



# MONARCH GROVE ELEMENTARY SCHOOL

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## Parent Student Handbook 2018-2019

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LOS OSOS, CA 93402  
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805.225.3081 (Spanish)

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## **PRINCIPAL'S WELCOME**

Welcome to Monarch Grove Elementary, a National Blue Ribbon School serving almost 360 Transitional Kindergarten through fifth grade students. This handbook contains essential information regarding school policies, expectations, and events. Whether you are a new or returning family, it is important that you carefully read the handbook together so you understand the policies and procedures that will make for a smooth school year. Please support our Monarch Grove program by reading your handbook and keeping it for future reference.

Monarch Grove has a highly skilled and dedicated staff, an involved parent community, and a state of the art facility. Our instructional program provides a well-balanced, academically sound educational experience that develops lifelong learners and global citizens. We hold high expectations for our students and believe in the district's motto of, "Success for All." We encourage you to be involved in our school community. Your involvement strengthens educational opportunities for students and establishes a real sense of caring and respect as we share this school year together.

Should you have any questions or concerns, we encourage you to contact us. The needs of children are best supported when we work together using open and clear communication. Staff members have email, so contacting us is easy. We look forward to partnering with you.

The education we provide for your child is my top priority. As a function of this, I am frequently in classrooms, out on campus, or in meetings to support teaching and learning. As a result, I may not always be able to speak with you when you drop in or phone. I really do value communicating with you, so please feel free to schedule a face-to-face or telephone appointment with me so I can give you my undivided attention. The secretaries will be happy to arrange this for you.

Please do not hesitate to contact me if you have any questions regarding the program here at Monarch Grove. I am excited about the endless possibilities for each of our students and look forward to our partnership in this endeavor.

Sincerely,

Lara Storm  
Principal

# SCHOOL SCHEDULES AND HOURS

## IMPORTANT DATES

August 28	Back-to-School Night
September 3	Labor Day, No School
September 27	Picture Day
October 29	Picture Retakes
November 2	No School, Teacher Work Day
November 9	Early Dismissal, Professional Development
November 12	No School, Veterans Day Holiday
November 13-16	Early Dismissal, Conference Week
November 19-23	No School, Thanksgiving Holiday
December 12	Early Dismissal, Professional Development
December 24	Beginning of Winter Recess
January 7	School Resumes after Winter Recess
January 21	No School, Martin Luther King, Jr. Holiday
February 11	No School, Lincoln's Birthday Holiday
February 18	No School, Presidents' Day Holiday
February 22-23	Early Dismissal
March 4	No School, Teacher Work Day
March 11-15	Early Dismissal, Conference Week
March 27	Early Dismissal, Professional Development
April 1-5	No School, Spring Break
April 19	No School, Spring Holiday
April 25	Open House
May 27	No School, Memorial Day Holiday
June 6	Last Day of School

## CAMPUS AND OFFICE HOURS

School hours are from 8:20 a.m. (9:20 on Mondays) to 2:45 p.m. The school office is open from 7:30 a.m. to 4:00 p.m., Monday through Friday on school days. **Students may arrive at 8:10 (9:10 on Mondays).** Your cooperation is asked in seeing that your child does not arrive at school before this time. It is for your child's safety, since there is no adult supervision until those times. Children are dismissed at 2:45 p.m. For their safety, children are not allowed to wait to be picked up after school once the buses leave and adult supervision ends. Students must go directly home at the end of the school day unless they are involved in an after school activity.

## BEFORE & AFTER SCHOOL PLAYGROUND USE

Before school, the playground is closed (even to students accompanied by an adult) until a staff member arrives for supervision duty. After school, our playground is often used for after school enrichment classes, the YMCA, and local athletic programs. Please leave the space if it needs to be used by a class or organization. Our playgrounds (including TK and Kindergarten) are not open for free play until after 2:45 p.m. Children must be directly supervised by an adult.

## YMCA BEFORE AND AFTER SCHOOL PROGRAMS

The YMCA offers before school child care at Monarch Grove from 7:00 a.m. until school starts. The YMCA also offers an after school program until 6:00 p.m. Information about YMCA program can be obtained from the YMCA at 528-8150.

## STUDENT LEARNING AND ACHIEVEMENT

Your child's learning and academic achievement is our number one priority. Our curriculum is built around the California Standards. We recognize that all students are different, and the amount of time or the instructional methods that a student needs will vary. Academic progress is assessed throughout the instructional program in a variety of ways. In addition to ongoing classroom-based assessments, district-wide assessments are used to help measure individual and group progress in reading, writing, and math. We use the information gathered from these assessments to adjust our instruction and determine which students may need extra support. For more information regarding the curriculum or assessments for your child's grade level, contact his or her teacher.

### NON-INTERRUPTION POLICY

Monarch Grove is dedicated to ensuring that our learning time is maximized and classroom disruptions are kept to an absolute minimum. All non-emergency messages or items dropped off for students are held at the office and will be delivered when necessary.

### HOMEWORK

The Board of Education's homework policy states that students may be assigned up to ten minutes of homework for each successive grade level per night (for example, 10 minutes in first grade, 20 minutes in second grade, and so forth) in addition to reading. Monarch Grove intentionally reduces and limits the amount of homework children receive on a nightly basis, especially until fifth grade.

Homework is a time consuming activity for everyone – teachers, students and parents. Students spend a lot of time completing assignments, and teachers and parents spend a lot of time planning for homework and following up on assignments. Homework battles are common, and parents become frustrated and upset with their child, and vice versa. Students work hard all day at school. They need after-school time for extra-curricular activities, unstructured play, and family bonding.

Other than daily independent reading, research shows that homework has little or no academic benefit for young children. That same research shows that for our older students -- *starting* around fifth grade, academic achievement is positively correlated to the assigning, completing and evaluating of homework and the positive effect tends to increase the older the student gets.

For these reasons, we have concluded that a lot of homework may not be the best use of after school time. At Monarch Grove, ALL students should have independent reading as **their number one main assignment**. Research clearly shows that 'volume reading' (reading a lot) is directly linked to overall academic achievement. This is an easy and fun assignment to monitor that will build family relationships if done together. For example, read to or with your child, listen to him or her read, or discuss the text. Even better, do all in combination! All grades may also have a short follow up to the day's math instruction, typically in a worksheet format.

Fifth graders will see more homework with more variations; the academic material at upper grade levels is more complex and often requires extra study. Finally, teachers may provide 'optional/extra credit homework assignments' that parents are responsible for monitoring. Parents may request additional academic work, if desired. If it seems that your child is regularly spending a long time on homework or is very frustrated by assignments, please contact his or her teacher right away.

## PARENT/TEACHER CONFERENCES

There are two designated parent teacher conference periods, one in November and one in March. Additional conferences can be held at any time throughout the year by parent or teacher request. Should you want an additional conference, please schedule a conference appointment in advance, so the teacher has time to prepare. Parents should not attempt to confer with a teacher during class time or while a teacher is responsible for student supervision.

## REPORT CARDS

Report cards are sent home three times a year, typically in November, March, and June. They include grades and teacher comments. In June, students with lost or damaged instructional materials (textbooks, library books, etc.) will not be issued their report card until the item is returned or the balance is paid in full.

## STANDARDS BASED GRADING AND REPORT CARDS

SLCUSD uses standards based grading and report cards in elementary school. Standards based grading identifies and communicates how students are performing on specific grade level standards. Standards based grading is different because it is not simply averaging student scores over time, which can mask what a student has and has not learned.

## AWARDS

All students are eligible to earn perfect attendance awards for each trimester and the entire year. Perfect attendance is considered no absences and only excused tardies. Tardies can be excused by bringing in a note from a doctor or dentist. In fourth and fifth grade, awards are given for students who show excellence or improvement in the behaviors that support learning on the report card.

## FULL DAY KINDERGARTEN

Kindergarten is the first time many of our students attend school. We offer a full day for our Kindergarten students Mondays-Thursdays, beginning September 17. This extra time enables teachers to adjust the pace of instruction and, therefore, increase academic achievement. On full days, students will eat lunch at school. They will need to purchase a lunch from the cafeteria or bring a lunch from home.

## TECHNOLOGY

Technology plays an important role in the teaching and learning process at Monarch Grove. The San Luis Coastal Unified School District provides internet access to all networked computers in the school (networked student computer stations are located in all grade 3-5 classrooms, the library and the computer lab). WiFi is installed across the campus to facilitate the use of 1:1 devices such as iPads and Chromebooks. Web filtering software is in place to greatly reduce, if not eliminate the potential of objectionable material being accessed. Parents and students should review the Student Technology Responsible Use Agreement, located in the Parents Booklet of Information and the 2018/2019 Notification of Official Information. Students in any grade who use the SLCUSD computer system and network in an inappropriate manner may lose use privileges and could be subject to student discipline.

## **STUDENT SAFETY PROTOCOLS**

We take your child's safety very seriously. We ask that you support and cooperate with the safety and security measures we have in place. They are designed to protect our students. We encourage families to carpool or walk to and from school to reduce traffic congestion. Please exercise patience and caution when driving in the parking lot and on the streets surrounding campus. Teachers or staff members will be on duty to supervise the drop-off and pick-up times.

### **VISITORS TO CAMPUS**

In order to maintain a safe and orderly school environment, all visitors, including parents, must first report to the school office, where they will be asked to sign in and pick up a visitor's badge. An individual may be asked to leave the campus if the principal (or his or her designee) determines that the visitor's presence or acts have the potential to interrupt or disrupt the school, its students, teachers, other employees, to jeopardize the health and safety of students and staff, or cause property damage. If the individual refuses to leave after being asked by the principal (or his or her designee), law enforcement will be called.

### **PLAYGROUND USE DURING THE SCHOOL DAY**

Our three playgrounds (large, TK, and Kindergarten) are closed to the public during school hours (8:20-2:45). We ask that siblings do not stay and play after school starts because of the disruption this causes to the school learning environment.

### **BEGINNING OF THE DAY PROCEDURE**

The campus opens to students at 8:10 (9:10 on Mondays). To increase student safety and parent involvement, we hope you will walk your child on to campus. When the 8:20 (9:20 on Mondays) bell rings, it is time for parents to say goodbye to their children and exit campus. Parents should not accompany their child in line from the playground to the classroom, because it interferes with classroom routines and student independence. If a parent is staying to volunteer, he or she must sign in at the office and pick up a badge.

### **USING CROSSWALKS**

Please always use the available crosswalks, even if it means walking a bit further. One traffic crossing guard will be on duty at the corner of Los Osos Valley Road and Doris Avenue. For the safety of you and your child, please do not jaywalk across streets or through the parking lot. There are designated crosswalks in the parking lot that should be used. Students should be accompanied by an adult when walking through the parking lot. Children learn by example, and using the crosswalks helps them develop good safety habits.

### **END OF THE DAY PICK-UP PROCEDURES**

For students in first-fifth grades, the campus will open a few minutes before the 2:45 bell. Families are encouraged to meet their children at the classroom or another designated location and walk them off campus. TK and Kindergarten students should be picked up directly from the classroom at dismissal. It is very important that families remain quiet while waiting for their child to be dismissed. Learning goes until the very end of the day and it can be very disruptive to the classroom when students see and hear adults and young children outside.

## DROPPING OFF AND PICKING UP BY CAR

- Be patient and cautious when driving near campus and through the parking lot. Slow down!
- Enter using the driveway off Los Osos Valley Road by the Monarch Grove marquee.
- There is one drop-off and pick-up lane: the yellow curbed sidewalk across from the driveway.
- There is no parking on this curb. Please do not leave your vehicle unattended.
- Drive as far forward as possible before having your child enter or exit the vehicle.
- For their safety, children should enter and exit the car on the sidewalk (passenger) side.
- Adults should not get out of the car. Staff will assist with loading and unloading.
- Follow staff directions. It is our goal to keep children safe and traffic moving.

**Please consider parking your vehicle and walking with your child instead of using the drop-off and pick-up lane. For safety reasons, we do not allow children to walk through the parking lot without an adult companion.**

## STUDENTS WALKING OR RIDING TO AND FROM SCHOOL

Students are to obey all traffic laws and school rules when walking, riding bicycles, or riding scooters to and from school. When riding a bicycle or scooter, helmets must be worn. In the event that a rider shows up for school without a helmet, a call will be placed home and the student will not be able to ride home. Racks are provided for parking bicycles. The school is not responsible for loss or damage to bikes or scooters, so a lock is highly recommended. For safety reasons, skateboards, rollerblades, and 'wheelies' (shoes with wheels) are not allowed.

## DORIS AVENUE

Doris Avenue is a one way southbound (going towards Los Osos Valley Road) at the beginning and end of the school day (8:00-9:00 AM; 2:00-3:00 PM). The curbs on Doris are painted white and are short-term parking zones (no more than 5 minutes) for loading and unloading. There is no parking in the bus lane.

## TRAFFIC VIOLATIONS & TICKETS

Law enforcement will ticket drivers that are double parked, parked on red curbed zones, blocking bus zones, or making U-turns. There is no driving on Rosina Drive between Pine Avenue and Doris Avenue. It is private property that is maintained by the homeowners.

## BUSING

Busing a fee based system provided by the district. To sign up, call 596-4111 x 4201 or stop by our office for more information. Students are expected to obey all bus rules and maintain safe and courteous behavior at all times while on the school bus. Failure to follow these rules could result in students being suspended from the bus for a period of time and ultimately losing bus privileges.

## EMERGENCY PLANS

Emergency drills are practiced on a regular basis in order to familiarize students with procedures in the event of fire, earthquake or other disaster. We emphasize that in an emergency, students should be silent, remain calm, and follow directions right away. Office and custodial staff are trained in basic first aid practices. Monarch Grove has a comprehensive emergency plan on file that includes an evacuation plan. During an emergency, students will only be released to adults listed on their emergency cards, so please keep information up-to-date.

## PARENTS AS PARTNERS

Monarch Grove welcomes parents as partners in educating our students. Students come to school with a wealth of knowledge. We encourage parents to read to their children, spend time with them, and continue this shared responsibility. Open communication between school and home is also important. We will keep you up to date on school matters through the school website, Facebook, emails, notes, conferences, phone calls, and report cards. Parent support of attendance, homework, and discipline will also help our students to be successful. Parents should schedule classroom observations through the office. Observations should be scheduled at least 24 hours in advance.

## PARENT TEACHER ASSOCIATION

The Monarch Grove Parent Teacher Association, (PTA) provides support to our school in a variety of ways. PTA has raised money for art education, outdoor education, library books, the garden and specific classroom projects at every grade level. Their regular meetings are held on a monthly basis. Your attendance and assistance at PTA sponsored functions enables our school to provide a better education for all students.

## VOLUNTEERS

All volunteers, including parents, **must sign-in at the office and wear a visitor badge each time they come on campus**. Volunteers have contact with students and come to the school to help in a variety of ways, including the following: assist certificated employees, supervise students during recess and lunch, or assist with extra-curricular activities. Volunteers are grouped into the following categories and must be screened as follows:

Level 1 Volunteer (Supervised, not regularly on campus): Volunteers who have limited contact with students and are **always** directly supervised by a certificated employee. Level One Volunteers must be cleared through the Megan's Law website to demonstrate that the volunteer is not a registered sex offender. Examples of a Level One Volunteer include community members who make a brief presentation to students at the school presentation for career day, school assembly, or a one-time presentation in classroom.

Level 2 Volunteer (Supervised, and regularly on campus): Volunteers who have more than limited contact with students and are **always** directly supervised by a certificated employee. Level Two Volunteers must be cleared by the Megan's Law website to demonstrate that the volunteer is not a registered sex offender and are required to have a current tuberculosis (TB) clearance (i.e. within the past four (4) years). Examples of a Level Two Volunteers include classroom or office volunteers and library/media center helpers.

Level 3 Volunteer (Unsupervised – not driving): Volunteers who are not always supervised by a certificated employee. Level Three Volunteers must be fingerprinted **prior** to working alone with students and are required to have a current tuberculosis (TB) clearance (i.e. within the past four (4) years). An example of a Level Three Volunteer is a **chaperone on a student field trip** or volunteer tutor.

Level 4 Volunteer (Unsupervised and driving): Volunteers who are not always supervised by a certificated employee **and** will be driving students. Level Four Volunteers are required to have met Level Three Volunteer requirements and submit additional information.



If you plan to volunteer, please stop by the Monarch Grove office to complete the SLCUSD volunteer application. Once you have completed the VIPs form, you will not need to do it again while your children attend Monarch Grove. If you plan on chaperoning a field trip or working with students alone, you cannot do so until your fingerprints have cleared. You can make an appointment to be fingerprinted by calling the San Luis Obispo County Office of Education at 782-7236. Fingerprint clearances can take up to 30 days, so schedule in advance. The cost is \$63 and the Monarch Grove School PTA has pledged to budget funds that will offset this cost (up to 50%). Fingerprint clearances do not expire.

#### FIELD TRIP CHAPERONES

Parents are encouraged to attend as chaperones when invited by the teacher and previously approved as a SLCUSD Level 3 Volunteer, meaning the parent has a fingerprint and TB clearance. Per District policy, no younger or older siblings or distant family members may attend the field trip or meet the class at the destination.

#### YOUNGER SIBLINGS ON CAMPUS

We love children here at Monarch Grove. We also love when parents come and visit our classrooms and volunteer. Unfortunately, there have been some occasions when the younger members of a family who have come along with parent volunteers have created distractions in the classroom and detracted from the learning environment of others. Therefore, we must ask that parents who come to visit and help in the classroom please help us by not bringing along younger siblings.

#### FRIENDS AND FAMILY LUNCH

Three times a year we will host a special Friends and Family Lunch. This is an opportunity for parents to eat lunch with their children. Watch for details as Friends and Family Lunch approaches. All visitors must sign in at the office. In the event of inclement weather, we will cancel.

#### COASTAL FAMILY RESOURCE CENTER

Meeting the needs of the whole child is a priority for the staff of Monarch Grove. We understand that a number of health and emotional factors can impede success at school. The Coastal Family Resource Center assists families in dealing with these factors. The Coastal Family Resource Center is located in Los Osos at Sunnyside School, 880 Manzanita Drive, Room 18. The CFRC is a coordination of a number of state and local social service providers. These social services range from counseling, medical and dental support, housing and homeless resources, and parenting support. Call 540-3365 for more information.

## **ATTENDANCE**

Students are expected to attend school every day. Children who miss school miss out on valuable opportunities to learn, build lasting friendships, and develop the skills and attitudes needed to become good citizens and valued employees. There is a clear connection between student attendance and student performance in school.

### **STUDENT ATTENDANCE LAWS**

All children between 6 and 18 years of age are required by California's Education Code to attend school. Their parents have a legal responsibility to ensure their child's attendance. If excessive absences occur (habitual truancy), you will receive a letter, phone call, or visit from the school to discuss the situation. Per Education Code, habitual truancy is considered three or more days of unexcused absences in a school year. Parents of students with absences or tardies will receive district generated letters notifying them of their child's truancy. The law also states that not attending school regularly can result in referral to the community-based School Attendance Review Board (SARB). Parents who fail to compel their child's attendance may face criminal prosecution and penalties.

### **EXCUSED AND UNEXCUSED ABSENCES**

The only absences that are excused as mandated by the State of California are those due to illness, medical or dental appointments, funeral services for immediate family, and court appearances. If your child does miss school, please send a signed note or call the school office at 534-2844, specifying the date and reason for the absence. If a student misses part of the day due to a doctor or dental appointment, a note from the doctor or dentist must be submitted for it to be excused.

### **PLANNED ABSENCE IN EXCESS OF FIVE DAYS**

If your child must be absent from school for five or more consecutive days, please contact the school office ten days prior to make arrangements for an independent study contract. Academic assignments will be given to the student to compete during the absence. When the student returns and turns in the successfully completed assignments, he/she will be given credit for the missed days.

### **TARDINESS**

It is important that each student start school on time and stay the entire school day. The school campus is closed when the bell rings at 8:20 a.m. (9:20 on Mondays). Students must be on campus to be considered on time for school. If a student arrives after 8:20 (9:20 on Mondays), he or she must report to the office prior to going to class. For student safety, an adult must accompany the child to the office when he or she is tardy. If excessive tardiness occurs, parents will be notified with a truancy letter and asked to contact the principal to provide a solution to the problem. Extreme cases could be referred to SARB.

### **STUDENT CHECKOUT**

On occasion it may be necessary for a parent to pick up a child before the end of the school day for an appointment or emergency. Students may not be removed from the campus directly from the classroom. The adult picking them up must first report to the office to sign the child out and must be listed on the student's emergency card. If someone other than the people listed are to pick up your child, please notify the school in advance. Anyone picking up a student may be asked to show identification. In order to maximize instructional time, the student will not be called to the office prior to the adult's arrival.

## STUDENT HEALTH & WELFARE

If a student becomes ill or injured at school, he or she will receive every care and consideration. A school nurse has been assigned to Monarch Grove on a rotating basis. Our office staff has also received Medic First Aid training and is capable of responding in an emergency. Parents will be contacted for injuries of a serious nature, or if a student is too ill to remain at school. For this reason, it is very important that your child's emergency card is filled out completely, accurately, and has up-to-date phone numbers of parents/guardians.

For the well-being of all students, children should remain at home if they are ill. Below are some general guidelines to help you decide if you should keep your child home:

<u>Send to School</u>	<u>Keep at Home and/or Call a Doctor</u>
<ul style="list-style-type: none"><li>- Ear infection without pain</li><li>- Infrequent loose stools</li><li>- Minor cold (runny nose, cough, sneezing, sore throat)</li><li>- Cold sores (sore covered)</li><li>- Infestation of scabies, lice (after treatment begins)</li><li>- Strep throat (after 24 hours of medication)</li><li>- Vague "I don't feel good" symptoms</li></ul>	<ul style="list-style-type: none"><li>- Fever above 100 degrees</li><li>- Vomits more than once</li><li>- Flu: body aches, fever, headache</li><li>- Undiagnosed skin rash</li><li>- Eye infection</li></ul>

### MEDICATION

If your child is on medication prescribed by a health care provider, please notify the school office. If the medication is to be administered during the school day, office personnel must administer it. All medication administered at school, including over-the-counter medicines, requires a consent form signed by both the parent and health care provider.

#### **As required by state law, a student may be given medication at school only if:**

1. Both the parent and physician/dentist complete and sign a consent form, which may be obtained at school.
2. This parent/physician signature applies to **all medications** including short-term medications such as antibiotics and over-the-counter medications such as Tylenol and cold/sinus products.
3. Prescribed and over-the-counter medications must be brought to the school in the original container with the appropriate pharmacy label or package instructions.
4. The physician/dentist instructions on the completed consent form must match those on the medication label.
5. If there is a change in medication strength, dosage, or time to be given, the parent and the physician/dentist must complete a new consent form.
6. Medication is not to be kept by a student to self-administer unless it is needed for an emergency condition and the physician/dentist has approved it.
7. All medication must be delivered to the office by the parent. Parent must be present while medication is counted and logged in.

## CHILD WELFARE SERVICES

It is important for parents to know that all school personnel are “mandated reporters” of child abuse. This means that should staff have even the slightest suspicion that a child has been abused or neglected, they must report it to Child Welfare Services. Failure to report a suspected case of child abuse leaves a staff member liable and could result in the loss of their job.

## NUTRITION AND WELLNESS

Monarch Grove and SLCUSD recognize the link between student health and learning. A morning nutrition break and lunch are available at Monarch Grove every school day. All meals follow the federal and state nutrition guidelines for the National School Lunch Program. Menus are available on the district website, [www.slcusd.org](http://www.slcusd.org), under the parent pull-down/food service.

### MORNING NUTRITION BREAK

Research shows that eating nutritiously positively impacts student learning. We have a morning nutrition break each day in conjunction with recess. This does not replace eating a healthy breakfast at home before coming to school. If you choose to send your child with a snack, preferred items include fruit, vegetables, cheese, nuts, crackers, and yogurt. Please do not send candy, chips, cookies, and sodas. A morning snack (listed as “breakfast” on the District menu) is available for purchase for \$2.00, which includes milk. Children can choose from an entrée such as yogurt, muffins, breakfast burritos, low-sugar cereal, juice, fruit, or cheese. Free morning snacks are available to qualifying families. Applications are available in the school office or at [www.slcusd.org](http://www.slcusd.org), under the parent pull-down/food service.

### LUNCH

Students should eat lunch every day. Lunch is available for purchase for \$3.00, including milk. Children can choose from various lunch entrées and there is always a salad bar, which also includes fruit. If your child brings a lunch from home, please assist in the packing to ensure proper nutrition. Free lunch is available to qualifying families. To receive free lunch for your child, applications are available in the school office or at [www.slcusd.org](http://www.slcusd.org), under the parent pull-down/food service.

### CAFETERIA ACCOUNTS

Parents may pay for morning snacks and lunches by sending cash or a check with your child. An online payment system is available at [www.slcusd.com](http://www.slcusd.com), under the parent pull-down/food service.

### FREE AND REDUCED MEALS AND TRANSPORTATION

Parents are encouraged to apply for free meals and transportation for their child. In addition, our school benefits from additional funding if our overall percentage reaches a certain threshold (35% or more). Even if you do not think you qualify, please submit an application. It cannot only help your family, but it can help our entire school!

### SPECIAL EVENTS & BIRTHDAYS

In support of student wellness, we encourage you to consider nutritional quality when bringing in food items for classroom events. Please check with the teacher regarding any food allergies. For example, the following foods are preferred: fruit, vegetables, cheese, nuts, trail mix without candy, crackers, frozen juice bars, yogurt, pretzels, graham crackers, popcorn, peanut butter, water, fruit juice, and milk. We do not recommend soda, candy, fried chips, and high fat cakes, cookies, and pastries. In addition, please consider non-food items for birthday and holiday celebrations such as stickers, pencils, or a book donated to the library. Families who wish to bring items for birthdays or other special events should arrange this with the teacher in advance. To avoid hurt feelings, please do not distribute party invitations at school.

# MONARCH GROVE GUIDELINES FOR CONDUCT & SAFETY

Monarch Grove Elementary School sets and maintains high standards for student behavior. We are very proud that the vast majority of our student's act in a courteous and safe manner at all times. We firmly believe that the most effective school discipline plan is one that involves the parents. If a problem arises, parents are usually called upon to help with the solution. The following school and classroom rules have been established to provide a positive, learning environment:

## MONARCH GROVE ELEMENTARY SCHOOL RULES

### 1. Be respectful.

*For example:*

- Follow all directions the first time they are given.
- Use proper and kind language at school.
- Keep hands off others, no body to body contact.

### 2. Be responsible.

*For example:*

- Take care of your property and school property.
- Eat in designated areas.
- Clean up after yourself.

### 3. Be safe.

*For example:*

- Walk on the sidewalks.
- Remain in designated areas.
- Use equipment properly.

## CLASSROOM LEARNING ENVIRONMENT

Each teacher will set and enforce rules in his/her classroom that will foster the highest level of teaching and learning possible.

## BULLYING

We have a strict 'no tolerance' policy for 'bullying behaviors. Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time, or has the potential to be repeated. In addition to physical behaviors, bullying also includes gossiping, name-calling and other forms of verbal and non-verbal behavior. We teach students to recognize and label bullying behaviors so that they are better equipped to deal with it if and when it happens. In order for our staff to handle any such incidents appropriately and quickly, students should immediately report any incidents of bullying to a trusted adult on campus.

## TEXT-A-TIP

Text-a-Tip is a program that allows students, parents, or others to report important safety concerns such as bullying, weapons, or drugs on campus. Your texts are reviewed and investigated by school administration. Monarch Grove's Text-a-Tip number is 805-369-1595.

## CELL PHONES

Students are discouraged from bringing cell phones to school. They can be easily lost or stolen. During the school day, cell phones are to be kept turned off and are to remain in backpacks. Cell phones that are out during the school day will be taken away and held in the office for a parent to pick-up. The student and his/her parent(s) assume the responsibility of any lost, stolen, or damaged cell phones brought to school.

## ITEMS NOT ALLOWED AT SCHOOL

Students are not allowed to bring gum, toys, trading cards, electronic games, permanent markers, or music players to school. A staff member may take away such items from students and hold them for the parent to pick up. The student and his/her parent(s) assume the responsibility of any lost, stolen, or damaged personal property brought to school. Any student apprehended with any type of weapon or imitation weapon on school grounds will be suspended and possibly recommended for expulsion (see the SLCUSD Parents' Booklet of Information for more information).

## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

When consequences for behavior are needed, we strive to use them in a manner that will help students take responsibility for their behavior and to choose or learn a better method for dealing with a similar problem in the future. Any of the following consequences may be selected depending on the individual situation. The following consequences for infractions may be used:

Warning: students are reminded of rule. Parents may be notified depending on severity or repetitiveness of infraction.

Reflection: student provides written explanations of incident and describes future behaviors so as to avoid repeat of incident in a similar situation

School Service: student recess time may be used to provide service to the school.

Time Out/In-House Suspension: temporary removal of student from classroom or playground to work in another classroom or the office.

Activity Restriction: sitting out recess and/or lunch away from peers (students eat lunch in detention).

Loss of Special Activity: student misses out on an assembly, field trip, class party, etc.

Suspension or Expulsion: may be used for offenses outlined in section 48900 of the California Education Code (outlined in the SLCUSD Parents' Booklet of Information).

These consequences alone are sufficient for most children. If necessary, we may convene a Student Success Team meeting, have the child work with the school counselor, or implement an individual behavior contract. In the event those do not bring about desired behaviors, we may organize interventions that are provided by coordinated interagency services (e.g. County Mental Health, Coast Family Resource Center, or the School Attendance Review Board).

## ACTIVITY BAN

Any student receiving detention or serving a suspension in the prior ten school days may not be allowed to attend special events, field trips, or after-school non-academic activities.

## CAUGHT YOU BEING SUPER

We also make every effort to reward and recognize appropriate behaviors. These recognitions are made by positive phone calls home from principal or teachers, "Caught Being Super" slips, and end of trimester award ceremonies.

## **DRESS AND GROOMING**

Students are expected to wear clothing that is appropriate for the weather and which promotes an effective educational environment. They should wear clothes and shoes that allow them safe movement during recess and P.E. activities.

### **SPECIFIC DRESS REQUIREMENTS**

- Shoes must be worn at all times. All shoes should be appropriate for rigorous play and physical activity.
- Clothing must be clean, neat, and in good taste.
- Wearing hats, caps, and other head coverings outside is encouraged. They shall not be worn indoors. They must be worn facing forward. Use of sunscreen is also encouraged.
- Clothing, jewelry, and personal items (backpacks, water bottles, etc.) shall be free of writing, pictures, or other insignia which are crude, vulgar, profane, or sexually suggestive. They shall not bear drug, alcohol, or tobacco company advertising, promotions and likenesses which advocate racial, ethnic or religious prejudice.
- Shirts and blouses must cover the torso adequately and necklines are not to be so low as to appear provocative. If the student's abdomen becomes exposed when the arms are raised in the air, the shirt is too short. No 'spaghetti strap' tank tops.
- Clothing and other apparel shall be safe for the activity; sandals, dangling earrings, long sleeves, loose belts hanging from loops, and long hair could create hazards. Pants may not drag on the ground in a dangerous way.
- Any apparel, which by virtue of its color, arrangement, trademark or any other attribute is known to be gang related, is prohibited.
- Shorts are permitted to be worn during school; however, shorts must be in good condition, not torn, tattered or slit. Shorts must be long enough to reach the wearer's fingertips, when his or her hands are extended to the side.
- Chains, pocketknives, and spiked adornments are prohibited.
- Clothing or grooming which disrupts the educational process shall not be permitted.

### **DRESS INAPPROPRIATE FOR SCHOOL**

- Unsafe shoes and jewelry - high heels, flip flops, dangling earrings.
- Clothing with suggestive slogans, or that supports alcohol, tobacco, drug use, or antisocial activities.
- Bare midriff tops, open net tops, strapless tops, very short shorts, gym or swim trunks.
- Make-up, long fake fingernails.

When students are deemed to be dressed in a manner that is unsafe, interfering with the learning environment, or not adequate for the existing weather conditions, a call will be made to the parents requesting that a change of clothing be brought to the school.

### **LOST AND FOUND**

Please clearly label all of your child's clothing and supplies, especially coats, sweatshirts, and lunch boxes. Should your child lose an item, the lost and found is located in the Multi-Purpose Room. Three times a year the unclaimed items are donated to charity.

# PARENT HANDBOOK & SCHOOL-PARENT COMPACT

Dear Parents and Guardians:

We value your role in working to help your child achieve high academic standards. Please read the Monarch grove Parent Handbook online at <http://mg.slcsud.org/parent-resouce>, and the enclosed San Luis Coastal Unified School District Parents' Booklet of Information. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

**Monarch Grove Elementary** will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to be proficient in California's content standards.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's academic achievement.
- Provide parents with trimester reports on their children's progress.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer in their children's school and to participate in their children's class and observe classroom activities.

**Parents** will support our children's learning in the following ways:

- Monitor attendance and make sure my child attends as much school as possible.
- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day.
- Check my child's backpack daily for information from school.
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day, gets adequate sleep, medical attention and meals.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as PTA, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

**Students** will share the responsibility to improve our academic achievement and achieve California's high standards in the following ways:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff and families.

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## Cut and return to your child's teacher

We have reviewed the contents of the Monarch Grove Parent/Student Handbook at <http://mg.slcsud.org/parent-resouce>, and the San Luis Coastal Unified School District Parents' Booklet of Information, and school-parent compact with our child.

Child's name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_