

MONTEMALAGA ELEMENTARY SCHOOL

STUDENT HANDBOOK

2018-2019



"Montemalaga students are respectful and responsible learners doing their personal best each day"

Table Of Contents

Playground Guidelines 3-4

Montemalaga Discipline/Gold Cards..... 5-6

Drop-Off and Pick-Up 7-8

Eating Guidelines at Recess and Lunch

Additional Information

Student Signature Page

Playground Guidelines

GENERAL RULES:

- Always be respectful and kind to friends, teachers, and adults on campus
- Use your **words** to resolve any differences with peers
- Always remain calm and seek the help of a teacher or an adult if your words are not working
- Always walk in the hallways and be quiet and respectful to classes that are in session
- Climbing, sitting, or swinging on the railings or trees around the campus is not allowed
- Balls are only allowed to be kicked on the field, not on the blacktop
- The game of baseball is only allowed during Physical Education with the classroom or Physical Education teacher
- Our custodian works very hard, please make sure that all trash is placed in trash cans and that we help keep our campus beautiful
- Eating is only allowed in the MPR or covered lunch area—not on the playground

SLIDES:

- Only one person can be on the slide at a time—“Trains” are never allowed
- Always slide sitting down, feet first only
- The person waiting to slide must wait at the bottom of the ladder
- Student may not climb up the slide at anytime

BARS:

- Always use two hands on the bars
- Hanging upside down is never allowed
- No sitting on top of the bars
- Follow the directions provided by teachers and staff--the goal is to keep you safe on the playground

BASKETBALL COURTS:

- A total of 12 players may be on the court at a time---this is to guarantee the safety of all players
- Be sure to use substitutes or a referee to allow more people to play

SWINGS on the upper playground:

- When someone is waiting for their turn, after a count of “20” (each up/back motion equals 1 count) the student swinging must get off the swing giving the next student in line a turn. Be sure to wait away from the “swing” area.
- Students may never jump out of the swing.
- Students may never twist the swing’s chain to twirl around.

TETHERBALL COURTS:

- While playing the game, hit the ball with your open hand only
- Students are not allowed to swing the rope or catch the ball by the rope
- Students are never to sit on the ball
- If the ball becomes stuck at the top of the pole, ask the custodian to help you
- After one game is played, a person waiting has the opportunity to play the next game

Always check with the PE teacher or the noon aides if there are questions regarding game guidelines-

- Students should always wear comfortable and safe shoes to school. Tennis shoes for active playing are recommended. Shoes need to be closed toed for safety.
- Pets are not to be brought to school. Many students have allergies to animals. Please check with your teacher/principal for special circumstances.
- “Tag” games are only played when instructed by P.E. coach or classroom teacher.
- Students will receive a “5 minute timeout” from recess for not following any of the guidelines.
- It is very important to arrive on time daily. We have to report our attendance to the State of California. It is important that students attend school from “bell to bell”
- *If you arrive late to school, your parent must sign you in at the office. The Office will give you a pink slip to hand to your teacher. School begins promptly at 8:30 each day.
- If you forget to bring something from home, your parent may leave the object in the office. The office staff will let the classroom know that the student needs to get something from the office.
- If you have an appointment and are being checked out of school early, stay in your classroom. Your parent will go to the office and the Office will call your classroom for you to be dismissed.
- Make sure to pick-up your belongings from the lunch area benches—lunch bags, sweaters, etc. You are responsible for your own things. All left items will be placed in the Lost and Found Box in the MPR. All lost items in the Lost and Found will be donated to charity if not claimed at various times throughout the school year.

Montemalaga Gold Cards and Positive Discipline:

Teachers, Parents, and Montemalaga staff may give students Gold Cards for Success. The Gold Cards for Success are awarded to a child demonstrating “personal best” in one or more of the following areas:

Confidence	Goodness
Cooperation	Honesty
Courage	Loyalty
Enthusiasm	Poise
Fitness	Team Spirit
Friendship	

Students earning Gold Cards will bring the card to the office and The Office will keep all cards for a monthly drawing for “lunch with the principal”

Consequences for violation of Montemalaga school rules:

Rules are in place at Montemalaga to keep students safe and to help them learn how to be responsible and respectful to others.

FIRST TIME: The teacher, parent, or staff member will respond with understanding and will remind the student of the rule and the importance of following school guidelines. A five minute time-out sitting on a bench to “think” about the situation will be followed.

SECOND TIME: The teacher, parent, or staff member will respond by sending the student to the office to speak to the principal. The adult will complete an incident form to explain what has occurred. Student(s) will also be provided an opportunity to explain the incident.

THIRD TIME: The principal will call home and conference with parent. Additional consequences may follow including campus beautification or suspension

You have the responsibility to do the following:

- Show respect for all adults and other students
- Follow the instructions of those who work at the school
- Obey school rules
- Use appropriate language at all times
- Arrive at school after 8:15 and before 8:30 AM and walk with other students on the upper field until the bell rings
- After school remain in the designated area until you are picked up
 - TK – 2nd grade – Front of School
 - 3rd – 5th – may be picked up at the back gate.
- Keep games open and use substitute players, if needed
- Be sure to walk in the hallways at all times
- Always keep “hands to self” and use words to problem solve
- Respect your fellow students and your teacher
- Follow directions
- Complete assigned class work and homework
- Take care of textbooks, desks, and all school equipment
- Always respect the personal property of others
- Always listen well to others and use your words.

You have the right to:

- Be safe at school
- Take turns on the play equipment and participate in games
- Play only where playground supervisors can see you
- Do not leave the playground area with the permission of a playground supervisor or teacher
- Keep away from the lower field ditch and all fences
- Return playground equipment to the proper bins
- Keep all personal toys and stuffed animals at home
- Be sure to bring unbreakable containers for drinks at school (no glass)
- All Boy Scout pocket knives must be kept at home-They are never brought to school
- Know your rights and responsibilities
- Be respected by other students and by adults who work at Montemalaga
- Ask for help when you need it
- Eat with your friends in the lunch area during the first 15 minutes of lunch and the first 5 minutes of recess before being dismissed to the playground. In order to keep our students safe, eating is not allowed on the playground. Playground supervisors will dismiss students to the playground area.

Drop-off and Pick-up guidelines:

Please refer to the following Montemalaga Elementary School traffic pattern guidelines:



Montemalaga School Traffic Rules

In Front of School:

Traffic will move south on Via Acalones and turn right into the pickup area. You need to take turns at the stop sign north of school. The P.V. Estates police department has determined that it is a traffic hazard for cars to be waiting in both directions to turn into the school. There is no room for a fire engine to get through in an emergency.

After you turn right into the parking lot, wait until you are in the yellow drop-off area before letting off or picking up your children. Drive as far possible along the yellow area. Attendants will be on duty for safety. NEVER leave your car unattended along the yellow drop-off curb. The green area is for Kid's Corner drop off or pick up only. Be sure to avoid red curb areas on the street. If you plan to leave your car, please park on the street and walk your child to the car. Hold hands and use the marked crosswalks.

Exiting the parking lot:

There is absolutely no left turn between 8:00 a.m. and 3:30 p.m. when entering the school parking lot from Via Nogales. There is also no left turn when exiting the school parking lot during these designated times.

Drop-off and Pick-up guidelines (continued):

In Back of School:

Students only in Grades 3, 4 and 5 may be dropped off and picked up at the back gate and only by going north along the curb on Via Acalones. Wait until you reach the attendant before letting off or picking up your children. Do not cut in front of the line. Do not make a U turn after picking up your child. Parents may not park across the street and walk students across. It is just too dangerous! If cars pull forward for pick-up or drop-off, the line moves very quickly.

New no parking signs by the back gate have been added. The loading lane has been extended. Please pull as far forward as possible. We appreciate the City of Palos Verdes Estates working with us to provide a safe drop off and pickup.

**Always drive slowly near the school and in the front parking lot.
The safety of your child is our primary concern.**

School Pick-Up Times:

Reminder: Pick up on Monday is 1:30 for Grades 1 – 5. Kindergarten pick up time is 1:10, TK Early pick up is 12:40 and Late pick up is 1:40. Students need to be picked up at that time or be signed up to go to Kid's Corner.

Tuesday – Friday: Pick up times are as follows:

TK Early	8:30 - 1:35 PM
TK Late	9:30 - 2:35 PM
Kindergarten	8:30 - 2:05 P.M.
1 ST , 2 nd Grade	8:30 - 2:35 P.M.
3 rd , 4 th & 5 th Grade	8:30 - 3:00 P.M.

Students in grades 1 and 2, needing to wait for older siblings from 2:35 - 3:00, may do so at our lunch benches, where they will be supervised until 3:00. There is no supervision for kindergarten students. Kindergarten students have had a busy day, are ready for a rest and are excited to see their parents.

The entire staff appreciates your cooperation and willingness to follow all the above guidelines. We are looking forward to a very successful 2017-2018 school year!

Student Signature Page

As a Montemalaga student, I realize that I have a responsibility to learn the playground rules and classroom standards. I know that it is important for me to always do my personal best and to be a good friend by being respectful and kind. I understand that there are appropriate consequences if I choose to violate any of the rules or classroom guidelines at Montemalaga. I further realize that it is important to always do my personal best.

I have read the Student Guidelines and understand the information provided. Please complete the bottom portion of this page and return it to your classroom teacher by Friday, September 8, 2017

Student Name (Print) _____

Student Signature _____

Parent Signature _____

Teacher's Name _____

Grade _____