

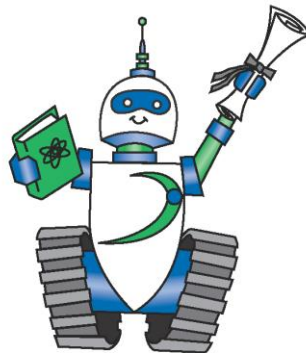


ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California



Vineyard STEM Magnet School



*“Empowered Learners Today,
Innovative Leaders Tomorrow!”*

**Parent-Student Handbook
2018-2019**



Vineyard STEM Magnet School

1500 East 6th Street Ontario, CA 91762 (909) 984-2306

Vineyard STEM Mission Statement

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

Our goal is for all students to become active, compassionate, and innovative leaders in their community.

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Message From the Principal

Welcome to the new school year at Vineyard STEM Magnet School! I appreciate all of your support in helping our students to successfully begin the New Year here at Vineyard STEM. In addition to our returning families, I would also like to welcome our new students and families to the Vineyard STEM school family. As the school year progresses, you will find information updated on our school web site and Twitter account or you may call the school office for additional information or support.

At Vineyard STEM, we are committed to providing a safe and nurturing school experience for every child. Our goal is to work together with our parents and families to ensure that every child receives the instruction, support, and opportunities he/she needs to be successful at Vineyard STEM. We welcome our parents as either visitors or volunteers to share in the school experience with your children during the school day and hope you will consider becoming involved in one of our many parent groups.

This school year, we will continue to provide your child with an innovative instructional program that is unique to Vineyard STEM Magnet School. As part of your child's grade level learning this year, he/she will receive instruction that is integrated with the following focus areas:

- ❖ **Common Core State Standards (CCSS):** This includes a grade level specific curriculum that is aligned to the Common Core and will not only help your child to succeed on the SBAC state assessment, but to also be prepared for college and career readiness expectations. There will be a focus on mastering essential language, literacy, and numeracy skills as well as developing the ability to participate in more complex learning tasks.
- ❖ **Science, Technology, Engineering, and Math (STEM):** We provide an integrated learning model that will give your child exposure to the subject areas of Science, Technology, Engineering, and Math through hands on learning, innovative projects, field trips, and college and career connections will be developed within their grade level curriculum. The Arts will also be explored as a way for students to develop their creativity and communicate their STEM learning.
- ❖ **Achievement Via Individual Determination (AVID):** As part of their STEM learning, your child will be developing a skill set that will support them in their goals and plans for high school success and college readiness. Students will utilize organizational tools such as folders, binders, and agendas and instructional strategies such as text annotations and structured note taking to support their learning at school and at home. Students will have the opportunity to interact with college students and business professionals both on our school campus and on college campuses to support their college dreams and goals.
- ❖ **Positive Behavior Intervention Supports (PBIS):** We are committed to making sure every child has a safe and positive school day. All students are expected to follow our ASTRO rules for good behavior. Students are rewarded with Excellent Explorer tickets, monthly recognition awards, prizes and other incentives for role model behavior. Students are taught strategies for problem solving and staff members are always available for student or parent support as needed.

- ❖ **Response to Instruction and Intervention (RTI²):** We recognize that every child does not learn in the same way nor at the same pace. We are committed to supporting every child so he/she can learn and grow to the best of their abilities. This includes providing learning opportunities and interventions for both our struggling and advanced students. Our teachers and staff are available to meet with parents and students to support them in making sure that every child is working to his/her potential.

Together, we can make this a successful school year for every student at Vineyard STEM. Please read through this Parent-Student Handbook together with your child to make sure everyone is prepared for a successful start to the school year and knowledgeable about the school policies and procedures. If there are any questions, please do not hesitate to call the school office or email me or the teachers directly on our school web site.

Alec Hobbs

Principal

Vineyard STEM Magnet

Vineyard STEM Office: (909) 984-2306

Vineyard STEM Website: <https://vineyard.omsd.net/>

Vineyard STEM Twitter: @Vineyard_OMSD



MISSION STATEMENT

Our mission as Vineyard STEM Magnet School is to develop empowered lifelong learners. We provide a unique and integrated learning experience through Science, Technology, Engineering and Math. Our goal is for all students to become active, compassionate, innovative leaders in their community.

Vineyard STEM Staff Roster

Administration

Mr. Hobbs, *Principal*

Mrs. Melgoza, *Elementary Administrator*

Instructional Support Team

Mrs. Zoque, *STEM Magnet Coordinator*

Mr. Hidalgo, *Student Mentor*

Teachers

KINDERGARTEN – 2 ND GRADE	3 RD – 5 TH GRADE	6 TH – 8 TH GRADE
Transitional Kindergarten (PM)- Room P6 Mrs. Fitzgerald	3 rd grade- Room E4 Mrs. Bermudez	6 th - Mrs. Lake Room P5
Kindergarten (AM)- Room B1 Mrs. Delise	3 rd grade- Room E5 Ms. Ferrer	6 th - Mr. Villescás Room P13
Kindergarten (AM)- Room B2 Mrs. Morris	3 rd grade- Room P1 Mrs. Autrey	6 th - Ms. Zampach Room P4
Kindergarten (PM)- Room B2 Mrs. Steel	4 th grade- Room F1 Ms. R. Johnson	7 th - Mr. Waters Room P7
1 st grade- Room C1 Mrs. Olguin	4 th grade- Room F2 Mrs. M. Johnson	7 th - Mr. Sanchez Room P3
1 st grade- Room C2 Mrs. Gilbert	4 th grade- Room F3 Mrs. Gilliard	7 th - Mrs. Timassy-Nelson Room P2
1 st grade- Room P11 Mr. Borrowman	5 th - Room H1 Mr. Poulos	8 th - Mr. Ku Room P7
2 nd grade- Room D3 Mrs. Beasom	5 th - Room H2 Mrs. Royster	8 th - Ms. Schreiner Room P8
2 nd grade- Room E2 Ms. Cunningham	5 th - M Room H3 Mr. Cieslik	8 th - Mr. Swartz Room P12
2 nd - Room E3 Mrs. Phillips		RSP/Support- Mrs. Einfalt/ Mrs. Baeskens Room G1

Vineyard STEM Staff Roster

Support Staff and Classified Staff

Office Manager- Georgina Reddick	Head Custodian- Gerardo Acosta	Proctor- Angie Ortiz
Office Assistant- Brenda Magdelano	Custodial Assistant- Glen Shannon	Proctor- TBD
Office Assistant- TBD	Custodial Assistant- Cristian Covarrubias	Proctor- Bertha McCusker
School Nurse- Camille Counts	Cafeteria Lead- Amy Martinez	School Psychologist- Eric Sandoval
Health Assistant- Alex Duran	Cafeteria Assistant- Maria Vargas	Speech Therapist- Michelle Eggers
Think Together Coordinator- Hector Rojo	Proctor- Delia Bocanegra	Speech Assistant- TBD
PE Lead Teacher (1st-5th)- Carri Fredricks	Proctor- Gandhi Ramirez	Instructional Aide (RSP)- Linda Melendez
PE Lead Teacher (6th-8th)- Crystal Jett		
Music Teacher (4th-8th)- David Moody		

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. The MPR gate will be opened at 7:30. All students must enter the school campus through the MPR gate. Students who are eating breakfast may enter the MPR. All other students will enter the gate and line up at the north grass field. 1st-8th grade students will be dismissed to their playgrounds beginning at 7:45. AM Kindergarten students will remain in the MPR until their teachers come to pick them up at 8:00. School begins promptly at 8:00. Once the tardy bell rings at 8:05, the MPR gate will be closed. All tardy students will have to check in at the School Office before going to class.

DISMISSAL PROCEDURES

Transitional Kindergarten and Kindergarten students will be dismissed from their classrooms at the end of their class session. Kindergarten parents 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 1st-8th grade students will exit the campus together through the driveway gate by the upper grade playground. Students who are getting picked up in a car are to line up by the fence until their vehicle arrives. Older siblings may leave through the dismissal gate and walk around to the kindergarten classrooms to pick up siblings. Any students attending Think Together should meet in the MPR for check in.

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 roof. The gates will be opened a few minutes before dismissal so that parents can wait

outside the classrooms. 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.

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 and assistance getting in or out of the car, we ask that you pull in to a parking spot. If you are visiting the school during school hours, you may park in our assigned visitor's parking or any available spot. Parking is not allowed along the red curbs either at the front of the school or in front of the office.

BREAKFAST, LUNCH & SNACK PROCEDURES

Breakfast and lunch are available at school. Breakfast hours are 7:30-7:50. Students arriving to school later than 7:50 will not be permitted to enter the breakfast line. Students are not required to eat breakfast at school. If a student is late and unable to eat lunch, we have 2nd chance breakfast that students can eat during their 1st recess. Please see the school hours (included in the handbook) for your child's assigned lunch time. 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. Applications for free and reduced lunch are available in the school office. 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. Please refer to the OMSD Wellness Policy (included in this handbook) for food items that are not permitted at school.

BICYCLES, SKATEBOARDS & SCOOTERS

Students in 4th-8th grade may ride a bicycles, skateboard, or scooter to and from school. Students must follow the school's bicycle safety rules as listed on the Vineyard STEM Magnet School bicycle permission slip form (included in this handbook). Students must walk their bikes to and from campus 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 damage or vandalism to a bike nor is the school liable for a stolen bike. **All riders are required by law to wear a safety helmet while riding a bicycle, skateboard, or scooter on public streets.** 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. Roller skate shoes, and roller blades 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 with family members. The office staff will gladly take any necessary phone message and deliver it to the student or teacher during the first possible break in instruction. Teachers will return phone calls and emails at their earliest convenience. Students who need to contact parents or family members 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 and should therefore not be using their cell phones during school hours unless they have special permission from their classroom teacher or it is an emergency situation.

EMERGENCY CARDS AND CONTACT INFORMATION

Emergency cards are required for each child. They will be sent home in the beginning of the year back to school packet. This form is maintained in the office and must have a current phone number where the parent/guardian can be reached during school hours and current address for school communications. Two adult emergency contacts should be listed on the emergency card so they might be contacted in case we are not be able reach the parents. Connect Ed phone messages are sent home frequently throughout the school year to provide with school updates. If you would like these phone calls assigned to an alternative phone number (cell phone), please contact the office. **Only those people listed on the emergency card will be contacted by school personnel or approved to pick up students from school during the school day.** If there are changes in your home information or emergency contacts during the school year, please update the office as soon as possible.

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 Think Together. Vineyard STEM is a closed campus during school hours. **All visitors who come to school between the hours of 7:00-4:30 must sign in and out of the school office and get a visitor's badge.** During 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 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, holiday, 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. We ask that balloons and gifts be saved for after school, as they will not be allowed in the classrooms. Any food treats for birthday or holiday parties must be in compliance with the OMSD Wellness Policy (included in this handbook).

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 instruction 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 are asked to please refer to the OMSD Wellness Policy for approved snack items that can be sent to school. **Any snacks or treats that do not follow the district Wellness Policy will 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. **Balloons, flowers, and gifts cannot be sent to school or to the classroom as this interrupts classroom instruction.**

SCHOOL BOOKS AND FOLDERS

State-approved textbooks are provided free of charge for each subject or class. Students are required to use these books carefully. Students should examine their books when issued and report damages to the teacher. Lost or damaged books are the responsibility of the student and he/she will be expected to pay for the damaged or lost book. Students are also responsible for their school library books. Families will be responsible for the replacement fees of lost or damaged school books. 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 (4th-8th grade only) to assist with the organization of the 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 the school year.

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 or tardy for more than any 30 minute period during the school day without a valid excuse, or any combination thereof within a school year, will result in the school mailing the parent/student a 1st Truancy Letter asking for the parent's help with their student's attendance and warning of consequences for further truancy.
- **After six (6) days of unexcused absences and/or tardies within a school year**, the school will mail a 2nd 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 will 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 quality 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 send the students home early due to illness.). Prefect attendance does include the opportunity to make absences on the students attendance record at our Saturday Make-up Academy

- **Exemplary attendance:** Counts as any student having combination of 3 or less tardies, absences or early outs. Absence on the students' attendance record can be made up by attendance at a Saturday Make-Up Academy session.

At Vineyard STEM, our attendance motto is, **“Come to school on time, every day, all day, ready to learn.”** Many students are successful in accomplishing a positive attendance record for the school year. Every day that a classroom has perfect attendance, they will be able to hang their flag on the classroom door for the opportunity to win a prize 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.

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. Instruction begins when the tardy bell rings at 8:05. Students must be in their classroom ready to begin by the time the tardy bell rings or they will be marked tardy. 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 closed when the tardy bell rings. 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.

SATURDAY MAKE-UP ACADEMY

Saturday 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 to make-up are eligible to attend Saturday Make-Up Academy days. Students must turn in their permission slip by the assigned due date to attend. Permission slips will not be accepted on that day. Students must arrive on time at 8:00 and stay for the entire session ending at 12:00 to get attendance credit for Saturday Make-Up Academy.

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 7:30 a.m. to 4:30 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 for the student and the parent and must be approved by the administrator. Students who are eligible for an Independent Study Contract have an anticipated absence from school that is planned to be ten or more consecutive school days. 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 (K=180 daily minutes, grades 1-3= 230 daily minutes, grades 4-8= 240 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.

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 and obtain a Visitors badge. To ensure minimum interruption to the instructional program, visits during school hours should be first arranged with the teacher and principal or designee. If you would like to visit or help in the classroom, please give your teacher at least 24 hours advance notice and he/she will clear your arrival with the office.

EMERGENCY PREPAREDNESS

Student and staff safety is a priority at Vineyard STEM. A comprehensive safe school plan is implemented both for precautionary and emergency situations. Students and staff practice emergency procedures repeatedly throughout the school year to ensure that all students and staff members are prepared for emergency situations. In case of an emergency, the school campus will be locked and secure. 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 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. Emergency cards will be sent home at the beginning of the school year. **WE MUST HAVE AN EMERGENCY CARD with the HOME PHONE NUMBER AND AT LEAST TWO WORKING EMERGENCY NUMBERS FOR EVERY CHILD.** Please follow the directions attached to the card and fill out the entire card. 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. 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 are 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.

SCHOOL RULES

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

School Wide Behavior Expectations:

1. **Be Safe**
2. **Be Kind**
3. **Be Respectful**
4. **Be Responsible**



In preparation for a successful transition to high school, students in grades 6-8 are also expected to adhere to the following behavior expectations that are above and beyond the 4 school wide behavior expectations.

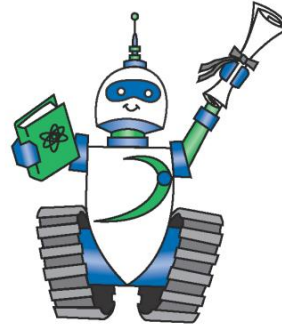
A- Appropriate

S- Safe

T- Trustworthy

R- Respectful and Responsible

O- Optimistic



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 also often detract from classroom learning. Students who are following the 4 school rules can earn an “Excellent Explorer” ticket. Students can also earn “School Spirit Tickets” for wearing our school colors (blue and green) or a Vineyard STEM t-shirt on Friday. Spirit tickets can also be earned for students who participate in school spirit dress days or activities. Tickets will drawn for a prize give away at the Student of the Month Assembly. Students will also be able to earn prizes at the end of the year assembly for their good behavior during the school year.

PROBLEM SOLVING 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 children a technique to solve problems. 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 DISCIPLINE POLICY

Teachers follow classroom procedures that are communicated to parents and students at Back to School Night and throughout the school year. If classroom discipline practices do not result in improved behavior selections, the following procedures will guide our work with students as we try to cultivate positive behavior choices at school:

1. **Tier 1-** Teachers will implement their classroom behavior policy for consequences and notify parents accordingly of the inappropriate behavior.
2. **Tier 2-** Ongoing consequences will result in a student progressing through the Vineyard STEM Leveled Discipline process. 3 infractions = 1 level.
 - **Level 1-** A meeting between the child and teacher will take place to address and problem-solve the behavior. The behavior contract will be sent home for parent signature. (3+ Citations)
 - **Level 2-** A meeting between the child, teacher, and parent will take place to address and problem-solve the behavior. A behavior contract will be created, signed, and monitored. (6+ Citations)
 - **Level 3-** A meeting between the child, teacher, parent, and administrator will take place to address and problem-solve the behavior. A behavior contract will be created, signed, and monitored. The Level 3 meeting will take place during a Student Success Team (SST) meeting. (9+ Citations)
3. **Tier 3-** Students who do not successfully maintain their Level 3 contract or who consistently reach a Level 3 status will be monitored at Tier 3 by administration. Levels of support and accountability include, but are not limited to:
 - Participation in an assigned character ed class during recess or electives
 - Participation in the “Check In” system with an administrator
 - Increased consequences and loss of privileges
 - Referral to the OMSD Discipline Panel which may result in revocation of intra-district transfer or school reassignment for home school students.

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

Vineyard STEM School Wide Behavior Expectations

EXCELLENT EXPLORER TICKETS

Excellent Explorer tickets are given out to students who are “caught” exemplifying one of our ASTRO behaviors. These tickets are meant to reinforce positive behaviors and choices in students. Tickets are pulled once per month and students can earn prizes. Any student with an excellent explorer ticket can also participate in the End of the year Give-Away.

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 discipline system will 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 the school campus at any time for instruction 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, dances, field trips, and the 8th grade promotion ceremony.

CITATION

School citations are a way to keep in contact with parents about behavioral or academic concerns. The citation 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 citation is given students take the citation 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 will receive multiple copies of the citation, one is for you and one is to come back to the teacher. Consequences for a citation vary; talking to the student about making better choices, recess detention, follow-up with the school mentor, a meeting with an administrator.

DETENTION

Parents will be notified if they are to be detained more than (20) minutes on the same day or to notify the parent in writing if they will be detained on the following day. **It is the teacher's responsibility to contact parents anytime a child is to remain after school for disciplinary reasons.** You may need to 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. Caused, attempted to cause, or threatened to cause physical injury to another person.
- 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. 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.
- 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 police agencies 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.

- Radios, television sets, CD players, cassette players, electronic games and cameras.
(With prior written permission of the principal or designee, these items may be brought to school for special occasions.)
- Gambling devices- dice, playing cards (Pokemon cards, baseball cards, etc)
- Drugs, alcoholic beverages, narcotics, cigarettes, tobacco, cigarette papers, lighters, pipes, matches, look alikes and paraphernalia.
- Explosive devices, firecrackers, fireballs, cherry bombs, etc.
- Weapons, guns, knives, cake cutters, screw drivers, and/or dangerous items.
- Toys, which are realistic simulations of guns and knives.
- 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 or tagging.

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 for an expulsion hearing.

CELL PHONES

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.

School officials will follow the guidelines set out in the Districts Acceptable use of Technology Policy.

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:

- Shoes must be worn at all times. Flip flops, backless, or open-toed shoes, or sandals are not acceptable.
- Clothing shall be sufficient to conceal undergarments at all times. Extremely tight garments, see-through or fish-net fabrics, spaghetti strap or halter tops, off the shoulder or low-cut tops, are midriffs, and skirts shorter than mid-thigh 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.
- 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.
- Gym shorts may not be worn in classes other than Physical Education (P.E.) without the express permission of the Principal.
- Hair may not be sprayed by any coloring that would drip when wet.

- Tattoos are to be covered at all times.
- Gang attire of any kind is strictly prohibited.
- Earrings or other jewelry, which may present a safety hazard, are not suitable for school wear.

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.

FAMILY AND COLLABORATIVE SERVICES

Vineyard STEM Magnet School is a part of the Family Solutions collaborative. Health, counseling, clothing, food and other types of services are available to our Vineyard STEM families. Please contact our school office and we will connect you to our Outreach Consultant or school Health Assistant for more information.

INSTRUCTIONAL PROGRAMS AND SUPPORT

S.T.E.M. CURRICULUM FOCUS

At Vineyard STEM Magnet School, we have a STEM instructional. 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 **Computer Lab** as well as opportunities to use computer technology in their classroom.
- Class rotations to the **Multi Media Lab** for computer based learning and project development.
- 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.

AVID

Vineyard STEM Magnet is a certified AVID (**A**dvancement **V**ia **I**ndividual **D**etermination) school. AVID is designed to close the achievement gap by preparing all students for college readiness and success in a global society. As an AVID site we work together to promote a belief that that academic rigor is expected, possible and attainable. Through the intentional instruction of day to day organizational skills

we are able to increase student understanding and strengthen the link to success in high school. Students are expected to keep an agenda that helps to increase communication between parents and teachers.

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 written classroom behavior standards 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. 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, such as encyclopedias, 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 these 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.

STUDENT STUDY TEAM MEETINGS (SST)

Vineyard STEM Magnet School has a team composed of the Student mentor, teachers, students, 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 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:

- District identified GATE assessment
- SBAC scores
- District Benchmarks
- Teacher and parent input

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 O.M.S.D. Students who are G.A.T.E. identified will receive an instructionally enriched academic program that meets the needs of that student as described in the student's Individual GATE Plan. This enrichment and the students' progress will be shared with the parent at Parent-Teacher Conferences and at the GATE parent meetings held three times during the school year.

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 Site Council. The SSC meets four times during the school year. All parents and 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 COMMITTEE (SELPAC)

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. All parents and 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)

This year, we will be starting a parent group to support the school in fundraising events that benefit the students at Vineyard STEM Magnet School. If you are interested in participating in this parent group, 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 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.

Family Acknowledgement Page

Thank you for reading the Vineyard STEM Parent-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/>

"I have read this entire booklet and have discussed school procedures and policies with my child."

Name of Student

Grade

Teacher

Parent Signature

Date

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

Parent Compact and Parent Involvement Policy