

MONTE VISTA ELEMENTARY SCHOOL

A National Blue Ribbon, California Gold Ribbon & Distinguished School
"PAWS-itively Awesome!"



GENERAL INFORMATION, RULES AND PROCEDURES 2022-2023

2620 Orange Avenue
La Crescenta, CA 91214
Telephone: (818) 248-2617
FAX: (818) 248-526
www.gusd.net/montevista

Student's Name: _____

Teacher's Name: _____

Parent Signature: _____

*Your signature indicates that you have read & understand the Rules & Procedures of Monte Vista Elementary School

Date: _____

Mission Statement: The Monte Vista School Community strives to ensure a safe and supportive environment, with high expectations, where students are prepared to meet the challenges of a social and academic environment and to be successful in a diverse society.



PRINCIPAL'S MESSAGE

Dear Parent/Guardian and Students,

Welcome to the 2022-2023 school year! At Monte Vista Elementary School, we strive to provide an academically rigorous and positive learning environment so that every student meets his or her potential on a daily basis. Students excel in a wide variety of assessments and display their talents through various venues in art, music, physical education, and scholastic competitions. As a community, we work together with our parents, local businesses, the Glendale Unified School District and other stakeholders to ensure that the educational program at Monte Vista grows and thrives!

A planner is given to each student in grades 3-6 and is to be used as a tool to write down class work, homework assignments, tests and any other information they may need to be successful this year. The planner is also a great way for you and the teacher to communicate on a daily or weekly basis as needed.

We will review rules and procedures with all of our students during the first days of school in the classrooms as well as in the “beginning of the year” assemblies.

We know that with parent/guardian support and a strong home and school connection, a high level of student achievement is possible. You are invited to volunteer in the classroom or join School Site Council. We encourage every family to become a member of our PTA. Throughout the year other opportunities will arise for you to meet with your student’s teacher, watch performances, attend PTA-sponsored events and attend Back to School (08/24/22) and Open House (05/18/23) nights. I encourage all of you to become involved!

Thank you for your support in making this the best learning environment for our students. I look forward to partnering with you and having another PAWS-itively awesome year at Monte Vista!

Hury Babayan, Principal

Hbabayan@gusd.net

2022-2023 SCHOOL HOURS

	<u>Regular</u>	<u>Banking (Wednesdays)</u>	<u>Minimum Day</u>
Kindergarten	8:10-12:20	12:20	12:20 PM
Grades 1-3	8:10-2:17	1:07	12:12 PM
Grades 4-6	8:10-2:37	1:27	12:32 PM

Grades K-6

Recess 1 & 2	9:50-10:08 (2 minutes passing)
Recess 3 & 4	10:10-10:28 (2 minutes passing)
Recess 5 & 6	10:30-10:48 (2 minutes passing)
Kindergarten	10:30-10:45; 10:50-11:05

Lunch Periods

Grades 1-2	11:30-12:15	11:30-11:50 Grade 1/2 eats 11:55-12:15 Grade 1/2 plays
Grades 3-4	12:00-12:45	12:00-12:20 Grade 3/4 eats 12:25-12:45 Grade 3/4 plays
Grades 5-6	12:30- 1:15	12:30-12:50 Grade 5/6 eats 12:55-1:15 Grade 5/6 plays

Minimum Days: 8/26/22, 11/18/22, 3/3/23, 5/19/23, 6/7/23

ATTENDANCE PROCEDURES

Attendance is an essential element for educational success. Regular and punctual attendance is not only expected of all students at Monte Vista Elementary School, but it is a legal requirement of the state and Glendale Unified School District. Students absent and under a doctor's care should bring a note from their physician to be kept in their student Health Record. This is important as it might prevent future attendance intervention (see Absence, Tardy, Truancy sections below).

ARRIVAL AT SCHOOL

No child is permitted on the school grounds without staff supervision. Supervision in the cafeteria begins at 7:30 only for students who have breakfast. Playground supervision will begin at 7:45 AM for grades 1-6 and 7:55 AM for Kindergarten. Students must not come to school before 7:45 unless they are participating in approved school activity or having breakfast. We want your child to be safe! Warnings will be issued to students who repeatedly arrive early or remain after dismissal as well as a phone call or letter to parents. Please check with our CDCC at **(818) 247-0775 or CDCC cell 818-454-1078** if you need childcare before or after school.

DROP OFF/PICK UP

Parents who drive must use Monty Lane for drop-off and pick-up of students. This lane extends the entire length of the school and there is **ABSOLUTELY NO PARKING IN MONTY LANE FROM 7:30-8:30 AM, 2:00-3:00 PM, 1:00-2:00 PM on Wednesdays, and 12:00-1:00 PM on minimum days.** Drop off in the staff parking lot is not permitted.

On rainy days, students need to report directly to their classrooms from 7:55-8:10 AM. If you have an emergency and are unable to pick up your child on time, please notify the office. Please note that if late pick-ups become a pattern, parents will be asked to meet with the principal or designee to discuss the problem and possible solutions. If students are left waiting and cannot be supervised, they may be dropped off at the sheriff's station for pickup (after 4:00 pm).

AFTER SCHOOL PROGRAMS

Monte Vista houses before and after-school child care programs referred to as CDCC (Child Development and Child Care). Information regarding hours, fees, and openings can be obtained by calling **(818) 247-0775**. The program includes homework assistance, arts and crafts, and physical activities. It is imperative you notify CDCC if your child will not be attending any day. These programs take daily attendance.

A variety of after-school classes are offered at Monte Vista throughout the school year by outside vendors. Classes are often fee-based and offer enrichment opportunities in a variety of subject areas.

PROTOCOLS OUTLINED IN THE FOLLOWING 5 SECTIONS ARE SUBJECT TO CHANGE DEPENDENT UPON THE CURRENT LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH GUIDELINES AND THE CURRENT GUSD ACADEMIC FORMAT

ABSENCES

Parents/Guardians must call the office **(818) 248-2617** and email your child's teacher(s) as soon as possible to verify absences. It is preferred that absences are verified the morning of an unexpected absence or beforehand for planned future absences. When an absence occurs and is not verified by Parent/Guardian the same day of said absence, GUSD contacts the family home via telephone reminding them of absence procedures. Parent/Guardian must verify an absence within three days of the student's return to school. Absences not verified within 3 days of students' return to school will automatically be recorded as truancy and can no longer be verified. Absences for reasons other than illness are discouraged. Please be aware that going out of town with your child when school is in session is an unexcused absence. It is the joint responsibility of the parent/guardian and school staff to assist the student in resolving attendance problems. The district has an automatic letter system for trancies and for chronic absences (more than 10%). If all efforts fail, a student and their parents/guardians may be referred to the School Attendance Review Board (SARB) for evaluation and assistance.

ILLNESS

We rely on you to keep your child home if he/she appears to be ill. Students need to be free of fever, vomiting, and diarrhea for 24 hours before returning to school without the use of fever-reducing medication. When students show signs of illness while at school, parents/guardians will be called to pick them up. In case of emergency or when you are not available, please make sure arrangements have been made with another adult to pick up your child. Make sure telephone numbers are current via Parent Portal.

LATE

There is an 8:05 am warning bell and the gates will be closed at 8:10 am. At that time, students will need to sign in at the office. If a student arrives 1-29 minutes after 8:10 am, they will be considered "Late." Students who are late ten times will receive a recess detention/reflection and additional detention for every ten thereafter. Parents/guardians will be notified through a school letter.

TARDY – Students must be in their seats, workstations, or assigned areas (as defined by the teacher), and prepared to do work for class at the beginning of the period. If a student is tardy, arriving 30 minutes or more after the 8:10 am bell, they will be marked "Tardy." Three (3) tardies will equal one full day of an unexcused absence.

Parents/Guardians are notified via Blackboard Connect for all tardies and absences. Students may have an excused tardy for any medical or dental appointment, but they must present a signed note from their doctor to the office upon arrival.

STUDENTS EXCUSED EARLY

Students are not excused early except for illness, dental/medical care, accident, or extreme home emergency. In cases where a parent knows of an appointment in advance, please email the teacher listing the exact date and time of the appointment. Please be courteous of the other students in your child's class and avoid classroom interruption by making these arrangements with the teacher in advance. Sometimes appointments are changed or sudden availability happens in dealing with medical professionals. Just remember, whether you go to get your student out of the classroom or the office calls down to the classroom, instructional minutes for ALL STUDENTS in that classroom are lost. Please schedule medical appointments during non-school hours whenever possible.

Parents will have to sign students out at the front desk. If the release is to an adult other than the parent, that person must be listed in the Parent Portal as an emergency contact. If you need your child and give no advance warning, please come to the front office and we will call your child's classroom. We will not permit students to wait in front of the school unsupervised.

TRUANCY

Any pupil subject to compulsory full-time education or to compulsory continuing education who is absent from school without a valid excuse for three full days within one school year or tardy/absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

STUDENT ATTENDANCE REVIEW TEAM (SART)

Students who are absent for 10% or more of the days that school has been in session are considered chronically absent. Parents/guardians of students who are chronically absent will be asked to attend a SART meeting, with their child, to discuss reasons for absences and identify steps to ensure that attendance will improve. If after the SART meeting, a student continues to be chronically absent, they will then be asked to attend a School Student Attendance Review Board (SARB) meeting at the district.

MEDICATION DURING SCHOOL HOURS

Education Code dictates that school children may not self-medicate during school hours. "No pupil shall be given medication during school hours except upon the written request from the parent or guardian of the pupil AND a licensed physician who has the responsibility for the medical management of the pupil (Education Code Section 49423). For students who require medications during school hours, and these medications cannot be administered by the Parent/Guardian, GUSD requires Form HS 25 "Request for Medication to Be Taken During School Hours" to be completed by the Parent/Guardian and your child's physician. This form can be obtained from the GUSD website (gusd.net) or from the Monte Vista Health Office. This form (Form HS 25) is required for ALL medications including but not limited to prescription medications, over-the-counter medications such as Tylenol or Motrin, cough syrup, cough drops, eye drops, nose drops, inhalers, dietary supplements or ointments. All medications will be kept and administered in the health office. Medications must be provided by parent/guardian in the original packaging, prescription bottle/box with prescription label included and clearly labeled with student's information. Expired medications will not be accepted. Forms and medications must be renewed every school year. Situations that require a student to carry life saving medication on their person will be evaluated on a case by case basis with our school nurse.

MEDICAL EQUIPMENT DURING SCHOOL HOURS

Any student who has an injury or medical condition requiring the use of crutches, wheelchair, cast, splint, boot, wrap or other medical equipment of any kind during school hours, parent/guardian must provide the Monte Vista Health Office with a letter from their student's physician BEFORE returning to school. This letter must include; diagnosis, duration of time medical equipment will be necessary, any restrictions and/or accommodations necessary and any other pertinent information from the physician. For their safety and recovery, students requiring medical equipment during school hours due to an injury or recent medical procedure will not be allowed to play on the field for the duration of time stated on their physician's letter. Children NOT having the necessary doctor releases will be sent home immediately until the releases are obtained. No exceptions will be made. If you have any questions regarding these requirements, please contact the health office at (818) 248-2617.

COVID -19 & COMMUNICABLE DISEASES

GUSD will be following protocol outlined by the Los Angeles County Department of Public Health in regards to confirmed cases or exposure to COVID -19 on campus. Please see the Monte Vista COVID-19 Safety Plan on our website for further information. When a case of any other communicable disease is confirmed via doctor's note, parents of the class or grade level will be notified via email and/or letter. If your student is diagnosed with a communicable disease, we require a doctor's note including diagnosis and date that the student is no longer contagious BEFORE returning to school.

CLOSED CAMPUS

During the first two days of school, parents/guardians will be allowed on campus to assist their children to class. Thereafter, parents/guardians and visitors will be asked to say goodbye to their children at the gate and need to enter campus through the office only. While we welcome volunteers, please note that parents are not allowed in the yard during recess for safety reasons. Visitors/volunteers must have prior permission from the classroom teachers in order to volunteer in the classroom. We ask that parents stay in designated and/or permitted areas only. For everyone's security, parents should not be wandering on campus (ie: playground, cafeteria, auditorium, hallways, lunch benches, lounge, etc.)

TRANSITION ZONE

This area is located outdoors between the main building and room 4101 and is for students only. Parents must not enter and wait in the transition area for their children; this area is for students and staff only. Please say hello and goodbye to your children at the gate on Orange Avenue. **All parent/guardian entry onto the campus must occur through the main office.**

DISMISSAL

Please expect to meet your child in grades 1-6 on Orange Avenue and not in front of the classroom. There is no after school street or playground supervision (unless your child is enrolled in an after-school program). Primary students

who need to wait for upper grade siblings will wait in the transition zone from 2:17 –2:37 PM. Children will meet their upper grade siblings in the transition zone and be expected to walk out to meet their parent(s) on Orange Avenue. We need your cooperation in keeping our campus safe and secure. Students must not wait for parents at Cecilville. It is dangerous because no one is there to supervise the children. Many families also use Crescenta Commons, the community “pocket park” at the corner of Orange Avenue and Rosemont. Please be sure your students play safely and respect the foliage and greenery that have been planted by our community. **AT ARRIVAL AND DISMISSAL TIMES, WE NEED TO BE ESPECIALLY SENSITIVE TO OUR NEIGHBORS BY NOT BLOCKING OR PARKING IN DRIVEWAYS, MAKING U-TURNS OR MOVING TRASH CANS.**

COMMUNICATIONS

Communication is vital to our school. The main office and teachers will send information necessary to keep you up-to-date on programs and additional activities. *Paw Prints* is the school newsletter & is emailed out weekly to keep you well informed. Students are issued one GUSD Thursday folder in which communications and student work are sent home. If this folder is lost, parents are responsible to replace the folder with a generic one. Check student backpacks frequently for school information. Sometimes it’s necessary to send information home other than in Thursday Folders. Information, including forms and newsletters, is also posted regularly on our website www.gusd.net/montevista . All communications distributed to all or part of the Monte Vista population must be approved by GUSD’s Public Information Office and/or the principal PRIOR to distribution. Teachers may not be interrupted during instructional day. If you call during the school day, the office will direct your call to the teacher’s voice mail or email. The office does not know when the teacher might pick up their phone messages or email. Teachers are encouraged to check their messages at recess and lunch. Please contact individual teachers to set up a conference as needed as the office cannot schedule conferences for teachers Remember that contacting your child’s teacher is the **first step** in communication. Some teachers will have homework and/or class websites. GUSD also uses an automated phone messaging and email system to send periodic and personalized messages by telephone.

PARENT PORTAL – Using Parent Portal, you will be able to view your student’s teacher assignment, attendance, household/emergency contact information, and much more. To get started; go to “parent.gusd.net” – click on the “Need Your Log-In Information”, an email with a PIN and password will be generated to the email address we have on file. Once you have your PIN and Password, return to “parent.gusd.net” to log in.

CHANGE OF HOUSEHOLD INFORMATION

Please notify the school office promptly of any change of household address, these must be verified with 2 current utility bills from the new address and can only be changed/updated by office staff. This is a State Education regulation, therefore, failure to report a new address immediately may interrupt your child’s attendance at Monte Vista. Contact information such as telephone numbers, email addresses, emergency contact information or child care provider information can be updated by the parent via “Parent Portal” (outlined above).

TELEPHONES

The school phone is for business purposes and permission to use the phone will be given in emergencies only. Children wishing to go home with another student will not be able to change plans by using the school phone. Students may not use the phones to call for homework, lunches, forgotten projects, musical instruments, or field trip forms. There is no guarantee that students will be allowed to use the phone to call for a ride. Students will, however, be kept safe until someone comes to pick them up. Repeated after school use of the office phone will be logged and parents will be notified if this privilege is being abused. *Phone numbers or emails of students or families will not be released from the office at any time. This is considered confidential information. The Monte Vista PTA does, however, ask for classroom parents’ telephone numbers. You have the right to refuse to release this information.

CELL PHONES

Students shall be permitted to have in their possession an electronic signaling device, cell phone or Apple Watch on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. These devices may be used at the discretion of a staff member, in the event of a school-related emergency as determined by the principal, or for a health purpose. Although such devices may be brought onto a school campus, they are to be turned OFF and students are prohibited from using them in the classrooms or any campus location during the instructional day including recess, lunch, dismissal and passing periods, unless otherwise directed by a staff member. Monte Vista does not assume liability if such devices are damaged, lost, or stolen. The unauthorized use of devices that disrupt school activities will lead to their confiscation by school

officials. The device will be returned at the end of the day to a parent or guardian. The unauthorized use of these devices or their ringing during school time or activities will be considered a disruption of school activities and subject to disciplinary action.

Nothing in this policy shall be construed to prohibit a student who requires an electronic signaling device for essential health purposes from the possession and limited use of it for said purpose. A student who needs to possess and/or use a device for essential health purposes shall present to the principal or designee proof, in the form of a doctor's note, a determination by a licensed physician and/or surgeon that the possession and limited use of the device is essential to the health of the student.

SCHOOL PARTIES

You will be informed of upcoming school wide celebrations in *Pawprints*. Each classroom has two approved parties during the school year. Invitations for private parties will only be passed out when the entire class is invited. If you would like to supply a healthy snack for your child's class, please check with the teacher first. GUSD Nutrition Guidelines discourage snacks with high sugar content, so for this reason, please do not send candy, cookies and other processed treats. We encourage you to consider a small non-food item (i.e. stickers, pencils, etc.) or donation of a special book if you wish to celebrate your child's birthday. Please be sensitive to students who have allergies.

FIELD TRIPS

Students going on any field trip need to have parent approval on a GUSD "Parent Permission to Attend Field Trip" form. Students not going on a field trip will be placed in another classroom so learning can continue. If you are going to make a donation for a field trip and are going to write a check, please read carefully to whom the check should be written. If you cannot donate to any field trip, please talk to your teacher immediately. Accommodations will be made and no child will be excluded due to financial reasons.

If a field trip extends over a lunch period, teachers will include instructions regarding lunch. Students should not bring money or other items of value on any field trip (unless allowed by the teacher). Check with your teacher if cameras are permitted.

When a parent volunteers for a field trip, the focus is assisting the teacher for the planned activities/procedures. Teachers will determine how many adults are needed for different field trips. Volunteers must follow the directions of the teacher in charge and may not make decisions without first conferring with the teacher.

Volunteers who drive on field trips must fill out the GUSD "Volunteer Automobile Information for Field Trips" form prior to the trip. If you drive your personal automobile while on a field trip and are involved in an accident, by law your own insurance policy is used first. The district liability policy would be used only after your liability policy limits have been exceeded. The district does not cover nor is it liable for comprehensive and collision coverage to your vehicle. **EVERY PERSON MUST HAVE AND WEAR A SEAT BELT.** Drivers are to drive directly to and from the field trip location and transport only those students designated by the teacher in charge —no side trips!

PHOTOGRAPHY

Due to privacy issues, photography is not permitted on campus. The exceptions are: parents photographing their own child at school events, yearbook chairperson, prior written permission by parents/teacher/school staff.

SECURITY AND EMERGENCIES

GUSD and Monte Vista have a commitment to keep our students, staff and community safe. For this reason, all visitors and volunteers to the Monte Vista campus must check into the office **and sign in through the district-provided security system called Raptor. First time users will be required to register with a valid form of ID.** A badge with photo and name will be generated for visitors/volunteers showing check-in procedures were followed. No one will be allowed on campus without this badge, between the hours of 7:30AM and 4:00 PM. Following current COVID-19 protocols, all visitors may be subject to temperature and health screenings. For safety reasons, our main lobby doors remain locked and visitors must be "buzzed-in" to access the campus.

EMERGENCY DRILLS & LOCK DOWN

Fire, earthquake, lockdown/shelter in place and emergency evacuation drills are conducted as prescribed by the regulations of the fire department and GUSD. Procedures have been developed to ensure the safety of all students during evacuation and if necessary, during the long-term housing of students.

Glendale Unified School District and Monte Vista have established lock-down procedures. Classrooms and offices can often provide greater protection to students and staff rather than an evacuation from the building to the playground. If someone or something poses an imminent threat to the safety and security of Monte Vista students and staff, an emergency lock-down will take place. Procedures will be practiced so students are aware of the drill. The following is a list of some instances where a lock-down would take place: intruder on campus, campus disturbances, a dangerous animal is loose on campus, possible chemical accidents on or around campus, acts of terrorism, gunfire, a police chase in the neighborhood, or any other safety hazards reported by police.

SCHOOL SAFETY TIPS

1. Always use the BUDDY SYSTEM when walking to and from school. It's safer and more fun to be with your friends. Walk in well-lit areas and never take shortcuts. If you ride your bicycle to school, always ride with a friend. Follow all the bicycle rules: wear a helmet, ride on the right side of the street, and stay on well-lit roads.
2. Stay with a group while waiting. If anyone bothers you while going to or from school, say NO, then GO, and TELL a trusted adult like your parents or teacher. If an adult approaches you for help or directions, remember grownups who need help should not be asking children for help; they should be asking other adults.
3. If someone you don't know offers you a ride, say NO. Never hitchhike or accept a ride from anyone unless your parents have given you permission.
4. If someone follows you on foot, get away from him or her as quickly as you can, and if they follow you in their car, turn around and go in the other direction. Always be sure to TELL your parents or a trusted adult what happened.
5. If someone tries to take you somewhere, quickly get away and yell and scream, "THIS PERSON IS TRYING TO TAKE ME AWAY!" or "THIS PERSON IS NOT MY FATHER (MOTHER)!"
6. Never leave school with someone you don't know. Always CHECK FIRST with a trusted adult or your parents or teacher. If someone you don't know tells you that there is an emergency, and they want you to go with them, always CHECK FIRST before you do anything. Make sure you TELL a trusted adult if you notice someone you don't know hanging around at the school.
7. Student names should not be visible on clothing or backpacks. If someone you don't know calls out your name, don't be fooled and confused.
8. If you want to change your plans after school, always CHECK FIRST with your parents. Never play in parks, malls, or video arcades by yourself. Make sure you have your parents' permission, and they know where you are going to be. Never accept money or gifts from anyone until you CHECK FIRST with your parents.
9. If you go home alone after school, check to see that the windows and entrances appear OK before you go into the house. Once you are inside, call your mother or father to let her or him know that you are all right. Make sure you follow your "Home Alone" rules of keeping the door locked, not opening the door for people you don't know, and not telling people who call that you are home alone. Have a neighbor or trusted adult that you can call if you're scared or if there's an emergency.
10. Trust your instincts. If someone makes you scared or uncomfortable, get away as fast as you can and TELL a trusted adult. You deserve to feel safe and someone will help you.

DISASTER PREPAREDNESS

During a disaster the following will be the procedure for picking up your student

- * Make sure the yellow Emergency Release Form is updated and complete. Your "release" person(s) list should include someone north of Foothill Blvd. Students will ONLY BE RELEASED to those listed on the yellow Emergency Release Form.
- * If evacuation from buildings occurs, all students will be directed to the lower field. School personnel will conduct an orderly release of students by directing parents/release person through one entrance--the staff parking lot gate entrance.
- * School personnel will be at this entrance point with the yellow Emergency Release Forms so the time of departure and destination can be noted.
- * Parents will be directed to proceed down to the playground to pick up student(s).
- * Parent/student(s) will return to the entrance/exit gate to check the student out.
- * If the above release gate is blocked, school personnel will direct you to an open entrance.
- * Many possible scenarios have been discussed, and the above plan is a starting point. Your student's safety is always the number one priority.

* If conditions warrant, the principal may decide to have students return to the classroom. Adults would then sign out from the office. Please follow the sign out procedures given above.

The school's disaster policy is on file in every classroom, the main office, and the Board of Education. As our preparations alter/increase, we will make changes to the written plan. The Earthquake/Disaster Committee continues to meet regularly to prepare us for any emergency. GUSD is updating district emergency plans to align with national plans.

SUN SAFETY PROTOCOLS

Sunscreen is not considered an over-the-counter medication and therefore does not require a physician's note or prescription. An individual student may bring their own sunscreen to school to use appropriately and responsibly. Sunscreen is to be used by an individual and not shared with others. School personnel are not required to assist students in applying sunscreen. Each school has a dress code that allows students to wear articles of sun protective clothing for outdoor use during the school day, including but not limited to hats.

RULES AND PROCEDURES

The California Administrative Code, Title V, Section 300 states: "Every pupil must attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of teachers and others in authority; observe good order and priority of deportment; be diligent in study; respectful to teachers and others in authority, kind and courteous to schoolmates; and refrain from the use of vulgar or profane language."

Students are expected to exercise good judgment and self-discipline. Students are expected to take pride in themselves and follow established rules. Any student sent to the office for misconduct will be dealt with fairly. Efforts will be made to help students understand and adjust their behavior in accordance with safety, common sense, concern for others, and school regulations. Disciplinary action will be taken with the same above principles in mind.

Parents or guardians shall be expected to cooperate with school authorities regarding the behavior of their children. Parents or guardians shall be held responsible for the willful misbehavior of their child that results in any school damage or the destruction of personal property of others.

BASIC STANDARDS OF CONDUCT

These basic standards of conduct will be consistently used by all teachers and school personnel:

- * Students will accept and respect direction from all school personnel.
- * Students will respect the rights of other children.
- * Students will conduct themselves in an orderly and appropriate manner while at school as well as going to and from school.
- * Students will follow lunchtime rules of good behavior and respect the noon aides.
- * Students will observe the school wide rules at all times. They are to keep hands, feet, objects to self, use appropriate manners/language, respect school and personal property, observe all safety rules, and play in adult supervised areas.

PBIS

To encourage positive behaviors, Monte Vista has implemented PBIS, a system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Research has found that a positive and supportive environment is most effective in decreasing incorrect behavior and encouraging correct behavior. The word "PAWS" spells out our school-wide expectations: P-Practice kindness, A-Act responsibly, W-Work and play safely, S-Show respect. Students are taught the expected behaviors in classrooms and in common areas and then are given reinforcements whenever they display desired behaviors.

WEAPONS

No student knowingly shall possess, handle or transmit any knife, razor, ice pick, explosives (including "poppers"), loaded can, sword cane, machete, pistol, rifle, shotgun, pellet gun, metal knuckles or other objects that reasonably can be considered a weapon or dangerous instrument in any school building, on any school premises, on any school bus or off the school grounds at any school-related activity, event or function. Toys resembling any of the above mentioned items are prohibited on school grounds and consequences will be the same as if an actual weapon is brought on campus.

FIGHTING

Immediate disciplinary action will be taken against individuals who participate in a fight or encourage it in any way. Absolutely no disruptive behavior of this kind will be allowed because it infringes upon the education process. Consequences for students starting or participating in fighting may include of detention, Saturday school, or suspension. Defending oneself will not be considered an excuse. Students should turn to an adult on the campus **FIRST** if trouble is starting to occur.

BULLYING

Bullies are kids who need to feel powerful, and they have learned that bullying works. What distinguishes them from someone who teases occasionally is a pattern of repeated physical or psychological intimidation. Every student has the right not to be hurt and the right to learn in a safe environment. At Monte Vista, bullying is considered a very serious offense and will not be tolerated at any level. This includes cyber bullying when the internet is used.

AB 86 – This legislation defines bullying, as used in the Interagency School Safety Demonstration Act of 1985 and the School/Law Enforcement Partnership, to mean one or more acts by a pupil or a group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment. Bullying also includes acts that are committed personally or by means of an electronic act, as defined in the statute. Additionally, this bill gives school officials grounds to suspend a pupil or recommend a pupil for expulsion for any act of bullying. Education Code sections 32270 and 48900 are amended by this bill.

ITEMS NOT PERMITTED

Play things are to be kept at home and this includes any item that will be dangerous to others or will interfere with instruction. Unauthorized handheld electronic devices, skateboards, skate shoes, roller blades, folding scooters, laser pens, etc. are not to be brought to school (Education Code Section 44049). Students will not be permitted to bring in trading cards or gambling items. Balls cannot be brought from home unless donated to the classroom. In addition, expensive items such as jewelry, family heirlooms and technology must be kept at home. If found these items will be confiscated and returned only to parents. If lost or stolen, the school will not be held responsible for replacing it. Skateboards, scooters, skate shoes and bikes are not permitted at after school events such as the PTA picnic, carnival or Open House.

CIVILITY POLICY

GUSD expects civil behavior from the entire educational community, staff, students, parents/guardians, and community. This Administrative Regulation provides the guidelines that all parties may use to address uncivil behavior. Ed. Code Sections 32210, 44014, 44810, 44811 and CA Penal Code Sections 243.5, 415.5, 626.8, 627.7.

Infractions by Staff

Anyone who feels that they have been treated uncivilly by a GUSD employee, is encouraged to address the issue directly with the staff member. If this fails to resolve the issue, the individual should follow the steps in AR 1312.1: Complaints Concerning Employees. Individuals may access this AR on the District's website at www.gusd.net or by contacting a school or district administrator.

Infractions by Students

Incivility by students may be addressed informally with the students. If that fails to resolve the student's behavior, the incident should be reported to a teacher or administrator. Serious cases of incivility will be addressed through the student discipline process.

Infractions by Parent/Guardian or Community Members

1. Any individual who disrupts or threatens to disrupt school/office operations, including co-curricular and extra-curricular activities; threatens the health and safety of pupils, members of the community, parent/guardian, or staff; willfully causes property damage; uses loud and/or offensive language; or who has otherwise established a pattern of unauthorized entry on a school site or district property, will be directed to leave that school site or district property promptly by the superintendent or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the individual to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated. If the meeting or conference is on district premises, the offending person will be directed to leave promptly and not return for 7 days if they are a parent/guardian or 30 days if they are community members. If the situation escalates, employees should contact the local law enforcement and their superior immediately.

3. Offending parties will receive a letter outlining their behavior, the consequences of such behavior and the prohibition of their presence from all GUSD facilities and activities for 7 days if they are a parent/guardian or 30 days if they are not a GUSD parent.
4. When it is determined by staff that a member of the public is in violation of the provisions of this policy, an effort should be made by staff to provide a written copy of this regulation, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report on the GUSD Civility Incident Report form.
5. When an individual is directed to leave under such circumstances as outlined in paragraph 1 or 2, the superintendent or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 627.7, if he/she reenters any district facility or activity within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a pupil attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the superintendent or designee may notify law enforcement officials.

SUSPENSION OR EXPULSION FROM SCHOOL

California Education Code 48900 includes a number of laws governing student behavior. Students violating these laws may be suspended or expelled from school whether on school grounds, while going to or from school, during the lunch period, or during or going from a school sponsored activity. Students (grades 4-6) may be assigned to attend Saturday School in lieu of suspension when deemed appropriate by the principal or designee. If a student is assigned Saturday School and does not attend, suspension from school WILL BE enforced.

SEXUAL HARASSMENT

GUSD has strict guidelines regarding sexual harassment. Behavior of this nature toward any student or employee will be handled with strict disciplinary action, which may include suspension from school. A copy of the district's Board Policy on sexual harassment is located in the Information for Parents and Students packet distributed to parents on the first day of school.

MONTY LANE TRAFFIC SAFETY RULES

Every morning and afternoon, cones are used to form a lane for parents to drive through to pick up or drop off your child. These cones help to keep the lane defined and help to ensure the safety of the children. Here are the guidelines for success while navigating through Monty Lane:

1. Children should be ready to exit the car with all materials (and kisses). Please no backpacks in the trunk.
2. Slowly pull into the lane AS FAR FORWARD as the green neon cone to keep traffic moving. Come to a complete stop before your child exits at the green cones. Students MAY NOT exit the car in the orange zone.
3. Children must enter and exit from the curbside only.
4. Orange Avenue traffic should yield to the merging lane traffic.
5. When waiting for pick-up, children must wait behind the white line painted on the sidewalk, not along the curb.
6. If you don't see your child waiting when you go through the lane one time, please exit the lane and go around the block. Repeat if necessary.
7. Show respect to all Monty Lane staff or volunteers who are taking the time to move traffic and protect our students. We expect all adults to model appropriate behavior in all areas of the school.

MORE Monty Lane tips:

1. Do not park or wait in Monty Lane.
2. Do not walk across the street through Monty Lane. This is UNSAFE for you and your children.
3. Do not cut through the cones.
4. Do not exit the lane improperly or make a U-turn.
5. Do not use any private driveways of our neighbors to make a U-turn or park "for just a minute!"
6. Do not pass cars on the left into oncoming traffic.
7. Do not block the sidewalk where children are waiting or walking.
8. Do not use a cellphone while trying to navigate through Monty Lane - it is against the law. Concentrate on your driving and where you are going.
9. Seat belts—WEAR THEM. It's the LAW!

Walking to school is a great way to get to school! Walking is great exercise, encourages a sense of community and decreases traffic, congestion and pollution. When walking your child to school, use only the crosswalks. We have two crossing guards. One guard is situated at the Rosemont and Orange intersection, one on Orange Avenue (by the school's drive in gate) and one at the intersection of Orange Avenue and La Crescenta. Please obey the crossing

guards' signals and procedures. Cross only at the corners and look both ways before proceeding across the street. Do not cross in the middle of the street or between parked cars.

LUNCH TIME RULES

1. All Monte Vista rules and procedures apply to students during lunch and recess.
2. Students must sit at their assigned tables, by classrooms. Upper grades students do not have assigned tables.
3. When using the lunch shelter, students need to walk around the tables to get to their assigned table. The aisles between the benches are not to be used to get to assigned areas.
4. There will be no playground balls in the lunch shelter area. Playground balls need to remain in the ball rack until students are dismissed for recess.
5. NO CANDY, GUM, OR SODA is permitted at lunch.
6. Students will remain seated during lunch and not get up to visit other tables or students.
7. Students who need to use the restroom must get permission from a yard duty assistant. Students will not be dismissed in groups to go to the restroom.
8. Absolutely no throwing of food or other items. Students need to report food "fights" immediately to a yard duty assistant or risk repercussions.
9. Noon aides will dismiss tables. Students are to clean up their immediate areas and proceed to the trash cans and empty their garbage. Students are to WALK down to the lower field.
10. MONTE VISTA STUDENTS ARE TO RESPECT YARD DUTY ASSISTANTS AT ALL TIMES. Yard duty assistants can issue warning slips and report inappropriate behavior to the classroom teachers. Students are expected to give their names when stopped by a noon aide.
11. While eating, students may speak to one another in a quiet, low voice. No screaming or yelling is permitted. Students may not table hop to visit other students.
12. The guidelines above apply to all students eating under the lunch shelter OR tables in the cafeteria.
13. Students must pick up after themselves before being dismissed to play.
14. Students are to line up and be dismissed by class at the end of lunchtime recess.

MONTE VISTA'S DRESS CODE

Students are expected to dress in a neat and clean manner at all times. To promote a climate favorable to learning and to ensure student safety, student dress must conform to standards of safety and not disrupt the learning environment (in compliance with Ed. Code Section 48921, Administrative Code, Title 5, Sections 300; 302).

*Full support shoes with a safe sole are to be worn with socks. Sandals must have a heel strap. Laces must be tied. Heels may not be higher than 1".

*Pants must be the same size as the waist and must be worn at the waist. Pants may not be baggy or have splits in the legs and must be hemmed so pant cuffs do not drag on the ground.

*Belts must be of the correct size and the end of the belt may not hang down.

*Hooded sweatshirts may be worn, however, hoods cannot be up in the classroom or school building. Hoods cannot be up during recess or passing from room to room (unless it's raining).

*Students who wear overalls must have both straps up on the shoulders. Students must be modestly dressed. Articles of clothing inappropriately revealing may not be worn at any time.

* Shorts, skirts and dresses must reach at least mid-thigh.

* Shoulder straps must be at least 2" wide.

* Spandex shorts are prohibited.

* Clothing which exposes bare midriffs when arms are raised, may not be worn.

* Shirts may be sleeveless but must fit snugly under the arms. No oversized, sleeveless jerseys.

The following may NOT be worn:

* Wallet chains or chains of any other type.

* Clothing which suggests gang affiliation.

* Clothing which contains obscene, violent or offensive drawings or messages.

* Clothing which advertises or represents alcohol, tobacco or illegal substances.

* Jewelry or body ornaments that may pose a potential safety hazard; includes hoop earrings & long necklaces.

GENERAL PLAYGROUND RULES

Students should walk to the playground and remain there unless given permission to leave.

1. Listen to the adults supervising on the playground. They are there for everyone's safety.
3. All playground balls are to be used correctly. Balls can only be kicked on the soccer field and kickback areas. Use balls in correct areas (basketball court, kickball area, etc.) Balls are only to be bounced on the lower playground, not other areas. Equipment balls must be held after the bell. Handballs (large bounce balls) against handball court wall only. Only balls are to be thrown on the playground (not other items, not toys or balls from home).
4. Play SAFELY! Keep hands, feet, and objects to yourself. No hanging from tetherball ropes, basketball hoops and volleyball nets. No playing tag, chasing, or racing bases. Play on climbing equipment only with an adult supervising. Freeze when the bell rings. At the sound of the whistle, walk to the classroom.

MISCELLANEOUS INFORMATION

INSURANCE An excellent student insurance policy is available by Myers-Stevens Insurance Company. Parents are urged to study the application form and return the enrollment envelopes included in the packet they received at the beginning of the year, directly to the insurance company. Parents should note the district is not allowed, by law, to cover students with insurance for accidents, even if they should occur on campus.

CAFETERIA & NUTRITION -

This year, breakfast and lunch will be served for free to all students who would like to eat at school.

HOMEWORK POLICY

According to GUSD Policy 6154, homework has an important place in the educational program for the application and extension of previous learning and/or practice and the reinforcement of previously taught skills and knowledge.

Suggested time limits for homework are:

- Kindergarten: up to 10 minutes daily
- Grades 1-3: 10-40 minutes daily
- Grades 4-6: 30-60 minutes daily

* It is recognized that individual student differences will affect the amount of time spent on homework. In addition to assigned homework, students are expected to do reading outside of the school day.

Parents can help their child make the best use of time that is spent on homework by following these suggestions:

1. Take an active interest in what the child is learning.
2. Provide an appropriate place and time to do homework.
3. Provide supervision and encouragement to support your child's ability to do the work independently.
4. Confer with the teacher if your child needs special help or is consistently spending excessive time on homework.

As a general practice, homework should not be assigned during vacations, winter and spring breaks and during CAASPP testing.

TECHNOLOGY: ACCEPTABLE USE

Students and parents must sign GUSD's Electronic Information Services (EIS) Acceptable Use Agreement user responsibility contract which has detailed information. This is distributed in the opening packet of school information. Use of technology is a privilege, not a right. Use will be closely monitored to assure correct usage and safety. Students must follow directions and use proper EIS guidelines. Students must immediately report to their teacher if an inappropriate site or screen emerges. Sites such as Instagram, Tinder, and You Tube, etc. are not permitted. Students should check with an adult beforehand if they have questions regarding any site.

CLASSROOM VISITATION/OBSERVATION

Should you wish to visit your child's classroom, please make arrangements with the teacher. According to GUSD Board Policy 1250, parents/guardians and interested members of the community are encouraged to visit District schools and view the educational program(s). Visitations to individual classrooms or other instructional sites may be limited unless otherwise agreed to by the teacher, principal, or principal designee. Visitors must register in the office,

must not interfere with the operation of the school or the instructional program and no electronic listening or recording devices during the visitation may be used without the teacher and principal's permission.

EARLY DISMISSAL DAY ("BANKING DAY") - EVERY WEDNESDAY

There will be early dismissal each Wednesday to provide for planning and training for the staff. Dismissal for kindergarten is at 12:20 PM, grades 1-3 is at 1:07 PM, and grades 4-6 is at 1:27 PM. After school supervision for the banking day hour will be available from CDCC.

CHARACTER AND ETHICS

GUSD endorses the Character and Ethics Project. This community wide project is committed to raising awareness, creating dialogue, and encouraging programs about character and ethics in the school, home, and community. The campaign is based on twelve guiding principles, one of which is emphasized each month. This approach allows the school community to focus each month on promoting the qualities of character implicit in each of the guiding principles.

CHARACTER AND ETHICS

Students selected as "Student of the Month" will be honored:

January	-Respect	July	-Integrity
February	-Honesty	August	-Fairness
March	-Trustworthiness	September	-Responsibility
April	-Loyalty	October	-Cooperation
May	-Courtesy	November	-Citizenship
June	-Self Discipline	December	-Compassion

STUDENT COUNCIL

The Monte Vista Student Council is elected early in the school year and continues through June. Representatives are selected by ballot in grades 4-6. Each classroom will be represented by at least one Student Council member. These students participate in monthly meetings and listen to student concerns. The Student Council sponsors school wide spirit building activities and has several fundraisers during the school year. For questions please email Jill Firstman at jfirstman@gusd.net.

LOST AND FOUND

All garments and lunch boxes should be marked with your child's name. Lost and Found is kept in the lower hall between Room 1107 and the boys' restroom in the main building. Lost & Found is open daily, and is available to parents and students at any time. Lost & Found items will be displayed often and unclaimed articles will be given to a charitable organization several times a year.

BICYCLES, SKATEBOARDS, ROLLER (SKATE) SHOES

All students are permitted to ride their bikes to school, but not on school campus or in Monty Lane. All bikes should be carefully locked at the bike rack (located by room 4101). Bike locks are to be removed from the rack daily. Bike helmets must be worn when riding a bike to and from school. Skateboards should not be brought on campus at ANY TIME. Tennis shoes that convert to roller skates are not to be worn on campus at any time.

LIVE PETS

Live pets may **NOT** be brought to school for "sharing" unless prior arrangements have been made with your classroom teacher. Parents may bring a pet, remain while a student "shares" and then take the pet off campus.

CLASSROOM DELIVERIES

Homework, notes for teachers, or musical instruments may be left at the office for students. These items will be left for pickup. Classrooms will not be disturbed to deliver the above items. There is **absolutely no guarantee** the student will receive items in a timely manner. Teachers check in at recess and lunch. Flowers and balloons (singing telegrams, etc.) ordered from florists by parents **cannot** be delivered to individual students in their classrooms. Deliveries of this nature will be refused.

ELEVATOR The elevator needs a key to operate and only the principal, custodian and office staff have copies of the key. Students are not to use this elevator unless special permission is given and must have adult supervision at all times. Please check with the school office for permission.

Parent and Family Engagement Policy 2022 -2023

Monte Vista Elementary encourages a partnership of parents, staff and students to ensure each child builds a strong academic foundation through a broad base of experiences in a nurturing environment. **Involvement is encouraged in the following ways:**

School Site Council

School Site Council (SSC) invites your participation in the development of the Single Plan for Student Achievement (SPSA). SSC is a parent and staff advisory committee which determines needs, sets goals, analyzes assessment data and reviews the budget.

English Language Advisory Committee

The English Language Advisory Committee (ELAC) is a committee for the parents of English Language Learners. The committee helps to develop the Single Plan for Student Achievement, reviews language census data, reviews attendance policies, regularly attends District English Language Advisory committee Meetings and analyzes assessment data for English Learners.

Classroom Visitations/Observations

Should you wish to visit your child's classroom, please make arrangements with the office and teacher. The GUSD Board policy is for one twenty- minute session with advance notice. All visitors must sign in at the office before entering campus.

Classroom/Library Volunteers

Monte Vista values its parent volunteers. TB testing is required for all volunteers. Contact the office for instructions. Contact classroom teacher; they will determine when and how many volunteers are needed for various activities/dates. Volunteers are not permitted on the field at recess/lunch times. No strollers or younger siblings allowed in the classroom during volunteer times. For the parents of FLAG students: Volunteers in the classroom should ONLY speak in the language of study. If fluent in Korean, please schedule time to volunteer with your target language instructor. If you are fluent in English, please speak to your child's English track teacher to schedule a time to volunteer during the English part of the day. Those parents with full time positions may consider doing volunteer work from home. You can help in translating material's, assisting with clerical duties, coordinating, organizing Korean cultural awareness events, etc.

Monte Vista PTA

The Monte Vista Parent Teachers' Association is a valued component of our school community. PTA meetings are held monthly and many PTA events are held during the school year. Meeting dates are published in Paw Prints and on the website www.gusd.net/MonteVista.com If you wish to have an active job PTA, please contact the 2022-2023 PTA President, Jennifer Park at jenrypark@gmail.com.

Local Control Accountability Plan (LCAP) Committee

The Local Control Accountability Plan (LCAP) Committee is made up of a group of stakeholders (parents/guardians, students, District/site employees, and community members) that meet several times a year to gather input to implement in the District LCAP plan. The LCAP contains goals and actions that will guide the District on how to achieve these goals. All parents/guardians, students, employees and community members are invited to be a part of the committee. Translators and childcare are provided. [LCAP Town](#)

District English Language Advisory Committee (DELAC)

The District English Language Advisory Committee (DELAC) is the committee that advises the District governing board on programs and services for English learner students. Each site ELAC may elect a member to the District English Language Advisory Committee. Parents/guardians of English learner students are encouraged to participate. Translators and childcare are provided.

Parent Chats

The District offers Parent Chat meetings to all Glendale Newcomer families. These meetings are an effective way to introduce families to the various programs and services available to them throughout the District and community. Each meeting will address a different topic.

English Language Advisory Committee (ELAC)/School Site Council (SSC)

Each California public school with 21 or more English learners must form an English Language Advisory Committee (ELAC). The responsibilities of an ELAC is to advise the principal and staff in the development of a site plan for English learners and present to the School Site Council (SSC) for inclusion in the School Plan for Student Achievement (SPSA) and assist in the development of the schoolwide needs assessment.

MONTE VISTA ELEMENTARY SCHOOL **Home-School Compact (2022-2023)**

“I Can Learn, I Can Grow, I Can Succeed!”

THE TEACHER COMMITMENT:

I understand the importance of the school experience to every student and my role as an educator and model. Therefore, I agree to carry out the following responsibilities:

- I will strive to address the individual needs of your child.
- I will teach grade level skills and concept standards.
- I will communicate with you regarding your child’s progress.
- I will provide a safe, positive, and healthy learning environment.
- I will communicate homework and class work expectations.
- I will plan and deliver lessons using remote learning platforms. I will connect with my students routinely each week and I will be available for questions and support during regular school hours.

THE STUDENT COMMITMENT:

I realize that my education is important to me. It helps me develop tools I need to become a happy and productive person. I also understand my parent(s) want to help me do my very best in school. I know I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I agree to carry out the following responsibilities:

- I will return completed classwork and homework on time.
- I will return corrected work to my parent(s).
- I will arrive at school on time every day unless I am ill.
- I will practice reading at home every day for at least 15 minutes.
- I will ask for help when I need it.
- I will follow schoolwide and classroom rules.
- I will treat myself and others with respect at all times.
- I will be responsible for my own behavior.
- I will be a cooperative learner.
- I will follow my teacher’s directions and lessons during Remote Learning. I will adhere to "netiquette" guidelines to ensure that my posts are appropriate for all audiences.

THE PARENT/GUARDIAN COMMITMENT:

I realize that my child’s years are very important, and I understand that my participation in my child’s education will help his or her achievement and attitude. Therefore, I agree to carry out the following responsibilities:

- I will support and monitor completion of my child’s homework.
- I will make sure my child gets good nutrition and an adequate night’s sleep.
- I will provide a quiet place for my child to study.
- I will model good behavior and habits for my child.
- I will see to it that my child arrives at school on time every day.
- I will spend at least 15 minutes every day reading with my child.

- I will attend Back to School Night, Open House, Parent-Teacher Conferences if scheduled, and other school events.
- I will volunteer my service to the school program in whatever capacity available.
- I will support Monte Vista's schoolwide and classroom discipline policies.
- I will support my child's teacher during Remote Learning. I will monitor my child's online school work.