

Vista Grande Elementary School

Parent & Student Handbook

2020/21



Gina Castillo

Principal

Kay Hoard

Assistant Principal

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

Principal's Welcome Message

Welcome to Vista Grande Elementary School. My name is Gina Castillo and I am the proud Principal of Vista Grande Elementary School, which serves 500 students in grades TK-6. Vista Grande is an AVID elementary school that promotes a culture of academic rigor to prepare students for high school, college, and career. AVID, which stands for Advancement Via Individual Determination, is the cornerstone of our vision to ensure that all of our students receive an excellent, comprehensive education that will help our students reach their highest academic potential and prepare them for the demands of higher education and the workplace. At Vista Grande Elementary School, our staff is dedicated to ensuring that all students are supported and encouraged to reach their fullest potential.

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

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

Have a great school year!

Sincerely,

Gina Castillo
Principal



Vista Grande Elementary
Be Respectful, Be Responsible, Be Safe



Vista Grande is a proud AVID Elementary School.

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

AVID Elementary Students:

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

ONTARIO-MONTCLAIR SCHOOL DISTRICT

2020-2021 District Calendar

July						
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						

2020

August						
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: 18 To Date: 18						

July 2020

July 3 Independence Day (observed)

August 2020

Aug 3, 4, 5 Teacher Preparation Days

Aug 6 First Day for Students

September 2020

Sept 7 Labor Day

October 2020

Oct 5-9 Parent Conferences-Middle School

November 2020

Nov 11 Veterans Day

Nov 16-20 Parent Conferences-Elementary School

Nov 23-27 Thanksgiving Break

December 2020

Dec 18 Non-School Day

Dec 21-31 Winter Break

January 2021

Jan 1 Winter Break

Jan 18 Martin Luther King Jr. Day

February 2021

Feb 8 Lincoln's Birthday

Feb 15 Presidents' Day

March 2021

Mar 1-5 Parent Conferences-Middle School

Mar 15-19 Parent Conferences-Elementary School

Mar 22-28 Spring Break

April 2021

No Holidays

May 2021

May 20 Last Day for Students

May 21 Teacher Preparation Day

May 31 Memorial Day

June 2021

No Holidays

September						
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: 21 To Date: 30						

October						
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: 22 To Date: 31						

November						
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: 28						

December						
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: 13 To Date: 29						

January						
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: 19 To Date: 30						

2021

February						
S	M	T	W	T	F	S
						1
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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: 29						

March						
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: 18 To Date: 31						

April						
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: 30						

May						
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: 14 To Date: 31						

June						
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: 6 To Date: 30						

Elementary Schools	1st Trimester:	61 days
	2nd Trimester:	65 days
	3rd Trimester:	54 days

Middle Schools	1st Progress Report	Sept 18
	2nd Progress Report	Oct 30
	1st Semester:	89 days
	1st Progress Report	Feb 12
	2nd Progress Report	April 2
	2nd Semester:	91 days

Board Approved: October 17, 2019



First Day for Students
All Schools and Offices Closed
All Schools Closed
Non-School Day
Teacher Preparation Days
Last Day for Students



Student Hours



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

Breakfast is served daily beginning at 7:15 a.m. and ending at 7:45 a.m.

Minimum Days

August 14, 2020

December 18, 2020

May 14, 2021

Parent Teacher Conference Weeks

November 16-20, 2020

March 15-19, 2021

Last Day of School

May 20, 2021

SCHOOL OFFICE HOURS

7:30 a.m. – 3:30 p.m.

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

School Procedures



CLASS PLACEMENT

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

ATTENDANCE

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

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

ABSENCES

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

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

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

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

TARDY PROCEDURE

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



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

ARRIVAL AND DISMISSAL

ARRIVAL

Students may not arrive on campus earlier than 7:15 a.m. **There is no adult supervision prior to this time. Breakfast is served beginning at 7:15 a.m. and ends at 7:45 a.m.**

DISMISSAL

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

DROP OFF AND PICK UP PROCEDURES

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

PROCEDURES FOR LEAVING SCHOOL EARLY

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

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

LATE PICK-UPS

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

EMERGENCY CARDS

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

Birthday Celebrations

If you choose to celebrate your student's birthday with prior approval from the teacher, you must send non-food items with your student: pencils, stickers, erasers, etc. that your student can pass out to classmates the last 5 minutes of school. Please leave any such items in the office for the classroom teacher to pick up at their convenience. Thank you in advance for your cooperation with this.

Behavioral Expectations—PBIS

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

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

Positive Reward Incentives

We will focus on working with children to encourage them to make good choices by teaching them classroom and school-wide expectations, rewarding them with a Rave Review (referred to as a RAVE) as they are seen making good choices, and encouraging them to be in school every day and on time with attendance recognition and certificates. Rewards are on-going with each student and classroom having many chances “to win”.

 Proud to be a Bronco								
	Everywhere all the time!	Office/ Library Zone 1, 2, 3	MPR/ Picnic Tables Zone 3	Blacktop Zone 4	Grass/ Woodchips Zone 4	Assemblies Zone 0 or 4	Bathrooms Zone 3	Arrival/ Dismissal Gates Zone 3
Respectful	Use kind words and actions. Follow directions of adults. Hats are for outside only, and facing forward. Always tell the truth.	Wait your turn. Take care of books and property.	Use good table manners.	Everyone can play.	Everyone can play.	Look and listen to the speaker.	Take care of business and leave quickly. Give others privacy—no going above or under.	Look, listen, and watch.
Responsible	If you open it, close it. If it's dropped, help pick it up. Take all your things with you. Take care of property.	Have a pass; tell an adult what you need. Buddies need a pass too.	Clean up your own mess—table and floor. Eat your own food; no sharing.	Follow the rules of the game. Return equipment to its place. Use equipment in the proper way—like using a soccer ball for kicking only.	Follow the rules on the equipment. Woodchips stay on the ground; if it goes outside, it stays outside.	Clap to show you like it—no mouth noises. Follow the presentation directions for a response.	Leave things in working order—tell an adult if it's unsafe or not working.	Look, listen, and watch.
Safe	Always listen for the signal. Walking feet to and from. Keep your hands, feet, and objects to yourself.	Carry things with 2 hands.	Single file line, facing forward (hair down), walking only. Stay seated and keep your hands, feet and objects to yourself. Raise your hand for what you need.	Stay where the adults can see you. Walking up and down the ramp; no going through the rails.	Walk down from equipment.	Stay seated and keep your hands, feet and objects to yourself. Raise your hand if you need an adult.	If the bathroom is crowded, use the other one or wait outside. Wash your hands with soap and water.	Look, listen, and watch. Stand still and wait while waiting. Backpacks on your back.

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

Rewards for meeting behavioral expectations may include:

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

Consequences for not meeting behavioral expectations may include:

- Detention
- Behavior citations/contracts
- Parent contact
- Suspension

CHILD HEALTH AND WELFARE



Health Issues

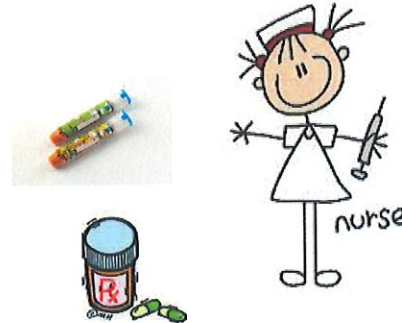
Students with health issues will be addressed on a case by case basis. Parents who have a child with a specific health issue should contact the school office. The health aide is available daily, and the school nurse is at school one day per week.

Medication Procedures

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

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

- prescribed by a United States physician (licensed Nurse Practitioner)
- issued by a United States pharmacy
- properly labeled by the pharmacy
- in the original container
- prescribed for the **current school year**
- Prescription medications containing codeine or other narcotics are not to be brought to or administered during the school day.
- All prescription medication shall be delivered to the school by the parent or a responsible adult.
 - Students shall not carry medication on the school bus and shall not deliver medication to the school.
 - It is the responsibility of the parent to see that the prescription medication is picked up from school by a responsible adult at the end of the school year.



Even the simplest and safest over-the-counter medications can mask symptoms of illness and/or create undesirable reactions, therefore over-the-counter medications also require a prescription*.

Even cough drops are considered an over-the-counter medication and **must have a prescription and be held and administered in the Health Office by the Health Aide or another school employee***.



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

Crutches

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

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



- * affirmation of appropriate training, fitting, and use of crutches (discharge instructions)
- * the length of time crutches will be necessary at school
- * instructions for icing and/or elevation
- * the student will not be permitted to participate in physical education or recess activities without a physician's release

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

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

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



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



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

Physical Education Excuses

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

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

Any student with a permanent or long term disability, requiring non-participation in the physical education program or participation on a limited basis only, **must** submit the Modified Physical Education or Daily Recess Restrictions form annually, signed by a physician. The Modified Physical Education or Daily Recess Restrictions form is available from the school site and must be completed by the doctor. Alternative activities and/or units of instruction for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in physical education courses will be provided.



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

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

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

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

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

Accidents

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

Child Abuse and Neglect

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

Hearing Test

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

Physical Examinations

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

Immunizations

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

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

DISASTER PREPAREDNESS

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

NATURAL DISASTER OR EMERGENCY

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



Dress Code

The Board of Trustees believes that appropriate dress and grooming contribute to a productive and positive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Please keep in mind that these are general standards and that Board Policy 5132 and Administrative Regulation 5132 allows each site discretion regarding dress code issues.

We ask parents to keep in mind the following guidelines:

1. Students must wear appropriate shoes at all times to ensure their safety on the campus, on play equipment and during recess and physical education. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder, or low-cut tops bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.

Toys/Personal Items

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

Cell Phone Policy

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

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

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

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

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





PARENT INVOLVEMENT

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

School Site Council (SSC)

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

PTA

The Vista Grande PTA supports the school through its fundraising efforts. The PTA generously funds field trips for Vista Grande students as well as providing materials/supplies that enhance our classrooms. The PTA welcomes any new members that would like to participate in these activities.

Parent-Teacher Conferences

Parent-teacher conferences will be held during the weeks of November 16-20, 2020 and March 15-19, 2021. If you cannot attend during parent conference week, please contact your child's teacher to schedule an alternate time or to conduct a phone conference. Please note that in order to encourage communication between home and school, the report cards will be sent home **only after** a conference has been conducted, either in person or via phone.

Campus Safety

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

Volunteering

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

Back-to-School Night and Open House

Back-to-School is a great opportunity for parents to meet your child's teacher and learn what the teacher's expectations are and understand what the curriculum for your child's grade level will be. Back-to-School Night will be held on Thursday, August 13, 2020 from 6:00- 7:00 p.m. Open House provides your child an opportunity to share his/her accomplishments for the year with you. Open House this year is scheduled for Thursday, May 13, 2020 from 6:00 – 7:00 p.m.

Frequently Requested Telephone Numbers

Family and Collaborative Services: (909) 418-6923

School District Office: (909) 459-2500

Vista Grande Elementary School: (909) 988-2234

District Web Address

<http://www.omsd.net/>

School Web Address

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

School Accountability Report Card (SARC)

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

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians, and community members should contact the school principal or the district office. The SARC is available in hard copy upon request.

Ontario-Montclair
School District
Board Policies and Regulations

Ontario-Montclair SD

Board Policy

Nondiscrimination/Harassment

BP 5145.3

Students

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.6 - Identification and Education Under Section 504)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or

participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1330 - Use of Facilities)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.2 - Freedom of Speech/Expression)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
48900.3 Suspension or expulsion for act of hate violence
48900.4 Suspension or expulsion for threats or harassment
48904 Liability of parent/guardian for willful student misconduct
48907 Student exercise of free expression
48950 Freedom of speech
48985 Translation of notices
49020-49023 Athletic programs
51500 Prohibited instruction or activity
51501 Prohibited means of instruction
60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime
422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972
12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

Safe Schools: Strategies for Board of Trustees to Ensure Student Success, 2011

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy ONTARIO-MONTCLAIR SCHOOL DISTRICT

adopted: January 19, 2017 Ontario, California

Ontario-Montclair SD

Board Policy

Sexual Harassment

BP 5145.7

Students

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Board of Trustees to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy ONTARIO-MONTCLAIR SCHOOL DISTRICT

adopted: January 19, 2017 Ontario, California

Ontario-Montclair SD

Married/Pregnant/Parenting Students

BP 5146

Students

The Ontario-Montclair School District is required to notify parents and guardians of their rights and responsibilities as prescribed by law. The following message is intended to provide you with the most updated information on the Assembly Bill 302: Lactating Accommodations.

In accordance with state and federal mandates that students regardless of marital status, pregnancy, recovery, currently parenting or gender shall not be harassed, intimidated, bullied or discriminated and the District shall apply no rules against of having access to the same educational and extracurricular opportunities that all other students enjoy. Ontario-Montclair School District recognizes pregnancy, childbirth, and termination of pregnancy, false pregnancy as a temporary condition and has created policies and procedures to ensure educational access and social equity. Pregnant and parenting students shall retain the right to participate in a comprehensive school that includes academic counseling and guidance. Alternative education must be equal to the regular program and is voluntary for a pregnant or parenting student and offered only as an option or necessary for the well-being of the student and child to meet their specific needs. Pregnant and parenting teens must be provided with reasonable accommodations and necessary services that are available to all students with a temporary medical condition. A lactating student will be provided a secure and confidential place to express breast milk and/or breast-feed an infant child and permitted to bring onto campus a breast pump or any other equipment used to express breast milk. This accommodation includes a school's preparedness to provide a designated private and secure room with a power source, other than a restroom, and access to a place to store the expressed milk in a secure and appropriate location. In addition, a student will not incur academic penalty as a result of her use during the school day. District policy will permit a lactating student adequate time to express breast milk and the opportunity to make up any missed work during the time of lactating, pumping, feeding or any related activity necessary for a lactating parent.

Any complaints of discrimination on the basis of pregnancy or marital status should be addressed through the District's Uniform Complaint Process by completing the form online at www.omsd.net or contacting the following school official:

J. Steve Garcia
Child Welfare, Attendance & Records Office
950 West D Street, Ontario, CA 91762
(909) 459-2500 ext. 6477

This includes alleged non-compliance with the requirement to provide reasonable accommodations to pregnant, married, parenting, child birth, recovery and termination of pregnancy. If a complainant is not satisfied with a District's decision or remedy, the complainant may appeal to the Department of Education (CDE) at www.cde.ca.gov.