El Camino Elementary School

Family Handbook for 2026-2027



Luisa Mark, Principal

Valarie Serrato, Assistant Principal

Dawn Swanson, Assistant Principal

1525 West 5th Street

Ontario, Ca 91762

(909) 986-6402

Fax (909) 459-2716

Website: Elcamino.OMSD.Net

Instagram: ElCamino_OMSD

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Board of Trustees

Elvia M. Rivas
Sonia Alvarado
Flora Martinez
Kristen Brake
Sarah S. Galvez

Superintendent

James Q. Hammond, Ed.D.

Cabinet

Bob Gallagher Assistant
Superintendent Learning and Teaching

Phil Hillman, Chief Business Official
Business Services

Dr. Hector Macias, Assistant
Superintendent Human Resources

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

Director of West Learning

Region Christiane Ayoub-Garcia

School Administration

Luisa Mark, Principal

Valarie Serrato, Assistant Principal

Dawn Swanson, Assistant Principal

Table of Contents

PRINCIPAL'S MESSAGE..... 4
SCHOOL MAP..... 5
BELL SCHEDULE..... 6
OMSD Calendar 7
OMSD ATTENDANCE POLICY.....8-9
UNIFORM DRESS CODE..... 10-11
CAMPUS SAFETY..... 11
ARRIVAL and DISMISSAL PROCEDURES.....11-12
SAFETY DRILLS 13
BICYCLES 13
BEHAVIORAL EXPECTATIONS..... 14
ACADEMICS…….16-
19TRIMESTER AWARDS.....
19 STUDENT HEALTH 20-
21 OTHER SCHOOL INFORMATION 22-
23 FAMILY INVOLVEMENT.....23
Anti-Bullying Policy..... 27
OMSD Civility Policy 28

PRINCIPAL'S MESSAGE

Dear El Camino Families,

Welcome to the new school year! My name is Luisa Mark and I am the proud principal of El Camino. I am honored to have the opportunity to work with all of the families in the El Camino community.

El Camino is an AVID elementary school. AVID stands for Advancement Via Individual Determination. AVID teaches organization, study skills and higher levels of thinking that will help prepare students for higher education and the workplace. The El Camino staff is dedicated to the growth and development of each child. Our staff strives to help each child reach their own individual success.

Our students demonstrate how to be safe, responsible, and respectful on a daily basis. They have the opportunity to receive Cougar Coupons which they can then use to purchase items of their choice from the Cougar store. Last school year, El Camino earned the PBIS Implementation award. I am so proud of our staff and students.

It is important for us to build a strong partnership. A strong partnership amongst the school and student families is essential for students to reach their highest potential. Together we can ensure your child has a great year at El Camino.

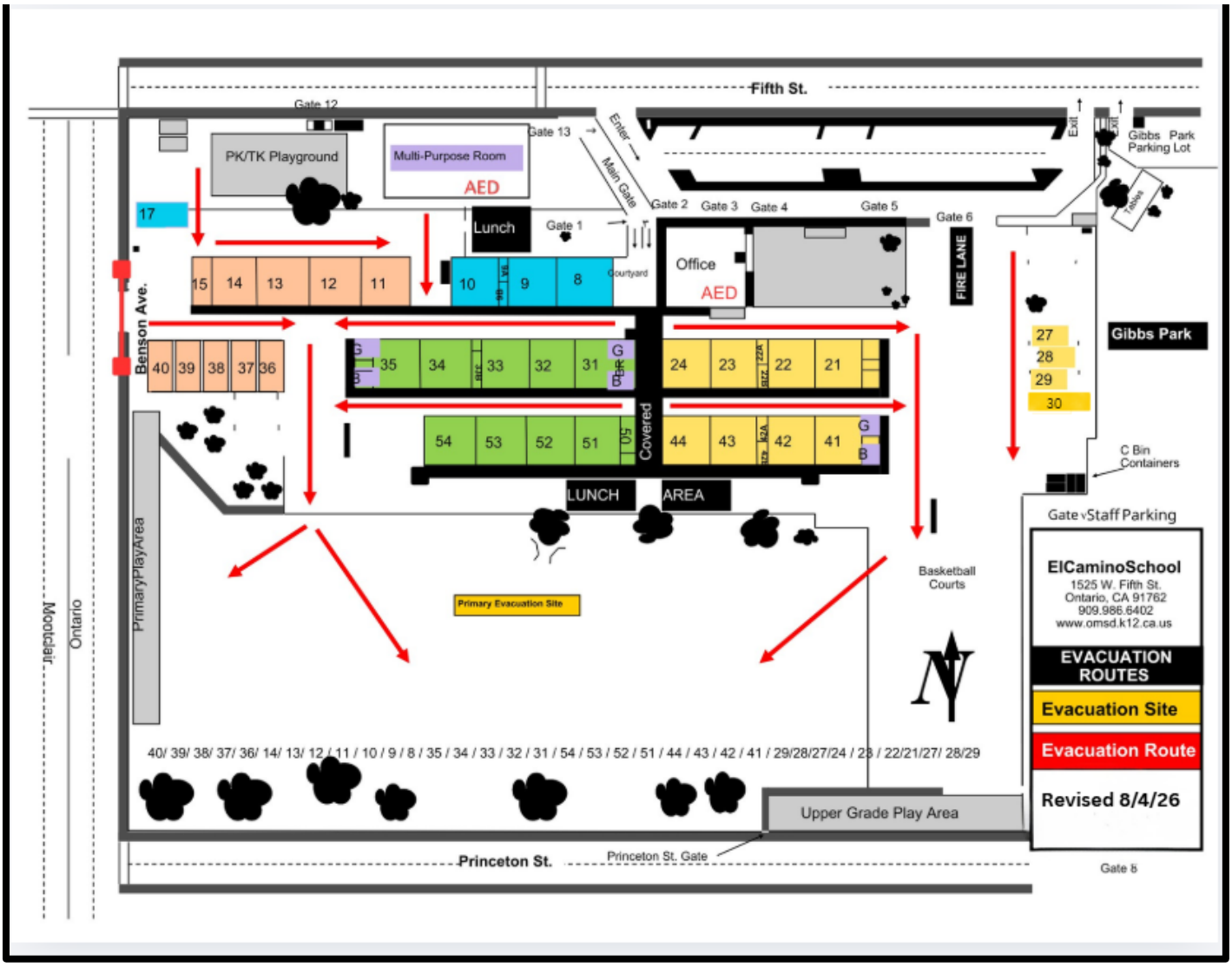
Please do not hesitate to email me at Luisa.mark@omsd.net if you have any questions. I look forward to working collaboratively with you all.

Sincerely,

Luisa Mark

Luisa Mark
Principal
El Camino AVID Elementary

SCHOOL MAP



BELL SCHEDULE

M/W/Th/F

State Preschool Program
7:45-11:00 AM Instruction
11:30-2:45 PM Instruction

SDC Preschool
7:45-11:30 AM Instruction

Breakfast (Grades TK-6): 7:20 AM

Transitional Kinder (TK)
7:45 Instruction (85) 9:10
Recess 15
9:25 Instruction (95) 11:00
Lunch 45
11:45 Instruction (45) 12:30
Dismissal **(225)**

Kindergarten
7:45 Instruction (85) 9:10
Recess 15
9:25 Instruction (95) 11:00
Lunch 45
11:45 Instruction (45) 12:30
Dismissal **(225)**

1st-2nd Grade
7:45 Instruction (105) 9:30
Recess 15
9:45 Instruction (100) 11:25
Lunch 45
12:10 Instruction (50) 1:00
Recess 15
1:15 Instruction (70) 2:25
Dismissal **(325)**

3rd Grade
7:45 Instruction (125) 9:50
Recess 15
10:05 Instruction (105) 11:50
Lunch 45
12:35 Instruction (25) 1:00
Recess 15
1:15 Instruction (70) 2:25
Dismissal **(325)**

4th Grade
7:45 Instruction (125) 9:50
Recess 15
10:05 Instruction (105) 11:50
Lunch 45
12:35 Instruction (110) 2:25
Dismissal **(340)**

5th-6th Grade
7:45 Instruction (145) 10:10
Recess 15
10:25 Instruction (110) 12:15
Lunch 45
1:00 Instruction (85) 2:25
Dismissal **(340)**

State Preschool Program
7:45-11:00 AM Instruction
11:30-2:45 PM Instruction

SDC Preschool
7:45-11:30 AM Instruction

Breakfast (Grades TK-6): 7:20 AM

Transitional Kinder (TK)
7:45 Instruction (85) 9:10
Recess 15
9:25 Instruction (95) 11:00
Lunch 45
11:45 Instruction (45) 12:30
Dismissal **(225)**

Kindergarten
7:45 Instruction (85) 9:10
Recess 15
9:25 Instruction (95) 11:00
Lunch 45
11:45 Instruction (45) 12:30
Dismissal **(225)**

1st-2nd Grade
7:45 Instruction (105) 9:30
Recess 15
9:45 Instruction (100) 11:25
Lunch 45
12:10 Instruction (60) 1:10
Dismissal **(265)**

3rd Grade
7:45 Instruction (125) 9:50
Recess 15
10:05 Instruction (105) 11:50
Lunch 45
12:35 Instruction (35) 1:10
Dismissal **(265)**

4th Grade
7:45 Instruction (125) 9:50
Recess 15
10:05 Instruction (105) 11:50
Lunch 45
12:35 Instruction (35) 1:10
Dismissal **(265)**

5th-6th Grade
7:45 Instruction (145) 10:10
Recess 15
10:25 Instruction (110) 12:15
Lunch 45
1:00 Instruction (10) 1:10
Dismissal **(265)**

State Preschool Program
7:45-11:00 AM Instruction
11:30-2:45 PM Instruction

SDC Preschool
7:45-11:30 AM Instruction

Breakfast (Grade TK-6): 7:20 AM

Transitional Kinder (TK)
7:45 Instruction (85) 9:10
Recess 15
9:25 Instruction (55) 10:20
Lunch 45
11:05 Instruction (85) 12:30
Dismissal **(225)**

Kindergarten
7:45 Instruction (85) 9:10
Recess 15
9:25 Instruction (55) 10:20
Lunch 45
11:05 Instruction (85) 12:30
Dismissal **(225)**

1st-2nd Grade
7:45 Instruction (105) 9:30
Recess 15
9:45 Instruction (65) 10:50
Lunch 45
11:35 Instruction (55) 12:30
Dismissal **(225)**

3rd Grade
7:45 Instruction (125) 9:50
Recess 15
10:05 Instruction (70) 11:15
Lunch 45
12:00 Instruction (30) 12:30
Dismissal **(225)**

4th Grade
7:45 Instruction (125) 9:50
Recess 15
10:05 Instruction (70) 11:15
Lunch 45
12:00 Instruction (30) 12:30
Dismissal **(225)**

5th- 6th Grade
7:45 Instruction (145) 10:10
Recess 15
10:25 Instruction (75) 11:40
Lunch 45
12:25 Instruction (5) 12:30
Dismissal **(225)**

SDC Preschool
7:45-11:00 AM Instruction

Breakfast (Grades TK-6): 7:20 AM

Transitional Kinder (TK)
7:45 Instruction (85) 9:10
Recess 15
9:25 Lunch 15
9:40 Instruction (110) 11:30
Dismissal **(195)**

Kindergarten
7:45 Instruction (85) 9:10
Recess 15
9:25 Lunch 15
940: Instruction (110) 11:30
Dismissal **(195)**

1st- 2nd Grade
7:45 Instruction (105) 9:30
Recess 15
9:45 Lunch 15
10:00 Instruction (90) 11:30
Dismissal **(195)**

3rd Grade
7:45 Instruction (125) 9:50
Recess 15
10:05 Lunch 15
10:20 Instruction (70) 11:30
Dismissal **(195)**

4th Grade
7:45 Instruction (125) 9:50
Recess 15
10:05 Lunch 15
10:20 Instruction (70) 11:30
Dismissal **(195)**

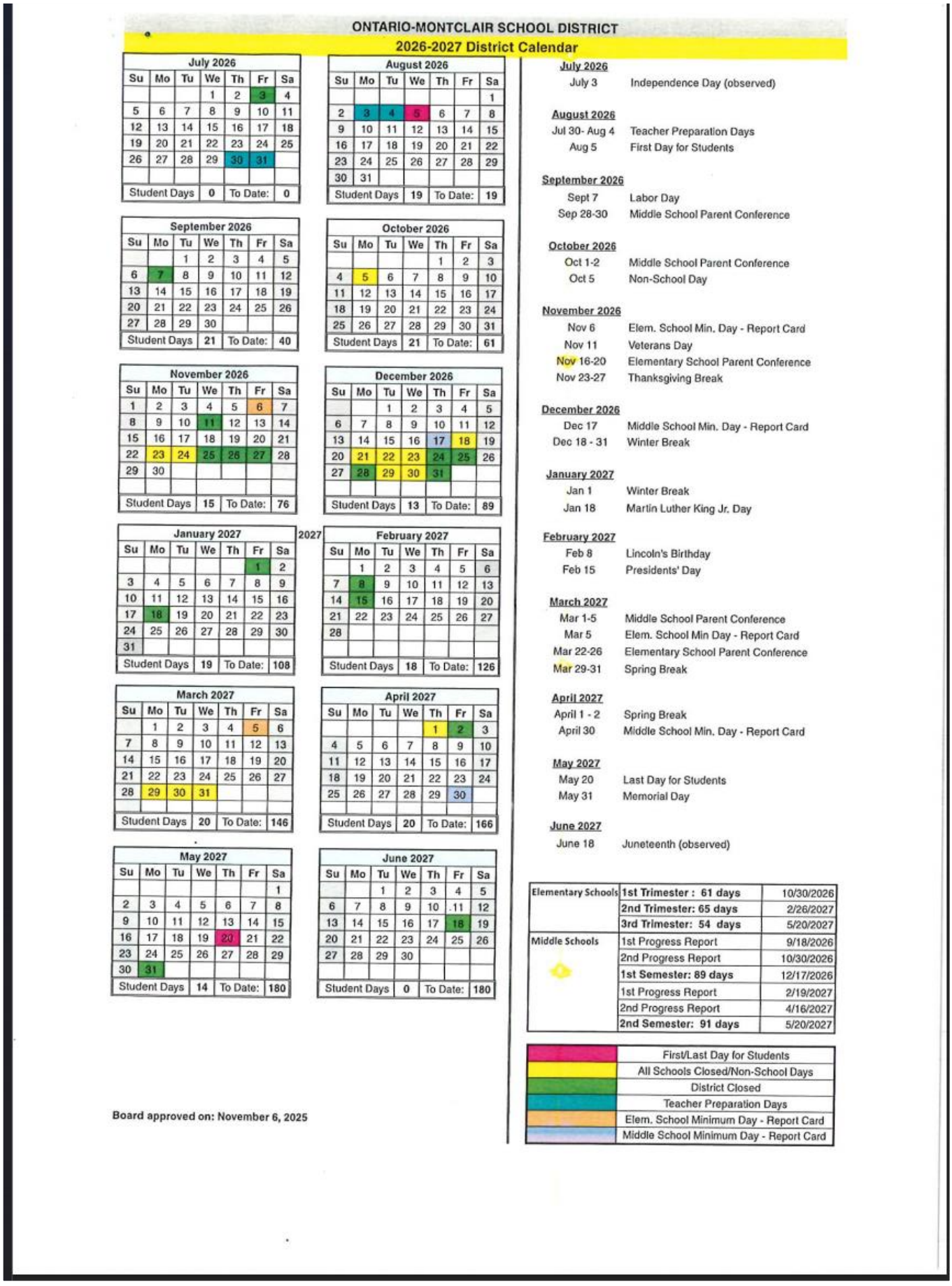
5th-6th Grade
7:45 Instruction (145) 10:10
Recess 15
10:25 Lunch 15
10:40 Instruction (50) 11:30
Dismissal **(195)**

Tuesday

Conference Weeks
Back-to-School
Open House
Community Event Day

Last Day of School

OMSD Calendar



ONTARIO-MONTCLAIR SCHOOL DISTRICT

2026-2027 District Calendar

July 2026

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Student Days			0	To Date:		0

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Student Days			19	To Date:		19

September 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Student Days			21	To Date:		40

October 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Student Days			21	To Date:		61

November 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Student Days			15	To Date:		76

December 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Student Days			13	To Date:		89

January 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Student Days			19	To Date:		108

February 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
Student Days			18	To Date:		126

March 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Student Days			20	To Date:		146

April 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Student Days			20	To Date:		166

May 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Student Days			14	To Date:		180

June 2027

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Student Days			0	To Date:		180

Board approved on: November 6, 2025

July 2026
July 3 — Independence Day (observed)

August 2026
Jul 30- Aug 4 — Teacher Preparation Days
Aug 5 — First Day for Students

September 2026
Sept 7 — Labor Day
Sep 28-30 — Middle School Parent Conference

October 2026
Oct 1-2 — Middle School Parent Conference
Oct 5 — Non-School Day

November 2026
Nov 6 — Elem. School Min. Day - Report Card
Nov 11 — Veterans Day
Nov 16-20 — Elementary School Parent Conference
Nov 23-27 — Thanksgiving Break

December 2026
Dec 17 — Middle School Min. Day - Report Card
Dec 18 - 31 — Winter Break

January 2027
Jan 1 — Winter Break
Jan 18 — Martin Luther King Jr. Day

February 2027
Feb 8 — Lincoln's Birthday
Feb 15 — Presidents' Day

March 2027
Mar 1-5 — Middle School Parent Conference
Mar 5 — Elem. School Min Day - Report Card
Mar 22-26 — Elementary School Parent Conference
Mar 29-31 — Spring Break

April 2027
April 1 - 2 — Spring Break
April 30 — Middle School Min. Day - Report Card

May 2027
May 20 — Last Day for Students
May 31 — Memorial Day

June 2027
June 18 — Juneteenth (observed)

Elementary Schools	**1st Trimester : 61 days**	10/30/2026
	2nd Trimester: 65 days	2/26/2027
	3rd Trimester: 54 days	5/20/2027
Middle Schools	1st Progress Report	9/18/2026
	2nd Progress Report	10/30/2026
	1st Semester: 89 days	12/17/2026
	1st Progress Report	2/19/2027
	2nd Progress Report	4/16/2027
	2nd Semester: 91 days	5/20/2027

	First/Last Day for Students
	All Schools Closed/Non-School Days
	District Closed
	Teacher Preparation Days
	Elem. School Minimum Day - Report Card
	Middle School Minimum Day - Report Card

OMSD ATTENDANCE POLICY

The mission of the Ontario-Montclair School District is: Whatever it takes, we guarantee our commitment to the highest

quality education for all students. Students who are excessively absent from school are not able to accomplish their educational goals. According the California Compulsory Attendance Laws (Education Code 28200), parents and students are responsible for regular school attendance. Occasionally, a student must be absent from school for reasons which are acceptable to the school and the courts, such as illness, medical appointments, or a death of an immediate family member. Please send a note to school following an absence explaining the reason for your child's absence.

The District Attendance 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. The district has created a policy to address excessive excused absences, which requires signing an Attendance Contract after 11 days and being referred to a School Attendance Review Board (SARB) hearing if the absences continue. Excused absences include full day absences and/or tardies and early releases for less than 30 minutes.

2. Three (3) days of unexcused absences, or tardies for more than 30 minutes, or early releases for more than 30 minutes, or any other partial day absence for more than 30 minutes without a valid excuse, or any combination thereof within a school year, will result in a the school mailing the parent/guardian the 1st Truancy Report letter. This notification asks for the parents/guardians help with their student's attendance and warns of the consequences for further absences.

3. After six (5) days of unexcused absences, or tardies for more than 30 minutes, or early releases for more than 30 minutes, or any other partial day absence for more than 30 minutes without a valid excuse, or any combination thereof within a school year, the school will mail the 2nd Truancy Report letter. This letter requires the parent/guardian to attend a meeting at the school (SART) and sign an Attendance Review Contract.
   The intent of the meeting is to create and implement a written plan and to determine if there are any services the school may provide to assist the family with attendance issues.

4. After the (7) day of unexcused absences, or tardies for more than 30 minutes, or early releases for more than 30 minutes, or any combination thereof within a school year, the school will mail the 3rd Truancy Report letter. This letter declares the student a "Habitual Truant" and informs parent/guardian that the next absence will result in the family being required to attend a School Attendance Review Board (SARB) hearing with the District Attorney of the San Bernardino County. At this meeting, a SARB contract is signed.

5. After eight (9) days of unexcused absences and/or tardies within a school year, the district will mail the parent/guardian a summons to appear at a School Attendance Review Board (SARB) hearing. Failure to appear may result in a citation being issued to the parent/guardian. Parents/Guardians and students who fail to abide by the stipulations of the SARB contract may also receive a citation and summons to appear before the court.

Parents/Guardians are advised to check, when necessary, with the school attendance clerk concerning the number of excused and unexcused absences their student(s) may have. The Ontario-Montclair School District appreciates the efforts of parents/guardians in assisting us to deliver a quality education to all students.

For questions regarding the district attendance policy, please contact the Child Welfare, Attendance & Records Office at (909) 459-2500 ext. 6477.

PERFECT ATTENDANCE

"Perfect Attendance" is defined as students who have ***no absences (excused or unexcused)*** and ***no tardies or early outs*** for the whole year. **Only students with "perfect attendance" will qualify for the end of the year field trip attendance incentive.**

"Excellent Attendance" is defined as students who have made up all absences with Independent Study and/or Saturday

Attendance Make Up Academy (AMA) and no more than one tardy **or** one early out. **Students with "Excellent**

Attendance" for each trimester may qualify for the end of trimester certificate and incentive, but will not qualify for the end of the year field trip.

TARDIES

Students are expected to be at school in their classes by 7:45 a.m. ready to begin instruction. Children who are tardy need to provide an explanation written by parents/guardians stating the reason for the late arrival. The only excused late arrivals are for medical or dental appointments of the student, illness of the student, or attendance of a funeral for a member of the immediate family. The gate will close at 7:45 a.m. and students who arrive at or after 7:45 a.m. will be issued a tardy slip. Any child who is tardy 30 minutes or longer 3 times during a school year is considered truant.

SUNSHINE CLUB

To support students who have excessive tardies and absences students will be invited to participate in our school's Sunshine Club. Students will meet with an assigned staff member to track the days that they have been on time and present. Once they meet specific goals, they are exited from the program.

SATURDAY ATTENDANCE MAKE-UP ACADEMY (AMA)

Students who have missed a day of school will be invited to participate in Saturday Attendance Make-Up Academy. According to District policy, attending one Saturday AMA session will make-up for one past absence. Students will not qualify for" Perfect Attendance" through AMA, however they may qualify for "Excellent Attendance" if all criteria is met. There will be a minimum of 5 AMA's offered throughout the school year.

EARLY CHECKOUT

Children are expected to remain in school the entire school day unless there is an emergency. After a student has had more than one excused or unexcused early checkout, he or she will no longer qualify for perfect attendance.

Please note that a child will not be released to an adult unless that person is listed on the emergency card and has a matching government-issued ID card.

UNIFORM DRESS CODE

El Camino School participates in a mandatory uniform program for students in preschool through 6th grade. The basic school uniform is *a plain white or plain navy blue collared shirt with no writing or design, no crop or halter-tops. Bottoms are to be navy blue (not tan or khaki), such as pants, knee-length skirts, or knee-length shorts, and free of holes, tears or embellishments*. If undershirts are worn, they must be white. Students may wear plain sweaters, pullovers, or sweatshirts. Safe, appropriate shoes must be worn at all times. Crocs, flip-flops, cleats, backless, open-toed shoes, sandals or any other shoes determined by administration to be unsafe are not acceptable (must be a closed toe shoe) to wear at school.

To promote school spirit, students may wear an El Camino AVID Elementary t-shirt any day of the week and/or follow

the traditional schedule:

Day of the Week	Topic	T-Shirt
Monday	AVID	El Camino AVID t-shirt
Tuesday	Autism Awareness	Light blue collared shirt or El Camino t-shirt
Wednesday	College Day	Collared or t-shirt with college name/logo
Friday	Patriotic Day	Red collared shirt or red El Camino t-shirt

El Camino AVID Elementary 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 your child is not in uniform, then he/she may be loaned the appropriate attire to use during school hours or parents may be called asking them to bring appropriate uniform attire to the school. State Education Code 35183 authorizes schools to require students to wear uniforms. El Camino has a uniform policy designed to ensure a safe, positive, and productive educational environment. Administration will make the final decision regarding dress code issues. Consequences will be assigned and parents contacted if violations persist.

OMSD DRESS AND GROOMING GUIDELINES

Parents are responsible for ensuring that students are properly dressed for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. We are asking for your cooperation regarding conformity to the following dress guidelines.

1. Properly sized shoes must be worn at all times. Safe, appropriate shoes must be worn at all times. Crocs, flip-flops, cleats, backless, open-toed shoes, sandals or any other shoes determined by administration to be unsafe are not acceptable (must be a closed toe shoe) to wear at school. 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, low-cut tops, bare midriffs (crop-tops), and skirts or shorts shorter than mid-thigh are prohibited. Clothes must be free of holes, tears or embellishments.
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. Any coloring that would drip when wet may not be used.
6. Only prescription sunglasses will be allowed.
7. Gang attire of any kind is strictly prohibited.
8. Earrings, or other jewelry, accessories with spikes, acrylic nails, and false eyelashes, which may present a safety hazard, are not suitable for school wear or use.

Students that continuously break School Uniform Policy will be subject to appropriate progressive disciplinary measures. Administrators have the discretion to alter progression of actions as needed depending on the severity or frequency of the uniform violation(s) as well as the period in which violations were recorded. Should there be special circumstances regarding being able to provide uniforms for your child, there are programs to assist in meeting our uniform policy. Should there be additional concerns, please contact the school within the first 10 days of school.

The purpose of adopting these Basic Dress Guidelines, 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.

CAMPUS SAFETY

The school campus opens to students at 7:20 am Monday through Friday and closes at 3:15 pm. Supervision for students in general education is provided on campus beginning at 7:20 am Monday through Friday, which is why we ask for students to avoid arriving before 7:20 am unless special permission from the teacher or Administrator has been granted. Supervision for students in SDC begins at 7:25 am. Students are supervised at all times including breakfast, lunch, and recess. Supervision ends at 2:40 p.m. unless students have been granted written permission by their parents/guardians to extend their day.

El Camino AVID 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 check in and check out at the front office and wear a visitor's badge at all times while visiting the campus. **Please note that our check-in system will require visitors to show valid government-issued identification.** In addition to teacher supervisors, the school employs proctors to ensure safety and order.

Emergency Cards

Emergency Cards will be sent home at the beginning of the school year or you can update information online. 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 inform the front office and provide new address and phone numbers. The school must have accurate information for the safety of the student.

ARRIVAL PROCEDURES

Arrival: It is our responsibility to keep students safe once they arrive at school. Unless they will be having breakfast beginning at 7:20 am, students should arrive at 7:30 am and enter through gate #6. To be considered "on time," **students must be in their classrooms ready to learn by 7:45 am.**

State Preschool: Parents with a state preschool student must walk him/her to the designated entrance (gate #2) sign in for the student beginning at 7:35 am. (The gate will open for the PM class at 11:20 am.) Valid government-issued identification is required for this state program.

SDC Preschool: Parents with a student in special education who do not ride the bus must walk him/her to the designated entrance (gate #2).

Transitional Kindergarten-6th Grade: All students in grades TK-6 can either walk to the cafeteria for breakfast beginning at 7:20 am or enter campus through gate 6 at 7:30 am. If your child arrives at gate 4 after 7:45 am, they will get a tardy slip, and then immediately report to their classroom.

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 drive-thru lane will be open from 7:15 am to 7:40 am for parents to drop off their student(s).
2. Pull your vehicle all the way forward to the end of the covered walkway, close to GATE 6, to allow as many cars as possible to pull in off the street at one time. Students can exit once you have pulled in as far forward as you can- they do not need to be directly in front of the entrance gate to exit.
3. The **drive-thru lane is for loading and unloading of students only. Parents please do not exit your vehicle, leave your car unattended or block traffic. If your child(ren) is unable to exit the vehicle independently, please park on the street and walk them to the gate.**
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 6.
6. Only make RIGHT TURNS as you turn out of the driveway onto Fifth 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 Fifth Street and when entering campus; do not walk across the drive through lanes

- Following the directions of our crossing guards and school personnel.
- Park in marked parking spaces only.

8. Only parents that have special parking passes are allowed to enter the parking lot to park for 2-3 minutes to escort their student(s) to their teachers/aides.
    - Bus riders: will enter through Princeton St
    - Preschool students will enter campus using GATE 2.
    - TK through 6th grade students will enter campus using GATE 6.
    - Students who ride the bus will begin their day in the MPR for breakfast with their class.
9. The parking lot will remain closed for the remainder of the school day except for school buses and OMSD staff. It will reopen at 2:15pm for families with special parking passes.

AFTER SCHOOL DISMISSAL PROCEDURE

1. Adults who are listed on their emergency card must sign out students in state preschool and TK/Kinder. Valid government-issued identification is required by the state.
2. Students must be picked up promptly at dismissal.
3. If you are picking up a student by foot, please use the front of the school dismissal area. The drive-through lane will be available for immediate pick-up only.
4. Parents/guardians listed on the emergency card will be called to pick up students who are not picked up after 15-30 minutes. Parents/guardians will be asked to sign a log in the front office to check out their student.

Parking: Only vehicles bearing a current handicapped tag/license plate, site-approved daycare identification, or special parking pass may enter the parking lot for arrival/dismissal due to limited space. 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, Jasmine Ave, and Helen Street. Children will be asked to cross at these intersections for their safety.

Dismissal: It is our job to keep your child safe while at school. For safety reasons, parents are asked to wait for the teacher to walk the students to the dismissal area. Should there be any change in your child's dismissal routine, please send a written note with your student to the teacher at the beginning of the day.

Gate Assignments: To facilitate locating students quickly at dismissal, gates have been designated to primary and upper grade classes.

Preschool: Preschool parents must go to GATE #2 to pick up their student(s) for state preschool and for special education classes.

Transitional Kindergarten/Kindergarten: TK/K parents will pick their students up from GATE #3. No kindergarten student will be allowed to walk home alone and will not be released to any person not listed on his/her emergency card. Parents/guardians will be required to sign their student out with the teacher on a daily basis. It is vital that all students be picked up at the appropriate times.

Grades 1 - 6: Students are escorted to the dismissal area at GATE #6.

SAFETY DRILLS

School safety drills are conducted monthly at various times of the school day to ensure that students, staff, and visitors are prepared to respond in case of a real emergency. When these drills are conducted, the front office closes temporarily, and all persons on campus are expected to participate in the drill.

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

1. Children will be evacuated from classrooms to the assembly area on the playground south of the school. Should the field not be in safe conditions for students and staff, children will be evacuated to Anthony Munoz Park

(0.4 miles east of campus).
2. For on campus student release in the event of an emergency, 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 valid government-issued 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.
5. Students will only be released to adults listed on the student's emergency card.

BICYCLES

Students in grades 3 through 6 who opt to ride their bicycles to school must have prior written permission by their parents/guardians. (Permission slips are available in the school office and must be renewed every school year.) 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.

- Students must walk their bicycles on and off the grounds.
- All bikes are to be locked.
- California law requires the wearing of a helmet. Violation of this law will result in loss of privilege.

NOTE: Skateboards, scooters, skates, and Heelys may not be brought to school or used on school premises under any circumstance. If the items are brought to school, parents will be asked to pick them up for their student

BEHAVIORAL EXPECTATIONS

School Expectations:
1. Be safe.
2. Be responsible.
3. Be respectful.

Expected Behaviors:
All students at El Camino AVID 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 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 field trips.
□ Select prize from PBIS store.
□ Classroom teachers may also distribute special prizes or conduct monthly events to reward students.

Consequences for Not Meeting Behavioral Expectations:

1. Verbal Warning and Redirect
2. PBIS Class
3. Minor Discipline Referral (MDR
4. Office Discipline Referral (ODR)
5. Detention/Suspension

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 their 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 any student, serious violation of any expected behavior may result in the student being denied participation in any or all of the culminating events of the school grade year, including promotion for 6th grade students. All situations 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, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11 053) or Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell controlled substance listed in Chapter 2 (commencing with Section 11 053) 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.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco, or any products containing tobacco, or nicotine products, except as provided in Section 8900 of the Education Code.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. 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.
11. 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.
12. Knowingly received stolen school property.

PERSONAL TOYS/ITEMS

No personal **toys/items** are to be brought to school, including but not limited to soccer balls, basketballs, footballs, and fidget toys including Pop It fidget toys. These items shall be provided by the school if needed. The school/district has no responsibility in the replacement, repair, or investigation of such items that are brought in violation of this regulation. Coffee and/or morning beverages will not be allowed in the classrooms. Students can consume those items during breakfast in the MPR.

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. Therefore, it has become necessary to develop rules and consequences regarding cell phones. **This means that students must keep cell phones and smartwatches turned off and in their backpacks until the end of the school day** and until the student leaves the school premises at the end of the school day. If a student is found using the cell phone inappropriately and not in accordance with school behavior expectations, it may 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.

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, 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, lookalikes, vape pens, 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.

ACADEMICS

SCHOOL MISSION STATEMENT

El Camino AVID Elementary School is a diverse learning community that equips students with skills and knowledge necessary for college and career readiness by developing the qualities of being safe, responsible, and respectful. We inspire students to be positive contributors in our global community by practicing empathy and acceptance of all.

SCHOOL VISION

The vision of El Camino AVID 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.

SCHOOL 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 plan 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 monitoring.

PROGRAMS AND RESOURCES

El Camino AVID 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) note-taking, 3) goal-setting and 4) WICOR (writing, inquiry, collaboration, organization, and reading). 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.

Enrichment

Extra-curricular enrichment opportunities for students are provided throughout the school year. Students will be notified of auditions 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, track and field, Spelling Bee, math pentathlon, art and poetry events, and science fair.

Library

Literature and research materials 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.

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 one month 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.

Sixth Grade Promotion

Students in 6th grade may be eligible to participate in promotion, 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 wear dressy attire that is appropriate and follows school and district expectations.

Community Resources

El Camino School participates in the district's collaborative network to access community resources for our families. OMSD Health and Wellness Services 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, fifth and sixth graders. Additionally, students may be selected for the District Elementary Orchestra or Honor Band.

Response to Instruction and Interventions (RtI^2)

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 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.

Interventions

Opportunities for additional assistance in reading, and writing are implemented throughout the year and during the instructional day. Should opportunities for after school intervention arise; notifications will be sent home with students who qualify based on academic need. Our school implements targeted interventions to address the learning needs of our students.

Special Education Programs

The Resource Specialist Program (RSP) is provided for students with identified learning disabilities via the IEP process. The Special Education Autism Program provides instruction for students who have been identified as having Characteristics Often Associated with Autism. Placement in this program is determined via the IEP process.

Health Screening

A team of nurses for all second and fifth grade students does vision and hearing screening and referrals annually. 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 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 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 1 ½ school days per month, and about 3 ¾ 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.

School Accountability Report Card

A School Accountability Report Card (SARC) is a yearly report that provides information about a school to parents and the community. The SARC's purpose is to help parents and the community compare public schools and make informed decisions about which school to enroll their children in. The following information is included in the SARC:

- Description and mission
- Programs and instructional materials
- Opportunities for parent involvement
- Test results
- Safety plan
- Facilities
- Demographics
- Teacher qualifications
- Textbook sufficiency

To see El Camino's SARC, please visit https://www.omsd.net/Domain/16. A hard copy is available in the front office.

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.

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. Oftentimes teachers will notify parents prior to these reporting periods so that an increase in support for the student can be arranged both at home and in school.

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.

TRIMESTER AWARDS

At the end of each trimester, our students who meet grade-level criteria will receive recognition in the following areas at a school assembly:

1. Highest Achievement in Language Arts
2. Highest Achievement in Math
3. "I Am a Reader" Award- for students whose Reading Inventory is at grade level
4. Certificate of Achievement for Perfect Attendance and/or Excellent Attendance
5. Most Improved- in language arts, mathematics, or citizenship
6. Citizenship Award- for students who demonstrate safe, responsible, and respectful behavior
7. AVID Star Award- for organization of binders/folders

Parents of students who met grade-level criteria and will be recognized at an assembly will receive an invitation at least 10 days prior to the assembly.

Student Health

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**. Students in 6th grade are required by law to have their TDAP immunization completed prior to middle school enrollment.** 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).

Medication

Please instruct your child to let his/her teacher know if he/she has an injury or feels ill. 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 health office will notify parents to pick up the child. For students who are sent home with a fever, they may return to school only after he/she is fever-free for 24 hours without the aid of medication. This is for the safety of all students.

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.

Should your student be required to use crutches, a brace, or a cast, a doctor's note releasing the student to return to school is required. If no note is provided prior to the start of the school day, parents will be asked to take their student home until a note is submitted to the health office. If you have any questions, please contact the school nurse or health aide.

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 contacts 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.

BREAKFAST & LUNCH PROGRAM

ALL students need to submit a meal application for the 2026-2027 school year. Breakfast is served at 7:20 am. Students may not arrive on campus before this time as there is no supervision.

MPR/Meal Guidelines

1. Students are to follow the instructions of proctors assigned to lunch areas, hallways, and playgrounds.
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 in the MPR with peers 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 select, at a minimum, milk and a fruit or vegetable.
7. Sharing of food due to dietary guidelines/restrictions/allergies is highly discouraged.

Menus are available online. 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 7:20- 7:40am.

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

Acceptable Snacks

Fresh Fruits & Vegetables
Fruit Mix Cups
String Cheese
Yogurt (Low/Non-Fat)
Graham Crackers
Animal Crackers
Goldfish Crackers
Vanilla Wafers
Pretzels
Baked Chips-1-1/8 oz. bags Trail Mix without candy
Popcorn
Nutri-Grain Bars 1.5 oz
Water
100% Fruit Juice Bars-1.5 oz.

Snacks Must Contain:

Less than 30% fat
Less than 10g saturated fat No trans fat
Less than 30% sugar
No more than 175 calories per item
No more than 230 mg sodium

Unacceptable Snacks

Soda
Candy
Gum
Fried Chips (Includes: Flaming Hot Cheetos, Takis)
Cakes
Cupcakes
Cookies

.

BIRTHDAY CELEBRATIONS

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

- Notify the teacher at least 24 hours in advance.

- To avoid disruption during instruction, bring the treat before dismissal and it will be passed out to students at dismissal to be consumed at home.
- Limit the treat to one item.
- Treats need to be store-bought, in their original package, and must follow the "acceptable snacks" guidelines.

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.

OTHER SCHOOL INFORMATION

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.

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 Student 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. 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.

The Office
The school office is a place of business and is not to be used for any other purpose. Please make childcare 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. In the unlikely event that this should occur frequently, follow-up with administration may be necessary.

Phone Numbers
The number to contact the school is: 986-6402. 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. Teachers will check their mailboxes and use the telephone during non-instructional time, and phone calls will be returned within 24 hours.

After School Program
The school is fortunate to have an after-school enrichment program that is funded and staffed by Think Together for students in grades TK through sixth grade. This program will accept students on a first-come-first-served enrollment basis, and space is limited. Informational flyers and forms are available in the school office.

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 compensation for all lost or damaged books or materials has been received.

FAMILY INVOLVEMENT

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 welcome to participate in special events and programs. Please help us by:

□ Checking in with the front office staff with the purpose of your visit
□ Providing a government-issued ID for check-in
□ Wearing a visitor's badge at all times
□ Checking out with the front office staff at the conclusion of your visit

All parents wishing to volunteer must complete an application, provide valid ID, and provide a copy of current TB test results. The approval process may take 5-7 school days. (For state preschool parents, copies of current immunizations records for MMR, TDAP, and flu shots must be filed in the preschool classroom per licensing requirements.) After the application has been approved, parents will be notified. After the process is complete, 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 one month 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.

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, AVID practices, uniform policy, attendance, homework, grading, daily schedule, special events, PBIS behavior expectations, and school policies/procedures.

Parent Conferences

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

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.

Parent Councils and Meetings

Parents are invited to attend the various school site meetings scheduled throughout the school year. Information can be found on Parent Square several days before each meeting. Meetings are also announced via Connect Ed and/or the electronic marquee that is affixed on the external MPR wall facing Fifth Street, and in the display case at the front of the school.

We welcome parents to represent the school at district parent meetings located at Briggs in rooms B1-B2 such as District Parent Advisory Committee (DPAC), District English Learner Parent Advisory Committee (DELPAC), Gifted and Talented Advisory Committee (GATE) and the Special Education Parent Advisory Committee (SEPAC).

Title I School Parental Involvement Policy

El Camino AVID Elementary has developed a written Title I parental involvement policy with input from Title I parents in an organized, ongoing, and timely way with the following actions:
Parents are members of the School Site Council and are integral in the joint development of the Single Plan for Student Achievement.

- Administer a Parent Needs/Evaluation survey seeking input about the effectiveness of the overall programs and parental involvement plans.

El Camino AVID Elementary School has distributed the policy to parents of Title I students using the following actions:

- No later than September of each school year, a copy of the School 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 School Parental Involvement Policy upon enrollment.
- The school Parental Involvement Policy will be posted on the school website, front office, or family bulletin board.

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 El Camino AVID Elementary School, the following practices havebeen 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.
    - Communication will take place through telephone calls, parent-teacher conferences, direct mailing, notices that are sent home with students, website posting and/or the offering of alternative evening meetings. o 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.
    - Convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as morning or evening, so that as many parents as possible are able to attend, and providing childcare.
- The school offers a flexible number of meetings for Title I parents.
    - Providing parent education workshops focused on high parent interest topics and/or those authorized under Title I (school choice, Program Improvement, school-parent compact, district wide policies, and use of Title funds).
    - Conducting conferences via Zoom between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
- 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, the Single Plan for Student Achievement, and the Title I parental involvement policy.
    - The School Site Council will review annually at the close of each school year and/or in conjunction with any leadership team findings necessitating a review.
- 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
    - Parent Education Workshops
- 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 (COST)
    - Student Study Team (SST)
    - School Site Council (SSC)
    - School English Learner Parent Advisory Committee (SELPAC)

School-Parent Compact

El Camino AVID Elementary School 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; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate at school; and opportunities to observe classroom activities
- Parents are members of the School Site Council and are integral in the joint development of the Single Plan for Student Achievement.
- Administer a Parent Needs/Evaluation survey seeking input about the effectiveness of the overall programs and parental involvement plans.

Building Capacity for Involvement

El Camino AVID Elementary School 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 information workshops during the school year and providing additional information in newsletters, Coffee with the Principal, and/or on the school website; and by communicating with parents through the use of direct mail, family involvement nights, and telephone messages.
- 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.
    - Providing all parents of students performing below expectations the opportunity to attend literacy and numeracy workshops that would assist parents in working with their children and understanding educational topics.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Anti-Bullying Policy

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

Anti-Bullying Policy:

1. The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations.
2. School sites will provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of a violation of these standards, to immediately intervene or call for assistance. 3. Parents and students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator.
4. Complaints of bullying shall be investigated and resolved in accordance with site-level due process procedures.
5. Where the principal or designee finds that bullying/sexual harassment occurred, he/she shall take prompt,

appropriate action to end the bullying/harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.
6. A student may be subject to suspension or expulsion when it is determined that he/she: engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel. (Education Code 48900(r)). Bullying means one or more acts by a student or group of students that constitutes sexual harassment pursuant to Education Code 48900.2. Hate violence pursuant to Education Code 48900.3. Harassment, threats, or intimidation pursuant to Education Code 48900.4, (Education Code 32261) 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. (Education Code 32261)
7. A student may be suspended or expelled for any of the acts listed above if the act is related to, but not limited to, a school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district. (Education Code 48900)

If you have any questions regarding this policy, please feel free to contact Hugo Lopez, Director of Child Welfare and Attendance at (909) 418-6477.

OMSD Civility Policy

Ontario-Montclair SD
Board Policy 1313 Civility Conduct Of Parents, Other Visitors And District
BP 1313

Community Relations It is the intent of the Board of Trustees to promote mutual respect, civility and orderly conduct among district employees, parents and the public. It is not the intent of the Board of Trustees to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to greatest extent reasonably possible, a safe and orderly workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board of Trustees encourages positive communications and discourages volatile, hostile or aggressive communications or actions. This policy seeks to promote a school and workplace culture of mutual respect, civility, and orderly conduct. One of the primary goals of this policy is to ensure a learning environment that is safe, productive, and nurturing for all students and staff. Ontario-Montclair School District seeks public cooperation with this endeavor.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1000 - Concepts and Roles)

1. Expected level of behavior: School and district personnel will treat parents and other members of the public with courtesy and respect; Parents and visitors will treat teachers, administrators, other district employees, and site visitors with courtesy and respect.

(cf. 1250 - Visitors/Outsiders)

(cf. 5020 - Parent Involvement)

2. Unacceptable/disruptive behavior: Disruptive behavior includes, but is not necessarily limited to: Behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of school or facility open to parents/guardians and the general public. It also covers areas of a school or facility, which are not open to parents/guardians and general public

(cf. 3515.2 - Disruptions)

(cf. 6116 - Classroom Interruptions) Using loud and/or offensive language, swearing, cursing or display of temper; Threatening to do bodily or physical harm to a teacher, school administrator, school employee, student, or visitor to the site regardless of whether or not the behavior constitutes or may constitute a criminal violation Damaging or destroying school or district property Abusive, threatening or obscene e-mail or voice mail messages Taunting, jeering, inciting others to taunt or jeer at a person Using epithets referring to ones ethnic/racial, religion, gender, color, sexuality, or disability Invading the personal space of a person after being directed to move away Repeatedly and aggressively interrupting another person who is speaking at an appropriate time and place Any other behavior that disrupts the orderly operation of a school, classroom or any other district facility

3. Parent recourse:
Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor or appropriate director. The parent may report verbally or in writing using the district's uniform complaint form. Parents are encouraged to work out issues of concern promptly. No retaliation will be permitted against persons for working in good faith under this policy to resolve conflicts.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

4. Authority of school personnel (as referenced in BP 3515.5):

Authority to direct persons to leave school or Board of Trustees premises: Any individual who (1) disrupts or threatens to disrupt school or district operations; (2) threatens or attempts to do or does physical harm to district personnel, students or others lawfully on a school or district premises; (3) threatens the health or safety of students, district personnel or others lawfully on a school or district premises; (4) intentionally causes damage to schools, district property or property of others lawfully on a school campus or district premises; (5) uses loud or offensive language or who, without authorization, comes on a school or other district facility may be directed to leave the school or district premises by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school or any district level administrator. If the person refuses to leave the premises or returns before the applicable period of time as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

5. Appeal procedure (as referenced in BP 3515.5):
Any person who is asked to leave a school district grounds may appeal to the Superintendent or designee. This appeal shall be no later than the second school day after the person has been directed to leave the school building or grounds. After reviewing the matter with the principal or designee and the person making the appeal, the Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding.

The decision of the Superintendent or designee may be appealed to the Board of Trustees. Such an appeal shall be made no later than the second school day after the Superintendent or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final.

Authority To Deal With Persons Who Are Verbally Abusive

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on district premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance of public school or meeting

35160 Authority of governing boards

44810

44811 Disruption of public school activities

PENAL CODE

627-627.10 Access to school premises