

**Montera Elementary  
Soaring to new heights**



**Parent/Student Handbook  
2017-2018**

**Rudy Sandoval**  
Principal

**Megan Sandoval**  
Elementary Administrator

**Luisa Bettencourt**  
Elementary Administrator

**Montera Elementary  
4825 Bandera Street  
Montclair, CA 91763  
(909) 445-1062**

If you would like a printed copy of the handbook in English or Spanish, please come to the office.

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**Principal's Welcome Message**

Dear Montera Parents, Students and Families,

Welcome to the new school year at Montera School, home of the Eagles. As we partner to help our children learn and grow, the Montera School Staff and I look forward to meeting our students, parents and community members, and to developing positive, trusting, and long-lasting relationships. Student success and well-being are at the heart of everything we do. We are committed to providing a world class education by engaging every student in a rigorous curriculum aligned to the common core state standards. We are also a Positive Behavioral Interventions and Support (PBIS) School. PBIS is an evidence-based and proactive approach to help increase academic success and positive behavior for all children. Montera students are Safe, Responsible, and Respectful!

This parent/family handbook will provide you with information ranging from important dates to lunch schedules. Please take a moment to read over the information with your child. On behalf of the Montera School Staff, as we begin this year together, we truly look forward to the opportunity of partnering with you for the success of all students! Thank you in advance for your involvement, support, and commitment to our children and to the entire Montera School family. If you have any questions, please feel free to contact us here via phone, email, or in person.

**Rudy Sandoval**

Principal, Montera School

**Montera Mission Statement**

The mission of Montera Elementary, a student-centered school dedicated to excellence, is to be a collaborative community of empowered learners by guaranteeing all students a superior education through a comprehensive standards-based curriculum.

**Frequently Requested Telephone Numbers**

Montclair Community Collaborative- (909) 445-1616  
Pre-School (909) 459-2880

School District Office- (909) 459-2500  
Montera Fax- (909) 445-1493

District Web Address: <http://omsd.omsd.k12.ca.us> School Website: <http://omsd.omsd.k12.ca.us/schools/montera>  
**Concerns**

If you have any concerns regarding your child's school experiences, it is always best to contact his/her teacher first. Most issues are resolved with a positive outcome at this level. However, if you require additional support, you may contact Rudy Sandoval, Megan Sandoval, or Luisa Bettencourt.

### **Achievement Reports and Conferences**

All parents are strongly urged to attend each scheduled parent-teacher conference. Standards-based grading of students is a method for providing detailed information to parents on student progress. Achievement Reports are discussed at the parent-teacher conferences which are scheduled at the first and second trimesters. For students performing below grade level, a third conference may be scheduled at teacher and parent discretion.

### **Homework**

Homework is designed to practice skills taught in class in order to obtain mastery. At Montera, students in primary grades (K-3) have approximately 30 minutes of homework 4 days per week. Students of intermediate grades (4-6) have approximately 60 minutes of homework 4 days per week. Homework assigned on Fridays and weekends may be an extension of a research project or individual student academic enrichment. Your child may need additional time beyond that specified by Board Policy to complete his or her homework and the Board Policy is a guideline for completion, not a strict limit for all students. Parents are encouraged to read to their children and/or have their children read to them for at least 20 minutes per night.

### **School Calendar (Please check school flyers and office for any changes)**

School Begins for Students- August 7, 2017  
Back to School Night- August 15, 2017  
Labor Day (no school) - September 4, 2017  
Non-School Day - October 16, 2017  
Veteran's Day (no school) - November 10, 2017  
Parent Conferences - November 13-17, 2017  
Thanksgiving Break- November 20-24, 2017  
Non-School Day- December 21, 2017  
Winter Recess - December 22, 2017- January 5, 2018  
Dr. Martin Luther King Jr. Day (no school) - January 15, 2018  
Lincoln's Birthday Observed (no school) - February 12, 2018  
President's Day Observed (no school) - February 19, 2018  
Parent Conferences - March 5-9, 2018  
Spring Break - March 26-30, 2018  
Open House - April 26, 2018  
Last Day for Students - May 23, 2018  
6<sup>th</sup> Grade Promotion - May 23, 2018 @ 9:00 am

### **School Hours**

TK- 7:40-11:25  
K- 7:40-1:20, Tuesdays 7:40-1:00  
Grades 1-6 7:40-2:20, Tuesdays 7:40-1:05  
AM Preschool 7:30-10:45  
PM Preschool 11:45-3:00  
SDC AM Preschool 7:30-11:15  
SDC PM Preschool 11:15-3:00

### **Rewards**

\*Soaring Eagle Tickets-Students who obey school rules, show effort in academics, behavior, and demonstrate responsibility, respect, and safety are eligible to receive a "Soaring Eagle Ticket." When a student receives a ticket, they can place into their classroom containers. A monthly drawing will be held at the Student of the Month assembly for students to receive prizes.

\* Trimester Awards Assemblies- Students are recognized for their achievements in academic areas, citizenship, and attendance.

\* Honor Roll Assemblies- This is awarded to students who receive all 3's and 4's on their Achievement Report for each trimester.

\*Individual classroom awards and recognition

\*Student of the Month

### **Student Discipline**

In an effort to ensure that students are Safe, Responsible, and Respectful, Montera Academy uses a comprehensive discipline plan. As part of the comprehensive discipline plan, behavior notices may be given. Behavior Tickets will be described briefly below.

Students will receive a Behavior Ticket if they have violated a school and/or classroom rule. There are two types of Behavior Tickets: Minor Infractions (Classroom Tickets) and Major Infractions (ODR).

**Purpose:** The Behavior Ticket may be issued to students as a means of communication to inform the parent of their child's inappropriate behavior.

### **Steps:**

1. Student receives behavior ticket, which identifies the appropriate consequence for the behavior, i.e.: warning, loss of recess, detention, etc.
2. Behavior ticket is recorded on a log. Student takes ticket home to be signed by parent.
3. The signed behavior ticket must be returned to the classroom teacher the next school day.
4. Parent may be contacted by administration requesting a parent conference.

**Minor Infractions:** May result in detention or other appropriate consequences. Minor infractions include:

1. Disruption
2. Defiance
3. Disrespect
4. Dishonesty
5. Inappropriate Language
6. Physical Contact
7. Electronic Devices
8. Dress Code Violation
9. Property Misuse
10. Other

**Major Infractions:** These are behaviors which violate the California Education Code section 48900 and will result in immediate action which may include detention, possible removal from the playground or classroom, suspension, expulsion, or other administrative actions. Major infractions include:

1. Chronic Teacher Managed Behavior
2. Abusive/Inappropriate Language
3. Fighting/Threatening
4. Harassment/Bullying
5. Vandalism

6. Theft
7. Drugs/Alcohol/Tobacco/Weapons
8. Dishonesty
9. Electronic Devices
10. Other

### **Please Note**

There are two types of infractions: Major and Minor Infractions. Minor infractions include but are not limited to: littering, bringing toys to school, loitering/playing in the restrooms, running in non-playground areas. Major infractions can include, but are not limited to: threatening to and/or causing physical injury, throwing/hitting with objects, destruction of school property. Violence of any kind will not be tolerated.

The school administrator(s) may suspend for up to five days for each suspension period. A total of 10 suspension days results in a pre-expulsion hearing, with the possibility of a student not returning to Montera.

If a student should have chronic behavior issues during the school year, the student will not be eligible to participate in extra-curricular and year end activities.

### **Consequences**

- Verbal warning
- Detention during recess/after school (at teacher's discretion)
- Parent Notification
- Time out in another classroom

### **Suspension**

One of the goals of Montera Academy is to provide a safe and productive learning environment for your child. In an effort to provide such an environment, any student proven to have committed a major infraction will be suspended (the number of days will be determined by the administrator or his designee). The following represents a partial list, as defined in the California Education Code, for suspension. Therefore, this list is not intended to be totally inclusive.

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

The following violations apply to students in grades 4-12

48900.7 Pupil has made terroristic threats against school officials or school property, or both.

48900.4 Intentionally engaged in harassment, threats, or intimidation against a pupil or groups of pupils

48900.2 Has committed sexual harassment

48900.3 Caused, attempted to cause, threatened to cause, or participate in an act of hate violence as defined in subdivision (e) of Section 233

### **Dress Code Standards**

Studies have shown that a correlation exists between students' attire and their academic and behavioral success in school. Parents are responsible for ensuring that students are properly attired. School personnel are responsible for maintaining conditions conducive to learning. In the event that your child is in violation of dress code, we will call the you to bring a change of clothing or provide loaner clothes. We are asking for your cooperation regarding conformity to the following dress guidelines:

1. Properly sized shoes must be worn at all times. Flip flops, backless, or open-toe shoes or sandals are not acceptable. Shoes must be securely fastened.
2. Clothes shall be sufficient to conceal undergarments at all times. Extremely tight garments, see-through or fishnet fabrics, spaghetti-straps, halter-tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
3. Hats, caps, scarves, and other head coverings that include inappropriate logos or words shall not be worn.
4. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, etc.) shall be free of writing, pictures, or any other advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudices.
5. Clothing/hats must be free of anything drug or alcohol related.
6. Sexually suggestive clothing/hats are not permitted.
7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
8. Only prescription sunglasses will be allowed.
9. Gang attire of any kind is strictly prohibited.
10. Earrings or other jewelry, which may present a safety hazard, may be asked to be removed.

### **Prohibited Items List**

In an effort to protect the health and safety of all district students, the following "Prohibited Items List" has been adopted by the Board of Trustees:

1. Radios, CD players, cassette players, electronic games, IPODS/IPADS, gaming devices, cameras, and other devices. (With the prior written permission of the principal or designee, these items may be brought to school for special occasions.)
2. Cell phones must be turned off in back packs at all times during school.
3. Gambling devices-dice, playing cards, etc.
4. Drugs, alcoholic beverages, narcotics, cigarettes, tobacco, cigarette papers, lighters, pipes, matches, look-a-likes, and paraphernalia.
5. Explosive devices, firecrackers, fireballs, cherry bombs, etc.
6. Weapons, guns, knives, cake cutters, screwdrivers, and/or dangerous items.
7. Any toys, which are realistic simulations of guns and knives.
8. Toys such as marbles, Legos, etc. are not permitted unless specified by the teacher for a classroom project.
9. Gang/tagging identification paraphernalia, such as--a.) Beepers, b.) Gloves  
c.) Rags/bandanas, d.) Plastic hands, e.) Felt tip pens and markers, aerosol paint

containers, etching tools, or any other instrument used for the purpose of writing graffiti or tagging.

10. Snacks brought by individual students are to be consumed for themselves only. No large bags of snacks, etc., are allowed. Please try to send a snack that is healthy.

Students are not to share snacks due to health reasons.

11. Any snack that leaves a powdery residue on fingers is not permitted. Examples: Hot Cheetos, Takis

The purpose of adopting these Basic Dress Guidelines and Prohibited Items List is not to infringe on any individual student's rights to freedom of expression, but rather to encourage students to "dress for success" and come to school properly prepared for participating in the educational process. Small toys/objects that could cause distractions at school should be left at home.

### **Absences**

When your child is absent from school, please notify the school by calling (909) 445-1062 or send a note to your child's teacher with the correct date and reason for the absence. We encourage you to schedule appointments for your children after school hours.

### **Tardies**

Students will be marked tardy if they are not inside their classroom when the 7:40 bell rings. Students will be allowed 3 tardies/early outs (total) per trimester to be able to qualify for perfect attendance.

### **Arrival and Dismissal**

#### **School Visitors**

A visitor must check into the office upon arrival. This includes anyone that is not school personnel such as: parent volunteers, PTA members, parents attending workshops, or walking their students to class. Parents must have permission to enter the school. They must sign in and receive a pass to be on campus. At the end of the visit they are to sign out and return the pass to the office. Parents are not to feed their child in the eating area. Parents are not to wait in the quad area due to safety issues unless they have an appointment with a teacher.

#### **Arrival**

Students may not arrive on campus earlier than 7:10 a.m. Breakfast is served at 7:10 a.m to 7:35 a.m. Student supervision on the playground begins at 7:25 a.m. For safety purposes, all students, including pre-school and kindergarten students, must be dropped off at the front gate of the school and walk either to the cafeteria or playground. Pre-School and Kindergarten students must wait with their parents until 7:25 a.m. unless they are eating breakfast.

#### **Dismissal**

Be on time to pick up your child from school. Kindergarten students are dismissed at 1:20p.m (2:20pm for students in the GAP program) every day except for Tuesday. Dismissal on Tuesdays will be at 1:00p.m. for Kindergarten students. Students are dismissed at 2:20 p.m. every school day except Tuesday. Dismissal on Tuesday is at 1:05 p.m.. Only those listed on the Emergency Card may also pick up your child. Please keep the Emergency Card updated.

#### **Drop Off and Pick-Up Procedures**

The loading lane (Yellow painted Curb) is for drop-off and pick-up. You cannot leave your car unattended on this lane. The middle lane is next to the loading lane. It is a drive through lane. It is not for dropping off or picking up your child. Walk on the designated areas. Do not permit your child to walk between cars. Dogs and skateboards are not permitted. For the safety of our students, please do not exceed 5 mph in the school parking lot.



### **Procedures for Leaving School Early**

If it is necessary for a student to leave prior to dismissal, he or she must be signed out through the office by a parent, guardian, or other adult listed on the emergency card.

When a child is ill or has to go home for a personal reason, the parents or guardians are contacted immediately. Students who are ill must be picked up and checked out through the office in a reasonable amount of time. Students may not be released to individuals less than 18 years of age. All persons should have a valid Driver's License or other appropriate picture identification when checking a student out of school.

## **Child Health and Welfare**

### **Emergency Cards**

Registration/Emergency Information cards are sent home at the beginning of the school year to be filled out and returned immediately. In case we are unable to reach parents, local persons to call should be listed on the card. If your child becomes ill or injured at school, you will be called promptly. Therefore, it is extremely important that these cards be kept up to date, with several good phone numbers. Only the adults on the emergency card can pick up the students.

### **Disaster Preparedness**

Parents are to sign the Disaster Preparedness Form at the beginning of the school year. Students practice fire, earthquake and evacuation drills on a monthly basis.

### **Medication and Health Problems**

Be sure to advise the school nurse if your child requires medication or has a special health concern. No school personnel can administer medication without proper authorization from a physician. A form (available in the school office) signed by the parent and the physician must be provided prior to any medications being administered at school. This applies to all medications including over-the-counter medications. Parents are also welcome to come to the school and give their child medicine at the appropriate time until the school receives proper authorization.

### **Safe Route to School**

Parents of children who walk to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All students are expected to follow good citizenship standards on the way to and from school. Please do not allow or encourage your child to cross the street except at an intersection or with the crossing guard.

### **Insurance**

The District does not provide medical insurance. Information regarding voluntary school accident insurance is sent home at the beginning of the school year. Parents may purchase this insurance if they wish.

### **Contagious Disease**

Students who are ill with any kind of contagious or infectious disease should be kept home for their own and other students' protection. Please notify the school if your child contracts a communicable disease. Re-admission to school after a contagious disease will be according to state law.

### **School Nurse**

A health aide is at Montera every weekday. The nurse is present at Montera two days per week. Parents will be notified of those accidents that require follow-up care. A nurse will always be

available on an emergency basis every day of the week.

### **Lice**

A student must be sent home if there is a problem with head lice. This policy comes directly from the San Bernardino County of Department of Health. For additional information on the subject contact the school or call the San Bernardino County Health Department.

### **Visitors**

Should you wish to visit your child's classroom please make prior arrangements with the teacher and notify the office which day and time you will be visiting. Prior to going to any class please check in at the office. We are not able, however, to allow visits by children who are friends or relatives of our students. Additionally, preschool children will not be allowed to accompany parent helpers/visitors due to insurance reasons.

## **Special Services/Programs**

### **Students Achievement Review Process**

The academic growth and progress of students in OMSD is monitored throughout each school year. Student ability is observed through four different instruments: Smarter Balanced Assessment (CAASPP, CAST, and CAPA), given at the end of each school year; OMSD Criterion-Reference Tests and Writing Assessments given at the beginning of the school year and at the mid-year point; as well as the student report card grades or grade point average.

As soon as possible, parents of students who are identified as performing at the at-risk level will be notified and a plan will be developed to address identified areas of concern. Additional support will be provided as part of the regular classroom instruction as well as through extended learning programs if available.

### **Special Education Programs**

Parents interested in special education programs can attend Community Advisory Committee (CAC) Meetings. Some monthly meetings include informational presentations on topics that may interest you. Information can be obtained through brochures which are available at each school site, or the OMSD website ([www.omsd.k12.ca.us](http://www.omsd.k12.ca.us)), or through our Pupil Personnel Services Office at (909) 459-2500, ext. 6422. The advisory group is a great resource for parents in our community.

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

When a child is experiencing social, emotional, behavior and/or academic difficulties, the teacher, parent, or other staff member may refer a child to the Student Success Team. The team will develop a plan and/or refer the student and parent to any of the special programs described herein. Parent participation is required.

### **GATE**

Students identified as gifted or talented are provided enrichment within their regular classroom. Students identified are served according to district guidelines. A teacher may submit a referral based on a student's achievement and/or test scores. The District will test all 2<sup>nd</sup> grade students in the Winter.

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

A speech specialist is assigned to Montera 5 days a week. This specialist provides diagnostic and remediation services for students with speech or language development problems. The classroom teachers are responsible for referring students. A Student Study Team (SST) meeting will take place. After receiving written parent permission, the child is then evaluated and if he/she

qualifies, an Individual Education Plan is developed to provide assistance with speech and language problems.

**Resource Specialist Program (RSP)**

RSP is for students with learning disabilities. The RSP teacher and aide assist students in a small group setting. Students need to be formally identified through the assessment process before receiving services.

**Psychological Services**

The District provides specific diagnosis and testing for students having serious learning difficulties. Psychological testing is done with parent permission through the SST process. All tests are kept in a confidential file.

**Montclair Community Collaborative (MCC)**

This is a local collaborative services project serving our neighborhood schools. Services include case management, insurance enrollment, counseling, parenting classes, and a family resource center. For more information please contact the MCC at (909) 445-1616 or our school Outreach Consultant regarding services.

**School Site Council (SSC)**

Montera Academy has a School Site Council which meets regularly to plan and monitor the implementation of the School Site Plan. Parents are always welcome to attend the School Site Council meetings. School Site Council meetings will be posted on the office bulletin board.

**English Language Advisory Council (ELAC)**

The English Learner Advisory Council, ELAC, advises the principal and school staff on programs and services for English Language Learners. The committee is comprised of parents of English Language Learners. ELAC meetings will be posted on the office bulletin board.