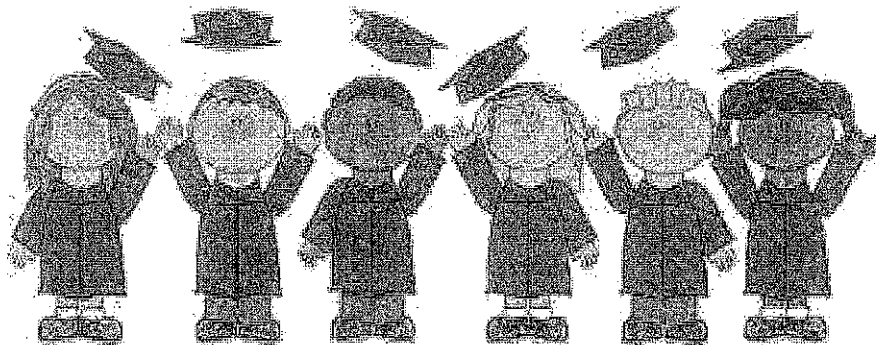


# Monte Vista Student & Parent Handbook 2018-2019



The mission of the West Covina Unified School District, in partnership with parents and the community, is to provide all students access to a high quality, well rounded curriculum rich in meaning and rigor that inspires; post-secondary and career participation; critical thinking and problem solving; information literacy; and positive contributions to society.

August 16, 2018

Dear Monte Vista Families,

Welcome to Monte Vista Elementary School and another great school year. Together in partnership, we will continue to provide an exceptional educational program for all students at Monte Vista and improve academic achievement.

It is with great pride that I continue to serve as principal of Monte Vista. Our staff members are truly dedicated to the social, emotional, and academic development of all our students. We are extremely proud of the growth our students continue to make every year. Monte Vista will continue to focus on our K-4 Reading Initiative, our NEU partnership, STEP and Capturing Kids Hearts programs. We will continue to use Thinking Maps and Write from the Beginning & Beyond and current technology resources/strategies in order to support student learning.

In regards to student enrollment and unforeseen shifts, some adjustments in room assignments may be necessary during the first few weeks of school. We will make these changes as soon as possible. Your cooperation and support is greatly appreciated.

The procedures of our school are contained in the following pages including policies that have been established by the California Department of Education and our local Board of Education. These policies are here for the protection and safety of all students. We suggest that the attached pages be kept in a safe place for easy reference. Please read this package carefully and return all requested forms to your child's teacher.

Please be sure your child is dressed for success as they embark on a new school year. We look forward to your support and participation in all our programs and procedures.

Sincerely,

Mrs. Gonzalez-Gomez, Principal

### Office and Office Staff

Monte Vista's office hours are 7:00 a.m. - 3:30 p.m. The school phone number is (626) 939-4830. Please feel free to call or come into the office if you have any questions, concerns, or if we may be of assistance. We will send notices home with students in both English and Spanish regarding all events and activities. Please check your child's backpack and folder daily for important information and reminders. In addition, our school website is a great resource and contains information about school events and programs. We also use *School Messenger*, a phoning system, to contact parents for all absences and to give out messages pertaining to school functions.

### School/Instructional Hours:

#### Monday, Tuesday, Thursday, Friday

TK/Kindergarten 7:40 a.m.-1:38 p.m.

Grades 1-6 7:40 a.m.-1:48 p.m.

#### Wednesday (Minimum Day)

TK/Kindergarten 7:40a.m.-12:38 p.m.

Grades 1-6 7:40a.m.-12:48p.m.

### Rainy Days

Teachers will be asked to open their classroom door early to help keep students safe and dry. Teachers will open their classrooms at approximately 7:25 a.m.

### Early Arrivals

Please do not have your child arrive before 7:25 a.m. unless he/she is participating in the breakfast program. Students eating breakfast may arrive as early as 7:05 a.m. through the front main gate only. There is no playing before or after school or loitering in the hallways. Students are expected to line up before school begins and wait for their teacher to pick them up on the playground at 7:35 a.m. Our gates close promptly at 7:35 a.m.

Students are not allowed to remain on campus after school has been dismissed unless they are participating in an after school event. At dismissal, students are to go immediately to their designated dismissal area. This is for the safety of your child. Please be sure to pick your child/children up in a timely manner. Please remember every Wednesday is a minimum day. Be sure to make necessary childcare arrangements.

YASES is an excellent on site after-school program available at minimal cost. YASES students participate in four essential programs including homework, academic enrichment, physical fitness, and computer programs. Please contact their office directly for more information. Their telephone number is (626) 646-9965.

## Breakfast/Lunch

Cafeteria doors will open at 7:05 a.m. for students eating breakfast. Breakfast is served until 7:30 a.m. Please make sure to arrive on time so that students are not rushing through breakfast. Students not participating in our breakfast program should not be on campus before 7:25 a.m. Any student arriving before 7:25 a.m. will be directed to the cafeteria for breakfast or will need to wait by the front office in our designated line. No students are to wait on the blacktop unsupervised. There is no scheduled supervision on the yard prior to this time.

We encourage families to visit the Nutrition Services website to fill out a meal application online. Lunch applications can be completed online for the 2018-2019 school year. Online applications are available at [www.schoolcafe.com](http://www.schoolcafe.com).

Breakfast is \$1.00 and lunch \$2.00. Juice is an extra \$.50. You or your child can deposit money on Mondays, pay daily, or bring a sack lunch. Meals must be purchased in cash or check with our cafeteria manager or online. Please be sure your child arrives at school daily with a lunch or necessary lunch money. Any student who does not have lunch/lunch money will be served a substitute lunch and milk for that day. Payment is required the following day.

Monte Vista continues to focus on healthy nutritious food choices. Students may bring a healthy snack to school to eat during recess period if needed. Snacks are not allowed on the yard or blacktop. Students will be permitted to eat their snack at our designated blue table area only. Once students are done with their snack, they may return to the playground. Monte Vista has a no sharing food procedure. There is absolutely no sharing of snacks due to health and medical restrictions. We thank you and our students for keeping all our students safe and adhering to request.

Do not bring fast food or soda to the campus for any reason. We highly encourage our students to eat healthy foods. Our noon aides are directed to hold any sodas for students in the office until after school. Water bottles are the only beverage allowed inside the classrooms. Starbucks and similar drinks are not permitted in the classroom.

Due to the busy nature of our school office, the office staff cannot be responsible for any food brought to the office for class celebrations. Food can not be held in the office for any birthdays or other events. Please see your classroom teacher to arrange for any celebrations in advance and arrange a plan for receiving these

items. If coordinated with your classroom teacher you may arrange to take items directly to the classroom before the start of school. Do not bring/have balloons or flowers delivered for your child. This is a distraction to others and all items will be held in the office until the end of the day.

### Traffic Procedures

You may use the west driveway for dropping off/unloading only or curbside along the front of the school as permitted by traffic signs. Remember to follow all posted traffic signs, including the "No Left Turn" sign posted on the south side of Eldred Avenue. Make sure to pull forward so that our drivers/parents can enter the drop off area. We appreciate your driver's courtesy and assisting us in maintaining a family friendly atmosphere/driveway. Please teach your child to exit on the sidewalk side only. Exiting your vehicle from the street side puts your children in great danger, and is an unsafe practice. Please refer to our dismissal plan in our first day packet for further information.

The front gate (by the front office) will be opened from 7:05 a.m. to 7:40 a.m. The Puente and west-side gates will be open from 7:20 a.m. -7:35 a.m. only. All students who arrive after this time will need to enter through the front gate. All students need to be in line by 7:35 a.m. Staff supervising these areas will need to lock gates immediately at 7:35 a.m. so that they are able to receive their students on time. Students are tardy at 7:40 a.m. and will need to enter through the office and pick up a tardy slip. Students who are not in class are considered tardy after the 7:40 a.m. bell.

The front gate, west-side gate and the Puente gate will open for dismissal at 1:48 p.m. Monday, Tuesday, Thursday and Friday. Our gates will open for dismissal at 12:48 p.m. on Wednesdays. We ask that parents/guardians wait outside the dismissal gates until our dismissal bell rings.

### Dismissal Areas:

Driveway at the front of the school (main office) is for bus and daycare vehicles only. Your cooperation is necessary to ensure the safety of our students, staff and guests.

TK/Kinder gate at the front of the school is for TK/kinder students only. TK/Kinder students are released 10 minutes before other students. This allows parents time to pick up other children from their designated dismissal area. Please do not enter campus from kinder classes or area behind cafeteria. All parents must wait until dismissal time. Puente Street side is for students walking or being pick up by parents.

The west driveway near playground area is for all students walking home or being picked up by their parents.

Please do not walk the halls or look in windows during instructional time as this distracts our students and staff from instruction. Please discuss with your child where and at what time you will meet him/her, as this can help reduce anxiety for young students and ensure their safety. Anyone visiting our school must sign in at the front office.

Do not use the front east driveway (office area) to pick up your student. This is for buses and daycare vehicles only. Parking is available on the street after school. Be mindful of the time limitations posted on city signs. School personnel does not control or monitor the street for traffic. You are reminded to follow all posted ordinance signage, traffic rules/laws and general safety procedures while driving near our school.

#### Bus Transportation

Annually revised bus schedules are posted on the WCUSD website, and will be sent home in the first day packet. If an additional copy is needed, you may request one from the school office. Remember, these times are tentative and subject to change or may have a slight variation due to traffic/congestion. If you have questions or concerns call (626) 939-4600 ext. 4651, our district transportation dept.

Bus transportation is provided for those students living within our bus zone and is a privilege. Please teach your child the bus number/letter as the driver of the bus may change throughout the year. Arrive at least 5 minutes before the arrival time as the schedule is an estimate for both pickup and drop off times. Teach your child where to get off the bus. TK/Kindergarteners will only be released to an adult at the stop. If your child misses their stop, the driver will bring them back to school and parents will need to pick them up at the school site. Bus privileges can be revoked at any time.

Our bus drivers require students to follow school bus rules and student conduct policy. The policy in place is as follows,

1. The bus driver shall be recognized as being in charge of and responsible for any matter related to passenger and operation of the bus, and shall be treated with courtesy and respect, and not subjected to abusive language or conduct.
2. Eating or drinking is prohibited on school buses. Gum chewing is not allowed.
3. Lighting matches or smoking is prohibited on school buses.
4. Objects of any kind shall not be thrown within or from the school bus. Trash or other debris shall not be discarded on the floor, but if necessary, placed in a trash container near the driver.
5. Students are to keep hands to themselves and refrain from verbal clashes, profanity, hitting or any type of harassment of another student.
6. All parts of the body must be kept inside the bus at all times with feet off the seats, clear of the aisles and on the floor. Students are never to put their heads or other body part outside the bus windows!
7. No athletic shoes equipped with cleats, spikes or any other protruding traction that would mar the floor and hurt others shall be worn on a school bus.
8. Riders shall not tamper with bus equipment or damage or deface any part of the bus. Parents are liable for any such loss to district property.
9. No vulgar or foul language will be tolerated on the bus. Students are not to make offensive remarks or gestures to pedestrians or motorists.
10. No loud or unnecessary noise or boisterous conduct, which might be distracting to the driver, is permitted.
11. No animals may be transported on a school bus, except seeing-eye dogs in the company of blind persons (section 1096 State Transportation Code). No insects or reptiles may be transported.

### Closed Campus

For the safety of all, Monte Vista is a closed campus. This means all visitors must check in through the school office and receive a visitor's badge. Once the morning bell rings, all parents/visitors must leave campus or check in at the front office. This does not mean we do not welcome volunteers, visitors and guests to our school. All visits to classrooms must be cleared through the office and have the permission of the school principal. Teachers normally cannot meet with parents before school unless a conference/meeting is scheduled. It is very important that teachers begin class on time, 7:40 a.m. If you would like to observe your child's classroom or conference with your teacher, please contact your child's teacher to arrange a date and time. Be sure to sign in at the office and receive a visitor's badge. We welcome and encourage volunteers, visitors and guests to Monte Vista and encourage your partnership.

## Dress Procedures for 2018-2019 school year

Monte Vista students may wear school uniforms or a Monte Vista T-shirts any day of the week. While Monte Vista staff prefers students to wear uniform attire all students are required to follow the WCUSD dress and grooming policy.

### The following are not permitted:

Hats with logos	Baggy or oversized clothing
Open toed shoes	Ragged edges on hems
Shoes without a strap on back	Spaghetti strap blouses
Dangling earrings or jewelry	Spiked bracelets/necklaces. Chains of any sort Make-
up of any kind, fake nails	Crop tops/midriff tops
Camouflage clothing	Heelys/Musical/roller shoes
Shorts that are too short or torn	Any Clothing containing profanity/vulgarity
(Must be mid-thigh)	or violence. Clothing containing tobacco, alcohol,
	weapons symbolism or pictures

Monte Vista will require all students to follow dress procedure beginning the first day of school. Students not complying will receive a reminder note from their classroom teacher starting the first day of school. Thank you for choosing your student's clothing wisely so they are following dress procedure. Uniforms may be bought at many stores and are less expensive than regular clothing. Students not adhering to the dress code policy will be referred to their classroom teacher or office.

### Shoes

All shoes must have a closed toe and heel. Parents will be called to bring the proper footwear for students that have shoes that are considered unsafe. The best and safest shoes to wear to school are a tennis shoe with a covered toe and a flat rubber sole. Sandals or flip-flops are not permitted.

### Hats

Plain/solid color or college hats are permitted for outdoor wear (sun protection) only and are not permitted in the classroom or at assemblies. Hats must be removed when coming in doors, unless ordered by a doctor. The doctor's note must be submitted to the school office. Wearing of a hood is not permitted in the classroom but is permitted outdoors as weather indicates. Plain solid colored hats only, no team affiliations.

Students not following the above procedures will; be given a warning (reminder note from classroom teacher), Loss of STEP point, Asked to turn their shirt inside out or provided a loaner if one is available,



second note home from classroom teacher & Call to the parent by the classroom teacher and referral note to administration.

We appreciate your support of our school dress for success.

### Lost and Found

If your child loses an item, please check the lost and found at dismissal. Our lost and found is located near our blacktop area and is normally take out during dismissal at our west gate. Items left for more than 30 days will be donated to charity. Please label all items such as lunch pails and clothing with your child's first initial and last name.

### Absences/Tardiness/Early Pickup

Improving attendance and tardies is a schoolwide focus. Please write a note or call the office giving the specific date and reason for every absence. This note should be given to the classroom teacher. Tardiness is disruptive to the instructional program.

Please see that students are in line by 7:35 a.m. Instruction begins at 7:40 a.m.

Tardies and absences are closely monitored. Students with excessive tardies and or absences will have their attendance records submitted to the District Attorney's office. You will receive a letter informing you of this if your child should fall in this category. Monte Vista School and the West Covina Unified School District partners with the ACT program (Abolish Chronic Truancy) and appropriate referrals are made.

Students who are tardy or picked-up early do miss important instructional lessons. Please schedule appointments after school whenever possible. Wednesday's after school are the perfect day for appointments!

### Emergency Cards

Three emergency cards (green, yellow and purple) must be completely filled out and returned immediately. It is of the utmost urgency that Monte Vista be provided accurate information so that we can reach you in the event of an emergency. These cards may be the only means we have of contacting you in an emergency. Please keep the information on these cards updated during the school year. Be sure to fill out a new card immediately if your telephone number, address, or emergency parties change.

Please remember that we do not as a practice release children to anyone other than the persons you have named on the cards. Incomplete cards will be returned.

## Volunteers in the Classroom and at School

Monte Vista recognizes and appreciates the contributions that parent volunteers provide to all students. Each child at each school benefits from the countless hours that parents and community members give to support school programs. It is always our intent to maintain the safe and secure environment/campus. Laws, policies and regulations have been established to protect our children that include supervising volunteers. Since volunteers have differing levels of involvement, three categories have been established by West Covina Unified School District to help our school guide volunteers in meeting the requirements designed to keep our children safe.

**Category I** Volunteers who occasionally (less than once per month) help at a school activity, such as a study trip or in a classroom, and work under the direction of a certificated employee of the District.

Volunteers must sign in at the front office each time they volunteer, follow the direction of the supervising teacher or principal, and follow school guidelines for volunteers.

**Category II** Volunteers who, on a regular (monthly or weekly) basis, work at a school in classrooms or at activities with children, such as a study trip or class production, and who work under the direction of a certificated employee of the District.

Volunteers must complete the *School Volunteer Application* and present proof of a negative tuberculosis test, sign in at the front office upon each visit, follow the direction of the supervising teacher or principal, and follow school guidelines for volunteers. Applications must be submitted to their school for principal approval and to forward to the District Human Resources Department for processing.

**Category III** Volunteers who are required by AB346 to have an *Activity Supervisor Clearance Certificate (ASCC)* or a criminal background check. These volunteers work closely with students on a daily or weekly basis as assistant coaches/instructors/leaders in student activity programs, such as athletics, band, choir, dance, and cheerleading.

Volunteers must complete the Volunteer Application, obtain an *ASCC* or clear dual fingerprint (DOJ and FBI) background check, and provide proof of a negative tuberculosis test and drug test.

If you have questions, please contact the school office at (626) 939-4830.

All volunteers are required to check in (sign-in) at the front office daily. All long-term volunteers in the classroom are required to have a current TB test clearance and fingerprint clearance. If you are interested in volunteering long-term, please come to the school office for more information.

Monte Vista  
Parent Involvement Policy  
2018-2019

Monte Vista Elementary School recognizes that a critical part of effective schooling is parent involvement. The school and the home cannot be looked at in isolation from one another; families and schools need to collaborate to help children adjust to the responsibility of being successful students.

Research continues to indicate that involvement by parents as partners in their children's education contributes greatly to student achievement and conduct.

1. Families provide the primary educational environment.
2. Parent involvement in their children's education improves student achievement.
3. Parent involvement in children's education is the most important aspect of a student's success than other factors.
4. Parent involvement with the school is most effective when it is supportive, long-lasting, and well-planned.
5. The benefits of parent involvement for students are not limited to early childhood or the elementary grades; positive benefits continue on through high school, college, and career.
6. Parents need to be involved in supporting their children's education both at home and in the school, in order to ensure the quality of the schools.
7. Parents will read daily with their children and/or encourage their children to read daily.
8. Parents are highly encouraged and recommended to attend at least one parent meeting, outside of parent conferences. Parents may attend SSC, ELAC, PTA, or PAWS workshops.
9. Parents or guardians will attend Teacher Parent Conferences.

The staff of Monte Vista School believes that the education of its students is a responsibility shared with parents. The school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectation set forth in the California Common Core Standards.

Parents shall have the responsibility and opportunity to work with the school in a mutual supportive and respectful partnership with the goal of helping their children succeed in school.

Shared at February 20, 2018 SSC Meeting  
Approved at May 15th, 2018 SSC Meeting

## School Programs

### Title I

Monte Vista is identified as a school-wide Title I school. All students are served under Title I funding. This designation provides additional funds to the school to help at-risk students not meeting academic standards. Please join us at our School Site Council meetings to learn more about Monte Vista instructional programs and Title 1 funding.

### English Learners

Students whose primary language is not English are identified as English Learners. Federal and state funds are provided to help support the acquisition of the English language.

### Gifted and Talented

Students are tested in the 3<sup>rd</sup> grade, and if qualified based on the exam, will be provided with additional support through differentiated activities in the classroom.

### Character Development

Our focus will always be to develop all students' character through positive character trait development. Our school-wide Character Education Program and Capturing Kids Hearts strategies focuses on nine key traits: Respect, Diligence, Caring, Trustworthiness, Honesty, Responsibility, Fairness, Citizenship, and Courage. Teachers will incorporate the teaching of these traits throughout the day. Teachers will also utilize classroom management and Capturing Kids Heart strategies to build community and partnership.

STEP+ (Success Through Educational Participation) Behavior Accountability - All students will have the opportunity to participate in the STEP Behavior Accountability program. Students are required to meet the same behavior conduct, attendance and to follow school rules/policies on the STEP program. Using the STEP level system allows students to build accountability for their own behavior and choices. It consists of four levels and students are able to gain privileges by accepting more responsibility for their own behavior and choices. Schoolwide behavior expectations include following all classroom and school rules (such as walking in the hallways, hands to oneself, no profanity), arrive on time and be ready for school, respect all students and staff. As a grade level, teachers will add to student expectations and privileges. STEP+ is modified for TK-2 grade students. Teachers will share more at Back to School Night.

We believe every student is accountable for his/her own actions. We use positive discipline to provide a safe environment for all. Basic school rules are as follows:

1. We make the right choices and we expect the best of all students.
2. We listen for information and follow directions.
3. We are safe and courteous.
4. We respect other people and their property.
5. We care for our school and use equipment and materials properly.

Examples of consequences for students who are having difficulty following the school rules may include warnings: time-out, parent conference, note and/or phone call home, restriction from extra activities, and/or sent to the office. In extreme circumstances, students may be in-house suspended, suspended or expelled based on the West Covina Unified School District policy and the California Education Code. Students are provided an assembly at the beginning of the year to review behavior expectations and discipline policies.

#### Dual Immersion

Students participating in the Dual Immersion program will have the opportunity to become bilingual and biliterate. The Dual Immersion program is a unique educational model where students learn to think, read, write and communicate naturally in two languages, English and Spanish. Please do not hesitate to inquire at the front office for additional information if needed.

#### Award Programs

Monte Vista has three trimester award assemblies during the school year. Awards are decided upon by the individual teacher after careful monitoring of data (attendance/academic). Please see your child's teacher for more information.

Monte Vista presents the following awards at the trimester award assemblies:

Attendance Awards - are awarded to students who have no tardies and no absences since the beginning of the school year up to the end of the trimester period.

Character Award - is awarded to a student who has demonstrated all four focused character traits; such as caring, honesty, diligence and courage. The character traits which we focus on and teach vary for each trimester.

Most Improved Award - is awarded to one or two students who have demonstrated marked improvement and effort.

Academic Excellence Award - is awarded to students who have 3+ or 4's in either or both English Language Arts and/or Math.

Reading Award - is awarded to students who have met the grade level word count goal and/or AR reading goals or have achieved College & Career Readiness (Achieve 3000)  
Principal's Award - is awarded to one student who is exceptional in the classroom and the school community.

In addition to these awards Monte Vista also recognizes students for Reader of the Month, Caught Being Good, and Monthly attendance for students with perfect attendance in a given month. Teachers also recognize students in their classrooms for great character and achievement by awarding Valedictorian and Character of the Month.

#### Progress Reports (Report Cards)

Monte Vista has three reporting periods or trimesters. Report cards are sent approximately one week after the trimester ends. All parents are expected to attend all parent/teacher conferences. TRI 1 Progress Reports are sent for all students. TRI 2 and 3 Progress Reports will be sent only for those who are not meeting standards. Please contact your child's teacher if you have any questions in regards to his/her academic progress. We highly encourage your partnership in education and will gladly schedule a parent conference/meeting to discuss any academic/other concerns. Parents do not need to wait until the parent conference to meet with their child's teacher. We encourage strong communication and partnership.

#### Scooters/Skates/Skateboards

Scooters/skates/skateboards/Hoverboards are not permitted on campus. It is best not to bring these items to school as we do not have a place to store them. Monte Vista school is not responsible for any such items that are left unattended.

#### Bikes

Students in grades 4 - 6 may ride a bike with a helmet (per VC Section 21212) with their parent/guardians permission. The bike must be locked to the bike rack behind our cafeteria by the student. We are not responsible for the bike or any items associated with the bike. Monte Vista assumes no liability for lost or stolen bikes, or accidents resulting from the use of a personal bicycle. Bikes, like skateboards, cannot be ridden on school grounds. Students are instructed to walk their bike on the campus sidewalk area.

#### Medications

Students requiring medication, prescription or over-the-counter, must have a current medical form on file with the health office. Please contact the health office for further information. Under no circumstance may students carry any medication, whether over the counter or prescription, unless written consent by the doctor is on file

with the school office and the school office is made aware. This is intended to protect all students from accidental consumption.

### Splints/Casts/Crutches/Stitches

A medical release shall be provided by a medical provider for students requiring splints/casts/crutches/stitches before returning to school. The statement/prescription must give permission to return to school, list any restrictions, and a release/review date. As a rule students with casts/splints are provided silent reading time in the office or library during their recess breaks. Please contact our school office to ensure all restrictions are coordinated.

### Personal Items & Electronic Devices (including cell phones)

Do not bring personal items to school, this includes toys. Lost, stolen, broken items are not the responsibility of the Monte Vista staff. We adhere to the West Covina Unified School Districts policy regarding electronic devices (iPods, I pads, etc.). No student is to bring an electronic game device on campus. If they do, it will be held in the office until a parent/guardian picks up the device. Only use of district issued computers and ipads are used during instruction.

Cell phones are permitted and must be turned off, not on vibrate, not visible and not used on campus. We understand parents may want their student to have a cell phone to coordinate pickup. Students may turn these on after school dismissal and off campus. If you need to contact your child during the school day please call the school office. We will make every attempt to reach them, relay a message or have them call you back. Toys are not allowed (i.e. Pokemon cards, gadgets, fidget spinners).

### Telephone

Students may be permitted to contact a parent or guardian at the discretion of the school staff and can use school office phone. Teachers may on occasion have students contact home for classroom business.

Please note we will not interrupt a classroom for a student or teacher to take a phone call. We are happy to take a message, and place it in your teacher's box. Please let the front office know how we might assist you with your request. We are here to help and will do our every best to convey important messages.

### Pets

In order to ensure the safety of all students, parents and staff, we do not permit bringing a pet to school when picking up a student/s. No pet is permitted on campus, nor walked on campus. Exception for sight dogs as permitted by law.

### Disaster Preparedness

We have a school safety plan that is updated annually. Students participate in monthly fire, earthquake, and/or lock down procedures throughout the year. These drills allow the students to practice procedures that would be implemented in a true disaster.

The school district maintains supplies of food, water, and other emergency supplies as required by law. If you are interested in working with this committee, please contact Mrs. Gonzalez-Gomez, the school principal.

### Parent Teacher Association (PTA)

The PTA is a nationally recognized group that supports schools. The PTA works with the school's principal to provide additional support to the school, staff, and administration through volunteering, and in funding a variety of programs (assemblies, fieldtrips etc.). We encourage you to become involved. Please join our PTA!

### Classroom Celebrations

Teachers may choose to host classroom celebrations. If your child is not to participate due to personal beliefs, please inform the teacher so we may find an alternate activity for your child to participate in.

The classroom celebrations that may be hosted in the classroom as determined and arranged by the classroom teacher. Please speak to your child's classroom teacher to find out more information regarding any celebrations. Selected food items may be requested by the teacher and must be brought in before the start of school with your child. Party items cannot, and will not, be received by the office. Due to allergies and other health restriction laws, home-made food, high sugar content drinks (soda in particular) are not permitted in any classroom. Parents can contact school cafeteria to arrange for pizza parties. Classroom celebration are normally held at the end of the day to avoid using instructional minutes.

### Food Items to be distributed to others

All food items must be store bought and wrapped. Due to health restrictions (as stated above) we cannot serve homemade items at school to students. Food items and supplies



requested by the teacher must be brought in the morning with the student. Please plan ahead, as we do not interrupt classrooms to pick up party items. Again, food items will not and cannot be received by the office.

### Class Assignments

We take pride in placing our students prior to the beginning of the school year. Due to fluctuating enrollment, all student assignments are tentative. Please be advised: students may be moved to balance classrooms.

### Calendar

A monthly calendar of activities is available on our website and is sent home periodically. We also encourage you to check our school website for schoolwide information and scheduled activities.

### Homework Policy

Each child is required to read nightly, to complete academic homework, and to finish any school work not completed during the regular school day. If your child is not completing their homework please contact their teacher to discuss any concerns you may have and/or to develop a plan to better support your child and their learning.

### Asociación de Padres y Maestros (PTA)

PTA es un grupo que apoya a las escuelas y se reconoce nacionalmente. PTA trabaja de cerca con el director de la escuela para proporcionar apoyo adicional a la escuela, el personal y la administración por medio de voluntarios y financiando varios programas (asambleas, excursiones etc.). Les animamos para que se involucren. Por favor únase a nuestra PTA.

### Celebraciones en el Salón de Clase

Los maestros pueden elegir las celebraciones de su salón de clase. Si su hijo (a) no debe participar en dichas celebraciones debido a creencias personales, por favor infórmele al maestro (a) para asignarle una actividad alternativa en donde pueda participar su niño(a).

Las celebraciones son organizadas por los maestros. Por favor hablen con sus maestros para conseguir mas información. Los maestros pueden pedir que aporten algo para comer y los estudiantes deben llevarlo directamente al salón antes de empezar la clase. La oficina no puede recibir y no recibirá ningún artículo para dichas celebraciones. Debido a alergias y a otras restricciones de salubridad bajo ley, no esta permitido traer alimentos o bebidas caseras al salón.

### Comestibles para Distribuirlos a los Demás

Todos los comestibles se deben comprar en la tienda y deben estar en su paquete. Debido al código de salubridad no podemos servir comestibles caseros. Los comestibles y provisiones que pidan los maestros se deben mandar por la mañana con el estudiante. Por favor planee de antemano, ya que no interrumpimos a las aulas para que recojan los artículos para las celebraciones. Una vez mas la oficina no recibe y no recibirá los comestibles.

### Asignaciones de Clases

Nos enorgullece poder asignar a nuestros estudiantes antes del inicio del nuevo año escolar. Debido a los cambios durante las inscripciones, todas las asignaciones de los estudiantes no son definitivas. Por favor tomo nota de lo siguiente: puede haber cambios para igualar el número de estudiantes que se asigna a las aulas.