



OCEAN VIEW SCHOOL DISTRICT

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# LAKE VIEW SCHOOL

A STEAM Focused School

17451 Zeider Lane, Huntington Beach, CA 92647

Phone\* 714-842-2589

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Jamie Goodwyn  
Principal

# SCHOOL HANDBOOK

## 2020 - 2021

*“Leaders Acquiring Knowledge through Exploration!”*

# OCEAN VIEW SCHOOL DISTRICT

17200 Pinehurst Lane

Huntington Beach, California 92647

Phone: (714) 847-2551

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# **LAKE VIEW ELEMENTARY SCHOOL**

## **A STEAM Focused School**

### **Mission Statement**

Our mission is for all Lake View students to become Leaders who Acquire Knowledge through Exploration.

### **Vision Statement**

Lake View School will provide student-centered instruction that accelerates learning through an emphasis on our core subject areas of Science, Technology, Engineering, Arts, and Math. All students will be immersed in project-based learning, providing them opportunities to think critically, be creative, problem solve, persevere, innovate, and be future ready. Students and teachers will work collaboratively in meaningful experiences to cultivate strong relationships within the classroom, the school, and throughout the community. Our vision is to foster independent, motivated leaders who are thoughtful, ethical, and informed citizens in a global community.

### **Value Statements**

We will provide a transdisciplinary approach, including Project Based Learning (PBL) and 5E model (engaging, exploring, explaining, elaborating and evaluating), in order to develop 21<sup>st</sup> Century skills (communication, collaboration, creativity, critical thinking).

We will differentiate instruction to engage students and meet their educational needs.

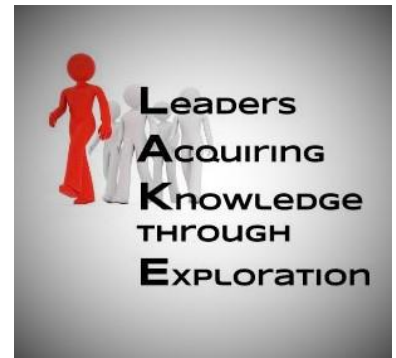
We will foster innovation by allowing students to explore, think critically, problem solve, and collaborate together.

We will demonstrate our commitment to shifting the paradigm of traditional settings and relationships by inspiring students to be self-disciplined and intrinsically motivated.

We will model qualities and characteristics to uphold an environment of respect, responsibility, and safety, and set high expectations for student behaviors.

We will commit to Professional Development and continuous improvement toward STEAM and innovative instructional practices.

We will be persistent in reviewing student data and guiding our instruction to meet student goals.



## **OCEAN VIEW SCHOOL DISTRICT MISSION STATEMENT**

*We hold high expectations for all students through rigorous and relevant educational experiences that support and guide them to become responsible, ethical, productive, and involved citizens.*

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## I. DAILY SCHEDULES

*(Subject to Change)*

### TRANSITIONAL KINDERGARTEN AND KINDERGARTEN:

<u>Mon.-Tues.-Thurs.-Fri.</u>		<u>Wednesday</u>	
8:30 - 10:15	Instruction	8:30 - 10:15	Instruction
10:15 - 10:45	Recess	10:15 - 10:45	Recess
10:45 - 12:00	Instruction	10:45 - 12:50	Instruction
12:00 - 12:45	Lunch	12:50	Dismissal
12:45 - 2:20	Instruction		
2:20	Dismissal		

### PRIMARY GRADES: (Grades 1-3)

<u>Mon.-Tues.-Thurs.-Fri.</u>		<u>Wednesday</u>	
8:30 - 10:15	Instruction	8:30 - 10:15	Instruction
10:15 - 10:30	Recess	10:15 - 10:35	Recess
10:30 - 12:20	Instruction	10:35 - 12:50	Instruction
12:20 - 1:00	Lunch	12:50	Dismissal
1:00 - 2:20	Instruction		
2:20	Dismissal		

### UPPER GRADES: (Grades 4-5)

<u>Mon.-Tues.-Thurs.-Fri.</u>		<u>Wednesday</u>	
8:30 - 10:15	Instruction	8:30 - 10:35	Instruction
10:15 - 10:30	Recess	10:35 - 10:55	Recess
10:30 - 12:40	Instruction	10:55 - 12:50	Instruction
12:40 - 1:20	Lunch	12:50	Dismissal
1:20 - 3:20	Instruction		
3:20	Dismissal		

### MODIFIED DAY:

First through fifth grade children attend school on Wednesday each week for a shorter day so that teachers have time for program planning and professional learning. The total instructional time for the week remains the same because the schedule the other four days is somewhat longer. The children have a 20-minute snack break each Wednesday. A lunch may be purchased at school or a snack may be brought from home.

## II. REGISTRATION

All children new to the Ocean View School District are required to provide the following when registering:

- a. Polio, DTP, mumps, measles, rubella and varicella immunization record must be presented. Verification from previous school is acceptable. Information regarding local clinics is available at each school office.
- b. Residency Verification-two types of evidence are required, such as gas, electricity, water bill and/or rent/mortgage receipt. We do not accept telephone, cable, credit card statements or drivers' license.

### Kindergarten

- a. Age- a kindergarten child must be five years of age on or before September 1<sup>st</sup> of year of entrance. If the child's fifth birthday falls between September 2<sup>nd</sup> and December 2<sup>nd</sup>, the student will be automatically placed in Transitional Kindergarten. Students who turn five years of age by September 1<sup>st</sup> are also eligible to be assessed for Transitional Kindergarten.
- b. Proof of birth date is required - original birth certificate, baptism certificate, passport, etc.
- c. Must be up to date on immunizations and a physical examination or signed waiver is a requirement within 18 months of entry into kindergarten. (see Health Information for required immunizations)
- d. Oral health assessment (dental check-up) is required by May 31<sup>st</sup> of their first year in public school. Assessments within 12 months prior to entry into kindergarten also meets the requirement.

### First Grade

- a. A child entering first grade in the Ocean View School District is required to be six years of age on or before September 1<sup>st</sup> of year of entrance.
- b. Same proof of birth date as required for kindergarten registration if child did not attend kindergarten.

### Request for Student Placement

Classrooms must promote student success; therefore serious thought and consideration are given to class placements. In forming classes, the staff gives major consideration to balancing the classes with regard to numerous factors which include, but are not limited to, the following:

Maturation level	Racial/ethnic balance
Learning styles	Parent input
Teaching styles of teachers	Academic strengths and weaknesses
Potential peer conflicts	Language ability
Numbers of boys and girls	

We recognize that some parents want to provide input for their child(ren)'s placement. Any parent having strong feelings regarding class placement may complete a "Request for Class Placement" form available online in May. Submissions of a class request does not guarantee placement in the requested class. The request will be considered in addition to other placement factors.

### Intradistrict Transfer

Ocean View School District supports the concept of parent choice within the Ocean View School District schools on a space available basis. The Intradistrict Transfer period will be held during the month of February each year. The Intradistrict Transfer forms are available at the school of residence. Transportation to and from school is the responsibility of the parent.

**\*\*\*Attention 5<sup>th</sup> Grade Parents** if your student is on an Intradistrict Transfer for elementary school you **must** fill out another Intradistrict Transfer for middle school if you would like your child to go to a middle school that is **not** their home school.

**\*\*\*Attention Transitional Kindergarten Parents:** If your student is attending Transitional Kindergarten at a school which is not your school of residence, you must submit an Intradistrict Transfer to remain at this school. If no Intradistrict Transfer is submitted, your child will attend their school of residence the following year.

**\*\*\*Attention overflow students:** If your child is attending a school that is not your school of residence due to overflow, you must submit an Intradistrict Transfer to remain at this school. If no Intradistrict Transfer is submitted, your child will attend their school of residence the following year.

Revocation of the Intradistrict Transfer Permit may include, but is not limited to, the following:

- Unsatisfactory school attendance record
- Repeated unacceptable behavior/discipline violations

### **Interdistrict Transfer**

The parent of a child who lives outside of the Ocean View School District may enroll his/her child in an Ocean View school if the following conditions are met:

- District of attendance gives written approval
- Space is available
- Parent provides transportation to and from the school
- Students must maintain satisfactory citizenship, regular attendance and satisfactory academic progress
- Inter-district transfers must be renewed annually

### **Withdrawal or Transfer of Students**

The parent or guardian of the student who is withdrawing or transferring should come to the office stating where the student is moving, the last attendance date, and if known, the school the student will attend. A clearance sheet must be signed by the student's teachers and the librarian, and returned to the office prior to leaving school. All property must be returned before a transfer card will be issued by the office.

## **III. SCHOOL AND OFFICE PROCEDURES**

### **Attendance**

Regular attendance is a central factor in your child's education. Your help is important to ensure that your child is at school every day on time unless he/she is ill.

### **Types of Absences**

**Excused:** Illness, medical, dental, optometrical, or chiropractic appointments, court appointments, attendance at the funeral service of an immediate family member, a quarantine under the direction of a county or city health officer, or immunization exclusion, and observance of a religious holidays, (up to 4 days)

**Unexcused:** Examples of unexcused absences include vacation trips, shopping, transportation breakdown, celebrations, missing the bus, negligence, oversleeping, suspensions.



### Verification of Absence

When students are absent, their parents should call the absence line at 714-847-2516 to report the absence. Have the following information available:

- Date of absence
- First and last name of student
- Grade of student
- Student's teacher
- Reason for absence
- Your name and relationship to student

To request homework, you can call the main office and you will be put through to your student's teacher's voicemail. The homework will be ready for pick-up after 3:00 p.m.

All students returning from an absence which has not been verified by phone must bring a note on the first day back from an absence. Dates of absence, reason for absence(s) and parent signature need to be included on the note.

As part of our attendance monitoring we will notify parents by letter when their student has accumulated 5 and 10 excused/illness absence days or 3 and 5 unexcused absence days in one school year. School will also use resources to correct student attendance problems. These may include conferences with an administrator or a School Attendance Review Team (SART) contract. Students with a pattern of poor attendance that the school cannot correct will be referred to the School Attendance Review Board (SARB) where District representatives along with the school administrators will create a contract to assist the student in improving attendance. Failure to improve student attendance could lead to a student change of placement or criminal consequences. **It is imperative that parents verify all absences whether excused or unexcused. If an absence remains unverified, after ten (10) days the absence will be counted as an unexcused absence.**

### Illness

If a student appears ill, has a fever, or any other symptoms of ill health, he/she should not be sent to school. If a student is sent to school and/or becomes ill during school hours, the teacher will issue a pass to the Nurse's Office. If it is necessary to send the student home, the school health tech/nurse/office manager will make the arrangements.

### Tardies

It is important that students learn to be on time for school. Tardiness is difficult for the student and is disruptive to the entire classroom. If a student is late to school even five (5) minutes, he/she must check in at the office with a note (unless accompanied by a parent). **Consistent tardiness will result in administrative and/or disciplinary action.**

### Truancy

California Education Code requires that every child between the ages of six and sixteen must attend school full time unless exempt under State law. A child is considered truant when he/she has been absent from school without a valid excuse for more than three days or tardy in excess of 30 minutes on each of more than three days in one school year. If student attendance does not improve, official referral may be made to the Student Attendance Review Board.

### **Medical Appointment /Checkouts**

Medical appointments should be scheduled so that they do not interfere with class time. Students who find it necessary to leave school for medical appointments are encouraged to return to school after the appointment has been completed.

Please send a note with your child on the day he/she is to be checked out early. **DO NOT GO DIRECTLY TO CLASSROOM.** Report to the office to sign your child out, and the child will be called to meet you in the office. The office does not call down to the classroom ahead of time.

### **Independent Study**

We ask that you bring your child to school on time each day and plan family vacations during school vacation days. If time away from school is unavoidable and your child will be absent for a minimum of five days, there is a way for your child to continue his/her studies, receive attendance credit, and to continue school funding for your child. This method is called an "Independent Study Agreement." The process is simple:

1. Notify your child's teacher at least one week in advance that you are going to be out of school and for what reason.
2. The teacher will write up an "Independent Study" agreement for you to sign. This agreement will include a list of assignments and specific criteria for completing. This must also be signed and approved by the principal prior to your leaving.
3. Completed agreements must be turned in to the teacher upon your return. The teacher and principal sign off the completed study. The school does not receive any funding for partially completed agreements and your child will not receive attendance credit.

### **Deliveries to Students**

It is the responsibility of each student to remember to bring to school their personal property, lunches, assignments, projects, etc. Please realize special deliveries to individual students interrupt classes and stops instruction. In order to minimize classroom disruptions, **deliveries will not be taken to students during class time.** Students will be called on the PA system during nutrition and lunch breaks for personal items delivered to school.

We ask that parents and friends not bring or have deliveries brought to school as part of a student's birthday or other celebration. To preserve the safety and security of our school and to minimize disruptions to our instructional process, deliveries from food delivery services (Grubhub, Doordash, Uber Eats etc) are not allowed on campus.

### **Telephone Use**

Parents needing to leave urgent messages for their children may do so by contacting the School Office. Students may use the phone for emergencies only.

### **Cell Phones**

Students may possess or use personal electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones. However, these devices shall be turned off during school hours (i.e., 8:30-2:20/8:30-3:20) so as not to interrupt the instructional day. (BP 5131B) Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. Cell phones causing a disruption will be taken and released at the end of the school day unless the parent is notified. Repeat offenses may result in the student's restriction from possession of a cell phone at school and/or disciplinary action. No student shall be prohibited from possessing or using an electronic

signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. **LAKE VIEW IS NOT RESPONSIBLE FOR LOST OR STOLEN PHONES.**

#### **IV. STUDENT RELEASE**

No student is permitted to leave the school at any time during the school hours without permission from the office. There will be occasions during the school year when it is necessary for parents to take their children from school for part of the day. For the protection of your child, the following procedures must be followed:

1. The parent/guardian must come to the office to check out your child. Please bring proper I.D. The office manager will call the classroom and have the child sent to the office.
2. The child will be checked out using the Raptor system. The adult picking up the child must scan their I.D. and be on the Emergency Contact list in Aeries.
3. Student Release impacted by legal court custody agreements will be based on the latest documents the school office has on file.

A child will not be released to anyone other than those adults listed on the emergency card with appropriate I.D.

#### **V. SAFETY TO AND FROM SCHOOL**

##### **Arrival at School**

"School Rules" are enforced door to door. **Students may not be on school grounds before 8:00 a.m. Parents are requested to see that children do not arrive at school prior to 8:00 a.m.** This is for your child's safety. No playground supervision is provided prior to that time. When students arrive at school, they are to go directly to the playground at the rear of the school and remain there until the bell rings. Students are not to wait for anyone at the front of the school or park. The first bell will ring at 8:27 signaling the students to line up, and classes will begin at 8:30 sharp.

##### **Bike Permits**

Riding bicycles to school is permitted for 4<sup>th</sup> and 5<sup>th</sup> graders only. No kindergarten through third grade student may ride a bicycle to school. Students living in an area where transportation is provided cannot ride bikes or walk to school for safety reasons. All bicycles should be individually locked, helmets must be worn, bicycle permits must be signed by a parent and principal and on file in the office, and safety rules must be observed. **State law requires all students wear helmets securely fastened on the head.** Students are not allowed to ride on the playground or sidewalk in front of the school before school or during dismissal.

##### **After School**

Students must go home promptly. Primary students are **not allowed to wait for their older brothers and sisters.** No student may play in the park or on school grounds without first going home. To ensure safety, parents who drive their child(ren) to and from school must pick up their child(ren) promptly after school.

##### **Parent Interaction with Students**

We strongly encourage everyone to be respectful at all times. If you have a concern about a child or an interaction between your child and another child, you may discuss the matter with your child's teacher or the principal. It is inappropriate for any parent to address a child directly about an issue or concern.

## Animals

**OCCO 4-1-46** “No person having the charge of any dog, except a guide dog or service dog, shall permit said dog to be under any circumstances within public school property”

Please do not walk your dogs along the sidewalks surrounding Lake View. This is not a safe practice for our children. Please refrain from bringing your pets with you when dropping off or picking up students.

## Traffic Safety

The safety of Lake View’s children is our number one priority. As many of you are aware, there is a great deal of traffic congestion around Lake View before and after school. Please read the following guidelines carefully.

**Every morning from 7:30 a.m. until 8:15 a.m. and for 15 minutes prior and 15 minutes after all dismissal times, the following guidelines will be in place:**

### Designated Drop Off Zone

The following practices will help alleviate congestion in the drop off zone.

- Have your child ready to exit the vehicle with back-packs, etc. easily available.
- Pull to the front of the drop off zone lane before your child exits the vehicle.
- Do not block the drop off lane.
- Do not park in marked parking spaces, they are for staff only.
- Carefully check for any children present before exiting the drop-off lane.

### *Other safety measures:*

- Do not park or stop in any driveway to drop off children.
- Do not block cross-walks and always stop at the cross-walk when children are present.
- Follow all traffic laws. **No speeding, u-turns, double parking, etc.**
- Never drop off your child in the middle of the street.
- Consider sending your child to school on the bus or park in the surrounding neighborhood and walk onto campus.

Many of our students are dropped off at school. The greatest amount of traffic congestion occurs within a very short period of time – between 8:20 a.m. and 8:35 a.m. If you arrive at school at 8:15 a.m., you will find much less congestion.

## VI. LUNCH PROCEDURES

### Routines

All children in grades TK through 5 have a 40 minute supervised lunch period. Generally, the children spend about 15 minutes of this time eating lunch and the remainder in supervised recreation. Children may bring a lunch from home or the Ocean View School District provides a lunch for students to purchase. Milk and snacks are also available for purchase for all students. Snacks are **not** sold during the a.m. recess break. All eating will be confined to the lunch area.

On Modified Day (Wednesday), students have a 20 minute recess break. A lunch may be purchased at school or a snack may be brought from home. Trash cans are provided for the disposal of paper and waste. Glass containers are not allowed and sodas/soft drinks and candy are not allowed at school.

## **Lunches**

Lunches are available daily to all students (free for all students) in the food services area. All meals meet State and Federal guidelines. Applications for free or reduced priced lunches are available on our school website at [www.ovsd.org](http://www.ovsd.org) or at [www.family.titank12.com](http://www.family.titank12.com). Please allow up to two weeks for the application to be processed. During this time you must provide lunch or lunch money for your student to purchase lunch. Parents may prepay for multiple lunches or breakfast, if available at the school office, the school cafeteria, or at [www.family.titank12.com](http://www.family.titank12.com). We also have an online service where you may pay and view your child's purchases(s) online. For more information visit [www.family.titank12.com](http://www.family.titank12.com) or [www.ovsd.org](http://www.ovsd.org), Food and Nutritional Services Department. The Food and Nutrition Services website also provides healthy nutritional information and options for your child, fitness activities, as well as tips for healthy choices at home. If a lunch is forgotten, the student may call a parent or be charged a lunch at the cafeteria.

## **Parents Eating Lunch With The Children**

Due to safety concerns, parents are not allowed to eat lunch with the children on the lunch benches. Parents may sign their children out in the school office and take them off campus for lunch. Students must be returned promptly at the end of the lunch period and signed back in at the office.

## **Noon-Duty Supervisors**

During lunch time, students are under the supervision of our Noon-Duty supervisors. According to State Law, these adults have the same authority as teachers regarding enforcement of school regulations for safety, cleanliness and courtesy. They will be shown the same courtesy and respect as that shown to the other staff members.

# **VII. EMERGENCY PROCEDURES**

## **Emergency Information**

Parents are asked to complete emergency information for each child in their family enrolled in school. This information is included in the student enrollment and re-registration at [portal.ovsd.org](http://portal.ovsd.org). It is very important for the safety of the child that this information is complete and kept up-to-date. This information is kept in the office and used in the event of an illness or an emergency. A change in any of the following should be reported to the school office immediately:

- a. Home phone number and/or parent's work phone
- b. Name, address, and phone number of local friends/relatives to be contacted if you are not available.  
The school cannot release to anyone whose name does not appear on the Emergency Card. This includes other members of the immediate family.
- c. Daycare provider's name and phone number on card (when applicable)
- d. Physician's name and phone number
- e. Change in custody agreements

## **Fire**

In case of a fire at Lake View School...

- Students will vacate the building by walking quickly and quietly to a pre-determined meeting place.
- Attendance will be taken to account for all students.
- Principal will determine when, or if, the building is safe to re-enter.
- Students will not be released from school before the regular dismissal time unless checked out by parent/guardian or designee listed on the emergency card. A fire drill is conducted at least one time per month.

## **Earthquake**

If an earthquake occurs...

- Students will immediately duck, cover, and hold if inside the building. If outside the building, students will get away from the building and then duck and cover.
- After the earthquake, students will be directed by principal or teacher to vacate the room and to assemble at the pre-determined location.
- Attendance will be taken to account for all students.
- Principal will determine when, or if, the building is safe to re-enter.
- In case of a major earthquake, students will not be released from school until checked out by a parent/guardian or designee listed on Emergency Card.
- Your child will be wearing his/her Earthquake Emergency Release Card around his/her neck. This card needs to be signed and returned to the supervising teacher before leaving the campus.
- Earthquake drills are conducted at least two times a year.

## **Lock Down**

In case of a dangerous situation outside of school, an announcement will be made on the public address system (i.e., "This is a lock-down.")

- Students will be directed get under a desk or table
- Lights will be turned off
- Attendance will be taken to account for all students
- Students will not be released from school during a "lock-down"
- A lock-down drill is conducted at least once a year.

## **Disaster Preparedness: Students Requiring Daily Medication**

Please assist us to prepare for the medication needs of your child if a disaster occurs during the school day. If the emergency is serious and long term, students may require shelter at school overnight or even up to a three-day period. Therefore, preparation is necessary to meet a student's twenty-four hour medication needs. If your child is one who requires medication, we need to have you assist us by completing the following steps:

1. Obtain the physician and parent slips from the Office.
2. Return the completed paperwork with appropriate signatures.
3. Bring the medicine to school in a properly labeled pharmacy bottle. Medication should cover the needs of a three-day period. Alert the school health office if medication changes.

The school nurse will review all medicines received and arrange for their safe storage.

## **VIII. HEALTH**

### **Health Services**

#### **Injuries and Illnesses**

The School Health Technician or office staff will assist students with basic first aid needs at school. Students feeling ill should report to the health office, before contacting parents. Parents will be notified by school personnel if necessary. Students may not call their parents directly from their mobile phones or leave campus without contacting the office, even when injured or sick. Parents should be sure to list on the emergency card the names of two adults, other than the parent/ guardian, who can pick up your student in the event the parent/guardian cannot be reached.

It is imperative that you notify the office immediately of any change of address or phone numbers.

## **Medication**

Medication should be taken at home when possible. If a student must take medication during school hours, the office staff must administer it. Medications, both prescription and over the counter, may be given at school when it is deemed absolutely necessary by the authorized health care provider that the medication be given during school hours. The signed Parent/Guardian And Authorized Health Care Provider Request for Medication, along with the prescription or over the counter medication in the original container labeled with the name of the student, name of the medicine, dosage requirements and the doctor's name must be provided to the school office. Students cannot bring aspirin, acetaminophen (Tylenol), ibuprofen (Advil/Motrin) or any other medication to school on their own. All medication, prescription and over the counter, no matter how routine or harmless it may appear, must be authorized by a health care provider and kept in the school office during school hours.

## **Required Immunizations**

Immunizations needed for students can be found on our district website, [ovsd.org](http://ovsd.org), or at your child's pediatrician's office. Personal beliefs exemptions from immunizations are not accepted when students are enrolling in school or reach the next immunization checkpoint at kindergarten and 7th grade. Students not providing proof of needed immunizations may be excluded from school.

To enter or transfer into public elementary school or secondary school, children under age 18 must have the following immunizations: (Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075)

- Polio– 4 doses at any age, however 3 doses meet the requirement if one was given on or after the fourth birthday.
- DTP – 5 doses at any age, however 4 doses meet the requirement if one was given on or after the fourth birthday. 3 doses also meet the requirement if one was given on or after the seventh birthday.
- Tdap – At least one dose given on or after the seventh birthday (required for 7th grade entrance)
- MMR – 2 doses on or after their first birthday.
- Hep B – 3 doses.
- Varicella – 2 doses. Physician documented varicella disease history on medical exemption waives immunization requirement .

## **State Mandated Health Screening**

The State of CA mandates that students have routinely scheduled health screenings (California Code of Regulations, Title 17, Section 2952).

- All kindergarten, second and fifth grade students will be screened for
  - ☆ Height
  - ☆ Weight
  - ☆ Vision
  - ☆ Hearing
- Second grade boys will be screened for color vision.
- Your child may also be screened for the following upon parent, teacher or principal request or if they are a new student.
  - ☆ Height
  - ☆ Weight
  - ☆ Color vision
  - ☆ Vision

☆ Hearing.

- A parent or guardian may annually file a written statement with the principal and school nurse withholding consent to the health examination.

### Health Guidelines

Please keep your child home from school if he/she exhibits any of the following symptoms: (Taken from Communicable Disease Chart, American Academy of Pediatrics, CA Chapter 4)

- Fever – Any child with a temperature of 100 degrees or more should be kept at home. They must remain at home until they are fever free for 24 hours **without** medication.
- Colds – A child with a hacking cough or a persistent, runny nose and yellow-green mucous discharge should remain at home.
- Rashes – A child with a rash should remain at home, unless there is a note from your physician which states the cause of the rash and that the rash is non-contagious.
- Vomiting – A child who vomits needs to be kept at home and may return when he/she has not vomited for 24 hours.
- Diarrhea – A child with diarrhea needs to be kept at home and may return when he/she has been diarrhea free for 24 hours.
- Conjunctivitis (Pink-eye) – If your child’s eye appears to be pink to reddish **along with** mucous discharge, crusts that form on the eyelid overnight, or increased tearing and itching of the eye, he/she must be kept at home. It is advised that you see your physician for medication. Your child may return after they have been under treatment for 24 hours.

### OVSD Lice Policy

Ocean View School District Board Policy 5141.33 states that a child with a case of live head lice is detected at our school the student will be excluded from attendance. The Ocean View School District policy is that all live lice must be removed from the hair before the child can return to school. If you have treated your child for head lice, please bring him/her to the health office where they will be re-examined. When there are 2 or more live cases detected in the same classroom, it is board policy that all students in that class be examined and the parents or guardians of those students be notified. We also ask that parents/guardians check their child(ren) on a regular basis and if you have detected head lice, please notify the school office immediately. This is **imperative** to help us control the spread of lice. All calls and discussions are completely confidential.

## IX. SCHOOL SERVICES AND PROGRAMS

### Physical Education

Physical Education is an important part of each student’s education and required under the California State Education Code. Education Code Section 51223 requires: “Instruction in physical education in an elementary school maintaining any of grades 1 to 6 shall be for a total period of time of not less than 200 minutes each 10 school days, exclusive of recesses and the lunch period.”

### Expanded Learning Programs - “Kids’ Club”

The Ocean View School District school-age child care program “Kids Club” is administered by the personnel of the Ocean View School District. Each school-age child care center is staffed by a child care program facilitator and attendants are determined by the number of students enrolled. The before and after school child care program is especially designed to meet the needs of children in Kindergarten through 5<sup>th</sup> grade. Children enrolled in the school-age child care program attend regular classes at the same school that provides the child care. The program is funded by parent fees. In order to accommodate before and after school child care, the



program is open from 6:30-8:30 a.m., and 2:20-6:00 p.m. on Monday, Tuesday, Thursday, and Friday, 12:50-6:00 p.m. every Wednesday. The child care program continues through the summer at designated sites as determined by enrollment. Children choose from a variety of activities that are offered daily in an informal classroom setting. Indoor and outdoor experiences are provided with time for active play as well as time to relax, read, do homework and quiet activities.

### **Library**

All students have the opportunity to check out books from the school library. Students may be assisted with choosing books appropriate for their reading level, interest or course of study. If a book becomes overdue, the student may lose the privilege of checking out another book until the late/missing book is returned or paid for. If a book is lost or damaged, the parent is responsible for the cost of its replacement.

### **Volunteer Program**

This program is designed to involve community and parent volunteers from the community to assist in the instructional program at the school. There are various ways that you can volunteer, depending on your own time and interests. For example, you could work with an individual child or small groups of children under the direction of the teacher. Volunteers also help chaperone field trips, shelve books in the library, make instructional aids, do clerical work, and assist with special events. Volunteering is rewarding for you, and it makes a difference in our children's educational program.

Lake View School and Ocean View School District recognizes that volunteer assistance in schools enriches the educational program of students. Procedures are in place to protect the safety of students and adults and volunteers.

Clearance Requirements for Volunteers:

**Tier I Volunteers** - Tier I volunteers include the following: 1) All volunteers who are performing volunteer service on the school campus (before, during and after school in classroom and non-classroom environments) more than five hours a week; 2) All chaperones on field trips; 3) All individuals attending or chaperoning overnight school-sponsored trips; and 4) Volunteer coaches, assistant coaches, and co-curricular assistants.

Tier I volunteers are required to be fingerprinted and have a criminal record clearance. (Education Code 49024). Any conviction shall be reviewed by the Assistant Superintendent of Human Resources and approval to volunteer will be determined prior to the volunteer providing service. In addition, Tier I volunteers shall be informed that the site is conducting a Megan Law's clearance check through the RAPTOR system. Volunteers will complete an online application form through the RAPTOR system on the District website and then obtain the fingerprint form (Live Scan) from the District Office. Volunteers will complete a Volunteer Application form and provide acknowledgement (sign-off) of the Volunteer Handbook. Tier I volunteers are to sign in at the front office through the RAPTOR kiosk and display, on their person, the site issued identification.

**Tier II Volunteers** - Tier II volunteers include the following: 1) All volunteers who are performing volunteer service on the school campus (before, during and after school in classroom and non-classroom environments) five or less hours per week; 2) Volunteers serving parent participation hours outlined by state preschool requirements.

Tier II volunteers shall be informed that the site is conducting a Megan Law's clearance check through the RAPTOR system. Volunteers will complete a Volunteer Application form through the RAPTOR system on the District website and then obtain the fingerprint form (LiveScan) from the District Office. Volunteers will complete a Volunteer Application form and provide acknowledgement (sign-off) of the Volunteer

Handbook. Tier II volunteers are to sign in at the front office through the RAPTOR kiosk and display, on their person, the site issued identification.

## **X. SCHOOL ORGANIZATION & COMMUNICATION**

### **Parent Teacher Organization (P.T.O.)**

Lake View School has a very active P.T.O. group. The P.T.O. provides support to the school through the planning and implementing of projects and fund-raising activities. Membership is open to all parents and staff. An elected board, with the help of the general membership, organizes and conducts the activities of the group. Information regarding specific activities is sent home periodically and included in the monthly newsletter. The P.T.O. meets once each month. All parents are welcome to attend the meetings.

### **School Site Council (SSC)**

The School Site Council (SSC) is a representative group at the school site made up of the principal, staff members, and parents. The purpose of the SSC is to plan, implement, and assess school-wide program priorities for the School Based Coordinated Program. As a group, the SSC establishes and approves the School Improvement budget, assists in the development of the School Site Plan, monitors and evaluates the effectiveness of the plan on an on-going basis, and advises the principal and staff in matters relating to the school. The meetings are open to all parents.

### **English Learner Advisory Committee (ELAC)**

The purpose of the ELAC is to advise the principal and staff on programs and services to English Language Learners (EL). The committee assists in the development of the school plan, needs assessments, language surveys, and communication with parents.

## **XI. HOME-SCHOOL COMMUNICATIONS**

### **Report Cards**

Report Cards are issued three times a year in grades Kindergarten through Fifth. Progress Reports for 4<sup>th</sup> and 5<sup>th</sup> grade students may be sent home midway through each trimester to inform parents of student progress.

### **Parent Conferences**

Parent Conference Weeks are held in the Fall and our goal is to meet with the parents of **ALL** students. Spring conferences will be scheduled for students who are either at-risk or currently not meeting grade level academic or behavioral standards. Students are on a minimum day schedule during Conference Week. Specific dates are listed on the school calendar.

### **Communication with School Personnel**

Communication between home and school is not only welcomed at school, but it is essential in improving student learning and achievement. At times during the school year, parents may feel they need to speak to the teacher or the principal concerning their children and school programs. We always welcome the opportunity to confer with parents and offer our services.

If you are concerned about a classroom situation, you should call the teacher. If you come unexpectedly, the teacher's afternoon schedule may already be full with meetings, conferences, and other professional duties.

If you need to confer with the principal, please call the School Office Manager. If you are concerned about a classroom situation, we recommend that you confer with the classroom teacher before talking with the principal. The teacher has a first-hand knowledge of the child's behavior and ability.

### **AERIES Communications Messaging (Email/Text/Phone)**

AERIES Communications is the internet-based tool we use to communicate with families across the Ocean View School District. This system enables the District and the school to share important information with parents/guardians about possible emergency situations, activities and events, and student attendance. By accessing their Aeries Parent Portal accounts on the Internet, parents/guardians can choose who has access to important student data and messages, as well as how they prefer to receive this information, whether by email, text, and/or phone. In an emergency situation, Aeries Communication messages will be sent to all families in all three methods of communication.

### **Spirit Days**

Student Council organizes spirit day themes during the school year. Themes may include crazy hair day, twin day, or backwards day. Students may not wear any items that will distract from the learning environment or may be a safety concern. Every Friday is Lion Pride Spirit Day, where students are encouraged to wear Lake View spirit wear, yellow and blue, or lions.

### **Teacher Newsletters/Communication**

Lake View teachers communicate frequently with the parents of students in their class. Your child's teacher will share specific details at Back-to-School night. All Lake View teachers use ClassDojo ([www.classdojo.com](http://www.classdojo.com)) to communicate to all families or individually regarding class news, information, behavior, or upcoming events.

### **Peachjar**

Ocean View School District uses Peachjar as its District approved flyer distribution system. All approved flyers are automatically posted online for parent viewing, thus saving paper and copying costs. Peachjar may be accessed on the school's website by clicking on the peach icon.

## **XII. SCHOOL POLICIES, PROCEDURES & RULES**

### **Homework Policy**

The Board of Trustees recognizes that homework contributes toward building responsibility, self-discipline, and lifelong learning habits, and that time spent on homework directly influences students' ability to meet the District's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

#### **Purpose of Homework could include:**

- To improve, reinforce, and build confidence of basic skills
- To develop the learner's study habits (grades 4-5)
- Increase the love of Reading
- To develop the learner's sense of responsibility to complete assigned tasks

#### **Types of Homework could include:**

- Reinforcement of basic skills being taught in class (Reading, Writing, and Math)
- Individual project continuation and completion of work initiated in class
- Recreational reading

### **School Policy**

- Homework focuses on the learner's needs and capabilities.

- Duration of homework should be 10 minutes, per grade level, per night (ex. 1<sup>st</sup> grade=10 minutes per night plus 20 minutes of reading, 5<sup>th</sup> grade=50 minutes per night plus 20 minutes of reading).
- Homework serves specific educational objectives.

### **Parent's Role**

Parents are encouraged to take an active interest in homework assignments. Parents can assist by:

- Check completion of assignments.
- Understand classroom teacher's procedure for providing and collecting homework.
- Monitoring the time the learner spends on assignments.
- Providing a well-lighted, quiet place for study.
- Providing needed supplies.
- Assist your child, as needed, but resist from providing answers or completing the work for the child.

### **Homework Procedure**

**Grades K-2** – Weekly Packet for reinforcement of basic skills.

**Grades 3-5** – Weekly Packet for reinforcement of basic skills, plus daily Math.

**\*All grade levels required to read for 20 minutes per night.**

### **Make-up Work/Homework**

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Teachers shall assign such make-up work as necessary to ensure academic progress. The teacher of any class from which the student is suspended may require the student to complete any assignments and tests missed during the suspension.

### **Classroom Interruptions**

Our staff recognizes our obligation to minimize the number of classroom interruptions so that students and teachers may take full advantage of all opportunities for learning in the classroom setting.

To minimize interruptions of instructional time, the staff has developed the following procedures which permit necessary communications while protecting student instructional time, calls during the day will be put to voicemail.

- Make arrangements before school to reduce the need for messages.
- Parents who must leave a message for their child, may do so by contacting the School Office. They will take a message or put you into teacher's voicemail.
- Any article to be delivered to children should be left in the office, not taken to classrooms, i.e. money, lunches, books, etc.
- All parents and visitors are to sign in and obtain a visitor badge at the office before going to the classroom using the Raptor system. Bring ID first time that you sign in.

### **Lost and Found**

Any articles found on the school grounds should be turned in to the "Lost and Found". In order to ensure that lost articles are returned to their owner; please put your child's name on **ALL ITEMS**. Items not claimed will be donated to local charities at the end of each trimester.

The Lost and Found is located at the side entrance to the building, by the office.

## **Wellness Policy**

The OVSD Local School Wellness Policy states that all foods sold, served or advertised to students during the school day must comply with the Smart Snack in School standards. This includes foods brought to school for celebrations, fundraising and rewards during the school day and up to 30 minutes after school. Foods brought to school must have the CA Competitive Food Standards Compliance Calculator proof of compliance attached or available to be verified by office staff. Parents may access the Smart Snack in School Healthy Snack Calculator found on the Food and Nutrition Services website at [www.ovsd.org](http://www.ovsd.org) to determine if foods are Smart Snack in School compliant. Foods provided through the OVSD Food and Nutrition Services Department are Smart Snack in School compliant and available for purchase by parents and schools. For more information, please visit the Food and Nutrition Services website at [www.ovsd.org](http://www.ovsd.org).

Your child's teacher or principal will provide more information on food brought to school for school/class celebrations.

## **Birthday Recognition**

We do realize that some parents would like to have their child's birthday recognized. Listed below are some suggestions as alternatives to food items:

- A book donated in your child's name to be read to the class, with the child's name inscribed on the inside cover. *See Birthday Book Club information flyer in office.*
- A classroom game, puzzle, etc.
- Individual party favors, such as pencils, erasers, etc.
- Consult with your child's teacher for other ideas.

**We also ask that you do not send balloons or flowers. These items will not be sent to the classroom but will be held in the office until the end of the school day.**

## **Field Trips**

Field trips are a valuable component to your child's educational experience. In order for students to participate in field trips there must be a signed and completed permission slip for each trip your child takes. Phone permission is not acceptable. When field trips are planned, your child's teacher will send home notification with your child at least one week prior to the excursion. Please sign the permission slip and return it to the teacher immediately. Students may not go on field trips without a permission slip.

## **Personal Property of Students**

Students should not bring their personal property to school. The school assumes no responsibility for personal property brought to school. Examples of personal property include electronic games, excessive amounts of money, unauthorized sports equipment, or other non-school related items. Students may, of course, bring items for "sharing" as directed by the teacher. Please check with your child's teacher for the policy and expectation in this area.

## **Appropriate Attire**

### **Dress Code**

While society reflects a wide range of personal expression in clothing, grooming, and accessories, the quality of student work and student behavior is affected by personal appearance. It is expected that all students wear clothing that is comfortable, clean, safe, and appropriate. What a student wears to school must not present a health or safety hazard or a distraction which would interfere with the educational program. Since it is not possible to include every style, trend, or haircut in the dress code, those items that are not specifically

mentioned will be dealt with on an individual basis. Please remember that the rules of dress apply to all school activities wherever they may be held.

The following guidelines should be considered when choosing appropriate school clothes.

1. Shoes must be worn at all times and have closed toe and heel. Sandals must have heel straps. Thongs or backless shoes or sandals, are not acceptable. "Heelys" or shoes with wheels are prohibited.
2. Clothing, jewelry and person items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, gang-related, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Clothes shall be sufficient to cover undergarments at all times. Spaghetti straps or strapless shirts and dresses are not allowed. All clothing must cover the back and midriff during all school activities (think raising your hand in class and bending to pick up items). See through fabric is not allowed. Shorts and pants must fit securely at the waist. Shorts must have at least a three inch inseam and skirts and dresses must be mid thigh in length. Pajama wear is not allowed at school. Students will be notified when dress code policies will not be enforced for Spirit Days.
4. Hats, caps and other other head coverings shall not be worn indoors. Sun protective clothing: sunglasses and hats are permitted pursuant to state law (E.C. 35183.5) for sun protection. A hat with a brim that provides sun protection is permitted.
5. Gym shorts may not be worn in classes other than physical education.
6. Gang attire or shirts with inappropriate logos or slogans are not permitted.
7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet or cause a disruption to the educational process. Hair styles should be appropriate for elementary school reflecting cleanliness, modesty, and good taste. Haircuts that are inappropriate or distracting to the school environment (including Mohawks, and "Faux" hawks) are not permitted. Hair dye, temporary or permanent, is considered inappropriate in elementary school and distracting to the learning environment. This also applies to temporary tattoos.

Teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. Students must wear tennis shoes or other substantial shoes during physical education classes.

### **Responsibility for School Property**

We are all proud of our school, and all the students should show their respect for the facility by keeping all buildings and campus in the very best condition. Here are a few student responsibilities:

1. Deposit all trash in trash cans.
2. Do not mark on school property.
3. Take care of all school equipment.
4. Keep desks neat and organized.
5. Any pupil who willfully cuts, defaces, or otherwise injures in any way, property, real or personal, belonging to the school district or another student, is liable for suspension or expulsion and the parent or guardian shall be liable for all damage caused by the pupil. (California Education Code)

### **Visitation Policy**

In order to ensure that the classroom visits are not disruptive to the instructional program, the following procedures shall be observed:

1. Visitors wishing to observe a specific classroom shall contact the site administrator prior to the visit to establish a time that is convenient for the teacher, administrator, and visitor.
2. Visitors are to register in the school office and teachers will be notified prior to going to a

classroom.

3. Parent-teacher conferences during instructional periods are not permitted.
4. The frequency of visits shall not exceed two per trimester nor shall they extend beyond one thirty (30) minute instructional period.
5. Activities of visitors shall be limited to observation, except when arranged with and approved in advance by the teacher.

Nothing in these administrative regulations shall inhibit the use of volunteers in schools. Volunteering is strongly encouraged. The timeframe for volunteer hours should be arranged with the classroom teacher.

### **Closed Campus**

The school has a closed campus policy. Visitors must check in at the office in accordance with Ocean View School District Board Policy. Visits during school hours should be arranged with the principal or designee who may refuse to register any visitor if the visitor's presence could be disruptive. Students must stay on campus from arrival in the morning, during lunch, and until dismissal. Students may not leave the campus for any reason unless signed out by a parent or guardian (indicated on the emergency card) in the front office.

### **Discipline Policy**

Behavior and school climate is a priority at Lake View. The Lake View Staff believes that all students can behave in a safe and appropriate manner. We encourage students to respect themselves and others and to be accountable for their behavior. We will continue to implement our **Positive Behavior Support Program (PBIS)**, a research based, school-wide discipline plan designed to create a safe, secure, pleasant environment. **What is PBIS?** Put simply, it is a **proactive approach to school-wide discipline**. This initiative is meant to reinforce the positive behaviors of students doing what is expected of them as well as supporting students who need extra assistance to reach the school wide expectations to be safe, be responsible and be respectful.

If your child breaks a School Rule, a progressive discipline procedure will be implemented. The inappropriate behavior will be discussed with the child, consequences applied, parent contact made, followed by referral to the principal.

All rules are related to common courtesy and safety. We believe that by working together we can create the optimum school environment for your child. The following is an overview of our basic school rules. This does not include specific rules for classroom and playground behavior.

### **Classroom Discipline**

Each teacher will develop and send home a classroom discipline plan. The plan will outline classroom rules including both positive and negative consequences. Please review the plan with your child. The health, safety and welfare of students are of primary importance. Therefore, one aim of the school is to provide a safe and orderly environment that is conducive to learning. We believe that every student has the right to learn, every teacher has the right to teach and no one has the right to interfere. Routine misbehavior is handled by the classroom teacher. Teachers will contact parents when necessary. Serious behavior problems will be referred to the office.

### **Office Referral Form**

#### *MINOR Referral*

When school rules are broken, a student may receive a Minor Referral. The teacher will keep a copy on file in the classroom. A copy is also sent home to the parents to sign and return to the teacher. Once a student

receives 3 Minor Referrals, their next citation will automatically become a Major Referral, and the student will be sent to the office.

### *MAJOR Referral*

The following behaviors will result in immediate referral to the office:

<input type="checkbox"/> Abusive Language/Profanity	<input type="checkbox"/> Overt Disruption
<input type="checkbox"/> Overt Defiance/Disrespect	<input type="checkbox"/> Forgery/Theft
<input type="checkbox"/> Fighting/ Physical Aggression	<input type="checkbox"/> Harassment/Bullying
<input type="checkbox"/> Property Damage/Vandalism	<input type="checkbox"/> Inappropriate Display of Affection
<input type="checkbox"/> Lying/Cheating	<input type="checkbox"/> Other
<input type="checkbox"/> Possession/Use of Dangerous Objects	

### **PROGRESSIVE DISCIPLINE FOR MAJOR Referrals**

#### 1<sup>st</sup> Offense – LEVEL ONE

- Appropriate on-campus consequence (time-out, loss of privilege)
- Level One Reflection Sheet
- Phone call home to parent/guardian by administrator

#### 2<sup>nd</sup> Offense – LEVEL TWO

- Extended on-campus consequence (time-out, loss of privilege)
- Level Two Reflection Sheet
- Phone call home to parent/guardian by administrator

#### 3<sup>rd</sup> Offense – LEVEL THREE

- Other on-campus consequences may be assigned based on offense
- Parents may need to pick student up from school
- Level Three Reflection Sheet
- Conference with parents/guardian, teacher, and administrator

#### 4<sup>th</sup> Offense – On-campus Suspension

- Student will complete all assigned work in another classroom for the full day
- All activities and privileges (band, assemblies, PE, recess) removed for that day
- Conference with parents/guardian and Principal

### **Prohibition Against Students Vending on Campus**

Students are not allowed to sell food, sell or trade merchandise, or other items to other students on campus. Similarly, buying or trading such items from another student is prohibited.

### **Bullying**

#### ***Board Policy 5131.2- Bullying***

Bullying means any **severe or pervasive physical or verbal act or conduct**, including communication made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students as defined in Education Code Sections 48900.2, 48900.3, 48900.4 or 48900 (r) directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- (a) Placing a reasonable student or students in fear of harm to that student's or those students' person or property;
- (b) Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- (c) Causing a reasonable student to experience substantial interference with his or her academic performance;



- (d) Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

### **Reporting**

Parents and students can report bullying in a variety of ways:

- In Person (to a teacher, principal, or any school employee)
- By Telephone
- In the Bully Box (located on our campus)
- Online/Email

### **Cyber Bullying**

Cyber bullying is the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

## POSITIVE BEHAVIOR OVERVIEW

The Lake View Staff believes that all students can behave in a safe and appropriate manner. We encourage students to respect themselves and others and to be accountable for their behavior. We will continue to implement our **Positive Behavior Support Program**, a research based, school-wide behavior support plan designed to create a safe, secure, pleasant environment. Through this program, we teach appropriate behavior that is reinforced through an incentive program. **You will find our Expectations attached to this letter.**

We will also continue to implement **conflict management strategies**. Our goal is to help students become better at problem solving through the use of conflict management strategies. Conflict is a natural process and we are continuing to work with students to help them seek peaceful solutions to any challenges that they may experience in learning to get along with other children. Before coming to an adult for help with a problem, we are asking students to use some of the following strategies to try and resolve the problem themselves.

### *Conflict Strategies*

<u>Talk it over - listen</u>	<u>Walk away</u>	<u>Say "I'm sorry"</u>	
<u>Take turns</u>	<u>Share</u>	<u>Ask for help</u>	<u>Do something else</u>

With this plan, we hope students will learn skills that will help them throughout life by developing a sense of responsibility for their own behavior, becoming more confident in their own decision-making skills, and, thereby, building self-esteem.

Of course, if there is a serious problem where a child is getting hurt, bullied, or harassed, the students have been told to report immediately to a supervising adult. Bullying is not tolerated at Lake View School.

If your child breaks a School Rule, a progressive discipline procedure will be implemented. The inappropriate behavior will be discussed with the child, consequences applied, parent contact made, followed by referral to the principal, if necessary.

All rules are related to common courtesy and safety. We believe that by working together we can create the optimum school environment for your child. The following is an overview of our basic school rules. This does not include specific rules for classroom and playground behavior.

### GENERAL SCHOOL RULES

- Keep hands, feet and objects to yourself.
- Listen to the teacher/adult and follow directions respectfully.
- Use appropriate language.
- Be safe, friendly and cooperative.
- Play and eat in designated areas only.
- Use school equipment and facilities appropriately and with respect.

We would appreciate your help in discussing our Matrix, Conflict Strategies and School Rules with your child. After you and your child have discussed this information, please sign at the bottom of this page and return to your child's teacher by Friday, September 9, 2016.

**Thank you for taking the time to read and discuss these rules with your child.**



# Lake View Elementary School

## Behavior Expectations



	School-wide	Playground/ Lunch Area	Bathroom	Classroom			Learning Labs	Assembly Behaviors
				Independent	Collaborative Group	Instructional Group		
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>*Give and keep personal space</li> <li>*Use quiet voices inside</li> <li>*Look only with your eyes</li> <li>*Listen and follow directions</li> <li>*Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>*Take turns</li> <li>*Include others in your games</li> <li>*Use kind words</li> <li>*Be a good friend to all students</li> <li>*Follow agreed upon rules</li> </ul>	<ul style="list-style-type: none"> <li>*Wait nicely for your turn</li> <li>*Leave area clean and dry</li> <li>*Get in, get out</li> <li>*Allow others privacy</li> </ul>	<ul style="list-style-type: none"> <li>*Stay focused on task</li> </ul>	<ul style="list-style-type: none"> <li><u>Get Along</u></li> <li><u>Respect Others</u> (Listen to others' ideas)</li> </ul>	<ul style="list-style-type: none"> <li>*Eye Contact</li> <li>*Active listening – Whole body listening</li> <li>*Take turns listening and answering questions</li> </ul>	<ul style="list-style-type: none"> <li>*Take care of supplies and learning tools</li> <li>*Use appropriate voice level</li> <li>*Take turns and share</li> <li>*Allow others to explore and learn on their own</li> </ul>	<ul style="list-style-type: none"> <li>*Show appreciation by clapping when appropriate</li> <li>*Keep eyes on the speaker</li> <li>*Actively listen</li> <li>*Wait your turn to speak</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Take care of supplies</li> <li>*Clean your area</li> <li>*Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment properly</li> <li>*Return equipment</li> <li>*Eat what you take</li> <li>*Make healthy choices</li> <li>*Follow all rules for playing games and on equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Toilet paper goes in the toilet</li> <li>*Remember to flush</li> <li>*Paper towels belong in the trash</li> <li>*Turn water off</li> <li>*Use bathrooms and drink water prior to bell</li> </ul>	<ul style="list-style-type: none"> <li>*Complete work</li> <li>*Keep workspace clean and organized</li> <li>*Ask 3, then Teacher</li> <li>*Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li><u>On Task</u></li> <li><u>Use quiet voices</u></li> <li><u>Participate</u> (Share responsibility and follow through)</li> </ul>	<ul style="list-style-type: none"> <li>*Participate in the lesson/learning</li> <li>*Stay engaged</li> <li>*Complete task</li> <li>*Put effort into your learning</li> <li>*Show pride in your work</li> <li>*Be prepared</li> </ul>	<ul style="list-style-type: none"> <li>*Conserve supplies</li> <li>*Maintain a clean space</li> <li>*Use learning tools properly</li> <li>*Engage in the learning</li> <li>*Be your best</li> <li>*Own your learning</li> </ul>	<ul style="list-style-type: none"> <li>*Maintain a calm and quiet body</li> <li>*Use quiet signal</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>*Walk carefully on all hard surfaces</li> <li>*Face forward when walking</li> <li>*Follow the line leader</li> <li>*Report problems to an adult</li> <li>*Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>*Freeze when directed by bell or whistle</li> <li>*Walk to your classroom line</li> <li>*Hold any equipment in your hands while walking</li> <li>*Take what food you touch</li> </ul>	<ul style="list-style-type: none"> <li>*Report problems to an adult immediately</li> <li>*Slowly walk in and out of the facilities</li> </ul>	<ul style="list-style-type: none"> <li>*Use supplies correctly</li> <li>*Use furniture correctly</li> <li>*Keep hands and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li><u>Stay in your group</u></li> </ul>	<ul style="list-style-type: none"> <li>*Use materials and supplies correctly</li> <li>*Make smart choices</li> <li>*Help clean classroom space</li> </ul>	<ul style="list-style-type: none"> <li>*Report problems to an adult</li> <li>*Stay in designated area</li> <li>*Use supplies and tools as instructed</li> </ul>	<ul style="list-style-type: none"> <li>*Stay seated</li> <li>*Keep hands free of any objects</li> <li>*Keep hands and feet to your personal space</li> </ul>

*Leaders Acquiring Knowledge through Exploration*

## Technology “I” Statements

- ✓ I understand that technology is a privilege, not a right.
- ✓ I only use my device as assigned by my teacher.
- ✓ I am careful and safe when handling a Chromebook.

### *“Hug my Chromebook”*

- ✓ I am patient when waiting for a program. *“One Click”*
- ✓ I am respectful to Chromebooks and all technology tools and parts.
- ✓ I keep my passwords to myself.
- ✓ I always follow teacher instructions.
- ✓ I have pride in my own work.
- ✓ I will report inappropriate conduct or use to an adult.
- ✓ I will keep the volume low on the device or use headphones when  
given permission.
- ✓ I will be kind and use kind words at all times.

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## **Title I School-Level Parental Involvement Policy Lake View School**

Lake View School has developed a written Title I parental involvement policy with input from Title I parents through the School Site Council (SSC), parent surveys and English Language Advisory Committee (ELAC). The policy is distributed to parents of Title I students at the beginning of the year in the Student/Parent handbook. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

### **Involvement of Parents in the Title I Program**

**To involve parents in the Title I program at Lake View School, the following practices have been established:**

**CE 2.2 (a) The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.**

The annual Title I Parent Meeting is typically held in the Spring in conjunction with another parent event, but the scheduling may change based on parent need.

**CE 2.2 (b) The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.** PTO meetings are held on Wednesday evenings at 6:00 or 6:30, and SSC and ELAC meetings are held on Thursday mornings at 8:00 a.m. All times are determined by parent need and requests, and revisited yearly.

**CE 2.2 (c) The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.**

All parents are informed of school expectations, district and school adopted curriculum information, academic assessments and proficiency levels, in addition to updates regarding their child's progress through their attendance at Back to School night, parent conferences (formally in October and informally as often as needed) and during Open House. Teachers and school administration offer more frequent updates through the use of phone/email messages, classroom apps (Bloomz or Class Dojo), or flyers sent home where information about upcoming events, curriculum and assessment changes (Common Core and Smarter Balanced Assessments), parent education opportunities and community events will be shared in English, Spanish and Vietnamese.

**CE 2.2 (d) The school provides parents of Title I students with timely information about Title I programs.**

The Title I Parent Meeting is held annually. At the Title I Parent Meeting, parents are informed of ongoing parent participation opportunities, curriculum changes and updates, afterschool intervention opportunities, and Title I programs and activities offered at Lake View School. Title I programs, activities and school-parent compact are reviewed by staff, parents and school stakeholders (ELAC, SSC and PTO) yearly, and again as data and new funding becomes available.

**CE 2.2 (e) The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.**

All parents are informed of school expectations, district and school adopted curriculum information, academic assessments and proficiency levels, in addition to updates regarding their child's progress through their attendance at Back to School night, parent conferences (formally in October and informally as often as needed) and during Open House. Teachers and school administration offer more frequent updates the use of phone/email messages, classroom apps (Bloomz or Class Dojo), or flyers sent home, where information about upcoming events, curriculum and assessment changes (Common Core and Smarter Balanced Assessments), parent education opportunities and community events will be shared in English, Spanish and Vietnamese.

**CE 2.2 (f) If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.**

The teacher will communicate with parents and expect parents to share concerns and successes with them, so that a partnership exists between the school and the home. The Title I Parent Involvement Survey is collected in the spring to assist the school in gathering parent input related to the education of their children. Parents are welcomed to come prepared to discuss their child's academic progress during parent/teacher/student conferences. We encourage parents to give input, suggestions and help plan the students' road to academic success.

### **School-Parent Compact**

Lake View School distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

**CE 2.3 (a) The school's responsibility to provide high-quality curriculum and instruction:**

- Provide an academic program that is rigorous and challenging for all students reflecting Ocean View School District's commitment to the California State Standards.
- Provide a variety of quality learning experiences.
- Strive to address the individual needs of each child.
- Communicate with parents regarding student progress and achievement.
- Utilize communication tools as ongoing communication with families (communication folders, Class Dojo, phone calls, emails, Aeries Communication).
- Provide a safe, positive and healthy learning environment for students.
- Model respect for school rules, programs and the entire school community.
- Provide information regarding students' progress on educational programs and standards.

**CE 2.3 (b) The ways parents will be responsible for supporting their children's learning:**

- Attending Back to School Night, Student-Parent-Teacher conferences, Open House and other school events.
- Providing time and a quiet place for my child to complete all homework.
- Monitoring and reviewing completed homework.
- Assuring that my child has materials to help complete homework assignments.
- Assuring that my child gets proper rest and nutrition for best school performance.
- Assuring that my child attends school regularly and on time.
- Assuring that clothing is appropriate and adheres to the dress policy of Lake View and OVSD.
- Modeling respect for school personnel, programs and rules.
- Utilize communication tools as ongoing communication with staff (communication folders, Class Dojo, phone calls, emails, Aeries Communication).
- Accessing the Portal regularly to check my student's attendance, maintain and update contacts and other important information in Aeries Portal.
- Monitor child's progress on educational programs and standards.
- Consider contributing and/or donating to the school materials, time, and supplies that the school may need.

**CE 2.3 (c) The ways the students will be responsible for supporting their learning:**

- Come to school each day on time.
- Behave respectfully to adults and each other.
- Follow school rules.
- Respect school and personal property.
- Come to school prepared to learn.
- Complete assigned homework on time and neatly.
- Ask teachers, peers, and parents for help when struggling.
- Dress appropriately.
- Inform my parents of any communication that may be in my folder/backpack.
- Be aware of progress on educational programs and standards.

**CE 2.3 (c) Importance of Communication:**

Lake View School is committed to working with parents and students to ensure that all students reach their full potential academically and socially. We welcome and encourage parental support and interaction (in person, by phone, email, surveys, etc.) as we work together to ensure that each child achieves his/her highest potential.

All parents are informed of school expectations, district and school adopted curriculum information, academic assessments and proficiency levels, in addition to updates regarding their child's progress through their attendance at Back to School night, parent conferences (formally in October and informally as often as needed) and during Open House. Teachers and school administration offer more frequent updates through the use of phone/email messages, classroom apps (Bloomz or Class Dojo), or flyers sent home, where information about upcoming events, curriculum and assessment changes (Common Core and Smarter Balanced Assessments), parent education opportunities and community events will be shared in English, Spanish and Vietnamese.

**Learning Together:** We invite families to join us for learning opportunities and family events such as STEAM Family Nights, Back to School Night, Open House, and our Title I Parent Meeting. We encourage our families to volunteer in

classrooms and other areas of our campus. Opportunities for parents and community members to serve in leadership capacities are offered through:

**Parent Volunteer Opportunities:** Volunteer in the classroom, help with projects at home, or work in other areas at our school.

**Attend a variety of parent workshops:**

- Nutrition Classes
- Family Nights
- District-wide offerings
- Other events as announced

**Parent Involvement:** Plan, attend and/or participate in our Back to School Night, Open House, Title I Parent Meeting, ELAC, School Site Council, and/or PTO meetings

**Leadership and Guidance:** Serve on the PTO Board, English Learner Advisory Committee (ELAC), and School Site Council (SSC).

**Parent/Teacher/Student Progress Monitoring:** Come prepared to discuss your child's academic progress during parent/teacher/student conferences. Give input, suggestions and help plan your child's road to academic success.

**Enrichment:** Assist your child in completing homework and encourage them to participate in clubs, service projects, and writing/art/science/other competitions announced throughout the school year. Enroll your child in the offered after school opportunities provided by the school.

**Building Capacity for Involvement**

Lake View School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

**CE 2.4 (a) The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.**

All parents are informed of school expectations, district and school adopted curriculum information, academic assessments and proficiency levels, in addition to updates regarding their child's progress through their attendance at Back to School night, parent conferences (formally in October and informally as often as needed) and during Open House. Teachers and school administration offer more frequent updates through the use of phone/email messages, classroom apps (Class Dojo), or flyers sent home where information about upcoming events, curriculum and assessment changes (Common Core and Smarter Balanced Assessments), parent education opportunities and community events will be shared in English, Spanish and Vietnamese.

**CE 2.4 (b) The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.**

- Academic Content and Curriculum related events  
(learn about ways to help your child at home and at school through online access and homework help)
- Internet Safety and Anti-Bullying Presentations

**CE 2.4 (c) With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.**

The teacher will communicate with parents and expect parents to share concerns and successes with them, so that a partnership exists between the school and the home. Yearly staff development will take place to educate staff on the value of parent contributions and how to work with parents as equal partners.

**CE 2.4 (d) The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.**

1. **Attend a variety of parent workshops:**
  - Academic Content and Curriculum related events  
(learn about ways to help your child at home and at school through online access and homework help)
  - Frequent communication between parents and teachers
  - Internet Safety and Anti-Bullying Presentations

**2. Parent Involvement:**

Plan, attend and/or participate in our Back to School Night, Open House, Title I Parent Meeting, ELAC, School Site Council, STEAM Family Nights and/or PTO meetings

**3. Leadership and Guidance:**

Serve on the PTO Board, English Learner Advisory Committee (ELAC), and School Site Council (SSC).

**CE 2.4 (e) The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.**

All parents are informed of school expectations, district and school adopted curriculum information, academic assessments and proficiency levels, in addition to updates regarding their child's progress through their attendance at Back to School night, parent conferences (formally in October and informally as often as needed) and during Open House. Teachers and school administration offer more frequent updates through weekly bulletins and monthly newsletters where information about upcoming events, curriculum and assessment changes (Common Core and Smarter Balanced Assessments), parent education opportunities and community events will be shared in English and Spanish.

**CE 2.4 (f) The school provides other reasonable support for parental involvement activities requested by Title I parents.**

Through surveys and feedback from parents at ELAC and SSC meetings, support and workshops are provided to parents, as requested. ELAC, PTO, SSC and other events provide ongoing communication and timely updates.

**CE 2.5 Accessibility**

**Lake View School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.**

All Title I parents including parents with limited English proficiency, parents with disabilities, and parents of migratory students shall be afforded the opportunity to participate in their child's education. As a need is identified, whether a limited English proficiency or a disability, assistance shall be provided. All information and communication will be sent in an easy-to-understand format and, to the extent practicable, in a language parents can understand.

*The Parent Involvement Policy is updated annually with input from staff and parents via surveys, ELAC, and SSC. Revisions are made based on the changing needs of the students, parents and school.*