

Monte Vista Elementary School

Student/Parent Handbook



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Parents Have a Role in Child's Learning

Parents often ask, “What can we do at home to help our children Learn?” Some suggestions or hints that may be of value in answering this question include:

- See that students are punctual to school every day.
- Set a definite time for studying each night.
- Provide a quiet, well-lighted place for study. (Quite means the radio and TV should be **OFF**.)
- Have the student do his/her work soon after he/she gets home.
- Encourage the student to keep a record of assignments and use their planner and/or binder to keep materials and assignment organized.
- Have the student do his/her hardest assignments first, especially memory work. Alternate written and reading assignments, and relax briefly between preparations.
- Students should try to formulate their own conclusions as they read or tackle a challenging multiple-step math problem.
- Students should try to select the main thought in each paragraph.
- Have a dictionary handy and encourage the student to use it, as well as reference books and globe.
- As a general rule, the student should have daily homework in the form of worksheets, reading, math problems or studying for a test. Most of the core subjects have testing periods on a regular basis. In studying for a test, your child may benefit from reading textbook passages or worksheets verbally.
- A good night’s rest and a nutritious breakfast are essential, especially before a school day.
- Children who do extra work outside the classroom should receive praise and encouragement.
- Be a good listener when your child talks about school activities.
- Provide opportunities to learn from experiences outside the school.
- Allow time for other worthwhile after-school activities.

Dear Parents,

We believe that each student can learn and should have the opportunity to grow as an individual academically, socially, and emotionally. Each student will be provided a quality educational program to facilitate this growth. Education is a cooperative venture between educators, students, and parents. It is important to us to develop a working relationship with parents in order to provide the best learning experience possible for each student. The educator is responsible to provide a well-rounded academic program. The parent is responsible to provide support and assistance to the school's program as well as to be a consistent help to his/her child. The student is responsible to do the best that he/she can do, follow school rules, and to treat other students and adults with respect and courtesy.

Monte Vista students are expected to behave in a manner that reflects respect for teachers, other adults and their fellow students. Many people have no other means of judging Monte Vista School other than by the behavior of its students. Therefore, students are expected to show mannerly behavior in their contact with all people. Throughout the school, students' language, behavior and orderliness reflect on Monte Vista.

A primary goal of our educational program is to prepare students for present and future challenges. This goal can best be accomplished in a teaching/learning environment which allows information to be transferred from teacher to student in an atmosphere of respect.

Student behavior which interferes with the learning environment, the safety of others, and the orderly operation of the school will not be accepted. Students must not do anything which interrupts teachers from teaching or students from learning. Inappropriate behavior will be addressed in a swift, positive and just manner. Please support our classroom and campus rules and procedures at home and during discussions with your child.

When parents and teachers work as a team to create a safe learning environment for all students, each child has the greatest opportunity for academic growth. Thank you for partnering with Monte Vista. We look forward to an exciting year!

Sincerely,

The Monte Vista Staff

OUR DISTRICT MISSION

To inspire every student to think, to learn, to achieve, to care.

VISION STATEMENT

Monte Vista will be known for:

1. Students that are empowered with confidence, competence, and enthusiasm for future success.
2. The administration will be a staff of dedicated professionals who are a supportive, proactive, motivational team within our school community.
3. My colleagues will be an interdependent team promoting success for students beyond our own classroom.
4. The primary role of teachers will be to provide a safe, fun, and empowering learning environment.
5. The curricula will be used as a tool to promote the academic and personal development of every child.
6. Discipline issues will be dealt with in a professional manner by involving all parties and maintaining the dignity and respect of the individual.
7. The most important criterion for measuring our success will be our students' enjoyment for learning, enhancing both academic and interpersonal skills and their ability to transfer them to their daily lives.
8. The school will be recognized in the community as a partner in a mutually beneficial relationship.

EXPECTATIONS

- Respect each other.
- Respect personal and school property.
- Respect the activities and play areas of others.
- Arrive on time and stay in assigned areas.
- Follow directions.
- Try to do the best that we can in our school work.
- Complete classroom and homework assignments.
- Use restrooms for their intended purposes.
- Leave the playground only with permission.

- On entering the cafeteria, sit at the appropriate table, talk quietly and clean up the table before you leave. Remain seated until dismissed, and then go directly to the playground.

SCHOOL RULES

- Keep hands, feet and objects to yourself. Students will not push, hit, or use aggressive behavior toward other students or use bad language or obscene gestures.
- Students are to obey and respect all staff on campus.
- Complete all assigned work on time.
- Play in assigned areas only.
- Toys, gum, candy, radios, ipods, playground equipment etc., may not be brought to school by students. This includes: POKEMON cards, trading cards, kadamas, toys, prank devices, and sports equipment from home.
- Also, the following are not allowed on campus; radios, ipods, recorders/players, pocket knives or weapons of any kind, including ammunition. Bringing weapons to school is a serious violation- it will lead to suspension and possibly expulsion.
- Students will follow lunch time procedures. Eating is limited to designated areas only.
- Students will walk bicycles, scooters, and skate boards on school grounds – please fill out a permission slip for riding bicycles, scooters or skateboards.
- Students will not ride motorized scooters, bikes, etc. to school.
- Students will not leave playground, class or campus without proper permission.

PLAYGROUND / SAFETY RULES

- There are no closed games- any student should be welcomed to play.
- Students freeze immediately when the bell rings.
- Students may run on the grass or track, but not on the blacktop or in the walkways/ classroom areas.
- Students will walk to lines and should not take cuts.
- Please wait your turn.
- Eating is only allowed at the picnic benches & not on the playground.
- Do not leave playground without permission.
- Use playground equipment properly.
- Do not run through or interfere with someone else's game.
- Do not throw any objects other than balls.
- Do not play in restrooms or around fountains.
- Do not climb or hang on basketball standards, volleyball nets, baseball backstops, buildings, trees, fences or walls.
- Walk to and from playground and lunch area.
- Do not jump off of swings.
- Do not push, hit or threaten others.
- Use common sense when using all playground equipment.

CLASSROOM RULES

Students must be safe, respectful, and responsible. Students are expected to follow classroom rules and procedures that are provided by their teacher.

FIVE STEPS TO SOLVING YOUR OWN PROBLEMS

1. Ignore it.
2. Walk away.
3. Say "I'm sorry."
4. Talk about it.
5. Tell an adult.

PARKING LOT/DRIVE THROUGH LOOP SAFETY

While using our parking lots and pick-up/drop off loops, please pay attention to other automobiles and pedestrians. Yield to the crossing guards at all times. We ask that you all please remain patient and courteous! Teach your children about safety in the parking lot.

THERE ARE 3 METHODS TO SAFELY PICK UP AND DROP OFF STUDENTS:

Option 1: Parents may only use the curbside loop for drop off and pick up in front of the school. This should be a quick and easy process allowing for an efficient flow. Do not leave your car unattended. Once in the loop, wait to reach designated area for pick up or drop off. Students will wait behind the Blue Line for drop off/pick up to ensure student safety.

Option 2: Parents may use the curbside loop for drop off and pick up at the back of the school off Via Mira Mosa located near the bike racks. Please follow the same procedure as in option 1.

Option 3: The main parking lot. Parents who choose this option must park their car, get out of the car, and accompany their children through the lot to the designated crosswalks in route to and from the campus. **Drivers may not use any part of the main parking lot as a drop off or pick up location.** It is too dangerous for students to be meandering around the lot looking for their ride while other cars are pulling in or backing out of stalls. We simply cannot compromise the safety of others for a small convenience. **You must meet and accompany your child in the crosswalk. They are not permitted to cross into the parking lot without a parent.**

- Please do not drop off or pick up students in the parking lot bus loop by the cafeteria.
- While in the parking lot, the illegal use of handicap parking spaces, red curbing and the like to drop off or pick up students is strictly prohibited and violators will be warned then referred to county law enforcement.
- Please use one of the safety options mentioned above. Any other method presents immediately safety issues and creates confusion among those following the appropriate procedures. Let's all be a good example for our children.
- Please support the safety of our students by not crossing students in undesignated areas.

IF YOUR CHILD IS LATE YOU MUST ESCORT THEM IN

Thank you for doing your part to keep our children safe! If you observe a driver who does not follow our parking lot safety procedures, you may contact the following law enforcement agencies and report the license plate number and description of vehicle:

County of Riverside Sheriff Dept. (951) 776-1099
Officer Ramborger, Temecula CHP Office (951) 506-2000

STAFF RESPONSIBILITIES

- Develop each student's potential to the fullest.
- Determine the level of students' skills and provide the most effective and challenging instruction to meet their needs.
- Keep parents informed frequently of the classroom program and student progress.
- Return parents' inquiries or calls as quickly as possible.

PARENT'S RESPONSIBILITIES

- Support regular attendance and see that children arrive at school on time.
- Check for homework completion and help children to make up any missing work.
- Review, sign and return progress and/or classroom reports as requested. Reply promptly to school requests for conferences.
- Provide students with appropriate clothing
- Show interest in what the child does each day in the classroom.
- Contact the school for information or to resolve a problem or concern.
- Keep school updated on home, emergency and work phone numbers. **THIS IS VERY IMPORTANT.**
- Inform school of reason for student's absence, either by note or phone call (951-894-5085).

STUDENT RESPONSIBILITIES

- Obey all school rules.
- Earn at least a passing grade in all class work.
- Complete homework assignments and make up any missing assignments due to absences.
- Attend school regularly and be prompt to class.
- Take home letters, reports, conference requests, and other communications for parent signature and return signed portion to school.

BACK-TO-SCHOOL NIGHT

Back-To-School Night is an evening at the beginning of school, set aside for parents to meet their child's teacher and to familiarize themselves with their child's classroom and school. Grade level expectations, classroom expectations, classroom daily schedule and the school and classroom discipline plan will be discussed. This evening is the time to ask questions regarding anything to do with the classroom, the learning program, and anything in general that have to do with the school.

Questions or problems concerning one's own child should be discussed at the parent-teacher conferences scheduled for that purpose. Please call the school office for an appointment if you wish to have a conference before the regularly scheduled conference time in November.

OPEN HOUSE

In the spring, an Open House is scheduled to give your child the opportunity to share his/her school experiences with his/her family. Your child will want you to tour his/her classroom, to meet his/her teacher and friends, and to show you his/her individual work.

Questions concerning your child and his/her progress should not be approached on this evening as parent conferences are scheduled for that purpose. Please call the school office to make an appointment.

NOTICES SENT HOME

Monte Vista School and PTA rely upon email and the children to hand carry messages home to you. We urge you to stress with your child the necessity of being reliable messengers. It might be helpful if parents would make it a practice to ask each day if a note from the teacher or the school was sent home. It is important for you to be informed about what is happening at the school or with the PTA.

PARENT VISITS

Parents and legal guardians are encouraged to visit the school. Other community members may visit on official business or field trips. However, all visitors must check in at the front office to receive a "visitor's badge" before entering the school campus and visiting any classroom. **NO VISITORS ARE ALLOWED ON CAMPUS WITHOUT PERMISSION FROM THE OFFICE.** Classroom visits by parents need to be arranged 24 hours in advance. The school principal has the right to limit the length of the visit in deference to the instructional plan for the classroom visited.

SCHOOL VOLUNTEERS

Adult volunteers for our school are required to complete a volunteer registration form available the school office. This information will then be checked by our Human Resources Department against the Murrieta Police Department's "Megan's Law" computer database to assure we have no registered sex offenders serving in a volunteer capacity working with our students.

PARENT CONFERENCES

Monte Vista School schedules parent conferences which enable the teachers to conference with the parent of each of their students. The conferences afford an opportunity for the teacher and the parent to discuss the progress or specific reason why a child is doing a certain quality of work. Parents have a responsibility to their child to make themselves available for these conferences. This conference time provides you with the opportunity to be a partner in your child's learning. Parents may also make special appointments with their child's teacher at any time during the school year. Contact your child's teacher at 894-5085 to make an appointment.

LIBRARY

The library is used for regular classroom visits each week where the students are able to check out 2 books. They are able to check out additional books for research to help support the classroom curriculum. The library/media assistant is available every day to provide assistance to both students and teachers. The student must pay for any books that are lost. The library/media assistant will send a notice home indicating fees due. Report cards will be held until all fees are paid.

PTA

PTA's goals and objectives are to promote the welfare of the children and youth at home, at school and in the community. PTA strives to create a closer home and school connection so that parents, teachers and other staff may work together to promote the best education for each child. At Monte Vista School, parents are encouraged to be active partners in our students' educational program. The PTA provides great opportunities for families to become active members of the school community. Some of these opportunities include:

- PTA Meetings
- Reflections Art Program
- Parent Education Breakfasts
- National CHARACTER COUNTS!® Week!
- Red Ribbon Week
- Family Fun Nights/Cook's Night Out
- Student Assemblies
- Safety Preparedness
- Memory Book
- Room Parents/Classroom Volunteers

More information can be found through the PTA web page mvespta.com or by contacting any PTA board member.

TEXTBOOKS

Students will be held accountable for each textbook that is assigned to them. It is both the student's and the parent's responsibility to insure that textbooks and other loaned materials are handled in such a manner as to keep them safe from damage with no more than usual wear and tear and to return materials to the school in a timely manner. Charges for lost/damaged materials will be made either to restore damaged materials to reasonable condition or to replace lost materials with new copies.

Student grade reports maybe withheld if school materials, including textbooks and library books, are not returned or paid for. The district may also pursue legal recourse to small claims court if debts are not cleared.

DAMAGE TO SCHOOL PROPERTY

Parents of minor children are liable and will be charged for any loss of/or damage to school property up to \$5,000. All fees should be paid prior to the end of the grading period in which the replacement fee is assessed. Grades and/or transcripts may be withheld until damages have been paid (Ed Code 48909). Examples:

- Lost or damaged books, tapes, videos, etc.
- Lost or damaged recorders, record players, etc.
- Damage to school buildings or property such as walls, bathroom fixtures, windows, lighting, etc.

HOMEWORK

Homework will reinforce and extend basic skill development. Family participation and discussion is encouraged. Assignments also will help develop good personal study habits and may include occasional special projects. Assignments and the time required for completion may vary according to the abilities of students.

The following general guidelines for **WEEKLY** homework assignments are:

Kindergarten 1-2 hours/week

Grades 1-2 1-2 hours/week

Grades 3-5 3-4 hours/week

There will be no homework assigned holiday or vacation periods.

REPORT CARDS

Report cards are issued four times during the school year for our students. They are sent home in October, December, March, and June. 4th and 5th grade Deficiency Notices are sent home in November and May for students below grade level marks.

GRADE PLACEMENT

When considering promotion or retention, the primary consideration is the student's success at the next grade level. Student achievement will be reviewed and validated by the following:

- Report card grades and progress
- Successfully meeting state grade level standards
- Scores on standardized achievement tests
- Scores on district tests (if appropriate)
- Intellectual, social, and emotional development.
- Information from teachers and support personnel

LOST AND FOUND

The Lost and Found items are located on campus outside the office. Please label all clothing with your child's name, especially all outer clothing (sweaters, coats, rain wear, boots, etc.). Please label lunch boxes and any other items brought to school (backpacks, pencil boxes, etc.)

If your child has lost something, please have him/her check the **Lost and Found cart outside of the MPR**. Unclaimed items are given to a charitable organization twice each year.

INCLEMENT WEATHER

It is the Governing Board's intent to protect youth during inclement weather. When pollution reaches levels which are judged to be injurious to the student or when the temperature exceeds 95° the administration will limit the amount of outside physical activity.

PETS

Animals are not to be brought to school without the permission of the classroom teacher. Animal control will be called to pick up any wandering/stray pets. Remind your children not to encourage stray animals to follow them to school. We dislike calling animal control.

CAFETERIA

The lunch period is a time when courtesy and consideration become especially important.

The rules are:

- Students will enter the cafeteria in an orderly manner.
- Students are to eat using appropriate manners. Throwing food, popping bags, making loud noises, grabbing other children's food off their plates, etc. will not be allowed.
- When leaving the cafeteria or eating area, students will leave the tables and floor area clean.
- Students will be allowed to eat only in the cafeteria or in the quad, not in other areas of the school (except in special circumstances).

LUNCHES

Children may bring a sack lunch or purchase lunch. Full pay lunches are \$2.50 and your child is responsible for his/her own lunch money. Your child is encouraged to pay for his/her lunch before school or during recess. There is a locked box in the office on the wall near the entrance. For your convenience, parents can also add to their child's account online at <http://myschoolbucks.com>

A lunch pass can be purchased through myschoolbucks.com or you may click the link on our district website. If you set up a "myschoolbucks" account, you will be informed when your child has \$2.50 remaining and you will have the option to refill the lunch account. This is a convenient way to monitor your child's lunch account. Checks should be made payable to Murrieta Valley Unified School District (MVUSD). According to ED Code 35182.5 lunch purchased at school must be eaten on campus. Please do not take school lunch to go. Free and reduced lunch applications are now available online.

CLASS PARTIES

There may be 2 scheduled class parties or events during the school year: Please contact your child's teacher for more information. Parents may be called upon to contribute refreshments and/or volunteer assistance. The parties usually take place during the last hour of the school day. All food provided for classroom parties must be store-bought and labeled. No home baked food is allowed. Permission slips will be sent home for any food served or used in the classroom. **Please contact your child's teacher and the health office if your child has any food allergies or sensitivities.**

FOOD IN THE CLASSROOM

Our goal at Monte Vista is to help students make healthy choices. Teachers are aware that allergies are on the rise and that rewarding good student behavior and performance with treats is not the best way to promote a healthy lifestyle. As a school, teachers will notify parents before serving food so that parents may make an alternate choice if desired.

BIRTHDAYS

We love to acknowledge students on their special day. Please do not send in food items for birthday party celebrations. Please contact your child's teacher for the grade level policy for birthdays.

PHYSICAL EDUCATION REQUIREMENTS

California Ed. Code requires that all students are expected to wear appropriate clothing and shoes for running, jumping, climbing, and calisthenics (sit-ups, push-ups, etc.). A student may be excused from P.E. if he/she is ill or injured.

Parent notes excusing a student will be honored by the teacher for one to three days. A doctor's note is required to excuse a student from P.E. for more than three consecutive days or for recurring illness. Cal "200" states that all students 1st through 5th will receive 200 minutes of PE per every 10 days of school.

SCHOOL ATTENDANCE

Absence from school breaks the continuity of learning. According to state law, your child's daily attendance is required each day that he/she is physically able. Parents or guardians are responsible for their child's attendance at school. The only valid reasons for absence from school (Education Code, Section 46010) are:

- An illness or an injury to the child.
- A quarantine of the home by a county or city health official.
- A medical, dental, optometric or chiropractic appointment with a doctor's note.
- Attendance at funeral services for a member of the immediate family.

Other absences are considered unexcused and not only cause a disruption to your child's instructional program, but are costly to the district.

NOTIFICATION OF ABSENCE

The school is required by the state to have an official explanation for all absences. Please call the office, at 951-894-5085 each and every day your child is absent. We have a 24 hour voice mail for your convenience. If your child is to be away from the school over a long period of time, please call the school and notify them of the absence in advance. Teachers request a 24 hour notice if homework is desired for your child during a long absence.

LATE ARRIVAL

If your student is late, please escort them in. He/she is required to check in with the office before going to class. Any student who is tardy in excess of 30 minutes per day for 3 days in one school year is truant and may be reported to the attendance supervisor and/or the School Attendance Review Board.

ARRIVAL AND DISMISSAL

Students cannot be dropped off any earlier than 8:05 a.m. The playground is open from 8:20-8:30 for 4th and 5th grade and 8:20-8:35 for 1st-3rd grade each morning. Before school, students should wait at the tables until the bell rings at 8:20. They may not walk to their classrooms to drop off their things until 8:20; the hallways are closed. There is no playing on the playground after school. Students must go to their designated pickup spot right after the bell rings.

LEAVING SCHOOL DURING SCHOOL HOURS

Any parent planning to take their child out of school during school hours must come to the office, show proper identification and sign their child out of school. Parents requesting to take their child out must have their name on the emergency card. The clerk will call your child's room and will have him/her sent to you in the office. No parent is to go directly to the classroom. A pass will be given to a parent who would need to go onto the campus for any reason. Please do not call the office in advance and ask for your child to be released from class and wait in the office until you arrive to sign the child out. **If you are picking your child up early at the end of the day, no child will be called from class beyond 2:30.** It is very difficult to get students to the office after this time.

DRESS CODE

The following are the Murrieta Valley Unified School District Dress Code Guidelines.

- **Students will wear clothing (including jewelry, accessories, etc.), which is clean, safe, healthy and allows for participation in an active learning environment.** ***Examples of inappropriate clothing or accessories: chains, such as those attached to wallets; spiked bracelets, necklaces, rings; midriffs, short shorts, or short skirts.
- **Safe and healthy footwear will be worn at all times.** ***Examples of inappropriate footwear; flip flops without heel straps. Clothing will maintain socially acceptable standards of modesty. **Examples of immodest clothing: halter tops, clothing which reveals the midriff, cleavage, buttocks or undergarments, tank tops with oversized neck or armholes, see-through clothing, and spaghetti strap shirts.
- **Clothing, accessories and other personal items may be decorated with messages, slogans, and logos which are appropriate for school.** *** Examples of inappropriate messages: references or symbols of racial supremacy, references to drugs, tobacco, or alcohol, sexually explicit messages, weapons, nudity, gangs, vulgarity, or violence.
- **Clothing or other items, which can be intimidating to others or is attributed to gang affiliation or puts the wearer in danger, will not be allowed.**
- **Baseball style hats with bills forward are allowed at elementary schools provided that students follow socially accepted standards of wearing hats.**

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in the list above, the administration will make the final decision. Appropriate action will be taken at that time and, when necessary, a home contact will be made seeking parental cooperation and assistance.

TECHNOLOGY USE

MISUSE OF COMPUTERS AND THE INTERNET

The following are examples of the misuse of computers and the internet that will be responded to in a disciplinary matter as deemed necessary by administration:

- **Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student's parent.**
- **Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.**
- **Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. (See policy information regarding cyber-bullying and harassment.)**
- **Using e-mail or web sites at school to encourage illegal behavior or threaten school safety.**

CELL PHONES AND ELECTRONIC DEVICES:

The district recognizes that many families desire their students to carry cell phones for reasons of safety and emergency use. The district supports and allows possession of cell phones for those reasons. Although board policy allows possession of cell phones, it also gives the authority to school administration to restrict the use of phones. Those restrictions are:

- **Phones must not be used during the school day including instructional (class) time, break, and lunch unless approved by teacher for educational purposes. Phones must be turned off and put away in their backpack at all times.**
- **The use of any camera on campus is prohibited, unless part of a class assignment or approved school activity, without the advanced permission of the principal. This includes the use of "picture phones" or "camera phones" for the purpose of taking or transmitting photographs.**
- **No student shall be prohibited from possessing or using a cell phone that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health related purposes. The school administration may require proper documentation in order to authorize such use.**

Failure to comply with the above may result in confiscation of the device and further school discipline. The school strongly discourages bringing other electronic devices to school that have no educational purpose. If you choose to bring a cell phone or any other electronic device, you do so at your own risk. The school does not have the staffing to investigate or be responsible for loss or theft of any electronic devices. Any loss or theft of any item should be reported to the Murrieta Police Department.

Consequences for not following the school policy are:

First Offense - Device may be confiscated, the offense will be recorded with the Assistant Principal, and device will be returned to the student at the end of the day.

Second Offense - Device may be confiscated, the offense will be recorded, and the device must be picked up by a parent. Any offense after the first will be considered an act of defiance and may result in suspension.

Education Code Section 51512 provides for disciplinary action to be taken if a student uses, without expressed permission from a teacher, any electronic recording or listening device:

"The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote and educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person other than a pupil, who willfully violates this section, shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action."

NOTE FROM HEALTH TECHNICIAN

INJURY / ILLNESS / MEDICATION

If a student becomes ill or injured he/she should immediately notify the teacher or aide for permission to go to the health office.

1. HELP STOP THE SPREAD OF DISEASE AT SCHOOL

Please keep your child at home for at least 24 hours if he/she is/has:

- a. Vomiting
- b. Diarrhea
- c. Rash that is oozing or unexplained rash
- d. Suspected Pink Eye
- e. Temperature greater than 99.9
- f. Has needed fever reducer to lower fever within the last 24 hours.

This applies to testing days as well since there are make-up days available

2. ED CODE 49423 PROCEDURES FOR MEDICINE ON CAMPUS

- a. In order to have any medication at school, the Parent needs to submit a completed medical authorization form signed by the Physician and the Parent dated by July 1 or later of the current school year, indicating the name of the medication, the health condition requiring the medication, the dosage, and the times to be taken.
- b. Prescription medications will not be dispersed unless they are brought to school in the original container. If the medication the Physician prescribes is over-the-counter medication, it must match exactly with the Physician order and be received by the Health Technician.
- c. All medications must be picked up by the end of the school year as they will be discarded after that.

3. PLEASE ARRANGE TO PICK UP YOUR SICK CHILD WITHIN 20 minutes

- a. You will be notified to pick up your child if he or she is:
 - i. Vomiting
 - ii. Has a fever
 - iii. Has diarrhea
 - iv. Injured

4. PROVIDING UPDATED INFORMATION IS EXTREMELY IMPORTANT

- a. Current home/work/cell numbers of parents
- b. Current phone numbers for emergency contacts

5. STUDENTS WITH CASTS

- a. Physician's notes must include a clearance if your child will be participating in any contact sports during recess or PE. These activities include: wall ball, basketball, tetherball, and soccer

6. EXCUSED ABSENCES

- a. Students missing more than 3 days of PE due to illness or injury must have an authorization from the physician to excuse them.

Thank you for your understanding and cooperation. As always, if you have any questions, please call the health technician or school nurse.

VISION AND HEARING SCREENING

The district school nurses conduct a vision and hearing screening clinic each fall which seeks to identify those students who may have either vision +65 or hearing disorders. All students in grades first, second, fifth and Special Education are screened. If any problems are uncovered the parents are notified.

IMMUNIZATIONS

Before your child enters school, the state requires the following immunizations:

- **Polio:** 4 doses, but 3 doses meet requirement for ages 4-6 if at least one was given on or after the 4th birthday; 3 doses for ages 7-17 if at least one was given after 4th birthday.
- **DTP/DTaP/DT/Td2:** 5 doses at any age or 4 or more doses for ages 4-6 if at least one dose was given before the 4th birthday; 3 doses for ages 7-17 if at least one was on or after 2nd birthday. If last dose was given before the 2nd birthday, one more TD dose is required.
- **MMR Kindergarten** – 2 doses both on or after 1st birthday. Grades 1-6, 1 dose must be on or after 1st birthday
- **Hepatitis B:** 3 doses will be required for kindergarten entry.
- **Varicella:** 1 dose or proof of disease (dated and signed by a doctor)

Not only is this a state requirement, but your child's protection from certain diseases is dependent upon getting these immunizations.

They may be obtained from your doctor or from free clinics sponsored by the Riverside County Health Department. For the date of a clinic in your area contact the school health office.

***** New Law- AB 2109, January 2014 requires that any parent requesting an exemption from any or all of their child's immunization must provide an Affidavit signed by their healthcare practitioner. More information is on the website www.shotsforschools.org or contact your school nurse for more information.***

EMERGENCY CARD

When your child is registered and yearly thereafter, you will be required to fill out an emergency card which is filed in the school office, prior to your child getting a teacher assignment. It is absolutely essential that the information is complete and is kept current in order for your child to remain enrolled in any school in Murrieta Valley Unified School District. Students will be released only to those adults (18 years or older) listed on the emergency cards.

If emergency card information is not kept current, and there is a need to contact you and we are unable to do so, we may need to contact the Child Protective Service/Police Department. FOR EXAMPLE: IF YOUR CHILD HAS NOT BEEN PICKED UP AFTER SCHOOL HOURS,

THE CHILD PROTECTIVE SERVICES/POLICE DEPARTMENT MAY BE CALLED IN ORDER TO TAKE CUSTODY OF YOUR CHILD.

TELEPHONE CALLS TO AND FROM SCHOOL

The Monte Vista School phone number is 951-894-5085. Calls to the office will be answered between the hours of 7:30 a.m. and 4:00 p.m. The secretary or clerk will take messages. We cannot disturb the class to have a teacher come to the phone. You may email the teacher directly or leave a voice mail.

STUDENT USE OF PHONES

The school phone is for business purposes. Children may not use the school phone except in an emergency. An emergency is something which affects the child's health or safety. Any messages for children will be taken by the office staff. Children will not be allowed to leave class in order to take phone calls.

FIELD TRIPS

Students may be given opportunities to participate in various field trips. Teachers plan, organize and schedule field trips to culminate or begin units of study. They are educational in nature. All students will have the opportunity to participate in these field trips.

Remember

- On the day of the field trip. Verbal permission cannot be permitted.
- Students must have demonstrated that they can and will follow the rules of safety. Permission slips (district form only), signed by parent/guardian, and must be on file. If the student does not have a record of good discipline, he/she may not be permitted to participate in the field trip, unless accompanied by his/her parent.
- Pre-school children or other children under 18 years old cannot accompany parents on field trips. District insurance does not cover pre-school children. Any parent volunteer to chaperone a field trip must fill out a release form which can be obtained from the office.

AWARDS

Award assemblies at each grade level are held twice a year to recognize students that are demonstrating excellence in a variety of academic areas. In addition, students who earn **Monte Paws** are recognized each Friday at Flag salute as 5 names are drawn for prizes. Students who have not been absent from school all year will be awarded with a Congressional Certificate of Recognition for perfect attendance at the beginning of the following school year. Students who transfer to Monte Vista from other schools and bring with them perfect attendance records also be awarded a certificate, provided they maintain perfect attendance. **Three (3) tardies and/or leaving school early will constitute one (1) day absence for Perfect Attendance Award purposes.**

SCHOOL SITE COUNCIL

Monte Vista School Site Council (SSC) is open to all parents who wish to participate. Members of the SSC help to write the school site plan, to give input concerning the plan and the program,

and to help evaluate it. Parental involvement in the SSC helps to provide the best education possible for their children.

MONTE VISTA SINGLE PLAN FOR STUDENT ACHIEVEMENT

A school plan is similar to the blueprint for a building. It outlines what will become the foundation and structure of the house. Our school plan outlines our school goals—the foundation of our educational “house” and it contains the programs which will become its structure.

You might think that all classrooms would be identical if they were all working with the same school plan, but they aren’t. Each classroom builds on the basic plan, putting in additional projects and programs that reflect the individuality of that particular teacher and his/her students

INSURANCE

Application forms are available in the school office for a low cost insurance. The school does not provide insurance for children.

TOYS

Toys are not to be brought to school from home. They may get lost or stolen. Roller skates, roller blades, etc. are not to be brought to school.

BICYCLES

Children may ride bicycles to school as long as the office has a signed permission slip on file. These permission slips may be obtained from the school office. All bicycles must be stored and locked up against the fence in front of the school. Teachers do not store bikes or scooters in their classroom. The school is not responsible for lost or stolen bikes or parts thereof.

Bicycles are not to be ridden on the school grounds and should be walked until off campus. Doing so will result in withdrawal of bicycle privileges. Students must wear a helmet.

It is the parent’s responsibility to discuss proper bicycle safety with their child. Good bicycle riders always:

- Wear helmets when riding bikes, scooters or skateboards
- Wear proper clothing for riding
- Check the bike brakes before starting
- Ride with the traffic - never against traffic
- Use proper hand signals
- Have both hands on the handle bars while pedaling
- Stop at all stop signs
- Never ride “double” on bicycles
- Walk their bikes across the street

MVUSD - DISTRICT DISCIPLINE POLICY

The Board of Education and Staff of the Murrieta Valley Unified School District believe in safe schools. Any offenses involving drugs, alcohol, dangerous objects and all sexual assaults/battery will be reported to the proper legal authorities.

Expulsion will be recommended upon the first offense for violations involving drugs, weapons, explosives, alcohol or sexual assault. (Education Code 48900 B, D, N AND 48915 C).

- Using, possessing, selling, furnishing or being under the influence of any controlled substance (illegal drugs or alcoholic beverage) or intoxicant of any kind.

- Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous objects, including pepper spray.
- Committing or attempting to commit sexual assault or sexual battery.

These regulations apply to students in the following situation

- On school grounds (this includes the parking lot as well as vehicles on school property).
- Going to or coming from school.
- On lunch break, whether on or off campus.
- At, going to, or coming from a school-sponsored activity

INFORMATION PERTAINING TO SUSPENSION/EXPULSION

In accordance with Education Code 48900, reasons for suspension/expulsion include:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.
- Possesses, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, (commencing with Section 11053 of Div. 10 of the Health and Safety Code) alcoholic beverage, or intoxicant of any kind.
- Unlawful offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind.
- Committed robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco or nicotine products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel, engaged in the performance of their duties.
- Knowingly received stolen school property or private property.

SEXUAL HARASSMENT

A student may be recommended for expulsion for severe or prolonged breaches of discipline, usually where there is a history of misconduct and where other forms of discipline, such as suspension, have failed.

SAFE SCHOOL

(E. C. 48900) Murrieta Valley Unified School District embraces a Pupils have the right to due process of law. A suspended student:

- Shall complete any assignments and tests missed during the suspension if required by teachers).
- Shall have the right to request an appeal hearing before the superintendent's designee.

- Shall have the right to have access to his/her records.
- Shall not be allowed to loiter on or around any school grounds. Shall not be allowed to participate in any school activities not open to the public.

SCHOOL DISCIPLINE POLICY

THE 6 PILLARS OF CHARACTER ARE THE FOUNDATION PRINCIPLES OF BEHAVIOR.

CHARACTER COUNTS!

Learning to make ethical decisions is an integral part of citizenship. This year we will continue to encourage students to think about their choices in this manner through Six Pillars of Character. The Six Pillars are:

- **Trustworthiness** - Being honest reliable, loyal, building a good reputation and having the courage to do the right thing.
- **Respect** - Following the golden rule, using good manners and civil language, being considerate of the feelings of others and dealing peacefully with anger.
- **Responsibility** - Do what you are supposed to do, persevere, doing your best, using self-discipline, thinking before you act and being accountable for your choices.
- **Fairness** - Play by the rules, take turns, share, don't take advantage of others or blame others carelessly.
- **Caring** - Being kind, compassionate, expressing gratitude, forgiving others and helping those in need.
- **Citizenship** - Do you share, getting involved, staying informed, obeying the law and rules, respecting authority and protecting the environment.

AWARDS FOR GOOD BEHAVIOR:

Students who demonstrate appropriate school behavior will be recognized on a daily, weekly, and/or monthly basis, in the classroom and/or at school assemblies, however, we encourage all students to want to do what's right whether they receive a reward or not because they value the opportunity to make a positive difference for their school community and themselves.

(Responsibility). MONTE PAWS are given to reward appropriate behavior and great "6 pillars' conduct."

DISCIPLINE:

Students who fail to follow school and classroom rules will be disciplined or sent to the office to speak with a principal.

Discipline Memos will be given for:

1. Disrespectfulness to staff member/students
2. Disruption of class environment

3. Defiance of authority/not following directions
4. Chronic refusal to do classwork
5. Truancy from school/class/class activity
6. Habitual lack of preparedness for class (books, materials, homework)
7. Profanity or vulgarity or offensive acts
8. Fighting, kicking, hitting, pushing, throwing rocks, spitting
9. Defacing or destroying school property/private property
10. Violation of state law, school and district policies
11. Any of the offenses found in Ed Code section 48900 (as stated in district policy)

Possible Consequences:

1. Parent/teacher and/or principal conferences (either in person or by phone)
2. Denial of privileges
3. Performance Contract
4. Behavior memo resulting in detention during morning recess, lunch recess
5. Alternative Learning Environment/In-School Detention
6. Suspension as per CA ED CODE section 48900.
7. Referral to Administrative Hearing Panel with recommendation for expulsion.

