



Montair Elementary School

Family-Student
HANDBOOK

2024-2025

Revised 7/19/24

TABLE OF CONTENTS

SCHOOL CONTACT INFORMATION	5
VISION AND MISSION STATEMENT	6
Arrival Policy/Procedures	6
Dismissal Procedures - Regular & Rainy Day Information	7
Leaving School During Class Time	8
PARENT INFORMATION AND POLICIES	9
Parent Rights and Responsibilities	9
Acceptable Use of Electronic Communication	9
SCHOOL POLICIES	12
Attendance Policy & Procedures	12
Tardy Policy	13
Homework Policy	13
Grade Level Homework Guidelines	14
Rainy Day Procedure	17
GENERAL INFORMATION	17
Medication During School Hours	17
Life Threatening Medical Problems	18
Student Checkout	18
Report Cards/Conferences	18
School Property	18
Emergency Cards/Online Emergency Information	18
Home/School Communication	19
Optional Supply Donations	19
Safety Drills	19
Lost and Found	18

Use of the Telephone	19
Personal Electronic Device	20
Visitors	20
Classroom Visitations	20
Parent Volunteers	20
Field Trips	21
Volunteer Drivers	21
Forgotten Lunches	21
Parking at School	22
Items Not Permitted at School	22
Disruptive/Dangerous Objects	23
Bicycles/Scooters	23
Pets at School	23
Dress Code Policy	23
LUNCH PROGRAM	24
Cafeteria	24
Noon Supervisors	24
CODE OF CONDUCT PHILOSOPHY	24
Comprehensive Discipline Information	25
General Rules	25
Playground/Game Rules	26
The Social Skills of Sportsmanship:	26
GROUNDS FOR SUSPENSION AND EXPULSION	31
Hallway Rules	31
Cafeteria and Eating Area Rules	32
Discipline Steps for Most Cases	32
Consequences	33
Behavior Notification	33

PROGRAMS AND ORGANIZATIONS	34
Gifted and Talented Education (GATE)	34
Leadership	34
Library	34
Parent Teacher Association (PTA)	34
Montair Foundation	34
Rainbow Program	35
SUPPORT PERSONNEL	35
Pre-Student Success Team	35
Resource Program	35
Speech and Language Specialist	36
Psychologist	36
Health Educator	36

SCHOOL CONTACT INFORMATION

Montair Elementary School

300 Quinterra Lane

Danville, CA 94526

Office	925-855-5100
24-Hour Attendance Line	925-855-5199
Fax	925-820-6713
Website	https://mtes.srvusd.net/
Kids Country Childcare at Montair	925-820-3101
San Ramon Valley Unified School District	925-552-5500

Office Team

Megan Keefer, Principal

Corrin Vanetti, Vice Principal

Eileen Schultz, Office Manager

Georgeann Kurfirst, Office Assistant

VISION AND MISSION STATEMENT

VISION STATEMENT

Montair Elementary School is committed to developing a community of learners where staff, parents, and students work together to support the whole child. We strive to create a safe environment which fosters the development of responsible, caring students who are lifelong learners prepared for the 21st century.

MISSION STATEMENT

At Montair School we are dedicated to providing:

- Rigorous standards-based curriculum and instruction responsive to the unique learning needs of every child
- Opportunities for all students to discover and cultivate their own intellectual, artistic, and athletic interests and talents
- A physically and emotionally safe school environment that fosters trust, respect, and a sense of personal and civic responsibility
- A collaborative school community that draws on the strengths of all stakeholders to support our students and celebrate learning

Arrival Policy/Procedures

Grade 1-5 students should arrive at school no earlier than 7:45 am unless accompanied by an adult. **There is no supervision prior to 7:45 am.** Upon arrival, students should proceed directly to the playground.

TK and AM Kindergarten classes start at 8:00 am. Kindergarten teachers will open the playground at 7:45 am. TK and Kindergarten students should not be dropped off at K playground before 7:45 am, as there will be no adult supervision until then. PM Kindergarten students may be on the playground starting at 11:25.

When it is raining, students will proceed directly to their classroom at the times outlined above rather than proceeding to the playground.

Dismissal Procedures - Regular & Rainy Day Information

Making Dismissal Arrangements

- Please make arrangements/plan for how you will reunite with your child **BEFORE** the school day begins. Phone calls to change plans during the day are not easy to communicate to students as it interrupts the learning of all children in the classroom.
- Students that have specific "one day" instructions for dismissal need to give a **signed note to their teacher** explaining the instructions at the beginning of the day or have this arranged in advance with the teacher.
- Students that will be frequently picked up by other families (ex. carpools or walking groups), need to have that family's contact information included in their electronic "emergency card" that you update on the parent portal. Failure to provide proper information may result in students remaining at school to verify proper dismissal instructions with parents.

Regular Dismissal Procedures

- Students being picked up by "foot" (or who walk/bike home) exit at the back gate by primary playground, at the Esther gate near the big playground or between the Kids Country buildings toward the cross walk at either Quinterra and Estates or Quinterra and Houston. All students need to use the crosswalk to cross the street.
- Students being picked up by a car or by carpool are picked up either at the back gate on Esther (loading zone only) or at the front circle.
- Parent auto drivers using the front loop, [please display your child's name on a sign nametag](#) on the passenger side visor for quicker service.
- A staff member will come to your car window and tell you a numbered cone where your child will be waiting for you.
- Students will be seated under the overhang in front of the office by grade level. We will call students to wait for their rides at their assigned cone number .
- **Students must be picked up or walk home immediately after dismissal.**
- Kids Country students walk to the back of the Kids Country building or follow instructions from Kids Country staff.

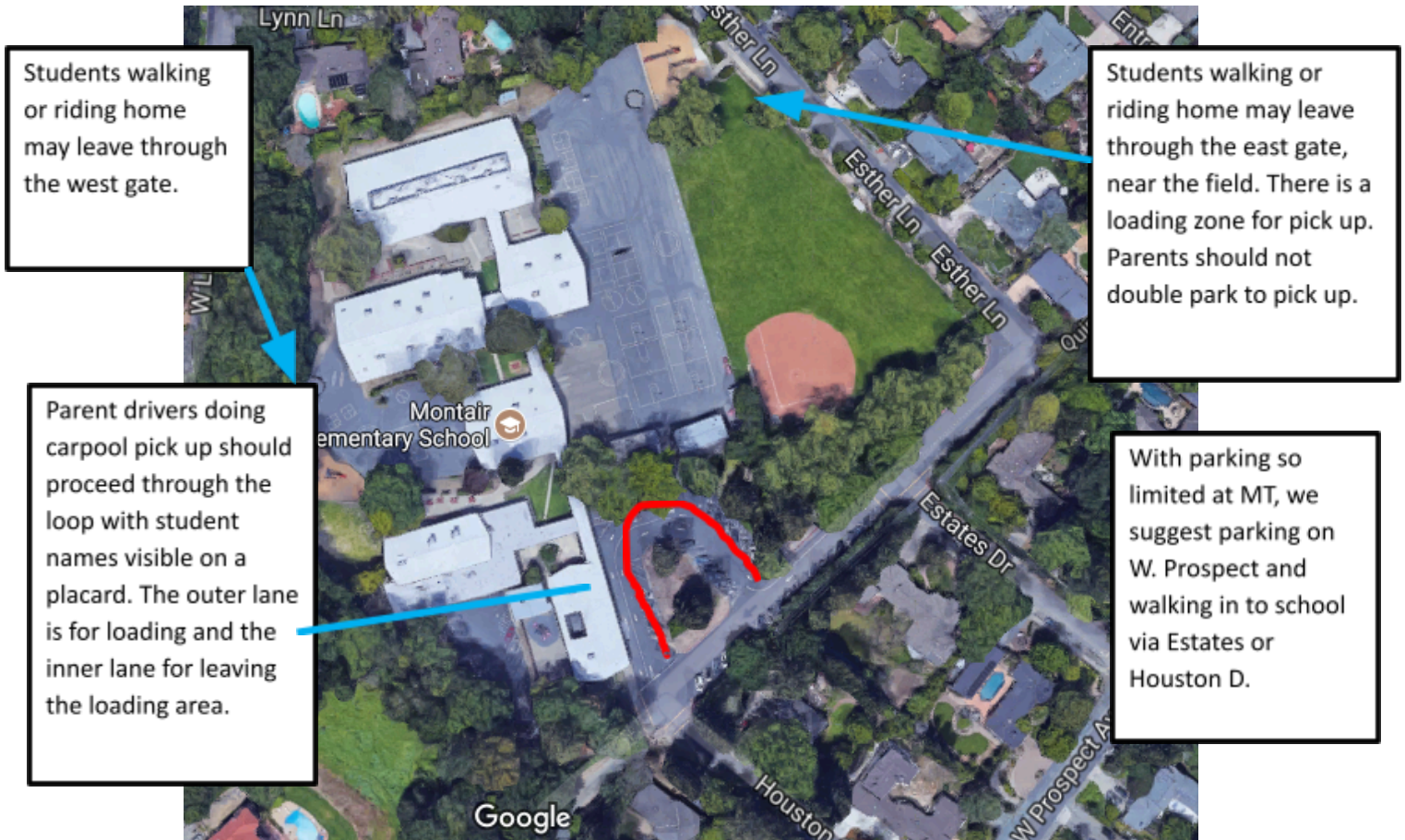
Teachers escort our younger students to their respective pick-up place during dismissal. Older students who walk or bike home can exit the campus at the far gates.

Rainy Day Dismissal Procedures:

These procedures will only take place if it is raining during dismissal.

- Students being picked up by “foot” will be directed to wait under the overhang area by the MPR until they see their parents.
- Students being picked up by a car or carpool will continue to be picked up at the flagpole. The students will wait under the overhang area by the front gates.
- Students walking, scooting, or biking home will proceed as usual.

Map of Dismissal Areas:



Leaving School During Class Time

Students who leave school for any reason other than at dismissal time, **must be signed out in the office prior to leaving campus. If someone other than a parent is signing a child out of school, they must be listed on the student’s emergency card.**

PARENT INFORMATION AND POLICIES

Parent Rights and Responsibilities

Parents have the right to expect that attention will be given to the academic, social, physical, and emotional needs of the students in an atmosphere which treats children with dignity, fairness, and consistency. Parents share the responsibility to support the school in its efforts to provide an exemplary program for students. Parents also have the responsibility to:

- Send students to school on time each day.
- See that the students receive a proper diet and ample rest.
- Make sure their student comes to school with all materials, books, assignments, and a lunch.
- Provide a quiet time and place for study.
- Show an interest in the student's day.
- Communicate with the teacher regarding progress reports and any concerns or questions.
- Keep all conference appointments or notify the school to the contrary.
- Work cooperatively with the school as a student's education is a shared responsibility.
- **Refrain from taking their children out of school for vacations throughout the year.**

Acceptable Use of Electronic Communication

As the use of digital technology becomes more prevalent throughout our schools, the San Ramon Valley Unified School District is committed to helping students learn the responsible use of such technology in a safe and appropriate manner. This document serves as a reminder to parents and students that cell phones, smart watches, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment. The following information has been developed with the safety of all students and staff in mind.

Personal Electronic Device (PED) Policy:

All Personal Electronic Devices (PEDs), inclusive of cell phones and wireless headphones, must be turned off and stored in backpacks, and smartwatches must be set to a watch only function during the school day (the first to the last bell). PEDs may only be used after school hours or with explicit teacher permission. Any violation of this policy will result in confiscation of the device: a first offense leads to confiscation and an email to parents, with the device returned at the end of the day; a second offense requires parent/guardian pickup from the front office; further offenses may result in the loss of the privilege to bring devices to school. Emergency use phones are available in classrooms, and students needing to contact parents should use these or the office phone with permission. All device use is subject to the [SRVUSD Student Device Handbook](#) and Responsible Use Agreements ([Grades TK-2](#) and [Grades 3-5](#)), and unauthorized use, including taking or sharing photos/videos, will result in disciplinary action. The school is not liable for lost or damaged devices. Headphones and earbuds must be stored away and not used as accessories on campus.

CYBER BULLYING

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the students and staff member's right to be safe

and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

INAPPROPRIATE USE OF TECHNOLOGY

The fundamental principles behind these policies are that students should never do anything that harms another student or prevents them from learning. Any use of technological media that interrupts a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, smart watches, cell phone cameras, and Chromebooks. As new technologies emerge, they too may be included with the above forms of electronic communication. Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, the school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

Consequences - Inappropriate Use of Technology

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

- Sexually explicit material that is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.
- All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.

- If reasonable suspicion exists that a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by school officials.
- The transmission of such material involving another student may be punished under California Education Code 48900 (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension

*** Education Codes 48900.4 “Harassment, threats, or intimidation creating an intimidating or hostile educational environment”

***Education 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”

***Education Code 48900 (i) “Committed an obscene act or engaged in habitual profanity or vulgarity

*** Education Code 48900 (r) “Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel”

ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT

Any student who receives such an image or message against their will should:

- Inform a school official immediately.
- Save the evidence. Print the online harassing text if possible.
- Identify the Bully.
- Clearly tell the Bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or Cell Phone Company.
- Contact the Bully's parents.

- Contact the police.

San Ramon Valley Unified School District

Revised May 6, 2010

SCHOOL POLICIES

Attendance Policy

It is the responsibility of the parent to notify the office of any attendance issues by calling the 24-hour attendance line at 925-855-5199 before 8:15 am.

If you know in advance that your child will be absent for 5 or more days for non-medical reasons, you may arrange with the teacher for an **Independent Study Contract**. Requests must be made **5 days in advance for consecutive absences lasting 5-10 days, and 10 days in advance for consecutive absences lasting longer than 10 days** to provide the time to prepare assignments. Parents are responsible for verifying that assignments are complete. The assignments need to be returned to school the first day the student returns in order for the contract to be valid. Please come to the school office for a copy of the contract.

Tardy Policy

Students are expected to be at school on time each day. Punctuality is a life-long skill which is stressed at Montair Elementary School. **If a student is late, for any reason, he/she must go to the office to get at Admission Slip before going to class.** Parents will be contacted when a student is repeatedly late to school and appropriate consequences will be enforced. Letters will be sent home from both the school and the District Office when truancy becomes a problem. They need to be signed and returned by the parent/guardian.

Homework Policy

Homework should prepare students for, and reinforce classroom learning. Homework is an integral component of education that deepens student learning and understanding. When assigned, homework will contribute to the healthy development of the whole student. Homework will be meaningful, purposeful, and appropriate.

Homework For All Grade Levels

1. Homework is defined as any work assigned to be completed outside of class.
2. The amount of homework assigned to students is different in elementary, middle, and high school. The amount of time a student spends on assigned homework depends on factors such as the student's needs, learning ability, subject, school schedule, testing schedule and assigned homework due dates. Time spent on homework shall be balanced with the importance of personal and family well-being, and the wide array of family obligations experienced in our society today.
3. Parents and teachers shall make students aware that learning occurs at home, school, and in the world around them.
4. Homework shall be the result of collaborative efforts, thoughtfully considered, and coordinated to improve student learning.
5. Homework shall be purposeful and meaningful to students. Legitimate purposes for homework include practicing a skill or process that students can do independently but not fluently, elaborating on information that has been addressed in class to deepen students' knowledge, and providing opportunities for students to explore topics of their own interest.
6. Reading is an integral part of learning and is a consistent part of homework.
7. Homework will reflect the accommodations and modifications of curriculum that are stated in a student's IEP or 504 plan.
8. There shall be no homework assigned during school recesses. (Thanksgiving Break, Winter Break and Spring Break). Projects assigned before recesses must not require any work to be completed over the break.

Grade Level Homework Guidelines

Elementary School

1. Reading is an integral part of learning. In the primary grades (K-3) homework will consist primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.
2. Except for reading, homework at the elementary level shall not be assigned over weekends, or holidays.

3. At the upper grades (4-5), homework consists of completing, practicing, preparing, or extending core academic skills and is designed to build independent study habits.
4. Below are the time limits for elementary homework:
 - a. K-1 no more than 30 minutes of homework per night (reading included)
 - b. 2-3 no more than 45 minutes of homework per night (reading included)
 - c. 4-5 no more than 60 minutes of homework per night (reading included)
5. Project-based assignments are designed to reinforce Common Core State Standards, promote collaboration and independent thinking. Project-based assignments shall primarily be undertaken and completed in the classroom. Long-term assignments and projects that require work outside of the classroom shall be limited in number and duration. Some portions of projects may be assigned as homework; however, these tasks should not require significant assistance from parents or the purchase of materials. Long-term assignments and projects shall include clear checkpoints to monitor progress toward completion. Group projects that require work outside of the classroom shall not require meeting in person.

* Please refer to the Homework for All Grade Levels

Responsibilities

Students are responsible for:

1. ensuring understanding of the homework and asking for clarification or help when needed
2. regularly completing assigned homework in a timely manner
3. managing time by staying focused, on task, and planning effectively for long-term projects
4. bringing home all necessary materials
5. putting forth their best effort to produce quality work

6. communicating to parents and teachers when homework assignments become overwhelming or if s/he is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise
7. completing or making up assignments and tests when absent from school
8. completing or making up assignments and tests when suspended from school if required by the teacher. (Ed Code 48913) (cf.5144.1 – Suspension and Expulsion/Due Process)

Parents/Guardians are responsible for:

1. being an advocate for their child, while encouraging the child to advocate for herself/himself
2. encouraging reading at all grade levels
3. providing an appropriate environment for homework to be done
4. providing a healthy balance between homework, extra and co-curricular activities, and family commitments
5. contacting the teacher if their child is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise

Teachers are responsible for:

1. referencing this policy in all course syllabi and reviewing the policy with students and parents within the first month of school and no later than Back to School Night
2. encouraging a partnership between family and students that promotes timely communication and supports families in the homework process
3. designing homework assignments that clearly articulate their purpose and expected outcome, allowing for student questions and planning
4. providing timely feedback to students
5. ensuring any homework assigned is directly related to the classroom instruction and consists of clear, purposeful, and engaging activities
6. assigning homework that is appropriate and differentiated as needed
7. teaching the skills necessary for the students to complete the homework and become successful independent learners

8. articulation and planning with all curricular areas
9. providing makeup work for suspended students

Principals are responsible for:

1. implementing district policy
2. supporting professional dialogue
3. promoting teacher collaboration
4. monitoring homework quality and quantity
5. introducing parents to the homework policy within the first month of school, (i.e. Back to School Night)
6. facilitating interventions and support programs
7. reviewing the homework plan at least twice per year, in person, with all site faculty, at the beginning of each semester
8. posting the policy on the school's website homepage

Makeup Work

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)
(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

Rainy Day Procedure

On rainy days, children are to report directly to their classroom no earlier than 7:45 a.m. Grade K am supervision starts on the K playground at 7:45 a.m.

The children eat in the MPR on rainy days and stay there for an extra 10 minutes, watching videos or visiting. They return to/stay in the classroom for 15 minutes of indoor play, supervised by their classroom teacher. During morning and afternoon recess, when it's raining, students stay in their classrooms and play.

GENERAL INFORMATION

Medication During School Hours

Medications **cannot** be dispensed to students unless a Medication During School Hours form is signed by his/her physician and is on file in the office. This applies for both prescribed and over-the-counter medication. These forms are available in the school office. Students should not be given medications of any kind to bring to school.

- Medication must be brought to school by the parent or adult representative.
- Medication must be brought to school in the original container.
- Over-the-counter drugs must also have a completed form on file.
- **All medications must be kept in the office.**
- This form must be renewed whenever the prescription and/or dosage changes and at the beginning of each school year.

A parent or adult representative must pick up unused medication at the end of the school year or when the medication order expires. Medication that is not picked up will be discarded.

Life Threatening Medical Problems

If your child has a medical problem that might result in a life-threatening emergency situation at school (i.e. cardiac disorders, diabetes, severe asthma, severe allergic reactions to insects or food, or other miscellaneous life-threatening conditions), a separate form needs to be completed by the parent and returned to school. If it is a condition that may require medication, a form will need to be signed by the student's doctor. These forms are available in the school office and online.

Student Checkout

When a student moves, or leaves the school, parents are responsible for contacting the office and teacher to verify that all books, musical instruments, library books, etc. have been returned.

Report Cards/Conferences

Report cards will be sent home to parents two times during the school year. Parent conferences will be held minimally once per year in the fall. An optional

spring time conference is available by either teacher or parent request. Additional conferences may be held throughout the year at the teacher or parent's request. In order for your child to have a successful school experience, communication between the school and home is vital.

School Property

Students are expected to take proper care of the books and materials they receive from the school. **The school may request that parents pay for lost or damaged items. Please keep water bottles out of backpacks.** That is the most common "incident" resulting in damaged school and personal property.

Students who lose or willfully deface, destroy or steal school property (texts, library books, etc.) or property of others may be expected to clean up, repair, replace and/or be requested to pay for damaged item(s).

Emergency Cards/Online Emergency Information

Students who become ill at school and/or have medical appointments and must leave during school hours, **MAY BE RELEASED ONLY TO INDIVIDUALS LISTED ON THE EMERGENCY CARD (as identified online through the parent portal).**

IT IS IMPORTANT FOR PARENTS TO TAKE THE RESPONSIBILITY OF KEEPING EMERGENCY INFORMATION UPDATED by logging online to the parent portal.

Please inform the office and teacher of any changes in address, phone numbers (home or work), babysitters, emergency numbers, etc.

Home/School Communication

While our goal is to reduce the amount of copies made at school and sent home, we will be sending home a weekly folder. Email will be used for the majority of communication. The messages will be sent to the email addresses you have provided on your emergency cards via the online parent portal. Should your email address change, notify the office or log on to the parent portal and update your account. Teachers may also have their own websites to refer to.

Optional Supply Donations

Each year families can make an optional classroom supply donation. This optional donation will support classroom supplies. However, teachers may ask for additional optional donations depending on supply needs.

Safety Drills

Safety drills are scheduled monthly to familiarize students with proper safety procedures. Each class has an emergency bag that contains emergency first aid items and student emergency information. During an emergency, students will **only be released to individuals listed on the emergency card**. Parents are responsible for informing the school regarding any changes in information (address, phone numbers, etc.).

Lost and Found

Parents are urged to mark all personal articles with **your child's name and phone number**. The lost and found located in the Multi-Purpose Room is where you will find lunch boxes, clothing, etc. Smaller items are brought to the office. Unclaimed items are donated to a local charity at the end of each quarter.

Use of the Telephone

The school telephones are used by students with permission and only for good reasons. Calling home for permission to visit with friends is not permitted. Calling home for forgotten instruments, lunch money, homework, etc... will be allowed occasionally. However, our expectation is that students come to school prepared and totally focused on learning!

Personal Electronic Device (PED) Policy:

All Personal Electronic Devices (PEDs), inclusive of cell phones and wireless headphones, must be turned off and stored in backpacks, and smartwatches must be set to a watch only function during the school day (the first to the last bell). PEDs may only be used after school hours or with explicit teacher permission. Any violation of this policy will result in confiscation of the device: a first offense leads to confiscation and an email to parents, with the device returned at the end of the day; a second offense requires parent/guardian pickup from the front office; further offenses may result in the loss of the privilege to bring devices to school. Emergency use phones are available in classrooms, and students needing to contact parents should use these or the office phone with permission. All device use is subject to the SRVUSD Student Device Handbook and Responsible Use Agreements (Grades TK-2 and Grades 3-5), and unauthorized use, including taking or sharing photos/videos, will result in disciplinary action. The school is not liable for lost or damaged devices. Headphones and earbuds must be stored away and not used as accessories on campus.

Visitors

Visitors are always welcome at Montair Elementary School. Prior to coming to campus, ALL visitors must be cleared through Be A Mentor. Click [HERE](#) to access their webpage. Visitors must have a purpose to their visit. State Law requires all visitors to sign in at the office. **PLEASE COME TO THE OFFICE TO SIGN IN AND GET A NAME TAG TO WEAR BEFORE VISITING A CLASSROOM. VISITORS MUST HAVE A VALID GOVERNMENT ISSUED ID.** Administration reserves the right to refuse visitor access to campus by following the SRVUSD's Classroom Visitor Policy (available upon request). Visitations need to be arranged 36 hours in advance of the proposed visit.

Parents are requested to contact students through the school office. Items such as forgotten books, homework, etc. should be left on the table next to the office and the student will be sent to retrieve them when the teacher feels appropriate, such as during recess or lunch. However, please understand that each interruption is an interruption to the learning of all students and should occur infrequently.

Any visiting **non-Montair School** student (a student not currently on our roster) who would like to accompany their friends/cousins/etc. for a day at our school cannot participate in classroom activities without prior consent from both the classroom teacher and school administration. Parents wanting their child to spend the day at our school must give a 48 hour notice to both the classroom teacher and administration as well as have signed a permission form in order to approve this request. Once approved, all student visitors must check in with the front office.

Classroom Visitations

Parents must contact the teacher to schedule a day and time for a visitation and 36 hours notice is required. Drop in visitations are disruptive to teachers and students and are not permitted. School administration must approve all classroom visits by parents. Administration reserves the right to refuse visitor access to campus by following the SRVUSD's Classroom Visitor Policy (available upon request). Visitations need to be arranged 36 hours in advance of the proposed visit.

Parent Volunteers

Montair parents are an integral part of the school community. Parents help in various ways in the classrooms, the library, on the playground, and in the office. Parents also help on field trips and with special activities. Each classroom has a Room Parent who coordinates volunteers for classroom activities and programs. **All volunteers must sign in at the office and get a volunteer badge to wear**

before going to a volunteer assignment on the school site. This enables us to reach you in case of an emergency and to monitor visitors on our campus. To volunteer on the Montair campus, you MUST first be cleared through the SRVUSD volunteer process. Please visit the website linked below to complete <http://www.srvusd.k12.ca.us/parents/volunteers>

Field Trips

The classroom teacher, with the help of the room parents, organizes field trips. Field trips are paid for by parent donations. They may be canceled if not enough drivers are available and paperwork is not in the office 48 hours prior to the trip. **Students are required to have a signed permission slip for each trip returned to the teacher by the due date. Permission by phone is not acceptable.** Parent drivers must have the proper insurance coverage, and have completed [SRVUSD's volunteer clearance process online](#). Each person in the car must use a seat belt. Students are not permitted to ride in the front seat of the vehicle. (No exceptions are permitted.) **Siblings are not allowed on field trips.**

Volunteer Drivers

Planning to volunteer to drive on a field trip this year, complete the SRVUSD volunteer clearance online NOW!

When private vehicles are used to transport students on field trips or to other school functions, the driver **must**:

- The driver holds a valid California Driver's License. The driver carries insurance with a minimum coverage of \$100,000/\$300,000 bodily injury and \$25,000 property damage. The driver understands that his/her own insurance is primary and the District's insurance is considered secondary.
- **Report all disciplinary/medical concerns to the teacher immediately.** Please consider others when volunteering to drive if you are currently under the care of a physician or on medication that may impact your driving abilities.
- **Be responsible for the safety and well-being of students in your care.**
- **Children must ride in a Child Restraint Device (car seat) and backseat following the guidelines set forth by CA law:**
 - Children under the age of 8 must be secured in a car seat or booster seat in the back seat.

- Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.
- Children who are 8 years and over shall be properly secured in an appropriate child passenger restraint system or safety belt.

To be able to be cleared to drive on a field trip you must complete the online SRVUSD clearance process. To complete, please visit the website linked below.

It can take a number of weeks to get clearance, so do it now:

<https://www.beamentor.org/linkpages/mentorasp/specialprojects/srvusd/Default.asp>

Forgotten Lunches

If your child forgets his/her bag lunch, please drop it off on the table next to the office. Your child can pick it up on the way to the lunch area. Items may not be taken directly to the classroom as this is very disruptive to students and their learning.

Parking at School

Parents/visitors may park in the Parking Spaces along Quinterra Lane and along the school perimeter on Esther Lane. Many parents park on Prospect Avenue and walk in with their students. The parking spaces in the front carpool loop and in the back lot are reserved for staff. Additionally, the first 8 spaces along Quinterra Lane are reserved for staff. **Please be courteous to our staff and avoid parking in a staff designated space.**

Cars should never be left unattended in the drop-off/pick-up zone in the front driveway and students may not walk in between parked cars to meet parents. There is absolutely **no double-parking** during arrival or dismissal times. Police officers monitor the school and will issue tickets to individuals who violate safety laws.

DO NOT park in the **reserved AUCTION WINNER** parking spot. That spot was awarded to an auction donor and is reserved for that family during school hours and school events.

Items Not Permitted at School

Students are not allowed to bring roller skates, roller blades, razors, shoes with wheels, baseball bats, hard balls, skateboards, tobacco products, alcohol, candy, gum, iPods, cameras, toys, makeup, nail polish, balloons, fire crackers,

stink bombs, or aerosol cans (shaving cream, hair spray, perfume, etc.) as they pose a safety concern. If these items are brought to school, they will be confiscated and brought to the school office. Parents may be required to come to the office to claim them and students may be assigned disciplinary consequences. **The school accepts NO responsibility for lost or damaged items.**

Disruptive/Dangerous Objects

Electronic games are not allowed at school. Such articles provide distractions in the classroom and supervision problems on the playground. Toy/real knives, toy/real guns, water balloons, gunpowder, caps, drugs, alcohol, tobacco products, or any other item that are dangerous/illegal are prohibited at Montair School.

Bicycles/Scooters

Children may ride their bicycles/scooters to school. Bicycles/scooters are to be parked and locked in the bike racks along the perimeter of the blacktop. Bicycle/scooter riders should observe traffic safety laws and be considerate of children walking to school. At no time during the school day are bicycles/scooters to be ridden on school grounds. **California state law requires that all students must wear helmets while riding a bicycle/scooter.** The school provides a bike parking area to park bikes. **THE SCHOOL IS NOT RESPONSIBLE FOR THEFT OR VANDALISM.** The student is responsible for providing an individual lock to ensure the security of his/her bike/scooter is safe.

Pets at School

Pets are not to be brought to school for sharing without prior permission of your child's teacher. The pet must then be brought in by a parent, shown, and taken home. **Dogs on leashes are allowed on campus during non-school hours – after all students are gone or before all students arrive.** Dog owners must pick up after their dog when using school grounds during non-school hours.

Dress Code Policy

We encourage parents to help their children select clothing that is appropriate for school, that is not unsafe for the student or for the students around said student, and that is not disruptive to the learning of said student or other students. Parent support is appreciated in observing the guidelines for appropriate attire at school. Administration has final discretion in appropriateness of dress.

Montair is able to operate with a minimal dress code, however, if clothing is questioned or deemed inappropriate, it will be on the basis of safety or potential for disruption.

- Athletic shoes are highly recommended in that they provide protection from rough playground surfaces and playground equipment. Sandals are permissible if there is a strap around the ankle to hold the shoe in place. Appropriate athletic shoes must be worn on days with PE scheduled.
- Clothing and accessories should allow for freedom of movement without risk of exposure. Shirts must not show the stomach or the back and must be worn at all times.
- T-shirts should not display any discriminatory language, profanity or vulgarity, nor promote alcohol or drugs.
- Hats and caps are encouraged for outdoor play but may not be worn inside any school building.
- Students not following the dress code will be given a warning and may be asked to call home so alternate clothes may be brought to them.

LUNCH PROGRAM

Cafeteria

Our school cafeteria serves a breakfast snack at recess and hot lunch daily at no cost.

Noon Supervisors

The school district provides staff to supervise children in the lunch area and on the playground during lunch recess. The school expects all students to demonstrate respect for all school personnel.

If you are interested in applying for a permanent supervisor position, volunteering, or signing up as a substitute noon supervisor, please call the school office.

CODE OF CONDUCT PHILOSOPHY

Montair's discipline policy provides for a systematic approach to discipline, which enables teachers to set firm, fair and consistent limits while remaining aware of individual needs for warmth, understanding and the development of a positive self-concept. Sanford Harmony is an adopted District curriculum, and is implemented in our classrooms.

Students are expected to make responsible decisions and to behave in a manner consistent with all school rules. Students will be held accountable for

their own behavior and will conduct themselves in a manner conducive to their own learning, as well as, that of others. Students are expected to “Talk It Out” or seek an adult to resolve problems and refrain from physically aggressive acts that may endanger the safety of others.

Maintaining a positive school climate requires the communication of clear behavioral expectations that are consistently enforced. Cooperation between home and school represents a strong force in ensuring that each student benefits from a safe, orderly learning environment.

Comprehensive Discipline Information

Please also see the *Comprehensive Safety Plan* for all policies, guidelines, rules and CA Education Code regulations regarding student safety and student discipline procedures.

General Rules

1. Students are to act in a respectful manner to other students and adults. Students are expected to “RISE” to their highest potential by being **Respectful, Inclusive, Solving** Problems and **Expressing** Kindness.
 - a. Students should not use inappropriate language or gestures.
 - b. Students are to refrain from activities that physically or verbally hurt others (chasing, pushing, name calling, spitting, threatening, etc.).
 - c. Students are to follow the directions of **ALL** adults in the school.
 - d. Defiance of authority and/or disruptive classroom behavior is not permitted
 - e. Rough play, play fighting, throwing rocks, and possession of dangerous or disruptive objects/weapons, and possession of alcohol/drugs are suspendable offenses and will not be tolerated.
2. Students will respect all school property and the property of others. Graffiti may result in a financial obligation for parents.
3. Students are to remain under the supervision of an adult at all times and may not leave designated play areas or remain in classrooms alone.
4. Students are to walk quietly in all areas of the school.

5. Students are not to bring or chew gum, candy, or sunflower seeds at school.
6. Students are not to use toys, skateboards, cell phones, smart watches, makeup, nail polish, or other personal items at school during school hours unless specifically approved/requested by the school. **The school accepts NO responsibility for lost or damaged items.**

Playground/Game Rules

Play Skills

These suggestions will help children learn the rules to common games played at recess during school. They will also help children understand the social skills of being a good sport. Knowing the rules and being a good sport are equally important for children during play. When children know the rules and play cooperatively, friendships can develop. Play skills improve with motivation and repeated practice (e.g., weekly play dates with classmates, friends or relatives; practicing these skills at home, in the park or community).

Sometimes children have trouble agreeing who should start the game first. This can be easily and fairly decided by chance. Some examples of chance are:

- Rock-paper-scissors or any game like it.
- Flipping a coin and guessing heads or tails.
- Writing a number from 1-10 on a piece of paper and having the children guess the number; the closest guessed number goes first.

The Social Skills of Sportsmanship:

- Smile
- Be positive
- Be honest and avoid lying
- Play fair and avoid cheating
- Play by the agreed upon rules
- Cooperate with others
- Try your best
- Use words to resolve conflicts. Yelling, name-calling, put downs, shoving or hitting are hurtful actions. If you need more help, find an adult.
- Be a gracious winner (e.g., say "Thanks for playing with me.")
- Be a graceful loser (e.g., say "Good game.")
- If you are a good sport, you and the other children will have fun playing together.

- If you are a poor sport, other children won't want to play with you. They might think that you are trying to cheat to win or are mean or angry.
- Remember, it's only a game. The most important thing is that everyone has fun!

Game Rules

Each parent and student should adhere to these playground rules during recess and lunchtime. Although this is a great deal of information, please take the time to look it over. Each student will be expected to know and follow all of these guidelines so that all students are safe and have fun on the playground.

Four-Square

- Four people play with a ball in the four-square area. Four-Square can also be played with 2 or 3 people.
- The ball is served by dropping and hitting it underhand, with a fist, into another square.
- The player receiving the serve hits the ball after the ball bounces once in their square.
- Play continues until someone hits the ball out of bounds or commits a foul.
- Any of the following is a foul:
 - Hitting the ball on a line between the squares, or the outer lines of the four-square court
 - Catching or carrying the ball
 - If the ball bounces twice before it is hit in the square
 - Allowing the ball to touch any part of the body except the hands
- When a player gets out, she/he walks out of her/his square and into the waiting line. The players still in the game move up in a circular fashion trying to get to the service square (Queen/King of the court square).
- The object of the game is to not hit the ball out of the court or make any fouls. The most skillful or lucky player wins each round and remains in the service square (Queen/King of the court square) until they are out.
- You become the Queen/King by winning three times in a row. After becoming the Queen/King, step off of the court and go to the end of the line to wait for your next turn.

Wall ball

- Five children play wall ball at a time. The rest of the children wait in line next to and outside of the handball court.
- Wall ball is played with a rubber playground ball on the wall ball court.
- The object of the game is to hit the ball more skillfully than the other player, so that the other child cannot get the ball or hit it out of bounds.
- One player serves the ball to start the game. The server has two chances to serve correctly.
- The ball can only bounce one time after each hit.
- Players may also hit the ball out of the air (no bounces).
- The ball is good ONLY if it bounces in the court and then hits the wall and then remains in the court when it bounces back to the ground.
- If there is disagreement about whether the ball bounced in or out of the court, the majority of the students waiting in line will decide the call.
- If the ball hits the line between the wall and blacktop, it is considered out.
- Double or single fist hits are ok. Open hand hits are okay as long as the ball is not caught and then re-thrown.
- If a player cannot reach the ball due to interference by kids in line waiting their turn, you can re-do the play.
- If a player does the following, she/he is out:

Double hits on serve

Waterfalls

Ghosty

Takes the ball

Bubbles/Tricky

Body Blocks

Fency

Holdy/Sticky

Baby/Skimmie

Kicky/Shoe shine

Heady

Rainbow

Time outs (unless it is an emergency).

Elimination

Or any other made up rule!

- When the game ends, the winner stays and the next person in line joins the game, and serves the ball.
- You become the Queen/King by beating everyone waiting in your line two times through. Whoever becomes the Queen/King gets to continue serving the ball until someone in line beats them.

Variation: Players can team up and play two against two. The next player in line joins the one player that is out to form a new team. No picking team members randomly from the line to join the game.

Hopscotch

- Two or more people can play hopscotch at one time.
- Each court must have a shooter to throw in the hopscotch squares. The shooter could be a beanbag, hair clip, rock, or wood chip.
- There are 10 hopscotch squares.
- One player begins first by throwing her/his shooter into the 1st square. If the shooter falls within the square, the throw is good. The player proceeds to jump on one foot over the 1st square into the 2nd and 3rd squares. Then the player uses two feet in the 4th and 5th squares, one foot in the 6th square, two feet in the 7th and 8th squares and one foot in the 9th and 10th squares. After the 10th square, the player jumps out of the hopscotch squares. The player turns around and proceeds to jump back through the squares (e.g., 10th-1st square) to the other side. When the player reaches her/his shooter, she/he must pick up the shooter and jump to the end. The player then throws her/his shooter to the next square, ahead of the one she/he was in before. If the shooter lands within the 2nd square, the player repeats the jumping process, jumping over her/his shooter.
- If the shooter lands outside of the box or on the line, then it is the next person's turn and the first player must continue from where they left off the next time it is their turn.
- A player must hop correctly (e.g., no falling from one leg to two, no touching the ground while hopping or holding onto other players' bodies).
- The object of the game is to be the first person to successfully throw her/his shooter into the 10th square and jump through the squares.

Kickball

- Two teams play with one wall ball within the Kickball Square.
- There are 4 bases (e.g., 1st, 2nd, 3rd, and home base).
- There is one pitcher for each team. The pitcher stands in the middle of the square and rolls the ball toward home base so that the player can kick the ball. Students should take turns being the pitcher.
- After the player kicks the ball, she/he runs to first base as fast as she/he can run.
- The kicker must kick the ball at home plate – not past it or they are out.
- If the 1st base person can catch the ball and tag the runner before she/he touches the base, then the runner is out. If the base person cannot tag the runner with the ball, then the kicker is safe. The player runs to the next base,

when her/his teammate kicks the ball. If the ball is caught, the runner must go back to the base she/he came from (Tagging up).

- The object of the game is to get as many runs as possible. The winner of the game is the team that has the most runs.
- Play continues until there are 3 outs or five runs scored, whatever comes first, and then it is the next team's turn to kick.
- If the other team catches the ball after a ball is kicked, the player is out. More than 1 out can occur at a time (e.g., two people could be tagged running to two different bases).
- If a ball is kicked outside of the Kickball Square, the kick is considered a foul and the ball is pitched again.
- The teams determine how long the game will last (e.g., until the recess bell rings, number of innings, runs scored or amount of time).

Tether Ball

- Two players play tetherball together on a tetherball court.
- The remainder of the children who want to play stand in line on the outer line of the circle on the tetherball court.
- Each player stands on one side of the pole, behind the line.
- The new player decides whether they want to serve or choose which direction they want to hit the ball.
- The server starts the game by tossing the ball up to themselves, and hitting it with a closed fist.
- As the ball is hit back and forth with closed fists, each player tries to hit it so the rope winds completely around the pole in the agreed upon direction in which she/he is hitting the ball before the other player does. This is a tether.
- A player can also lose the game by making a foul. A foul is any of the following:
 - Hitting the ball with any part of the body other than the hands or forearms.
 - Catching or holding the ball during play.
 - Touching the pole.
 - Hitting the rope with the forearms or open hands/slappy.
 - Grabbing the rope and throwing the ball/Ropey.
 - Crossing the line that divides the court in half/Liney.
 - Hitting the ball twice in a row when it is on your side of the court.
 - Doing bottle caps, where you take the rope between your pointer finger and thumb, and use it to swing the ball around the pole.
- When a game ends, the student who lost or committed a foul steps off of the tetherball court and goes to the end of the line. The new player on

the court gets to decide whether they want to serve or choose which direction they want the ball to be hit.

- You become the Queen/King by winning three times in a row. After becoming the Queen/King, step off of the court and go to the end of the line to wait for your next turn.

Gaga Pit

- 8 students can be in the gaga pit at one time
- Line up around the outside of the pit as you wait your turn to play
- Enter and exit the pit through the doorway only, do not hop over the wall of the pit
- Ball is to be rolled or hit toward the feet of other players.
- If the ball hits a player on the foot or lower leg, he/she is out and must leave the pit.

Play Structure Rules

- Only slide down the slides
- One person at a time permitted to slide down the slides
- No climbing onto the tops of the play structure or on the tops of the monkey bars. Students

GROUND FOR SUSPENSION AND EXPULSION

Please see the *Comprehensive Safety Plan* for **GROUND FOR SUSPENSION AND EXPULSION**.

[Comprehensive School Safety Plan 2024-2025](#)

Hallway Rules

1. Students must walk in the halls at all times – running is never allowed.
2. Students should always stay to the right in the hallway when passing
3. No eating of any kind in the hallways.
4. Students should always use their “inside” voices in the hallways.

Cafeteria and Eating Area Rules

1. Students are to walk quietly to the lunch area in an orderly manner and sit in assigned areas.
2. Students are responsible for cleaning their own area after eating.

3. Students are expected to talk in quiet, respectful voices.
4. Students are to walk in an orderly manner to the playground after being dismissed by a noon supervisor.
5. Students are to bring food and/or appropriate drink items in plastic or metal containers only. Glass containers are not allowed as they pose a safety hazard.
6. Food must stay in the lunch area and may not be brought out on the playground.
7. Students are **not** to use other student's lunch accounts.
8. Students may not throw food.
9. Students raise their hands and wait to be excused by an adult.
10. Students are to not share food due to allergies. Students with allergies can sit in the designated area.
11. Students must remain in the cafeteria and eat for a minimum of 20 minutes. Students needing more time need to work with school staff to make special arrangements.

Discipline Steps for Most Cases

Level 1 - A warning, restatement of school rules, or a work detail is assigned at this level. Parents are notified at this level.

Level 2 - Notification of parents, restorative conversation, referral to Tier 2 Supports such as: Calm Down Coaching, Sportsmanship Academy, Conflict Resolution Coaching and/or loss of privilege

Level 3 - Notification of parents, increase in loss of privilege or partial loss of recess, possible referral to Student Study Team, SCIP counselor or School Psychologist

Level 4 - Parent conference, possible behavior contract, and increase in Level 3 loss of privilege, referral to principal.

Consequences

Students are expected to follow all school rules to ensure a safe, respectful, and responsible environment in which to learn. Various strategies will be utilized by teachers, supervisors, and administrators to remediate inappropriate behavior.

Example consequences that may be used when school rules have been violated include:

- a. **Denial of a Privilege:** Lost privileges may include loss of playtime during recess, time out, exclusion from classroom activities, assemblies, or field trips, etc.
- b. **Individual Assignment:** Students can be asked to complete a written assignment related to the infraction.
- c. **Tier 2 Supports:** Students will receive coaching in calm down strategies, sportsmanship and/or conflict resolution strategies
- d. **Community Service:** Students may be asked to pick up trash around the school (gloves are provided) and/or any other community service assigned by an administrator.
- e. **Parent Contact:** Phone calls and/or conferences will be utilized to inform parents of concerns and possible solutions. It is expected that parents will discuss the problem with his/her child and institute a consequence at home when appropriate.
- f. **Suspension:** Please see Comprehensive Safety Plan for suspension information. Comprehensive School Safety Plan 2022-2023
- g. **Restitution:** Students who lose or willfully deface, destroy, or steal school property (texts, library books, etc.) or property of others, may be expected to clean up, repair, replace, and/or pay for the item(s) involved.

Behavior Notification

1. **Misconduct Report:** Are issued by teachers and/or administrators. When a misconduct report is filled out, administration will call parents to notify them of chronic and/or serious violations of school rules.
2. **Suspension Notice:** issued by the principal to notify parents of the reason for and length of the suspension.

****All serious violations result in an immediate referral to an administrator.**

PROGRAMS AND ORGANIZATIONS

Gifted and Talented Education (GATE)

Students are identified on the basis of a test given to all students in 2nd grade. After selection, children may participate in any GATE activities provided by a parent advisory committee and the School District beginning in 3rd grade.

Leadership

The school has an inclusive leadership program, which allows all interested 4th and 5th graders to participate. Due to high levels of participation, there are first semester and second semester leadership cohorts. Students participate in various service activities and sponsor events that promote school spirit. Leadership meetings are held during lunch.

Library

The Library is staffed by a part-time library media coordinator. Students will visit the library and have an opportunity to select from a wide variety of books. Students are encouraged to bring home their selections to share with parents. Students are responsible for the proper care and return of materials. Lost or damaged books need to be paid for. Students can also visit the library during recess/lunch when open.

Parent Teacher Association (PTA)

PTA membership is open to all parents, guardians, relatives, teachers, and friends of Montair students. A membership drive will be conducted early in the school year; however, parents may join at any time. Parents are encouraged to join PTA and take an active role in this supportive organization. Please contact Montair's PTA president @ montairPTA@gmail.com for further information or visit our website.

Montair Foundation

The Montair Foundation is made up of dedicated parents whose goal is to generate funds through optional donations to support important enrichment programs that impact all children in the school. These programs include salaries for art, technology, music/vocal, classroom paraprofessional teachers, and a reading specialist. Montair Foundation also supports additional library, hardware, and social/emotional programs to all students. Please contact Montair Foundation at montairfoundation@gmail.com for further information or visit our website.

Rainbow Program

The Rainbow Program is designed to provide referred students with a “Special Friend” on campus. Its goal is to help children achieve a smooth adjustment to the school setting. This is done by providing weekly one-to-one or small group sessions between a child/children and a Rainbow Paraprofessional. The paras receive pertinent training from project staff and ongoing direct supervision with the Program Coordinator.

SUPPORT PERSONNEL

Pre-Student Success Team

The Pre-SST process consists of grade level teams supporting teachers experiencing challenges with students who may be displaying academic, disciplinary, or attendance concerns. Parents are asked to consult with the referring classroom teacher in providing developmental history, health, and other pertinent information. The teacher-based team works together to support the referring teacher through observation and brainstorming to develop an action plan that could include specific modifications and/or accommodations to help address the students' concern. When the action plan is successful, methods are implemented and students make progress. If additional support personnel are required, the students may be referred to the Student Success Team (SST) with the presence of additional support personnel.

Resource Program

The resource program is available to assist students with exceptional learning needs who qualify for special education under education code. The resource teacher coordinates meetings from parent referrals when final results from the SST recommend further investigation. The resource specialist works with teachers to modify curriculum to meet students' learning needs in acquiring the core content material. She/he consults with teachers about troubleshooting issues around student needs. In addition, co-teaching is sometimes done to maximize student learning within the general education setting. The resource specialist works with students in the general education setting, as well as in small groups or on a one-on-one basis to address objectives/goals in each student's Individual Education Plan.

Speech and Language Specialist

Speech and language therapy is provided at Montair for children who have difficulty with verbal communication skills and language processing who qualify for special education services under education code. Students who meet criteria for speech and language services are enrolled in individual or small groups to work on specific goals listed in the student's Individual Educational Plan.

Psychologist

The school psychologist works with students, teachers, parents, and various community agencies. Individual counseling and psychological testing are provided to students in need of such services as identified by education code.

School Counselor

The school counselor supports our school in promoting social-emotional learning across the campus in a variety of ways. The counselor's main focus is to teach students the following components of social-emotional well-being: self-management, relationship skills, social awareness, self-awareness, and responsible decision making. This is done through whole class, small group, and individual lessons and counseling sessions.

Health Educator

Our health educator provides services to our school one day each week. The health educator coordinates hearing and vision screening for designated students, assists teachers with health education at all grade levels, and makes home contacts as needed. In addition, Montair is staffed 5 days a week with an LVN to help monitor the health and safety of our students with significant health related needs.