

# Monterey Road Elementary School



**Parent and student Handbook**

**2015-2016**

## School Rules and Information for Students and Parents

### A

#### Absences

##### Attendance Phone Line: 462-4270

Being at school on time and prepared to learn are important aspects to a successful school experience. Punctuality and personal responsibility are also qualities that are necessary for success in the future as our children grow into adulthood; therefore, these qualities are strongly encouraged in the Atascadero Unified School District. We look forward to seeing your child every day and we are dedicated to providing a meaningful educational experience in a safe and nurturing environment.



If on that rare occasion your child is unable to attend school (illness or emergency), please call the office at 462-4270 or send a note. When verifying an absence either by phone or note, be sure to include the following information: **date, child's name, room number, and reason for absence**. In the event your child is out several days, you do not need to call every day unless the reason has changed. However, it is important to let the office know of any scheduled, extended absence so the teacher can put together anticipated work and/or an independent study contract. District Policy dictates that absences unverified after three days will be recorded as truant on your child's attendance record. **Please remember to verify all absences.**

The State of California requires that all absences be verified. The only acceptable excused absences are:

**Illness**

**Medical or dental appointments**

**Death in the immediate family**

**Religious holidays (state unfounded)**

**California Ed. Code 48200** ~ "Each person between the ages of 6 and 18 years... is subject to compulsory full time education."

**California Ed. Code 48260.a** ~ "Any pupil subject to compulsory full-time education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the schooldays on three occasions in one school year, or any combination thereof, is a TRUANT..."

A referral may be made to the AUSD's Truancy Officer if we see continued pattern of absences and/or tardiness. We will attempt to help solve the situation before it reaches the required referral to the School Attendance and Review Board (SARB) and/or County District Attorney's Office.

## **Arrival and Departure from School**

### **Arrival**

- Playground supervision begins at 7:45 a.m.
- If it is raining, please report directly to the multipurpose room (cafeteria).

### **Tardies**

- Class lessons start promptly at 8:20 a.m. Students not in their classrooms at 8:20 a.m. will be marked tardy. Remember...if a student is late to school, they must report to the office for an admittance slip.
- Tardies are reflected in attendance records and follow the same procedures as discussed under Absences.

### **Departure**

- After school, students are asked to go directly home unless they are registered with the After School Program or are scheduled to participate in a supervised activity. Supervision ends at 2:55 p.m.
- If it is raining, students are to wait in the cafeteria to be picked up.

### **Leaving School Prior to the End of the Day**

- An authorized person must sign students out of school.
- Students will be released only to those listed on the emergency card. Please keep your child's emergency card information up to date.
- Parents planning on taking their child to lunch, must sign their child out in the office.
- If a child becomes ill during the school day, he/she will be evaluated by the office staff. If determined it is necessary for the child to go home, we will call parent(s) or person(s) listed on the emergency card.

### **Animals**



Special permission must be received from the teacher or principal before bringing any animal to school, including pets. Animals brought with permission must be in a cage or on a leash and have all required shots. BP 6163.2

## B

### **Before and After School Program**

Champions provides before and after-school child care for our students. Supervised activities, such as group and individual games, crafts, movies, sports, and study periods are provided for children in kindergarten through sixth grade. For more information and current pricing, call 800-246-2154, [www.discoverchampions.com](http://www.discoverchampions.com).

### **Bicycles**



Bicycles may be ridden to school if you are in the third grade or above and have a bike permit. You must pass a bicycle safety test each year before you will be issued a bike permit. Bike safety tests and permits are issued in the office. The permit will be taken away if you are reported violating the rules while coming to or from school! Bicycles **ARE NOT** to be ridden on school grounds! As soon as you are on campus you are to walk your bike. This is for the safety of all the students. Please park and lock them up in the bicycle racks.

### **Birthdays**

Please make arrangements in advance with your child's teacher if you would like to celebrate your child's birthday in class. The AUSD Wellness Policy prohibits treats served before lunchtime. If you want to be in the classroom during the celebration, be sure that you have completed the Megan's Law paperwork. Presents, balloons, flowers, and items should be reserved for after school, and will not be delivered to the classroom. Always consider a nonfood item for your child's birthday celebration (e.g. pencils, erasers, classroom books).

### **Breakfast**

Breakfast is sold to students for \$1.75 from 7:55 – 8:15 a.m. Students arriving after 8:15 a.m., unless due to a bus delay, will not be served breakfast. *The State of California offers a school lunch assistance program for those families that qualify. If you think your family might qualify, the school office has the necessary paperwork.*

### **Bullying Behavior**

We strive to make our school a "Bully-Free Zone." Bullying is defined as: **persistent and intentional behavior that is physically, emotionally or socially harmful resulting in an unsafe school environment for one or more students.**

Our school community considers bullying a serious offense. Disciplinary actions for students may range from counseling to suspension and/or expulsion. Whether a student is a bully, the bullied, or a bystander, please let your classroom teacher know about the incident immediately.

### **Buses/Transportation**

Safety is important when using school transportation. All school rules apply while a student is on the bus and at the bus stops. The bus drivers write bus tickets to students who have violated safety rules. In some cases (serious incidents, more than three bus tickets, etc.), students will lose the privilege of riding the bus.

For current bus schedules, call 462-4250.

If your child does not ride the bus regularly or is taking an alternate route for a particular reason, please send a note with your child, informing the bus driver of the situation.

### **Bus Safety Rules**

Riding a School Bus is a PRIVILEGE to qualified students of Atascadero Unified School District. Therefore, it is important that all students are aware of the bus riding rules so they may keep their bus riding privileges.



1. Arrive at the designated bus stop at least five (5) minutes before scheduled time, but never more than ten (10) minutes early. Keep noise down to a classroom level.
2. Line up in an orderly manner, without pushing as the bus approaches.
3. Observe the same high standards of citizenship that are expected at school.
4. Show proper respect for other people's property.
5. Embark and disembark promptly and in an orderly manner.
6. When crossing the street, students absolutely must cross in front of the bus, under the direction of the bus driver.
7. Follow all directions given by the driver. The driver is responsible for loading and seating the bus.
8. Once seated, students must remain in the same seat, facing forward, with both feet on the floor.
9. Pupils shall not make loud noises or other disturbances that might distract the driver's attention from driving. All students MUST be quiet when approaching and crossing railroad tracks.
10. No pushing, hitting, fighting, or rough behavior of any kind.
11. Students must have a note from a parent to ride another bus, or to use a different bus stop.
12. Keep aisles clear at all times. All sports equipment must be in an enclosed bag.
13. Throwing objects from the bus, in the bus, or littering the bus is not allowed.
14. No pets, animals, creatures of any kind, glass containers, weapons, or unsafe objects are allowed on the bus, or at the bus stop, except for service dogs (permitted as provided in Section 16867 of the Ed. Code).
15. No smoking or lighting of flammable materials of any kind on the bus or at the bus stop.
16. No eating, drinking, or chewing gum or tobacco on the bus.
17. No profanity, obscene gestures, or spitting at the bus stop, or on the bus.
18. Do not damage or deface any part of the bus, or property at the bus stop.
19. Keep all body parts and other objects inside the bus at all times.

### **Inside and Out**



1. Wait for your school bus in a safe place.
2. Get on the bus in an orderly manner, using the handrail.
3. Take your seat, face forward, and remain seated at all times on the bus.
4. Follow the instructions of the bus driver, who is in charge at all times.
5. Keep your head, arms and feet inside the bus at all times.
6. Never throw things in the bus. Help keep your bus clear and in good condition.
7. Learn emergency exits and drill procedures.
8. When leaving the bus, stay out of the DANGER ZONE.

### **Danger Zone**

The **Danger Zone is found ten (10) feet around the bus.** The most dangerous spots are the five (5) feet in front of the bus and five (5) feet around the side and back passenger area, and any **passing traffic areas** around the bus. Observe all safety procedures and be alert to traffic after leaving the school bus. Always remember to go directly home after getting off the bus. Do not talk to strangers and do not accept rides from strangers.



## C

### **Cafeteria**

- **Breakfast:** Breakfast is available in the cafeteria for \$1.75. The state of California offers a school meal assistance program for those families that qualify. If you think your family might qualify, the school office has the necessary paperwork to apply for free/reduced meals.
- **Lunch:** Please see that your child has a lunch every day. They may bring a sack lunch or purchase a lunch in the cafeteria for \$2.75. Milk, chocolate milk, and fruit juice are also available for \$.50. A lunch and breakfast menu is sent home every month with daily selections.
- Hot lunches and breakfasts may be paid for daily or prepaid through the office (make checks payable to Atascadero Unified School District). Online payment will be an option beginning in the fall. Ask your office for details.

### Seven steps to follow while eating breakfast or lunch at school:

1. Stay seated while eating.
2. Wait to be excused.
3. Pick up after yourself.
4. Talk softly.
5. Walk at all times in the cafeteria.
6. No hats are to be worn in the cafeteria or in the classrooms unless they are part of a uniform or for a special event.
7. No food is to be taken to the playground. All food must remain in the cafeteria or at the picnic tables.

You are invited to have lunch with your child any day in the cafeteria (**you must have Megan's Law clearance**).

- Please call the office before 9:00 a.m. that morning to order your lunch. Adult lunches may be purchased for \$3.75. Adult breakfasts are \$2.00.
- Check in at the office when you arrive to sign-in and obtain a visitors badge.

### **Cell Phones**

Students may bring cell phones to school, provided such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities.

- Cell phones are to be turned off during the instructional day (8:00 to 2:45)
- If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it.
  - If confiscated, the device will be returned at the end of the class period or school day.
  - If confiscated a second time, the parent may be asked to come to the school to reclaim the phone.

*In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.*

### **Civility Policy**

AUSD is committed to providing an educational experience for each child that models appropriate behavior. Therefore, the Board of Trustees has designated policies to ensure that all stakeholders adhere to civil guidelines. Any act by students or adults which violates these policies, will be referred to the District Office or local law enforcement agency when necessary.

### **Classroom**

#### **Classroom Behavior**

Our School staff believes that each student should learn to assume responsibility for his/her actions. All behavioral policies and procedures are consistent with the AUSD policies as stated in the Annual Notification to Parents / Guardians Booklet. Our goal is to enhance each student's awareness of his/her personal responsibility by providing an orderly and predictable set of guidelines.



#### **STUDENT RESPONSIBILITIES**

- To respect fellow students and staff and to be tolerant of social and ethnic diversity.
- To obey school and classroom rules.
- To see that information from school reaches home and parents.
- To respect the rights of others to study and learn.
- To complete all classwork and homework, participate in class, and meet deadlines.
- To put forth maximum effort toward educational success.

- To attend school daily and to be on time.
- To respect public property and carefully use and return all equipment.
- To immediately respond to directives of any adult staff member

### **Closing School**

On occasion it may become necessary to close school due to extreme weather conditions or an emergency situation. Radio and TV stations, as early in the morning as possible, will make announcement of an emergency closure. The Superintendent of Schools, however, may announce an emergency closure during the day. Please ensure that arrangements have been made with relatives or neighbors in the event of a closure so your child knows where to go or whom to contact. (Also see **Emergency Card Updates.**)

### **Complaints**

AUSD has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in regard to adult education, consolidated categorical programs, migrant education, child care and development programs, child nutrition programs, vocational and special education programs will be reviewed and mediated or investigated by the District. The complainant will have the opportunity to provide relevant information during the investigation. Within 60 days of receipt of the complaint, the District will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the County Office of Education, and public/private interest attorneys.



### **Discipline Procedure:**

One of the most important functions of the school is to ensure that a safe and healthy environment is maintained at all times. School and classroom rules for student behavior are established so that this goal can be achieved. Violations of school rules will be addressed in every case using Schoolwide Progressive Discipline. Student discipline data will be recorded in the computer system.

***Please note** that some violations of school rules will not be given progressively increasing consequences. State law governs all violations for weapons, drugs, tobacco, violence, etc. For example, a first offense of brandishing a knife, possessing a gun or explosive device, or sale of drugs on school campus are grounds for suspension pending an expulsion hearing. The incident would also be referred to the appropriate law enforcement agency.*

### **Grounds for Suspension and/or Expulsion**

**4890**

**0**

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
- c. Possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance
- d. Offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage or intoxicant  
sold, delivered,  
furnished or represented the liquid, substance, or material as a controlled substance to any person.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.  
Possessed or used tobacco, or any products containing tobacco or nicotine product. Does not  
prohibit his/her own prescription products.
- h. Committed an obscene act or engaged in habitual profanity or vulgarity.
- i. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- j. Disrupted school activities or willfully defied the valid authority of school personnel engaged in the  
their duties.
- k. Knowingly received stolen school property or private property.
- l. Possessed an imitation firearm.
- m. Committed or attempted to commit a sexual assault or committed a sexual battery.
- n. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school  
proceeding.
- o. Offered, arranged to sell, or negotiated sale, or sold  
prescription drug Soma
- p. Engaged in, or attempted to  
engage in, hazing
- q. Engaged in act  
of bullying
- r. Aided or abetted the infliction or attempted infliction of physical injury;  
student may be suspended but not expelled
- t.

**48900.2** Committed sexual harassment

Caused, attempted to cause, threatened to cause, or participated in an  
act of hate violence (grade 4-12)

**48900.3**

**48900.4**

Intentionally engaged in harassment, threats, or intimidation, directed against school district  
personnel, a pupil or group of pupils that is sufficiently severe or pervasive to have the effect  
of disrupting classwork, creating disorder, invading rights of either school personnel or  
pupils by creating an intimidating or hostile educational environment.

Made terrorist threats against school

**48900.7**

officials or school property

\* Education Code sections have been edited to fit the form. Complete text is available upon request or

online at

<http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=edc&codebody>

### **Discrimination Policy**

By District Board Policy 5145.3(a) and moral demeanor, every student, parent, staff member or visitor on this or any Atascadero Unified School District campus shall be free from discrimination with respect to ethnicity, gender, color, race, religion, national origin and physical or mental disability.

### **Dress Code**

Students are to dress in an appropriate and safe manner while on school property or representing the school. This is the responsibility of the student and his/her parent or guardian. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students or staff, or violate health and safety guidelines. The following guidelines are intended to help students make appropriate choices. Any student who comes to school without proper attention having been given to personal cleanliness or neatness or proper attire may be sent home to be properly prepared for school. School Board Policy 5132 prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming by virtue of its color, arrangement, trademark or any other attribute which demonstrates membership in gangs, advocates drugs/alcohol, advocates hate, violence, or disruptive behavior.



### **Dress Code (continued)**

#### **Boys/Girls (where applicable) Acceptable School Attire:**

1. Dresses, blouses, and tops must have straps (at least one inch in width) over each shoulder, attached to the front and back.
2. Tops must ensure complete coverage of undergarments.
3. Foot attire must be worn which protects the soles and toes of the feet at all times. Sandals must have heel straps.
4. Shorts, skirts or dresses must be mid-thigh or longer, and neat in appearance.
5. Hair is to be clean and combed.

#### **Boys/Girls UNACCEPTABLE School Attire:**

1. Bare midriff – skin showing from short tops, halter tops or low-cut pants (midriff is covered when arms are raised).
2. Revealing, offensive or distracting clothing (includes offensive/obscene and/or derogatory symbols, slogans or patches on T-shirts).
3. Distracting jewelry, headgear or cleated shoes.
4. Excessively oversized clothing (Belts must be worn to prevent large waist pants from slipping down).
5. Wallet chains of any kind that are five (5) inches or longer.

## 6. Shoes with wheels “wheelies”.

The principal, staff, students and parent/guardians may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Please ensure that your child’s last name is on coats, sweaters, sweatshirts, backpacks, and baseball caps. A large amount of clothing goes unclaimed each day and is never retrieved from the lost and found.

## E

### **Early Release Days**

Early release days are every Friday. These days are intended to allow teachers adequate time to plan, collaborate, and provide the best possible standards-based instruction for our students. Students are released every Friday at 1:40 pm. Periodically, there are times throughout the year when students will be on minimum day schedule. On these days, students will be released at 1:20 p.m. Please check school website for current information.

### **Education Code/Board Policies**

#### Parent Liability:

- Parents are liable for all damages caused by the willful misconduct of their minor children. Parents are also liable for any school property loaned to the student and not returned. (E.C. Section 48904)
- Parents may be required to attend school with their suspended child. (E.C. Section 48900.1)

#### Complaints Concerning School Personnel:

- The district follows established Uniform Complaint Procedures. (Board Policy 1312.3(a).
- Complaints about personnel should be directed to the District Compliance Officer at 462-4403.

#### Sexual Harassment/Nondiscrimination:

- The district is committed to providing an environment where all people are treated with dignity and respect, free from all forms of harassment.
- No student shall be subjected to hostile, offensive, or unwelcome sexual conduct, oral, written, visual, or physical.
- Harassment is a serious offense and subject to disciplinary action (E.C. Sections 48980, 489900.2, 212.6)
- Discrimination is prohibited on the basis of age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability.

Mandatory Expulsion (48915(1)): Unless the principal or superintendent finds it is inappropriate due to a particular circumstance, expulsion shall be recommended for:

- Causing serious injury to another person except in self defense
- Possession of a knife, explosive, or other dangerous object
- Unlawful possession of a controlled substance
- Robbery or extortion
- Assault or battery

Mandatory Suspension (48915(C)): Unless the principal or superintendent finds it is inappropriate due to a particular circumstance, immediate suspension shall be given and expulsion recommended for:

- Possessing, selling, or furnishing a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing, or attempting to commit sexual assault or battery
- Possession of an explosive

### **Emergency Card Updates**

Schools and parents share the responsibility for the health and well-being of students. A student emergency card must be kept on file at each school office. The parent completes this card at the beginning of each school year with current information. It is extremely important that parents keep the student emergency cards current. Only custodial parents/guardians will be allowed to pick up a student during school hours unless prior arrangements have been made with the front office. Any changes to the emergency card should be reported to the office as soon as possible (including address, home phone number, work phone, pick up information, etc.). If your child resides in two households, make every attempt to consolidate information onto one emergency card. If your child rides the bus, parents should have contingency plans with neighbors or relatives to meet the children at bus stops in the event that the parents cannot get home due to disaster related problems.

California Education Code 49408: School boards may require parent/guardians to keep current emergency information at school, including their work and phone numbers and addresses. They may also require the phone number and address of a relative or friend authorized to care for pupil if a parent/guardian cannot be reached.

### **Emergency Disaster Plan**

- Disaster Plan is on file in the office.
- Fire Drills, lock-down drills, and earthquake drills are practiced regularly.
- SLO Office of Emergency Services: 543-2444      Red Cross: 1-800-540-2000

## **F**

### **Family Advocate**

The Family Advocate is an employee of the Community Link, a free community service where parents may receive referrals and services for a variety of social and health needs. They are designed to provide direct, efficient access to services that further student, family and school success and well-being. The Family Advocate can provide information on services, health insurance, Medical, food stamps, and employment programs. Additional services such as counseling, parenting education, recreation, immunization, health screening, drug and alcohol services, domestic violence and child abuse support, housing and transportation assistance are also available.

### **Field Trip Information**

Field trips are intended to extend the educational experiences of our students. For safety reasons, all students must ride the school transportation provided to the venue. All students are required to have a signed permission slip prior to going on a field trip. Parents wishing



to chaperone must be Megan's Law cleared and complete the other requirements needed for field trips. If a parent accompanies the class and wishes to take their own child home with them at the end of the field trip, a signed form needs to be completed in the office at least one day prior to the field trip and the child must be signed out from the field trip site (the teacher or bus driver will have the sign-out sheet). Student behavior prior to the field trip, may influence whether or not the student is able to participate in the field trip activity. All field trips are for educational purposes and are directly related to the curriculum goals and objectives.

### **Fire, Earthquake, and Disaster Drills**

Earthquake, Lockdown, and disaster drills are designed as a safety measure to help our students, staff and school community to prepare for an emergency situation. Drills are taken very seriously and are mandated by the State. Students should be reminded that they must follow the directions of their teacher, staff, and site administration at all times. Their cooperation during the drills will ensure safety in the event of a real emergency. Disciplinary action will occur if any student(s) significantly disrupt this activity. Additionally, ANY STUDENT RESPONSIBLE FOR THE UNLAWFUL PULLING OF A FIRE ALARM WILL BE SUSPENDED. In the event of a real disaster, parents will need to report to the office or designated check-out station in order to pick up children. Under no circumstances should a parent remove a child without notifying officials in charge. Buses will only leave the school if it is safe for them to travel. The local radio stations will keep citizens informed of the school district's plans.

## **G**

### **Gum**

In order to maintain a clean campus, to reduce unnecessary and costly clean-up time, and to encourage clear classroom communication, gum is not allowed on campus. Students found chewing or in possession of gum are subject to disciplinary action.

## **H**

### **Harassment Policy**

The AUSD Board of Trustees considers harassment a serious offense. Disciplinary actions for students may range from counseling to suspension and/or expulsion. AUSD Board Policy 5145 states that it is our duty to provide a school environment free from all forms of harassment, including sexual harassment, and to maintain an environment in which all students and adults model this behavior, and are treated with dignity and respect. No student should be subjected to verbal, visual or physical harassment that is intimidating, hostile, offensive, or unwelcome.

### **Homework Policy**

AUSD Board Policy 6154 states that the Board of Trustees recognizes that home contributes toward building responsibility, self-discipline and lifelong learning habits; and that time spent on homework directly influences students' ability to meet the District's academic standards. Homework shall be assigned on a regular basis to reinforce instruction received in the instructional program, review basic skills, and foster effective

independent study habits. Assignments shall take into consideration the ability and grade level of the student. At the elementary level, homework may be assigned not to exceed three hours per week. Additionally, the District and site's commitment to literacy includes the widely accepted implementation of additional reading each night. Our site requires a minimum of 20 minutes of reading per night.



### **Home and Hospital**

The Home/Hospital Instruction Program is available in our district to students who are not able to attend school for two weeks or longer due to illness or other disabilities. If for some reason, your child develops a medical condition that requires that they be out of school for an extended time, please notify the office immediately so Home/Hospital can be arranged. A doctor's verification will be requested at the time of application.

## **I**

### **Independent Study Program**

If you are going to be out of town for **five days or more**, an independent study program is available, whereby the teacher will provide work for the student to do while away from school. The student must complete the schoolwork **prior** to returning to school. **Teachers need to be notified of such absences at least ONE WEEK in advance of leaving in order to prepare work.**

### **Illness**

If a child becomes ill during the school day, he/she will be evaluated by the office staff. If determined it is necessary for the child to go home, we will call parent(s) or person(s) listed on the emergency card.

### **Injuries**

The office staff cares for students with minor injuries in the Health Room. Wounds are treated by cleansing them with soap and water and by applying bandages. In addition, ice packs are used for bruises and swelling. If your child has been injured and requires crutches, casts, slings, etc., please bring a release from the doctor when the child returns to school. Also have the doctor specify if any special instructions or concerns are required for P.E. Additionally, in order to provide a safe environment for all our students, please call the school and report all communicable diseases, including head lice, chicken pox, strep throat, ringworm, etc.



## **L**

### **Learning Center**

Atascadero Unified School District has incorporated the Learning Center model for all K-8 schools to meet a variety of student needs. The Learning Center seeks to meet student needs by targeting instruction at both remediation and acceleration levels. The Learning Center staff members assist students in academic areas, as well as provide behavioral support, to help them experience success at school.

## Leaving School Prior to the End of the Day

An authorized person must sign students out of school. No student will be released to anyone except those people listed on the emergency card. **Please keep your emergency cards up to date.**



Parents planning on taking their **child to lunch must first sign their child out in the office.**

## Library

Using the school library is an important part of your child's education. It encourages responsibility, develops reading and research skills, and offers your child an opportunity to explore his/her interests. Your child is responsible for the books he/she checks out. Books need to be returned on time. Students with lost or damaged books will be expected to reimburse the library for the loss as soon as possible.

## Look-Alike Weapons

AUSD Board Policy 5131.7 states that any imitation firearm, defined as a replica of a firearm that is similar to an existing firearm is prohibited on campus. Other replica weapons (i.e. switchblade combs, etc...) are also prohibited.

## Lost and Found

The lost and found for clothing is located directly outside of the cafeteria, near the playground. For smaller items, check with the main office staff. We strongly recommend that all clothing and personal belongings **BE LABELED** with the child's name and phone number. Each hundreds of items of clothing remain unclaimed.



## M

### Medication



School staff are prohibited from providing or administering any medication, including aspirin, to any student. Students needing occasional medications for colds, earaches, and/or sore throats, are to take these medications at home if possible. Medication that is prescribed three (s) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be personally delivered by the parent and accompanied by a written authorization from a parent/guardian.

**All medication must be in their original containers and must include:**

**The name of the student**

**The name of the medication**

**Instructions for its administration (time and dosage)**

**Medical release from the physician. (Forms are in the office.)**

## Messages

We ask that you please make every effort to arrange your daily plan for your child/children before the school day begins. We understand that occasionally emergency situations arise and parents need to notify children of a change in plans. In such cases, calls need to be made prior to 2:00 p.m. in order to give the office staff time to deliver the message to the student. Please understand that calls come in after 2:00 p.m., we might be unable to deliver a message.

## N

Newspaper Photo Release From time to time we submit photos and/or articles to the local newspaper. The photos are usually of our students who have won an award or may be taking part in a class or school activity. If you DO NOT want your child's photo released to the media, make sure to check the NO line on the form on the back page of this handbook.

## O

### Organizations

AUSD recognizes that parents/guardians may wish to organize clubs for the purpose of supporting the educational program and/or extracurricular programs such as athletic teams, debate teams, and musical groups (BP 1230). This support is always welcome. The AUSD Board of Trustees has adopted criteria for such events. Please contact the office and a copy of the Administrative Regulations will be provided.

## P

### Parent Involvement

AUSD recognizes that parents are a student's first and most influential teacher, and that continued parental involvement in their children's education contributes to student success and a positive school environment. Parents are strongly encouraged to volunteer at the school, attend student performances, Open House, Back-to-School Night, Parent-Teacher Conferences, school meetings, and participate in School Site Council, PTA, and other activities where they may take on an advisory, governing, or advocacy role.

**By state law, all parents/relatives/guardians volunteering in the classroom, on field trips, and for other school activities must be cleared via the Megan's Law criteria.** A volunteer information form is included in the *First Day* packet. Information regarding volunteer requirements are included on the form. **A Volunteer information form must be completed each year.** When returning the form to the office, you will need to **provide a photo ID** to be verified by a member of the office staff. You will be informed by the teacher as to when you may begin your volunteer services.

### Parent/Teacher Conferences

Parent/teacher conferences take place twice a year. Students will be on a minimum day schedule during Conference Week (except for kindergarten students). They will be released from school at 1:20 p.m. If you desire additional conferences, please contact your child's teacher



## Parking

Parking at Monterey Road Elementary School is sometimes a challenge. We appreciate the cooperation of all parents. Here are a few reminders that will keep us all safe, especially since parking at Monterey Road Elementary School is sometimes a challenge. Your cooperation is essential in keeping both students and adults safe. Please arrange with your child before hand where you will be picking them up. The two pick-up options are at the loading zone in the parking lot or the open gate on the playground. When picking up or dropping students off in the parking lot, please use only the inside lane. Please do not drop your child off from the outside lane or in the parking lot. It is not safe for students to walk in front of cars that may be pulling away from the curb. When picking up or dropping students off in the parking lot by the kindergarten rooms, we also ask that parents observe the **“Loading Zone - No Parking”** rule in this area. This is a bus loading zone and drop off/pick up only. There is **NO PARKING IN THE LOADING ZONE** That way, vehicles left unattended do not block other vehicles from entering or exiting this area. Remember to leave the handicapped spaces available to those who are authorized to park there. We appreciate your patience and understanding in making the parking lots safe for students and parents.



## Pesticides

When spraying pesticides is deemed the last viable option for pest or vegetation control (i.e. all non-toxic remedies have been exhausted), the Facilities Department will notify the affected site. If you wish to be notified prior to such pesticide application, you must fill out a “Request for Notification” in the school office. The school site will then be responsible for seeing that this notification is made in a timely fashion.

## Playground

The playground has a variety of activities available to students. Our playground games are designed to provide maximum participation for all students and reduce conflict. Students are expected to choose an appropriate activity for their recess time. The playground is a safe, recreational environment for our students. All school rules are strictly enforced by the Yard Supervisors during recess, before school and after school. **Students are NOT allowed on the playground when Yard Supervisors are not available.** Yard Duty supervision is available starting at 7:45. All students are to walk to the blacktop before school. There is no loitering in the hallways before school.



## Rules:

- Running or playing chase on any playground structure is not allowed.
- Once a game has started, the ball stays with the game.
- Walk on blacktop, except in organized games.
- Karate, Judo, Wrestling, Horseplay and Fake Fighting are not allowed on the playground.
- Playground game rules are reviewed with students at the beginning of the school year, and are reviewed throughout the year.

## **PTA**

Our school has a very active Parent Teacher Association. They are involved in a wide variety of activities that support the academic and social needs of our school. There are fundraising activities and events throughout the year that require parental assistance. Funds raised throughout the year are used to buy library books, support field trips, obtain computer hardware and software, book assemblies, support the reading incentive program, hire guest speakers for the classroom as well as provide for entertaining activities for the students and staff members.

## **R**

### **Restrooms**



service.

Keeping the restrooms clean is everyone's responsibility. Playing in the restrooms could lead to injury or damage school property. It is important that every effort is made to keep the restrooms in working order. Students found vandalizing, flooding, or otherwise damaging the restrooms will be subject to disciplinary action. Multiple offenses may lead to financial repercussions and community

## **S**

### **Safe Schools Plan**

Our School is dedicated to providing a safe learning environment for all students. A copy of the Safe Schools Plan is in the office for you to review. Emergency procedures are reviewed and updated each year. Fire drills, earthquake drills, and lockdown drills are conducted throughout the year.

### **School Site Council**

The School Site Council (SSC) is composed of parents, teachers, the principal, and other school personnel. The SSC is an advisory committee whose goal is to help identify needs of the school, set goals and allocate funds based on the shared vision set forth in the School Site Plan. The SSC meets approximately once a month and meetings are open to the public. Agendas are posted in the school office prior to each meeting.

### **Sexual Harassment**

We are committed to maintaining a learning environment that is free of harassment. Board Policy 5145.7 prohibits sexual harassment of any student by students, employees or other persons at school or at any school-related activity. Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4-6, the disciplinary action may include counseling, suspensions and/or expulsion. If such an incident occurs, students are to immediately contact a staff member (see p. 26).

## Skateboards, Rollerblades and Scooters

These items are allowed at school if proper procedures are followed. All skateboards and scooters are to remain at the bike rack during school hours. Roller blades must arrive and leave campus completely covered inside a suitable athletic bag. These items should be stored in the classroom while at school.

## T

### Tardies

See arrival and dismissal.



### Theft

Students taking any property that does not rightly belong to them, whether the items are recovered or not, will be responsible for financial compensation. Theft is a serious offense and consequences will reflect the seriousness.

### Toys

Students may bring to school ONLY those things needed to do schoolwork. Students may NOT bring toys (including trading cards, action figures, toy guns, dolls, personal sports equipment, etc...) to school.



### Trespassing/Loitering

Trespassing and/or loitering on school grounds is not permitted. All reports of trespassing or loitering will be reported to the local law enforcement agency. Any student suspended from school due to disciplinary action is not allowed to loiter on or around any school grounds or participate in any school activity.

## U

### Uniform Complaint Procedure

Board Policy 1312.3 stipulates a uniform complaint procedure that is to be used for complaints alleging that the District has violated federal or state laws or regulations governing educational programs. Copies of the complaint form and procedures are available in the school office.

## V

### Vacations

AUSD urges you to schedule all family vacations during school breaks. We understand, however, that sometimes there are circumstances beyond your control. Because your child's education is our utmost priority, the district has developed an **independent study contract** for students that will be out of school five (5) days or more. The independent study contract will allow your child to receive an appropriate education during their

extended absence without being considered truant. Please make arrangements in the office and with your child's teacher at least one week prior to your departure.



### **Vandalism/Graffiti**

Vandalism and/or graffiti will not be tolerated and will be reported to the local law enforcement agency. Department. A crime report will be written; students will have disciplinary action, and may be held financially responsible for any damages and/or clean-up expenses.

### **Visitors/Volunteers**



We welcome volunteers and special guest visitors. However, because the safety and well-being of our students is our ultimate goal and requirements in California Law, all persons who volunteer in classrooms, school libraries, attend field trips, or in other ways participate in classrooms or school activities MUST complete The "Volunteer Information Sheet" and will be subject to a records check through local law enforcement in accordance with Megan's Law. Unfortunately, parents will not be permitted to join their children on the playground during the school day.

Additionally, ALL visitors must check in with the office and wear a pass that is visible to staff and students. Anyone not wearing a pass will be asked to report to the office. We appreciate your cooperation in this matter and apologize for any inconvenience. Board Policy 1250(a) state's "[Classroom] visits during school hours should be first arranged with the teacher and principal or designee." It is our practice to request a 24-hour notice prior to a parent/guardian visiting the classroom, as a professional courtesy to the teacher, to prepare the children, and to limit classroom disruptions. Parents should find child-care arrangements for non-school aged siblings when volunteering in classrooms.

### **W - Z**

### **Yard Supervisors**



Yard Supervisors are an important part of our staff whose primary job is the safety of our students. They must keep a diligent eye on the playground, cafeteria, and hallways. Their job is not to entertain students, babysit younger siblings while the parent is in a classroom, engage parents in conversation or referee games, their job is to watch the students and be aware of any and all safety concerns. The utmost respect is to be shown to the Yard Supervisors at ALL times. They are the authority on the playground and any student refusing to follow their instructions will be considered as insubordination and defiance and will result in a referral. Yard Supervisors are on site from 8:00 a.m. to 2:55 p.m.

