

Montague Elementary School

Updates and most current versions will be on the website.

School Handbook
2025-2026
Updated 5/25



750 Laurie Avenue
Santa Clara, CA 95054
Main Office: (408) 423-1900
FAX: (408) 423-1980
School Website: montague.santaclarausd.org
[District Student and Family Handbook](#)

Note from the Principal

Dear Montague Elementary School Community:

It is with great pleasure and deep pride that I continue as your Principal. I am honored to lead our dedicated team in providing an exceptional education for all students. This handbook is a vital resource for our Montague families, outlining key information, policies, and procedures for the school year. Please remember, the most current versions and updates will always be available on our school website.

At Montague Elementary School, our commitment to collaboration, engagement, multi-tiered systems of support, and academic achievement is unwavering. We firmly believe that by working together, we can empower our students to thrive and reach their fullest potential. Central to our vision is equity, ensuring every child has an equal opportunity to succeed and grow, regardless of background or circumstances. Our goal is to create an inclusive and nurturing environment where every student feels valued, respected, and supported.

We foster a culture of collaboration among educators, parents, and community members, recognizing education as a collective effort. We encourage open communication, active participation, and partnerships beyond school walls. This handbook details many of these collaborations, including parent organizations like the PTA and School Site Council. We also utilize multi-tiered systems of support to meet diverse student needs, understanding that each child learns differently and may require varying levels of assistance.


Within these pages, you will find important information regarding bell schedules, attendance policies, school-wide expectations, and essential contact details. Please take time to familiarize yourself with this handbook. For the most up-to-date information, dates, and event news, please refer to the weekly Mustang News in Parent Square and our school website.

Thank you for entrusting us with your children's education. Together, let us nurture a love for learning, celebrate diversity, and inspire greatness in every child at Montague Elementary School.

Kind Regards,

Leanna Goldenberg, Principal

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MISSION & VISION

Montague's Mission Statement

At Montague, through a lens of equity, we educate the whole child in an inclusive, nurturing environment that fosters confidence and independence.

Montague's Vision Statements

1. We will collaborate to ensure students receive intentional, research-based instruction, and relevant learning opportunities that promote critical thinking skills and inquiry.
2. We will expand engagement with our local interest holders to ensure high levels of success for all through an inclusive and supportive culture.
3. We will collaborate to create and implement research based multi-tiered systems of support to ensure academic achievement, social emotional growth, and behavior expectations for all students.
4. We will use observational, formative, and summative assessment data to inform equitable educational practices and ensure all students demonstrate understanding of their social, behavioral, and academic goals.

MONTAGUE STAFF

ADMINISTRATOR	NAME	ROOM
Principal	Leanna Goldenberg	Office
Admin. Support	Kim Do	Office
OFFICE STAFF	NAME	ROOM
Secretary	Angelica Rodriguez Salinas	Office
Clerk	Alyssa Melendez	Office
Nurse	Jodi Quinton	Office
Health Clerk	Konnie Hoang-Nguyen	Office
ELSAT	Evelia Mata-Cruz	12
TEACHER'S GRADE	TEACHER'S NAME	ROOM
Inclusion Preschool	Kenya Johnson	27
TK	Heather Kent	12
TK	Patricia (Tricia) Waterloo	11
K	Karyn Howl	B
K	Lisa Stuart	A
SAI K / 1st	Laily Biswas	1
1st	Ryan Aoto	6
2nd	Michele Hopper	8
1st / 2nd	Grace Koh	9
SAI 2nd / 3rd	Aimee Garvida	3
3rd	Alvaro Orozco	16
3rd	Leslie Stansberry	15
4th	Catalina Agudelo	17
SAI 3rd - 5th	Amanda Pacheco	20
4th / 5th	Laurin LaRocca	18
5th	Heather Stephens	19
RSP	Jackie Taysi	7
P.E.	Brian Aguirre	23
	Patty deMello	

SUPPORT STAFF	NAME	ROOM
Custodian (AM)	Paul Adame	Office
Custodian (PM)	Santos Noguera	Office
Cafeteria	Alma Barillas	Cafeteria
Psychologist	Monica Garcia	14
Wellness Coor.	Jeff Bernard	14
BCBA	Amanda Nwosu	14
Librarian	Amanda Moreno	Library
Speech	Hanh Quach	Speech
Music	Tim Bacon/Garnet Basile	Cafeteria
YMCA	Carlos Chavez	22
PARA ED.'S GRADE	PARA EDUCATOR'S NAME	ROOM
Inclusion Preschool	Christine Nath & Priscilla Heredia	27
SAI K / 1st	Libby Banderas	1
	Bridget Ayala-Chavez	
SAI 2nd / 3rd	Sasi Rajkumar	3
	Mary McCabe	
SAI 3rd - 5th	Kassie Cubberly	20
	Paige McComas	
RSP	Florence Santos	7
	Shri Lakshmi Posina	
TK	Sarika Paradkar	13
	Tierra Tiscareno	14
	Alejandro Lopez (Student Attendant) Lydia Mushili (Student Attendant) Anthony Pientel (Student Attendant) Ana Sulca Marcias (Life Skills)	

BELL SCHEDULE 2025-2026

START & DISMISSAL SCHEDULES

Grade	Start	Dismissal
TK	8:15am	11:51am (until 8/29) 1:30pm (starting 9/3) 1:05pm Wednesdays/Minimum Days
K		11:51am (until 8/29) 2:10pm (starting 9/3) 1:21pm Wednesdays/Minimum Days
1-2		2:10pm 1:21pm Wednesdays/Minimum Days
3-5		2:35pm 1:21pm Wednesdays/Minimum Days

Montague 2025-2026

RECESS & LUNCH SCHEDULES

Lunch Schedules		
	Play	Eat
TK	11:10-11:30	11:35-11:55
Kinder	11:30-11:50	11:50-12:20
1-5	12:00-12:20	12:20-12:40

CALENDAR HIGHLIGHTS

In addition to every Wednesday being a minimum day, certain days below are also designated as MINIMUM DAYS when all students K-5 are released at 1:21 PM. Calendar changes may occur during the school year. Visit our website for updated information.

2025-2026 School Event Calendar

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August	
12	Meet & Greet Family Event 2-4pm
13	First Day of School 8:15am -1:21pm
13	TK/K Early Dismissal 9:55am TK/K Early Dismissal 11:51am
19	Back to School Night TK, 1-5 - 5:30pm
22	Pastries with the Principal & President 8:15

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January	
1-5	Winter Break No School
8	Vision/Hearing Screening
19	Martin Luther King Jr. Day No School

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September	
1	Labor Day - No School
2	No School (District Day of Learning)
3	TK/K Full Day Schedule Begins
12	PTA PlayDate
17	Fall Picture Day
30	P/T Conferences Early Dismissal

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February	
9-12	PTA Candy Grams
13	Montague Early Dismissal
13	PTA Donuts with GrownUps
16-20	President's Week No School
27	District Minimum Day Early Dismissal

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October	
1-3	P/T Conferences Early Dismissal
6	Big Smiles - Dental on Campus (Tentative)
16	International ShakeOut
24	PTA Trunk or Treat 6-8pm
31	Halloween Parade 8:30am Early Dismissal

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March	
3-6	5th Grade Science Camp
10	Big Smiles Dental Services
12-18	Book Fair (PTA Literacy Night)
13	Report Cards Available
16-18	Parent Teacher Conferences Early Dismissal
19-20	Professional Day of Learning - No School

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November	
11	Veterans Day Holiday No School
14	PTA Movie Night/Canned Food Drive
21	Montague Early Dismissal
21	Report Cards Available
24-28	Thanksgiving Holiday No School

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April	
3	Spring Pictures
7	BTSN SpringSTEAM Event 4:30pm
10	Montague Early Dismissal
13-17	Spring Break School not in Session
22	Earth Day

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December	
3	Picture Make Ups
12	Pizza with Principal & PTA President
19	Early Dismissal
22-31	Winter Break No School

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	J1	J2	J3	J4	J5	

May	
1	ABC Countdown Begins
4-8	Teacher/Staff Appreciation Week
25	Memorial Day
29	Special Olympics District Minimum Day
6/5	Last Day of School 1:21 Dismissal Report Cards Available

BEHAVIOR EXPECTATIONS

At Montague Elementary School we work together to create a safe, responsible, respectful, and caring learning environment.

If you have any questions regarding our school's behavior expectations please reach out to Mrs. Goldenberg (lgoldenberg@scusd.net).

The following behavior expectations help our school create an environment where all students and staff feel safe and valued.

Montague Mustangs will:

- Act and speak respectfully to all students and staff.
- Listen to and follow directions the first time they are given.
- Walk quietly in the hallways.
- Be on time and prepared for school when the morning school bell rings.
- Keep their hands and feet to themselves.
- Eat snacks and lunch only in designated areas and dispose of all trash properly.
- Use playground equipment correctly and adhere to all playground and field game rules.
- Ensure all students feel welcome and valued by encouraging and including others.
- Stay on school grounds at all times.
- Use bathrooms appropriately.

Students are often recognized for their positive behavior with Marvelous Mustangs. Students are awarded these and recognized in their classroom, at assemblies, or at other school events for their upstanding behavior.

Positive Behavior Interventions (PBIS)

Montague Elementary School will continue to use our school-wide system of support called Positive Behavior Interventions and Supports (PBIS). PBIS is a multi-tiered, systematic framework for teaching and reinforcing behavior for all students as well as for providing additional support to those who need it.

Philosophy

The goal of Montague Elementary teachers, administration and staff is to create a safe, positive learning environment for all students, and to teach students how to behave as responsible members of the community. Students will learn and understand how to be responsible for their behavior while they are at school. Students are expected to respect the rights and feelings of others, peers, and adults alike. Our three school rules under the PBIS are: BE RESPECTFUL, BE RESPONSIBLE, BE SAFE. These expectations are utilized in all areas of the school.

Classroom Expectations

Your child's classroom teacher will send home a copy of their classroom behavior expectations and consequences, and will review these at Back to School Night. Please become familiar with these expectations so you can support your child in following them while at school.

Restrooms and Hallways

Restrooms are to be used appropriately. Students are to use soft, normal voices when inside the restrooms. All items must be disposed of in proper containers. Students may not congregate or play in the restrooms. Students must walk at all times in the hallways. Balls may be bounced on the playground only and not in the hallways.

SCHOOL WIDE EXPECTATIONS

At Montague Elementary School we expect all students to Be Safe, Responsible, and Respectful:

Be Safe:

- Walk at all times in the hallways and classrooms.
- Walk while on the blacktop and playing on the playground. Running is only allowed on the blacktop running lanes and the grass.
- Use the play structure equipment correctly.
- Keep your hands and feet to yourself.
- Freeze and listen for instructions when the bell rings.

Be Responsible:

- Be on time to school and have all materials ready when needed.
- Complete all assignments.
- Focus on your school work and offer help to others when appropriate.
- Leave all toys and other items at home. Bring only school materials needed to school.
- Eat your food at the designated areas and throw away your trash when you are finished.

Be Respectful:

- Use kind words and phrases with everyone.
- Share playground equipment with others.
- Include everyone.
- Follow directions the first time they are given.
- Use bathrooms appropriately.

MONTAGUE DROP-OFF/PICK UP PROCEDURE

Main Parking Lot

The Main Parking lot will be used for car drop off and pick up only. The main parking lot spaces are designated for staff parking only. **Any parent wanting to park and walk their child up to the designated drop off areas will need to park in the neighborhood streets.** For drop-off and pick-up at the cafeteria gates, all parents must remain in their cars. Drive carefully and follow the directions of staff and students in bright vests, as they are essential for the safety of our students and families. Please say goodbye to your students at the gate as we keep a secure campus during school hours 6am-6pm.



Dismissal

Students will be dismissed from the cafeteria area of campus for car pick up and at the front of the school at the flagpole for walking pick up.

Preschool drop-off and Pick-up

The small side parking lot will be used for staff parking only. Preschool drop off, please park on the street and walk in through the side gate and pathway to the preschool doors. For all other student drop-offs, please follow the main parking lot procedures. This parking lot driveway will be blocked off with cones from 7:30-3:00 each day to ensure preschool safety & procedures are followed.

ATTENDANCE POLICIES

STUDENT ARRIVAL

Students should not arrive on school grounds before 7:50 AM, as there is no supervision available before 7:55 AM. Students arriving by car will enter through the cafeteria gates at the parking lot, while walkers will enter near the flagpole. Breakfast is provided free for ALL students. Students will enter the cafeteria for breakfast and then proceed to the outside eating area or Walking Club to await the morning bell at 8:10 AM. At 8:10 AM, the final morning bell will ring, signaling all students to proceed to their classroom lines. All students need to be in the classrooms by 8:15am. Students arriving after 8:15am must be checked in through the office. Whole school meetings will be held on Wednesday mornings only at 8:15am, families are invited to attend these whole school meetings. There will be no children on the playground prior school. Students will participate in a walking club each morning before school.

TARDY STUDENTS & TRUANCY

A warning bell rings at 8:10 AM. Students should then report to the blacktop and line up with their class. **The tardy bell rings at 8:15 AM.** Students arriving at school after the tardy bell must be checked in at the office by an adult. **We ask for your support in helping students arrive on time for school. Tardy students miss out on directions and valuable learning time. It also disrupts other students' learning if the teacher has to give instructions to late students.** Please teach and model for your child that promptness is important. Also teach your children to listen for the bells and line up on time in the morning. Unless approved in advance, students who are not with their assigned classroom when the tardy bell has rung will receive an unexcused tardy. **When a student is tardy in excess of 30 minutes on three or more days in a school year, the student is considered a legal truant.** This may result in legal consequences. For more information refer to the district [Student and Family Handbook](#).

ABSENCE FROM SCHOOL

If your child is staying home from school, please complete the [Attendance Reporting Form](#) or telephone the school on the MORNING of the absence on our absence line at **(408) 423-1905**. For your convenience, this is a 24-hour line where messages can be left. If a student is absent more than one day, you must still call in the absence each day. Also, if a student is absent for more than 3 days, state law requires a doctor's note in order to be reinstated back at school. A doctor's note is required for absences exceeding three days to ensure re-entry to school.

When calling in an absence, please leave the following information with your message:

- 1. Child's name**
- 2. Reason for absence**
- 3. Your name and relationship**
- 4. Student's room number**
- 5. Date of absence or absences**

For safety reasons, it is vital to call the school when your child will be, or is absent. The school accounts for every single child every day that school is in session. Also, absences that are not called in are “unexcused” and can result in a truancy letter being sent home to the parent that then must then be addressed. If there are any questions regarding our attendance policy, please contact the office at (408) 423-1900.

PICKING UP STUDENTS DURING THE SCHOOL DAY

When possible, please arrange all appointments for students after school’s dismissal times. If a student needs to leave school early for any reason before dismissal, he/she must be signed out in the office by a parent or designated adult. For the safety of our students, children will not be dismissed to anyone not explicitly listed on their Emergency/Disaster form. **ALSO, ANYONE PICKING UP A CHILD EARLY MUST BE 18 YEARS OF AGE OR OLDER.** Please be sure to always keep the information on your child’s Emergency/Disaster form current.

CONTAGIOUS/COMMUNICABLE DISEASES

According to the Santa Clara Department of Public Health, children must be kept home from school for the following because they are easily transmitted in a school environment:

Chicken Pox, 7 days after first pox appears and all pox are scabbed over

Head Lice, until hair has been shampooed with pediculicide and nits are combed out

Strep Throat, may return after two days of antibiotics

Pink Eye, when treated or cleared

Covid Safety Guidelines

Montague Elementary adheres to all Santa Clara Unified School District (SCUSD) and California Department of Public Health (CDPH) guidelines for health and safety.

INJURIES AND ILLNESSES

1. The illness may be inspected or noted by the teacher and then kept under observation.
2. If an illness or injury seems serious enough, a child will be sent to the office and his/her name will be recorded. The action taken is recorded and the parent may be notified.
3. A parent will be notified if any student receives a blow to the head or a bee sting, whether it appears to be serious or not.
4. A parent will also be notified and asked to pick up a child if the student exhibits *any of the following serious symptoms*:
 - Oral temperature of 100 F degrees or higher
 - Vomiting or severe stomach cramps
 - Evidence of a communicable disease
 - Severe headache
 - Spasm or convulsion
 - Complaint on the part of the child of “feeling ill” with a history of the child having been home ill the day before, or of having felt ill before school

- Any severe accident including a deep cut, possible fracture or dislocation, or any accident requiring immediate medical attention, or when paramedics are contacted to help us. An accident report will be written.
5. No child will be sent home until the parent or a person designated on the Emergency Card is contacted and plans are made for transportation. A child is never sent home without the parent's or designated person's signature. In the case that no parent or person on the emergency card can be reached, and a child has a serious injury, the police will be called as well as an ambulance if necessary.
 6. If medication (prescription or over-the-counter) is necessary during school hours, a '[Medication Authorization](#)' form must be completed by a physician and accompanied by a written parent request. The medication must be brought to school in the original pharmacy container. It will be kept in a locked cabinet in the nurse's office, and dispensed as ordered. [Medication Policy for 25/26](#)
 7. Students with food allergies should have a completed "[Fare Food Allergy Action Plan](#)" on file with the school nurse.



MOBILE COMMUNICATION DEVICE POLICY & YONDR PROGRAM

Beginning with the 2025-2026 school year, Santa Clara Unified School District will implement a device-free "bell to bell" policy during the school day to reduce distractions and enhance the learning environment. This policy is in alignment with state law, the Phone-Free School Act.

To support this, Montague Elementary will utilize the **Yondr Program**, which provides a simple, secure pouch for storing mobile communication devices. Mobile communication devices include, but are not limited to, cell phones, smartphones, smartwatches, smart glasses, tablets, laptops, pagers, camera phones, personal digital assistants, headphones, and earbuds.

Daily Process: From the first bell to the last bell of the instructional day, all mobile communication devices must be turned off or set to Do Not Disturb mode, secured in the district-provided Yondr pouch, and stored out of sight. Students will maintain possession of their devices in the locked pouch and will not access them until their pouches are opened at the end of the school day. Students are responsible for bringing their assigned Yondr pouch to and from school each day.

- **Arrival:** Devices are turned off/airplane mode, placed in the pouch, secured, and stored out of sight under staff supervision.
- **Dismissal:** Students unlock their pouch at designated areas and remove their device.
- **Late Arrival/Early Dismissal:** Devices will be managed at the Main Office.
- **After School Events:** Devices may need to be re-pouched for certain school-sponsored activities.

Exceptions: Students are permitted to possess or use a mobile communication device in case of an emergency, a perceived threat of danger, or when granted permission by school staff. Use may also be permitted if required by a licensed physician for health and well-being, or by a student's IEP or Section 504 plan.

Emergency Communication: In case of an emergency, parents should contact the school office at (408) 423-1900 to relay emergency messages. Students needing to contact a parent/guardian during school hours should request permission from a staff member to use the office phone. For all non-urgent communication, please utilize Parent Square or email your child's teacher, allowing our office lines to remain open for emergencies.

Violations, Consequences, and Pouch Management: If a device is seen outside of its Yondr pouch during school hours, or if a pouch is damaged, the device will be collected by administration, and parents will be notified. Repercussions for damaged pouches, unauthorized phone use, or misuse of unauthorized magnets may include parent pick-up of the device, school community service, and a \$25 fee for a replacement pouch.

For more detailed information regarding the Mobile Device Policy, consequences, and procedures, please refer to the Santa Clara Unified School District Student and Family Handbook and the district's Phone-Free Schools webpage at www.santaclarausd.org/phonefreeschools.

EMERGENCY /DISASTER INFORMATION FORM

It is imperative that accurate Emergency/Disaster information is updated in the school office for every single student. For the safety of our students, children will not be dismissed to anyone not explicitly listed on their Emergency/Disaster form. In addition, we need the names of several adult (18 and over) relatives and/or friends who can be called in the event of any emergency or disaster. **Please keep this information current and update the office with any changes to phone numbers, emergency contact names, etc.** Please note any and all health conditions, including all allergies.

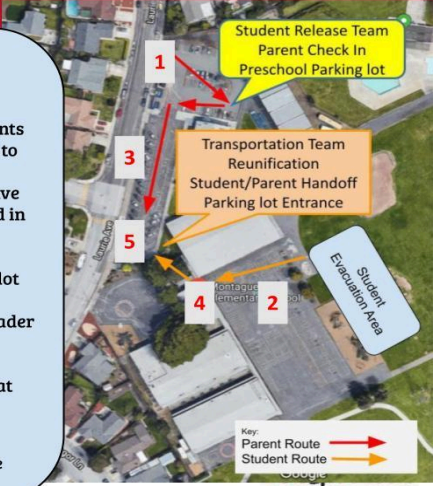
Because children need to be picked up in a timely manner in the event of an emergency or illness, the phone numbers you provide need to be for people who live near our school.

If your child becomes ill at school, either you or someone on your emergency card will be called to pick him/her up. We do not have the facilities to care for a sick child for an extended period of time. **CHILDREN WILL NOT BE RELEASED TO ANYONE NOT LISTED ON THE EMERGENCY CARD.**

STUDENT RELEASE PROCEDURES - ([Montague Site Safety Plan](#)): updated yearly in October)

In the event of an emergency during the school day, there is a plan in place to safely and efficiently release students to their designated parent/guardian. The following constitutes the steps you would need to follow to check out your child from the Montague campus.

Montague Elem. Student Release



Parents **WALK** to check in with **Student Release** at "Walk Up Gate" near the cafeteria.

1. Student Release Leaders find students by last name A-L or M-Z (Preschool to have student list) **CHECK ALL IDS**
2. Students will only be allowed to leave with adults indicated as authorized in Aeries to pick up - no verbal authorizations will be accepted
3. Parents walk through the parking lot to the crosswalk in the parking lot
4. Students walk to transportation leader through gate between the office & library wing
5. Parents are reunited with student at the parking lot walkway

The parking lot will be closed for emergency vehicle parking only. Communications will be updated in Parent Square.

Location of students: All students will be organized in classroom/grade level groups on the field adjacent to the play structures.

Exiting Campus: Once you have custody of your child, please leave the campus immediately.

FIRST AID AND HEALTH

School District personnel are limited to administering first aid treatment only. For accidents requiring more than placing a band-aid on a scrape, we will notify the parents or guardians. In the course of first

aid treatment, we will administer no medication and we do not attempt any diagnosis. If needed, we will call emergency services to assist us. If that happens, we are required by law to disclose any confidential information concerning a student to protect the health and safety of the student or other individuals.

YOUR CHILD SHOULD NOT BE IN SCHOOL WHEN HE/SHE HAS:

- Any contagious disease
- Nausea or vomiting (or has vomited in the last 24 hours)
- Oral temperature over 100F; (must be fever free for 24 hours without medication before returning to school)
- Frequent coughing or runny nose
- Diarrhea (or has had diarrhea in the last 24 hours)
- Sore throat
- Severe headache
- Skin Rash (all rashes must be diagnosed by a doctor)
- Open Sores, unless the area can be covered by a bandage
- Earache

IMPORTANT! - If medication must be taken during school hours, you must obtain and fill out all the required paperwork, which includes a doctor's signature. All prescription and non-prescription medication must be kept in the nurse's office.

DISASTER PREPAREDNESS INFORMATION

It is the Board of Education's policy to assure that all schools maintain an Emergency Preparedness Plan. This information is to inform our parents of the procedures to be followed if there is disaster while your student is at school.

1. The Principal of each school has an updated emergency and disaster plan that has been coordinated with local government agencies. Plans are reviewed annually and are subject to review and approval by the State Department of Education.
2. Objectives of school plan:
 - A. To provide maximum safety of students and staff in case of a disaster during school hours
 - B. To provide for the maximum utilization of school personnel and facilities to care for victims
 - C. To protect school property
3. All warnings and appropriate actions relating to disasters have been standardized throughout the school district. Students receive instruction through drills and classroom orientation in all aspects of emergency procedures.
4. Each school in the Santa Clara Unified School District meets the Field Act regulations regarding earthquake standards and regulations.
5. In accordance with present board regulations, children are to remain at school under the supervision of school personnel until such time as it is considered safe for dismissal. During times of emergencies, as in normal school procedure, only parents or their authorized representatives are permitted to take a student out of school. Evacuation from Montague will be implemented upon direction and orders from Civil Defense agencies.
6. All schools in the District will operate a congregate care center under the provisions of the California Disaster Act.
7. Fire drills, natural disaster drills, and CODE RED-Lockdown drills are conducted each year.
8. **Do not phone the school.** Phone lines must be kept open for official calls. Updates and instructions will be communicated through Parent Square.
9. Turn on Emergency Broadcast System stations:
KBAY: 100.1 FM - KCBS: 740 AM - KNTV:Channel 11
10. Make sure your Emergency/Disaster form is up to date at all times so that your children can be picked up in the event there is a disaster. Students will only be released to adults identified as emergency pick up with appropriate identification.

GENERAL INFORMATION

LOST AND FOUND

To help prevent lost items, please remind your child of the importance of keeping track of his/her belongings. Please label all of your child's clothing with a permanent marker. If your student loses something, there is a "lost and found" receptacle located in the cafeteria, and you are encouraged to look in it for your lost items. At the end of each trimester, all unclaimed articles are donated.

HOMework

At Montague Elementary School, we believe that homework plays an important role in reinforcing and extending classroom learning. It also helps students develop good study habits and a sense of responsibility.

Daily Reading: All students are expected to read at home for 20 minutes every day.

District Suggested Homework Guidelines: To help balance learning with family time, the Santa Clara Unified School District provides the following homework guidelines:

Kindergarten: 10 minutes or less, 2 days per week

1st Grade: 10-20 minutes per day, 2-3 days per week

2nd Grade: 10-20 minutes per day, 3-4 days per week

3rd Grade: 15-25 minutes per day, 3-4 days per week

4th Grade: 30-40 minutes per day, 4 days per week

5th Grade: 30-50 minutes per day, 4 days per week

These are suggested guidelines. Individual teachers may adjust assignments based on their curriculum and students' needs. By following these guidelines, we aim to create a supportive learning environment that fosters academic growth without causing undue stress on students and families.

BICYCLES

Students may ride bicycles to school if the following guidelines are met:

- Safety helmets are required by law for all children.
- Safety gear (knee/elbow pads) are recommended for all children.
- Bicycles must be locked and secured at school in the bicycle rack located beside the pool or preschool fences.
- Bicycles should be marked to be easily identified.
- Bicycles must be walked on school grounds. Bicycles may not be ridden anywhere on campus.
- Bicycles not walked on school grounds or found ridden on campus will be taken to the office. A parent/guardian note will be required for their return.

SKATEBOARDS, ROLLERBLADES, SCOOTERS

We do not encourage the use of the above items at school; however, if necessary skateboards, rollerblades, and scooters may be ridden to school if parents believe their child is able to ride them safely. Helmets are required by law.

These items may not be ridden anywhere on school grounds during school or after-school program hours. Vehicles found in violation will be kept in the office until picked up by a parent.

SPECIAL OCCASION/BIRTHDAY PARTIES

While we appreciate students sharing special events, organized birthday parties are not part of the instructional school day. In keeping with District Board Policy BP5030, we strongly encourage parents to bring non-food items for class celebrations, such as pencils, unique erasers, or to arrange for music or storytelling. If food items are brought, they must be healthy choices.

School Board Policies BP5030 (see [Student and Family Handbook](#)): **“Food and beverages that are commonly considered unhealthy will not be permitted to be sold or served on campus during school hours. The easiest way to think about this is no candy, cookies, cupcakes or carbonated beverages. We encourage parents to practice good nutrition at home and, if your child brings a lunch to school, to ensure that it offers a variety of healthy choices for your child. We encourage students to not share lunches and snacks brought from home.”**

In keeping with the Board Policy, when students share special events, such as birthdays, with the entire class we encourage parents to bring:

- Non-food items, such as pencils, unique erasers, or arrange for music or storytelling.
- If food items are brought to class, we encourage that they all be healthy food items.

Please speak to your child’s teacher for procedures and whether or not a birthday treat might be appropriate.

DRESS CODE

At Montague Elementary School, learning and safety are paramount. Students should dress appropriately for school. The following are general guidelines:

1. **Neck to knees should be covered**
 - a. Small or no distracting logos are preferred
 - b. safe, clean, and neat: no tears or cuts,
2. **Student dress or appearance shall not be disruptive or offensive to the educational environment or process**

Any student whose personal actions, hygiene, or dress is offensive, disruptive, overly distracting or dangerous to others or the student himself/herself, will be asked to change or be sent home until such conditions are corrected. Press on tattoos must be removed before coming to school. Hair coloring should not be extreme or disruptive to the learning environment.

The final authority for what is appropriate, safe, clean, and non disruptive shall rest with the school administration. The school administration reserves the authority to establish their own standards of dress and appearance, which is in compliance with the California Administrative Code, Title 5, Section 301.

Footwear must be worn on campus at all times. Students must wear closed-toe shoes. Slippers, flip-flops, crocs, and heels are not considered appropriate and students may be asked to change, especially for physical activities.

Montague maintains a small clothes closet for families who may need help in obtaining appropriate clothing. Anyone wishing to contribute or in need of clothing should contact the school office.

There are some days during the year where the student council establishes a spirit day with clothing guidelines. Participation is always optional and encouraged.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action. [BP 5132; EC 212.1, 220, 32281, 35183, 35183.5, 48907, 49066]

SCHOOL BREAKFAST AND LUNCH PROGRAM

School breakfast and lunch are free of charge. Students are required to have a School Cafe account for meal tracking by cafeteria staff. Additional meals may be purchased through School Cafe. Meal menus, ingredients, and other information, including how to sign up for an account, are available on the district website: <https://www.scusdnutrition.net/>.

ANNUAL OPEN ENROLLMENT

Students who live within the Montague Elementary School attendance boundaries have first priority to attend the school. "Open Enrollment" allows a parent to request that their child may attend a different school in the district depending on available space. Open Enrollment typically starts in January and is for student placement for the upcoming academic school year. More information about Open Enrollment can be found on the district website at: <http://www.santaclarausd.org>.

TRANSFERS

If your student will be transferring out of Montague Elementary School, please notify the school office as soon as possible. We can provide you with a copy of your child's birth certificate and immunization records if needed. Please allow the office enough time to process your request.

REPORTING TO PARENTS ABOUT STUDENT PROGRESS

Student progress is reported in a number of ways including:

- Report cards are completed three times a year and access digitally through the [Aeries Parent Portal](#)
- Parent/Teacher conferences are scheduled in the fall and for some students in the spring as well. They can also be arranged at any other time as necessary at the request of the parent or teacher
- Notes and phone conferences
- Parent visits to school

VIEWING YOUR CHILD’S RECORDS

STUDENT RECORDS ARE CONFIDENTIAL. Access to student records will be in accordance with the Education Code. Parents/guardians have the right to inspect and review their student’s educational records. Access will be provided within 5 days of receiving a written request to view their student’s records. The principal or guardian of records will make arrangements for access and notify the parent of the time and place where the records may be inspected.

SUSPECTED CHILD ABUSE AND NEGLECT

All school district employees are *mandated by state laws* to report suspected incidents of child abuse, sexual abuse or neglect to appropriate state authorities. School staff will notify the school principal of any suspected child abuse. The reporting party will contact Child Protective Services or local law enforcement.

MONTAGUE PRESCHOOL OPTIONS

There are two on-site, fee-based, state licensed preschool options available at Montague Elementary School.

The **Montague District Preschool** offers full and half day through all day programs for children 2.9 through 4 years old. It is located in portable Room 28. Please contact the program director, Zaithed Arias, for more information: (408) 423-1931

The **Montague State and SAI Preschool** offers morning half-day classes and requires parent participation hours. There are two, located in Rooms 26 and 27. Please contact the program director for more information: (408) 423-1917.

AFTER SCHOOL YMCA PROGRAM

The YMCA runs an after-school activity program at Montague Elementary School from the end of the school day until 6:00 PM, five days per week. The program includes time for exercise as well as for homework help. It is open to students in grades TK-5. For more information, visit the [YMCA Website](#) or complete an interest form available on our [website](#).

INSTRUCTIONAL SERVICES

SCHOOL LIBRARY

The library serves all classes and is a vital part of the school program. It provides enrichment materials related to curriculum and stimulates recreational reading.

The library is used extensively during school hours for class and individualized student research. Teachers reinforce their students' library skills by assigning research projects.

At Montague, the district provides us with a Library Media Assistant 5 hours every day to help the children to learn library skills and check out books. We kindly ask that books be taken care of and returned in a timely manner. Parents will be billed for lost or damaged books, similar to textbooks

SCHOOL FIELD TRIPS

Field trips are planned for educational purposes to meet the California academic standards. Parents are notified in writing prior to the field trips and must provide signed permission for their child to participate. Some field trips may require fundraising or contributions. No student will be excluded from a field trip for financial reasons. **Attendance on field trips is a privilege**, not an absolute right. A student's participation may be determined by grades, attendance, behavior, or other reasons deemed appropriate by the teacher or principal. Students on a field trip are expected to follow the same rules and behavioral expectations as if they were in the classroom at school. While on a field trip, the student accepts full responsibility for their actions. Field trip volunteers must have a completed up-to-date [volunteer packet](#).

INSTRUMENTAL MUSIC

Music is a district program and subject to change. Instrumental band and strings music instruction will be provided to students in grades 4 & 5. Music appreciation and recorders will be taught to all 3rd graders, and ukuleles to all 4th graders. Details will be shared with parents of children in the grades served by the district program and teachers.

PARENT/STAFF ORGANIZATIONS

PARENT INVOLVEMENT AND VOLUNTEERING (SCUSD Board Policy 1240)

Santa Clara Unified School District Board Policy 1240 encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. To volunteer at school or on field trips (subject to current health guidelines), individuals must complete and submit an online volunteer packet, which includes emergency information and documentation of current TB test clearance. A new form is required **each** school year."

[Volunteer Application Process](#)

SCHOOL SITE COUNCIL (SSC)

The School Site Council (SSC) develops, updates, and oversees the Single Plan for Student Achievement (SPSA). The SPSA is a legal document that details how some of the funds that the school receives will be utilized and describes academic goals and priorities for the school. The SSC also approves the school's [Safety Plan](#) and approves many budgetary decisions. The SSC council is composed of equal numbers of parents and staff members, including the principal. Members are elected to serve by their respective group. Meeting dates are determined by the SSC and agendas are posted prior to the meetings. Meetings are open to all members of the community.

PARENT TEACHER ASSOCIATION (PTA)

The PTA is an organization of parent/guardian volunteers, teachers, and staff and community members with the goal of enriching the education of every student. The PTA organizes fundraising events in order to raise money to help support educational field trips, assemblies and the development of the school community as appropriate.

Elections for PTA officers are held annually. PTA Executive Board meetings and general meetings are held regularly. PTA Board meetings are for PTA board members and general meetings are open to the entire school community. Please check the school website or flyers in the office to see when meetings are held. You are always welcome and encouraged to become an active member of the PTA. The annual membership fee is \$15, and your participation directly enriches the education of every student through support for field trips, assemblies, and school community development. [Please Join.](#)

ENGLISH LANGUAGE LEARNER ADVISORY COMMITTEE (ELAC)

All parents of English Learners and other interested community members are welcome to be a part of Montague's ELAC group, which advises the principal and staff on programs and services for English Learners. ELAC meetings often include parent education activities.

STUDENT SUPPORT SERVICES

STUDENT STUDY TEAM (SST)

The SST is a problem solving and coordinating team that assists students, families and teachers to develop positive solutions for maximizing a student's potential academic and social/emotional behavior. It provides an opportunity for school staff, family members, community agencies, and other related people to present their concerns about an individual student. Through discussion and study, they plan a positive course of action, assign responsibilities and monitor results for a student.

SPECIAL EDUCATION PROGRAMS

At Montague, students are served in special education through the Resource Specialist Program, Speech Services, and Specialized Academic Instruction in Special Day Classes. The resource program is for students who have specific learning problems in the areas of reading, written language, and/or math. These students receive special instruction in addition to their regular classroom instruction either through pull-out or push-in services. Speech Therapists work with students who qualify for help with speech or language. At Montague, we have three district special day classes for children with moderate/severe disabilities. Although the children are in a self-contained classroom, often they integrate with our regular education classes. This benefits the children in the special classes and helps our general education students to be more understanding and compassionate about the learning needs of other students.

SPECIAL EDUCATION PROCESS

The Special Education process starts when a child is referred for assessment by his/her teacher or his/her parents after various programs and accommodations have been tried in order to support a student. Depending on the results of the assessment, your child may qualify for special education services. If a child qualifies, an IEP meeting will take place to jointly develop an educational plan that describes your child's abilities, sets goals and objectives, and states the educational services that will be provided. If your child does not qualify for Special Education, he/she may qualify for appropriate accommodations under the Rehabilitation Act of 1973 (Section 504) or the Americans with Disabilities Act (ADA).

COUNSELING SERVICES

Montague has limited educational counseling available for students. Students may be referred by teachers or parents. Our counselors see students individually or in small groups. We also have a Wellness Coordinator who works with families to help facilitate connections and resources that support our students through counseling.

USEFUL CONTACT INFORMATION

<p>Santa Clara Unified School District 1889 Lawrence Road Santa Clara, CA 95051 408-423-2000 www.santaclarausd.org</p>	<p>SCUSD Family Resource Center Benton Street Santa Clara, CA 95050 408-423-3528 1840 www.santaclarausd.org/domain/53</p>
<p>SCUSD Child Nutrition Services 408-423-2077 https://scusdnutrition.net/?page=main</p>	<p>SCUSD Information Technology Group https://www.santaclarausd.org/Page/67 SCUSD Help Desk Monday - Friday, 7:30 a.m. to 4:30 p.m. Se habla español.</p> <ul style="list-style-type: none"> ● Email: cs@scusd.net ● Text: (408) 900-6867
<p>SCUSD Enrollment Center A centralized Enrollment Center located at 1840 Benton Street in Santa Clara (Room H1). The Enrollment Center can be reached Monday through Thursday from 8 a.m. - 4 p.m. and Friday from 8 a.m.-12 p.m. at (408) 423-3596, enrollment@scusd.net, or in-person.</p>	<p>Transportation: We accept online bus pass applications and paper bus pass applications, which can be obtained at your student's school or from the bus driver. If you need stop information, please contact (408) 423-2065.</p>

Check Parent Square for timely updates, messages from teachers, and our weekly newsletters.