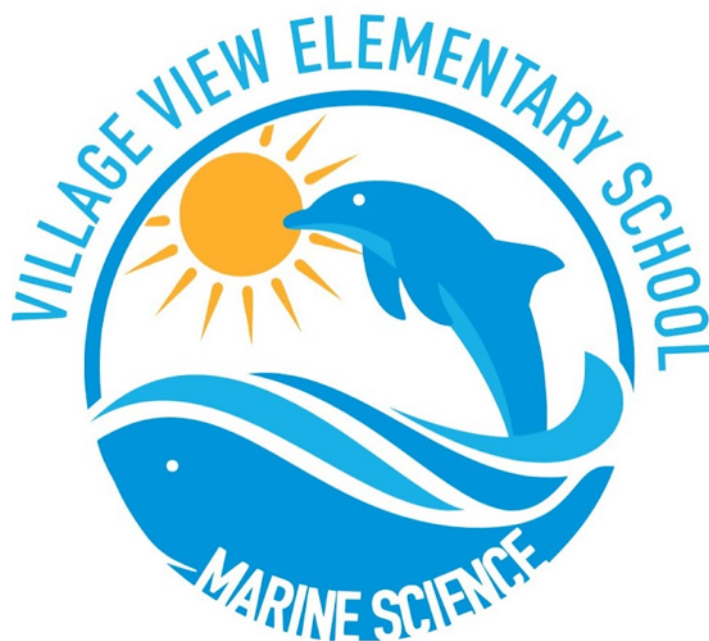


Ocean View School District

VILLAGE VIEW ELEMENTARY SCHOOL



SCHOOL HANDBOOK

2023-2024

OCEAN VIEW SCHOOL DISTRICT

17200 Pinehurst Lane

Huntington Beach, California 92647

Phone: (714) 847-2551

BOARD OF TRUSTEES

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Assistant Superintendent, Educational Services

Tami Benane
Principal, Village View Elementary School

**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.

VILLAGE VIEW SCHOOL
{A California Distinguished School}

Mission Statement:

Our goal is to foster the love and passion for learning. We believe in preparing students with the knowledge and skills needed to be college and career ready, while providing an equitable, comprehensive education for all.

Village Vision:

We believe in cultivating a community that is kind, safe, and responsible.

Village View is committed to educational excellence today for a changing tomorrow.

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I. DAILY SCHEDULES

Ocean View School District

Village View Daily Schedule

Starting time: 8:45 AM

*Students may arrive at 8:15 AM

Daily Schedule

(M, T, Th, F)

School Starts

All Students 8:45 AM

Recess

TK-5th 10:30-10:45

Lunch

Full Day K/Transitional 11:50-12:30

1st grade 12:00-12:40

2nd-3rd grade 12:20-1:00

4th-5th grade 12:30 -1:10

Dismissal

TK/K – 3rd grade 2:35 PM

4th-5th grade 3:35 PM

Modified Day

(Wednesday)

School Starts

All Students 8:45 AM

Recess

3, -5th grade 10:40-11:00

TK/K-2nd grade 10:30-10:50

Lunch

No lunch period on modified
day schedule

Dismissal

TK/K-5th grade 1:05 PM

II. REGISTRATION

General

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

- a. Polio, DPT, TDaP, mumps, measles, rubella, MMR and varicella Hepatitis B 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 driver's license.

Kindergarten

- a. Age - a kindergarten child must be five years of age on or before September 1 of year of entrance. If the child's fifth birthday falls between September 2 and December 2, the student will be automatically placed in 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 31st 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 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

Learning styles

Teaching styles of teachers'

Potential peer conflicts

Numbers of boys and girls

Racial/ethnic balance

Parent input

Academic strengths and weaknesses

Language ability

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 period will be held during the first three full weeks in February each year. The Intradistrict forms are available through the parent portal or directions are available at the District website, www.ovsd.org. Transportation to and from school is the responsibility of the parent.

*****Attention 5th Grade Parents:** If your student is on an Intradistrict transfer for elementary school you **must** submit another Intradistrict Transfer for middle school if you would like your child to go to a middle school that is **not** their school of residence.

*****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.

An Intradistrict Transfer may be revoked and the student returned to the school of residence based on:

- Behavior
- Absenteeism, Frequent Tardiness, Early Drop-offs or Late Pick-ups
- Poor Academic Performance

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.

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 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.

Types of Absences

Excused: Illness, medical or 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, and suspensions.

Verification of Absence

When students are absent, their parents should call the absence line at 714 846-2801 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 10:00 am for pick-up in the front office after 3:20 pm.

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.

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 Health Office. If it is necessary to send the student home, the school health tech/nurse/office manager 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 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 three days, there is a way for your child to continue his/her studies, receive attendance credit, and to continue school funding for your child for a cumulative amount of 14 days for the school year. 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. A written request for independent study must be signed by a parent.
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.

Completed agreements must be turned in to the office upon your return to class. The teacher and principal sign off the completed study. 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”.

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. **They are not allowed to use the phone for forgotten items, such as homework, books, etc. or for social reasons.** Telephones in the classroom are for teachers to use in communicating with parents. Students may only receive permission to use the classroom phone in an emergency.

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., 8:00-1:50/8:00-2:50) 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. **Village View School is not responsible for lost or stolen phones.** 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.

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 parent will fill out and sign the Student Release Log in the office.
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 arrive on school grounds at 8:15 a.m. for free breakfast. Parents are requested to see that children do not arrive at school prior to 8:15 a.m.** This is for your child’s safety. No playground supervision is provided prior to **8:30**. When students arrive at school, they are to go directly to the lunch benches if they arrive between 8:15 & 8:30. Students may line up for their teacher no earlier than 8:30. Students are not to wait at the front of the school, lunch tables or park. The first bell will ring at **8:35** a.m. at which time the students will line up. Classes begin at **8:45 am**.

Bike Permits

Riding bicycles to school is permitted for 4th and 5th graders only. Kindergarten through third grade student may ride a bicycle to school with a parent or guardian. All bicycles should be individually locked, 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 must walk their bikes inside the gate to and from the bike racks.

Transportation

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.***

Double parking is illegal. It would be wise to make arrangements concerning where your child should meet you after school, especially on days of inclement weather. Please use the following “Safe Curb Parking Practices” when dropping off or picking up your child:

Traffic Safety

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

Every morning from 8:15 a.m., and 15 minutes after all dismissal times, the following guidelines will be in place:

Front Lot Drop Off Zone

When using the drop off/pick up lane:

- Enter through the valet queue line
- Once in the queue, pull all the way forward and stay in your vehicle
- Have your child ready to exit the vehicle by sliding to the right side of the car with

backpacks etc. easily accessible. (On laps, not in trunk)

- Have your child enter and exit on the curb side only.
- Students exit and enter vehicles in the yellow zone only! Near the tree by the front office
- Please keep the area in front of handicapped spaces clear and accessible to handicapped vehicles. Do not drop off or pick up your children in this area.
- If you would like to park your car and leave it unattended, please park in a designated parking space or on the Sisson Street and walk.
- No Cell Phone use while driving in the parking lot.
- Please be kind, patient and courteous to the teachers, staff and volunteers. Our goal is to create a safe environment.

Back Parking Lot

- Do not block crosswalks and always stop at the crosswalk 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.

Many of our students are dropped off at school. The greatest amount of traffic congestion occurs within a very short period of time between 8:15 a.m. and 8:25 a.m. If you arrive at school right before 8:15 a.m., you will find much less congestion.

Bus Transportation

To help ensure student safety Ocean View School District expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus. Students may be denied the privilege of riding the bus due to continued disorderly conduct or defiance behavior.

Students must present an approved school bus pass upon loading the bus from school. These are issued by the school upon completion and approval of a district bus application. Students desiring to leave the bus at other than their regular destination must have prior written approval from parent and a temporary bus pass from the office. No pupil may ride other than his/her assigned bus without first presenting a written note from a parent to the school office, who will issue a temporary bus pass upon approval. There is a \$10.00 replacement fee for lost bus passes. A referral is issued for a violation of bus. Referrals may result in disciplinary action including detention or suspension as determined by the principal, assistant principal and Director of Transportation. Students must bring the referral back to the school office signed by his/her parent before the student may resume riding the bus. 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)

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.

It is difficult to determine if a child has been safely picked up or has taken the bus if students remain playing on school grounds. It is also disruptive to the fourth and fifth grade classes that are in session until 3:35 p.m. Because we have a child care facility that operates until 6:00 p.m., Village View School is considered a closed campus until that time.

Parent Interaction with Students

We are fortunate that parents can walk their children onto campus in the morning and pick them up at the end of the day. 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.

Classroom Interruptions

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

To minimize interruptions of instructional time, the staff has developed the following procedures necessary for communication while protecting student instructional time.

- Parents needing to leave messages for their children may do so by contacting the School Office Clerk/Manager who will transfer your call to the teacher's voice mail.
- Please make child care arrangements before your child comes to school.
- **Any article to be delivered to children should be left in the office or on our Special Deliveries Bookshelf in the main hall, NOT taken to classrooms, i.e. money, lunches, books, etc.**
- All parents and visitors are to check in at the office before going to a classroom or portable.
- If it is necessary during the school day to pick up a child from school, the parent must go to the school office, and the child will be called up to the office.

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 Village 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.

VI. LUNCH PROCEDURES

Routines

All children in grades K 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 at **10:00** am. 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 (paid, free, and reduced priced) 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 or at 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. We also have an online service where you may pay and view your www.family.titank12.com or 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

DISASTER PREPAREDNESS

Village View School regularly conducts fire and evacuation drills. In the event of an actual disaster such as fire, earthquake, etc., teachers and school administration will make student safety their top priority. We will evacuate the buildings when safe and hold the students in an open area until we can verify the presence of all students. Students may then be released directly to parents/guardians listed on their emergency card or disaster preparedness form. ID will be required.

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. 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. Day care provider's name and phone number on card (when applicable)
- d. Physician's name and phone number
- e. Change in custody agreements

VIII. HEALTH AND INSURANCE

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.

Immunizations

Immunizations needed for students can be found on our district website, 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.

Required Immunizations

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: 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.

OVSD Lice Policy

Ocean View School District Board Policy 5141.33 states that a child with a case of ~~live~~ 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 ~~2~~ 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.

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 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.”

Expanded Learning Programs - “Kids’ Club”

The Ocean View School District Elementary Expanded Learning Program, “Child Care” is administered by the personnel of the Ocean View School District. Each Kids’ Club Site is staffed by a child care program Facilitator and Attendants based on the number of students enrolled. The

before and after school is especially designed to meet the needs of children in (TK & EK where offered) Kindergarten through 5th 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 child care, the program is open 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.

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, 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.

Village 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.)

Village 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. 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. 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 Transitional Kindergarten through Fifth. Progress Reports for 4th and 5th 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. 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.

Website

The Village View PTO website, www.villageviewpto.org is updated on an ongoing basis. It contains useful information regarding upcoming events as well as the Village View School website available through the Ocean View School District website www.ovsd.org

Peachjar & Parent Square

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.

Aeries Communications Messaging (Email/Text/Phone)

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.

Spirit Days

Every Friday is SPIRIT DAY at Village View. Wear red, white and blue or a Village View Shirt.

Every Wednesday is College Shirt Day at Village View. Every Monday is Marine Science Spirit Day. Students and staff are encouraged to wear a shirt representing a favorite college to instill future aspirations.

XII. SCHOOL POLICIES, PROCEDURES & RULES

Homework Policy

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 encourages 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.

Parent's Role

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

- Monitoring the time the learner spends on assignments.
- Providing a well-lighted, quiet place for study.
- Providing needed supplies.
- Assisting the learner with specific areas of difficulty.
- The extent of the assistance needed will be determined by the learner's maturity and readiness for the task. The parent should give limited assistance since the assignment is the learner's responsibility.
- Parents of fourth and fifth grade students are required to check binder reminders and it may be necessary to sign it at various times.
- Monitor student reading each night.

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 the 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.

Lost and Found

Any articles found on the school ground should be turned into 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**.

Lost and Found is located in front of the school Office. To ensure recovery of lost items, we urge parents to put their child’s name on articles worn by or brought to school, such as jackets, sweaters, lunch pails, book bags, etc. Unclaimed items are donated to charity at the end of each trimester.

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 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. 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. **(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 cake, cupcakes, candy, 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.

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. Smart Watches are a big distraction in the classroom and need to be kept at home or in a student's backpack. Students are not to wear a Smart Watch during classroom academic time periods.
3. Shoes must be worn at all times. Backless shoes or sandals are not acceptable
4. Hats and beanies 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.
5. 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.

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 trashcans.
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, will be disciplined, including detention or suspension, and the parent or guardian shall be liable for all damage caused by the pupil. (California Education Code)

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.

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.
6. When requested by a teacher, the visitor shall be accompanied by the site administrator.

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.

Discipline Policy

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

Progressive Discipline

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

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

School rules are intended to guide students into becoming responsible and productive members of the school and society. Violations of behavior standards are handled through one or more of these interventions:

- Verbal warning
- Conference with student
- Phone call and/or conference with parent
- Notice sent home to be signed by parent
- Loss of privileges
- "In house" suspension
- Student Behavior Contract
- Daily Tracking Form
- Parent attending classes with student
- Referral to Student Study Team
- Formal suspension from school
- 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.

“Bullying” includes any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- placing a reasonable pupil in fear of harm to that pupil's or those pupils' person or property
 - causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health
 - causing a reasonable pupil to experience substantial interference with his or her academic performance
 - causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from their services, activities, or privileges provided by a school
- “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 telephone, 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.

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.

School Rules/Regulations/Discipline

The success of our students requires the combined responsibilities of our staff, parents and students.

Student Responsibilities:

- To respect the rights and property of others.
- To accept the consequences for their judgment and/or actions.
- To learn to follow all regulations and policies of the school and community.
- To develop their abilities and interests to the fullest potential.
- **A good guide is to treat others as you want to be treated.**

Staff Responsibilities:

- To accept each child as a unique individual and to respect their rights and property.
- To establish and maintain open communication between pupil, parents, and staff to meet each pupil's needs.
- To establish and maintain rich and varied educational experiences.
- To provide an environment that will create a safe atmosphere conducive to enthusiastic learning.
- To provide a maximum number of opportunities for the student to make judgments, assume responsibilities and to develop self-discipline.
- To provide supervision to ensure the safety of all students.

Parent Responsibilities:

- To recognize that the home needs to assume the **PRIMARY** responsibility for the child's development.
- To maintain communication with the school and become actively involved in supporting school expectations and problem solving.
- To expand the children's awareness of their environment by participating with them in many varied experiences.
- To assume responsibility for their children's appropriate appearance.
- To reinforce the rules of the school.
- To provide daily monitoring of student assignments and responsibilities.
- To model respect for school personnel, programs and rules.

Village View School Behavior Expectations

We have developed the following school-wide policies and rules through the implementation of our *Positive Behavioral Intervention and Support Program (P.B.I.S.)*. We feel this is in the best interest of our children, and we encourage parents to partner with us to support our goal to set and maintain high standards of conduct and develop self-discipline within each child.

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 Village View teachers and staff. These are standardized behavior expectations for every child in grades Kindergarten through Fifth.

Village View School-Wide Teaching Matrix

	School-Wide	Playground	Lunch Area	Bathrooms	Dolphin Pride
Be Kind	<p>*Use manners (greeting, please, thank you)</p> <p>* Use quiet voice</p>	<p>*Use manners</p> <p>*Take turns</p> <p>*share</p> <p>follow the rules</p> <p>invite others to play</p>	<p>* Keep hands and bodies to yourself</p> <p>*use manners</p>	<p>*Use manners</p> <p>Allow for privacy</p> <p>*wait your turn</p>	<p>Saying, Please, hello, good-bye, thank you," being kind is what we do!</p>

<p>Be Safe</p>	<p>*Walk</p> <p>Go straight to your destination</p> <p>*Stay on school rounds at all times</p>	<p>*Walk</p> <p>*Freeze at the bell</p> <p>Listen and obey all adults</p> <p>*Be where you can be seen</p> <p>Keep hands and feet to yourself.</p>	<p>*Walk</p> <p>Listen and obey all adults</p> <p>Keep your feet under the table</p>	<p>*Walk</p> <p>*Use restroom for intended purpose (Go, Flush, Wash, Leave)</p>	<p>Be safe no matter where you go, when you're walking to and fro.</p> <p>Walk, walk, walk all through the day, be safe, listen and obey!</p>
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Village View Awards

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

Weekly

1. Attendance - one primary and upper grade, unless there is a tie.
2. FIN – FIN winners are announced by the office every Monday.

Monthly

1. 100% Attendance goal for each class
2. Distinguished Dolphin- Students who are: kind, safe and responsible

Trimester

1. “on a roll” – Students who is making academic improvements and progress
2. “Academic Achievement” Students making exceptional progress

*** End of the Year 100% Attendance Awards**