

Ocean View School District

# HOPE VIEW ELEMENTARY SCHOOL



SCHOOL HANDBOOK

2016-2017

# OCEAN VIEW SCHOOL DISTRICT

17200 Pinehurst Lane

Huntington Beach, California 92647

Phone: (714) 847-2551

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**OCEAN VIEW SCHOOL DISTRICT**

**HOPE VIEW SCHOOL**

A California Distinguished School

*“Hope for the Future, Make a Difference Today”*

**Mission and Goals – The Reason We Exist**

**Mission Statement for Ocean View School District and Hope View School**

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.

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

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

“Hope for the Future, Make a Difference Today.”

This theme is interwoven throughout the year in our daily activities. We look forward to an exciting year. Hope View staff supports the belief that children are a precious asset and the key to our future. Our personal commitment is to provide a successful instructional program for all our students, thus enhancing learning in a positive school environment. With this goal, we have developed a focus for students here at Hope View.

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## I. DAILY SCHEDULES

### Ocean View School District A California Distinguished School

#### Hope View's Daily Schedule

Starting time: 8:00 A.M.

**\*No student may arrive prior to 7:45 A.M**

Grades TK, Kindergarten – 3rd Dismissal – 1:50 P.M.  
Grades 4th – 5th Dismissal – 2:50 P.M.



Kindergarten Recess (A) 9:30 – 9:50 TK  
(B) 9:45-10:05 K  
(C) 10:00-10:20 K  
Grade 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> 9:45- 10:00 A.M.  
Grades 4<sup>th</sup> & 5<sup>th</sup> 10:00- 10:15 A.M.

**Lunch Schedule:**  
TK/Kindergarten 11:10 – 11:50 2TK & K  
Kindergarten 11:40 – 12:00 3 K  
Grade 1<sup>st</sup> 11:20 – 12:00  
Grades 2<sup>nd</sup> & 3<sup>rd</sup> 12:00 – 12:40  
Grades 4<sup>th</sup> & 5<sup>th</sup> 12:10 – 1:00

**\*Modified Wednesday Schedule and \*Minimum Day Schedule during Parent Conference Week:**

Grades K – 5

Starting Time: 8:00 A.M.

Dismissal Time: 12:20 P.M.

Kindergarten Recess (A) 9:30 – 9:50 TK  
(B) 9:45-10:05 K  
(C) 10:00-10:20 K

Grade 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> 9:40- 10:00 A.M.

Grades 4<sup>th</sup> & 5<sup>th</sup> 10:00- 10:20 A.M.

**\*Recess is extended five (5) minutes during Parent Conference Week and Wednesdays.**

**Rainy Day Lunch Schedule:**

Grades K & 1 11:10-11:40

Grade 2<sup>nd</sup> & 3<sup>rd</sup> 11:50-12:20

Grade 4<sup>th</sup> & 5<sup>th</sup> 12:20- 1:00

**No student may arrive prior to 7:45 A.M. No supervision until 7:45**

## **II. REGISTRATION**

### **General**

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

- a. Polio, DPT, mumps, measles, rubella and vermicelli 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 31<sup>st</sup> of their first year in public school. Assessments within 12 months prior to entry into kindergarten also meets the requirement.

### **First Grade**

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

### **Request for Student Placement**

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

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

We recognize that some parents want to provide input for their child(ren)'s placement. Any



parent having strong feelings regarding class placement may complete a “Request for Class Placement” form available online in May. Submissions of a class request does not guarantee placement in the requested class. The request will be considered in addition to other placement factors.

### **Intradistrict Transfer**

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

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

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

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

Revocation of the Intra-district transfer permit may include, but is not limited to, the following:

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

### **Interdistrict Transfer**

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

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

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

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

### III. SCHOOL AND OFFICE PROCEDURES

#### Attendance

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

#### Types of Absences

**Excused:** Illness, medical or dental appointments, bereavement, quarantine or immunization exclusion, religious holidays, (up to 4 days) and court appearances.

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

#### Verification of Absence

When students are absent, their parents should call the absence line at **714-596-7084** to report the absence. Have the following information available:

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

**Requests for homework should be made before 10:00 am for pick-up in the front office after 3:00 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 5,10, and 14 excused/illness absence days or 3, 5, and 7, unexcused absence days in one school year. Students who accumulate more than 10 absences, in a school year will have attendance interventions developed and implemented and may be referred to the School Attendance Review Board (SARB) if interventions are unsuccessful. **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 make the arrangements.

### **Tardies**

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

### **Truancy**

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

### **Medical Appointment /Checkouts**

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

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

### **Independent Study**

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

1. Notify your child's teacher at least one week in advance that you are going to be out of school and for what reason. 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.
3. Completed agreements must be turned in to the teacher upon your return to class. The teacher and principal sign off the completed study. The school does not receive any funding for partially completed agreements and your child will not receive attendance credit.

## **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 their teacher's 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)

## **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 not be on school grounds before 7:45 a.m. Parents are requested to see that children do not arrive at school prior to 7:45 a.m.** This is for your child's safety. No playground supervision is provided prior to that time. When students arrive at school, they are to go directly to the playground 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 7:55 A.M. at which time the students will line up. Classes begin at 8:00 sharp.

### **Bike Permits**

Riding bicycles to school is permitted for 4<sup>th</sup> and 5<sup>th</sup> graders only. No kindergarten through third grade student may ride a bicycle to school. Students living in an area where transportation is provided cannot ride bikes or walk to school for safety reasons. All bicycles should be

individually locked, helmets must be worn, bicycle permits must be signed by a parent and principal and on file in the office, and safety rules must be observed. Students are **not** allowed to ride on the playground or sidewalk in front of the school before school or during dismissal.

### **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:

- Pick up children in a pre-arranged area AWAY FROM CONGESTION. Armada Street is extremely impacted. Please consider parking in the main lot or along Fenley Street for a more expedient location for pick up and drop off.
- Pick up children on the school side of the street **ONLY**.
- On Armada, there is a Loading and Unloading Zone for parents who drive their children to school. It is for loading and unloading only...**No parking!** On Armada there is also a zone for buses... **DO NOT park in the bus zone area.**
- **DO NOT** double park. It increases congestion and creates additional hazards. **DO NOT** make U-turns. It is a dangerous practice on streets bordering the school.
- When dropping off or picking up in the front parking lot, enter the parking lot at the south entrance, pull as far forward as possible, stop to pick up/drop off on the right and pass slowly and carefully on the left. **NO PARKING** at the curb by the kindergarten classrooms. If you do plan to walk your kindergartner to the classroom, there is ample parking in the parking lot in front of the school.

### **Bus Transportation**

Bus transportation is provided for qualifying students. Riding a bus is a privilege, and the privilege may be suspended because of inappropriate behavior. The bus driver is in complete charge of the bus.

The District charges a fee for student bus transportation services to and from the various schools in the District. The fees collected by this program cover only a portion of the total cost of our transportation services. The basic charge per student, application, and other information is on our website, [www.ovsd.org](http://www.ovsd.org)

### **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 2:50 p.m. Because we have a child care facility that operates until 6:00 p.m., Hope View 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**

Sec. 4-1-45 Public school property; county parks and beaches.

**No person having the charge of any dog except a blind, deaf or disabled person with his guide dog, signal dog or service dog, shall permit said dog to be under any circumstances within public school property. Please do not walk your dogs along the sidewalks surrounding Hope View. This is not a safe practice for our children. Please refrain from bringing your pets with you when dropping off or picking up students.**

## **Traffic Safety**

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

**Every morning from 7:45 a.m., and 15 minutes after all dismissal times, the following guidelines will be in place:**

## **Designated Drop Off Zone**

To assure that we have a safe drop off area, we have split the front parking lot into two lanes. One lane is designated for through traffic. The other lane will be designated as a drop-off lane. **Parents who drop their children off at school are strongly encouraged to use this lane.** The following practices will help alleviate congestion in the drop off zone.

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

### ***Other safety measures:***

- Do not park or stop in designated bus zones on Armada Street.
- Do not block cross-walks and always stop at the cross-walk when children are present.
- Follow all traffic laws. **No speeding, u-turns, double parking, etc.**
- Never drop off your child in the middle of the street.
- Consider sending your child to school on the bus if available.

Many of our students are dropped off at school. The greatest amount of traffic congestion occurs within a very short period of time – between 7:55 a.m. and 8:05 a.m. If you arrive at school at 7:45 a.m., you will find much less congestion.

## **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 @ 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.

### **Lunch Money**

If a lunch is forgotten, the student may call a parent. The school does not loan money as there are not funds available for this. Parents may prepay for several lunches at the school office or online, checks and cash are accepted in any amount. This prevents the loss of lunch money by students. We also have an online service where you can pay and view your child's purchase online. For more information visit [www.mySchoolBucks.com](http://www.mySchoolBucks.com) or [www.ovsd.org](http://www.ovsd.org) for the mySchoolBucks link.

We have a helpful guide on our OVSD website that can give you the nutritional information for our school lunch menu as well as tips for healthy choices at home. Please visit the website at [www.ovsd.org](http://www.ovsd.org).

### **Free/Reduced Lunch**

Applications for free or reduced priced lunches are available on our school website at [www.ovsd.org](http://www.ovsd.org) or in the school office. Please allow up to two weeks for the application to be approved. During this time you must provide lunch or lunch money for your student.

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

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

### **Noon-Duty Supervisors**

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

## **VII. EMERGENCY PROCEDURES**

### **Emergency Information**

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

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

### **Fire**

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

- Students will vacate the building by walking quickly and quietly to a pre-determined meeting place.
- Attendance will be taken to account for all students.



- Principal will determine when, or if, the building is safe to re-enter.
- Students will not be released from school before the regular dismissal time unless checked out by parent/guardian or designee listed on the emergency card. A fire drill is conducted at least one time per month.

### **Earthquake**

If an earthquake occurs...

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

### **Lock Down**

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

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

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

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

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

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

## VIII. HEALTH AND INSURANCE

### Health Services

#### **INJURIES AND ACCIDENTS**

Limited first aid is available through the Health Office. When the credentialed school nurse is not available, the health technician, school office clerk or school office manager will assist the student and, if necessary, contact parents. Any injuries occurring in class or in other supervised locations should be reported to the teacher in charge. **Students must not call their parents directly from their mobile phones or leave campus without contacting the office, even when injured or sick.**

OVSD does not provide health and accident insurance; therefore, information about low cost insurance a family can purchase is given to each student on the first day of attendance or is part of the first day packet students receive prior to the start of each school year.

### Medication

Medication should be taken at home with parent supervision whenever possible. California Education Code Section, 49423 allows the school nurse or other designated non-medical school personnel to assist students who are required to take prescriptive and non-prescriptive medication during the school day. This service is provided to enable the student to remain in school and to maintain, or improve his/her potential for education and learning. Doctor's permission is required annually and will remain valid for the entire school year. School personnel will administer prescriptive or non-prescriptive medications to any student only if it is in the original container and with parent **and** physician written permission.

Medication forms, including medication instructions, are to be completed by the parent/guardian and the physician. The medication form is available in the school health office or on the District Website, [www.ovsd.org](http://www.ovsd.org).

#### Medication Administered at School

If a student must take medication during school hours, our office staff must administer it. Exceptions are made on an individual basis. A Doctor/Parent Authorization form is available in the office. This includes inhalers, pain medications, cold remedies, cough drops, etc. Both the parent and the doctor need to fill out and sign this form before the medication can be administered. Medicine brought to school must be in the original bottle or container with the prescription label clearly visible.

### 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 for ages 4-6 years if at least one dose was given on or after the fourth birthday; and 3 doses meet the requirement for ages 7-17 years if at least one dose was given on or after the second birthday.
- DTP – 5 doses at any age, however 4 doses meet the requirement for ages 4-6 years if at least one dose was given on or after the fourth birthday.
- Tdap – 1 booster given on or after the seventh birthday (required for grades 7-12 entrance for the 2012-2013 school year)
- MMR – 2 doses on or after their first birthday (required for kindergarten and seventh grade entrance). 1 dose on or after the 1<sup>st</sup> birthday for grades 1-6 and 8-12.
- Hep B – 3 doses (required for kindergarten and 7<sup>th</sup> grade entrance)
- Varicella – 1 dose is required for kindergarten entrance or for out of state entrance into grades 1-12. If immunized on or after the 13<sup>th</sup> birthday, 2 doses are required. Physician documented varicella disease history 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). District nurses are available to each school on a limited basis. In addition, we also have a trained health assistant on campus five days a week, (4) hours a day, to assist in treatment of ill and injured children and in maintenance of records.

- All kindergarten, second and fifth grade students will be screened for
  - ☆ Height
  - ☆ Weight
  - ☆ Vision
  - ☆ Hearing
- Second grade boys will be screened for color vision.
- Your child may also be screened for the following upon parent, teacher or principal request or if they are a new student.
  - ☆ Height
  - ☆ Weight
  - ☆ Color vision
  - ☆ Vision
  - ☆ Hearing.
- A parent or guardian may annually file a written statement with the principal and school nurse withholding consent to the health examination.

### **Health Guidelines**

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

- Fever – Any child with a temperature of 100 degrees or more should be kept at home. They must remain at home until they are fever free for 24 hours **without** medication.

- Colds – A child with a hacking cough or a persistent, runny nose and yellow-green mucous discharge should remain at home.
- Rashes – A child with a rash should remain at home, unless there is a note from your physician which states the cause of the rash and that the rash is non-contagious.
- Vomiting – A child who vomits needs to be kept at home and may return when he/she has not vomited for 24 hours.
- Diarrhea – A child with diarrhea needs to be kept at home and may return when he/she has been diarrhea free for 24 hours.
- Conjunctivitis (Pink-eye) – If your child’s eye appears to be pink to reddish **along with** mucous discharge, crusts that form on the eyelid overnight, or increased tearing and itching of the eye, he/she must be kept at home. It is advised that you see your physician for medication. Your child may return after they have been under treatment for 24 hours.

### **OVSD Lice Policy**

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

## **IX. SCHOOL SERVICES AND PROGRAMS**

### **Adaptive Physical Education**

Adaptive Physical Education provides for individuals with exceptional needs who require developmental or corrective instruction, and who are precluded from participation in the activities of the general physical education program, modified general physical education program, or in a specially designed physical education program in a special class. Services are scheduled as needed.

### **Physical Education**

Physical Education is an important part of each student’s education and required under the California State Education Code. Education Code Section 51223 requires: “Instruction in physical education in an elementary school maintaining any of grades 1 to 6 shall be for a total period of time of not less than 200 minutes each 10 school days, exclusive of recesses and the lunch period.” A physical Education teacher provides a comprehensive program for our fourth and fifth grade students. Students in Kindergarten through third grade receive instruction from their regular classroom teacher.

## **English Language Development Program**

The State-established program goal for students of limited English proficiency is to develop fluency in English in each student as effectively and efficiently as possible, promote students' positive self-concepts, promote cross-cultural understanding and provide equal opportunity for academic achievement.

## **Day Care - "Kids Club"**

The Ocean View School District school-age child care program "Kids Club" is administered by the personnel of the Ocean View School District. Each school-age child care center is staffed by a child care program facilitator and attendants are determined by the number of students enrolled. The before and after school child care program is especially designed to meet the needs of children in Kindergarten through 5<sup>th</sup> grade. Children enrolled in the school-age child care program attend regular classes at the same school that provides the child care. The program is funded by parent fees. In order to accommodate before and after school child care, the program is open from 6:00 a.m. to 8:00 a.m., and 1:50 p.m. until 6:00 p.m., Monday through Friday. Wednesday the program opens at 12:20 p.m. The child care program continues through the fall, winter, spring, and summer breaks at designated sites as determined by enrollment. Children choose from a variety of activities that are offered daily in an informal classroom setting. Indoor and outdoor experiences are provided with time for active play as well as time to relax, read, do homework and quiet activities.

## **Gifted and Talented Education Program (G.A.T.E.)**

The Gifted and Talented Education Program is a State-funded program to identify and serve students with exceptional intellectual and academic abilities. In Ocean View, the screening procedures for G.A.T.E. students are conducted in grade 2, and for all students new to the District in grades 3-5. Parents of identified G.A.T.E. students have the option of staying in a cluster program at their home school, or school or enrolling them in the District's Magnet program at Circle View Elementary School.

## **Library**

The Hope View Library is open to all students and is staffed by a Library Specialist. All students have a regularly scheduled library time each week. Kindergarten students check out one book for one week. First, second and third grade students borrow two books for one week and fourth and fifth grade students check out two books for two weeks. The date the book is due back in the library is indicated on the "date due" slip located on the first page of the book. When a book is overdue, the student loses the privilege of checking out another book until the missing book is returned or paid for. Should the book later be found, money paid for the book will be refunded. If a book is lost or damaged, the parent is responsible for the cost of its replacement. Extra library visits are scheduled on an as-needed basis to teach library skills and other subjects linked to the curriculum.

## **Music**

A District music teacher provides music instruction to students in grades 4-5 one period a week. Students in Kindergarten receive music instruction from their regular classroom teacher. A PTO funded music teacher provides music instruction in grades K-3 one period a week.

## **Psychological Services**

The School Psychologist is an educational consultant to the teachers, principal, parents and children in special education placements. Individual psychological assessments are administered as required for placement. Currently, there is a psychologist serving Hope View for three days per week.

## **Resource Specialist Program**

The Resource Specialist's primary responsibility is to assist teachers in remediating children with learning problems so they may function successfully in a regular classroom placement. Basic academic areas of remediation are in reading, math and written language. Additional responsibilities include assisting teachers with diagnosing learning needs and prescribing appropriate activities for children not in the program. Children must meet state criteria to qualify for this program. Currently, there is one resource specialist assigned to Hope View.

## **Speech and Language Development Services**

A Speech and Language Specialist provides services to identified students in grades TK-5. The program is designed to help children overcome speech difficulties and/or to assist in the total language development of the child. Currently, there is one speech/language specialist assigned to Hope View.

## **Student Study Team**

The Student Study Team meets ongoing to discuss individual students who have been referred by their teacher or parents. The team may be composed of the principal, the speech and language specialist, the resource specialist, the school psychologist, a regular classroom teacher, the teachers of the student being referred, and the parent/guardian.

## **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.

## **Reading Counts**

Reading Counts is a comprehensive reading incentive program. Students are able to select books based on their reading Lexile level and interest. Their comprehension level is measured by taking

a computer-based quiz upon completion of reading the book.

### **Best Foot Forward Reading Program**

Best Foot Forward is a comprehensive reading incentive program. Students check out specific books, read them, and are then interviewed by parent volunteers to test their comprehension. The program was devised by reading teachers and books are placed at grade level according to their vocabulary and content. Students generally read at their grade level, but at the teacher's discretion may be moved one grade level above or below in order to assure success in the program.

In order to volunteer you **must** have a current (negative)TB test or questionnaire on file with the school. Parents are encouraged to volunteer whenever possible. Parent volunteers help the classroom teacher in a variety of ways. Please contact your child's teacher. When volunteering on campus, please "sign-in" and obtain a visitor name and badge in the school office.

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

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

Hope 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 Kindergarten through Fifth. Progress

Reports for 4<sup>th</sup> and 5<sup>th</sup> grade students may be sent home midway through each trimester to inform parents of student progress.

### **Parent Conferences**

Parent Conference Weeks are held in the Fall. 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.

### **Retention/Promotion Policy/BP 5123**

Legislation (AB 1626 and AB 1636), requires school districts to retain students who are not meeting grade level standards. The purpose of retaining students is to provide additional opportunities for a student to learn grade level skills. If your child is at risk of being retained, you will be notified as early in the school year as possible.

### **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 Hope View PTO website, [www.hopeviewpto.org](http://www.hopeviewpto.org) is updated on an ongoing basis. It contains useful information regarding upcoming events as well as the Hope View website available through the Ocean View School District website [www.ovsd.org](http://www.ovsd.org)

### **NTI Messages**

Blackboard Connect is an Internet-based mass communications tool being implemented across Ocean View School District. The system enables the District and the school to personally communicate with parents/guardians to support emergency preparedness, events, involvement and student attendance. The principal can make one phone call that reaches all families and staff members within minutes.



### **Spirit Days**

Every Friday is SPIRIT DAY at Hope View. Wear red, white or blue or a Hope View Shirt. Order forms are available through our PTO. Our PTO website is [www.hopeviewpto.org](http://www.hopeviewpto.org)

### **Teacher Newsletters/Communication**

Hope View teachers communicate frequently with the parents of students in their class. Your child's teacher will share specific details at Back-to-School night.

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

### **Homework Policy**

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

#### Purpose of Homework

- To improve and reinforce basic skills
- To develop the student's study habits, organizational and time management skills
- To improve the student's confidence and motivation with academic exercises
- To develop the student's sense of responsibility to complete assigned tasks
- To prepare the student for future class activities and assignments
- To prepare the student for higher academic levels

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

### **Types of Homework**

- Reinforcement of basic skills being taught in class
- Extension of content areas being studied in class
- Individual research projects continuation and completion of work initiated in class

### **School Policy**

- Homework focuses on the learner's individual needs, interest, and capabilities.
- Frequency and duration of time of homework will be determined according to the learner's grade level, maturity, needs and capabilities. Generally, it should not exceed 60

minutes in any evening for fourth/fifth grades and not over thirty minutes for the lower grades.

- Homework serves specific educational objectives. It is neither punishment nor "busywork" to keep the learner occupied.
- Students in the fourth and fifth grades will be required to use the district issued binder reminder to record their homework assignments.
- Grades 4 and 5 may require forty-five to sixty minutes of homework time each evening with an extra fifteen minutes when a project is assigned.

### **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 teachers 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 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.**

The Lost and Found is located in the hallway near the east double doors. To insure 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.

### **Class Parties**

The Ocean View School District guidelines, based on state and federal laws, for food served on school campuses is as follows:

1. "All foods served to students, whether for parties, meals, or other activities, must be commercially prepared and packaged."
2. "Foods offered to students at parties, classroom activities, or as rewards, should be carefully considered so as to maintain the nutritional well-being of the students."
3. Food prepared at school under adult supervision is acceptable.
4. Check with the classroom teacher for food allergies and special needs.

### **HEALTHY SNACKS**

- Small containers of yogurt or Go-Gurt packs
  - Cheese cubes or sticks
    - Pretzels
    - Veggie and dip
- Bread sticks, pita chips and hummus or low-fat dip
  - Tortilla chips and bean dip
- Popcorn(check fat content for butter flavor)
  - Apple slices with dip
    - Fruit chunks
    - Dried fruit
  - Low-Fat granola bars
  - Fish crackers

Because the cost involved with purchasing commercially prepared treats, the need for constant interpretation by staff of what is nutritional for birthday parties, and our strong commitment to using instructional time for your child's educational needs, **edible treats are not appropriate for classroom birthday celebrations and will not be permitted.** This policy is aligned with the Ocean View School District guidelines.

We do realize that some parents would like to have their child's birthday recognized. **(This is not mandatory.)** Listed below are some suggestions that parents have already used:

- 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.**

## **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:**

While at school, or a school-sponsored activity, Hope View students will be clean, neat and dressed in a manner which reflects cleanliness, modesty, good taste, and decency.

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

### **For your safety:**

1. Shoes must be worn at all times. Sandals must have heel straps. Toes must be enclosed. Thongs or backless shoes or sandals, are not acceptable. Students must wear tennis shoes or other substantial shoes during physical education classes.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, gang-related, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, (front or back), and skirts or shorts shorter than mid-thigh are prohibited.
4. Hats, caps and other head coverings shall not be worn indoors. Sun protective clothing: sunglasses and hats are permitted pursuant to state law (E.C. 35183.5) for sun protection. Any hats determined by the district or school site found to be gang related or a disruption to the learning environment are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Gang attire or shirts with inappropriate logos or slogans are not permitted.
7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet or cause a disruption to the educational process. Haircuts that are inappropriate or distracting to the school environment are not permitted.

Teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

## **Responsibility for School Property**

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

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

## **Visitation Policy**

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

1. Visitors wishing to observe a specific classroom shall contact the site administrator prior to the visit to establish a time that is convenient for the teacher, administrator, and visitor.
2. Visitors are to register in the school office and teachers will be notified prior to going to a classroom.
3. Parent-teacher conferences during instructional periods are not permitted.
4. The frequency of visits shall not exceed two per trimester nor shall they extend beyond one thirty (30) minute instructional period.
5. Activities of visitors shall be limited to observation, except when arranged with and approved in advance by the teacher.

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

## **Discipline Policy**

Behavior and school climate is a priority at Hope View. The Hope View Staff believes that all students can behave in a safe and appropriate manner. We encourage students to respect themselves and others and to be accountable for their behavior. 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.

### **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.

## **Hope View School Rules**

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. Mission Statement**

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

*Safe*

*Respectful*

*Responsible*

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

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

	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
<b>ALL CLASSROOMS</b>	<ul style="list-style-type: none"> <li>• Hands and feet to yourself</li> <li>• Use material appropriately</li> <li>• Follow emergency procedures</li> <li>• Push in chairs</li> <li>• Keep chairs on floor</li> <li>• Backpacks zipped and on chair or hook</li> </ul>	<ul style="list-style-type: none"> <li>• Follow class rules and directions (see individual classroom charts)</li> <li>• Be prepared and follow classroom rules</li> <li>• Be ready to learn</li> <li>• Turn in class work/homework</li> <li>• Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest and accountable</li> <li>• Use appropriate voice level</li> <li>• Show a positive attitude</li> <li>• Use kind words</li> <li>• Listen</li> </ul>
<b>BATHROOM</b>	<ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• Report problems to an adult</li> <li>• Walking feet</li> <li>• Keep food and equipment out of bathroom</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands with soap</li> <li>• Keep bathroom clean</li> <li>• Return promptly to classroom/playground</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet</li> <li>• Honor privacy of others</li> <li>• Use a quiet voice</li> </ul>
<b>WALKWAYS</b>	<ul style="list-style-type: none"> <li>• Face forward</li> <li>• Walk</li> <li>• Stay to the right hand side of hallway</li> <li>• Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain personal space</li> <li>• Voice is silent</li> <li>• Walk directly to and from destination</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and body off the walls</li> <li>• Give a silent greeting to peers/adults (smile/wave/eye contact)</li> </ul>
<b>LUNCH AREA</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands and feet to yourself</li> <li>• Sit bottom on bench facing table when eating</li> <li>• Eat your own food (allergies)</li> </ul>	<ul style="list-style-type: none"> <li>• Sign-up for lunch in classroom</li> <li>• Bring your money</li> <li>• Throw trash away</li> <li>• Wait to be dismissed</li> <li>• Eat at assigned benches</li> </ul>	<ul style="list-style-type: none"> <li>• Practice good table manners</li> <li>• Speak with respect to staff</li> <li>• Use please and thank you</li> <li>• Use appropriate voice level at benches</li> </ul>



	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
<b>BALL ROOM</b>	<ul style="list-style-type: none"> <li>• 2 students in charge at a time (4/5)</li> <li>• Keep food out of ballroom</li> <li>• Keep doorway clear</li> <li>• Hand equipment to students</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after use</li> <li>• Bring necessary supplies (paper/pencil) for check in /out.</li> <li>• Fill balls when needed</li> <li>• Report problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words to others</li> </ul>
<b>PLAYGROUND (GRASS)</b>	<ul style="list-style-type: none"> <li>• Respect body space</li> <li>• Hands to self</li> <li>• Stay in designated area</li> </ul>	<ul style="list-style-type: none"> <li>• Return equipment when instructed</li> <li>• Follow "school rules" for games</li> <li>• Pick up trash</li> <li>• Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>• Stay within boundaries</li> <li>• Use good sportsmanship</li> <li>• Keep hands to self</li> <li>• Respect the environment</li> </ul>
<b>PLAYGROUND (WOOD CHIPS)</b>	<ul style="list-style-type: none"> <li>• Wood chips stay on the ground</li> <li>• Walk around bars/equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Form lines safely away from swings</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns</li> </ul>
<b>LINING UP</b>	<ul style="list-style-type: none"> <li>• Walk to your line</li> <li>• Face forward</li> </ul>	<ul style="list-style-type: none"> <li>• Sit/stand quietly in line</li> <li>• Listen for teacher directions</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> </ul>
<b>BEFORE SCHOOL</b>	<ul style="list-style-type: none"> <li>• Wait behind white line until excused by a teacher</li> <li>• Walk to your line when bell rings at 7:45</li> <li>• 4/5 walk bikes on campus</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Enter the restroom only when needed</li> <li>• Stay seated in your line (primary)</li> <li>• Leave backpacks at assigned spot (upper)</li> <li>• Lock bikes</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the directions of the duty teacher</li> <li>• Maintain personal space</li> </ul>

	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
<b>AFTER SCHOOL</b>	<ul style="list-style-type: none"> <li>• Wait in assigned area</li> <li>• Cross only at a crosswalk</li> <li>• Only enter car in pick up lane</li> <li>• Look both ways when crossing the street</li> <li>• Walk bikes</li> </ul>	<ul style="list-style-type: none"> <li>• Know how you are getting home before arriving at school</li> <li>• Leave school grounds promptly</li> <li>• Proceed to bus lines promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the directions of the duty teacher</li> <li>• Keep your backpack on your back</li> </ul>
<b>BUS/FIELD TRIPS</b>	<ul style="list-style-type: none"> <li>• Face forward</li> <li>• Stay in your seat and out of aisle</li> <li>• Use quiet voices</li> <li>• Keep hands and feet to yourself and inside of bus</li> <li>• Cross streets at crosswalks</li> <li>• Keep food items in backpack</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions given by adults</li> <li>• Stay with your group</li> <li>• Pick-up litter and throw away</li> <li>• Keep body and belongings to self</li> <li>• Stay in line to wait for bus</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the adult in charge</li> <li>• Wait quietly in the bus line</li> <li>• Use quiet voices and appropriate language</li> </ul>
<b>MP Room</b>	<ul style="list-style-type: none"> <li>• Face forward</li> <li>• Sit criss-cross</li> <li>• Keep hands and feet to self</li> <li>• Stay clear of chair racks, room divider, and doorways</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions given by adults</li> <li>• Enter and exit quietly</li> <li>• Look to teacher for directions</li> <li>• Stay seated until asked to stand</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the adult in charge</li> <li>• Show appreciation at the end of assembly/event by clapping</li> </ul>
<b>RECESS</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Abide by rules for all games</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions given by adults</li> <li>• 3 point touch when bell rings</li> <li>• Hold and Walk equipment to room or ball room</li> <li>• Use bathroom when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the adult in charge</li> <li>• Use kind words to all peers and adults</li> </ul>

	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
<b>Office/Nurse</b>	<ul style="list-style-type: none"> <li>• Walk to and from office</li> <li>• Keep hands to self</li> <li>• Keep doorways clear</li> <li>• Sit/Stand as appropriate when waiting</li> </ul>	<ul style="list-style-type: none"> <li>• Put attendance folder in basket</li> <li>• Need hall pass or permission to be there</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn patiently</li> <li>• Use inside voice</li> <li>• Enter and exit quietly</li> <li>• Use positive greetings</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Use walking feet</li> <li>• Push in chairs</li> <li>• Line up quietly</li> <li>• Shelf books properly</li> <li>• Keep hands and feet to self</li> <li>• Sit appropriately and be aware of personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Return books on time</li> <li>• Treat books kindly</li> <li>• Keep books in plastic bag</li> <li>• Use a bookmark</li> <li>• Use computers as directed</li> <li>• Throw away trash</li> </ul>	<ul style="list-style-type: none"> <li>• Keep eyes on speaker</li> <li>• Keep chair on the floor</li> <li>• Use active listening</li> <li>• Wait patiently</li> <li>• Use inside voice</li> </ul>

### **Playground Expectations to Promote School Safety**

#### **Before and After School**

- Playground opens at **7:45 AM**. Students **are not** allowed on the campus until 7:45 AM. The playground is supervised by a staff member from **7:45-8:00 AM**.
- The first bell rings at **7:55 AM**. ***At this time all students should be lined up and ready to enter the building by 8:00 AM sharp.*** Students not entering the school with their class must go to the office for a tardy slip. ***All tardy students must enter the school building through the main entrance.***
- ***Parents may not accompany their student/s to the interior classrooms for drop off or pick up.*** Please wait patiently outside of the school. During extreme inclement weather, parents may wait in the school foyer only.
- Students must leave the campus immediately after school is dismissed, either by district bus, walking home, going to Kid’s Club, or being picked up by a parent or designee. **Students who are dismissed at 1:50 PM MAY NOT wait for older brothers or sisters who are dismissed at 2:50 PM.**
- The Hope View Child Care Program has priority use of the playground and campus after school until 6:00 PM. **Our campus is considered “closed” until that time.** Use of the playground and/or equipment is prohibited.

**Restrooms**

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

**Lunch Bench Areas**

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

**General Rules**

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

**Authorized Play Areas**

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

## Hope View Character Education Program:

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

### **Monthly Character Traits:**

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

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

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

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

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

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

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

## **Hope View Helpful Hawks**

### **(Conflict Managers)**

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

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

### **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.