

Visitors & Volunteers

All Visitors and Volunteers must sign in at the Office and get a visitor's badge before going to a classroom.

Volunteers need to fill out a volunteer form and have a recent TB test on file.

Forgotten Items

If your child forgot something at home (lunch money, homework etc) bring it to the office and we will have it delivered to the classroom. Never go directly to the classroom.

Items will be delivered before recess. We do not disturb the classrooms during the first two hours of class. Lost and Found is located behind the Science Lab and is cleaned out monthly. Label your child's items.

Phone Calls

We do not call children out of class to the phone. If you need to get a message to your child, leave a message and we will have it delivered to the classroom.

Cell Phones

Students may use cell phones before school and after-school. They must be turned off and in their backpack during the school day. If they use their phone during the school day, it will be taken away And you will need to come and pick it up. The school can not investigate lost or stolen phones.

Game Boys, DS, IPODS etc.

They are not allowed on campus. The school can not investigate if they are lost or stolen.

Dress Code

Students are expected to be in dress code everyday unless otherwise specified. The dress code is navy blue and white. Your child may also wear any of the Vintage Logowear or NASA wear. Shoes may be any color.

Absences & Tardies

If your child is absent, please call the office and let us know why your child is out .

If your child is tardy, please check in with the office and get a tardy slip.

If you pick up your child early from school, your child will be marked as an early out and will not be considered for perfect attendance.

If your child is absent or tardy, you will receive an automatic phone call. You will receive this phone call even if you called us to let us know why your child was out.

If your child has 3 or more unexcused absences or tardies, you will receive a Truancy Letter.

The only excused absences per district policy are: Your child is sick, or they have a medical or court appointment. All other reasons are considered unexcused.

If your child comes to school late they are tardy no matter what the reason is.

Homework Requests

Homework requests must be made by 10:00am and will be available afterschool. Requested homework must be picked up from the Office by 4:30.

Remember, your child will be able to make up any missing work from a absence. Please do not request homework if you won't be able to come and pick it up. We do not fax homework.

Picking Students Up Early

If you need to pick your child up before the end of school, send a note to the teacher so they can have them packed up and ready when you come. Give yourself enough time to come to the office and fill out the sign out sheet and for us to call the classroom. We do not have children waiting in the office for you to come.

Policies and Procedures.

Vintage Math, Science and Technology
Magnet



Set your Goals High, Reach for the Sky

15848 Stare Street, North Hills, CA 91343

Phone #(818) 892-8661

Fax # (818) 830-9456

Website: www.vintagemagnet.net

Health Office Information

Medication at School

We must have a the medication form on file completely filled out by the doctor and parent. Forms are available in the office.

Medications must be in original containers and left at school.

Only adults may carry medications to school.

*Aspirins, Tylenol, inhalers, cough drops, ointments, antacids etc. are considered medication and may not be taken at school without a doctor's note.

Returning to School After Illness or Injury

A student returning to school with bandages, ace bandages, stitches, splints, casts, crutches, leg brace(s), a wheelchair, et must::

1. Have a doctor's note before returning to school stating: date student may return, restrictions, date restrictions are released, comply with any safety procedures required by the school administrations and Health Services personnel
2. Sit on the Health Bench during play time.

A student must have a doctor's note when returning to school following:

1. A serious or prolonged illness (5 or more school days)
2. An injury
3. surgery
4. Other hospitalization
5. Conjunctivitis (pink eye)
6. Strep throat

If Your Child Gets Sick at School

It's a must that we have up to date emergency information on file including the names and phone numbers of people who can drive to pick up your child when you are unavailable.

If your child becomes ill or injured at school, he/she will need to be picked up promptly (within the hour). If your child is sent home with a fever, vomiting or diarrhea please be sure they are fever free for 24 hrs. before returning to school. If your child is complaining of a sore throat, bad cough, pink eye, stomachache, etc., please keep him/her at home with plenty of bed rest.

We have a School Nurse only one day each week. Office personnel do not have special medical training and are restricted to administering minor first aid. They cannot give treatment, diagnose or make decisions regarding illnesses, contagious diseases, medications or possible sprains/fractures. Please do not ask them to do this.

We would appreciate your cooperation in helping us by following these simple procedures.

Emergency Cards

Every child must have a current emergency card on file at school. It must have up to date phone numbers with people who can come and pick up your child if you are unavailable.

It is important that you update any phone numbers or address changes. This is especially important when it comes to who we can release your child to in the case of an emergency such as earthquake etc.

You can fill out a new emergency card online at the Vintage Magnet website. You can type on it and print it and send it in with your child. If you have a change of address, please submit a new proof of address (such as DWP or gas bill). If you have any questions, please call the office.

Birthday Celebrations

We do not allow celebrations in the classroom. With so many allergies etc. we feel that it is best to be safe.

Please arrange your celebrations for at home.

Information

You will be receiving information either by flyers or our website. Also, we are constantly updating our website with current information. Finally, you will receive information by phone and email. Please listen to the phone message before calling the school. Please be sure we have current phone numbers and email addresses on file.

Office

The office does not open until 7:30 am. No students may be dropped off in the office at that time. Supervision for students start at 7:45am.

Students may not sit in the Office afterschool while waiting to be picked up. The Office is busy and the staff cannot watch these students.

Drop Off and Pick Up

It is important that you follow the traffic pattern if you are picking up or dropping off your child. It is for both you and your child's safety. You can find the pattern on our website.

Also, there is no supervision for your child until 7:45. Dropping off your child with no supervision could be considered child endangerment.

Afterschool: 2-5th grade students who are not picked up will be sent to the afterschool playground. Kindergarten and 1st grade students will be sent to the Office.