

MONTE VISTA ELEMENTARY SCHOOL

**A California Gold Ribbon School
A California PBIS Platinum School**

Ontario-Montclair School District



Parent Handbook 2023 - 2024

Safe Respectful Responsible

Monte Vista School

Ontario Montclair School District



Welcome to the Monte Vista Elementary School Family and to the 2023-2024 academic year! Our dedicated staff is committed to ensure our students achieve high levels of success while providing a safe, secure and nurturing learning environment through the implementation of our PBIS Behavior Expectations; Be Safe, Be Respectful, and Be Responsible.

We value a close connection and collaboration between home and school. It is important for our school staff, parents and students to work together to create and maintain a positive, respectful atmosphere which supports the learning for our students. We welcome your input, your questions and your involvement in your children's educational experience. In the Parent-Student Handbook, you will find Monte Vista's School Parent Compact for Achievement and our Parent Involvement Policy.

Our curriculum is designed and implemented to ensure our students master the California Standards. We recognize that each student has individual needs, which is why we provide a broad course of study and differentiated instruction. Academic behavior and social emotional interventions are provided to support the individual and diverse needs of our students.

We look forward to another year of successful learning for your children and our entire school community. We deeply appreciate and thank you for your continued support and for helping make Monte Vista one of the top schools in the Ontario Montclair School District.

Please sign and return the last 4 pages of the Parent-Student Handbook to your child's teacher after reading and discussing Monte Vista school rules, the Monte Vista Family School Compact, and the Acceptable Use of Technology Agreement.

Sincerely,

Sultana Dixon

Sultana Dixon
Principal

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Section 1



Ontario Montclair School District Information

Safe Respectful Responsible

ONTARIO-MONTCLAIR SCHOOL DISTRICT

950 W "D" STREET
ONTARIO, CA 91762
(909) 459-2500



"Our Community, Our Children, Our Commitment, Our Future"

Board of Trustees

Sonia Alvarado

Kris Brake

Sarah S. Galvez

Flora Martinez

Elvia M. Rivas

District Administration

Dr. James Q. Hammond – Superintendent

Robert Gallagher– Assistant Superintendent, Learning and Teaching

Dr. Alana Hughes-Hunter – Assistant Superintendent SELPA and Equity

Phil Hillman – Chief Business Official

Hector Macias – Deputy Superintendent, Human Resources

Meetings of the Ontario–Montclair Board of Trustees are held on the first and third Thursday of every month in the Central School auditorium (corner of Sultana Avenue and "G" Street). The agenda for each meeting is available for your inspection at the Homer F. Briggs Education Center or at Monte Vista School. Regular open meetings begin at 7:00 P.M. The public is invited to attend and participate in the board meetings.

OMSD Website

www.omsd.net

Frequently Requested Extensions

| | |
|------------------------|---------------------|
| Food Services | 855-505-3663 |
| Transportation | 909-930-6766 x 6766 |
| School Administration | 909-459-2500 x 6477 |
| Attendance and Records | 909-459-2500 x 6431 |
| Special Education | 909-459-2500 x 2422 |

Section 2



Monte Vista School Goals, Staff, Calendar, Schedules & Map

Safe Respectful Responsible

MONTE VISTA ELEMENTARY SCHOOL

4900 Orchard Street

Montclair, CA 91763

(909) 626-5046

Fax: (909) 445-1650

Website: www.omsd.k12.net/schools/montevista

MISSION & VISION STATEMENT

The mission of Monte Vista Elementary School, a collaborative learning community, is to ensure that all children develop a desire to learn and reach their highest academic potential, by delivering a challenging curriculum through best instructional practices as we cultivate each student's character, abilities, and aspirations within a nurturing environment.

1. English Language Arts:

As a result of research based innovative programs and instruction, targets will be met on essential California standards for language arts as measured by State assessments. Student's school wide, including significant subgroups, will achieve 100% proficiency as measured by the Smarter Balanced Assessment Consortium.

2. Mathematics:

As a result of research based innovative programs and instruction, targets will be met on essential California standards for math as measured by State assessments. Student's school wide, including significant subgroups, will achieve 100% proficiency as measured by the Smarter Balanced Assessment Consortium.

3. English Language Development:

As a result of research based innovative programs and instruction, targets will be met on essential California standards for language arts as measured by State assessments. English Language Learners will achieve 100% proficiency as measured by the Smarter Balanced Assessment Consortium. English learners will increase one level of overall proficiency per year as measured by the ELPAC (English Language Proficiency Assessments for California). The percentage of EL population that have become proficient as measured by ELPAC will reach 45% or greater.

4. Science:

All students will receive instruction based on the California content standards for Science. All fifth grade students will either take the 2024 CST or CMA for Science. For 2023-2024 Monte Vista will increase the overall proficiency by 5%.

5. School Climate:

School Climate: All students, staff and families will demonstrate respect, responsibility, kindness, determination, and pride to ensure a safe, caring and positive school environment as measured by qualitative and quantitative means via parent/community and surveys. There will be a 5% decrease in student referrals to the office for discipline purposes.

MONTE VISTA SCHOOL Certificated STAFF 2023 - 2024

| Grade | Name | Room Number |
|-------------------------------|-----------------------------|---------------------|
| Inclusion Preschool | Victoria Garcia | D-4 |
| Inclusion Preschool | Alyssa Kessier | D-4 |
| Preschool | Maria Ruvalcaba | D-4 |
| T/K | Tonya Scott | D-3 |
| K | Laura Martin | B-2 |
| K | Kimberly Thompson | B-1 |
| K | Hannah Brown | D-1 |
| 1 | Jessica Hernandez | E-4 |
| 1 | Catalina Ochoa | E-1 |
| 1 | Andrea Gonzalez | E-1 |
| 2 | Cathy Feinner | G-2 |
| 2 | Adrian Koelliker | E-2 |
| 2 | Connie Mieras | E-3 |
| 3 | Natalie Ocampo | F-3 |
| 3 | Michelle Ruvalcaba | F-2 |
| 3 | Diana Zaragoza | F-4 |
| 3/4 | Jax Heckers | P-1 |
| 4 | Cameron Moss | P-3 |
| 4 | Diane Werdmuller | H-2 |
| 5 | Xaundra Anaya | G-3 |
| 5 | Margarita Bloodworth | H-1 |
| 5 | Kate Webb | G-4 |
| 6 | Ladan Bezanson | P-11 |
| 6 | Jeff Luce | P-2 |
| 6 | Erik Huizar | P-12 |
| TOA Curriculum Support | Amie Poole | H-4 |
| ELA Intervention | Amy Packer | P-4 |
| Math Intervention | Kim Brice | F-1 |
| Instructional Coach | Sabrina Blake | H-3 |
| Outreach Consultant | Erica Huizar | Front Office |
| SDC - 1/2/3 | Icela Valdez | P-7 |
| SDC - 4/5/6 | Kathryn Flynn | P-5 |
| Resource Specialist | Jessenia Lam | P-6 |
| Speech | Rhonda Sloan | H-5 |
| School Psychologist | Kristen Garcia | C |
| ELOP | Sarah Arias | P-4 |

Monte Vista Elementary School

Daily Bell Schedule – 2023-2024

| M/W/Th/F | Tuesday | Conference Weeks Back-to-School / Open House Community Event Day November 3, 2023 / March 8, 2024 | Last Day of School |
|---|---|--|--|
| Inclusion AM Preschool 7:45-11:00 Instruction(195) State PM Preschool 12:00 - 3:15 Instruction(195) Breakfast (Grades TK-6): 7:45-8:15 TRANSITIONAL KINDERGARTEN 8:15-9:30 Instruction (75) 9:30-9:45 Recess (15) 9:45-11:45 Instruction (120) 11:45-12:30 Lunch (45) 12:30-1:00 Instruction (30) 1:00 Dismissal (225) KINDERGARTEN 8:15-9:30 Instruction (75) 9:30-9:45 Recess (15) 9:45-11:45 Instruction (120) 11:45-12:30 Lunch (45) 12:30-1:00 Instruction (30) 1:00 Dismissal (225) 1ST GRADE 8:15-9:45 Instruction (90) 9:45-10:00 Recess (15) 10:00-11:30 Instruction (90) 11:30-12:15 Lunch (45) 12:15-1:30 Instruction (75) 1:30-1:45 Recess (15) 1:45-2:55 Instruction (70) 2:55 Dismissal (325) 2ND GRADE 8:15-10:05 Instruction (110) 10:05-10:20 Recess (15) 10:20-11:30 Instruction (70) 11:30-12:15 Lunch (45) 12:15-1:30 Instruction (75) 1:30-1:45 Recess (15) 1:45-2:55 Instruction (70) 2:55 Dismissal (325) 3RD GRADE 8:15-10:25 Instruction (130) 10:25-10:40 Recess (15) 10:40-12:00 Instruction (80) 12:00-12:45 Lunch (45) 12:45-1:50 Instruction (65) 1:50-2:05 Recess (15) 2:05-2:55 Instruction (50) 2:55 Dismissal (325) 4TH GRADE 8:15-9:45 Instruction (90) 9:45-10:00 Recess (15) 10:00-12:00 Instruction (120) 12:00-12:45 Lunch (45) 12:45-2:55 Instruction (130) 2:55 Dismissal (340) 5TH GRADE 8:15-10:05 Instruction (110) 10:05-10:20 Recess (15) 10:20-12:30 Instruction (130) 12:30-1:15 Lunch (45) 1:15-2:55 Instruction (100) 2:55 Dismissal (340) 6TH GRADE 8:15-10:25 Instruction (130) 10:25-10:40 Recess (15) 10:40-12:30 Instruction (110) 12:30-1:15 Lunch (45) 1:15-2:55 Instruction (100) 2:55 Dismissal (340) SDC 1ST - 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Monte Vista Elementary School Daily Bell Schedule – 2023-2024

| | |
|-------------|-------------------|
| 8:15-10:05 | Instruction (110) |
| 10:05-10:20 | Recess (15) |
| 10:20-12:30 | Instruction (130) |
| 12:30-1:15 | Lunch (45) |
| 1:15-2:55 | Instruction (100) |
| 2:55 | Dismissal (340) |

| | |
|-------------|-------------------|
| 10:20-12:30 | Instruction (130) |
| 12:30-1:15 | Lunch (45) |
| 1:15-1:40 | Instruction (25) |
| 1:40 | Dismissal (265) |

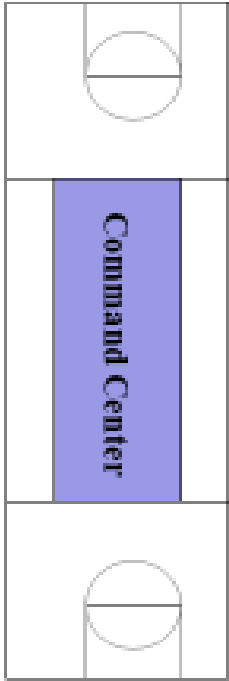
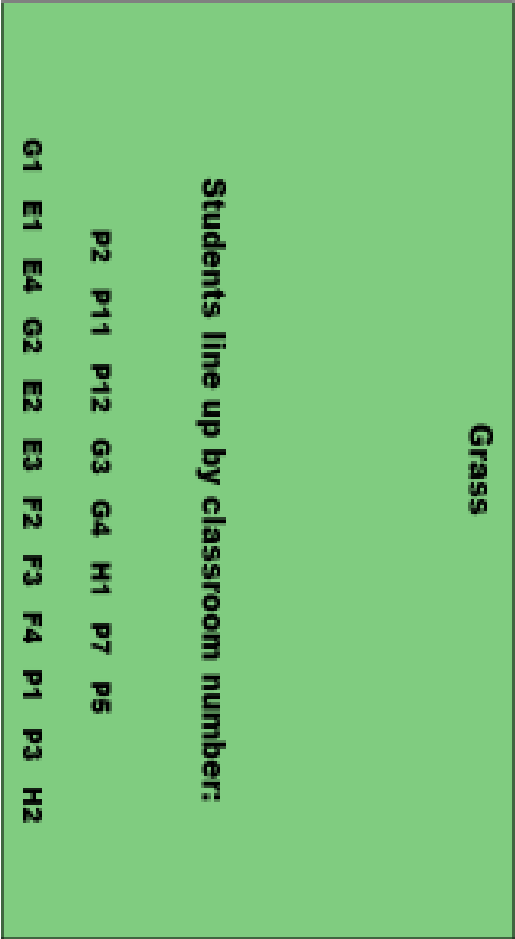
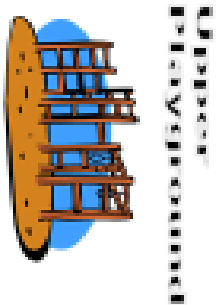
| | |
|-------------|------------------|
| 10:20-11:35 | Instruction (75) |
| 11:35-12:05 | Lunch (30) |
| 12:05-12:45 | Instruction (40) |
| 12:45 | Dismissal (225) |

| | |
|-------------|------------------|
| 10:20-11:35 | Instruction (75) |
| 11:35-12:05 | Lunch (30) |
| 12:05-12:15 | Instruction (10) |
| 12:15 | Dismissal (195) |

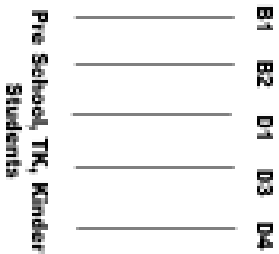
2023 - 2024 TRADITIONAL CALENDAR

| | |
|------------------|--|
| August 9 | School Begins |
| August 10 | Back to School Night - 5:30 p.m. – 7:00 p.m. |
| August 11 | Early Dismissal Times: TK – 6th grades 12:45 p.m. (<i>Preschool remains the same</i>) |
| September 4 | Labor Day (NO SCHOOL) |
| October 9 | Non-School Day |
| October 26 | Family Harvest Night – 5:30 p.m. – 7:00 p.m. |
| October 27 | Early Dismissal Times: TK – 6th grades 12:45 p.m. (<i>Preschool remains the same</i>) |
| November 3 | Early Dismissal Times: TK – 6th grades 12:45 p.m. (<i>Preschool remains the same</i>) |
| November 8 | Early Dismissal Times: TK – 6th grades 12:45 p.m. (<i>Preschool remains the same</i>) |
| November 10 | Veteran's Day (NO SCHOOL) |
| November 13-17 | Parent Conferences- TK – 6th grades 12:45 p.m. (<i>Preschool remains the same</i>) |
| November 20-24 | Thanksgiving Holiday (NO SCHOOL) |
| December 22 | Non-School Day |
| Dec. 25 – Jan. 5 | Winter Break (NO SCHOOL) |
| January 8 | School Resumes |
| January 15 | Dr. Martin Luther King Jr. Observed (NO SCHOOL) |
| February 12 | Lincoln's Birthday Observed (NO SCHOOL) |
| February 19 | Presidents' Day (NO SCHOOL) |
| March 8 | Early Dismissal Times: TK – 6th grades 12:45 p.m. (<i>Preschool remains the same</i>) |
| March 18 - 22 | Parent Conferences- Dismissal Times: TK – 6th grades 12:45 p.m. |
| March 25 - 29 | Spring Break (NO SCHOOL) |
| April 9 | Open House: 5:00 p.m. – 7:00 p.m. |
| April 10 | Early Dismissal Times: TK – 6th grades 12:45 p.m. |
| May 20 | TK and Kinder Promotion TBD in MPR |
| May 23 | 6 th Grade Promotion @ 9:00 am in MPR |
| May 23 | Last Day of School – Dismissal Times: TK – 6th grades 12:15 p.m. (<i>Preschool remains the same</i>) |

North
Gate



Car Pick Up



**Disaster Assembly and
Line-up Map**

Portable

Portable

Building Location Information

School Name and Address Monte Vista Elementary 4900 Orchard Street Montclair, CA 91763

School Emergency Phone # (909) 626-5046 (7:30 a.m. – 3:30 p.m.) After Hours (909) 398-0256

Cross Streets Monte Vista and Orchard

AED Location Multi - Purpose Room – South Wall near the stage

Section 3



Monte Vista School General Information

Safe Respectful Responsible

GENERAL INFORMATION

EXPANDED LEARNING PROGRAM -Montclair After School Program (MAP)

Monte Vista School offers an After School Program through the City of Montclair that runs every school day from dismissal until 6:00 pm. The main purpose of the ASP is to provide a safe place for children to be after school. **The Montclair After School Program (MAP) is not designed as an academic intervention program** but it does offer general help with homework, reading, writing, and math as well as enrichment and fun activities. All students in grades 1-6 (if space permits kindergarten students will also be offered MAP) are given an opportunity to apply. Applications and program descriptions are available in the front office. Once we receive a completed application and when space is available, your child will receive confirmation for enrollment in our program. If you have any questions, please contact Jesse @ (909) 664-3212. In addition, Monte Vista will also offer Extended Learning Opportunity Program (ELOP) for more opportunities. You may contact Sarah Arias at 909 626-5046 for more information.

APPEARANCE

Monte Vista School has a dress code policy. Parents have the primary responsibility to see that their child observes accepted school-community standards of good taste. Appearance can have an effect on student progress, behavior, and peer relationships. Any student/child whose manner of dress and/or appearance disrupts or potentially can disrupt school activities, per administrative discretion, will be subject to disciplinary action. Any adult whose manner of dress or appearance disrupts or can potentially disrupt school activities, per administrative discretion, will be prohibited from campus and/or school activities. Please refer to the OMSD Dress Code Policy in Section 4 for more information.

ARRIVAL OF STUDENTS TO SCHOOL

Students may arrive for breakfast at 7:45 A.M. **It is not safe for students to arrive before 7:45 A.M. because there is NO supervision before 7:45 am.** Only students will be allowed to directly enter the campus through gate entrances. All non-staff adults must provide picture identification; sign in at the office, and wear a visitor badge at all times while on campus.

ATTENDANCE

Good attendance is one of the most important factors in academic success. Review with your child our attendance motto, **"Come to Monte Vista School, every day, on time, to learn!"** This motto highlights the connection between good attendance and academic success.

Parents are responsible to see that their child attends school regularly in accordance with state law. When your child is absent, please notify the school attendance clerk as to the reason for the absence. Such verifications may be made by calling (909) 626-5046, or by sending a note to your child's teacher with the correct date of absences. No child may be legally excused for any reason other than illness, medical appointment, or death in the immediate family. Any excessive absences or tardies can hamper a student's academic progress.

Punctual attendance is important and if a child is late he/she must report to the office for a tardy slip. Tardiness and absences, as we know, can sometimes not be helped. We all have family emergencies and illnesses. However, habitual or excessive tardiness and absences are disruptive not only to the child who is late or absent, but to the education of each child in that class. In order to ensure that a successful learning opportunity is accessible to each and every child, we hope you will support us in meeting your child's needs and the Education Codes legal attendance requirements.

The Education Code permits "excused" absences for the following reasons: illness, medical or dental appointments, exclusion for lack of immunizations (up to 5 days), or attendance at a funeral of an immediate family member. Other excused absences, with advance notice, include court appearances, observation of a religious holiday, or attendance at the funeral of someone other than an immediate family member. **OMSD Policy generally considers 10 excused absences as excessive.**

Other absences from school are considered to be unexcused. Please remember that the Education Code states that parents are "obligated to compel the student to attend school." This means that parents are held responsible for

their child's attendance and serious infractions can be subject to prosecution, pursuant to Education Code sections 48920-48296. 3 unexcused absences are considered 1 Truancy.

Attendance is carefully monitored and habitual absences and tardies are a serious concern to the school and will be treated accordingly, with Attendance Letters being sent home, possible home visits, and/or referral to our site School Attendance Review Team (SART). Children who still have difficulty with attendance after a SART Meeting will be referred to the District Attendance and Welfare Officer or SARB (School Attendance Review Board). Education Code with respect to California law relating to children (Ed. Code 48200) states each child between the ages of 6 – 16 years not exempted under provision of this chapter is subject to compulsory full time education.

Lastly, if you need to pick up your child during the school day, please come to the main office. No students will be released directly from the classrooms or to anyone whose name is not on the student's emergency card and does not have picture identification. These "Early Outs" will also be monitored.

ATTENDANCE (PERFECT ATTENDANCE)

In order to qualify for the end-of-the-year Perfect Attendance, a student must have perfect attendance. Perfect Attendance is defined as being enrolled at Monte Vista School since the 1st day of classes with no absences and no more than a total of 3 tardies or early outs in the current academic year. Students may make up any absences at Saturday Academy. Absences made up at Saturday Academy will count towards Perfect Attendance.

BIRTHDAY PARTIES

A parent's request to celebrate a student's birthday is at the discretion of the classroom teacher. Generally speaking, classroom parties are permitted on Fridays during the last 30 min of class to minimize any impact on academic instruction. **Only non-food items will be allowed to be brought in and shared with students (i.e. pencils, stickers, erasers).**

BICYCLES

There is only an extremely limited number (about 6) of bicycle racks/spaces available on a first come first serve basis. Please ensure that your child wears a helmet, locks their bike to the rack and that all easily removed items and non-essential accessories are not left with the bicycle. Skateboards, scooters, roller skates, or "heely"- type shoes are not permitted.

CELL PHONES

The Ontario-Montclair School District Board of Education recognizes the desire for parents to provide their children with a cell phone for convenience or for safety. The board also realizes that in many cases cell phones have been misused at school or school functions. It has therefore become necessary to develop rules and consequences regarding cell phones.

The **use** of or the **visibility** of cell phones or other electronics signaling devices such as beepers, is strictly **prohibited** on school premises, at any school sponsored activity, on buses, and at any time while students are under the supervision and control of district employees. This means that students must **wait until they have left school grounds**, not just their classrooms, before they remove their cell phones from their backpacks or other carrying places. Students must understand that they have not left the school campus until they are on the sidewalk by the street. Monte Vista Staff members will follow the Behavior Ticket, Level Process and OMSD guidelines, including confiscation, if or when students choose to expose their cell phones or signaling devices. **See attached Student Use of Cellular Phone Policy on page 26.**

CLASSROOM DISCIPLINE PLAN

Each teacher will develop a classroom discipline plan and it will outline classroom rules and both positive and negative consequences. It will also give guidelines relating to the school-wide "Behavior Plan." Please see the Behavior Plan Section of this handbook for more details.

CLASS PLACEMENT

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

COMMUNICATION (SCHOOL & HOME)

Vital to the success of your children is a close connection between home and school. We welcome your input, your questions and your involvement in your children's educational experience. Monte Vista School regularly communicates with home via the use of school notices, flyers, newsletters, phone calls, and emails to keep families updated. Parents/guardians can call and leave a message for their child's teacher. Parents and Guardians may also email teachers using their first..last name followed by @omsd.net. (i.e. sultana.dixon@omsd.net) Monte Vista Staff will return phone calls and/or emails within 24 hours on school days.

COMPLAINT PROCESS (UNIFORM COMPLAINT PROCESS)

Williams Complaint Forms are available in the office for items including facilities and instructional materials. In regards to specific or individual complaints and concerns, parents may, in general, first speak with the teacher and, if the question or concern has not been addressed to your satisfaction, parents can then request to speak with an administrator.

COMPUTER USAGE

Parents and students need to sign the Ontario-Montclair School District Acceptable Use of Electronic Information Resources Agreement because students will have access to computers and the internet during the school day. This form is found on the back of this handbook in Section 6.

CROSSING GUARD

A crossing guard is assigned a position at the corner of Monte Vista and Orchard, at the corner of Orchard and Fremont, and Monte Vista and Benito. Please make sure your child takes advantage of the services provided by these crossing guards. Students should not cross the parking lot area unless accompanied by an adult.

DETENTION

A student may be detained after school for disciplinary reasons for up to an hour each day (C.A.C. Title 5, Sec 353). A 24-hour notice will be given prior to detention in those cases where transportation needs to be arranged. The law does allow a teacher to detain a student for up to 15 minutes without prior parent approval. We will make every effort to notify parents first. Lunch/Recess Detention and After-school Detention may be assigned by Monte Vista Staff members. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.

DISCIPLINE

The health, safety, and welfare of students are of primary importance. We believe that every student has the right to learn, and every teacher has the right to teach. It is the duty of Monte Vista School to provide a safe and orderly environment that is conducive to learning. Minor Infractions are handled by the classroom teacher and parents will be contacted when necessary. Major infractions can be referred to the office and may result a Level Conference/Contract and/or other administrative action. Any student/child whose manner of behavior disrupts or potentially can disrupt school activities, per administrative discretion, will be subject to disciplinary action. Any adult whose behavior disrupts or can potentially disrupt school activities, per administrative discretion, will be prohibited from campus and/or school activities. Please refer to Section 4 of this Handbook for information on Monte Vista School's Behavior Plan.

DISCIPLINE REFERRAL

When school rules are broken, students may receive a Discipline Referral (Minor Discipline Referral (MDR) or Office Discipline Referral (ODR). The teacher and the office receive a copy and a copy is sent home for the parents to sign and return to the teacher. Discipline Referrals contribute to Level Conferences/Contracts. Please see Section 4 (Monte Vista Behavior Plan) in this handbook for more details.

DISMISSAL

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 you notice that your child is not coming home on time, please contact the teacher and he/she will discuss the problem with the student. Both the school and

the home share this responsibility. Preschool, Kindergarten, and 1st grade students are released directly to family members. All others are released at the end of the day and supervised by the teacher on duty. Review with your child how he/she will get home each day.

EMERGENCY CARDS

Emergency cards are required for each child. This card is maintained in the office and must have a current phone number where the parent/guardian can be reached during school hours/activities. Information on the cards will enable the school to proceed efficiently in case of illness, accident, or similar emergency. Please help us keep these records current and your child safe. It is your responsibility to notify the school of any change of address or telephone number. Your child will not be released to anyone who is not listed on the emergency card. **Please fill out the emergency card as completely as possible and update it as necessary.**

EMERGENCY PREPAREDNESS

Drills are conducted regularly as required by law to assure the safety of the children. These include fire drills, earthquake preparedness drills, and those dealing with chemical spills, bomb threat, and other dangerous incidents. In case of emergency, children are guided along an evacuation route to a designated assembly area. Students will be released and/or signed out only when it is deemed safe/appropriate by the agency in charge (Police, Fire, etc.). The school will make every effort to communicate with parents via the ConnectED automated telephone emergency communication system during an emergency, if possible, to your home and cell phone as provided.

ENGLISH LANGUAGE LEARNER PROGRAM

This program provides assistance for those students whose dominant language is other than English. Based on the provisions of Proposition 227, English as a second language and English language development instruction are provided. Transition of English language learners into a regular mainstream program is completed as soon as possible. Instruction is conducted in English, with limited support in the primary language if needed. Certain program placement alternatives are available through a waiver process.

EXTENDED LEARNING

Monte Vista offers academic intervention classes after school for students in Language Arts and/or Math. Teachers at each grade level determine eligibility based on test scores and report card grades. The amount of hours of instruction and the number of eligible students that can be included are dependent on funding and teacher participation in the program.

GIFTED & TALENTED EDUCATION (GATE)

This program provides additional assistance for the education of the identified gifted or talented student. Qualifying students in grades 3rd-6th are provided with extensions and enrichment of the regular classroom program, as well as, special supplemental activities conducted in a group setting. Students qualify based on special testing and evaluation conducted each year. Please speak with your child's teacher or the Principal if you have any questions

HOMEWORK

Homework is an integral part of the elementary school program. Daily homework assignments are normally an average of one-half hour at the primary level and one hour at the intermediate level. Homework assignments should reinforce the development of skills, encourage family participation, develop good personal study habits, and may include occasional special projects which may require more time. Work not completed during the regular school day may be assigned as homework in addition to the regular homework assignment.

HOOKA PENS & E-CIGARETTES

If a student has one of these devices in their possession, they may be in violation of the following education codes:
EC 48900 (h): Possessed or used tobacco or any product containing nicotine
EC 48900 (k): Disrupted school activities or otherwise willfully defied school authorities

INSTRUMENTAL MUSIC PROGRAM

Instrumental music is provided for interested students in grades 4-6. An orientation program detailing the kinds of instruments available and rental arrangements is presented to students during the first trimester of the school year.

LEAVING SCHOOL GROUNDS

No child is permitted to leave the school grounds during school hours alone. If a child must leave during the day, a parent or designated person listed on the Emergency Card must go to the office. The office personnel will then call the child's classroom. Parents must provide a picture ID and sign children out in the office so the school may release the child

LOST & FOUND

Small lost articles are turned in at the office and clothing items may be claimed at the lost and found rack. Please permanently mark your child's possessions; clothing lunch boxes, etc. The school does not assume responsibility for loss or damage of any property that children bring to school. No toys, radios, or personal items are allowed at school without principal/teacher permission (absolutely no-toy guns or weapon-like replicas, etc.). At the end of each year, Monte Vista School donates unclaimed articles to charitable organizations. We encourage all parents to check the rack regularly during the school year.

LUNCH & BREAKFAST

We serve hot lunch and breakfast daily. The lunch consists of a balanced menu following Federal guidelines for the nutritional needs of children. As part of a grant, ALL Monte Vista students receive a free breakfast and lunch. If you choose to send a lunch with your child; please ensure that all items are a single serving size. Students will not be allowed to have items that are not a single serving. For example, students may only have a bag of chips that is a single serving.

MAIN OFFICE

The School's main office is opened from 7:30 am until 3:30 p.m. every day that classes are in session. The office is open a limited number of days after the school year ends and before the new school year begins. The specific dates will be posted on the office door and on the phone message to the main office number (909) 626-5046. Generally, the office is closed when classes are not in session.

MONTCLAIR COMMUNITY COLLABORATIVE (MCC)

In August 1996, a group of concerned individuals came together to work cooperatively to improve the community of Montclair. This evolved into a working partnership called the Montclair Community Collaborative. Since that time, a Strategic Plan was developed with a Mission, Objectives, and Strategies. The intent of the Montclair Community Collaborative (MCC) is to work to create a "progressive, quality community for all by working together as diverse, committed individuals and organizations." The MCC brings many services to the students and families at Monte Vista. These include: **health insurance, counseling referrals, lice clinic, parent education, transportation to medical appointments, case management and other services.**

PARENT INVOLVEMENT

One of the best ways to become involved in the school is to volunteer your time in a classroom or serve on a committee. Serving as a volunteer aide can be very rewarding. If you are interested in helping, please contact a teacher or the Monte Vista School PTO. The following are some of the ways in which you may serve during the school year:

- 1) Attend monthly parent classes.
- 2) Help students with activities under the teacher's direction.
- 3) Read with children.
- 4) Supervise reading games.
- 5) Direct learning centers.
- 6) Gather and/or construct instructional materials.
- 7) Correct children's work.
- 8) Tutor special need children after receiving training.
- 9) Supply children with materials needed for given tasks.
- 10) Share special talents and abilities, such as art, crafts, sports, and foreign language.
- 11) Accompany small groups of students doing research to the library.
- 12) Provide clerical help in the office or classroom.
- 13) Serve as a Computer Lab/Library Aide.
- 14) Serve as a Nurse's aide during lunch period after receiving training.
- 15) Serve on the School Site Council, Bilingual Advisory Council, or PTO.

- 16) Attend parent conferences with teacher to review progress and plan goals for your child.
- 17) Assist with student supervision and/or at special school events and/or fundraising

PARENT-TEACHER ORGANIZATION (PTO)

The PTO supports Monte Vista School through volunteering, organizing activities, and fundraising. We deeply appreciate the PTO's dedication and indeed we are a better school because of the tireless efforts of all our volunteers! Please consider joining the PTO and/or serving as a Monte Vista PTO Volunteer. If you are interested in joining the PTO or would simply like more information, please speak with the PTO President.

PETS

No pets will be allowed in classrooms or on campus without the direct permission of an administrator.

PICK-UP/DROP-OFF

Students are not allowed on campus until 7:45 A.M. when supervision of students begins. For safety reasons, drop-off/pick-up your children at the Car Lane Gate thru the staff parking lot. Please enter the school by using the driveway on Monte Vista Street and proceed thru the car lane. All students who are picked up by car must report to "Car Pick-up" immediately after dismissal. All students who are walking home exit at the North or South Gate and use the crosswalks. Preschool students are picked up at the Pre-K classroom.

REGISTRATION

Parents registering students for the first time at Monte Vista School must provide proof of birth date and immunization along with proof of residence. Students continuing at Monte Vista are automatically re-registered each year.

REPORTING PUPIL PROGRESS

Parents will receive 3 pupil "student achievement reports" (report cards) during the year. The first and second trimester reports are given at scheduled parent conferences intended to promote the child's growth by an exchange of ideas and information between parent and teacher. The third trimester reports are sent home. Your child may also receive a pupil progress report mid-way through the trimester to inform you of his/her progress in academics and/or behavior. Additional conferences are welcomed and can be arranged by a note to your child's teacher or by calling the school. Informal communications to parents are sent home on-going.

RESOURCE SPECIALIST

Our Resource Specialist works with children who are identified as having average or better capability but are performing significantly below grade level due to learning disabilities. Qualifying students with specific learning disabilities receive special instruction in identified skill areas in a small group setting in addition to their regular classroom program. Students qualify for this program based on an evaluation and assessment process designed to identify the specific areas of difficulty for each child.

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

California public & nonpublic, nonsectarian schools annually provide information to the community to allow public comparison of schools for student achievement, environment, resources & demographics. To view Monte Vista's SARC, visit our home page and click on the "About Us" tab, and scroll down to SARC.

SCHOOL-PARENT COMPACT FOR ACHIEVEMENT

Monte Vista 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.

SCHOOL SITE COUNCIL

The School Site Council (SSC) is a group composed of staff members and parents. Its function is to identify the areas of greatest need within the school using various needs assessments. Through a strategic planning process, a school plan is written and implemented every year, with regular updates. The council is responsible for the monitoring and evaluation of this plan in addition to deciding the areas in which certain budgets will be spent.

Parents are invited to attend the meetings of the SSC, which are normally scheduled in the afternoon. The school welcomes parents who wish to become voting members of this organization.

SPEECH & LANGUAGE CLASSES

Our full time Speech and Language Specialist is responsible for assessment and instruction of students with referred speech and language difficulties.

STUDENT ACHIEVEMENT REVIEW PROCESS

The academic growth and progress of students in the Ontario-Montclair School District is monitored throughout each school year. Student ability is observed through multiple measures, including: Smarter Balanced Assessment Consortium (SBAC) given at the end of each school year; OMSD Criterion-Reference Test and Writing Assessment given at the beginning of the school year and at the mid-year point; student writing samples, as well as the student achievement report grades or grade point average. Parents are informed regularly throughout the year regarding their student's progress.

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. Extended learning opportunities include: school activities, after-school intervention, and participation in the After-school Program (ASP). Before the end of the year, parents are notified about any recommendations regarding the promotion or retention of their child.

STUDENT SUCCESS TEAM (SST)

The Student Success Team is available to address student needs. The Monte Vista Student Success Team members may include the parents, Principal or Administrative Designee, Resource Specialist, School Psychologist, Speech, Language, and Hearing Specialist, teacher representatives, and Outreach Consultant. It is the responsibility of the Team to evaluate students having academic, behavioral, attendance, or other school-related difficulties. Parents may wish to meet with the Student Success Team for suggestions on ways to help children at home. Children with unique problems may be referred to special counseling services available to parents or referred to outside agencies. The SST may provide the teacher and parents strategies for change, test data as needed, and/or referral to services such as counseling or Special Education. A child can be referred to SST by a parent or teacher. Please speak with your child's teacher if you have any questions.

TITLE I SCHOOL-LEVEL PARENTAL INVOLVEMENT POLICY

Monte Vista has developed a written Title I Parental Involvement Policy with input from Title I parents. Our Parent Involvement Policy is distributed to parents at the beginning of the school year. Parents of new students enrolling at Monte Vista are also given a copy of the Parental Involvement Policy. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

VISITS (SCHOOL)

Parents are invited to visit their children's classrooms at any time following Monte Vista Visitor Procedures. Class visits do need to be prearranged with the teacher but are welcomed. Generally, we ask that these visits last about 20 minutes in duration to minimize impact on instruction. All visitors are requested to stop at the office before visiting a classroom to sign-in and get a visitors badge/sticker. Please do not expect a private conference during these visitation times.

VOLUNTEER POLICY

A volunteer is a person 18 years or older (21 years or older for overnight activities), who receives no monetary compensation from the school District. A volunteer may be a parent, District employee, family member or community member, who submits an annual application to participate. The program is intended to provide students with a safe environment and allow for a variety of opportunities for volunteering. **Please see office manager for the volunteer application**

Title I School-Level Parental Involvement Policy Monte Vista

2023-2024

Monte Vista has developed a written Title I Parental Involvement Policy with input from Title I parents. During several of our School Site Council meetings, we jointly developed our Parental Involvement Policy with input from our parents. Our Parent Involvement Policy is distributed to parents at the beginning of the school year. We also give a copy of our Parental Involvement Policy to our parents of students entering school during the year. The Parental Involvement Policy is also posted on the school's website. 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 Monte Vista the following practices have been established:

- At the beginning of the school year, we provide several informational meetings in English and Spanish to inform parents of Title I students about Title I requirements and about the rights of parents to be involved in the Title I program. To accommodate the needs of our parents, the informational meetings are offered during the morning and evening hours. We also provide childcare.
- Monte Vista 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. As members of the School Site Council, parents are an integral part of the development and ongoing monitoring of the Parental Involvement Policy. Each year, we administer a Parent Needs/Evaluation survey seeking input about the effectiveness of the overall Title 1 Programs and the Title 1 Parental Involvement Policy. Parental input from the survey is taken in account to ensure improvement of our Title 1 Programs and the Title 1 Parental Involvement Policy. The Parental Involvement Policy is reviewed and updated annually by the School Site Council.

- At the beginning of the school year, during our Title I informational meetings, Monte Vista provides parents of Title I students with timely information about Title I Programs. Program updates are communicated throughout the school year to parents of Title 1 students through phone calls, parent-teacher conferences, direct mailing, website postings and connect ed. messages.
- At the beginning of the school year, during our Title I informational meetings, parents of Title I students are provided 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. Ongoing information is provided at Back to School Night, parent teacher conferences, monthly newsletters, parent education workshops and Open House. Ongoing individual student progress is communicated to parents throughout the school year.
- 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. Such meetings include Coordination of Services Team, Student Study Team, School Site Council, District Advisory Council, SELPAC, Special Ed. Advisory and GATE Advisory.

School-Parent Compact

Monte Vista 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 is to provide high-quality curriculum and instruction.
- The ways parents will be responsible for supporting their children's learning.

- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

At Monte Vista, School Site Council developed our parental involvement policy with input from parents of Title 1 students. The policy is distributed at the beginning of the school year to parents of Title 1 students.

Building Capacity for Involvement

Monte Vista 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.

- During Back to School Night and at the Title 1 informational meeting at the beginning of the school year, Monte Vista 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. Teachers frequently send home information about student progress and academic work which students completed in class. During parent conferences, teachers inform parents on student progress and review ways in which parents can support students at home.
- Throughout the school year, Monte Vista provides Title I parents with materials and trainings to help them work with their children to improve their children's achievement. During parent-teacher conferences all parents of students performing below expectations are provided with instructional resources that would assist parents in working with their children. Monte Vista also provides opportunities for parents to attend literacy and numeracy workshops to assist them in supporting their children at home.
- With input from Title I parents, Monte Vista provides ongoing staff development to continue educating staff members about the value of parent contributions, and provides research based strategies on how to work with parents as equal partners.

Monte Vista coordinates and integrates the Title I parental involvement program with other programs. Activities such as parent education workshops and collaboration with our Parent Teacher Organization provide parents with multiple opportunities to fully participate in the education of their children.

- Monte Vista provides school related information and information about school programs to Title I parents through parent meetings, flyers, newsletters, connect ed. messages, the marquee and the school website. Information is provided in English and Spanish.
- Monte Vista provides support for parental involvement activities requested by Title I parents at Parent Education Workshops, Back to School Night, and Parent Teacher Organization Meetings.

Accessibility

- Monte Vista 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 English and Spanish format. Opportunities for participation is communicated in English and Spanish through Connect Ed. calls, parent-teacher conferences, direct mailing, newsletters, website posting and messages on the marquee.

School-Parent Compact for Achievement

What is a School-Parent Compact?

A School-Parent Compact for Achievement is an agreement that parents, students and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach or exceed grade-level standards.

Effective compacts:

- Link to goals of the school improvement plan
- Focus on student learning skills
- Describe how teachers will help students develop those skills using high-quality curriculum and instruction
- Share strategies parents can use at home
- Explain how teachers and parents will communicate about student progress
- Describe opportunities for parents to volunteer, observe, and participate in the classroom

Jointly Developed

Monte Vista school along with parents jointly develop our Parent-School compact through regularly scheduled meetings.

Parents and Teachers offer suggestions on how to communicate academic wants and expectations. Our parent compact is revised on the academic needs of our students.

Monte Vista offers many opportunities for parents to get involved! If you'd like to volunteer please contact:

Sultana Dixon at
sultana.dixon@omisd.net
 (909) 628-5046.

Activities to Build Partnerships

Annual Picnic on the Playground
 Families come and enjoy an evening of good food, games, and entertainment

Talent Show

Parent Engagement Nights

Community Garden

Pride Celebrations

Parent Teacher Organization (PTO)

Recognition Assemblies

PBIS Kick Off

Communication about Student Learning

Monte Vista is dedicated to open communication with our families. Some of the ways parents and teachers communicate are:

- Updates on our school website and marquee
- Parent-Teacher conferences every semester
- Student Agendas
- Classroom apps (Remind, Class Dojo, etc.)
- Pride Notes
- Back-to-School Night
- Open House
- Newsletters
- Connect Ed / Parent Square
- Flyers
- School banners

If you have any questions about your child's progress please contact your child's teacher at 909-628-5046.

Monte Vista Elementary

School-Parent Compact for Achievement

2023-2024



A True Learning Community!

Teachers, Parents, Students—Together for Success

Our Goals for Student Achievement

District Goals

"Increase the number of students, in all subgroups, attaining or exceeding grade level performance expectations on multiple measures, including standardized tests in ELA, math, science, and social studies. Increase the share of students that are college and career ready, the share of English learners that will become English proficient, and the rate of reclassification for English Learners."

School Goals

Students, including all subgroups reaching or exceeding grade level expectations in English Language Arts, Mathematics, Science and Social Studies will increase from baseline this year by 5% at the end of the year. Students in band 1 will increase, from baseline this year, by 10% in ELA and Math on the SBAC Assessment in 3rd – 6th grade

In the Classroom

All Teachers are using Common Core Standards to deliver dynamic engaging lessons in the classroom.

Teachers are setting goals with students

Teachers are using Eureka for Math and McGraw Hill Wonders for ELA

GATE Cluster classes

Comprehensive ELD Instruction

Increasing access to non-fiction text and novels

Incorporating technology to enhance curriculum

ZEARN

Smartboard Lessons

Universal Access (U.A.)

i-Ready Reading/Math Diagnostic

Lexia

At Home

Monte Vista Parents are dedicated to supporting student success at home.

- Reviewing students homework to stay current with lessons, activities, and school events
- Using information from parent teacher conferences to support our children
- Using Lexia, Zearn, and i-Ready to increase literacy and math fluency skills
- Promote daily reading
- Support math fluency (addition, multiplication, etc.)
- Using computer technology to support learning

Students

Monte Vista students are expected to master grade level standards in all content areas in order to be college and career ready. Monte Vista students are expected to demonstrate English language proficiency.

In order to become productive citizens of the community, Monte Vista students have pledged to be PRIDE students and align with our 3 behavior expectations. Safe, Respectful and Responsible.

Monte Vista students also pledge TO COME TO SCHOOL EVERYDAY AND ON-TIME TO LEARN.

The mission of Monte Vista Elementary School, a collaborative learning community, is to ensure that all children develop a desire to learn and reach their highest academic potential, by delivering a challenging curriculum through best instructional practices as we cultivate each student's character, abilities, and aspirations within a nurturing environment.

Section 4



Monte Vista School Behavior Plan & Dress Code

Safe Respectful Responsible

MONTE VISTA BEHAVIOR EXPECTATIONS

We are committed to providing a safe, secure, orderly and nurturing learning environment for everyone. It is important that parents, school staff, and students work together to maintain a positive atmosphere. The rules and discipline procedures at Monte Vista have been established for the protection and benefit of all students, parents, and staff.

We believe that in order for your child to meet the challenges that he/she faces in our society, the development of self discipline and individual responsibility are essential. Students are expected to respect and adhere to school rules. Monte Vista has implemented school-wide Positive Behavioral Intervention and Supports (PBIS) which is a program that focuses on promoting appropriate behavior through the recognition and rewarding of positive behavior. Please review the rules in this Parent/Student Handbook with your child to promote SUCCESS and RESPONSIBILITY.

THE 3 FOUNDATIONAL BEHAVIOR EXPECTATIONS

The 3 behavior expectations represent model behaviors that “Pride Students” demonstrate everyday. The behavior expectations provide a common language that we can all employ when addressing student behavior. The Monte Vista School staff emphasizes behavior in terms of good choices and a positive school climate. The foundational behavior expectations are:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

Pride Pledge

“We are a safe and respectful community of life-long learners. We are responsible and determined to achieve academic success and make a difference in our world.”

MONTE VISTA POSITIVE BEHAVIOR - INCENTIVE/REWARDS

*Individual and Classroom rewards will be determined by school staff and include:

- ♦ Perfect Attendance Certificates/Rewards/Incentives
- ♦ Pride Notes for Demonstrating Behavior Expectations
- ♦ Pride Celebrations Each Trimester
- ♦ Positive Self-Esteem Programs
- ♦ PBIS Store
- ♦ Extracurricular Activities
- ♦ PBIS All-Star Recognition
- ♦ Special Presentations/Assemblies

MONTE VISTA PROBLEM SOLVING PROCESS

Problems and conflicts are a normal part of life that we all experience them and need to address. This process helps students deal effectively and responsibly with problems they may encounter. The following steps address daily conflicts.

1. Ignore it if you can and/or go someplace else.
2. Using “I statements” and “Eye Contact,” tell the person exactly what you do not like and ask him/her to stop.
3. Let the person know that if they continue, you will let an adult staff member know.
4. If the behavior continues, let an adult staff member know immediately. They will help the student by reviewing the problem, helping the student to complete steps 1 and 2 and by taking needed appropriate action or give an appropriate consequence.

THREE STEP APOLOGY

Sometimes we make mistakes/poor choices and hurt others by our actions or words. In these cases, an apology would be in order. Follow these 3 simple steps when apologizing to others:

1. State specifically why you are sorry.
2. Make a promise to never make that same mistake or poor choice or again.
3. Ask the person for forgiveness.

SCHOOL RULES

All school rules and expectations also apply: 1. During school-related activities taking place on/off campus and

during or outside of class hours. 2. When students go to and from school. 3. During the after-school programs. Any student/child whose behavior or manner of dress/appearance disrupts or potentially can disrupt school activities, per admin discretion, will be subject to disciplinary action. Any adult whose behavior or manner of dress/appearance disrupts or can potentially disrupt school activities, per administration discretion, will be prohibited from campus and/or school activities.

General Conduct

- ♦ Follow the 3 Behavior Expectations of Monte Vista Behavior.
- ♦ Use only kind words toward others and their families (no teasing, name calling, profanity, obscene gestures or threatening others).
- ♦ Use problem solving steps rather than physical contact of any kind to solve disagreements.
- ♦ No physical contact allowed

School Property

- ♦ Be responsible for your books, school materials, and personal belongings.
- ♦ Keep school buildings, restrooms, and materials graffiti free.
- ♦ Keep buildings and grounds neat and attractive. Pick up trash and recycle.
- ♦ Damage to school materials and/or property can result in student and/or family taking financial responsibility for repairs.

Lunch

- ♦ Each student should have a lunch or snack to eat during lunch break unless we have a note from parents saying they wish their child not to eat. (Exception–Minimum days).
- ♦ Walk to lunch area in a quiet and orderly manner.
- ♦ Leave plenty of space between yourself and others. Keep hands, feet, and objects to yourself.
- ♦ Be courteous and respectful to cafeteria workers and proctors at all times.
- ♦ Sit at your assigned table and use your “restaurant manners” (conversational voices, no yelling).
- ♦ Eat food from your own lunch only. No sharing of food.
- ♦ Do not throw your food or anything else.
- ♦ Raise your hand to dump trash, for help, or to leave your seat.
- ♦ Clean your lunch space (on the table, bench, and under the table – dispose of all litter)
- ♦ Wait until table is dismissed before leaving for the playground.

Recess Snack

- ♦ Students may bring healthy, individually packaged snacks for recess. Food items that are not consistent with OMSD nutritional guidelines are not allowed.

Playground

- ♦ Play in designated areas with school equipment only.
- ♦ Do not leave the playground unless you have permission from a teacher or proctor.
- ♦ Get permission (pass) to go to the nurse or office.
- ♦ Obey all instructions given by adults on duty.
- ♦ Do not tackle, wrestle, play rough or chasing games, do karate kicks, or other activities which could hurt yourself or others.
- ♦ Use play equipment properly.
- ♦ Do not throw rocks, sand, or any objects, except a ball.
- ♦ Do not climb trees, fences, or backstops.
- ♦ "Freeze" immediately when the bell rings and walk to line when the whistle blows.
- ♦ Use peaceful problem solving strategies.
- ♦ Play all games by the official or school rules. Students may not change game rules. Teachers will review rules during the first few weeks of school.
- ♦ When you find a ball or when one comes rolling by, do not hit or kick it. Look for the person it belongs to and then either hand it to him/her or throw it to him/her easily
- ♦ Baseball bats may be used only during teacher supervised P.E.
- ♦ Let an adult know immediately if you or anyone else is hurt or in danger.

Restrooms

- ♦ Use restrooms during recesses.
- ♦ Use equipment properly to avoid damage.
- ♦ Do not play in the restrooms or climb on restroom facilities
- ♦ Do not throw paper on ceilings, walls or floor.
- ♦ Do not write on walls or doors.

Hallways

- ♦ Do not gather around classroom doors or restroom areas at any time.
- ♦ Playing in the hallways, between the buildings or portables, or by the office is not allowed.
- ♦ Do not run, talk loudly, or bounce balls in the hallways.

Classroom

- ♦ Be in your assigned classroom during class time.
- ♦ Have materials at hand which are needed to learn, i.e., paper, pencil, textbooks, etc.
- ♦ Complete all assignments.
- ♦ Obey classroom rules established by the teacher.
- ♦ Do not leave the classroom without permission.
- ♦ In addition to these general rules, specific rules and consequences for your particular classroom will be explained by your teacher.

RESPONSIBILITY DUE PROCESS (LEVELS OF PROGRESSIVE DISCIPLINE)

The Monte Vista's Behavior Plan includes a 3 –Level system of due process which would lead to Suspension and/or Pre–Expulsion with regard to – Behavior and Academics. Each of the three areas is considered separately in terms of consequences and starts over at the beginning of each trimester. Each teacher will inform the parents of the classroom management system, rules used, and the behaviors or process that will trigger or initiate a Level I, II, and III. Please refer to the **Discipline Referral** section for more details.

LEVEL I – A Level I consists of a teacher/ student conference/contract with a copy of the contract sent home to be signed by the parent and returned to the classroom teacher. A follow up telephone call will result if the note is not returned.

LEVEL II – A Level II is a student/parent/teacher conference/contract with an agreement reached by the student and agreeable to all involved at the conference.

LEVEL III – A Level III consists of a student/parent/teacher/administrator conference/contract. The parent and teacher will make a recommendation for the student with the administrator making the final decision.

NOTE ANY SERIOUS OFFENSE AS LISTED IN EDUCATION CODE 48900 MAY BY-PASS LEVEL I AND LEVEL II. SCHOOL ADMINISTRATORS MAY SUSPEND FOR UP TO FIVE (5) DAYS FOR EACH SUSPENSION PERIOD, A TOTAL OF TWENTY (20) DAYS MAY RESULT IN A STUDENT'S INABILITY TO ATTEND MONTE VISTA SCHOOL.

DISCIPLINE REFERRALS

Students will receive a Minor Discipline Referral (MDR) if they have violated a school and/or classroom rule. 4 MDR's in one trimester will trigger a Level I Conference/Contract, and 2 more MDR's after that will trigger a Level II Conference/Contract. 2 more MDR's after a Level II will trigger a Level III Conference/Contract. Please sign and return the white copy of the MDR. Infractions of rules are categorized as Minor Discipline Referrals (MDR) and Office Discipline Referral (ODR). MDR's and ODR's are NOT, in themselves, part of a student's permanent record.

Minor Infractions:

1. Disrespect
2. Disruption
3. Cheating
4. Inappropriate Language
5. Inappropriate Behavior
6. Physical contact
7. Property Misuse
8. Theft
9. Other

Major Infractions are behaviors which violate the California Education Code section 48900 and will result in immediate action including community service, possible removal from the playground or classroom, level conference, administrative action, and/or suspension and/or expulsion. Major Infractions include:

1. Abusive/Inappropriate Language
2. Defiance/Disrespect/Disruption

3. Fighting/Physical Aggression
4. Harassment/Bullying
5. Property Damage/Vandalism
6. Technology Violation
7. Theft
8. Use/Possession of illegal substance or dangerous object
9. Other

CELL PHONES

The **use** of or the **visibility** of cell phones or other electronics signaling devices such as beepers, is strictly **prohibited** on school premises, at any school sponsored activity, on buses, and at any time while students are under the supervision and control of district employees. This means that students must **wait until they have left school grounds**, not just their classrooms, before they remove their cell phones from their backpacks or other carrying places. Students must understand that they have not left the school campus until they are on the sidewalk by the street. Monte Vista Staff members will follow the Behavior Ticket, Level Process and OMSD guidelines, including confiscation, if or when students choose to expose their cell phones or signaling devices.

ALCOHOL AND OTHER DRUGS

Monte Vista School is drug-free with zero tolerance for any involvement with drugs on campus. ***Any student possessing, using, or under the influence of alcohol or other drugs, or selling alcohol, drugs or related paraphernalia shall be referred for an expulsion hearing.***

FIGHTING

If a student is attacked by another student, the one being attacked is not guilty of fighting if he/she attempts to leave or get help, and/or resists the attack. However, any of the following actions by the victim constitute fighting and go beyond self-protection or simple resistance:

- a) Agreeing to the fight or challenge.
- b) Taunting or challenging the attacker to fight prior to the attack or after the attack.
- c) Advancing toward attacker after he or she has retreated.
- d) Retaliation for a previous fight or action.

EDUCATION CODE 48900 GROUNDS FOR SUSPENSION AND EXPULSION - E.C. 48900 - General

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (o), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical in-jury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, In the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm as to substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period, whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (q) It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. (Amend. Stats. 1997, Ch. 637)

MONTE VISTA Dress Code

- ◆◆◆ Students must be in attire consistent with OMSD Dress Code.
- ◆◆◆ Students may wear clothing that has writing, graphics or pictures if the writing, graphics or pictures do not violate OMSD's dress code.

ONTARIO-MONTCLAIR SCHOOL DISTRICT DRESS CODE

In an effort to provide a safe and orderly school environment for our students and in response to a desire to keep district schools free from the threats or harmful influence of any groups or gangs which advocate substance abuse, violence or disruptive behavior, the Ontario-Montclair Board of Trustees has adopted Dress and Grooming Guidelines and a Prohibited Items List which will be implemented at all district schools. In addition to these guidelines, individual schools may establish a policy requiring students to wear a standard uniform.

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. Any student/child whose manner of dress and/or appearance disrupts or potentially can disrupt school activities will be subject to disciplinary action. Any adult whose manner of dress or appearance disrupts or can potentially disrupt school activities will be prohibited from campus and/or school activities. We are asking for your cooperation regarding conformity to the following dress guidelines:

1. Properly sized shoes must be worn at all times. Thongs, backless or open-toe shoes, or sandals, are not acceptable. Shoes must be securely fastened (e.g. NO CROCS)
2. Clothes shall be sufficient to conceal undergarments at all times (e.g. no ripped jeans). Extremely tight garments, see-through or fish-net fabrics, halter tops, off-the-shoulder tops, spaghetti strap tops, low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
3. Hats, caps, scarves and other head coverings shall only be worn outdoors, except with express permission of the principal.
4. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, etc.) shall be free of writing, pictures or any other insignia which are gang-related, crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.

5. Gym shorts may not be worn in classes other than Physical Education (P.E.) without the express permission of the Principal.
6. Hair shall be clean/neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
7. Tattoos are to be covered at all times.
8. Only prescription sunglasses will be allowed.
9. Gang attire of any kind is strictly prohibited.
10. Earrings or other jewelry which may present a safety hazard are not suitable for school wear.

ONTARIO MONTCLAIR SCHOOL DISTRICT PROHIBITED ITEM LIST

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:

1. Radios, television sets, CD players, IPODS, electronic games or devices, cell phones, cameras and laser pointers (With prior written permission of the Principal or designee, these items may be brought to school for special occasions.)
2. Gambling devices--dice, playing cards, etc.
3. Drugs, alcoholic beverages, narcotics, cigarettes, tobacco, cigarette papers, lighters, pipes, matches, look-alikes and paraphernalia.
4. Explosive devices, fire crackers, fire balls, cherry bombs, etc.
5. Weapons, guns, knives, cake cutters, screw drivers, and/or other dangerous items.
6. Toys which are realistic simulations of guns and knives.
7. Gang/tagging identification paraphernalia, such as--a) Beepers, b) Gloves, c) Rags/ Bandannas, d) Plastic hands, e) Felt tip pens and markers, aerosol paint containers, etching tools, or any other instrument used for the purpose of writing graffiti or tagging.

The purpose of adopting these Basic Dress Guidelines and Prohibited Items List and School Uniform policies is not to infringe on any individual student's rights to freedom of expression, but rather to encourage students to "Dress for Success" and come to school properly prepared for participating in the educational process. Again, we ask for your support and cooperation in providing a safe and orderly environment in which your children can learn.

Section 5



Monte Vista School Child Health & Welfare & Acceptance Use Forms

(Please sign all 5 forms and return to school)

Safe Respectful Responsible

CHILD HEALTH AND WELFARE

ACCIDENTS

The Board of Trustees of the Ontario-Montclair School District does not and cannot assume any responsibility for accidents or injuries to a child participating in any school activities. Due care is always exercised to prevent accidents. A voluntary accident insurance policy is offered to all students for a nominal premium. The form will be sent home during the first weeks of school. In case of an emergency it is important to have phone numbers where parents can be reached, the phone number of someone to contact in the event we can't reach parents, and the name and number of your doctor. **Please be sure all the contact information is kept up to date in your child's school emergency card.** Thank you for helping us keep your child safe.

CHILD ABUSE & NEGLECT

The responsibility, by law, of the educator or other school staff employee is to report every incident of suspected child abuse to the San Bernardino County Child Protection Services. School staff members may briefly question the child. Legal reference is the California Education Code - 44690-44691 - Child Abuse Detection. This is not something employees do regularly and the sole purpose is to ensure the safety and well being of children.

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 contacts a communicable disease. Re-admission to school after a contagious disease will be according to State Law.

DENTAL CLINIC

The Nurse or Health Aide will refer children who are eligible for emergency or clinic dental care. Any concerns or questions may be directed to our health office.

HEARING TEST

The nurse will test students in first, second, and fifth grade, and all new students. Students referred by parents, teachers, or principal will be tested also.

IMMUNIZATIONS

For the safety of all students, certain immunizations are required by State Law. These include Polio, Diphtheria, Pertussis, Tetanus (DPT or TD), Rubella Measles (10 day red measles), Rubella (German 3 day measles), and Mumps. Additionally, Hib (Hepatitis-B) is required for Kindergarten only. Pupils may be exempted only for medical reasons or personal belief. Students not exempted must have immunizations to attend school. Inoculations may be provided by the family physician or by one of the following services:

San Bernardino County Health Department
325 East "C" Street
Ontario, CA 91762
(909) 988-1312

Montclair Community Health Service
511 Benito Street
Montclair, CA 91763
(909) 621-6262

LICE

One of the most common problems on any elementary school campus is head lice. Our primary concerns in dealing with head lice are that they are easily transmitted from one student to another and unless an infected student has all nits (egg sacks) removed, the lice will most likely return. For these reasons, we recommend that students do not share sweaters, jackets, hats, combs, etc. Also, it is our district policy that a student sent home for head lice must be completely nit free before returning to school (**OMSD only permits up to 3 days of excused absences for head lice**). This policy comes directly from the San Bernardino County Department of Health. For additional information on the subject contact the school or call the San Bernardino County Health Department.

MEDICATION

Students MAY NOT bring and/or self administer any medication at all during school hours or school related events. Parents may bring medication (prescription medication must have the child's name on the prescription bottle

and/or box) to school and administer the medication to the child in the Health Office. Parents have the option of completing the *Individual Health and Support Plan (IHSP) for Medication Required During School Hours* form that is available in the office. The IHSP requires a doctor's authorization and signature and allows the school nurse or designee to administer prescription or over-the-counter medication to students. Parents/guardians (not children) must bring the medication directly to the school and it will be kept locked in the health office.

PHYSICAL EXAMINATIONS

First grade students must provide proof of a complete physical examination before entrance into school. Physical exams are provided for students by the County Health Department if necessary.

REST & NUTRITION

Proper rest and nutrition are vital for a child to do his/her best in school. Health authorities recommend the following as needed hours of rest and sleep for the average child:

| | |
|-------------|----------|
| Ages 5-7: | 12 hours |
| Ages 8-10: | 11 hours |
| Ages 11-12: | 10 hours |

Every child should have a good breakfast to maintain efficiency and energy throughout the busy day and Doctors agree that this is the most important meal of the day.

The OMSD Wellness policy states that only compliant foods can be given and/or sold to students. Examples of Compliant foods: **Bottled water with no added sweeteners, 2%, 1% & non-fat milk, 100% fruit juice, fresh fruit & vegetables, baked chips, whole grain breads and crackers, pretzels, graham crackers, nuts and seeds (consider allergies), frozen juice bards (100%), reduced fat and sugar-free ice-cream.**

The following are examples of Non-Compliant food items: **Soda or other carbonated drinks, water with added sweeteners candy, chewing gum, snow cones, water ices, non-baked chips or other fried foods, cookies, cakes, muffins, donuts, candy coated popcorn.**

SCHOOL NURSE

A Health Technician is at Monte Vista five days a week, and the nurse one or two days a week. You will be called if your child becomes ill and can't return to class. Parents will be notified of those accidents that require follow-up care. All parents should be sure that an up-to-date Emergency Card is on file. A nurse will always be available on an emergency basis every day of the week.

SPECIAL HEALTH NEED

Please contact the school nurse or health technician if your child has a health need that might require special arrangements, precautions or program to be planned for him/her. Teachers are notified of students in class with special health needs.

I have read and discussed the policies and rules at

Monte Vista Elementary School

**with my son(s)/daughter(s). I have also read and
received the Title I School- Level Parental
Involvement Policy and School Parent Compact for
Achievement information.**

Child's Name

Grade

Child's Name

Grade

Parent/Guardian Signature

Date

MONTE VISTA ELEMENTARY SCHOOL FAMILY-SCHOOL COMPACT

The mission of Monte Vista Elementary School, a collaborative learning community, is to ensure that all children develop a desire to learn and reach their highest academic potential, by delivering a challenging curriculum through best instructional practices as we cultivate each student's character, abilities, and aspirations within a nurturing environment.

STAFF PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes for grades 1-3 and 60 minutes for grades 4-5)
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make our school accessible and a welcoming place for families.
- Help each student achieve the school's high academic standards.
- Provide necessary assistance to parents so they can help their child learn.
- Model kindness and service to my students, their parents, and the school community.
- Demonstrate respectful, responsible and reasonable behavior towards my students, their parents, and the school community.

STUDENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Come to school every day ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so they can help me to be successful in school.
- Limit my TV watching.
- Complete my studies and homework every day.
- Model kindness and service towards other students, my parents, and the school community.
- Demonstrate respectful, responsible and reasonable behavior towards school staff, my parents, my peers, and the school community.

FAMILY/PARENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read everyday (20 minutes K-3 and 30 minutes for grades 4-5)
- Ensure that my child attends school everyday, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school by communicating directly with my child's teacher.
- Participate at school in activities such as school decision-making, volunteering and/or attending parent-teacher conferences. Be willing to participate in home visits and/or community activity opportunities.
- Communicate the importance of education and learning to my child.
- Demonstrate respectful, responsible and reasonable behavior towards my child, school staff, and the school community.
- Model kindness and service towards my child, school staff, and the school community.

STUDENT _____

DATE: _____

TEACHER _____

DATE: _____

PARENT/GUARDIAN _____

DATE: _____

Name _____

Monte Vista School

Ontario-Montclair School District Acceptable Use of Electronic Information Resources Agreement

The Ontario-Montclair School District believes in the educational value of technology and recognizes its importance for supporting curriculum, instruction and management. The district network and Internet connection have been developed as tools to promote educational excellence, innovation and communication for students, staff and district volunteers. Due to its open nature, there is information available on the Internet which is inappropriate for district use. It is the district's intent to protect students, staff and volunteers from inappropriate information by:

- meeting or 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.

The following provisions specify the expectations for all users of Ontario-Montclair School District network. No user is authorized to access the district network until the Acceptable Use of Electronic Information Resources Agreement is signed by all required persons. Inappropriate use may result in the in the cancellation of the user's privileges, disciplinary and/or legal action.

Basic Terms of Use:

Personal Responsibility: I accept personal responsibility for my use of the district network. I understand that all school and district rules of conduct apply when I am on the district network or connected to the Internet through the district. I also accept personal responsibility for reporting any misuse of the network to an appropriate district staff member. I understand that no technology is perfect and I will not hold the district or district personnel responsible for the failure of any technology protection measure.

Acceptable Use: I understand my use of the district network is to be limited to educational activities, research, communication, and it will support the educational goals and objectives of the Ontario-Montclair School District. In addition, I will follow these guidelines:

- a. I will not transmit any material in violation of the law, including copyrighted, threatening or obscene material.
- b. I will not use the OMSD network for personal financial gain, advertising, or political activities.
- c. I will not use another person's account or password, nor allow another person to use mine.
- d. I will not interfere with or bypass the security or filtering systems used to protect the OMSD network.
- e. I will not send chain letters, annoying or unnecessary messages. Nor will I send unnecessary mail to a large # of people.
- f. I will not download programs to the network or any computer from either software or the internet without written approval.
- g. I will be polite: never send or encourage others to send abusive messages.
- h. I will use appropriate language: never swear, use suggestive, threatening, obscene or other offensive language.

Network Behavior and Privacy: I understand and will follow the generally accepted rules of network behavior:

- a. Privacy: never reveal any person's home address, phone number or other important personal information. Never ask for personal information from another person.
- b. Disruptions: do not use the district network in any way that would disrupt others.
- c. Harassment: never send messages, images, or other files or links to harass another person or organization.
- d. E-mail: all district network systems and files are district property. E-mail is not guaranteed to be private. Sending or receiving encrypted or encoded messages is strictly forbidden. Abusive or threatening e-mail messages may be turned over to law enforcement.

I have read and agree to abide by this Acceptable Use Agreement. Please sign and return to the teacher.

Student (User) Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____



Ontario-Montclair School District

Office of Child Welfare, Attendance & Records

Student Use of Cellular 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, such as a smartwatch 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)**

In the case of a serious matter or emergency, a school official may ask the student or parent/guardian to view the content of the student's electronic device. This may include inappropriate or illegal access of the district network, software and operating equipment.

Please contact your child's school office or the Ontario-Montclair School District's Office of Child Welfare, Attendance & Records for questions or concerns.

We have read and understand the Ontario-Montclair School District policy regarding Student Possession & Use of Cell Phones and other Electronic Communication Devices and the related legal considerations.

| | | |
|--|---|----------------------|
| _____ Student Name (Please Print) | X _____ Student Signature | _____ Date |
| _____ Parent/Guardian Name (Please Print) | X _____ Parent/Guardian Signature | _____ Date |
| _____ School Name | _____ Teacher Name | _____ Grade Level |

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Student Media Authorization and Release

I agree to the terms below to grant Ontario-Montclair School District, its officers, employees, and agents, service providers and assigns (collectively referred to herein as "OMSD") permission to use, adapt, modify, reproduce, create derivative works, distribute, publicly perform and display, in any form now known or later developed, my pupil's image or visual likeness, name and/or voice, as well as writing, creations and artwork created by my pupil, throughout the world, by incorporating it or them into publications, **yearbooks**, catalogues, brochures, books, magazines, newsletters, photo exhibits, motion picture films, videotapes, webpages, and/or other media or commercial, informational, educational, training, advertising, recruiting or promotional materials relating thereto using any means, method or media which OMSD deems appropriate in its sole discretion and that they may be used with or without my or my pupil's name or with a fictitious name and with fictitious or accurate biographical information. **Note: This form will also allow your pupil to be interviewed, photographed and/or filmed by members of the media.**

I make this grant of rights with the understanding that no compensation will be paid to me or my pupil for such grant. I understand and agree that all right, title and interest, including copyrights, in the materials created by OMSD pursuant to this agreement are the exclusive property of OMSD and that I will obtain no rights in such materials. I also understand that OMSD is not actually required to use my pupil's name, photograph, likeness, image, voice, signature, writing, creations or artwork in any way.

I hereby waive any right that I or my pupil may have to inspect or approve any photograph, likeness, image, video, audio recording, creation or derivative work thereof made pursuant to this Authorization and Release. I understand that under California law individuals have the legal right to control the use of their names, likenesses and images and I hereby release all such rights and hold harmless OMSD, its agents, licensees, and assignees from, and will neither sue nor bring any proceeding against any such parties for any liability, whether now known or arising hereafter, resulting from or arising in connection with the exercise of such parties' rights pursuant to this agreement.

This Authorization and Release will be governed by the laws of the State of California and represents the final and exclusive agreement between OMSD and myself on this subject.

I attest that I am the legal guardian of the minor listed below. I have read the above agreement and fully understand its contents. I represent and affirm that I am at least 18 years of age, that I have the right to contract in my pupil's name, and that neither I nor my pupil has any pre-existing obligation that may restrict or limit my ability to sign this Authorization and Release.

☐

I fully agree to the terms and Authorize and Release OMSD pursuant to all the details outlined in the above agreement.

☐

I DO NOT Authorize and Release OMSD pursuant to the details outlined in the above agreement. **Please note that your denial of this Authorization means that your child's picture will NOT be included in the school yearbook.**

Student Name

School Name

Student ID #

Grade

Parent/Guardian Name (*PRINT*)

X

Parent/Guardian Signature

Date

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 or contacting the following school official:

Hugo Lopez
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 Department of Education (CDE) at www.cde.ca.gov.

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