

MONTEREY HILLS ELEMENTARY

Parent Handbook



1624 Via Del Rey, South Pasadena, CA 91030
(818) 441-5860

<http://monterey.spusd.net/>

Principal: Dr. Laurie Narro
School Mascot: Roadrunner

Email address: lnarro@spusd.net
School Colors: Yellow & Green

MONTEREY HILLS MISSION STATEMENT

The mission of the Monterey Hills Elementary School community is to assist all students to reach their full academic and social development potential. We will meet

student needs also to develop responsible, independent and motivated learners.

GUIDING BELIEFS AND PRINCIPLES

The Monterey Hills Elementary School community believes that:

- All students have potential to learn in different ways when given the opportunity when sufficiently motivated.
- A safe, secure, disciplined, diverse, and nurturing learning environment develops competent and responsible learners.
- Students, parents and teachers share responsibility for student learning and developing positive social skills.
- A school-wide character development program teaches respect, responsibility, caring, trustworthiness, fairness, and citizenship.
- Student and staff diversity is a strength of our school.
All students can become lifelong learners and productive citizens.

VISION STATEMENT

Monterey Hills School will provide a safe and caring learning environment where students are enthusiastic and confident learners in order to become successful and productive citizens.

Additionally:

- Students will come to school on time, ready to participate and learn, and treat other students, adults and school property respectfully.
- Students will make good choices by using refusal skills when unsafe or inappropriate situations occur.
- Adults/parents working or volunteering at MHS will treat students with respect, care, fairness, and with sensitivity toward individual needs in a positive and encouraging manner. Further, adults/parents will fairly and consistently apply consequences for behavioral issues.
- Our vision will be evident to our adults/parents working at MHS by strong communication links between home and school, and by students possessing a positive self-concept characterized by academic confidence.

DAILY SCHEDULE:

OFFICE HOURS: 7:45 am - 4:30 pm

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Grade	Monday-Friday
AM TK/Kindergarten	8:10 am – 11:35 am
PM TK/Kindergarten	11:35 am – 3:00 pm

AM TK/Kindergarten “Block” Schedule
PM TK/Kindergarten “Block” Schedule

8:10-11:35am
11:35-3:00pm

Grade	Monday-Thursday	Friday
1 st -2 nd grade	8:10 am - 2:25 pm	8:10 am - 1:05 pm
3 rd grade	8:10 am - 2:45 pm	8:10 am - 1:05 pm
4 th -5 th grade	8:10 am - 2:50 pm	8:10 am - 1:15 pm

Note: Every Friday is early release day for students in order to enable the staff to create a common planning time and enrich grade level curriculum for the purpose of improving the school program. Total instructional minutes remain in accordance with state mandates.

Grade	AM Recess	Lunch	Lunch Recess	PM Recess
1 st grade	9:30-9:45	11:30-11:50	11:55-12:15	1:20-1:30
2 nd grade	9:30-9:45	11:55-12:15	11:30-11:50	1:20-1:30
3 rd grade	9:50-10:05	11:55-12:15	12:15-12:40	1:35-1:45
4 th grade	10:15-10:30	12:15-12:35	12:40-1:00	1:55-2:05
5 th grade	10:15-10:30	12:40-1:00	12:15-12:35	1:55-2:05

Inclement Weather: On rainy mornings, 1st-5th grade students congregate in the multipurpose room (MPR) by grade level at their designated area until teacher arrives to escort them to the classroom. Kindergartners are to meet by their classroom benches before school. For lunch, if it raining or the weather is over oppressively hot students will eat in the MPR and return to their classroom to have recess.

DROP-OFF/PICK-UP

BEFORE SCHOOL LINE-UP

It is important that parents arrange their schedule so that students do not arrive before 7:55 a.m. since supervision is not provided before that time. All 1st-5th grade students arriving at school need to line up at their designated line-up area on the main playground. Students are to wait until their child's teacher arrives to escort them to the classroom by 8:10 a.m.

AFTER SCHOOL PICK-UP

It is important for students to be picked-up on time. Students who have not been picked up on time will be sent to the office and parents **MUST** sign them out. Notify the office if you are going to be late or if someone else will be picking up your child(ren).

DRIVE THROUGH PROCEDURES AND SAFETY MEASURES PARENTS:

Drop-off your child(ren) no earlier than 7:55 am and pick-up promptly after school.

Meet your child(ren) in the front waiting area at dismissal times. Do not wait by the classrooms except if you have a teacher appointment. Children walking home are expected to leave school at their dismissal time. Establish a routine plan with your child that is clear about where, when and with whom pick-up will occur.

Drive-through notes:

- Outside lane (#2) will accommodate both childcare vans and cars.
- Child(ren) need to enter your vehicle at the crosswalk area if you are in outside lane.
- Be alert to traffic control assistant's safety directives.
- Stop at the crosswalk zone at all times; located at Camino Cerrado and Via del Rey.
- Keep up with traffic flow – re-circulate through lot as necessary.
- Consider parking your vehicle on Via del Rey and meeting your child at a designated waiting area to help relieve traffic congestion.
- Remember to curb your wheels to avoid a parking citation.
- Consider carpooling.

DO NOT:

- Leave your car unattended at any time.
- Allow your child to wait for you in an unsupervised area on the site.
- Allow your child to cross traffic lanes to enter your vehicle. (Use the lot crosswalk.)
- Park in striped area at any time.
- Park in handicap zone unless you have an authorization.
- Park in any staff slot. Spaces are reserved for school personnel only.
- Cross Via del Rey. Use the crossing guard's assistance at Camino Cerrado (this is the intersection just north of the school).
- Park in RED zones on Via del Rey.
- Park in WHITE zones except for loading and unloading.

ALL STUDENTS:

Need to wait in designated safety boxes watching for their pick-up.

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When the ride is spotted, students need to walk to the crosswalk or the curbside yellow restraining line.

Must remain in their designated area until siblings or friends (to rideshare or walk together) are dismissed from class.

May not go on to the playground after school.

TIPS FOR DRIVERS

- BUCKLE UP PASSENGERS It's the law! Children under the age of 6 and weighing less than 60 lbs. Go in the vehicle's back seats. One child per seat and belt
- DRIVE AT A SAFE SPEED School areas can be hazardous 25 mph maximum
- LEARN AND OBEY THE "RIGHT-OF-WAY" RULES
- Don't create traffic gridlock - never block other traffic
- Yield RIGHT-OF-WAY when required
- NO U-TURNS in school zones, congested areas, or close to an intersection
- OBEY PARKING RULES WHEN STOPPING OR PARKING
- **Don't park – even temporarily – where it's illegal Don't block other vehicles**
- USE DESIGNATED AREAS TO DROP OFF OR PICK UP
- Load/unload on the curb side in the drive-through or outside lane
- DO NOT LOAD/UNLOAD ACROSS FROM THE SCHOOL
- Send children to a crosswalk if you must stop across the street Never direct or allow a child to cross the street
- HAVE CHILDREN CROSS ONLY WHERE SAFE
- Marked crosswalks are best
- Unmarked crosswalks at intersections are OK, too
- WALK WITH THEM – PARKING FARTHER AWAY
- You reduce congestion close to the school
- You can use this time to talk about traffic safety
- OTHER IMPORTANT GUIDELINES

Praise good behavior – walking, checking for traffic and crossing safely
Cooperate with adults directing traffic!

COMMUNICATION

ROADRUNNER REVIEW

The PTA sends out a weekly newsletter, the "**Monterey Hills Elementary School Blast**", via email. Additionally, the principal and teachers send regular communications to parents to keep them informed about school activities.

All communications sent home with students or passed out at school must be approved in advance by the principal.

WEEKLY RUNNER (Also known as the Tuesday Envelope): A durable large envelope sent

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home every Tuesday that contains essential written information important for parents, and helps promote effective communication between the home and the school. This information includes school, class and community activities. Contents may only contain information from the MHS administration, office or staff, District, the MHS PTA and those approved from the Superintendent (Board Policy 1325). The contents of the envelope need to be removed, read and, in some cases, signed and returned. The front of the envelope requires a parent/guardian signature before returning it to school the next day.

FOOD SERVICES

LUNCH/NUTRITION/CAFETERIA

Students may purchase lunches in the cafeteria for \$3.00/\$.50 for low fat milk/or nonfat chocolate milk. Do not send your child with more than \$3.50 if they are buying a school lunch since the change can be lost or stolen. A voucher for a sandwich and milk will be given to students who forget their lunch. Kindergartners can also participate in the lunch program.

Pre-Payment Plan Option:

Prepay your student's meal accounts by following the link for directions.

<http://www.schoolnutritionandfitness.com/index.php?page=prepaidacct&sid=2711072133044391>

Free or Reduced Price Lunch Program:

Applications are available from our office staff or can be downloaded at:

<http://www.schoolnutritionandfitness.com/index.php?sid=2711072133044391>

Applications are confidential and approved by the District Food Services at 626/441- 5829 ext. 2950.

- On a field trip, your child can order a sack lunch. A sack lunch must be ordered days in advance.
- AM and PM kindergartners can buy lunch. Most of the kindergartners who purchase lunch are enrolled in our KinderCare program. Your child's teacher will take a count of those buying that day and report it to the office by 8:30 am so we can include your child in the school's daily lunch count. Both AM and PM kindergarten students need to go through the lunch line prior to our primary classes arriving at the cafeteria. Your child will eat at the specially designated area for kindergartners in our Multi-Purpose Room (MPR).
- During inclement weather, students will eat in our Multi-Purpose Room (MPR) which is fitted with lunch tables. Students eat under the pavilion for the majority of the school year.

Family Responsibilities:

- Please plan ahead! Classes will not be interrupted to call children to the office to retrieve lunches. Teachers and noon duty supervisors will contact the office if they see a child has no lunch. Students will report to the office since parents might have dropped off his/her lunch.
- Do not pack beverages in glass containers, metal containers with pull-tabs, or lunch that requires hot water.
- Remind your child not to share his/her lunch with others due to health reasons.

GENERAL SCHOOL INFORMATION

ATTENDANCE

ARTICLE 1. Persons Included [48200 - 48208] (*Article 1 enacted by Stats. 1976, Ch. 1010.*)

48205. (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

(Amended by Stats. 2011, Ch. 610, Sec. 1. Effective January 1, 2012.)

Student attendance is to be regular and punctual. According to CA Education Code 482015,

TARDIES

Punctuality is critical and, therefore, students are considered to be tardy by 8:15 AM. Students are considered truant after three days of tardiness exceeding 30 minutes each. A Student Attendance Review Team convenes with parents for students who are considered truant. Student that are tardy interrupt instruction for all students.

VERIFICATION OF ABSENCES:

MHS is required by law to secure an absence excuse from an adult when a child has been reported absent from school. All absences from school must be verified by a written note, email or call to the office (626) 441-5860 ext. 6901 from a parent or guardian upon returning to

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school. The note is to state the date(s) of the absence and the specific reason for the absence. Parents must notify the health clerk before a student returns if they have had a communicable disease, fracture, or been a doctor's care for a prolonged illness.

INDEPENDENT STUDY

This program is designed to meet the needs of students who are going to be absent for five or more consecutive days. An "Independent Study Contract" will be written up by the teacher and signed by the parent/guardian, teacher, and administrator. In order to participate in Independent Study the parent/guardian must give the school/teacher a **minimum of one-week advance notice**. Teacher will specify the required academic tasks/projects. To receive credit for work completed during the absence, the work must be returned by the due Date.

BACK-TO-SCHOOL NIGHT/ORIENTATION

Monterey Hills' "Back-to-School Night" is held in August for parents only. Each classroom teacher gives a presentation that explains the curriculum to be covered during the school year. This evening program is held in conjunction with the PTA's Wish Night (see p.17). In addition to Back-to-School Night, the kindergarten teachers hold an informal orientation on the first day of school for all TK and kindergarten parents and students. The staff is always available to answer questions throughout the year.

BICYCLES, SCOOTERS, ROLLER BLADES & SKATEBOARDS

Students in grades 3 through 5 may ride bicycles or scooters to school. Students wishing to ride a bike or scooter must have a helmet. Students wishing to ride a bike must have a bike lock and SPPD bicycle license. In addition, a permission form needs to be signed by a parent or guardian and turned in to the office. All bikes and scooters are to be secured in the bike lock-up area. Students may not bring or ride skateboards or rollerblades skates at any time to or on the MHS campus. Shoes with wheels (Heelys) are not allowed.

BIRTHDAY PARTIES/CELEBRATIONS

Classroom parties are permitted 3 times a year at the teacher's discretion. The distribution of personal party invitations at school or birthday parties in classes is not allowed.

CELL PHONE AND TELEPHONE POLICY

Students may not possess a cell phone while on campus unless unique circumstances are arranged with the principal or teacher. Students will be allowed to use the office or classroom phone for emergencies. If a cell phone is brought to school and used during the day, it will be confiscated by a staff member. Parents/guardians will be notified and asked to pick up the phone.

CLASSROOM OBSERVATION

Parents wishing to observe their child(ren)'s classroom(s) must meet with an administrator and teacher to establish a purpose for the visit. The classroom observation will include the

parent and an administrator.

DRESS CODE

The California Education code provides that the governing board may set rules for the government and discipline of the schools under its jurisdiction (E.C. 35010, 34014, 35291) which includes a student dress code.

The District Board Policy states:

“The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students’ clothing must not present a health or safety hazard or a distraction that would interfere with the educational process. A student who violates these standards shall be subject to appropriate disciplinary action.”

General Expectations:

Students are expected to wear clothing that is both reasonable and appropriate for elementary age children. Attire must meet the following standards:

1. Not to be a distraction to other students or the classroom learning environment (e.g. caps cannot be worn inside at anytime)
2. Promote personal safety

Violation of the dress code will result in the teacher and/or administrator notifying the parent or guardian as soon as contact can be made on that same day. It will be the parent(s) responsibility to provide appropriate attire as soon as possible on that day.

EARLY RELEASE DURING SCHOOL HOURS

Students leaving school prior to dismissal time, must be picked up at the school office and not the classroom. Please report to the office and we will call for your child. Students can only be released to adults listed on their registration cards. Proof of identity is required.

EARTHQUAKE DISASTER PLAN

Our earthquake preparedness plan is part of the School Safety Plan. Students and staff practice disaster preparation once a month (fire drills/earthquake duck and cover). In the event of an actual emergency, students will be evacuated to the playground and will be released to parents or a designated person with proper identification one at a time so that an accurate accounting of students can be made.

FIELD TRIPS

The PTA and other funding sources provide field trips each year for every grade level. A parent permission form is required for each field trip. Field trips are a privilege and exemplary behavior is expected. Students unable to abide by Education Code regulations regarding planned school activities will be excluded. Some local field trips involve parent drivers. Parents volunteering to drive must pass the District’s DMV clearance procedure two-weeks in advance of the field trip date. Cars must pass a visual inspection of seat belts

and general condition by the principal or designee. Parent chaperones are scheduled by the classroom teacher, and must sign an agreement outlining the expectations of parent field trip volunteers.

HEALTH INFORMATION

Communicable Diseases – Report all communicable disease promptly to the school (i.e. strep infections, scarlet fever, head lice, and scabies). If in doubt, do not send your child to school. Any child diagnosed with having head lice will be excluded from school by the nurse and or health clerk; and will not be readmitted until **all nits/lice have been removed** and student has been cleared by nurse and/or health clerk. Any communicable disease detected will be reported to all parents whose child is in the class where the infected student is enrolled by written notification. The school nurse and/or health clerk oversees these procedures.

Health Screening - All children entering Kindergarten and the First Grade are required to have on file documentation of a health and oral screening within the past year.

The State mandated testing for vision and hearing is scheduled annually through the school in the fall for grades Kindergarten, 2nd, 5th grades, Special Education students, as well as students with IEPs. Parents will be notified only if the student **did not** pass a screening.

Immunization/Illness – Students will not be enrolled in class unless they are current for all immunizations; polio, DPT, measles, rubella, and mumps. Kindergarten students and all first entrants to a California school must present documentation of results of a Tuberculin Mantoux test. Effective January 1, 2014, Personal Beliefs Waivers are no longer recognized in the State of California, Education Code, Section 12035. If a parent chooses to have their child discontinue receiving immunizations, a parent must obtain a medical note stating the reason(s) why. Education Code, Section 120370.

Injuries – Students requiring the use of crutches, casts, etc. will need a note from the attending physician authorizing their use at school. The note should include the physical limitations, as well as the length of time involved.

Medication Prescribed for Students During School Hours - It is sometimes necessary for the health of your child that she/he take medication prescribed by your physician during school hours. Education Code Section 117531 makes it possible for the school nurse, health clerk and/or other designated school personnel to help you carry out your physician's order.

Medication Protocol - A signed physician's recommendation form must be on file for ALL medication given at school. There can be no distinction given to over-the-counter medication. (Forms can be obtained either online or from the Health Office).

- ALL medication must be given from the prescription bottle or vial. Absolutely no medication will be dispensed that has been sent in plastic bags, envelopes, etc.
- For short-term episodic medication, five days or less, a witnessed phone verification from the physician may be accepted.
- School personnel may not dispense medication that has been sent to school by the parent/guardian with a written request by the parent that has not been verified by a physician.
- No medication will be given at school without the dosage schedule/time and amount that is to be given included on the prescription label.
- Although a "School Medication Form" is preferred, the school will honor verification written by the physician on any form he/she may choose to use.

- For the safety and welfare of your child and all students, prescription and over-the-counter medication must be brought to and stored in the office by an adult. **Students may not carry medicine, even over-the-counter, at any time.** Do not put any medication in a school lunch container or backpack. **This includes such things as Tylenol, cough drops etc.**

All medication must be checked into the Health Office for dispensation per doctor's orders in the original pharmaceutical container.

HOMEWORK POLICY

All homework is standards-based. Homework reviews/reinforces previously taught skills/strategies. All homework has a purpose that is communicated to students and family. For example, when a long-term project is assigned, guidelines and skills will be provided in order to set the purpose. Within a class, all students are to be given the same homework assignments although modifications may be provided.

The family's responsibility is to provide a home environment that supports self-directed student study. Parent-teacher communication is encouraged to minimize conflicts regarding homework and provide support when needed.

[SPUSD Monterey Hills Homework School Plan](#)

LOST AND FOUND ARTICLES

Articles left from the playground will be placed on the "Lost & Found" rack located near or in the multipurpose room. PLEASE PLACE YOUR CHILD'S FIRST AND LAST NAME INSIDE LUNCH BOXES AND CLOTHING so we could return it promptly to the owner. At the end of each trimester, all unclaimed article will be donated to a non-profit organization.

OPEN HOUSE

This is an evening scheduled in May where students and parents and community members visit all classrooms and support programs. This is an opportunity for parents and students to view student work and projects reflecting the year's curriculum in each grade level.

REPORT CARDS

Report cards are issued at the end of each trimester. Fall conferences are scheduled over one week at the November reporting period. Every parent is offered a 20 minute conference

at which time student academic strengths and areas of needs are discussed as well as his/her social development, study skills and behavior. Spring conferences are scheduled on a case-by-case basis.

SCHOOL SAFETY PLAN

A plan that outlines goals to provide a safe and orderly learning environment for the students. Every year, the plan is reviewed, updated, and approved by the School Site Council. The School Safety Plan is located on the MHS website.

SCHOOL TOURS

School tours are scheduled once every quarter and run for 45-60 minutes beginning at 8:30

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AM. These tours are reserved for parents of incoming students for the following year or parents who are new to MHS. Parents need to call the office to reserve a space for a specific date. The tours is for parents to see our classrooms and school programs in progress, so we ask that parents make arrangements for childcare during that time.

STAFF DEVELOPMENT DAYS

The State Board of Education allows for three staff professional development days to be scheduled over the course of the school year. These training days provide staff with strategies and materials to maintain a high quality instructional program. These days do not conflict with the 180 mandated school days by the State, nor do they reduce the required instructional minutes. Support staff also receives training on these days.

WELLNESS POLICY

Beginning in July 2006, the Federal government mandated that all school districts across the country develop and implement a plan that focused on student wellness. Our school district has Board policy that meets these mandates. The following will be in place:

- food and candy cannot be used as a reward for achievement and accomplishments
- only food that meets the USDA nutritional guidelines can be served at school
- encourage parents to provide only nutritional foods to any whole class/school celebrations

This policy does not apply to what students bring in their lunch. However, please read the student handbook section on student lunches for more specific information. If you have questions regarding this, contact the principal.

PARENT COMMITTEES/FOUNDATION

SCHOOL SITE COUNCIL (SSC): A volunteer committee made up of five parents, three teachers, one classified employee, and the principal who monitor the implementation of the Single Plan for Student Achievement (SPSA). The SSC secures funding through the State's School Improvement Program (SIP) and establishes and monitors the annual budget that is aligned with the SPSA. Meetings are held each month. Agendas are posted on the main bulletin board and the monthly PTA Roadrunner Review newsletter. Elections for new members are held in May for the new school year.

SPEF (SOUTH PASADENA EDUCATION FOUNDATION): SPEF, created in 1980 by concerned parents, is a non-profit organization dedicated to enhancing educational opportunities for students by raising funds for the South Pasadena Unified School District (SPUSD) to support those educational opportunities. Visit www.spef4kids.org for more information.

SCHOOL PROGRAMS

CHARACTER COUNTS

Our character education program is based upon a nationwide organization that Established six pillars as a basis for helping to develop strong and positive character traits

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for youth. The pillars are Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship (TRRFCC).

COMPUTER LAB/ACCESS: All classes are scheduled for the computer lab once a week and by special arrangement. Time allotments are: TK/K–2nd: 30-45 minutes, 3rd-5th: 45 min-1 hr. In addition to computer lab, students have access to COW (Computer On Wheels) to allow additional time for class projects and to build keyboarding skills. Technology instruction is guided by the designated District curriculum, **Tech Works**, as well as the District technology standards. The school has developed and adopted a tech plan to guide instruction 2012-2017. Students work on individual programs or group projects under the guidance of the teacher and the computer lab instructional assistant. Parents may help in the lab by volunteering through special arrangements with the teacher.

ENGLISH LANGUAGE DEVELOPMENT (ELD) PROGRAM:

Students' English language proficiency is assessed through the California English Language Development Test (CELDT). Appropriate instruction for English Language Learners (ELL) is arranged by the classroom teacher.

EXTENDED DAYCARE PROGRAM

SPUSD offers on-site daycare for MHS Kindergarten through fifth grade students. Our daycare is open daily from 6:30 AM – 6:00 PM. During Spring Break and on 2 pupil-free days a year the students are relocated to Marengo Elementary School. For enrollment information, contact Extended Day Program at 626-441-5810 ext. 1125. You may also contact the MHS Daycare program at 626-441-5860 ext. 6008.

FIFTH GRADE BAND

This program is available to all fifth grade students. Students are required to provide their own instrument since the program cannot fund instruments for all participants. The band plays at our annual winter and Promotion programs as well as the Middle school winter and spring concerts. Students are required to bring their instruments to the practices held on Tuesdays and Thursdays. Although students are not allowed to call a parent for their forgotten instrument, they may check with the office to see if the instrument has been delivered.

GIFTED AND TALENTED EDUCATION (GATE)

GATE is a differentiated learning experience for identified students in fourth and fifth grades. GATE eligibility testing takes place annually in March. A test of intellectual ability is administered to those third grade students who have a parent permission form signed.

GATE

identification is based on individual student performance on intellectual ability testing, State achievement test results, teacher recommendation and parent input. GATE Program includes differentiated instruction within the classroom.

LIBRARY (LMC)

Each classroom is scheduled to visit the library once a week. Students may check out new books each week if they have returned their books from the previous week. Students are

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also taught library skills and are responsible for the books they check out. The library is staffed by a 30-hour per week librarian. Parent volunteers are greatly appreciated. Interested parents need to contact the librarian at ext. 6930.

MATH FIELD DAY

An annual event held in early May that combines approximately 40 fourth and fifth grade students from each elementary school in South Pasadena into teams to compete in six math events. Each team contains three students - one from each school. Trophies are awarded for estimation, problem solving, calculator, and mental math events. 36 students (18 fourth graders/18 fifth graders) and four alternates are selected by the fourth and fifth grade staff to represent the MHS team. The team is comprised of students representing all upper grade classes.

OUTDOOR SCIENCE SCHOOL

This is a five-day, four-night field trip to Malibu for all the fifth grade students usually scheduled in October. The LA County Office of Education, which provides expert naturalists, determines curriculum content, and organizes the program. Students experience physical, earth and life science first hand. This program helps meet District and State science curriculum standards.

SCHOOL ACCOUNTABILITY REPORT CARD

A State-mandated report published annually and available to all parents in September. The Report provides parents and community with an overview of 24 facets of MHS from the previous year. The report contains information on staffing, class size, budgets, achievement, attendance, textbooks, facilities, safety and other areas pertaining to MHS and the District.

SPECIAL EDUCATION

Special Education services are available for those students with identified learning disabilities. Students experiencing difficulty with learning tasks may need to be referred by their teacher to the SST. The SST may refer the child, as appropriate, to the Student Assessment Team (SAT) which determines if the student should be recommended for in-depth testing to determine a potential learning disability, and possible eligibility for a specific program. Programs at MHS include:

Resource Specialist Program (RSP): The Resource program serves students needing help in an academic area as defined in their Individual Educational Plan (IEP). Students may be out of their regular classroom for up to 49% of the day for these services, but more commonly, students are out less than 1.5 hours per day. MHS's Resource Specialist is full-time and has a 30-hour per week instructional assistant.

Speech and Language Pathologist (SLP): Speech services are provided to build articulation, pragmatics, and semantics.

Adaptive Physical Education (APE): APE is for those students who need special instruction with large and small muscle skills.

Special Day Class (SDC): MHS houses one Special Day Class for the District. These classes are distinguished by the fact that there are fewer students in them, who need a small-class setting all day to meet their particular educational needs as defined

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by their IEP. Our SDC students mainstream and participate in our general education classes at all opportunities as specified by the IEP. Each SDC class has a 30-hour per week instructional assistant for the teacher.

Occupational Therapy: To help develop coordination, sensory perception and visual motor skills amongst other services.

STUDENT COUNCIL

MHS students elect student body officers twice each year. In addition to the officers, each second through fifth grade classroom, elects two student representatives to serve on the fall or spring Student Council. Student Council meetings are held monthly during the lunch period under the guidance of a staff advisor.

STUDENT SUCCESS TEAM (SST)

This team is comprised of the principal, teachers, support staff, and parents. This is a general education function to assist teachers in helping students who are experiencing academic, emotional, behavioral, or social difficulties. During the initial meeting, the team discusses pertinent issues in regard to student performance and develops a plan to address the issues. Follow-up meetings are scheduled to assess the progress and to determine if a referral for testing is needed.

SUMMER SCHOOL

A program running from late June to late July is held at one or two elementary sites, and is organized by SPEF. It offers academic as well as non-academic enrichment classes. Except for students who are recommended for reading or math proficiency programs or District special education classes, summer school is a tuition-based program. Visit www.spusd.net or www.spef4kids.org for specific registration dates.

STUDENT BEHAVIOR & POSITIVE DISCIPLINE

The three rules enforced for all students:

- Be Safe
- Be Responsible
- Be Respectful

IN-CLASS or PLAYGROUND BEHAVIOR-RELATED CONSEQUENCES:

When a student's behavior disrupts the classroom educational process, progressive disciplinary measures will be enforced by the staff before a referral is made to the principal or principal designee. Teachers will use a behavior management plan that is appropriate to the student's development age/level, which include consequences that progress from less to more severe over time.

PROGRESSIVE DISCIPLINE POLICY:

Detain the student for teacher counseling - student will verbally identify incorrect behavior. A "Conflict Resolution" or "Think" form will be used as appropriate.

Detain the student for makeup or extra work

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Assign time-out in another teacher's room as appropriate

Notify parents by note, phone call, email, or schedule parent conference or a Student Success Team meeting

Keep principal informed with referral forms

If behavioral issues escalate beyond the scope of the classroom teacher, the staff member and principal, as a team, will follow this sequence:

- Counsel student – identify issue of concern
- Call home – inform parents of issue
- Parent conference to develop plan
- Suspend for full day(s) or partial day as appropriate for a final consequence

When suspension/discipline is required, the following SPUSD Administrative Regulations (AR) and Board Policies (BP) support the following measures:

- Recess Restriction
- Detention after School
- BP 5144.1(a) - Suspension is only used when other means of correction fail to bring about proper conduct.
- On-site suspension program – alternative room for the day
- Required parent attendance in class

Grounds for suspension (AR 5144.1(a) - Definition of Suspension, Due Process) Further, grounds for suspension are supported by California **Education Code section 48900**. A student may be suspended or expelled for acts listed below while on school grounds, while going to or coming from school, during lunch period whether on or off campus, or during or while going to or coming from school. A student may be suspended (or expelled if warranted) if s/he has engaged in any of the following acts.

EDUCATION CODE VIOLATIONS

The Principal may suspend and/or recommend for expulsion a student whom he or she determines has committed any of the following offenses:

48900 (a)(1) Caused, attempted to cause, threatened to cause physical injury to another Person.

48900 (a)(2) Willfully used force or violence upon the person of another, except in self-defense.

48900 (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.

48900 (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

48900 (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

48900 (e) Committed or attempted to commit robbery or extortion.

48900 (f) Caused or attempted to cause damage to school property or private property.

48900 (g) Stole or attempted to steal school property or private property.

48900, (h) Possessed or used tobacco, or any products containing tobacco or nicotine products,

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- including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil or his or her own prescription products.
- 48900 (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - 48900 (j) Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - 48900 (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - 48900 (l) Knowingly received stolen school property or private property.
 - 48900 (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - 48900 (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 or the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
 - 48900 (o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or retaliating against the pupil for being a witness, or both.
 - 48900 (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - 48900 (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
 - 48900 (s) A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury.
 - 48900.2 Committed sexual harassment as defined in Education Code Section 212.5.
 - 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Education Code Section 233.
 - 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
 - 48900.7 Terroristic threats against school officials, school property, or both

TRADITIONS AT MONTEREY HILLS SCHOOL

With the help of staff and the PTA these traditions are made possible. **Many volunteers are needed!**

All-City Track Meet: Usually held at the end of April at the SPHS track, all three SPUSD elementary schools encourage k-5 students to register (for a nominal fee) and sign-up for various running and/or field events. Parent volunteers as well as strong staff representation, make this a wonderful event for all participants.

Back-to-School Barbecue/Welcome Back Picnic: Scheduled on a Friday evening early in the school year. It is an informal event where parents, students and teachers can get acquainted over food and entertainment. It is the first of two or three **Family Fun Nights** scheduled during the year.

Book Fair: The Multipurpose Room (MPR) is turned into a miniature bookstore during the fall and spring parent-teacher conference week. Students and parents are invited to peruse and purchase a variety of new books that are priced to promote reading at the elementary school level. The readability levels span preschool through fifth grade and beyond, and there are also fiction and reference books for adults. Offerings come in hardcover and paperback, in English and Spanish, and fiction and nonfiction. Profits from the Book Fairs are used to purchase new books for the library.

Fifth Grade Promotion/Committee: The promotion program is held the last week of school on the outside stage near the lunch pavilion with fifth grade students performing for family and friends as they conclude their elementary years at MHS. A special activity follows program. The Fifth Grade Activities Committee is a group of dedicated fifth grade parents and a teacher liaison that help plan fifth grade activities for the year.

Halloween Parade: A PTA-sponsored event held on our main playground after school on the last Friday prior to Halloween. All students and staff are encouraged to dress up in their favorite costumes for parade. The event is held in conjunction with the MHS Cub Scout Troop 139C's carnival following the parade.

Holiday Craft Shop: Some years the PTA coordinates parent volunteers to help students purchase or make homemade holiday gifts. Scheduled early in December.

Jog-a-thon: Besides promoting health and fitness, this event also serves as an annual

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fundraiser. Every student from Kindergarten to fifth grade is encouraged to participate to help raise funds for special school projects.

PTA (Parent Teacher Association): A non-profit organization promotes the welfare of children and youth in home, school and the community. Meetings are held once a month on the first Wednesday of each month, and may feature a parent education presentation as well as handling business matters. Specific dates are printed in the weekly newsletter. The PTA Executive Board organizes the general membership meetings with an agenda. Executive Board meetings are held the third Wednesday of each month to review budget matters, plan activities and prepare for the next PTA meeting. Parents are encouraged to become members through the annual fall membership drive (\$7). The main bulletin board located on the front office wall displays current PTA programs and information. Visit MHS's website at www.monterey.spusd.net and link on to the PTA/Parent section for information.

Red Ribbon Week: Usually held the third week in October to bring awareness to the dangers of drugs and the importance of a healthy lifestyle and making good choices. A PTA chairperson and the principal organize Red Ribbon Week activities. The week often includes an assembly and local law enforcement agency's participation.

Reflections Art Contest: An annual Statewide, PTA-sponsored event designed around a particular theme, which is different each year. Students submit original artwork, a performance or photography to illustrate the theme. Outstanding student work is submitted to local, regional and then Statewide PTA judging. Selected finalists receive a special award.

Room Parents: Room parents volunteer to help the teacher with various classroom and school events. There can be up to four room parents assigned to each class with each person assigned to different duties to help the teacher. They organize class activities and serve as classroom representatives, reporting to the Third Vice President, Volunteer Coordinator, on the PTA Executive Board. Working in the classroom is not required to be a room parent. The job involves communicating with classroom families through email or phone calls.

Sports Field Day: Usually scheduled in the spring. Students participate in cooperative and less competitive group activities that take place on the main playground. This event is co-organized by the PTA and the Principal, and parent volunteers run each event.

Talent Show: This event is scheduled in February on a Friday evening for all interested students who perform songs, dances, skits, poems, as well as playing musical instruments. Students go through a couple rehearsals prior to the program. The event is led by a staff advisor with the help of several parent volunteers.

Teacher Appreciation Week: As a "thank you!" for the many hours that our teachers put into helping the students, this is the week (April/May) when the PTA and families celebrate the staff for all their hard work and dedication to students.

Wish Night: This event is held in conjunction with "Back-to-School Night." This event gives

the parents an opportunity to make a tax-deductible donation for the current school year. A portion of the donation will be used to help purchase items to be used in their child's classroom, and the balance of the money funds various school wide programs.

Winter Program: Students present a variety of holiday songs representing different time periods and cultures. Check the school calendar for date and time.

Each of the above listed "traditions" is coordinated and executed by numerous parent volunteers. Other PTA sponsored programs include:

Box Tops: A PTA fundraiser organized in conjunction with the "Box Tops for Education" program promoted by a major cereal company. Proceeds go toward purchasing needed physical education equipment. For more information, visit www.boxtops4education.com

Escrip: A PTA fundraiser that focuses upon local companies and merchants that donate a percentage of profits to our PTA from those consumers using "electronic scrip".

Cultural Arts: Three assemblies brought to MHS that focus upon a specific cultural feature or performance style of other countries or the USA. The cultural arts chairperson or committee select performing groups.

Honorary Service Awards: Recognition given to specific volunteers at MHS or in the community for the exemplary service to the school, staff, and students. The recipients are recognized at the end of the year Family fun Night or Year-End Picnic.

Hospitality: A chairperson that assists with refreshments at designated events.

Membership: An annual drive to bring the majority of parents and all the staff into membership status. Dues are usually \$7 per year per person. Those with memberships who are present at a PTA general meeting may vote on action items listed in the agenda.

Parent Resource Library: A collection of books and other media located in the library that focuses upon parenting and issues related to school.

School Board Representative: A South Pasadena School Board member is assigned to each of the five schools in SPUSD. The representative attends the monthly PTA general meetings to report to the membership about BOE actions and discussions.

School Directory: A listing of all teachers and their students as well as listings of families by home addresses, phone and email addresses. Parents must give written permission to allow the PTA to list their personal information.

South Pasadena Chinese American Club: A group that is organized to support education in South Pasadena through their educational grants programs.

SPEF Representative: A Monterey Hills member of the SPEF Board who attends PTA general meetings and reports SPEF activities to the PTA general membership.

Spirit wear: To promote school spirit. T-shirts, sweatshirts and other items are sold at the

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beginning of the year. Students are encouraged to wear their spirit wear every Friday.

GLOSSARY OF SCHOOL ACRONYMS

CAASPP - California Assessment of Student Performance and Progress This is the **Standardized Testing and Reporting** program for California. The CAASPP are given at the beginning of May for all 3rd- 5th grade students. Parents receive a report in August informing them of their child's scores. CAASPP includes several assessment components.

- The Common Core State Standards Testing (CAASPP) for math, language arts proficiency
- The fifth grade science proficiency test
- The 5th grade physical fitness tests

CELDT – California English Language Development Test

An annual test given to limited English learners that determine their English language proficiency level. Kindergarten and first grade students are given only listening and speaking tests. Second through fifth grade students are tested in listening, speaking, reading and writing a student is determined to be English proficient if the test results indicate an Early Advanced or Advanced level of English fluency.

CSEA – California School Employees Association

A union representing classified employees (custodians, secretaries, instructional assistants, cafeteria workers, traffic control, physical education assistants, etc.).

ELD – English Language Development

A program designed for students who are limited English language learners. All MHS teachers are certified to teach these students through their credential programs or special training workshops. Students may be designated as fluent English proficient, limited English fluent or redesignated as fluent English proficient.

GATE – Gifted and Talented Education

See description under School Programs.

IEP – Individual Education Plan

The IEP sets forth in writing the special educational program for a student who meets the qualifying criteria. The IEP is discussed and approved by a team of school personnel and the parents/guardians before implementation.

LMC – Library Media Center

This is the location for our library and computer lab.

SLP – Speech and Language Pathologist - See description under School Programs.

MPR – Multi-Purpose Room

Also known as the auditorium. It houses many activities and assemblies throughout the year

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for our school and the PTA. It houses a large stage complete with professional lighting and sound system.

OCR – Office Conference Room

A room located in our school office designed for school-related meetings and conferences.

RSP – Resource Specialist Program - See School Program description.

SDC – Special Day Class - See School Program description.

SIP – School Improvement Program - See School Program description.

SPEF – South Pasadena Educational Foundation - See School Program description.

SPSA – Single Plan for Student Achievement

A mandate for every California public school to develop and implement a plan that promotes student academic achievement. The plan includes what funding will assist all students to be successful learners. The SPSA is approved by the MHS School Site Council and the SPUSD Board of Education.

SPUSD – South Pasadena Unified School District

MHS	Monterey Hill School
AV	Arroyo Vista
MAR	Marengo
SPMS	South Pasadena Middle School
SPHS	South Pasadena High School

SSC – School Site Council - See School Program description.

SST - Student Success Team - See School Program description.

TASP – Teacher’s Association of South Pasadena

The SPUSD local teacher’s union that is represented by the California Teachers Association (CTA) and the National Education Association (NEA).