

SCHOOL AND OFFICE PROCEDURES

ATTENDANCE AND ABSENCES

Every child is required to attend school until age sixteen. We know there will be times when your child will be absent due to illness, an appointment, vacation or other circumstances. Please call the school office before 9:00am on the day your child is absent. (Requests for homework should be made at this time for pick-up after school.) The office staff prefers a phone call. However, if a call is not received, we ask that a note signed by a parent or guardian giving the dates and reason for the absence be brought to the teacher prior to your child's reentry to class.

There are two types of absences:

Excused Absences - The law defines an excused absence as: illness, quarantine by health officials, medical appointments, attendance at a funeral of a close relative, entertainment work (with restrictions), religious instruction and court appearance.

Unexcused Absences - Any other absence.

It is imperative that parents verify all absences whether excused or unexcused.

INDEPENDENT STUDY

As much as everyone tries to plan vacation during non-school days sometimes this doesn't work out. Unfortunately the District only receives money from the State when your child is present in his/her classroom. However, there is a way for the School District and Village View to receive money and your child to continue his/her studies. This method is called an "Independent Study Agreement." The process is simple:

State law requires a contract for a minimum of five (5) days.

1. Notify your child's teacher at least a week in advance that you are going to be taking a trip.
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.
3. Completed assignments are turned in to the teacher upon your return from the trip. The teacher and principal must sign the completed agreement. The school does not receive any money for partially completed agreements.

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 a medical appointment 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. The office will call the classroom to have your child released.

TARDY POLICY

Regular attendance is a central factor in a child's education. We value our instructional minutes, and need everyone here on time, all the time. The following 6 points outline our plan to decrease tardiness.

1. Students need to arrive at school after 8:15 a.m. when playground supervision is provided.
2. A "line up" bell will ring at 8:25 a.m. Students are to walk to their classroom lines on the blacktop.
3. Teachers will meet students at their line and walk them into the classroom.
4. A student will be considered tardy if not in the classroom when the 8:30 a.m. bell rings.
5. Three tardies in a trimester will lead to a detention.
6. Consistent tardiness will result in administrative and/or disciplinary action.

It is important that students learn the good habit of being on time. Student tardiness is disruptive to the entire classroom. Please keep in mind that we are trying to make the most of our instructional minutes and that school **starts** at 8:30 a.m.

TARDY PROCEDURE

All tardy students *must* check in with the office before going to class. A student will be considered tardy if not in class when the 8:30 bell rings.

TRUANCY

By California Education Code, 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 on each of more than three days in one school year. When a student is truant, the teacher will contact the parent and he/she will be reported to the principal. If student attendance does not immediately improve, official referral may be made to the Student Attendance Review Board.

REGISTRATION

All children new to the Ocean View School District are required to provide the following with registration:

Immunization Records -- An immunization record with current polio, DTP, MMR, Hepatitis B, and Varicella must be presented. Verification from previous school is acceptable. Information regarding local clinics is available at each school office.

Proof of Birth is required (i.e., birth certificate, baptism certificate, passport, etc.). A child entering kindergarten *must be five years of age on or before December 2nd* of the year in which he/she requests entrance. Kindergarten Registration takes place in March of each year.

Two Proofs of Residency – Parents must provide two utility bills (or similar correspondence) with their name and address on them.

OPEN ENROLLMENT

The month of April is generally designated as the open enrollment period for parents who may wish to enroll their child in an Ocean View school other than that of their attendance area. Approval of the Open Enrollment may be subject to space availability. The following procedures are required:

1. Parents must make arrangements during the Open Enrollment period.
2. Students are expected to remain at that school for the entire year.
3. Parents must provide transportation to and from the school chosen.

INTER-DISTRICT 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:

1. District of attendance gives written approval.
2. Space is available at the school requested.
3. Parent provides transportation to and from the school that is chosen that is outside of their normal school district boundary or arrangements have been made with day care provider.
4. Students must maintain satisfactory citizenship, regular attendance and satisfactory academic progress.
5. Inter-District transfer forms must be completed annually.

REQUEST FOR CLASS PLACEMENT

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

- maturation level
- learning styles
- teaching styles of teachers
- potential peer conflicts
- number of boys and girls
- racial/ethnic balance
- academic strengths and weaknesses
- language ability

LUNCH SERVICES

All children in full day kindergarten and grades 1 through 5 have a supervised lunch period. Generally, children spend about 20 minutes of this time eating lunch and the remainder is supervised recreation. Children may bring a lunch from home and purchase milk and snacks or the Ocean View School District provides a hot lunch for students to purchase. All eating will be confined to the covered lunch area. (Rainy day lunch will be eaten in the multi-purpose room.) On Modified Day (Wednesday), students have a 20 minute recess break. A lunch may be purchased at school or a snack brought from home. Glass containers and soda/soft drinks are not allowed.

Discounted or free lunches are available to families who meet the qualifications set forth by the state. Applications are available in the school office.

WHEN LUNCH IS FORGOTTEN AT HOME: We will not be loaning lunch money to students. If a child does not have money or a lunch and is unable to contact someone to bring something, a small snack (not a full lunch) will be provided. Parents may prepay for several lunches to prevent students from losing their lunch money. The minimum is \$8.00 and there will be a \$10.00 charge for returned checks. (Make checks payable to Ocean View Food Services.)

NOON DUTY SUPERVISORS

During lunch time, students are under the supervision of 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 other staff members.

CLASS PARTIES/BIRTHDAY RECOGNITION

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." Items that should be avoided include soda pop, punch, chewing gum, water ices and candy or confections where the main ingredient is sugar.

We do realize that some parents would like to have their child's birthday recognized. (This is not mandatory.) Due to the cost involved with purchasing commercially prepared treats, below are some suggestions that parents have already used:

- a book donated and read to the classroom with your child’s name inscribed on the inside cover.
- a game, puzzle, etc., donated to the classroom.
- individual favors, such as pencils, erasers, bookmarks, etc.
- consult with your child’s teacher for other ideas.

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 which permit necessary communications while protecting student instructional time.

- Parents needing to leave **emergency** messages may do so by contacting the school office.
- Any article to be delivered to children should be left in the office, not taken to the classroom.
- All parents and visitors must sign in at the office and obtain a Visitor’s badge before going to the classroom.
- If it is necessary to pick your child up from school during school hours, please report to the office to sign your child out.

HOMEWORK

Although time spent on homework will vary according to individual needs, abilities and course of study, the following are recommended time allocations for all students:

<u>Grade</u>	<u>Time Allocation</u>
K	10-15 minutes per week
1-2	20-30 minutes per night
3	40-45 minutes per night
4-5	45-60 minutes per night

Homework assignments become an avenue for communication between home and school. They also provide parents with opportunities to keep abreast of their children’s progress and become better acquainted with the curriculum content. Our goal is to provide homework that serves to extend skills taught in school, provide reinforcement of skills or engage the student in a long-term study project related to school learning.

READ AT HOME (RAH) PROGRAM

Encouraging our children to read is one of the most important jobs for us as parents. The Read At Home (RAH) Program is designed to do just that. RAH forms are sent home monthly and each student is asked to record the number of minutes they read, or are read to them.

CHILD CARE/KID'S CLUB

Kid's Club is a quality and fun-filled child care program provided by the Ocean View School District and run by competent Village View staff members. The before- and after-school child care program is especially designed to meet the needs of children in kindergarten through 5th grade. The program is funded by parent fees. (Sibling discounts are available.) In order to accommodate before- and after-school child care, the program is open from 6:30am until 6:00pm, Monday through Friday, including School Based Planning Days. Participants are actively involved in the planning of daily events which include crafts, art, pet time, sports, group games, field trips, fun science experiments, cooking projects and special events. The daily schedule also includes time for homework, study and adult or peer assistance. A nutritious snack is provided every afternoon.

Child Care hours are:

Monday – Friday 6:30am - 8:30am 8:30am - 12:00 noon 11:50am - 6:00pm

Child care will be provided for all non-school weekdays except for state holidays. The District will also provide special all-day programs for winter and spring break, as well as summer vacation.

Please contact the school office for more information or call Teri Hefley, Day Care Facilitator, at 377-9369.