

MONTE VISTA ELEMENTARY SCHOOL

**A California Gold Ribbon School
A California PBIS Platinum School**
Ontario-Montclair School District



Parent Handbook 2025 - 2026

Safe * Respectful * Responsible



Ontario-Montclair School District

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

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

www.omsd.net

BOARD OF TRUSTEES

Sonia Alvarado

Kristen "Kris" Brake

Sarah S. Galvez

Flora Martinez

Elvia M. Rivas

The Ontario-Montclair School District Board of Trustees usually meets on the first and third Thursday of each month for its regular sessions. Meetings begin at 5:30 p.m. and are usually held in the Central School Auditorium, 415 East "G" Street, Ontario. When there is a change in time, date, or place of regular board meeting, public notice is given at least 48 hours in advance. For specific dates and information, phone 909-418-6445 or refer to the agenda.

All regular and special Board meetings are open to the public.

DISTRICT ADMINISTRATION

Dr. James Q. Hammond

Superintendent

Mr. Robert F. Gallagher

Assistant Superintendent, Learning & Teaching

Dr. Alana Hughes-Hunter

Assistant Superintendent, SELPA and Equity

Dr. Hector Macias

Assistant Superintendent, Human Resources

Mr. Phil Hillman

Chief Business Official

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Monte Vista School

Ontario Montclair School District



Welcome to the Monte Vista Elementary School Family and to the 2025 - 2026 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. In our school's website you will find our School Accountability Report Card.

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 pages from the Signature Packet to your child's teacher after reading and discussing Monte Vista school rules, the Monte Vista Family School Compact, OSMD Cell Phone Policy, and the OSMD Acceptable Use of Technology Agreement.

Sincerely,

Sultana Dixon

Sultana Dixon
Principal

MONTE VISTA ELEMENTARY SCHOOL

4900 Orchard Street

Montclair, CA 91763

(909) 626-5046

Fax: (909) 445-1650

Website: <https://www.omsd.net/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.

School Hours and Schedule

FRONT OFFICE HOURS

7:30 am - 3:30 pm

STUDENT ARRIVAL

Car Pick-Up- Enter on Orchard

Opens at 7:30 am

South Gate

Opens at 7:45

North Gate

Opens at 7:45

DAILY SCHEDULES

Preschool Schedule

Monday - Friday

AM Inclusion Preschool

7:45 am - 11:15 am

PM Preschool

12:00 pm - 3:15 pm

Transitional Kindergarten Schedule

Monday - Friday

8:15 am - 1:00 pm

Kindergarten Schedule

Monday - Friday

8:15 am - 1:00 pm

1st - 6th Grade Students

Monday, Wednesday, Thursday, and

Friday

8:15 am - 2:55 pm

Tuesday

8:15 am - 1:40 pm

MINIMUM DAYS

Parent Conference Week, etc.

Preschool schedule remains the same

TK/K

8:15 am - 12:45 pm

1st - 6th Grades

8:15 am - 12:45 pm

LAST DAY OF SCHOOL

Preschool schedule remains the same

TK/K and 1st - 6th Grades

8:15 am - 12:15 pm

BREAKFAST

AM Preschool

8:10 am - 8:40 am

TK - 6th Grade

7:45 am - 8:15 am

2nd Chance Breakfast

1st & 4th: 9:45 am

2nd & 5th: 10:05 am

3rd & 6th: 10:25 am

*Students may only eat one school
breakfast per day

RECESS SCHEDULE

Morning Recess

TK/K: 9:10am or 9:30am

1st & 4th: 9:45 am

2nd & 5th: 10:05 am

3rd & 6th: 10:25 am

Afternoon Recess

1st: 1:10 pm

2nd: 1:30 pm

3rd: 1:50 pm

LUNCH SCHEDULE

PM Preschool: 12:30 pm

TK/Kinder: 11:00

1st & 2nd: 11:15

3rd & 4th: 12:00

5th & 6th: 12:45

*Lunch schedules are altered on
Minimum Days.

Monte Vista Elementary School Staff 2025 - 2026

Office and Support Staff			
Principal	Mrs. Sultana Dixon	Outreach Consultant	Mrs. Rebecca Godoy
Assistant Principal	Mrs. Sabrina Blake	Outreach Assistant	Mrs. Carina Montellano
Office Manager	Ms. Jennifer Varela	Mentor	Mr. Antonio Edwards
Attendance	Mrs. Adriana Huerta	Speech Therapist	Ms. Rhonda Sloan
Clerk	Ms. Marina Holguin	Speech Therapist	Ms. Pamela Curtolo
School Nurse	Ms. Valerie Guzman	School Psychologist	Dr. Kristen Garcia
Health Clerk	Ms. Karla Pulido	ELOP Coordinator	Mrs. Sarah Arias
Intervention	Ms. Amie Poole	Cafeteria Lead	Mrs. Tammy Delayo
Intervention	Ms. Amy Packer	MAP Lead	Ms. Kaietlyn Santillan
Preschool		TK and Kindergarten	
Mrs. Victoria Garcia (AM)	Room D4	Mrs. Tonya Scott (TK)	Room D3
Ms. Alyssa Kessler (AM)	Room D4	Mrs. Martha Popoca (Aide)	Room D3
Mrs. Maria Ruvalcaba (PM)	Room D4	Mrs. Hannah Brown	Room D1
Ms. Sabrina Adame	Aide	Mrs. Laura Martin	Room B2
	Aide	Mrs. Kimberly Thompson	Room B1
Mrs. Corinne Chavez	Aide		
Mrs. Josie Guerrero	Aide		
First Grade		Second Grade	
Ms. Kim Brice	Room E1	Mrs. Cathy Feinner	Room E3
Mrs. Hannah Brown	Room D1	Ms. Jessica Hernandez	Room E4
Mrs. Andrea Gonzalez	Room G1		
Third Grade		Fourth Grade	
Ms. Adrian Koelliker	Room E2	Mr. Cameron Moss	Room P3
Ms. Michelle Ruvalcaba	Room F2	Ms. Elizabeth Rodriguez	Room P2
Mrs. Diane Werdmuller	Room H2	Mrs. Diane Werdmuller	Room H2
Fifth Grade		Sixth Grade	
Mrs. Xaundra Anaya	Room G3	Mrs. Ladan Bezanson	Room P11
Ms. Natalie Ocampo	Room G2	Mr. Erik Huizar	Room P12
Mrs. Kate Webb	Room G4		
Special Education			
Ms. Luisa Arzate 1-3	Room P5	Ms. Icela Valdez	Room P6
Ms. Heather Prfunder	Room P7	Mrs. Angie Calderon	Room P6
Art Education		Music Education	
Mrs. Jax Heckers	Room H1	Mr. Xiuyuan Xu	Room P1

Monte Vista Elementary School Calendar 2025 - 2026

August 6	First Day of School
August 7	Back to School Night, 5:30 p.m. - 7:00 p.m.
August 8	Early Dismissal (TK-6th: 12:45 p.m.; Preschool: regular dismissal)
September 1	Labor Day Holiday, NO SCHOOL
October 6	NO SCHOOL
October 30	Harvest Night, Family Festival, 5:30 p.m. - 7:00 p.m.
October 31	Costume Parade 8:30 a.m.
October 31	Early Dismissal (TK-6th: 12:45 p.m.; Preschool: regular dismissal)
November 10-11	Veteran's Day Holiday, NO SCHOOL
November 17-21	Parent Conferences (TK-6th: 12:45 p.m.; Preschool: regular dismissal)
November 25-29	Thanksgiving Holiday, NO SCHOOL
December 19	Early Dismissal (TK-6th: 12:45 p.m.; Preschool: regular dismissal)
Dec. 22 - Jan. 2	Winter Break, NO SCHOOL
January 5	School Resumes
January 19	Dr. Martin Luther King, Jr. Holiday, NO SCHOOL
February 9	Lincoln's Birthday Observed, NO SCHOOL
February 16	President's Day Holiday, NO SCHOOL
March 13	Early Dismissal (TK-6th: 12:45 p.m.; Preschool: regular dismissal)
March 18	Open House, 5:30 p.m. - 7:00 p.m.
March 20	Early Dismissal (TK-6th: 12:45 p.m.; Preschool: regular dismissal)
March 23-27	Parent Conferences (TK-6th: 12:45 p.m.; Preschool: regular dismissal)
March 30 - April 3	Spring Break, NO SCHOOL
May 21	6th Grade Promotion, 9:00 a.m.
May 21	Last Day of School (TK-6th: <u>12:15</u> p.m.; Preschool: regular dismissal)

[OMSD 2025-2026 District Calendar](#)

ARRIVAL, DISMISSAL, & ATTENDANCE

ARRIVAL PROCEDURES

- Students may arrive on campus beginning at 7:45 a.m., when breakfast is served.
- There is no supervision before 7:45 a.m., so for safety reasons, students should not arrive earlier.
- Only students may enter campus directly through the designated gates.
- All non-staff adults must check in at the front office, present a valid photo ID, sign in, and wear a visitor badge while on campus.

CAR DROP-OFF PROCEDURES

- For safety, please use the Car Lane Gate in the staff parking lot for student drop-off.
- Enter from Monte Vista Street and follow the car lane through to the drop-off point.
- Students should exit the car promptly and proceed directly to the gate.
- Walking students should use the North or South Gate and cross only at designated crosswalks.
- Preschool students should be walked to their Pre-K classroom entrance.

DISMISSAL PROCEDURES

- All students are expected to go directly home immediately after dismissal.
- Preschool, kindergarten, and first-grade students are released directly to a parent/guardian or approved family member.
- All other students are released at the end of the day and supervised by the teacher on duty.
- If a change in dismissal plans is needed, please communicate with your child's teacher in advance to avoid confusion.
- If you notice your child is not coming home on time, contact the teacher to discuss the concern.

CAR PICK-UP PROCEDURES

- All students who are picked up by car should report immediately to the Car Pick-Up Area after dismissal.
- Walking students exit through the North or South Gate and use the crosswalks.
- Preschool students are picked up at their classroom.

CROSSING GUARDS

- Crossing guards are located at:
 - Monte Vista & Orchard
 - Orchard & Fremont
 - Monte Vista & Benito
- Students should always use crossing guards when available and never cross the parking lot without an adult.
- From the north side of campus, students should use the North Gate to avoid crossing the parking lot entrance.
Crossing assistance is also provided for students crossing the car drop-off/pick-up lane at the South Gate.

LEAVING SCHOOL GROUNDS DURING THE DAY

- No student is permitted to leave school grounds during school hours alone.
- If a student must leave during the day, a parent/guardian or emergency contact listed on the child's emergency card must:
 1. Report to the office.
 2. Present photo identification.
 3. Sign the student out.
- Office staff will then call the classroom to have the student meet their parent/guardian in the office.

BICYCLES & E-BIKES

Students are welcome to ride their bicycles or electric bicycles (e-bikes) to school; however, bike rack space is extremely limited—only about six spaces are available and are offered on a first-come, first-served basis.

For everyone's safety:

- Helmets are required by California law and school policy. Students must wear their helmet while riding, not carry it in their hands or on the handlebars.
- Students who arrive on campus without wearing a helmet will have their bike or e-bike confiscated until a parent/guardian retrieves it.
- E-bike riders only must have a signed E-Bike Safety Agreement on file with the school office. *Permission slips may be requested in the front office.*
- E-bikes must be walked while on school grounds and secured in the bike rack area.
- Students may not ride motorized scooters or Class 3 e-bikes (must be age 16+ by law) to school.
- Students must follow all California traffic laws when riding to and from school. Unsafe riding or repeated violations may result in loss of permission to ride to school.
- Always cross streets at designated crosswalks, wait until all cars have stopped before crossing, and walk bikes and e-bikes across intersections.
- Riding double is unsafe and not permitted.
- Follow all city laws regarding riding on sidewalks.

Also for safety reasons, skateboards, scooters, roller skates, and “Heely”-type shoes are not allowed on campus.

ATTENDANCE

Consistent attendance is one of the most important factors in a student's academic success. Please review our school attendance motto with your child:

“Come to Monte Vista School, every day, on time, to learn!”

This motto reminds us of the strong connection between being present at school and achieving success.

Parents are responsible for making sure their child attends school regularly, in accordance with state law. If your child will be absent, please notify the school as soon as possible with the reason. You may call our attendance clerk at **(909) 626-5046** or send a note with your child that includes the correct date(s) of the absence and the reason.

EXCUSED AND UNEXCUSED ABSENCES

Under California Education Code, a child may be legally excused only for:

- Illness
- Medical or dental appointments (for the student)
- Death in the immediate family
- Required immunization exclusion (up to 5 days)
- Court appearance (with advance notice)
- Religious holidays (with advance notice)
- Funeral of someone outside the immediate family (with advance notice)

OMSD considers **10 or more excused absences** to be excessive. All other absences are considered unexcused. Parents are legally obligated to make sure their child attends school. Three unexcused absences equal one truancy, and repeated unexcused absences can lead to more serious consequences, including a referral to the School Attendance Review Board (SARB).

TARDIES & EARLY CHECKOUTS

Punctuality is also important. If your child arrives late, they must check in at the office for a tardy slip. Similarly, if you need to pick up your child during the school day, please report to the main office. Students will not be released directly from classrooms and can only be released to adults listed on the student's emergency card with valid photo identification. Frequent tardies or early checkouts may impact your child's learning, as **every minute in the classroom counts**.

ATTENDANCE MONITORING

We monitor attendance carefully to ensure students have the best opportunity to learn. Repeated absences, tardies, or early checkouts may result in:

- Letters sent home
- Phone calls or home visits
- A meeting with the **School Attendance Review Team (SART)**
- If needed, referral to the **District Attendance and Welfare Officer** or **SARB**.

PERFECT ATTENDANCE

Perfect Attendance is a special recognition given to students who have no absences for the entire school year and have been enrolled at Monte Vista since the first day of school.

We understand that illnesses and emergencies sometimes keep students from attending. When this happens, families have two ways to help recover lost instructional time:

1) SATURDAY MAKE-UP ACADEMY / SATURDAY SCHOOL

If a student is absent for less than three consecutive days, they may be invited to attend Saturday Academy to make up an excused absence. Saturday Academy provides engaging, hands-on learning activities while giving students the opportunity to recover lost instructional time. Sessions run from 8:00 a.m. to 12:15 p.m. on selected Saturdays during the school year. Absences successfully recovered through Saturday Academy will count toward Perfect Attendance eligibility.

2) INDEPENDENT STUDY AGREEMENTS & PACKETS

If your child misses school, they may be able to complete an Independent Study Packet to help recover the absence for attendance purposes. Parents/guardians must sign an Independent Study Agreement in the front office before a packet can be given.

Packets may be used in the following situations:

- **After the fact** – If a student has already missed a school day, they may complete a packet to clear the absence.
- **Three or more consecutive days** – If a student has been out for three or more days, they may complete a packet to recover those absences.
- **Planned absences** – Families may request packets ahead of time for planned absences so the student can work while away.

Please note: **Independent Study Packets do not equal a full day's worth of classroom learning**. Teachers will still expect students to make up any classwork, homework, projects, or assessments they missed while absent. Packets are intended to help keep students engaged with their learning and recover attendance, not to replace the full school experience.

RECESS

Monte Vista students enjoy daily recess as a chance to play, be active, and take a break from classroom learning. Recess is separate from PE and mealtimes and gives students supervised, unstructured time for physical activity, organized games, or social time with friends.

Beginning in the 2024-25 school year, California law (SB 291) requires schools that offer recess to provide:

- At least 30 minutes of recess time on regular school days
- At least 15 minutes of recess time on early release days

These minutes can be provided in one block or split into more than one break. Recess is held outdoors unless weather, air quality, or space limitations require it to be moved indoors.

Exceptions

Days with a full-day, school-sponsored program or a field trip are exempt from the recess time requirement.

Students cannot be denied recess for disciplinary reasons unless their participation would present an immediate physical safety risk to themselves or others. If recess is restricted for safety, staff will make every effort to provide another break opportunity once it is safe to do so.

MEALS AT SCHOOL

BREAKFAST/LUNCH PROGRAM

Monte Vista serves hot breakfast and lunch every school day. Menus follow federal nutrition guidelines to meet the healthy dietary needs of children. Through a special grant, all Monte Vista students can receive a free breakfast and lunch each day. If you choose to send lunch from home, please make sure all food items are single-serving size. Large or family-sized portions (for example, a full-size bag of chips) are not allowed. This rule also applies to snacks brought for recess.

SECOND CHANCE BREAKFAST

Students who did not eat breakfast before school may choose to have breakfast during morning recess. This Second Chance Breakfast is free for all Monte Vista students. Students who have already eaten a school breakfast that morning are not eligible for Second Chance Breakfast. Students who wish to participate should go directly to the cafeteria at the start of recess.

LUNCH FROM HOME & DROP-OFFS

Students who bring lunch from home should arrive at school with their lunch. Please write your child's name on the lunch bag or lunchbox so it can be easily identified. If you need to drop off a lunch during the school day, please do so before your child's scheduled lunch period. This ensures the front office has enough time to get the lunch to the cafeteria before lunchtime begins.

ACADEMIC & ENRICHMENT PROGRAMS

EXPANDED LEARNING: MONTCLAIR AFTER SCHOOL PROGRAM (MAP)

Monte Vista partners with the City of Montclair to offer the Montclair After School Program (MAP) every school day from dismissal until 6:00 p.m. MAP provides a safe, supervised environment where students can participate in a variety of activities. While MAP is not an academic intervention program, students receive general homework support and have opportunities for enrichment, games, and creative activities. MAP is open to students in grades 1–6. If space is available, kindergarten students may also be invited to participate. Families may pick up an application and program details in the school office. Once a completed application is received and space becomes available, families will receive confirmation of their child's enrollment.

For questions about MAP, please contact **Kaitelyn** at **(909) 664-3212**.

EXTENDED LEARNING OPPORTUNITIES PROGRAM (ELOP)

Monte Vista also offers the Extended Learning Opportunities Program (ELOP), which provides additional enrichment opportunities for students. ELOP sessions may be offered after school, on Saturdays, or during school breaks, depending on the program schedule.

For more information about ELOP, please contact **Sarah Arias** at **(909) 626-5046**.

EXTENDED LEARNING: AFTER SCHOOL INTERVENTION

Monte Vista offers some after-school academic intervention classes in Language Arts and Math for students who need extra support. These sessions provide targeted instruction to help students strengthen essential skills, close learning gaps, and build confidence. Classroom teachers determine eligibility based on: Test scores, Report card grades, Classroom performance, and teacher observation.

The number of students who can participate depends on available funding and teacher participation. Families of eligible students will be contacted with details about the schedule, duration, and focus of the program.

GIFTED AND TALENTED EDUCATION (GATE)

The GATE program provides additional learning opportunities for students who have been identified as gifted or talented. Students in grades 3–6 may qualify through district testing and teacher recommendations. The program offers enrichment activities, higher-level thinking challenges, and opportunities to work with other GATE students. Please speak with your child's teacher or the principal if you have questions about GATE testing or placement.

ENGLISH LANGUAGE LEARNER (ELL) PROGRAM

Students whose primary language is not English may qualify for English Language Development (ELD) services. Based on state guidelines, students receive daily instruction designed to build English speaking, listening, reading, and writing skills while supporting academic success in all subject areas. ELD instruction is conducted primarily in English, with limited support in the student's primary language when needed. Students transition to the mainstream program as soon as they meet state reclassification criteria.

INSTRUMENTAL & VOCAL MUSIC PROGRAM

Monte Vista offers chorus to students in all third grade classes, and instrumental music for interested students in grades 4–6. Students learn about music theory, how to read music, and how to play a variety of instruments. An orientation session is held in the fall to explain instrument options and rental information.

RESOURCE SPECIALIST PROGRAM (RSP)

The Resource Specialist works with students who have been identified with specific learning disabilities but demonstrate average or higher ability. Qualifying students receive targeted small-group or one-on-one instruction in areas such as reading, writing, and math, in addition to their regular classroom program. Services are determined through the Individualized Education Program (IEP) process.

SPEECH AND LANGUAGE SERVICES

Our Speech and Language Specialist provides assessment and therapy for students with speech or language difficulties. Services may include support for articulation, fluency, voice, and language development, as outlined in a student's IEP.

STUDENT ACHIEVEMENT REVIEW PROCESS

The academic growth of each Monte Vista student is closely monitored throughout the school year. Teachers and staff use multiple measures to track student progress, including:

- **Smarter Balanced Assessment Consortium (SBAC)** – administered at the end of the school year
- **OMSD Criterion-Referenced Test and Writing Assessment** – given at the midpoint of the school year
- **iReady Diagnostics** - given 4 times per year for Kindergarten-2nd grade, and 3 times per year for grades 3-6.
- Classroom assignments and student work samples
- Report card grades and other teacher observations

Parents receive regular updates on their child's progress through report cards, conferences, and other communication from teachers.

If a student is identified as **at-risk** academically, parents will be notified as soon as possible. Together, parents and staff will create a plan to address areas of concern. Support may include:

- Targeted help during regular classroom instruction
- After-school academic intervention programs
- Additional extended learning opportunities, such as Saturday Academy or enrichment programs

Before the end of the school year, parents will be informed of any recommendations regarding their child's promotion or retention.

STUDENT SUCCESS TEAM (SST)

The Student Success Team is a group of school staff and parents who meet to develop strategies for students experiencing academic, behavioral, or attendance challenges. The SST may include parents, the principal or designee, teachers, specialists, and other support staff. Together, the team reviews data, identifies student needs, and creates a plan for support. Parents may request an SST meeting at any time by contacting their child's teacher or the school office.

SCHOOL POLICIES & EXPECTATIONS

APPEARANCE & DRESS CODE

Monte Vista School follows a dress code policy that helps promote a positive and focused school setting. Parents play a key role in helping their child choose clothing that supports a safe, respectful, and distraction-free learning environment. A student's appearance can influence their academic progress, behavior, and relationships with peers.

Students should come to school in clothing that is:

- **Safe** – Footwear and clothing should allow students to move comfortably and participate in all school activities.
- **Respectful** – Clothing should avoid images, language, or logos that are inappropriate for a school setting.
- **Distraction-free** – Clothing should not interfere with learning or draw unnecessary attention.

DRESS CODE GUIDELINES

- **Shoes** – Properly sized shoes must be worn at all times. Flip-flops, sandals, backless or open-toed shoes are not allowed. Shoes must be securely fastened (e.g., no Crocs).
- **Clothing fit and coverage** – No ripped jeans, see-through fabric, halter tops, spaghetti straps, low-cut tops, bare midriffs, or skirts/shorts shorter than mid-thigh.
- **Pajamas** – Pajamas are not allowed unless it is an official Pajama Spirit Day.
- **Messages and graphics** – Clothing, jewelry, and personal items must be free of writing, pictures, or insignia that are gang-related, crude, vulgar, or otherwise inappropriate for school.

If a student's clothing or appearance causes, or may cause, a disruption to school activities, school administration may take appropriate action in line with district policy. Likewise, any adult whose attire or appearance disrupts the school setting may be asked to leave campus or be restricted from attending school activities. For more detailed guidelines, please refer to the OMSD Dress Code Policy in the OMSD Guidelines & Policies section.

CELL PHONES & PERSONAL ELECTRONIC DEVICES

We understand that many families choose to provide their child with a cell phone for safety or convenience. However, to maintain a safe, respectful, and distraction-free learning environment, Monte Vista follows the Ontario-Montclair School District policy for student cell phone use.

Cell phones, smartwatches, and other personal electronic devices may **not** be used or visible, unless with express permission from a teacher or other authorized school staff member:

- On school grounds during school hours
- On buses
- At any school-sponsored activity
- Anytime students are under school supervision

Students must keep devices turned off and stored in their backpack until they have completely left campus. This means reaching the sidewalk by the street, not just exiting the classroom. If a student needs to contact a parent or guardian during the school day, they should ask to use the school phone in the main office. Personal devices may not be used for calls, texts, or messages during the school day. Violations of this policy will follow the Monte Vista Behavior Ticket Level Process and OMSD guidelines, which may include device confiscation. For more information, see the OMSD Student Use of Cellular Phones Policy in the signature packet.

BIRTHDAY CELEBRATIONS

We know that birthdays are a big deal, especially in elementary school! We love celebrating our students and know how special it can feel to be recognized on your big day. If you'd like to celebrate your child's birthday at school, please reach out to their teacher **in advance**. Celebrations are up to each teacher's discretion, and in general, a small, simple celebration near the end of the school day is best. This helps us keep the focus on learning while still making time for fun. In line with the OMSD Wellness Policy, we ask that only non-food items be shared with classmates (such as stickers, pencils, or erasers). Please do not send balloons, large goody bags, or party treats without checking with your child's teacher first. Thank you for helping us keep birthdays fun, safe, and classroom-friendly!

CLASSROOM DISCIPLINE PLAN

Each teacher at Monte Vista has a Classroom Discipline Plan that outlines class rules, expectations, and both positive and negative consequences. These plans support our school-wide Behavior Plan and our Positive Behavioral Interventions and Supports (PBIS) framework.

Teachers review their discipline plan with students at the start of the school year and reinforce it regularly. The plan includes:

- **Classroom rules** designed to create a safe, respectful, and productive learning environment
- **Positive recognition** for students who follow expectations
- **Clear consequences** for students who choose not to follow the rules

Families will be informed of classroom expectations early in the year and may be contacted if there are concerns. In many cases, minor behavior issues are addressed within the classroom. More serious or repeated behaviors may be referred to the office and handled according to the Monte Vista Behavior Plan. Please see the "Monte Vista Behavior Expectations" of this handbook for more details.

DISCIPLINE

At Monte Vista, we believe every student has the right to learn in a safe, respectful, and supportive environment, and every teacher has the right to teach without unnecessary disruptions. Our goal is to teach and reinforce positive behavior while addressing concerns in a fair and consistent way.

Minor infractions are generally handled by the classroom teacher through redirection, reminders, and other classroom strategies. Parents may be contacted if necessary. Major infractions or repeated behaviors may be referred to the office and addressed by administration.

If a student's behavior disrupts, or may disrupt, school activities, school administration may take appropriate action in line with district policy. This may include conferences with parents, behavior contracts, or other interventions. In serious cases, disciplinary consequences may also apply.

Any adult whose behavior disrupts the school environment may be asked to leave campus or may be restricted from attending school activities. For more information, please see the "Monte Vista Behavior Expectations" section of this handbook.

DETENTION

A student may be assigned detention as a consequence for certain behavior infractions. Detention may be served during lunch/recess or after school.

- **After-School Detention** – May be assigned for up to one hour per day. A 24-hour notice will be given if transportation arrangements need to be made.
- **Lunch/Recess Detention** – May be assigned as needed. Students will be given adequate time to eat lunch, use the restroom, and get a drink.
- By California law (C.A.C. Title 5, Sec. 353), teachers may also keep a student for up to 15 minutes after school without prior parent approval, although every effort will be made to notify parents in advance.

Detention is used as part of our PBIS approach to encourage students to reflect on their actions, take responsibility, and make better choices moving forward.

DISCIPLINE REFERRAL

When a school rule is broken, a student may receive a Discipline Referral. There are two types:

- **Minor Discipline Referral (MDR)** – for less serious or first-time infractions
- **Office Discipline Referral (ODR)** – for more serious infractions or repeated behaviors

The referral form documents what happened and the actions taken. Copies are:

- Sent to the office
- Kept by the teacher
- Sent home for a parent/guardian's records, it does NOT need to be signed and returned.

A message or photo of the MDR will be sent by the teacher or other school staff, and parents will be contacted regarding ODR referrals.

Discipline referrals are part of a student's behavior record and may contribute to further interventions, such as a Level Conference or Behavior Contract.

For more details about behavior expectations and the referral process, see the Monte Vista Behavior Expectations section of this handbook.

HOOKAH PENS & E-CIGARETTES

Possession or use of **hookah pens, e-cigarettes, vapes, or any device containing nicotine** is prohibited on campus, on school buses, and at all school-related events. These items are treated the same as tobacco under California Education Code.

Students found in possession or using these devices may be in violation of:

- **EC 48900 (h):** Possessed or used tobacco or any product containing nicotine
- **EC 48900 (k):** Disrupted school activities or willfully defied school authorities

Violations will result in disciplinary action, which may include confiscation of the device, parent contact, and further consequences in line with district policy.

HOMEWORK

Homework at Monte Vista is designed to support learning and give students a chance to practice important skills. While most teachers will assign homework, it is generally light and purposeful.

Typical assignments may include:

- **Daily reading** at home
- **Math fact practice** to build fluency
- **Differentiated assignments** such as i-Ready My Path or other targeted practice

Homework is meant to reinforce classroom learning, not replace it. Occasionally, teachers may assign special projects or activities to extend learning. The amount and type of homework may vary by grade level and teacher.

We encourage families to help create a regular homework routine and a quiet place for students to work. If you have concerns about homework expectations or your child's workload, please communicate directly with your child's teacher.

MONTE VISTA BEHAVIOR EXPECTATIONS

Monte Vista Elementary is committed to providing a safe, respectful, and positive learning environment for every student. We believe that self-discipline, personal responsibility, and strong character help our students meet the challenges of today and the future.

Our school follows **Positive Behavior Interventions and Supports (PBIS)**—a program that teaches and reinforces positive behavior. Staff members actively recognize students for making good choices, which helps promote a safe, welcoming, and productive school climate.

OUR THREE FOUNDATIONAL EXPECTATIONS

We teach and model these expectations in all areas of campus:

- **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.”*

RECOGNIZING POSITIVE BEHAVIOR

Students can earn recognition and rewards through:

- Pride Notes for demonstrating expectations
- PBIS Store
- Pride Celebrations each trimester
- Perfect Attendance incentives
- PBIS All-Star Recognition
- Positive self-esteem programs
- Special presentations or assemblies
- Teacher- or class-specific rewards
- Opportunities for extracurricular activities

PROBLEM SOLVING STEPS

Conflicts happen, and we help students handle them responsibly:

1. **Ignore it or walk away** if possible.
2. **Use “I” statements** and eye contact to ask the person to stop.
3. **Let the person know** that if the behavior continues, you will tell an adult.
4. **If it continues**, notify an adult immediately for support and next steps.

Three-Step Apology

1. State specifically what you are sorry for.
2. Promise not to repeat the behavior.
3. Ask for forgiveness.

SCHOOL RULES APPLY:

- During all school-related activities (on or off campus, during or outside class hours)
- While traveling to and from school
- During after-school programs

Any behavior or attire that disrupts school activities may result in disciplinary action. Adults on campus are also expected to follow these guidelines to maintain a safe environment.

AREA SPECIFIC EXPECTATIONS

General Conduct

- Follow the 3 behavior expectations at all times.
- Use kind words; avoid teasing, name-calling, profanity, or threats.
- Solve disagreements without physical contact.

School Property

- Care for books, school materials, and personal belongings.
- Keep the campus clean and graffiti-free.
- Families may be responsible for damage to school property.

Lunch & Recess Snack

- Walk calmly to the lunch area.
- Use polite voices and table manners.
- Eat your own food; no sharing.
- Clean your area before dismissal.
- Snacks must meet OMSD nutritional guidelines.

Playground

- Play in designated areas with school equipment only.
- No rough play, tackling, karate moves, or chasing games that could cause injury.
- Follow adult directions immediately.
- Use equipment safely and return lost balls to their owner.

Restrooms

- Use during recess when possible.
- Keep restrooms clean; no playing, climbing, or vandalism.

Hallways

- Walk quietly; no running, loud talking, or ball bouncing.

Classrooms

- Be prepared with necessary materials.
- Complete assignments on time.
- Follow classroom rules and routines.

PROGRESSIVE DISCIPLINE (DUE PROCESS)

The Monte Vista Behavior Plan includes a **3-Level system** for progressive discipline, which resets each trimester:

- **Level I:** Teacher-student conference and contract (parent signature required)
- **Level II:** Student-parent-teacher conference and contract
- **Level III:** Conference including administration; final decision by administrator

Serious offenses under Education Code 48900 may bypass Levels I and II, resulting in immediate suspension (up to 5 days) or further action.

DISCIPLINE REFERRALS

Students receive:

- **Minor Discipline Referrals (MDR)** for lesser rule violations (4 in a trimester trigger Level I).
- **Office Discipline Referrals (ODR)** for major violations.

Minor Infractions include disrespect, disruption, cheating, inappropriate language, property misuse, and other lower-level concerns.

Major Infractions include fighting, harassment/bullying, property damage, technology violations, theft, possession of dangerous objects or illegal substances, and other serious behaviors.

CELL PHONES

- Cell phones and similar devices must be turned off and kept out of sight during school hours and on school grounds.
- Staff may confiscate devices if rules are not followed, in line with OMSD policy.
- Please see the complete policy on Cell Phones within the “School Policies & Expectations” section.

ALCOHOL, DRUGS, AND TOBACCO

Monte Vista has zero tolerance for alcohol, vaping devices, or drugs. Students found in possession, under the influence, or distributing will face immediate disciplinary action, including possible expulsion.

FIGHTING

If a student is attacked by another student and attempts to leave, get help, or block the attack, they are not guilty of fighting. However, if they participate in retaliation, taunting, or engaging in the fight, that will be considered participation in the fight.

COMMUNICATION & PARENT INVOLVEMENT

CLASS PLACEMENT

Class and teacher assignments for the first weeks of school are temporary and may change based on student enrollment. Occasionally, adjustments must be made to balance class sizes or meet student needs. We appreciate your understanding and support if changes are necessary.

COMMUNICATION (SCHOOL & HOME)

A strong connection between home and school is essential for student success. Monte Vista communicates with families through notices, flyers, phone calls, emails, Class Dojo, Parent Square, and our school website.

Parents/guardians may contact teachers by:

- Calling the school office and leaving a message
- Emailing (teacher's first name + last name @omsd.net, like sultana.dixon@omsd.net)
- Messaging through approved district communication tools

Teachers and staff will return calls and messages within **24 hours on school days**.

COMPLAINT PROCESS (UNIFORM COMPLAINT PROCESS)

Parents with concerns are encouraged to voice them promptly. Most times, concerns can be resolved by:

1. Speaking directly with the teacher or staff member involved
2. If the issue is not resolved, requesting a meeting with an administrator

Williams Complaint Forms (for concerns about facilities or instructional materials) are available in the school office. For information on the **Uniform Complaint Procedures**, please contact the office or visit the district website.

PARENT INVOLVEMENT

Parent participation plays a vital role in student success. There are many ways to get involved:

- Volunteering in the classroom or school
- Helping with school activities and events
- Serving on school committees
- Supporting your child's learning at home

If you are interested in helping, please contact your child's teacher or the school office for opportunities.

PARENT-TEACHER ORGANIZATION (PTO)

The PTO supports Monte Vista through volunteering, organizing events, and fundraising. We deeply appreciate their dedication and invite all families to join. For more information or to get involved, contact the PTO president or the school office.

SCHOOL-PARENT COMPACT FOR ACHIEVEMENT

Monte Vista distributes a School-Parent Compact each year to families of Title I students. This agreement, developed with parent input, outlines how parents, students, and staff will share responsibility for academic achievement and how the school and families will work together to help children succeed.

SCHOOL SITE COUNCIL

The School Site Council (SSC) includes school staff and parent representatives. The SSC reviews student achievement data, identifies school needs, and helps develop and monitor the School Plan for Student Achievement (SPSA). Parents are welcome to attend SSC meetings and may apply to become voting members.

TITLE I SCHOOL-LEVEL PARENTAL INVOLVEMENT POLICY

Monte Vista receives Title I funding to support student learning. We have developed a written Title I Parental Involvement Policy with input from parents. The policy outlines how the school will involve families in planning and decision-making, provide information about student progress, and offer opportunities for parent education. You will find it later in this handbook, and copies will both be available in the office and sent home.

VOLUNTEER POLICY

Volunteers help enrich the school experience for students. A volunteer is anyone age 18 or older who assists at school or school events without pay. To volunteer, an application must be completed and approved each school year. Depending on the activity, additional requirements such as fingerprint clearance or TB testing may apply. **For details and an application, visit the school office.**

VISITS TO THE CLASSROOM

Parents are welcome to visit their child's classroom. Visits must be arranged in advance with the teacher and should typically last no more than 20 minutes to avoid disrupting instruction. All visitors must:

- Sign in at the school office
- Show a valid photo ID
- Wear a visitor badge while on campus

Please understand that class visits are not private conferences. If you wish to discuss your child's progress, please schedule a separate meeting with the teacher.

SAFETY & EMERGENCY PROCEDURES

EMERGENCY CARDS

Emergency cards are required for each student and must be kept up to date. These cards provide school staff with the information needed to act quickly in the event of illness, injury, or another emergency. It is essential that all phone numbers, **especially the primary number for reaching a parent or guardian during the school day**, are accurate.

Only adults listed on the emergency card may pick up a child from school. Please notify the office immediately if your contact information, address, or emergency contacts change. Keeping these records current is a critical part of keeping your child safe.

EMERGENCY PREPAREDNESS

Monte Vista conducts regular emergency drills to ensure students and staff know how to respond safely in a variety of situations. These drills follow state law and include fire drills, earthquake drills, and shelter-in-place scenarios (such as those related to chemical spills or air quality alerts).

In addition, we conduct **mandatory lockdown drills** twice a year to prepare for situations that may involve securing the campus. During these drills, students and staff practice how to stay quiet, remain out of sight, and follow lockdown procedures in a calm and safe manner. Teachers explain the purpose of the drill in age-appropriate language and are available to support students before and after the drill. Our goal is always to prepare—not to scare—our students.

We understand that lockdown drills can cause anxiety for some children. While participation is important for safety preparedness, families do have the right to opt their child out of lockdown drills if they feel it is in the best interest of their child.

To request an opt-out:

- Parents/Guardians must pick up an opt-out form from the front office.
- A brief explanation is required on the form.
- Forms must be submitted **by the deadline listed** on the opt-out notice (typically at least 48 hours prior to the drill).
- Students with an approved opt-out form will be supervised in an alternative location during the drill.

Please note that **in the event of a real emergency lockdown**, all students—including those who have opted out of practice drills—will be expected to follow the school's safety procedures.

If an emergency ever occurs on or near campus, students will evacuate along designated routes to pre-planned assembly areas. Students will only be released when local authorities (such as the Police or Fire Department) determine it is safe. If communication systems are working, we will notify families using the District's automated ConnectED messaging system using the contact numbers we have on file.

BICYCLES & E-BIKES

Information about Monte Vista Bicycle and E-Bike policies can be found in the Arrival and Dismissal Section. However, pertaining to safety, we would like to remind you that:

- All riders must wear a properly fitted helmet, in compliance with California state law.
- Students without helmets will have their bike or e-bike held in the office until picked up by a parent.
- Riding motorized scooters or Class 3 e-bikes is not permitted; riders must be at least 16 years old by law.
- All bike and e-bike riders must have a signed Safety Agreement on file. Forms are available in the front office.

- Students must walk bikes across streets and only cross at designated crosswalks.

For additional information on bike and e-bike expectations, please refer to the Arrival & Dismissal Procedures section.

COURT DOCUMENTS

The school is legally obligated to follow the court orders set forth by a judge if such documents are in the possession of the school. The school will abide by any valid court documents received. Court documents that are not dated, expired, or that do not display the court seal are not valid. For the safety of our students, please ensure that the front office has a copy of all current court documents.

INCLEMENT WEATHER

Recess and outside activities, including PE, will be held indoors in the event it is raining or the weather has reached temperatures above 94° F. In extreme temperatures, students are provided frequent water breaks.

PETS

For the health and safety of all students and staff, pets are not allowed on campus or in classrooms without prior approval from school administration. If you would like your child to bring a pet for a class activity or presentation, please contact the office in advance to request permission.

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.

CHILD HEALTH AND WELFARE

At Monte Vista, your child's health and safety are a top priority. This section outlines important procedures and reminders to help us work together to support student wellness.

ACCIDENTS

While every effort is made to keep students safe, the Ontario-Montclair School District cannot assume responsibility for accidents or injuries that occur during school activities.

A voluntary student accident insurance plan is available for a small fee; forms will be sent home during the first weeks of school.

To help us respond quickly in an emergency, please make sure we always have:

- Current phone numbers for parents or guardians
- Emergency contact information
- Your child's doctor's name and phone number

Keeping your child's emergency card up to date is essential for their safety.

CHILD ABUSE & NEGLECT

By law, all school employees are mandated reporters of suspected child abuse. If school staff reasonably suspects a child is being abused or neglected, a report will be made to Child Protective Services (CPS). Staff may briefly and discreetly speak with a student to ensure their safety.
(California Ed Code 44690-44691)

CONTAGIOUS ILLNESS

To help keep our school community safe and healthy, we ask that you keep your child home from school if they are showing signs of a contagious illness. Please notify the school office if your child has a confirmed communicable disease so we can monitor for potential spread and follow appropriate public health protocols.

According to current California Department of Public Health (CDPH) guidelines, your child may return to school when **all** of the following conditions are met:

- Symptoms are mild and improving.
- Your child is well enough to fully participate in school activities without requiring individual or specialized care.
- School staff can meet your child's needs without risking the health or safety of others.

Some general rules of thumb:

- Fever, vomiting, or diarrhea: Your child must be symptom-free for at least 24 hours without medication before returning to school.
- Cold symptoms or cough: Students may attend school if they can participate comfortably and follow adult directions.
- Mild symptoms (e.g., runny nose, minor rash): These do not automatically require staying home unless the child is unusually tired, uncomfortable, or cannot keep up with daily routines.

If you're unsure whether your child should attend school, we encourage you to call our health office.

HEALTH SCREENINGS

Vision and hearing screening and referrals are done annually by a team of nurses for all students in Kindergarten, 2nd, and 5th grades, plus RSP and SDC students. Students referred by parents, teachers, or principal will be tested as well. First grade males are screened on color-blindness only. Students who qualify may be referred for emergency dental care through the school nurse or health technician. Contact the Health Office for more information.

IMMUNIZATIONS

California law requires students to be up to date on certain immunizations to attend school. These include:

- Polio
- DPT or TD (Diphtheria, Pertussis, Tetanus)
- MMR (Measles, Mumps, Rubella)
- Hepatitis B (Kindergarten only)
- Hib (Haemophilus influenzae type B)

Students may be exempt only for documented medical reasons. Immunizations can be obtained from your family doctor or these local clinics:

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

HEAD LICE

To prevent the spread of head lice:

- Remind your child not to share hats, jackets, combs, or headphones.
- If lice are found, your child must be **completely nit-free** before returning to school.
- OMSD permits up to **three excused days** for head lice treatment.

For questions, contact our Health Office or the County Health Department.

MEDICATION AT SCHOOL

Students are **not allowed** to carry or take any medication on their own at school. If your child requires medication during the school day:

- An **adult must bring the medication** to the Health Office.
- Prescription medication must be in its original bottle with the child's name.
- Parents must complete an **Individual Health and Support Plan (IHSP)**, signed by a doctor.
- All medications are stored securely and administered by the school nurse or designee.

PHYSICAL EXAMINATIONS

All first-grade students must have proof of a recent physical exam before starting school. If needed, exams are available through the County Health Department.

SCHOOL NURSE

- A **Health Technician** is on campus five days a week.
- The **district nurse** is available one to two days a week and on-call for emergencies.
- Parents will be contacted if their child is ill or has an injury requiring follow-up.

Be sure your child's **emergency card** is current so we can reach you quickly if needed.

NUTRITION & WELLNESS

Children learn best when they are well-rested and well-nourished. Health professionals recommend:

- **Ages 5–7:** 12 hours of sleep
- **Ages 8–10:** 11 hours of sleep
- **Ages 11–12:** 10 hours of sleep

Make sure your child starts the day with a healthy breakfast. It is offered free to all Monte Vista students every morning.

Per OMSD wellness policy, only compliant foods may be given or sold to students. Examples of compliant snacks: Bottled water with no added sweeteners, 100% fruit juice, fresh fruits and vegetables, whole grain crackers or pretzels, Baked chips, sugar-free or reduced-fat frozen treats.

Not allowed on campus: Soda or carbonated drinks, candy or gum, fried chips, cookies, cakes, or donuts, snow cones or sweetened ices. Please avoid sending non-compliant items in lunches or for celebrations.

GENERAL INFORMATION

COMPUTER USAGE & TECHNOLOGY AGREEMENTS

Technology is an essential part of learning at Monte Vista Elementary. All students use computers, district-managed programs, and online resources throughout the school day. To ensure responsible use of technology both at school and at home, families must review and sign **two district forms** each year:

1. Acceptable Use of Technology Agreement

This agreement outlines the rules, expectations, and responsibilities for using school-issued technology and accessing the internet. Key points include:

- Students must use the internet and district devices for schoolwork only.
- All usage is subject to monitoring by the district.
- Inappropriate or unsafe use (such as cyberbullying or attempting to bypass filters) may result in loss of privileges.
- Personal information, photos, and passwords must not be shared.
- Students must follow copyright laws and show digital citizenship at all times.

Full copies of the agreement are available on the [OMSD website](#) or by request from the front office.

2. Student Device Checkout Agreement

All families are required to sign this agreement, **even if their child's device does not go home**. The agreement ensures that families understand expectations around proper care of district devices and are aware that they may be held financially responsible for damage caused **on or off campus**.

Examples of on-campus damage include intentional or negligent misuse, such as inserting objects into USB ports, damaging screens or keyboards, or tampering with internal components.

Key points include:

- Devices are provided **"as-is"** and should only be used for educational purposes.
- Students and families may be **financially responsible** for any damage or loss.
- A police report is required in the case of theft if it was taken home in grades 3-6.
- The district may request the return of the device at any time.

To avoid damage, students should:

- Never leave the device unattended or in unsafe locations.
- Keep the device away from liquids, food, and extreme temperatures.
- Store it carefully when not in use.

Both forms will be included in the beginning-of-year signature packet sent home with students. Additional copies are also available in the front office upon request.

PERSONAL BELONGINGS ON CAMPUS

Students should only bring items necessary for learning. Toys, trading cards, radios, sports equipment, and other personal belongings should be left at home unless a teacher or administrator gives prior permission. **Items that resemble weapons (including toy guns or weapon-like replicas) are strictly prohibited.** These items can cause distractions, create safety concerns, or be lost or damaged.

The school is not responsible for lost or stolen personal items. Please talk with your child about what is appropriate to bring to school.

LOST & FOUND

Our Lost & Found rack is located [insert location here, if known—e.g., near the cafeteria]. Students are encouraged to check it regularly for any misplaced clothing, water bottles, lunch boxes, or other items.

To help us return lost items, please **label all of your child's belongings**, especially jackets, backpacks, and reusable water bottles. At the end of each trimester (or school year), unclaimed items will be donated to a charitable organization.

MAIN OFFICE

The Monte Vista main office is open from **7:30 a.m. to 3:30 p.m.** on all days that school is in session.

Limited summer hours are posted on the front office door and on the school's main phone line message at **(909) 626-5046**. The office is closed during major breaks and when classes are not in session.

MONTCLAIR COMMUNITY COLLABORATIVE (MCC)

The Montclair Community Collaborative (MCC) is a citywide partnership of individuals, organizations, and schools working together to improve the quality of life for all residents. MCC brings valuable services directly to Monte Vista students and families, including:

- Assistance with health insurance and referrals
- Access to a lice clinic and case management
- Parent education workshops

- Transportation support for medical needs
- Counseling and mental health referrals

For more information, contact the school office or visit the MCC section of the OMSD website.

REPORTING PUPIL PROGRESS

Student achievement is formally reported to families three times per year on the district's Student Achievement Report (report card).

- **Trimester 1 and Trimester 2** reports are shared during scheduled parent-teacher conferences.
- **Trimester 3** reports are sent home with students at the end of the school year.
- Mid-trimester progress reports may also be sent home to communicate academic or behavioral concerns.

Teachers welcome additional conferences at any time. To schedule a meeting, please send a note to your child's teacher or contact the office. Ongoing informal communication will also help keep families informed of student progress throughout the year.

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

California schools are required to publish a School Accountability Report Card (SARC) each year to provide families with transparent information about student achievement, school climate, and available resources.

To view Monte Vista's most recent SARC, visit our Monte Vista homepage, click on the "About Us" tab, and scroll down to "SARC."

Title I School-Level Parental Involvement Policy Monte Vista

2025-2026

Monte Vista Elementary School, a Title I school, recognizes that family engagement is essential to student academic success. The policy has been developed in collaboration with Title I parents through School Site Council meetings and feedback opportunities, and it is reviewed and updated annually. The policy is distributed to all parents at the beginning of the school year, made available to families of newly enrolled students, and published 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].

I. Involvement of Parents in the Title I Program

To promote meaningful involvement of parents in the Title I program, Monte Vista Elementary has established the following practices:

- **Annual Title I Meetings:** Informational meetings are held at the start of the school year in both English and Spanish to inform families of Title I requirements, their rights, and opportunities for involvement. Meetings are offered at various times (morning and evening) to accommodate schedules, and childcare is provided.
- **Ongoing Participation and Input:** Title I parents are engaged in the planning, review, and improvement of the school's Title I programs and this policy through their involvement in the School Site Council. An annual Parent Needs/Evaluation Survey is conducted to gather feedback and inform improvements to Title I programs and family engagement strategies.
- **Communication of Program Information:** Timely information about Title I programs is provided through a variety of channels, including informational meetings, phone calls, parent-teacher conferences, newsletters, the school website, and ConnectED messages.
- **Curriculum and Assessment Information:** Parents are informed about the school's academic curriculum, assessments used to measure student progress, and proficiency levels expected at events such as Back to School Night, parent-teacher conferences, and through newsletters and workshops.
- **Parent Meetings Upon Request:** Parents may request meetings to discuss their child's education and participate in decision-making. These include meetings such as the Coordination of Services Team (COST), Student Study Team (SST), School Site Council (SSC), District Advisory Council (DAC), English Learner Parent Advisory Committee (ELPAC), Special Education Advisory, and GATE Advisory.

II. School-Parent Compact

Monte Vista distributes a School-Parent Compact that has been developed collaboratively with families. This compact outlines the shared responsibilities of school staff, parents, and students in supporting academic achievement and aligns with California State Standards. It includes:

- The school's commitment to providing high-quality curriculum and instruction.
- Expectations for parents in supporting their children's education.
- The importance of regular communication, including:
 - Parent-teacher conferences
 - Frequent academic progress reports
 - Opportunities for volunteering and classroom observation
 - Access to school staff

III. Building Capacity for Parent and Family Engagement

Monte Vista supports strong school-family partnerships by implementing the following Strategies:

- Academic Guidance for Parents: At Back to School Night and Title I meetings, parents receive information on state standards, assessments, and strategies for supporting learning at home. Teachers also share student work and provide progress updates throughout the year.
- Resources and Training: Parents are given access to materials and trainings that promote learning at home, including workshops on literacy and numeracy. During conferences, families of students performing below expectations receive targeted instructional resources.
- Staff Development: Professional development is provided to staff to build their capacity to effectively engage families, value their input, and foster strong home-school relationships.
- Program Integration: Parent engagement efforts are coordinated with other school programs and community initiatives. Events such as parent education workshops and collaboration with the Parent Teacher Organization (PTO) offer additional avenues for involvement.
- Multilingual Communication: School-related information is shared in both English and Spanish through flyers, newsletters, automated calls, the school marquee, and the school website.
- Support for Family Engagement Activities: The school responds to family input and supports engagement efforts through events such as Parent Education Workshops, Back to School Night, and PTO meetings.

IV. Accessibility

Monte Vista ensures full participation of all families, including those with limited English proficiency, disabilities, or who are migratory. The school provides materials and communication in both English and Spanish and utilizes various methods to ensure inclusive outreach. Participation opportunities are communicated clearly through multiple channels, including direct mail, digital communication, in-person meetings, and community signage.

This Parent and Family Engagement Policy reflects Monte Vista's ongoing commitment to fostering strong family-school partnerships to support student academic achievement and well-being.

Monte Vista Elementary

School-Parent Compact For Achievement

What is a School-Parent Compact?

A School-Parent Compact for Achievement is an agreement that explains how Parents and Teachers will work together to ensure that all students reach or exceed grade-level standards.

Jointly Developed

Monte Vista School jointly developed our Parent-School Compact through regularly scheduled meetings with Parents. Parents and Teachers offered suggestions on how to communicate academic wants and expectations. Our Parent Compact is revised based on the academic needs of our students.

Communication about Student Learning

Monte Vista is dedicated to open communication with our families. Some of the ways parents and school staff communicate are: the Class Dojo app, Back-to-School Night, Open House, ConnectEd/Parent Square, Parent-Teacher Conferences, School Flyers, Newsletters, and the School website and Marquee.

Activities to Build Partnerships

Monte Vista strives to provide activities to build a strong partnership with the parent community. We welcome you to attend: Annual Picnic on the Playground, Recognition Assemblies, Back to School Night & Open House, Pride Celebrations, monthly Coffee with the Principal, and our Parent Engagement Nights. In addition, we welcome you to join the Parent-Teacher Organization (PTO), volunteer on campus or in the classroom, and use the parent website resources.

Monte Vista offers many opportunities for parents to get involved!

If you'd like to volunteer, please contact:

- Your child's teacher
- Marina Holguin, PTO
(909) 626-5046
- Sultana Dixon, Principal
(909) 626-5046

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 homework assignments to reinforce and extend learning (no more than 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.

OMSD GUIDELINES & POLICIES

EDUCATION CODE 48900

GROUND 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 injury 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)

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.

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

Ontario-Montclair SD

Board Policy

BP 5131.2

Students

Bullying

The Board of Trustees recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 6020 - Parent Involvement)

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(cf. 1312.3 - Uniform Complaint Procedures)

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

46600 Student transfers

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5 4600-4670 Uniform complaint procedures

UNITED STATES CODE, TITLE 47 254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and GenderNonconforming Students, Policy Brief, February 2014

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012 Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying Module

California's Social and Emotional Learning: Guiding Principles, 2018

Social and Emotional Learning in California: A Guide to Resources, 2018

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
Guidance to America's Schools: Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

California Office of the Attorney General: <http://oag.ca.gov>

Center on Great Teachers and Leaders: <https://gtlcenter.org>

Collaborative for Academic Social and Emotional Learning: <https://casel.org>

Common Sense Media: <http://www.commonsensemedia.org>

National School Safety Center: <http://www.schoolsafety.us>

Partnership for Children and Youth: <https://www.partnerforchildren.org>

U.S. Department of Education: <http://www.ed.gov>

Policy ONTARIO-MONTCLAIR SCHOOL DISTRICT

adopted: February 6 ,2020 Ontario, California