

John J. Montgomery Elementary School

2010 Daniel Maloney Drive

San Jose, CA 95121

(408) 270-6718

(408) 223-4848 Fax

(Upper)

Student Handbook

This Student Handbook belongs to:

Name: _____

Phone: _____

Teacher: _____

I have read this agenda with my parent(s)/guardian(s) and understand the school procedures and rules.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Welcome:

It is a pleasure to have you as a student at John J. Montgomery. The entire staff and I are looking forward to working with each of you this year. We have very high expectations for you: You are expected to excel academically and treat others and yourself with respect.

This handbook will help you keep organized. You can keep track of all your classroom assignments, important dates and your responsibilities.

This handbook contains important information about your school. Please read this information with your parent(s)/guardian(s), have them sign the front page, you sign the front page and return it to your teacher.

Have a successful school year,

Mr. Guillermo Ramos
Principal

2017-2018 School Calendar

August

- 23 School Begins
- 24 Dismissal 2:00 Grade 1-6
- 25 Expectation Assembly
- 31 1st Minimum Day –Dismissal 12:45

September

- 1 Student Emergency Cards Due
- 4 Labor Day Holiday-**No School**
- 7 Back to School Night
- 15 Picture Day
- 28 Site In-service Day-**No School**

October

- 9 Progress Reports To Home
- 31 Halloween Parade

November

- 10 Veteran's Day Holiday-No School
- 15 Parent /Teacher Conference Day
-No School
- 20 Thanksgiving Holiday Begins
- 27 School Resumes

December

- 25 Winter Break Begins

January

- 8 School Resumes
- 15 MLK Holiday-No School
Progress Reports To Home

February

- 19 President's Holiday Begins
- 26 School Resumes

March

- 2 Trimester 2 Ends
- 20 Spring Picture Day
- 30 Spring Break

April

- 9 School Resumes
- 26 Open House
- 30 Progress Reports To Home

May

- 28 Memorial Day Holiday-No School

June

- 14 Last Day/End of 3rd Trimester
- 14 6th Grade Promotion

Montgomery's Bully Prevention oath:

**I will not bully others. I will not
stand by while others are being
bullied. I will report and deal with
bullying whenever I see it...
...because I have
The Power of ONE**

School-Wide Behavior Standards:

- Ask an adult for help if needed
- Do not touch other students or their property for any reason
- Keep your hands, feet, and objects to yourself
- Follow directions of all adults including the Yard Duty Supervisors
- Be in your class line after the bell rings and stand quietly
- Come prepared to class with supplies and be ready to learn
- Profanity, teasing, and name calling are not allowed
- Chewing gum is not allowed
- Littering is not appropriate behavior
- All school rules apply during the instructional day including to and from school

Playground Rules:

Students are expected to follow playground rules to ensure their safety and the safety of others.

General Rules:

- Stay inside the *red lines* at recess
- Keep lines straight when walking

with your class and remain in your spot

- Throwing grass, rocks, and/or sand is not allowed
- Pushing, wrestling, tripping, rough housing, fighting or play fighting is not allowed
- Run ONLY on the grass and not on the blacktop
- Do not play in the bathrooms
- Use appropriate language
- Stealing is not permitted
- Bullying is not allowed

Swings:

- Swing sitting down, one at a time
- No jumping off of the swings
- Do not walk in front of or between the swings
- Swing forward, not sideways
- Do not climb on poles
- Do not push others on the swings
- A student may swing 25 times before getting off the swing

Jungle Gym:

- Do not play games on or around the jungle gym
- Do not run around the jungle gym area
- No tag or chasing games

Parallel Bars:

- One student at a time may cross the parallel bars
- Do not stand on the bars
- Move across the bars in the same direction

Slide:

- Only one student at a time
- Only one student may be on each rung of the ladder at a time
- Slide in the sitting position only
- Do not block another student on the slide
- No walking up the slide

Student Possessions:

Please put your child(ren)'s name on clothing and lunch boxes. The only time students can bring toys, games, balls or other items to school is when the teacher instructs them to do so. Tape recorders, radios, CD players, Ipods, or headphones are not allowed at school.

Cell Phone Policy:

The school is not responsible for lost or stolen cell phones. If a parent gives their child permission to bring a phone to school, the phone must be turned off as soon as the child enters the school and put away in their own backpack. Students may not use the phone while at school for any reason.

Consequences for Unacceptable Behavior:

Consequences are related to the severity and frequency of the offenses: Warning/reminder of the rule, time out, loss of recess, exclusion from an activity, phone call to parent, campus clean up duty, referral to the administrator, behavior contract, assignment to another classroom, escort to or from school, modified school day, systematic

exclusion, and suspension from school.

Severe Misconduct/Zero Tolerance:

The following acts will result in an immediate referral to the principal and other proper authorities: Continued misbehavior or serious misbehavior, fighting, threatening to cause injury-physical or psychological, defying authority, committing an obscene act, engaging in habitual profanity, sexually harassing another person, possessing and/or using a dangerous object or substance. There is **Zero Tolerance** for weapons, items that look like weapons, and drugs or alcohol.

Playground Supervision:

School staff supervises the playground beginning at 7:45 a.m. Lunch recesses are supervised by paid Yard Duty Supervisors.

There is no supervision after school. Students are expected to leave for home immediately following dismissal. To ensure student safety, we require children waiting for a ride or a sibling to wait in the school corridor, not on the playground, the sidewalk, or in front of the school. **PARENTS ARE RESPONSIBLE FOR PICKING UP THEIR CHILD(REN) ON TIME FROM SCHOOL.**

Expectations for Student Dress:

Students are expected to dress appropriately and to be properly groomed for the school day. The type and style of clothing is individual and personal. The school shall be concerned only when a student's attire is extreme and could cause distractions or is unsafe. Shoes must be worn at all times for safety reasons. Shoes with rollers are NOT ALLOWED.

Examples of inappropriate clothing may include:

- Garments where the torso is exposed, such as tube tops, tank tops, half shirts, and halter tops
- Clothing that has obscene words or pictures, sexually suggestive language or pictures, drug or alcohol statements or pictures
- Gang-related clothing
- Recreational clothing such as bathing suits, gym shorts, or cut-offs
- Flip-flops and all sandals without heel straps

Since fashion trends change quickly, the principal reserves the right to deem certain articles of clothing inappropriate even if not outlined in the student agenda.

Bicycle, Scooters, Skateboard Policies:

Students in 3rd, 4th, 5th, and 6th grade may ride their Bicycle, Scooters, and/or Skateboards to school. The school requires parents to sign a

permission slip before their child may ride his/her bike to school.

Bicycle, Scooters, Skateboard Policies Safety Rules:

Ride in a safe manner (i.e., no speeding, weaving, double riding, etc.)

- * Wear a helmet at all times
- * Walk bike on school property
- * Begin riding once completely off school campus
- * Lock up bike in bike rack
- * Skateboard and Scooter- store in classroom with teacher permission
- * Have permission slip signed by parent/guardian and teacher
- * Obey all crossing guards and Montgomery staff
- * Obey all of the above rules or student will no longer be permitted to bring bike to school

Absences:

It is important that children attend school **regularly** and **remain at school all day**. Please call the school office before 8:30 a.m. on the day your child is absent at 270-6718. You may receive a phone call at work or home verifying an absence if we do not hear from you. **Do your best to make doctor's appointments after school hours.**

Perfect Attendance:

Perfect attendance Awards are presented to students at the end of the school year. **Students must have no absences and no tardies.**

Parents of students who have frequent

absences or tardies will be contacted to discuss interventions to improve the child(ren)'s attendance pattern. If the absences and/or tardies continue, students and their parent/guardian will be referred to the Student Study Team (SST) or the District's School Attendance Review Board (SARB).

Tardy Policy:

Tardiness disrupts instruction. Student success is directly related to student attendance and the student's ability to be in his or her seat and prepared to begin class when the bell rings. Students are marked tardy if they arrive at school after 8:00 a.m. Students arriving after 8:00 a.m. are admitted with a pass from the attendance office.

Early Release from School:

Students may not leave the school grounds without permission. If you must remove your child during school hours, please come to the office. Please schedule medical appointments late in the afternoon so as to not disturb your child's instructional day. Students should not be taken out of class unless it is absolutely necessary. **The front office will not call a student from class to have him or her wait in the front office for a parent/guardian to arrive. Students will only be released to people listed in the student emergency file or Parent Portal.**

School Visitors:

Any person who comes on the school grounds must go to the office to sign the visitor's book and get a visitor's badge

before going into a classroom.

Parents are always welcome to visit their child's classroom. Please follow the guidelines below:

- Telephone the school to make an appointment with your child's teacher for a classroom visitation
- Check in at the school office prior to visiting a classroom to pick up a visitor's badge

Parent-Teacher Conferences:

Parent-teacher conferences occur in November. Parents make appointments with the teachers of each of their children, regardless of the progress of the child.

If parents have a particular concern during the school year, they may schedule a conference at any time during the school year.

Report Cards/Progress Reports:

Report Cards will be sent home each at the end of trimester in an envelope. The envelope needs to be signed by a parent or guardian and returned to school. Progress reports are sent home mid-trimester in grades 1-6. Families are invited and encouraged to attend *Back to School Night* in the fall, *Parent Conferences* in November, *Open House* in the spring and other parent groups such as PTA, ELAC, SSC and Title I events.

Honor Roll Policy:

Students in grades 4-6 receive letter grades. Those who maintain a "B" average or above qualify for the

Montgomery Honor Roll. There may be no “U’s” or “D’s” marked on the report card for a student to be eligible for Honor Roll. Students who have been on the Honor Roll all three trimesters are eligible for an end of the year award.

Homework Policy:

Homework is an extension of the classroom:

- *Homework reinforces and supplements school learning experiences.
- *Homework is good discipline in teaching children accountability and fostering initiative, independence, and responsibility.
- *Homework generally falls into three categories: practice, preparation, and extension.
- *Practice assignments provide the student with the opportunity to reinforce newly acquired skills or apply recent learning strategies.
- *Preparation assignments ask students to read something or perform some activity in order to be ready for the next day’s lesson.
- *Extension assignments attempt to take the student beyond the work begun in the classroom to encourage individualized, creative activities.

The suggested time to be spent on the above activities are:

- Grades 1 - 3 (30 to 45 minutes daily)
- Grades 4 - 6 (45 to 60 minutes daily)

Parent Tips:

- Guide and limit TV viewing
- Display your child’s work with pride

- Maintain contact with the teacher
- Schedule daily play time
- Participate in family games-academic and enrichment

Emergency and Health Services:

Parents will be notified immediately of any emergency involving their children. Our school has a full-time trained health assistant on duty and a part-time registered nurse to administer first aid if necessary. **IT IS VITAL THAT EMERGENCY CARDS AND PARENT PORTAL HAVE UP-TO-DATE FAMILY INFORMATION IN THE EVENT YOUR CHILD BECOMES ILL OR INJURED.**

Immunizations must be kept up-to-date for students to remain in school. Hearing and vision screening occurs with the help of the school nurse.

Children who need help with glasses, medications and other physical problems are assisted in the nurse’s office. Families in need of food, clothing, or health insurance may contact the office for support from the nurses of the Evergreen School District.

Parent Portal:

The school encourages all families to use Parent Portal to update family information. Parent Portal replaces the year to year Emergency Cards that are completed by each family by hand. By enrolling in Parent Portal, your

information stays in our system every year and you have ownership of the following information: 1. Student information, 2. Home school address and phone numbers, 3. Adult emergency contact information and email, 4. Adults that have permission to sign-out your child from school.

*The school office can help you enroll in Parent Portal

*Parents still have the option to complete a hand written emergency card

Student Medication Request:

In general, medication should be given at home. If your child's condition requires that medication be taken during school hours, the following steps must be taken: All medications required to be taken at school must have a school medication from (D-189) signed by the physician and parent (including over-the-counter medications). Forms are available in the school office.

All medications must be sent to school in a prescription bottle or the original labeled container. **NO MEDICATION WILL BE ACCEPTED IN AN UNLABELED/HAND LABELED CONTAINER.**

All medication must be brought in by the parent and kept in the office where it will be administered.

The child must assume the responsibility for reporting to the office at the specified time for the medication.

Parent Involvement:

Research has proven the more parents are involved with their child(ren)'s education, the more successful children are in school.

There are several ways for parents to be involved at school.

Parent Teacher Association:

The PTA is led by an elected group of parents to promote the welfare of children, to support academic excellence, and to raise funds for enrichment school-wide activities.

Parents and teachers may join this group for a nominal fee. The annual membership drive takes place in September.

School Site Council:

Parents and staff who are interested in becoming involved in the ongoing improvement of our school's instructional program are encouraged to join the School Site Council. Meetings are held to review implementation of our goals, evaluate our efforts, and plan for the future.

CLASSROOM VOLUNTEERS:

Parent volunteers are needed in all classrooms to assist teachers.

Birthday/End-of-Year/Holiday Celebrations:

Food items or balloons **WILL NOT** be allowed for birthday celebrations in the classroom. No Holiday or End of Year celebrations involving food or drink will be permitted. If parents wish to recognize their child's birthday with decorative pencils, bookmarks, erasers, or stickers, please **plan with the teacher at least one week in**

advance. Teachers may elect to honor students as they see fit by giving special recognition, singing of songs, special classroom duties, etc. In addition, invitations for birthday parties occurring outside of school need to be handed out outside of school hours. This policy has been implemented because of several concerns:

- Conflicts with our local wellness policy regarding childhood obesity
- Conflicts with the guidelines of the district's Child Nutrition Service
- Concerns over students who have food allergies
- The negative impact these food items have on our office and custodial staff
- Loss of instructional time

School Safety:

Student safety is a priority at Montgomery so the following measures are in place to meet that goal. School gates and doors will be locked from 8:00am to 2:00pm daily and 8am -12:45pm on Thursdays.

Walk n' Roll:

We encourage families to walk as much as possible to the school campus to eliminate traffic at the school entrance and parking lot. Other parking options if you must drive to school are to park your car along Daniel Maloney Way, Brigadoon Way or Camperdown Way. Please help reduce traffic to keep children safer.

Parent Electronic weekly Newsletters:

Paper parent newsletters will no longer be sent home. All school information will be updated weekly on the school website. Flyers and the weekly parent newsletter will be sent electronically so please be sure to provide an email address to the office or on Parent Portal.

**Stay connected and informed at:
<http://www.eesd.org/page.cfm?p=3061>**

Visit the school website for other information such as Bell Schedules, Policies, Calendars, Lunch Meals, Parent Portal, PTA News, Pictures, Parent Resources, Student Learning Resources, and much much more.

**GET INVOLVED
AND SUPPORT YOUR SCHOOL!**

