2026-2027

Berlyn Elementary

Handbook

909-986-8995

Parent Square

berlyn_omsd

1320 N. Berlyn Avenue
Ontario, CA 91764

www.omsd.net/berlyn

Non Discrimination Statement

The Ontario-Montclair School Distirct prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. (Board Policy 0410: Nondiscrimination In District Programs And Activities)

Where Can I Obtain Further Information Or Assistance?
Hugo Lopez
Equity Compliance Officer / Title IX Coordinator / Section 504 Coordinator
Director, Child Welfare, Attendance and Records
950 W. D St. Ontario, CA 91762
909-418-6477

Declaración de no discriminación

El Distrito Escolar Ontario-Montclair prohíbe la discriminación, la intimidación, el hostigamiento (incluido el acoso sexual) y el acoso escolar basado en la ascendencia real o percibida de una persona, su color de piel, discapacidad, género, identidad de género, expresión de género, condición migratoria, nacionalidad, raza o etnia, religión, sexo, orientación sexual o la asociación con una persona o un grupo con una o más de estas características reales o percibidas. (Política 0410 de la Mesa Directiva: No discriminación en los programas y actividades del distrito)

Para obtener información adicional, incluida información sobre cómo presentar una queja, favor de comunicarse con:
Hugo López
Oficial de Cumplimiento de Equidad / Coordinador del Título IX / Coordinador de la Sección 504
Director de la Oficina de Archivos, Asistencia y Bienestar Estudiantil
950 W. D St. Ontario, CA 91762
909-418-6477

Ontario – Montclair School District
Distrito Escolar Ontario – Montclair
2026-2027

James Q. Hammond, Ed.D.
Superintendent/ *Superintendente*

OMSD Board of Trustees/ *Mesa Directiva de OMSD*

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Alana Hughes-Hunter, Ed.D.
Assistant Superintendent, SELPA & Equity / *Asistente del Superintendente, SELPA y Equidad*

The Ontario-Montclair School District Board of Trustees usually meets on the first and third Thursday of each month for its regular sessions. Meetings begin at 5:30 p.m. and are usually held in the Central School Auditorium, 415 East "G" Street, Ontario. When there is a change in time, date, or place of regular Board meeting, public notice is given at least 48 hours in advance. For specific dates and information, phone 909.418.6445 or refer to the agenda.
All regular and special Board meetings are open to the public.

Por lo general la Mesa Directiva se reúne y lleva a cabo reuniones ordinarias el primer y tercer jueves de cada mes. Las reuniones usualmente comienzan a las 5:00 p. m. y se llevan a cabo en el auditorio de la Escuela Central (ubicada en el 415 East "G" Street, Ontario). Cuando se realiza algún cambio pertinente a la hora, fecha o lugar donde se llevarán a cabo las reuniones de la Mesa Directiva, el público es informado con por lo menos 48 horas de anticipación. Para obtener información adicional al respecto, por favor llame al teléfono 909-418-6445 o consulte el orden del día de la reunión.
Todas las reuniones ordinarias y extraordinarias que lleva a cabo la Mesa Directiva están abiertas al público.

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BERLYN'S MISSION

The mission of Berlyn Elementary is to inspire innovative life-long learners who can pursue college and career. We provide challenging instruction to all students through the development of skills in technology, positive behavior, and higher level thinking.

MISIÓN DE LA ESCUELA BERLYN

La misión de la Primaria Berlyn es inspirar a los estudiantes de por vida para que puedan asistir a la universidad y obtener una carrera profesional. A todos los alumnos les brindamos una instrucción rigurosa por medio del desarrollo de las habilidades tecnológicas, un comportamiento positivo y un nivel de razonamiento avanzado.

MESSAGE FROM THE PRINCIPAL

Dear Berlyn Families,

Welcome to the new school year! Whether you are a returning family or joining our school community for the very first time, we are thrilled to partner with you in your child's educational journey.

At Berlyn, our mission is to foster a safe, nurturing, and inclusive environment where every student can thrive academically, socially, and emotionally. Our dedicated staff is committed to creating engaging learning experiences that inspire curiosity, build confidence, and instill a lifelong love of learning.

This Parent Handbook is designed to serve as a comprehensive guide to our school's policies, procedures, and daily operations. We ask that you review this information carefully and keep it as a reference throughout the year. Clear guidelines help us maintain a safe, organized, and productive learning environment for all children.

We firmly believe that strong communication and collaboration between home and school are essential to student success. To stay connected, we encourage you to regularly check ParentSquare, visit our school website, and actively participate in parent-teacher conferences and school events. Your involvement and support are vital to our community.

Thank you for entrusting us with your child's education. We look forward to a rewarding year ahead, filled with growth, discovery, and shared achievements. Together, we will make this a successful and joyful school year for every student.

Warm regards,

Katie Bartosh

Principal

SAFETY

We all have a collective responsibility in helping keep our campuses safe. Please talk with your family and students and emphasize, If they "See Something, Hear Something, Say Something"
Specifically, students need to say something to an adult at school, at home or both.

As always, OMSD takes any threats, hoax, or pranks regarding school safety very seriously. Anyone caught making a threat, hoax, or prank to a school will be dealt with swiftly and to the full extent of the law.

VISITS TO CAMPUS

Berlyn welcomes and encourages visiting our campus. In order to maintain a safe and secure campus, all parents, guardians, volunteers, or other persons wishing to visit our campus must sign in and out at the front office. An appointment should be made with the teacher prior to classroom visitations.

Please bring ID when visiting Berlyn, we utilize the Raptor-Visitor Management System.
Check in procedures are as follows:

- ❑ Visitor arrives on campus
- ❑ Government-issued identification is scanned by provided hardware
- ❑ Valid forms of identification include:
  - *Any and all US government issued IDs
  - *State Drivers licenses (all 50 states)
  - *Mexican Consulate Card
  - *Green Card
  - *Passport ID Cards
  - *Military IDs
- ❑ Software instantly checks names against national sex offender registries and available custody orders
- ❑ If cleared, a badge is printed that includes:
  - *Visitor photo
  - *Visitor name
  - *Issue time & date
  - *Authorized destination

ARRIVAL AND DISMISSAL PROCEDURES

- The driveway on Berlyn Avenue is to remain clear for emergency purposes. During the school day, there will be periods of time where cars may park for a few minutes, however only for brief visits. This is our emergency access lane as well as our bus lane. There will be no entry allowed to the drive through an hour before school dismisses.
- Students may be dropped off in front of the school by Gates 1 or 2 or at Gate 3 on 5th Street. Gates will open for students at 7:30am. We ask that students not arrive prior to that to ensure appropriate supervision.
- Dismissal Locations/Procedures:
- Vehicles: All car pick-ups will occur in our 5th street parking lot. Please line up by entering the lot from the east end of the campus, making a right turn only into the lot. This will assist in a safe and orderly car waiting line. As you exit the lot, please only make a right hand turn.
- Busses: Busses will pick up in the front driveway.
- Walking: Students who are walking home from campus may exit from Gate 2 (if heading north), Gate 1 (if heading south), or Gate 3 (if heading east).
- TK/Kindergarten Dismissal: All walking or car pick-up will be at Gate 3.
- All households will be issued a dismissal ID number along with 2 car signs and a backpack tag. This will allow us to utilize a numbered system to help expedite pick-ups. If you are picking up multiple students, please inform the office so that we can issue the same number to all of the students you will be picking up.

Cars will be asked to display their pick up number so staff can identify the car as they enter the driveway lane. If you need additional signs, please contact the office.

- Please use safe driving practices on and around school zones, especially in school parking lots and at drop off and pick up locations.
- Remind walking students to walk to use sidewalks and marked crosswalks.
- Each teacher provides safety education and we hope that our community will join us in encouraging sensible safety precautions in coming to and from school. Children and adults should obey the assigned crossing guards and school personnel.
- Students may walk home or wait in designated areas until picked up by an authorized person. Make arrangements with your child for pick up at a specific gate or area so you know where to locate your child.
- We appreciate your patience and watchfulness as you wait to pick up students since we are safely exiting over 600 students and their safety is our priority.

LEAVING SCHOOL GROUNDS

No child is permitted to leave the school grounds during school hours without permission. Parents/Guardians must sign out a child in the office before the child can be released. Early pick-up is discouraged, in an effort to maximize the instructional opportunities for students. If a child must leave during the day, only a parent or designated person listed on the emergency card can come to check out the child from the school office.

BICYCLES/SKATEBOARDS/SCOOTERS

- Students in the 3rd through 6th grades at Berlyn School may ride their bicycles, skateboards, or scooters to school if they have their parents' permission and if they know and agree to follow bicycle, skateboard, and scooter safety rules.
- Bikes must be locked in the bike racks during school hours and walked to and from school grounds each day. Skateboards and scooters need to be stored safely in the student's classroom.
- All bicycle, skateboard, and scooter riders are required by law to wear a safety helmet while riding on public streets. Shoes with wheels may not be brought or worn to school.
- Berlyn is not responsible for any damage or vandalism to a bicycle, skateboard, or scooter nor is the school liable for a stolen bicycle, skateboard, or scooter. Riding a bicycle, skateboard, or scooter to school is a privilege. Misconduct or safety violations may result in the loss of bicycle, skateboard, or scooter riding privileges.
- For safety, we encourage children waiting for parents after dismissal to be picked up at our campus and not at other locations within the school or community.

FIELD TRIPS

Field trips are an extension of your child's classroom curriculum. Field trip days are considered regular school days and all students are expected to attend school whether or not they are attending the field trip. Appropriate school attire for the field trip is expected. Students are also expected to maintain school behavior standards on all field trips. Chaperones are appreciated on school field trips to assist the teacher with student supervision. All chaperones must be cleared through the Volunteer Application process prior to being authorized to attend a field trip. For this reason, along with school insurance restrictions, chaperones may not bring young children on any school field trip. To inquire about attending a field trip, please check with your child's teacher for further information.

LOST AND FOUND

Lost and Found items are kept outside of the main office building. Please ask your children to check it frequently in the event they have lost an item of clothing, lunch box, etc. Placing your child's name on personal items is important. During each school break longer than 1 week, items still remaining in the Lost and Found will be donated to charity.

HEALTH AND WELLNESS

OMSD Health & Wellness Policies

- The Ontario-Montclair School District recognizes the link between student health and learning, and has developed a Local Wellness Policy for the district that will promote student health and create a healthy learning environment for students.
- To maximize instructional time and ensure the health and safety of all our students there will be no food items allowed in classrooms other than what is provided by our district.
- Printed meal menus will not be provided to students. The menus are available online and can be emailed to you if you sign up here: https://omsdnutrition.com/index.php?sid=1401100212041689&page=automenu
- While parents have a choice in what items to send their child to eat, due to safety risks, snacks and/or meals provided from either home or school are not to be shared.
- In addition, buying or selling of items – food or otherwise, unless part of a school fundraiser – is prohibited.

Personal Hygiene

In accordance with Assembly Bill 10 passed in January 2018, 50% of Berlyn's student restrooms are stocked with feminine hygiene products. Students should use these products appropriately as necessary. They may also visit our Health Office for any concerns or needs.

Medication

- If your child requires medication during the school day, please contact the school nurse or office personnel.
- A letter signed by the parent and physician must be on file in the office.
- All medication must be clearly labeled in a prescription container with the proper dosage listed.
- Please bring in the medication, do not send it with your child.
- Medication will be given only by office personnel; Students may not keep medication in their belongings.

Recess

In conjunction with our Health and Wellness Policies, Berlyn also implements the recently passed Senate Bill 291, regarding Recess Offering Requirements. The Bill states that schools are required to:

- Offer at least 30 minutes of recess per day.
  - Offer at least 15 mins on minimum days (BTSN, Open House, Conferences, Last Day)
  - The 30 minutes of recess does not have to be met in a single session (multiple recess periods totaling 30 mins over the course of the regular instructional day)
  - Bell schedules will note that at least 15 mins of lunch periods will be for recess
- Prohibit the restriction of recess for disciplinary reasons

- ‘Students cannot be denied recess unless their participation presents an immediate physical threat to themselves or other students.’
- If recess is denied to a student presenting an immediate physical threat, all reasonable efforts have to be made by staff to minimize exclusion from recess.

BERLYN CAMPUS SAFETY

In order to be prepared in the event of an emergency we have procedures in place. Please read this information carefully so you understand our procedures and so we can work together as a team to ensure the safety of everyone on the Berlyn campus at all times.

Closed Campus

We are a closed campus; all visitors must sign in and wear a name tag while on our site. At 8:00 am when school begins all gates are locked and the only entrance onto our campus is through the front office.

Drills

There are three specific drills we practice:

- Fire Drills- these are practiced monthly. We manually ring our fire alarm and the entire school evacuates the buildings. Our meeting spot is the south east side of the campus by the MPR.
- Earthquake Drills- we practice these three times annually. We announce this drill over our speaker system. Students are taught to duck and cover and then evacuate the buildings when the shaking has subsided. Our meeting spot is the south east side of the campus by the MPR.
- Lockdown Drills-we practice these two times annually. This is to simulate our procedures in the event it may be necessary to lock down our site for safety reasons.

Emergency Supplies

- We have emergency water and food for all our students as well as blankets and medical supplies.

Emergency Procedures

- In the event of a police or administrator initiated lockdown; campus will remain closed and students/staff will remain indoors with limited communication. Priority will always be student and staff safety. As soon as possible, we will communicate with the Berlyn community.
- We remain in lockdown until we are released by the police department. This may interfere with regular dismissal in which case we will send out a Blackboard Connect call or text message to all families to apprise them of the situation. Please make sure we have a number to reach you and that you listen to all calls from the school. Once the lockdown has been lifted we will proceed with our normal dismissal process.

Evacuation Sites

- In the event that we need to evacuate our campus our primary evacuation location will be the corner of Princeton st. and Berlyn Avenue. Our secondary location is Edison Elementary on 6th Street and Sultana Avenue.

Emergency Contact and Release Form

- The law requires that children not be released to anyone other than their legal parents, guardians or persons stated on their emergency card.

- Emergency cards are required for each child. This form is maintained in the office and must have a current phone number where the parent/guardian can be reached during school hours. It is required that there are two additional adult contacts in the event we cannot reach parents.
- Please be sure this information is kept up to date in our office. Information on the emergency cards will enable the school to proceed efficiently in case of illness, accident, or emergency.
- Photo id may be required in order to release a child to a parent, guardian, or emergency contact.

STUDENT ATTENDANCE

Parents are responsible for ensuring that their child/children attend school regularly in accordance with California law. Education Code Section 48200 states that every person between the ages of 6 and 18 is subjected to compulsory full-time education. Except for medical reasons, ALL students must attend school every day.

Reporting an absence

Parents must report absences either by phone, (909) 986-8995, or by sending a note to the office. Absence notes must include the following information: child's name, teacher's name, date of absence, reason for absence, parent's signature. Doctor's notes are also required in order to excuse a doctor's appointment. All absences must be verified or the absence becomes an unexcused absence or truancy.

Excused Absences

The following are considered excused absences:

- Personal illness (doctor's note is required to verify absence after 10 days)
- Quarantine under the direction of a health officer
- Personal medical, dental, optometrist or chiropractor appointment
- Funeral services for a member of the immediate family (limited to one day if in California, and three days out of state)
- Personal court appearance (child is required for court).
- Observance of a religious holiday or ceremony

A notification will be sent emphasizing the school's commitment to partnering with families for their child's success. Families are encouraged to work with the school to ensure regular attendance. Support and resources will be offered to help improve attendance.

Unexcused Absences

All other absences are considered unexcused by the state of California. When proof of any of the above absences reasons is not provided (i.e. doctors note, court appearance document, etc.), or a parent/guardian does not communicate the reason for an absence, the absence will be considered unresolved. A notification will be automatically generated after 3 unexcused absences due to the student being considered truant.

Chronic Absenteeism

Students are considered Chronic Absentee when he or she is absent from school for any reason for 10% of the school days in one school year from the date of enrollment to the current date.

Tardiness

All students are expected to be at school ON TIME EVERY DAY. This means that students are expected to have entered through a campus gate entrance before the arrival bell rings at 8:00. When students/parents arrive late, students are required to check in at the front office to obtain a tardy pass. Repeated tardiness is considered truancy under California law.

Early Pick-up
Although discouraged, in the event a parent must pick up his or her child early from school, the parent or guardian must check in at the office. OMSD policy states that only parents or individuals over 18 years of age listed on the emergency card may pick up a student. For your child's safety, a photo ID (driver's licence, state issued ID card, etc.) will be required for student check-out.

SART/SARB Process
Students identified as chronically absent and/or tardy will be monitored by our site attendance team. Parents/guardians will receive notifications regarding excessive absences, tardies or early outs. If student attendance becomes a concern, a Site Attendance Review Team (SART) meeting will be scheduled with our attendance team. This meeting is to support the family in improving student attendance. If student attendance continues to be a concern, the family may be referred to the district's School Attendance Review Board (SARB). SARB is a multi-agency team including Children and Family Services, probation, law enforcement, parents/or other community representatives, community-based organizations. This team is charged with identifying barriers and finding solutions to unresolved student attendance and discipline problems.

Attendance Make-up Academy
Students in TK-6th grade may make-up an absence by attending a Saturday Make-Up Academy offered a minimum of 5 times per year. Saturday AMA is from 7:45AM-12:15PM. Students will receive a notice if they qualify for AMA the week prior to the scheduled AMA Saturday. Students who have missed a day of school will be invited to participate in our Attendance Make-Up Academy to make-up or recover their absence. According to District policy, attending one Make-Up Academy session will recover one past absence.

Tardy Make-Up Academy
Students who have tardies are invited to attend the Tardy Make-Up Academy the
Monday following an Attendance Make-Up Academy. Students are to arrive to school at 7:15 AM in
in order to receive credit for attending. Attending one Tardy Academy will allow the student to recover one tardy.

Perfect Attendance
Students qualify for the Perfect Attendance Award each trimester and at the end of the school year if he or she maintains 0 absences, and 0 tardies or early outs for each trimester. Saturday Attendance Make-up Academy can be used to clear absences. Exemplary Attendance Award 1 absence, 1 tardy, 1 early out, Saturday Attendance Make up Academy and Independent study can be used to clear absences. For 6th grade promotion, however, plaques are awarded to students who have 0 absences and 0 tardies since TK or Kindergarten through 6th grade. Attendance Make-up Academy will not apply for the attendance plaque awarded at promotion.

Independent Study
Inquire with the office about independent study for making up an absence.

Sunshine Club / Club Sunshine
Each month students who have been identified as having excessive tardies will be invited to participate in Sunshine Club. Students participating in Sunshine Club will check in daily with the School Family Outreach Assistant to ensure that they have arrived at school on time. Upon arriving on time and checking in, students will earn PBIS points that they can redeem in the Shout Out Store. When students demonstrate their ability

to arrive on time consistently 80% of the week, then they will earn a celebration activity and be exited from Sunshine Club.

Attendance Heroes/Héroes de asistencia

Each month students who have been identified as having excessive absences will be invited to participate in Attendance Heroes. Students participating in Attendance Heroes will check in daily with the School Family Outreach Assistant when they arrive at school. Upon arriving and checking in, students will earn PBIS points that they can redeem in the Shout Out Store. When students demonstrate their ability to attend school consistently 80% of the week, then they will earn a celebration activity and be exited from Attendance Heroes.

COMMUNICATION

We have several means to communicate with you in the event of an emergency. As stated, earlier Blackboard Connect phone calls will go to the phone number you have provided us. Our main platform for communication is through the Parent Square Application. This platform will allow for two-way messaging between the home and school, as well as allowing for posts for school events and information. More information will be provided by your child's classroom teacher. We may also post updates on our school website and you can now also follow us on Instagram @berlyn_omsd. Berlyn has expanded communication efforts to email and text messages, so please continue to keep those contacts updated with the front office as well.

Requests to Speak with a Teacher

Berlyn teachers are available to meet with parents throughout the year and we believe that a strong partnership with families will positively impact our students' achievement at school. Please consider the following ways to communicate with your child's teacher:

1. Schedule an appointment by contacting the office or the teacher directly
2. Email the teacher
3. Parent Square app

Please use the above methods to communicate with teachers and they will respond in a reasonable timeframe. We value instructional time and limit the amount of disruptions to classrooms.
*Formal Parent-Teacher Conferences are scheduled in November and March. *

Requests to Speak with an Administrator

Berlyn's site administrators have an open-door policy. We are here to serve you and your child. We want to listen to any concerns or requests you have and will do so, either by phone or in person. However, there are times when we are not always available when a parent requests and at those times, this is the protocol our team follows:

1. An office staff member will speak with the parent to identify the concern or request.
2. Next, the office staff member will check the availability of the administrators. If an administrator is available, they will meet with the parent and determine a plan of action to address their concern.
3. If the administrative team is not available, the parent may be offered the opportunity to speak with an Admin Designee, who will then gather as much information as possible regarding the parent's concern and will communicate with the administrative team.
4. A member of the administrative team will respond by contacting the parent within 24 – 48 hours.

FAMILY REQUEST FOR ASSISTANCE

If your family would like assistance with academic support, emotional needs, behavior concern either at home or at school, counselling services, case management or any other need please complete a Request for Assistance form. https://forms.gle/Hpgyw1xBzAxS5iCSA

STUDENT POLICIES

Items Prohibited in School

In the interest of protecting the health and safety of all district students, the following prohibited items may not be in students' backpacks or brought to school:

- Items of sentimental or monetary value should not be brought to school; as Berlyn and OMSD are not responsible for lost, stolen, or damaged items.
- Electronics such as: Smart watches, radios, mini DVD players, iPods, electronic games and any other electronic device (With prior written permission of the principal or designee, these items may be brought to school only under special circumstances)
- Personal toys, sports or playground equipment/balls, trading cards/games, dice etc. Trading or selling of personal items, such as toys, marbles, electronic devices, or other items is also not allowed
- Drugs, alcohol beverages, narcotics, cigarettes, e-cigarettes, tobacco, cigarette papers, lighters, pipes, matches, look- alike and paraphernalia
- Explosive devices, firecrackers, fireballs, cherry bombs, poppers, etc...
- Weapons, guns, knives, cake cutters, screwdrivers, and/or other dangerous items
- Realistic simulations of guns and knives
- Felt tip pens and markers, paint containers, etching tools, or any other instrument used for the purpose of writing graffiti or tagging

Social Media

Students under the age of 13 should not have social media accounts per the Children's Online Privacy Protection Act (COPPA) set by Congress. We ask all parents to partner with us as we help our students learn the importance of Digital Citizenship. If we find that a student has impersonated the school, an employee or their image without consent legal actions will be taken. The web can be dangerous, and should be accessed by minors under the direct supervision of an adult. We thank you in advance for partnering with us as we keep our students safe.

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 constitute sexual harassment, hate violence, hate speech, racial bullying, 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.

Birthday Celebrations

If you wish to celebrate your child's birthday at school, please adhere to the following guidelines:

• Notify the teacher at least 24 hours in advance.
• Bring treats that are non-food ítems. This can include stickers, pencils, squishy toys, puzzles, games, etc.
• Limit the treats to one item.
• Bring items before dismissal so that they can be passed out at the end of the school day.

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, unless part of a scheduled event with the teacher.

Cell Phone Policy

California law allows student possession and limited use of cell phones and other electronic communication devices while at school. However, Students must have their parents' permission, and follow district guidelines as well as school expectations for use.

Cell Phone/Devices Expectations:

1. The student must have a signed cell phone policy on file.
2. Students will be permitted to use their cell phones in the case of an emergency.
3. All devices are to remain turned off and may not be used anywhere on the school grounds or at school events.
4. Students may not use the camera, video or voice recording on their phone to take photos/record staff or peers.
5. Students are responsible for the cell phone/device that they bring to school; Berlyn/OMSD is not responsible for, nor responsible to investigate the loss, theft or destruction of any devices, except to ensure the safekeeping of cell phones/devices that are confiscated from students
6. In the case of a serious matter/emergency, a school official may ask the student or parent/guardian to view the content of the student's electronic device

Cell Phone Policy Exceptions:

Students are permitted to call their parent/guardian with expressed permission from a school official, and the student should remain in the presence of said school official for the duration of the call.

Progressive Consequences to Violating the Cell Phone Policy:

1st Warning: Verbal reminder of expectations to student and parent by staff
2nd Warning: Meeting with Student, Parent and Teacher
3rd Warning: Meeting with Student, Parent, Teacher and Administrator.

Student may require a daily backpack check by Teacher to ensure cell phone is off and secured during school hours/school activities.

*Continued violations to the cell phone expectations could result in confiscation and/or the loss of permission to possess the device on campus. *

Student Dress Code

We want to encourage students to "dress for success" and come to school properly prepared for participating in the educational process. Parents have the primary responsibility to see that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. We are asking for your cooperation and support. All students need to observe the Ontario-Montclair School District and Berlyn School adopted Basic Dress Guidelines. This will help provide a safe and orderly school environment for our students.

General

- Clothing, jewelry and personal items (backpacks, binders, etc.) shall be free of writing, pictures or any other insignia which are gang-related, crude, vulgar, profane, or sexually suggestive, which bear weapon, drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice.
- Large earrings or other jewelry, which may present a safety hazard are not suitable for school wear.

Shoes

- Shoes must be worn at all times. A substantial sole with an enclosed toe is required. For student safety flip flops, backless shoes, or sandals should not be worn to school.
- Shoes with wheels may not be brought or worn to school.

Tops

- Shall be sufficient to conceal undergarments and to cover cleavage, the mid-section and back at all times.
- Extremely tight garments, see-through or fishnet fabrics, halter-tops, off-the-shoulder or low-cut tops, spaghetti straps, bare midriffs or blouses that expose the mid-section are prohibited.
- Blouses should have a sleeve past the shoulder.

Bottoms

- Clothes must be worn appropriately, fitted at the waist. Extremely baggy/sagging, loose fitting garments are not allowed and pants cannot drag on the ground.
- Skirts/dresses/shorts shorter than mid-thigh are prohibited.
- Ripped jeans with holes exposing the mid-thigh area and up to the waist are not allowed.

Hair/Hats

- Hair may not be sprayed by any coloring that would drip when wet (The student's family will be asked to rinse out the coloring prior to the next school day.)
- Hats should be worn with the bill facing forwards
- Hats/hoods shall only be worn outdoors
- Sunglasses shall only be worn outdoors, except for documented medical reasons

Progressive Consequences to Violating the Dress Code

1st Warning: Verbal reminder of expectations to student and parent by staff

2nd Warning: Student will be asked to change into "loaned" clothing item from our Health Office if available, (if not available, a call will be made to request a change from home) and Tier 2 dress code agreement to be signed by Student, Parent and Teacher

3rd Warning: Student will be asked to change into "loaned" clothing item from our Health Office if available, (if not available, a call will be made to request a change from home), Tier 3 dress code agreement to be signed by Student, Parent, Teacher and Administrator and student will be assigned a 15 minute detention

*Continued violations to the dress code could result in extended detention time, as well as loss of end of the year events. *

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

The staff at Berlyn School believes that our main objective is to ensure student safety and achievement. To accomplish this goal, we are committed to providing a safe, secure, and orderly learning environment. We believe that in order for your child to meet the challenges that he/she faces in our society, the development of self-discipline and individual responsibility are essential.
It is important that parents, school staff and students work together to maintain a positive atmosphere. The following behavior expectations have been established for the protection of all students. Students are expected to understand and adhere to these behavior expectations.

PBIS Rewards & Shout Out Store

We invite parents to download the PBIS Application so that you and your child can see the PBIS points that they earn on a daily basis. Students are then invited to "shop" in our PBIS Shout Out Store, using the application to purchase prizes and fun experiences with their PBIS points. Our Shout Out Store is open once per month for student shopping.

Behavior Expectations

Our Behavior Matrix is utilized to identify positive behavior expectations across all school settings.

BERLYN ELEMENTARY SCHOOL

SCHOOL WIDE EXPECTATIONS

I am	SAFe	Respectful	Responsible
ARRIVAL/ DISMISSAL	• Stay on sidewalk • Watch for cars • See something, say something	• Greet others politely • Show a positive attitude • Voice level 0-2	• Come to school each day on time and follow expectations • Stay within adult supervision • Report to designated pick up area • Stand/sit quietly waiting for ride • Quickly leave campus if walking home
MPR	• Only touch and eat your own food • Stay seated until dismissed	• Quietly stand in line • Make room for everyone • Be polite and use manners • Voice level 1-2	• Clean up eating area • Sit quietly waiting to be dismissed • Raise hand for help
PLAYGROUND	• Play games in your grade level area • Keep hands, feet, and whole body to self • Walk on blacktop	• Listen to staff members • Stand in line quietly • Show good sportsmanship • Include others • Take turns • Voice level 0-4	• Use equipment the correct way • Stop playing after the first bell • Be in line at final bell • Return items to their place
RESTROOMS	• Walk when entering and exiting • See something, say something	• Maintain clean walls and stalls • Use supplies correctly • Give privacy • Voice level 0-2	• Flush, wash hands, and leave • One person per stall • Wait patiently for your turn
HALLWAYS	• Stay clear of doors • Always walk • Face forward	• Keep hands, feet, and whole body to yourself • Voice level 0-1	• Walk directly to destination • Wait patiently for others to pass • Stay with your class
STAFF	• Be aware • Be vigilant • Report to duty on time	• Presume positive intentions • Have a calming response • Acknowledge others • Model kindness • Use appropriate voice level	• Restate directions for clarity • Practice self care • Time management • Clean up after yourself

Friendship Conduct Code

Berlyn community believes in respecting others and their personal space. Students must keep hands to themselves and we do not condone physical contact or peers verbally referring to each other as boyfriend/girlfriend.

Berlyn Friendship Conduct Code	
Acceptable Contact	Unacceptable Contact
• None	• High fives, fist bumps, hugs, hand-holding, picking-up/carrying others, playing "tag"
Acceptable References	Unacceptable References
• Students' given names, Friend (any other title that is respectful)	• Boyfriend, girlfriend • Any derogatory title that the recipient deems disrespectful)
Acceptable Gifts	Unacceptable Gifts
• None (Students should not participate in trading/giving gifts in exchange for friendship or anything else)	• Toys, food, jewelry, money, etc.

Behavior Supports

- The Berlyn PBIS team developed a flowchart to aid teachers in determining behaviors managed in the classroom and those that should be managed by administration.
- We collect data on students in School Wide Information System (SWIS).
- The PBIS team developed minor and major problem behavior definitions to aid teachers in determining the severity of a behavior. The tables below identifies those definitions:

Minor Problem Behavior	Definition
Defiance	Student engages in brief or low-intensity failure to follow directions or talks back.
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Disruption	Student engages in low-intensity, but inappropriate disruption.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.
Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact.
Property Misuse	Student engages in low-intensity misuse of property.
Tardy	Student arrives at class after the bell (or signal that class has started).
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.

Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Defiance/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back.
Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Forgery/ Theft/Plagiarism	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school).
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.

Other Behavior	Student engages in problem behavior not listed.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Tardy	Student is late (as defined by the school) to class or the start up of the school day (and Tardy is not considered a minor problem behavior in the school).
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.

Behavior Interventions

Once a behavior occurrence has been identified there are several intervention options a teacher/ administration may implement with a student.

Behavior Interventions	
• Reteach Behavior Expectation • Practice Behavior Expectation • Restorative Questions • Restorative Circle • Proximity • Extra Assistance • Non-Verbal Prompt • Self Monitoring • Behavior Contract • No Contact Contract • Remove Obstacles for Student • Social Stories	• Student Success Team Meeting • Social Skills Group • Apology Letter • Counseling Referral • Acknowledgement of emotions • Tangible Recognition • Modify Assignments • Positive Corrective Feedback • Check for Progress • Check in Check Out (CICO) • Redirection • Peer to Peer Support

Behavior Consequences

Once a behavior occurrence has been identified as minor or major, there are several consequence options a teacher may implement with a student. All major behavior consequences will be determined by administration.

Minor Consequences	Major Consequences
• Conference with the student • Student completes a reflection on behavior incident • Loss of group or individual privilege • Parent contact • Time out (i.e. buddy class time out)/ Classroom detention • Individualized Instruction within the classroom • Student seat change temporarily or permanently • Have student complete a re-do (i.e. re-do the assignment) • Other: Teacher determines a different consequence not identified and documents it in the notes section of the SWIS referral.	• Conference with student • Parent contact • Student completes a reflection • Time in Office • Alternative Placement • Time out/Detention • In-School Suspension • Loss of group or individual privilege • Additional Attendance/Saturday School • Individualized Instruction • Bus Suspension • Restitution/Community Service • Community Service • Out of school suspension • Expulsion • Other: Administration determines a different consequence not identified and documents it in the notes section of the SWIS referral.

Problem Solving Steps

Most problems can be solved at the student level if every student follows the problem-solving steps correctly. Parents, you can help your child learn to become more independent in his/her own problem solving by discussing these steps at home and making it your problem-solving technique as well. Open communication with your child's teacher is helpful as well.

- If someone is bothering you, ask them to stop the behavior. Be specific in your request.
- When a student asks another student to stop doing something that is irritating, the other student should stop.
- If the problem continues, you have options:
    - Walk away
    - Play somewhere else
    - Report problem to a proctor or duty teacher
    - Report problem to your teacher
- Adults can help you solve problems if you are unable to solve them yourself, but you must report it so they know what is going on. You must also be willing to take responsibility for your part in the problem in order to help fix it.

DIGITAL CITIZENSHIP

Each student at Berlyn signs an Acceptable Use Policy (AUP) that details the expectations for the use of technology at Berlyn. It's just as important to treat people with courtesy and respect online as it is in real life and to use the technology available at Berlyn to enhance learning. The policy is as follows:

Acceptable Use:

• I will always be polite, exhibiting proper and respectful behavior

• If I see something that is offensive or inappropriate, I will tell my teacher or other staff member

• I understand that America's copyright laws protect artists, musicians, and writers. If I use pictures or words from a webpage, I will show the source

• I understand that everything that happens on the school network may be reviewed at any time; it is not private

Unacceptable Use:

• I will not use the district's computer systems for anything illegal

• I will not use threatening, harassing, obscene, or other inappropriate language that may constitute cyberbullying

• I will not respond to any messages that are mean or make me feel uncomfortable. If I receive a message like this, I will tell my teacher right away

• I will never agree to arrange a meeting with someone I met online without parental permission

• I will not post photographs or images of myself, other students, or teachers on the Internet without permission

• I will not reveal my name or anything personal about myself, my family, or anyone else without direction from my teacher. I understand that personal information includes pictures, address, telephone number, school address, work address, and so on

• I will not share my passwords with anyone, including friends

• I will not attempt to bypass the district's safety and security systems

• I will not use the school network to download games, music, videos or other files not needed for school work

BULLYING PREVENTION AND ANTI-BULLYING POLICY

Berlyn students are provided with information on how to avoid becoming a bully or a victim of bullying. It is the responsibility of every student to:

- Treat others as you want to be treated.
- Not support, accept or ignore the actions of bullies.
- Break the "code of silence" and report bullying to an adult.

The Ontario-Montclair School District takes all bullying (actual or perceived) accusations very seriously. The Ontario-Montclair School District prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of a person's disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activities on campus and may include acts occurring off campus during non-school hours.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, known as cyber-bullying, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has, or can be reasonably predicted to have, the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities. Please report any incidents of bullying to school administration immediately.
More information is available on the OMSD website.

ACADEMIC PROGRAM, SUPPORTS AND RESOURCES

Berlyn Elementary School offers an academically rich program for TK-6th graders utilizing technology as an avenue for learning. We focus on technology skills, positive behavior and higher-level thinking strategies to ensure students are engaged in learning to move forward towards college and career.

Enrichment Programs

Instrumental Music

OMSD offers an instrumental music program to third and fourth graders. A 4th grade song flute program is taught weekly for 10 weeks. Additionally 4th-6th grade students may take weekly lessons with an instrument of choice.

Accelerated Reading (AR)

Accelerated Reading (AR) is a district wide reading program which assesses students' comprehension of leveled reading books. Students may take reading tests on the computer in the classroom as permitted by the teacher. Students are eligible for AR rewards based on their attainment of trimester goals.

Physical Education (PE)

California state law prioritizes physical education as an essential part of a well-rounded development. In accordance with Education Code Section 51210, all students in grades 1 through 6 must receive a minimum of 200 minutes of physical education instruction every ten school days.

Our PE curriculum focuses on developing movement skills, teamwork, and lifelong health habits. To ensure a safe and successful experience for every student, please note the following guidelines:

- **Hydration:** Students receive regular education on healthy lifestyles and the importance of staying hydrated. Dedicated water breaks are built directly into our activity rotations.
- **Appropriate Dress:** For safety and freedom of movement, students are required to wear athletic clothing and closed-toe shoes (such as sneakers) on days they have PE.

ACADEMIC SUPPORTS

I-Ready

I-Ready is a computer-based program, which includes diagnostic assessment and instructional lessons in English Language Arts and Mathematics. Students are administered the I-Ready Diagnostic Assessment three times during the school year. Each student's learning path is then created, based upon their performance. Their learning path includes targeted and specific intervention lessons for each student, based upon their identified instructional needs.

What I Need (WIN) Time / Intervención intensiva "WIN"

Our school provides specific and targeted interventions to students to support their proficiencies in English Language Arts and Mathematics. There is allotted time included into the daily instructional schedule for instruction and interventions designed to give each student specifically what they need in regards to ELA and math. The school has developed a tiered intervention program, which allows for intervention to take place in the form of small group and individual instruction within the classroom, as well as in the intervention classroom. Students also engage in I-Ready instruction, which provides targeted lessons that have been selected and designed for the specific areas of need for each student. Students who have been identified to receive more intensive intervention, receive instruction in a smaller group setting from the Intervention Teacher and instructional assistants in the intervention classroom.

Student Success Team (SST)

Berlyn Elementary implements the SST process to support students with academic, behavioral, social and emotional needs. When students struggle to respond to universal support and instruction, the student is recommended to the Student Success Team (SST) and the SST process is initiated. The SST consists of the parent/caregiver, teacher, Outreach Consultant, School Administrator and can include other school personnel and service providers, as determined relevant. The team then meets to review student progress, review information relevant to the child and early childhood milestones, discusses strengths and concerns, and proposes interventions and goals to support the student. The team then reconvenes 6-10 weeks to monitor progress and determine next steps.

AFTERSCHOOL PROGRAMS AND ENRICHMENT ACTIVITIES (ELOP)

Expanded Learning Opportunity Program (ELOP) is a program where students can participate in before/after school clubs/sports to gain educational and social skills. These activities are led by OMSD teachers and staff or outside vendors/companies. Students can participate in as many activities as they would like on a first come, first serve basis with parent permission. Students will be offered supper if clubs/sports are held after school. All school sites in OMSD offer ELOP as part of engaging and enriching OMSD student's lives. For more information, please contact the Teacher on Assignment, Mrs. Cary at (909) 957-7600.

Extra-curricular enrichment opportunities for students are provided throughout the school year. Students will be notified of auditions, tryouts and/or sign-ups as the after school and/or Saturday events arise.

Participation in extracurricular events requires written parental consent. Some of the district- and/or school-sponsored events include basketball, soccer, baseball, track and field, Spelling Bee, art and poetry events, and science fair.

This school year we are also able to offer after school programs to our Berlyn Families. This includes Elevo, our afterschool program, as well as the Extended Learning Opportunity Program. Elevo offers an ongoing program that includes support with homework and academics, as well as youth development, STEM and arts. For more information please visit their website at go.elevolearning.com. Our Extended Learning Opportunity Program will offer enrichment opportunities in a variety of areas. Please visit the front office, our school website and Parent Square for current information and for program registration.

STUDENT PAW PRIDE AWARDS

Throughout the year the following awards are earned by students at Berlyn. Parents are invited to view our Paw Pride assemblies to help us recognize these outstanding students.

Monthly Awards

Each teacher in grades TK-6 will recognize students for Citizenship and Academic Achievement. See descriptions below.

Citizenship

The citizenship award is designed to recognize those students who demonstrate exemplary behavior, showing that they are safe, respectful and responsible citizens of our Berlyn community. Students may receive this recognition for consistently meeting our behavior expectations and conducting themselves appropriately at school.

Academic Achievement

The academic achievement award is designed to recognize those students who take their school work seriously and always strive to do their best. They are showing academic excellence in any or all subject areas or making excellent growth.

FAMILY/COMMUNITY OPPORTUNITIES AND PARTICIPATION

Berlyn encourages family involvement and engagement. Scheduled classroom visits and volunteer helpers in the classroom are encouraged. For the protection of all children and the continuity of teaching, all visitors must stop in the office before going anywhere on campus. The office will provide a sticker for all parents to wear while on campus. Teachers will not be able to discuss any matters relating to your own child during classroom instruction time. If you wish to speak to the teacher in this regard, please make an appointment for a conference.

Ontario Montclair District policy requires that each school site verifies that appropriate clearance processes have been performed before an individual can begin his/her volunteer service for the school district. Every volunteer, including field trip chaperones must complete a Volunteer Application and submit it to the school site annually. Completed applications must be filed by schools with identification information. Part of the application process requires attending a volunteer orientation meeting, which are held monthly. All volunteers

are verified with Megan's Law website that any volunteer is not a registered sex offender. Volunteer Applications are available in Berlyn's school office.

Guidelines for Volunteers and Visitors

- Complete and submit a volunteer application each school year.
- Attend a volunteer orientation each school year.
- Abide by the behavior expectations of Berlyn and work cooperatively with the staff.
- Be patient.
- Remember that your interest, support and enthusiasm may be the single most important part of campus improvements.
- Younger siblings may not be in the classroom or on field trips when volunteering.

Opportunities for Parent Involvement

- Back to School Night (August): It is strongly suggested to attend to get necessary info on class expectations and curriculum.
- Parent Conferences (November/ March): Student progress will be shared at parent conferences.
- Open House (April): It is strongly suggested to attend to celebrate your child's academic achievements.
- School Site Council (SSC): Parents are welcome to be part of decision making for students. The School Site Council (SSC) is a group of parents and school staff that oversee and make decisions about school categorical and instructional programs to support student learning and parent and community involvement with a majority of members being parents. They also jointly develop and monitor the school plan.
- School English Learner Parent Advisory Council (SELPAC): SELPAC is composed of interested parents of English Language Learners (ELL). This group meets three times yearly.
- Special Education Parent Meetings: Parents of students enrolled in Special Education can come to three scheduled meetings throughout the school year to learn more about the special education program at Berlyn.
- Gifted and Talented Education (GATE) Parent Meetings: We schedule three meetings per year for parents of our GATE identified students to discuss district information as well as information about the GATE program at Berlyn.
- Coffee with the Principal: This is a time for informal conversations with the principal, to address any ideas, questions or concerns you may have. Dates and times will be listed in the parent newsletter, website, and on our marquee.
- Parent Workshops: Throughout the school year, we will offer parent workshops on a variety of topics that will be selected based on parent feedback and suggestions. This may include academic strategies, behavioral strategies, parent resources, etc.
- Parent Education and Parenting Classes: Throughout the year, classes are offered to parents in the areas of learning English-as-a-second-language, school readiness, and parenting skills at the Parent Education Center. Check the OMSD website for announcements for classes, or call (909)418-6705 for more information.

TITLE I SCHOOL-LEVEL PARENTAL INVOLVEMENT POLICY

Berlyn Elementary has developed a written Title I parental involvement policy with input from Title I parents.

- Parents are members of the School Site Council (SSC) and are integral in the development of the Single Plan for Student Achievement (SPSA) which includes the Parental Involvement Plan.

It has distributed the policy to parents of Title I students.

- No later than September of each school year, a copy of the Berlyn Parental Involvement Policy will be distributed to all parents.
- Parents of children entering the school during the year will also be given a copy of the Berlyn Parental Involvement Policy upon enrollment.
- The Berlyn Parental Involvement Policy will be posted on the school website

The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Berlyn Elementary, the following practices have been established:

The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.

- Communicating through telephone calls, parent-teacher conferences, site marquee, website posting and/or the offering of alternative evening meetings.
- To the extent possible, all information will be translated in the languages represented within the school. In addition, attempts will be made to organize and gather resources to hold a minimum of one parent meeting in a language other than English.

The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.

- Convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend, and providing childcare

The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.

- Annual review and revision of the Berlyn Parental Involvement Policy at School Site Council (SSC) meetings

The school provides parents of Title I students with timely information about Title I programs.

- Back to School Night
- Parent Teacher Conferences
- Annual Title I Services Meeting

The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.

- Back to School night
- Parent-teacher conferences
- Coffee with the Principal
- School Site Council

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

- Coordination of Services Team
- Student Study Team
- School Site Council
- School English Learner Parent Advisory Council
- District Parent Advisory Committee and District English Learner Advisory Committee

SCHOOL-PARENT COMPACT

Berlyn Elementary distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

The Berlyn Parent Compact is reviewed and revised annually at School Site Council meetings

Berlyn Parent Compact

Berlyn Parent Compact for Achievement

What is a School-Parent Compact?

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

Effective compacts:

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

Jointly Developed

The parents and staff of Berlyn Elementary meet throughout the school year to discuss student learning needs based on grade level data. Our Berlyn Parent Compact for Achievement is revised based on these discussions. Teachers suggest strategies parents can use at home and parents add ideas and identify ways we can support them.

We invite parents to call, text, email or submit in writing comments and suggestions and we welcome volunteers. Please check with your classroom teacher or in our front office for details.

Activities to Build Partnerships

Berlyn strives to offer opportunities for families to participate in person and digitally in enriching and informative meetings and activities. Please look for information in our Monthly Berlyn *Community Newsletter*, flyers, on our digital marquee, email, digital platforms, school website and call reminders for the following:

- School Site Council (SSC) meetings
- GATE parent meetings
- Site English Learner Parent Advisory Committee (SELPAC) meetings
- Special Education parent meetings
- Coffee with the Principal
- Family picnics
- Parent Workshops
- Family Events and Activities

Communication about Student Learning

Berlyn Elementary School is committed to clear communication with families about student learning. Some of the ways we communicate throughout the year are:

- Updates on the school website
- Site digital marquee
- Automated Phone, Email and Text Messaging
- Parent/Teacher conferences
- Appointments with staff
- Back-To-School Night
- Open House
- Student agendas in grades 3rd -6th
- Homework folders for TK – 2nd Grade Students
- Digital platforms for communication such as Parent Square and Instagram

I am Safe ▫ I am Respectful ▫ I am Responsible

Berlyn Elementary

Parent Compact for Student Achievement

2026-2027

The mission of Berlyn Elementary is to inspire innovative life-long learners who can pursue in college and career. We provide challenging instruction to all students through the development of skills in technology, positive behavior, and higher level thinking skills.

Berlyn Elementary School
1320 N. Berlyn Avenue
Ontario, California 91764
(909)986-8995

Berlyn Parent Compact

Our Goals for Student Achievement

District Goals

- All students access an academic program through a Multi-Tiered System of Supports aligned to the California State standards, which include ongoing professional development, coaching, instructional resources, technology integration, tiered supports, monitoring of learning, specialized programs, and a broad course of study.
- All students access social-emotional and behavioral programs through a Multi-Tiered System of Supports designed to foster individualized student behavioral, social-emotional health and engagement with peers, families, staff, and the community, which includes providing support to staff.
- All families and community members support student learning and well-being through engagement efforts to seek consultation into the decision-making process, promote meaningful partnerships in their child's learning, promote college and career access, and enhance community partnerships.

School Goals

- Prepare Berlyn students to be college and career ready with 21st century skills with an emphasis on technology.
- Increase by 5% each year the percentage of students from all subgroups meeting or exceeding grade level expectations in ELA, Math, Science and Social Studies.
- Increase student attendance rate, reduce the percentage of students who are considered chronically absent, and maintain a suspension rate of 1% or less.
- Increase parent, family and community engagement.

Teachers, Parents, Students—Together for Success

Teachers/Staff

Berlyn teachers and staff will:

- Be safe, Be respectful, Be responsible
- Teach classes through interesting and challenging lessons that promote student achievement in the classroom.
- Have high expectations and help every child to develop a love of learning by being intrigued, being innovative, and being inspired
- Communicate regularly with families about school events, standards, and expectations
- Provide a safe, orderly, and caring learning environment
- Provide meaningful homework assignments to reinforce and extend learning
- Actively participate in collaborative decision making and consistently work with families and school colleagues to make our school accessible and a welcoming place for families
- Help each student achieve the school's high academic standards
- Provide appropriate interventions
- Provide an environment where students are free from bullying

Families/Guardians

Parents agree to:

- Be safe, Be respectful, Be responsible
- Support in your student's safe arrival and dismissal from school
- Provide a quiet time and place for learning and monitor TV, internet access, social media, and video games
- Make sure that my child attends school every day on time, gets adequate sleep, makes healthy choices at home, and has a positive self-esteem
- Monitor my child's progress in school by communicating with teachers
- Participate at school by attending physical or digital meetings, volunteering, or participating in school decision-making
- Encourage reading by reading aloud to my child or discussing stories they have read in English and/or in our native languages
- Communicate the importance of education and learning to my child as well as appropriate behaviors
- Support our school in maintaining a bully-free environment
- Support in learning opportunities and/or independent study

Students

- Are Safe, Are Respectful, Are Responsible
- Come to school every day on time ready to learn and work hard
- Actively participate in your learning
- Know and follow school and class behavior expectations
- Return my homework completed every day and on time
- Finish my class-work and follow the teacher's directions
- Support our school in maintaining a bully-free environment, tell parents and staff if you or someone else needs help

Building Capacity for Involvement

Berlyn Elementary engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.

- Providing parent-teacher conferences for all parents
- Providing information to parents through Coffee with the Principal meetings and information in school newsletter and website.

The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.

- Providing parent-teacher conferences for all parents of students performing below expectations; and providing instructional resources that would assist parents in working with their children and understanding educational topics.

With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and on how to work with parents as equal partners.

- Professional Development
- Articles, newsletters

- Resource materials and brochures

The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.

- Providing parent information workshops during the school year and providing additional information in newsletters, Coffee with the Principal, and/or on the school website

The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.

- To the extent possible, all information will be translated in the languages represented within the school. In addition, attempts will be made to organize and gather resources to hold a minimum of one parent meeting in a language other than English.

The school provides support for parental involvement activities requested by Title I parents.

- The Single Plan for Student Achievement will designate funds to provide support, translation and babysitting for parents.

Accessibility

Berlyn Elementary provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

- To the extent possible, all information will be translated in the languages represented within the school. In addition, attempts will be made to organize and gather resources to hold a minimum of one parent meeting in a language other than English

BERLYN SITE SCHEDULES - 2026-2027

*Combination classes - Check with Teacher for which schedule the class follows.

Front Office Hours
7:00AM-4:30PM

Transitional Kindergarten & Kindergarten
8:00m AM-12:45PM

1st-6th Grade
8:00 AM-2:40PM *Tuesday Dismissal at 1:25PM

Breakfast, Recess & Lunch Schedule

Breakfast and Lunch are free for all students

	Breakfast	Recess	Lunch
Transitional Kindergarten	7:30AM-7:50AM *Second Chance Breakfast is offered during morning recess for all students.*	9:00-9:15 AM	10:30 AM-11:15 AM
Kindergarten		9:15 AM-9:30 AM	10:30 AM-11:15 AM
1st Grade		Primary Recess 9:35 AM-9:50 AM 1:15PM-1:30PM	11:00 AM-11:45 AM
2nd Grade			11:15 AM-12:00 PM
3rd Grade			11:30 AM- 12:15 PM
4th Grade		Upper Recess 10:10 AM-10:25 AM	11:50 AM-12:35 PM
5th Grade			12:05 PM-12:50 PM
6th Grade			12:20 PM-1:05 PM

*Student supervision begins at 7:30AM daily, students should not arrive prior to this time.

ADDITIONAL INFORMATION

The following information can be found on our district website: www.omsd.net or is available through our office or teacher websites:

- Berlyn calendar of events
- Parent announcements
- District calendar of events
- Board meeting information
- Community resources
- Williams Complaint Classroom Notice
- Title I Notification
- School Plan for Student Achievement (SPSA)
- School Accountability Report Card (SARC)

You may also receive important district and school information through our automated telephone and text messaging system, Blackboard/ConnectEd. Berlyn also will be utilizing the Parent Square application which will be updated regularly with current information, see the front office for more information.
Any special school announcements or information may be sent home on a flyer. Please make sure to ask your child and/or check their backpacks or agendas regularly for important announcements.

2026-2027 CALENDAR

Wednesday, August 5, 2026	First Day of School
Thursday, August 13, 2026	Back to School Night
Friday, September 4, 2026	Minimum Day- Dismissal @12:45 PM
Monday, September 7, 2026	Non-School Day
Monday, October 5, 2026	Non-School Day
Friday, October 30, 2026	End of Trimester 1
Wednesday, November 11, 2026	Non-School Day- Veterans Day
November 16-20, 2026	Parent Conference Week – Minimum Days-Dismissal @12:45 PM
November 23-27, 2026	Non School Days – Thanksgiving Break
Thursday, December 17, 2026	Minimum Day-Dismissal @12:45 PM
Dec. 18, 2025-January 1, 2027	Non-School Days – Winter Break
Monday, January 18, 2027	Non-School Day – Dr. Martin Luther King Jr. Day
Monday, February 8, 2027	Non-School Day – Lincoln's Birthday
Monday, February 15, 2027	Non-School – Presidents Day
Friday, February 26, 2027	End of Trimester 2
Friday, March 5, 2027	Minimum Day-Dismissal @12:45 PM
March 22-26, 2027	Parent Conference Week – Minimum Days -Dismissal @12:45 PM
March 29-April 2, 2027	Non School Days – Spring Break
Wednesday, April 7, 2027	Open House
Friday, April 9, 2027	Minimum Day-Dismissal @12:45 PM
Thursday, May 20, 2027	Last Day of School – Early Dismissal @ 11:45