

Ocean View School District

**HARBOUR VIEW ELEMENTARY  
SCHOOL  
HANDBOOK  
2025-2026**



*A California Distinguished School*

AT HARBOUR VIEW SCHOOL, WE BELIEVE IN MEETING THE NEEDS OF ALL CHILDREN THROUGH AN ASSESSMENT-BASED, STANDARDS-DRIVEN APPROACH TO INSTRUCTION THAT ALSO FOCUSES ON CREATING A SCHOOL ENVIRONMENT THAT PROMOTES RESPECT, RESPONSIBILITY, AND SAFETY.

# OCEAN VIEW SCHOOL DISTRICT

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## **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

Harbour View School begins at 8:45 and students may not arrive prior to 8:30am.

**\*\*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, including an absence for the benefit of the pupil's mental or behavioral health, 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, or time spent with an active duty immediate family member, attendance at a naturalization ceremony, cultural ceremony, or political event. Once a student has been excused from school for 10 or more school days, a doctor's note may be required to excuse additional absences.

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

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.

## **Verification of Absence**

When students are absent, their parent/guardian should call the absence line at **714-596-7083** 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 10am for pick-up in the front office after 1:30 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.

## **Attendance Intervention**

Consistent School attendance is linked to strong achievement in school and is required by Education Code 48200. Students who miss school more than 10% of school days within a school year (18 days) are considered *Chronically Absent* and are less likely to meet grade level learning objectives. Education Codes 48260-48263 require schools to notify parents/guardians when their student has accumulated 5 and 10 excused/illness absence days. Once a student has been excused from school for 10 or more school days, a doctor's note may be required to excuse additional absences.

EC 48262 defines absences which are not excused as "truant." Students with 3 and 5 unexcused absence days will be notified of attendance concerns and encouraged to improve attendance. The Principal may request parent/guardians attend School Attendance Review Team (SART) meetings and sign an attendance improvement contract. Students with a continued or habitual pattern of poor attendance will be referred to the School Attendance Review Board (SARB) where representatives will create a contract to assist the student/family in improving attendance as an alternative to referrals to the Juvenile Justice System.

## **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, the student may 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". Independent Study is limited to a maximum of 15 school days and subject to administrator approval. Students whose attendance demonstrates chronic absenteeism (10% or more) may not be approved for Independent Study.

### **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 unenrolling. 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 8:30 (or 8:15 ONLY for students eating school-provided breakfast). Students should not arrive at school prior to 8:30 a.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 **8:40** a.m.. at which time the students will line up. Side gates close at 8:40 and anyone arriving after that time needs to enter through the front office. Classes begin at **8:45 a.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 the school hours without permission from the office. When picking up your child during the school day, the 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 in a pre-arranged area away from congestion (for example, most 3rd, 4th and 5th grade families pick-up off Heil or Algonquin)
- Pick up children on the school side of the street **ONLY**.
- **DO NOT park in the bus zone area nor in the front parking lot for drop-off.**
- Do Not park in loading areas only. The street directly in front of the school on Pickwick on the school-side of the street is a drop-off/pick-up only area - parents should not park and leave their vehicle.
- **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
- **ONLY** cross the street at crosswalks (note that a stop sign is not a crosswalk and parents and students should use the safe routes to school recommendations on our website and the district website).

### **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 or to parents that afternoon.

### **Bicycles, e-Bikes, Skateboards and Scooters**

Riding bicycles, e-bikes, skateboards and scooters to school is permitted for 4<sup>th</sup> and 5<sup>th</sup> graders. Bicycle permits must be signed by a parent and principal and on file in the office. 4th and 5th grade students who wish to ride an e-Bike must complete the online e-bike safety training and have the HBPD authorized safety sticker on their e-bike. Kindergarten through third grade students may ride a bicycle, e-bike, skateboard, or scooter to school **ONLY** when accompanied by a parent/guardian.

All bicycles, e-bikes, skateboards and scooters should be individually locked and safety rules must be observed. State law requires all students to 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. Repeated unsafe riding practices (riding double, weaving in/out of traffic, crossing traffic outside of a crosswalk, riding on the wrong side of the road, NOT WEARING A HELMET) will result in bicycle confiscation by the principal. Parents will be asked to pick up bikes and students may lose their riding privileges for the remainder of the trimester.

### **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 exhibit appropriate and orderly conduct at all times 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 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.

### **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 each school day for all students and are served in the Food and Nutrition Services area. All school meals meet State and Federal nutrition standards, providing balanced and healthy options to support student growth and learning. Because of Ocean View School District’s participation in the Community Eligibility Provision—and in compliance with the California State Meals Mandate—all meals are provided to students at **no cost**, regardless of income or eligibility status. As a result, meal applications are not required or accepted. The [OVSD Food & Nutrition Services website](#) offers interactive menus with detailed nutrition and allergen information. It also features helpful tools such as fitness activities and tips for encouraging healthy choices at home.

### **Parents/Guardians 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.

### **Deliveries to Students**

It is the responsibility of each student to remember to bring to school their personal property, lunches, assignments, projects, etc. Please realize special deliveries to individual students interrupt classes and stop instruction. In order to minimize classroom disruptions, deliveries will not be taken to students during class time. The school office will attempt to notify the student during nutrition and lunch breaks for personal items delivered to school. Due to the OVSD Local School Wellness Policy and student allergies, student sharing of food that is not school or District provided is prohibited.

### **Meal Deliveries**

Food delivered to students by delivery services are 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**

### **Student Safety and Behavior Incident Report**

Students and Parents/Guardians are encouraged to report concerns about student safety to the school administrator. All students have access to a reporting link on the student chromebooks and each school website has a link to the Student Safety and Behavior Incident report under families tab.

### **Disaster Preparedness**

Harbour View Elementary 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 Harbour View Elementary 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. Dogs are not permitted on school property at any time per city ordinance.

## **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 mucus 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 shall be allowed to stay in school until the end of the school day, that upon the student's return to school the school nurse or designee shall check the student for active head lice, and that the student will be allowed to remain in school if no active head lice are detected. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment.

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

We 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**

Harbour View Elementary School 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 Harbour View Elementary School School has a closed campus policy. Visitors must check in at the office in accordance with Ocean View School District Board Policy. No electronic listening or recording device may be used by any person without the teacher's and principal's permission. (Education Code 51512).

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 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 Association (PTA)**

Harbour View Elementary School has a very active PTA group. The PTA 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/hone)**

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 Harbour View Elementary School website, <https://harbour.ovsd.org/> 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, copying costs, and distribution time from class. 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 Harbour View Elementary School. The Harbour View Elementary 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.

Harbour View Elementary 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. 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.
3. Clothes shall be sufficient to cover undergarments at all times. Spaghetti straps or strapless shirts and dresses are not allowed. All clothing must cover the back and midriff during all school activities (think raising your hand in class and bending to pick up items). See through fabric is not allowed. Shorts and pants must fit securely at the waist. Shorts must have at least a three-inch inseam and skirts and dresses must be mid-thigh in length. Pajama wear is not allowed at school. Students will be notified when dress code policies will not be enforced for Spirit Days.

### **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 from gate to gate*" **which means student cell phones/smart watches/wireless earbuds must be put away and not used once a student enters campus and kept away and not in use until they leave campus.** 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 grounds 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. 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.

# Harbour View Daily Schedule 2025-2026

-  **School Start Time:** 8:45 am
-  **Earliest Arrival:** 8:15 am (Breakfast ONLY), 8:30 am (Class Lines)
-  **Tardy After:** 8:45 am (Gates close at 8:40 am, Office entrance only 8:40-8:45 am)

 **Breakfast:** 8:15 am – 8:35 am (served daily)

\*Second Chance Breakfast served at Recess M/T/TH/F, Lunch option served at recess on Wednesdays.

## Monday, Tuesday, Thursday, Friday

Grade Level	School Hours	Recess Time	Lunch Time
TK	8:45 – 2:35	See schedule (A–D)*	11:40 – 12:20
Kindergarten	8:45 – 2:35	See Schedule (A–D)*	12:10 – 12:50
1st Grade	8:45 – 2:35	10:30 – 10:45	12:10 – 12:50
2nd Grade	8:45 – 2:35	10:30 – 10:45	12:40 – 1:20
3rd Grade	8:45 – 2:35	10:30 – 10:45	12:40 – 1:20
4th Grade	8:45 – 3:35	10:50 – 11:05	1:05 – 1:45
5th Grade	8:45 – 3:35	10:50 – 11:05	1:05 – 1:45

## Wednesday Schedule

Grade Level	School Hours	Recess Time (No Lunch on W)
TK	8:45 – 1:05	See Schedule (A–D)*
Kindergarten	8:45 – 1:05	See Schedule (A–D)*
1st Grade	8:45 – 1:05	10:30 – 10:50
2nd Grade	8:45 – 1:05	10:30 – 10:50
3rd Grade	8:45 – 1:05	10:30 – 10:50
4th Grade	8:45 – 1:05	10:50 – 11:10
5th Grade	8:45 – 1:05	10:50 – 11:10

## Recess Groups for TK & Kindergarten Teachers

Group	Teachers	Recess Time
A	(TK)	9:45 – 10:15
B	(TK & K DLI)	10:00 – 10:30
C	(K DLI & K/1 SDC)	10:15 – 10:45
D	(K)	10:30 – 11:00

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# SCHOOL-WIDE

## RULES & EXPECTATIONS

I CAN BE...	<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>SAFE</b>
<b>CLASS</b>	<p>CHOOSE MY WORDS CAREFULLY USE SELF-CONTROL SHOW KINDNESS</p>	<p>BE PREPARED WITH SCHOOLWORK BE ON TASK BE A GOOD LISTENER GIVE YOUR BEST EFFORT</p>	<p>HANDS AND FEET TO YOURSELF CALM BODY ALWAYS WALKING</p>
<b>LIBRARY</b>	<p>QUIET VOICES SAYING PLEASE AND THANK YOU LISTENING TO THE LIBRARIAN</p>	<p>TURN IN YOUR BOOKS ON TIME KEEP BOOKS IN GOOD CONDITION BE CALM IN THE LINE</p>	<p>HANDS AND FEET TO YOURSELF CALM BODY ALWAYS WALKING</p>
<b>HALLS</b>	<p>LISTEN TO ALL ADULTS SMILE AND GREET OTHERS KINDLY RESPECT CLASSES WHO ARE WORKING</p>	<p>REPORT SPILLS OR MESSES RIGHT AWAY GO WHERE DIRECTED AND NOWHERE ELSE QUIET VOICES</p>	<p>PLAY EQUIPMENT REMAINS IN HANDS (NOT BOUNCING OR ON THE GROUND) ALWAYS WALKING REMAIN IN CLASS LINE</p>
<b>PLAYGROUND</b>	<p>USE KIND AND SCHOOL APPROPRIATE WORDS WHILE PLAYING ALLOW PEOPLE TO JOIN BE A GOOD SPORT</p>	<p>USE RESTROOM AND DRINKING FOUNTAIN TAKE CARE OF AND RETURN EQUIPMENT REPORT PROBLEMS QUICKLY</p>	<p>FOLLOW PLAYGROUND RULES NO PLAY FIGHTING STAY AWAY FROM FENCES</p>
<b>BATHROOMS</b>	<p>GIVE PEOPLE PRIVACY STAY IN YOUR OWN STALL ONLY LOCK STALL YOU ARE USING ONLY ONE PERSON PER STALL</p>	<p>THROW TRASH IN TRASHCAN REPORT MESSES FLUSH HANDS AND BODY KEPT TO YOURSELF</p>	<p>ALWAYS WALKING KEEP WATER IN SINK AND TOLIET WASH YOUR HANDS INSIDE VOICES</p>
<b>ASSEMBLIES</b>	<p>LISTENING TO THE SPEAKER FOLLOW DIRECTIONS RAISE HAND TO SPEAK</p>	<p>EYES WATCHING EARS LISTENING MOUTHS QUIET HANDS AND FEET STILL</p>	<p>ALWAYS WALKING STAY WITH YOUR CLASS</p>
<b>LUNCH AREA</b>	<p>USE MANNERS, CLEAN UP AFTER YOURSELF QUIET TALKING VOICES HANDS TO YOURSELF AND YOUR OWN FOOD</p>	<p>EAT YOUR OWN FOOD DON'T WASTE FOOD PUT TRASH IN TRASHCANS</p>	<p>STAY SEATED ASK TO LEAVE NO RUNNING</p>
<b>TECHNOLOGY</b>	<p>BE GENTLE WITH KEYBOARD KEEP HANDS ON YOUR OWN DEVICE NO EATING OR DRINKING NEAR CHROMEBOOKS</p>	<p>ONLY USE AS INSTRUCTED PHONES/IWATCHES "OFF AND AWAY FROM GATE TO GATE" KEEP IT CHARGED</p>	<p>DO NOT GIVE OTHERS YOUR LOGIN INFO KEEP IT SAFE IN THE CASE</p>



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