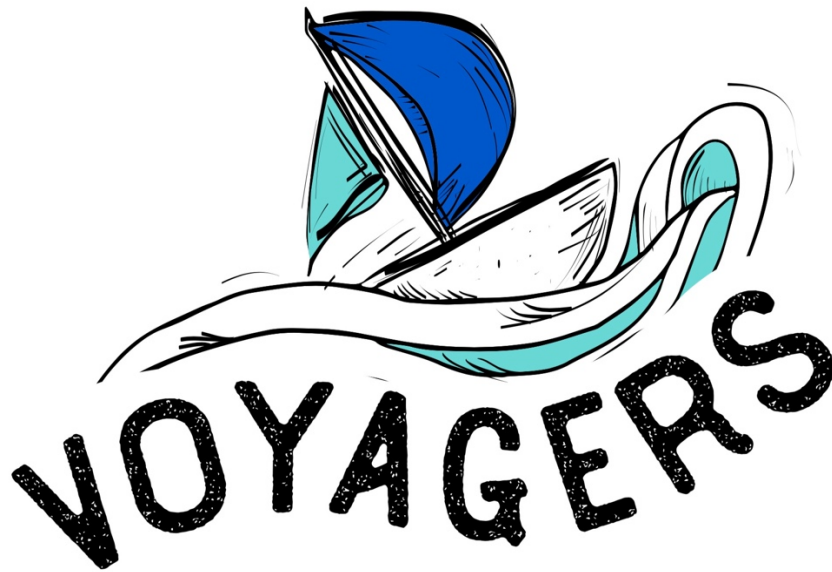


# Vista Grande Elementary School Student and Parent Handbook 2019-20

A Vista Grande Voyager will be a confident, creative thinker. He/She will be a positive role model and communicator who contributes to the community, demonstrates respect and the appreciation of differences through caring behavior towards all.



We hope you are enjoying a wonderful and relaxing summer. Please review the following information before school begins in August.

**Please note the following important dates and times for the first month of school:**

- **Wednesday, August 28<sup>th</sup>** - First day of school is a Minimum day with dismissal at 12pm (11:45 am for TK) and no lunch service. All TK attend at the same time. Registration begins at 8am in the MPR and PTA parent social at 8:30.
- **Thursday, August 29<sup>th</sup> and Friday, August 30<sup>th</sup>** - Regular schedule (see bell schedule in this packet).
- **Monday, September 2<sup>nd</sup>** - no school in observance of Labor Day.
- **Thursday, September 12<sup>th</sup>** - Back-to-School Night from 5:30 - 7:30 pm.

5:30 - 6:10 pm - Grades TK - 2

6:15 - 6:45 pm - Presentation of Staff Members

6:50 - 7:30 pm - Grades 3 - 5

7032 Purple Ridge Drive  
Rancho Palos Verdes, CA 90275  
Main office: (310) 377 - 6066

We have a new Voyager joining our family. The Seal is one of the oceans most incredible voyagers traveling thousands of miles each year. They are also social animals and work together as a community just like us! This makes the Seal a perfect Spirit Mascot for Vista Grande.

We need your help! Our Spirit Mascot does not have a name. Please use this link to submit your name ideas and we will vote during the first week of school on our new Mascot's name:

[https://forms.office.com/Pages/ResponsePage.aspx?id=a1G\\_LzE4eUS6iIMJfbVyeAcZtTL1VRAk0v-AEXUF29UmlkyQVFat0JUTUNEVVVQnJNYNFFUU0ZXSi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=a1G_LzE4eUS6iIMJfbVyeAcZtTL1VRAk0v-AEXUF29UmlkyQVFat0JUTUNEVVVQnJNYNFFUU0ZXSi4u)



Please read through the remainder of this packet as it contains important information regarding:

New Visitor Procedures  
Emergency Information  
Emergency Preparedness  
Attendance Procedures  
Playground Supervision  
Drop-off and Pick-up Procedures

Lunch Program  
Medication  
Forms of School Communication  
School Supplies  
Bell Schedule  
Student Behavior Expectations

**New Visitor Procedures:**

- First time visitors will be required to bring their Driver's License to the office to be scanned by our new security system. The system will then print a personalized visitor badge.
- After your initial visit, returning visitors will provide their name to the office manager and do not need their ID in order to print their visitor badge.
- Volunteers who frequently assist on campus will receive a permanent visitor badge for 2019-20.
- The requirements for having a TB test on file have not changed.
- All visitors must sign out prior to leaving campus.

**Emergency Information:**

- Please ensure your Aeries Parent Account is up to date.
- Pay particular attention to the emergency contacts listed. These individuals will be the only people we are able to release your student(s) to or contact in case of an emergency.

**Emergency Preparedness:**

- An emergency disaster preparedness card will be sent home the first week to be completed by parents.
- Please know that we are prepared to care for your student(s) if there is an emergency. Please assist us in making your own family emergency plan in the event something does occur when your students are at school (who picks up?).
- If students are being released to go home in an emergency, they will only be released to the emergency contacts listed in Aeries. Student release will be from the grass field next to the Kindergarten yard.
- Students in all grades practice monthly emergency drills to ensure preparedness.

**Attendance Procedures:**

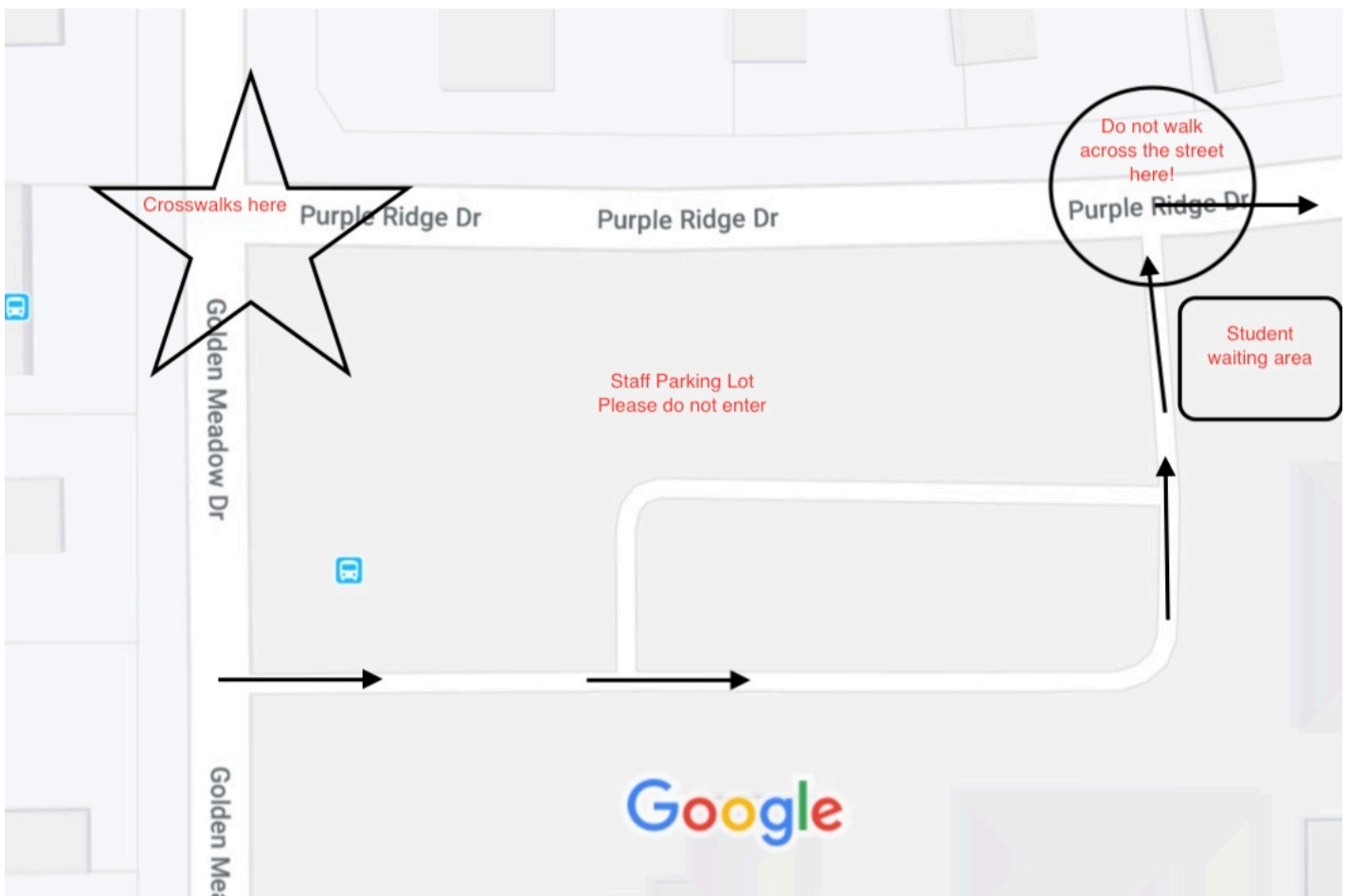
- We are required by law to account for all absences. Please notify the school of an absence by calling the school office and choosing the absence hotline. Leave a message stating your name, your student's name, reason for absence, and teacher. This must be done within 3 days of an absence.
- Under the Compulsory Attendance Law (E.C. 48260), parents will be notified if their student is deemed truant. A truancy occurs when a student is absent from school without a valid excuse for 3 full days in one school year or is tardy or absent for more than any 30 minute period during the school day without a valid excuse on three or more occasions.
- If your student is absent due to illness for 3 or more days, a doctor's note may be required for them to return to school.
- If your student is more than 5 minutes late to school, they must be signed in by a parent in the front office and receive a tardy slip.

**Playground Supervision:**

- Our playground is supervised beginning at 8:15am. It is imperative that students do not arrive until this time. We have supervision after school for 1<sup>st</sup> and 2<sup>nd</sup> grade students until the 3pm dismissal. There is no supervision past 3:15pm. All students must be off campus by this time unless they attend Kids Corner.

**Drop-off and Pick-up Procedures:**

- Enter the school parking lot from Golden Meadow (see below). Keep to the right and pull as far forward as possible. Display your valet card for pick up.
- Students should be dropped off and picked up in the loading and unloading zones only. Please use the crosswalks. It is not safe to ask your child to cross the street where there is no crosswalk.
- No parking is allowed in the valet line.



**Lunch Program:**

- Vista Grande has a cafeteria hot lunch program which costs \$3.50 daily including a beverage. Lunch is paid for online or via check. Students use their student ID number to purchase lunch.
- Students order lunch the day before in their classroom. Kindergarten students order lunch monthly.
- Snack items are also available for purchase.
- Nut free lunch tables are available for students with allergies.

**Medication:**

- No medication is to be kept in the classroom or with your student. All medication must be brought to the school office and have a doctor's authorization form completed. If you have questions, please contact our health office.

**Communication:**

- The success of our students relies on our home/school partnership. Please stay informed and reach out to us with any questions or concerns you may have.
- Email is the easiest and fastest means of communicating with our staff. Staff directory may be found on our website at [www.vistagrande.pvpusd.net](http://www.vistagrande.pvpusd.net)
- If you choose to leave a voicemail for a staff member, please allow at least 24 hours for your call to be returned. Dial (310) 377-6066 and extension 2+room number (2\_\_ ).
- If you wish to meet in person with a staff member, please request an appointment. The office staff do have an open door policy, but please understand that our students are our priority and we may not always have time for a meeting.
- Please check our website often for calendar updates.
- You must opt in to receive office emails/announcements. Click on your aeries communication button, the circle with your initials in it, and then preferences to update how you wish to receive our announcements (text, email, etc...) More information about this will be presented at Back-to-School Night.

**School Supplies:**

- Each grade level has a recommended list of supplies. Please refer to your teacher's website and/or information received from them the first week of school.

**Bell Schedule:**

- Start times Monday - Friday:
  - 8:15 - playground opens for grades 1 - 5
  - 8:30 - school starts
  - 9:30 - TK Later Gators start school
- Recess Monday - Friday:
  - 10:05 - 10:25 - TK and K

- 10:30 - 10:50 - Grades 1 - 3
- 10:50 - 11:10 - Grades 4 and 5
- Lunch Period Monday - Friday
  - 11:30 - 12:15 - TK and K
  - 11:50 - 12:35 - Grades 1 and 2
  - 12:15 - 1:00 - Grades 3 - 5
- Afternoon Recess Tuesday - Friday
  - 1:30 - 1:45 - TK and K
- Dismissal Tuesday - Friday
  - 1:35 - TK Early Birds
  - 2:05 - Kindergarten
  - 2:35 - TK Later Gators and Grades 1 - 2
  - 3:00 - Grades 3 - 5
- Dismissal Every Monday
  - 12:40 - TK Early Birds
  - 1:10 - Kindergarten
  - 1:30 - Grades 1 - 5
  - 1:40 - TK Later Gators
- Minimum Day Schedule - morning recess remains the same, but no lunch schedule.
  - 11:45 - TK dismissal
  - 12:00 - Grades K - 5 dismissal

**Student Behavior Expectations:**

- Voyagers have four simple behavioral expectations to follow:
  - S**how Respect
  - A**ct Responsibly
  - I**nclude Others
  - L**isten and Think
- Students are explicitly taught how we expect them to behave, or SAIL, at school in various settings (classroom, hallways, playground, cafeteria, etc.).
- Students are rewarded for meeting these expectations with SAIL tickets that are redeemable for a variety of prizes such as pencils, highlighters, small toys, front of the line lunch passes, reserved basketball court, etc.
- Students having difficulty following these expectations will be provided intervention to ensure they are receiving the necessary support to behave appropriately and a clear set of consequences when necessary.
- Please refer to PVPUSD Safe Schools Policy for more detailed information regarding student behavior.



