Ocean View School District

Lake View Elementary School Handbook

2026-2027

"Leaders Acquiring Knowledge through Exploration!"

LAKE VIEW ELEMENTARY SCHOOL

A STEAM Focused School

Mission Statement

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

Vision Statement

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

Value Statements

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

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

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

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

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

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

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

OCEAN VIEW SCHOOL DISTRICT

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

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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

Lake View School begins at 8:20 am and students may not arrive prior to 7:50 am.

****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 holiday~~s~~, 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 absence. Have the following information available:

- Date of absence
- First and last name of student

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

To request homework, you can call the main office and you will be put through to your student's teacher's voicemail. The homework will be ready for pick-up after 3:30 p.m.

All students returning from an absence which has not been verified by phone must bring a note on the first day back from an absence. Dates of absence, reason for absence(s) and parent signature need to be included on the note. 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 7:50 am. Students should not arrive at school prior to 7:50 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 area and remain there until the bell rings. Students are not to wait at the front of the school, or park. The first bell will ring at 8:17 a.m. at which time the students will line up. Classes begin at 8:20 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 (give examples of congested areas and alternatives).
- Pick up children on the school side of the street **ONLY**.
- **DO NOT park in the bus zone area.**
- Do Not park in loading areas only (these areas are designated by {cones, colored curbs etc}
- **DO NOT** double park.
- **DO NOT** make U-turns. It is a dangerous practice on streets bordering the school.
- Pull as far forward as possible when driving into the parking lot so that as many cars as possible may enter the parking lot.
- Do Not park in reserved parking spaces
- When dropping off have your student ready to exit your vehicle with all belongings easily accessible.
- Only drop off students in the drop off lane
- Be aware of persons crossing in crosswalks and do not park or stop in a crosswalk

After School

Bicycles, e-Bikes, Skateboards and Scooters

Riding bicycles, e-bikes, skateboards and scooters to school is permitted for 4th and 5th 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 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 4th and 5th 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

Meal Deliveries

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

School Meals

Both breakfast and lunch are available daily to all students in the food and nutrition services area. School meals meet State and Federal meal requirements and nutrition guidelines. All meals are provided to every student at no cost regardless of meal application eligibility. Families may fill out a meal application that may qualify them for other services or provide funding for programs at your student(s) school. Applications for free or reduced priced lunches are available on our school website at www.ovsd.org or at www.family.titank12.com. Please allow up to ten business days for the application to be processed. The Food and Nutrition Services website OVSD Food & Nutrition Services also provides interactive menus that contain meal nutrition and allergen information, as well as fitness activities and tips for healthy choices at home for your student.

Parents/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 stops 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.

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 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.

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

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

Animals on Campus

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

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

STUDENT HEALTH

Illness and Injuries

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

Health Guidelines

Please keep your child home from school if he/she exhibits any of the following symptoms: Recommended by Orange County Department of Education (OCDE) Health and Wellness Division and Communicable Disease Chart, American Academy of Pediatrics, CA Chapter 4)

- Fever – Any child with a temperature of 100 degrees or more should be kept at home. They must remain at home until they are fever free for 24 hours **without** medication.
- Colds – A child with a hacking cough or a persistent, runny nose and yellow-green mucous discharge should remain at home.
- Rashes – A child with a rash should remain at home, unless there is a note from your physician which states the cause of the rash and that the rash is non-contagious.
- Vomiting – A child who vomits needs to be kept at home and may return when he/she has not vomited for 24 hours.
- Diarrhea – A child with diarrhea needs to be kept at home and may return when he/she has been diarrhea free for 24 hours.

Medication

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

Immunizations

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

Lake View School and Ocean View School District recognize that volunteer assistance in schools enriches the educational program of students. Procedures are in place to protect the safety of students, adults, and volunteers.
Clearance Requirements for Volunteers:
Both volunteer tiers require tuberculosis risk assessment/examination clearance (Education Code 49406).

Tier 1 Volunteers

- Include the following: 1) All volunteers who are performing volunteer service on the school campus (before, during and after school in classroom and non-classroom environments) more than five hours a week; 2) All chaperones on field trips; 3) All individuals attending or chaperoning overnight school-sponsored trips; and 4) Volunteer coaches, assistant coaches, and co-curricular assistants.
- Volunteers are required to be fingerprinted and have a criminal record clearance. (Education Code 49024). Any conviction shall be reviewed by the Assistant Superintendent of Human Resources and approval to volunteer will be determined prior to the volunteer providing service. In addition, Tier I volunteers shall be informed that the site is conducting a Megan Law's clearance check through the RAPTOR system. Volunteers will complete an online application form through the RAPTOR system on the District website and then obtain the fingerprint form (LiveScan) from the District Office. Volunteers will complete a Volunteer Application form online through RAPTOR (attach Tuberculosis Clearance document to online application) and review the Volunteer Handbook. Tier I volunteers are to sign in at the front office through the RAPTOR kiosk and display, on their person, the site issued identification.

Tier II Volunteers

- Include the following: 1) All volunteers who are performing volunteer service on the school campus (before, during and after school in classroom and non-classroom environments) five or less hours per week; 2) Volunteers serving parent participation hours outlined by state preschool requirements.
- Tier 2 volunteers shall be informed that the site is conducting a Megan Law's clearance check through the RAPTOR system. Volunteers will complete an online application form through the RAPTOR system on the District website. Volunteers will complete a Volunteer Application form online through RAPTOR (attach Tuberculosis Clearance document to online application) and review the Volunteer Handbook. Tier II volunteers are to sign in at the front office through the RAPTOR kiosk and display, on their person, the site issued identification.

Visitation Policy

Lake View 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 Organization PTO

Lake View School has a very active PTO group. The PTO provides support to the school through the planning and implementing of projects and fund-raising activities. The members also provide valuable input to the staff about issues of school-wide concern. Membership is open to all parents and staff. An elected board, with the help of the general membership, organizes and conducts the activities of the group. All parents are welcome to attend regularly scheduled meetings.

HOME-SCHOOL COMMUNICATIONS

Parent Communication with School Staff

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

1. **Contact Teacher:** Every attempt to get questions answered and concerns resolved should be made with the classroom teacher. This may be done by email, phone conversation or in a scheduled teacher/parent conference.

2. **Contact Principal:** If a parent's concerns have not been met or further information is needed, contact the principal by email or phone.

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

ParentSquare Messaging (email/text/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 Lake View School website, www.ovsd.org/lakeview is updated on an ongoing basis. It contains useful information and school events and news. The Ocean View School District website, www.ovsd.org, also contains useful information.

Peachjar

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

Office Telephone

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

STUDENT EXPECTATIONS and PROGRESSIVE DISCIPLINE

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.

Behavior Expectations

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

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

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

Progressive Discipline

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

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

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

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

Bullying/Harassment

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

interventions, suspension or expulsion.

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. Fake fingernails that interfere with a student's ability to type, write, or participate in physical activity are not permitted and will be asked to be removed.

3. 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.

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

PERSONAL ITEMS ON CAMPUS

Cell Phones/Smart Watches

Students are permitted to have cell phones/smart watches on campus; however, they must remain off during school hours, *"Off and away for the entire day* **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.** Smart watches may be worn only when placed in airplane mode. 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.

- 1st Offense: Warning; student will pick up phone from front office after school.
- 2nd Offense: Teacher detention; teacher parent contact, student will pick up phone from front office after school.
- 3rd Offense: Teacher referral to the office, 1 hour ALC detention after school, parent will be notified, & phone will be released to parent/guardian only.

Personal Property of Students

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

Lost and Found

Any articles found on the school ground should be turned in to the "Lost and Found". In order to ensure that lost articles are returned to their owner; please put your child's name on all items. Unclaimed items are donated to charity at the end of each trimester.

Students Vending on Campus

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

LAKE VIEW 26-27 BELL SCHEDULES

Monday, Tuesday, Thursday, Friday			
Student Supervision begins at 7:50 AM			
Breakfast Begins		7:50 AM	
School Starts		8:20 AM	
Recess	TK	9:50-10:05	
	K-3	10:30-10:45	
	4-5	10:45-11:00	
Lunch	Grade	Lunch	Lunch Recess
	TK	11:25-11:45 AM	11:45-12:05 PM
	K	11:35-12:00 PM	12:00-12:15 PM
	Gr 1-3	11:40-12:05 PM	12:05-12:20 PM
	Gr 4-5	12:10-12:35 PM	12:35-12:50 PM
Dismissal	TK-Gr 3	2:10 PM	
	Gr 4-5	3:10 PM	

Wednesdays | Early Release		
Student Supervision begins at 7:50 AM		
Breakfast Begins		7:50 AM
School Starts		8:20 AM
Recess*	TK	10:00-10:30
	K	10:25-10:45
	Gr 1-3	10:00-10:20 AM
	Gr 4-5	10:25-10:45 AM
Dismissal		12:40 AM
*Lunch provided during modified day at recess		

Daily Breakfast & Lunch Served Free of Charge

Supervision is provided beginning at 8:05 AM every day.

Students are not allowed on campus before 7:50 AM.

MODIFIED DAY:

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

Lake View Elementary School

Behavior Expectations

	School-wide	Playground/ Lunch Area	Bathroom	Classroom			Learning Labs	Assembly Behaviors
				Independent	Collaborative Group	Instructional Group		
Be **Respectful**	*Give and keep personal space *Use quiet voices inside *Look only with your eyes *Listen and follow directions *Use kind words	*Take turns *Include others in your games *Use kind words *Be a good friend to all students *Follow agreed upon rules	*Wait nicely for your turn *Leave area clean and dry *Get in, get out *Allow others privacy	*Stay focused on task	**G**et Along **R**espect Others (Listen to others' ideas)	*Eye Contact *Active listening – Whole body listening *Take turns listening and answering questions	*Take care of supplies and learning tools *Use appropriate voice level *Take turns and share *Allow others to explore and learn on their own	*Show appreciation by clapping when appropriate *Keep eyes on the speaker *Actively listen *Wait your turn to speak
Be **Responsible**	*Take care of supplies *Clean your area *Use time wisely	*Use equipment properly *Return equipment *Eat what you take *Make healthy choices *Follow all rules for playing games and on equipment	*Toilet paper goes in the toilet *Remember to flush *Paper towels belong in the trash *Turn water off *Use bathrooms and drink water prior to bell	*Complete work *Keep workspace clean and organized *Ask 3, then Teacher *Be a problem solver	**O**n Task **U**se quiet voices **P**articipate (Share responsibility and follow through)	*Participate in the lesson/learning *Stay engaged *Complete task *Put effort into your learning *Show pride in your work *Be prepared	*Conserve supplies *Maintain a clean space *Use learning tools properly *Engage in the learning *Be your best *Own your learning	*Maintain a calm and quiet body *Use quiet signal
Be **Safe**	*Walk carefully on all hard surfaces *Face forward when walking *Follow the line leader *Report problems to an adult *Stay in designated areas	*Freeze when directed by bell or whistle *Walk to your classroom line *Hold any equipment in your hands while walking *Take what food you touch	*Report problems to an adult immediately *Slowly walk in and out of the facilities	*Use supplies correctly *Use furniture correctly *Keep hands and objects to yourself	**S**tay in your group	*Use materials and supplies correctly *Make smart choices *Help clean classroom space	*Report problems to an adult *Stay in designated area *Use supplies and tools as instructed	*Stay seated *Keep hands free of any objects *Keep hands and feet to your personal space

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