

Ontario-Montclair School District

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

Ramona Communication Arts Academy

4225 Howard Street
 Montclair, CA 91763
 (909) 627-3411

Ricky Ramirez - Principal**Arai Morales** - Elementary Administrator**Board of Trustees**

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District Administration

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 Dr. Cynthia Byrd - Asst. Superintendent, Learning and Teaching
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SCHOOL HOURS**Office Hours** – 7:00am to 4:00 p.m.**Monday, Wednesday, Thursday, Friday**

AM Preschool 7:30-10:45
 PM Preschool 11:45-3:00
 AM Kinder 7:40-11:40
 PM Kinder 9:45-2:15
 AM Transitional Kinder 7:40-11:40
 PM Transitional Kinder 11:40-3:15
 1st-6th Grades 7:40-2:20

TuesdayDismissal for TK and Kindergarten at 11:40 a.m. and 1st-6th grades at 1:05 p.m.**IMPORTANT DATES**

School Begins	8/6/15
Pancake Breakfast	8/7/15
Back-to-School Night - Min. Day	8/12/15
Labor Day - No School	9/7/15
Non-School Day	10/12/15
Veteran's Day-No School	11/11/15
Parent Conference Week - Min. Day	11/16/15-11/20/15
Thanksgiving Holiday	11/23/15-11/27/15
Winter Recess	12/18/15-1/1/16
Martin Luther King Day	1/18/16
Lincoln's Birthday - No School	2/12/16
Washington's Birthday - No School	2/16/16
Open House/Writing Gala - Min. Day	2/18/16 (subject to change)
Parent Conference Week - Min. Week	3/14/16-3/18/16
Spring Recess Week	3/21/16-3/28/15
SBAC Testing (3 rd -6 th grades)	2/19/16-5/1/16
Last Day of School - Min. Day	5/24/16

ARRIVAL/DISMISSAL

In order to ensure students' safety, no cars will be allowed in the driveway during arrival and dismissal. Preschool students enter through the kinder gate at their start times. Kinder students enter through the front gate at 7:25 a.m. for AM students. 1st through 6th grade students may enter the campus through the front gate beginning at 7:25 am. Students report to their designated areas until the alert bell rings at 7:35 am. Students must be inside their classrooms by 7:40 am to be considered on time. All students are expected to go directly home immediately upon dismissal. Teachers will make every effort to contact the parent if there is a need for the child to remain after school. If it is necessary for you to pick up your child before dismissal time, please do so at the office. No students will be released to anyone whose name is not on the student's emergency card. Students must use the crosswalk when crossing Howard Street.

BREAKFAST AND LUNCH

Students may not be on campus prior to 7:10 a.m. as there is no supervision. Breakfast is available before school. Prices for meals are set by the School Board and are available on the district website. Kinder and morning preschool eat breakfast and afternoon preschool eats lunch. The automated pay system used by the school allows daily and advance payments in any amount convenient to the parent. **Payment must be made in an envelope indicating the student's name, grade, lunch I.D. number, and amount being paid.** This envelope is deposited in a special box by the office and library. Applications for free and reduced price lunches are available in the office. Students without adequate funds in their accounts will be provided an alternative entrée.

HEALTH AND MEDICATION

When 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.

LOST AND FOUND

Students or parents (after checking into the school office) may check the Lost and Found for missing items. Parents are urged to mark all lunch boxes, sweaters, jackets, etc., with their student's names. Unclaimed items are donated to charities after school closes in December and May.

PARENT VOLUNTEERS/VISITATION

In order to ensure students' safety, Ramona Academy is a closed campus. Parents may drop-off students at the gate entrance located adjacent to the parking lot. Preschool parents drop students off in the classroom. Preschool parent volunteers are mandatory and parents may sign in at the preschool rooms. All visitors to the school campus **MUST** check in at the front office first. A visitor badge must be worn at all times. Parents are encouraged to volunteer; however, prior arrangements must be made with the classroom teacher. Parents who volunteer more than several times a year must complete district paperwork and have a TB test. We request that parents drop-off or pick-up students in the designated areas.

UNIFORM PROGRAM AND DRESS CODE

Ramona Academy participates in a mandatory uniform program for students. The standard uniform includes white or navy blue shirts and blouses. Shirts with sleeves and collars are preferred. Slacks, walking shorts, skirts and jumpers are navy blue. Shoes and outerwear, such as jackets, are parental choices; however, navy blue is preferred. Students may also wear Ramona T-shirts or other school incentive T-shirts. Hats may be worn as protection from the sun when outdoors, but they must be plain hats without any type of logo or sponsorship. The only other type of hat permitted at school is a "Ramona Academy" hat that can be purchased in the front office. Hats may **NOT** be worn inside the classroom. Students coming to school in non-uniform attire will be sent to the office to call home for a uniform.

Apparel that matches uniform requirements is available at many popular stores as well as through school uniform companies. Uniform waivers are available for the first two weeks of enrollment only. Ramona Academy also adheres to the school district's **general dress code**, which is explained in detail in the Dress Code Notification, sent home at the beginning of each year. For further detail, you may also refer to the Ramona Uniform Guidelines. Ramona Academy has several Spirit Days on which students may dress in non-uniform attire.

EMERGENCY CARDS

Emergency cards are sent home at the beginning of the school year, even if you filled one out upon registering your child. We need to have a complete and updated card on every child. Be sure to notify the school office immediately if any of the information changes during the school year. It is important that you advise the office regarding any special custody situations which may apply to your child.

MAKE-UP WORK

All work for absent students must be requested at least one day in advance.

ATTENDANCE

ABSENCES: Please call the school office (627-3411) the day your child is ill. You may also send a note stating the reason for your child's absence the day your child returns. Absences will be cleared daily. The office contacts parents at home or work to confirm the absence, or parents will be called by our automated call system. Illness or doctor appointments are the only excused absences. When your child is out for more than three consecutive days, a doctor's note may be required. Reading instruction is uninterrupted and occurs each morning. Please try to schedule medical and dental appointments after the regular dismissal time, if possible. All "early-outs" are logged and may impact students' perfect attendance status. Excessive absences will warrant a conference between parent, child and principal. (Ten absences in a year are considered excessive.) When the parent does not confirm the absence with the office, the absence is considered unexcused/truancy. After three truanancies the student may be referred to the Student Attendance Review Board.

TARDINESS: If a child is late to school valuable learning time is lost and an interruption to the class occurs. Students will be marked tardy if they arrive in class later than the 7:40 a.m. bell. All missed class time will be made up during the child's free time. Excessive tardies will warrant a conference between the parent, child and principal. (Ten tardies in a year are considered excessive.) Students who are tardy or checked out early may not qualify for attendance incentives, including perfect attendance certificates and prizes. **The Education Code** states, "Students shall be classified as truant if absent from school without valid excuse three full days in one school year, or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year." According to our policy, after five absences you may begin to receive letters about your child's absences, your home may be visited and, in serious cases, you may be referred to the School Attendance Review Board.

CLASS PLACEMENT

Students' class and teacher assignments for the first few weeks of school are temporary and subject to change depending on fluctuations in pupil enrollment. Parent support and understanding with these changes is appreciated.

PERFECT ATTENDANCE POLICY

- ✓ Zero Absences (excused or unexcused)
- ✓ Fewer than a combined total of four tardies* or early outs (excused or unexcused)
- ✓ Students must be enrolled no later than one day after the first day of school.
- ✓ Attendance at Saturday Academy *does not* make students eligible for Perfect Attendance.

**A tardy means a student is not in his or her seat or classroom when the 7:40 bell rings.*

SATURDAY ACADEMY

Ramona Communication Arts Academy will offer eight Saturday Academy opportunities throughout the school year. Saturday Academy is held by invitation only and will not negate a full day absence.

RAMONA COMMUNICATION ARTS ACADEMY MISSION AND FOCUS

Mission Statement

Our mission at Ramona Communication Arts Academy is to motivate, inspire and empower students by promoting exceptional communication skills. Through collaboration and differentiation, we establish a philosophy of high expectations so that the learning community thrives.

Ramona Academy Focus and GATE Program

At Ramona Communication Arts Academy, GATE identified students who have applied and have been accepted into the Academy will be placed in self-contained GATE classes. All classes will be taught by a highly trained GATE teacher who was specifically hired for this specialized position. GATE students are provided with opportunities for enrichment in the area of the arts, writing, technology, and in core content areas.

Ramona Academy Communication Arts Focus

Ramona Academy is a distinctive school. Students at Ramona Academy will participate in a number of opportunities which emphasize the communication arts such as:

Producing Published Writing
Technology (iPads, blogging)
Communicating with Pen-pals
Celebrating with a Writing Gala
Creating Poetry Anthology
Journalism

Designing the Yearbook
Participating in Author's Chair
Communicating with Authors
Developing Young Authors
Participating in Plays, Skits, and Music Performances
Creating School Broadcasts

*Current School wide assessment data and other information can be found on our school website at:
<http://omsd.omsd.k12.ca.us/schools/Ramona/Pages/default.aspx>

RAMONA COMMUNICATION ARTS ACADEMY CODE OF CONDUCT

Ramona students will show respect for themselves and others by:

- ❖ Keeping their hands, feet and other objects to themselves
- ❖ Following adult directions and staying in assigned areas
- ❖ Using kind words and actions
- ❖ Respecting school property and the property of others
- ❖ Behaving in a safe manner

Rewards for respecting the Code of Conduct may include:

- ❖ “Good Character” Tickets
- ❖ Drawings for prizes
- ❖ A “Good News from School” card
- ❖ Opportunities to attend special assemblies, trimesterly
- ❖ Opportunities for special activities, weekly and monthly
- ❖ Opportunities to be honored at trimesterly awards assembly

Consequences for violating the Code of Conduct include:

- ❖ Lose-a-Recess Ticket
- ❖ Referral for a Level I, Level II or Level III
- ❖ Detention
- ❖ Loss of recess
- ❖ Parent Contact
- ❖ Community Service
- ❖ Behavior Contracts
- ❖ Suspension

Ramona Academy has established a “due process” system incorporating 3 Levels (I, II, III) which emphasize each student’s responsibility for his/her behavior. Any serious offenses may bypass Levels I & II, and could result in suspension and/or expulsion. A structured system of rewards and recognition is provided for exemplary behavior.

SCHOOL PROGRAMS

RAMONA ACADEMY READING PROGRAM

Ramona Academy ensures the implementation of a high quality language arts program by supporting staff development on effective, research-based instructional strategies. Students are provided with a daily “uninterrupted” block of language arts instruction (Full day for preschool, 60 minutes for Kindergarten, 150 minutes for 1-3, 120 minutes for 4-6). Please help us ensure this uninterrupted time block by having students report to school on time. Children are expected to read a minimum of 30 minutes per night to support their progress in reading.

SCHOOL COUNCILS

Parents are invited to attend the meetings of the SSC, ELAC, and SAC Council, scheduled a minimum of 4 times per year. The school welcomes parents who wish to become voting members of these organizations. Flyers are sent home several days before each meeting. Join us for *Coffee with the Principal* meetings throughout the year.

MONTCLAIR COMMUNITY COLLABORATIVE (MCC)

The MCC program offers many services to families of our students, including health referrals to local clinics, counseling services, recreation programs, transportation services, vouchers for urgent care and medicine. Please contact our Outreach Consultant for more details.

PARENT-TEACHER ASSOCIATION

The Ramona Academy PTA has been instrumental in providing financial support for school programs including field trips, building improvements, purchase of instructional materials and other special activities. Please support your PTA by joining today! Please contact the school office for more information.

CITY OF MONTCLAIR & ASES AFTER SCHOOL PROGRAM

Ramona Academy, in collaboration with the City on Montclair, offers an after school program daily from 2:20 pm to 6:00 pm. Please visit the school office for an application.

PARENT EDUCATION

Ramona Academy offers ongoing parent education classes, including English Classes and Parenting Classes. Please visit the school office for current offerings.

STUDENT POSSESSION OF CELLULAR PHONES ON CAMPUS

The Ontario-Montclair School District Board of Education recognizes the desire for parents to provide their children with a cell phone for convenience or for safety. The board also realizes that in many cases cell phones have been misused at school or school functions. It has therefore become necessary to develop rules and consequences regarding cell phones. The use of or the visibility of cell phones or other electronics signaling devices such as beepers, is strictly prohibited on school premises, at any school sponsored activity, on buses, and at any time while students are under the supervision and control of district employees. This means that students must wait until they have left school grounds, not just their classrooms, before they remove their cell phones from their backpacks or other carrying places. Students must understand that they have not left the school campus until they are on the sidewalk by the street. The school district does not assume responsibility for lost or stolen items. Students will receive consequences for violation of the cell phone rules.

FOOD ITEMS AT SCHOOL

In accordance with Senate Bill 12 and Senate Bill 965, Ramona Academy will only be able to accept food items for student consumption which adhere to the nutritional guidelines. (See insert for a list of acceptable items.) Food items such as cupcakes and soda will not be permitted for classroom celebrations. We suggest non-food items such as pencils and stickers in lieu of sweets.

PHONE CALLS TO THE CLASSROOM

Classroom instruction will only be interrupted if your child needs to be released early. Messages will not be left for students, unless required as an emergency. Please try to tell your child any important information before school. If you wish to bring lunch for your child, please ensure that he/she knows the day before. The lunch will be left in the front office for your child to pick up once he/she is released for his/her lunch period. The classroom will not be called to inform the student that lunch has been brought.