

Montevideo Elementary School

Student/Family
Handbook

REACH For Success

2024-2025

Dear Mustang Families!

Welcome to Montevideo Elementary School. We are excited to partner with you to create a welcoming and memorable educational experience for everyone. We are providing this handbook as a resource guide to help you make the most of your time with us. Should you have any questions, please do not hesitate to reach out to me or to any of our amazing staff members. We are looking forward to an amazing 2024/2025 school year!!

Contact Information

Address: 13000 Broadmoor Drive • San Ramon • CA • 94583

Phone: (925) 479-6100

Attendance Line: (925) 479-6198

Attendance Email: mo-attendance.com

FAX: (925) 828-1727

Office Hours: 7:30am – 4:00pm

[Montevideo School Website](#)

Twitter: [@montevideo_elem](#)

Kid's Country: Site Director: Dani Sams Phone:

925-552-4487. Website: <http://kidscountry.org/>

Right at School:

<https://www.rightatschool.com/districts/san-ra-mon-ca/>

Staff

Principal: Kathleen Martins

Admin TSA: Emily Elmore

Office Manager: Joy Gath

Office Assistant: Natalie Guerrero

Health Clerk: Shannon King

Custodial Staff: Ashlynn Buckley

Counselor: Soraya Cortes

Transitional Kindergarten (TK): Laura Mahoney, Marcey Ellis

Kindergarten: Emily Elmore/Katie Chamberlin, Sherri Sackl, Christina Nudo

1st Grade: Michelle Hayden, Eileen Rosenberg, Jill Bond, Kirsten Navarro

2nd Grade: Clarendon Brown, Alyson Harr, Elizabeth Lemmon, Crystil Parker

2nd/3rd Combo: Debbie Taylor

3rd Grade: Ann Pruitt, Cynthia Stevenson, Nicole Thomas

4th Grade: Paula Blanc, Sarah Hypes, Janelle Melin

4th/5th Combo: Serena Reitz

5th Grade: Kaylee Inducil, Kelsey Gregory, Kim Trinta

Physical Education: Jenna Faubion

Science : Julia Lane, Katie Chamberlin

Music: Joe Livoti

Strings: Krista Haslim

Art: Ann Nielsen

ELD: Gretchen Sullivan

Library: Adrienne Casebeer

Nurse: Rosa Harnetiaux

LVN: Anya Cook

Mission Statement

At Montevideo Elementary School, we strive to provide an environment where everyone can learn, feeling that they are respected members of the community.

- Together, we endeavor to create a safe environment, which fosters the development of responsible caring students, who are critical thinkers and lifelong learners, and who can adapt to the challenges of the future.
- We nurture a diverse and inclusive community where every student thrives. We are dedicated to fostering equity, ensuring that each child is valued and empowered. Through a focus on social and emotional well-being, we provide a supportive environment that helps students develop resilience and empathy.
- Intentional Collaboration is key to success, and we teach our students to work with others, valuing diverse perspectives and contributing meaningfully to teams.

We continually inspire our students to be creative contributors, celebrating their unique talents and encouraging them to make positive impacts in our school, local community, and beyond. Together, we're creating a foundation for a lifetime of learning, compassion, and meaningful engagement.

Arrival and Dismissal

→ Arrival

- Students should arrive no earlier than 7:50 am as there is no supervision for them.
- "Wheels up" on campus (Walk your bike to the bike rack)
- Students may play on the play structure, swings, and field from 7:50-7:55 (no balls)
- Upon the 7:55 bell, line up on your classroom number and wait for your teacher
- Use the crosswalks in the parking lot
- No dogs on campus
- Tardy students **must** go to the front of the school to get a tardy slip from the office
- Parents leave blacktop by 8:00am and parents must exit school through playground gates, not through the quads.

→ Dismissal

- K-3 parents do not meet students at classroom doors as teachers are expected to walk their classes to the dismissal area
- Upper Grade (4-5) parents do not meet students at the classroom doors as teachers will dismiss students from the classroom to meet you at your designated "meet spot"
- "Wheels up" on campus (Walk your bike to the gate)
- Be sure your child knows where and who they are going home with each day, and whether they are walking or being picked up by car
- Use the crosswalks when leaving school and obey the crossing guard's directions at all times
- The parking lot curb is a "loading zone". You must remain in your vehicle at all times and continue moving forward as the line moves
- Students must exit the vehicle on the curb side
- There is no parking in the loading zone (curb). Park in designated parking spots.

Life is busy! We are busy! However, **ALL of us have to make a collective commitment to ensure our students' safety during drop-off and pick-up times.** It is up to us, the adults, to follow and abide by all traffic laws and regulations, and to set the tone and be a kind, respectful model for our students...their safety and well-being depend on it!

→ Drivers

- Drivers: our **only** drop-off location is the front loop of our school. Please stay in your vehicle, drive all the way up, safely have your child(ren) exit the car at the yellow curb, and then continue to move forward to exit the parking lot. Children enter/exit on the passenger side only. You should never park and leave your vehicle at the front loop, even if you are a TK or kinder parent.
- If you are dropping your child(ren) off at the back of the school on Fallen Leaf Circle, please remember that double parking is *always* illegal and immediately puts our students in danger and creates an extremely dangerous situation.
- Walkers, bikers, and scooters: you may enter our campus through the front of the school, the Broadmoor playground/park gate entrance, or the Iron Horse Trail playground/park gate entrance. Also, we are a **"wheels up"** campus, meaning students/adults walk their wheels (bikes, scooters) once they are near campus.
- Please note on Broadmoor there is a red zone in front of the gate entrance--there is NO stopping or parking in that zone.
- Bicycle riders must observe all traffic rules.
- California law requires that all students wear helmets.
- Bicycles must be walked on school grounds.
- Children should have a lock for their bicycles and use it daily.

The San Ramon Valley Unified School District assumes no liability for loss or damage in parking lots or bicycle racks or other storage areas provided solely for the convenience of the students, staff or the public.

- ***Ensure that all pedestrians use crosswalks and that they are making eye contact with drivers. It is unsafe to assume drivers see you and this is an important life lesson that our students need to know and follow.***

Attendance Information

All children must be accounted for every morning. If your child is absent from school for any reason or will be late to arrive, please call our attendance line (925) 479-6198 before 8:15 a.m. Telling your teacher is NOT the same as calling the office. Please do not rely on your teacher to communicate attendance needs.

We need:

1. Your child's name, grade, and teacher
 2. Reason for absence
 3. How many days of absence are expected
 4. Name of person calling (must be an adult)
- Families who do not contact the office will receive a telephone call to verify the absence. Please help us to eliminate unnecessary phone calls by using our attendance number.
 - The State of California funds schools based on Average Daily Attendance. Schools receive no funding if a child is absent, even for excused absences such as illness or bereavement.

State law (Ed. Code. 48260) defines three unexcused absences as truancy. Families of children with more than three unexcused absences will receive a letter from the district. Students who have 10 absences must provide a doctor's note. Excessive illnesses, tardies, or continued unexcused absences will result in a hearing with the School Attendance and Review Board (SARB). Please visit the state's website about attendance here: [School Attendance Review Boards - Attendance Improvement \(CA Dept of Education\)](#)

- ***AR 5113 states that all absences which are not cleared within two days after a student's return to school shall be recorded as unexcused (CUT).***

→ Tardies

Procedure:

- Families who are late must park their car and walk students to the office for a tardy pass.
- Chronic tardiness will result in letters from the district and require family meetings regarding the importance of being on time and in school.

→ Leaving School During the Day

- All students are required to check out through the office.
- Parents taking a student out of school during the school day must sign the child out in the office.
- Students must be signed back in if they return before dismissal.
- When making dental or other medical appointments try to make them after school so your child does not miss important instruction. Classroom discussions and

interactive activities are impossible to make up.

→ Student Release Procedures

- Students will not be released to persons other than a parent/guardian unless otherwise noted on a student's emergency card.
- Students will not be released from class until an adult meeting the criteria above has arrived at the office.
- Please alert your child's teacher prior to the release day/time if possible.

Breakfast/Lunch in the MPR

- Breakfast and lunch will continue to be provided at no cost for all students this year.
- Breakfast will be served in the MPR during AM recess only.
- More information can be found here: [SRVUSD Child Nutrition Website](#)

Cell Phones/Smart Watches

- Students do not need cell phones during school hours and are not allowed to use them.
- Families should not contact children via their cell phone during the school day. All communication must come through the office.
- Cell phones being used during school hours will be confiscated and must be picked up from the office by a parent/guardian after school.
- Watches may be worn but should be used only before and after school hours. Teachers may ask students to remove their watches and place in their backpack during testing times and/or if it becomes a distraction.

Communication

- Communication is extremely important to us. Our policy is to respond to communication requests within 48 hours while school is in session. Contact information for staff members appears [here](#).

FRIDAY is our school-to-home communication day via the Friday Flash. Additionally, teachers send home Friday folders which contain valuable information including information on special events and student progress.

- We send a monthly Principal's Newsletter and important email blasts throughout the year. Please make sure your e-mail address is correct on your [Infinite Campus Portal](#).
- The Montevideo Elementary website is [here](#).

Emergency Information

- Emergency information must be on file in the office. This information is updated online via the [Parent Portal](#).
- Please be aware that in case of an emergency children will only be released to the people listed in your information.
- Parent/Guardian will be contacted first, followed by the next person on the card.
- If you change any information during the school year, please update your information in your Infinite Campus Portal, which will automatically update school records.
 - Drills: We have regularly scheduled safety drills to prepare for emergencies such as fire, earthquake, shelter-in-place, lockout, lockdown, and disasters. Drills are required by law and prepare both students and staff for a variety of events.

Student Release Procedures in an Emergency

- Please wait for communication from the school or district before trying to pick up your students. As with regular protocols, no adults will be allowed on campus without following proper procedures.
 - All student releases must be documented for legal purposes
 - Our current system has us releasing students from the fire lane on Broadmoor leading to the blacktop where you will check in with a team of our staff.
 - This team (called Student Release) will check your identification, confirm that you are allowed to pick up the children you are asking for, and ask for a signature.
 - Please note: we will only release children to adults who are listed on a child's 'emergency release' paperwork through our Infinite Campus/[Parent Portal](#) system.
 - Our goal will be to release students as quickly as possible, but with over 600 students on campus and required documentation, it will be important that families are patient and collaborative so we can get the job done as quickly as possible.

Food and Food Allergies

- Children who bring nut products in their lunch are asked to sit at a designated nut table in the MPR. Each child can bring one friend to the table.
- Students should never share food.
- We ask that all snacks are NUT FREE
- A NOTE ABOUT BIRTHDAYS: **We do not allow snacks or food treats for birthdays.** Please either purchase a book for the classroom library on behalf of your child, or if you would like to provide something to each classmate you can purchase items like pencils, trinkets or toys that will not be disruptive to the classroom. Thank you!

Forgotten Items

- Items will NOT be delivered to classrooms, nor will classrooms be called if items are brought to the office.
- It is a disruption to our office when forgotten items are brought to school.
- It is important for students to learn the consequences of forgetting items and in turn develop their independence by remembering to bring them.
- If lunch has been forgotten at home, your child should eat the lunch provided by Child Nutrition.

Homework

- Information on our district's Homework Policy can be found [here](#).

Illness/Injury

- If a child becomes ill or injured at school, a parent/guardian or other adult authorized on the emergency card will be notified.
- If medical attention is needed and an authorized adult cannot be reached, the child will be taken to the physician listed on the emergency card.
- It is vital that information on this card be kept current.

Independent Study Contracts

- Independent Study Contracts are for students who will miss 5 or more days for a non-medical reason.
- You must fill out an Independent Study Request Form which can be found [HERE](#).
- Please alert your child's teacher at least one to two weeks in advance, although sooner is always better.
- Assignments must be turned in to the office on the day of your child's return to school.
- Excessive absences result in letters from the district in addition to family meetings about the importance of attending school.
- State funding is based on student attendance. If your child does not complete every day's work in a contract, our school loses significant amounts of money.

Immunizations

Immunizations are required by law. Students cannot attend school without specified immunizations. More information can be found [here](#).

Lost Items

- All articles of clothing, lunches, and other personal property should be clearly marked with your child's name and grade.
- If your child is missing something, he/she should check the classroom first and then the Lost and Found located at the front of the MPR.
- Leftover items are given to charity throughout the year, so please make sure to check as soon as an item is missing.

Medications

- Medications at school are regulated by California Education Code Section 49423.
- This code states that any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives *both* of the following:
 1. Written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken. This includes prescription and over the counter medication.
 2. Written statement from the parent/guardian or the pupil indicating the desire that the school district assist the pupil in the matters set forth by the physician's statement.

The **Medication During School Hours Form** is available [here](#).

- If you have a child with a medical problem who could be endangered by common communicable diseases, (such as chicken pox, streptococcus infections, etc.), please alert the classroom teacher and/or the health educator so we can notify you if such diseases occur.

Parent Groups:

→ Parent Teacher Association (PTA)

- The PTA hosts a variety of events in order to fulfill their mission of creating a strong school community. We encourage you to participate in as many of these events as possible!
- PTA membership is open to parents, guardians, relatives, teachers and friends of Montevideo students.
- Meeting dates are communicated via the Friday Flash.
- Families can join the PTA at any time.

→ Mustang Fund

- While the PTA works to build family connections, the Mustang Fund works to raise money for a number of programs that are not covered by state or district funding.

- These fund-raising events also build community. It's a win-win to participate!
- Mustang Fund meetings are open to all and occur on one Thursday every month virtually from 5:00--6:30 PM
- Meeting dates are communicated via the Friday Flash.

→ School Site Council

- The School Site Council is made up of elected parents and staff members.
- It is a committee that informs school decisions based on studying data and setting goals for improvement in such areas as student achievement, school climate, and improved attendance.
- Site Council meetings are virtual 5 times a year at 2:45 on various Tuesdays.
- Meeting dates are communicated via the Friday Flash.

Playground

- Treat others the way you want to be treated
- Use appropriate, respectful language at all times
- Students will "freeze" when the bell/whistle rings, wait quietly and hold all equipment.
- When the staff member blows the whistle, "walk with purpose" to put equipment in the bin (No Bouncing) and line up in your classroom line
- Stay in playground boundaries (snack area and playground area)
- Follow [lunch and recess expectations](#)

1stGrade Lunch: M, T, Th, F 11:20 - 12:00; W 11:20 - 11:50

2nd/3rd Grade Lunch: M, T, Th, F 12:00pm - 12:40pm; W 11:55 - 12:25

4th/5th Grade Lunch: M,T, Th, F 12:30pm-1:10pm; W 12:15--12:45

Prohibited Items

Items not needed for learning are a distraction and should remain at home. Examples include toys, Pokemon cards, stuffed animals, trinkets, electronic games and/or skateboards. Knives or objects which are potentially dangerous are prohibited by state law and can result in suspension.

Social and Emotional Support

- Students cannot learn unless they feel safe. Our school has adopted a Positive Behavior Support (PBS) program which includes:

→ REACH for Success

Our school wide positive behavior program focuses on "REACH" R= respect, showing respect for others, our campus, etc. E= empathy, learning how to empathize with others and situations. A= adaptability, learning adaptation skills to problem solve, persevere, and be flexible. C= collaboration, learning how to communicate effectively with others and work together with others to maximize success. H= honesty, learning how to show integrity by being honest, responsible, and accountable.

- We also encourage students to learn from their mistakes. These include Think About It Sheets to reflect on choices, Restorative Justice practices to mend relationships, and office referral forms when behavior choices go beyond the scope of what is appropriate in the classroom and on the playground.
- It is important we collaborate with families to help our young students learn appropriate behaviors, teach them ways to correct behavior in the future, and understand the need for consequences should their behavior warrant. We thank you in advance for your support of our social and emotional safety systems!
- If you believe your child is under a repeated threat at school, it is important you let your teacher know immediately. If you believe the issue has not been resolved, you should contact the principal.

Technology Use and Policies

→ Responsible Use

[Here](#) is the district's responsible use Agreement

Videos/Photos of Students

- Many students have privacy restrictions. Do not take photos or videos of students without their families' permission and never post photos or videos of other children online or on social media.

Volunteering and Chaperoning:

- Adult family members are an integral part of our school community and help in a variety of ways such as room parents, classroom/library/office volunteers and field trip drivers.
- If you would like to participate in this capacity, all adults need to apply through our district's Volunteer Management System (VMS) through this [website](#).
- There are three levels of clearance depending on the activity you would like to participate in.
- Once you have been cleared it applies to all children at all school sites.

The safety of our community is paramount, so measures must be taken to ensure it:

- You must sign in at the office before visiting campus in any capacity, no matter how short the visit. It is IMPERATIVE that family members interested in visiting campus register and clear themselves through Volunteer Management System (VMS) linked above.
- All adults must be pre-approved (see section "Volunteering and Chaperoning" above) for chaperoning and field trips.
- All visits must be pre-approved and pre-scheduled. Staff will not take impromptu appointments or visits, so please call to schedule these ahead of time.
 - Students from other campuses may not visit during school hours unless already volunteering under a pre-planned arrangement.