

Student-Parent Handbook

for the 2016-2017 school year



Gianna Roca
Principal

Vanessa Bryant
Elementary Administrator

Dolores Murillo
Special Education Program Specialist

Teresa Atilano
School Administrative Assistant I

El Camino Elementary
1525 W. 5th St., Ontario, CA 91762
(909) 986-6402
(909) 459-2716

Website: elcamino.omsd.net
Twitter: @EICamino_OMSD

A MESSAGE FROM THE PRINCIPAL

Dear Families:

Welcome to the 2016-17 school year at El Camino Elementary School. This year promises to be educational and fun. The staff is eager to make this academic year another successful one.

We are using this Student-Parent Handbook to communicate the expectations, policies, philosophies and services available at our school. All parents and students should read this handbook and keep it readily available for use throughout the year as it is an important informational tool.

Although many of your questions are answered in this handbook, please feel free to ask your teacher, the front office staff, or the administrative team if something is not quite clear. We are here to support you.

Cooperation and frequent positive communication between home and school are essential in providing an outstanding educational program. The input, assistance, and support of each parent is key in the education of ALL students.

We look forward to seeing and hearing from you throughout the school year!

Respectfully,

Gianna Roca
Principal

El Camino Elementary 2016-2017

Please **sign and return the bottom portion of this page** *only after discussing the contents of the book with your child.* Thank you.

Student's Name

Grade

Parent/Guardian Signature

Date

Teacher

Room No.

SCHOOL MISSION STATEMENT

At El Camino Elementary School, we are a community of diverse learners that demonstrates safe, responsible and respectful behavior. We encourage individuality and foster innovation in a positive learning environment.

SCHOOL VISION

The vision of El Camino Elementary School is to create life-long learners who are able to identify and realize their goals and participate in the global society as competent citizens.

SCHOOL OBJECTIVES

- All students will achieve identified standards in reading, language and math, as assessed annually by multiple measures.
- Every child will demonstrate positive behaviors that reflect physical, social and emotional well-being as assessed annually by multiple measures.
- All students will demonstrate English language proficiency, as assessed annually by multiple measures.

EL CAMINO STRATEGIES

- A safe, responsible friendly, respectful environment.
- A school-wide technology plan to integrate the application of technology tools throughout teaching, learning, and school management.
- An intervention program to meet students' needs.
- An effective reading and language program that ensures student achievement.
- An effective math program that ensures student achievement.
- Parent and community involvement by developing a collaborative relationship to improve student achievement.
- An effective ELD Program that ensures English Language proficiency for all students.
- A school-wide database for collection and analysis that ensures successful program evaluation and student achievement.

EL CAMINO SCHOOL HOURS AND SUPERVISION

The school campus opens to students at 7:00 am Monday through Friday and closes at 3:30 pm. Supervision is provided on campus beginning at 7:00 am Monday through Friday, which is why we ask for students to avoid arriving prior to 7:00 am unless special permission from the teacher, elementary administrator, or principal has been granted. Students are supervised at all times including breakfast, lunch, and recess. Supervision ends at 2:25 p.m. unless students have been given permission to extend their day.

El Camino Elementary School considers the safety of students a top priority and exceeds District requirements for supervision in order to maintain a safe school campus. We require that all visitors sign in/out at the front office and wear a visitor's badge while visiting campus. In addition to school teacher supervisors, the school employs additional supervisors, or noon aides, to ensure safety and order.

SCHOOL BELL SCHEDULE

2016-2017

MW/ThF	Tuesday	Conference Week/ Back-to-School/Open House	Last Day of School
<p>State AM Preschool 8:00-11:15..... Instruction (195)</p> <p>State PM Preschool 12:00-3:15..... Instruction (195)</p> <p>Early Bird Kinder 7:30..... Instruction (225) 11:15..... Dismissal (225)</p> <p>TK/Late Bird Kinder 9:00..... Instruction (225) 12:45..... Dismissal (225)</p> <p>1st 2nd 3rd Grades 7:30..... Instruction (110) 9:20..... Recess (15) 9:35..... Instruction (95) 11:10..... Lunch (45) 11:55..... Instruction (65) 1:00..... Recess (15) 1:15..... Instruction (55) 2:10..... Dismissal (325)</p> <p>4th 5th 6th Grades 7:30..... Instruction (130) 9:40..... Recess (15) 9:55..... Instruction (125) 12:00..... Lunch(45) 12:45..... Instruction (85) 2:10..... Dismissal (340)</p> <p>SDC AM Preschool/TK/Kinder 7:45-11:30..... Instruction (225)</p> <p>SDC 1st 2nd 3rd Grades 7:45..... Instruction (95) 9:20..... Recess (15) 9:35..... Instruction (95) 11:10..... Lunch (45) 11:55..... Instruction (65) 1:00..... Recess (15) 1:15..... Instruction (70) 2:25..... Dismissal (325)</p> <p>SDC 4th 5th Grades 7:45..... Instruction (115) 9:40..... Recess (15) 9:55..... Instruction (125) 12:00..... Lunch(45) 12:45..... Instruction (100) 2:25..... Dismissal (340)</p>	<p>State AM Preschool 8:00-11:15..... Instruction (195)</p> <p>State PM Preschool 12:00-3:15..... Instruction (195)</p> <p>Early Bird Kinder 7:30..... Instruction (225) 11:15..... Dismissal (225)</p> <p>TK/Late Bird Kinder 7:30..... Instruction (225) 11:15..... Dismissal (225)</p> <p>1st 2nd 3rd Grades 7:30..... Instruction (110) 9:20..... Recess (15) 9:35..... Instruction (95) 11:10..... Lunch (45) 11:55..... Instruction (60) 12:55..... Dismissal (265)</p> <p>4th 5th 6th Grades 7:30..... Instruction (130) 9:40..... Recess (15) 9:55..... Instruction (125) 12:00..... Lunch (45) 12:45..... Instruction (10) 12:55..... Dismissal (265)</p> <p>SDC AM Preschool/TK/Kinder 7:45-11:30..... Instruction (225)</p> <p>SDC 1st 2nd 3rd Grades 7:45..... Instruction (95) 9:20..... Recess (15) 9:35..... Instruction (95) 11:10..... Lunch (45) 11:55..... Instruction (35) 1:05..... Dismissal (225)</p> <p>SDC 4th 5th 6th Grades 7:45..... Instruction (115) 9:40..... Recess (15) 9:55..... Instruction (95) 12:00..... Lunch (45) 12:15..... Instruction (15) 1:05..... Dismissal (225)</p>	<p>State AM Preschool 8:00-11:15..... Instruction (195)</p> <p>State PM Preschool 12:00-3:15..... Instruction (195)</p> <p>Early Bird Kinder 7:30..... Instruction (225) 11:15..... Dismissal (225)</p> <p>TK/Late Bird Kinder 7:30..... Instruction (225) 11:15..... Dismissal (225)</p> <p>1st 2nd 3rd Grades 7:30..... Instruction (110) 9:20..... Recess (15) 9:35..... Instruction (75) 10:50..... Lunch (30) 11:20..... Instruction (40) 12:00..... Dismissal (225)</p> <p>4th 5th 6th Grades 7:30..... Instruction (130) 9:40..... Recess (15) 9:55..... Instruction (85) 11:20..... Lunch (30) 11:50..... Instruction (10) 12:00..... Dismissal (225)</p> <p>SDC AM Preschool/TK/Kinder 7:45-11:30..... Instruction (225)</p> <p>SDC 1st 2nd 3rd Grades 7:45..... Instruction (95) 9:20..... Recess (15) 9:35..... Instruction (75) 10:50..... Lunch (30) 11:20..... Instruction (55) 12:15..... Dismissal (225)</p> <p>SDC 4th 5th 6th Grades 7:30..... Instruction (130) 9:40..... Recess (15) 9:55..... Instruction (85) 11:20..... Lunch (30) 11:50..... Instruction (10) 12:15..... Dismissal (225)</p>	<p>State AM Preschool 8:00-11:15..... Instruction (195)</p> <p>State PM Preschool 12:00-3:15..... Instruction (195)</p> <p>Early Bird Kinder 7:30..... Instruction (205) 10:55..... Dismissal (205)</p> <p>TK/Late Bird Kinder 7:30..... Instruction (205) 10:55..... Dismissal (205)</p> <p>1st 2nd 3rd Grades 7:30..... Instruction (95) 9:05..... Recess (10) 9:15..... Instruction (100) 10:55..... Dismissal (195)</p> <p>4th 5th 6th Grades 7:30..... Instruction (105) 9:15..... Recess (10) 9:25..... Instruction (90) 10:55..... Dismissal (195)</p> <p>SDC AM Preschool/TK/Kinder 7:45-11:10..... Instruction (205)</p> <p>SDC 1st 2nd 3rd Grades 7:45-11:10..... Instruction (205)</p> <p>SDC 4th 5th 6th Grades 7:45-11:10..... Instruction (205)</p>

ARRIVAL AND DISMISSAL

Arrival: It is our responsibility to keep students safe once they arrive to school. Unless they will be having breakfast beginning at 7:00 am, students should arrive at 7:15 am and go directly to their classrooms via gate #3. From 7:15 am to 7:30 am, students have the opportunity to read in class, take *Reading Counts* quizzes, go to the library to get new books, use the restroom, and prepare for the start of their day, which is promptly at 7:30 am.

Kindergarten – 6th Grade: All students in grades K-6 can either walk to the cafeteria for breakfast beginning at 7:00 a.m. or report directly to class beginning at 7:15 a.m. If your child arrives after 7:30, then he/she must go to the office, get a tardy slip, and then report to the classroom. (Breakfast for Late Bird Kindergarten students is at 8:30. If students will not be having breakfast at school, their arrival time is 8:45 am.)

Pre-school: Parents with a pre-school child must walk him/her to the designated entrance (gate #1) and sign in.

Parking Lot/Bus Lane: We want to remind our El Camino families that our students' safety is our first and foremost concern. We need our community to help us keep all our kids safe. Please help us by following the procedures outlined below:

1. The bus lane will be open for parents to drop off their student(s). This lane will be available for drive-through until 7:30 am.
2. Pull your vehicle all the way forward to the end of the covered walkway close to GATE 4 to allow as many cars as possible to pull in off the street at one time.
3. The bus lane is for loading and unloading students only. Do not leave your car unattended or block traffic.
4. Have your student(s) exit the car using the SOUTH side of the lane so that they walk on the walkway only. Remind them to get out of the vehicle AFTER it has come to a complete stop.
5. Students will enter campus using **GATE 3**.
6. Only make **RIGHT TURNS** as you turn out of the driveway onto 5th Street.
7. If you choose to park your car and walk your child to school, please continue to set a good example for your children by:
 - Parking in a safe area and using the sidewalk areas to walk to the campus safely.
 - Using marked crosswalks to cross 5th Street.
 - Following the directions of our crossing guards and school personnel.
 - Parking in marked parking spaces only.

After School Pick-Up Procedure:

1. Students must be picked up promptly at dismissal.
2. If you are picking up a student by foot, please use the front of the school dismissal area. Only busses may use the bus lane at dismissal.

Dismissal: Only vehicles bearing a current handicapped tag or license or site-approved daycare identification may enter the parking lot. Never leave your car unless it is properly parked in an available unmarked parking space or on the street. Cars that are improperly parked may be ticketed by the Ontario Police Department.

Crossing Guard: There is a crossing guard at Benson Avenue and Fifth Street. Children will be asked to cross at this intersection for their safety.

Dismissal: It is our job to keep your child safe while they are at school. For safety reasons, parents are asked to wait for the teacher to walk the students to the dismissal area.

Preschool: Preschool parents must go to GATE #1 to pick up their student(s).

Kindergarten: Kindergarten parents will pick their students up from GATE #1. No kindergarten student will be allowed to walk home alone, nor will he or she be released to any person not listed on his/her emergency card. It is vital that all students be picked up at the appropriate times.

Grades 1-2: Students in grades 1- 2 are escorted to the dismissal area at GATE #2.

Grades 3-4: Students in grades 3-4 are escorted to the dismissal area at GATE #3.

Grades 5-6: Students in grades 5-6 are escorted to the dismissal area at GATE #4.

IMPORTANT DATES

First Day of School	Monday, August 8, 2016
Back to School Night – <i>Early Dismissal</i>	Wednesday, August 17, 2016
Fall Pictures	Friday, August 19, 2016
Labor Day – <i>No School</i>	Monday, September 5, 2016
Veterans’ Day – <i>No School</i>	Friday, September 11, 2016
Parent-Teacher Conferences – <i>Early Dismissal</i>	Monday, November 14 - Friday, November 18, 2016
Trimester 1 Awards Assemblies (K-6)	Friday, November 18, 2016
Fall Break – <i>No School</i>	Monday, November 21 - Friday, November 25, 2016
Non-Student Day	Thursday, December 22, 2016
Winter Break – <i>No School</i>	Friday, December 23, 2016 - January 6, 2017
School Resumes	Monday, January 9, 2017
Dr. Martin Luther King, Jr.’s Birthday – <i>No School</i>	Monday, January 16, 2017
Spring Pictures	Thursday, February 2, 2017
Presidents’ Day – <i>No School</i>	Friday, February 17 and Monday, February 20, 2017
Trimester 2 Awards Assemblies (K-6)	Friday, March 10, 2017
Spring Break – <i>No School</i>	Monday, March 13 through Friday, March 17, 2017
Non-Student Day	Monday, April 17, 2017
Open House – <i>Early Dismissal</i>	Wednesday, May 10, 2017
End-of-the-Year Awards Assembly (K-5)	Friday, May 19, 2017
6 th Grade Promotion	Thursday, May 25, 2017
Last Day of School – <i>Early Dismissal</i>	Thursday, May 25, 2017

BACK-TO-SCHOOL NIGHT

Back-to-School Night is held early in the school year. Teachers provide information that parents need to know about the instructional program for the year. Information includes state standards, curriculum, homework, grading, daily schedule, special events, behavior standards and school policies/procedures.

OPEN HOUSE

Open House is held at the end of the school year. This event provides an opportunity for teachers and students to share with parents the accomplishments for the year.

ATTENDANCE

Students are to attend school regularly and punctually. Excessive excused and unexcused absences and tardies will be reported to the School Attendance Review Board (SARB).

Children are expected to be in school per the California Compulsory Attendance Laws (Education Code 48200) unless they are ill. When your child is absent from school, please notify the school clerk with a reason for the absence. State law requires that school records show the specific reason given by the parent or guardian for

each absence. Upon your student's return to school, please provide a note that provides an explanation for the absence. The State of California accepts only illness of the student, medical appointments for the student, and bereavement as excused absences from school. A note from the doctor is required for any medical or dental appointments that require a child to miss any part of the school day. We appreciate your efforts in having your child attend school any part of a day when full attendance is not possible.

If your child is out of school because of illness for more than one day, please make arrangements with the teacher to get your student's homework. Please call the office at least 24 hours ahead of time so that the teacher will have adequate time to prepare homework.

The District policy states:

1. Ten or more days of **excused** absences within a school year are considered excessive and may require a doctor's note to excuse subsequent absences.
2. After three (3) or more days of **unexcused** absences or tardy for more than any 30-minute period during the school day without a valid excuse on three occasions, or any combination thereof within a school year, will result in the school mailing the parent/student a 1st Truancy Letter asking for the parent's help with their student's attendance and warning of consequences for further truancy.
3. After six (6) days of **unexcused** absences and/or tardies within a school year, the school will mail a 2nd Truancy Letter and invite the family to a School Attendance Review Team (SART) meeting. The intent is to create and implement a written plan.
4. After eight (8) days of **unexcused** absences and/or tardies within a school year, the district will mail the parent/student a summons to appear to a School Attendance Review Board (SARB) hearing. The Habitual Truancy Notice requires the student and parent to appear at a SARB hearing. Failure to appear may result in a citation to be issued to parent/student. Parent and students who fail to abide by the SARB contract may also receive a citation.
5. After fifteen (15) or more days of **unexcused** absences and/or tardies within a school year, parents/student will be mailed a Habitual Truancy Notice. Parents and students will be referred to the District Attorney and the Rancho Cucamonga District Juvenile Court.

If you have questions regarding this policy, please contact Steve Garcia at 909-459-2500 Ext. 6477.

Feel free to check with the school attendance clerk concerning the number of excused or unexcused absences that your student may have. Your cooperation is needed to help us give your student a quality education.

TARDIES

Children are expected to be at school in their classes by 7:30 a.m. ready to begin instruction. Children who are late need to bring a note stating the reason for the late arrival. The only excused tardies are for medical or dental appointments, illness, or funeral for a member of the immediate family. The gate will close at 7:30 a.m. and students will be issued a tardy slip. Please note that teachers may also issue tardy slips to students who enter class AFTER the 7:30 a.m. bell has rung.

Consequences for Tardiness

1 st & 2 nd unexcused tardy:	Warning
3 rd -9 th unexcused tardy :	30-minutes detention after school
10 or more tardy:	SARB (School Attendance Review Board)

Any child who is tardy 30 minutes or longer 3 times during a school year is considered truant.

PERFECT ATTENDANCE

“Perfect Attendance” is defined as students who have **NO (0) absences** and **NO (0) tardies** for the whole year. When students are checked out early, regardless of the reason or time, the day(s) will be tracked and may affect their eligibility for attendance incentives. **Only students with perfect attendance will qualify for attendance incentives, including perfect attendance certificates and prizes.**

EARLY CHECKOUT

Children are expected to remain in school the entire school day unless there is an emergency. After a student has an early check out, he or she no longer qualify for perfect attendance.

SCHOOL ATTENDANCE REVIEW BOARD

As it is the belief of the District that absences deprive a child of planned education, excessive absences or tardies will be referred to the Child Welfare and Attendance Office for further action to be taken by the Ontario-Montclair School Attendance Review Board (SARB).

UNIFORM PROGRAM AND DRESS CODE

El Camino School participates in a mandatory uniform program for students in preschool through 6th grade. The standard uniform includes plain white or plain navy blue shirts and blouses. Shirts should have sleeves and a collar. Slacks, jeans, walking shorts, skirts, and jumpers must be navy blue. Students will also be encouraged to wear school t-shirts or sweatshirts to enhance school spirit. Shoes are parental choice, but must be closed-toe. (Sandals are not permitted.) Apparel that matches uniform requirements is available at many popular stores as well as through school uniform companies. El Camino School also adheres to the Ontario-Montclair School District’s general dress code, which is explained in detail in the Dress Code Notification, which is sent home at the beginning of each year. Details are available in the office. **If you child is not in uniform, then he/she may be loaned the appropriate attire to use during school hours.**

ITEM	COLOR	STYLE	MATERIAL
Shirts and blouses	White or navy	<ul style="list-style-type: none"> • Finished collar (e.g. polo, golf, Henley, turtleneck) • NO undershirts worn as shirts • NO light blue shirts/blouses • Students must tuck in shirts 	Cotton Cotton/polyester Cotton/spandex
Undershirts	White	<ul style="list-style-type: none"> • No colored shirts may be worn and made to show beneath the uniform shirt 	Cotton Cotton/polyester Cotton/spandex
Slacks/jeans, shorts/ Skirts/leggings	Navy or dark blue denim	<ul style="list-style-type: none"> • NO acid wash or inappropriately worn or torn clothing • NO embellishments (e.g. glitter, patches, beads, etc.) • Leggings must be navy or white only • NO oversized pants, shorts • All pants/shorts must be worn at hip level • NO basketball shorts as outer wear or undergarments. • Length of skirts/shorts must match fingertips. 	Broadcloth, twill, cotton, polyester, gabardine, poplin, corduroy, denim

ITEM	COLOR	STYLE	MATERIAL
Sweaters/sweatshirts		<ul style="list-style-type: none"> • Cardigan or pullover • NO oversized sweatshirts • NO name brands or logos (e.g. Roxy, Quicksilver, etc.) • No gang affiliation/attire or inappropriate clothing/brands. 	
Jumper		<ul style="list-style-type: none"> • NO overalls 	
Belts	Navy	<ul style="list-style-type: none"> • No initial belt buckle 	Sized to fit. No long belt tails hanging down.
Spirit Day Attire		<p>Must follow Spirit Day guidelines (not a free dress day):</p> <ul style="list-style-type: none"> • Monday – El Camino AVID Day • Tuesday – Autism Awareness (light blue with El Camino Cougar logo) • Wednesday – College Day • Thursday – El Camino Day • Friday – Patriotic Day (red with El Camino Cougar logo) <p>Inquire in the front office for more spirit t-shirt details and prices.</p>	

DRESS AND GROOMING GUIDELINES:

Parents are responsible for ensuring that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. We are asking 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.
2. Clothes shall be sufficient to conceal undergarments at all times. Extremely tight undergarments, see through or fishnet fabrics, halter-tops, off-the-shoulder, or low-cut tops, bare midribs and skirts or shorts shorter than mid-thigh are prohibited.
3. Hats, caps, scarves, and other head coverings shall not be worn without the 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 advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudice.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
6. Tattoos are to be covered at all times.
7. Only prescription sunglasses will be allowed.
8. Gang attire of any kind is strictly prohibited.
9. Earrings or other jewelry, which may present a safety hazard, are not suitable for school wear.

PROHIBITED ITEMS LIST:

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

1. Radios, television sets, CD players, cassette players, electronic games, iPods, and cameras. (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, firecrackers, fireballs, cherry bombs, dry ice, soda w/ tablets, etc.
5. Weapons, guns, knives, cake or box cutters, screwdrivers, and/or dangerous items.
6. Toys which are realistic simulations of guns and knives.
7. Gang/tagging identification paraphernalia, such as – gloves, rags/bandanas, permanent felt tip pens and markers, aerosol paint containers, liquid paper, 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 expressions, but rather to encourage students to "dress for success" and come to school properly prepared for participation in the educational process.

STUDENT HEALTH

Emergency Cards

Emergency Cards will be sent home at the beginning of the school year. **We must have an emergency card for each child.** Please follow the directions attached to the card and fill out the entire card. If your child becomes ill or is injured at school, only the people listed on the emergency card are notified. By law, students will only be released to adults listed on the emergency card. It is important that information on the emergency card is up-to-date. If you move please advise us of the new address and phone numbers. The school must have accurate information for the safety of the student.

Cleanliness

Students must come to school neat and clean. When cleanliness is a problem, a student may be sent home and may be required to correct such a condition before entering the classroom. (California Administrative Code, Title 5 Education, 302.) Certificated personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning. (Education Code 44807)

Immunizations

Certain immunizations are required by the State of California for entry into school and throughout your child's school years. Immunizations need to be kept up-to-date. If you have questions about requirements, call the county health department or our school nurse. Students are required to have a physical examination before Kindergarten (Board Policy).

HEALTH & MEDICATION

If a child becomes ill at school, he/she is taken to the Health Office. If the child is too ill to return to class, the office will notify parents to pick up the child. Please instruct your child to be sure and let his/her teacher know if he/she has an injury or feels ill. Be sure to advise the school nurse or office if your child has any special health problems. If your child's physician prescribes medication to be administered during school hours, state law requires that the physician state the dosage and related information on the appropriate District form, which is available in the school office. Parents are required to sign a release allowing school personnel to supervise students taking medication. Medication is kept in the office in a locked cupboard – never in a classroom. No student may keep any medication (prescription or over-the-counter) on his/her person. Our school nurse and health aide have regularly scheduled days at our school and are on call at all times in case of emergencies. If you have any questions or concerns, please contact the school.

Contagious Disease

Students with a contagious or infectious disease should be kept at home for their own and others' protection. The school should be notified if a child contracts a communicable disease. Students who have had chicken pox may return when all pox marks are scabbed over, no fever exists and no sore throat is present. Rashes, impetigo, ringworm and scabies need to be properly treated before re-admission to school. All exposed and treated ringworm lesions must be covered while at school.

Pediculosis/Lice

If your child contracts lice, please advise the office. Treatment should begin immediately. Resources are available on request. Children who have had lice must be checked by the nurse or health assistant prior to returning to class.

HOMEWORK POLICY

Homework is a teacher-planned learning activity, which takes place largely outside the pupil's regular school hours. Homework reinforces classroom learning and expands on a student's school experience. Homework is expected at all grade levels. Daily homework assignments include an average of one-half hour for grades 1 – 3 and one hour for grades 4 – 6. Please contact the teacher if you have any questions regarding homework.

PARENT CONFERENCES

Conferences are held with all parents at the end of the first and second trimesters. During Conference Week, all 1 – 6 grade classes are on a minimum day in order to provide time for teachers to conference. Conferences may also be scheduled at other times, upon arrangement with the teacher.

PROGRESS REPORTS

If a student is performing below grade level in any academic area, a progress report will be sent home between the sixth and ninth week of each trimester.

REPORT CARDS

Report cards are given at the end of each trimester at Parent-Teacher Conferences. At the end of the school year, report cards are sent home with children.

LOST AND FOUND

Parents should mark student's name on clothing, lunches, and other belongings. The student who lost the items should check the lost and found clothes rack. Items will be put in front of school on the last Friday of every month. Unclaimed items will be donated to charity.

EMERGENCY/DISASTER PLAN

Should there be an emergency or disaster, the following procedures will be in effect:

1. Children will be evacuated from classrooms to the assembly area on the playground northeast of the school.
2. Parents or other authorized adults are to proceed to the release points at the front and back of the school.
3. Upon arrival at the release points, parents should provide identification to the staff member.
4. The school staff member will complete the release form. Upon receipt, the parent or authorized adult may leave with the child.

**No child will be released to an adult
unless that person is listed on the emergency card.**

STUDENT RECORDS

Cumulative records are kept for each child. Parents have the right to inspect, review and challenge the contents of these records. If you wish to see your child's record, please contact the school principal.

CALLING YOUR CHILD AT SCHOOL

The office will relay telephone messages to your child. To prevent interrupting teachers during class, we request that calls be urgent or an emergency. Children may use the office telephone only in an emergency or with permission from the teacher.

EL CAMINO SCHOOL PROGRAMS/RESOURCES

El Camino Elementary is an AVID (Advancement Via Individual Determination) elementary school. At the core of AVID's mission is the belief that all students can successfully achieve when they are held to high expectations and properly supported. Woven throughout AVID's philosophy are the practices that help our teachers build authentic rapport, maintain high expectations, empower student voices, engender self-advocacy, respect, and build on assets. These practices help foster a learning environment that is safe and empowers students to grow intellectually.

The four areas of focus are 1) college culture, 2) organization, 3) note-taking, and 4) WICOR. As a school, we promote attendance at a four-year university and instill in our students that college is a plan, not simply a dream. To reach this goal, we teach our students to be organized and ready for school every day. All students are expected to be at school every day and on time, dress in proper uniform, bring their backpacks to school every day, have their folder/binder with them, and be responsible for the completion of their assignments whether they are given in class or for homework. In class, teachers will instruct students on how to take notes and use them for reference and study guides. Teachers will also use WICOR (writing, inquiry, collaboration, organization, and reading) strategies in lessons to create rigorous units of study.

Interventions

Opportunities for additional assistance in reading and writing are implemented throughout the year. Notifications for intervention opportunities are sent home with students. Our school implements targeted interventions to address the learning needs of our students. Some are outlined below, but not limited to:

Library

Literature and research materials including books, laser discs, videos, computers and software are available for student and teacher checkout. Students must have a signed permission slip on file to check out materials. The student must pay for lost or damaged books.

Reading Counts

Reading Counts is a school wide reading program which assesses students' comprehension of leveled reading books. Students may take Reading Counts tests in the computer lab or in the classroom as permitted by the teacher. Students may be eligible for Reading Counts Rewards based on their attainment of trimester and annual goals.

Read 180

The Read 180 program is utilized to meet the learning needs of our 4th-6th grade students who are identified as needing the most intensive reading help. Specific criteria and rigorous expectation ensure the right students receive targeted instruction to meet their specific needs.

Response to Instruction and Interventions (RtI²)

All El Camino students receive high quality responsive first instruction and intervention within their regular classroom. During this instruction, a standards-based curriculum is delivered using effective instructional strategies. Teachers also use screener data to identify student instructional needs to plan homogenous

intervention/enrichment Universal Access (UA) groups.

After two 6-week cycles of providing research-based interventions, monitoring, and adjustments, students that are not responding will be referred to a Coordination of Services Team (COST) meeting to develop an intervention plan. Should students not respond to the intervention plan, a referral will be made to a Student Success Team (SST) meeting where parents are invited, and interventions are coordinated with specific student outcomes to provide intensive and individualized instruction.

Community Resources

El Camino School participates in the district's collaborative network to access community resources for our families. Montclair Community Collaborative offers the following range of services: academics, basic needs, (housing, food, clothing, and transportation) behavior, medical, mental health and other, through case-management and counseling referrals. Additional school resources are available upon request.

Instrumental Music

The instrumental music program focuses on a ten-week song flute program for fourth graders and weekly lessons with instruments of choice for fourth and fifth graders. Additionally, students may be selected for the District Elementary Orchestra or Honor Band.

GATE

Students in grades 3-6 may be identified as GATE (Gifted and Talented Education). The GATE program includes:

- 1) Differentiated opportunities for learning commensurate with ability or talent
- 2) Alternative learning environments in which GATE students acquire skills and understanding at advanced ideological and creative levels
- 3) Development of sensitivity and responsibility to others

Special Education – Autism Program

This program provides instruction for students who have been identified as having autism. Placement in this program is determined via the IEP process.

Resource Specialist Program

This Special education program is provided for students with identified learning disabilities.

Health Screening

Vision and hearing screening and referrals are done annually by a team of nurses for all second and fifth grade students. In addition, students who are in special education or who are referred by their teachers also are screened. Dental screening and referrals are done for students in the school on an annual basis.

HOMEWORK

Homework at El Camino School is designed as an extension of the learning occurring at school and practice of critical learning to achieve students' mastery of skills and knowledge. This makes homework an important part of a student's progress. The teachers at El Camino School assign homework to students four days per week. Homework assigned on Fridays and weekends may be an extension of a research project or individual student academic enrichment.

Parents are encouraged to read to their children and/ or have their children read to them for at least 20 minutes per night as well as review the Math Facts for the corresponding grade levels. Parents of 1st-2nd graders should review addition/ and subtraction facts while parents of 3rd-6th grade students should review multiplication and division facts. Research shows that this activity dramatically improves a child's success in school. Finding 20 minutes per day creates an additional 2 hours and 20 minutes each week. Those 2 hours

and twenty minutes each week result in 1½ school days per month, and about 3¾ weeks' worth of steady reading each year. Over the twelve-year period of schooling, a student reading 20 minutes per day would gain more than one additional school year of reading practice over one who did not follow this program.

EL CAMINO SCHOOL BEHAVIORAL EXPECTATIONS

School Expectations:

1. Be safe.
2. Be responsible.
3. Be respectful.

Expected Behaviors:

All students at El Camino Elementary School are expected to follow the three Positive Behavior Intervention and Supports (PBIS) expectations. These expectations protect students' individual rights and help promote a safe climate for learning. To help students achieve these expected behaviors, the school has implemented a series of teaching and learning situations to assist students in becoming problem-solvers. Among these strategies are class meetings where students discuss problems in an open manner. Classes address specific problem-solving strategies as follows:

1. Tell the person "Stop, I don't like it".
2. Walk away.
3. Ask for help from the adults at school.

Expected Playground Behavior:

1. Always obey and respect instructions by a teacher or playground supervisor.
2. When playing, follow the rules of the game and display good sportsmanship at all times.
3. Always use equipment in a safe way.
4. Sand, rocks, or other objects are not to be thrown.
5. Stay away from the fence area.
6. All games end when the bell rings. The bell signals all students to walk to their designated line-up area.
7. Proper language shall be used at all times; no profanity or obscenities will be tolerated.
8. No inappropriate public displays of affection will be tolerated, and may result in a ticket or level depending upon the level of violation
9. Fighting will result in suspension from school; play fighting is prohibited and will result in a ticket.
10. All food must be finished before leaving the Multipurpose Room. No food may be brought onto the playground.

Rewards and Incentives for Demonstrating School-wide Expectations:

- Receive a "Cougar Coupon."
- Opportunity to attend special assemblies and class field trips.
- Select prize from PBIS menu.
- Classroom teachers may also distribute special prizes or conduct monthly events to reward students.

Consequences for Not Meeting Behavioral Expectations:

- Verbal Warning and Redirect
- Minor Discipline Referral
- Office Discipline Referral

In order to provide this structure, it is necessary for parents, school staff and students to work together. Each student is expected to take responsibility for his/her behavior. While there will be opportunities for students to be recognized for their positive behavior, there will also be consequences for poor choices made. *For 6th grade students, serious violation of any expected behavior may result in the student being denied participation in any or all of the culminating events of the 6th grade year, including promotion. All students are considered on an individual basis for such decisions.*

California Education Code for Student Behavior

To promote a peaceful environment, certain behaviors are expected of all children. These behaviors protect the students' individual rights and promote a peaceful and safe climate. There are laws in the California Education Code (E.C. 48900) by which students must abide. Detention, Suspension and/or Expulsion will result when the principal has determined that a pupil has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated employee, which is concurred in by the principal or the designee of the principal.
3. Unlawfully possessed, used, sold or otherwise furnished,
4. or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) or Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell controlled substance listed in Chapter 2 (commencing with Section 11053) or 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 as a controlled substance, alcoholic beverage, or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stolen or attempted to steal school property or private property.
9. Possessed or used tobacco, or any products containing tobacco, or nicotine products, except as provided in Section 8900 of the Education Code.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
12. 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.
13. Knowingly received stolen school property.

48900.2: Suspension – Sexual Harassment

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3 inclusive. (Add. Stats. 1992, Ch. 909)

E.C. 48900.3: Suspension – Act of Hate Violence

In addition to the reasons specified in sections 48900 and 48900.2, a pupil in grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5. (Add. Stats. 1994, Ch. 1198)

No pupil shall be suspended or expelled for any of the acts enumerated unless the 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:

- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off the campus.
- During, or while going to or coming from, a school sponsored activity.

PERSONAL TOYS/ITEMS

No personal toys/items are to be brought to school. The school/district has no responsibility in the replacement, repair or investigation of such items that are brought in violation of this regulation.

CELL PHONES ON CAMPUS

The Ontario-Montclair School District Board of Education recognizes the desire for parents to provide their children with a cell phone for convenience or for safety. The board also realizes that in many cases cell phones have been misused at school or school functions. It has therefore become necessary to develop rules and consequences regarding cell phones. **This means that students must keep cell phones turned off and in their backpacks until the end of the school day.** Once the student leaves the classroom at the end of the school day, student may turn on the cell phone. If student is found using the cell phone it will be confiscated **and** kept in the school office until a parent picks up the cell phone. El Camino is not responsible for any lost cell phones and will not use instructional time to investigate any loss or allegations of theft.

VISITING SCHOOL/ PARENT VOLUNTEERS

El Camino is a closed campus for the safety of students and staff and to provide a consistent learning environment. The gates remain closed during school hours. Parents are always welcome to visit our classrooms and participate in special events and programs. Please help us by:

- Checking in with the front office staff with the purpose of your visit
- Signing the visitors' log
- Wearing a visitor's badge at all times
- Making arrangements with the teacher prior to the visit

Parents are encouraged to visit our school and volunteer in classrooms, but prior arrangements must be made first. All parents wishing to volunteer must complete an application, provide valid ID, and provide a copy of current TB test results. After the application has been approved, parents will be notified. Then days and times for volunteering need to be prearranged with the classroom teacher. The purpose of this arrangement will help the teacher plan for your time in the classroom and minimize instruction time. (Note: Parents who wish to participate in field trips as chaperones must have already completed the volunteer application process prior to the field trip.) Please do not expect a private conference during school hours. You may arrange for a conference with your child's teacher at a separate time by telephone or checking with the office.

BREAKFAST & LUNCH PROGRAM

ALL students need to submit a meal application for the 2016-2017 school year. Breakfast is served at 7:00 a.m. Students may not arrive on campus before this time, as there is no supervision. The automated pay system used by the school allows daily and advance payments in any amount convenient to the parent. **Payment must be made in an envelope indicating the student's name, grade, lunch I.D. number, and amount being paid and may be dropped off in the payment box located in the front office. Cash only is**

accepted and lunches cannot be charged. Applications for free and reduced price lunches are available in the office. No student will be denied food at any time, but he/she may not receive the main entrée if payment has not been made.

MPR/Meal Guidelines:

1. Students are to follow the instructions of noon aides assigned to lunch areas, hallways, and playground.
2. No food or beverages are allowed on the playgrounds or fields.
3. Students eating in the cafeteria are responsible for cleaning their area and throwing away all trash.
4. Under no circumstances may food or any object be thrown at the lunch tables. Any student found throwing any item may lose the privilege of eating at school and/or may be assigned to clean-up daily.
5. Meals served at the school site are to be consumed only by students enrolled at this site. For any adult or child not enrolled at this school to eat from a student's plate is contrary to the National School Lunch Act and the Child Nutrition Act of 1966. Failure to comply may jeopardize the entire meal program.
6. All students must eat, at a minimum, milk and a fruit or vegetable.

Menus are sent home monthly. All meals served through the cafeteria must be consumed on the school grounds. No cafeteria food may be taken off campus.

Breakfast

All students are eligible to receive a free breakfast. Breakfast is available in the cafeteria from 7:00 - 7:20 a.m. Children are admitted to the cafeteria at 7:00.

Lunch

Hot lunch is available in the cafeteria daily for all students.

WHAT ARE ACCEPTABLE SNACKS?

- Fresh Fruits & vegetables
- Fruit Mix cups
- String Cheese
- Yogurt-low fat & non fat
- Graham Crackers
- Animal Crackers
- Goldfish Crackers
- Vanilla Wafers
- Pretzels
- Baked Chips-1-1/8 oz bags
- Trail Mix without candy
- Popcorn
- Nutri-Gran Bars 1.5 oz
- Fruit Juice Bars– 1.5 oz

WHAT FOOD ITEMS ARE NOT ACCECTABLE

- Soda
- Candy
- Gum
- Fried Chips (Includes: Flamin Hot Cheetos/Takis)
- Cakes
- Cupcakes
- Cookies
- Home prepared Items

BIRTHDAY CELEBRATIONS

Families who wish to celebrate their child's birthdays at school are to:

- Notify the teacher at least 24 hours in advance.
- Bring the treats before dismissal. The treats will be passed out to students at dismissal to be consumed at home.
- Limit the treats to one item.
- Treats need to be store-bought and in their original package.
- Provide individual juice boxes (only if drinks are going to be provided).

Please remember school is a place for learning; balloons, flowers, goodie bags, presents and or toys will not be distributed in or to the classroom.

BICYCLES, SKATEBOARDS AND SCOOTERS

Bicycle racks are provided for the students to use. Bikes should **NOT** be left in other areas of the school property. Bicycles are **NOT** to be ridden on school grounds. In order to avoid trouble, do **NOT** tamper with a bicycle if it does not belong to you. Any student found tampering with a bike other than his own will be reported to the local authorities.

- You must walk your bike on and off the grounds.
- All bikes are to be locked.
- California law requires the wearing of a helmet.

Skateboards and scooters may be brought to school only under the following conditions: (1) the classroom teacher has room to store the skateboard or scooter, and (2) the student and teacher have talked and agreed on the assigned space for storage. Skates, scooters, roller blades, and heely's are prohibited from being on school grounds. No shoe/skates may be worn at school.

OTHER SCHOOL INFORMATION

The Office

The school office is a place of business and is not to be used for any other purpose. Please make arrangements for all children before and after school rather than sending them early or asking that they remain after school in the office. **IF A CHILD IS TO BE PICKED UP AFTER SCHOOL, PLEASE ARRIVE ON TIME.** If there is an emergency that delays pick up, call the office and we will attempt to assist with getting the child to the office to wait. **THIS WILL BE DONE ONLY IN AN EMERGENCY SITUATION.**

Phone Numbers

There are two numbers for use when you need to contact the school: 986-6402 and 459-2710. Except in cases of emergency, teachers and students will **NOT** be asked to leave a classroom to answer telephone calls. There is someone in the office to answer questions, and make any necessary appointments. Due to the number of students at the school site, the office cannot be responsible for delivering messages to students once the school day has begun, except in emergency and dire situations. Teachers will check their mailboxes and use the telephone during non-instructional time, and phone calls will be returned within 24 hours.

School Councils

Parents are invited to attend the various council meetings scheduled 4-6 times per year. Flyers are sent home several days before each meeting. These members also represent the school at district parent meetings such as DPAC and DELPAC.

After School Program

The school is fortunate to have an after school enrichment program that is funded and staffed by the City of Montclair for students in grades one through six grade. This program will accept students on a first-come-first-

served enrollment basis, and space is limited. Please contact Lisa Kirkpatrick at (909) 664-5560 for information.

Textbooks/Library Books/Agendas/Binders

Any textbooks, school materials, or library books issued to students or checked out are the responsibility of the individual student. The materials must be returned in good condition without any damage or writing. The student and/or parents must pay for any lost or damaged materials. Records and/or report cards **will not** be issued until all lost or damaged books or materials are paid for.

Field Trips

Grade levels will offer opportunities for students to attend field trips. These field trips are meant to be academic in nature and an extension of the learning in class. While all students will be invited, behavior issues may exclude a child from attending. Parent chaperones may be limited and any parents who may wish to attend as a chaperone will need to speak to the teacher and ensure all appropriate paperwork is submitted to the office with a minimum of 72 hours in advance. Please note that only parents or legal guardians may serve as chaperones. Extended family members/relatives may not attend a field trip as a chaperone or guest.

6th Grade Promotion

If your student is in the 6th grade, he/she may be eligible to participate in promotion. Promotion is an important event for students and staff. Students appreciate the recognition, and staff appreciates the opportunity to publicly recognize the students with whom they have worked. The event is well supported by family and community, and is well orchestrated by teachers and administrators. Poor behavior could result in a student being exempted from the promotion ceremony. For this event, students will be allowed to have free choice in dress as long as the attire is appropriate. If you have any questions, you may have your student bring their attire to their teacher or the administration to inquire.