



# Vista Grande Elementary School

Student/Parent Handbook

2018 - 2019



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August 2018

# VISTA GRANDE ELEMENTARY SCHOOL

7032 Purple Ridge Drive, Rancho Palos Verdes, CA 90275 - (310) 377-6066 - FAX (310) 541-4692

Dear Vista Grande Families,

Welcome to the Vista Grande School Family! The Vista Grande Staff look forward to working with you and providing a comprehensive educational experience for your student(s). In this handbook you will find information about all facets of our school including, but not limited to, drop-off & pick-up procedures, bell schedules, Kids' Corner, hot lunch, student behavioral expectations, traffic safety, V.I.P. information, and more. Please review this important information with your student(s) and sign the "Single Sign-Off Form" to acknowledge that you understand the expectations set forth in the document. It is located on the Registration page of our school website.

The Vista Grande Staff understand and recognize that you have entrusted us with your most precious possession, your child. We want to do everything possible to validate that trust by working with you to help your child achieve his/her maximum potential. We cannot do this without your support! Please consider becoming a V.I.P. (Very Important Person/Parent) and get involved in the school community through PTA, volunteering in our Outdoor Classroom, Media Center, or working with a small group in the Learning Center to name a few of the many opportunities for parent involvement. Our students will benefit from this collaboration!

Communication is also vital to our team-approach to learning. Please ensure that your Aeries Parent Portal is maintained with current contact information. Sign up for the Monday Message from PTA so that you will know on a weekly basis what is taking place at school and keep open lines of communication with your student's teacher for updates on their progress.

I look forward to getting to know all of the Voyager Families. We are going to have a terrific year together...I just know it!

Sincerely,

Taylor Holloway  
Principal

## **General Information**

### **Vista Grande Parent Teacher Association (PTA)**

The parents and staff work very closely together to build the best educational climate for our students. Through the support and effort of the PTA, many additional programs, events, and special activities are provided for our students to augment and enhance the instructional program.

Parents and community patrons are encouraged to support the home/school partnership by joining and participating in the PTA. These meetings are held on the second Tuesday of each month at 8:45 AM in the Multi Purpose Room (MPR).

### **Student Arrival and Departure**

School begins promptly at 8:30 AM for all students (except TK Later Gators). Supervision is provided on the playground starting at 8:15 AM for grades 1-5. Kindergarten students must remain with a parent/guardian until the start of school at 8:30. Students should not arrive at school prior 8:15 unless s/he is participating in a special before school class.

Once a child arrives at school he/she will not be dismissed early unless picked-up by a parent or another person designated by the parent. When a child is to be picked-up early he/she should bring a note to the classroom teacher indicating checkout time. The parent, or parent designee, will need to sign the child out in the office.

### **Daily Bell Schedule 2018-19**

#### Start Times

8:15 – Playground opens for grades 1 – 5  
8:30 – Start of School  
9:30 – TK Later Gators begin

#### Recess Period

10:05 – 10:25 – TK and K play  
10:30 – 10:50 – Grades 1-3 play  
10:50 – 11:10 – Grades 4-5 play

#### Lunch Period

11:30 – 12:15 – TK and K  
11:50 – 12:35 – 1 & 2  
12:15 – 1:00 – 3 – 5

#### Recess Period

1:30 – 1:45 – Kinder only

#### Dismissal, Tuesday – Friday

1:35 – TK Early Birds  
2:05 – Kindergarten  
2:35 – TK Later Gators & Grades 1, 2  
3:00 – Grades 3, 4, 5

### **Monday Early Release: EVERY MONDAY**

12:40 – TK Early Birds  
1:10 – Kindergarten  
1:30 – Grades 1 – 5  
1:40 – TK Later Gators

### **Minimum Day Schedule**

8:15 – Playground open for grades 1-5  
8:30 – Start of School, all students  
10:10 – 10:30 – Recess, TK & K  
10:35 – 10:55 – Recess, 1, 2, 3  
10:55 – 11:15 – Recess, 4, 5  
11:45 – TK dismissal  
12:00 – Grades K-5 dismissal

### **Kids' Corner**

We are fortunate to have the *Kids' Corner* Child Care Program at Vista Grande. The program provides childcare before and after school for all grades. Parents interested in this program may inquire at the facility on campus at 377-6066 extension 224, or call the *Kids' Corner* main office 541-7626 for more information.

Kindergarten children are dismissed at 2:05. Parents can elect to pick their child up at 2:05 or enroll the child in the *Kinder Plus* Program offered through Kids' Corner. First and second grade children are dismissed at 2:35. Parents or childcare providers should pick-up children at 2:35. Should a first or second grade child have an older brother or sister, the child may stay in the supervised Purple Ridge grass area until 3:00 when third through fifth grade students are dismissed. Students waiting for older brothers or sisters will be permitted to complete homework or read. During this period, no child will be released without a parent or childcare provider coming to the Purple Ridge grass area to retrieve the child.

All Enrichment classes or *Kids' Corner* activities will assemble on the grass area in front of the *Kids' Corner* room for roll call and then proceed to the designated room. Unless a child is participating in an Enrichment class or the *Kids' Corner* Program, sh/e should go directly home following the 2:57 dismissal bell, since supervision is not provided after that time. At 2:57 all first through fifth grade students will be dismissed to either the grass area on Purple Ridge or the grass area on Golden Meadow. Parents are expected to pick-up children as close to dismissal as possible. Should a situation occur where a parent is unable to pick the child up on time or make arrangements to retrieve the child, parents should contact the school office at (310) 377-6066 extension 0.

### **Child Pick-Up and Parking (Please refer to Traffic Safety in Appendix C)**

Children should be dropped-off and picked-up in the loading and unloading zones only. Loading zones are not for parking. The following are NOT permitted at any time:

- U-turns in the middle of the street on Golden Meadow or Purple Ridge
- Double parking
- Stopping/parking at a red painted curb

- Parking in front of, or pulling into, a neighbor's driveway
- Calling a child to walk between cars or across the street without an adult in physical attendance.

Walk your child to your car unless using the “valet” pick-up lanes to retrieve children from the grass areas. On behalf of our neighbors, please do not block mailboxes or driveways when parking along the residential side of Purpleridge and Golden Meadow Drives. We appreciate your care and consideration for children entering or exiting school, other drivers, and constant alertness when leaving or picking-up your child.

### **Rainy Day Procedures**

On rainy days, students will be dismissed from the MPR. Display your valet card on the dashboard so that we can radio the MPR with your child’s name. Then pull forward as far as possible. We will escort your child to your car as quickly as possible. You may also choose to meet your child in the MPR.

### **Emergency Information**

We are required by law to keep emergency data for each child. Parents need to establish an Aeries Parent Portal account and update it annually and as changes occur. This information will be printed and kept in the office. Students will also receive an emergency disaster preparedness card to be completed by parents. It is very important that these cards are completed, signed, and returned promptly to school to be kept in the classroom. It is important to list yourself as well as people other than yourself, such as close friends or neighbors who would be willing to make decisions regarding your child should we be unable to contact you. Students may only be released to you or those listed on the disaster preparedness card. If there is a change in information during the year, such a place of employment, phone number, or emergency contacts, please update Aeries and notify the school office.

### **Accident Insurance for Students**

The Palos Verdes Peninsula Unified School District does not carry medical or dental insurance for children hurt on the school grounds. If your company insurance does not cover accidents, there is low cost accident insurance for children available at the beginning of the school year through a District-sponsored group plan. The information and application are available online through the PVPUSD website.

### **Use of School Phones**

The school phone is for business purposes and personal calls are not permitted. Of course, calls may be made in an emergency. Please arrange play-dates or other non-school activities during home hours. *Cell phone use by students is not permitted during school hours.*

### **Absences (Please refer to Attendance Policies & Procedures in Appendix B)**

When a child is absent from school, parents may report the absence on the Absent Hotline or send a written note to school explaining the reason the absence. Each time a child is absent, the school district loses money for A.D.A. (Average Daily Attendance, \$43.63 per child, per day). We urge you to see that these days are kept to a minimum. Many parents do reimburse the school when they find it necessary to have a child out of school for

something other than illness. This is one way the District can recover some revenue from the loss of A.D.A.

### **Independent Study Program**

The Palos Verdes Peninsula Unified School District operates a program of independent study for students who are unable to attend their regularly assigned classes because of extenuating circumstances and/or travel.

For pre-planned absences of **five (5) or more** consecutive days, an Independent Study Contract should be arranged through the classroom teacher whereby the school district does not lose money for A.D.A. It is important to understand that the substitute activities and assignments given cannot replace the interaction and dynamics that are part of the learning experience within the classroom. Our teachers ask that family activities be planned for school holidays and vacations.

The long-term alternative program is independent study. The minimum length of time for this option is one-quarter in duration. This contact is coordinated through a staff member at Rancho del Mar High School.

Both the short and long-term options enable the school to count the time spent enrolled in an independent study program for instructional purposes. Details and the necessary forms that must be completed are available in each school office. Arrangements may be made through the classroom teacher, **seven (7) school days** prior to the absence.

### **Student Health and Medication**

The school gives first aid only, for injuries occurring at the school. If care beyond immediate first aid is needed for injuries occurring at school, the parent or authorized alternate contact is called.

According to the California State Education Code, definite procedures must be followed with regard to taking medication at school, including over-the-counter medicines. School personnel are not authorized to give your child medication of any kind, unless the parent has cleared it through the school and completed the appropriate forms. The forms include a written statement from the physician stating the method, amount, and time the medication is to be taken. A written statement is needed from the parent, or guardian of the child, granting permission that the physician's orders are to be carried out. These precautions are designed to safeguard your child.

No medication is to be kept in the classroom, on the child's person, or in backpacks.

Medication is to be brought to the school office. It is the student's responsibility to come to the office to take the prescribed medication at designated times. There is a health clerk in the health office during the lunch period. A parent or guardian can bring a prescribed medication to the school office and give the medication directly to their child.

### **Allergies**

Several Vista Grande students have severe allergies to nuts. If exposed in any way to peanuts, peanut oil or nut products of any sort, they may develop a life-threatening allergic reaction that requires emergency medical attention. We make every effort to work with our

families to ensure that snacks brought from home are nut free. We are also asking that all class activities be free of any nut products. An area on the playground will be designated as the nut, seed and peanut free area. Students going to snack are reminded to wash their hands before playing on the playground. Only children with food not containing nut products can sit in the designated nut free area. All trash is collected and disposed of in a timely manner after snack and lunch periods. The lunch and snack area is checked daily before school to ensure that it is free of food wrappers and trash.

### **Communicable Diseases**

If your child has a communicable disease, please notify the office immediately. Readmission to school must be through a written note from the doctor or clearance from the school nurse. In the case of pediculosis, the Vista Grande office personnel must authorize readmission.

### **Returning to School Following An Illness**

We are concerned about students who return to school too soon after having a contagious disease, with symptoms such as a high temperature, persistent coughing, and/or fatigue. When children return too quickly after an illness, they are not able to perform well in class and may contract other illnesses.

Children who are sick should be kept at home since our school has neither the facilities nor personnel to care for them. A child should not return to school after an illness, until the temperature has been normal for at least 24 hours.

### **Treats**

School district procedures do not permit homemade food to be served at school. Store bought treats are permissible.

### **Pets**

Pets are not allowed at school.

### **Safe Conduct at School (Please refer to Behavioral Expectations in Appendix A)**

We believe that the role of the school is to provide firm but loving guidance and discipline to assist the child toward attaining the eventual goal of self-discipline. To accomplish this crucial goal, we believe that children in their young and formative years require positive guidance coupled with well-defined limits of behavior. The observance of these limits gives the child a sense of inner security and contributes toward the formation of strong moral character.

The child must know, for example, that he/she will not be allowed to harm himself/herself, others, or the property of others. Also, a child will not be permitted to interfere with the learning process. If he/she transgresses these limits, he/she must be prepared to accept the required consequences.

As part of the District's Safe Schools Policy, standards for appropriate behaviors are discussed in each classroom and reviewed regularly. Guidelines for Student Behavior will be found in Appendix A of this document for you and your child(ren) to read, discuss and acknowledge on the Single Sign Off document for Registration.

### **Walking Home**

Vista Grande is uniquely situated to allow students to walk home from school. For safety reasons, children are encouraged to walk home in pairs or small groups. Younger children (first and second graders) should have an older student accompany them.

### **Bicycles Etc.**

Bicycle racks are available for student use. However, students must provide their own locking mechanisms and park bicycles at their own risk. Students are to walk bicycles while on campus. **Helmets are required to be worn.** Skateboards, roller blades, scooters, and roller skates **are not** permitted on campus.

### **EMERGENCY DRILLS AND DISASTER PREPAREDNESS**

The Palos Verdes Peninsula Unified School district has developed plans for emergency drills and disaster preparedness in the schools of this district. In case of emergencies such as an earthquake, power failure, etc. during school hours, the students, in all schools, will be held in their respective schools. During emergencies that require evacuation of the classrooms, children at Vista Grande will assemble on the playground/field and remain together with their teacher. Children will be released to their parents or to a parent-designated person only. Because some parents may not be able to get here during the first few hours after a disaster, several children may have to remain at school. Care and supervision will be provided for them by the staff until the parents, or designee arrive.

Children in all grades also participate in monthly fire drills and practice classroom "drop/cover/hold" procedures in the event of an earthquake. A full-scale disaster simulation exercise is held in the fall and spring when the entire staff and student body goes into an emergency preparedness mode.

### **Lost and Found**

The lost and found box is located outside the school office in the patio area. Please have your child check it regularly to locate lost or misplaced items. It helps if any items that children may take off in school (coat, sweater, hat, etc.) are marked with the child's name or initials.

### **Student Attire**

We ask that parents monitor their children to be sure they wear appropriate clothing for school. Clothes and shoes should be comfortable for students to be able to run and play during P.E. or recess activities, as well as in the classroom. Open toed shoes, such as sandals, are not permitted at any time for safety reasons.

### **Lunch Program**

Vista Grande has a cafeteria hot lunch program which costs \$3.50 daily including beverage. A lunch debit card may be purchased in the office for any amount or online at [pvpusd.net](http://pvpusd.net) with the use of a credit card. Your child must order the day before, either the main dish or one of the alternate choices.

Students may bring a sack lunch and purchase milk, water, or juice. Snack items are also sold after a child finishes his/her lunch.

If you wish to join your child for lunch, please do so. A call to the office the day before will reserve a lunch for you and remember to sign in at the office when you arrive.

### **Reporting Pupil Progress**

Report cards are issued three times a year. Individual parent/teacher conferences are held in the fall and spring. Four minimum days have been scheduled for conference purposes. The fall parent/teacher conference dates are December 4 – 6. During the spring trimester, March 7 is scheduled for parent/teacher conferences.

### **Communication with Teachers**

Parents and staff members are encouraged to keep communication lines open. Suggested ways to communicate with teachers or the principal:

1. Email – The staff directory may be found on our website, [www.vistagrande.pvpusd.net](http://www.vistagrande.pvpusd.net)
2. Voicemail – The teacher can return your call during breaks or after school. Each classroom has a telephone with voice mail. To leave a message for the teacher, dial the school 377-6066, at the recorded message dial 200 plus the classroom number (for example, room 10 would be 210), or use the keypad to dial-in the last name of the teacher.
3. In-Person Meetings – When you wish to discuss a matter personally, feel free to request an appointment with the teacher and/or principal. To avoid disappointment, it is suggested that parents do not drop-in unexpectedly for conferences. While class is in session, the teacher is required to attend to instructional duties, and is not free to converse with parents. Additionally, teachers are frequently expected to attend after-school meetings and therefore are not always available. An appointment assures a satisfactory meeting time for both parents and teachers, as well as affording the teacher adequate time to prepare for the conference.
4. Websites – It is recommended that you check the school website weekly for updated information, especially the calendar. The district website is another resource for information.

### **Outdoor Science School**

All fifth-grade students are eligible to attend [Outdoor Science School](#) for one week each year. Fifth grade parents are asked to chaperone and monetarily support this project. The Los Angeles County Office of Education sponsors the Outdoor School. Fifth grade students and parents will be receiving more information on this event later this year.

### **Textbooks**

The school furnishes textbooks and/or materials for each subject area. Students are encouraged to preserve books, supplies, and instructional materials from unnecessary damage or loss. Covering textbooks is highly recommended. Unreasonable damage or loss of texts will result in a fine or replacement fees.

### **Supplies and Materials**

Please label ALL your child's personal supplies and belongings with his/her name or initials. This includes pencils, tote bags, backpacks, jackets, lunch boxes, etc. We would like to

avoid misunderstandings related to ownership. This year our PTA has arranged a convenient solution for your child's school supplies. Please follow the link on the PTA page of our school website to purchase your child's school supplies and have them delivered to your door. Profits will be donated to Vista Grande to purchase the supplies that sustain us through the 10 month school year.

### **Safety**

Parents should check pockets and backpacks ensuring that children do not bring toys, games, athletic equipment, electronic devices, or dangerous objects to school. Weapons, or imitations of any kind (including pocket knives) are not permitted at school under any circumstances. Infractions can result in serious consequences.

### **Friday – Spirit Days**

Show your Vista Grande school spirit by wearing school colors, blue and gold, each Friday.

### **Parent Visitations**

Parents in the school district, and specifically at Vista Grande, are invited and encouraged to visit their child's classroom. Please call to schedule an appointment 24 in advance if you wish to observe a specific subject, grade level, or teacher and stop in the office to sign-in and obtain a visitor's badge before proceeding to the classroom. The teacher cannot take time from the children to have a conference during visits to the classroom.

### **Parent Volunteers – V.I.P's (Very Important People/Parents)**

Volunteerism is promoted and highly encouraged at Vista Grande. Over 200 parents, grandparents, or community members volunteer their time and services in classrooms, in the Library/Media Center, cafeteria, and other school related activities. A VIP orientation will be held within the first two weeks of school. It is **required** that volunteers provide the school with documentation of a Mantoux TB test that indicates they are free of tuberculosis **prior to volunteering**. This service will be available at the orientation. This documentation is filed in our Health Office and the test need not be repeated for four years.

### **Student Visitors**

**Only** students, regularly enrolled, may be in the school and on the playground during school hours.

### **Composition of Classes**

Children are assigned to a class on the recommendation of the classroom teacher and the principal. Careful consideration is given to each individual child in terms of his academic potential, achievement, self-direction, and behavior prior to placing him in a particular class.

### **Homework**

Homework assigned is an extension of the work of the regular school day. It shall be appropriate to ability levels of students and shall help develop good study techniques and reinforce concepts under study in both daily work and long-term assignments.

If the student needs extra practice in a subject, or subjects, the teacher will plan carefully with the parent to determine the work to be done and the length of time needed. The

teacher will evaluate the completed homework assignment and determine if further instruction is needed. The teacher will gear assignments to the needs and to the ability of the child. Parents should not do assignments for their children.

Listed below are several points you may want to keep in mind regarding homework assignments:

1. Students in the same class may be doing different assignments.
2. Students in the same class may take a different length of time to complete an assignment due to ability or work habits.
3. Homework should help students develop good study techniques and reinforce a concept under study in both daily work and long-term assignments.
4. The goals of homework are accomplished over several years and need the support of both parent and teacher. Our students should be prepared for longer assignments as they progress through the grades.
5. We realize that problems in homework may arise. If they do, please bring them to the teacher's attention in a timely manner so they may be clarified and solved.

### **Special Programs**

#### Single Plan for Student Achievement (SPSA)

The Single Plan for Student Achievement is a document prepared to guide the instructional programs at Vista Grande. It delineates how funds are used to support personnel and programs for all students. The majority of our funding is used for personnel, and the remainder of the funds are used to augment classroom instructional materials/supplies and for staff development. The English Language Advisory Committee (ELAC) provides input to the SPSA. The Plan is approved annually by the SSC and the Board of Education.

#### School Site Council (S.S.C.)

The School Site Council is composed of an equal representation of parents and staff. Individuals elected to the Council serve for a period of two consecutive years. The purpose of the Council is review all aspects of the school's curriculum and program offerings, under the School Improvement Program. Anyone interested in serving in this capacity is encouraged to contact the principal. Look for a sign-up sheet at Back to School Night if you are interested in running for a position on the SSC.

#### English Language Development

Vista Grande supports the acquisition of English for those students whose primary language is other than English. Several Instructional Assistants work directly with students and collaboratively with the regular classroom teachers to provide additional support and instruction for our English language learning students. Beginning English students will receive small group instruction in the learning center to reinforce English language skills, build vocabulary, and review academic concepts taught in the regular classroom.

#### English Learner Advisory Committee (ELAC)

The English-Learner Advisory Committee consists of parents of children whose primary language is other than English. The ELAC meets three times annually to advise the SPSA, make recommendations for improving the English Language Learning Program, and to assist the school in disseminating information to the respective language groups represented. All parents of students whose primary language is other than English are encouraged to attend and participate in these meetings to learn the specifics of the program offerings and to help school personnel better serve the child's learning needs.

#### Gifted and Talented Education (GATE)

Students are identified for the Gifted And Talented Education (GATE) program based upon the OLSAT test offered to all fourth grade students in the fall of each school year. Classroom teachers provide an on-going enriched instructional program for high achieving and GATE students through differentiated instruction, thus encouraging students to develop to their fullest potential.

### **Special Education Programs**

#### **Search and Serve Notice**

State law mandates that all individuals with exceptional needs have a right to participate in a free appropriate public education with Special Education services when necessary. Assessment for Special Education is provided for children from birth to 21 years of age and there are some preschool programs for the handicapped. Please contact the district Special Education Office if you are aware of handicapped children not being served.

#### Resource Specialist Program (RSP)

The Resource Specialist Program (RSP) program is intended to serve eligible students who need special assistance for less than 50% of the school day. These students may be seen by the Resource Specialist for one or two periods daily, several times weekly, or other schedules as appropriate. The majority of the child's day is spent within the general school program with excess cost funding services provided in the classroom or in a pull-out setting. Eligible students have designated services specified on their Individualized Education Plan (IEP).

#### Special Day Class (SDC)

Students eligible for special education who require educational support for more than 50% of the school day are served in Special Day Classes (SDC). These students may have specific learning disabilities, severe language disorders, physical handicaps, health problems, or other qualifying conditions. Students are grouped according to grade/age and educational needs. They are mainstreamed or included in general education classes as appropriate. Eligible students have designated services specified within their IEP.

#### Speech and Language

The Speech and Language Program is for students who have been identified as having speech and/or language areas in need of attention. Assistance is provided by the

Speech/Language Pathologist in an individual or small group setting. This program is part of the services provided through the Designated Instruction and Services (DIS) which functions within the Special Education Program.

Adapted Physical Education (APE)

Those students who are identified as requiring a specialized physical education program due to a physical handicap or condition are served by an Adapted Physical Education Specialist who assists youngsters in enhancing small and/or large motor coordination. This program is part of the services provided through the DIS, which functions within the Special Education Program.

## **APPENDIX A: Guidelines for Student Behavior 2018-19**

All students have the right to learn in an environment unimpeded by the disruptive behavior of others, according to California Education Code. In order to develop a school climate that is conducive to learning, the Vista Grande staff is committed to continuing to reinforce and teach the traits of character that have been started at home. Vista Grande's school behavior management plan is based upon the following six pillars of character:

### **RESPECT**

- Treat others with respect by following the Golden Rule
- Be tolerant, accepting, and consider the feelings of others
- Use good manners, not bad language
- Don't threaten, hit or hurt anyone
- Deal peacefully with anger, insults, and disagreements

### **RESPONSIBILITY**

- Do what you are supposed to do
- Persevere – keep on trying!
- Always do your best
- Use self-control and set a good example for others
- Think before you act – consider the consequences
- Be accountable for your words, actions, and attitudes

### **FAIRNESS**

- Play by the rules
- Take turns and share
- Be open-minded – listen to others

### **CITIZENSHIP**

- Do your share to make your school and community better
- Cooperate
- Be a good neighbor
- Obey laws and rules
- Respect authority
- Protect the environment and conserve resources

### **TRUSTWORTHINESS**

- Be honest – don't deceive, cheat, or steal
- Be reliable – do what you say you'll do
- Have the courage to do the right thing

### **CARING**

- Be kind and compassionate
- Express gratitude
- Forgive others
- Help people in need

## Behavioral Expectations & Management Plans

In addition to school-wide behavioral expectations, each classroom teacher has developed a classroom management plan outlining appropriate student conduct and expectations within the classroom. The plan is carefully reviewed and discussed with the students. Vista Grande staff believe in explicitly teaching and rewarding appropriate behavior.

STAR tickets are given to students who **Stop Think Act** and **Review** their behavior.

- **STOP** – In order to solve problems, prepare for action or make a decision, you must STOP long enough to think about what you are about to do.
  - **THINK** – Once you stop, you have time to THINK so that you can make the Best choice!
  - **ACT** – Once you decide on your best choice, you must act upon it. You are responsible for what you do.
  - **REVIEW** – After taking action, review what happened as a result.
- STAR students will be recognized throughout the school year in various ways.

### School-Wide Behavioral Expectations

#### Before School Hours

Students **SHOULD NOT** arrive at school prior to 8:15 a.m. since there is no adult supervision prior to that time. Please do not drop students off before 8:15 a.m. unless they are enrolled in a supervised before-school activity. Students are not to congregate near classrooms or linger in the halls at any time.

#### Playground Areas

Students are to remain on the playground and field areas, unless they have received permission from the teacher or supervisor to leave the playground. Students are not to disturb the classrooms in session nor play in the corridors during recess periods.

#### Freeze Bell

Students playing on the playground need to observe the "freeze" bell at the end of recess. Each student is to stop play, drop to one knee, and remain still in place. S/he is to walk quickly to their classroom assembly area when the playground supervisor blows the whistle, putting away equipment on the way to class.

#### Walking to the Cafeteria

Students are to walk together as a class when leaving the classroom to go to recess, lunch, or assemblies.

#### Recess Snack Periods

Students are expected to consume snacks in designated areas on the playground before going to play. Waste papers and trash need to be placed in the waste containers provided.

#### Lunch Periods

- A. Good behavior is expected from all students in the cafeteria including the serving lines.
- B. Food is not allowed on the playground during the lunch period.
- C. Students reporting to the playground from the cafeteria or outdoor lunch area are not to enter games already in progress until the bell sounds and the preceding classes leave the playground.
- D. Students are to walk to the playground. Running is permitted when they reach the field area.

- E. Before leaving the lunch area, students are to pick up waste papers and trash to deposit it in a waste container.
- F. Students may purchase one snack from the cafeteria to augment their lunch. Students are not to purchase food items for other children.
- G. Students **are not allowed to share food at any time.**

### Restrooms

Please do not waste paper towels, soap, and toilet tissue in the restrooms. Try to use these like you would at home. Notify an adult should the restroom need attention or a refill of supplies.

### Playground activities

- A. Wrestling, tackling, or pushing type games are not allowed on the school playground.
- B. Backstops are not for climbing.
- C. Climbing the hillside behind the playground is unsafe and is not permitted.
- D. Baseballs (hardballs), including Little League balls, are not permitted at school.
- E. Locking Games: There are no closed or locked games. Games are open to all students who wish to play.
- F. Jump ropes are for jumping only.

### Swings

Please be considerate of other students waiting for the swings and take turns.

### Slides

- A. Students may line up at the bottom of the stairs to take a turn on the slide. Only one student should slide at a time, sitting face-forward, feet first.
- B. Students may not throw sand, dirt, or other debris on the slides.

### Overhead Ladder

Travel in one direction. "Monkey" or "Chicken" fights or similar activities are not permitted. Students are not to sit on top of the ladder, nor are they to hang from their legs.

### Climbing Wall

All students may climb up and down the climbing wall using the hand and foot holds. Only fourth and fifth graders may climb over the wall. No student should be sitting on top of the rock wall or jumping from the wall.

### Hazardous Objects

Students are not allowed to bring objects that could be harmful to themselves or other students or disruptive to school programs. Such items could include, but are not limited to, knives, skateboards, roller skates, darts, fire crackers, water pistols, balloons for "water bombs", items construed to be weapons, etc. Possession of such objects may result in serious consequences.

### Toys from Home

Students are **not** permitted to bring toys or play equipment from home for use on the playground at any time. These include items such as balls, trading cards, toys, playing cards, radios, electronic games, etc.

### The Zone

The area inside the red lines painted on the cement around the classrooms is the Zone. Students are to walk while inside the Zone area.

### After School Hours

If your child does not participate in the Kids' Corner child care program or enrichment classes, he/she is instructed to go directly home at dismissal time and not play on the school grounds since playground supervision is not provided after dismissal. **Note to parents:** If you are unable to pick up your child(ren) on time due to an unforeseen emergency, please call the school office at: (310) 377-6066.

#### Chewing Gum

Chewing gum is not permitted at school.

#### Student Attire

We ask that parents monitor their students to be sure they wear appropriate clothing for school.

Clothes and shoes should be comfortable for students to be able to run and play during P.E. or recess activities, as well as in the classroom. **Open toed shoes, such as sandals, are not permitted at any time for safety reasons.**

Please refer to the Palos Verdes Peninsula Unified School District *Safe Schools* Policy for more detailed information regarding student conduct. It is important to note that the majority of the items detailed in the district guidelines hold greater relevance for high school and intermediate school students. However, the same consequences will be in effect for any violation, regardless of the grade level of the child.

## APPENDIX B: Attendance Policies and Procedures 2018-19

### Absence Policies

**By law, “compulsory education” requires all persons ages 6-18 to attend school.**

Education Code Sections 48260 & 48200 state that a student is considered **truant** if:

- the student is absent from school without a valid excuse for three (3) full days in one school year  
– OR –
- the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year  
– OR –
- any combination of the above.

**A student’s absence shall be legally excused for the following reasons** (Education Code 48205):

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appointment
4. Attendance at a funeral service for a member of the immediate family
  - a. Excused absence in this instance shall be limited to one (1) day if service is conducted in the state of California, or three (3) days if the service is conducted out of state.
  - b. “Immediate family” shall be defined as mother, father, grandmother, grandfather, brother, sister, or any relative living in the student’s immediate household.

**Upon advance written request of the parent/guardian and the approval of the principal or designee, a student’s absence shall be excused for justifiable personal reasons including, but not limited to:**

1. Appearance in court
2. Attendance at a funeral service
3. Observation of a religious holiday or ceremony of his/her religion
4. Attendance at religious retreats not to exceed four (4) hours per trimester
5. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined by Education Code 49701, and who has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment
6. Participation in religious exercises or to receive moral and religious instruction in accordance with District policy
  - a. In such instances, the student shall attend at least the minimum school day.
  - b. The student shall be excused for this purpose no more than four (4) days per school month.

### Absence Procedures

**A parent/guardian must clear a student’s absence *with the school office* within three (3) days of the absence.** After three (3) days, an absence is considered unverified and will remain unexcused.

- If your child is **absent five (5) or more consecutive school days due to illness**, you must provide a **doctor's note** before your child may return to school.
- If your child has been **absent for any part of the school day** due to a medical/dental appointment, please provide a note from the doctor's office.

Each day your child is absent from school, please **notify the school office** by sending a written note or **by calling and leaving a message before 2:00 p.m.** on the "Absence Hotline."

- Call **310-377-6066** and listen to the recording for instructions.
- When leaving a message on the Absence Hotline, please clearly state:
  - the name of the student
  - the reason for the absence
  - the name of the teacher
  - your relationship to the student (i.e., mother, father, guardian, etc.)

Each day a student is absent – no matter what the reason – the School District loses money for ADA (Average Daily Attendance) – currently **\$43.63 per day** for grades TK-3, and **\$40.11 per day** for grades 4-5. We urge you to see that these days are kept to a minimum. Many parents reimburse the school when they choose to keep a child out of school for reasons other than illness. This donation is one way the District may recover some revenue from the loss of ADA.

For pre-planned absences of five (5) or more consecutive days, an **Independent Study Contract** should be arranged (*at least one week in advance*) through the classroom teacher, whereby the School District does not lose money for ADA. It is important to understand that the substitute activities and assignments given cannot replace the interaction and dynamics that are part of the learning experience within the classroom.

Our teachers ask that family activities be planned during school holidays and vacations whenever possible.

## Tardy Policies

1. School begins at **8:30 a.m.** for Grades K-5.
2. Students must be on time to school. They will be considered “tardy” if they arrive after the 8:30 a.m. bell.
3. Students who are tardy 30 minutes or more three (3) times per school year without a valid excuse will be sent a School Attendance Review Board (SARB) letter indicating that this constitutes truancy and will be reported to the County. This will be tracked by the school office.
4. Students who are tardy less than 30 minutes three (3) times per trimester without a valid excuse will be sent a School Attendance Review Team (SART) letter and will be asked to attend a Principal’s SART meeting. This will be tracked by the school office.

## Tardy Procedures

1. 1<sup>st</sup>-5<sup>th</sup> grade students may arrive on the playground/campus **no earlier than 8:15 a.m.** Please do not drop students off before 8:15 a.m. unless they are enrolled in a supervised before-school activity. When the 8:15 bell rings, 1<sup>st</sup>-5<sup>th</sup> grade students may go to the playground. (Kindergarten students are not allowed to arrive before class begins at 8:30.)
2. When the bell rings at 8:30 a.m., students should line up for class.
3. **Students arriving after school begins (8:30 a.m.) are considered tardy and must go to the school office to obtain a Tardy Slip.**
4. Tardiness is only **excused** for medical or dental appointments. Please provide a note from the doctor’s office and obtain a tardy slip at the school office after all medical or dental appointments.

**NOTE:** Excessive absences or tardiness may result in parents/guardians being required to appear before a School Attendance Review Team (SART) or the School Attendance Review Board (SARB).

## APPENDIX C: Vista Grande Traffic Safety Guidelines 2018-19

### ATTENTION PARENTS: PLEASE READ CAREFULLY

Vista Grande is committed to creating a safe environment for our students. As such, traffic and safety guidelines are closely monitored and enforced. Please carefully read the guidelines below and inform your student(s), as well as, all adults who will be driving your student(s) to and from school.

#### For Your Safety:

- Enter the school parking lot from Golden Meadow.
- Keep to the right and within the Cone Zone.
- Display the Valet card on your dash or visor.
- Students may enter/leave cars that are within the Pick-Up/Drop-Off Zone.
- Pull completely forward in the Pick-Up/Drop-Off Zone before allowing your student to enter/exit the car on the **curbside** only.
- **No parking** is allowed in the Pick-Up lane at any time.
- **No parking** is allowed in the parking lot at any time, as these spots are reserved for teachers and staff only.
- Do not block the entrance or exit to the school parking lot.
- Remember: **pedestrians always have the right-of way.**

*During after school pick-up, students will be seated on the grass waiting area adjacent to kindergarten classrooms. Students are expected to remain seated, even if accompanied by a parent, in order to ensure order and safety for all. All students must remain in the designated grass areas for pick-up since these areas are supervised. Vehicles will be asked to circle the block if student(s) are not present for pick-up.*

If you choose not to use the Valet pick-up line in the parking lot, you may park on the street and walk onto campus. Please use the crosswalks.

Each driver picking up or dropping off student(s) is expected to read and understand the traffic safety guidelines. All parties agree to follow this pattern, and will be cautious and courteous to the students, teachers, staff, other drivers, and traffic volunteers. Working together with patience and courtesy, we can safely exit our children from school.