



# FAMILY-STUDENT HANDBOOK

2023-2024





## **Vineyard STEM Magnet School**

1500 East 6<sup>th</sup> Street Ontario, CA 91762

(909) 984-2306



**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

**Ontario, California**

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## Message from the Principal

On behalf of the entire staff, welcome back to the new school year! I am the proud principal of Vineyard STEM Magnet School. I am honored to help lead a school with a rich tradition of high-caliber instruction and community partnerships. I am committed to working collaboratively with families, community members, teachers, and staff to ensure students are equipped to be college and career-ready. I will work diligently to continue the legacy of success that has been established by Vineyard STEM through building strong positive relationships with parents, students, and community members.

At Vineyard STEM Magnet School, we serve a diverse population of over 600 students ranging from TK through 8th grade. Our staff is dedicated to the success of each child. They work tirelessly in strengthening their craft and pedagogy in order to provide rigorous instruction. We will continue to develop our STEM instruction that integrates science, technology, engineering, and math. Students are offered STEM learning opportunities that are a part of Vineyard STEM's instructional program. Opportunities include, but are not limited to, hands-on engaging lessons, STEM learning projects, academic competitions, and class rotations to our science lab and Maker Space. We are particularly proud of our accomplishments in the annual MESA (Mathematics, Engineering, Science Achievement) competitions held at the University of California, Riverside. Our staff places emphasis on providing rigorous instruction in writing, critical thinking, collaboration, organization and reading. Our goal is for students to be successful in higher education and in the workplace.

At Vineyard STEM, we are committed to providing a safe and nurturing school environment for every student and strive in providing an inclusive school culture. Our top priority is collaborating with families to ensure that every child receives the support, instruction, and opportunities that they need to be successful at Vineyard STEM. We encourage you to take an active role in your child's education. You will find that we provide all our families opportunities to be actively involved in the school experience with their children. Whether you join our Parent Teacher Association, school committees and councils, or our volunteer program, there is a place for you here at Vineyard STEM.

As principal of Vineyard STEM, my job is to be of service to our community and I am here to support you. Please do not hesitate to contact me with any questions or concerns you may have. We are looking forward to a great school year!

Sincerely,

Mrs. Arellano-Rodriguez

[socorro.arellano-rodriguez@omsd.net](mailto:socorro.arellano-rodriguez@omsd.net)





### **Vineyard STEM Mission**

We provide a unique and integrated learning experience through **Science, Technology, Engineering and Math.**

All students participate in an enriched academic program to develop STEM learning skills that include collaboration, creativity, communication and critical thinking.

**Vineyard STEM Office:** (909) 984-2306

**Vineyard STEM Website:** <https://www.omsd.net/Domain/32>

**Vineyard STEM Instagram:** Coming Soon!

**ClassDojo:** <https://www.classdojo.com/>

**ParentSquare:** [www.ParentSquare.com](http://www.ParentSquare.com)

## Administration

**Mrs. Arellano - Rodriguez**, *Principal*

**Mrs. Patrick**, *Assistant Principal*

## Instructional Support Team

**Mrs. Gilliard**, *STEM Magnet Coordinator*

**Mrs. Elliot**, *Teacher on Assignment – Instructional Coach*

**Mrs. Mitchell**, *Teacher on Assignment – Outreach Coordinator*

**Mrs. Olguin**, *Teacher on Assignment – Intervention*

**TBD**, *Teacher on Assignment – Intervention*

**Mr. Rian**, *Teacher on Assignment – Extended Learning Opportunity Program Coordinator*

## Vineyard STEM Staff Roster

### Teachers

KINDERGARTEN – 2 <sup>ND</sup> GRADE	3 <sup>RD</sup> – 5 <sup>TH</sup> GRADE	6 <sup>TH</sup> – 8 <sup>TH</sup> GRADE
Transitional Kindergarten Room P6 <b>Mrs. Fitzgerald</b>	3 <sup>rd</sup> grade – Room E3 <b>Mrs. Cunningham</b>	6 <sup>th</sup> grade – Room P4 <b>Ms. Zampach</b>
Kindergarten – Room B1 <b>Mrs. Delise</b>	3 <sup>rd</sup> grade – Room E4 <b>Mrs. Bermudez</b>	6 <sup>th</sup> grade – Room P5 <b>Mr. Cieslik</b>
Kindergarten – Room B2 <b>Mrs. Morris</b>	3 <sup>rd</sup> grade – Room D5 <b>Mrs. Zoque</b>	6 <sup>th</sup> grade – Room P13 <b>TBD</b>
1 <sup>st</sup> grade – Room C1 <b>Mrs. Steel</b>	4 <sup>th</sup> grade – Room F1 <b>Mrs. Nieto</b>	7 <sup>th</sup> grade – Room P2 <b>Mr. Jimenez</b>
1 <sup>st</sup> grade – Room C2 <b>Mrs. Gilbert</b>	4 <sup>th</sup> grade – Room F3 <b>Ms. Herrera-Rivas</b>	7 <sup>th</sup> grade – Room P3 <b>Mr. Sanchez</b>
		7 <sup>th</sup> grade – Room P7 <b>Mrs. Lake</b>
2 <sup>nd</sup> grade – Room D3 <b>Ms. R. Johnson</b>	5 <sup>th</sup> grade – Room H1 <b>Mr. Poulos</b>	8 <sup>th</sup> grade – Room P8 <b>Mrs. Schreiner</b>
2 <sup>nd</sup> grade – Room E2 <b>Mrs. Phillips</b>	5 <sup>th</sup> grade – Room H2 <b>Mrs. Royster</b>	8 <sup>th</sup> grade – Room P9 <b>Mr. Ku</b>
2 <sup>nd</sup> grade – Room D2 <b>Ms. Machado</b>	RSP Support – Room G1 <b>Mr. Mendez</b> <b>TBD</b>	8 <sup>th</sup> grade – Room P12 <b>Ms. Tafoya</b>
Elementary PE Teacher <b>Ms. Fredricks</b>		MS PE Teacher <b>Ms. Preciado</b>
Music <b>Mr. Valenzuela (3<sup>rd</sup> grade) &amp; Mr. Myrick (4<sup>th</sup> – 8<sup>th</sup> grade)</b>		



## **Vineyard STEM Staff Roster**

### **Support Staff and Classified Staff**

Front Office		
Office Manager <b>Georgina Reddick</b>	Office Assistant <b>Brenda Magdaleno</b>	Office Assistant <b>Silvia Saldivar</b>
Health Office		
School Nurse <b>Camille Counts</b>	Licensed Vocational Nurse (LVN) <b>Leesette Handavaka</b>	
Custodial Team		
Custodial Lead <b>Jorge Gastelum</b>	Custodial Assistant <b>Natalie Garcia</b>	Custodial Assistant <b>TBD</b>
Cafeteria Team		
Cafeteria Lead <b>Amy Martinez</b>	Cafeteria Assistant <b>Adelaida Gonzalez</b>	Cafeteria Assistant <b>Rachel Macias</b>
Specialists		
School Psychologist <b>Frances Felix</b>	Speech – Language Pathologist <b>Michelle Eggers</b>	Speech Assistants <b>Janette Mora/Vanessa Rodriguez</b>
Paraprofessionals		
Instructional Aide (RSP) <b>Yachi Guerra</b>	Instructional Aide (RSP) <b>Dewani Tangilano-Chen</b>	Instructional Aide (TK) <b>TBD</b>
Inst. Aide (Intervention) <b>Araceli Orea</b>	Inst. Aide (Intervention) <b>Stephanie Montoya</b>	Bilingual Aide <b>Elizabeth Martinez</b>
Proctor Team		
Proctor <b>Jeannie Sanchez</b>	Campus Safety Proctor <b>Gandhi Ramirez</b>	Proctor <b>Delia Bocanegra</b>
Proctor <b>Angie Ortiz</b>	Proctor <b>TBD</b>	Proctor <b>TBD</b>
Student & Family Support		
Student Mentor <b>Christian Centeno</b>	Student & Family Outreach Assistant (SFOA) <b>Alex Duran</b>	
Additional Support Staff		
Resident Substitute Teacher(s) <b>Leticia Estrada &amp; Sheila Gwartney</b>	Library Media Clerk <b>Joanna Valle</b>	
After-School Program		
Think Together Coordinator: <b>Brenda Calderon</b> Think Together Asst. Site Coordinator; Kinder Gap Program: <b>Araceli Lara</b> (909) 418 – 7463 <a href="mailto:Vineyard@thinktogether.org">Vineyard@thinktogether.org</a>		

## COVID-19 Information and Procedures

Ontario-Montclair School District continues to closely monitor and follow the California Department of Public Health, (CDPH) guidance, as well as local county guidance as it pertains to COVID-19. Please visit our District website at [www.omsd.net](http://www.omsd.net) for the latest updates and information.

### Visitors

Visitors will be allowed on campus and will need to check-in at our front office for our security screening and to complete a daily health screening. Visitors need an I.D. to obtain a visitor badge. Currently, wearing a face covering is optional while on campus.

***\*\*This information is subject to change as the school year progresses, based upon ongoing health and safety guidance. School staff will update parents as information becomes available. \*\****

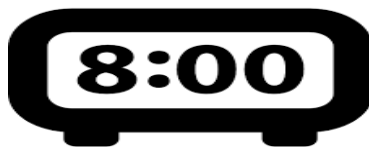
## GENERAL SCHOOL INFORMATION

### ARRIVAL PROCEDURES

Students may arrive at school beginning at 7:30. Students should not arrive to school prior to this time as there is no student supervision. All students enter at the MPR gate, which is opened at 7:30.

Students who are eating breakfast will enter the MPR. All other students will enter the gate and line up at the north blacktop. 1<sup>st</sup>-8<sup>th</sup> grade students will be dismissed to their playgrounds beginning at 7:45.

TK & Kindergarten students will remain in the MPR until their teachers come to pick them up at 8:00. School begins promptly at 8:00. **The MPR arrival gate closes at 8:03 to support a timely arrival to class.** After 8:03, all students must enter through the front office. Once the tardy bell rings at 8:05, all tardy students will receive a tardy slip before going to class.



## **DISMISSAL PROCEDURES**

Transitional Kindergarten and Kindergarten students will be dismissed from their classrooms at the end of their class session. Parent/Guardians may either walk up to the classroom doors or drive through in the car line by the main parking lot for pick up. The driveway gate will be opened at 2:45 Monday, Wednesday, Thursday, and Friday and 1:30 on Tuesday. All 1<sup>st</sup>-8<sup>th</sup> grade students will exit the campus together through the driveway gate by the upper grade playground. Any students attending Think Together or staying for the Extended Learning Opportunity Program should meet at the designated location immediately after dismissal.

**Vehicle Pick-Up:** Students who are getting picked up in a car are to line up at the north fence until their vehicle arrives.

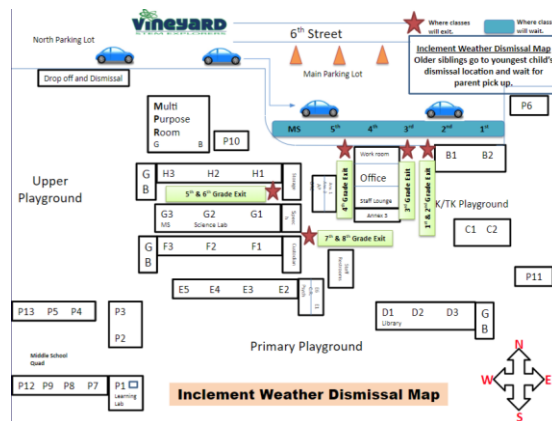
**Pedestrian Pick-Up:** Students who are not being picked up in a vehicle are dismissed through the fire lane gate. While waiting for your child, please keep sidewalks clear for pedestrian traffic.

For student safety and supervision, students are not permitted to dismiss through the front office without permission from staff. Please speak with your child and decide on where they should wait for you after school each day.

## **RAINY DAY MODIFIED SCHEDULE**

The following modifications will be implemented for rainy day schedule:

- All students who arrive to campus between 7:30-7:45 will wait in the MPR. At 7:45 students will be dismissed to their classroom for an inside recess break.
- Recess breaks and PE will be either in the classrooms or in the MPR during inclement weather.
- Dismissal will be moved to the front of the school so that students can wait under the awning. Teachers will walk their students to the front of the school. The car line will continue into the main parking lot for students who are waiting to be picked up.
- We ask older siblings to wait at their younger siblings' class' designated spot. (see map)



## **PARKING LOT PROCEDURES**

Our main parking lot and MPR parking lot are available for parents and visitors. During drop off and dismissal times, we ask that you do not park and leave your vehicle in the car lane as this stops the flow of traffic. If your child needs additional time or assistance getting in or out of the car, we ask that you pull into a parking spot. This is particularly true for TK/Kinder and 1<sup>st</sup> grade students who cannot manage getting in and out of vehicles easily. If you are visiting the school during school hours, you may park in our assigned visitor's parking or any available spot.

For the safety of all, please adhere to the following expectations:

- Parking is not allowed along the red curbs either at the front of the school or in front of the office.
- Adhere to staff directives; STOP and do not pass whenever cones are present.
- Keep driveways open, even if cones are present; no stopping or blocking driveways.

## **BREAKFAST, LUNCH & SNACK PROCEDURES**

Breakfast and lunch are available at school and all students are able to eat at no cost to families. Breakfast hours are 7:30 -7:50. Students arriving to school later than 7:50 will not be permitted to enter the breakfast line. It is not required for students to eat breakfast at school. If a student is late and unable to eat breakfast, we have 2<sup>nd</sup> Chance Breakfast when students can eat during their 1<sup>st</sup> recess. Students may either eat school lunch or bring lunch from home. Students eating school meals are required to memorize and enter their assigned lunch number at each meal. Students who bring snacks or lunch from home are not permitted to share food with other students. Students who would like to eat a snack that they brought from home can eat their snack during their assigned recess time at the playground snack tables. Refer to the OMSD Wellness Policy (pg. 47 & 48) for food items that are not permitted at school.

Daily Lunch Schedule		On Modified Dismissal Days	Modified Dismissal:
TK & Kindergarten	11:00 – 11:45	10:30 – 11:15	Friday, October 27, 2023
Grades 1 – 2	11:00 – 11:45	10:30 – 11:15	Friday, November 2, 2023
Grades 3 – 5	11:45 – 12:30	11:15 – 12:00	Friday, December 21, 2023
Grades 6 – 8	12:30 – 1:15	12:00 – 12:45	Conference Wk. – Nov. 13 - 17
			Friday, March 8, 2024
			Conference Wk. – March 18 - 24
			Last Day of School – 5/23/24

## **BICYCLES, SKATEBOARDS & SCOOTERS**

Students in 4<sup>th</sup>-8<sup>th</sup> grade may ride a bicycle, skateboard, or scooter to and from school. **All riders are required by law to wear a safety helmet while riding a bicycle, skateboard, or scooter on public streets**, and must follow the school's bicycle safety rules as listed on the Vineyard STEM Magnet School Bicycle Permission Slip form (pg. 53). ***Students who do not wear a helmet to school will have to leave their bicycle, skateboard, or scooter on school grounds until a parent can either bring a helmet to school or come and pick up the student's equipment.*** Once on campus, students must walk their bikes to and from campus gates each day.

During school hours, students must lock their bikes up in the bike racks located by the old lunch table area. Students may check their skateboards and scooters into the office, where they will be stored during the school day. Students are responsible for bringing their own bike lock and chain to school to secure their bikes during the school day. The school is not responsible for any damages or vandalism to a bike, nor is the school liable for a stolen bike. Roller skates, shoes with wheels, roller blades and electronic scooters/bikes may NOT be brought to school.



## **TELEPHONE CALLS AND CLASSROOM INTERRUPTIONS**

Unless it is an emergency, students will not be allowed to leave class during instruction to make or receive a phone call or speak to family members. Office staff will gladly take any necessary phone message and deliver it to the student or teacher during the next break in instruction. Teachers will return phone calls and emails at their earliest convenience. Students needing to contact parents or family during the school day may come to the office during their recess break to use the school phone. Students with personal cell phones on campus are expected to follow the OMSD Cell Phone Policy, in the Parent/Guardian and Student Annual Notification Handbook (<https://www.omsd.net/Page/3210>) and should therefore not be using their cell phones during school hours unless they have special permission from their classroom teacher or there is an emergency situation.

## **SCHOOL VISITORS & VOLUNTEERS**

It is our goal to include parents and family members in the students' educational experiences at Vineyard STEM. We must also ensure the safety and supervision of every child and adult during the school day and during after-school activities. Vineyard STEM is a closed campus during school hours. **All visitors who come to our campus between the hours of 7:00-3:30 must sign in and out of the school office and get a visitor badge.**

For school meetings and assemblies, the MPR gate will be opened and supervised by a staff member to assist parents in attending these special events. All classroom visitations must have prior approval from the classroom teacher or school administration. For the safety of our students and staff members, all visitors must have a photo I.D. and sign-in using our RAPTOR security system. Visitors and volunteers must follow the guidelines listed in the OMSD Volunteer Policy (please see the front office for a copy). In accordance with our students' behavior expectations, we also expect parents and family members to be safe and respectful to all students and staff members during their visit to Vineyard STEM Magnet School. Any family member or visitor who chooses not to follow these guidelines will not be permitted to visit the Vineyard STEM campus during school hours.

## **BIRTHDAY CELEBRATIONS, CLASSROOM TREATS & STUDENT GIFTS**

Birthdays, holidays, and recognition awards are special days for students and we welcome parents and family members to celebrate together with their child. To ensure that there is no impact to instruction, please communicate with your child's teacher to make special arrangements. **Balloons, flowers, and gifts cannot be sent to school or to the classroom as this interrupts classroom instruction.** Treats for birthday or holiday parties must follow the OMSD Wellness Policy (pg. 47 & 48).

## **CLASSROOM PARTIES**

Each classroom may plan parties as incentives for learning or for celebrating special occasions and student success. They will occur during the time most suitable for the class to preserve uninterrupted instructional time. Classroom parties are a privilege and students may be required to maintain disciplinary and academic standards to attend. Families may bring healthy treats, but **any snacks or treats that do not follow the district Wellness Policy may not be able to be shared with the class.** Parents are to obtain permission from the classroom teacher before bringing any snacks to the classroom.

## **SCHOOL BOOKS, FOLDERS AND DEVICES**

State-approved textbooks are provided free of charge for each subject or class. Each student is also assigned an electronic device for instructional purposes. Students are required to handle these materials carefully. Students should also examine their materials when issued and report damages to the teacher. Lost or damaged books are the responsibility of the student and his/her family will be expected to pay for the damaged or lost book / device. Students are also responsible for their school library books. Families will be responsible for the replacement fees of lost or damaged school materials. Report cards will not be issued to students at the end of the year unless all fines for books are paid. Students will also be issued a school folder and school planner (4<sup>th</sup>-8<sup>th</sup> grade only) to assist with the organization of their learning and communication between home and school. Students are expected to care for these materials as they would a textbook. Additional folders and planners will not be issued.

## **SCHOOL SUPPLIES**

The school will provide the basic school supplies that every child needs to participate in their instructional program at Vineyard STEM Magnet School. In addition to basic school supplies, teachers may ask parents to provide additional materials that are specific to that grade level if possible. Parents should also try to provide students with the necessary school supplies for completing the assigned homework. If you have specific questions about school supplies, please speak with your child's teacher.

## **LOST AND FOUND**

Students are responsible for the personal possessions that they bring to school. We encourage students to label all personal items to assist in returning them to the correct owner if they are misplaced. The Lost and Found is located in the MPR. Students check this area for lost items during their lunch break. All unclaimed lost and found items will be donated to charity at the end of each trimester.

## **SCHOOL ATTENDANCE**

### **ATTENDANCE POLICY FOR ONTARIO-MONTCLAIR SCHOOL DISTRICT**

- **Ten (10) or more days of excused absences within a school year** are considered excessive and may require a doctor's note to excuse subsequent absences.
- **After three (3) or more days of unexcused absences and/or tardies within a school year** without a valid excuse, or any combination thereof within a school year, will result in the school mailing the parent a 1<sup>st</sup> Truancy Letter. This notification asks for the parent's help with their student's attendance and warns of consequences for further truancy.
- **After six (6) days of unexcused absences and/or tardies within a school year**, the school will mail a 2<sup>nd</sup> Truancy Letter and invite the family to a School Attendance Review Team (SART) meeting. The intent of this meeting is to create and implement a written plan for improving regular school attendance.
- **After eight (8) days of unexcused absences and/or tardies within a school year**, the district may mail the parent/student a summons to appear to a School Attendance Review Board (SARB) hearing. The Habitual Truancy Notice requires the student and parent to appear at a SARB hearing. Parent and students who fail to abide by the SARB contract may also receive a citation.
- **After fifteen (15) or more days of unexcused absences and/or tardies within a school year**, parent/student will be mailed a Habitual Truancy Notice. Parents and students will be referred to the District Attorney and the Rancho Cucamonga District Juvenile Court.

Please contact the school attendance clerk concerning the number of excused or unexcused absences that your student may have. We appreciate your cooperation in helping us give your student a world-class education, beginning with consistent school attendance.





## **ATTENDANCE INCENTIVES**

- **Perfect attendance:** Zero absences, zero tardies, zero early outs. (An early out is not counted against the student if the school sends the student home early due to illness). Perfect attendance does include the opportunity to make up absences on the student's attendance record at our Attendance Make-up Academy.
- **Exemplary attendance:** Counts as any student having a combination of 3 or less tardies, absences, or early outs. An absence on the students' attendance record can be made up by attendance at an Attendance Make-Up Academy session.

At Vineyard STEM, our attendance goal is a **97.7% rate of average daily attendance**. Many students are successful in accomplishing a positive attendance record for the school year. Every day that a classroom has perfect attendance, the class gains the opportunity to win a token of appreciation for their class. Each month, the classroom with the highest attendance will be awarded the attendance trophy to keep in their classroom. Students with a positive attendance record will be recognized at the end of the trimester and the school year. Incentives are provided daily, monthly, by trimester and a huge incentive at the end of the year. They include, but are not limited to: extra recess breaks, Fun Friday activities, small tokens of appreciation (raffle prizes), certificates, trophies, and more!



## **TARDY POLICY & EARLY PICK UP**

Being late to school or leaving early is harmful both to your child's educational progress and to the instruction of other students in the classroom due to the interruption. The end of recess/arrival bell rings at 8:00am. Students must be in their classroom ready to begin by the time the instruction bell rings at 8:05am, or they will be marked tardy. Instruction begins when the tardy bell rings at 8:05; Students who enter the school campus on time, but fail to arrive to their classroom before the tardy bell rings, will be sent to the office to get a tardy note. **The MPR gate will be closes at 8:03, two minutes ahead of the tardy bell.** Students who arrive to school after this time, must report to the front office to receive a tardy note before going to class. Please make every effort to schedule personal appointments outside of the school day so that students receive a full day of instruction. Students who leave campus for any reason, will be marking as "Early Out", and this will affect their attendance. If it is a medical or dental appointment, please return with a note from their office, and it will be marked as *Early Out Excused*.

## **ATTENDANCE MAKE-UP ACADEMY**

Attendance Make-Up Academy will be offered several times throughout the school year as an opportunity for students to make up a day of absence. Only those students with absences are eligible to attend Attendance Make-Up Academy sessions. Participants must do the following:

- Turn in their permission slip by the assigned due date to attend, in exchange for an “entry ticket”. Permission slips will not be accepted on that day.
- Bring their “entry ticket” on Saturday morning. Otherwise, they will have to wait in line to see if there is enough staff coverage for them to stay.
- Students must arrive on time at 8:00 and stay for the entire session ending at 12:15pm to get attendance credit for Attendance Make-Up Academy. (AMUA)

Established AMUA dates for the 2022 – 2023 school year: 9/9, 9/30, 10/28, 10/22, 1/20, 2/24. Additional dates may be added as the year progresses.

## **EXCUSING ABSENCES AND TARDIES FROM SCHOOL**

Regular school attendance is a vital component to academic success. Parents are responsible for notifying the school office of their child’s absence on the day that the absence occurs. The office is open from 7:00 a.m. to 3:30 p.m. There is an answering machine to report absences before and after school hours. If calling is not possible, please send a note to your child’s teacher when your child returns to school. Only illness and medical appointments are considered excused absences or tardies from school. Excused tardies are for medical emergencies or doctor’s appointments only (a note from the medical office is required). All other tardies and absences are unexcused. Students coming and going from class lose valuable instructional time, as do the other students in the classroom due to the interruption. Please make every effort to schedule your child’s medical appointments on non-school days.

## INDEPENDENT STUDY CONTRACT

A written Independent Study Contract must be completed for every student wishing to maintain school attendance and enrollment during a period of extended absence from school. Participation is voluntary and the request must be approved by the administrator. The Independent Study Contract must be submitted at least 3 weeks prior to the planned absence. The assigned school work must be equal to a full school day (TK/K = 225 daily minutes, grades 1-3 = 325 daily minutes, grades 4 - 8 = 340 daily minutes). A credentialed teacher must assign and grade all assignments by the due date in the Independent Study Contract. Credit for school attendance during the absence will only be given if the teacher evaluates the student's work to be complete, quality, and accurate work.

There are different types of Independent Study, depending on how many days the child is anticipated to be away from campus, and the reason for the anticipated absence. Inquire with our front office as soon as possible to request information for Independent Study options for your child.



# Attendance Matters



## **SCHOOL SAFETY AND BEHAVIOR**

### **CLOSED CAMPUS**

Vineyard STEM Magnet School is a closed campus for the safety of the students and staff. When coming on the campus, please sign in at the office. Be prepared to present a photo I.D. for our RAPTOR security system, to obtain a visitor's badge. To ensure minimum interruption to the instructional program, visits during school hours should be first arranged with the teacher and principal or designee, and should not include siblings as classroom visitors. If you would like to visit or help in the classroom, please give your teacher at least 24 hours advance notice To ensure proper documentation is in place for you to be on campus.

### **EMERGENCY PREPAREDNESS**

Student and staff safety is a priority at Vineyard STEM. Listed are some, not all safety precautions:

- A Comprehensive Safe School Plan is implemented both for precautionary and emergency situations.
- Students and staff practice emergency procedures monthly to ensure that all students and staff members are prepared for emergency situations.
- OMSD Campus Safety Officers conduct routine visits to our site, both during and outside of school hours, to walk the campus checking for safety concerns.



In case of an emergency, the school campus will be locked and secured. Parents and family members will not be permitted on campus to check out students until the situation is declared safe by the school administrator or emergency personnel. In case of an emergency situation, communication will be provided to parents and families through the established communication systems. (i.e., Connect Ed phone message system).

## **EMERGENCY CARDS**

All parents should be sure that an up-to-date Emergency Card is on file at the school in order that proper attention can be promptly given in the case that we need to contact a parent or family member during the school day. You will have the opportunity to update all information for your child on the OMSD website. You will need to register with your email and a password. **WE MUST HAVE AN EMERGENCY CARD with the HOME PHONE NUMBER AND AT LEAST TWO WORKING EMERGENCY NUMBERS FOR EVERY CHILD.** If your child becomes ill, or is injured at school, only the people listed on the emergency card are notified. By law, students will only be released to adults listed on the emergency card, with proof of I.D. It is important that information on the emergency card is up to date. If you move, please advise us of the new address and telephone numbers. The school must have accurate information for the safety of the students.

## **COURT PAPERS**

By law, the school staff cannot release a child to anyone without the consent of the parent. Students will only be released to individuals that are listed on the student's emergency card. In cases where a court order is in place and has awarded custody of the child to only one parent, a copy of the court documents is required and will be placed in the child's cum file in the office. Office personnel will abide by and follow the current court orders as indicated. **A child will not be released to the other parent without the consent of the parent who has sole physical custody.**

## **PARKING LOT SAFETY**

Each teacher stresses safety education, and we hope that parents will join us in stressing sensible safety precautions in coming to and from school. **CHILDREN AND ADULTS MUST OBEY THE DIRECTIONS OF SCHOOL PERSONNEL AND CROSSING GUARDS AT ALL TIMES.** Parents are to be good role models for their children and support the safety rules at all times. During drop-off or pick-up, please pull to the curb to allow your child to exit or enter the car safely. Do not double-park, stop in the middle of the street, or allow your child to exit on the opposite side of the street. Drop-off and pick-up is a very busy time. Please help us keep your child safe.



## **BEHAVIOR EXPECTATIONS**

All students at Vineyard STEM Magnet School are expected to follow predetermined standards for behavior. These standards protect the students' individual rights and help promote a warm and safe climate for their learning experiences.

School Wide **ASTRO** Behavior Expectations:

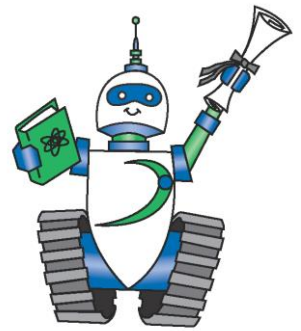
**A- Appropriate**

**S- Safe**

**T- Trustworthy**

**R- Respectful and Responsible**

**O- Optimistic**



## **SCHOOL REWARDS**

At Vineyard STEM Magnet School, we encourage students to behave appropriately so that all students are safe and secure during their time at school. Negative behaviors often detract from classroom learning. Students who are following the ASTRO behavior expectations can earn an "Excellent Explorer" ticket. Excellent Explorer tickets can also be earned for students who participate in school spirit dress days or activities. Tickets are drawn for a prize give away at the Student of the Month (SOM) Assemblies. Students will also be able to earn prizes at the PTA "Big Toy" Assembly for their positive behavior during the school year.



## **PBIS Rewards**

Students are able to earn points for a specific ASTRO behavior through the PBIS Rewards platform. Staff members may use the website or app on their phone to give out points. As students earn points, they are able to redeem them for tangible prizes at the school-site PBIS Rewards store. Students “buy” items with their points via the PBIS Rewards website. Prizes in the store range from school supplies, books, fidgets, toys, and art supplies.



## **CONFLICT RESOLUTION STRATEGIES**

Problems and conflicts are a normal part of life—we all experience them and have to deal with them. **Attempting to solve problems by use of physical force or bullying is not allowed or tolerated at school.** We (home and school) have a responsibility to teach our children how to deal with their problems in an appropriate, helpful, and effective way that is proactive and solution oriented.

At Vineyard STEM Magnet School, we are teaching our students a technique for conflict resolution. When a problem arises, use the following steps:

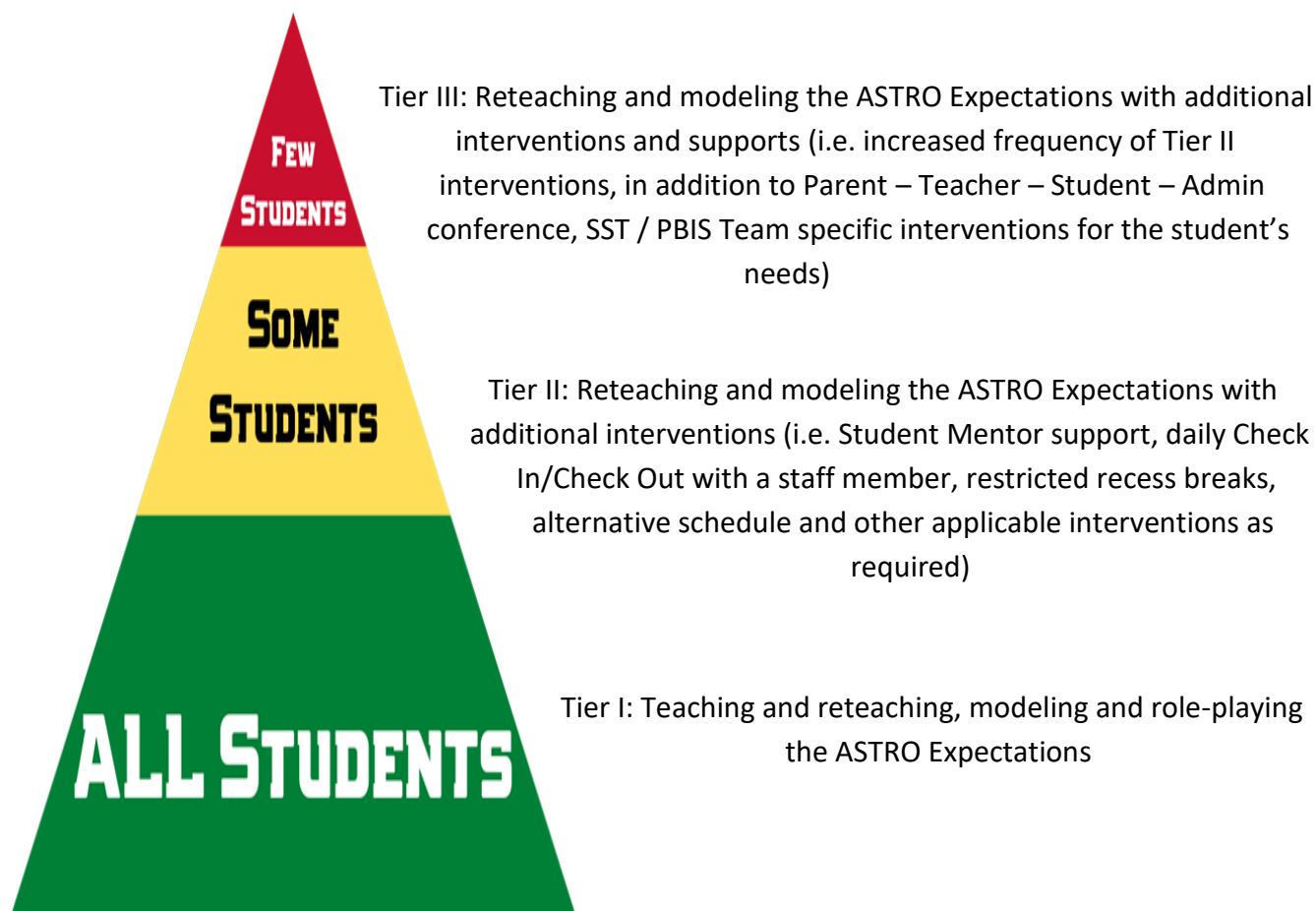
1. Walk. Example: You can leave the area of the playground where you are being bothered. Go to another game. If the person follows you and will not leave you alone, then...
2. Talk. Example: “That bugs me, please stop it.” or “That hurts, stop.” If the other person doesn’t stop after being asked, (and he/she should), then you need to...
3. Tell. Example: “Mr. Smith, I asked Mary to stop interfering with our game and she keeps running through it. I need your help.”

It is important that a child try to solve the problem on his/her level before asking for adult assistance. The adult will attempt to ascertain if the three steps were taken before intervening. Most problems can be resolved at the student level if both students follow the problem-solving steps correctly. Social success is developed through practice, experience and guidance. ***Vineyard STEM staff and administrators are always available to help children address major concerns.***

## **SCHOOL WIDE PROGRESSIVE DISCIPLINE SYSTEM**

Teachers implement classroom procedures that are communicated to parents and students at Back to School Night and throughout the school year.

If classroom behavior management practices do not result in improved behavior selections, the following tiered approach, along with Parent communication, will guide our work with students as we try to cultivate positive behavior choices at school:





## Vineyard STEM School Wide Behavior Expectations


	<b>Appropriate</b>	<b>Safe</b>	<b>Trustworthy</b>	<b>Responsible</b>	<b>Optimistic</b>
Science lab/ Maker Space	✓ Follow <b>directions</b>	✓ Follow <b>Safety</b> Rules	✓ Use tools the <b>correct</b> way	✓ <b>Clean</b> up your area	✓ Think like a <b>Scientist/Engineer</b>
Library	✓ Use a <b>quiet</b> voice ✓ Handle books with <b>care</b>	✓ Ask for <b>help</b> if you need it	✓ Take <b>care</b> of the books you check out form the library	✓ Put books back in their <b>proper place</b> ✓ <b>Return</b> books on time	✓ Enjoy the opportunity to <b>expand</b> your learning
Bathroom	✓ Give others <b>privacy</b> and be <b>kind</b>	✓ Keep water in the sink ✓ <b>Wash</b> your hands when you are finished	✓ Use your grade level restrooms	✓ Use the bathroom for what it is <b>intended</b>	✓ <b>Return</b> to your class quickly and <b>ready</b> to participate
Office	✓ <b>Wait</b> to be acknowledged	✓ Enter the office with a <b>pass</b> ✓ <b>Walk</b> to the office	✓ Have a valid <b>reason</b> for being in the office	✓ The office is a place of work use good <b>manners</b> and a <b>quiet</b> voice	✓ Have positive interactions with staff. Say " <b>please</b> " and " <b>thank you</b> "
Hallway/Quad	✓ Speak <b>softly</b> around classrooms ✓ Enter the quad at <b>appropriate</b> times	✓ <b>Walk</b> at all times	✓ Return to class <b>promptly</b> ✓ <b>Respect</b> others <b>belongings</b>	✓ <b>Hang</b> backpacks on hooks	✓ <b>Be kind!</b> Make eye contact and smile.
Arrival/Dismissal	✓ Arrive and leave <b>on time</b> ✓ <b>Keep</b> hands and feet to yourself	✓ Use <b>sidewalks</b> and <b>crosswalks</b> ✓ Wait in <b>designated</b> area	✓ Go <b>directly</b> home ✓ Make sure your parents <b>know</b> when you are staying after school	✓ <b>Know</b> how you are getting home	✓ Be Kind! Say " <b>good morning</b> " and " <b>good afternoon</b> "
Playground	✓ <b>Freeze</b> when the bell rings ✓ <b>Walk</b> to your line	✓ <b>Walk</b> on the blacktop ✓ <b>Keep</b> hands and feet to yourself	✓ Show good <b>sportsmanship</b> ✓ Take <b>care</b> of the playground equipment	✓ <b>Use</b> bathrooms and get a rink	✓ Have <b>fun!</b> ✓ <b>Be kind</b> to each other
MPR Lunch	✓ Keep your area <b>clean</b> and put trash in the appropriate place	✓ Stay <b>seated</b> and <b>keep</b> your hands and feet to yourself	✓ Make <b>healthy</b> choices	✓ Use a <b>quiet</b> voice and good <b>manners</b> ✓ Know your lunch number	✓ <b>Enjoy</b> your lunch
Assemblies	✓ Pay <b>attention</b> to the presenter ✓ Respond <b>appropriately</b>	✓ <b>Keep</b> your hands and feet to yourself ✓ Keep feet out of <b>aisle</b>	✓ Be an <b>active</b> listener and participant	✓ Sit <b>quietly</b> during presentations	✓ <b>Encourage, praise,</b> and <b>congratulate</b> others
Field Trips	✓ Be <b>prepared</b> for your field trip ✓ <b>Follow</b> directions	✓ <b>Listen</b> and <b>follow</b> safety instructions ✓ <b>Stay</b> with your chaperone	✓ <b>Represent Vineyard</b> in a positive way	✓ Follow school <b>behavior expectations</b>	✓ Make <b>connections</b> to your learning ✓ Show <b>gratitude</b> for a new learning experience

## **PARTICIPATION IN SCHOOL SPONSORED EVENTS**

Parents will be informed by the grade level teachers regarding the participation expectations for school sponsored events such as school dances, after school sports, field trips, etc. Students who progress upwards through the leveled behavior management system may lose their ability to participate in these activities as a possible consequence. Students who are under the timeline of an active suspension or expulsion may not be on any OMSD school campus at any time for instructional or extra-curricular activities. School activities also have academic participation requirements, please see your grade level expectations for more information. This includes, but is not limited to; athletics, dances, field trips, and the 8<sup>th</sup> grade promotion ceremony.

## **MAJOR OFFICE DATA REFERRAL**

Referrals are a way to keep in contact with parents about behavioral or academic concerns. The referral is a way to let you know about incidents with your student and what actions the teacher has taken to address the issue. When a referral is given, students take the referral home and are expected to return it with a parent signature. This is an opportunity to talk to your student about the behavioral expectations at school and how they can make better choices. You may receive multiple copies of the referral; one is for you and one is to come back to the teacher. Consequences for a referral vary, and include, but not limited to: conferencing with the student about making better choices, recess detention, follow-up with the school mentor, and a meeting with an administrator.



**Major Office Discipline Referral** (Remisión de disciplina mayor)

Student/Estudiante: \_\_\_\_\_ Grade/Grado: \_\_\_\_\_ Room/Salón: \_\_\_\_\_

Teacher/Maestro: _____ Referred by/Remitido por: _____	
<b>Date &amp; Time of Incident/Fecha y hora</b> Date (Fecha): _____ Time (Hora): _____ <b>Behavior Expectation Not Met/Expectativa de comportamiento no cumplida</b> <input type="checkbox"/> <b>APPROPRIATE</b> (No fue apropiado) <input type="checkbox"/> <b>SAFE</b> (No fue seguro) <input type="checkbox"/> <b>TRUSTWORTHY</b> (No fue digno de confianza) <input type="checkbox"/> <b>RESPONSIBLE</b> (No fue responsable) <input type="checkbox"/> <b>OPTIMISTIC</b> (No fue optimista)	<b>Location/Lugar</b> <input type="checkbox"/> Classroom (Salón) <input type="checkbox"/> Playground (Campo de recreo) <input type="checkbox"/> Hallway (Pasillo) <input type="checkbox"/> Bathroom (Baño) <input type="checkbox"/> Multi-Purpose Room (Salón de multusos) <input type="checkbox"/> Library (Biblioteca) <input type="checkbox"/> Arrival or Dismissal (Llegada o salida)
<b>Major Behavior Problem/Problema de conducta mayor</b> <input type="checkbox"/> Fighting/Physical Aggression (Pelea/Agresión física) <input type="checkbox"/> Defiance/Disrespect (Desafío/Falta de respeto) <input type="checkbox"/> Harassment/Bullying (Acoso/Intimidación) <input type="checkbox"/> Property Damage/Theft (Destrucción propiedad/robo) <input type="checkbox"/> Caused Harm to Others (Causó daño a otros) <input type="checkbox"/> Other (Otro): _____	<b>Possible Motivation/Posible motivación</b> <input type="checkbox"/> Obtain Peer Attention (Obtener atención de compañeros) <input type="checkbox"/> Obtain Adult Attention (Obtener atención de adultos) <input type="checkbox"/> Obtain Item/Activity (Obtener artículo/actividad) <input type="checkbox"/> Avoid Peer (Evitar a compañero) <input type="checkbox"/> Avoid Adult (Evitar a adulto) <input type="checkbox"/> Avoid Item/Activity (Evitar tareas/actividad)

Description of Incident (descripción del incidente): \_\_\_\_\_

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<b>Administrative Action/Decision administrativo</b> <input type="checkbox"/> Loss of Privilege (Pérdida de privilegio) <input type="checkbox"/> Conference w/Student (Consejería con el estudiante) <input type="checkbox"/> Detention (Detención) Dates: _____ <input type="checkbox"/> Parent Contact (Comunicación con padres) <input type="checkbox"/> Behavior Contract (Contrato de conducta) <input type="checkbox"/> Referral for Counseling or Mentor Services (referido a consejería o servicios con mentor) <input type="checkbox"/> Sent Home (Enviado a casa) <input type="checkbox"/> Suspension (Suspensión) _____ days (días) <input type="checkbox"/> On Campus Suspension (Suspensión en la escuela) _____ days (días) <input type="checkbox"/> Other (Otro): _____	<b>Others Involved/Otros involucrados</b> <input type="checkbox"/> None (Ninguno) <input type="checkbox"/> Peer (Compañero) <input type="checkbox"/> Staff (Empleados) <input type="checkbox"/> Teacher (Maestro) <input type="checkbox"/> Substitute (Substituto) <input type="checkbox"/> Unknown (Desconocido)
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## **DETENTION**

Parents will be notified if their child will be assigned detention for more than (20) minutes on the same day **or** if they will be serving detention on the following day. **It is the teacher's responsibility to contact parents anytime a child is to remain after school for disciplinary reasons,** and the teacher is responsible for student supervision if assigning after school detention. Teachers must make other options available to families who are not able to provide transportation to ensure the safety of that student.

## **SUSPENSION AND EXPULSION**

On occasion, individual students will significantly disrupt the school's learning environment and, as a result, violate a portion of the California Education Code Section 48900. A violation of this section is grounds for suspension for up to five days and, in some cases, grounds for possible expulsion. This includes the time while students come to school and go home after school.(Other Ed Code regulations may also apply)

### ***California Education Code 48900***

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines the pupil has:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, any alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or personal property.
- h. Possessed or used tobacco, or any products, including, but not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- k. (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the actions specified in Par
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault or committed a sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.

**\*Please be aware:** California law requires that school administrators immediately notify local authorities when there is any incident that involves drugs, guns, knives.

## **PROHIBITED ITEMS**

In the interest of protecting the health and safety of all district students, the following Prohibited Items List has been adopted by the Board of Trustees. Students are not to have in their possession, or in their book bags, nor bring the following items to school. Prohibited items shall be removed from the student and returned at the end of the school day.

- Toys, especially those which are realistic simulations of guns and knives.
- Gambling devices- dice, playing cards (Pokémon cards, baseball cards, etc.)
- Drugs, alcoholic beverages, narcotics, cigarettes, tobacco, cigarette papers, lighters, pipes, matches, look-a-likes and paraphernalia.
- Explosive devices, firecrackers, fireballs, cherry bombs, etc.
- Weapons, guns, knives, cake cutters, screw drivers, and/or dangerous items.
- Nail polish, make-up, personal grooming items.
- Gang/tagging identification paraphernalia, such as- a) beepers, b) gloves, c) rags/bandanas, d) plastic hands, 3) felt-tip markers, aerosol paint containers, etching tools, or any other instruments used for the purpose of writing graffiti, tagging or defacing property.

- Skateboards and bikes are not permitted without a permission slip on file in the office. *Students must wear helmets when riding skateboards and bikes.* Failure to use equipment properly and/or with safety precaution adhered to will result in loss of privilege.
- Candy, soda, and other food items that are in violation of the OMSD Wellness Policy.
- Students in grades 4 – 8 may bring balls from home (except for footballs).

### **DRUG FREE**

All OMSD schools are declared drug-free with zero tolerance for any involvement with drugs on campus. Any student possessing, using, or under the influence of alcohol or other drugs, or selling alcohol, drugs or related paraphernalia shall be referred to the OMSD Discipline Panel.

### **SEARCH POLICY**

As set forth in OMSD Board Policy 5145.12, administrators may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, OMSD Board Policy, or other rules of the district or school.

Searches may be conducted without prior approval of parents/guardians. The type of student property that may be searched includes, but is not limited to: clothing, lockers, desks, purses, and backpacks. Parent permission is needed to search cellular phones, and/or other electronic communication devices.

### **CELL PHONES AND DEVICES**

The Ontario-Montclair School District Board of Education recognizes the desire for parents to provide their children with a cell phone for convenience or for safety. The board also realizes that in many cases cell phones have been misused at school or school functions. It has therefore become necessary to develop rules and consequences regarding cell phones. The **use** of or the **visibility** of cell phones or other electronics signaling devices such as beepers, is strictly prohibited on school premises, at any school sponsored activity, on buses, and at any time while students are under the supervision and control of district employees. This means that students must **wait until they have left school grounds**, not just their classrooms, before they remove

their cell phones from their backpacks or other carrying places. Students must understand that they have not left the school campus until they are on the sidewalk by the street.

In order to keep students safe and to provide a safe learning environment, students are only allowed to use electronic devices, including earbuds/headphones (Air Pods), with prior staff approval. School officials will follow the guidelines set out in Vineyard STEM's Parent and Student Handbook and the Districts Acceptable use of Technology Policy.

**First Violation:**

- Phone confiscated from student. Student will be allowed to pick up the phone at the end of the instructional day.
- Documentation in student discipline file as a warning.

**Second Violation:**

- Phone confiscated from student. Parent must pick up the cell phone from the school office.
- Documentation in student discipline file.

**Third Violation:**

- Phone confiscated from student. Parent must meet with site administrator to pick up the phone.
- Documentation in student discipline file.

**Fourth Violation:**

- Progressive discipline for defiance/violation of school rules according to site discipline plan.

## **DIGITAL IMAGES & VIDEO POLICY**

Cameras or video cameras of any kind are not allowed on campus without the permission of a school official. If brought to school, these items will be confiscated for parent/guardian pick up.

Cell phones used to take pictures or video without permission will also be confiscated.

Photographing or recording of students, visitors, or staff members without permission from a school official is prohibited and subject to consequences.

## **DRESS CODE**

In an effort to provide a safe and orderly school environment for students and in response to a desire to keep district schools free from unhealthy threats or the harmful influence of any groups or gangs which advocate substance use, violence, or disruptive behavior; the Ontario-Montclair School District Board of Trustees has adopted the following guidelines.



### **Ontario-Montclair School District Dress Code Policy:**

- Flip flops, Crocs, Croc-like, backless, or open-toed shoes, or sandals are not acceptable (must be closed shoe). Safe, appropriate shoes must be worn at all times.
- Pajamas and pajama-like clothing is prohibited, unless for a school-sponsored spirit day.
- Clothing shall be sufficient to conceal undergarments at all times. Extremely tight garments, see-through or fish-net fabrics, spaghetti strap (3 fingers wide), halter tops, off the shoulder, low-cut tops, midriffs, and skirts shorter than mid-thigh (end of finger tips) are prohibited. Cut off or cut-off looking material is prohibited.
- Scarves and other head coverings shall not be worn without the express permission of the Principal.
- Plain baseball hats or those with a school logo may be worn at recess only. They must be worn so that the brim is facing forwards.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, etc.) shall be free of writing, pictures or any other insignia which are gang-related, crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic, or religious prejudice. Attitude T-Shirts are to be appropriate for school and must adhere to dress code guidelines.
- Hair may not be sprayed by any coloring that would drip when wet.
- Tattoos are to be covered at all times.
- Sunglasses will be allowed for eye protection when out on the playground.
- Gang attire of any kind is strictly prohibited. Socks may not be pulled up under shorts.
- Any item, including jewelry, which may present a safety hazard, are not suitable for school wear.
- Ripped or shredded pants must not show any skin above the lengths of arms when arms are held to the side. Students may wear tights or leggings (not fish-net) underneath. Pants with large holes – larger than the student's hand – will be considered a dress code violation.
- Vineyard STEM administrative staff reserves the right to address clothing options that disrupt the instructional program at Vineyard.

Students who are in violation of the dress code policy will be asked to call home to get a change of clothing before being allowed to go to class. If you have any questions regarding your students' attire, please do not hesitate to call the office for more detailed information.

## **STUDENT HEALTH AND WELFARE**

### **NOTIFICATION OF ILLNESS OR INJURY**

Please notify the school by phone if your child is ill. If the child has a communicable condition (chickenpox, mumps, measles, infectious hepatitis, impetigo, scabies, lice, etc.); we need to notify our health office. Keep the child home if he/she has a fever (100 degrees or over), diarrhea, red draining eyes, or an undiagnosed rash. If a student becomes ill or is injured at school, every effort will be made to contact parents. The parent will make arrangements for the student to be taken home or to a physician. Please notify the school immediately of any changes in home, work or cellular telephone numbers. **Please ensure that your child's emergency card is updated and current with other names and telephone numbers of persons who are authorized to contact in case the parent or other family member (18 yrs. or older) cannot be reached.** This is important for the protection of your child in the event of a medical emergency.

### **MEDICATION AT SCHOOL**

A written request, from the doctor and the parent, stating the student's name, name of medication, dosage, and time to be taken must accompany the medication. All medication **MUST** be brought in only by an adult and immediately taken to the school office. The medication must then be taken to the nurse's office where proper instructions must be documented for administration by school personnel. The medication must be properly labeled with a pharmacy label. All non-prescription medication must also be turned into the nurse's office and must be in its original container with the original label with the student's name affixed to the container. Parents are required to come to school and administer non-prescription medication, if needed. **Students may not keep medication with them in the classroom during the school day.**

### **FIRST AID**

It is our goal to keep every child safe and free from harm during the school day. Unfortunately, accidents do sometimes occur during the school day. In the case that a student is injured at school, first aid will be given to the child. If possible, the child will be returned to class. In the case that the injury is more severe or there is a concern to a special circumstance, parents will



be notified that the child is in the health office for first aid. In such circumstances, it may be necessary for the child to be picked up from school.

### **SPECIAL HEALTH PROBLEMS OR SPECIFIC CARE**

If your child has a specific medical condition or there is a health concern, please contact the school health office immediately so that we can provide the necessary care for your child. If there is a short-term medical condition (such as a broken arm, etc.), please provide the school with a note from the doctor with specific information regarding care or directions for care at school.

### **HEALTH AND WELLNESS SERVICES**

To ensure the well-being of the whole child, OMSD has a Health and Wellness Department. Vineyard STEM Magnet School has an Outreach Consultant (ORC) as well as a Student & Family Outreach Assistant (SFOA) who work closely with the OMSD Health and Wellness Dept, to ensure families are connected to resources as needed. Services include, but are not limited to: Mental health counseling, clothing, food and other types of support. Please contact our school office and we will connect you to our ORC/SFOA for more information.

## **INSTRUCTIONAL PROGRAMS AND SUPPORT**

### **S.T.E.M. CURRICULUM FOCUS**

At Vineyard STEM Magnet School, we have a STEM instructional focus. Students will receive instruction that is integrated with the components of Science, Technology, Engineering, and Math. Examples of STEM learning opportunities that are a part of Vineyard STEM's instructional program include:

- A **grade level core curriculum** that is integrated with the subjects of Science, Technology, Engineering, or Math.
- **Hands-on and engaging lessons** to build understanding and mastery of the curriculum.
- The opportunity to work on **STEM learning projects** with college students and career professionals to apply what they have learned in the classroom.
- **Elective classes** (in grades 6-8) that give students the opportunity to explore real world STEM topics

- Class rotations to the **Science Lab** for hands-on explorations and studies of science concepts.
- Class rotations to the **Makerspace** for hands-on experiences with the engineering and design method of ask, imagine, plan, create, improve.
- The opportunity to participate in **instructional field trips** that are aligned to STEM learning or college and career preparation.
- The opportunity to participate in **video conferencing lessons** with professionals in the STEM educational or career field.
- The opportunity to participate in **academic competitions** to demonstrate their learning and test the success of STEM projects, such as Science Fair, Robotics, Math Pentathlon, MathCon and M.E.S.A.



## **FIELD TRIPS**

Classroom teachers may schedule field trips throughout the year. Parents must notify the classroom teacher at least 24 hours in advance if they are requesting that their child not attend the class field trip. The teacher will arrange for an alternative classroom placement and assign instructional work for the day of the field trip. For their safety and the safety of others, students must meet campus PBIS ASTRO behavior expectations to go on trips. Parents who would like to attend the field trip as a chaperone must have permission from the classroom teacher and have a volunteer application on file at the office. If possible, families may be asked to provide money to assist with the field trip fees.

## **HOMEWORK POLICY**

The OMSD School Board acknowledges the educational validity of homework as an extension of the instructional program at school. (see BP 6154 in this handbook) The Board believes that homework is a valuable educational tool for elementary grade students and the following guidelines will be followed:

1. Students should be expected to spend an average of 30 minutes on homework at the primary level (Grades 1-3) and an average of one hour at the intermediate level (Grades 4-6) three or four days a week.

2. Kindergarten homework assignments should stimulate students to talk often with their parents/guardians and encourage parents/guardians to read to their children on a daily basis.
3. Homework assignments in grades 1–3 should promote the development of skills and encourage family participation and discussion.
4. In grades 4–6, homework should continue to reinforce skill development and encourage family participation. Assignments should help develop good personal study habits and may include occasional special projects. Teachers should instruct students on how to develop good study techniques, note taking skills and study habits.
5. Homework assignments should not require the use of specialized materials, unless the school lends such materials to students. However, we encourage parents/guardians to make regular visits to our local public libraries so that children can learn how to use additional resources.
6. Work not completed during the regular school day may be assigned as homework in addition to the regular homework assignments.
7. Teachers should make a reasonable attempt to spread homework assignments throughout the week, avoiding excessive assignments on any given day.

### **GRADING EXPECTATIONS**

All students will be expected to abide by the rigorous expectations set forth by Ontario-Montclair School District. Progress Reports will be sent home between Report Cards and Report Cards will be sent home during Parent – Teacher Conference weeks in November and March.

### **MIDDLE SCHOOL –ParentSquare**

Families of students grades 6 – 8 have the opportunity to use the app ParentSquare for daily progress checks for student assignments and grades. Please inquire with your child’s teachers on how to register for the app.



## **8<sup>th</sup> GRADE PROMOTION CRITERIA**

Students in eighth-grade who meet established criterion may participate in promotion activities at the end of the school year. Participation in the eighth-grade promotion ceremony shall be contingent upon the following criteria:

1. The student has no more than two (2) “F” grades in the third trimester.
2. The student maintains satisfactory citizenship and effort during the eighth-grade year, which means:  
The student has no more than three (3) incidents of suspension from school.

3. The student has no more than six (6) total days of suspension, either in-school or out-of-school suspension for the eighth-grade year.

The student may not be on suspension from school on the day of the promotion ceremony. (see AR 5127 in this handbook)

## **4<sup>th</sup> – 8<sup>th</sup> GRADE HONOR ROLL CRITERIA**

Students in fourth through eighth grade with outstanding academic performance have the opportunity to be acknowledged each trimester for Honor Roll, during Student of the Month assemblies. In addition to the academic criteria, students must be Satisfactory or better in Citizenship. Honor Roll criteria and recognition is as follows:

### **Honor Roll Criteria and Recognition**

	<b>Honor Roll</b>	<b>Exemplary</b>	<b>Principal's</b>
<b>Elementary</b>	3's and 4's on report card	NA	ALL 4's on report card
<b>Middle School</b> (no D's or F's)	3<3.49 GPA	3.5<3.89 GPA	4.00 GPA
First time Honor Roll recipients receive lanyard <ul style="list-style-type: none"><li>• All 4th grade recipients get lanyard Tri 1</li><li>• Exemplary &amp; Principal's Honor Roll first time, get lanyard and matching pin</li></ul>	<ul style="list-style-type: none"><li>• Honor Roll pin-plain gold/simple</li><li>• Honor Roll bumper sticker</li><li>• Certificate</li></ul>	<ul style="list-style-type: none"><li>• Honor Roll pin-with color</li><li>• Honor Roll bumper sticker</li><li>• Certificate</li></ul>	<ul style="list-style-type: none"><li>• Principal Honor Roll trophy</li><li>• Principal Honor Roll pin</li><li>• Honor Roll bumper sticker</li><li>• Certificate</li></ul>

## **STUDENT STUDY TEAM MEETINGS (SST)**

Vineyard STEM Magnet School has a team composed of the ORC, teachers, the student, other support staff and administrators for the purpose of discussing students who are experiencing difficulties in their academics, behavior, or attendance. Staff members can recommend students to the SST process who they feel are in need of special support. Once the identified child is in the SST process, it is essential that parents attend the scheduled SST meeting(s) so that we can work together to help every child to succeed. Every effort will be made to schedule a meeting time that is convenient for the parent.

## **SPECIAL EDUCATION PROGRAMS**

Students who have an identified disability may qualify for special education services. These services are outlined in an Individualized Educational Plan (IEP) that addresses the students' unique needs. If you have questions about your child's IEP or the support that your child is receiving, please contact the school office.



## **GIFTED AND TALENTED EDUCATION (G.A.T.E.)**

Ontario Montclair School District uses and accepts multiple sources of data in order to seek out and accurately identify students for placement into the G.A.T.E. program. Identification tools include, but aren't limited to:

- District identified GATE assessment
- SBAC scores
- District Benchmarks
- Teacher and parent input
- Student display of artistic abilities

Once a student has been formally identified for the G.A.T.E. program, he or she is identified for the duration of his or her educational stay in OMSD. Students who are G.A.T.E. identified will receive an instructionally enriched academic program that meets the needs of that student. Students' progress will be shared with parents at Parent-Teacher Conferences and at the GATE parent meetings held three times during the school year.

## **AWARDS AND INCENTIVES**

Awards and incentives at Vineyard STEM include, but are not limited to the following:

<b>Attendance</b>	<b>Behavioral</b>	<b>Academic</b>
<ul style="list-style-type: none"> <li>Grade level: Monthly attendance trophy for the class with highest attendance, and acknowledgement for most improved attendance</li> <li>Individual: Perfect / Exemplary Attendance - End of the year certificates and possibly a trophy</li> </ul> <p><i>Note: Attendance reports will be reviewed at the end of the first week of May, to determine end of the year attendance awards.</i></p>	<ul style="list-style-type: none"> <li>Individual: PBIS Rewards – Students can spend points to purchase items from the PBIS store</li> <li>Excellent Explorer Tickets – Classroom &amp; School-wide raffles for prizes</li> <li>Student of the Month (SOM) Students may be chosen to receive a certificate and other incentive(s)</li> </ul>	<ul style="list-style-type: none"> <li>Student of the Month (SOM) Students may be chosen to receive a certificate and other incentive(s). <i>SOM Award categories: ASTRO (citizenship), STEM, and AVID (academic)</i></li> <li>Trimester Awards: Honor Roll / Principal's Honor Roll</li> <li>iReady: Students meeting their iReady academic goals may earn participation in a School-Wide carnival, or other incentive(s)</li> <li>AR: Students meeting their Accelerated Reader (AR) quiz goal may earn certificates or other incentive(s)</li> <li>CAASPP: Students meeting or surpassing grade level standards may earn a celebratory meal with Admin</li> </ul>



## **KIWANIS & ROTARY STUDENTS OF THE MONTH**

Ontario-Montclair Kiwanis Club recognizes a 6<sup>th</sup> grade Student of the Month, and Ontario-Montclair Rotary Club recognizes an 8<sup>th</sup> grade Student of the Month. Vineyard STEM Magnet School will have the opportunity to honor students in the following months:

<b>Kiwanis Club Recognitions (6<sup>th</sup> grade students)</b>	<b>Rotary Club Recognitions (8<sup>th</sup> grade students)</b>
<ul style="list-style-type: none"> <li>January and April</li> </ul>	<ul style="list-style-type: none"> <li>One student each month, September - May</li> </ul>

## **PARENT AND FAMILY ENGAGEMENT OPPORTUNITIES**

### **SCHOOL SITE COUNCIL (SSC)**

Our School Site Council is a vital part of Vineyard STEM's organizational system. There are specific guidelines regarding the composition, roles and responsibilities of the School Site Council. The SSC meets four times during the school year. All family members who are interested in being a part of the decisions and programs and Vineyard STEM are welcomed to attend the SSC meetings. Please see the monthly calendar for meeting dates and times.

### **ENGLISH LANGUAGE ADVISORY COUNCIL (ELAC)**

The English Language Advisory Committee oversees and supports the English Language Learner Programs at Vineyard STEM Magnet School. All parents are encouraged to attend the meetings. The SELPAC meets four times during the school year. Family members who are interested in being a part of the decisions and programs that impact our English Language Learning students at Vineyard STEM are welcomed to attend the SELPAC meetings. Please see the monthly calendar for meeting dates and times.

### **PARENT TEACHER ASSOCIATION (PTA)**

The purpose of this parent group is to support the school in fundraising events that benefit the students at Vineyard STEM Magnet School. If you are interested in participating in the PTA, please contact the school office for more information.



### **COFFEE WITH THE PRINCIPAL**

Once a month, the principal will meet informally with parents and families to talk about various topics related to our school. This 1-hour meeting is designed to keep the lines of communication open on an on-going basis. Please look for flyers and notices announcing the days and times. Parents and families are encouraged to attend. Babysitting will be provided.

## **VOLUNTEERS**

Students, parents, adult family members and community members are encouraged to help in classrooms, chaperoning field trips, or possibly as tutors. You may contact the office or your child's teacher if you are interested in volunteering in a school event, working in your child's classroom, or assisting in the school office. All school volunteers must sign in and out of the office each time they are volunteering and wear a visitor's badge during the time they are volunteering at school. School volunteers must have the appropriate paperwork on file in the office, per the OMSD Volunteer Policy. Please contact the office and we will gladly assist you with this process.



## **SCHEDULES & CALENDAR**



**Vineyard STEM Magnet**  
**Daily Bell Schedule – 2023-2024**

M/W/TH/F	Tuesday	Conference Weeks Back-to-School / Open House Community Event Day November 3, 2023 / March 8, 2024	Last Day of School
<b>TK/ Kindergarten (AM)</b> 8:05-9:30 Instruction (85) 9:30-9:45 Recess (15) 9:45-11:00 Instruction (75) 11:00-11:45 Lunch (45) 11:45-12:50 Instruction (65) 12:50 Dismissal (225)	<b>TK/ Kindergarten (AM)</b> 8:05-9:30 Instruction (85) 9:30-9:45 Recess (15) 9:45-11:00 Instruction (75) 11:00-11:45 Lunch (45) 11:45-12:50 Instruction (65) 12:50 Dismissal (225)	<b>TK/ Kindergarten (AM)</b> 8:05-9:30 Instruction (85) 9:30-9:45 Recess (15) 9:45-10:30 Instruction (45) 10:30-11:15 Lunch (45) 11:15-12:50 Instruction (95) 12:50 Dismissal (225)	<b>TK/ Kindergarten (AM)</b> 8:05-9:30 Instruction (85) 9:30-9:45 Recess (15) 9:45-11:35 Instruction (110) 11:35 Dismissal (195)
<b>1<sup>st</sup> Grade</b> 8:05-9:10 Instruction (65) 9:10-9:25 Recess (15) 9:25-11:00 Instruction (95) 11:00-11:45 Lunch (45) 11:45-1:25 Instruction (100) 1:25-1:40 Recess (15) 1:40-2:45 Instruction (65) 2:45 Dismissal (325)	<b>1<sup>st</sup> Grade</b> 8:05-9:10 Instruction (65) 9:10-9:25 Recess (15) 9:25-11:00 Instruction (95) 11:00-11:45 Lunch (45) 11:45-1:30 Instruction (105) 1:30 Dismissal (265)	<b>1<sup>st</sup> Grade</b> 8:05-9:10 Instruction (65) 9:10-9:25 Recess (15) 9:25-10:30 Instruction (65) 10:30-11:15 Lunch (45) 11:15-12:50 Instruction (95) 12:50 Dismissal (225)	<b>1<sup>st</sup> Grade</b> 8:05-9:10 Instruction (65) 9:10-9:25 Recess (15) 9:25-11:35 Instruction (130) 11:35 Dismissal (195)
<b>2<sup>nd</sup> Grade</b> 8:05-9:10 Instruction (65) 9:10-9:25 Recess (15) 9:25-11:00 Instruction (95) 11:00-11:45 Lunch (45) 11:45-1:25 Instruction (100) 1:25-1:40 Recess (15) 1:40-2:45 Instruction (65) 2:45 Dismissal (325)	<b>2<sup>nd</sup> Grade</b> 8:05-9:10 Instruction (65) 9:10-9:25 Recess (15) 9:25-11:00 Instruction (95) 11:00-11:45 Lunch (45) 11:45-1:30 Instruction (105) 1:30 Dismissal (265)	<b>2<sup>nd</sup> Grade</b> 8:05-9:10 Instruction (65) 9:10-9:25 Recess (15) 9:25-10:30 Instruction (65) 10:30-11:15 Lunch (45) 11:15-12:50 Instruction (95) 12:50 Dismissal (225)	<b>2<sup>nd</sup> Grade</b> 8:05-9:10 Instruction (65) 9:10-9:25 Recess (15) 9:25-11:35 Instruction (130) 11:35 Dismissal (195)
<b>3<sup>rd</sup> Grade</b> 8:05-9:30 Instruction (85) 9:30-9:45 Recess (15) 9:45-11:45 Instruction (120) 11:45-12:30 Lunch (45) 12:30-1:25 Instruction (55) 1:25-1:40 Recess (15) 1:40-2:45 Instruction (65) 2:45 Dismissal (325)	<b>3<sup>rd</sup> Grade</b> 8:05-9:30 Instruction (85) 9:30-9:45 Recess (15) 9:45-11:45 Instruction (120) 11:45-12:30 Lunch (45) 12:30-1:30 Instruction (60) 1:30 Dismissal (265)	<b>3<sup>rd</sup> Grade</b> 8:05-9:30 Instruction (85) 9:30-9:45 Recess (15) 9:45-11:15 Instruction (90) 11:15-12:00 Lunch (45) 12:00-12:50 Instruction (50) 12:50 Dismissal (225)	<b>3<sup>rd</sup> Grade</b> 8:05-9:10 Instruction (65) 9:10-9:25 Recess (15) 9:25-11:35 Instruction (130) 11:35 Dismissal (195)
<b>4<sup>th</sup> Grade</b> 8:05-9:30 Instruction (85) 9:30-9:45 Recess (15) 9:45-11:45 Instruction (120) 11:45-12:30 Lunch (45) 12:30-2:45 Instruction (135) 2:45 Dismissal (340)	<b>4<sup>th</sup> Grade</b> 8:05-9:30 Instruction (85) 9:30-9:45 Recess (15) 9:45-11:45 Instruction (120) 11:45-12:30 Lunch (45) 12:30-1:30 Instruction (60) 1:30 Dismissal (265)	<b>4<sup>th</sup> Grade</b> 8:05-9:30 Instruction (85) 9:30-9:45 Recess (15) 9:45-11:15 Instruction (90) 11:15-12:00 Lunch (45) 12:00-12:50 Instruction (50) 12:50 Dismissal (225)	<b>4<sup>th</sup> Grade</b> 8:05-9:10 Instruction (65) 9:10-9:25 Recess (15) 9:25-11:35 Instruction (130) 11:35 Dismissal (195)
<b>5<sup>th</sup> Grade</b> 8:05-9:30 Instruction (85) 9:30-9:45 Recess (15) 9:45-11:45 Instruction (120) 11:45-12:30 Lunch (45) 12:30-2:45 Instruction (135) 2:45 Dismissal (340)	<b>5<sup>th</sup> Grade</b> 8:05-9:30 Instruction (85) 9:30-9:45 Recess (15) 9:45-11:45 Instruction (120) 11:45-12:30 Lunch (45) 12:30-1:30 Instruction (60) 1:30 Dismissal (265)	<b>5<sup>th</sup> Grade</b> 8:05-9:30 Instruction (85) 9:30-9:45 Recess (15) 9:45-11:15 Instruction (90) 11:15-12:00 Lunch (45) 12:00-12:50 Instruction (50) 12:50 Dismissal (225)	<b>5<sup>th</sup> Grade</b> 8:05-9:10 Instruction (65) 9:10-9:25 Recess (15) 9:25-11:35 Instruction (130) 11:35 Dismissal (195)

**Vineyard STEM Magnet**  
**Daily Bell Schedule – 2023-2024**

<p><b>6<sup>th</sup> Grade</b></p> <p>8:05-9:45 Instruction (100)</p> <p>9:45-10:00 Recess (15)</p> <p>10:00-12:30 Instruction (150)</p> <p>12:30-1:15 Lunch (45)</p> <p>1:15-2:45 Instruction (90)</p> <p>2:45 Dismissal (340)</p> <p><b>7<sup>th</sup> Grade</b></p> <p>8:05-9:45 Instruction (100)</p> <p>9:45-10:00 Recess (15)</p> <p>10:00-12:30 Instruction (150)</p> <p>12:30-1:15 Lunch (45)</p> <p>1:15-2:45 Instruction (90)</p> <p>2:45 Dismissal (340)</p> <p><b>8<sup>th</sup> Grade</b></p> <p>8:05-9:45 Instruction (100)</p> <p>9:45-10:00 Recess (15)</p> <p>10:00-12:30 Instruction (150)</p> <p>12:30-1:15 Lunch (45)</p> <p>1:15-2:45 Instruction (90)</p> <p>2:45 Dismissal (340)</p>	<p><b>6<sup>th</sup> Grade</b></p> <p>8:05-9:45 Instruction (100)</p> <p>9:45-10:00 Recess (15)</p> <p>10:00-12:30 Instruction (150)</p> <p>12:30-1:15 Lunch (45)</p> <p>1:15-1:30 Instruction (15)</p> <p>1:30 Dismissal (265)</p> <p><b>7<sup>th</sup> Grade</b></p> <p>8:05-9:45 Instruction (100)</p> <p>9:45-10:00 Recess (15)</p> <p>10:00-12:30 Instruction (150)</p> <p>12:30-1:15 Lunch (45)</p> <p>1:15-1:30 Instruction (15)</p> <p>1:30 Dismissal (265)</p> <p><b>8<sup>th</sup> Grade</b></p> <p>8:05-9:45 Instruction (100)</p> <p>9:45-10:00 Recess (15)</p> <p>10:00-12:30 Instruction (150)</p> <p>12:30-1:15 Lunch (45)</p> <p>1:15-1:30 Instruction (15)</p> <p>1:30 Dismissal (265)</p>	<p><b>6<sup>th</sup> Grade</b></p> <p>8:05-9:45 Instruction (100)</p> <p>9:45-10:00 Recess (15)</p> <p>10:00-12:00 Instruction (120)</p> <p>12:00-12:45 Lunch (45)</p> <p>12:45-12:50 Instruction (5)</p> <p>12:50 Dismissal (225)</p> <p><b>7<sup>th</sup> Grade</b></p> <p>8:05-9:45 Instruction (100)</p> <p>9:45-10:00 Recess (15)</p> <p>10:00-12:00 Instruction (120)</p> <p>12:00-12:45 Lunch (45)</p> <p>12:45-12:50 Instruction (5)</p> <p>12:50 Dismissal (225)</p> <p><b>8<sup>th</sup> Grade</b></p> <p>8:05-9:45 Instruction (100)</p> <p>9:45-10:00 Recess (15)</p> <p>10:00-12:00 Instruction (120)</p> <p>12:00-12:45 Lunch (45)</p> <p>12:45-12:50 Instruction (5)</p> <p>12:50 Dismissal (225)</p>	<p><b>6<sup>th</sup> Grade</b></p> <p>8:05-9:10 Instruction (65)</p> <p>9:10-9:25 Recess (15)</p> <p>9:25-11:35 Instruction (130)</p> <p>11:35 Dismissal (195)</p> <p><b>7<sup>th</sup> Grade</b></p> <p>8:05-9:10 Instruction (65)</p> <p>9:10-9:25 Recess (15)</p> <p>9:25-11:35 Instruction (130)</p> <p>11:35 Dismissal (195)</p> <p><b>8<sup>th</sup> Grade</b></p> <p>8:05-9:10 Instruction (65)</p> <p>9:10-9:25 Recess (15)</p> <p>9:25-11:35 Instruction (130)</p> <p>11:35 Dismissal (195)</p>
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Revised: 8-2-2023

# ONTARIO-MONTCLAIR SCHOOL DISTRICT 2023-2024 District Calendar

July 2023						
S	M	T	W	T	F	S
						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						

August 2023						
S	M	T	W	T	F	S
		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 17 To Date: 17						

July 2023	
July 4	Independence Day
August 2023	
Aug 4-8	Teacher Preparation Days
Aug 9	First Day for Students

September 2023	
Sept 4	Labor Day

September 2023						
S	M	T	W	T	F	S
					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: 37						

October 2023						
S	M	T	W	T	F	S
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 21 To Date: 58						

October 2023	
Oct 2-6	Middle School Parent Conf.
Oct 9	Non-School Day

November 2023	
Nov 10	Veterans Day
Nov 13-17	Elementary School Parent Conf.
Nov 20-24	Thanksgiving Break

November 2023						
S	M	T	W	T	F	S
			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 16 To Date: 74						

December 2023						
S	M	T	W	T	F	S
					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: 89						

December 2023	
Dec 22	Non-School Day
Dec 25-30	Winter Break

January 2024	
Jan 1-5	Winter Break
Jan 15	Martin Luther King Jr. Day

January 2024						
S	M	T	W	T	F	S
	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 17 To Date: 106						

February 2024						
S	M	T	W	T	F	S
				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		
Student Days 19 To Date: 125						

February 2024	
Feb 12	Lincoln's Birthday
Feb 19	Presidents' Day
Feb 26-29	Middle School Parent Conf.

March 2024	
Mar 1	Middle School Parent Conf.
Mar 18-22	Elementary School Parent Conf.
Mar 25-29	Spring Break

March 2024						
S	M	T	W	T	F	S
					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: 141						

April 2024						
S	M	T	W	T	F	S
	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: 163						

**April 2024** No Holidays

May 2024	
May 23	Last Day for Students
May 24	Teacher Preparation Day
May 27	Memorial Day

June 2024	
June 19	Juneteenth

May 2024						
S	M	T	W	T	F	S
			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 17 To Date: 180						

June 2024						
S	M	T	W	T	F	S
						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 0 To Date: 180						

Elem. Schools	1st Trimester: 56 days	10/27/2023
	2nd Trimester: 70 days	03/01/2023
	3rd Trimester: 54 days	05/23/2024

Middle Schools	1st Progress Report	9/22/2023
	2nd Progress Report	11/3/2023
	1st Semester: 89 days	12/21/2023
	1st Progress Report	2/23/2024
	2nd Progress Report	4/19/2024
	2nd Semester: 91 days	05/23/2024

	First/Last Day for Students
	All Schools/Offices Closed
	All Schools Closed
	Teacher Preparation Days

Board Approved: December 15, 2022

## **PARENT INVOLVEMENT POLICY AND PARENT COMPACT**

### **Title I School-Level Parental Involvement Policy** ***Vineyard STEM Magnet School***

*Vineyard STEM Magnet School* has developed a written Title I parental involvement policy with input from Title I parents. *Input was gathered through shared feedback and the collaborative development of school goals and focus areas at a variety of parent and community meetings and forums.* It has distributed the policy to parents of Title I students. *The Parent Involvement Policy is distributed annually to students and parents as part of the back to school informational packet that is sent home within the first week of school.* The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

#### **Involvement of Parents in the Title I Program**

To involve parents in the Title I program at *Vineyard STEM Magnet School*, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.  
*The informational Title I presentation is presented at one of the School Site Council Meetings.*
- The school offers a flexible number of meetings for Title I parents such as meetings in the morning or evening.  
*Parent meetings are scheduled on a variety of days, both in the morning, at dismissal, and in the early evening-depending on parent needs.*
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.  
*Title I programs are reviewed with parents three times per year during the School Site Council Meetings. The progress monitoring of Title I programs is presented to parents to show data trends, survey information, implementation status, and budget management. Any needs, concerns, or next steps are noted at this time.*
- The school provides parents of Title I students with timely information about Title I programs.  
*Title I programs are reviewed with parents three time per year during the School Site Council Meetings. Information regarding Title I services and/or supports are presented to parents with sufficient time for parents to respond to the available opportunities.*
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.  
*Title I programs are reviewed with parents three times per year during the School Site Council Meetings. The progress monitoring of Title I programs is presented to parents to show data trends, survey information, implementation status, and budget management. Any needs, concerns, or next steps are noted at this time.*
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.  
*Title I discussions, presentations, and progress monitoring tasks are primarily assigned to the School Site Council agenda. At the request of Title I parents, additional meetings may be*

*accommodated as part of the monthly Coffee with the Principal meetings or just as a specially scheduled meeting.*

*\*It may be helpful to include the parental involvement policy review in the annual review of the Single Plan for Student Achievement.*

*\*\*The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c)(3)]*

## **School-Parent Compact**

*Vineyard STEM Magnet School* distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

*The Parent Involvement Policy is distributed annually to students and parents as part of the back to school informational packet that is sent home within the first week of school. Parents meet in collaborative groups to engage in dialogue and provide collaborative feedback in the development of the Parent Involvement Policy.*

## **Building Capacity for Involvement**

*Vineyard STEM Magnet School* engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. *Parent training and informational meetings are provided to Title I parents as part of the monthly Coffee with the Principal Meetings. Specific strands of the Common Core State Standards and Assessments are presented to the parents.*
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. *All instructional school supplies are provided to students to support them with their learning during the school day. A home set of textbooks are provided to students in 4<sup>th</sup>-8<sup>th</sup> grade to support them with their at home learning. Parenting classes and leadership classes are made available to parents to support them with specific strategies for helping their student's learning.*

- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.  
*Ongoing trainings are provided to teachers during their contractual Staff Meeting time to train teachers in ways to develop positive partnerships and to develop collaborative conversations to support student learning.*
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.  
*The school coordinates with the CAFE organization and OMSD Parent Educational Center to provide parent leadership classes to support and train parents in how they can effectively support their students at home and at school and to guide them in how to be a positive and involved member of the school community.*
- The school distributes Information related to school and parent programs, meetings, trainings and other activities to Title I parents in a format and language that the parents understand.  
*All school meetings and documents are translated in the language present. Meeting translation is also provided to ensure that all parents can engage in the dialogues.*
- The school provides support for parental involvement activities requested by Title I parents.  
*There are Title I funds specifically allocated to parent involvement activities, support, and training. Specific funding allocations and action steps are presented to Title I parents during the budget review process that occurs during School Site Council Meetings.*

### **Accessibility**

*Vineyard STEM Magnet School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. All Title I meetings and documents are translated in the language present. Meeting translation is also provided to ensure that all parents can engage in the dialogues.*

Questions: Nancy Bodenhausen | [nbodenhausen@cde.ca.gov](mailto:nbodenhausen@cde.ca.gov) | 916-445-4904

**Last Reviewed: Wednesday, Dec. 1, 2021**



# WELLNESS POLICY



## Promoting Healthy Lifestyles

The goal of the school's physical activity component is to teach OMSD students to build skills and provide a variety of opportunities to develop active lifestyles by:

- Participating together in family fitness activities (walking, bicycling, jogging, swimming, dancing, hiking)
- Becoming familiar with resources in after school programs
- Walking or biking to school, parks and the store
- Taking movement breaks throughout the day
- Checking out fitness DVDs from the local library



Encourage your child to be physically active for **60 minutes** every day!

## OMSD Wellness Council

- Comprised of educators, school health professionals, community partners and parents
- They meet 2-3 times per year to establish health priorities and wellness promotion strategies based on the needs of OMSD schools

The School Wellness Committee is always looking for new members from the community. If you are interested in being a part of the wellness team, please contact your school principal.

## Nutrition Education & Healthy Eating

Over 70% of OMSD elementary students receive monthly nutrition education and all students who eat school meals are offered a variety of fruits and vegetables every day. The more students are informed and have access to healthy foods, the more likely they are to make nutritious choices.



## ONTARIO-MONTCLAIR SCHOOL DISTRICT WELLNESS POLICY GUIDELINES



Ontario-Montclair School District is an equal opportunity provider.

## Smart Snacks

"Smart Snacks" is a rule by the USDA that provides nutrition standards for ALL foods sold during school hours.

### Food Guidelines

All food served must be a fruit, vegetable, dairy, protein or whole grain item.

#### Per serving:

Calories: ≤200 calories for middle school  
≤175 for elementary school  
Sodium: ≤200 mg  
Total fat: ≤35% of calories  
Saturated fat: <10% of calories  
Trans fat: <0.5 grams per serving  
Sugar: ≤35% sugar by weight

### Beverage Guidelines

All schools may sell/serve outside of breakfast & lunch serving time:

- Plain water
- Unflavored, low fat milk
- Unflavored or flavored fat-free milk
- Milk alternative permitted by NSLP/NSBP
- ≥50% fruit or vegetable juice, no added sweeteners

### Celebrations and Rewards

OMSD encourages celebrating student accomplishments. There are many suggestions listed on the next page to help schools and parents comply with the policy guidelines on celebrations.

Please check with your child's school or teacher for birthday celebrations.

## Rewards Students



Love



Fundraisers



## Celebration & Snack Suggestions



Yes!

Yes!



Items that do not support health

No!

No!





## Promoviendo un estilo de vida saludable

El objetivo del componente de la actividad física en la escuela es enseñar a los estudiantes de OMSD a formar habilidades y proporcionarles diversas oportunidades para desarrollar estilos de vida saludable al:

- Participar juntos en actividades físicas en familia (caminar, montar bicicleta, trotar, nadar, bailar, ir de excursión.)
- Familiarizarse con los recursos y programas para después de clases.
- Caminar o montar bicicleta a la escuela, parques y al supermercado.
- Tomar descansos a lo largo del día.
- Sacar prestados DVD sobre aptitud física de la biblioteca local.



¡Motive a su hijo a mantenerse activo físicamente por 60 minutos todos los días!

## Concilio de bienestar de OMSD

- Compuesto por educadores, profesionales de la salud escolar, socios comunitarios y padres.
- Se reúnen 2-3 veces al año para establecer prioridades de salud y de estrategias para promover el bienestar físico basándose en las necesidades de las escuelas de OMSD.

El comité de bienestar escolar está siempre solicitando nuevos miembros de la comunidad. Si está interesado en formar parte del grupo de bienestar, por favor comuníquese con el director/a de su escuela.

## Educación sobre nutrición y alimentación saludable

Más del 70% de los estudiantes de primaria de OMSD reciben mensualmente educación sobre nutrición y todos los estudiantes que comen comidas escolares reciben frutas y verduras surtidas todos los días. Cuanto más informados estén los estudiantes y tengan acceso a alimentos saludables, más probable será que tomen buenas decisiones sobre su nutrición.



## PAUTAS SOBRE LA POLÍTICA DE BIENESTAR DEL DISTRITO ESCOLAR ONTARIO-ONTCLAIR



El Distrito Escolar Ontario-Montclair es un empleador y proveedor de igualdad de oportunidades.

## Bocadillos saludables

"Bocadillo saludable" es una regla del (USDA) que provee estándares de nutrición para TODOS los alimentos que son vendidos en las escuelas.

### Pautas alimenticias

Cualquier alimento debe ser fruta, verdura, lácteo, proteínas o granos integrales.

Por porción:

Calorías: ≤200 calorías para escuela intermedia  
≤175 para escuela primaria  
Sodio ≤200 mg  
Grasa total: ≤35% de las calorías  
Grasa saturada: <10% de las calorías  
Grasas trans: <0.5 gramos por porción  
Azúcar: ≤35% azúcar por peso

### Pautas de bebidas

Todas las escuelas pueden vender/servir fuera del horario del desayuno y almuerzo:

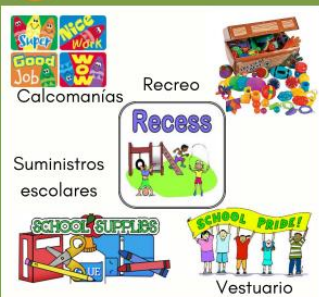
- Agua corriente
- Leche sin sabor, baja en grasa
- Leche sin sabor o con sabor sin grasa
- Alternativa a la leche permitida por NSLP/NSBP
- Jugo ≥50% de fruta o verdura, sin endulzantes añadidos.

### Celebraciones y recompensas

¡OMSD motiva a celebrar los logros de los estudiantes! A continuación se enumeran muchas sugerencias para ayudar a las escuelas y a los padres a cumplir con las pautas de las políticas sobre celebraciones.

Por favor consulte con la escuela de su hijo o maestro para las celebraciones de cumpleaños.

## Recompensas que les encantan a los estudiantes



## Recaudación de fondos



## Sugerencias de celebraciones y bocadillos



## Alimentos que no son buenos para la salud





## **Ontario-Montclair SD BOARD POLICY & REGULATIONS**

### **Board Policy**

#### **Homework/Makeup Work**

BP 6154

#### **Instruction**

The Board of Trustees recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

The Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians.

Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

(cf. 6011 - Academic Standards)

As needed, teachers may receive training in designing relevant homework assignments that reinforce classroom learning objectives.

(cf. 4131 - Staff Development)

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive credit for work that is completed late in order to encourage their continued learning.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, learn to work independently, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines shall also be included in student and/or parent/guardian handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a student repeatedly fails to complete homework, the teacher shall notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.

(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 6020 - Parent Involvement)

To further support students' homework efforts, the Superintendent or designee may establish and maintain electronic forums, provide access to school library media centers and technological resources, and/or provide before-school and after-school programs where students can receive homework assistance from teachers, volunteers, and/or student tutors. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of homework support services.

(cf. 1240 - Volunteer Assistance)  
(cf. 1700 - Relations between Private Industry and the Schools)  
(cf. 3541 - Transportation Routes and Services)  
(cf. 5148 - Child Care and Development)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 6112 - School Day)  
(cf. 6142.4 - Service Learning/Community Service Classes)  
(cf. 6163.1 - Library Media Centers)

Teachers shall review all completed homework to assess the student's understanding of academic content and shall provide timely feedback to the student.

### Makeup Work

Students who are absent from school shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall notify parents/guardians that no student may have a grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)  
(cf. 5145.6 - Parental Notifications)

## Suspended Students

When a parent/guardian of a student who has been suspended for two or more school days requests homework that the student would otherwise have been assigned, the student's teacher shall provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment shall not be included in the calculation of the student's overall grade in the class. (Education Code 48913.5)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

### Legal Reference:

#### EDUCATION CODE

8420-8428 21st Century High School After School Safety and Enrichment for Teens

8482-8484.65 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

48205 Absences for personal reasons

48913 Completion of work missed by suspended student

48913.5 Homework assignments for suspended students

48980 Parental notifications

#### UNITED STATES CODE, TITLE 20

7171-7176 21st Century Community Learning Centers

### Management Resources:

#### CSBA PUBLICATIONS

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016

#### WEB SITES

CSBA: <http://www.csba.org>

California State PTA: <http://www.capta.org>

Policy ONTARIO-MONTCLAIR SCHOOL DISTRICT

adopted: February 6, 2020 Ontario, California

# Ontario-Montclair SD

## Administrative Regulation

### Promotion Guidelines/Criterio para la promocion

AR 5127  
Students

Participation in eighth grade promotion ceremony shall be contingent upon the following criteria:

1. The student has no more than two (2) "F" grades in the second semester.
2. The student maintains satisfactory citizenship and effort during the eighth grade year, which means:
  1. The student has no more than three (3) incidents of suspension from school.
  2. The student has no more than six (6) total days of suspension, either in-school or out-of-school suspension for the 8<sup>th</sup> grade year.
  3. The student not be on suspension from school on the day of the promotion ceremony.

Promotion ceremony for students with exceptional needs may be modified in alignment with the IEP.

*La participación en la ceremonia de promoción del octavo grado dependerá de los siguientes criterios:*

1. *El estudiante no tiene más de dos (2) calificaciones "F" en el segundo semestre.*
2. *El estudiante mantiene civismo y esfuerzo satisfactorios durante el octavo grado, lo que significa:*
  1. *El estudiante no tiene más de tres (3) incidentes de suspensión de la escuela.*
  2. *El estudiante no tiene más de seis (6) días totales de suspensión, ya sea en la escuela o fuera de la escuela de suspensión para el año de 8 ° grado.*
  3. *El estudiante no será suspendido de la escuela el día de la ceremonia de la promoción.*

*La ceremonia de promoción para estudiantes con necesidades excepcionales puede ser modificada en línea con el IEP.*

## Family Acknowledgement Page

Thank you for reading the Vineyard STEM Family – Student Handbook. We look forward to working with you as partners in your child’s education this school year. If you have any questions or if we can be of any assistance to you during the school year, please do not hesitate to contact the school office, your child’s teacher, or refer to our school website.

Vineyard STEM school office: (909) 984-2306

<https://vineyard.omsd.net/>



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## Family – Student Acknowledgement Form

- I have read this entire handbook and I understand the expectations of Vineyard STEM Magnet School for each of the following:

Handbook Item	Student Initials	Parent Initials
Arrival & Dismissal Protocols		
Bicycle, Skateboard, Scooter & Helmet Policy		
Cellphone / Technology Use		
School Books & Devices		
Dress Code Expectations		
Attendance Expectations		
Academic Expectations: Classwork & Homework		
Behavior Expectations		
OMSD Wellness Policy		
I have received a copy of the <b><i>Parent Compact</i></b> and the <b><i>Parent Involvement Policy</i></b> .		

## Bicycle, Skateboard & Scooter Permission Slip (4<sup>th</sup>-8<sup>th</sup> grades)

My child is in 4<sup>th</sup>-8<sup>th</sup> grade, and has my permission to ride his/her bicycle/skateboard/scooter to school.

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

*After initialing & signing this page, please return it to your child's teacher. Thank you!*