



MT. DIABLO UNIFIED SCHOOL DISTRICT  
MONTE GARDENS ELEMENTARY SCHOOL  
3841 LARKSPUR DRIVE  
CONCORD, CALIFORNIA 94519-1199  
(415) 685-3834

*Barb...*

OFFICE OF PRINCIPAL

June 30, 1983

TO: Paul Allen  
FROM: Dick Taylor, Principal  
RE: Fundamental Education (Diablo Basics) Program Tenets

Paul, the Ad-hoc Advisory Committee for the Fundamental Education Program at Monte Gardens Elementary have completed the Statement of Tenets for the Program. It is our intent that these tenets will not change except in response to changes in law or action by Mt. Diablo Unified School District Board of Education. The Program (now Diablo Basics) Advisory Committee desires to be involved in any changes to these tenets, and further desires that any changes, other than those aforementioned, be made jointly by the Superintendent's Cabinet and the Program Advisory Committee.

*Dick Taylor*

RJT:jg  
Encl.

DIABLO BASICS PROGRAM  
At  
Monte Gardens Elementary School

PROGRAM HISTORY and TENETS

HISTORY

The Diablo Basics Program began in the Summer of 1979, when the Mt. Diablo Unified School District Board decided that a school-within-a-school program be started at Crawford Village Elementary School. At that time the Diablo Basics Program was known as the Fundamental Education Program, and had a Back to Basics philosophy, a parallel to the Academics Plus education at Sequoia School in Pleasant Hill. The primary reasons for starting the Program were to establish a Back to Basics site in the Concord area of the Mt. Diablo District and to accommodate some of the hundreds of students waiting for admittance to Sequoia.

The Program started in September, 1979, with one classroom for each grade, 1 through 6, six teachers, one Vice-Principal, and 157 students. The first year was spent establishing grade level expectations, discipline policy, dress code, a sequential curriculum and a Parent-Teacher Advisory Group. Efforts were made to enlarge student numbers so the program would continue on a permanent basis. The Superintendent's Cabinet established the policy that all students completing grade 6 in the Fundamental Education Program would be admitted to Sequoia for their grades 7 and 8.

In June, 1980, Crawford Village Elementary School was closed. The entire program, students and faculty, was transferred to the Monte Gardens Elementary site and continued to operate as a school-within-a-school.

In 1981, the Fundamental Education Program at Monte Gardens Elementary School became a Kindergarten through Grade 5 program. At this time, two Kindergarten classes were added. The 6th Grade classes were relocated to the Sequoia East campus to become a part of their 6th, 7th, and 8th Grade program.

In January 1982, the Mt. Diablo Unified School District Administrative Staff recommended to the Mt. Diablo Unified District School Board that the Fundamental Education Program be expanded to a whole site at Monte Gardens Elementary School. This recommendation was passed.

The 1982-1983 school year was a transitional year with the Fundamental Education Program growing to 439 students in 16 classes - Kindergarten through Grade 5. Two Regular Program classes remained for this transitional year: one 5th/6th Grade combination class, and one 6th Grade class.

Following school community involvement, the Program's Ad-hoc Advisory Committee submitted a program name change request to the Mt. Diablo Unified School District Board of Education: Diablo Basics. The Board approved the name change in June, 1983.

## ADMISSION POLICY

Diablo Basics is a Back to Basics alternative education program which is open to students throughout the Mt. Diablo Unified School District. The Program is developed around the commitment of parents, administrators, teachers, and students to support the Program's academic expectations to work toward the students' self-responsibility in social and academic skills. Parents must formally declare a commitment to support the Diablo Basics Program by reading and signing a Parent Support Agreement.

In order to provide for orderly registration procedures, parents making application for their children to enter the Diablo Basics Program may do so at Monte Gardens Elementary School during regular office hours. Students will be admitted to the Program on a first-come, first-serve basis, with the exception that students who reside in the former Monte Gardens attendance area are guaranteed the right of first entry into this alternative program if parents support the philosophy and structure of the Program.

## BASIC ACADEMIC SKILLS

Basic academic skills - Reading, Writing, and Mathematics - are emphasized and taught each day. Science, Physical Education, Social Studies, Health, Art and Music, are taught in addition to basic skills.

## LEARNING ENVIRONMENT

The teacher assumes direct responsibility and authority for maintaining an orderly learning environment in the classroom. Students are expected to work in a quiet, orderly manner and follow classroom rules and guidelines. Classroom activities are teacher initiated, directed, and supervised. There are no instructional aides assigned to the classes. Concepts are presented to the class as one group. Needs for enrichment and remedial work are addressed in smaller groups or individually. There are no combination classes.

## CURRICULUM

The Diablo Basics Program curriculum is set through program learning expectations, District and school adopted textbooks and District curriculum guides. There is a consistent curriculum coordinated within each grade level and from one grade to the next. Continuity is stressed at each grade level with established sequential learning expectations. Teachers review and coordinate the curriculum at grade level meetings.

## FACULTY COMMITMENT

Administrators and teachers in the Diablo Basics Program will agree with the Program's philosophy and follow its policies and procedures. They will have a commitment to emphasize basic skills, maintain a quiet and structured learning environment, and follow the established program curriculum.

## STUDY/WORK HABITS

Students are expected to learn to work independently and quietly, listen attentively and follow oral and written directions within grade level expectations. Students are expected to complete assigned work within a reasonable amount of time and make the transition from teacher responsibility and direction to student responsibility and direction for completion of work.

## DISCIPLINE

A consistent, firm and fair approach to discipline has been established within the structure of the District Discipline Policy. The school discipline policy is based on a system of referrals and citations. Emphasis is placed on rules which support the learning atmosphere and protect the rights and safety of all students and adults. The parents are an integral part of the discipline procedures.

## HOMEWORK POLICY

Regular homework will be assigned to help reinforce the basic skills and concepts taught in the classroom. In addition, homework is intended to:

1. teach students to work independently
2. increase listening skills
3. enhance students ability to follow directions
4. strengthen study habits

## DRESS CODE

The Diablo Basics Program has a written dress code that all students are expected to follow. The dress code requires safe, sensible clothing appropriate for classroom and playground activities. Students are expected to arrive at school neat and clean.

## COMMUNICATION

Two-way communication between home and school is essential to the Program; therefore encouraged. This communication is intended to provide positive support and total cooperation. Communication will take place in the form of weekly work envelopes, monthly progress reports, conferences and District approved report cards. Report card letter grades (A, B, C, D, F) begin in grade 3.

## RETENTION POLICY

Children in the Diablo Basics Program will be retained when in the judgement of the teacher and parents, with the concurrence of the administrator, a retention would benefit the student. Children who are not performing near their potential and are not succeeding at grade level will be retained.

## PROCEDURE TO REMOVE A STUDENT

When a student:

1. consistently breaks the rules and policies of the Diablo Basics Program and Mt. Diablo Unified School District, and...
2. numerous attempts to work out the problems jointly with the child, parents and staff have failed...

the administrator will hold a conference with the child's parents to clarify the District Policy and procedures for transferring their child from this alternative education program.

## RESPONSIBILITIES

Students, parents, teachers and administrators have specific responsibilities to the Diablo Basics Program.

#### GUARANTEE INTO SEQUOIA

Students completing 5th Grade in the Diablo Basics Program are guaranteed admittance to Sequoia School for their 6th, 7th, and 8th Grade years.

#### SUPERVISION

Supervision is a fee supported service offered at the school in the morning and in the afternoon for bus and carpool students residing outside the former Monte Gardens attendance area.

#### PARENT HELPERS

Under teacher direction, parents may help in Grades 1-6 on a special project or program basis with the approval of the administration. Parents are encouraged to work in the Kindergarten classes.

## October 3, 2007, SSC Meeting Minutes for Monte Gardens

1. Members signed in. Those present: Pat McDermont, Megan Gerdt, Denise Willis, Michaela Urias, Patt Hoellwarth, Danielle Licon, David Bell, Diana Corkran, Judy Malley and Pat Jackson. Two guests attended the meeting.
2. Review of the minutes from September 17, 2007, meeting. Once change: the vote to accept the Textbook Sufficiency report was unanimous NOT anonymous. Denise move and Pat J seconded that the minutes be approved with the change in spelling. All agreed and the minutes were approved unanimously. It was stated that the meetings for SSC will be on the first Wednesday of the months in which meetings are held. The meetings will start at 3:15 PM.
3. OLD BUSINESS:
  - a. ELAC. Patt presented STAR scores for our second language students. All of our subgroups made progress and met their goals this past year. Patt discussed our ELD rotations. Patt provided a current list of CELDT scores for examination. No one on the SSC volunteered to be the DELAC representative.
  - b. STAR. Patt reviewed our scores, our AYP and our API. Patt will be conducting a State of the School Address on October 18 at 7 PM in the Multi Use room.
  - c. SPSA: Grade level and school wide goals in ELA and Math were discussed. The implementation survey was discussed. Patt will send each member a draft of the new SPSA prior to the next meeting. The final copy of the document is due to the district by November 9<sup>th</sup>.
  - d. BYLAWS: The Bylaws were reviewed. A change was made to the voting section to reflect that no votes could be done in any other way except in person. The bylaws were approved by the council. David moved and Diana seconded that the Bylaws be approved. The vote was unanimous.
4. NEW BUSINESS:
  - a. Creating a Sibling Priority Waiting List. The council members discussed the formation of a Sibling Priority Waiting List to take the place of the Neighborhood Priority Waiting List. The council members realize that in 2009-2010 there will be a lottery to determine which children on the waiting lists enter Monte Gardens. The council members want to set in place the Sibling Priority Waiting List prior to the beginning of the lottery. The purpose of this list is twofold: 1) It will align our admission policies with those of Sequoia Elementary School, and 2) it will give families with children already at Monte Gardens the assurance that their children will be attending the same elementary school. To conduct efficiently a Sibling Priority Waiting List, the council members stated they are interested in investigating the abolition of the Neighborhood Priority Waiting List in favor of the Sibling List. Additionally, the council members stated that they want teachers at Monte Gardens to be allowed to enroll their children at Monte Gardens by being placed at the top of the priority list. Diana moved that the SSC support a change in the priority list to add a siblings list, to eliminate the neighborhood list, and to give priority to the children of teachers at Monte Gardens. Danielle seconded. All in favor, the motion passed. Patt will meet with Roger Bylund to discuss the components of this motion.

### Topics for next meeting:

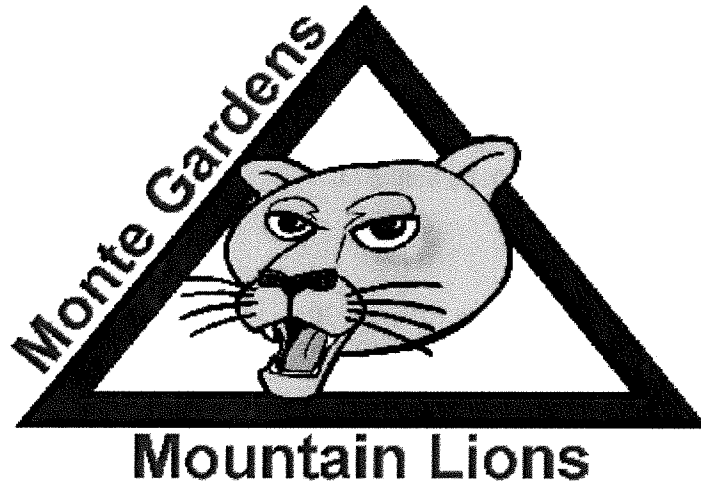
Bus transportation for field trips  
A parent survey for priority list changes  
SPSA  
Budget

Adjourned 4:40

Next meeting November 7th

**MONTE GARDENS  
ELEMENTARY SCHOOL**

**DIABLO BASICS PROGRAM**



***PARENT and STUDENT HANDBOOK***

## Monte Gardens Elementary School

Monte Gardens Elementary School Website:

<http://mges-mdusd-ca.schoolloop.com/>



3841 Larkspur Drive

Concord CA 94519

Phone number: 925-685-3834

Fax number: 925-689-8291

Parent/Student Office Hours: 7:45-3:15

Information relating to District policies, rules and procedures can be found in the *Mt. Diablo Unified School District Parent Information Packet*, or on the District website: [www.mdusd.org](http://www.mdusd.org)

Mt. Diablo Unified School District

1936 Carlotta Drive Concord, CA 94519.

The central phone number is 925-682-8000.

Additional information regarding Monte Gardens can be accessed on our website:

<http://mges-mdusd-ca.schoolloop.com/>

Monte Gardens Absence Hotline 925-682-8000 x4469

**Parents/guardians, please call absences in by 8:30 a.m.**

### Daily Schedules

#### **Kindergarten**

Kindergarten Early 8:05 - 11:30 Wednesdays: 8:05 - 11:30

Kindergarten Late 9:45 - 1:10 Wednesdays: 9:05 - 12:30

#### **Grades 1-5**

First Bell 8:10

School Hours M-T-TH-F 8:12 - 2:45 Wednesdays: 8:12 - 12:45

Please do not drop children off prior to 7:45 for those having breakfast, and 7:55 for all others. There is no campus supervision for students prior to 7:45. All students must be picked up on time after school. Please make day care arrangements if you are unable to comply with the school schedule.

**Diane Adair Enrichment Program at Monte Gardens Elementary:** Offers before and after school child care

Contact the Site Director, Lindsay Grace or Asst. Site Director, Ashley Angel at 925-356-2343 or

[montegardensep@sbcglobal.net](mailto:montegardensep@sbcglobal.net) for more information.

This handbook is not all inclusive. Please check our school website or contact the school office if you have questions about our program, or about our school procedures.



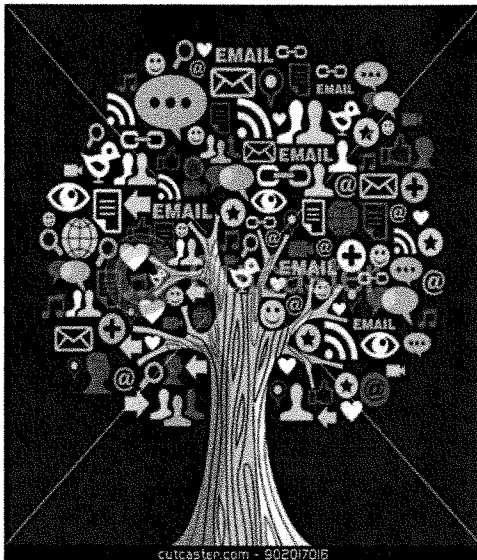
# Monte Gardens Parent and Student Handbook

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## Stay in Touch, Be Involved, Build Community!

Communications at Monte Gardens Elementary!



### Communication Platforms at Monte Gardens



#### ROAR NEWSLETTERS/E-BLASTS

DBPC issues monthly newsletters and e-blasts via email and print copy



#### MONDAY ENVELOPE

Calendar, Documents, Fundraising, in one place.



#### REMINDE

Text and email reminders from the principal.



#### TWITTER

Follow tweets from the Principal @mg\_elem



#### FACEBOOK

Social media pages for the School and Parents



#### WEBSITE

Visit the MGE website for links and school news



#### PEACH JAR EFLYERS

District electronic flyers



#### TRACK IT FORWARD

Track your volunteer hours!

Monte Gardens Elementary School and the Diablo Basics Parents' Club (DBPC) are committed to keeping our community informed and involved. Here are some of the ways to stay in touch, be involved, and build community!

**ROAR Newsletters/E-Blasts:** The Principal and Parents' Club publish a monthly electronic newsletter to inform parents of valuable information each month and regular e-blasts to keep our community up-to-date. This should be your primary resource for information. Newsletters are emailed at the beginning of each month and archived to the Monte Gardens School website, to Monday Envelope.com, and the Monte Gardens Parent Community Facebook page. If you have information that you would like to include in a newsletter, please submit to [dbpccommunication@gmail.com](mailto:dbpccommunication@gmail.com).

**School Website:** Visit our school website at <https://mges-mdusd-ca.schoolloop.com/> for news, links, remind & twitter feeds, grade level webpages, calendar and more!

**MondayEnvelope.com:** Parent involvement made easy! Did you know that you can view the DBPC master calendar of events, documents, and even volunteer right from your phone? Login at <https://app.mondayenvelope.com/group/dashboard/504#/overview> or text "monday" to 313131 and the link will be sent to your device.

**Remind.com:** Sign-up for text reminders about upcoming events from the Principal. To subscribe, text: **@monteg to 81010**.

**Twitter:** Follow Monte Gardens on Twitter for school day highlights from the Principal. Subscribe to feeds via **@mg\_elem** or view tweets on the school website.

**Peachjar Eflyers:** Flyers approved through the school district are emailed to parents through Peachjar. No subscription necessary. You can also view flyers by clicking on the Peachjar button on the homepage of our website.

**Facebook:** Build community and stay in touch with fellow parents through the Monte Gardens closed group Facebook pages. Search for "Monte Gardens Parent Community" and select join group. An administrator will verify your eligibility to join. Grade-level parent pages can be found by searching "Monte Gardens Class of..." select join group and an administrator will verify your eligibility. Please practice responsible and respectful communication outlined in the DBPC Social Media Responsible Use Agreement.

**Track It Forward:** Keep track of your 20 hour volunteer commitment through Track it Forward (formerly OurVolts): <http://www.trackitforward.com/site/monte-gardens-elementary> Log your hours and be recognized for your service!

**Parents' Club Meetings:** Finally, come to Parents' Club meetings, held monthly (except in December), to hear reports from the Principal and the Executive Board and share your views! Childcare provided.

## **Diablo Basics Program at Monte Gardens Elementary School**

### **HISTORY OF DIABLO BASICS PROGRAM'S ACADEMIC EXCELLENCE**

The Diablo Basics Program at Monte Gardens has provided a highly successful, structured, academic learning environment serving students residing within the Mt. Diablo Unified School District for 36 years. **The success of the program is rooted in the tenets developed when the program began: high academic and social expectations for all students, a safe and orderly environment and strong parent involvement.** Monte Gardens Elementary School has been consistently rated as one of the top performers among the elementary schools within the Mt. Diablo Unified School District, with high academic performance, a safe and orderly campus, and involved parents.

When the program began in 1979, a large number of parents and educators were seeking the academic structure and discipline of a "Back-to-Basics" philosophy, and many students were wait-listed at our sister school in Pleasant Hill, Sequoia Elementary School. The program began in the summer of 1979 to accommodate those students, as a school-within-a-school program at Crawford Village Elementary School. It was initially known as the Fundamental Education Program. In 1980 the program was transferred to Monte Gardens Elementary. The program initially began with one classroom for each grade for grades 1-6, but within three years, word of the success of the program spread and the school grew to 439 students in 16 classrooms. Monte Gardens now serves approximately 550 students in Kindergarten to grade 5 in 20 classrooms.

Monte Gardens continues to thrive as a high performing school. Students have excelled academically, school safety and discipline are emphasized, and our parent community provides a stable foundation of support. Although much has changed in our world over the past 36 years, the ideals of the early founders of the Diablo Basics program have served our community well!

We continue to strive to provide the highest quality, proven educational practices to prepare our students academically and socially for success in the 21<sup>st</sup> century, while maintaining a high degree of order and structure within our school. We hope that you enjoy learning about Monte Gardens Elementary through these pages!

### **MISSION and VISION**

The mission of Monte Gardens Elementary School is to develop responsible and well-prepared students. We are a school with high academic and behavior standards, where parents and teachers work together, and where children love to learn. Parents select our program because of our emphasis on high academic expectations, parent involvement, and responsible student behavior. Parents, students, teachers and the principal make a commitment to work together, holding constant a clearly stated vision:

All students are expected to do well, all parents are involved in their child's education, and students are taught the skills essential for success in the 21<sup>st</sup> century: communication, creativity, critical thinking, collaboration, citizenship and social responsibility.

### **Monte Gardens Elementary School Goals**

- To provide a safe, respectful and inclusive learning community for all students and their families.
- To provide a rigorous, active learning environment in which all students can achieve their best.
- To integrate research-based practices, technology and proven instructional strategies to support student learning
- To fully prepare each student for success in middle school and beyond; to equip each student with life-long learning skills that will enable them to leave high school, college and career ready.

### **Admission Procedure**

Diablo Basics Program at Monte Gardens is an alternative education program, which is open to all students who live within the Mt. Diablo Unified School District. To be admitted to Monte Gardens, ALL students must be signed up on a waiting list, and parents must formally declare their commitment to support the Diablo Basics Program by signing a Parent Support Agreement.

Students at any grade level may be placed on the waiting list on Wednesday afternoons in the school office from 1:30-3:00 PM. No appointment is necessary.

**For Kindergarten only**, siblings of current students and Kindergarteners who live within the Monte Gardens boundaries are eligible for the priority waiting list for entry into the program; however parents must come in and place the students on the waiting list. Siblings must attend Monte Gardens with their older sibling at least one year for sibling priority. Sibling priority is only for incoming Kindergarten students. **It is the responsibility of the parents to notify the office of any sibling relationships**, and parents must place the student on the priority waiting list.

Children may be placed on the waiting list in the year before they will enter Kindergarten. Children must be five years of age on or before September 1 to begin Kindergarten. Kindergarten students (who are not eligible for the priority list) are selected based on the results of a lottery which is held the second Tuesday in December. The lottery window closes the first Wednesday in December. After the lottery is closed, students are enrolled in sequential order based on the date they signed up on the waiting list.

All classes will be filled by the last workday in August before the first day of school. No child can be accepted for attendance in our program after this date. All forms, immunizations, birth certificate, proof of residency, etc. must be verified at the time of enrollment

Please check the school website <http://mges-mdusd-ca.schoolloop.com/> or contact the school office, 925-685-3834, for more information about enrollment and waiting list procedures.

### **Documentation required to place a child on the Monte Gardens waiting list:**

1. Original birth certificate of child
2. Parent's photo id: a) driver's license; or b) passport
3. Two of the following documents:
  - Current valid vehicle registration
  - State or Federal tax return **with W-2 form**
  - Current voter registration receipt
  - Other forms of identification or communication from a government agency
  - Property tax bill **with homeowner's exemption**
  - Current rental/lease agreement
  - Payroll stub/check with address

## Curriculum

Monte Gardens provides a rich academic learning environment. Instructional time is maximized and lessons in basic academic skills in Reading, Writing and Mathematics are taught daily. Science, Social Studies, Physical Education/Health, Vocal Music, Instrumental Music, Art, Library, Media and Technology Skills and English language Development are included.

Research-based, proven instructional strategies are utilized to develop 21st century skills: communication, creativity, critical thinking, student collaboration, and integration of technology. Monte Gardens grade level teachers meet regularly to collaborate to ensure that the curriculum is balanced, and that all students are learning at high levels at all grade levels. Teacher professional development and collaboration is prioritized. Curriculum and grade level content standards are consistent with the elementary school programs of the Mt. Diablo Unified School District. Grade level expectations are based on the Common Core State Standards (CCSS). For more information on Common Core State Standards: [www.corestandards.org](http://www.corestandards.org); or [www.cde.ca.gov/re/cc/](http://www.cde.ca.gov/re/cc/)

## Assessment

Staff members utilize student achievement data to plan instruction to meet the learning needs of all students. Results from individual and group, formative and summative assessments are examined by grade level teams to plan intervention and support for students.

### The *i-Ready*® Diagnostic & Instruction program

The *i-Ready* Diagnostic Assessment is administered three times during the school year and provides our students with an innovative diagnostic assessment in reading and math. *i-Ready Diagnostic & Instruction* helps teachers to effectively assess their students and then provide individualized instruction based on each student's unique needs.

*i-Ready Diagnostic & Instruction* assesses and teaches the following skill areas:

#### Reading

- Phonological Awareness
- Phonics
- High-Frequency Words
- Vocabulary
- Comprehension

#### Math

- Number and Operations
- Algebra and Algebraic Thinking
- Measurement and Data
- Geometry

*i-Ready Diagnostic & Instruction* begins by giving students an adaptive assessment in reading or math. An adaptive assessment is a test that automatically adjusts the difficulty of the questions according to each student's performance in order to determine his or her abilities in reading or math.

Once your child completes the test, he or she will be assigned online instruction to support his or her progress in mastering each skill. The online instruction is designed to be both challenging and engaging. *i-Ready* delivers instruction using engaging, contemporary animation; the lessons are also interactive. These lessons are proven to help students grow academically, and results have correlated highly with achievement on the state tests-Smarter Balanced Assessments. For more information visit the *iReady* website: <https://login.i-ready.com/> Student log-in for *iReady* will be sent home. Reports on progress will be shared with parents along with report cards.

## Attendance

It is important for parents to understand that absence from school is detrimental to student achievement and social adjustment. Students miss important learning opportunities when they are absent. Not only is instruction lost, but unique group discussion and class activities that cannot be duplicated are also lost. Active learning is often not on a piece of paper or worksheet, making it difficult for teachers to replicate the learning for absent students.

The following are ways that parents can support their child's good attendance:

- Expect your son/daughter to be on time and attend school daily.
- Arrange for your son/daughter to leave school on time.
- Schedule appointments on Wednesday afternoons or after school.
- Emphasize with your child that good attendance is a parent *and* student responsibility.
- Check the school annual calendar and schedule family trips/vacations during school breaks.
- Work with school officials if there are medical issues affecting attendance.
- Be aware that after three absences in a school year, the school district may request medical verification for all future absences.

Parents are to ensure the regular, punctual attendance of their child, which includes having their child picked up from school on time at dismissal. Monte Gardens strives to communicate with parents/guardians regarding attendance issues such as tardies (late to class or late pickups), excessive or unexcused absences, or excessive early sign-outs. If these issues cannot be corrected by working with the family, further steps may be taken, which can include: home visits by the Community School Liaison, Student Attendance Review Team (SART) meeting with the parents and referral to the MDUSD Student Attendance Review Board. The Student Attendance Review Board may initiate a change of school placement and/or refer families with ongoing school attendance issues to the District Attorney.

## Excused Absences

When absences are excused, students may make up work that was missed. Under state law and board policy, reasons for excusing a student absence will include:

- Illness or injury of the student, or serious illness which necessitates the absence of the student;
- Student attendance at a documented medical, dental, optometry or chiropractic appointment;
- Student attendance at the funeral service of an immediate family member;
- A quarantine imposed by a city or county health official;
- Student service on a jury;
- Up to five days to obtain required immunizations;
- Exclusion from school due to head lice, lack of immunization or physical examination;
- Appearance in court;
- Observance of a holiday or ceremony of his/her religion; or
- Employment interview or conference.

To have a student's absence excused, send a note to school or call the 24-hour absence hotline at 925-682-8000 x4469. **An absence not cleared within the 72 hour period following the student's return to school is unexcused.** Emails to teachers are not accepted in lieu of calling the attendance line.

## Request for Make-up Work

When an excused absence occurs, the procedure for getting make-up work is as follows:

A one day excused absence: student will be given the make-up work upon returning to school.

A two day excused absence: parent/guardian calls the 24-hour absence hotline at 925-682-8000 x4469 before 8:30 AM and requests the student's work. The work will be in the office at the end of the day and is to be turned in to the teacher when the student returns to school.

Three or more days: parent should call the 24-hour absence hotline at 925-682-8000 x4469 and leave a message for the teacher. It will be the teacher's judgment as to what will be appropriate.

## **Tardies**

Children are expected to establish and maintain a habit of promptness. Children who arrive to school late miss important information, disrupt school business and the learning of others.

- School begins at **8:12 AM** and any student who arrives after 8:12 AM is marked as tardy. If your child is late to school, and arrives **before 8:20 AM, he/she may report directly to class**. Students will still be marked tardy, and consequences for repeated/excessive tardiness will still apply.
- After school detention will be assigned for three or more tardies in one trimester and one additional detention is assigned for each additional tardy in a trimester. Excessive tardies (nine or more within the same school year) will require a parent to meet with the principal or school attendance review team, and may result in referral to the Student Attendance Review Board (SARB).
- All students arriving **after 8:20 AM MUST report to the school office for a tardy pass** before being admitted to class.

**Parents are not to walk late students to class. Parents of kindergarten students arriving late are expected to walk them to the office to obtain a tardy slip.**

## **Student Check-Out Procedures**

Please provide a signed note to the classroom teacher stating the purpose and time for early release. (Please do not use email for this as it may not get to the teacher prior to your pick up time.) The teacher will prepare the student for dismissal; however, the student will not be called to the office until the parent arrives and signs him/her out. Please allow enough time for this procedure when coming to the school to check out your child during the day. Early dismissal requests are subject to verification and/or evaluation. Frequent requests (five or more during the school year) that are not for medical purposes will be referred to the Principal for review.

## **Independent Study Contracts**

Family vacation during school time **is not** considered an appropriate reason for an Independent Study contract. Independent Study contracts of five or more days are for exceptional circumstances and must be approved by the principal. Requests for Independent Study should be received by the classroom teacher **at least two weeks in advance**. Requests for Independent Study contracts for either the first or last month of school cannot be accommodated. Teaching the skills needed to complete the class and home work for the period of the requested absence is the responsibility of the parent. Students with academic or attendance issues may be excluded from Independent Study contracts.

## **Classroom Visitations**

There are two types of classroom visitations. The first type is for new (waiting list), interested parents who will be making a decision between their neighborhood school and our alternative program. The second type is student focused and is used to find out more about a child's progress in his/her assigned classroom. To minimize classroom distractions, classroom visitations are to last no longer than 20 minutes and are to be pre-arranged by appointment with the principal.

## **Communication from School to Home**

Consistent and on-going communication to maintain parent-school collaboration regarding academic and behavioral expectations is practiced. School wide communications are in the form of school website <http://mges-mdusd-ca.schoolloop.com/> and newsletters, student progress reports, weekly "Monday" work envelopes, daily folders and binders. Parent-teacher conferences are scheduled by the teacher or by parent request.

### **Monte Gardens School Website**

Please check our website <http://mges-mdusd-ca.schoolloop.com/> for up-to-date information on all events and schedules before calling the school. Teachers' weekly newsletters, the school's monthly newsletter, School Site Council agendas and minutes, Parents' Club news and general district and school information can be found on the website. Paper copies of teacher and school newsletters are available upon request.

### **Weekly Work Envelopes (The Monday Envelope)**

An envelope of student work is sent home on Mondays. Envelopes are signed by the parent(s) or guardian(s) indicating that they have reviewed the student's work/papers. The weekly return of class and home work alerts parents to problem areas so that parents will be able to help their child perform at grade level. The Monday Envelope may include district, school, community or Parents' Club information. In an effort to reduce paper consumption, most notices will be sent in a weekly email from [dbpccommunication@gmail.com](mailto:dbpccommunication@gmail.com), or posted on the school website <http://mges-mdusd-ca.schoolloop.com/>.

### **Monthly School/Parents' Club Newsletter**

The Principal and Parents' Club publish a monthly newsletter to inform parents of valuable information each month. Upcoming fundraisers, school policy, social events, and community announcements are just a few of the topics you will see covered in the newsletter. The Parents' Club Newsletter is emailed to each family. **Please email the office, and Parents' Club communications chairs at [dbpccommunication@gmail.com](mailto:dbpccommunication@gmail.com), if your email addresses changes.** You may also view the newsletter on the school website- <http://mges-mdusd-ca.schoolloop.com/>, or pick up a copy in the front office. Contributions to the newsletter can be sent to [dbpccommunication@gmail.com](mailto:dbpccommunication@gmail.com). Articles are strictly for the purpose of keeping parents and staff informed and do not take stands on any issue. Information or advertisements provided by vendors will not be accepted.

### **Progress Reports**

Scheduled Progress Reports will be distributed between report cards to alert parents to any problems the student might be having with a subject area, personal conduct or work habits. They are designed to be a quick and easy communication between parents and teachers. Teachers may send home extra Progress Reports at any time. The following procedure will be used: the Student Progress Report will be sent home on established dates, halfway through the marking period. Students are to return the report signed by a parent or guardian by the next school day.

### **Uninterrupted Class Time**

The Diablo Basics Program recognizes the importance of providing students with a well-planned, sustained, uninterrupted instructional day; therefore, **parents are not to go directly to a classroom without an appointment.** Please call or come to the school office to make arrangements for a teacher conference, avoiding unscheduled ("just a couple of minutes") before/after school classroom visits. Appropriate information about your child can best be given when the teacher is prepared for your conference. Please respect teachers' preparation time before and after school.

### **Communication from Home to School**

#### **Telephone Messages, Emails and Written Notes to Staff Members**

Teachers will share with parents the best ways to reach them at Back to School Night and in bi-monthly classroom newsletters.

Sending a note with your child or leaving a telephone message is often the best way to get an *immediate message* to a teacher. Email messages may also be sent, but keep in mind that teachers may not be able to check email during the instructional day. Please be aware that teachers have nearly 30 (or more) students and keep email communications brief, and focus on one question/issue or concern. For more complicated questions, request a time to meet with the teacher by telephone or in person.



Staff members will respond to a phone call within 24 hours of receiving it. Please specify the nature of the call when leaving messages for staff members. Teachers and staff will respond to a written note or email within two working days of its receipt.

In order to respect teacher schedules and avoid interruptions to the instructional program, parents are asked not to “drop in” to see a teacher without an appointment. Parent/teacher conferences are more effective when planned in advance.

### **Messages to Students**

Because instructional time is to be respected, we cannot take messages for students during the day. Please do not call and request that we do so unless there is a true emergency.

### **Student Use of Telephone**

Cell phones are not to be used by students during school hours, and if brought to school must be left in the tote bag/backpack and turned off. Cell phones in use by students on campus will be forwarded to the office and must be picked up by a parent/guardian. The school telephone is for business or emergency purposes only. Remind your child that the school telephone is NOT to be used for forgotten homework, arranging rides or asking parent permission to do off-campus activities.

### **Forgotten Homework, Lunches and Personal Items:**

In order to teach students habits of responsibility and to reduce classroom interruptions, we do not accept forgotten personal items in the office or at the classrooms. It is a student’s responsibility to ensure that he/she has all items needed to participate in class each day. Please do not bring forgotten items to the school for your child. After school, students will not be permitted into classrooms once the teacher leaves for the day. Classrooms cannot be unlocked for students/parents to collect forgotten items. If something is forgotten, the student will need to wait until the following day. The office cannot accept forgotten lunches or lunch money. Lunch money may be dropped off in the cafeteria from 7:45 AM to 11:00 AM. On Wednesday lunch money can be dropped off from 7:45-9:45 AM. Checks may be dropped in the cafeteria payment box as long as they have the full student name on them in the memo section of the check. Cash must be given directly to a cafeteria staff person.

**Forgotten student lunches (marked with the student’s name) should be brought directly to the cafeteria and given to a staff person.**

### **Classroom Treats**

The use of treats in support of a classroom project must be approved by the teacher and may be restricted due to student allergies. Do not bring treats to school without being directed to do so by your child’s teacher. Neither the cafeteria nor the office can store or refrigerate treats. **Please do not include nuts in any food items sent to school.**

### **Birthday Celebrations**

In keeping with our long-standing policy to focus first on academics, we do not allow birthday parties/celebrations during the instructional day. Please do not bring treats for your child’s class to celebrate a birthday. Birthday balloons and/or flowers also are not appropriate and will not be allowed in the classroom.

**When birthday party or other invitations are given at school, hurt feelings and conflicts develop. Please plan to mail party invitations, and do not send them to school for your child to distribute.** You may use the school directory to contact other parents to arrange for play dates or birthday celebrations.

## Monte Gardens Policy on School Climate

*Monte Gardens Elementary School maintains a safe and orderly learning environment for all students. Our staff values the inclusion of all students and families and takes steps to ensure that all children and families feel welcome and involved in our school. Communicating clear expectations for behavior to all of our community ensures that our children learn how to be successful in the school environment, and develop valuable life skills.*

### Our staff believes:

- All students have the right to learn in a safe, respectful and orderly learning environment.
- All children are expected to follow the rules and regulations established in our School-wide Behavior Expectations, and we hold ourselves responsible to teach our students to make good choices.
- Students have the right to receive fair and reasonable treatment from those responsible for enforcing standards of student conduct. We believe that everyone, including children, should be treated with respect\*. We teach our students to respect authority, with the goal of mutual respect and understanding, rather than fear.
- We believe that the goal of discipline is to teach each child to communicate, problem solve, to develop self-awareness, self-management, and to make thoughtful choices.
- We are committed to utilize disciplinary supports/consequences that are consistent, reasonable, fair, age-appropriate and reflective of the severity of the student's misconduct\*.

\*Reference: MDUSD District Expectations for Student Success, 2015-2016 Student Services Dept.

**Monte Gardens** has established a consistent, firm and fair approach to discipline within the Mt. Diablo Unified School Discipline Policy. Emphasis is placed on student responsibility which supports the learning environment and protects the rights and safety of all students and adults.

### Monte Gardens Positive Behavior Intervention and Support system (PBIS) includes the following:

- Teaching school-wide behavior expectations, positive school behaviors and rules
- Social skills development through our Social Superheroes program, social skills curriculum within the classrooms and student educational assemblies
- Positively reinforcing appropriate student behavior
- Using effective classroom management
- Providing early intervention and support strategies for misconduct
- Appropriate use of logical and meaningful consequences for misconduct
- Consistent communication and involvement of parents/guardians to support student development of social skills and appropriate behavior
- Utilizing our CARE team and Student Study Team to meet with families to problem solve and support consistent home/school social skills instruction and discipline.

Student awareness of the discipline code is assured each new school year. All parents, students and teachers review the Parent and Student Handbook, the Parent Support Agreement, Student Responsibilities Agreement, School-wide Student Behavior Expectations Matrix and MDUSD Responsible Use Agreements for their grade level. **Parents and students sign agreements to follow the Monte Gardens policies and procedures contained in these documents and to support school staff in enforcing them with their children.**

Each classroom teacher develops specific classroom procedures and teaches classroom and school expectations at Back to School Night, daily in class at the beginning of the school year and throughout the school year. As students are taught expected behavior often by parents and teachers, they are successful in meeting our expectations.

### **Consequences for Infractions**

Disciplinary consequences should be consistent, reasonable, fair, age-appropriate and reflective of the severity of the student's misconduct. Disciplinary steps are progressive and we emphasize developing student self-awareness and self-management so that good choices are made in the future.

### **Consequences may include:**

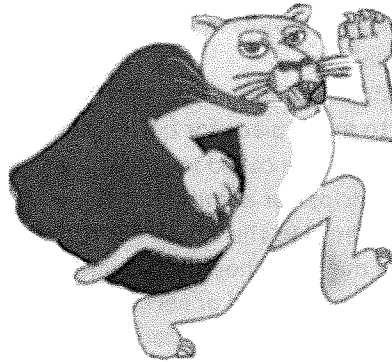
- ∞ Staff conference with the student; verbal warning with an opportunity for the student to explain his choice and to state the correct behavior expectation.
- ∞ Loss of classroom points or privileges
- ∞ Restorative practices, e.g. cleaning up your mess, making a verbal or written apology, completing an act of kindness toward the person(s) who has been hurt
- ∞ Parent contact/Parent conference- An informed parent can bring about changed behavior. The parent's support of the teacher's and administrator's efforts to bring about change is indispensable to ensure student self-responsibility.
- ∞ Bench slip- the issuing of a bench slip results in the loss of all or a portion of recess time. Bench time may be served outside or in the office.
- ∞ After school detention-Detention is a time to reflect on the choices made, to complete an Action Plan to analyze the mistake made and to make plans for better choices going forward.
- ∞ Referral to the principal- Student will be called to the office to discuss behavior with the principal/or administrative designee. The principal/or administrative designee may make a telephone call to the parents to inform them of the referral to the office. For repeated referrals or for more serious infractions, a parent conference may be scheduled develop a specific program or behavioral contract to improve the student's conduct. For repeated or serious infractions, the principal or administrative designee may assign detention, in school suspension and/or suspension from school.
  
- ∞ Students may be referred to the principal for a conversation, for problem solving, for investigation of an incident or to be assigned an appropriate disciplinary consequence. **Students are encouraged to go to their classroom teacher first to get help with problems**, however students should be supported to request help from the principal when needed. It is important that students develop their skills in seeking assistance from authority figures. Teach your child how to get assistance from the teacher *and* the principal, and encourage their ability to solve problems.

**Monte Gardens is successful in working with students and families to bring about positive changes in student behavior.** Out of school suspension is rarely required, however it may be imposed for more serious infractions or when other means of correction fail to bring about proper conduct. Suspension may occur on the first offense "if the pupil's presence causes a danger to persons or property or threatens to disrupt the educational process".

Teachers may suspend a pupil from the classroom for the remainder of the day and one additional school day. The teacher will contact the parent and arrange a meeting to discuss the behavior. Only the principal or the administrative designee of the principal may suspend a pupil from school.

## Social Superheroes

Monte Gardens Social Superheroes program teaches all students common strategies for building successful friendships, staying safe, and avoiding/resolving peer conflicts. Students are taught how to remain aware, recognize problem situations, how to communicate assertively, and when and how to get help from an adult. Classroom instruction and educational assemblies focus on different critical life skills. The goal is to promote a positive, healthy school environment full of strong values that enhance learning and wonderful school spirit. Our children learn how to identify and use essential character qualities, "Social Superpowers" such as responsibility, trustworthiness, caring, flexibility, respect, fairness, honesty, courage, perseverance, flexibility. Each month two "Superhero Powers" are taught and students who demonstrate these qualities are recognized and celebrated. These selected character traits ranked high with our teachers are consistent with our **Monte Gardens Student Expectations Behavior Matrix**. These lessons and conversations strengthen these characteristics within our students, increase their understanding of *why* it is important to do what is right, and help them to make good choices.



## Monte Gardens School-wide Student Behavior Expectations Matrix

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>• Respect self and others,</li> <li>• Listen to the speaker. Take your turn in a conversation.</li> <li>• Raise hand or use classroom signal before talking.</li> <li>• Disagree appropriately.</li> <li>• Use appropriate tone of voice.</li> <li>• Be kind and helpful. Work cooperatively.</li> <li>• Ask permission.</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time. Be prepared.</li> <li>• Follow classroom rules and adult directions.</li> <li>• Take proper care of all personal belongings, supplies and equipment.</li> <li>• Clean up your area.</li> <li>• Stay on task.</li> <li>• Do your best.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk everywhere.</li> <li>• Inside voices.</li> <li>• Get adult help for accidents, spills any safety issue or to problem solve.</li> </ul>
<b>All Common Areas, Hallways and Entrances, Arrival and Dismissal</b>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Walk with attention, facing forward.</li> <li>• Use quiet voices.</li> <li>• Clean shoes.</li> <li>• Hold the door open for the person behind you.</li> <li>• Wait quietly in designated area at dismissal.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time. • Leave on time.</li> <li>• Cell phones off and in tote bag or backpack.</li> <li>• Walk in line order.</li> <li>• Stay on the path. Stay off railings, poles and fences.</li> <li>• Walk bike on school property.</li> </ul>	<ul style="list-style-type: none"> <li>• Use sidewalks, cross walks and designated areas.</li> <li>• Walk with attention, facing forward.</li> <li>• Allow others to pass.</li> <li>• In hallways, stay to the right, walk outside the yellow lines.</li> </ul>
<b>Outside (lunch, recess and other times)</b>	<ul style="list-style-type: none"> <li>• <b>Include everyone.</b></li> <li>• Play fairly.</li> <li>• Follow adult directions- the first time.</li> <li>• Use appropriate language.</li> <li>• Respect personal space.</li> <li>• Be kind. Good sportsmanship.</li> <li>• Play games without chasing (no tag).</li> </ul>	<ul style="list-style-type: none"> <li>• Get adult help for unsafe activities, accidents, spills or to problem solve.</li> <li>• Take care of others.</li> <li>• Use problem solving.</li> <li>• Place your lunchbox in the assigned place.</li> </ul>	<ul style="list-style-type: none"> <li>• Use all equipment and materials appropriately.</li> <li>• Be safe on play structure.</li> <li>• Freeze when the bell rings.</li> <li>• Be aware of your surroundings, activities/games around you.</li> <li>• Stay within Playground boundaries, in lunchroom or on the yard (no hallways).</li> </ul>

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>• Give people privacy.</li> <li>• Knock before entering.</li> <li>• Clean up after yourself.</li> <li>• Wash your hands.</li> </ul>	<ul style="list-style-type: none"> <li>• Close stall door.</li> <li>• Flush toilet after use.</li> <li>• Wash hands.</li> <li>• Use two pumps of soap maximum into your palms.</li> <li>• Clean up after yourself.</li> <li>• Put towels into the garbage can.</li> <li>• Return to classroom promptly.</li> </ul>	<ul style="list-style-type: none"> <li>• Use D-wing bathrooms at recess.</li> <li>• Keep feet on floor.</li> <li>• One person per stall.</li> <li>• Keep water, soap in sink.</li> <li>• Close doors.</li> <li>• Wash your hands.</li> <li>• Return to classroom promptly.</li> <li>• Report any problems to adults.</li> </ul>

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Lunchtime</b>  <b>Multi-Use Room/Classrooms/ Outside lunches</b>	<ul style="list-style-type: none"> <li>• <b>Allow anyone to sit next to you.</b></li> <li>• Follow adult directions the first time.</li> <li>• Be tolerant of different foods.</li> <li>• *Avoid bringing nut products or sit (with a friend) at the "nut" table.</li> <li>• Use good manners.</li> <li>• Remove hats.</li> <li>• Quiet voices.</li> <li>• Clean up your area.</li> <li>• No throwing or playing with food</li> </ul>	<ul style="list-style-type: none"> <li>• Select your own lunch card. (Do not mess with anyone else's lunch card).</li> <li>• Get all utensils, milk, etc. when first going through the line.</li> <li>• Get adult help for accidents, spills or to problem solve.</li> <li>• *Avoid bringing nut products or sit (with a friend) at the "nut" table.</li> <li>• Raise hand and wait to be excused.</li> <li>• Clean up your area.</li> <li>• Don't waste food.</li> <li>• Bring uneaten/unopened food to the container on the stage.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to MU, in MU and to the playground.</li> <li>• Wait patiently in line.</li> <li>• Sit with bottom on bench, feet on floor.</li> <li>• Eat your own food (no sharing).</li> <li>• *Avoid bringing nut products or sit (with a friend) at the "nut" table.</li> <li>• Clean up your area.</li> <li>• Raise hand and wait to be excused.</li> <li>• No food taken outside,</li> <li>• No aluminum cans, glass containers</li> </ul>

## Monte Gardens Playground Rules

The following activities are available on our playground at morning and lunch recess: basketball, soccer or kick back, tetherball, four square, jump rope, walking or running the track, states games, wall ball, and hopscotch and playing on the play structure. Other games will be scheduled based on staff supervision such as balance boards, hula hoops and field hockey. Our playground rules have been developed to keep all students safe while enjoying their free time on the playground. Students shall play safely and demonstrate respect and good sportsmanship.

### Play Structure

1. Students will walk while on and around the play structure. Running is allowed on the track or field.
2. Tag is not allowed on the play structure.
3. While on the monkey bars, students should start on the first bar and may not skip bars.
4. Students travel in one direction on all monkey bars-start facing toward the field/or facing toward the D-wing classrooms.
5. While on the horizontal bars, students must be holding on at all times. No "cherry drops".
6. Slides are only for sliding down, one student at a time.
7. The play structure is closed before and after school.
8. No climbing onto the roof of the play structure or jumping from the top of the play structure.

### Field (Grass and Track)

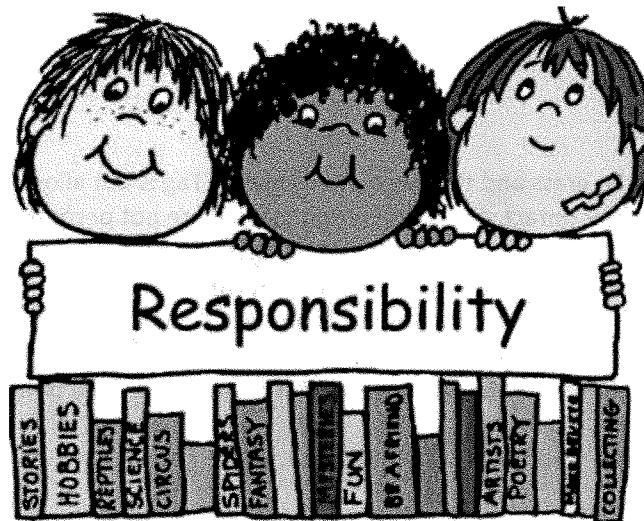
1. Students may run on the grass and the surrounding track. (Tag is not allowed unless a game is structured and supervised by staff). Contact sports and roughhousing are not permitted.
2. The track is for walking or running. Please do not dig on the track area as this causes dangerous conditions for walking and running and for our students in wheelchairs.
3. Students are to remain within the boundaries of the track and field where they can be observed by staff and supervised. No playing on the dirt outside the track, behind buildings or behind the sheds.
4. Kick back type games should be played by the backstop away from the buildings and away from the solar panels.
5. Football and dodge ball are not allowed at recess or unless part of a structured supervised physical education program.

### Blacktop

1. Students may not leave the playground area or return to classrooms during recess without adult permission.
2. Students must walk on the blacktop unless engaged in basketball or a structured game.
3. Tag is not allowed on the blacktop.
4. Snacks must be eaten while sitting at the tables under the grove of trees or sitting on the wall. Please remember to clean up all trash and food.
5. Respect the plants and trees and do not move or throw bark, leaves or dirt.
6. Tetherball poles and solar panel structures may not be climbed. If a ball gets stuck, ask for assistance from an adult.

## STUDENT AND PARENT/GUARDIAN RESPONSIBILITY FOR INSTRUCTIONAL MATERIALS AND EQUIPMENT

Students and their parents or guardians shall be held responsible for careful use of and return of instructional materials (print and non-print), library books, musical instruments and equipment belonging to the Mt. Diablo Unified School District and loaned to the student through the school. Administrators, classroom and support teachers (library, music, PE, etc.) are authorized by the Board of Education to demand the return of all loaned materials and equipment in good, usable condition. Students and parents will be given written notification of the failure to return specific materials and equipment. Continued parent/guardian non-cooperation or disinterest in the use and care of instructional materials and equipment shall be referred to the school administrator. First contact: Teacher contacts parents to make them aware of loss or damage and to arrange restitution. Second contact: Office staff contacts parents for payment of loss or damage to materials or equipment. Third contact: Administrator meets with parents. Failure to return such items in usable condition constitutes an injury to District property and may result in a financial assessment and/or the withholding of student privileges or records including student report cards. [District Rule 6161.3 (a)]





### **Detaining Pupils**

Parent notification is required prior to imposing detention of more than 15 minutes on a student. Notification and detention may occur on the same day. A pupil shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day. The parent of a pupil transported by the district bus shall be notified one day prior to imposing any detention upon the pupil. Exceptions may be made with parent consent for bussed students. Delivery of the notice of detention to non-bussed students shall constitute parent notification.

### **After School Detention**

After School Detention is held on Tuesdays from 2:50-3:45 PM. Students may be required to work on incomplete homework assignments or may complete an Action Plan, a problem solving strategy worksheet to help them to learn to make better choices in the future.

### **Dress Code**

The Dress Code is based upon district policy, which requires safe, sensible clothing appropriate for classroom and playground activities. Students are expected to arrive at school neat and clean and on time.

The Diablo Basics Program has a written dress code that all K-5 students are expected to follow. The dress code requires safe, sensible clothing, appropriate for classroom and playground activities. Some clothing that may be appropriate for wear away from school will not be acceptable to wear at school. Students are expected to arrive at school neat and clean. Parent volunteers are expected to dress appropriately when working at the school.

1. Students are expected to practice good personal hygiene at all times.
2. Clothing must conceal undergarments at all times. **Skirts** must be no shorter than the student's middle finger when arms are fully extended. **Shorts** must be thumb length when arms are down, fully extended at your sides. **Leggings** must be covered by shorts, skirts, pants or a top or dress that meets the above length parameter.
3. Clothing having suggestive slogans, pictures, symbols or words is not allowed.
4. Halters, tubes, spaghetti-strap tops, crop-cut blouses, mesh material tops and "attitude" T-shirts are not allowed. Tops with holes are not permitted. Boys are to wear sleeved shirts (no tank tops).
5. Shirts must be long enough to cover the torso during all activities.
6. Hats are to be worn only on the playground.
7. Student footwear must be appropriately fitting so that students may engage safely at recess and in physical education- closed toe shoes- tennis shoes or flat hard sole (no sandals, heels or slip on,).
8. No sagging pants or shorts. No holes in the pants. No items are to be hanging down from the waist (example: chains, lanyards).
9. Clothing, jewelry and hair styles should not be distracting to the student or to their classmates.
10. Make up is not allowed. (Colorless lip balm is allowed.)

A staff member will contact a parent/guardian if a student's attire or appearance is determined to be inappropriate or distracting. Parents will be asked to come to school with appropriate attire if necessary. Students dressed inappropriately lose valuable class time waiting for appropriate clothing to be brought to school. Final judgment of the dress and appearance of a student rests with the school administrator or designee.

### **Study and Work Habits**

Students are expected to learn to work independently, listen attentively and follow oral and written directions within grade level standards. Students are expected to complete assigned work in a timely manner and make the transition from teacher responsibility and direction to student responsibility and direction for completion of work. Work that is not completed at school will be sent home for students to complete under the supervision of a parent.

## Homework

Homework is any assignment, unfinished school work, or practice work that is to be completed outside the regular classroom time. Homework supports the classroom curriculum and is a vital part of our program.

Homework is a nightly activity to be monitored and supervised by parents. Homework Standards

Homework is a nightly activity for students. Individual differences in student ability and rate of completing work will cause homework to take more or less time. It is the responsibility of the student, with supervision from parents, to complete homework and be ready for the next school day. Every student is expected to follow the homework procedures established by the classroom teacher. Academic success at Monte Gardens is supported by the completion of assigned homework. Parents must be aware that this is one of the commitments made when you enter the Diablo Basics Program. It is essential that parents read all of the notices and homework that comes home with your child and sign the Monday envelopes and other communications as required by your child's teacher. Homework expectations grow with each grade level based on the developmental needs of students, with the intention of building student independence and study skills, and so that they are prepared to meet the course requirements at middle and high school.

Kindergarten	weekly	60 minutes
Grade 1	nightly	20-30 minutes
Grade 2	nightly	30-45 minutes
Grade 3	nightly	45-60 minutes
Grade 4	nightly	45-60 minutes
Grade 5	nightly	60-75 minutes

Interventions for incomplete or missing assignments are as follows:

-1<sup>st</sup> day of incomplete or missing assignment-Student receives a homework alert form to take home for parent signature and completes assignments during recess or free time.

-2<sup>nd</sup> day of incomplete or missing assignment-Student receives a homework alert form to take home for parent signature and completes assignments during recess or free time.

-3<sup>rd</sup> day of incomplete or missing assignment-Student receives a homework alert form to take home for parent signature and completes assignments during recess or free time.

-Grade 4 and Grade 5 students are assigned after school detention after the third homework alert.

-Grades 1-3 students are assigned after school detention after the fifth homework alert.

Parents of students who regularly spend considerably more than the basic time guidelines on homework each night are encouraged to contact the teacher. Parents are advised to schedule after school activities in consideration of time for completion of homework.

*"A genius is just a talented person who does his homework."*

*- Thomas A. Edison*



## School Lunches

Monte Gardens has a school cafeteria where delicious, healthy meals are prepared fresh and served daily for breakfast and lunch. Our cafeteria staff encourages all children to select and eat a healthy lunch either from home or from our cafeteria line. All students are offered fruits and vegetables when they purchase a school lunch. Mt. Diablo Unified School District school meals exceed United States Department of Agriculture and California nutrition requirements for protein, fats, calories, vitamins A and C, calcium and iron and contain no trans fats. Meals include a wide variety of seasonal and tasty fresh fruits and vegetables, low-fat dairy products and nutritious whole grains.

Parents are encouraged to set their own guidelines with their children regarding nutrition, as each child and family has their own standards regarding what they feel is best for their child.

**The Mt. Diablo Unified School District offers free and reduced price meals to eligible families. To find out if you qualify, apply on line on the district website: [www.mdusd.org](http://www.mdusd.org). Forms are also available in the cafeteria.**

\*We have several children with life-threatening nut allergies enrolled at Monte Gardens.

Students who bring nut products to school may be seated (with a friend) at an alternate table in order to keep all students safe. Please avoid sending foods containing nuts/nut products to school for snacks or lunches. **Monte Gardens cannot guarantee an allergen-free environment for our students, and depend on the cooperation of our parents to keep our school safe for all children.** Thank you for your support!

## Snack Shack

In addition to providing healthy lunches for our students, the Monte Gardens cafeteria offers a Snack Shack or "A la Carte" items for purchase at lunchtime. These items include: whole grain crackers, juices (apple, orange, cherry, fruit, Switch 100% juice, Capri Sun), popcorn, raisins or dried fruit, string cheese, sunflower seeds, and bottled water. "A la Carte" items are selected by the MDUSD Food Services Department for sale at the elementary schools. Items may vary, and all items may not be available at all times. Most items are .50 cents to 1.00.

To be sure students do select and eat a healthy lunch; students are not allowed to use their lunch card to purchase from Snack Shack. All Snack Shack purchases must be made with cash, preferably small change, and students are instructed to obtain parent permission. Students are not allowed to purchase more than 2-3 items. All purchased items must be consumed in the cafeteria. Students are not allowed to take purchased food out of the cafeteria unless we are having a special lunch in the classrooms or outside. Our cafeteria staff does our best to monitor students during lunch. If you have any concerns, regarding your child's lunches or snacks, please don't hesitate to contact our cafeteria manager, Jill Porciuncula by stopping by or emailing [porciunculaj@mdusd.org](mailto:porciunculaj@mdusd.org) or Susan Peters, principal, at [peterss@mdusd.org](mailto:peterss@mdusd.org).



### **Middle School Placement**

Students successfully completing fifth grade in the Diablo Basics Program are guaranteed admittance to Sequoia Middle School, however an intradistrict transfer request MUST be completed by the parent by the date specified each year.

### **Parent Leadership**

The School Site Council representatives are four staff members and five parent members, each elected by their respective groups and chaired by the principal. The School Site Council advises the principal on curriculum needs and priorities, as well as maintaining the philosophy and tenets of the alternative program. Agendas and minutes from monthly meetings are posted on our website. School Site Council members serve two year terms. An election will be held to fill open positions in the fall.

An **English Learner Advisory Committee (ELAC)** meets monthly to advise the School Site Council on all matters related to our English Language Learners. All parents are invited to participate in our ELAC committee to learn about how our English Learners are being served at Monte Gardens according to the MDUSD Master Plan for English Language Learners.

The **Diablo Basics Parents' Club** is the foundation of our alternative program. Throughout the school year, parent volunteer opportunities, socials and fund-raising activities are planned to support the curriculum and maintain facilities, and to provide services to the school community. Attending Parents' Club meetings is an important way to show your commitment to the Diablo Basics Program. The principal and a teacher representative meet with the Executive Board and attend the general meeting monthly. We are pleased to have an enthusiastic group of parents and staff serving on the DBPC Board and Committees. Please contact us if you want to volunteer for a position or be on a committee.

### **Parent Room Reps**

Parent Room Representatives act as liaisons between the Parents' Club, the parents of other children in the classroom, and their children's teachers. Room Reps will be contacted throughout the year to help organize and solicit volunteers for many of the social and fundraising events the DBPC sponsors. This is a wonderful way to become involved. If you are interested, please let your child's teacher know as soon as possible. Room reps are also strongly encouraged to attend monthly Parent Club General Meetings.

### **Volunteerism**

Parent support begins at home, where parents oversee homework and provide opportunities for students to be academically and socially successful. Parents are to be actively involved in all facets of their child's education, from the signing of the parental agreement of support to on or off site volunteerism. On site volunteerism may include helping in the classroom, library or computer lab, working on a special project, chaperoning students, participation in a Parents' Club event, or school wide designated programs or activities.

### **Parent Volunteers**

Parent volunteers are an essential and valued part of the program at Monte Gardens. Volunteers may go to the classroom if prior arrangements have been made with the teacher. Please dress appropriately when volunteering to work with students and be able to turn off cell phones and electronic devices while engaged in the classroom. Please do not show up to volunteer if you are sick. Children who are out sick for the day should not be brought to campus while parents volunteer or attend events. Siblings may not accompany a parent who is volunteering during school hours. Volunteering for classroom activities/events is at the discretion of the teacher or principal; volunteering on site is at the discretion of the principal. All volunteers must be fingerprinted and have TB clearance.

## MEDICATION DURING SCHOOL HOURS

Our concern is for the safety of all children. Children are not to be in possession of any type of medication at any time. We have limited space and do not have the staff to properly supervise and administer a large volume of medication. Short term prescriptions taken three or four times a day should be scheduled before and after school. Please check with your physician about an appropriate schedule.

The administration of medication to students by school staff may be done only in EXCEPTIONAL CIRCUMSTANCES for ongoing, documented health conditions. The parents and/or child's physician are expected to teach the child proper use of medical items, such as inhalers. If the doctor determines your child must take medication during school hours on a long term basis, the parent and doctor must complete the MT. DIABLO UNIFIED SCHOOL DISTRICT AUTHORIZATION TO ADMINISTER MEDICATION DURING SCHOOL HOURS form. You may get a copy of this form in the office. Left over medication must be picked up in the office no later than the last day of school.

**HEALTH NOTE:** If your child has any type of illness/irritation, communicable disease, or head lice, you must clear the problem before allowing your child to return to school. Return to school may include a note from the physician as to the nature of the problem if it is communicable, and the course of action/return to school recommendations. Please notify the office of a communicable illness to allow health notices to go home to classmates who may have been exposed.

## IMPORTANT SAFETY REQUIREMENTS

1. All parents and campus visitors must sign in at the school office and get a visitor's badge to volunteer or for an appointment with a staff member. *A volunteer badge does not allow unlimited access to the campus.* The badge is to be affixed to the shoulder area where it can be seen while the volunteer is standing or sitting.
2. Adults are not to wait outside classrooms, in hallways or on the blacktop before or after school. Please wait for your child before and after school: outside the fenced area by the carpool in the back, by the day care center in the back or by the flag pole in the front of the school.
3. Students must be dropped off at the designated area prior to the first bell. Parents are not to walk students to the classrooms or onto the blacktop. Kindergarten parents are not to leave students unattended.
4. Students may not be on campus before 7:55 AM unless they are having breakfast in the cafeteria. Breakfast attendees may be dropped off at 7:45 AM or later. Please use daycare to cover scheduling/time issues.
5. Students must be in appropriate clothing and shoes which enable them to participate in school activities.
6. Students must be picked up promptly at the end of their school day. Late pickup students need to be signed out at the office and will be released to only those contacts designated on the emergency card, regardless of car pool arrangements.
7. The play structure is off limits before and after school to all children.
8. Please join us in keeping our school safe for all students. If you observe unsafe behavior before, during and/or after school, *calmly* redirect the student, or notify a staff member of unsafe behaviors.
9. Emergency card information must be kept current. Please notify the office promptly of changes.
10. Medications (prescription or over the counter) may not be carried by students. Prescriptions authorized by physicians are kept locked in the school office with the appropriate form.
11. No dogs or other animals are to be brought on campus without prior approval from the principal. Please do not walk the dog to and from school or transport in the car pool lane for the safety of all children and staff. Service dogs excepted.
12. There is zero tolerance for weapons and/or violence; the following items cannot be brought to school: anything that could be used as a weapon, including but not limited to knives/guns (or imitations); matches; lighters; fireworks; explosives; alcoholic beverages/intoxicants; controlled substances; drugs; tobacco or any dangerous objects.

## TRAFFIC SAFETY

1. SAFETY FIRST. Read and understand all the guidelines for drop-off and pick-up.
2. Model polite behavior when adults remind you of drop-off and pick-up procedures in the car lane. Remember: children are watching and learning.
3. Do not drop off/pick up your child in any red zone, in the middle of the street, behind staff cars, in crosswalks or in front of the school.
4. When waiting to pick up students, keep neighborhood driveways and staff parking lots clear.
5. Do not make U-Turns or Three-Point turns in front of the school.
6. You may use Village Drive as a drop off/pick up location and have students walk through the Shadelands/Sunrise campus. Do not use the traffic circle at Shadelands/Sunrise School as a drop off/pick-up site.

### Guidelines for Drop-off and Pick-up at Monte Gardens

There are approximately 450 students driven or bussed to our school each day. For this reason, it is important that every driver follows the procedures. For your understanding, we have mapped out how to safely transport your child into and out of our school. Students arriving by car in the morning will be entering on Carlotta Drive. We highly recommend that all cars make a right hand turn into the car pool lane from Carlotta, rather than a left hand turn from the direction of Ashdale or Larkspur. Once in the car lane, follow the circle and go along the cyclone fence. DO NOT turn your car off or walk your child to the school gate. Buses at this time can be entering through the bus lane. DO NOT DRIVE through the bus lane. Stay in line and follow the car in front of you. During pick up, NEVER MOTION TO YOUR CHILD TO COME TO YOUR CAR! When it is safe, your child will be allowed to proceed to the car. Once your child is in the car, pull out of line carefully and proceed to the exit. Only right hand turns out of the car pool lane are allowed. Students who are walking or riding bikes must walk the bike through the school grounds. Do not at any time walk or ride bikes in the car or bus lanes.

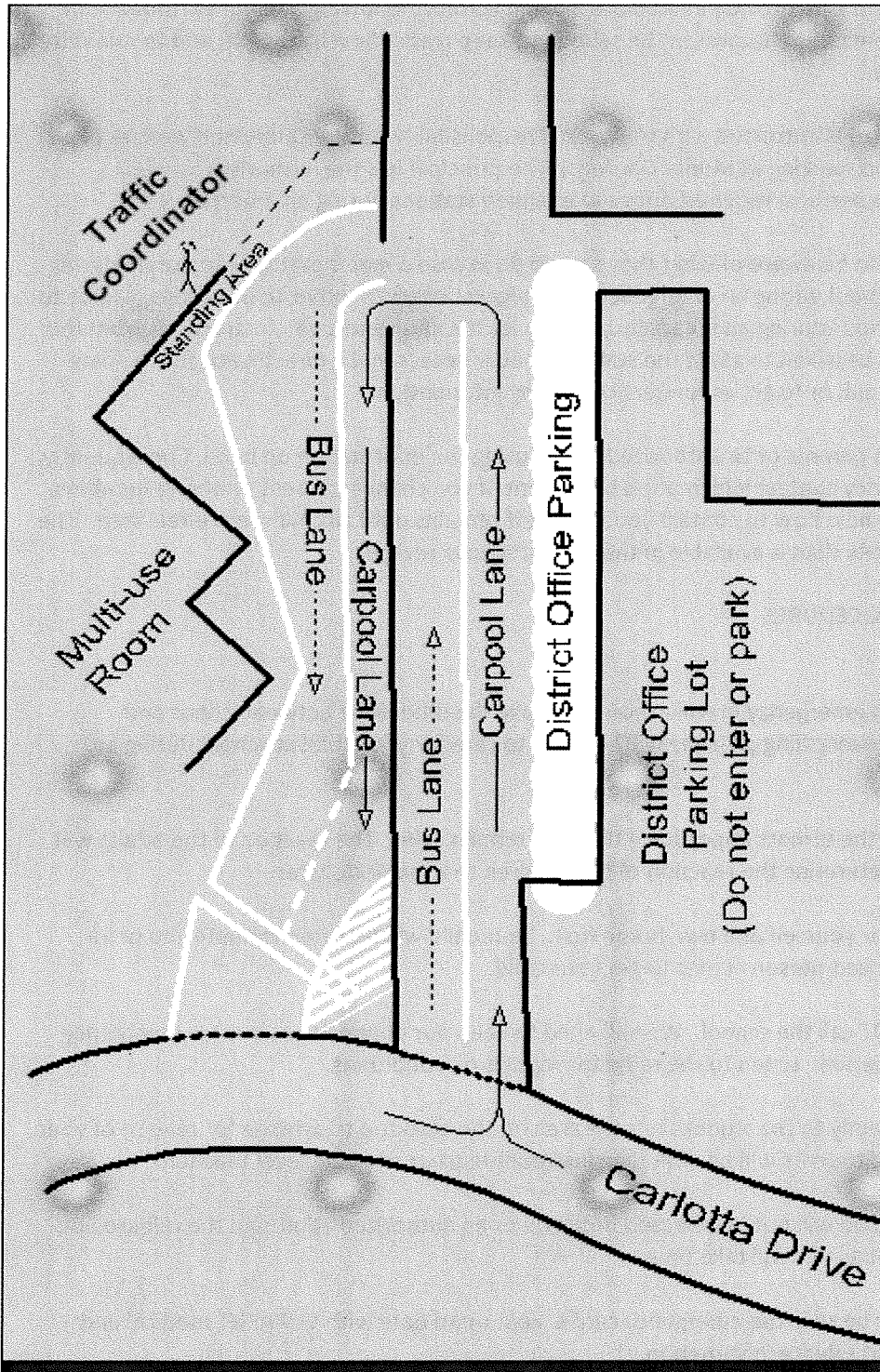
### A Few Reminders about Traffic Procedures

- Please be considerate. Parents do not get out of your car and walk your child to the gate at any time. Do not use this time to give your child lunch money, fix hair or put on coats. Please have all of this done before entering the car lane each morning.
- Parking in front of the school, behind the staff cars is strictly prohibited. You will be asked to move and your children will not be allowed to load or unload in front of the school.
- Please wait patiently in your car in the car line during the drop-off and pick-up times. Some afternoons, children arrive to the gate a few minutes apart and it takes time to get the carpools organized before letting the students go to their cars.
- Please be aware of the students in the crosswalks in front of the school. Safety First!
- Reserve the handicapped parking for those who have business inside the school, or for those who provide transportation for our disabled students. Do not use it to pick up healthy children. Drive through the car pool lane to load healthy children.
- There is no parking along the fence inside the school grounds during drop off or pick up times. Do not block the car pool lane for any reason during drop off and pick up times, including our kindergarten times. Thank you.

### Consideration for the Monte Gardens Neighborhood

When parking your car to drop off or pick up your student at school, please be mindful of our neighbors. Do not block their driveways; block in their cars that are parked on the streets, "Double Park" or park in any marked parking space that is designated for Monte Gardens' staff. **Please do not park in the Dent Center/District Office parking lot during drop off or pickup.** Parking violators will receive a notice on their windshields and a copy to the school office. The office will be contacting parents or local law enforcement to report violations.

# Monte Gardens Car Pool Map



Drive slowly (10 mph) in the lane between Monte Gardens and the MDUSD District Office.

School buses and cars heading to the day care or back of the district office may pass the car pool lane, when it is safe to do so, slowly on the left. Please be careful.

Follow the directions of all staff and parent volunteers in the lane and in the car pool line.

**Please no cell phone use-even hands free- during drop off and pick up.** Distracted driving is dangerous, and our children need our full attention at this time.

Turn right when leaving the car pool lane onto Carlotta.

No parking is allowed in the car pool lane. This area is for drop off and pick up only. Please remain in your vehicle.

Make sure students are ready to exit your car and pull all the way forward close to the fence in the car pool lane before releasing them. Please stay in line after you drop off or pick up your students and wait your turn to pull out to exit.

*Remember our children are watching and learning from us every day. Please be patient.*

## EMERGENCY PLANS

A major responsibility of our staff is to provide immediate aid and comfort following a major earthquake or other disaster, to protect students from hazards in the school, to keep track of each student, and to minimize confusion during an emergency.

The school principal (or designee) is entrusted with the overall responsibility for the safety and welfare of all students and staff attending and working at Monte Gardens. The principal has the authority to assign certificated or classified staff to perform required duties at assigned stations during an emergency.

It is also important for parents to be aware of what they should do in case a major earthquake occurs during school hours. Do not call the school during an emergency. Our biggest concern, other than injuries, will be to control panic. If you are on campus during an emergency, stay with the class and await instructions from the teacher. Parent volunteers can be asked to assist the staff whenever necessary by directing traffic, helping keep children calm, giving first aid, or to act as runners conveying information.

The children will be released to parents or to authorized adults using the information on hand. Consequently, it is imperative that all emergency contact information be current. If you change address or phone numbers, notify the school. We need to know how to contact you. The staff remains until all children are released. The Comprehensive School Site Safety Plan is available in the office for your review.

## EARTHQUAKE/EMERGENCY PROCEDURES

### Parent Guidelines

There are many ways during an emergency in which you can make the difference between chaos and safety. Please be assured that everything possible will be done to care for your child at school during an emergency.

REMAIN CALM	It is of the utmost importance that you remain calm. The reaction of the adults will help determine the reaction of the children to a major disaster.
HOME	Care for yourself and own home first. Your child will be cared for until you or an authorized person comes to get your child.
TELEPHONE	DO NOT call the school. We will need to keep our phone lines clear for emergency information. Listen to the radio for reports on conditions.
AT SCHOOL	Go directly to the student release area on the blacktop to arrange for release of your child. Students will be with the classroom teacher or grade level teachers.
SIGN A RELEASE	Your child will not be released until you or an authorized adult sign the release. Be patient as this will take time.
EMERGENCY CARD	Please be sure the emergency card is kept up to date with CURRENT medical and student release information.



**Monte Gardens' Diablo Basics Tenets**  
**PARENTAL AGREEMENT OF SUPPORT**

The Diablo Basics Program emphasizes parent involvement, responsible student behavior and high curriculum expectations. The optimum support parents can give is to provide a positive atmosphere in which learning is valued and to sustain and encourage the efforts of the child. Research studies have shown that children whose parents are involved in their education are the ones most likely to succeed in school.

Parents are expected to:

1. Read, understand and support the tenets and philosophy and mission of the Diablo Basics Program.
2. Send a well-rested, well-organized and appropriately dressed child to school on time each morning.
3. Ensure the regular punctual attendance of your child.
4. Monitor and supervise your child's homework assignments; help your child get organized for school the night before. Check the daily planner. **Read the weekly Monday Envelope and sign the envelope each week.**
5. Read to or with your child on a daily basis.
6. Make wise decisions about your child's involvement in extracurricular activities after school, to avoid jeopardizing academic progress.
7. Cooperate with enforcement of school policies and procedures.
8. Have a positive, supportive attitude towards the school's staff and teachers.
9. Respond promptly to communication sent by the school that requires parent signature or response.
10. Make an appointment to meet with your child's teacher. Please do not go to the classroom without an appointment. All parents, volunteers and visitors must check in at the office upon entering the campus.
11. Discuss concerns or needs with your child's classroom teacher before contacting the principal.
12. Attend the Back to School Bonanza, Back to School Night, Kinder Meet and Greet, and any parent-teacher conferences requested by your child's teacher or school support staff.
13. Remember that a child's interpretation of a school experience may differ from what actually happened. Always listen to your child, but also get the other side of the story by contacting the teacher.
14. Have appropriate expectations for your child's age and developmental level.
15. Develop independence and responsibility in your child.
16. Be responsible for notifying the school within 24 hours regarding your child's absence.
17. Participate in and support the Diablo Basics Parents' Club (DBPC) and school activities.

## STUDENT RESPONSIBILITIES

*Be Safe.*

*Be Respectful.*

*Be Responsible.*

### **I will be safe:**

I will act in a considerate and safe manner while in route to and from school and during school hours. I will act in ways that are safe.

I will arrive at school on time, but not more than fifteen minutes before class starts and I will go directly home after school.

I will be only in supervised areas. I will not fight or hurt others.

I will follow an adult's directions quickly and quietly.

I will obey classroom rules and regulations.

I will not bring real or toy (replica) guns, knives, explosives, lighters or harmful objects onto the school campus.

### **I will be respectful:**

I will be kind to and considerate of others and accept people who may be different from me.

I will walk quietly and not bother others while going from room to room or to and from the playground.

I will use appropriate table manners while eating lunch.

I will refrain from using profane or vulgar language.

I will refrain from harassment, bullying people, or making comments about people's bodies, gender, disability, nationality, race, ethnicity, religion or sexual orientation.

### **I will be responsible:**

I will come to school prepared to learn and will put forth good effort while at school.

I will complete class work and homework as assigned. Grades 4/5: I will use my homework planner daily.

I will respect the property of the school and others,

I will use school equipment and materials appropriately. I will replace or pay to repair any books and/or materials that I damage, and will return borrowed items on time.

I will follow the dress code.

I will not chew gum at school.

I will not bring toys, personal physical education equipment, cameras, radios, recorders, computer games, hand-held video games, roller blades, skateboards, and/or roller skates to school unless they are requested and/or approved by the teacher for a specific assignment and for classroom use. A cell phone will be kept off during school hours and won't be used during the school day.

I HAVE READ AND UNDERSTAND THESE RESPONSIBILITIES AND I PLEDGE TO FOLLOW THEM AND ALL OTHER SCHOOL RULES.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Name

I have read and talked with my child about these responsibilities and expect my child to always follow them.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# Monte Gardens Elementary School

## Diablo Basics Tenets, Policies and Procedures

### PARENT and STUDENT AGREEMENT OF SUPPORT

As the undersigned parent or guardian of \_\_\_\_\_  
Print student's first and last name Grade

- ∞ I agree to actively support the Diablo Basics Program at Monte Gardens Elementary School, an alternative educational program offered by the Mt. Diablo Unified School District.
- ∞ I have read and understand the tenets and philosophy/mission of the program.
- ∞ I have also read and understand the parent's and student's responsibilities associated with this program.
- ∞ I have read and talked with my child about these responsibilities and expect my child to always follow them.
- ∞ I understand the importance of using the internet and social media responsibly. I have read the MDUSD Responsible Use Policy for students, and have talked about these responsibilities with my child. I have read the DBPC Social Media Responsible Use Agreement for parents, and agree to abide by its contents.
- ∞ I will be available for conferences and consultation with teachers and/or administrators when necessary.
- ∞ By signing this agreement form below, I acknowledge receiving the Monte Gardens Elementary School Policies and Procedures, understand the policies and procedures, and agree to abide them.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

My parents have talked to me about, and I have read, the Monte Gardens Student Expectations, Responsible Use Guidelines and school rules and I pledge to follow these and all of the school rules.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

