

## **MONTEREY HILLS ELEMENTARY SCHOOL**

1624 Via del Rey  
South Pasadena, CA 91030  
Office Hours: 7:30 am – 4:30 pm  
Office: (626) 441-5860 Fax: (626) 441-5865  
Web address: [www.monterey.spusd.net](http://www.monterey.spusd.net)

Principal: Joe Johnson  
Email address: [jjohnson@fc.spusd.net](mailto:jjohnson@fc.spusd.net)  
School Mascot: Roadrunner  
School Colors: Yellow & Green

### **MONTEREY HILLS MISSION STATEMENT**

The mission of the Monterey Hills Elementary School community is to assist all students to reach their full academic and social development potential. We will meet student needs also to develop responsible, independent and motivated learners.

### **GUIDING BELIEFS AND PRINCIPLES**

The Monterey Hills Elementary School community believes that:

- All students have potential to learn in different ways when given the opportunity when sufficiently motivated.
  - A safe, secure, disciplined, diverse, and nurturing learning environment develops competent and responsible learners.
  - Students, parents and teachers share responsibility for student learning and developing positive social skills.
  - A school-wide character development program teaches respect, responsibility, caring, trustworthiness, fairness, and citizenship.
  - Student and staff diversity is a strength of our school.
- All students can become lifelong learners and productive citizens.

### **VISION STATEMENT**

**Monterey Hills School will provide a safe and caring learning environment where students are enthusiastic and confident learners in order to become successful and productive citizens.**

Additionally:

- Students will come to school on time, ready to participate and learn, and treat other students, adults and school property respectfully.
- Students will make good choices by using refusal skills when unsafe or inappropriate situations occur.
- Adults/parents working or volunteering at MHS will treat students with respect, care, fairness, and with sensitivity toward individual needs in a positive and encouraging manner. Further, adults/parents will fairly and consistently apply consequences for behavioral issues.
- Our vision will be evident to our adults/parents working at MHS by strong communication links between home and school, and by students possessing a positive self-concept characterized by academic confidence.

## SCHOOL INFORMATION

### SCHOOL HOURS:

<u>GRADE LEVEL</u>	<u>MONDAY-THURSDAY</u>	<u>FRIDAY</u>	<u>LUNCH</u>
AM Kindergarten	8:15 am – 11:35 am	No change	
PM Kindergarten	11:35 am – 3:00 pm	No change	
<b>PM Kindergarten “Block” schedule</b>	<b>8:15-11:35</b>		
<b>PM Kindergarten “Staggered” schedule</b>	<b>9:30-12:50</b>		
1st and 2nd	8:15 am – 2:25 pm	<b>1:05 pm</b>	11:30 am–12:15 pm
3rd	8:15 am – 2:45 pm	<b>1:05 pm</b>	11:55 am–12:40 pm
4 <sup>th</sup> and 5 <sup>th</sup>	8:15 am – 2:50 pm	<b>1:15 pm</b>	12:15 pm–1:00 pm

### **Attendance/Tardiness**

Punctuality is critical and, therefore, students are considered to be tardy by 8:15 AM. Students need to report to their classroom between 8:10-8:15 daily. Students are considered truant after three days of tardiness exceeding 30 minutes each. A Student Attendance Review Team convenes with parents for students who are considered truant. Tardiness affects a student's ability to develop responsibility for timeliness.

### **Before School Line-up and Rainy Day Procedures**

All 1<sup>st</sup>-5<sup>th</sup> grade students arriving at school need to line up at their designated line-up area on the main playground. Students are to wait until their child's teacher arrives to escort them to the classroom **by 8:10 a.m.** On rainy days, all students are to congregate in the MPR by grade level at their designated area until their teacher arrives to escort them to the classroom. Students are never to wait by their classroom unattended. Kindergartners are to meet by their classroom benches before school.

### **Safety/ Changes to After School Pickup**

It is important that parents arrange their schedule so that students do not arrive before 7:55 a.m. since supervision is not provided before that time. Be sure you know where your child is every day after school. It is essential for your child's safety that parents establish a procedure to notify their child(ren) of **any** changes regarding after school plans. This includes notifying the office and the teacher about a change in who is picking up your child(ren) after school. Students will not be released during school hours to ride bicycles or walk home alone. If your child returns before school is over, please escort him/her to the office to sign him/her back in to school. We appreciate your effort to ensure that your children are safe!

### **HELP US HELP YOU! REMINDERS FROM THE SCHOOL OFFICE**

The MHS office staff appreciates your help, and thanks for remembering...

To call the office (626/441-5860) whenever your child is absent. We are required to obtain from our parents a specific reason for each absence, i.e. cold, temperature, etc. rather than your child is “ill” or “sick.”

To accompany your child to the office, if he or she arrives after 8:30 am. We need to add your child to our lunch count if he or she is buying lunch from our cafeteria.

To bring a doctor's excuse slip to the office once your child returns from a medical appointment. Each student must check-in at the office before returning to the classroom after an absence.

To always sign in and obtain a “Volunteer/Visitor” badge in the office before going to a classroom. We also need you to sign out and return the badge before you leave. This is part of our Safety Plan.

- To park on the street regardless of the length of your school business.
- To notify the office immediately anytime there is a change in your work, mobile and/or home telephone numbers, as well as email and home addresses.

## **SCHOOL PROGRAMS**

**COMPUTER LAB:** All classes are scheduled for the computer lab once a week and by special arrangement. Time allotments are: K–2<sup>nd</sup>: 30 minutes, 3<sup>rd</sup>-5<sup>th</sup>: 45 minutes. Technology instruction is guided by the designated District curriculum, *Tech Works*, as well as the District technology standards. Students work on individual programs or group projects under the guidance of the teacher and the computer lab instructional assistant. Parents may help in the lab by volunteering through special arrangements with the teacher.

### **ENGLISH LANGUAGE DEVELOPMENT (ELD) PROGRAM:**

The district provides each school with an instructional assistant to work with students whose primary language is other than English. Students' English language proficiency is assessed through the California English Language Development Test (CELDT). Appropriate instruction for ELD students is arranged by the staff.

### **EXTENDED DAYCARE PROGRAM**

SPUSD offers on-site daycare for MHS kindergarten through fifth grade students. This year's program features newly expanded facilities located on our playground that will allow for greatly increased student space. Our daycare is open daily from 6:30 AM – 6:00 PM. On holidays and pupil-free days, the students are relocated at Marengo. For enrollment information, contact Mr. Robertson, director, at 626-441-5810 ext. 1125. You may also contact the MHS Daycare program at 626-441-5860 ext. 6008.

**EXTREME READING INCENTIVE PROGRAM:** Every student at MHS is encouraged to read (or be read to) each night. Students' monthly reading is verified on a form and submitted to our librarian. Students' names are drawn at a bi-monthly assembly for gift certificates donated by local stores. The program begins in November each year.

### **FIFTH GRADE BAND**

This program is available to all fifth grade students. Students are required to provide their own instrument since the program cannot fund instruments for all participants. The band plays at our annual Winter and Promotion programs as well as the Middle school winter and spring concerts. Students are required to bring their instruments to the practices held on Mondays and Thursdays. Although students are not allowed to call a parent for their instrument, they may check with the office to see if the instrument has been delivered.

**GIFTED AND TALENTED EDUCATION (GATE):** GATE is a differentiated learning experience for identified students in fourth and fifth grades. Limited funding is provided to purchase support materials for after school enrichment activities and to staff them. GATE eligibility testing takes place annually in March. A test of intellectual ability is administered to those third grade students who have a parent permission form signed. GATE identification is based on individual student performance on intellectual ability testing, State achievement test results, teacher recommendation and parent input. GATE students are provided assignments that will extend and challenge their thinking. After-school GATE class meets once a week for an hour for special enrichment activities.

**LIBRARY (LMC):** Each classroom is scheduled to visit the library once a week. Students may check out new books each week if they have returned their books from the previous week. Students are also taught library skills and are responsible for the books they check out. The library is staffed by a 30-hour per week librarian co-funded by the SIP and the District. Parent volunteers greatly assist the librarian. Interested parents need to contact the librarian at ext. 6930.

**LOOPING:** Students are assigned to a teacher for a two-year span. After the second year concludes, that teacher then “loops” back to the original grade level and begins the two-year looping process with a new set of students. This optional student placement plan is implemented once the teacher’s request has been approved by the principal.

**MATH FIELD DAY:** An annual event held in early May that combines approximately 40 fourth and fifth grade students from each elementary school in South Pasadena into teams to compete in six math events. Each team contains three students - one from each school. Trophies are awarded for estimation, problem solving, calculator, and mental math events. 36 students (18 fourth graders/18 fifth graders) and four alternates are selected by the fourth and fifth grade staff to represent the MHS team. The team is comprised of students representing all five upper grade classes.

**OUTDOOR SCIENCE SCHOOL:** This is a five-day, four-night field trip to Malibu for all the fifth grade students usually scheduled in October. The LA County Office of Education, which provides expert naturalists, determines curriculum content, and organizes the program. Students experience physical, earth and life science first hand. This program helps meet District and State science curriculum standards.

**PARENT-TEACHER CONFERENCES:**

Parent-teacher conferences are held twice a year at the end of November and mid-March that provides progress reports by trimester. See Report Cards description.

**PROFESSIONAL DEVELOPMENT DAYS:** Three days are scheduled throughout the school year designed for school staff to receive specific professional staff development training. Students do not attend school on these days. Staff development days benefit students by providing our teachers with new ideas, teaching strategies and instructional techniques. The annual PTA calendar contains these days.

**SCHOOL ACCOUNTABILITY REPORT CARD:** A State-mandated report published annually and available to all parents in September. The report provides parents and community with an overview of 24 facets of MHS from the previous year. The report contains information on staffing, class size, budgets, achievement, attendance, textbooks, facilities, safety and other areas pertaining to MHS and the District.

**SCHOOL IMPROVEMENT PROGRAM (SIP):** MHS receives approximately \$30 – 35,000 annually from the State of California for school improvement efforts. This includes, but is not limited to the before-school reading and math proficiency program, funding the computer lab and physical education assistants as well as teacher training opportunities. The SSC oversees the School Plan and budget. A copy of the plan can be obtained from the principal of the school.

**SCHOOL SAFETY PLAN:** A plan that outlines goals to provide a safe and orderly learning environment for the students. By March 1 every year, the plan is reviewed and updated by the School Safety Committee, and approved by the School Site Council. A copy of the plan can be obtained from the office staff.

**SCHOOL SITE COUNCIL (SSC):** A volunteer committee made up of five parents, three teachers, one classified employee, and the principal who monitor the implementation of the Single Plan for Student Achievement (SPSA). The SSC secures funding through the State’s School Improvement Program (SIP) and establishes and monitors the annual budget that is aligned with the SPSA. Meetings are held the third Monday of each month at 3:00 in the Library Media Center. Agendas are posted on the main bulletin board and the monthly PTA Roadrunner Review newsletter. Elections for new members are held in May for the new school year.

**SPEF (SOUTH PASADENA EDUCATION FOUNDATION):** SPEF, created in 1980 by concerned parents, is a non-profit organization dedicated to enhancing educational opportunities for students by raising funds for the South Pasadena Unified School District (SPUSD) to support those educational opportunities. Visit [www.spef4kids.org](http://www.spef4kids.org) for more information.

**SPECIAL EDUCATION:** Special Education services are available for those students with identified learning disabilities. Students experiencing difficulty with learning tasks may need to be referred by their teacher to the SST. The SST may refer the child, as appropriate, to the Student Assessment Team (SAT) which determines if the student should be recommended for in-depth testing to determine a potential learning disability, and possible eligibility for a specific program. Programs at MHS include:

**RESOURCE SPECIALIST PROGRAM (RSP):** The Resource program serves students needing help in an academic area as defined in their Individual Educational Plan. Students may be out of their regular classroom for up to 49% of the day for these services, but more commonly, students are out less than 1.5 hours per day. MHS's Resource Specialist is full-time and has a 30-hour per week instructional assistant.

**LANGUAGE SPEECH SPECIALIST (LSS):** LSS is for students who need assistance with speech and language difficulties such as articulation.

**ADAPTIVE PHYSICAL EDUCATION (APE):** APE is for those students who need special instruction with large and small muscle skills.

**SPECIAL DAY CLASS (SDC):** MHS houses three Special Day Classes for the District. These classes are distinguished by the fact that there are fewer students in them, usually 8-12, who need a small-class setting all day to meet their particular educational needs as defined by their IEP. We have a K-1<sup>st</sup> class for identified autistic students. Our other Special Day Classes are for primary students (1<sup>st</sup>-3<sup>rd</sup>) and intermediate students (4<sup>th</sup>-5<sup>th</sup>). Our SDC students integrate and participate in our general education classes at all opportunities as specified by the IEP. Each SDC class has a 30-hour per week instructional assistant for the teacher.

**STUDENT COUNCIL:** MHS students elect student body officers twice each year. In addition to the officers, each second through fifth grade classroom, elects two student representatives to serve on the fall or spring Student Council. Student Council meetings are held monthly during the lunch period under the guidance of a staff advisor.

**STUDENT RECOGNITION ACTIVITIES:** Students are recognized for academic or other special accomplishments with special certificates from their teacher. Monthly recognition assemblies are scheduled usually on the last Friday to recognize a few students from each classroom. Parents are invited to attend.

**STUDENT SUCCESS TEAM (SST):** This team is comprised of the principal, teachers, support staff, and parents. This is a general education function to assist teachers in helping students who are experiencing academic, emotional, behavioral, or social difficulties. During the initial meeting, the team discusses pertinent issues in regard to student performance and develops a plan to address the issues. Follow-up meetings are scheduled to assess the progress and to determine if a referral for further testing for learning disabilities is needed.

**SUMMER SCHOOL:** A 21-day program running from late June to late July. It is held at one or two elementary sites, and is organized by the SPUSD Instructional Services Division and SPEF. It offers academic as well as non-academic enrichment classes. Except for students who are recommended for reading or math proficiency programs or District special education classes, summer school is a tuition-based program. Visit [www.spusd.net](http://www.spusd.net) or [www.spef4kids.org](http://www.spef4kids.org) for specific registration dates.

**WEEKLY RUNNER** (Also known as the Tuesday Envelope): A durable large envelope sent home every Tuesday that contains essential written information important for parents, and helps promote effective communication between the home and the school. This information includes school, class and community activities. Contents may only contain information from the MHS administration, office or staff, District, the MHS PTA and those approved from the Superintendent (Board Policy 1325). The contents of the envelope need to be removed, read and, in some cases, signed and returned. The front of the envelope requires a parent/guardian signature before returning it to school the next day. All PTA-related material to be sent in the Tuesday envelope must be first approved by the principal, copied by the responsible person, and distributed to the teachers' mailboxes no later than Friday of the week prior to distribution.

## **SCHOOL POLICIES AND PROCEDURES**

### **ABSENCES**

MHS is required by law to secure an absence excuse from an adult when a child has been reported absent from school. Any absence for reasons other than a death in the immediate family or **Independent Study** causes the SPUSD to lose State funding. Absences such as illness, doctor appointments, family trips, family emergencies, religious observances or retreats are considered excused. SPUSD does not receive State funding for those missed days. You may apply for an **Independent Study contract** (see page 13) if the absence is five days or longer.

Please call the school at (626) 441-5860, ext. 6901 when your child misses school, or send a signed note to the office when he or she returns, stating the **specific reason** for the absence. When the reason for an absence is "illness," please specify the nature of the illness. This information must be given, i.e. cold, fever, sore throat, etc. If your child is ill for more than two days, you may request homework. Homework may be picked up by contacting the teacher at his/her phone extension (refer to staff list in this handbook).

### **BACK-TO-SCHOOL NIGHT/ORIENTATION**

Monterey Hills' "Back-to-School Night" is held in September for parents only. Each classroom teacher gives a presentation that explains the curriculum to be covered during the school year. This evening program is held in conjunction with the PTA's Wish Night (see p. 17). In addition to Back-to-School Night, the principal and kindergarten teachers hold an informal orientation prior to school beginning for all kindergarten parents and students. The staff is always available to answer questions throughout the year.

### **BICYCLES, SCOOTERS, ROLLER BLADES AND SKATEBOARDS**

Students in grades 3 through 5 may ride bicycles to school. Students wishing to ride a bike must have a helmet, bike lock and SPPD bicycle license. In addition, a permission form needs to be signed by a parent or guardian. All bikes are to be secured in the bike lock-up area. Students may not bring or ride skateboards, scooters or roller blade skates at any time to or on the MHS campus. Shoes with wheels (Heelios) are not allowed.

### **BIRTHDAY PARTIES/CELEBRATIONS**

Occasionally we are asked if birthday or other refreshments are permitted in class. Although we understand that parents would want to celebrate their child's birthday with food items such as cupcakes etc., this violates the District's Wellness Policy. Also, because we have students with serious allergic reactions, and that some students' parents cannot afford to bring food for all children, we ask that parents celebrate birthdays outside of school. We recognize all students having birthdays during monthly assemblies. Birthday party invitations need to be mailed and not distributed at school.

### **CELL PHONE POLICY**

Students may not possess a cell phone while on campus unless unique circumstances are arranged with the principal. If a cell phone is brought to school and detected, it will be confiscated by a staff member. Parents/guardians will be notified of any action taken.

### **CHARACTER COUNTS!**

Our character education program is based upon a nationwide organization that established six pillars as a basis for helping to develop strong and positive character traits for youth. The pillars are Respect, Responsibility, Caring, Citizenship, Fairness and Trustworthiness. Our Character Education Committee is composed of one teacher per grade level, two parent/PTA representatives and the principal. Various activities are scheduled for the students, and monthly newsletters are sent out throughout the year.

### **CLASSROOM VISITATIONS**

Monthly site tours/classroom visitations are usually scheduled on the last Thursday of each month through May, and run for 45-60 minutes beginning at 8:30 AM. These tours are normally reserved for parents of incoming students for the following year or parents who are new to MHS. Parents need to call the office to reserve a space for a specific date. This is a time for parents only to see our classrooms and school programs in progress, so we ask that parents make arrangements for childcare during that time. Parents wishing to observe their child(ren)'s classroom(s) must meet with the principal and teacher to establish a purpose for the visit. These visits will run no longer than 20-30 minutes, and will include the principal or principal's designee during the visit.

### **COMMUNICATION**

The PTA sends out a monthly newsletter, the "*Roadrunner Review*", usually the first Tuesday of each month in the Weekly Runner envelope. Additionally, the principal and teachers send regular communications to parents to keep them informed about school activities. All communications sent home with students or passed out at school must be approved in advance by the principal.

### **DISCIPLINE POLICY**

The three rules enforced for all students:

1. Play safely
2. No profanity of any kind
3. Be respectful to all students and adults

### **IN-CLASS or PLAYGROUND BEHAVIOR-RELATED CONSEQUENCES:**

When a student's behavior disrupts the classroom educational process, progressive disciplinary measures will be enforced by the staff before a referral is made to the principal. Teachers will use a behavior management plan that is appropriate to the student's development age/level, which include consequences that progress from less to more severe over time.

#### **PROGRESSIVE DISCIPLINE POLICY:**

- Detain the student for teacher counseling - student will verbally identify incorrect behavior. A "Conflict Resolution" or "Think" form will be used as appropriate.
- Detain the student for makeup or extra work
- Assign time-out in another teacher's room as appropriate
- Notify parents by note, phone call, email, or schedule parent conference or a Student Success Team meeting
- Keep principal informed with referral forms
- If behavioral issues escalate beyond the scope of the classroom teacher, the staff member and principal, as a team, will follow this sequence:

- Counsel student – identify issue of concern
- Call home – inform parents of issue
- Extend student day as appropriate
- Parent conference to develop plan
- Suspend for full day(s) or partial day as appropriate for a final consequence

When suspension/discipline is required, the following SPUSD Administrative Regulations (AR) and Board Policies (BP) support the following measures:

- Recess Restriction
- Detention after School
- BP 5144.1(a) - Suspension is only used when other means of correction fail to bring about proper conduct.
- On-site suspension program – alternative room for the day to complete class work
- Required parent attendance in class
- Grounds for suspension (AR 5144.1(a) - Definition of Suspension, Due Process)

Further, grounds for suspension are supported by California **Education Code section 48900**. A student may be suspended or expelled for acts listed below while on school grounds, while going to or coming from school, during lunch period whether on or off campus, or during or while going to or coming from school. A student may be suspended (or expelled if warranted) if s/he has engaged in any of the following acts:

**Physical injury** – Threatening/causing injury to another person except in self-defense.

**Robbery or extortion** – Taking part in a robbery or extortion or attempting either.

**Dangerous weapons** - Possessing, selling, using or supplying any firearm, knife, explosive or other dangerous object.

**Imitation firearm** – Possessing a replica or a firearm that is so substantially similar in appearance to a real firearm, that a reasonable person may conclude it is real.

**Alcohol and drugs** – Unlawfully possessing, using, selling, supplying or being under the influence of alcohol or drugs (eg. offering, selling, or arranging the sale or sold the prescription drug Soma).

**Paraphernalia** – Offering, arranging or negotiating to sell any drug paraphernalia.

**Smoking** – Possessing or using tobacco or any products containing tobacco or nicotine.

**Damaging school or private property** – Causing or attempting to cause damage to school or private property. This includes defacing or destroying such property.

**Stealing school or private property-** Stealing or attempting to steal school or private property or knowingly receiving stolen property.

**Profanity and obscenity** – Committing an obscene act or engaging in habitual profanity or vulgarity. One-time violations do not normally result in a suspension.

**Disruption or defiance** – Disrupting school activities or willfully defying the authority of school personnel performing their duties.

**Sexual harassment** – Making “unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature”.

**Sexual assault** – Committing or attempting to commit an act as listed in the Penal Code.

**Intimidating a student witness** – Harassing, threatening or intimidating a student who is a complaining witness for the purpose of preventing him/her from being a witness.

**Hate violence** – Causing, attempting to cause, threatening to cause or participate in an act of hate violence against a victim’s race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

**Harassment** - Intentionally harassing, threatening or intimidating another student enough to disrupt class work, cause disorder, creating a hostile learning environment.

**Terroristic threats** – Making terrorist threats against school officials or school property or both, that is verbal, written or both.

## **DRESS CODE**

The California Education code provides that the governing board may set rules for the government and discipline of the schools under its jurisdiction (E.C. 35010, 34014, 35291) which includes a student dress code. **The District Board Policy states:**

“The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students’ clothing must not present a health or safety hazard or a distraction that would interfere with the educational process. A student who violates these standards shall be subject to appropriate disciplinary action.”

### **General Expectations:**

Students are expected to wear clothing that is both reasonable and appropriate for elementary age children. Attire must meet the following standards:

1. Not to be a distraction to other students or the classroom learning environment (eg. caps cannot be worn inside at anytime)
2. Promote personal safety

### **Specifically Not Allowed:**

Open-toe or open-heel shoes, or shoes that have a heel over 1”

Shoes with wheels (“Heelios”) or plastic sandals (“Crocs”)

Any shoe that is not rubber soled

Tops that expose the midriff and/or have spaghetti straps.

Any shirt that displays

- A logo commercializing alcohol or tobacco
- Inappropriate language or graphics

Excessively baggy clothing that inhibits physical education activities

Hair that is cut, colored or dyed that distracts from the educational process

Violation of the dress code will result in the teacher and/or principal notifying the parent or guardian as soon as contact can be made on that same day. It will be the parent(s) responsibility to provide appropriate attire as soon as possible on that day.

## **DRIVE THROUGH PROCEDURES AND SAFETY MEASURES**

### **PARENTS:**

- Drop-off your child(ren) no earlier than 7:55 am and pick-up promptly after school
- Meet your child(ren) in the front waiting area at dismissal times. Do not wait by the classrooms except if you have a teacher appointment. Children walking home are expected to leave school at their dismissal time.
- Note designated waiting areas (**backpage**)
- Establish a **routine plan** with your child that is clear about where, when and with whom pick-up will occur.
- Drive-through notes:
  1. Outside lane (#2) will accommodate both childcare vans and cars.
  2. Child(ren) need to enter your vehicle at the crosswalk area if you are in outside lane.
  3. Be alert to traffic control assistant’s safety directives.
  4. Stop at the crosswalk zone at all times; located at Camino Cerrado and Via del Rey.
  5. Keep up with traffic flow – **recirculate** through lot as necessary.
  6. Consider **parking your vehicle on Via del Rey** and meeting your child at the designated waiting area to help relieve traffic congestion.
  7. Remember to curb your wheels to avoid a parking citation.
  8. Consider carpooling.

**9. DO NOT:**

**Leave your car unattended at any time.**

Allow your child to wait for you in an unsupervised area on the site.

Allow your child to cross traffic lanes to enter your vehicle. (Use the lot crosswalk.)

Park in striped area at any time.

Park in handicap zone unless you have an authorization.

Park in any staff slot. Spaces are reserved for school personnel only.

Cross Via del Rey. Use the crossing guard's assistance at Camino Cerrado (this is the intersection just north of the school).

**Park in RED zones** on Via del Rey.

**Park in WHITE zones except for loading and unloading.**

**ALL STUDENTS:**

- Need to wait in designated safety boxes watching for their pick-up. When the ride is spotted, students need to walk to the crosswalk or the curbside yellow restraining line.
- Must remain in their designated area (see map on backpage) until siblings or friends (to rideshare or walk together) are dismissed from class.
- May not go on to the playground after school.
- May not eat snacks after school while waiting for rides.

**TIPS FOR DRIVERS**

**Picking Up and Dropping Off Children at Monterey Hills School**

**1. BUCKLE UP PASSENGERS**

It's the law

Children under the age of 6 and weighing less than 60 lbs. go in the vehicle's backseats

One child per seat and belt

**2. DRIVE AT A SAFE SPEED**

School areas can be hazardous

25 mph **maximum**

**3. LEARN AND OBEY THE "RIGHT-OF-WAY" RULES**

Don't create traffic gridlock - never block other traffic

Yield RIGHT-OF-WAY when required

**4. AVOID U-TURNS in school zones, congested areas, or close to an intersection**

**5. OBEY PARKING RULES WHEN STOPPING OR PARKING**

Don't park – even temporarily – where it's illegal

Don't block other vehicles

**6. USE DESIGNATED AREAS TO DROP OFF OR PICK UP**

Load/unload on the curb side in the drive-through or outside lane

**7. DO NOT LOAD/UNLOAD ACROSS FROM THE SCHOOL**

Send children to a crosswalk if you must stop across the street

Never **direct** or allow a child to cross the street

**8. HAVE CHILDREN CROSS ONLY WHERE SAFE**

Marked crosswalks are best

Unmarked crosswalks at intersections are OK, too

**9. WALK WITH THEM – PARKING FARTHER AWAY**

You reduce congestion close to the school

You can use this time to talk about traffic safety

**10. OTHER IMPORTANT GUIDELINES**

Praise good behavior – walking, checking for traffic and crossing safely

**Cooperate with adults directing traffic!**

## **EARTHQUAKE DISASTER PLAN**

Our earthquake preparedness plan is part of the School Safety Plan. Students and staff practice disaster preparation once a month (fire drills/earthquake duck and cover). In the event of an actual emergency, students will be evacuated to the playground and will be released to parents or a designated person with proper identification one at a time so that an accurate accounting of students can be made. The PTA makes available on an optional basis, pre-packaged Disaster Preparedness kits for a nominal fee. These are ordered at the summer student registration "Round-Up".

## **FIELD TRIPS**

The PTA and other funding sources provide two field trips each year for every grade level. A parent permission form is required for each field trip. Some local field trips involve parent drivers. Parents volunteering to drive must pass the District's DMV clearance procedure two-weeks in advance of the field trip date. Parent chaperones are scheduled by the classroom teacher, and must sign an agreement outlining the expectations of parent field trip volunteers. Cars must pass a visual inspection of seat belts and general condition by the principal or designee.

## **FORGOTTEN ITEMS IN THE CLASSROOM:**

Once the teacher has left her/his classroom for the day, the custodial or office staff will not open classrooms for students to retrieve forgotten clothing, homework or other items.

## **HEALTH INFORMATION**

### **Immunizations/Illness**

Students will not be enrolled in class unless they are current for all immunizations: polio, DPT, measles, rubella, and mumps. Kindergarten students and all first time entrants to a California school must present documentation of results of a Tuberculin Mantoux test.

Please report all communicable diseases promptly to the school, i.e. strep infections, scarlet fever, head lice, and scabies. If in doubt, do not send your child to school. Any child diagnosed with having head lice will be excluded from school by the nurse, and will not be readmitted until all nits/lice have been removed. Any communicable disease detected will be reported to all parents whose child is in the class where the infected student is enrolled by written notification. The school nurse oversees these procedures.

All children entering the first grade are required to have on file documentation of a health screening within the past year. The State mandated testing for vision and hearing is scheduled annually in the fall for grades kindergarten, 2<sup>nd</sup>, 5<sup>th</sup> and for all new and Special Education students. Parents will be notified only if the student did not pass a screening.

### **Medication Prescribed for Students During School Hours**

It is sometimes necessary for the health of your child that s/he take medication prescribed by your physician during school hours. Education Code Section 117531 makes it possible for the school nurse or other designated school personnel to help you carry out your physician's order.

Medication Protocol:

**A signed physician’s recommendation form must be on file for ALL medication given at school. There can be no distinction given to over-the-counter medication.**

- ALL medication must be given from the prescription bottle or vial. Absolutely no medication will be dispensed that has been sent in plastic bags, envelopes, etc.
- For short-term episodic medication, five days or less, a witnessed phone verification from the physician may be accepted.

School personnel may not dispense medication that has been sent to school by the parent/guardian with a written request by the parent that has not been verified by a physician.

No medication will be given at school without the dosage schedule/time and amount that is to be given included on the prescription label.

Although a “School Medication Form” is preferred, the school will honor verification written by the physician on any form he/she may choose to use.

For the safety and welfare of your child and all students, prescription and over-the-counter medication must be brought to and stored in the office by an adult. Students may not carry medicine, even over-the-counter, at any time. Do not put any medication in a school lunch container or backpack. **This includes such things as Tylenol, cough drops etc.**

**All medication must be checked into the school office for dispensation per doctor’s orders in the original pharmaceutical container.**

**HOMEWORK POLICY**

Times are based upon a daily average for a 4-day week.

The daily total should not exceed the minutes indicated, but may be different depending on individual student speed and focused effort.

<u>GRADE</u>	<u>ASSIGNMENTS</u>	<u>RECREATIONAL READING</u>	<u>DAILY TOTAL</u>
kindergarten	10 minutes	10 minutes	20 minutes
1 <sup>st</sup>	10 minutes	10 minutes	20 minutes
2 <sup>nd</sup>	15 minutes	20 minutes	35 minutes
3 <sup>rd</sup>	30 minutes	20 minutes	50 minutes
4 <sup>th</sup>	40 minutes	20 minutes	60 minutes
5 <sup>th</sup>	50 minutes	25 minutes	75 minutes

**CRITERIA**

All homework is standards-based.

Homework reviews/reinforces previously taught skills/strategies.

All homework has a purpose that is communicated to students and family. For example, when a long-term project is assigned, guidelines and skills will be provided in order to set the purpose.

Within a class, all students are to be given the same homework assignments although modifications may be provided.

The family’s responsibility is to provide a home environment that supports self-directed student study.

Parent-teacher communication is encouraged to minimize conflicts regarding homework and provide support when needed.

## **INDEPENDENT STUDY**

If your child will be absent from school for five days or more, you may apply for an "Independent Study Contract" that will then be written up by the teacher **and signed by a parent or guardian**. To receive credit for work completed during the absence, the contract must:

Be completed and signed at least one week in advance of the absence. Please sign the contract in the office.

Be written up by the teacher specifying the required academic tasks/projects.

Be completed by your child, and returned to the teacher by the due date.

## **LUNCH/NUTRITION/CAFETERIA**

Students may purchase lunches in the cafeteria. The school office sells lunch ticket books for 20 lunches. Ticket books are kept at home and the students are responsible for bringing their lunch tickets each day. It is strongly advised that parents provide a special envelope with the child's name and room number on the lunch ticket and keep an extra ticket in the child's backpack in case one is lost. **NO LUNCHESES MAY BE CHARGED**. A voucher for a sandwich and milk will be given to any students who forget their lunches. Lunch menus are sent home on the last day of each month. Lunches are ordered at 8:30 am. If you bring a forgotten lunch to school, please bring it to the office and we will give it to your child. Milk for nutrition can be bought at morning recess and in the A.M. and PM Kindergarten classrooms. Those bringing lunch from home may purchase milk at lunchtime.

### **YOUR CHILD'S LUNCH: Frequently Asked Questions**

#### **WHAT ARE MY OPTIONS FOR LUNCH?**

You may send your child with a lunch or buy lunch at MHS through the District's Food Services Division. A monthly menu outlining the specials and daily items is distributed by our Food Services. **Every child needs to have lunch daily.**

#### **IF I CHOOSE TO BUY A SCHOOL LUNCH, HOW MUCH WILL IT COST?**

The cost is \$2.50 per lunch. If you elect to pay on a daily basis, please do not send denominations larger than \$3.00 since the change can be lost or stolen. You may pre-purchase 20 lunch ticket packets for \$50.00 from our office. See our office clerk, Mrs. Phillips. Send only one lunch ticket with your child per day. Lunch tickets can be lost or stolen. Write your child's name on the back of the ticket. Lunch tickets cannot be shared!

#### **HOW DO I APPLY FOR THE FREE OR REDUCED-PRICE LUNCH PROGRAM?**

Applications are available from our office staff. Applications are confidential and approved by the District Food Services at 626/441-5829, ext. 2950.

#### **WHAT ITEMS SHOULD MY CHILD NOT BRING IN HIS/HER LUNCH?**

Students are not permitted to bring the following:

**Beverages in glass containers.** Only non-carbonated beverages in pouches or cartons are acceptable. Items that are subject to spoilage should be avoided.

**Metal containers with pull-tabs** will cause cuts (eg. tuna mini-cans, "fruit in a cup")

**Too much food!** Pack food that your child can reasonably expect to consume!

Students may not bring **hot beverages in Thermos containers or request hot water from the cafeteria or office** to make "Cup O Noodles" or hot beverages.

#### **WHAT HAPPENS TO UNEATEN LUNCH ITEMS?**

Students may return items to their classroom that will not spoil and will be taken home. Food cannot be shared at lunch for health reasons. If your child buys lunch, he/she must dispose of uneaten items before dismissal to recess.

#### **HOW IS THE LUNCH PERIOD SCHEDULED?**

We have three lunch periods staggered daily. This includes lunch and recess.

1<sup>st</sup> & 2<sup>nd</sup> graders: 11:30 am – 12:15 pm

3<sup>rd</sup> graders: 11:55 am – 12:40 pm

4<sup>th</sup> & 5<sup>th</sup> graders: 12:15 pm – 1:00 pm

### **IS THAT LONG ENOUGH FOR MY CHILD TO FINISH LUNCH?**

For most of our students, it is more than enough time. We require that the students remain at their lunch table for a minimum of 15 minutes – even if they have “finished” before that. Our 1<sup>st</sup> and 2<sup>nd</sup> grade students are given up to 25-30 minutes, our 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders have up to 20-25 minutes. If a student needs more time to eat, we can work with them individually on this.

### **WILL MY CHILD BE REQUIRED TO FINISH HIS/HER ENTIRE LUNCH?**

No. However, we ask that they not rush or throw food away needlessly because they want to go to recess!

#### **• IF MY CHILD FORGETS HIS/HER LUNCH, WHAT HAPPENS?**

We understand that periodically children will leave home without a lunch, or parents will forget about checking to see that a lunch is packed. If a teacher is aware that a child does not have a lunch, he/she will contact the office. All students without lunches must report to the office since parents may drop off a lunch. Also, our noontime supervisors alert the office if they see a child has no lunch. In either case, a lunch voucher will be issued if a parent cannot be contacted. A voucher is good for a cheese sandwich and milk, and is provided by the District Food Services Division.

### **IF MY CHILD LOSES HIS/HER LUNCH TICKET, WHAT HAPPENS?**

The tickets are not replaceable. Typically, the teacher will bring a “ticketless” child to the office where we will try to contact you by phone. If time permits, you then would bring the child a lunch or another ticket. If we cannot reach you, a voucher will be issued for a cheese sandwich and milk at no cost. (In those rare instances where a student is found to be a habitually “lunchless,” a parent-principal conference will be necessary.)

### **CAN I TAKE A FORGOTTEN LUNCH OR TICKET TO THE CLASSROOM?**

Bring the lunch or ticket to the office and we will call for the student to pick it up.

### **WHERE DO THE STUDENTS EAT DURING INCLEMENT WEATHER?**

Students will eat in our Multi-Purpose Room (MPR) which has recently been fitted with new lunch tables that are taken down when weather is not suitable for eating outdoors in our new lunch pavilion. Students eat under the pavilion for the majority of the school year, and have assigned seating.

### **CAN MY KINDERGARTEN STUDENT BUY LUNCH, AND WHAT IS THE PROCEDURE?**

Yes! Most of the kindergartners who purchase lunch are enrolled in our KinderCare program. Your child’s teacher will take a count of those buying that day and report it to the office by 8:30 am so we can include your child in the school’s daily lunch count. Both AM and PM kindergarten students need to go through the lunch line prior to our primary classes arriving at the cafeteria. Your child will eat at the specially designated area for kindergartners in our Multi-Purpose Room (MPR).

### **IF MY CHILD IS GONE ON A FIELD TRIP DURING LUNCH, CAN I ORDER A LUNCH FROM FOOD SERVICES?**

Yes. You need to notify your child’s teacher at least a day in advance if that is your interest. A sack lunch will be prepared. Send a lunch ticket or cash with your child the day of the field trip.

### **LOST AND FOUND**

Each year, lots of new clothing and new lunch boxes and umbrellas are lost, found and left unclaimed. PLEASE PLACE NAMES INSIDE LUNCH BOXES AND CLOTHING so that we may promptly return lost articles to the owner. A “Lost and Found” rack is located either in front or inside the MPR daily.

### **OPEN HOUSE**

This is an evening scheduled in May where students and parents and community members visit all classrooms and support programs. This is an opportunity for parents and students to view student work and projects reflecting the year's curriculum in each grade level.

### **RELEASING STUDENTS DURING SCHOOL HOURS**

Students leaving school prior to dismissal time, must be picked up at the school office and not the classroom. Please report to the office and we will call for your child. Students can only be released to adults listed on their registration cards. Proof of identity is required.

### **REPORT CARDS/PARENT-TEACHER CONFERENCES**

Report cards are issued at the end of each trimester in November, March and June. Fall and spring parent-teacher conferences are scheduled over one week at the November and March reporting periods. Every parent is offered a 30-minute conference at which time student academic strengths and needs areas are discussed as well as his/her social development, study skills and behavior. Short and long term goals are commonly generated as a result of parent conferences.

### **STAFF DEVELOPMENT DAYS**

The State Board of Education allows for three staff professional development days to be scheduled over the course of the school year. These training days provide staff with strategies and materials to maintain a high quality instructional program. These days do not conflict with the 180 mandated school days by the State, nor do they reduce the required instructional minutes. Support staff also receive training for the position they work on these days.

### **WELLNESS POLICY**

Beginning in July 2006, the Federal government mandated that all school districts across the country develop and implement a plan that focused on student wellness. Our school district has Board policy that meets these mandates. Starting with this school year, the following will be in place:

- food and candy cannot be used as a reward for achievement and accomplishments
- only food that meets the USDA nutritional guidelines can be served at school
- encourage parents to provide only nutritional foods to any whole class/school celebrations

This policy does not apply to what students bring in their lunch. However, please read the student handbook section on student lunches for more specific information. If you have questions regarding this, contact the principal.

### **TRADITIONS AT MONTEREY HILLS SCHOOL**

With the help of staff and the PTA these traditions are made possible. **Many volunteers are needed!**

**All-City Track Meet:** Usually held at the end of April at the SPHS track, all three SPUSD elementary schools encourage k-5 students to register (for a nominal fee) and sign-up for various running and/or field events. Parent volunteers as well as strong staff representation, make this a wonderful event for all participants.

**Art Docent Program:** Parent volunteers attend training sessions in order to provide specialized art instruction and artist education to each classroom. Many volunteers are needed to implement the art projects designed for the year for each class.

**Back-to-School Barbecue:** Typically scheduled the first Friday of the school year. It is an informal event where parents, students and teachers can get acquainted over food and entertainment. It is the first of three **Family Fun Nights** scheduled during the year.

**Book Fair:** The Multipurpose Room (MPR) is turned into a miniature bookstore during the fall and spring parent-teacher conference week. Students and parents are invited to peruse and purchase a variety of new books that are priced to promote reading at the elementary school level. The readability levels span preschool through fifth grade and beyond. Offerings come in hardcover and paperback, in English and Spanish, and fiction and non-fiction. Profits from both the spring and fall Book Fairs go directly to purchase new books for the library.

**Family Fun Nights:** These Friday evening events allow MHS families and staff to come to school in the early evening "Just for the fun of it!" Each one has a theme that includes a program or entertainment as well as a special food selection. Parents and their children enjoy an evening together to strengthen the home/school relationship.

**Fifth Grade Promotion/Committee:** The promotion program is held the last week of school on the outside stage near the lunch pavilion with fifth grade students performing for family and friends as they conclude their elementary years at MHS. A reception with lunch follows the program. The Fifth Grade Activities Committee is a group of dedicated fifth grade parents and a teacher liaison that help plan fifth grade activities for the year.

**Fun Fair:** An annual fundraiser is sponsored by the three elementary schools in South Pasadena (Monterey Hills, Arroyo Vista, and Marengo), and usually scheduled on the third weekend in May. Profits are awarded to each PTA, and then each PTA designates how that money will be spent. Traditionally, PTA has used Fun Fair profits to purchase our lunch pavilion, playground equipment, and stage lighting among others.

**Gift Wrap Sale:** The major PTA fundraiser for the year and held in September. A company selected by the PTA Executive Board organizes the gift wrap drive and handles the delivery of the student orders collected. Students are awarded gifts depending on the level of their sales. Profits go toward supporting the PTA budget.

**Halloween Parade:** A PTA-sponsored event held after school on the last Friday prior to Halloween on our main playground. All students and staff are encouraged to dress up in their favorite costumes for the parade. The event is held in conjunction with the MHS Boy Scout Troop 139C's carnival following the parade.

**Holiday Craft Shop:** Parent volunteers help students purchase or make homemade holiday gifts for their family members. It is scheduled the first week of December.

**Jog-a-thon:** Besides promoting health and fitness, this event scheduled in March, also serves as an annual fundraiser. Every student from Kindergarten to fifth grade is encouraged to participate to help raise funds for special school projects, specifically for physical education equipment.

**PTA (Parent Teacher Association):** A non-profit organization promotes the welfare of children and youth in home, school and the community. Meetings are held once a month on the first Tuesday of each month, and usually feature a parent education presentation as well as handling business matters. Specific dates are printed in the monthly "Roadrunner Review". The PTA general membership meetings are organized with an agenda by the PTA Executive Board (see list of members inside the front cover). Executive Board meetings are held the last Tuesday of each month to review budget matters, plan activities and prepare for the next PTA meeting. Parents are encouraged to become members through the annual fall membership drive (\$6). The main bulletin board located on the front office wall displays current PTA programs and information. Visit MHS's website at [www.monterey.spusd.net](http://www.monterey.spusd.net) and link on to the PTA/Parent section for current information.

**Red Ribbon Week:** Usually held the third week in October to bring awareness to the dangers of drugs, Red Ribbon Week activities are organized by a PTA chairperson and the principal. The week culminates with an assembly recognizing student and classroom efforts, and includes local law enforcement agency's participation.

**Reflections Art Contest:** An annual Statewide, PTA-sponsored event designed around a particular theme. Students submit original artwork, sculptures or photography to illustrate the theme. Chosen outstanding student work is submitted to local, regional and then Statewide PTA judging. Chosen finalists receive a cash award.

**Room Parents:** Room parents are people who volunteer to help the teacher with various school events. Ideally, there are four room parents assigned to each class with each one assigned to various duties to help the teacher. They organize class activities and serve as the classroom representatives, reporting to the Third Vice President on the Executive Board of the PTA. You do not have to work in the classroom to be a room parent. Much of the job can be done with phone calls or email.

**Science Fair:** Usually scheduled in March, students in 1-5 display individual or group science projects in the Multipurpose Room. Kindergartners are not required to but are encouraged to participate.

**Sports Field Day:** Usually scheduled in April. Sports Field Day utilizes cooperative and less competitive group events. This event is co-organized by the PTA and the principal, and relies upon parent volunteers to run each event.

**Talent Show:** This event is scheduled in February on a Friday evening for all interested students who perform songs, dances, skits, poems, as well as playing musical instruments. Students go through a couple rehearsals prior to the program. The event is lead by a staff advisor with the help of several parent volunteers.

**Teacher Appreciation Week:** As a "thank you!" for the many hours that our teachers put in to helping the students, this is the one week (in early May) out of the entire academic year when the PTA celebrates the staff for all their hard work and dedication to students.

**Wish Night:** This event is held in conjunction with "Back-to-School Night." This event gives the parents an opportunity to make a tax-deductible donation for the current school year. A portion of the donation will be used to help purchase items to be used in their child's classroom, and the balance of the money helping to fund various schoolwide programs throughout the year.

**Winter Program:** A variety of holiday songs representing different cultures are performed by different grade levels for two performances (8:30 and 10:00) on the last Thursday prior to the Winter break in December.

***Each of the above listed “traditions” is coordinated and executed by numerous parent volunteers. Other PTA sponsored programs include:***

**Box Tops:** A PTA fundraiser organized in conjunction with the “Box Tops for Education” program promoted by a major cereal company. Proceeds go toward purchasing needed physical education equipment. For more information, visit [www.boxtops4education.com](http://www.boxtops4education.com)

**Escrip:** A PTA fundraiser that focuses upon local companies and merchants that donate a percentage of profits to our PTA from those consumers using “electronic scrip”.

**Cultural Arts:** Four assemblies brought to MHS that focus upon a specific cultural feature of other countries or the USA. Performing groups are selected by the cultural arts chairperson and/or committee through the Music Center’s screening/selection process also known as the Music Center’s Showcase program held in the spring.

**Honorary Service Awards:** Recognition given to specific MHS parent volunteers for the exemplary service to the school, staff and students. The parents are recognized at an end of the year gathering, usually a Family Fun Night.

**Hospitality:** A chairperson that assists with refreshments at PTA meetings and other designated events.

**Membership:** An annual drive to bring the majority of parents and all the staff into membership status. Dues are usually \$6 per year per person. Those with memberships may vote on all action items listed in the PTA agenda.

**Parent Resource Library:** A collection of books and other media located in the library that focuses upon parenting and issues related to school.

**School Board Representative:** A dedicated parent that attends all BOE meetings and reports back to the PTA general membership, what actions and discussions took place.

**School Directory:** A listing of all teachers and their students as well as listings of families by home addresses, phone and email addresses. Parents must give written permission to allow the PTA to list their personal addresses or phone numbers.

**South Pasadena Chinese American Club:** A group that is organized to support education in South Pasadena through their educational grants programs. Teachers are encouraged to apply for the grants that go up to \$1,000 per school per year.

**SPEF Representative:** A volunteer who attends SPEF Board meetings throughout the year and reports back the discussions and action items to the PTA general membership.

**Spiritwear:** An annual drive headed by the PTA to promote school spirit. T-shirts, sweatshirts and other items are designed, advertised and sold to students (and parents) at the beginning of the year. Students are encouraged to wear their spirit wear every Friday. It’s great to see a sea of yellow and green at our Friday assemblies!

**If you are interested in volunteering for any of the above listed programs, please contact either the principal or the current PTA president for more information!**

## QUICK LOOK GLOSSARY OF SCHOOL ACRONYMS

### **CELDT – California English Language Development Test**

An annual test given to limited English learners that determines their English language proficiency level. Kindergarten and first grade students are given only listening and speaking tests. Second through fifth grade students are tested in listening, speaking, reading and writing. A student is determined to be English proficient if the test results indicate an Early Advanced or Advanced level of English fluency.

### **CSEA – California School Employee’s Association**

A union representing classified employees (custodians, secretaries, instructional assistants, cafeteria workers, traffic control, physical education assistants, etc.).

### **ELD – English Language Development**

A program designed for students who are limited English language learners. All MHS teachers are certified to teach these students through their credential programs or special training workshops. The District provides a 15-hour per week instructional assistant to work with the staff and students. Students may be designated as fluent English proficient, limited English fluent or redesignated as fluent English proficient.

### **ER – Enrichment Room**

The room at the back of our Multi-Purpose Room (auditorium) that serves our music and drama programs as well as other programs.

### **GATE – Gifted and Talented Education**

See description under School Programs.

### **IEP – Individual Education Plan**

The IEP sets forth in writing the special educational program for a student who meets the qualifying criteria. The IEP is discussed and approved by a team of school personnel and the parents/guardians before implementation.

### **LMC – Library Media Center**

This is the location for our library and computer lab.

**LSS – Language and Speech Specialist** - See description under School Programs.

### **MPR – Multi-Purpose Room**

Also known as the auditorium. It houses many activities and assemblies throughout the year for our school and the PTA. It houses a large stage complete with professional lighting and sound system.

### **NCLB – No Child Left Behind**

Federal legislation signed this into law in January, 2002. It has three objectives:

- Close the achievement gap between students of various racial and socioeconomic backgrounds.
- Help school districts overcome challenges associated with economic disadvantage.
- Provide incentives for individual states to measure student proficiency progress.

NCLB’s primary goal is to have **all** students meet or exceed math and reading proficiency standards by 2014, including ELD and special education students. NCLB is up for Congressional reauthorization in 2007. As of August, reauthorization is still in progress.

**OCR – Office Conference Room**

A room located in our school office designed for school-related meetings and conferences.

**RSP – Resource Specialist Program** - See School Program description.

**SDC – Special Day Class** - See School Program description.

**SIP – School Improvement Program** - See School Program description.

**SPEF – South Pasadena Educational Foundation** - See School Program description.

**SPSA – Single Plan for Student Achievement**

A mandate for every California public school to develop and implement a plan that promotes student academic achievement. The plan includes what funding will assist all students to be successful learners. The SPSA is approved by the MHS School Site Council and the SPUSD Board of Education.

**SPUSD – South Pasadena Unified School District**

MHS	Monterey Hill School
AV	Arroyo Vista
MAR	Marengo
SPMS	South Pasadena Middle School
SPHS	South Pasadena High School

**SSC – School Site Council** - See School Program description.

**SST – Student Success Team** - See School Program description.

**STAR**

This is the **Standardized Testing and Reporting** program for California. The CST's are given at the beginning of May for all 2<sup>nd</sup>- 5<sup>th</sup> grade students. Parents receive a report in August informing them of their child's scores. The STAR program includes several assessment components.

- The Content Standards Testing (CST) for math, language arts proficiency
- The fifth grade science proficiency test
- The fourth grade writing proficiency test (given in March)
- The CELDT (second language learner's proficiency test)
- The 5<sup>th</sup> grade physical fitness tests

**TASP – Teacher's Association of South Pasadena**

The SPUSD local teacher's union that is represented by the California Teacher's Association (CTA) and the National Education Association (NEA).