

Monte Vista Elementary School



Parent/Student Handbook
2023-2024

Monte Vista Elementary School

Student and Parent Handbook

Cotati Rohnert Park Unified School District
1400 Magnolia Avenue, Rohnert Park, 94928

Website: www.crupusd.org/mvs

Twitter: @MVMountainLions

Facebook: www.facebook.com/mvmountainlions

Main Office: (707) 792-4531

School Fax: (707) 792-4513

Office Hours: 8:00 a.m. to 3:30 p.m. Monday - Friday

ADMINISTRATION

Rachel Galdamez – Principal

Lisa Godleski – Assistant Principal

Nihal Totah – Office Manager

Angela Hyland – Office Assistant

Communication: Stay informed with email or the Parent Square App.



ParentSquare

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Monte Vista Calendar for 2023-2024

CRPUSD District Calendar 2023-2024

August	
11	Teacher Work Day
14	Teacher PD Day #1/District Kickoff
15	Teacher Work Day
16	First Day of School
September	
4	Labor Day
October	
9	Non-Work Day Due to Leap Year
November	
1	Teacher PD Day #2
10	Veterans Day
20-24	Thanksgiving Break
December	
4	Elem. Fall Report Cards Sent Home
22-31	Winter Break

January	
1-5	Winter Break
8	Teacher PD Day #3
15	Martin Luther King, Jr. Day
February	
12	Local Holiday
19	President's Day
March	
18-22	Spring Break
25	Elem. Winter Report Cards Sent Home
April	
12	Emergency Day #1
15	Local Holiday
May	
24	Emergency Day #2
27	Memorial Day
June	
7	Elem. Last Day of School/Spring Report Cards Sent Home
19	Juneteenth

Monte Vista Elementary School

Bell Schedule for 2023-2024

August 16, 2023 - June 7, 2024

M,Tu,TH,F

8:20.....School Begins
10:00-10:20.....Primary Recess (1-2)
10:30-10:50.....Intermediate Recess (3-5)
11:30-12:15.....Lunch (TK, K)
12:00-12:45.....Lunch (1st, 2nd)
12:25-1:10.....Lunch (3rd, 4th & 5th)
2:00.....Dismissal (TK/K)
3:00.....Dismissal (1st-5th)

Wednesday – Early Dismissal

8:20.....School Begins
10:00-10:20.....Primary Recess (1-2)
10:30-10:46.....Intermediate Recess (3-5)
11:30.....Dismissal

Minimum Day for K-5 Grade Students – June 7, 2024 - 8:20 – 12:00

Students may not arrive at school any earlier than 8:00am. Students arriving between 8:00-8:10am should go directly to the MU. Students arriving between 8:10-8:20 should go to the playground. There is no supervision for students prior to 8:00 am or after school.

WELCOME!

Monte Vista is a welcoming, neighborhood school where students, families, and staff members feel like family. Monte Vista teachers are highly respected as outstanding educators who believe in the unique talents and abilities of all of our students. Our focus is learning and preparing our students both academically and emotionally. Staff members work in partnership with families to successfully meet the needs of all our students. Our teachers frequently review data to make informed decisions to differentiate our curriculum for each student's individual success.

Monte Vista's active PTA is a key aspect of our school's success. Our PTA works tirelessly to raise funds through our annual Walk-a-Thon. These funds are used to provide enrichment opportunities to our students, purchase additional technology for our classrooms, and support our entire school community.

Restorative Practices are an important part of our school community. Every morning, our students and staff commit to our three expectations... Be Safe, Be Respectful, Be Responsible, and Be Kind.

Our students also participate in monthly assemblies where our students are recognized for good citizenship and academic success. Monte Vista teaches and values the following Life Skills. Our expectation is that students use these life skills to guide behavior and encourage themselves academically and personally. Students may come home with Life Skill notes when they are not using their life skills appropriately during the school day. Additionally, students will be honored for using their life skills with a Monte Vista Mountain Lion award at our weekly assemblies.

ACADEMIC PROGRAM

SCHOOL LIBRARY, COMPUTER LAB and DIGITAL LITERACY

We are proud to offer a Library and Mac Computer Lab for student use. The library and computer lab are for study, research and the use of computers.

- All books, except reference books, may be checked out for a specified amount of time.
- Overdue books and materials will result in loss of check-out privilege.
- Lost or damaged library materials must be replaced promptly. Students are required to pay the replacement cost.
- No food or drinks are allowed in the library or the lab.
- Students are expected to follow all computer lab guidelines and abide by the CRPUSD technology use policy.
- Students learn and work with twenty-first century digital literacy skills in order for them to be information literate. They work on applying responsible research practices, being respectful to others when using digital devices, and continuing to grow as lifelong learners.

FIELD TRIPS

Field trips or special off-campus activities are designed to support in-class instruction, build team spirit, improve social skills, and foster positive relationships between students and adults. Students must make a satisfactory attempt to complete class and homework assignments and maintain good citizenship in order to participate in off-campus activities. Students remaining on campus will have an alternative assignment and placement. It is very important that students turn in all of their paperwork and monetary contributions before the stated due date for such items. Late paperwork will not be accepted. Parents who drive on field trips need to supply the required driver forms. They should drive directly to and from the destination, with no stops along the way (such as gas stops.) Non-school age children are not allowed on field trips.

HOMEWORK

At Monte Vista, we feel that the most important homework students can do is to **practice their reading skills**. Every teacher has this expectation for homework. To encourage responsibility and organization, we ask that homework be returned on time and that students make up assignments if they are absent from school. In addition, there may be assignments in other subjects to support the work learned in class. Please refer to your classroom teacher's specific homework policy. If a student will be absent for several days, we ask that parents contact their teacher and arrange to pick-up assignments from the office. Please allow 24 hours for teachers to get assignments ready.

REPORT CARDS

The school year at Monte Vista is divided into trimesters. Report cards are sent home with students during the school year. Individual teachers may choose to send home more frequent grade reports.

TEXTBOOKS/SUPPLIES

Students are issued textbooks. These textbooks are the responsibility of the student until returned. Textbooks and materials must be returned at the end of the year, or when a student transfers to another school. Any student who does not return, damages textbooks or other materials (such as computer equipment) will be charged replacement costs. Students are encouraged to come to school with basic school supplies. If you'd like to donate supplies to your child's classroom, you can see the list of suggested items on our website under "parent/student resources". Remember, this is a voluntary donation.

ATTENDANCE POLICIES

Good attendance is the first step to school success. **When students miss school, they miss valuable learning.** Monte Vista School follows state and CRPUSD District attendance policies. When your student is absent, you **must** call the school office (**792-4531**) and notify the office of your child's absence. All absences must be cleared within 72 hours after a student returns to school. The following is a shortened version of the attendance policy and is offered as a guideline.

ABSENCES

ABSENCES FOR PERSONAL REASONS: We understand that family emergencies are inevitable. The following are justifiable absences: family emergencies, court appearances, religious holidays or instruction.

EXCLUSION FROM SCHOOL: State law requires that children be excluded from school for these reasons:

- Contagious health problems
- Lack of immunizations

EXCUSED ABSENCES: Excused absences include illness, medical/dental appointments, funeral of immediate family and quarantine. We cannot legally excuse absences for vacations, shopping trips, caring for younger siblings, visiting a parents' work site, etc.; these absences will be recorded as an unexcused absence.

INDEPENDENT STUDY CONTRACT: If a student is going to be absent for more than five days, parents should request an Independent Study Contract. The office staff handles such requests. Students must complete the assignments in the contract and return the completed work to their teacher the day they return to school. Independent Study Contracts will not be available at the end of the school year.

MEDICAL VISITS: If a student has an appointment with a dentist, orthodontist, doctor, etc., please provide a slip from the medical office stating the time of the appointment and the time the student left the appointment to return to school. This slip is needed for the absence to be excused.

UNEXCUSED ABSENCES: Any absence not excused under EXCUSED ABSENCES, INDEPENDENT STUDY CONTRACT or MEDICAL VISITS must be marked and reported as unexcused. Common unexcused absences include oversleeping, car problems, or absences simply not explained to school staff.

TARDIES

Supervision begins at 8:10am. Students line up at 8:17am, teachers collect their classes from the blacktop, and enter the classroom at 8:20 am. The school day begins at 8:20 am and any student arriving after that time is considered tardy.

Please send your child directly to class if they arrive between 8:20 am-8:30 am. Your child's teacher will be able to mark them tardy in class during that time period. If your child arrives after 8:30 am, they will need to check in at the office first. We understand that life happens, but please make every attempt to have your child here on time, every day. It is disruptive to the learning environment when students arrive late to class. We appreciate your support!

As a general policy, the only legitimate excuses for lateness or absence are sickness, doctor or dental appointments, death of a family member, court appearances, or family emergencies. We also make allowances for late buses. You will receive letters if your child is experiencing several days of tardiness.

TRUANCY

3 OR MORE UNEXCUSED ABSENCES: Any student who has 3 unexcused absences in a given school year, or who is 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, is legally truant. A truancy letter is sent home alerting the family to the problem.

ILLNESS DAY LIMITS: If a student is absent 14 or more days due to illness during the school year, a doctor's note will be required for any subsequent absence. If a doctor's note is not turned in, the absence may be unexcused.

TRUANCY: By state law, three unexcused absences result in a student being declared a truant.

TRUANCY LETTERS: Truancy letters are sent out for any student who accrues 3 or more unexcused absences. Each additional unexcused absence, after the third, results in a truancy letter being sent. After the second truancy letter, parents/guardians are required to meet with school administration and sign an attendance contract. A third truancy letter culminates in a School Attendance Review Board (SARB) hearing at the district level, with possible referral to the District Attorney.

BEHAVIOR & DISCIPLINE
























RESTORATIVE PRACTICES

Monte Vista Elementary utilizes Restorative Practices. Restorative Practices in schools are based on Restorative Justice principles instead of punishment. They aim first to build classroom communities that are supported by clear agreements, authentic communication, and specific tools to bring issues and conflicts forward in a helpful way. They provide specific pathways to repair harms by bringing together those who are affected by misbehavior in a dialogue to address concerns, achieve understanding, and come to agreement about setting things right. In addition to serving the cause of fairness and justice, restorative approaches make safer schools and contribute to social and emotional learning.




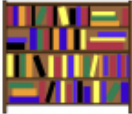









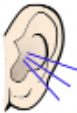








BEHAVIOR EXPECTATIONS

Students are expected to demonstrate positive behavior at school and to behave appropriately on their way to and from school. We recognize that these skills are being learned and that mistakes will happen. When these mistakes occur, depending upon the severity of the problem, we make every attempt to problem solve the situation using Restorative Practices. We believe that these are opportunities for teaching and learning. We work with students to recover from mistakes, as mistakes are a vital part of learning. Students are expected to use appropriate behavior at all school-sponsored events, including field trips and will be held accountable for their choices. The guide below outlines expected behaviors for the different locations students encounter during their day. **Please see the Monte Vista Discipline Plan at the end of this document.**

MONTE VISTA LEARNING EXPECTATIONS

	BE SAFE	BE KIND	BE RESPECTFUL	BE RESPONSIBLE
Arrival and Dismissal Level 2 voice	<ul style="list-style-type: none"> Use sidewalks and crosswalks Walk on white top Walk at all times 	<ul style="list-style-type: none"> Stay positive in your words and responses to peers and adults Greet others in a safe and kind way 	<ul style="list-style-type: none"> Follow all rules and adult instructions quickly and at all times Be respectful of your surroundings 	<ul style="list-style-type: none"> Arrive on time Leave promptly: Go to designated location (walking home or parent picking up) Keep personal belongings with you
Bathroom Level 0-2 voice	<ul style="list-style-type: none"> Walking feet Keep feet on the floor Keep water in the sink Put towels in the trash 	<ul style="list-style-type: none"> Throw away trash Give others privacy 	<ul style="list-style-type: none"> Use a quiet voice Take turns Give personal space 	<ul style="list-style-type: none"> Flush toilet Tell adults if problems occur Return to class immediately Use grade appropriate bathroom only 
Bus/Daycare Van and Loading Zone Level 0-1 voice	<ul style="list-style-type: none"> Stay seated, quiet voice, face forward, and hands inside 	<ul style="list-style-type: none"> Stay positive in your words and responses to peers and adults Greet others in a safe and kind way 	<ul style="list-style-type: none"> Use quiet voice Follow all rules and adult instructions quickly and at all times 	<ul style="list-style-type: none"> Remember all of your belongings 
Classroom Level 0 voice for entering and exiting	<ul style="list-style-type: none"> All 4 chair legs on floor Walk in the classroom Keep hands and feet to self Use materials correctly 	<ul style="list-style-type: none"> Use lifeskills Encourage others Use kind words Help others 	<ul style="list-style-type: none"> Listening to the speaker Raise hand to speak or ask a question Give 5 	<ul style="list-style-type: none"> Try your best Be prepared Clean up your materials and take care of your belongings 
Computer Lab Level 0-1 voice	<ul style="list-style-type: none"> Stay on appropriate websites and programs Walking Feet Don't give out personal information 	<ul style="list-style-type: none"> Help others to be on task and find what they need 	<ul style="list-style-type: none"> Follow the teacher signal Leave area neat and clean 	<ul style="list-style-type: none"> Put your headphones over the computer and chairs pushed in to clean up Stay in assigned seat
Front Office Level 0-1 voice	<ul style="list-style-type: none"> Stay on the hard floor Walk at all times Have a safe body 	<ul style="list-style-type: none"> Open door for others Stay positive in your words and responses to peers and adults 	<ul style="list-style-type: none"> Wait your turn Use quiet voice Hat off 	<ul style="list-style-type: none"> Remember your belongings 

MONTE VISTA LEARNING EXPECTATIONS

	BE SAFE	BE KIND	BE RESPECTFUL	BE RESPONSIBLE
Library Level 0-1 voice	<ul style="list-style-type: none"> Walking feet Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Help others find books 	<ul style="list-style-type: none"> Put books back where they belong 	<ul style="list-style-type: none"> Use a book shelf marker Bring book(s) back on time 
Lunch Area Level 2 voice	<ul style="list-style-type: none"> Walking feet Eating our own food Stay seated while eating 	<ul style="list-style-type: none"> Allow others to sit with you Throw away someone else's trash 	<ul style="list-style-type: none"> Listen to all adult directions Use your manners Eat your food in the time given 	<ul style="list-style-type: none"> Learn your number Tell an adult about a mess if you need help cleaning it Throw away trash 
Playground Level 4 voice	<ul style="list-style-type: none"> Walk on the white top Run on the blacktop and grass Stay within assigned area/zones 	<ul style="list-style-type: none"> Be helpful to others. Play fairly Include others Use kind words 	<ul style="list-style-type: none"> Follow adult instructions at all times 	<ul style="list-style-type: none"> Remember your jackets Put away equipment Line up right after the whistle
Snack Level 2 voice	<ul style="list-style-type: none"> Walking feet always Eat only in designated area Sit when eating Eat only your food 	<ul style="list-style-type: none"> Clean up the area after eating and throw all trash in garbage can 	<ul style="list-style-type: none"> Listen to instructions 	<ul style="list-style-type: none"> Throw away your trash Have pride in your clean community
Special Events/ Assemblies Level 0 voice (unless called on)	<ul style="list-style-type: none"> Walk calmly Look to your teacher for directions Sit with a safe body 	<ul style="list-style-type: none"> Clap at appropriate times 	<ul style="list-style-type: none"> Watch the performers and speakers 	<ul style="list-style-type: none"> Keep your body to yourself Use whole body listening 
Transitions Around Campus Level 0-2 voice	<ul style="list-style-type: none"> Walk on the whitetop Have a safe body 	<ul style="list-style-type: none"> Wait patiently 	<ul style="list-style-type: none"> Walk calmly and quietly in lines Listen for adult directions 	<ul style="list-style-type: none"> Go straight back to classroom 

HARASSMENT/BULLYING/INTERVENTION PROCEDURES

Bullying is defined as **unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time and is unidirectional, a student or group of students targeting another student.** If the conflict is mutual, that is considered a peer conflict, not bullying. Verbal bullying is saying or writing mean things. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Physical bullying involves hurting a person's body or possessions.

It is vitally important that our students report any instance of bullying to a staff member. Bullies rarely stop on their own; some do not realize that they are engaged in bullying. Due to this fact, it is essential that these issues get reported before they start impacting the bullied victim's life. **Reporting bullying works.**

Monte Vista School takes this issue seriously and is successful at correcting behavior. We need to know about bullying so we can address the situation. We educate students on the subject of bullying to help stop problems before they start.

Steps taken to correct/ intervene with bullying:

- Restorative Conferencing with the Principal, Assistant Principal, and/or School Counselor.
- Official warning to the student engaging in bullying behavior and parents will be contacted.
- If the bullying continues, then the student engaging in bullying behavior may be subject to further discipline including but not limited to suspension, no contact contract, etc.

BULLYING/CYBERBULLYING Board Policy 5131 (a, b, c)

Bullying/harassment of other students or staff, including intimidation, so-called "cyberbullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is strictly forbidden. Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

CELL PHONES AND OTHER ELECTRONICS

We discourage students from bringing any valuable electronic devices to school because of the possibility of damage, loss, or theft. Monte Vista School cannot and does not assume responsibility for such devices. Due to the disruption of the learning process; **student use of cell phones is allowed only after 3:00 pm** when school is over for the day and they are **OFF CAMPUS.**

Cell phones must be turned off and put away before school, during normal school hours, including recess, lunch, and between classes as well as all school functions. The same policy applies to all electronic devices. Classroom use of these devices is *not* allowed and will result in the devices being confiscated and returned only to a parent or guardian. Students may also face disciplinary consequences for class disruption and lack of cooperation. Electronics may not be brought from home unless specific permission has been given by school staff. No recording devices are permitted unless prior administrative approval is given. Due to confidentiality issues, **NO** recorded image of the Monte Vista campus, teachers or students are to be posted to social media or the Internet electronically without administrative approval.

DRESS CODE & GROOMING STANDARDS

Monte Vista School is an educational institution. We expect students to dress accordingly. Clothing must support the business of teaching or learning. We ask that parents familiarize themselves with Board Policy (5132), which is available online at www.crpUSD.org. For health and safety purposes, we ask that students wear clothing that is appropriate for the weather, including jackets for cold days. ***Students may change improper attire for an appropriate item of clothing to wear at school that day, or parents may be contacted to bring a change of clothing to school.***

- Students are not allowed to wear buttons, T-shirts or other types of attire, or display school supplies, which include vulgar language, obscenities, insults, or which promote alcohol, tobacco, illegal drugs, or violent behavior. Words or pictures on clothing, school supplies (including backpacks) or hats, which are obscene, sexually suggestive, demeaning to other cultures or drug or gang-related are inappropriate and not allowed at school.
- Discriminatory or harassing messages directed at individuals or groups on the basis of personal characteristics or status is not permitted.
- Clothing needs to allow students to be active and able to learn effectively; wear clothes that cover the body so that students can run, jump, and climb the play structure.
- Teachers can take students out to PE on any day.
- Undergarments (briefs, bra straps, etc.) should be covered by clothing.
- Shoes must be worn at all times. Shoes are best that cover the toes and allow students to run and jump.
- Pajamas are not to be worn at school except for spirit days when such dress is allowed.

Any item not listed which poses a threat to student safety or to a positive educational environment may be disallowed at the discretion of the administration. Violation of the dress code may result in a warning or a request to change clothing.

MEDICAL CARE AND SCHOOL EMERGENCIES

EMERGENCY CONTACT AND RELEASE

In cases of emergency, the school will attempt to contact parents. It is essential that emergency data be updated annually for each enrolled student. **Students and parents must notify the office of any changes in place of residence, home phone number, or parents' cell and/or business phone number.** No student will be released to a person not listed on the student's emergency list. Please enter your child's emergency information in the PowerSchool system now and as changes occur. If you provide us with an email address, you will receive email contact as well as a phone call when we send out announcements. In case of emergency, students will be dismissed directly from the blacktop. Parents will sign out their student via our Lanyard Emergency Release System.

INJURY OR ILLNESS AT SCHOOL

All injured/ill students are sent to the office. In case of serious accident or injury, emergency services will be called to administer medical aid and parents will be notified. A district nurse is available part-time to supervise hearing and vision tests, maintain records and other matters. We do not have a full-time nurse at Monte Vista, but a district nurse is on-call at all times.

STUDENT MEDICATION

All medication (prescription or over-the-counter) needed by students must be in its original container and given to office staff to dispense the medication as the doctor prescribes. A physician and parent note must be on file in the office before any medication can be given. Students may be allowed to self-administer inhalers, "epi-pens," or glucometers to monitor, test, or treat an existing medical condition only with a written request by the parent/guardian and with written approval of the student's physician.

EMERGENCY CLOSING OF SCHOOL

In the event of severe winter storms or floods, tune your radio to KSRO 1350 AM or KZST 100.1 FM. These stations will announce if any District school has been closed due to weather conditions. We will communicate to Monte Vista families to the best of our ability using Parent Square and Facebook in the event of an emergency.

PARENT & COMMUNITY INVOLVEMENT

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

The English Language Advisory Committee is a parent and faculty group that advises the school and parent community on important issues related to students learning English as a non-native language. All parents and students are invited to attend ELAC meetings.

PARENT TEACHER ASSOCIATION (PTA)

Parents and students are encouraged to attend PTA meetings. This important group plays an essential role in many activities for students that occur during the school year. Meetings are held monthly on Mondays at 6:30 pm.

SCHOOL SITE COUNCIL (SSC)

This important school body is composed of an equal number of staff and parents. It develops and approves the school improvement and safety plans as well as setting school-wide goals. Meetings are held during the year on Tuesdays at 3:15 pm.

SCHOOL WEBSITE

The school website contains important information that is updated throughout the year. Many teachers have teacher webpages that are linked to the school website. Many will post assignments on their websites. The website address is: <https://mvs.crpused.org/>

VISITORS ON CAMPUS

To ensure campus safety, we monitor all visitors. Parents, guest speakers, and classroom volunteers **must check in at the office before entering the campus and wear a visitor's badge.** Siblings, cousins, and other out of town visitors are **not** allowed to attend class with Monte Vista students. Any former students who wish to visit teachers must wait until 3:00 before entering the campus.

VOLUNTEERS

Monte Vista School welcomes volunteers. Anyone interested in being a volunteer should contact the school office or the classroom teacher and visit the district website for current protocols <https://www.crpused.org/>

A visitor pass is required to be worn at all times.

MISCELLANEOUS

BIRTHDAYS AND CELEBRATIONS

We follow the CRPUSD Wellness Policy in accordance with birthdays and celebrations. Food for birthdays must be a healthy snack. Please do not bring cupcakes or other sugary treats for your child's birthday. Also, for food safety concerns, please do not bring snacks that have been prepared in your home. If you would like to bring something to celebrate your child's birthday, please consider non-food related items such as pencils or small trinkets, or healthy snacks that are store-bought. Birthdays are special days and need to be celebrated after-school as celebrations at school are a distraction. Balloons and flowers are not to be delivered or brought to school. If they are delivered to school, they will remain in the office until after school.

Food for any class parties should be arranged through the classroom teacher.

FOOD SERVICE

Food Service is available at Monte Vista at recess and lunch. Students are not to bring large quantities of candy or other treats for distribution to others. Due to state law, our food service is responsible for the nutritional intake of Monte Vista students from midnight until ½ hour after school. *This means that fast food items such as but not limited to pizzas, hamburgers, ice cream, soda, etc. are no longer allowed to be brought to school during this time. This applies to lunches or class parties. For class parties, food such as cookies or pizza can be ordered from Food Services at 707-588-5621. Please order 24 hours in advance.* Monte Vista School does not permit students to bring high energy drinks to school.

LOST AND FOUND

Students must assume responsibility for loss or damage to any personal property left in a classroom or on campus. **The school is not responsible for personal property.** Found articles should be taken to the office and placed in the lost and found. Students should write their names on all books, backpacks, jackets and other personal belongings. Students should not bring valuables or large amounts of money (more than \$5.00) to school.

STUDENT USE OF SCHOOL PHONE

Our school office is a place of business. **Only in case of an emergency** may students use the office telephone. Students may not use their cell phones during school hours or call home from classroom phones.

TRANSPORTATION

Transportation to and from school is the responsibility of the student/parent. Due to frequent congestion in school parking areas, especially on rainy days, alternative means of transportation are encouraged (i.e., car pools, buses, bicycles, skateboards, scooters, walking, etc.).

BICYCLES and ALTERNATIVE VEHICLES

Bicycles, skateboards, and scooters must be kept in the school bicycle area during the day. Students must walk their transportation into the bike area and secure it with a lock. For after-school safety, students are to walk their bikes, scooters or skateboards off campus to the city sidewalk- then they may ride these items. **We require students riding any alternative transportation to school to wear helmets. Note that state law also requires a protective bike helmet.** All safety and traffic rules are to be followed by students. This includes riding bicycles in the direction of traffic in bicycle lanes, if provided, and crossing at designated intersections appropriately. Citations are issued to students who do not ride safely, and riding privileges may be revoked. Transportation should be locked individually (with a lock provided by the student) not locked with another bicycle, for example. Students and parents must assume total responsibility for lost, damaged or stolen transportation.

BUSES

High standards of behavior on buses need to be maintained at all times for the safety of all. Bus drivers have complete authority over pupils riding the bus. Students are expected to follow all bus rules and procedures. The bus driver may recommend suspension from the bus for any student who fails to comply with bus rules and safety requirements. Consequences will be administered at school for misbehavior on buses.

PARKING LOT/AUTO SAFETY

We need everyone's help to avoid creating dangerous situations and additional congestion. Please obey all traffic signs and laws when approaching and entering our school's student drop off and pick up areas. Children's safety is at stake. Please be alert and patient. Parking in Red Zones is dangerous as it is an official fire lane. These areas are fire lanes that must be kept open, and RP Public Safety may ticket drivers stopping in these areas. Some specific things are:

- The **CURBSIDE lane** is for pick-up and drop-off **ONLY**. There is NO PARKING allowed in this lane. **Do not leave your vehicle unattended. Students can enter cars in this curbside lane.** Once you have picked up your student, you can carefully pull into the left lane to exit the parking lot. Please pull forward continually in this curbside lane to accommodate cars waiting to enter the parking lot.
- The **LEFT** lane is a "Thru-Lane". There will be no pick-up, drop-off, or double parking in this lane. This lane is designated to allow for a faster flowing curbside lane and for access to parking lot stalls.

Absolutely no stopping for pick-up in this lane – it creates slow traffic and an extremely unsafe parking lot for our students.



DISTRICT BOARD POLICIES

Student Attendance / Student Conduct Policies and Regulations		Políticas y normas acerca de la asistencia/conducta de estudiantes
<p>We encourage our parents and students to familiarize themselves with these important District policies and regulations regarding student attendance and conduct. These will be posted on our District website at www.crpUSD.org. For a hard copy, please see your school's office manager.</p>		<p>Rogamos a los padres y estudiantes que se familiaricen con estas importantes políticas y normas acerca de la asistencia y conducta de estudiantes. Éstas estarán disponibles en el sitio Web del Distrito en www.crpUSD.org. Para una copia impresa, hablar con la gerente de oficina de su escuela.</p>
Absences and Excuses	Ausencias y excusas	BP 5113 / AR 5113
Chronic Absence and Truancy	Ausentismo crónico y habitual	AR 5113.1
Alcohol and Other Drugs	Alcohol y otras drogas	BP 5131.6 / AR 5131.6
Bullying	Intimidación/acoso	BP 5131.2
Conduct	Conducta	BP 5131
Discipline	Disciplina	BP 5144 / AR 5144
Gangs	Pandillas	BP 5136 / AR 5136
Nondiscrimination / Harassment	No discriminación / hostigamiento	BP 5145.3
Sexual Harassment	Acoso sexual	BP 5145.7 / AR 5147.7
Suspension and Expulsion / Due Process	Suspensión y expulsión / proceso debido de ley	BP 5144.1 / AR5144.1 and AR 5144.2
Use of Technology	Uso de tecnología	BP 6163.4 / AR 6163.4
Weapons and Dangerous Instruments	Armas e instrumentos peligrosos	BP 5131.7 / AR 5131.7
Work Permits	Permiso de trabajo	BP 5113.2 / AR 5113.2

MONTE VISTA DISCIPLINE PLAN

- The Monte Vista School staff is committed to providing a safe environment for your child during their school day. This includes physical and emotional safety. Every attempt will be made to solve problems between students using Restorative Practices. Students should understand that Monte Vista's school-wide discipline plan must be followed in order to keep everyone safe.

BE SAFE, BE RESPECTFUL, BE RESPONSIBLE, BE KIND

- Monte Vista utilizes restorative practices and progressive discipline. If school rules are violated, students may meet with the Principal or Assistant Principal. Administrators will communicate the situation to the parent either in person, by phone, or by email. Consequences for misbehavior include a verbal warning, a time out during recess, community service activities in lieu of recess, or suspensions from school or school activities. If there are repeated problems, the consequences become more severe.
- Please discuss the school discipline plan with your child. It is in the best interest of your child's education that we work together as a team. Please return this portion of the note after signing. Thank you for your support.

I have read and understood the Discipline Plan for Monte Vista School as well as the expectations for parents and guardians. I have discussed this letter and the rules with my child.

Parent Signature

Student Signature

Date

Please have both the parent and student sign this form and return it to school.