

Chula Vista Elementary School District

VISTA SQUARE ELEMENTARY
SCHOOL 2023-2024



Student and Parent Handbook

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**Empowering Students to
Create their Futures.**

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Vista Square Elementary Mission Statement

Vista Square is a school where children come first. We are a school of teachers, support staff and community members who work collaboratively to create an environment where each child feels valued for his or her **individual strengths**. We hold high expectations for all students and staff. We welcome the collaborative efforts of staff, parents, and community members to provide unique and challenging programs for our students. Vista Square students are immersed in a standards-based curriculum, which demonstrates relevance to their lives, provides in-depth experiences in all curricular areas, and provides a firm foundation for future learning. Students are provided foundations for the technological world, which build strong skills and enhance learning. Each child develops as a whole person to advance his or her own creativity. Instruction recognizes the developmental stages and individual differences giving the skills to problem solve and make choices. Students learn to appreciate diversity in people and experiences through the instruction of life skills incorporating respect, teamwork, perseverance, and resiliency. We look forward to the future with hope and confidence.

HOURS OF OPERATION AND DAILY SCHEDULE

Office Hours: Monday – Friday 7:30 AM – 4:00 PM

School Phone: (619) 422-8374

School begins at 8:00 am. Students are expected to arrive at school no earlier than 7:30, unless they are participating in YMCA program or Safety Patrol. Upon arrival, students are to line up on the blacktop playground area until the bell rings. Your cooperation is needed in making sure that your child does not arrive at school before 7:30 AM.

Breakfast: Breakfast is **served** from 7:40-7:55 AM.

Breakfast will be eaten at the lunch tables or at the MPR during rainy days. Students who arrive after 7:55 AM will not be served breakfast due to the short time left before school starts.

Morning Bells

7:55 a.m. Warning Bell – students walk to assigned blacktop line.

8:00 a.m. Final Bell – Kinder-6th Grade students need to be lined-up on their assigned blacktop line ready to be picked by classroom teacher.

Daily Schedule

Daily Schedule			
Grade Kinder – 6 th		Transitional Kinder (TK)	
First Bell 7:55 a.m., Second bell 8:00 a.m.		Mon - Thurs.	7:45 -2:10
		Friday (Minimum Day)	7:45 - 12:55
Mon - Thurs.	8:00 – 2:25	Preschool	
Friday (Minimum Day)	8:00 – 1:10	AM	7:45-10:45
		PM	11:45-2:45
Morning Recess		Additional Minimum Days	
TK	9:35 - 9:55	First Day of School:	7/19/23
Kinder	9:30 - 9:50	Fall Conferences:	9/14/23-9/21/23
1 st /2 nd grade	9:35 - 9:55	Tuesday School Resumes	10/10/23
3 rd /4 th grade	10:00 - 10:20	Tuesday School Resumes	1/10/24
5 th /6 th grade	10:25 - 10:45	Spring Conferences:	3/7/23-3/14/23
Kindergarten recess in kinder area. All other grade levels on main playground		Monday School Resumes	4/2/24
		Friday Last day of school	6/5/24
Lunch Schedule (recess + lunch)		Holidays – NO SCHOOL	
Transitional Kinder	10:45 - 11:30	Labor Day	9/4/23
Kinder	10:45 - 11:30	Fall Break	9/25/23 -10/6/23
1 st grade	11:00 - 11:45	Veterans Day	11/10/23
2 nd grade	11:15 - 12:00	Thanksgiving Break	11/20/23 - 11/24/23
3 rd grade	11:30 - 12:15	Winter Break	12/18/23 -1/8/24
4 th grade	11:45 - 12:30	Martin Luther King Jr.	1/15/24
5 th grade	12:00 - 12:45	President’s Day	2/16/24 - 2/19/24
6 th grade	12:15 - 1:00	Spring Break	3/18/24 - 3/29/24
		Memorial Day	5/27/24
Extreme Heat/Rainy Day Lunch Schedule			
Grade Level:		Modified Time:	
Transitional Kinder		11:00 - 11:30	
Kinder		11:00 - 11:30	
1 st Grade		11:15 -11:45	
2 nd Grade		11:30 - 12:00	
3 rd Grade		11:45 -12:15	
4 th Grade		12:00 -12:30	
5 th Grade		12:15 -12:45	
6 th Grade		12:30 -1:00	

Gates

To ensure student safety, all school gates will be locked after 8:05 every day. They will be re-opened 5 minutes before dismissal. We ask that you enter school through the front office during school hours. Please make sure to sign-in and receive a **VISITOR BADGE**.

Gates Open			
Monday – Thursday		(AM) 7:40 – 8:00	(PM) 2:20-2:45
Friday		(AM) 7:40 – 8:00	(PM) 1:05-1:30

SAFETY

All adults on campus are responsible for the safety and security of their child. We will always supervise all children. As parents, please assist us by supervising your child and helping them to follow school rules when you are visiting campus. Students should not be running around the courtyard/halls, jumping off benches, climbing trees, etc. Please help us maintain a safe environment for all.

It is unsafe for students to arrive prior to 7:30AM, unless they are enrolled in the YMCA program. There is no supervision available before 7:40AM and after 2:45PM. Students not enrolled in an after-school program need to go directly home after being dismissed. If they are not walking home, they can wait in front of the school or at the lunch tables until 2:45PM to be picked up.

Please talk to your child about pedestrian safety, using the crosswalks, walking in a group, and obeying the Safety Patrol members before and after school. If dropping off or picking up your child, you may not park in the drop off zone or leave your vehicle unattended.

School Parking Lot, Driving & Traffic

Student safety is a priority at Vista Square. Parents are asked to observe the following parking lot procedures, which have been developed in conjunction with the Chula Vista Police Department.

- Use the loading zone in front of the school or on Smith Street for drop off and pick up only. **Do not park or leave your car unattended in this area.**
- **G Street** in front of school = Gate 1 & 2
- **Smith Street** Entrance = Gate 3
- Always use the crosswalk at the front of the school to access the school. Never cut across traffic.
- Do not double-park or release students from the second lane.
- Please pull forward as far as possible to pick up/ drop off your child.
- Kindergarten students must be walked to class by a parent or guardian, they may not be dropped off in our loading zone.
- Please allow extra time for parking & walking to the line or classroom.
- Park only in designated areas, **NOT** in the drop off zones.
- Drive SLOWLY even if you are late!!!
- Your patience will keep all our students safe.

AM Drop Off Routines (7:40-8:00AM) _

Students in grades 1-6 are asked to line up on the blacktop before school. They may also wish to participate in our Running Club program. The first bell rings at 7:55. At this time students should be seated in their line on their designated letter on the blacktop and read a book. Teachers will pick students up from the blacktop to walk to class. The second bell rings at 8:00. All students arriving after that time will be considered tardy. Students are not allowed to climb the play-structure or play in other areas while waiting on the

blacktop.

PARENTS/GUARDIANS – please stand aside to allow ALL students and lines to pass in the hallway. Please say your goodbyes at the blacktop.

Kindergarten students will line up in the kindergarten playground and wait with a parent or other adult until their teacher arrives to open the classroom. **Students are **not allowed** to play on the play-structure before or after class.

On Rainy weather students will sit inside the MPR in the lunch tables and read. At 7:45am teachers will open their classroom doors to welcome students.

PM Pick Up Routines (2:25-2:45PM)

School gates will open when dismissal bell rings.

TK/Kindergarten – 1st grade students must be picked up from the classroom.

2nd-6th grade students will be released from the classroom.

Students must go home directly unless they are in a supervised after school program.

Students not enrolled in an after-school program need to be picked up at dismissal as there is no supervision after school.

Late pick-ups will be in the attendance office & students must be signed out by an adult. Kindergarten and first grade students will be retrieved by a staff member and brought to office.

VISTA SQUARE VIRTUES

Vista Square Virtues are character traits that are taught throughout the year. During each quarter, Vista Square focuses on two virtues and students engage in classroom activities to help strengthened their understanding of the virtues. At the end of each of the quarters students who have exemplified the virtues are recognized during the awards assemblies.

Quarter 1 Virtues: Kindness and Respect

Quarter 2 Virtues: Honesty and Compassion

Quarter 3 Virtues: Courage and Integrity

Quarter 4 Virtues: Acceptance and Fairness

POSITIVE ACTION PLAN

EACH PERSON HAS THE RIGHT TO...

BE THEMSELVES

We will respect the unique qualities of everyone. We will adhere to the school dress code. We will not make hurtful or negative remarks about a person's physical appearance, ethnicity, religion, gender, language, dress, socio-economic status, academic performance, or any other personal characteristics. We will not put-down or tease anyone.

BE TREATED WITH COURTESY

We will always follow directions of the adults on duty. We will show respect, courtesy, and good manners towards other people. We will not use name-calling, put-downs, obscene language, or abusive gestures. We will not harass, bully, or cut in front of another person. We will never exclude another student.

THEIR OWN PROPERTY

We will not take or cause damage to other people's property. We will not vandalize or destroy school property. **We will leave all toys, jewelry, electronics, candy, and other personal belongings unrelated to classroom learning at home. Inappropriate items brought to school will be kept at school until a parent comes for them.**

BE SAFE

We will walk on campus. We will remain on the playground unless you are given a pass to the health room or office.

We will not play rough, hit, kick, bite, trip, pinch, choke, poke, push, throw anything, or engage in any other form of physical abuse. We will not bully another person. We know that sexual harassment, drugs, and weapons are illegal, and we will never bring them to school. We will follow all playground safety rules and we will always use playground equipment appropriately. We will not play tag, chasing games, hitting games, or any games involving throwing balls at other students.

The following games, among others, are **NOT allowed** at school for safety reasons: tag, football, dodgeball, and play fighting. The list could go on but in general we have a hands-off policy. When children play these games in large numbers, they often lead to hitting, tackling, arguments, and injury. They **CAN** play soccer, basketball, kickball, four square, volleyball, wall ball, tetherball, jump rope, hopscotch, gaga ball and use the structure on the playground.

STUDENT BEHAVIOR EXPECTATIONS:

We have high behavioral expectations for students. The rules and regulations are set to ensure that all students are safe and that we can concentrate on academics and 21st century skills. You will receive a copy within the first day of school. The teachers will have classroom rules that will also be taught, displayed, and enforced.

We will also communicate with you if we have a concern. Our goal is to ensure that students are happy and safe so they can learn. Sometimes, there is a consequence given when getting a student violation occurs. It is a way to have student reflect on their behavior to avoid future problems. In addition, students may be asked to write a report if they witness an incident or are being bothered.

POSITIVE REWARDS

POSITIVE Rewards that will occur if students have appropriately followed the school rules and receive no Student Referral slips:

- Special recognition by classroom teacher
- “Viking Treasure Ticket” given for a drawing with special awards given to individuals and.
- Quarterly awards assemblies (ACE & Viking Virtues)

VISTA SQUARE SCHOOLWIDE RULES:

- Keep hands, feet, and objects to yourself.
- Follow directions the first time.
- Walk quietly to and from all activities.
- Treat others and their property with kindness and respect.

PLAYGROUND RULES

1. Follow directions.
2. Keep hands, feet, and any objects to yourself.
3. Stay in designated areas.
4. At the sound of the whistle/siren all students stop play, hold all playground equipment, dismount big toy, take a knee, freeze, and refrain from talking. Students are to wait for further instructions and are not to get drinks or use the restroom **AFTER** the whistle/siren. Students must get permission to use the restroom from the classroom teacher or supervising staff after the whistle/siren.
5. A three-minute warning is given to notify students the end of recess. This time should be used to use the restroom and get a drink of water.

6. Return all playground equipment.
7. The use of profane language and/or name calling is strictly prohibited.
8. Take turns on equipment and adhere to big toy and soccer field rules.
9. All games are open for everyone to play; invite others to join your game.
10. We do not throw objects other than balls.
11. We do not bounce balls in hallways or against classroom walls.
12. We eat our snack in the lunch arbor.

RESTROOM RULES

1. During recess, only 4 students may use the bathroom at a time.
2. Come in, use the restroom, and leave promptly.
3. Keep the restroom clean and free of debris on the floors and/or in stalls.
4. Soft voices are to be used at all times.

HALLWAY RULES

1. Follow directions.
2. Keep hands, feet, and objects to yourself.
3. Walk at all times with "Bumpers Up" (primary students).
4. No Talking.
5. Hallway passes are required during class time. If you help another classroom during recess or lunch recess, please make sure to acquire a hall pass from the helping classroom teacher.

LUNCH TABLE RULES

1. Stay seated in assigned classroom table.
2. Keep voices at a respectful/soft level.
3. Wait for noon supervision to clear your table and dismiss you.
4. No large bags of chips or cookies are allowed. Candy, gum, and sodas are not allowed in school.
5. Clean up after yourself.

LUNCH RECESS DISMISSAL

1. Line up and sit down with your class.
2. Wait quietly to be dismissed to the playground.
3. Keep your hands and feet to yourself.
4. Do not play with your classroom equipment.

UNACCEPTABLE BEHAVIOR:

- Fighting
- Arguing with another student
- Teasing or bullying another person
- Stealing
- Property Damage
- Unacceptable language and gestures
- Playing rough
- Talking back to an adult
- Inappropriate touching, kicking, or tripping others
- Food fight
- Chewing gum

VISTA SQUARE SCHOOL RULES AGAINST BULLYING:

1. I will not bully, tease, or bother others.
2. I will use kind words or none at all.
3. I will include others at lunch, in games, and for special events.
4. My cell phone or camera will be put away while on school grounds.
5. When I know someone is being bullied, I will tell an adult at school and at home.
6. I will walk away or get away.
7. I will go ask for help.
8. I will tell an adult at school and an adult at home.
9. I will tell an adult again, tell a different adult, and/or tell the principal if my concern was not heard or resolved.

PROCEDURES FOR ADDRESSING CONFLICTS/BULLYING BEHAVIOR:

Definition of bullying: Bullying is an ongoing and deliberate misuse of power in relationships through **repeated** verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. –National Center Against Bullying (www.ncab.org)

When a staff member witnesses an incident or a student/parent reports incident to a staff member, the staff member will immediately address the bullying behavior by investigating the incident and involving administration when needed. Incident will be documented in SWIS, our school's referral program.

After investigation if bullying behavior is confirmed, Administration will contact parents of

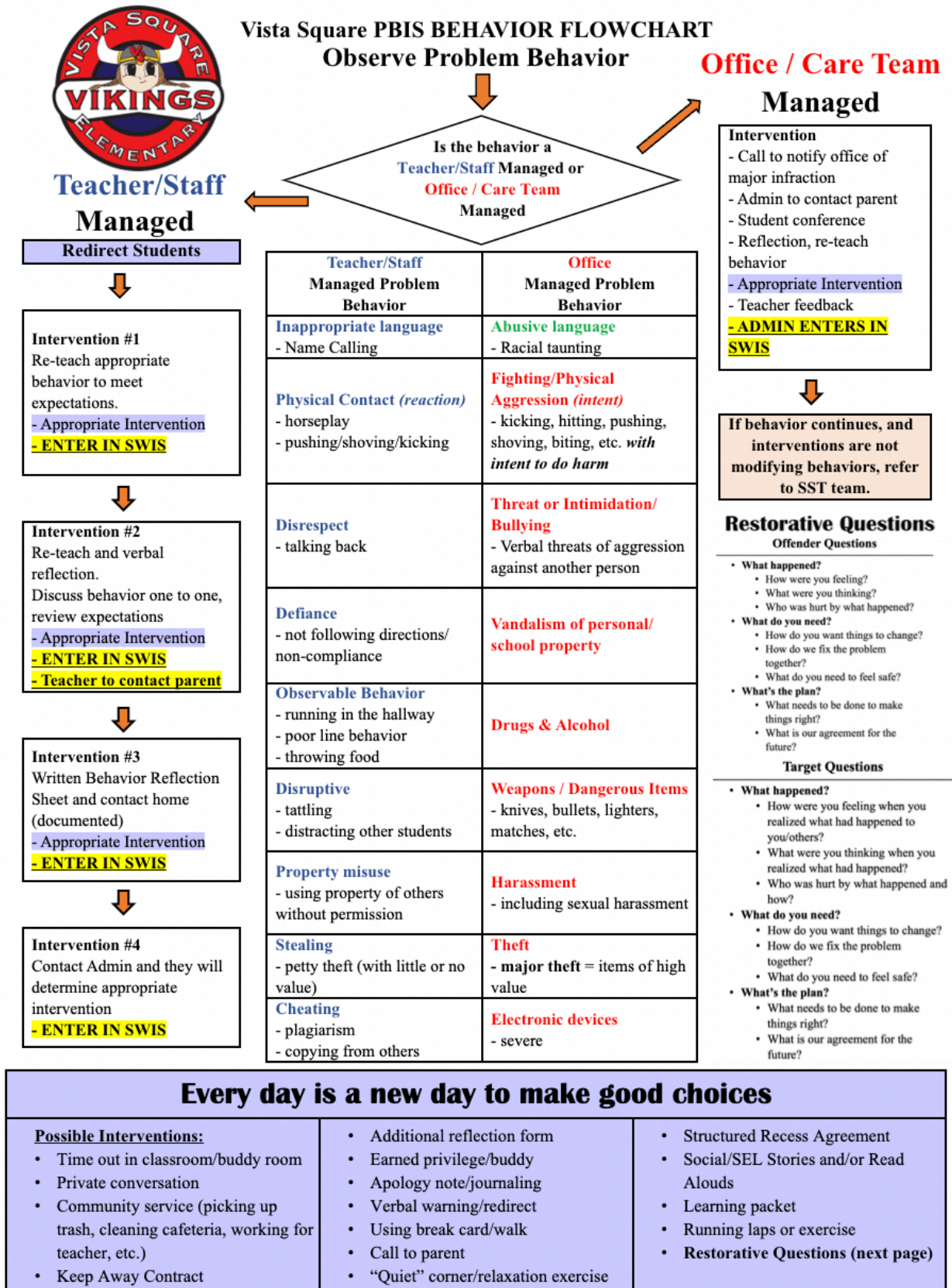
parties involved and assign appropriate consequences. If after investigation Administration determines the behavior is not bullying behavior, but deemed a conflict, staff member/teacher will contact parents of both students to inform them of the conflict.

Discipline Policy (Established in accordance with CVESD Board Policy #5253)

We expect all students to be responsible and follow school rules. Should a student make an inappropriate decision the following action will occur:

- The teacher will confer with the student.
- If unacceptable behavior persists, teacher will confer with the child and parent regarding the behavior and will remind the student of what is expected. An individual plan may be implemented to deal with recurring incidents.
- If unacceptable behavior persists, the student will be sent to the office to talk with the principal. Discipline can include having the child perform some type of school service, or after-school detention, or a discipline report sent home to parents.
- When advisable, conferences involving parents, teachers, and school personnel will be held to plan to improve the student's behavior.
- When inappropriate behavior persists after concerted efforts on the part of school personnel and parents, and when behavior disrupts the school program, the following actions are possible:
 - i. Short-term suspension.
 - ii. In/Out of-school suspension.
 - iii. Expulsion from school (by Board action)

When a staff member witnesses an incident or a student reports incident to a staff member, the following steps will occur



SCHOOL ROUTINES

Parent cooperation with the following routines will be beneficial to you and your child, will result in the smooth and efficient operation of our school, and will be greatly appreciated by the school staff.

- Read carefully all bulletins and “Dates to Remember” notices that are sent home.
- Check your child’s binder/organizer for bulletins, notices, and homework assignments.
- Sign-in through the Raptor System in the school office and receive a visitor’s badge before entering a classroom. This is required of all visitors and volunteers.
- Send in all absence notes and permission slips promptly.
- Help your child to be prompt to school, courteous of others, and responsible for his/her actions.
- Make sure you discuss arrangements for pick up on rainy days with your child.
- Make any special plans for the day with your child **BEFORE** school.
- **Bicycles & Scooters:** Students in grades 4-6 may ride bicycles to school. By law, students must wear a helmet when riding their bike. and have a lock for their bicycles. Bicycle or scooter riding is not allowed on campus at any time.
- **Skateboards/Hoverboards/Heely shoes:** These are not to be brought to school. They are not allowed on campus at any time.
- **Lost & Found:** All items (jackets, clothes, lunch boxes, etc.) should be carefully marked. Please check the “Lost & Found” closet in the lunch arbor for lost items.
- **School Withdrawal:** Please notify the office, in advance, if possible, when a student is transferring to another school or location.
- Students are to go directly home after dismissal. Safety Patrol crossing guards are provided to assist students in crossing busy crosswalks before and after school.

IMPORTANT NOTIFICATION

CONCERNS REGARDING YOUR CHILD AT SCHOOL

If you have concerns regarding your child, or a matter pertaining to your child, your child's teacher should be your first point of contact. Classroom teachers are busy during the school day and may not reply to you until after the day has ended. Please allow a 24-hour turnover.

If there is a conflict between students, let the teacher know. **Please DO NOT approach a child directly if there has been a conflict. That can cause you legal issues and is definitely an imbalance of power (i.e. bullying behaviors).** We want to assist you and your child. If we don't know, we can't help.

Please ensure that we have your most up to date phone numbers and email addresses. We will notify you through the phone messenger and email messenger system for school events, attendance, and even for emergencies. You can also check our website for notices and the online calendar for times and dates of school events and vacations.

Emergency Contact Information

It is important for parents, guardians, and family members to know that in a real emergency, students will be released only to individuals listed on the Student Emergency Information Card. **Be sure to update your emergency information card in the office if there are any changes to your phone numbers or emergency contacts during the school year.**

Together we can ensure that our school and community is a safe and positive learning environment.

CLASSROOM INTERRUPTIONS

Make any special plans for the day with your child before school. In an attempt to keep educational disruptions to a minimum and maximize learning, classrooms **WILL NOT** be interrupted by phone messages except in the case of an emergency. Instructional minutes are from 8:00 am to 2:25 pm. Please make appointments with teachers to discuss matters regarding your child during non-instructional time via email or phone.

****ITEMS DROPPED OFF DURING INSTRUCTION TIME MUST BE LABELED WITH STUDENT'S NAME AND TEACHER/CLASSROOM #.***

Items will be delivered to student at our earliest convenience.

HOMEWORK POLICY

HOMEWORK SHOULD HELP A CHILD:

- Develop independent study habits and self-discipline.
- Reinforce classroom instruction by further application and experience.
- Enrich school experiences as a result of independent study, individual research, and experimentation.
- Homework is practice.
- Homework is meant to review concepts that have been previously taught (spiral review).
- Homework builds fluency through memorizing math facts and through reading quantity.

YOUR CHILD'S TEACHER IS COMMITTED TO:

- Explaining and clarifying assignments with students at the time homework assignments are made.
- Periodically providing assignments other than pencil and paper activities.
- Monitor homework assignments.
- Informing parents when student consistently fails to complete assignments.

PARENTS ARE ENCOURAGED TO:

- Provide a study place with a minimum of distractions.
- Monitor the student as needed.
- Communicate with the teacher if there are questions about homework assignments or if students have difficulty in completing assignments in a reasonable time.
- Check to see that work is completed and school materials returned.

STUDENTS ARE EXPECTED TO:

- Inform parents when assignments are made and when they are due.
- Bring necessary materials home and return materials on time.
- Complete the assignments neatly, accurately, and on time.

TIME ALLOTMENTS: (Established in accordance with CVESD Board Policy #6170.2)

Below is the district's homework policy. Homework should be assigned to students in grades K-6th, as follows:

- Grades K-2: 15-30 minutes of homework every evening (plus 20 minutes of reading).
- Grades 3-4: 20-45 minutes of homework every evening (plus 30 minutes of reading).
- Grades 5-6: 45-60 minutes of homework every evening (plus 30 minutes of reading).

HOMEWORK INCLUDES:

- Reading and response, optional spelling/vocabulary, mathematics problems that include in-depth word problems, such as performance tasks, and on-line programs, including as Achieve 3000, Smarty Ants, and iReady.

DRESS CODE

The following policy, adopted by the Chula Vista Elementary School District Board of Education on March 7, 1995, describes the dress code expected at Vista Square Elementary School.

1. Shoes must be worn at all times. Sandals must have closed-toe and heel straps. Thongs or other backless shoes or sandals are not acceptable. Shoes with wheels or made for stunts are not permitted. No high heels.
2. Make-up is inappropriate in the elementary school. Dangling earrings, chains, and keys worn visibly around the neck are unsafe and are not acceptable.
3. Clothing and jewelry shall be free of writing, pictures or other insignia which are crude, vulgar, profane and/or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.
4. Hats, caps, visors and other head coverings shall not be worn indoors. They may be worn only for the intended purpose of sun-protection. It is not acceptable to wear hats, caps, or visors backwards, to the side, or if they are not an effective sun damage deterrent.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, spaghetti strap tops, bare midriffs, and skirts or shorts shorter than mid-thigh are not acceptable.
6. Articles of clothing and accessories, including hats, belts, books, binders, lunch bags, etc. adorned with graffiti or alleging gang affiliations are not acceptable.
7. Hair color (blue, red, green, purple, etc.) and styles that call excessive attention to the individual are inappropriate for elementary school children, and therefore not allowed at Vista Square Elementary.

School staff should remind students in their class about the dress code and intervene when any article of clothing, mode of dress, or hair style poses the potential for the disruption of learning and/or compromises a safe and orderly learning environment.

Optional Uniform Policy:

Vista Square has an optional uniform policy on campus. We reserve the right to revise

guidelines as necessary throughout the year. Uniforms reinforce the expectation that school is a workplace for learning, but it is NOT mandatory.

Jewelry:

Ear plugs that are pointy or earrings that are pointy or hook-like are not permitted. Jewelry with inappropriate wording or symbols is not allowed on campus.

ELECTRONIC DEVICE POLICY

CVESD BP5131 Students/Conduct - Prohibited student conduct includes but is not limited to: (#6) Except with prior consent for health reasons, possession or use of electronic signaling devices (Education Code 48901.5). Electronic signaling devices may include, but not be limited to, pagers, beepers, and cellular/digital telephones, iPods, cameras.

A student may have a cell phone on campus with the following understanding and expectations about responsible use:

- Once a student passes through the school gates, the electronic device needs to be powered off and placed securely in their backpack where the electronic device is to remain for the entirety of the school day. Electronic devices are only to be taken out at the end of the day for the sole purpose of communicating pick up arrangements with parents or guardians.
- Students may not congregate after school to view or play with each other's phones.
- Electronic devices may be used at end-of-the-day for pick-up purposes and to communicate arrangements with family members.
- Electronic devices are **NEVER** to be taken to the restroom with students.
- If a student is sick during the school day, they are to go to the Health Office, and the school nurse will call home and initiate communication with the parent/guardian.
- During the standardized state testing in April/May, teachers in grades 3-6 may collect cell phones from students to ensure that they are in the off position and not being used. It is the student's responsibility to retrieve the phone at the end of the day after testing is complete.
- Any instance of cyberbully and/or inappropriate texting/sexting will not be tolerated.
- The school is **NOT** responsible for any lost, damaged, or stolen cell phones.
- Violation of any of the terms listed above will result in the confiscation and/or revocation of electronic device privileges. A parent must come to the office to pick up the device.

ATTENDANCE, ABSENCES, AND TARDIES

Please arrive to the blacktop line after 7:40AM and before 7:55AM. Students will need to get a tardy slip from the attendance office if they are late to class. If students fail to get a tardy slip, parents will receive a call saying that the child has been marked absent and is NOT in school. **Teachers do not have the ability to mark tardies, only absences.**

TO REPORT AN ABSENCE AND/OR TO SPEAK TO THE ATTENDANCE/HEALTH SECRETARY DIAL: (619) 422-8374 and press #2. Record the student's name, teacher, and reason for absence.

Please plan medical appointments during school vacations or after school when possible. If your child will be absent, it is important that you call the school office that day

We encourage you to send your child to school for at least part of the day when you find it necessary to keep your child home for reasons other than illness.

Students are recognized for perfect attendance monthly and on an annual basis. Perfect attendance is defined as no absences, no tardies, and no early dismissals.

****Please be advised that attendance and/or behavior will be considered in determining zone transfer approval.**

Absences are only excused for the child's sickness or medical appointment. Family transportation troubles, travel, and special events are not excused. Upon returning to school following an absence, students must check in at the Attendance/Health Office with a note from home giving the date and reason for the absence. If a note or phone call is not received, the absence will be considered unexcused. Informing the teacher of the reason for the absence does not guarantee that the attendance office will receive the information as well. If you plan a family trip of 5 or more consecutive days, you can request an Independent Study Contract and those days will be excused, as long as the work is completed.

INDEPENDENT STUDY CONTRACT

- An Independent Study Contract can be obtained for a child who will be absent three or more days.
- The parent must notify the teacher of the absence and discuss the Independent Study Contract **at least one week prior** to the start of the absence.
- The parent must also notify the Attendance office of the absence and request the Independent Study Contract at least **one week** prior to the start of the absence.
- An Independent Study Contract **must be signed** prior to the start of the absence.

TRUANCY

State law requires that elementary school attendance is compulsory. Parents/guardians are responsible for making sure that their children attend school every day, on time. Students with more than three unexcused absences in one school year shall be classified as truant.

- Late arrivals, early dismissals (without a doctor's note), and unexcused absences are considered trancies.
- After three trancies, parents will receive a "NOTICE OF TRUANCY." (Education Code 48260) from the principal.
- After five trancies, parents/guardians shall be notified of the student's truancy and requested to attend a "Student Attendance Review Team" (SART) hearing. Students reported as truant three or more times during the year may be classified as habitually truant and referred to the Student Attendance Review Board (SARB). (Education Code 48263).

EARLY DISMISSAL – LEAVING SCHOOL GROUNDS:

Students are not allowed to leave the school building and the grounds with anyone other than their parents or guardian, or a designated adult who is listed on the student's emergency form. Students must be signed out in the office by the parent or designee prior to leaving the school grounds. Unfamiliar individuals will be required to show picture identification to office personnel before the child can be released. Parents and designees will be asked to wait in the office, while school staff calls the child to the office. Please do not pick students up early AFTER 2:00 PM, as many classes are out on the field doing PE at this time.

Please provide a doctor, dental or therapist note for early dismissals.

Early dismissals due to deployments, funerals and graduations will be excused with a note from the parent.

Early dismissal due to transportation issues, parent or sibling doctor's appointments are **not excused**.

AUTHORIZED RELEASE:

Teachers and staff members will only release children to adults authorized on the emergency card. **ALL VISITORS ON CAMPUS MUST CARRY PROPER IDENTIFICATION.** The first few days and weeks will take more time at dismissal due to the care we take in ensuring your child is matched with the appropriate adult.

MEDICATION:

Medications are not permitted at school except when kept in the school office. Parents/guardians of any student who, during the regular school day, is required to take medication prescribed for him/her by a physician, must complete an "Authorization for Medication Administration" form which is kept on file in the school health office. This form authorizes us to administer the medication to your child. This requirement applies to both prescription and non-prescription medication. You will need to submit a new form at the beginning of each new school year. Medication must be sent in the original container with the prescription label including doctor's name. If you have any questions about these procedures, please contact the School Attendance Secretary/Nurse.

PHONE MESSAGES:

In an effort to maximize instruction and decrease classroom interruptions, Vista Square Elementary School observes the following policies:

- If your child forgets their lunch, homework, house keys, etc., please bring them to the office. Your child's teacher will be notified.
- Messages to students will only be taken from individuals listed on the student's emergency card. If the person is not listed, the message will NOT be delivered.
- Except for emergencies (illness, accident, death), we cannot guarantee a quick delivery of a message.

CLASSROOM VISITATIONS:

We welcome your participation in your child's education. Our goal is to provide quality instruction for **ALL** children. To insure that the teaching/learning process is not interrupted, we need to establish the following **procedures for classroom visitation:**

- All visits must be cleared with the school office staff at least 24 hours in advance and will be kept to a maximum of 30 minutes.
- All visitors must sign in at the office, obtain a visitor's badge, and sign out when leaving school.
- Visitors are asked not to disrupt classroom instruction. If questions arise, you may request an appointment with the teacher or principal at a later date.
- If you have any questions about the above information, please contact our main office: (619) 422-8374

VOLUNTEERS:

- All volunteers must sign in at the office and wear a badge while on campus.
- Vista Square Elementary School welcomes parent and community volunteers. Volunteering in our school is very important for our students. Assistance is

needed in the classroom, library, office, and on the playground during lunch and recess. Please contact your child's teacher or school office to arrange a schedule.

- Visitors and volunteers must log in the main office via the Raptor System and must wear a badge at all times while on campus. If you volunteer in your child's classroom, you must have a current TB certificate on file at the office. **If you volunteer two days or more per week**, you must be fingerprinted by the San Diego County Office of Education. Please contact the school office for more information.

DISASTER PREPAREDNESS:

In case of a school emergency or natural disaster, such as an earthquake, you need to be aware of our school's plan for releasing your child. Our concern is for the safe and orderly dismissal of our students. Your cooperation and patience is essential to our plan. Parking will be very limited so be prepared to park at least one or two blocks from the school. **DO NOT DOUBLE PARK** in the school parking areas as it may interfere with emergency vehicles.

For the safety of your child, before allowing you to take him/her home, we must document to whom each child is released. When you arrive at school, come to the entrance by the office at our "Check in Area" and please do the following:

1. Sign Student Release Log and complete a Student Release Form.
2. Give the form to the staff member who will check it against the emergency card completed by you earlier this year for proper identification.
3. Be prepared to present a picture identification card if requested.
4. A runner will go to the student supervision area, get your child, and take him/her to the Family Reunion Area.
5. After completing the Student Release Form, go to the Family Reunion Area and wait for your child.

It may take some time for the orderly dismissal of over 500 students, so please be patient and be prepared to wait. The less confusion the staff has, the quicker students will be united with parents/guardians. It is imperative that you keep all information on your child's emergency card up-to-date. Your child will be released only to those listed on the card, or when circumstances warrant, it is in the best interest of your child to place him/her in an alternative place of safety.

These procedures should be shared with everyone you list on the emergency card so they are familiar with our procedures.

COMMUNICATION:

STAY CONNECTED: CLASSROOM DOJO

ClassDojo's mission is to reinvent classrooms by bringing teachers, students, and parents closer together. Teachers use ClassDojo as a communication platform to encourage students, and get parents engaged too. Classrooms become positive places - which means there's no more 'classroom management'. Just happier classrooms :) **Make sure you ask your child's teacher for the Class Dojo App Code to begin connecting!**

Please let us know when something happens. We want to assist you and your child. If we don't know, we can't help. If there is a conflict between students, let the teacher know. Teachers will be able to handle it. If need be, the principal or associate principal will address the situation and involve the needed personnel. **Also, please DO NOT approach a child directly if there has been a conflict. That can cause you legal issues and is definitely an imbalance of power (i.e. bullying behaviors).**

Together we can ensure that our school and community is a safe and positive learning environment.

School Website:

Visit our school website to get the most updated information and events:
<https://vistasquare.cvesd.org/>

REGISTRATION INFORMATION:

Registration of new students for the upcoming school year typically begins in March. Students are placed in classes on a first come, first served basis. On occasion, we encounter the circumstance in which we cannot accommodate students. When this occurs, the District Office arranges for the students to be temporarily 'overflowed' to a nearby school. Students have the opportunity to return to Vista Square as spaces become available.

CLASS ASSIGNMENTS:

Class assignments for the new school year are typically posted before the first day of school in July. The assignment of students is a collective decision made by the principal, teachers, support staff, and the Student Study Team. The unique needs of each student are considered as well as the need to maintain balance and equity in the following areas: boy/girl ratio, ethnicity, and a range of achievement levels. Changes will not be made in the first two weeks of school while we work to ensure balance in all areas. Parents may request a change after the first 10 days. Administration will review request and make a determination.

RESIDENCY VERIFICATION:

State law requires that we renew residency verification for every student on an annual basis. Our district allows us to conduct residency verification no earlier than 60 days prior to each school year. The Board of Education has defined the documents which can be accepted. Please watch for information about this important process at the end of each school year. The following are acceptable forms of residency verification:

- Mortgage book or statement
- Homeowner's association billing statement
- New rental contract/lease, or current payment receipt w/landlord contact info
- Letter on apartment complex or mobile home park letterhead, signed by the landlord, stating that parent/guardian/caregiver/lives there
- The following household bills: Gas & Elec, Water, Sewer, Trash, Cable, Landline Phone
- Pay stub, Voter registration, Property Tax payment receipt

STUDENTS SUPPLIES:

The school will provide the basic supplies for the teacher and students. You may send a backpack, folder, 2 large pencils and an eraser. The school does accept donations from individuals and businesses. The teacher may post a wish list for special projects and classroom supplies. *****Please note that you are NOT required to purchase or donate any supplies. On occasion, we ask for donations for field trips, etc. If there is ever a time that you need assistance, please advise the teacher or main office.**

BREAKFAST, SNACK, & LUNCH:

Breakfast is served from 7:40 – 7:55 a.m. Students who arrive late should not take breakfast as they will be marked tardy. Students should not have food or drink on the playground.

Lunch menus are available online only. Our lunch menus meet the nutritional guidelines for calorie, fat, protein, carbohydrates, vitamins, and minerals.

Healthy Lunches: In accordance with our District's Wellness policy, candy, soda, and other unhealthy snack foods may not be brought to school. While we appreciate students' generosity, for health and other reasons, **students may not share or trade food at school.** Parents have been asked to send only healthy snacks and lunches, and **only enough for their child.** Large bags of food will be taken by the teacher and/or Noon Duty and may be picked up by the student at the end of the school day.

BIRTHDAY PARTIES & FOOD

Please be advised that Birthday celebrations will only be celebrated during the last 10 minutes of the day. Please contact teacher at least on week ahead of time. We have a “**no celebratory food**” policy. CVESD encourages and supports this policy. If you want to share something with your child’s class, you might consider donating a book to the classroom or check the treat bag ideas list below. Please do not send any deliveries to the office such as flowers, balloons, and cupcakes. We cannot accept any deliveries.

TREAT BAG IDEAS.....

- Coloring books and/or crayons
- Jump ropes, mini-Frisbees, balls
- Books, school supplies such as fun pencils, notepads, rulers or stickers
- Donate a book to the school library in your child’s name
- Child’s choice for a fun game or classroom activity

Please refer to the CVESD Board Policy on Wellness

Getting Involved

Parent involvement and participation in their child’s education are vital to student success. Parents may want to participate in our school by getting involved in our School Site Council (SSC), attending the English Language Advisory Committee (ELAC) meetings, and volunteering through our Parent Club. Parents are invited to participate in classroom activities, field trips, programs, and assemblies.

ELAC meetings focus on providing parents of English language learners with school program’s background knowledge and opportunities for them to serve as an advisory forum to the principal.

SSC or School Site Council is an advisory committee comprised of teachers, parents and other staff. They meet several times a year to discuss the school’s academic plan and the school budget.

DAC/DELAC meetings are district meetings that focus on sharing pertinent information to parents regarding district initiatives, programs and successes. Meetings are held once a month.

Running Club is a great program that encourages students to get active and get healthy. Volunteers are always needed to help punch cards and help tally students laps as they run or walk around the track. Volunteers would need to be available for 15 minutes before school starts on the days they are able to volunteer. Help us promote healthy habits!

Parking Lot volunteers contribute by helping parents observe safety procedures during morning drop-off.

We welcome volunteers and are continually seeking Educational Partnerships with parents and the community. Please call **(619) 422-8374** if you wish to become involved in school activities. ***Spanish translation is available.*

Viking Parent Club All parents and staff are encouraged to join the Vista Square Parent Club. Our Club works toward building a positive school community and supporting the school programs.

Please consider volunteering for one of our school events. You determine the amount of time you give!

STRETCH

YMCA operates the STRETCH program before and after school. Note: Enrollment is limited for this program. STRETCH supervisors are available **15 minutes prior** to the program beginning.

Hours

6:30 am – 7:45 am	Monday-Friday
2:05 pm – 6:00 pm	Monday -Thursday
1:05 pm – 6:00 pm	Fridays and Minimum Days

For more information contact:

STRETCH (619) 971-0831

South Bay YMCA 1201 Paseo Magda Chula Vista, CA (619) 421-8805

