Vista Grande Elementary School

Parent & Student Handbook

2024/25

Gina Castillo
Principal

Dawn Swanson
Assistant Principal

1390 West Francis • Ontario, CA 91762 • (909) 988-2234

Principal's Welcome Message

Welcome to Vista Grande Elementary School. My name is Gina Castillo and I am the proud Principal of Vista Grande Elementary School, which serves 400 students in grades TK-6. Vista Grande is an AVID elementary school that promotes a culture of academic rigor to prepare students for high school, college, and career. AVID, which stands for Advancement Via Individual Determination, is the cornerstone of our vision to ensure that all of our students receive an excellent, comprehensive education that will help our students reach their highest academic potential and prepare them for the demands of higher education and the workplace. At Vista Grande Elementary School, our staff is dedicated to ensuring that all students are supported and encouraged to reach their fullest potential.

At Vista Grande, we also believe that the education of our children is a process that requires the shared efforts of parents, students, and educators. We encourage you to become involved as a volunteer and partner in the education of your child. I invite you to look at our calendar of events and set aside important dates so that we can count on your regular participation this year. A strong partnership between home and school is essential in supporting our students to reach their highest potential.

As Principal, my job is to be of service to the Vista Grande community and I am always here to speak with you over the phone, email, or in person. My door is always open, so please do not hesitate to contact me with any questions or concerns you may have. I look forward to working alongside the outstanding Vista Grande teachers and Vista Grande families to ensure that all of our students are successful.

Have a great school year!

Sincerely,
Gina Castillo
Principal

Vista Grande Elementary

Be Respectful, Be Responsible, Be Safe

Vista Grande is a proud AVID Elementary School.

AVID'S mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

AVID Elementary Students:

- Develop academic habits they will need to be successful in middle school, high school, and college.
- Learn about organization, study skills, communication, and self-advocacy.
- Take structured notes and answer and ask high-level questions that are beyond routine answers.
- Are part of a school culture that promotes college and career plans.

AVID Elementary Parents:

- Ensure students arrive on time and are attending school every day.
- Support and promote academic habits which include:
  - Establish a daily routine for homework
  - Review student's daily agendas
  - Ensure student's complete homework assignments and promote good study skills
- Ensure students are responsible for school organizational tools and bring them to and from school as needed.
- Maintain positive communication with teachers and review Dojo messages daily.
- Engage in the Vista Grande school culture that promotes college and career plans and regularly communicate with teachers.

AVID Curriculum Consists of WICOR:

- Writing
- Inquiry
- Collaboration
- Organizational Tools/Time Management
- Reading

Commit to Student Success with AVID

Attention: Incoming TK, Kindergarten, 1st, 2nd and 3rd Graders

SUPER SIMPLE SCHOOL SUPPLY SHOPPING

Here is what you will need for a successful school year. Remember: Less is Best!

Incoming TK—Grimley and Kindergarten--Yung:

1 backpack (please label with child's name)
1 reusable water bottle (please label with child's name)

Incoming Kindergarten--Chan:

1 backpack (please label with child's name)
1 reusable water bottle (please label with child's name)
1 pair headphones (to be kept in class)
1 pair of kid's scissors (to be kept in class)

Incoming 1st Graders:

Backpack (please label with child's name)
Reusable water bottle (please label with child's name)
1 pack of expo markers
1 2-pocket folder (plastic preferred)
1 student sized scissors
1 pair headphones (over the ear preferred; to be used/kept at school)

Incoming 2nd Graders:

1 pocket folder for weekly homework
1 box 16- count crayons
2 ~ Expo markers (chiseled point)
1 student-sized scissors
3 large glue sticks
plastic pencil box (no larger than 5in. x 8in.)
earbuds (to be kept at school)

Incoming 3rd Graders:

1.5-inch heavy duty 3-ring notebook
4 ~ Expo markers (chiseled point)
1~ yellow highlighter
1 red or blue pen
1 glue stick
1 acrylic /wooden ruler (inches and centimeters)
1 box 12- count colored pencils or crayons
1 pair earbuds (to be kept at school for testing)

Commit to Student Success with AVID

Attention: Incoming 4th, 5th and 6th Graders

SUPER SIMPLE SCHOOL SUPPLY SHOPPING

Here is what you will need for a successful school year. Remember: Less is Best!

Incoming 4th Graders:

2-inch heavy duty 3-ring notebook with clear insert
4 ~ Expo markers (Fine Tip)
1 glue stick
1 Protractor
1 box 12-count colored pencils
Blue and black pens for writing in agenda
Personal pencil sharpener (w/ container for catching shavings)
2 to 3 single subject spiral notebooks (college rule)
1 pair earbuds (to be kept at school for testing)

Incoming 5th Graders:

2-inch heavy duty 3-ring notebook with clear insert
4 ~ Expo markers (chiseled point)
2 ~ yellow highlighters
1 box 12-count colored pencils
Blue and black pens for writing in agenda
Personal pencil sharpener (w/ container for catching shavings)
2 to 3 single subject spiral notebooks (wide or college rule)
1 pair ear buds (to be kept at school for testing)

Incoming 6th Graders:

2-inch heavy duty 3-ring notebook with clear insert on front.
1 Pentel Hi-Polymer Block Eraser for art *available at Target or Amazon
1 box 12- count colored pencils (for home)
Number 2 Pencils (for home)
1 Pencil Pouch to be kept in AVID Notebook *No pencil boxes.
1 ~ Bic 4 color ballpoint pen (blue & white)
Erasable Pens for writing in agenda.
1 pair earbuds (to be kept at school for testing)

ONTARIO-MONTCLAIR SCHOOL DISTRICT

2024-2025 District Calendar

July 2024						
Su	Mo	Tu	We	Th	Fr	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			
Student Days			0	To Date:		0

2024

August 2024						
Su	Mo	Tu	We	Th	Fr	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
Student Days			18	To Date:		18

September 2024						
Su	Mo	Tu	We	Th	Fr	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					
Student Days			20	To Date:		38

October 2024						
Su	Mo	Tu	We	Th	Fr	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		
Student Days			22	To Date:		60

November 2024						
Su	Mo	Tu	We	Th	Fr	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
Student Days			15	To Date:		75

December 2024						
Su	Mo	Tu	We	Th	Fr	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				
Student Days			14	To Date:		89

January 2025						
Su	Mo	Tu	We	Th	Fr	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	
Student Days			19	To Date:		108

2025

February 2025						
Su	Mo	Tu	We	Th	Fr	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	
Student Days			18	To Date:		126

March 2025						
Su	Mo	Tu	We	Th	Fr	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					
Student Days			16	To Date:		142

April 2025						
Su	Mo	Tu	We	Th	Fr	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			
Student Days			22	To Date:		164

May 2025						
Su	Mo	Tu	We	Th	Fr	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
Student Days			16	To Date:		180

June 2025						
Su	Mo	Tu	We	Th	Fr	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					
Student Days				To Date:		180

July 2024

July 4	Independence Day

August 2024

Aug 1	*Buy-Back Day
Aug 2-6	Teacher Preparation Days
Aug 7	First Day for Students

September 2024

Sept 2	Labor Day

October 2024

Sept 30 - Oct 4	Middle School Parent Conf.
Oct 7	Non-School Day

November 2024

Nov 11	Veterans Day
Nov 18-22	Elementary School Parent Conf.
Nov 25-29	Thanksgiving Break

December 2024

Dec 20	Non-School Day
Dec 23-27	Winter Break

January 2025

Dec 30-Jan 3	Winter Break
Jan 20	Martin Luther King Jr. Day

February 2025

Feb 10	Lincoln's Birthday
Feb 17	Presidents' Day
Feb 24-28	Middle School Parent Conf.

March 2025

Mar 17-21	Elementary School Parent Conf.
Mar 24-28	Spring Break

April 2025 No Holidays

May 2025

May 22	Last Day for Students
May 23	Teacher Preparation Day
May 26	Memorial Day

June 2025

June 19	Juneteenth

Elementary Schools	**1st Trimester : 61 days**	11/01/2024
	2nd Trimester: 65 days	02/28/2025
	3rd Trimester: 54 days	05/22/2025
Middle Schools	1st Progress Report	09/20/2024
	2nd Progress Report	11/01/2024
	1st Semester: 89 days	12/19/2024
	1st Progress Report	02/21/2025
	2nd Progress Report	04/18/2025
	2nd Semester: 91 days	05/22/2025

	First/Last Day for Students
	All Schools Closed/Non-School Days
	District Closed/Holidays
	Teacher Preparation Days
	Elem. School Minimum Day - Report Card
	Middle School Minimum Day - Report Card

Board approved on: November 16, 2023

Student Hours

Grade	Monday, Wednesday, Thursday, Friday	Tuesday	Conference Week/ Minimum Days	Last Day of School
TK	8:00-12:45	8:00-12:45	8:00-12:45	8:00-11:30
Kindergarten	8:00-12:45	8:00-12:45	8:00-12:45	8:00-11:30
1st-6th	8:00-2:40	8:00-1:25	8:00-12:45	8:00-11:30

Breakfast is served daily beginning at 7:30 a.m. and ending at 7:55 a.m.

Minimum Days

August 16, 2024
November 8, 2024
December 19, 2024
March 7, 2025
April 18, 2025

Parent Teacher Conference Weeks

November 18-22, 2024
March 17-21, 2025

Last Day of School

May 22, 2025

SCHOOL OFFICE HOURS
7:30 a.m. – 3:30 p.m.

Please call the front office at
909-988-2234 for all student absences.

School Procedures

CLASS PLACEMENT

Student and teacher assignments are subject to change depending on the fluctuation in pupil enrollment. At times, changes in classroom assignment are required to best deliver the instructional program to meet student needs. Parent support and understanding of necessary class changes is much appreciated.

ATTENDANCE

Regular school attendance is very important. When students come to school each day on time, they derive the full benefit from the instructional program. If a student has chronic absences and/or tardies, families are required to attend a S.A.R.T. (School Attendance Review Team) meeting. If attendance concerns continue, families will be referred to the District Attendance and Welfare Officer or the District Student Attendance Review Board (SARB). The SARB is made up of representatives from school, probation department, social services, law enforcement, youth services, health services, and other community organizations. This is all done in an effort to ensure our students are given the opportunity to access their full educational rights.

The California Education Code states, "Each child between the ages of six and sixteen years, not exempted under provisions of this chapter, is subject to compulsory full-time education (Education Code 48200)."

ABSENCES

When your child is absent from school, please notify the School Office as to the reason for the absence. **You can verify your child's absence by calling (909) 988-2234, between the hours of 7:30 a.m. and 3:30 p.m., or sending a note to your child's teacher with the correct date and reason for the absence, preferably within 3 days of the absence.**

A telephone call will be made to your home if a child is absent. A home visit may be made when contact cannot be made by telephone or when a child has a record of chronic absences. If a student is absent 3 or more days in a row, a doctor's note is required to excuse the absences.

The State of California has established guidelines on what constitutes an excused or unexcused absence. Only death in the immediate family or illness is an acceptable reason for an excused absence. We encourage you to schedule appointments for your children (when possible) on Tuesdays in the afternoon or during vacation periods.

If your child is having problems, or cannot attend regularly, please call us. We may be able to help. Both the home and school need to work together in order to provide the education your child deserves. Our school team may be able to access or refer for services needed to help. In such cases, contact the school at (909) 988-2234, and ask for support.

Absences may be made up by attending Attendance Make Up Academy on specified Saturdays during the school year.

TARDY PROCEDURE

It is important that children arrive to school on time and ready to learn. When a child arrives late, he or she misses a needed portion of the instructional day. Tardiness causes problems for students and their teachers alike. Poor attendance causes the child to fall behind in their academic preparation and develops poor habits for future working years as well. Please note that according to the California Education Code, students that are tardy more than 30 minutes can be classified as truant.

Any child who enters the school gates after the tardy bell at 8:00 a.m. will be marked tardy. Children who have excessive tardiness may be referred to the Student Attendance Review Team (SART). Students that continue with more chronic attendance/tardy problems may also be referred to the Student Attendance and Review Board (SARB). **Please note that Perfect Attendance awards are issued to students who have no absences (excused or unexcused), no tardies and no early outs for any reason at the end of each trimester.**

ARRIVAL AND DISMISSAL

ARRIVAL

Students may not arrive on campus earlier than 7:30 a.m. **There is no adult supervision prior to this time. Breakfast is served beginning at 7:30 a.m. and ends at 7:55 a.m. Students should be in line on the blacktop by 7:57 a.m.**

DISMISSAL

Students will be dismissed by their teachers at 2:40 p.m. (on Monday, Wednesday, Thursday and Friday) and at 1:25 p.m. on Tuesdays. Students dismiss through the gate that corresponds to the first letter of their last name. Students attending the after school programs will meet the learning leaders and sign in at the lunch benches under the pavilion in the main quad.

DROP OFF AND PICK UP PROCEDURES

When dropping off or picking up students it is important that parents drive slowly and exercise caution. ***Cars in the driveway may not be left unattended. If someone needs to get out of their car for any reason they should not be using the drop off and pick up area.*** For safety purposes, do not drop off students in the parking lot. When dropping off and picking up students, please model good citizenship and patience for our students.

PROCEDURES FOR LEAVING SCHOOL EARLY

If it is necessary for a student to leave school during the day, he or she must be checked out through the office by a parent, guardian, or other adult listed on the emergency card. Parents and guardians are asked to please make changes on their child's emergency card as needed throughout the year. **No child will be dismissed from the school with a person who is not on the emergency card.** Please list the names of all individuals who have permission to pick up your child. Students may not be released to individuals less than 18 years of age. All persons should have a valid Driver's License or other appropriate picture identification when checking a student out of school. When a child is ill or has to go home for a personal reason, the parents or guardians are contacted immediately. They must be picked up at the school site and checked out through the office.

Please note that Perfect Attendance awards are issued to students who have no absences (excused or unexcused), no tardies and no early out for any reason at the end of each trimester.

Late Pick-Ups

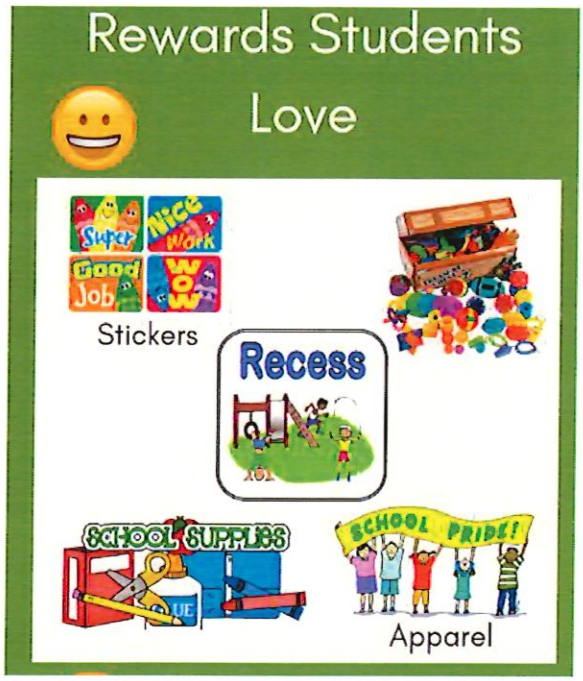
Parents are urged to make arrangements to have students picked up at dismissal. Please arrange to have a few trusted adults included on students' emergency cards to enable them to pick up your child when you are unable to do so. Unexpected situations are a reality of life and it's important to plan ahead. If students are regularly picked up late, or if parents are excessively late, the school administrator may call the proper authorities to ensure students' well being.

Emergency Cards

Parents are responsible for updating their child's Emergency Card at the beginning of each school year, and whenever the information on the card is no longer current. Please keep us informed of changes as soon as possible so we can easily notify you when needed. ***Please keep all phone numbers current.***

Birthday Celebrations

In accordance with OMSD Wellness Policy (OMSD Board Policy 5030), food items will not be allowed to celebrate student birthdays. If you choose to celebrate your student's birthday with prior approval from the teacher, you must send non-food items with your student: pencils, stickers, erasers, etc. that your student can pass out to classmates the last 5 minutes of school. Please leave any such items in the office for the classroom teacher to pick up at their convenience. Thank you in advance for your cooperation with this.



Behavioral Expectations—PBIS

"The Vista Grande Staff, students, and community members are committed to a lifelong pursuit of teaching and learning by actively being respectful, responsible, kind and safe every day."

At all times Vista Grande students are expected to be respectful, responsible, kind and safe. At Vista Grande, we will work with children to encourage them to make good choices by teaching them classroom and school-wide expectations. Students will be explicitly taught what behaviors are expected in different areas on campus.

Positive Reward Incentives

We will focus on working with children to encourage them to make good choices by teaching them classroom and school-wide expectations, rewarding them with PBIS Points as they are seen making good choices, and encouraging them to be in school every day and on time with attendance recognition and certificates. Rewards are on-going with each student and classroom having many chances "to win".

Proud to be a Bronco

	Everywhere all the time!	Office/ Library Zone 1, 2, 3	MPR/ Picnic Tables Zone 1	Blacktop Zone 4	Grass/ Woodchips Zone 4	Assemblies Zone 0 or 4	Bathrooms Zone 3	Arrival Zone 3	Dismissal Zone 3
We are Respectful	Follow directions of adults. Walk are for outside only and facing forward. Always tell the truth. Respect personal space.	Walk your turn. Take care of books and pencil pouch. Enter and exit quietly.	Use good table manners. Raise your hand if you need help.	Everyone can play.	Everyone can play. Wait your turn.	Look and listen to the speaker.	Raise your hand if you need to use the restroom. Take care of bathrooms and leave quickly. Give other a privacy- no peeking above or under the stall.	Look, listen, and watch. Line up on your chosen number and wait to be dismissed.	Look, listen, and watch. While waiting for your ride, stand on a marker.
We are Responsible	If you open it, close it. If it's dropped, help pick it up. Take all your things with you. Take care of property.	Know a game to ask an adult what you need. Buddy know a game to go.	Clean up your own mess - table and floor. Eat your own food; no sharing.	Follow the rule of the game. Return equipment back in place. Use equipment in the proper way - like using a soccer ball or kicking only.	Follow the rules on the equipment. Woodchips stay on the ground. If it grows outside, it stays outside.	Stop talking when you hear it – no one talk rules. Follow the procedures directions for a response.	Leave things in working order - tell an adult if it's unsafe or not working. Be sure paper towels are thrown away.	Look, listen, and watch. Keep your belongings in your backpack.	Look, listen, and watch. Get ready to load your vehicle once your name is called. Keep your belongings in your backpack.
We are Safe	Practice good hand hygiene. Always listen for the signal. Walking feet to and from. Keep your hands, feet, and objects to yourself. Hear something, see something, say something.	Carry things with 2 hands.	Single file line, facing forward (back stand), walking only. Stay seated and keep your hands, feet and objects to yourself. Raise your hand for what you need. Eat your own food (no sharing).	Stay where the adults can see you. Safely walk up and down the ramp. Handrails are used for hand stand not shortcuts.	Walk down from equipment.	Stay seated and keep your hands, feet and objects to yourself. Raise your hand if you need a adult.	If the bathroom is occupied, use the other one or wait outside. Wash your hands with soap and water.	Look, listen, and watch. Stand still and watch while waiting. Backpack on your back. Keep your hands to yourself.	Look, listen, and watch. Stand still and watch while waiting. Backpack on your back. Keep your hands to yourself.
We are Kind	Use positive language. Greet others. Respect everyone on campus (adults and students). Include others.	Greet others. Soft Voices. Use manners (say "please" and "thank you").	Kind words and actions. Be polite and use manners. Soft voices.	Kind words and actions. Invite other to play. Take turns and share. Respect PE equipment on PE days.	Kind words and actions. Invite other to play. Take turns and share. Respect PE equipment on PE days.	Celebrate peer accomplishments at the appropriate time. Sit facing forward. Eyes and ears on the speaker to show you are listening.	Respect privacy. Wait your turn. Soft voices.	Greet others. Walk on your chosen number line to be dismissed.	Once your ride has arrived, let a staff member know.

Any serious offenses may result in suspension/expulsion. A structured system of rewards and recognitions is provided for exemplary behavior.

Rewards for meeting behavioral expectations may include:

- PBIS Points/Rave tickets
- Raffles for prizes
- Opportunities for special activities
- Opportunities to shop at the Western Warehouse

Consequences for not meeting behavioral expectations may include:

- Loss of privilege
- Detention
- Behavior citations/contracts
- Parent contact
- Suspension

CHILD HEALTH AND WELFARE

Health Issues

Students with health issues will be addressed on a case by case basis. Parents who have a child with a specific health issue should contact the school office. The health aide is available daily, and the school nurse is at school one day per week.

Medication Procedures

In most cases, the timing of medication can be adjusted so that the prescription medicine does not need to be taken during school hours. Unless an exact time is specified by the doctor, prescription medicines labeled to be taken two to three times a day are to be given outside of school hours (before school, after school, at bedtime).

When it is necessary to take prescription medication during school hours, the school is required to have all the appropriate documentation on file before prescription medication may be given at school. The parent, legal guardian or other person having legal control of the student **must provide the** prescribed medication. In order to ensure the student's safety, it may be necessary for the school nurse to contact the prescribing physician for clarification regarding the medication. ***Medication must be**:

- prescribed by a United States physician (licensed Nurse Practioner)
- issued by a United States pharmacy
- properly labeled by the pharmacy in the original container
- prescribed for the **current school year**

- Prescription medications containing codeine or other narcotics are not to be brought to or administered during the school day.
- All prescription medication shall be delivered to the school by the parent or a responsible adult.
  - Students shall not carry medication on the school bus and shall not deliver medication to the school.
  - It is the responsibility of the parent to see that the prescription medication is picked up from school by a responsible adult at the end of the school year.

Even the simplest and safest over-the-counter medications can mask symptoms of illness and/or create undesirable reactions, therefore over-the-counter medications also require a prescription*. **Even cough drops** are considered an over-the-counter medication and **must have a prescription and be held and administered in the Health Office by the Health Aide or another school employee***.

Any student **requiring special procedures** such as tube feeding, catheterization, suctioning, etc. must have the necessary authorization forms **renewed annually** and on file with the school nurse prior to the first day of treatment.

Crutches

Students who require the use of crutches and/or orthopedic devices should report to the school nurse following the injury and/or upon returning to school following a surgical procedure.

A note from a physician will be required to use crutches or any other medical appliance on campus. The use of crutches requires physician authorization, including:

* affirmation of appropriate training, fitting, and use of crutches (discharge instructions)

* the length of time crutches will be necessary at school

* instructions for icing and/or elevation

* the student will not be permitted to participate in physical education or recess activities without a physician's release

The school nurse and parent/guardian will work together to determine any additional accommodations for the student requiring crutches. Examples might include a buddy system, early classroom dismissal, assistance with books, assistance in the hallways between classes, premium classroom seating, help in the cafeteria for meals, using the Health Office restroom.

Any child who arrives at school on crutches without a doctor's order will be sent home. This is to insure they are used for the right reasons, and have been custom fitted for your child. Improperly fitted crutches can lead to nerve damage in the arm pit (axilla) area.

- If you are concerned about your child's safety or ability to maneuver with crutches at school, your options could include;

Independent Study (collecting school assignments from the teacher and completing them at home, for 2-weeks or less, while recuperating)

Home Hospital Instruction (Physician order needed for recovery time expected to last longer than 2-weeks at home) All time sensitive forms needed from the physician to start, or extend, and then to return to school are available at the school sites.

Physical Education Excuses

Students may be excused from physical education, for health or medical reasons, for a maximum of three calendar days with a note from a parent. Excuses for more than three days require a note from a professional healthcare provider. If a student is unable to participate in physical education class, he/she will not be permitted to participate in recess activities.

Conversely, if a student comes to school with a splint, ace wrap, foot boot, brace, knee brace or cast on an extremity, the student will not be permitted to participate in physical education or recess activities without a physician's release.

Any student with a permanent or long term disability, requiring non-participation in the physical education program or participation on a limited basis only, **must** submit the Modified Physical

Education or Daily Recess Restrictions form annually, signed by a physician. The Modified Physical Education or Daily Recess Restrictions form is available from the school site and must be completed by the doctor. Alternative activities and/or units of instruction for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in physical education courses will be provided.

HEAD LICE (Pediculosis) Head Lice do not discriminate – they love everyone.

Head Lice -- Based upon specialized training and the professional judgment of the school nurse and health assistant, students with live lice or signs of active infestation will be excluded from school. These students should receive prompt treatment for lice and are expected to return to school the following day, free of live organisms.

Upon return to school, the student and parent/guardian must report directly to the school nurse, provide information about the treatment utilized and have the student's hair checked before reporting to class. Parents should check their child weekly for head lice.

If parents discover head lice on their child, please notify the health office as soon as possible. Your school site health office can provide resources and detailed instructions to guide your success. An informational letter about lice can be sent home anonymously with the classmates, explaining to other parents what to watch for.

Prevention is the key! Check your child's head regularly. Keep long hair in braids or in a pony-tail. Do not share hats, hair brushes, combs, hair ties, or bicycle helmets.

Accidents

The Board of Trustees of the Ontario-Montclair School District does not and cannot assume any responsibility for accidents or injuries to a child participating in any school activities. Due care is always exercised to prevent accidents. **A VOLUNTARY STUDENT ACCIDENT INSURANCE POLICY IS OFFERED TO ALL STUDENTS FOR A NOMINAL PREMIUM.** The form will be sent home during the first weeks of school. In case of an emergency, it is important to have phone numbers where parents can be reached, the phone number of someone to contact in the event we can't reach the parents, and the name and number of your doctor. Please be sure this information is kept up to date in our office on your child's emergency card.

Child Abuse and Neglect

The responsibility, by law, of all educators or other school staff employees is to report every incident of suspected child abuse to the San Bernardino County Child Protection Services. School staff members may briefly question the child as per California Education Code 44690-44691 (Child Abuse Detection).

Hearing Test

The school nurse will screen students in kindergarten, second, and fifth grade. Students referred by parents, teachers, or administrators may also be screened at other times.

Physical Examinations

Kindergarten enrollees must have proof of a complete physical examination and a dental care examination upon entrance to school. Physical exams are provided for students by the County of Health Department if necessary. If you have questions, please call the school office.

Immunizations

For the safety of all students, certain immunizations are required by the California School Immunization Law. These include DPT/DTAP/DT, TD (combinations of diptheria, tetanus, and pertussis), polio, MMR (measles, mumps, rubella), and a hepatitis B series for kindergarten. Pupils may be exempted only for medical reasons. Students not exempted must have immunizations to attend school. Inoculations may be provided by the family physician or by the San Bernardino County Health Department (325 East "C" Street, Ontario (909) 988-1312). The County Health Department provides immunization services for a minimal fee. Please call the school health office if you have any questions.

TDAP-All 6th grade students must have a current TDAP immunization before going to Middle School. It is recommended that all 6th graders are vaccinated during their 6th grade school year, so that they are scheduled for Middle School classes and start school on the first day of 7th grade.

DISASTER PREPAREDNESS

Vista Grande's staff and students practice disaster preparedness through established training and drills. These drills are coordinated by the principal and meet state and district standards for disaster preparation.

NATURAL DISASTER OR EMERGENCY

In the event of a natural disaster or other emergency, Vista Grande Elementary staff will follow state, district and local policies and procedures in an effort to keep children safe. Students will be monitored and cared for at school until such time as District or local authorities direct that children shall be released to parents. At that time school personnel will require that individuals who are picking children up are listed on Emergency Cards and show appropriate identification. School and district personnel will use the Connect-Ed telephone system to communicate with the community, so please ensure that you keep your contact numbers current.

Dress Code

The Board of Trustees believes that appropriate dress and grooming contribute to a productive and positive 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 or physical appearance must not present a health or safety hazard or a distraction which would interfere with the educational process. Please keep in mind that these are general standards and that Board Policy 5132 and Administrative Regulation 5132 allows each site discretion regarding dress code issues.

We ask parents to keep in mind the following guidelines:

1. Students must wear appropriate closed toe shoes at all times to ensure their safety on the campus, on play equipment and during recess and physical education. **NO Sandals, No CROCS, NO Flip Flops and NO backless shoes.**
2. Clothing, hats, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are gang-related, crude, vulgar, offensive, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice as determined by site administration. No gang related apparel. Large hoop earrings, piercings, and dangling necklaces are not permitted since those items pose a safety risk.
3. Clothes shall be sufficient to conceal undergarments at all times. NO ripped jeans of any kind, excessively tight, see-through or fish-net fabrics, halter tops, off-the-shoulder, or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. **Pajamas, kimonos/robes or capes are NOT allowed to be worn at school.**
4. Hats are permitted outside only for sun protection and sunglasses may be worn if a student has a doctor's prescription.

Toys/Personal Items

All toys, games and personal items should be left at home as not to interrupt instruction. Any personal items will be stored and returned to parents.

Cell Phone Policy

Cell phones are not to be **used** on campus during the school day and must be turned off according to the OMSD School Board Student Use of Cellular Phone Policy (BP 5131, BP & AR 5145.12). Failure to adhere to this policy will result in the cell phone being confiscated by school personnel. The following are district guidelines with respect to violation of school cell phone policy:

1st Offense: Phone confiscated. Student given phone at end of the day.

2nd Offense: Phone confiscated. Parent picks up phone at office. Behavior notification sent home.

3rd Offense: Phone confiscated. Parent meets with site administrator to return phone. Progressive consequences will be applied.

4th Offense: Progressive discipline for defiance/violation of school rules.

PARENT INVOLVEMENT

Parent involvement is a very important part of the educational process. We welcome and appreciate your partnership. We understand that our partnership must be healthy and strong to bring out the best in our students. There are many ways for parents to have a role in the education of their children. Below you will find the variety of ways parents can be involved at Vista Grande Elementary School. Please check our school website and monthly school calendar for dates and times.

School Site Council (SSC)

Vista Grande School has a school site council which meets approximately four times a year, plans and monitors our school's Strategic Plan. Parents are always welcome to attend School Site council meetings to witness the work of the council. The SSC consists of equal members of staff and parents and elections are held every two years.

Parent-Teacher Conferences

Parent-teacher conferences will be held during the weeks of November 18-22, 2024 and March 17-21 2025. If you cannot attend during parent conference week, please contact your child's teacher to schedule an alternate time or to conduct a phone conference. Please note that in order to encourage communication between home and school, the report cards will be sent home ***only after*** a conference has been conducted, either in person or via phone.

Campus Safety

All visitors to campus must first check in and sign in at the school office. Visitors are not allowed in the breakfast/lunch area or on the playground before school or during recess and lunch. You will be given a visitor's badge to wear so that school personnel will not question your presence on campus. Visitors must sign out upon leaving campus. If you desire a conference with your child's teacher, please make arrangements to meet at a more convenient time after regular school hours. Parents dropping off homework, lunches etc. must leave these items in the office. Students will be called to collect items during non-instructional times.

Volunteering

Parents are always welcome to help and assist teachers in the classroom. OMSD requires that all parent volunteers, including field trip chaperones have a Volunteer Application on file in our Vista Grande office and have proper clearance. Once you have been cleared to volunteer, we ask that you speak to the teacher in advance so they are prepared prior to your arrival. All of you have special talents we can use! Please contact your child's teacher or the school office if you wish to volunteer. Remember that we can always use your help.

Back-to-School Night and Open House

Back-to-School is a great opportunity for parents to meet your child's teacher and learn what the teacher's expectations are and understand what the curriculum for your child's grade level will be. Back-to-School Night will be held on Wednesday, August 14, 2024 from 6:00- 7:00 p.m. Open House provides your child an opportunity to share his/her accomplishments for the year with you. Open House this year is scheduled for Thursday, April 17, 2025 from 6:00 – 7:00 p.m.

OMSD Civility Policy

Ontario-Montclair SD
Board Policy 1313 Civility Conduct Of Parents, Other Visitors And District

BP 1313

Community Relations
It is the intent of the Board of Trustees to promote mutual respect, civility and orderly conduct among district employees, parents and the public. It is not the intent of the Board of Trustees to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to greatest extent reasonably possible, a safe and orderly workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board of Trustees encourages positive communications and discourages volatile, hostile or aggressive communications or actions. This policy seeks to promote a school and workplace culture of mutual respect, civility, and orderly conduct. One of the primary goals of this policy is to ensure a learning environment that is safe, productive, and nurturing for all students and staff. Ontario-Montclair School District seeks public cooperation with this endeavor.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1000 - Concepts and Roles)

1. Expected level of behavior:

School and district personnel will treat parents and other members of the public with courtesy and respect; Parents and visitors will treat teachers, administrators, other district employees, and site visitors with courtesy and respect.

(cf. 1250 - Visitors/Outsiders)

(cf. 5020 - Parent Involvement)

2. Unacceptable/disruptive behavior:

Disruptive behavior includes, but is not necessarily limited to:

Behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of school or facility open to parents/guardians and the general public. It also covers areas of a school or facility, which are not open to parents/guardians and general public

(cf. 3515.2 - Disruptions)

(cf. 6116 - Classroom Interruptions)

Using loud and/or offensive language, swearing, cursing or display of temper;

Threatening to do bodily or physical harm to a teacher, school administrator, school employee, student, or visitor to the site regardless of whether or not the behavior constitutes or may constitute a criminal violation

Damaging or destroying school or district property

Abusive, threatening or obscene e-mail or voice mail messages

Taunting, jeering, inciting others to taunt or jeer at a person

Using epithets referring to ones ethnic/racial, religion, gender, color, sexuality, or disability

Invading the personal space of a person after being directed to move away

Repeatedly and aggressively interrupting another person who is speaking at an appropriate

time and place Any other behavior that disrupts the orderly operation of a school, classroom

or any other district facility

3. Parent recourse:

Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor or appropriate director. The parent may report verbally or in writing using the district's uniform complaint form. Parents are encouraged to work out issues of concern promptly. No retaliation will be permitted against persons for working in good faith under this policy to resolve conflicts.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

4. Authority of school personnel (as referenced in BP 3515.5):

Authority to direct persons to leave school or Board of Trustees premises: Any individual who (1) disrupts or threatens to disrupt school or district operations; (2) threatens or attempts to do or does physical harm to district personnel, students or others lawfully on a school or district premises; (3) threatens the health or safety of students, district personnel or others lawfully on a school or district premises; (4) intentionally causes damage to schools, district property or property of others lawfully on a school campus or district premises; (5) uses loud or offensive language or who, without authorization, comes on a school or other district facility may be directed to leave the school or district premises by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school or any district level administrator. If the person refuses to leave the premises or returns before the applicable period of time as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

5. Appeal procedure (as referenced in BP 3515.5):

Any person who is asked to leave a school district grounds may appeal to the Superintendent or designee. This appeal shall be no later than the second school day after the person has been directed to leave the school building or grounds. After reviewing the matter with the principal or designee and the person making the appeal, the Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding.

The decision of the Superintendent or designee may be appealed to the Board of Trustees. Such an appeal shall be made no later than the second school day after the Superintendent or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final.

Authority To Deal With Persons Who Are Verbally Abusive

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on district premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

Legal Reference:

EDUCATION CODE
32210-32212 Willful disturbance of public school or meeting
35160 Authority of governing boards
44810
44811 Disruption of public school activities

PENAL CODE
627-627.10 Access to school premises

Frequently Requested Telephone Numbers

Family and Collaborative Services: (909) 418-6923
School District Office: (909) 459-2500
Vista Grande Elementary School: (909) 988-2234

District Web Address

http://www.omsd.net/

School Web Address

https://www.omsd.net/Domain/33

School Accountability Report Card (SARC)

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at http://www.cde.ca.gov/ta/ac/sa/.

- For more information about the LCFF or LCAP, see the CDE LCFF Web page at http://www.cde.ca.gov/fg/aa/lc/.

- For additional information about the school, parents/guardians, and community members should contact the school principal or the district office. The SARC is available in hard copy upon request.