



MONTEVIDEO ELEMENTARY
Home of the Mustangs

Montevideo Elementary School

Student/Family
Handbook

#Mustangs Have Heart

2026-2027



Dear Mustang Families!

Welcome to Montevideo Elementary School! We are excited to partner with you to create a welcoming and memorable educational experience for everyone. We are providing this handbook as a resource guide to help you make the most of your time with us. If you have any questions, please don't hesitate to reach out to me or any of our amazing staff members. We are looking forward to an amazing 2026/2027 school year!!

Contact Information

Address: 13000 Broadmoor Drive • San Ramon • CA • 94583

Phone: (925) 479-6100

Attendance Line: (925) 479-6198

Attendance Email: mo-attendance.com

FAX: (925) 828-1727

Office Hours: 7:30am – 4:00pm

[Montevideo School Website](#)

Twitter: [@montevideo_elem](#)

Kid's Country: Site Director: Dani Sams Phone:

925-552-4487. Website: <http://kidscountry.org/>

Right at School:

<https://www.rightatschool.com/districts/san-ramon-ca/>

Staff

Principal: Kathleen Martins

Office Manager: Joy Gath

Office Secretary: Shubhra Bhatnagar

Office Assistant: Shannon King

Custodial Staff: Miguel Salazar, Kam Leung

Counselor: Alyssa Ornelas

Transitional Kindergarten (TK): Laura Mahoney, Marcey Ellis, Christina Nudo,

Inclusion Specialist: Adrianna Schembri

Kindergarten: Emily Elmore, Sherri Sackl, Jill Bond

1st Grade: Michelle Hayden, Eileen Rosenberg, Kirsten Navarro

2nd Grade: Alyson Harr, Elizabeth Lemmon, Crystil Parker

3rd Grade: Ann Pruitt, Cynthia Stevenson, Nicole Thomas, Debbie Taylor

4th Grade: Paula Blanc, Sarah Hypes, Janelle Melin, Chris Lane

5th Grade: Kaylee Inducil, Kim Trinta, Serena Reitz

Physical Education: Coach J

Science: Julia Lane

Music: Joe Livoti

Strings: Krista Haslim

Art: Ann Nielsen

ELD: Gretchen Sullivan

Library: Dora Banoub

Nurse: Marley Kless

LVN: Travyon James

LVN: Brianna Nudo

School Counselor: Alyssa Ornelas

School Psychologist: Kristi Quinby

Resource Teacher: Marisol Loney, Yuchen Yu

Mission Statement

At Montevideo Elementary School, we strive to provide an environment where everyone feels respected and valued, knowing they are integral members of the community.

- Together, we strive to create a safe environment that fosters the development of responsible, caring students who are critical thinkers and lifelong learners, and who can adapt to the challenges of the future.
- We nurture a diverse and inclusive community where every student thrives. We are dedicated to fostering equity, ensuring that each child is valued and empowered. Through a focus on social and emotional well-being, we provide a supportive environment that helps students develop resilience and empathy.
- Intentional Collaboration is key to success, and we teach our students to work with others, valuing diverse perspectives and contributing meaningfully to teams.

We continually inspire our students to be creative contributors, celebrating their unique talents and encouraging them to make positive impacts in our school, local community, and beyond. Together, we're creating a foundation for a lifetime of learning, compassion, and meaningful engagement.

Arrival and Dismissal

→ Arrival

- Students should arrive no earlier than 7:50 am, as there is no supervision for them.
- “Wheels up” on campus (Walk your bike to the bike rack)
- Students may play on the play structure, swings, and field from 7:50-7:55 (no balls)
- Upon the 7:55 bell, line up at your classroom number and wait for your teacher
- Use the crosswalks in the parking lot
- No dogs/animals on campus
- Tardy students **must** go to the front of the school to get a tardy slip from the office
- Parents leave the blacktop by 8:00 am; parents must exit school through the playground gates, not through the quads.

→ Dismissal

- K-3 parents do not meet students at classroom doors, as teachers are expected to walk their classes to the dismissal area
- Upper Grade (4-5) parents do not meet students at the classroom doors, as teachers will dismiss students from the classroom to meet you at your designated “meet spot”
- “Wheels up” on campus (Walk your bike to the gate)
- Be sure your child knows where and who they are going home with each day, and whether they are walking or being picked up by car
- Use the crosswalks when leaving school and obey the crossing guard's directions at all times
- The parking lot curb is a “loading zone”. You must remain in your vehicle at all times and continue moving forward as the line moves
- Students must exit the vehicle on the curb side
- There is no parking in the loading zone (curb). Park in designated parking spots.

Life is busy! We are busy! However, **ALL of us have to make a collective commitment to ensure our students’ safety during drop-off and pick-up times.** It is up to us, the adults, to follow and abide by all traffic laws and regulations, and to set the tone and be a kind, respectful model for our students...their safety and well-being depend on it!

Drivers

- Drivers: our **only** drop-off location is the front loop of our school. Please stay in your vehicle, drive all the way up, safely have your child(ren) exit the car at the yellow curb, and then continue to move forward to exit the parking lot. Children enter/exit on the passenger side only. **You should never park and leave your vehicle at the front loop, even if you are a TK or kinder parent.**
- If you are dropping off your child(ren) at the back of the school on Fallen Leaf Circle, please remember that double parking is *always* illegal and immediately puts our students in danger and creates an extremely dangerous situation.
- Walkers, bikers, and scooters: you may enter our campus through the front of the school, the Broadmoor playground/park gate entrance, or the Iron Horse Trail playground/park gate entrance. We are a **“wheels up”** campus, meaning students/adults walk their wheels (bikes, scooters) once they are near campus.
- Please note that on Broadmoor, there is a red zone in front of the gate entrance--there is NO stopping or parking in that zone.
- Bicycle riders must observe all traffic rules.
- California law requires that all students wear helmets.
- Bicycles must be walked on school grounds.
- Children should have a lock for their bicycles and use it daily.

The San Ramon Valley Unified School District assumes no liability for loss or damage in parking lots or bicycle racks, or other storage areas provided solely for the convenience of the students, staff, or the public.

- **Ensure that all pedestrians use crosswalks and that they make eye contact with drivers. It is unsafe to assume drivers see you, and this is an important life lesson that our students need to know and follow.**

Attendance Information

All children must be accounted for every morning. If your child is absent from school for any reason or will be late arriving, please call our attendance line (925) 479-6198 or email mo-attendance@srvusd.net before 8:15 a.m. Telling your teacher is NOT the same as calling the office. Please do not rely on your teacher to communicate attendance needs.

We need:

1. Your child's name, grade, and teacher
 2. Reason for absence
 3. How many days of absence are expected
 4. Name of person calling or emailing (must be an adult)
- Families who do not contact the office will receive a telephone call to verify the absence. Please help us to eliminate unnecessary phone calls by using our attendance system.
 - **The school district does not receive funding if your child is absent for the full day, regardless of reason. The State of California treats excused and non-excused absences equally for funding purposes.**

California education code mandates that schools and districts notify parents/guardians if their children accumulate three days of unexcused absences. In addition to the State Education Code, the San Ramon Valley Unified School District notifies parents/guardians if a child has had irregular attendance (high numbers of tardies or excused absences) during the school year. The information below is listed to ensure that all parents/guardians are aware of what the State defines as excused and non-excused absences, as well as what the district defines as "irregular attendance."

According to the State Education Code, compulsory daily school attendance is a requirement for all students ages 6-18. The California Education Code 48205 defines school absences as either excused or non-excused. According to the education code, excused absences are generally unavoidable and include the following:

- **Illness**
- **Funeral services for immediate family**
- **Medical/dental/eye appointments**

The parent/guardian of the student must send a note and/or phone the school to clear any of these excusable absences. Failure to clear absences within 2 days will result in a “cut” (unexcused absence).

The state defines non-excused absences to include such events as

- **Vacations**
- **Parent requiring student to perform daycare**
- **Student’s birthday**
- **Family move**
- **Visiting family**
- **Car trouble**
- **Shopping**
- **Oversleeping**

Short-term independent study contracts may be arranged for students that will be absent from regular instruction for up to 15 days. A request for independent study should be submitted at least five school days before a 1-5 day contract and at least ten school days before a 6-16 day contract. The principal has the right to deny any independent study contract. If the contract is approved, all work must be completed and submitted by the assigned due date or when the student returns to school, whichever comes first.

Our goal is to educate your child, and we cannot be successful if your child is not in school.

→ Tardies

Procedure:

- Families who are late must park their car and walk students to the office for a tardy pass.
- Chronic tardiness will result in letters from the district and require family meetings regarding the importance of being on time and in school.

→ Leaving School During the Day

- All students are required to check out through the office.
- Parents taking a student out of school during the school day must sign the child out in the office.
- Students must be signed back in if they return before dismissal.
- When making dental or other medical appointments, try to make them after school so your child does not miss important instruction. Classroom discussions and interactive activities are impossible to make up.

→ Student Release Procedures

- Students will not be released to persons other than a parent/guardian unless otherwise noted on a student's emergency card.
- Students will not be released from class until an adult meeting the criteria above has arrived at the office.
- Please alert your child's teacher before the release day/time if possible.

Breakfast/Lunch in the MPR

- Breakfast and lunch will continue to be provided at no cost for all students this year.
- Breakfast will be served in the MPR during AM recess only.
- More information can be found here: [SRVUSD Child Nutrition Website](#)

Cell Phones/Smart Watches

Mobile Communication Devices (MCDs)

Mobile Communication Devices (MCDs), including phones, smartwatches, and other wearable communication tools, must be turned off or silenced and stored during the school day for all students in preschool through grade 8. Devices should remain out of sight in backpacks or other designated storage and may not be used during class time, passing periods, recess, or lunch.

Middle school students may only use their MCDs during the school day when a teacher gives permission for instructional purposes, and with approval from the principal or their designee.

High school students may use their devices only during non-instructional time (e.g., breaks, lunch, passing periods). During classroom instructional time, MCDs must be turned off and put away, unless a teacher gives permission for academic use.

MCDs may not be used in a way that disrupts learning or violates others' privacy. If a student uses a device in an unauthorized way, it may be confiscated and disciplinary action may be taken, especially in cases of repeated misuse.

Exceptions may be made for health needs, emergencies, or when required by a student's IEP or 504 Plan, with appropriate documentation.

The district is not responsible for lost, stolen, or damaged devices brought to school.

Please use devices responsibly and follow all school rules to support a safe and focused learning environment.

- [BP 5131.8: Mobile Communication Devices](#)
- [AR 5131.8: Mobile Communication Devices](#)

Communication

- Communication is extremely important to us. Our policy is to respond to communication requests within 48 hours while school is in session. Contact information for staff members appears [here](#).

FRIDAY is our school-to-home communication day via the Friday Flash. Additionally, teachers send home Friday folders, which contain valuable information, including information on special events and student progress.

- We send a monthly Principal's Newsletter and important email blasts throughout the year. Please make sure your e-mail address is correct on your [Infinite Campus Portal](#).
- The Montevideo Elementary website is [here](#).

Dress Code

We encourage parents to help their children select clothing, which reflects a positive attitude towards school. Parent support is appreciated in observing the following guidelines for appropriate attire at school. If students violate the dress code, parents will be notified by telephone/note by the classroom teacher/principal. If dress standards. At the time of the second violation, the parent will be required to bring a change of clothing to school and disciplinary consequences may be invoked.

All student apparel should be clean, neat, safe and appropriate for school. Attire that draws undue attention to or detracts from the educational process is unacceptable. Appropriate student dress is necessary in order to:

Maintain order

Promote a safe/positive learning environment

Foster student accountability and good decision making

All students must follow dress code standards:

1. Footwear that provides for safe participation in school activities (no heels). Closed toed shoes are recommended for your safety during recess and PE in particular.
2. Halter tops, midriff shirts/ blouses, see-through tops,
3. No accessory or clothing should cause disruption to teaching and learning.
(inappropriate sayings, cosmetics, colorful hairspray, rollers, etc.)
4. Attire, which exposes undergarments, is not acceptable.
5. Wearing or possessing any clothing or accessories that are gang related are strictly prohibited. (sayings, symbols, hairnets, bandannas, stocking caps, chains, etc.)
6. SB 310 requires each school to allow pupils to wear sun-protective clothing, including hats, while outdoors during the school day. This bill still prohibits students from wearing specific clothing and hats if the apparel is gang-related or otherwise inappropriate.

Students who chronically violate the dress code policy will be subject to disciplinary consequences.

Emergency Information

- Emergency information must be on file in the office. This information is updated online via the [Parent Portal](#).
- Please be aware that in case of an emergency, children will only be released to the people listed in your information.
- Parent/Guardian will be contacted first, followed by the next person on the card.
- If you change any information during the school year, please update your information in your Infinite Campus Portal, which will automatically update school records.
 - Drills: We have regularly scheduled safety drills to prepare for emergencies such as fire, earthquake, shelter-in-place, lockout, lockdown, and disasters. Drills are required by law and prepare both students and staff for a variety of events.

Student Release Procedures in an Emergency

- Please wait for communication from the school or district before trying to pick up your students. As with regular protocols, no adults will be allowed on campus without following proper procedures.
- All student releases must be documented for legal purposes
- Our current system has us releasing students from the fire lane on Broadmoor, leading to the blacktop, where you will check in with a team of our staff.
 - This team (called Student Release) will check your identification, confirm that you are allowed to pick up the children you are asking for, and ask for a signature.
 - Please note: we will only release children to adults who are listed on a child's emergency release paperwork through our [Infinite Campus/Parent Portal](#) system.
 - Our goal will be to release students as quickly as possible, but with over 600 students on campus and required documentation, it will be important that families are patient and collaborative so we can get the job done as quickly as possible.

Food and Food Allergies

- Children who bring nut products in their lunch are asked to sit at a designated nut table in the MPR.
- Students should never share food.
- We ask that all snacks are NUT FREE
- A NOTE ABOUT BIRTHDAYS: **We do not allow snacks or food treats for birthdays.** Please either purchase a book for the classroom library on behalf of your child, or if you would like to provide something to each classmate you can purchase items like pencils, trinkets, or toys that will not be disruptive to the classroom and can be given to students at the end of the day. . Thank you!

Forgotten Items

- Items are not guaranteed to be delivered to classrooms.
- It is a disruption to our office when forgotten items are brought to school.
- If lunch has been forgotten at home, your child can eat the lunch provided by Child Nutrition.

Homework

- Information on our district's Homework Policy can be found [here](#).

Illness/Injury

- If a child becomes ill or injured at school, a parent/guardian or other adult authorized on the emergency card will be notified.
- If medical attention is needed and an authorized adult cannot be reached, the child will be taken to the physician listed on the emergency card.
- It is vital that information on this card be kept current.

Independent Study Contracts

- Independent Study Contracts are available for students who will be missing school.
- You must fill out an Independent Study Request Form, which can be found [HERE](#).
- Please alert your child's teacher at least one to two weeks in advance, although sooner is always better.
- Assignments must be turned in to the office on the day of your child's return to school.
- Excessive absences result in letters from the district in addition to family meetings about the importance of attending school.
- State funding is based on student attendance. If your child does not complete every day's work in a contract, our school loses significant amounts of money.

Immunizations

Immunizations are required by law. Students cannot attend school without specified immunizations. More information can be found [here](#).

Lost Items

- All articles of clothing, lunches, and other personal property should be clearly marked with your child's name and grade.
- If your child is missing something, he/she should check the classroom first and then the Lost and Found located at the front of the MPR.
- Leftover items are given to charity throughout the year, so please make sure to check as soon as an item is missing.

Medications

- Medications at school are regulated by California Education Code Section 49423.
- This code states that any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives *both* of the following:
 1. Written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken. This includes prescription and over the counter medication.
 2. Written statement from the parent/guardian or the pupil indicating the desire that the school district assist the pupil in the matters set forth by the physician's statement.

The **Medication During School Hours Form** is available [here](#).

- If you have a child with a medical problem who could be endangered by common communicable diseases (such as chicken pox, streptococcus infections, etc.), please alert the classroom teacher and/or the health educator so we can notify you if such diseases occur.

Parent Groups:

→ Parent Teacher Association (PTA)

- The PTA hosts a variety of events to fulfill its mission of creating a strong school community. We encourage you to participate in as many of these events as possible!
- PTA membership is open to parents, guardians, relatives, teachers, and friends of Montevideo students.
- Meeting dates are communicated via the Friday Flash.
- Families can join the PTA at any time.

→ Mustang Fund

- While the PTA works to build family connections, the Mustang Fund works to raise money for several programs that are not covered by state or district funding.
- These fund-raising events also build community. It's a win-win to participate!
- Mustang Fund meetings are open to all and occur on one Wednesday every month virtually from 6:30--7:30 PM
- Meeting dates are communicated via the Friday Flash.

→ School Site Council

- The School Site Council is made up of elected parents and staff members.
- It is a committee that informs school decisions based on studying data and setting goals for improvement in such areas as student achievement, school climate, and improved attendance.
- Site Council meetings are virtual 6 times/year at 2:45 on various Tuesdays.
- Meeting dates are communicated via the Friday Flash.

Playground

- Treat others the way you want to be treated
- Use appropriate, respectful language at all times
- When the staff member blows the whistle, “walk with purpose” to put equipment in the bin (No Bouncing) and line up in your classroom line
- Stay in playground boundaries (snack area and playground area)
- Follow [lunch and recess expectations](#)

1st Grade Lunch: M, T, Th, F 11:20 - 12:00; W 11:20 - 11:50

2nd/3rd Grade Lunch: M, T, Th, F 12:00 pm - 12:40 pm; W 11:55 - 12:25

4th/5th Grade Lunch: M, T, Th, F 12:30 pm-1:10 pm; W 12:15- 12:45

Prohibited Items

Items not needed for learning are a distraction and should remain at home. Examples include toys, Pokémon cards, stuffed animals, trinkets, electronic games, and/or skateboards. Objects that are potentially dangerous are prohibited by state law and can result in suspension.

Social and Emotional Support

- Students cannot learn unless they feel safe. This year, our staff and families will participate in the Positivity Project. Lessons will be taught in every classroom throughout the year that focus on one of 24 character strengths. Additionally, Montevideo has adopted a Positive Behavior Support (PBS) program, which includes “Heart” Cards.:

→ Mustangs Have Heart

Our school-wide positive behavior program focuses on having "Heart," H= Helping Others, showing respect for others, our campus, etc. E= Empathy, learning how to empathize with others and situations. A= Attitude Matters, learning to problem-solve, persevere, and be flexible. R= Responsibility, learning how to take accountability, follow through, stay organized, etc. T= Teamwork, learning how to show integrity by being honest, responsible, and accountable.

- We also encourage students to learn from their mistakes. These include Think About It Sheets to reflect on choices, Restorative Justice practices to mend relationships, and office referral forms when behavior choices go beyond the scope of what is appropriate in the classroom and on the playground.
- It is important we collaborate with families to help our young students learn appropriate behaviors, teach them ways to correct behavior in the future, and understand the need for consequences should their behavior warrant. We thank you in advance for your support of our social and emotional safety systems!
- If you believe your child is under a repeated threat at school, it is important that you let your teacher know immediately. If you believe the issue has not been resolved, you should contact the principal.

Technology Use and Policies

→ Responsible Use

[Here](#) is the district's responsible use Agreement

Videos/Photos of Students

- Many students have privacy restrictions. Do not take photos or videos of students without their families' permission and never post photos or videos of other children online or on social media.

Volunteering and Chaperoning:

- Adult family members are an integral part of our school community and help in a variety of ways, such as room parents, classroom/library/office volunteers, and field trip drivers.
- If you would like to participate in this capacity, all adults must apply through our district's Volunteer Management System (VMS) on this [website](#).
- There are three levels of clearance depending on the activity you would like to participate in.
- Once you have been cleared, it applies to all children at all school sites.

The safety of our community is paramount, so measures must be taken to ensure it:

- You must sign in at the office before visiting campus in any capacity, no matter how short the visit. It is IMPERATIVE that family members interested in visiting campus register and clear themselves through the Volunteer Management System (VMS) linked above.
- All adults must be pre-approved (see section "Volunteering and Chaperoning" above) for chaperoning and field trips.
- All visits must be pre-approved and pre-scheduled. Staff will not take impromptu appointments or visits, so please call to schedule these ahead of time.
- Students from other campuses may not visit during school hours unless already volunteering under a pre-planned arrangement.