

**Ontario-Montclair School District**

950 West "D" Street  
Ontario, CA 91762  
(909) 459-2500

**Kingsley Elementary**

5625 Kingsley Street  
Montclair, CA 91763  
(909) 984-3634



**Melaine Troesh - Principal**  
**Diana Rubio Lopez – Assistant Principal**

**Board of Trustees**

- Sonia Alvarado
- Kristen Brake
- Sarah Galvez
- Elvia M. Rivas
- Alfonso Sanchez

**District Administration**

- Dr. James Hammond - Superintendent
- Phil Hillman - Chief Business Official, Administrative/Business Services
- Tamera Lipschultz - Asst. Superintendent, Learning and Teaching
- Hector Macias - Asst. Superintendent, Human Resources

**SCHOOL HOURS**

**Office Hours – 7:15 a.m. to 3:30 p.m.**

**Monday, Wednesday, Thursday, Friday**

AM Preschool 7:30-10:45

PM Preschool 11:45-3:00

TKinder 7:45-12:30 & Kindergarten 7:45-1:25

1<sup>st</sup>-6<sup>th</sup> Grades 7:45-2:25

**Tuesday**

Dismissal for TKinder 12:30 & Kindergarten at 1:05 and 1<sup>st</sup>-6<sup>th</sup> grades at 1:10

**IMPORTANT DATES**

School Begins	8/6/20
Back to School Night	8/13/20 (Tentative)
Labor Day - No School	9/7/20
Veterans' Day-No School	11/11/20
Parent Conference Week - Min. Days	11/16/20-11/20/20
Thanksgiving Holiday	11/23/20-11/27/20
Teacher In-Service - No School	12/18/20
Winter Break	12/21/20-12/31/20
Martin Luther King Jr. Day - No School	1/18/21
Lincoln's Birthday - No School	2/8/21
Washington's Birthday - No School	2/15/21
Parent Conference Week - Min. Days	3/15/21-3/19/21
Spring Break	3/22/21-3/26/21
State Testing (3 <sup>rd</sup> -6 <sup>th</sup> grades)	TBD
Open House	5/5/21 (Tentative)
Last Day of School - Min. Day	5/20/21

## **ARRIVAL/DISMISSAL**

Parents who drive their students to school are asked to drop off their students in the driveway circle or in designated loading/unloading zones on nearby streets. **Please do not unload children in red zones or block our neighbors' driveways.** When using the driveway circle, cars will enter through the Kingsley Street access point and drop off their child(ren) at the curb closest to the school. Please allow your students to exit the car as soon as you are in the driveway and cars ahead of you have stopped. The left lane in the circle is a passing lane; **please do not have students exit the car from this lane.** All pedestrians should utilize the crosswalks both to cross Kingsley and Benson and at our driveway entrance and exit. In order to ensure students' safety, the driveway will be closed during dismissal for grades Kinder-6th every day as parking and pedestrian space is limited. Preschool students enter through the center gate at their start times. Students report to their designated areas until the alert bell rings at 7:40 AM. Students in grades K-6 must be inside their classrooms by 7:45 AM to be considered on time. All students are expected to go directly home immediately upon dismissal. Teachers will make every effort to contact the parent if there is a need for the child to remain after school. If it is necessary for you to pick up your child before dismissal time, please do so at the office. Upper grade students will be dismissed from the large gate near our music mural. Third graders are dismissed from the front of the office, and second and first graders are dismissed from the center and east gate areas. Signs will be posted the first week of school to assist parents in locating their children's teacher. No students will be released to anyone whose name is not on the student's emergency card, and adults should be prepared to show their driver's license or other government issued identification. **Students must use the crosswalk when crossing Kingsley or Benson.**

## **BREAKFAST AND LUNCH**

Students may not be on campus prior to 7:15 a.m. as there is no supervision. Breakfast is available before school starting at 7:15 and ending at 7:40. Students must arrive no later than 7:35 to eat breakfast, but second chance breakfast is offered for students in grades 1-6 during morning recess should students arrive after 7:30. Kingsley Elementary is currently a Provision 2 school which allows all our students in grades K-6 to eat breakfast and lunch free of charge. A Free and Reduced Lunch application needs to be submitted from all our families to allow us to continue to offer our meals free of charge. Morning preschool eat breakfast and afternoon preschool eats lunch.

## **HEALTH AND MEDICATION**

When your child's physician prescribes medication to be administered during school hours, state law requires that the physician state the dosage and related information on the appropriate district form, which is available in the school office. Parents are required to sign a release allowing school personnel to supervise students taking medication.

## **LOST AND FOUND**

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

## **PARENT VOLUNTEERS/VISITATION**

In order to ensure students' safety, Kingsley Elementary is a closed campus. Parents may drop-off students at entrance gate near the kinder area on the east side of campus; for the first ten days of school first grade and families new to our school may escort their children to their classrooms. Preschool parents drop students off at the middle gate or classroom if they arrive late. Preschool parent volunteers are mandatory and parents may sign in at the preschool rooms. All visitors to the school campus **MUST** check in at the front office first, and a visitor badge must be worn at all times. Parents are welcome and encouraged to volunteer; however, prior arrangements must be made with the classroom teacher. Parents who volunteer must complete district paperwork, present identification for a background check, and have a TB test. We request that parents drop-off or pick-up students in the designated areas.

## **UNIFORM PROGRAM AND DRESS CODE**

Kingsley Conservatory of Music participates in a mandatory uniform program for students. The standard uniform includes solid color white or blue shirts and blouses. Shirts with collars are preferred. Slacks, walking shorts, skirts and jumpers are navy blue, black, or khaki; blue or black denim is permitted. Shoes and outerwear, such as jackets, are parental choice; shoes should be closed-toe and allow students to fully and safely participate in recess and P.E. Students may also wear Kingsley Pride Wear T-shirts, polos or other school incentive T-shirts. On Mondays students are permitted and encouraged to wear shirts with a college logo. Plain hats, or those with a college logo may be worn as protection from the sun when outdoors, but they may NOT be worn inside the classroom. Students coming to school in non-uniform attire will be sent to room 40 for a uniform and an ODR will be sent home. Apparel that matches uniform requirements is available at many popular stores as well as through school uniform companies. Uniform waivers are available for the first two weeks of enrollment only. Kingsley Conservatory of Music also adheres to the school district's **general dress code**, which is explained in detail in the Dress Code Notification, sent home at the beginning of each year. For further detail, you may also refer to the Kingsley Uniform Guidelines. Kingsley Elementary has Spirit Days on which students may dress in non-uniform attire. If your family needs assistance in obtaining uniforms, please contact our front office.

## **EMERGENCY INFORMATION**

Emergency information must be updated at the beginning of each school year for each student. This year OMSD will ask parents to update this information electronically, and the front office can provide you with login information and computer use if needed. Be sure to notify the school office immediately if any of the information changes during the school year. It is important that you advise the office regarding any special custody situations which may apply to your child.

## **MAKE-UP WORK**

All work for absent students must be requested at least one day in advance.

## **ATTENDANCE**

**ABSENCES:** Please call the school office (984-3634) the day your child is ill. You may also send a note stating the reason for your child's absence the day your child returns. Absences will be cleared daily. The office contacts parents at home or work to confirm the absence, or parents will be called by our automated call system. Illness or doctor appointments are the only excused absences. When your child is out for more than three consecutive days, a doctor's note may be required. Please try to schedule medical and dental appointments after the regular dismissal time, if possible. All "early-outs" are logged and may impact students' perfect attendance status. Excessive absences will warrant a conference between parent, child and principal. (Ten absences in a year are considered excessive.) When the parent does not confirm the absence with the office, the absence is considered unexcused/truancy. After three truanancies the student may be referred to the Student Attendance Review Board.

**TARDINESS:** If a child is late to school valuable learning time is lost and an interruption to the class occurs. Students will be marked tardy if they arrive in class later than the 7:45 a.m. bell. Students who arrive late to school meet with support staff members in the MPR during morning recess as a means to help prevent future tardies. Excessive tardies will warrant a conference between the parent, child and principal. (Ten tardies in a year are considered excessive.) Students who are tardy or checked out early may impact student eligibility for attendance incentives, including perfect attendance certificates and prizes. The Education Code states, "Students shall be classified as truant if absent from school without valid excuse three full days in one school year, or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year." According to our policy, after five absences you may begin to receive letters about your child's absences, your home may be visited and, in serious cases, you may be referred to the School Attendance Review Board.

**LATE PICK-UP:** When students are left at school beyond dismissal times it can be a frightening experience for them. If a parent or person on the emergency contact card are more than 15 minutes late, they will be asked to complete a Late Pick Up Notification. After a third Late Pick Up form, parents will

be asked to meet with the classroom teacher to determine if additional support is required. Upon completion of a fourth late pick up, parents will meet with school administration. Any adult picking up a child from the front office either before the end of the school day or after dismissal must be listed on the emergency card and prepared to show identification. Students will not be released to an adult not on the emergency card.

### **CLASS PLACEMENT**

Students' class and teacher assignments for the first few weeks of school are temporary and subject to change depending on fluctuations in pupil enrollment. Parent support and understanding with these changes is appreciated.

### **PERFECT ATTENDANCE POLICY**

- ✓ Zero Absences (excused or unexcused)
- ✓ Fewer than a combined total of seven tardies\* or early outs (excused or unexcused)
- ✓ Attendance from previous schools will be considered for students who transfer to Kingsley mid-year.
- ✓ Attendance at **Attendance Make-Up Academy** will clear one day's absence when attending during the same attendance period as the regular absence.

*\*A tardy means a student is not in his or her seat or classroom when the 7:45 bell rings.*

### **ABSENCE MAKE-UP ACADEMY**

Kingsley Conservatory of Music will offer at least eight **Attendance Make-Up** opportunities throughout the school year, and Saturday Academy is held by invitation only. While attending **Attendance Make-Up Academy** will clear a full day absence during the same attendance period, parents are advised that the program does not offer the same quantity or quality of instruction as regular full-day school attendance.

## **KINGSLEY CONSERVATORY OF MUSIC MISSION AND FOCUS**

### **Mission Statement**

Providing all students the keys to success

### **Kingsley Elementary Focus and GATE Program**

At Kingsley Elementary, GATE identified students will be placed in classrooms with a cluster of other GATE students. All classes with GATE clusters are taught by a highly trained GATE teacher. GATE students are provided with opportunities for enrichment in the area of the arts, science, mathematics, technology, and in core content areas.

### **Kingsley Conservatory of Music**

Kingsley Elementary is a distinctive school. All students in preschool through sixth grade will receive weekly general music instruction taught by our full-time fully credentialed music teacher. Students at Kingsley Elementary students may participate in a number of opportunities that emphasize music such as:

**Beginning/Advanced Band**  
**Beginning/Advanced Brass**  
**Beginning Advanced Strings**

**Spring Music Festival**  
**Drums**  
**Song flutes**

**Paper Orchestra**  
**Winter Concert**  
**Talent Show**

\*Current School wide assessment data and other information can be found on our school website at:

<http://kingsley.omsd.net>

### **Student Expectations at Kingsley Elementary**

Kingsley Elementary is proud to be a PBIS (Positive Behavior Intervention and Supports) school. While

there are times students need consequences, we believe it is important to teach and reinforce our expectations. Kingsley students are taught and are expected to demonstrate “The Big Three” everywhere, every day.

- ❖ Respectful- Treating others the way you want to be treated
- ❖ Responsible- Doing the right thing, even when no one is watching
- ❖ Compassionate- What hurts others, also hurts me

**Rewards for following “The Big Three” may include:**

- ❖ Positive Tickets
- ❖ “Kingsley Cash” to shop at our student store
- ❖ Opportunities for special classroom awards and incentives
- ❖ Opportunities to be honored at monthly awards assemblies
- ❖ Opportunities to attend special assemblies, monthly

**Consequences for failing to exhibit school expectations depend on the severity of student behavior and include:**

- |                            |                      |                      |
|----------------------------|----------------------|----------------------|
| ❖ Adult/Student conference | ❖ Detention          | ❖ Suspension         |
| ❖ Re-teaching              | ❖ Parent Contact     | ❖ Disciplinary Panel |
| ❖ Reflection time          | ❖ Community Service  |                      |
|                            | ❖ Behavior Contracts |                      |

Kingsley Elementary has established a “due process” system which emphasize each student’s responsibility for his/her behavior. Any serious offenses, **including threats**, may bypass lower levels of our process, and could result in suspension and/or expulsion. **Behavior expectations apply to all school activities and events, including virtual settings**. A structured system of rewards and recognition is provided for exemplary behavior.

## SCHOOL PROGRAMS

### LEARNING CENTER

Kingsley Elementary ensures the implementation of a high quality language arts program by supporting staff development on effective, research-based instructional strategies. Students are provided with a daily “uninterrupted” block of leveled language arts instruction during Universal Access time. Please help us ensure this uninterrupted time block by having students report to school on time and avoiding taking students home early. Children are expected to read a minimum of 30 minutes per night to support their progress in reading.

### SCHOOL COUNCILS

Parents are invited to attend the meetings of the School Site Council (SSC), GATE, Special Education, and Site English Learner Parent Advisory Council (SELPAC) scheduled several times per year. The school welcomes parents who wish to become voting members of SSC. Flyers are sent home several days before each meeting. Join us for *Coffee with the Principal* meetings throughout the year.

### FAMILY AND COLLABORATIVE SERVICES MONTCLAIR

The FCS Montclair program offers many services to families of our students, including health referrals to local clinics, counseling services, recreation programs, transportation services, vouchers for urgent care and medicine. Please contact our front office for more details.

### PARENT-TEACHER ORGANIZATION (PTO)

The Kingsley Conservatory of Music PTO has been instrumental in providing financial support for school programs including field trips, building improvements, purchase of instructional materials and other special activities. Please support your PTO by joining today! Please contact the school office for more information.

### PARENT INFORMATION

Kingsley’s SARC (School Accountability Report Card) is available on our website, but parents may request a hard copy from the school office. Our Parent Involvement Policy and Parent Compact are both included in our handbook.

<http://www.sarconline.org>

## **CITY OF MONTCLAIR & ASES AFTER SCHOOL PROGRAM**

Kingsley Elementary, in collaboration with the City of Montclair, offers an after school program daily from 2:25 pm (Mondays, Wednesdays-Fridays) or 1:10 pm (Tuesdays) to 6:00 pm. Please visit the school office for an application.

### **PARENT EDUCATION**

Kingsley Elementary and our OMSD Parent Center offer ongoing parent education classes, including English Classes and Parenting Classes. Please visit the school office for current offerings.

### **STUDENT POSSESSION OF CELLULAR PHONES ON CAMPUS**

California law allows student possession and limited use of cell phones and other electronic communication devices while at school. Students must, however, adhere to certain guidelines. Devices must not disrupt Kingsley's instructional program or school activities, and phones should be turned off and kept out of sight at all times as directed by school employees. Students **may not** use their cell phones or other electronic devices with a camera or recording function in any way that infringes on the privacy rights of others without permission from a school employee (BP 5131). Students in violation of our cellular phone policy will be subject to Kingsley's progressive discipline plan: first offense the student will be directed to turn off the device and will be given a verbal warning. Second or additional offenses, the device may be taken and returned at the end of the class period, school day, or activity. Continued violations may result in loss of permission to possess the device on campus, and subject to additional disciplinary measures. In the case of an emergency involving the device, school district officials may search personal electronic devices. Finally, neither the school or district shall be responsible for loss, theft, or destruction of any such device brought onto school property (refer to Student Cellular Use Policy for complete details).

### **FOOD ITEMS AT SCHOOL**

In accordance with Senate Bill 12 and Senate Bill 965, Kingsley Elementary will only be able to accept food items for student consumption which adhere to the nutritional guidelines. (See insert for a list of acceptable items.) Food items such as cupcakes and soda will not be permitted for classroom celebrations. We suggest non-food items such as pencils and stickers in lieu of sweets.

### **PHONE CALLS TO THE CLASSROOM**

Classroom instruction will only be interrupted if your child needs to be released early. Messages will not be left for students, unless required as an emergency. Please inform your child of any important information before school. If you wish to bring lunch for your child, please ensure that he/she knows the day before. The lunch will be left in the front office for your child to pick up once he/she is released for his/her lunch period. The classroom will not be called to inform the student that lunch has been brought.

### **Kingsley Elementary's BIG 3 PBIS Expectations- Distance Learning**

Children and Families using Class Dojo, Twitter, Google Classroom or other online learning platforms are expected to adhere to our behavior expectations of respect, responsibility, and compassion.

**Respectful**-Honor your teachers' time by ONLY contacting and communicating with them during their identified Office Hours- If your class is meeting online, find a quiet place and avoid making noises during your class session.- If your class is meeting online, make sure to raise your hand to add to discussion.

**Responsible**-Set aside time daily to attend to your classwork. -If your class is meeting online, be prepared with all materials on time. -If you have questions, identify a buddy in your class who may be able to help. -Participate in discussions during lessons. -Check your computer/tablet/phone daily for lessons. -Begin your lessons before they are due.

**Compassionate**-Ask your teacher, "when is the best time to contact you?"-Be patient with your family members who are supporting you. Learning something new is hard!-Take your time when completing assignments. -Be generous to classmates who ask for help.-Take care of your basic needs at all times by taking care of yourself.