

MONTEREY RIDGE
ELEMENTARY SCHOOL
HOME OF THE MONARCHS



PARENT AND
STUDENT
HANDBOOK

Dear Monterey Ridge Parents and Students:

Welcome to Monterey Ridge! The staff and I are thrilled that you are part of our school community. We are extremely lucky at Monterey Ridge to have an amazing facility, incredibly talented and high quality teachers and support staff that are well trained to make a positive difference in your child's life.

Our goal is to work closely with you to make your child's school experience a positive one. We believe deeply that the success of your child rests on a strong partnership between home and school. We hope that you will take the time to be involved in our school community and be an active participant in your child's education. Please remember, our school belongs as much to you as it does to our staff.

A lot of time and care was put into creating this handbook in the hopes that it would provide you valuable information about our school. Students are expected to follow all the rules and help us create a safe and positive school environment. Consequently, we hope that each of you will spend time reviewing this handbook with your child. This is the first step in building a strong connection between home and school. Once you have reviewed the handbook with your child, please make sure that both of you sign the attached sheet.

We are thrilled that you and your child will be taking the amazing journey of learning with us. We are truly excited that you are with us.

Sincerely,

Dr. Rich Newman
Principal



SCHOOL HOURS

9:00—3:20—Monday, Tuesday, Thursday and Friday
(Grades 1- 5)

9:00—1:40—Wednesday (Grades 1 -5)

8:40—12:00—AM Kindergarten

12:00—3:20—PM Kindergarten

Students arriving after the final bell are to come to the office for a late slip before reporting to class. Supervision is provided on school grounds beginning at 8:40 a.m. Do not send children to school prior to this time due to no supervision.

SCHOOL PHONE NUMBERS

Office—(858) 487-6887

Attendance Line—(858) 487-8225

ESS (858) 487 -8216

FAX (858) 487-2050

The classroom telephones are secure during the hours of 9:00—3:20. When you call the classroom during those hours, your call will be transferred to the teacher's voice mail. If you call the classroom teacher's telephone number during the week, before 9:00 or after 3:20 or during the weekend, your call will ring through to the classroom.

ABSENCES

Please call the attendance office at (858) 487-8225 to report when your child will be absent or late before 9:30 a.m. If your student has visited a doctor/dentist during their absence, please ask their office for a note for school. This will be beneficial to your child's attendance record. According to PUSD policy, 12 or more absences excused by a parent without a doctor's note or OCIS contract (please see separate information) is regarded as excessive and we are required to contact home.

ATTENDANCE POLICY

Regular attendance is essential for students to make optimum academic growth. Home and school must work together to instill the importance of school attendance.

BICYCLE RULES

Only students in grades 3rd—5th may ride bicycles to school. Police regulations include the requirement of a lock and license. State law requires students to wear helmets. Bicycles must be locked in the bicycle enclosure upon arrival. Please plan a safety route with your child and review the following rules. A bicycle is a vehicle in California. It must be ridden in the street and the ride must follow the safety code.

- Children should walk bicycles on sidewalks or near school buildings
- Bicycles must be walked across the street in the school crossing
- Students who are reported for careless riding will be required to leave their bicycles at home.
- The school cannot assume responsibility to stolen or damage bicycles
- Pedestrians have the right of way on sidewalks.

Skateboards, scooters, roller skates and roller blades ARE NOT ALLOWED at school and, therefore, may not be ridden to and from the school. Shoe skates are also NOT ALLOWED.

CLASSROOM VISITATIONS

For the safety of your child, parents and other visitors must sign in at the office when entering the school grounds. We welcome and encourage parents to visit the school and their child's classroom. We consider visits important to build a mutual understanding of your child and the school's instructional program.

If you would like to schedule a conference with the teacher, please call to make an appointment. Teachers are often busy with students or preparation of materials immediately before and after school.

CONTRACTS FOR INDEPENDENT STUDY

If your child is going to be on vacation for 5 days or more, please contact the office for an OCIS contract 5 days prior to your trip. If you are going to be gone longer than 5 days, a 10 day notice is required. Your teacher will give your child work to do while they are not at school.

DRESS CODES

For safety reasons, shoes should be comfortable and cover the entire foot. No thongs or open toed shoes are to be worn to school. Shoes should have backs on them. Shoes with rollers are also not allowed. No hats are to be worn inside buildings. Students should not wear clothing with drawstrings, which may catch on protrusions and cause strangulation.

ELECTRONIC ITEMS

No cell phones or electronic items of any kind are allowed during school hours. They must be in your backpacks and turned off.

EMERGENCY DRILLS AND SAFETY PLAN

Fire drills and earthquake drills are scheduled on a regular basis to teach our students the safest and quickest route from the school buildings. We also practice a Lock Down Drill for emergency situations. A Safety Plan is on file with the district.

EMERGENCY MESSAGES

Occasionally, emergencies arise which require parents to contact their child. Please remember that we can not call students to the telephone or get messages to them instantly. Please take care of those "housekeeping" items at home before your child leaves for school. However, we will do our best to relay emergency messages.

GATE SECURITY

Because we are concerned about the safety and security of all the students on campus, all gates to the campus will be closed during school hours. All visitors to the campus must come through the front office to sign in and obtain a visitor's badge.

LOST AND FOUND ARTICLES

Students are encouraged to place their names on all personal belongings they bring from home, such as coats, lunch boxes, backpacks, balls etc. Lost items will be kept in the "Lost and Found" box in the lunch area. Smaller items such as keys, eyeglasses, jewelry, etc. will be stored in the front office. Students may check the Lost and Found for missing items, and parents are encouraged to check for missing items when they are on campus. Unclaimed items will be donated to a charitable organization during the year.

LUNCHES

Students may bring a lunch from home or buy at the school. The price, including milk, is \$2.00. Each student will be assigned a student number to access a personal account. Deposits for the lunch accounts may be delivered to the office. Please write the child's name and his/her room number on the envelope. Checks may be payable to PUSD Food Services. You may also enroll your child online at www.mylunchmoney.com and make payments online for a nominal fee.

MEDICATIONS

All medications must be kept in the health office. Medication must be labeled with the child's name, dosage, and time to be administered. Prescription drugs must also be labeled with the name of the doctor. Please contact the health office if your child requires special medication. We can not give medications without authorization from a doctor. Forms for the doctor's authorization are available in the school office and also available on our website.

RELEASE OF CHILDREN

Parents or guardians who need to have children released during the school day should come to the office to sign them out. Be sure to bring proper ID with you.

When children are ill at school, parents will be notified and requested to pick up their child at the health office. If a parent can not be reached, the emergency contact numbers will be called. It is essential that you keep the school informed of any change in address or phone number.

SCHOOL NOTICES

Most school notices are sent home on Wednesday via our Monarch e-Packet. A ConnectEd message will be sent out on Wednesday to inform you of the contents. The packets are archived and can be found on the PTA website.

TARDINESS

The last bell rings at 9:00 for grades 1- 5 ; 8:40 for AM Kindergarten and 12:00 for PM Kindergarten and all students will be marked tardy if that student is not in their seat. Students that arrive after that time must get a tardy slip in the office. Tardiness after 30 minutes are considered truancy. Only students with medical appointments and/or illness are considered excused tardies. If you are late because of such an appointment, please provide a note from your doctor, which is a PUSD requirement and will be of benefit to your child's attendance records. All doctors, dentists, and orthodontists' offices provide these readily.

WITHDRAWING A STUDENT FROM SCHOOL

Parents are requested to notify the school office when a student is to be withdrawn from school. Students are responsible for returning all school items, library books, etc. upon withdrawal from school.

GENERAL SCHOOL RULES

ACADEMIC HONESTY

In support of the District's Academic Honesty Policy 3.40, students are expected to demonstrate acts of honesty at all times.

Teachers and staff members will support and enforce all District rules of academic honesty and provide a learning environment that does not allow or tolerate dishonesty.

Any student who violates the rules of the Academic Honesty Policy will be subject to disciplinary action.

HARASSMENT

- We believe that every student has the right to attend school and learn...
- Without being called names, and;
- Without being threatened, harassed, or bullied for any reason

Harassment is unwanted and unwelcome behavior from another person that interferes with an individual's life and well-being. When this behavior is sexual in nature, it is "sexual harassment". When the behavior is motivated by a prejudice against another person's race, ethnicity, sexual orientation, religion or gender, it is discrimination and could be described as "hate behavior" in some cases.

This type of intimidation and harassment will not be tolerated in our school and is also inappropriate in our society. It is our intent to promote the rights of equality and human dignity basic to our American ideals.

If you feel that you have been the target of harassment, threats, or bullying, it is important that you tell someone you trust like a parent, teacher, principal, or another adult. They may offer some excellent advice on how to deal with the situation or they may need to intervene on your behalf.

Additional information is available from your principal including a complete copy of the District policies on this subject.

TO AND FROM SCHOOL

Student safety and behavior to and from school as well as on campus is subject to the same rules and consequences. Please review the following with your child/children:

- Students must walk on sidewalks or designated pathways only.
- Do not cut across lawns or landscape.
- Cross only at designated crossing zones.
- Students may not play on the playground prior to the 8:40 AM bell.

Student drop off and pick up is allowed in the parking lot in front of the school only. Please be patient, it takes awhile for our students to pack up their belongings and be ready to leave campus. The bus loop is for drop off and pick up but the busses have priority in our bus loop. DO NOT leave your car unoccupied.

PLAYGROUND RULES

Please go over these general playground rules with your students:

The official purpose of recess is to provide students with an opportunity to get a drink, use the restrooms, and get some exercise.

Bells - When bells ring, students freeze. This means tetherballs are dropped and no one moves. When the whistle blows, kids put equipment away and walk to their designated line spot. NO more tetherball or last shots at the hoop.

1. Harassment, including racial, ethnic, sexual or physical will not be tolerated.
2. There will be no profanity or unkind words used on the playground or at school.
3. The restrooms are not to be used for hiding or playing. They are to be left as clean as possible.
4. The drinking fountains are to be used for drinking, not squirting or playing.
5. The restrooms by the lunch area are the only ones to be used at recess or lunch.
6. Do not play in the halls or on the patios; children should not return to their classroom during recess time.
7. There should be no running through games, on the equipment platforms or under the equipment.
8. Use the blacktop for jump rope, four square, hopscotch, tetherball and basketball .
9. Jump ropes are to be used only for jumping rope. Do not tie them around anyone or play any other games with them.
10. Bats and softballs may be used only in organized games with adult supervision during PE time.
11. All ball games such as kickball and soccer are to be played on the grass field.
12. Do not return stray balls by kicking. Roll or throw the ball back to its owner.
13. Any balls, jump ropes, or other equipment brought from home must be clearly marked with student's name and room number. We are not responsible for lost or stolen items brought from home. Toys and all electronics should not be brought to school.
14. No baseball or tennis balls are to be brought to school.
15. Balls are the only objects we throw at school. Do not throw rocks, sand, grass or wood chips.
16. Throwing balls at or bouncing balls against any part of the building or walls is not allowed.
17. Do not climb or hide behind fences, trees, backstops, frames, ramps, or wheelchair lifts. No hiding in bathrooms.
18. There will be no cuts in line or saving spots. Anyone who gives or takes cuts must go to the end of the line.
19. Do not chew gum or eat on the playground. Snacks are to be eaten at the lunch tables ONLY. GUM IS NOT ALLOWED AT SCHOOL.

20. On designated blacktop days students are to play on the blacktop. Stay away from the puddles.

21. When you hear a "Yard Duty" whistle, stop and look. It may be for you.

22. Do not sit on or jump from equipment.

23. There will be a time when your teacher or yard duty may change a rule. This will be temporary and according to the playground conditions at the time.

24. The following games and activities are **not** allowed at Monterey Ridge:

Football

Crack the Whip

Bumpball, Dodgeball

Punching or Pushing

Keep Away

Piggyback rides

Balls Smaller Than a Tennis Ball

Playing With Sharp or Pointed Objects

Chicken Fights

Kicking, Hitting

Gymnastics

Martial Arts

Pretend guns or swords

Defacing School Property

Playing with Sticks or Rocks

TETHERBALL RULES

PLAY:

The player who serves first is chosen by lot. After the first game, the new opponent gets the first serve. The winner is given his choice of the side of the court on which he wishes to play and the direction in which the server will serve the ball. The server starts the ball by tossing the ball into the air and striking it with his hand or fist. As the ball travels around the pole, the opponent tries to hit the ball back in the opposite direction. The ball is considered in play until the server's opponent hits the ball, i.e., the server cannot win the game by winding the rope completely in his direction before the opponent has had the opportunity to hit the ball at least once. The player who first winds the ball completely around the pole, wins the game. During the game, each player must remain on his own side of the court.

FOULS:

Play stops immediately after a foul has been committed. A player who commits any of the fouls listed forfeits the serve (not the game) to his opponent. The opponent then serves to continue the game. The following are fouls.

- Hitting the ball with any part of the body other than the hands or forearms.
- Stopping continuous play by holding or catching the ball.
- Touching the pole with any part of the body.
- Interfering with the progress of the game by hitting the rope with hands or forearms.
- Playing the ball while standing outside the playing zone.
- Stepping out of the playing zone.
- Throwing the ball.

- No pulling down or sitting on the balls.

SCORING: The player who first winds the rope completely around the pole wins the game.

FOUR SQUARE RULES

Number of players: Four players, one for each square

PLAY:

The object of the game is to advance to square A and stay there as long as possible. The rotation of players is from D to C to B and finally to A. D always starts the game. From a bounce D strikes the ball with either one or two hands, directing the flight of the ball so that it bounces into one of the other squares. The player to whom the ball is served returns the ball to any of the other three squares off the first bounce only. When play is stopped because of a violation, the player committing the violation goes to the end of the waiting line. The person in the waiting line becomes the player in square D.

FOULS:

- The play is continued until a player commits one of the following violations:
- The ball lands out of the squares. (Liners are good.)
- The ball is hit with the fist.
- The ball hits a player in another square. In this case, the player who is hit is out, and not the player who served the ball.
- Holding the ball (holds, stickies, etc.)
- The ball is made to bounce over the intended receiver's head.
- Double hits and double bounces.
- Hitting the ball before it bounces in your square.
- "War", "Tea Parties", etc., (Both players are out).
- Playing on an out (all players are out).

HANDBALL RULES

Up to 12 students may play handball at any given time and then the court will be closed. However, if all courts are closed and there are students who want to play, the courts will then be open. The serve must land in the outer court, yet stay within the boundaries of the outer court. There will be no cross-countries on a serve. There will be servers mistake only once.

Considered "Fair"

holdies - only for 3 seconds
babies, except on a serve
computer
cross-country
powerhouses
limo

Considered "Out"

treetops/ underdoggies/rainbows
pops
monkey pushes
black/white magic
skidders
self inner/team inner
backstops

Unfair:

making up new or special rules or changing of the rules

cutting in line

no restarts if you lose— no do overs

no court challenge

No teams

Waiting Line

- People waiting in line must remain outside the boundary line; otherwise the player committing the foul will not be out.
- Any player who interferes with the play will be out.

Disagreements

- The people waiting in line will vote on whether the play in question was good or not.
- The **majority** decides whether a player will be out or not - **NO ARGUMENTS** or you will be asked to leave the game.
- There will be no complaining when you get out.
- No name calling

KICKBALL RULES

When playing kickball, we do not throw the ball at anyone to get him or her out. The person holds the ball and touches the base. The ball should never touch the player.

APPARATUS RULES**General Safety:**

- At least one hand **MUST** be in contact with the apparatus at **ALL** times (except when sliding down slide).
- No standing or sitting on top of any apparatus equipment.
- Only one person on the swings or slide at time.
- Time Limit: Unless otherwise stated, a one-minute time limit will be placed on apparatus equipment. This can be decided by counting 1 to 30.

Horizontal Bars:

- Usage - Stunts that you may do:
- 2 hands on bar at all times

Horizontal Ladder:

- Usage - Travel forward across the ladder by grasping each rung of the ladder.
- Traveling once across is one turn
- Only one child uses the ladder at a time
- No climbing, flipping or sitting on top of the bars

Balance Beam:

- Usage-Walk forward or backward in a variety of ways maintaining your balance at all times.

- Time Limit- Travel once across and only one person at a time.
- No jumping on or over beam

Slide:

- Only one person on the slide going down
- Slide down sitting face forward only. Sliding on your knees, stomach or headfirst is NOT allowed.
- Walking up slides is not allowed.

Swings:

- You may count to 30 and then take your turn on the swing.
- You may not save swings.
- Swing straight- not twisting.
- No jumping off swings.
- The area in front and back of swings must be kept clear.

Fireman Poles:

- Go straight down the pole.
- No twisting around the pole

