

# Del Norte Elementary Handbook



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<http://omsd.omsd.k12.ca.us/schools/delnorte>

**School Accountability Report Card (SARC)**  
may be found on our Web page.

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# Ontario-Montclair School District Mission Statement

**Ontario-Montclair School District (OMSD) is committed to providing a world-class education to all students in safe and respectful school environments that empowers students, staff, and families and cultivates partnerships with community, business, and non-profit agencies.**

**2015- 2016**

## **Board of Trustees**

Samuel P. Crowe  
Michael C. Flores  
Maureen Mendoza  
Elvia M. Rivas  
Alfonso Sanchez

## **Superintendent**

Dr. James Hammond

# District Calendar

## 2015-2016 District Calendar

2015

July						
S	M	T	W	T	F	S
			1	2	X	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Student Days		0		To Date:		0

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Student Days		18		To Date:		18

### July 2015

July 3 Independence Day

### August 2015

Aug 3, 4, 5 Teacher Preparation Days  
Aug 6 School Begins for Students

### September 2015

Sept 7 Labor Day  
Sept 21 Non-School Day  
Sept 28-Oct 2 Parent Conferences (Middle Schools)

### October 2015

Oct 12 Non-School Day

### November 2015

Nov 11 Veterans' Day  
Nov 16-20 Parent Conferences (Elem Schools)  
Nov 23-27 Thanksgiving Holidays

### December 2015

Dec 18 Non-School Day  
Dec 21-Jan 1 Winter Break  
Dec 28 Admission Day Exchange

### January 2016

Jan 1 Winter Break  
Jan 11-15 Parent Conferences (Middle Schools)  
Jan 18 Martin Luther King's Day

### February 2016

Feb 12 Abraham Lincoln's Day  
Feb 15 Presidents' Day

### March 2016

Mar 14-18 Parent Conferences (Elem Schools)  
Mar 21-28 Spring Break

### April 2016

No Holidays

### May 2016

May 24 Last Day for Students  
May 25 Teacher Preparation Day  
May 30 Memorial Day

### June 2016

No Holidays

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Student Days		20		To Date:		38

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Student Days		21		To Date:		59

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	X	12	13	14
15	16	17	18	19	20	21
22	23	24	25	X	X	28
29	30					
Student Days		15		To Date:		74

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	X	X	26
27	28	29	30	X	X	
Student Days		13		To Date:		87

2016

January						
S	M	T	W	T	F	S
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	X	19	20	21	22	23
24	25	26	27	28	29	30
31						
Student Days		19		To Date:		106

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	X	13
14	X	16	17	18	19	20
21	22	23	24	25	26	27
28	29					
Student Days		19		To Date:		125

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	X	26
27	28	29	30	31		
Student Days		17		To Date:		142

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Student Days		21		To Date:		163

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	X	31				
Student Days		17		To Date:		180

June						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Student Days		0		To Date:		180

End Trimester Dates	1st- Oct 30	59 days
	2nd- Feb 26	65 days
	3rd- May 27	56 days
Total Student Days=		180



All Schools and Offices Closed  
All Schools Closed/Non Work Days  
Non-School Day  
Teacher Preparation Days

## **2015-16 Important Dates**

- August 3<sup>rd</sup>-5<sup>th</sup>: Teacher Preparation Days
- August 3<sup>rd</sup>: 1<sup>st</sup> Staff Meeting 8 a.m.-11 a.m.
  
- August 6<sup>th</sup>: School Begins for Students
- August 27<sup>th</sup>: Back to School Night
  
- September 7<sup>th</sup>: No School- Labor Day
- September 21<sup>st</sup>: Non-School Day
  
- October 12<sup>th</sup>: Non-School Day
  
- November 11<sup>th</sup>: No School-Veterans Day
- November 16<sup>th</sup>-20<sup>th</sup>: Parent Conferences
- November 23<sup>rd</sup>-27<sup>th</sup>: Thanksgiving Break
  
- December 18<sup>th</sup>: Non-School Day
- December 21<sup>st</sup>-31<sup>st</sup>: Winter Break
  
- January 1<sup>st</sup>: Winter Break
- January 18<sup>th</sup>: No School- Dr. MLK Jr. Day
  
- February 12<sup>th</sup>: No School- Lincoln's Birthday
- February 15<sup>th</sup>: No School- Presidents' Day
  
- March 8<sup>th</sup>: SBAC window opens
- March 14<sup>th</sup>-18<sup>th</sup>: Parent Conferences
- March 21<sup>st</sup>-25<sup>th</sup>: Spring Break
  
- May 6<sup>th</sup>: SBAC window closes
- May 24<sup>th</sup>: Last Day for Students
- May 25<sup>th</sup>: Teacher Preparation Day

# Office Hours

The front office is open Monday through Friday: 7:15 a.m. - 4:15 p.m.

# School Hours

Monday, Wednesday, Thursday, and Friday:

1 <sup>st</sup> - 5 <sup>th</sup> Grade.....	7:50 a.m. - 2:30 p.m.
Kinder.....	7:50 a.m. -11:35 a.m. 8:50 a.m. -12:35 p.m.
Preschool.....	7:30 a.m. -10:45 a.m. 11:45 a.m. - 3:00 p.m.

Tuesday—Minimum Day Schedule:

1 <sup>st</sup> - 5 <sup>th</sup> Grade .....	7:50 a.m. - 1:15 p.m.
Kinder .....	7:50 a.m. - 12:10 p.m.

Back to School, Open House, and Parent Conference Schedule:

1 <sup>st</sup> - 5 <sup>th</sup> Grade .....	7:50 a.m. - 12:05 p.m.
Kinder .....	7:50 a.m. - 12:05 p.m.

\*\*\*School is in session every day except holidays and vacations indicated on the calendar. Breakfast is served to students from 7:20 – 7:45 a.m. Students who eat breakfast at home should arrive at 7:35 a.m.

**Due to safety and supervision, students who are not eating breakfast *must not* arrive on campus before 7:35 a.m., and *must be* picked up within 15 minutes of dismissal.**

## Del Norte Elementary School 2015-16 Staff Roster

Carmen Mejico	Principal	Carrie Fredericks	P.E. Teacher
Diana Rubio Lopez	Elementary Administrator	Richard Melendrez	Music Teacher
Araceli Gomez	School Admin. Assistant	Eric Luong	Head Custodian
Jasmin Urrutia	School Clerk	Michael Chu	Custodian
Helena Lewis	Attendance Clerk	Shannon Weekly	Cafeteria Lead
Stephanie Liu	Data Coach	Alfredo Yanez	Cafeteria
Denise Rapa	Instructional Coach	Maria Gomez	Cafeteria
Brenda Wallen	Outreach Assistant	Danyle Sandoval	Cafeteria
Christina James	Psychologist	Becky Martinez	Playground Supvr.
Melissa Recla	Speech Therapist	Natalie Martinez	Playground Supvr.
Marissa Sitz	Nurse	Leilany Torres	Playground Supvr.
Eva Clark	Health Aide	Rosa Torres	Playground Supvr.
Sylvia Soria	R. S. P. Intr. Aide		

<b>Teacher</b>	<b>Grade</b>	<b>Room</b>	<b>Teacher</b>	<b>Grade</b>	<b>Room</b>
Reyna Montes De Oca/ Allison Guadalupe/ Jennifer Torres	Pre	H1	Natalie Jensen	1st	C4
Gillian Kamermayer	TK	H3	Juanita Mercer	1st	B7
			Monica Seppi	1st/2nd	C1
			Ingrid Woodward	1st	C3
Mary Braunstein	K	G6	Ana Pacheco	3rd	B8
Tisha Curry	K	G5	Vicki Benavides	3rd	D5
Ruben Medina	K	G2	Alma Penaloza	3rd	B12
			Kelly Albers	3rd	B11
Kelly Cunningham	2nd	B2	Fred Abrolat	5th	E2
Kathleen Camarillo	2nd	B3	Aaron Carlin	5th	G3
Frances Rigouard	2nd	B5	Orland Cantos	5th	F5
Maria Pavia	2nd	B1	Candice Muñoz	5th	F1
Maria Martin	4th	B13	Diana Mason	1st-3rd SDC	C2
Kim Hively	4th	E4			
Natalie Cantos	4th	D4			
Dawn Calderon	4th	F4			
			Magali Gonzalez	THink	F6
Jacquelyn Almada	RSP	G1			

## **PARENT STUDENT SCHOOL COMPACT**

### **Del Norte School**

*It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.*

#### **Teachers Pledge: I will**

- 👍 Provide high-quality curriculum and instruction.
- 👍 Strive to motivate my students to learn.
- 👍 Have high expectations and help every child to develop a love of learning.
- 👍 Communicate regularly with families about student progress.
- 👍 Provide a warm, safe, and caring learning environment.
- 👍 Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes for grades 1-3 and 60 minutes for grades 4-5).
- 👍 Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- 👍 Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- 👍 Respect the school, students, staff and families.

#### **Students Pledge: I will**

- 👍 Come to school ready to learn and work hard. Bring necessary materials, completed assignments and homework.
- 👍 Know and follow school and class rules.
- 👍 Ask for help when I need it.
- 👍 Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- 👍 Limit my TV watching and instead study or read every day after school.
- 👍 Respect the school, classmates, staff and families.
- 👍 Abide by my school's No Bullying policy.

#### **Families/Parents Pledge: We will**

- 👍 Provide a quiet time and place for homework and monitor TV viewing.
- 👍 Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-5).
- 👍 Communicate with the teacher or the school when I have a concern.
- 👍 Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- 👍 Regularly monitor my child's progress in school. Participate at school in activities, such as, school decision making, volunteering and/or attending parent-teacher conferences.
- 👍 Communicate the importance of education and learning to my child. Respect the school, staff, students, and families.

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Teacher

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Parent

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Student



## SCHOOL UNIFORM POLICY & STANDARDS:

The School Uniform, Dress and Grooming Guidelines were adopted to provide a safe and orderly school environment for our students and to keep our school free from the threats or harmful influence of any groups or gangs that advocate substance abuse, violence, or disruptive behavior. All students are expected to be well groomed and neatly dressed at all times, following the guidelines below.

<b>Standards for Student Uniforms</b>			
Item	Color	Style(s)	Material(s)
Shirts and Blouses	Navy or light Blue Green Red White	<input type="checkbox"/> Finished collar (i.e., polo, golf, Henley, sports, turtleneck) <input type="checkbox"/> No plain white t-shirt <input type="checkbox"/> No deep or collarless v-neck or scoop neck	
Slacks/Jeans & Shorts/Skirts	Navy or Dark blue Beige Black	<input type="checkbox"/> No acid wash or inappropriately torn (as deemed by the principal)	<input type="checkbox"/> Broadcloth, twill, cotton, polyester, gabardine, poplin, corduroy, denim
Sweaters & Sweatshirts	Navy Red White	<input type="checkbox"/> Cardigan <input type="checkbox"/> No oversized sweatshirts	

**Solid colors only for all clothing** (including: shirts, jackets, sweatshirts, shorts, slacks, etc.) Any sweatshirt, T-shirt, or other garment bearing the school name, logo, etc., is acceptable school attire. Outer wear/jackets must be in compliance with the district-adopted dress and grooming policies. No plaid or flannel (Pendleton style) outerwear is allowed. **No hats or caps are allowed.**

### **General Dress Guidelines**

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 Del Norte Elementary School. **Please note: hats and caps are not allowed to be worn at school.**

For safety reasons, parents need to ensure that their children come properly attired.

1. Shoes must be worn at all times. Thongs, backless or open toed shoes, or sandals are not acceptable.
2. Clothes shall be sufficient to conceal undergarments at all times. No pants or shorts below the waist. Spaghetti straps and low-cut tops are prohibited.

3. Clothing, jewelry, and personal items (backpacks, purses, notebooks, etc.) shall be free of writing, pictures, or any other insignia which are gang-related, crude, vulgar, or profane, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudice.
4. Earrings or other jewelry, which may present a safety hazard, are not suitable for school wear.

## School Procedures

### Disaster Preparedness

In the event of a natural disaster or other emergency, Del Norte staff will follow state, district and local policies and procedures in an effort to keep children safe. Students will be monitored and cared for at school until such time as District or local authorities direct that children shall be released to parents. At that time school personnel will require that individuals who are picking children up are listed on Emergency Cards and show appropriate identification. School and district personnel will use the Connect-Ed telephone system to communicate with the community, so please ensure that you keep your contact numbers current.

All Del Norte students and staff have been trained in emergency preparation. Regular drills are scheduled for readiness in case of fire, earthquake, or lockdown. Should a true emergency arise, trained staff will assist you in the procedures for a safe release of your child from school. No exceptions to these established safety procedures will be made.

### Prohibited Items List

1. Drugs, alcoholic beverages, narcotics, cigarettes, tobacco, cigarette papers, lighters, pipes, matches, look-alikes, and paraphernalia.
2. Explosive devices, firecrackers, fire balls, cherry bombs, etc.
3. Weapons, guns, knives, cake cutters, screw drivers, and/or other dangerous items.

**Students may not bring any personal items from home other than those that support their academic learning.** All toys will be taken and parents will be asked to come to school to claim them. Objects that are considered dangerous, threatening or disruptive may result in a suspension or expulsion from school. Toy plastic guns and/or knives are considered threatening objects, bringing one of these to school will result in serious consequence.

### Cell Phone Policy

Cell phones are not to be **used** on campus during the school day and must be turned off. Failure to adhere to this policy will result in the cell phone being confiscated by school personnel. The device will be held by office personnel until parents come to pick it up and sign the "Student Possession of Cellular Phones on Campus" agreement.

### **No Bully School- Zone**

A student may be subject to suspension or expulsion when it is determined that he/she: engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel. (Education Code 48900(r)). Bullying means one or more acts by a student or group of students that constitutes sexual harassment, hate violence, harassment, threats, or intimidation. Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

### **Del Norte Discipline Plan**

Del Norte has a school wide discipline program. Our discipline plan emphasizes development of responsible, appropriate behavior. We believe that when responsible behavior is taught and expected from children, school becomes a safe, happy place in which learning can take place.

### **Classroom Discipline Plans**

Each teacher will have his or her individual classroom behavior management program. They will be sharing this information with you at "Back to School Night" and will also be sending you a written copy of their program. Please review it with your child. Students with behavior concerns will be dealt with on an individual basis. If a student has broken a playground rule, a ticket is issued to the student and the teacher follows through with their discipline plan. The student may miss one or more recesses as a consequence. Suspension is seen as a serious consequence and will usually only be imposed when other options have not succeeded. Violence toward individual students/adults will not be tolerated. If a student has committed an offense that violates the California Education Code for Rules of Conduct (acts of violence, threats or intimidation, possession of dangerous objects, etc.), the parent is contacted by the classroom teacher or principal. Depending on the severity of the offense, the resulting action may be a detention, in-school suspension (placement in another classroom), suspension from school (for 1-5 days), or expulsion

### **Ontario-Montclair School District Attendance Policy**

Because of the school's commitment to quality education, we are concerned when a student misses school for any reason. The mission of the Ontario-Montclair School District is: Whatever it takes, we guarantee our commitment to the highest quality education for all students. Students who are excessively absent from school are not able to accomplish their educational goals.

According to the California Compulsory Attendance Laws (Education Code 48200), parents and students are responsible for regular school attendance. Occasionally a student must be absent from school for reasons which are acceptable to the school and the courts, such as illness, medical appointments, or a death of family member. Please send a note to school following an absence explaining the reason for your child's absence.

## **Independent Study Agreement**

The school realizes that there are extreme circumstances that may require a parent or guardian to take their child away from the instructional setting for more than five (5) days. In such cases, the parent or guardian may request an Independent Study Agreement. **Requests of less than five (5) days will be denied.**

Parents must request such an agreement by ***notifying the teacher or school office at least five days in advance of the planned absence.*** The school cannot guarantee that work can be provided for a student if ample prior notice is not given. The teacher(s) will complete the Student Work Assignment Record and review with the parent before signing the Independent Study Agreement. Copies of both documents will be submitted to school personnel.

***Students who fulfill all requirements of the Independent Study Agreement are not counted as absent.***

Remember that the teacher has provided assignments for the child while away from school. ***The child must complete all work required and must be turned in on the day the student returns.*** The student must return to school on the date specified in the agreement and the agreement may not be extended beyond the original agreement dates. Late or incomplete work is unacceptable. Failure to keep the terms of the agreement as specified will result in the child being counted as unexcused for the time away from the instructional program. If all requirements are fulfilled, the student will not be counted as absent.

## **Attendance**

Regular school attendance is very important. When students come to school each day on time, they derive the full benefit from the instructional program. If a student has chronic absences and/or tardies, families will be asked to attend a S.A.R.T. (School Attendance Review Team) meeting. If attendance concerns continue, families may be referred to the District Attendance and Welfare Officer or the District Student Attendance Review Board (SARB). The SARB is made up of representatives from school, probation department, social services, law enforcement, youth services, health services, and other community organizations.

The California Education Code states, "Each child between the ages of six and sixteen years, not exempted under provisions of this chapter, is subject to compulsory full-time education (Education Code 48200)."

## **Absences**

School attendance is critical for academic success and sets an important pattern for life. When your child is absent from school, please notify the School Office of the reason for the absence. "Excused absences" include illness, a medical appointment, or funeral for an immediate family member.

**Please call (909) 986-9515, or send a note with the student to the front office with the correct date and reason for the absence.** All "excused absences" must be

verified by a note or phone call from parents. An automated telephone call will be made to your home if a child is absent. A home visit may be made when contact cannot be made by telephone or when a child has a record of chronic absences.

The State of California has established guidelines on what constitutes an excused or unexcused absence. Only death in the immediate family or illness is an acceptable reason for an excused absence. We encourage you to schedule appointments for your children (when possible) on Tuesdays in the afternoon or during vacation periods.

**If your child is having problems, or cannot attend regularly, please call us. We may be able to help. Both the home and school need to work together in order to provide the education your child deserves. The Outreach Assistant may be able to access services needed to help. In such cases, contact the school and ask for support.**

### **Tardies**

It is important that every child arrives to school on time and ready to learn. When a child arrives late, he or she misses a needed portion of the instructional day. Tardiness causes problems for students and their teachers alike. Poor attendance causes the child to fall behind in their academic preparation and develops poor habits for future years. Please note that according to the California Education Code, students who are tardy more than 30 minutes can be classified as truant.

All students must arrive by 7:45 a.m. to be on time. Any child who is not in class and seated by 7:50 a.m. will be marked tardy. ***Students might be asked to serve an after school or recess detention for lateness on the date of the tardy.*** Students who have excessive tardiness may be referred to the Student Attendance Review Team (SART) and may be placed on a SART contract. Students who continue with more chronic attendance/tardy problems may also be referred to the Student Attendance and Review Board (SARB).

### **Truancy Procedures**

Poor attendance affects student achievement and can become a legal matter. The following four-step procedure has been developed to ensure proper attendance documentation, which is required in the event that a case would need to be referred to the District Attorney's office for further legal action.

1. Home contact
2. School Attendance Review Team
3. School Attendance Review Board
4. Referral to the Commission or Judge

# Let's Aim for Perfect Attendance!

## OUR GOAL IS 100%!

### Del Norte Perfect Attendance Policy: "Every Minute of Every Day"

**Perfect Attendance** is defined as students who are enrolled all year and maintain 0 Absences, 0 Suspensions, and 0 Tardies or Early Outs (unless sent home by the school due to illness). Only students with Perfect Attendance are eligible to participate in the end of year Perfect Attendance special activity. Perfect Attendance may also be earned each trimester.

**SATURDAY MAKE-UP ACADEMY** can help you achieve Perfect Attendance by replacing one absence per Saturday Academy attended.

**Outstanding attendance recognition** is earned by students who have no more than 2 excused tardies per trimester or early outs per trimester.

**Awesome Attendance recognition** is earned by students who have no more than 5 excused tardies or early outs per trimester.

### SCHOOL-WIDE ATTENDANCE INCENTIVES

1. **Daily On-Time/Perfect Attendance-** Classrooms with daily perfect attendance will color in a letter of the "We Are All Here on Time" poster. Rewards for each completed poster range from stickers to special class activities. Other incentives / rewards will also be used for attendance and timely arrival.
2. **Monthly Perfect Attendance-** Each grade level will compete for the monthly trophy. The class with the highest attendance each month wins the attendance trophy for the month.
3. **Trimester Perfect Attendance Certificates-** Students with perfect attendance for the trimester will receive a certificate and may be entered a raffle to win prizes. These incentives may be presented at the grade level honor assemblies.
4. **Perfect & Excellent Attendance for the Year-** Students with perfect attendance for the year and who enrolled on the first day of school will earn a medal or comparable award. Students with 3 or less absence and/or tardies/early outs and no suspensions for the year will be honored for earning Excellent Attendance and will receive certificates.

## **Important Safety Concerns for Arrival and Dismissal:**

If you drive your child to school, please park on the street and walk your child into school.

- Do not stop and drop off kids in the middle of the street.
- Only use the crosswalk; do not let your child cross in the middle of the street.
- Do not park on the red curbs or block the driveway.
- Never leave your car unattended or running in the middle of the street.
- Do not make u-turns on Del Norte Avenue.

**The Ontario Police Traffic Division will be enforcing all traffic laws. We need to work together to ensure the safety of all our students.**

### **Arrival**

Students may not arrive on campus earlier than 7:20 a.m. There is no adult supervision prior to 7:15 a.m. Breakfast is served beginning at 7:20 a.m.

### **Dismissal**

Preschool Early birds will be dismissed at 10:45 a.m. Late birds will be dismissed at 3:00 p.m. Kindergarten early start will be dismissed at 11:35 a.m. and late start at 12:35 p.m. 1<sup>st</sup> -5<sup>th</sup> graders will be dismissed by their teachers at 2:30 p.m. on M, W, TH, and F and at 1:15 p.m. on Tuesdays. Students who walk will exit the front of the school and stay on sidewalks at all times. Students attending Think Together School Program will meet in the multipurpose room.

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

If it is necessary for a student to leave school during the day, he or she must be checked out through the office by a parent, guardian, or other adult listed on the emergency card. The school requests that parents checking students out do so prior to 2:00 p.m. Parents and guardians are asked to please make changes on their child's emergency card as needed throughout the year. **No child will be dismissed from the school with a person who is not on the emergency card.** Please list the names of all individuals who have permission to pick up your child. Students may not be released to individuals less than 18 years of age. All persons should have a valid Driver's License or other appropriate picture identification when checking a student out of school. When a child is ill or has to go home for a personal reason, the parents or guardians are contacted immediately. They must be picked up at the school site and checked out through the office. Parents are asked to please make the necessary arrangements to have their child picked up in a reasonable amount of time.

### **Emergency cards**

Parents are responsible for updating their child's Emergency Card at the beginning of each school year, and whenever the information on the card is no longer current. Please keep us informed of changes to the Emergency Card as soon as possible so we can easily notify you when needed. *Please keep all phone numbers current.*

## Child Health and Welfare

### Health Issues

Students with health issues will be addressed on a case by case basis. Parents who have a child with a specific health issue should contact the school office. The health aide is available daily and the school nurse is at school one day per week.

### Medication

Be sure to advise the school nurse if your child has any special health problems. If your child requires medication during the day, a form (available in the school office) signed by the parent and the physician must be provided prior to any medications being administered at school. This also applies to over the counter medications. Parents or guardians must deliver all medication directly to the office, and only the office personnel will administer them at the appropriate times. The school nurse and health aide are trained on the proper procedures for dispensing and recording of medication. However, no person at the school site can give medicine to a child without proper authorization from a physician. If your child suffers from asthma or some other condition that requires medication during the school day, please obtain the proper forms from the Health Office and have them completed by your doctor.

Parents are welcome to come to the school and give their child medication at the appropriate time until the school receives proper authorization.

### Medical Appointments

All efforts should be made to schedule medical appointments for your child on Tuesdays after 1:15 p.m. or on Monday, Wednesday, Thursday or Friday after 2:30 p.m. Students who are signed out early from school for a dental or doctor appointment will need to bring a note from their doctor or dentist showing the appointment date and time. Without a doctor note, your student will be marked tardy (for missing class time).

### Accidents

The Board of Trustees of the Ontario-Montclair School District does not and cannot assume any responsibility for accidents or injuries to a child participating in any school activities. Due care is always exercised to prevent accidents. **A VOLUNTARY STUDENT ACCIDENT INSURANCE POLICY IS OFFERED TO ALL STUDENTS FOR A NOMINAL PREMIUM.** The form will be sent home during the first weeks of school. In case of an emergency it is important to have phone numbers where parents can be reached, the phone number of someone to contact in the event we can't reach the parents, and the name and number of your doctor. Please be sure this information is kept up to date in our office on your child's emergency card.

### Child Abuse and Neglect

The responsibility, by law, of all educators or other school staff employees is to report every incident of suspected child abuse to the San Bernardino County Child Protection Services. School staff members may briefly question the child as per California Education Code 44690-44691 (Child Abuse Detection).



### **Vision/ Hearing screening**

The school nurse will screen students in kindergarten, second, and fifth grade. Students referred by parents, teachers, or administrators may also be screened at other times.

### **Physical Examinations**

District policy states that every kindergartner must have a physical before registering. The state law states that every first grader must have a completed physical 18 months prior to entering first grade. Physical exams are provided for students by the County of Health Department if needed. If you have questions, please call the school office.

### **Immunizations**

For the safety of all students certain immunizations are required by the California School Immunization Law. These include DPT/DTAP/DT,TD (combinations of diphtheria, tetanus, and pertussis), polio, MMR (measles, mumps, rubella), and a hepatitis B series for kindergarten. Pupils may be exempted only for medical reasons or personal belief. Students not exempted must have immunizations to attend school. Inoculations may be provided by the family physician or by the San Bernardino County Health Department (325 East "C" Street, Ontario (909) 988-1312). The County Health Department provides immunization services for a minimal fee. Please call the school health office if you have any questions.

## **Special Education Programs and Services**

### **Special Education Services**

Students identified as learning handicapped are served according to Special Education guidelines. Parents interested in special education programs can attend Community Advisory Committee (CAC) meetings at the West End Special Education Local Plan Area (WESELPA). OMSD, as well as, other member districts of the WESELPA have a representative on this advisory committee. Some monthly meetings include informational presentations on topics that may interest you. Information can be obtained through brochures which are available at each school site, on the OMSD website ([5](#)), or through our Pupil Personnel Services Offices (909.459-2500, extension 6422). This advisory group is a great resource for parents in our community.

### **School/Home Connection**

Your child's growth and progress depends on a cooperative effort between home and school. Communication is very important. Information bulletins, permission slips, and newsletters are sent home by the school periodically. Please expect these and advise your child of the importance of you receiving school mail. If you have any questions or concerns regarding school programs or policies, please feel free to contact the front office.

At times you will be receiving recorded phone calls reminding you of important school events. This service is provided by Connect Ed and it requires that a current working phone number is on file at the front office.

### **Family Solutions**

This is a local collaborative services project serving our neighborhood schools. Services include crisis response, school site counseling, home visits, parent education, family counseling, health services (medical clinic), and employment assistance. Contact our Outreach Assistant regarding services.

### **Visiting School**

Del Norte welcomes classroom visitors and guests whenever students and teachers would not be disrupted. In all cases, we ask that parents sign in and show proper identification at the front office before going into the classrooms and wear one of the visitor passes.

Parents are encouraged to visit our school and classrooms. No appointment is necessary if you are visiting, but it is helpful to call or send a note with your child so that the teacher can expect you. When you arrive at school, always stop at the office and sign in so we know you are on campus. You will be given a visitor's badge to wear so that school personnel will not question your presence on campus. Do not expect a private conference during school hours. However, you may arrange for a conference with your child's teacher at a separate time by telephone or checking with the office.

### **Parent-Teacher Conferences**

Parent-teacher conferences will be held in November and March to inform you of your child's progress. You will be notified of your scheduled appointments. All parents are encouraged to attend with the student. We hope that you will be able to keep the appointment. However, if you cannot, please contact the office as soon as possible and another time will be arranged.

There may be other times when a conference is necessary. If your child seems troubled, confused or unhappy about school, it is wise to request a conference with your child's teacher. Also, the teacher may wish an additional conference if your child has difficulty adjusting to certain school situations. Regular communication between parents and teachers is essential for students to have a rewarding school experience.

### **Back-to-School Night and Open House**

Back-to-School is a great opportunity to meet your child's teacher and learn what the teacher's expectations are and understand what the curriculum for your child's grade level will be. Open House provides your child an opportunity to share his/her accomplishments with you.

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

Student English Learner Parent Advisory Committee is an advisory committee made up of parents of second language learners, and school administrators. Parents are encouraged to attend SELPAC meetings and become involved in their child's education. SELPAC meetings are held at least three times per year. Topics may include such topics as attendance, reclassification and what it means to be an English Learner.

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

Del Norte has a school site council which meets once a month to plan and monitor our School Strategic Plan. Parents are always welcome to attend School Site council meetings. The SSC consists of equal members of staff and parents.

**The Family-School Partnership Act** is a California law that allows parents, grandparents, and guardians to take time off from work to participate in their children's school or child care activities. Up to 40 hours each year may be taken off of work to participate in activities at your child's school. For a brochure with more information, please contact the school office. Parent involvement is a very important part of the educational process. We welcome and appreciate this partnership required for a sound educational program for each child. There are many ways for parents to have a role in the education of their children.

### **Student Achievement Review Process**

The academic growth and progress of students in OMSD is monitored throughout each school year. Student academic achievement is measured on three levels: CAASPP given at the end of each school year; OMSD District assessments- given every trimester; and classroom student report card grades.

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

### **Homework**

Students in Kindergarten are assigned homework packets on a weekly basis, which are due back per the discretion of each respective teacher; grades 1-3 are assigned 30 minutes of homework per day. Grades 4-6 are assigned 1 hour of homework per day, four days per week. Students are expected to do their homework and turn it in on time. Students should be able to do the homework without assistance, but parents need to monitor that it is being done. Parents should provide a quiet place and check homework to assure that the student has done his/her best work. In addition to the 30-60 minutes of homework, **all students should be reading 20 minutes or more every day.**

### **Classroom Celebrations**

While we recognize that parents want to celebrate every important event in their children's lives, we ask that parents not ask teachers to use classroom instructional time to celebrate birthdays or other parties. Teachers have been asked to maximize classroom time for instruction. We also promote the OMSD Wellness Policy in moving away from high sugared foods and treats to healthier options

### **Breakfast/Lunch Program**

Del Norte participates in the free and reduced meal program. Children are more alert and productive learners with regular, proper nourishment. Breakfast is served between 7:20--7:45 a.m (please refer to Kinder and Preschool schedules for meal times). Lunch is served between 10:45a.m.-1:00 p.m. Menus are posted in the school and online.

Information about the free and reduced lunch program is available in the school cafeteria. Any student not eating lunch provided by the school is required to arrive with a packed lunch. **The Office does not accept outside lunch delivered during school hours. PLEASE DO NOT BRING OUTSIDE LUNCH FOR YOUR CHILD.**

### **Textbooks and School Library books**

State-approved textbooks are provided free of charge for each subject or class. Students are required to use these books carefully. Lost or damaged textbooks or school library books are the responsibility of the student and he/she will be expected to pay for the damages or lost book.

### **Lost and Found**

Often articles become lost or are left unclaimed. Students must claim their own belongings from the Lost and Found. All clothing and lunch boxes should be marked. Anything not claimed by the end of each trimester is donated to a charity organization.

### **Field Trips**

Classroom teachers may schedule study trips and Field Trips throughout the year. Students must meet written classroom criteria to go on trips. Students are requested to help with fundraising to help cover the charge for these trips. Donations are always welcomed to assist our students with field trips.

### **Bicycles/Skateboards/Scooters**

Only 4<sup>th</sup> and 5<sup>th</sup> graders may ride bicycles, to school. Bikes are to be walked from the street to the rack and kept locked. Helmets must be worn at all times. Skateboards and scooters are not allowed on the school property. The school can assume no responsibility for lost or stolen items. Students who abuse these or other safety rules may lose riding privileges.