

Monte Vista Elementary School

Student/Parent Handbook

2023 – 2024



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WELCOME TO THE 2023-2024 SCHOOL YEAR

Welcome to the 2023 – 2024 school year! We are excited to start the year. Our focus remains the same. We will be empowering students to think, to learn, to achieve, and care. Not only do we strive for academic excellence and social-emotional stability, we also will work with students on what it means to be a contributing member of a community. MVES will continue to strive to build partnerships with parents/guardians to support our students in reaching their full potential.

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 that may be of value in answering this question include:

- See that students are punctual to school every day.
- Set and stick to a designated time for studying each night.
- Provide a quiet, well-lit place for study. This includes an area free from personal phones, electronic devices, radios, televisions, etc.
- 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 take small breaks between tasks.
- 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.

GENERAL INFORMATION

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 with a quality educational program to facilitate this growth. Education is a cooperative venture between educators, students, and parents. It is important for us to develop a working relationship with parents/guardians to provide the best learning experience possible for each student. The educator is responsible for providing a well-rounded academic program. The parent is responsible for providing 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, their fellow students, and themselves. Many people have no other means of judging Monte Vista Elementary 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.

The 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.

OUR DISTRICT MISSION

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

*Also, we believe that **CHARACTER COUNTS!** at Monte Vista!*

Supported by the Boys Town Model

The 6 Pillars of Character and PRIDE Traits include:

Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country.

Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements.

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly.

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need.

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment.

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 curriculum 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 schoolwork.
- 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 trading cards, toys, prank devices.
- Also, the following are not allowed on campus; radios, ipods, recorders/players, pocketknives or weapons of any kind, including ammunition. Bringing weapons to school is a serious violation- it will lead to suspension and possibly expulsion.
- Cell phones and cell phone watches should be turned off and placed in a secure area within the child's backpack during school hours and when on campus.
- Students will follow lunchtime procedures. Eating is limited to designated areas only.
- Students will walk bicycles on school grounds – please fill out a permission slip for riding bicycles, scooters, or skateboards.
- Students must have a helmet when riding his/her bicycle, scooter, or skateboard to/from school.
- Students will not leave the playground, class or campus without proper permission.

PLAYGROUND / SAFETY RULES

- There are no closed games- any student should be welcome to play.
- Students freeze immediately when the bell rings or whistle is blown.
- Students may run on the grass, but not on the blacktop or in the hallways.
- Students should not run to lines or take cuts.
- Please wait your turn.
- Eating is only allowed at the picnic benches or in the MPR (as designated), but not on the playground or hallways.
- Do not leave the 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 the swings.

- Do not push, hit, or threaten others.
- Use common sense when using all playground equipment.

CLASSROOM RULES

Every classroom will have as basic rules of conduct, the following:

- Children will listen carefully to all instruction and directions.
- Children will follow directions the first time.
- Children will show respect to others.

STEPS TO SOLVING YOUR OWN PROBLEMS

1. Cooperate
2. Talk it over...listen
3. Walk away
4. Ignore it
5. Say, "I'm sorry"
6. Think of other options
7. Ask for help/find a school staff member
8. Take responsibility for your actions

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' inquires 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 the school of the 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. 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/guardians 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.

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. Teachers will attempt to coordinate conferences for parents with more than one child. 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.

PTA

PTA goals and objectives are to promote the welfare of our students at home, at school, and in the community. Our PTA strives to create a strong 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 Elementary 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 / Involvement

- National CHARACTER COUNTS!® Week!
- Red Ribbon Week
- Family Fun Nights/Cook's Night Out
- Student Assemblies
- Safety Preparedness
- Room Parents/Classroom Volunteers

More information can be found through the PTA web page 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 ensure 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 may be withheld if school materials, including textbooks, devices 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.

LIBRARY

The library is used for regular classroom visits and by individuals and small groups who are doing research. The library/media assistant is available daily to provide assistance to both students and teachers. The student must pay for any books that are lost. The librarian will send a notice home indicating fees due. Report cards will be held until all fees are paid.

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.

Grading Periods

Students will receive grade reports on a quarterly basis. Progress reports will be issued in the Fall and Spring (approximately October and March). Report cards will be issued in the Winter and at the end of school (approximately December and June).

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 hours/week
Grades 3-5	3-4 hours/week

There will be no homework assigned during holiday or vacation periods.

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

CLASS PARTIES

Typically, there are 2 scheduled class parties or events during the school year: Winter holidays and Valentine's Day (exchange of Valentine cards). Room parents are needed for these events. They make arrangements for the party and may call upon parents 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 individually packaged, store-bought, and labeled. No home baked food is allowed.

BIRTHDAY PARTIES

Student birthdays will be celebrated once each month at a class party organized by the classroom teacher. Please do NOT bring items to celebrate your child's individual birthday at any other time. Contact your child's teacher if you are interested in volunteering to help with the monthly birthday celebration. All food provided for classroom parties must be individually packaged, store-bought, and labeled. Home baked food is not allowed.

LOST AND FOUND

The Lost and Found items are located on campus outside the MPR. 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.

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

School Meals are **free** to all students for the 2023-2024 School Year (*one breakfast and one lunch per day*).

Even though meals are free to students in California, families are encouraged to complete a **Meal Program Application each year**.

This qualification extends to other district, community and state assistance programs families may benefit from. Because of your application submission, we can ensure that our students receive their fair share of resources.

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.

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.
- 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 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 for a long period of time, please call the school to notify 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, 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

For the 2023-2024 school year, the MPR will be opened each school day at 7:15 am for parents who drop their students off early. The cafeteria will begin serving breakfast at 8:00 am for students who wish to eat breakfast. Both breakfast and lunch are free for the current school year.

Campus gates will be opened at 8:15 am and students will gather in the Monte Vista village area until their bell rings. Depending on their grade level, students will either walk to their classrooms or line up at their designated area. Students will be dismissed at 2:45 pm on regular days and 1:50 pm during Early Outs Wednesday through the front or back gates.

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 after 2:30 pm. 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.

POSSESSION OF ELECTRONIC DEVICES

Cell Phones/Cell Phone Watches

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. **Phones must be turned off and put away unless used for instructional purposes at the direction of the teacher.**
- 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/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. This includes any audio or video devices such as headphones, MP3/MP4 and tablets, games, etc. They may not be used in school without specific permission from staff. If you choose to bring

a cell phone, cell phone watch, 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. 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.

CONSEQUENCES

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.

HEALTH AND MEDICAL

We have a nurse on site on a limited basis and a health technician on site every day. Their major task is to make sure all immunizations are up to date, to help with health screenings and to perform first aid services. Nurses may be called to other school sites to help with emergency situations. When a child becomes ill at school, we always try to contact a parent first. If we are unsuccessful in reaching a parent, we will then try to contact an alternative person listed on the child's emergency card.

THE HEALTH OFFICE IS NOT EQUIPPED TO TAKE CARE OF SICK OR INJURED CHILDREN FOR ANY LENGTH OF TIME.

Parents are responsible for their children and must leave work to pick up an ill/injured child if there is no one else available on the emergency card. IT IS ABSOLUTELY IMPERATIVE THAT EMERGENCY CARDS BE KEPT UP TO DATE. Sick children should not be sent to school. Symptoms such as

fever, runny nose, stomach aches, cough, headache or vomiting during the night or previous evening may indicate a contagious condition.

If your child has a contagious disease, please notify the school immediately so that steps can be taken to prevent epidemics.

Contagious diseases may be life threatening to some of our students. Your child may be readmitted to school when the contagious period of the disease is past. Students with pediculosis (head lice) will not be re-admitted to school without the approval of the health office.

DRUGS AND MEDICATION

Any medications, including aspirin, cough drops, etc. that are to be given at school must be turned into the office by the parent/guardian. Medication must be kept in the nurse's office and dispensed by the nurse, health technician or school secretary. Parents must obtain written directions from a physician concerning dispensing the medication including over the counter medications. Forms are available in the health office. The medication must be in the original pharmacy container with the directions written on it. Parents and doctors are required to sign an authorization for the school personnel to administer the medication.

Allergies

Many children and staff have peanut/nut/food allergies that for some, can lead to severe medical concerns. Therefore, no peanut butter, nut products, or food containing nut products will be used for any classroom project or activity. All food that is provided to students must be pre-approved. Individual students may still bring peanut butter or nut products for their own consumption at snack/lunch. Monte Vista Elementary will make available to students a "Nut Aware" zone where they may eat snack/lunch. This area is made up of designated tables for students who wish to eat there who do not have peanut butter or peanut products in their lunches.

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 or hearing disorders. All students in grades first, second, fifth and Special Education are screened. Parents are notified if problems with vision or hearing are uncovered.

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:** 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.

Vaccines 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.

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

SCHOOL COUNSELING

In partnership with educators, families, and community, school counselors support students by providing a comprehensive school counseling program with includes education, intervention, and consultation. MVUSD school counselors ensure every student has access to individualized academic, career/college, and social- emotional services.

OUR BELIEF

All students have the ability to achieve their highest potential given proper resources and supports – no exceptions.

ELEMENTARY SCHOOL COUNSELORS WILL:

- Help students evaluate their own interests, abilities, skills and develop personal goals.
- Facilitate small groups to assist students in implementing positive coping skills and encourage healthy peer interactions.
- Collaborate with parents, staff, and students to provide additional support.
- Provide community resources and referrals for support outside of school.
- Encourage empathy, emotion management, and problem-solving skills in all students through core curriculum classroom lessons.

Tiers of support:

Tier 1: Core Curriculum, Attendance Awareness, Bully Prevention, Career/College Exploration, and School-wide Activities

Tier 2: Small groups (i.e. academic and selfmanagement), Check In/Check Out, Consulting and Collaboration with administration, teachers, and specialty programs.

Tier 3: Referral to Community resources, Individual Counseling, MVUSD Breakthrough Family Conferences and so much more!

SCHOOL VOLUNTEERS

For the 2023-2024 school year, adult volunteers for our school will be required to complete a volunteer registration form available at 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.

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 7:00 a.m. and 3:30 p.m. The secretary or clerk will take messages and make appointments. We cannot disturb the class to have a teacher come to the phone.

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 to take phone calls.

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.

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.

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 low-cost insurance. The school does not provide insurance for children.

TEACH YOUR CHILD TO

- Walk across the street within a crosswalk, not between cars.
- Use the services of a crossing guard where one is available - even if it means walking an extra half block.
- Not play in the street or play “chicken” with cars.
- Watch for cars before crossing a street; cross only when it is safe.
- Stay alert while crossing a street. Drivers make mistakes.

BICYCLES

Children who ride bicycles to school must have a signed permission slip on file. Students must wear helmets in accordance with California law. 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. Electric bicycles

are not permitted. The school is not responsible for lost or stolen bikes or parts thereof.

Bicycles are not to be ridden on the school grounds. Doing so will result in withdrawal of bicycle privileges.

It is each 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

TOYS

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

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.
- Unlawfully 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

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)

Positive Reinforcement

MONTE PAWS are given to reward appropriate behavior and demonstrating PRIDE traits.

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 (see below)

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.

Teaching Social Skills

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/Boys Town.

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.

The Six Pillars and PRIDE traits give students a consistent message about the importance of their character development. It helps to develop a pervasive tone of civility and encourages students to be caring and involved citizens in their school community. Building character and civility are key in maintaining a safe, nurturing school and community.

Further information about the CHARACTER COUNTS!® Coalition can be obtained by visiting: charactercounts.org

AWARDS

Semester awards will be presented to students during grade level assemblies held on a calendared date. In addition, students who earn **Monte Paws** are recognized each Friday at Flag salute as 5 names are drawn for prizes.

PERFECT ATTENDANCE

Students who have not been absent from school all year will be awarded with a Congressional Certificate of Recognition 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.**

PRINCIPAL'S HONOR ROLL

PRINCIPAL Honor Roll will be awarded to those students in grades 4 and 5 who **maintain a 4.0 GPA** on their report card for the Semester in all core subject areas (Reading, Writing, Math, Science, Social Studies) and grades of S or above in Work/Study Habits.

HONOR ROLL

Honor Roll will be awarded to those students in grades 4 and 5 who **maintain a 3.5 – 3.9 GPA** on their report card for the trimester in all core subject areas (Reading, Writing, Math, Science, Social Studies) and grades of S or above in Work/Study Habits.