

Ocean View School District

# HOPE VIEW ELEMENTARY SCHOOL HANDBOOK



2023-2024

**HOPE VIEW SCHOOL**  
A California Distinguished School

**Hope View Mission Statement** – *"Hope for the Future, Make a Difference Today"*

**Hope View Vision Statement** – **The Direction That Drives Us**

Our vision, as a Hope View community, is to inspire a passion for learning.

"Hope for the Future, Make a Difference Today."

This theme is interwoven throughout the year in our daily activities. Hope View staff supports the belief that children are a precious asset and the key to our community's welfare. Our commitment is to provide an effective and targeted instructional program for all our students, one that enhances academic learning and social-emotional growth in a personal positive school environment. With this goal, we have developed a focus for students here at Hope View.

# OCEAN VIEW SCHOOL DISTRICT

17200 Pinehurst Lane  
Huntington Beach, California 92647  
Phone: (714) 847-2551

## **BOARD OF TRUSTEES**

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Mrs. Gina Clayton-Tarvin, Vice President  
Mr. Jack Souders, Clerk  
Mr. Norm Westwell, Trustee  
Mrs. Morgan Westmoreland, Trustee

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Superintendent

Keith Farrow  
Assistant Superintendent, Administrative Services

Reagan Headrick  
Assistant Superintendent, Human Resources

Dr. Julianne Hoeffler  
Assistant Superintendent, Educational Services

## **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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## ATTENDANCE

**Hope View School begins at 8:15am and students may not arrive prior to 8:00am.**

**\*\*See Appendix A for the entire school schedule\*\***

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.

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.

### Types of Absences

**Excused:** Illness, medical or dental, optometry 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.

### 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 may also lead to implementation of Attendance Interventions.

### Truancy

The 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 more than three days in one school year. If student attendance does not improve, an official referral may be made to the Student Attendance Review Board.

### Verification of Absence

When students are absent, their parents should call the absence line at (714) 596-7084 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

**Requests for homework should be made before 10:00am for pick-up in the front office after 3:00pm.**

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. These notes are stored at the school for five years in case of a state audit.

### **Attendance Intervention**

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. Hope View 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 Health Office. If it is necessary to send the student home, the school health tech/nurse/office staff will contact the parents or other adult listed as an emergency contact.

### **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 the 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 students are expecting to miss a minimum of three consecutive days and a maximum of 14 days of school should contact the front office 2 weeks in advance. The student will receive an Independent Study Contract so that the student's academic program is not interrupted. Upon successful completion of the work as assigned in the Independent Study, the absences will be recorded as "excused". If the work

assigned is not completed or not completed satisfactorily, the student's absences will be recorded as "unexcused".

### **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.

## **PICK UP, DROP OFF AND TRANSPORTATION**

### **Arrival at School**

Students are welcome on campus at 8:00a.m. Students should not arrive at school prior to 8:00a.m. 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 and remain there until the bell rings. Students are not to wait at the front of the school, lunch tables or park. The first bell will ring at 8:13 a.m., at which time the students will line up. Classes begin at 8:15a.m.

### **Student Drop Off and Pick Up**

If you drive your child to school, be very careful when you drop them off or pick them up. *It is dangerous and against the law to have a child cross the street in the middle of the block.* For upper grade classes that do not have designated student pick up areas, parents should make arrangements for where parents will pick up students after especially on days of inclement weather. Please use the following safety practices while driving or walking around school.

No student is permitted to leave the school at any time during school hours without permission from the office. When picking up your child during the school day, parent/guardian must come to the office to check out your child. Please bring proper ID as students will not be released to anyone other than those adults listed on the emergency card with appropriate ID.

- Pick up students at the teacher/school designated area daily.
- Pick up children on the school side of the street **ONLY**.
- **DO NOT park in the bus zone area.**
- Do Not Park in loading areas only (these areas are designated by {cones, colored curbs etc})
- **DO NOT** double park.
- **DO NOT** make U-turns. It is a dangerous practice on streets bordering the school.
- Pull as far forward as possible when driving into the parking lot so that as many cars as possible may enter the parking lot.
- Do Not Park in reserved parking spaces.
- When dropping off have your student ready to exit your vehicle with all belongings easily accessible.
- Only drop off students in the drop off lane.



- Be aware of persons crossing in crosswalks and do not park or stop in a crosswalk.

### **After School**

Students are to leave the campus immediately following dismissal unless participating in a school-approved function. Primary students are not allowed to wait for their siblings. No student may play in the park without first going home or on school grounds until the end of the school day for all students. Students are considered to be under the jurisdiction of the school from the time they leave their home in the morning until they return home that afternoon.

### **Bike Permits**

Riding bicycles, ebikes, skateboards and scooters to school is permitted for 4<sup>th</sup> and 5<sup>th</sup> graders. Kindergarten through third grade students may ride a bicycle, ebike, skateboard, or scooter to school when accompanied by a parent/guardian. All bicycles, ebikes, skateboards and scooters should be individually locked, bicycle permits must be signed by the 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.

### **Bus Transportation**

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students. (5 CCR 14103). To help ensure student safety, Ocean View School District expects students to always exhibit appropriate and orderly conduct when using school transportation. Students may be denied the privilege of riding the bus due to disorderly conduct or defiant behavior.

## **ACADEMICS**

### **Homework**

The goal of homework is to develop student self-discipline, responsibility, and lifelong learning habits. Homework is intended to be a purposeful, meaningful extension of classroom instruction leading to increased student achievement. Homework should not exceed approximately 10 minutes per grade level per day and is expected to be completed independently by the student. Staff also encourage 20 minutes a day of recreational reading. The staff recommends that each child have a consistent daily study time at home. A quiet, well-lit place should be set aside to work on his/her assignments.

### **Make-Up Work**

Students are given the opportunity to make up all missed assignments and tests that can be reasonably provided because of an excused absence. 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. Students shall receive full earned credit for work satisfactorily completed within a reasonable period of time after returning from an excused absence. As a general policy, a student is allowed one day to complete make-up work for each day absent. It is the

responsibility of the student to ask for make-up work.

### **Textbooks and Library**

All students have access to books from the school library. Students may be assisted with choosing books appropriate for their reading level, interest, or course of study. If a checked-out library book becomes overdue or damaged, the student may lose the privilege of checking out another book until the late/missing/damaged book is returned or paid for. Additionally, parents should be aware that they are responsible for textbooks given to their child and will be required to pay for lost or damaged textbooks.

### **Physical Education**

Physical Education is an important part of each student's education and required under the California State Education Code. Education Code Section 51222 requires the adopted course of study shall include instruction, with an emphasis upon the physical activities for the pupils that may be conducive to health and vigor of body and mind, for a total period of time of not less than 200 minutes each 10 school days, exclusive of recesses and the lunch period."

### **Classroom Interruptions**

To minimize interruptions of instructional time, classroom interruptions will be kept to a minimum. 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 and will be taken to classrooms during natural breaks in instruction. Parents needing to leave messages for their children may do so by contacting the school office staff who will transfer your call to the teacher's voice mail.

### **Parent Conferences**

Parent Conference Weeks are held in the Fall. Our goal is to meet with the parents of ALL students. Spring conferences will be scheduled for students who are not meeting grade level academic or behavioral standards, or not attending school regularly. Students are on a minimum day schedule during Conference Weeks. Specific dates are listed on the school calendar.

### **Report Cards**

Report Cards are issued three times a year at the end of each grading period in grades Kindergarten through Fifth. Transitional Kindergarten (TK) provides a Communication Card that reports developmental progress in social-emotional and academic areas. Progress Reports for 4<sup>th</sup> and 5<sup>th</sup> grade students will be sent home midway through each trimester to inform parents of students who are not progressing toward meeting grade level standards.

## **SCHOOL MEALS AND NUTRITION**

### **School Meals**

Both breakfast and lunch are available daily to all students in the food and nutrition services area. School meals meet State and Federal meal requirements and nutrition guidelines. All meals are provided to every student at no cost regardless of meal application eligibility. Families may fill out a meal application that may qualify them for other services or provide funding for programs at your student(s) school. 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 ten business days for the application to be processed. The Food and Nutrition Services website [OVSD Food & Nutrition Services](#) also provides interactive menus that contain meal nutrition and allergen information, as well as fitness activities and tips for healthy choices at home for your student.

### **Parents Eating School Meals with Children**

Due to safety concerns, parents are not allowed to eat school meals with the children on the lunch benches. If it is necessary to take students off campus for lunch, parents may sign their child out in the school office. Students must be returned promptly at the end of the 40-minute lunch period and signed back in at the office.

### **Meal Deliveries**

Food delivered to students by delivery services is not allowed due to student safety concerns and school disruption.

### **Birthday Recognition**

We do realize that some parents would like to have their child's birthday recognized. (This is not mandatory) Listed below are some suggestions as alternatives to edible treats.

- A book donated in your child's name to be read to the class, with the child's name inscribed on the inside cover.
- 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.

### **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.

## **SAFETY AND EMERGENCY PROCEDURES**

### **Disaster Preparedness**

Hope View School regularly conducts emergency drills. In the event of an actual disaster or emergency, students will be released directly to parents/guardians or other contacts listed on their emergency card with adult identification. It is important for parents to keep their emergency contact information up to date in Aeries.

### **Animals on Campus**

*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 Hope View School. This is not a safe practice for our children. Please refrain from bringing your pets with you when dropping off or picking up students.

## **STUDENT HEALTH**

### **Illness and Injuries**

The School Health Technician or office staff will assist students with basic first aid needs at school. Students feeling ill should report to the supervising staff who will refer the student to the health office before contacting parents. Parents will be notified by school personnel when 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.

### **Health Guidelines**

Please keep your child home from school if he/she exhibits any of the following symptoms: Recommended by Orange County Department of Education (OCDE) Health and Wellness Division and 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.

### **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.

### **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.

### **Lice Policy**

Ocean View School District Board Policy 5141.33 states that a child with a case of active head lice 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 class. If you have treated your child for head lice, please bring him/her to the health office where they will be re-examined before returning to class. When there are two or more live cases detected in the same classroom, it is board policy that all students in that class be examined. 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.

### **Insurance**

OVSD does not provide student health and accident insurance; therefore, information about low-cost private insurance is available to each student at the beginning of the school year.

## **PARENT VOLUNTEERS, VISITORS AND PARENT ORGANIZATIONS**

### **Volunteers**

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

Clearance Requirements for Volunteers:

Both volunteer tiers require tuberculosis risk assessment/examination clearance (Education Code 49406).

#### **Tier 1 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.
- 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 (LiveScan) from the District Office. Volunteers will complete a Volunteer Application form online through RAPTOR (attach Tuberculosis Clearance document to online application) and review 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**

- 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 2 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. Volunteers will complete a Volunteer Application form online through RAPTOR (attach Tuberculosis Clearance document to online application) and review 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.

### **Visitation Policy**

The Hope View School has a closed campus policy. Visitors must check in at the office in accordance with Ocean View School District Board Policy. 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 and check in at the school office upon arrival.
2. Parent-teacher conferences during instructional periods are not permitted.
3. The frequency of visits shall not exceed two per trimester nor shall they extend beyond one thirty (30) minute instructional period.
4. Activities of visitors shall be limited to observation, except when arranged with and approved in advance by the teacher.
5. When requested by a teacher, the visitor shall be accompanied by the site administrator.

### **Parent Teacher Organization (PTO)**

Hope View School has a very active PTO group. The PTO provides support to the school through the planning and implementing of projects and fund-raising activities. The members also provide valuable input to the staff about issues of school-wide concern. 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. All parents are welcome to attend regularly scheduled meetings.

## **HOME-SCHOOL COMMUNICATIONS**

### **Parent Communication with School Staff**

Communication between home and school is essential in improving student learning and achievement. School administration, teachers, and staff communicate with parents in a variety of ways. These may include individual parent conferences, AERIES communication, email, telephone calls, letters, notes in this Student Planner, progress reports, report cards, etc. There are times during the year when home-to-school conversations are needed to clarify issues that may arise. In order to facilitate constructive conversations, we suggest the following:

1. **Contact Teacher:** Every attempt to get questions answered and concerns resolved should be made with the classroom teacher. This may be done by email, phone conversation or in a scheduled teacher/parent conference.
2. **Contact Principal:** If a parent's concerns have not been met or further information is needed, contact the principal by email or phone.

A strong school/home partnership is vital to the success of all our students. The above process should help both parents and school to address each concern promptly, efficiently and with due process.

### **ParentSquare Messaging (email/text/home)**

Aeries Communications, using ParentSquare as its platform, 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 and the ParentSquare App, 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.

### **Website**

The Hope View School website, [www.ovsd.org/hope](http://www.ovsd.org/hope) is updated on an ongoing basis. It contains useful information and school events and news. The Ocean View School District website, [www.ovsd.org](http://www.ovsd.org), also contains useful information.

### **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.

### **Office Telephone**

Students are not permitted to use the phone in the office, except in an emergency. The following does NOT constitute an emergency: missing books/ assignments, lunches, clothes, equipment, homework, permission slips, or visiting friends. All pick-up arrangements need to be made BEFORE school.

## **STUDENT EXPECTATIONS and PROGRESSIVE DISCIPLINE**

### **Behavior Expectations**

Behavior and school climate is a priority at Hope View School. The Hope 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.

Hope View School implements a Positive Behavioral Interventions and Supports (PBIS) framework for assisting with adopting and implementing behavioral expectations and interventions to maximize positive academic and behavioral outcomes for all students. PBIS emphasizes school wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

**\*\*See PBIS Matrix in Appendix A\*\***

### **Progressive Discipline**

Progressive Discipline is a cumulative process extending over the entire school year. Measures will be clearly communicated to the student and the parents. The typical progression of intervention is:



1. Warning
2. Teacher/student conference/parent contact
3. Teacher consequence/parent contact
4. Referral to the school office/parent contact

School rules are intended to guide students into becoming responsible and productive members of the school and society. Behaviors may be addressed through one or more of these interventions:

- Verbal warning
- Conference with student
- Restorative Practices
- Phone call and/or conference with parent
- Notice sent home to be signed by parent
- Loss of privileges
- Student Behavior Contract
- Daily Tracking Form
- Parent attending classes with student
- Referral to Student Study Team
- Suspension
- Administrative transfer to another school or Expulsion from the OVSD.

### **Bullying/Harassment**

Bullying is not acceptable in the Ocean View School District. No individual or group shall, through physical, written, verbal, or other means, harass, bully, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel on the actual or perceived basis of ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all District students and applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district. Students are encouraged to notify school staff through verbal, written or anonymous means when they are being bullied or suspect that another student is being victimized. Any complaint of bullying will be investigated and students who violate the District's policies on harassment of bullying may be subject to discipline including behavioral interventions, suspension or expulsion.

**Cyberbullying** includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a phone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

### **Appropriate Attire/Dress Code**

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.

1. Clothing, jewelry, and personal items shall be free of writing, pictures or any other insignia which is vulgar, lewd, obscene, profane or sexually suggestive, or which promotes the use of drugs, alcohol or tobacco or other illegal activity, or which is deemed inappropriate. Such articles will be held in the school office and loaner clothing will be provided as necessary.
2. Shoes must be worn at all times. Backless shoes or sandals are not acceptable
3. Hats and caps may be worn outdoors only. Hoods shall not be worn at school; indoors or outdoors.
  - a. Sunglasses and sun 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.
4. 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.

### **PERSONAL ITEMS ON CAMPUS**

#### **Cell Phones/Smart Watches**

Students are permitted to have cell phones/smart watches on campus; however, they must remain off during school hours, *“Off and away for the entire day”*. 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. 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. Parents, please refrain from calling or texting your student during school hours as this is not allowed according to the phone policy. School staff are not responsible for lost or stolen phones or electronic devices.

#### **Personal Property of Students**

Students should keep all personal property at home. The school assumes no responsibility for personal property brought to school. Students may bring items for “sharing” as directed by the teacher.

#### **Lost and Found**

Any articles found on the school ground 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. Unclaimed items are donated to charity at the end of each trimester.

### **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.

## **DISTRICT CHILD CARE PROGRAM**

### **Before & After School Care - "Kids' Club"**

The Ocean View School District Elementary Child Care Program, "Kids' Club" is administered by the personnel of the Ocean View School District. Each Kids' Club Site is staffed by childcare employees based on the number of students enrolled. The before and after school care is especially designed to meet the needs of children in Transitional Kindergarten through 5<sup>th</sup> grade. Children will be enrolled in Kids' Club at their school of attendance. This is a fee-based program. In order to accommodate before and after school childcare, the program is open between 1 ½ - 2 hours before school starts (based on school site start time) and after school until 6 pm daily. The programs are CLOSED all Legal Holidays. The Expanded Learning Programs offers full day camp programs during the fall, winter, spring, and summer breaks. Camp Sites are determined by the District and families are notified prior to registration. 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.

**{Appendix A}**

**Ocean View School District  
A California Distinguished School**

**Hope View’s Daily Schedule 2023-2024**

**Start time: 8:15 A.M.**

**\*\*No student may arrive prior to 8:00 A.M. unless they are eating breakfast \*\***

Grades TK, K, 1,2,3 and SpEd TK, K,1,2,3	Dismissal – 2:05 P.M.
Grades 4, 5 and SpEd 4, 5	Dismissal – 3:05 P.M.

TK, K Recess:	(A) 9:45 – 10:00 A.M.	K1, K2
	(B) 10:00 – 10:15 A.M.	1, 3, SpEd TK/K
Grades 1 & 2, SpEd 1,2	10:00 – 10:15 A.M.	(Primary playground)
Grades 3 & SpEd 3, 4, 5	10:20 – 10:35 A.M.	(Primary playground)
Grades 4 & 5	10:15 – 10:30 A.M.	(Upper playground)

<b>Lunch Schedule:</b>		
TK/Kindergarten	11:30 – 12:10	K1, K2
Kindergarten/SpEd TK-3	11:50 – 12:30	1, 3, and SpEd TK/K, 1, 2
Grade 1	11:30 – 12:10	
Grades 2, 3 & SpEd 3/4/5	12:10 – 12:50	
Grades 4, 5	12:30 – 1:10	

<b>*Modified Wednesday Schedule and *Minimum Day Schedule during Parent Conference Week:</b>		
Grades TK – 5		
Starting Time:	8:15 A.M.	
Dismissal Time:	12:35 P.M.	
Kindergarten/TK Recess:	(A) 9:40 – 10:00 A.M.	
Kindergarten	(B) 10:05 – 10:25 A.M.	
Grade 1, 2	9:40 – 10:00 A.M.	(Primary playground)
Grades 3, SpEd	10:00 – 10:20 A.M.	(Primary playground)
Grades 4, 5	10:00 – 10:20 A.M.	(Upper playground)
<b>*Recess is extended five (5) minutes during Parent Conference Week and Wednesdays.</b>		

<b>Rainy Day Lunch Schedule:</b>		
Grades TK, K, 1 & K, 1, 2 SpEd	11:20 – 11:50	
Grades 2, 3 & 3/4/5 SpEd	12:00 – 12:30	
Grades 4, 5	12:30 – 1:00	
<b>No student may arrive <u>prior</u> to 8:00 A.M, except for those arriving for breakfast. There is No supervision until 8:00A.M.</b>		

## **P.B.I.S. Mission Statement**

*Our Hope View community provides a safe environment which nurtures high academic achievement and strong social values by promoting responsibility and respectful behaviors for all students. Every child should strive to be:*

**Safe**

**Respectful**

**Responsible**

**P.B.I.S. Behavior Matrix**

The following pages contain behavior matrices and playground game rules that were designed through a collaborative effort of the Hope View teachers and staff. These are standardized rules and expectations for every child in grades Kindergarten through Fifth.

	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
<b>ALL CLASSROOMS</b>	<ul style="list-style-type: none"> <li>• Hands and feet to yourself</li> <li>• Use material appropriately</li> <li>• Follow emergency procedures</li> <li>• Push in chairs</li> <li>• Keep chairs on floor</li> <li>• Backpacks zipped and on chair or hook</li> </ul>	<ul style="list-style-type: none"> <li>• Follow class rules and directions (see individual classroom charts)</li> <li>• Be prepared and follow classroom rules</li> <li>• Be ready to learn</li> <li>• Turn in class work/homework</li> <li>• Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest and accountable</li> <li>• Use appropriate voice level</li> <li>• Show a positive attitude</li> <li>• Use kind words</li> <li>• Listen</li> </ul>
<b>BATHROOM</b>	<ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• Report problems to an adult</li> <li>• Walking feet</li> <li>• Keep food and equipment out of bathroom</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands with soap</li> <li>• Keep bathroom clean</li> <li>• Return promptly to classroom/playground</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet</li> <li>• Honor privacy of others</li> <li>• Use a quiet voice</li> </ul>

	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
<b>WALKWAYS</b>	<ul style="list-style-type: none"> <li>• Face forward</li> <li>• Walk</li> <li>• Stay to the right hand side of hallway</li> <li>• Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain personal space</li> <li>• Voice is silent</li> <li>• Walk directly to and from destination</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and body off the walls</li> <li>• Give a silent greeting to peers/adults (smile/wave/eye contact)</li> </ul>
<b>LUNCH AREA</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands and feet to yourself</li> <li>• Sit bottom on bench facing table when eating</li> <li>• Eat your own food (allergies)</li> </ul>	<ul style="list-style-type: none"> <li>• Sign-up for lunch in classroom</li> <li>• Bring your money</li> <li>• Throw trash away</li> <li>• Wait to be dismissed</li> <li>• Eat at assigned benches</li> </ul>	<ul style="list-style-type: none"> <li>• Practice good table manners</li> <li>• Speak with respect to staff</li> <li>• Use please and thank you</li> <li>• Use appropriate voice level at benches</li> </ul>
<b>BALL ROOM</b>	<ul style="list-style-type: none"> <li>• 2 students in charge at a time (4/5)</li> <li>• Keep food out of ballroom</li> <li>• Keep doorway clear</li> <li>• Hand equipment to students</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after use</li> <li>• Bring necessary supplies (paper/pencil) for check in /out.</li> <li>• Fill balls when needed</li> <li>• Report problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words to others</li> </ul>
<b>PLAYGROUND (GRASS)</b>	<ul style="list-style-type: none"> <li>• Respect body space</li> <li>• Hands to self</li> <li>• Stay in designated area</li> </ul>	<ul style="list-style-type: none"> <li>• Return equipment when instructed</li> <li>• Follow "school rules" for games</li> <li>• Pick up trash</li> <li>• Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>• Stay within boundaries</li> <li>• Use good sportsmanship</li> <li>• Keep hands to self</li> <li>• Respect the environment</li> </ul>

	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
<b>PLAYGROUND (WOOD CHIPS)</b>	<ul style="list-style-type: none"> <li>• Wood chips stay on the ground</li> <li>• Walk around bars/equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Form lines safely away from swings</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns</li> </ul>
<b>LINING UP</b>	<ul style="list-style-type: none"> <li>• Walk to your line</li> <li>• Face forward</li> </ul>	<ul style="list-style-type: none"> <li>• Sit/stand quietly in line</li> <li>• Listen for teacher directions</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> </ul>
<b>BEFORE SCHOOL</b>	<ul style="list-style-type: none"> <li>• Wait behind white line until excused by a teacher</li> <li>• Walk to your line when bell rings at 7:45</li> <li>• 4/5 walk bikes on campus</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Enter the restroom only when needed</li> <li>• Stay seated in your line (primary)</li> <li>• Leave backpacks at assigned spot (upper)</li> <li>• Lock bikes</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the directions of the duty teacher</li> <li>• Maintain personal space</li> </ul>



	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
<b>AFTER SCHOOL</b>	<ul style="list-style-type: none"> <li>• Wait in assigned area</li> <li>• Cross only at a crosswalk</li> <li>• Only enter car in pick up lane</li> <li>• Look both ways when crossing the street</li> <li>• Walk bikes</li> </ul>	<ul style="list-style-type: none"> <li>• Know how you are getting home before arriving at school</li> <li>• Leave school grounds promptly</li> <li>• Proceed to bus lines promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the directions of the duty teacher</li> <li>• Keep your backpack on your back</li> </ul>
<b>BUS/FIELD TRIPS</b>	<ul style="list-style-type: none"> <li>• Face forward</li> <li>• Stay in your seat and out of aisle</li> <li>• Use quiet voices</li> <li>• Keep hands and feet to yourself and inside of bus</li> <li>• Cross streets at crosswalks</li> <li>• Keep food items in backpack</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions given by adults</li> <li>• Stay with your group</li> <li>• Pick-up litter and throw away</li> <li>• Keep body and belongings to self</li> <li>• Stay in line to wait for bus</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the adult in charge</li> <li>• Wait quietly in the bus line</li> <li>• Use quiet voices and appropriate language</li> </ul>

	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
<b>Multipurpose ROOM</b>	<ul style="list-style-type: none"> <li>• Face forward</li> <li>• Sit crisscross</li> <li>• Keep hands and feet to self</li> <li>• Stay clear of chair racks, room divider, and doorways</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions given by adults</li> <li>• Enter and exit quietly</li> <li>• Look to teacher for directions</li> <li>• Stay seated until asked to stand</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the adult in charge</li> <li>• Show appreciation at the end of assembly/event by clapping</li> </ul>
<b>RECESS</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Abide by rules for all games</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions given by adults</li> <li>• 3 point touch when bell rings</li> <li>• Hold and Walk equipment to room or ball room</li> <li>• Use bathroom when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the adult in charge</li> <li>• Use kind words to all peers and adults</li> </ul>
<b>Office/Nurse</b>	<ul style="list-style-type: none"> <li>• Walk to and from office</li> <li>• Keep hands to self</li> <li>• Keep doorways clear</li> <li>• Sit/Stand as appropriate when waiting</li> </ul>	<ul style="list-style-type: none"> <li>• Put attendance folder in basket</li> <li>• Need hall pass or permission to be there</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn patiently</li> <li>• Use inside voice</li> <li>• Enter and exit quietly</li> <li>• Use positive greetings</li> </ul>

	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
<b>LIBRARY</b>	<ul style="list-style-type: none"> <li>• Use walking feet</li> <li>• Push in chairs</li> <li>• Line up quietly</li> <li>• Shelve books properly</li> <li>• Keep hands and feet to self</li> <li>• Sit appropriately and be aware of personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Return books on time</li> <li>• Treat books kindly</li> <li>• Keep books in plastic bag</li> <li>• Use a bookmark</li> <li>• Use computers as directed</li> <li>• Throw away trash</li> </ul>	<ul style="list-style-type: none"> <li>• Keep eyes on speaker</li> <li>• Keep chair on the floor</li> <li>• Use active listening</li> <li>• Wait patiently</li> <li>• Use inside voice</li> </ul>

**Playground Expectations to Promote School Safety**  
**Before and After School**

- Playground opens at **8:00 AM**. Students **are not** allowed on the campus until 8:00 AM. The playground is supervised by a staff member from **8:00-8:15 AM**.
- The first bell rings at **8:13 AM**. ***At this time all students should be lined up and ready to enter the building by 8:15 AM sharp.*** Students not entering the school with their class must go to the office for a tardy slip. ***All tardy students must enter the school building through the main entrance.***
- ***Parents may not accompany their student/s to the interior classrooms for drop off or pick up.*** Please wait patiently outside of the school. During extreme inclement weather, parents may wait in the school foyer only.
- Students must leave the campus immediately after school is dismissed, either by district bus, walking home, going to Kid’s Club, or being picked up by a parent or designee. **Students who are dismissed at 2:05 PM MAY NOT wait for older brothers or sisters who are dismissed at 3:05 PM.**
- The Hope View Child Care Program has priority use of the playground and campus after school until 6:00 PM. **Our campus is considered “closed” until that time. Use of the playground and/or equipment is prohibited.**

**Restrooms**

- Students should use the restroom, wash their hands, and walk out of the restroom.
- Restrooms are not a place to play or talk to your friends.

## **Lunch Bench Areas**

- During lunch and recess, all food must be eaten on the lunch benches, not on the playground. (P.B.I.S. rewards are an exception.)
- All students must report to the lunch area at the beginning of lunch time. Noon Duty Supervisors will dismiss students. Students cannot go directly to the playground from their classrooms.
- Food must never be thrown or tossed.

## **General Rules**

- Students are to inform a teacher or Noon Duty Supervisor when an object is on the building roof or goes over the fence. Students are not allowed to climb on the fences or baseball backstop at any time.
- Hall passes should be used when going through the building.
- Students may not throw rocks, dirt, sand, dirt clods, or any object considered potentially harmful anywhere on campus.
- No equipment from home will be used on the playground unless approved by the teacher.
- All students are allowed to play in games.
- Gum is not allowed on campus at any time.

## **Authorized Play Areas**

- During lunch and recess, students are not allowed in the building unless directly supervised by a teacher or other authorized adult or unless they have a hall pass.
- Students must notify teacher or Noon Duty Supervisor before leaving the playground to go to the office for any reason.
- No student is to be in the bike rack area during school hours.
- Students are never allowed to leave campus unless they are picked up by their parents or designee in the office or when they have a "Lunch Permit".

## **Hope View Character Education Program:**

Our character education program consists of a variety of lessons and positive reinforcements.

### **Monthly Character Traits:**

September:	Respect
October:	Responsibility
November:	Self Discipline
December:	Acceptance/Tolerance
January:	Cooperation
February:	Generosity
March:	Compassion
April:	Honesty
May/June:	Perseverance

**Character Lessons:** Teachers teach weekly/monthly character lessons in their classrooms based on the current character traits.

**Character Awards:** At monthly grade level awards assemblies, students are awarded character awards for exhibiting the monthly character trait.

**MAD Tickets** (Make A Difference): These are the colored bookmarks. All staff at school will have these to pass out. These are given out to students exhibiting positive choices. Teachers give out in classrooms as well.

**MAD Rewards:** Students will earn prizes and awards for saving certain number of MAD tickets. MAD ticket redemption center is now open on Mondays in the morning or at lunch.

**Monday Morning Message:** Staff and/or students read an inspirational message every Monday morning. The message relates to our current character trait. Students are recognized by announcing the birthdays for the week.

**Wednesday Morning Flag Assembly:** Every Wednesday our school-wide assembly is held. We have a school-wide pledge of allegiance and discuss any upcoming events as well as review our monthly character trait. Once a month, (usually the last Wednesday of the month) is a Patriotic assembly where students sign a patriotic school wide.

### **Hope View Helpful Hawks (Conflict Managers)**

Hope View 4th and/or 5th grade students will work as conflict managers on the primary playground. Students' problem-solving techniques can be very helpful in avoiding potential problems. Hope View students are encouraged to solve disagreements in an orderly and responsible manner. When there is a problem, the following steps are suggested:

- Share or take turns
- Say, "I'm Sorry"
- Walk away
- Talk about it or listen
- Ignore the problem
- Do something else
- Ask for help from a Conflict Manager or adult on duty
- Use good judgment