroom doors/gate. TK students in Room 1 are dismissed through the North classroom door facing the parking lot.

### **1st-3rd Grades:**

First through third grade students are dismissed from in front of the library/office area in front of the school. Teachers walk their students out to this area and students wait with their teacher until the student is picked up.



#### **4th-5th Grades:**

Fourth through fifth grade students are dismissed through the gate facing the parking lot between the 60's, 70's and 80's classrooms.

## **GENERAL INFORMATION**

### **Visitor Policy**

Parents/guardians are welcome to come for a scheduled classroom visit. Please notify the teacher at least one day in advance prior to a visit. Upon arrival, **each visitor must check-in through the office**, show a valid ID which is scanned through the RAPTOR system. Visitors must wear a valid sticker while on campus. Visitations are generally limited to no more than thirty minutes in length. The classroom teacher will notify administrators of all visits. Administrators may accompany the visitor for the length of the visit. Considerations to be made by the principal include the following:

- The impact the visit will have on the teacher's time with students.
- The possible breach of rights to privacy for other students in the class.
- The distraction that the presence of a visitor may create.

### **Instructional Program**

We value every minute of our instructional program. We refrain from interrupting class time for parents to speak with their student either in person or by phone. Each time we call a classroom, the instruction for all students is interrupted. Please leave messages for your student before lunch. This allows us to put a message in the teacher's mailbox for your child without interrupting the classroom. We appreciate your understanding and cooperation to help us maintain our instructional programs. If there is a concern, please ask to speak with an administrator.

### **Birthday Celebrations**

Birthday celebrations for students may be planned with the classroom teacher. The parent/guardian and classroom teacher must agree on the date, time, healthy snacks and gifts for the celebration to ensure that our school programs are not interrupted and our policies are followed. Birthday celebrations must occur during recess, lunch or during the last 10 minutes of the day. Mariposa is required to honor the district Wellness Policy which promotes student health and guides the types of healthy treats allowed on campus. In accordance with the OMSD Wellness Policy, homemade food cannot be served to students due to concerns regarding allergies. Additionally, in order to follow the OMSD Wellness Policy, sugary treats, such as birthday cake, cupcakes, cookies, and ice cream, for example, are not allowed to be given to students. Items such as pre-packaged healthy snacks stickers, pencils and erasers are acceptable items to give out for birthday celebrations. In order to avoid classroom disruptions, balloons or other gifts cannot be brought to the classroom.

### **Personal Belongings**

We recognize that it is important and natural for children of this age group to want to bring personal items to school. A problem arises when the item becomes lost, damaged or stolen. These items also cause distractions during class time. For this reason, students may only bring supplies for school, such as backpacks, pencils, crayons, folders, and notebooks.

Please note the following school policies:

- The school is not responsible for any personal items brought from home.
- It is at your own risk if items are brought to school.
- Toys (which include guns, swords, or other types of weapons, real or imitation) are never allowed at school.

## **Bicycles, Skateboards & Scooters Policy**

Bicycles, skates, skateboards and scooters are **NOT** allowed at Mariposa School to ensure your child's safety.

## **Pet & Animal Policy**

For the safety of all children, staff members, and visitors, animals and pets are **NOT** allowed on school property unless given prior permission by an administrator.

# **STUDENT SAFETY**

## **Closed Campus**

To ensure student safety, Mariposa is a closed campus. All gates and classroom doors are closed and locked during the school day. Parents, guardians, siblings, and other adults are not allowed on campus without going through the office to sign in and obtain a visitor's pass/sticker.

## **Parking Lot Safety**

Enter the parking lot only at the marked entrance. Additionally, to avoid accidents and ensure safety for all students, parents and staff, we **DO NOT** allow cars to make a left turn out of the exit during arrival and dismissal hours (refer to the posted sign). To ensure your child's safety, we require that you accompany your child when walking through the parking lot. Additionally, we require that students, parents and staff use the crosswalks to avoid accidents and injuries. Lastly, please **DRIVE SLOWLY AND CAUTIOUSLY** through the parking lot and drive thru lane.

## **Safety on "D" Street**

Student safety is a priority at Mariposa. **STUDENTS AND PARENTS MAY ONLY CROSS "D" STREET IN MARKED CROSSWALKS.** It is not safe to cross "D" Street outside of marked crosswalk areas. Please discuss these safety requirements with your child. Please **DO NOT** ask your child to walk across "D" Street alone. Additionally, **DO NOT** run across "D" Street with your child. To ensure safety and avoid accidents, **DO NOT** stop your vehicle in street traffic lanes to pick up or drop off your child.

## **Comprehensive School Wide Safety Plan**

Mariposa implements a comprehensive school wide safety plan that meets the requirements of the state, district, and local police and fire departments in an effort to keep children safe. All Mariposa staff members are provided safety training annually. Additionally, the Ontario Police and Fire Departments conduct annual safety assessments of the campus. The safety plan is updated yearly and includes a disaster plan for earthquakes and fires. It also includes a plan for violent intruders (VIPER). Fire, earthquake, VIPER and lockdown drills are conducted each month with all students and all staff. Students and staff practice the appropriate procedures for each type of drill in accordance with state, district, and local police and fire departments.

Evacuation routes and an evacuation map are included in the safety plan and evacuations are also practiced during the monthly safety drills. OMSD provides emergency supplies. In the event of an emergency, all Mariposa staff will follow the safety plan. Students will be monitored and cared for at school until the district or local authorities direct Mariposa staff to release students to parents. At that time, school personnel will release students. Anyone picking up students must be listed on the student’s Emergency Card and show appropriate ID.

## **AHERA (Asbestos Hazard Emergency Response Act)**

Pursuant to Title 40 CFR Part 763, Subpart E, Mariposa’s buildings follow all legal requirements. A management plan is available at the school site.

# **STUDENT HEALTH**

Mariposa’s School Nurse is on campus every Thursday. The Health Assistant is on campus Monday through Friday. Our Health Office staff maintains student health records, administers doctor prescribed medications and responds to student health concerns and injuries.

## **Student Health Record**

Parents are required to complete the yellow Health Inventory form as part of the registration process. The Health Office enters the health information into our computer system and alerts teachers and staff to any health concerns noted by the parent. If your child’s health status changes (i.e. surgeries, diagnoses of ADD/ADHD, asthma, etc.) please come into the office to update your child’s Health Inventory form so we have accurate information for your child. If your child has asthma please be sure to note this on the Health Inventory form and have an inhaler at school. Please contact the Health Office for any health related questions.

## **Student Visits to the Health Office**

When a student visits the health office the Health Aide determines the reason for the visit. The Health Aide responds to the student based on his/her need and records the visit on the log. Students may visit the Health Office for the following reasons: headache, stomach pain, cough, neck pain, cut/scrape, bump/hit body part, soiled/wet clothing, inappropriate clothing, and/or to take doctor prescribed medication. She follows a specific protocol for each of the reasons listed above. See the chart below.

<b>Reason for Visit</b>	<b>Health Office Protocol</b>
Headache	<ul style="list-style-type: none"> <li>• Take temperature to determine if student has a fever</li> <li>• Has a fever- contact parent to pick up student</li> <li>• No fever– rest in health office, send back to class</li> </ul>
Stomach Pain	<ul style="list-style-type: none"> <li>• Determine how stomach is feeling</li> <li>• Hungry– if student didn’t eat breakfast and if the kitchen is still open, student is given a breakfast</li> <li>• Not Hungry– take temperature</li> <li>• Has a fever- contact parent to pick up student</li> <li>• No fever– rest in health office, send back to class</li> </ul>
Cough	<ul style="list-style-type: none"> <li>• Evaluate severity of cough</li> </ul>

	<ul style="list-style-type: none"> <li>• Mild Cough– give student warm water and time to rest</li> <li>• Severe Cough– contact parent to pick up student</li> </ul>
Neck Pain	<ul style="list-style-type: none"> <li>• Ice pack</li> <li>• Rest</li> <li>• Send back to class</li> </ul>
Cut/Scrape	<ul style="list-style-type: none"> <li>• Clean the cut/scrape with soap &amp; water</li> <li>• Apply Band-Aid</li> <li>• Send back to class</li> </ul>

Reason for Visit	Health Office Protocol
Bump/Hit Body Part	<ul style="list-style-type: none"> <li>• Ice pack</li> <li>• Rest</li> <li>• Send back to class</li> <li>• Head Injury– contact parent, note home</li> </ul>
Soiled Clothing	<ul style="list-style-type: none"> <li>• Contact parent to bring a new set of clothes for the student</li> <li>• After student is changed, send back to class</li> </ul>
Inappropriate Clothing	<ul style="list-style-type: none"> <li>• Loan student clothes or call parent to bring clothes</li> <li>• After student is changed, send back to class</li> </ul>
Take Doctor Prescribed Medication	<ul style="list-style-type: none"> <li>• Administer medication</li> <li>• Record on Medication Log</li> <li>• Send student back to class</li> <li>• Health Aide notifies parent when the student is almost out of medication and requests that parent refill the medication</li> </ul>

## District Nurse Notes

### **Crutches**

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

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

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

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

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

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

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

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

### **Physical Education Excuses**

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

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

Any student with a permanent or long term disability, requiring non-participation in the physical education program or participation on a limited basis only, must submit the Modified Physical Education or Daily Recess Restrictions form annually, signed by a physician. The Modified Physical Education or Daily Recess Restrictions form is available from the school site and must be completed by the doctor. Alternative activities and/or units of instruction for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in physical education courses will be provided.

### **HEAD LICE (Pediculosis)**

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

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

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

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

### **MEDICATION and PROCEDURES**

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

given outside of school hours (before school, after school, at bedtime).

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

- prescribed by a United States physician (licensed Nurse Practitioner)
- issued by a United States pharmacy
- properly labeled by the pharmacy
- in the original container
- prescribed for the current school year
- Prescription medications containing codeine or other narcotics are not to be brought to or administered during the school day.
- All prescription medication shall be delivered to the school by the parent or a responsible adult.

\*Students shall not carry medication on the school bus and shall not deliver medication to the school.

\*It is the responsibility of the parent to see that the prescription medication is picked up from school by a responsible adult at the end of the school year.

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

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

## STUDENT ATTENDANCE

### Attendance

Parents are responsible for ensuring that their child/children attend school regularly in accordance with California law. Children who have excessive absences or tardies will be referred to the support team. Except for medical reasons, ALL students must attend school every day. Parents must report absences either by phone, (909) 983-4116, or by sending a note to the office. Continued tardies and absences will be referred to the district School Attendance Review Board (SARB).

### Attendance Policies

**Absence notes must include the following information:**

1. Child's name
2. Room number or teacher name
3. Reason for absence
4. Date of absence

5. Parent's signature

The following are considered excused absences:

- Illness
- Family emergency (example: death in immediate family)
- Doctor/dental appointment

The following are unexcused absences:

- Vacation
- Personal problem
- Lack of child care
- Rainy day

## Tardiness

All students are expected to be at school ON TIME EVERY DAY. This means that students are expected to be on campus and lined up for class by their grade level start time.

When students/parents arrive late, students are required to check in at the office to obtain a tardy pass to go to class.

Repeated tardiness is considered truancy under California law. Student supervision begins at 7:20 am so students are NOT ALLOWED to arrive at school before 7:20 am. Students who do not eat breakfast at school, should not arrive before 7:35 am. **Students are not eligible for Perfect Attendance recognition if they are tardy more than 4 times.**

## Perfect Attendance:

Students qualify for the Perfect Attendance Award each trimester and at the end of the school year if: they have one (1) absence; must make up at a Saturday School, four (4) tardies and one (1) excused early out for the entire trimester/ school year.

## Picking Up Students During the School Day

Check in at the office to pick up and sign out your child early. OMSD policy states that only parents or people listed on the emergency card with a photo ID, may pick up a student. For your child's safety, we will not make exceptions to this rule. If you have special conditions, please note these on the emergency card and inform your child's teacher. When students are picked up early, it is a disruption to the student's education. Please keep this in mind when deciding to pick up your child early. **Students who are picked up early more than once will not be eligible for perfect attendance.**

# STUDENT ACADEMICS

## Meeting With Teachers

All teachers are available to meet with parents throughout the year. Formal Parent Teacher Conferences are scheduled twice a year in November and March. Teachers send home appointment letters to work with parents/guardians to set up conference appointments. If you need to meet with a teacher prior to the formal Parent Teacher Conference, please feel free to set up an appointment with the teacher. You may call or stop by the office to make an appointment. Conferences can be scheduled in the

morning between 7:20 - 7:50 am or after school. You may also contact our teachers via email. Teacher email addresses are available on our school website: [www.omsd.net/schools/Mariposa/StaffDirectory/Pages/default.aspx](http://www.omsd.net/schools/Mariposa/StaffDirectory/Pages/default.aspx)

## **Report Cards and Parent Teacher Conferences**

Mariposa staff is committed to partnering with parents in the education and well-being of all our students. In an effort to provide parents information regarding their child's progress, report cards are completed three times each year; two of these report cards involve parent conferences.

Parent Teacher Conference appointments are scheduled for twenty minutes and during this time he/she provides an update on your child's academic progress along with the report card. Teachers provide grades for each of the following subject areas: English Language Arts, Math, Writing, Social Studies, Science, Visual and Performing Arts and Physical Education.

## **Internet Access and Appropriate Use**

The Ontario-Montclair School District believes in the educational value of technology and recognizes its importance for supporting curriculum, instruction and management. Parents must sign and return the "Acceptable Use of Technology Agreement" for each of their children. This form outlines the guidelines for student use of computers, the Internet and cell phones. It is the district's intent to protect students, staff and volunteers from inappropriate information by:

- Meeting/exceeding all state and federal content filtering guidelines.
- Requiring adult supervision and monitoring of student internet use.
- Directing each user to accept personal responsibility for managing the resources appropriately.

## **Homework**

Homework is required per School Board Policy. Each teacher will notify parents of homework assignments and expectations early in the year. Please read the homework policy for each of your child's teachers (they may differ). We ask that parents supervise homework and to follow-up regarding any notices of any missed homework.

## **College & Career Ready**

We are focused on preparing our students for success in college, their careers and the 21st century. We provide students instruction based on the Common Core State Standards for English Language Arts and Mathematics. These standards are also taught through integration of Social Studies and Science concepts. We have identified the following focus areas to implement the Common Core State Standards: critical (close) reading, writing across the curriculum, collaborative conversations and teamwork, English Language Development, use of technology in a variety of capacities, understanding of conceptual math and automaticity of math fluency standards. These are all critical skills that our students must develop to be ready for their college education and future careers.

We encourage students to think like scholars. It is important that our students come to school prepared with their materials and homework. We want our students to be able to think deeply about their learning and consider multiple perspectives. We support



students in setting their own personal academic goals to help them meet their highest potential. We want our students to persevere through difficult concepts and situations to lead them to academic excellence.

# AWARDS, CELEBRATIONS & INCENTIVES

## Celebrations

Throughout the year, students will participate in celebrations. Celebrations include; Trimester Awards, receiving Caught Being a Leader tickets, Behavior, Attendance, etc.

## Attendance Incentives

Students and/or classrooms are rewarded for coming to school on time each day. The class in each grade level with the highest attendance rate will be recognized each month. Students are encouraged to make up absences at a Saturday School Make Up Academy. Attending Saturday School will help your student earn trimester, monthly and class incentives.

# STUDENT BEHAVIOR

## PBIS Behavior Expectations

Mariposa is a PBIS school (Positive Behavioral Interventions & Supports). Our Behavior Mission Statement states: The Mariposa School partnership of students, parents, staff, and community will create an environment of mutual responsibility, respect, and safety in order to educate and empower each other to thrive successfully throughout our lives. We expect our students to follow our 3 school-wide PBIS expectations: (1) Be Respectful, (2) Be Responsible and (3) Be Safe. A copy of the PBIS classroom matrix and discipline plan is sent home during the first week of school and discussed at Back to School Night. The PBIS school wide matrix is posted around campus (see below).

**Mariposa PBIS/Leader in Me Expectations**  
*We are doing the right thing even when no one is looking.*

	LIM 7 Habits	Playground (Habit 7: Sharpen the Saw)	Walkways	Restroom	Dismissal	MPR – Lunch	MPR – Assembly
<b>RESPECTFUL</b>	Habit 4: Think Win-Win  Habit 5: Seek First to Understand Then to Be Understood  Habit 6: Synergize	Be kind and include others  Resolve conflicts peacefully  Share and take turns	Use Voice Level 0  Carry items properly	Use Voice Level 0  Show others respect and courtesy	Show kindness to others  Be considerate to those passing by	Use Voice Level 2  Use table manners	Show appreciation  Be an active listener
<b>RESPONSIBLE</b>	Habit 1: Be Proactive  Habit 3: Put First Things First	Use playground equipment correctly  Report problems to an adult  Pick up all personal items from the playground	Go directly to your destination  Use Line Basics	Flush, wash, and leave right away  Clean up after yourself	Be on the lookout for parent or guardian  Walk straight home	Use Line Basics  Clean up after yourself  Wait to be excused	Use Body Basics
<b>SAFE</b>	Habit 2: Begin With The End In Mind	Respect personal space  Walk to your assigned area	Walk	Walk when entering and exiting  Report unsafe behavior	Stay with teacher until released  Be aware of your surroundings  Walk	Respect personal space  Walk	Respect personal space

**Line Basics:**

- Face forward in single file
- Voices off (Zero voice level)
- Hands by your side
- Quiet walking feet
- Stay outside of the yellow lines around the door

**Body Basics:**

- Sit up tall in your space
- Look at the speaker
- Lips are closed
- Use listening ears
- Hands and feet are quiet

**Voice Levels:**

- 5 – Loud Crowd
- 4 – Sage on the Stage
- 3 – Formal Normal
- 2 – Table Talk
- 1 – Whisper
- 0 – Silence

## Consequences for Infractions

If students do not follow our Mariposa PBIS Behavior Expectations or if students do not correct their misbehavior through classroom consequences, the administrators will use any or all of the consequences listed below in an effort to provide a safe and orderly

campus:

- Warning
- Loss of privilege
- Reflection break
- Parent contact
- Behavior contract
- Suspension
- Other

## **Major Infractions**

The offenses listed below are violations of the California Education Code and may result in suspensions of up to 5 days.

- Fighting or threatening to cause physical harm to another person
- Possession of matches, lighter, knife, firearm, firecrackers, cigarettes, dangerous objects or simulations thereof
- Possession or use of tobacco, alcohol, or drugs
- Throwing rocks or other objects at people, vehicles, or buildings
- Destruction or theft of school or personal property; graffiti
- Habitual profanity or vulgarity
- Disrupting school activities, or defying the authority of school personnel
- Committing sexual harassment
- Intimidating a witness
- Attempting infliction of physical injury
- Making terrorist threats
- Harassment of pupil or group of pupils
- Participating in an act of hate violence

## **Fighting**

Fighting is a major infraction. Fighting may result in students being sent home for the remainder of the day on the first offense. “Play fighting” may also result in consequences. Parents are notified when their child is involved in a fight. A second offense may result in a suspension from school from 1 to 5 days. Administrators will determine the seriousness of a fight based on whether or not there was intent to cause physical harm to another person as well as other details from the incident.

# **PARENT COMMUNICATION**

We understand that communication between the home and school is critical. We provide parents with regular updates regarding school information, events, minimum days, etc. in several ways. All information is provided in both English and Spanish.

## **Newsletter**

Each month the principal sends out a newsletter. The newsletter provides information about relevant topics and events occurring at Mariposa.

## **Connect Ed:**

We often send automated phone calls home in English and Spanish with important information. New this year we will offer text messages with information and updates.

### **Flyers:**

Flyers will be sent home in English and Spanish with important information and dates.

## **PARENT INVOLVEMENT OPPORTUNITIES**

We believe that parents and community partnerships are critical to student success. We invite you to participate in the educational experiences of your child. We have many opportunities for parents and families to become involved at Mariposa School. Spanish translation and childcare are provided for parent meetings.

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

This parent group meets regularly throughout the year and represents parents and community members. Each year elections are held for officer positions. Parents may participate as an elected officer or attend the meeting as a member of the SSC. All parents are welcome to attend our SSC meetings. The SSC plays a vital role in the planning, implementation and evaluation of the School Plan and Mariposa's state funded programs.

### **Site English Learner Parent Advisory Committee (SELPAC)**

This parent group meets three times during the year and represents parents of students who are English Language Learners. All parents are welcome to attend our SELPAC meetings. The SELPAC plays a vital role in the planning, implementation and evaluation of our English Learner Program. The SELPAC makes recommendations to the SSC regarding our English Learner Program.

### **GATE Parent Meetings**

This parent group meets three times during the year and represents parents of students who are identified as GATE (Gifted and Talented Education). Parents of GATE students are all invited to attend. During these meetings we provide information, strategies, tips, etc. about our GATE program and the progress of our GATE students.

### **Students with Disabilities (SWD)**

This parent group meets three times during the year and represents parents of students who have IEPs (Individualized Education Plan). Parents of students in Speech, RSP and SDC are all invited to attend. During these meetings we provide information, strategies, tips, etc. about our Special Education programs.

### **Coffee with the Principal**

Coffee with the Principal is a wonderful opportunity for parents to meet with the principal in a casual setting to discuss concerns and the progress of the school. Coffee with the Principal Meetings are scheduled regularly throughout the school year.

### **Parent Volunteers**

We appreciate and encourage parents to volunteer in a number of ways at Mariposa. We have parents volunteering to take projects home for teachers, come into the classroom to help, chaperone field trips, help with school events and much more. In order to volunteer, parents must come into the office to complete and/or update a Parent Volunteer Application. Once the application is approved by school staff, the

office staff notifies the parent that they are able to begin volunteering.

# Parent Involvement Policy

## Title I School-Level Parental Involvement Policy Mariposa

*Mariposa Elementary School* has developed a written Title I parental involvement policy with input from Title I parents. *A variety of parent groups shared their input and ideas through collaborative conversations with school staff including teachers, non classroom staff members and administrators.* It has distributed the policy to parents of Title I students. *The policy is provided to parents in multiple ways. It is included the Student Parent Handbook, posted on the school website, distributed to each family in writing (both English and Spanish) and reviewed annually by the School Site Council* The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

### Involvement of Parents in the Title I Program

To involve parents in the Title I program at Mariposa Elementary School, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.
  - *This occurs at the beginning of the school year during our School Site Council Meeting.*
  - *Meeting dates and times are communicated to parents via telephone calls, school newsletters, monthly parent involvement calendars, postings on our marquee both outside and inside our school office.*
  - *To the extent possible, information is translated in the languages represented within the school.*
  - *The school provides childcare for parents attending the meetings.*
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
  - *Meetings are held at times when parents are most likely and able to attend. Parents provide input to the school regarding the best time for parent participation in these meetings.*
  - *The majority of meetings are held in the morning so that parents are able to drop off their child(ren) to school and stay for a meeting.*
  - *Some meetings could be held in the afternoon so that they can pick up their child immediately following a meeting or attend a meeting immediately after picking up their child(ren).*
  - *Providing parent education workshops focused on high parent interest topics and/or those authorized under Title I. (School choice, Program Improvement, school-parent compact, district wide policies, and use of Title funds)*
  - *Conducting alternative conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school as needed.*

- *Initiating phone contacts as needed with those parents who would benefit from targeted workshops.*
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review\*, and improvement of the school’s Title I programs and the Title I parental involvement policy.\*
  - *Parents are invited to participate in the organization, planning and review of the programs through a variety of school based parent meetings. During these meetings parents work with school staff to review the implementation of the programs/services outlined in the Single School Plan for Achievement three times during the year.*
  - *The Parental Involvement Policy is updated annually to meet changing needs of parents and the school through a variety of school based parent meetings.*
    - ✓ *School Site Council Meetings (SSC)*
    - ✓ *School English Learner Parent Advisory Committee(SELPAC)*
    - ✓ *Coffee with the Principal Meetings*
    - ✓ *Back to School Night*
    - ✓ *Parent Teacher Conferences*
    - ✓ *Annual Title I Services Meeting*
    - ✓ *Trimester Newsletter*
    - ✓ *Monthly Parent Involvement Calendar*
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.
  - *Parents are informed about the curriculum and assessments and expectations for student achievement through a variety of school based parent meetings. During these meetings parents work with school staff to review the implementation of the programs/services outlined in the Single School Plan for Achievement three times during the year.*
    - ✓ *School Site Council Meetings (SSC)*
    - ✓ *School English Learner Parent Advisory Committee (SELPAC)*
    - ✓ *Coffee with the Principal Meetings*
    - ✓ *Back to School Night*
    - ✓ *Parent Teacher Conferences*
    - ✓ *Annual Title I Services Meeting*
    - ✓ *Monthly Newsletter*
    - ✓ *Monthly Parent Involvement Calendar*
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

*\*The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school’s programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c)(3)]*

Mariposa Elementary distributes to parents of Title I students a school-parent compact. 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 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, 2 times a year for parent-teacher conferences; 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.

Mariposa Elementary involves parents in the development of the School Parent Involvement Policy and Parent-School Compact.

- The school notifies parents about the School Parent Involvement Policy in an understandable and uniform format.
- The school distributes the policy in a language that parents can understand.
- The school makes the Parent involvement Policy available to the local community.
- The school annually updates the Parent Involvement Policy to meet the changing needs of the parents and the school.
- The school adopts the school-parent Compact as a component of the School Parental Involvement Policy.

#### **Building Capacity for Involvement**

Mariposa Elementary 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.
  - The school provides parent information workshops during the school year and provides additional information in newsletters, Coffee with the Principal, and/or on the school website; and/or by communicating with parents through the use of direct mail, family involvement nights, and telephone messages.
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.
  - The school offers ongoing, monthly parent workshops to teach parents about the State's academic content standards, as well as strategies that parents can implement with their students in order to develop the skills to meet their grade level standards. Parent workshops are also offered to inform parents about changes to state assessments, as well as providing information on preparing students for state assessments.
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.
  - In order to assist teachers in working with parents, the school provides professional development, articles and newsletters, guidelines for parent-teacher conferences, and resource materials and brochures.

- 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 provides opportunity for parents to enroll students in Preschool, Transitional Kindergarten, and Kindergarten in the Spring prior to the start of the school year.
  - The school invites program members to participate in professional development activities.
  - The school conducts meetings involving parents and program participants to discuss development and assessment needs of individual children.
  - The school invites outside agencies and program members to participate in parent family nights and parent workshops held during the school year.
- 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.
  - The school provides informational phone messages, flyers, letters, and documents translated into Spanish.
  - The school’s website contains information in English and in Spanish.
  - All parent meetings, conferences, and workshops are conducted in English and Spanish as needed.
- The school provides support for parental involvement activities requested by Title I parents.

**Accessibility**

Mariposa Elementary 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.

- The school holds regular School English Learner Parent Advisory Committee (SELPAC) meetings in order to include parents of English Learners in the development of the school plan and programs.
- The school holds parent meetings, each trimester, for parents of GATE (Gifted and Talented Education) students and Special Education students, in order to provide information and to receive parent input and feedback about these specific programs.

## **OMSD WELLNESS POLICY**

**The Ontario-Montclair School District Board of Trustees has adopted the following student wellness policy:**

The Ontario-Montclair School District recognizes the link between student health and learning, and has developed a Wellness Policy for the District that promotes student health and creates a healthy learning environment for students. The Wellness Policy sets goals for health education, physical activity, nutrition standards and other school based activities designed to promote student wellness. Below is a listing of approved foods and



beverages and unapproved foods and beverages. Students, parents and staff must follow the wellness policy when sending lunches, snacks and/or birthday celebration foods to school.

FOOD		DRINKS	
Approved	Unapproved	Approved	Unapproved
<ul style="list-style-type: none"> <li>• Fresh fruit &amp; vegetables</li> <li>• Baked chips</li> <li>• Whole grain breads and crackers</li> <li>• Pretzels</li> <li>• Graham crackers</li> <li>• Nuts and seeds (consider allergies before giving out nuts)</li> <li>• Frozen juice bars (100%)</li> <li>• Reduced fat and reduced sugar ice-cream</li> </ul>	<ul style="list-style-type: none"> <li>• Candy</li> <li>• Chewing gum</li> <li>• Snow cones, water ices</li> <li>• Non-baked chips</li> <li>• Fried foods</li> <li>• Cookies</li> <li>• Cakes</li> <li>• Muffins</li> <li>• Donuts</li> <li>• Candy coated popcorn</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Fruit-based drinks</b> with no less than 50 percent fruit juice and no added sweeteners</li> <li>• <b>Vegetable-based drinks</b> with no less than 50 percent vegetable juice and no added sweeteners</li> <li>• Drinking <b>water</b> with no added sweeteners</li> <li>• <b>Milk</b> (two percent fat, one percent fat, nonfat, soymilk, rice milk or other similar nondairy milk)</li> <li>• <b>Electrolyte replacement beverages</b> containing no more than 42 grams of sugar per 20 oz.</li> </ul>	<ul style="list-style-type: none"> <li>• Soda or other carbonated drinks</li> <li>• Water with added sweetener</li> </ul>

# OMSD STUDENT DRESS CODE

The Ontario-Montclair School District Board of Trustees has adopted the following dress code guidelines:

In order to maintain an educational environment that is conducive to learning, we encourage students to “dress for success” and come to school properly prepared for participating in the educational process. Parents have the primary responsibility to see that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. These guidelines are given below. This will provide a safe and orderly school environment for our students and keep district schools free from threats or harmful influence of any groups or gangs which advocate substance use, violence, or disruptive behavior.

1. Closed toed shoes with substantial soles will be worn at all times. Flip-flops, backless shoes, or sandals are not acceptable. Heels or wedges greater than 2 inches in length are not permitted.
2. Clothing shall cover and conceal all undergarments at all times and be appropriate for weather conditions. Tops must be at least two inches wide at the shoulder. Clothing will be no shorter than mid-thigh.
3. Gang attire of any kind is strictly prohibited. Law enforcement guidelines will be followed.
4. Clothes must fit appropriately. Extremely baggy, loose fitting garments are not allowed and pants cannot sag below the waist or drag on the ground. Belt buckles engraved with initials are prohibited.
5. Clothing, jewelry and personal items (backpacks, fanny packs, etc.) shall be free of writing, pictures or any other insignia which are gang-related, crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice. Attitude T-Shirts are to be appropriate for school and must adhere to dress code guidelines.
6. Earrings or other jewelry, which may present a safety hazard or distract from the instructional program are not suitable for school wear. These include but are not limited to dangling hoop earrings larger than ½ inch in circumference, facial piercings, and elongated pointed earrings that protrude from the ear.
7. Hats may be worn as protection against the sun when out-of-doors. They must be worn so the brim is not tipped to the sides or back. No markings or graphics may be added to head wear.
8. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring or gel that would drip when wet. Hair coloring, if worn, must be the color of natural hair. Hairstyle should not impact a student’s ability to see during the instructional day.
9. No make-up is allowed to be worn during the instructional day. Acrylic nails and body glitter is also not permitted.
10. Due to allergies, scented sprays or perfumes are prohibited at school. Hand sanitizers should be odorless.

# OMSD PROHIBITED ITEMS

The Ontario-Montclair School District Board of Trustees has adopted the following prohibited items guidelines:

In the interest of protecting the health and safety of all district students, the following Prohibited Items List has also been adopted by the Board of Trustees. These items are not allowed at school:

1. Electronic devices including but not limited to iPods, electronic games, cameras, e-reader, and tablets. With prior written permission of the Principal or designee, these items may be brought to school for special occasions.
2. Cell phones are permitted at school but must be powered off during school hours and placed in a backpack or pocket so it is not visible to others.
3. The school is not responsible for any lost, damaged, or stolen items.
4. Gambling devices- dice, playing cards, etc.
5. Drugs, alcoholic beverages, narcotics, cigarettes, tobacco, cigarette papers, lighters, pipes, matches, look-alikes, and paraphernalia.
6. Explosive devices, firecrackers, fire balls, cherry bombs, etc.
7. Weapons, guns, knives, cake cutters, screw drivers, and/or other dangerous items.
8. Toys which are realistic simulations of guns, knives, or other dangerous objects.
9. Gang/tagging identification paraphernalia, such as rags/bandanas, felt tip pens and markers, aerosol paint containers, etching tools, or any other instrument used for the purpose of writing graffiti or tagging.

The school is not responsible for any personal items brought from home.

We want all students to be safe. If a student has something in a pocket or backpack that doesn't belong at school, he/she should immediately notify a teacher or other school official.

# OMSD STUDENT CELL PHONE POLICY

The Ontario-Montclair School District Board of Trustees has adopted the following student cell phone policy (BP 5131, BP & AR 5145.12):

California law allows student possession and limited use of cell phones and other electronic communication devices while at school. Students must, however, obey the following district guidelines as well as individual school rules for use.

- Students may possess or use cell phones and other electronic communication devices on a school campus provided that such devices do not disrupt the educational program, or any school activity, and are not used for illegal or unethical activities such as cheating on assignments or tests.
- Electronic communication devices shall be turned off and kept out of sight during class time, or at any other time, as directed by a school employee, except where deemed medically necessary or when otherwise permitted by a teacher or administrator.
- Students shall not be prevented from using their cell phone in case of an emergency, except where that use inhibits the ability of school district employees to effectively communicate instructions for the safety of students.
- Students shall not use cell phones or other electronic communication devices with

camera, video or voice recording function, in a way or under circumstances which infringe the privacy rights of other students and adults and without express permission from a school employee (BP 5131).

- Violations of this policy shall be subject to each school's progressive discipline plan. If a student's use of an electronic communication device causes a disruption, a school district employee on the first offense may direct the student to turn off the device or give a verbal warning to the student. On subsequent offenses, the employee may confiscate the device and return it to the student at the end of the class period, school day or activity. Continued violations could result in confiscation and hold for parent pick-up and loss of permission to possess the device on campus, except where deemed medically necessary. Students may be subject to additional disciplinary measures when their use of an electronic communication device violates individual school rules (BP 5131).
- Students are responsible for personal electronic communication devices they bring to school. The district shall

not be responsible for loss, theft or destruction of any such device brought onto school property, except that it shall be the responsibility of the school to ensure the safekeeping of any confiscated devices. Confiscated electronic communication devices shall be stored by school district employees in a secure manner (BP 5131).

Students may NOT use cell phones for personal/non-academic use while at school. If a parent needs to contact their child, they must call the office. Cell phones can be held for students at the office or by the teacher so they will not be lost or stolen during the school day. The school is not responsible for any personal items brought from home.

**First Violation:** Phone confiscated from student. Student allowed to pick up phones at the end of the instructional day. Documentation in student discipline file as a warning.

**Second Violation:** Phone confiscated from student. Parent must pick up cell phone from the school office. Documentation in student discipline file.

**Third Violation:** Phone confiscated from student. Parent must meet with site administrator to pick up phone.

Documentation in student discipline file.

**Fourth Violation:** Progressive discipline for defiance/violation of school rules according to site discipline plan.

# Ontario-Montclair SD

## Married/Pregnant/Parenting Students

### BP 5146 Students

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

In accordance with state and federal mandates that students regardless of marital status, pregnancy, recovery, currently parenting or gender shall not be harassed, intimidated, bullied or discriminated and the District shall apply no rules against of having access to the same educational and extracurricular opportunities that all other students enjoy. Ontario-Montclair School District recognizes pregnancy, childbirth, and termination of pregnancy, false pregnancy as a temporary condition and has created policies and procedures to ensure educational access and social equity. Pregnant and parenting students shall retain the right to participate in a comprehensive school that includes academic counseling and guidance. Alternative education must be equal to the regular program and is voluntary for a pregnant or parenting student and offered only as an option or necessary for the well-being of the student and child to meet their specific needs. Pregnant and parenting teens must be provided with reasonable accommodations and necessary services that are available to all

students with a temporary medical condition. A lactating student will be provided a secure and confidential place to express breast milk and/or breast-feed an infant child and permitted to bring onto campus a breast pump or any other equipment used to express breast milk. This accommodation includes a school's preparedness to provide a designated private and secure room with a power source, other than a restroom, and access to a place to store the expressed milk in a secure and appropriate location. In addition, a student will not incur academic penalty as a result of her use during the school day. District policy will permit a lactating student adequate time to express breast milk and the opportunity to make up any missed work during the time of lactating, pumping, feeding or any related activity necessary for a lactating parent.

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

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

This includes alleged non-compliance with the requirement to provide reasonable accommodations to pregnant, married, parenting, child birth, recovery and termination of pregnancy. If a complainant is not satisfied with a District's decision or remedy, the complainant may appeal to the

# 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 1130

Management Resources:

CSBA PUBLICATIONS

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

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

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

FIRST AMENDMENT CENTER  
PUBLICATIONS

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

NATIONAL SCHOOL BOARDS  
ASSOCIATION PUBLICATIONS

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

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

Dear Colleague Letter: Transgender  
Students, May 2016

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

Dear Colleague Letter: Title IX  
Coordinators, April 2015

Dear Colleague Letter: Harassment and  
Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

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

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

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

U.S. Department of Education, Office for  
Civil Rights:

<http://www.ed.gov/about/offices/list/ocr>

Policy ONTARIO-MONTCLAIR  
SCHOOL DISTRICT

adopted: January 19, 2017 Ontario,  
California

# PARENT SIGNATURE PAGE

**PLEASE RETURN THIS PAGE TO YOUR CHILD'S TEACHER**

STUDENT NAME: \_\_\_\_\_ Teacher: \_\_\_\_\_

To ensure a successful school year, we ask that parents read and discuss this Parent & Student Handbook with their child/children.

- My signature below indicates that I have read and discussed the contents of this handbook with my child/children.
- My signature below indicates both knowledge and support of Mariposa School Policies.

PARENT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_