

SCHOOL PHILOSOPHY

School Community:

- Our school is a dynamic and exciting place to be
- Diversity is valued and harmony is cultivated
- We celebrate a rich multicultural and multilingual environment
- Academic excellence and good citizenship are evident
- All members of our school community are valued and nurtured

School community members:

- Exhibit a love of learning
- Keep body and mind healthy and strong
- Communicate effectively with each other
- All students reach high levels of academic achievement
- Follow the Montgomery Three R's – Respect, Responsibility and Resolution

MONTGOMERY SCHOOL CHANT



Mustangs
Unite
The red, black, and white
MME
Yeah, that's me
Mustangs
All right!

DAILY SCHEDULE 2011-2012

KINDERGARTEN

Traditional and Spanish Immersion 8:30 – 11:50 (am)

GRADES 1, 2, AND 3

Monday, Tuesday, Thursday, and Friday 8:30 – 2:35

Wednesday Only 8:30 – 1:30

Lunch for Grades 1-2-3 12:00 – 12:40

AM Recess 10:10 – 10:25

PM Recess 1:45 – 1:55

GRADES 4, 5, AND 6

Monday, Tuesday, Thursday, and Friday 8:30 – 3:05

Wednesday Only 8:30 – 1:30

AM Recess 9:45-10:00

Lunch for Grade 4-6 11:30-12:15

Students in grades 1-6 will be dismissed at 12:30 on the last day of school.

STUDENTS ARE EXPECTED TO ARRIVE ON TIME EACH DAY.

ATTENDANCE

Arrival Time

Parents and/or guardians are responsible for the care of their children before and after school. Playground supervision is **not** provided until 8:10 AM. **NO STUDENT SHOULD BE AT SCHOOL BEFORE 8:10 AM.**

Departure Time

Unless participating in an after school on-campus program, students **are expected to leave for home or place of designated childcare as soon as school is dismissed.** We expect students to be picked up by 2:45(1-3) or 3:15(4-6). Students waiting more than 30 minutes after school without supervision are subject to referrals to Child Protective Services or the police.

Early Dismissal

Students will be released only to adults listed on their emergency cards. Parents requiring a student to be released early must send a note to the teacher. All adults are to come to the main office to pick up their student in order to protect the safety of the children. Special custody information should be brought to the attention of the principal or office staff as appropriate.

Tardies

Promptness to school is very important. It is important that your child is on time when his or her school day begins. **More than three unexcused tardies will begin the process of a review by the Student Attendance Review Board**

Absence

Please call the school at 759-2100 ext. 102 by 8:30 each day that your child is absent. After your child returns to school, please send a written note to your child's teacher explaining the reason for the absence. The law requires us to verify each absence. The only excused absences are for doctor and dental appointments, illness and funerals. **More than three unexcused absences will begin the process of a review by the Student Attendance Review Board.** The parent of a child with a communicable disease should notify the school by telephone as soon as the illness is diagnosed.

STUDENT MEDICATION

Parents should not send medication with students. Before medication of any kind can be administered to a child at school, the parent/guardian **MUST** complete a special district form signed by the child's physician. The form is available in the office. All medication must come in the original container. Please mark all inhalers with the child's full name. The office staff is **not** able to administer medications without the necessary medical forms from your child's physician.

EMERGENCY CARDS

For the protection of each student's health and welfare, Marguerite Montgomery Elementary School requires that the parent or guardian of each student fill out the emergency card and return it within the first week of school. The information listed on the card helps us care for the child's health needs, illnesses and accidents. **IT IS VITAL THAT YOU VERIFY THE INFORMATION PRINTED ON EACH CHILD'S EMERGENCY CARD AND THAT THERE ARE VALID TELEPHONE NUMBERS FOR US TO USE IN CASE OF AN EMERGENCY.** Please advise the school immediately (759-2100 ext. 102) of any information change during the school year. It is expected that children who become sick or injured during the school day be picked up immediately after the parent or caregiver is notified. We will NOT release students to any person not listed on the student's emergency card.

EMERGENCIES

In case of an emergency that would necessitate the immediate closure of the school, please be aware that parents or guardians would be responsible for picking up their children at school or at an alternate location.

FIRST AID

The school office is equipped to render **limited** first aid. It is expected that children who become sick or injured be picked up **immediately** after the parent or child care provider has been notified. To limit the spread of illness, please call the office when a communicable disease is diagnosed. Keep a child home for 24 hours after an elevated temperature has returned to normal.

THE SCHOOL OFFICE

The office serves as a communication center for approximately 420 students and is an extremely busy place from 8:00 AM – 3:30 PM. Due to the business nature of the office, use of the telephone by students is discouraged.

Please make all arrangements with your child prior to his or her coming to school. The office phone may be used only for emergency or extremely important calls. Please arrange for rainy day pick-up in advance. We ask that parents **do not** call to leave messages for their children unless there is an emergency.

LOST AND FOUND

Clothing, lunch pails, and other items found on the playground and around the school will be placed in the lost and found area in the MPR. Small items and valuables are kept in the office. Parents are encouraged to write their children's names in all clothing. Items in the lost and found will be given to charity at the end of each semester.

APPOINTMENTS AND VISITS

Please call the office (759-2100 ext.101) to arrange for appointments with a teacher or the principal. This will assure you a time that does not conflict with meetings or a previously scheduled activity.

We welcome visitors. In order to protect your children and to follow district policy, however, all visitors/volunteers are **required** to check into the office before visiting a classroom. We also ask that visits to the classroom be pre-arranged with your child's teacher.

DAY CARE

Students who attend Montgomery are eligible for on-site day care. This service is provided by the Child Development Center and is available from 6:30 a.m. until 6:00 p.m. State Preschool is also available from 8:30 to 11:30 a.m. Parents interested in this service should call CDC at 297-5014. We are unable to accommodate requests in the office to care for your children beyond the 15 minutes after dismissal.

PARENT INVOLVEMENT

Parent involvement is very important to your child and to our school. We invite you to assist in the classroom, attend committee meetings, help in the library, chaperone a field trip, or help with a special project.

Parent/Staff Committees at Montgomery

- **PTA (Parent Teacher Association)** is a forum for communication between parents and staff within the school. The PTA provides for the enrichment of school activities by sponsoring special events, promoting educational activities, organizing volunteers, and fundraising. The PTA also functions to promote positive school spirit. All parents are welcome to participate. Montgomery has an outstanding and active PTA. There are numerous opportunities to contribute to this vibrant organization. The PTA raises significant quantities of money that support and augment the school's programs. Watch the Round-Up or contact the PTA for information about participation opportunities and fundraisers.
- **ELAC (English Learner Advisory Committee)** addresses the needs of children who are learning English as their second language. The committee meets monthly, and members serve as advisors to the English Learners' educational program and other school-wide programs.
- **SSC (School Site Council)** State Law requires a School Site Council be formed in schools receiving additional categorical budget funding. At Montgomery, this funding has been allocated to supplemental instructional personnel, to staff development, and also for the purchases supplemental materials and services. The parents and staff on the Montgomery Site Council are selected by their peers. The council assists in the assessment of programs, and subsequently, in the formation of School Plan to improve the school's programs. This includes the allocation of supplemental resources. All meetings are open to the public. The school newsletter helps keep parents informed of the council's actions. The meeting schedule is posted in the school office each month. Call a Site Council member for more information.
- **SCHOOL CLIMATE COMMITTEE:** The School Climate Committee is a parent-teacher effort committed to helping create a positive learning environment for ALL students, a place where individuals feel that their unique value as human beings frees them to risk, grow, challenge, and excel. This committee meets just prior to the Site Council meetings.

■ **GARDEN COMMITTEE**

The garden committee works to expand school gardens and natural play areas. Other areas of focus for this committee include recycling, and site enhancement. Two beautification Saturdays each year provide every family with the opportunity to contribute to site improvement efforts.

■ **PARENT COMMUNICATION**

It is very important to use that our parent community is well-informed about programs and activities. The Montgomery Elementary Weekly Bulletin “The Round-Up and Pony Express” is produced to keep parents informed about the school calendar, activities and programs. The Round Up is sent home with students every other **Monday**. The Pony Express is also sent out electronically every other Monday. If you do not receive it, notify the classroom teacher. Additional copies are always available in the office or online.

■ **CONFRENCES**

Conferences with teachers are scheduled at the end of the first and second report periods for the purpose of discussing a pupil’s educational needs and progress. At that time, parents will receive their child’s report card. The final report card is sent home with their child on the last day of school. Please see your child’s teacher before or after school for additional meeting times if necessary.

Our Staff-Parent-Student Compact is an agreement that we make to remind ourselves of the responsibility each of us has toward the education of Montgomery’s students. A copy was with your registration packet. Please return it to your child’s teacher with parent/guardian and student signatures.

MARGUERITE MONTGOMERY STAFF PLEDGE: I will do my best to:

1. Provide a safe and positive learning environment for my students.
2. Strive to be aware of, and meet, the individual needs of my students.
3. Teacher students to respect all people.
4. Teach the necessary concepts to complete assigned homework.
5. Check and return appropriate work in a timely manner.
6. Work together as a team with fellow staff members, students and families.

PARENT PLEDGE: I will do my best to:

1. Get my child to school regularly and on time.
2. Share reading experiences with my child such as reading aloud, listening to my child read, and providing a variety of reading materials.
3. Teach my child to respect all people.
4. Keep my child clean, healthy, and dress appropriately.
5. Attend Back to School Night, Parent Conferences, Open House and other school events.
6. Make sure that my child completes and returns all homework.
7. Work together as a team with my child and his or her teacher.

STUDENT PLEDGE: I will do my best to:

1. Follow the Montgomery 3 R’s – Responsibility, Respect, and Resolution.
2. Return all completed homework on time.
3. Ask for help when I need it.
4. Help to keep the school campus clean.
5. Show respect for all people.
6. Work together as a team with my classmates, parents and my teachers.

STUDENT EXPECTATIONS

Students are expected to follow the Marguerite Montgomery Elementary School Three R's – *Respect, Responsibility, and Resolution.*

- Montgomery students will always act respectfully. They will respect themselves, respect others, and respect property.
- Montgomery students will act responsibly. They will accept responsibility by being the best students and the best citizens that they can be. They will accept responsibility for their actions.
- Montgomery students will resolve conflicts appropriately. They will use their own skills, conflict managers, and class meetings.

CODE OF CONDUCT

General School Rules:

1. Attend school regularly and be on time.
2. Be responsible for your words and actions.
3. Be kind and gentle to self and others.
4. Allow others to learn and teachers to teach.
5. Do your best.
6. Keep hands, feet, and objects to self.
7. Use appropriate language and gestures.
8. Keep the school clean.
9. Treat School and other's property with care.
10. Use playground areas and equipment properly.
11. Walk bikes and scooters, and carry skateboards when on school property.

Classroom Rules:

Each teacher will have a set of classroom rules. Students and parents will be informed of what each teacher expects from students.

DRESS CODE

1. All garments must fit.
2. Footwear must be worn at all times. Backless thongs and sandals are prohibited. Shoes must be appropriate for P.E.
3. Clothes shall conceal undergarments at all times.
4. Clothing must cover shoulders (no halter tops, spaghetti straps, or narrow tank tops)

5. Clothing with symbols related to alcohol, tobacco, drugs, gangs or inappropriate behavior is prohibited.
6. Skirts and shorts must be at least as long as the student's arms fully extended at their side.
7. Shirts must cover midriff at all times, taking into consideration normal school day activities.
8. Jewelry must be safe.

CONSEQUENCES OF NEGATIVE BEHAVIOR

Teachers and other school personnel will give consequences if students choose not to follow our general school and classroom rules. This list shows consequences that may be given from the least severe to the most severe.

- Reminder
- Time-out, loss of privilege
- Parent notification
- Principal notification

Should the principal be notified of your child's misbehavior, a variety of consequences may occur, including, but not limited to, the following: loss of privilege, parent notification, in-school suspension, and suspension.

SEVERE BEHAVIOR

There are four actions that are considered such serious misbehavior that students will be sent to the principal, who will contact parents. They are:

1. Abusive language directed at another person.
2. Loss of control making the student dangerous to himself/herself, or others.
3. Defiance that disrupts the normal functioning of the school or classroom.
4. Possession of weapons, tobacco, alcohol, or any other controlled substance.

The following will occur if a student is sent to the principal for severe behavior:

1. A conference will be held with the student.
2. Parents will be notified.
3. The student will be assigned to in-school suspension, or sent home on suspension.

REWARDS

One of the goals of Marguerite Montgomery Elementary School is to develop positive self-esteem by recognizing responsible and appropriate behavior. Teachers and other staff members will use a variety of rewards that include:

- Praise
- Positive notes and certificates
- Special privileges
- Special activities
- Recognition at assemblies
- Pizza Lunch with the Principal

CLASS MEETINGS

In class meetings, students plan class events and discuss problems they have with other students as well as general class problems. The focus is on solving these problems, and on teaching interpersonal skills that will help students to handle similar situations in the future. Students who have not been able to resolve a problem on their own, have the opportunity use the class meeting to find a solution with the help of peers. The class discusses the problem and suggests possible solutions. The students involved in the problem choose the solution(s) they want to try.

STEPS FOR SOLVING CONFLICTS AMONG STUDENTS

Students should notify a staff member immediately if he or she has a problem that involves physical injury, property damage, theft, or other severe behavior.

Students should try to work together when difficulties arise to find solutions:

- Be Honest and Truthful.
- Listen to others without interrupting (you will have a turn too!)
- Be prepared to help solve problems and to help others solve their problems.
- Accept consequences for your own actions.
- Don't hold grudges.

Ideas to resolve problems yourself:

- Tell them to stop.
- Talk it over.
- Try again using stronger (but appropriate) words
- Ask a question (Did you do that on purpose?)
- Walk away
- Ignore it
- Go to another game
- Apologize and say "I'm Sorry!!!"
- Wait and cool off (Try again later)
- Make a deal (If you get it now, I'll get it next time)
- Compromise (Take turns)
- Share
- THINK—Kids are smart and can come up with lots of good ideas to solve problems.
- If you feel like hitting, put your hands in your pocket, take a deep breath, count to 10,--- DON'T DO IT!! Physical actions (hitting, kicking, etc.) will result in consequences even if the other person "started it"
- Adults are available if you run out of ideas.

STUDENT ACTIVITIES

Students have an opportunity to participate in a variety of activities at Marguerite Montgomery Elementary School. These activities include:

- **Field Trips**

Field Trips are held throughout the year at the discretion of the teacher, and always require a signed parental permission form. Information and forms will be sent home before each field trip.

- **Instrumental Music**
Instruction on a band instrument will be offered at Marguerite Montgomery in grades five and six. Recorder instruction is offered at fourth grade. The band teacher will send home information about the music program at the beginning of the school year.
- **Student Performances and Assemblies**
- **Sixth Grade Science Camp at Walker Creek**
- **Running Club**
- **Nature Club**
- **Make a Difference Club**

HOMEWORK POLICY

Each teacher will establish a homework policy that is in keeping with district guidelines and will be explained to parents at Back to School Night. Homework is an integral part of the curriculum, and we expect student to complete these assignments.

FORGOTTEN HOMEWORK OR BOOKS

The office staff may not open classrooms for students once the teacher has left. Please do not return with your child and ask that this be done. It makes us sad to say “no” and it makes you mad to hear it!

LIBRARY

The library is a very important part of our school. Your child’s class will have the opportunity to visit the school library once each week. One book may be checked out at that time. Classroom teachers schedule students’ time in the library’s computer lab.

BOOKS

Each student has the responsibility for the books that are issued to him or her. Students are expected to pay for books or other materials that are lost or returned in a damaged condition. Parents will be notified of the costs. All costs must be paid before a student’s report card will be released.

PHYSICAL EDUCATION

Physical education is a mandatory, regularly scheduled class for your child. Please find out which days your child has P.E. in order to be certain that he or she arrives at school prepared to participate. Your child should wear appropriate play clothes (no dresses, sandals, or dress shoes). A student must have a note from home in order to be excused from physical education classes.

LICE CHECKS

Unfortunately, the incidence of head lice continues to be a problem in all schools. These pests can inhabit the cleanest hair. As per District Policy, all children with nits (lice eggs) in their hair will be sent home with instructions for treatment. Only the recommended shampoos are effective against lice. Student will be allowed back to class after treatment, but will need to be checked each day before school to make sure of no live lice.

SPECIAL SERVICES AND PROGRAMS

SPANISH IMMERSION PROGRAM

Montgomery offers a Spanish Immersion program strand in grades kinder through third grade. The majority of the students in this program are learning Spanish as a second language. Students and teachers from this strand are an integral part of school. Our school community is diverse and has families from numerous cultural and language backgrounds, many of whom are learning English as a second language. We view language learning in both the English learner program and in Spanish Immersion as an educational priority and are proud to offer quality programs that result in second language fluency. English speaking students are eligible to enter Spanish Immersion in kindergarten and first grade.

Title I

Marguerite Montgomery Elementary School receives federal funding because over thirty percent of our families qualify for the Federal Free and Reduced Lunch Program. Students qualify for Title I services based on their need for academic support.

Student Success Team (SST)

This team of teachers, the principal, school psychologist, speech therapist, counselor and nurse meets to discuss ways that students can be more successful. Parents, teachers, the principal, or another staff member may refer students.

Resource Specialist Program (RSP)

Students receive special support from a resource specialist teacher. An Individualized Education Plan (IEP) is developed to meet the needs of each student.

Full Inclusion

A certificated Resource Teacher and Instructional Aides support the specialized needs of severely challenged students who are enrolled in the regular classroom program. The goal of the program is to include these students in regular classroom activities with appropriate adaptations. The program utilizes peer helpers, community volunteers, and technology to assist each student reach his/her full potential. Full Inclusion is funded through a combination of County and District Special Education funding.

Science Prep

Science "prep" is a special time allotted to 4th, 5th, and 6th grade students each week to work with the science specialist in a laboratory setting. In the lab, the students will do "hands-on," real-world science activities which are essential to making science meaningful and exciting. You can expect your children to be questioning, hypothesizing, experimenting and communicating scientifically throughout the school year. Monthly updates about our activities will be available starting in September.

Psychological and Counseling Services

A certificated Psychologist will be on site at Montgomery School for a part of each week. The goal of the Psychological Services program is to promote a successful school experience for all children. We also have a counselor on site to assist staff and parents in helping students to develop self-esteem and work through other problems. Other services provided include: group discussions, parent consultations, teacher support, student counseling, coordination of outside services, crises intervention, and testing for special education placement including GATE.

Nurse

Our school nurse provides vision and hearing screening, and assists the office in maintaining student health records. The nurse assists with ongoing health issues that affect student attendance and provides health services to students on the days that are scheduled for our school.

Speech and Language Therapist

A part-time Speech and Language Specialist is available to evaluate student speech and language development and to provide follow-up instruction as needed on a pull-out basis.

Title I Resource Services

Title I monies allow us to hire additional staff to work with students who need extra support in language arts, English language development and math.

English Language Development (ELD) Teacher

This year we have an ELD teacher who will work with small groups of students as well as with the teaching staff to develop optimal instruction and settings for students who are English Language Learners. English learners will be grouped by language proficiency to receive English Language Development Instruction during the regular school day. This segment of the day will be a block of time when all students receive either ELD, extra practice, or enrichment extensions. We provide ongoing staff development for teachers with a focus on targeted instruction, differentiation, and increased student engagement. These strategies benefit all students.

Food Services

The district maintains a breakfast and lunch program that is available to all children. Milk is \$.35 and lunch including milk is \$3.25. Breakfast costs \$1.75. Free and reduced-price lunches are available to students who qualify. We encourage parents to pay in advance by writing a check to the Davis Joint Unified School District to hand into the front office. Make sure your child's student ID Number, name and room number are written in the memo portion of the check. You can also pre-pay meals or check your child's balance online at <https://www.mynutrikids.com/login.asp>. Menus are sent home each month and extra copies are available in the front office and on the web.

Information about the Telephone System

When you call the school's main number, 759-2100, you can access the room or mail box by pressing the extension number as soon as the message says, "If you know the extension you want, please dial it now." During the instructional hours the call will go directly to voice mail, but there is a message button that lights up letting the teacher know he/she has a message. After hours and on weekends, your call will ring into the room and only go to voice mail if the teacher is not available.

Teachers will pick up messages as they have time, and on some days this may not be until the end of the day. **Messages for students should not be left in teacher's voice mail.** We urge parents to make arrangements with students prior to school. Class will not be interrupted to distribute messages unless it is an emergency.

For quick access use the following options:

Press 3 for attendance. If you select "3" you will get the attendance secretary or, if she is on another line, you will get her message asking you to leave the student's name, teacher, and reason for absence. **Please continue to leave absence messages with the office rather than just with the teacher.**

Press 5 for the library.

Press 6 for the voice mail directory, and it will tell you the extension number if you don't have it at hand and give you access directly to the voice mail box. You will be asked to press the first four letters in the teacher's last name.

Press 0 for general help and you will be connected with the office; if you just stay on the line, you will also be connected with the office.

Voicemail Directory

Allegoren, Mary	244	Pandeleos, Trista	231
Bacon, Ana	222	Plicka, Sally	105
Berry, Peggy	221	Raney, Marsha	233
Borge, Jeanine	224	Ramirez, Julie	
Bors Galford, Nicole	112	Roggenbuck, Kathy	243
Brazil, Nora	270	Roque, Monica	101
Burau, Cheri	232	Sandfort, Jennifer	211
Castro, Elizabeth	242	Schembri, Mary	251
De La Torre, Carmen	244	Sequiera, Kellie	254
Disney, Pam		Short, Paula	255
Franke, Melissa	226	Stark, Marilyn	102
Gilbert, Meredith	261	Stephens, Marilyn	102
Hayes, Melissa	253	Sutton, Anna	111
Hernandez, Karrie	252	Teaford, Amy	223
Herrera, Alicia	234	Tennenbaum, Iris	272
Hill, Wayne	271	Wallender, Karen	270
Lengtat, Melissa	210		
Lopez, Marissa	107	ACCESS	
McCaffrey, Sarah	231	CDC	297-5014
Music			