

Diablo Vista Elementary School

Student & Parent Handbook

The Diablo Vista Way

- Be Safe
- Be Kind
- Be Responsible

Bonny Bausola, Principal



2026 – 2027

**4791 Prewett Ranch Drive
Antioch, California 94531
Phone: (925) 779-7470 Fax: (925) 779-7471
www.antiochschools.net/o/dves**



Antioch Unified School District 2026-2027 School Calendar

JULY 2026				
		1	2	3 H
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
School days 0				

AUGUST 2026				
3	4	5	6	7
	NT	NT	SDD	TW
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
School days 16				

SEPTEMBER 2026				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
School days 18				

OCTOBER 2026				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
School days 19				

NOVEMBER 2026				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
School days 15				

DECEMBER 2026				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
School days 14				

JANUARY 2027				
				1 H
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
School days 17				

FEBRUARY 2027				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
School days 18				

MARCH 2027				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
School days 17				

APRIL 2027				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
School days 21				

MAY 2027				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
School days 19				

JUNE 2027				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
School days 6				

Total Student Days 180

Teacher Work Days 184

New Teacher Days 187

	Non School Days
H	District Holidays
EMD	Emergency Make Up
	Back to School Night
	Open House
ES	Elementary School
MS	Middle School
HS	High School

	Student Days
◆	Minimum Days
NT	New Teacher Work Days
TW	Teacher Work Days
SDD	Staff Development Days

	Elementary Goal Setting Conference*
	Elementary Conference
	Elementary Progress Reports
	Elementary Report Cards
*Elementary schools hold either Goal Setting Conferences in September OR Elementary Conferences in November. Check with your Child's school for their fall conference schedule.	

MSC	Middle School Conference
	Secondary Progress Reports
	Secondary Report Cards

Middle/High school progress report and report card mailing dates vary; check with your child's school for their scheduled mailing dates

Holidays

July 3rd	Fri.	Independence Day Observ.
Sept 7th	Mon.	Labor Day
Nov 11th	Wed.	Veteran's Day
Nov 26th	Thurs.	Thanksgiving
Nov 27th	Fri.	Day after Thanksgiving
Dec 24th	Thurs.	Christmas Eve
Dec 25th	Fri.	Christmas Day
Dec 28th	Mon.	Admission Day
Dec 30th	Wed.	Floating Holiday
Dec 31st	Thurs.	New Year's Eve
Jan 1st	Fri.	New Year's Day
Jan 18th	Mon.	Martin Luther King Day
Feb 8th	Mon.	Lincoln's Birthday Observ.
Feb 15th	Mon.	President's Day
Mar. 26th	Fri.	Good Friday
Mar. 29th	Mon.	Easter Observed
May 31st	Mon.	Memorial Day
June 18th	Fri.	Juneteenth Observ.

BOE Approved 4/16/25

Revised 2/3/26



Diablo Vista Elementary School

4791 Prewett Ranch Drive

Antioch, CA 94531

(925) 779-7470

Bonny Bausola, Principal

August 2026

Dear Diablo Vista Families,

I would like to extend a warm welcome to each and every Diablo Vista community member as we return to school for the 2026-2027 school year.

Here at DVE we are committed to your child's educational success. As a staff, we strongly believe that open communication between home and school is the key to building a strong foundation for a successful school year.

This handbook provides a great deal of information about our school. The policies and procedures included in this handbook have been established to ensure a safe and positive environment for all students. Please keep this handbook in a safe place, as you may need to refer to the information provided throughout the school year.

As always, we welcome your input and appreciate your support. I believe that education is a team responsibility that begins with the family, extends to the school and encompasses the entire community. Working together, we can help students achieve their highest potential.

Sincerely,

A handwritten signature in black ink that reads "Bonny Bausola".

Bonny Bausola
Principal

Diablo Vista Elementary

Revised Dress Code Policy

2026-2027

Students attending Diablo Vista Elementary shall wear clean, well-fitted, and intact clothing. Oversized, baggy, saggy, or excessively tight clothing is prohibited. Bottoms must be intact and not ripped, torn, or have holes unless leggings are worn underneath so skin doesn't show. Tops must cover the stomach and back. Undergarments must not show. Jewelry must not be distracting. We expect Diablo Vista Elementary students to dress in a neat and clean fashion reflecting pride in themselves and their school.

Tops:

- Must cover the stomach and back and show no undergarments.
- Must be appropriate and have no references (images or words) to drug use, violence, sex, or adult topics.

Bottoms:

- Pants must be size appropriate; no baggy or sagging pants are allowed. Undergarments must not show.
- **PANTS/SHORTS MUST BE INTACT AND NOT HAVE RIPS, TEARS, OR HOLES UNLESS LEGGINGS ARE WORN UNDERNEATH SO SKIN DOESN'T SHOW.**
- Must be appropriate and have no references (images or words) to drug use, violence, sex, or adult topics.
- Skirts and shorts must be mid-thigh or longer (no short shorts).

Shoes:

- Appropriate and safe shoes that fit securely on the feet must be worn at all times. For safety purposes in our two-level school, tennis shoes are strongly preferred and required for PE.
- **Students may not wear rubber, jelly, or plastic shoes. Crocs, Yeezys, slippers, open-toe, backless, heels, and wedges are not allowed.**

Outerwear:

- Must be appropriate and have no references (images or words) to drug use, violence, sex, or adult topics.

Accessories:

- No hats, caps, beanies, or bandanas of any kind shall be worn in the classroom. Hats worn outside must be forward-facing. Sunglasses are discouraged but may be worn outside for sun protection.
- Purses and fanny packs are discouraged. If they are brought to school, they must be kept in the student's backpack.
- Must be appropriate and have no references (images or words) to drug use, violence, sex, or adult topics.
- No dangling earrings, long chains around neck, or chains dangling elsewhere on the body are allowed.
- No makeup is allowed.



Diablo Vista Elementary School

2026-2027

Bell Schedule

(Regular Days and Wednesdays)

TRANSITIONAL KINDERGARTEN

8:15 - 11:45

EXTENDED DAY KINDERGARTEN

Period 1	8:15 - 9:30
Recess	Varies
Period 2	9:45 - 10:55
Lunch	10:55 - 11:15
Lunch Recess	11:15 - 11:35
Period 3	11:35 - 1:15
Regular day	1:15 Release
Wednesday	1:15 Release

FIRST GRADE

Period 1	8:15 - 9:30
Recess	9:30 - 9:45
Period 2	9:45 - 10:55
Lunch Recess	10:55 - 11:15
Lunch	11:15 - 11:35
Period 3	11:35 - 1:45
Recess	1:45 - 1:57
Period 4	1:57 - 2:35
Regular day	2:35 Release
Wednesday	1:15 Release

SECOND GRADE

Period 1	8:15 - 9:55
Recess	9:55 - 10:10
Period 2	10:10 - 11:35
Lunch	11:35 - 11:55
Lunch Recess	11:55 - 12:15
Period 3	12:15 - 1:33
Recess	1:33 - 1:45
Period 4	1:45 - 2:35
Regular day	2:35 Release
Wednesday	1:15 Release

THIRD GRADE

Period 1	8:15 - 9:55
Recess	9:55 - 10:10
Period 2	10:10 - 11:35
Lunch Recess	11:35 - 11:55
Lunch	11:55 - 12:15
Period 3	12:15 - 1:33
Recess	1:33 - 1:45
Period 4	1:45 - 2:35
Regular day	2:35 Release
Wednesday	1:15 Release

FOURTH GRADE

Period 1	8:15 - 10:25
Recess	10:25 - 10:35
Period 2	10:35 - 12:15
Lunch	12:15 - 12:35
Lunch Recess	12:35 - 12:55
Period 3	12:55 - 2:39
Regular day	2:39 Release
Wednesday	1:17 Release

FIFTH GRADE

Period 1	8:15 - 10:15
Recess	10:15 - 10:25
Period 2	10:25 - 12:15
Lunch Recess	12:15 - 12:35
Lunch	12:35 - 12:55
Period 3	12:55 - 2:39
Regular day	2:39 Release
Wednesday	1:17 Release

*3-5 SDC follows 4th grade schedule



Diablo Vista Elementary School

2026-2027

MINIMUM DAYS

TRANSITIONAL KINDERGARTEN

8:15 - 11:45

KINDERGARTEN

Period 1	8:15 - 9:30
Lunch	9:30 - 9:45
Recess	9:45 - 10:00
Period 2	10:00 - 11:55

Minimum Day 11:55 Release

FIRST GRADE

Period 1	8:15 - 9:45
Lunch	9:45 - 10:00
Recess	10:00 - 10:15
Period 2	10:15 - 11:55

Minimum Day 11:55 Release

SECOND GRADE

Period 1	8:15 - 10:00
Lunch	10:00 - 10:15
Recess	10:15 - 10:30
Period 2	10:30 - 11:55

Minimum Day 11:55 Release

THIRD GRADE

Period 1	8:15 - 10:15
Lunch	10:15 - 10:30
Recess	10:30 - 10:45
Period 2	10:45 - 11:55

Minimum Day 11:55 Release

FOURTH GRADE

Period 1	8:15 - 10:45
Lunch	10:45 - 11:00
Recess	11:00 - 11:15
Period 2	11:15 - 12:00

Minimum Day 12:00 Release

FIFTH GRADE

Period 1	8:15 - 11:00
Lunch	11:00 - 11:15
Recess	11:15 - 11:30
Period 2	11:30 - 12:00

Minimum Day 12:00 Release



ABSENCES

Every effort should be made to get students to school each day, on time. Students miss valuable teacher instruction when they are absent and late arrivals are disruptive to the classroom. Parents should report absences on the Diablo Vista Attendance Line by calling 925-779-7470 and following the prompts (press 1 for English or 2 for Spanish, then press 1 to leave a detailed message). The Attendance Line is available 24 hours a day, 7 days a week. Please note the State of California requires verification of all school absences.

All absences must be reported to the school within 24 hours. Please be sure to report for each day of multi-day absences to ensure all days are excused.

Absences due to one or more of the following reasons may be excused: illness, quarantine as directed by a county or city health officer, medical or dental appointments, attending the funeral service of a member of the student's immediate family to the extent of not more than one day if service is conducted in California and not more than three days if the service is conducted outside of California, religious observances and court appearances. Doctor notes and visit verification excuses should be obtained and turned into the office.

If your student will miss 5 or more days (10 day maximum) of school due to a family trip or unforeseen circumstance, parents may request an Independent Study Agreement if the request is made **at least 3 days in advance**. Please contact your child's teacher or the office for more information. Absences without an Independent Study Agreement in place will be considered unexcused.

AFTER SCHOOL PROGRAM (BACR)

Although we serve the same students, BACR operates as a separate organization. If you have any questions or concerns about the after school program, please contact BACR coordinator DeNae Turner at (415) 895-2019 or via email at dturner@bacr.org. This information is also available in the front office window.

Please note that all students must check in with BACR each day, even if they are being picked up at dismissal. This procedure ensures consistency and helps maintain an organized system so every student is accounted for and remains safe. Everyone is expected to follow this protocol. As a reminder, it is the parent's responsibility to notify BACR if their child will not be attending the after school program.

ANIMALS

Animals **of any kind** are not allowed on campus.

ARRIVAL TO SCHOOL

Students should not arrive on campus before **8:00 AM** (7:45 if eating breakfast). Please make arrangements so children will not arrive too early. Students are led to the center amphitheater at 8:00 where teachers are assigned morning supervision duty. Neither students nor parents are allowed to wait in the classroom areas. For the purpose of student safety and school liability, and in order to allow teachers to supervise students properly, parents are not allowed on the playground. We appreciate your assistance with reinforcing these procedures. After students are dismissed from the amphitheater at 8:05, they must proceed directly to the playground. **Students arriving after 8:15 are late.** Remember, tardy students disrupt the instructional program. Students arriving after 8:45 must get a tardy slip from the office before going to class.

ATTENDANCE

The importance of regular attendance cannot be overemphasized. Children should be in school every day that they are physically able. It is extremely difficult to successfully keep up with classwork if attendance is irregular. If a student accumulates 3 or more unexcused absences and/or tardies in excess of 30 minutes, a truancy letter will automatically be mailed home. Students who acquire additional unexcused absences and/or tardies may be referred to the district office for further action.

BICYCLES/SCOOTERS

Parking racks are available for students who ride bicycles or scooters to school. Students are to walk their bikes on campus, the sidewalk area is included. Please discuss safety with your child before he/she is allowed to ride to school. **It is the law that all minor children must wear a helmet while riding a bike. Also, make sure that they bring a lock and know how to secure it to the rack. The school is not responsible for damaged or stolen bicycles.** No motorized scooters are allowed on campus.

BIRTHDAYS

To keep all students safe, especially those with food allergies or sensitivities, we kindly ask that only store-bought, individually packaged treats or goody bags be sent for birthday celebrations. We are unable to accept homemade or bakery items, including cupcakes. Small goody bags are ideal so the students can

take them home at the end of the day. Invitations should not be given out in class unless all classmates are included. We don't allow flowers, presents, balloons, cupcakes, or homemade food to be brought to school. Our goal is to minimize classroom disruptions as much as possible. As a courtesy, please notify your child's teacher in advance if you plan on providing birthday treats.

BREAKFAST

The breakfast program operates from 7:45 AM to 8:15 AM. Breakfast will not be served to students that arrive after 8:05 AM. Please note, no outside food or drink is allowed. **NO STUDENT SHOULD ARRIVE BEFORE 7:45.** It is a safety issue.

CAFETERIA

Diablo Vista provides lunch service to approximately 500 students each day in a very limited amount of time and the process is a controlled and structured one. Pupil supervisors are available to assist children in the cafeteria, as well as ensure a smooth and managed flow of students. Grade levels are scheduled for blocks of time to help facilitate arrival, departure and quality eating time for students. Students who choose not to eat during lunch may be moved to assigned seating to limit distractions for those who are eating. Menus are sent home at the beginning of each four week period. **Please be advised that soda and energy drinks are not allowed on campus.** Candy is strongly discouraged from being brought to school.

CELL PHONES/SMART WATCHES AND GLASSES/OTHER ELECTRONIC DEVICES

Students are discouraged from bringing cell phones, smart watches and glasses and other electronic devices to school. Phones must be off and out of view during school hours or while attending school sponsored activities. **Cell phones, smart watches and glasses and other electronic devices cannot be used while a student is on campus** except after school to call or text a parent. Taking videos, photos or recordings is NOT permitted. In the event a student does not follow school rules, devices will be confiscated and a parent will be required to pick them up from the office.

CHANGE OF ADDRESS/CONTACT INFO

Be sure to inform the office if you change your address, phone number, place of employment, childcare provider or emergency contacts. Please note that updated proof of residency is required to process address change requests.

COMMUNICATION (THURSDAY FOLDER)

Check your child's weekly communication folder for important information. Folders are sent home every Thursday.

CROSSWALKS

Please remind your child to use crosswalks when going to and from school. Parents and students must follow the guidance of the staff member helping support our parking lot safety.

DESTRUCTION OR DEFACEMENT OF PROPERTY

Attempting to damage, destroy, or mutilate objects or materials belonging to the school, school personnel, or other persons is a serious offense. Appropriate action will be taken.

DISMISSAL

Students are to leave school promptly at dismissal time. They should not remain on campus to play or socialize. Due to staffing limitations, supervision is only provided for the first 15 minutes after dismissal. **It is each parent's responsibility to pick up their child on time.** Parents who are chronically late picking up their child may be reported to the police and/or Children & Family Services.

EMERGENCY INFORMATION

Please be sure to keep your child's emergency information up-to-date and provide the names and phone numbers of any daycare provider, relative, neighbor, etc. who may pick up your child when he/she is ill or injured. **Students will not be released to anyone unless his/her name is on the emergency data sheet.** Anyone picking up a child should be prepared to provide photo ID to office staff upon request. To ensure the safety of your child, please notify the office of any custodial issues or restricted persons and provide supporting documentation.

EMERGENCY PLAN

In accordance with the Antioch Unified School District, Diablo Vista has developed a comprehensive Safety Plan which is revised each school year.

ENGLISH LEARNERS

When enrolling, parents are required to complete a home language survey. If another language besides English is indicated, the student will take a language proficiency test to determine language fluency. Any students who are determined to be Limited English Proficient (LEP) will be assigned to a teacher that will provide 30 minutes of English Language Development instruction.

FIELD TRIPS

A field trip is considered to be a trip designed to provide or enhance students' learning opportunities not otherwise available at the school. The purpose of a field trip may include: stimulation of interest, culmination of a unit of study, gathering data, or providing an additional/supplemental learning activity. As an integral part of the curriculum experience and an extended opportunity for factual and ethical learning and interpersonal skills, these trips must be appropriate to the students and class subject. Students may be prohibited from attending field trips due to inappropriate behavior at school.

Students will not be allowed to go on a field trip without written permission from their parent or guardian received at least 48 hours before departure. Permission slips will include medical emergency information as well as information regarding the purchase of sack lunches for the field trip.

Parent chaperones for field trips are always needed. However, the following chaperoning guidelines need to be followed:

1. Only parents or legal guardians of students in the class may chaperone class field trips.
2. Siblings, regardless of age, are not permitted to attend class field trips.
3. Students must remain with the class for the entire field trip unless prior authorization from the school administration has been granted. Example: A parent chaperone may not take their child home in a separate car from the field trip location.
4. Chaperones must adhere to Diablo Vista and AUSD policy requiring all school activities to be tobacco and alcohol free.

GRADES/CONFERENCES/REPORT CARDS

Diablo Vista is on a trimester grading system. The first two grading periods have scheduled minimum days for conferences with parents. The information on the report card includes grades reflecting student achievement in all subjects as well as an evaluation of the child's behavior. Please carefully review your child's progress and contact the teacher if you have questions. Parents will also receive progress reports mid grading period.

HOMEWORK MAKE-UP PROCEDURE

If your child is absent, you may request homework by emailing the teacher or calling the office at 925-779-7470. Since teachers are in class with students during the day, please allow 24 hours for your request to be processed.

ILLNESS OR INJURY

In case of illness or injury, school staff will render first aid treatment only. Diablo Vista does NOT have a school nurse. If emergency medical treatment is required, parents will be notified as quickly as possible and 911 will be called if necessary. It is imperative that we have accurate phone numbers for parents and emergency contacts. Please make sure to notify the office immediately regarding any changes to contact information.

IMMUNIZATIONS/VACCINATIONS AND PHYSICALS

State Law requires that every child who is admitted to public school must have evidence of a successful vaccination series for Diphtheria/Tetanus/Pertussis (5), Polio (4), Hepatitis B (3), Measles/Mumps/Rubella (2) and Varicella (2). In addition, every child entering 1st grade must have a current physical on file.

INDEPENDENT STUDY

Families are not encouraged to vacation during the school year, but we know at times this cannot be avoided. If your child must miss school due to vacation, family matters, etc., please let the teacher and office know as soon as possible. For absences of 5 to 10 days, an independent study packet can be designed that will enhance your child's education during the vacation period and allow those absences to be designated as excused. Voluntary independent study must be requested at least 3 days in advance and completed work must be turned in when the child returns to school. **Absences due to vacation that are not taken under the guidelines of an independent study contract are considered unexcused.**

INSURANCE

The District will distribute applications for student insurance, but shall not be involved in the collecting of premiums or in the filing of claims. Any questions regarding the insurance should be directed to the company providing the insurance. School insurance is available to all students. Purchase of this program is optional.

LEAVING SCHOOL EARLY

Students are not permitted to leave school grounds at any time during the school day without permission from the office. A request to have a child excused from classes early should be sent to the teacher with the child on the morning of the early dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. Students will only be released to adults with valid photo ID who are listed on the emergency card unless the parent/guardian contacts the office to grant permission for someone else to pick up their child. In order to limit the amount of missed instruction, students will not be called out of class until they have been signed out in the office. Please note students who are pulled out of school during recess or lunch will not be able to retrieve their backpacks from locked classrooms. No early pickup requests will be honored within **10 minutes of dismissal**.

LOST AND FOUND

All lost and found articles are kept in front of the school office. We urge students and parents to check this area frequently for missing items. Unclaimed items will be donated to charity on a regular basis. Jackets, sweaters, lunch boxes and other items should be marked with the name of the child.

MEDICATION AT SCHOOL

Students may not bring medication to school without the proper authorization. California Educational Code 29423 requires that any medication (including over the counter drugs, cough drops, eye drops, inhalers, etc.) brought to school must be authorized by a physician. The required forms are available in the office and must be updated annually. **All medication must be stored and administered in the school office.** Your cooperation in this matter keeps all of our students safe. At the end of the school year, parents will be notified to pick up any unused medication. Medication not picked up by the last day of school will be properly disposed of.

MONEY

Money should not be brought to school unless needed for pictures, fundraisers, field trips, book fairs, etc. These expenses should be paid by check unless otherwise directed by the classroom teacher. Students are responsible for their own money. Please send all money in an envelope or wallet.

NEWSLETTERS

The newsletter is our means of communicating with parents regarding dates, reminders, activities, school happenings, district information, etc. Please check the Diablo Vista school website for information.

PARENT ACCESS TO STUDENT RECORDS

Parents are entitled access to their child's school records. They can also be assured that school employees respect the confidentiality of student records. School officials recognize that only pertinent and factual information should be contained in the permanent records of students. Antioch's policies on student records comply with the Family Education Rights and Privacy Act of 1974 and California statutes. Please see the AUSD Handbook for more information.

PARENT TEACHER ORGANIZATION

Diablo Vista has a wonderful PTO and we encourage all parents to join! We recognize that not all parents can be active participants, but through membership, a parent can express support and interest in our school. A membership drive will be held at the beginning of each school year.

PARKING LOT

We have a large number of students arriving and departing each day. With the number of cars coming into our parking lot before and after school, we highly recommend that parents carpool. For safety reasons, we do not want children walking through the parking lot to a car on their own. Instead, we require that students wait on the sidewalk and be picked up at grade level designated curb zones only (see map on our website). Please drive your vehicle to the furthest available space along the curb to facilitate a smooth and safe pick up for children. **Please do not park in the drive-thru lane or any red zone.** If you need to park and leave your vehicle for any amount of time, please use designated parking spaces or street parking.

A school parking lot is not the place to drive fast or be impatient. We sincerely appreciate your understanding that it takes all of us cooperating to make things run smoothly in our parking lot at arrival and dismissal times.

PHONE CALLS TO STAFF

Email is the most efficient and non-disruptive way to communicate with staff. Should you find it necessary to speak with your child's teacher during the day, please call prior to school starting or after dismissal. Calls made during instructional time will be forwarded to voicemail. Please leave a message and your child's teacher will get back to you as soon as possible.

PHYSICAL EDUCATION

Physical education is a state required part of your child's academic program. It promotes the development of lifelong habits for healthy living. Therefore, parents should encourage children to participate fully. This includes making sure children have appropriate footwear and non-restrictive clothing. If your child needs to miss more than 3 days of physical education due to illness or injury, a doctor's note must be provided. A doctor's note is also required if your child suffers from any condition that limits their ability to fully participate in physical education, such as asthma.

PROBLEMS/CONCERNS

If you have a question or concern about an incident that occurred involving your child, please follow the "chain of command" and contact the appropriate credentialed staff member (i.e. classroom teacher, PE teacher, etc.) first to ensure they are aware of the situation and have been given the opportunity to address the problem. If you feel the issue has not been resolved after communicating with the teacher, please notify the office so they can refer the matter to an administrator.

RECESS

Recess is provided for children to have a period of physical activity and social interaction. Unless it's raining, recess is provided outdoors only. There are no facilities or staff available for children to remain indoors during recess. Children are expected to follow playground safety rules.

SCHOOL OFFICE

Our office staff continues to work diligently to provide the best possible service to our school community. We would greatly appreciate if you would read all school bulletins, newsletters, flyers and Parent Square messages in a timely manner as these communications provide important information that will answer many of your questions. Please visit the office between the hours of 7:30 and 4:00 if you need assistance or contact us by phone at (925) 779-7470. You may also contact us via email. Staff contact information is available on our website at www.antiochschools.net/o/dves.

SCHOOL RULES THE DIABLO VISTA WAY: BE SAFE, BE KIND, BE RESPONSIBLE

As mandated by California State Law, we have a sequential, organized discipline plan which was developed by parents and staff members. The teachers inform students of these rules frequently during the school year. Parents are requested to reinforce the rules at home. The district rules and consequences are contained in the district handbook.

Diablo Vista's school rules are:

- *Be Safe**
- *Be Kind**
- *Be Responsible**

When students choose not to act in safe, kind or responsible ways, consequences and sometimes consequences will result. At Diablo Vista, we strive to teach students to change inappropriate behaviors and help them understand how to handle situations differently in the future. When consequences are necessary, they may consist of, but are not limited to, removing recess, removing privileges, lunch detention, referrals, phone calls home and occasionally suspensions. Please review our Expectations Matrix for more information.

SCHOOL SITE COUNCIL

It is the role of the School Site Council (SSC) to develop and implement the school site plan. The purpose of the plan is to improve curriculum content, instruction, school climate, and other identified areas of need. The School Site Council is the governing body of Diablo Vista Elementary. This advisory group is

responsible for monitoring the site plan and its budget.

The SSC is equally composed of:

1. The principal, classroom teachers, and other school personnel
2. Parents or other community members

Classroom teachers are the majority of the first group. Parents and community representatives are elected by Diablo Vista parents. Members are elected for a two year term.

SSC meetings are open to everyone. If you would like to know more about the school curriculum, or have valuable input, please attend the meetings.

SCHOOL VISITORS

Visits to classrooms must be prearranged with the teacher. For safety reasons and to help us keep track of campus visitors, **all visitors are required to report to the school office upon arrival with valid photo ID where they will sign in and receive volunteer badges.** Parents may not conference with the teacher regarding their child during the visit. A conference appointment can be made with the teacher before or after school if necessary. Students from other schools or siblings of Diablo Vista students will not be permitted to visit during the regular school day. The principal reserves the right to limit a parent's access to a student's classroom or the school grounds if the teacher or principal determines that the parent's presence interferes, obstructs, disrupts, or causes disorder in the classroom or on campus. Parents are not allowed on the playground or in the cafeteria unless accompanied by an administrator.

SNACKS

Please check with your child's teacher regarding the snack policy in his/her classroom. Due to health guidelines, treats provided for classroom consumption must be store bought.

SOCIAL MEDIA

Please know it is a parental responsibility to monitor your child's social media.

SPECIAL EDUCATION

Children meeting state and federal guidelines as students with special needs are eligible to participate in the Special Education Program. Special Education offers a continuum of services including speech therapy, resource, psychological services, occupational therapy and adaptive physical education.

STUDENT CONDUCT

The main obligation of a student is to learn. At Diablo Vista, the following regulations apply to all students in order to ensure an academic learning environment:

1. Complete all assigned work on time.
2. Pay strict attention to the teacher at all times.
3. Exhibit satisfactory citizenship at all times.
4. Do the standard of work consistent with the pupil's individual ability and grade level.
5. Cooperate with teachers, staff and other pupils.
6. Be at school every day on time.

STUDENT STUDY TEAM

The Student Study Team (SST) is a regular education function. It is a process of reviewing individual student progress and planning alternative strategies to improve student achievement and/or behavior. The SST is comprised of staff and parents who work as a team to review individual student strengths and weaknesses. The team identifies areas of concern, develops strategies, delineates responsibilities, and provides mutual support for implementation. The Diablo Vista Student Study Team is composed of the following members:

- Parent/guardian
- Classroom teacher
- Principal
- Resource specialist
- Intervention teacher
- School psychologist, speech therapist or other staff as needed

Teachers and/or parents may refer a student to the SST. Parents may contact a teacher or administrator to begin the referral.

TEXTBOOKS

Textbooks and workbooks are supplied to students for their use during the school year. Students are responsible for all books issued to them and if damaged or lost, must pay for them. All money collected is used for replacement purposes. Money will be refunded if the book is found in the same condition as when issued. Books need to come to school each day. It is very disruptive when students have to share because someone left their book at home.

THINGS TO LEAVE AT HOME

Items that might disrupt class or cause injuries should be left at home. These include such things as skates, rollerblades, heelies, radios, headphones or any other electronic devices, candy, chewing gum, toys, trinkets and other similar objects.

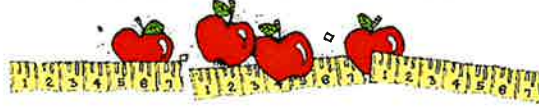
TRANSFERS/WITHDRAWALS

If you plan to take your child out of Diablo Vista, please notify the office as soon as possible. We request that you complete a withdrawal form in order to drop your student.

VOLUNTEERS

Many enriching and worthwhile experiences are afforded our children through classroom volunteers. Parents interested in volunteering time or services are requested to contact their child's teacher. Siblings are not allowed to accompany parents as they are a distraction to students and added responsibility in the classroom. However, siblings are welcome to come with parents to class or school performances or special family activities. All volunteers or visitors must sign in at the office prior to going to any classroom.

Know the Rules



Thank you for taking the time to review our school rules and General Expectations Matrix.

Diablo Vista School Rules

Diablo Vista has a sequential, organized discipline plan which was developed by parents and staff members. The teachers inform students of these rules frequently during the school year. Parents are requested to reinforce the rules at home. Diablo Vista's school rules are:

***Be Safe**

***Be Kind**

***Be Responsible**

When students choose not to act in safe, kind, or responsible ways, conversations and sometimes consequences will result. At Diablo Vista, we strive to teach students to change inappropriate behaviors and help them understand how to handle situations differently in the future. When consequences are necessary, they may consist of, but are not limited to, removing recess, removing privileges, lunch detention, referrals, phone calls home and occasionally suspensions.

Please review our General Expectations Matrix with your child.

The Diablo Vista Way – General Expectations Matrix

Area/Setting	Be Safe	Be Kind	Be Responsible
Bathroom	-Walk in and walk out	-Wait your turn	-Go in, do your business, wash your hands, leave
Cafeteria	-Walking feet -Keep personal space -Report spills to an adult	-Seats are for everyone -Stay in alphabetical order	-Face forward in line -Clean up after yourself -Pick up trash -Have patience when you finish eating early -Sit at your assigned table until you are dismissed
Blacktop	-Run around organized games -Keep eyes open, be aware	-Gently tag touch, follow tag rules	-Stop playing when the bell rings -Get off equipment -Hold balls and walk to line
Play Structure/Swings	-Walking in play structure -Feet first on slide -One person on a swing/slide -Wait near fence when counting -One at a time on the monkey bars -Five players or less per team -Only touch the ball	-Take turns -Give personal space -Speak politely	-When bell rings, get down from equipment promptly -Use correct entrance/exit for structure
Basketball	-Tag the runner with the ball -Kicking team should stand on a blue or green dot	-Give all teammates a chance to play	-When you stop dribbling the ball, you need to pass the ball or shoot immediately
Kickball		-Encourage your teammates -Be a good sport -Include any newcomers until there are eight on a side	-Follow kickball rules -Stay in kicking order between change of sides -When you are out, exit appropriately

Tetherball	-Line up behind the white line -Keep your place in line -Stay focused on game	-Give personal space -Cheer for all players	-First and last person are judges -Do rock, paper, scissors when there is a disagreement -Stop and step out of the court when the freeze bell rings
Wall Ball	-Stand on line outside of court -Focus on game	-Cheer for both players -Play cooperatively	-Listen to the judges -Judges must focus on game
Tag	-Tag gently -Play tag on blacktop, outside of other structured games and activities	-Play cooperatively -Have fun -Use kind words	-Help someone if they fall
Hula Hoops	-Use in assigned areas -Use properly on arms and waist only	-Share if others are waiting	-Put your hula hoop away on cart when done
Four Square	-Wait in line for your turn -Focus on game	-Be kind when someone gets out	-Use rock, paper, scissors to settle a problem -Make fair calls -Keep the game moving
Amphitheater	-Walking feet on the stairs -Sit on your bottom -Walk over to the side stairs and then down the stairs when exiting	-Greet teacher and classmates with kind words -Use manners -Respect student council members	-Keep all belongings with you and take them with you when you exit -Wait to be dismissed by rows when your row is called -Use quiet voices
Parking Lot Dismissal	-Walk to and stay in assigned area	-Give personal space	-Look for your ride -Wait until car is stopped and pulled up to the curb
Assemblies	-Walking in line quietly	-Raise your hand to be called on and/or chosen	-Sit shoulder to shoulder, crisscross applesauce so those behind you can see
Computer Lab	-Walk in quietly and sit in a seat	-When leaving, quietly stand behind your chair and push it in	-When leaving, place headset on monitor and exit out of programs

Library	-Walk in, stay in line, check your books out, sit safely	-Wait your turn -Be respectful to the librarian	-Use whisper voices -Use shelf helper until you find your book -Take your seat and read your book -Check out and have a seat on the carpet -Dismissal by teacher
Independent Walking	-Walk directly to your destination	-Use quiet voices	-Go directly to where you need to be so adults know where you are
Emergency Drills	-Walk quietly and quickly in a single file line -Listen to directions	-Remain quiet so others can hear directions	-If you are not with your class, quickly and quietly find your line

