

PARENT/STUDENT HANDBOOK

STAR VIEW ELEMENTARY

A California Distinguished School

8411 Worthy Drive
Midway City, CA 92655
(714) 897-1009
(714) 373-0769 (FAX)

Principal – Dr. Pauline Tressler

Shining Together with Awesome Results

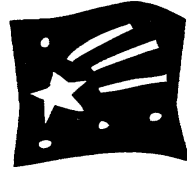
BOARD OF TRUSTEES

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Tracy Pellman	Clerk
John Briscoe	Member
George Clemens	Member
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Beverly Hempstead	Deputy Superintendent
Christine Harrison	Director, Educational Support Services
Elizabeth Williams	Director, Special Education/Student Services
Anne Silavs	Director, Instructional Services

Bus Area



A California Distinguished School

Star View School

8411 Worthy Drive
 Midway City, CA 92655
 Dr. Pauline Tressler, Principal
 Kim Slack, School Office Manager
 Cynthia Smith, School Office Clerk

2009-2010

Library
Liang

Murphy
E-1 3rd

Dalley
E-2 3rd

Brown
E-3 3rd

Restrooms

Flores
C-1 4th

Dominelli
C-2 4th

Buchman
C-3 5th

Multi Purpose Room
Linehan EL

Kilpatrick
C-4 SDC
Music/EL/Psych
C-5

A/C	R/R	Food Services
Ikemori B-1 3rd		Kakimoto B-5 2nd
Dybas B-2 4th		Martensen B-6 2nd
Capata B-3 5th		Wahrenbrock B-7 2nd
Selig B-4 5th		Peck Resource B-8

Lunch Shelter

Principal
Clerk
Lenhausen Speech
Kiln
Rest-rooms
Lounge
Health
Office
Workroom

R/R	A/C	Cust	R/R
Headley/ Yoder A-1 1st			Tran A-5 1st
Axenroth A-2 2nd			Fuller A-6 K
Postma A-3 1st			Matsuda/ Wallace A-7 K
Mullin A-4 1st			A-8 K

R/R
Tillman
Kid's Club
K-3
Kinder Lunch

Church
K-1 K R/R
Schoch R/R
K-2 K

Parking

WELCOME TO STAR VIEW SCHOOL

Preparing our Star View students to be productive members of the 21st century is an awesome responsibility. We, as educators, know that we cannot meet the diverse needs of our students by ourselves. The world and its knowledge base change at such a rapid pace that to keep up is sometimes challenging. Our teaching strategies and curriculum are continually refined to reflect state content standards, critical thinking skills, thematic integration of subject areas and technological resources. Star View offers a balanced school program that incorporates academics, fine arts, life skills and technology. We want our children to value learning, achieve results, feel good about themselves, their family, school, and community.

To assist with these goals, we attempt to reach out to parents to solicit their active involvement in their children's education. Research shows that children have a greater likelihood for success in school when their parents show interest in and become involved with their school and their schoolwork. If we work together, we can continue to provide the kind of school community where all Star View students experience the joys of learning and school success.

Sincerely,

Dr. Pauline Tressler
Principal

OCEAN VIEW SCHOOL DISTRICT MISSION STATEMENT

The mission of the Ocean View School District is to provide all students with a high quality educational program which:

- ◆ Meets their individual intellectual, social, emotional and physical health needs;
- ◆ Creates a school environment that will best promote learning necessary for each student to acquire maximum knowledge and experience; and
- ◆ Fosters in each student a feeling of personal worth and a philosophy that encompasses worthy moral and ethical values, and sustains a growing awareness of our interdependence with society and the environment.

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Star View School Map

**STAR VIEW STAFFING
2009-2010**

PRINCIPAL Pauline Tressler, Ed.D.
SCHOOL OFFICE MANAGER Kim Slack

<u>KINDERGARTEN</u>		A-7
	Judy Matsuda/Kelly Wallace	A-8
	Jill Schoch	K-2
	Kathleen Church	K-1
	Lara Fuller	A-6
<u>FIRST GRADE</u>		
	Candice Headley/Melanie Yoder	A-1
	Jennifer Mullin	A-4
	Eva Postma	A-3
	Audrey Tran	A-5
<u>SECOND GRADE</u>		
	Linda Axenroth	A-2
	Denise Kakimoto	B-5
	Laura Martensen	B-6
	Sandy Wahrenbrock	B-7
<u>THIRD GRADE</u>		
	Michelle Brown	E-3
	Margaret Dalley	E-2
	Lynn Ikemori	B-1
	Becky Murphy	E-1
<u>FOURTH GRADE</u>		
	Tony Dybas	B-2
	Leslie Flores	C-1
	Shannon Dominelli	C-2
<u>FIFTH GRADE</u>		
	Sharon Selig	B-4
	Jeff Buchman	C-1
	Jennifer Capata	B-3
Special Day Class	Kellie Morse	C-4
Resource Specialists	Melinda Peck	B-8
Speech/Language Specialist	Rebecca Lenhausen	Office
Psychologist	Frank Nakase	C-5
Music Teacher	Kim Robles	C-5

**STAR VIEW SCHOOL
CLASSIFIED STAFF 2009-2010**

School Office Manager	Kim Slack
School Office Clerk	Cynthia Smith
Nurse	Michelle Rymer
Health Tech	Connie Roselius
Head Custodian	Mike Kakuuchi
Evening Custodian	Alan McClure
RSP Aide	Georgeann Tippy
Instructional Aide	Lisa Richelieu Nicole Ramirez Stephanie Boubion Collette Lopez
Instructional Aide/Special Ed.	Michelle Smith Brenda Turner
ABA Aide/Special Ed.	Brittanie Miller Joanna Moreno Marina Vega
ESL Aide	Judy Linehan
SLPA Aide/Speech	Lelani Myburgh
Instructional Aides/Bilingual	Duyen Nguyen Tung Ngo Gloria Jaramillo
Library Specialist	Betty Liang
Food Services	Ann Downs Stacy Vanderhoof
Noon Duty	Christine Caver Irma Higbee Florence Castellon Yanping Miller Hollie Do Trang Nguyen
Bilingual Aide	Tung Ngo Duyen Nguyen Gloria Jaramillo
Child Care Facilitator	Alana Tillman
Child Care Attendants	Vivian Bradshaw Stephanie Boubion

DAILY SCHEDULE

FULL DAY KINDERGARTEN

8:30 – 2:20 Instruction
11:40 – 12:20 Lunch

Wednesday

8:30 – 12:50
10:00 – 10:30

PRIMARY (Grades 1-3)

Mon.-Tues.-Thurs.-Fri.

8:30 - 10:15 Instruction
10:15 - 10:30 Recess
10:30 - 11:40 Instruction
11:40 - 12:20 (K-1st) Lunch
12:00 – 12:40 (2nd-3rd) Lunch
12:20 - 2:20 Instruction

Wednesday

8:30 - 10:10 Instruction
10:10 - 10:30 Lunch/Recess
10:30 - 12:50 Instruction

UPPER GRADES (Grades 4 -5)

8:30 - 10:30 Instruction
10:30 - 10:45 Recess
10:45 - 12:20 Instruction
12:20 - 1:00 Lunch
1:00 - 3:20 Instruction (grades 4 - 5)

Wednesday

8:30 - 10:30 Instruction
10:30 - 10:50 Lunch/Recess
10:50 - 12:50 Instruction

MODIFIED DAY:

Kindergarten through fifth grade children attend school on Wednesday each week for a shorter day so that teachers have time for program planning and staff development. The total instructional time for the week remains the same because the schedule for 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.

2009-2010 CALENDAR

Back-to-School Night		September 30, 2009
Parent Conference Week,	Fall	Oct. 19-23, 2009
	Spring	Mar. 15-19, 2010
Open House		May 19, 2010

Holidays

Labor Day (Monday)		September 7, 2009
Veteran's Day (Wednesday)		November 11, 2009
Thanksgiving Recess (Monday - Friday)		Nov. 23-27, 2009
Winter Recess (10 days) (Modified Day on Friday, Dec. 18 th) (School Reconvenes on Mon. Jan. 4, 2010)		Dec. 21, 2009 - Jan. 1, 2010
Dr. Martin Luther King Day (Monday)		January 18, 2010
Lincoln's Birthday (Monday)		February 08, 2010
Washington's Birthday (Monday)		February 15, 2010
Spring Recess (5 days)		April 5-10, 2010
Memorial Day (Monday)		May 31, 2010
Closing Day (Wednesday, modified day)		June 22, 2010

V. SCHOOL AND OFFICE PROCEDURES

Attendance

1. 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. When students are absent, their parents should call the school office (897-1009) or the **attendance hotline (596-7090)**. Requests for homework should be made at this time for pick-up after 3:20 p.m. or you may leave messages on your child's teacher's voice mail.
2. A note verifying the student's absence is **REQUIRED**. Students should report to their teacher with 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. If you have called the school office to report your child's absence, that is sufficient. It is imperative that parents verify all absences whether excused or unexcused.

Bicycle Permits

Only 4th and 5th grade students who live in our "walking" attendance area may ride bikes to school. No Kindergarten through third grade student may ride a bicycle to school. Bus riders may not ride bikes to school. Students also must have a Bicycle Permit on file in the office.

Tardiness

It is important that students learn to be on time for school. Student tardiness is disruptive to the entire classroom. If a student is late to school, 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

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.

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 not** be served include soda pop, punch, chewing gum, water ices, and candy or confections where the main ingredient is sugar.

Because of 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, the staff would like you to consider alternatives to bringing edible treats to the classroom for birthday celebrations.

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

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.

To minimize interruptions of instructional time and insure student safety, the following procedures have been developed which permit necessary communications while protecting student instructional time.

- ◆ Parents needing to leave messages for their children may do so by contacting the school office or 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, not taken to classrooms, i.e. money, lunches, books, etc.
- ◆ All parents and visitors are to check in at the office before going to the classroom and wear a visitor's badge.
- ◆ If it is necessary during the school day to pick up a child from school, the parent should go to the school office, and the child will be called on the intercom. Children are NOT released directly from the classroom.

Field Trips

Field trips are a valuable component of 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. Parent or guardian must sign the permission slip and 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.

Independent Study

Are you planning a family trip during the regular school year? Do you know that the District can receive money when you take them on a trip? There is a way for the School District and Star View to receive money and your child to continue his/her studies. This method is called an "Independent Study Agreement". The process is simple:

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.

Lost and Found

The Lost and Found is located in front of the office. To insure recovery of lost items, we urge parents to put their child's name on articles worn 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.

LUNCH PROCEDURES

Routines

All children in Grades 1 through 5 have a 40-minute supervised lunch period. Generally, 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 hot lunch for students to purchase. Milk and snacks are also available for those students bringing a lunch. Snacks are not sold during the recess break. All eating will be confined to the lunch area. Trash cans are provided for the disposal of paper and waste. On Modified Day (Wednesday), students have a 20-minute recess break. A lunch may be purchased at school or a snack may be brought from home.

Lunch Money

If a lunch is forgotten, the student may call a parent or share a lunch with a friend. The school does not loan money as there are not funds available for this. Parents may prepay for several lunches at the school office. This prevents the loss of lunch money by students. Checks are accepted in amounts of \$10.00 or more only. Cash is accepted in any amount. We also have an online service where you can pay and view your child's purchases online. For more information visit www.mySchoolBucks.com or www.ovsd.org for the mySchoolBucks link.

Free/Reduced Lunch

Applications for free or reduced price lunches are available in the school office.

Noon-Duty Supervisors

During lunchtime, 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 other staff members.

Personal Property of Students

Students should not bring their personal property to school. The school assumes no responsibility for personal property brought to school. Do not bring radios, tape recorders, electronic games, yo-yos, laser pointer, animals, 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.

Prohibition against Students Vending on Campus

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

Release of Students

No student is permitted to leave the school at any time during 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 should come to the office and indicate the name of the child, the room or teacher, and the reason for being taken from school. 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.

A child **will not** be released to anyone other than those adults listed on the emergency card.

Responsibility for School Property

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

1. Deposit all trash in trashcans.
2. Do not mark on school property.
3. Take care of all school equipment.
4. Keeps 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, is liable for suspension or expulsion and the parent or guardian shall be liable for all damage caused by the pupil. (California Education Code)

III. SAFETY TO AND FROM SCHOOL

Arrival at School

"School Rules" are in force door to door. Students may not be on school grounds before 8:15 a.m. -- **parents are requested to see that children do not arrive at school prior to 8:15 a.m. This is for your child's safety.** No playground supervision is provided prior to that time. When students arrive at school, they are to go directly to the playground at the rear of the school and remain there until the bell rings. Students are not to wait at the front of the school.

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. Parents who drive their child(ren) to and from school must pick their children up promptly after school.

Parent Interaction with Students

At Star View School, we are fortunate that parents can walk their children to the classrooms in the morning and pick them up at the end of the day. However, with that privilege also comes the responsibility of treating each other with respect.

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.

Cell Phones

Students may possess or use personal electronics 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. 8:30 – 2:20/8:30 – 3:20) so as not to interrupt the instructional day. (BP 5131B)

Telephone Use

Parents needing to leave urgent messages for their children may do so by contacting the school office. Students may use the office phone for emergencies or forgotten lunches. They are not allowed to use the phone for forgotten items, such as homework, books, etc. or for social reasons. Parents may leave messages for a teacher on their individual voice mail.

Visitation Policy

In order to ensure that 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 prior to going to a classroom.
3. Parent-teacher conferences during instructional periods are not permitted.
4. The frequency of visits shall not exceed two per trimester nor shall they extend beyond one thirty (30) minute instructional period.
5. Activities of visitors shall be limited to observation, except when arranged with and approved in advance by the teacher

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

Nothing in this Visitation Policy shall inhibit the use of volunteers in schools. Volunteerism is strongly encouraged and appreciated.

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 school property must be returned before the office will issue a transfer card.

IV. 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 a current TB test(if coming from over seas); an 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/utility bill and rent/mortgage receipt.

KINDERGARTEN

- a. Age - a kindergarten child must be four years and nine months of age as of September 2 of the year in which he/she requests entrance. (Or, 5 years on or before December 2nd of year of entrance).
- b. Proof of birth is required - birth certificate, baptism certificate, passport, etc.
- c. Must be up to date on immunizations - three (3) polio, four (4) DPT, two (2) MMR (Mumps-Measles-Rubella), three (3) Hepatitis B, and the Varicella (Chicken Pox). One more dose of DPT and Polio is needed if the last dose was given before their fourth birthday. Also, the MMR doses must be on or after the first birthday.
- d. The State of California physical exam requirement must be met no more than six (6) months prior to kindergarten entry and within 90 days after entrance.
- e. Oral health assessment (dental check-up) is required by May 31st of their first year in a public school. Assessments within 12 months prior to entry into kindergarten also meets this requirement.
- f. Two verifications of residency such as a gas/utility bill and rent/mortgage receipt.

FIRST GRADE

- a. A child entering first grade in the Ocean View School District is required to be five years and nine months of age as of September 2nd of the year of the entrance. (Or, 6 years on or before December 2nd of year of entrance).
- b. Same proof of birth as required for kindergarten registration if child did not attend kindergarten.
- c. A Physical Examination or signed Waiver is a requirement for entry into first grade.
- d. Two verifications of residency such as a gas/utility bill and rent/mortgage receipt.

INTRADISTRICT/OPEN ENROLLMENT TRANSFER

Ocean View School District supports the concept of parent choice within District schools on a space available basis. The Open Enrollment period will be during the last two working weeks of March each year. Once enrolled, a student is assured of continued space at that school. The school of attendance becomes the "home school". Open Enrollment will not upset the ethnic balance of any school. After all children wishing to remain in their home schools are placed, a lottery procedure for additional enrollees will be established which takes into account the priority criteria for placement. The Open Enrollment forms are available at the school of residence. Transportation to and from school is the responsibility of the parent.

Revocation of the intradistrict transfer permit may include, but is not limited to, the following:

- Unsatisfactory school attendance record
- Repeated unacceptable behavior/discipline violations
- Unsatisfactory effort and academic progress
- Failure to provide safe transportation

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:

- District of attendance gives written approval
- Space is available at the school requested
- 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.
- Students must maintain satisfactory citizenship, regular attendance and satisfactory academic progress.
- Inter-district transfer forms must be completed annually

REQUEST FOR CLASS PLACEMENT

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

- | | |
|------------------------------|------------------------------------|
| * maturation level | *learning styles |
| *teaching styles of teachers | *potential peer conflicts |
| *numbers of boys and girls | *racial/ethnic balance |
| *parent preference | *academic strengths and weaknesses |
| *language ability | *learning styles |

We recognize that some parents may want to provide input regarding their child's placement. Any parent having strong feelings regarding class placement may complete a "Request for Class Placement" form available in the school office. Submission of a class request does not guarantee placement in the requested class. The request will be considered in addition to other placement factors.

V. EMERGENCY PROCEDURES

EMERGENCY CARDS

Parents are asked to fill out an emergency card for each child in their family enrolled in school. It is very important for the safety of the child that this card is completely filled out and kept up-to-date. The card 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

PROCEDURES - "REAL THING"

Fire

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

- Students will vacate the building by walking quickly and quietly to a pre-determined meeting place on the blacktop at the back of the school.
- 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 and cover 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 parent/guardian or designee listed on the emergency card.

Earthquake drills are conducted at least four times 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, since prescribed medicines are needed for diabetes, epilepsy, cardiac problems, and other conditions.

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 Star View 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.

VI. HEALTH AND INSURANCE

Health Services

The District nurse examines children in sight, hearing, weight, and growth progress on a scheduled basis. The nurse is available upon request to teachers, parents, and children in an advisory capacity, as a resource person in special education placements, and as a facilitator of our non-smoking and growth and development programs. We also have a trained health assistant on campus part-time to assist in treatment of ill and injured children and in maintenance of records.

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 Nurse's Office. If it is necessary to send the student home, the school nurse/office manager will make the arrangements. When a parent is in doubt as to a child's fitness to return, the family physician should be contacted. Students are not to leave school without school and parent permission.

Medication Taken at School

Any medication that students are required to take at school, including over-the-counter medications, must be brought to the office by an adult and be accompanied by a signed parent/permission form/physician's order form.

This authorization must be renewed each year. Medication must be brought to school in a labeled pharmacy container showing the student's name and dosage (Calif. Ed. Code #49423 and Health Safety Code #26251). Whenever there is a change in medication, dose, time, or route, the parent(s) and physician must complete a new form. The above criteria must be met in order for us to administer any medication. Under no circumstances should medicine be brought to school by a student to be taken during the day! Parents or an adult listed on the student's emergency card may come to the school office and the student will be called up to receive the medicine.

Report to Parents on Injuries

It is the policy of the Ocean View School District to inform parents any time their child receives other than an apparent minor injury during the school day. Parents will be notified of any head injuries. Many times children hurt themselves during the school day and do not at any time report their injury to a teacher. Parents are asked to call the office and advise us as to the nature and extent of the injury.

Student Insurance

At the beginning of the school year, application blanks for student insurance are sent home with each child. This insurance may be purchased at a reasonable price. Our school district receives no remuneration for informing parents regarding this coverage, but does so as a public service. The transaction, including claims, is handled directly with the insurance company.

VII. COMMUNITY INVOLVEMENT

Parent Teacher Organization (P.T.O.)

Star 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. Information regarding specific activities is sent home periodically and included in the bi-weekly PTO newsletter. The PTO meets once each month. All parents are welcome at the meetings.

School Site Council (SSC)

The School Site Council (SSC) is a representative group at the school site made up of the principal, teachers, and parents. The purpose of the SSC is to plan, implement, and assess the school education plan. The SSC establishes and approves the budget, assists in the development of the Education 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 group meets one afternoon each month. The meetings are open to all parents.

English Language Advisory Committee (ELAC)

The purpose of the ELAC is to advise the principal and staff on bilingual programs and services to Limited English Proficient (LEP) students. The committee assists in the development of the school plan, needs assessments, language surveys, and communication with parents. The committee meets at least four times per year.

Volunteers

Parent volunteers help the classroom teacher in a variety of ways. Parents are encouraged to volunteer whenever possible. Please contact your child's teacher. Volunteers are required to "sign-in" in the binder located in the office and obtain a visitors badge. Volunteers must complete the Volunteer Application Form and have the results of a current TB test on file in the school office.

HOME-SCHOOL COMMUNICATIONS

PrincipalNEWS

The "PrincipalNEWS" our monthly newsletter. It contains useful information regarding upcoming school and district events.

Teacher Newsletters/Communications

Star View teachers communicate frequently with the parents of students in their class. Teachers send home a weekly, biweekly or monthly newsletter, which describes recent classroom activities and events, as well as upcoming activities and projects. Teachers also communicate with parents through phone calls and written notes whenever the need arises. Your child's teacher will share specific details at Back-to-School Night/Parent Conferences.

Report Cards

Report Cards are issued three times a year in grades Kindergarten through Five and reflect State Content Standards.

Parent Conferences

Parent Conference Weeks are held in the fall and spring. During each of these two weeks our goal is to meet with the parents of ALL Star View students. Students are on a minimum day schedule during Conference Week. Specific dates are listed on the school calendar.

Communication with School Personnel

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 School Office Manager, and she will inform the teacher that you would like a conference. The teacher will then return your call and, if necessary, schedule a mutually agreeable time to meet. 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 first-hand knowledge of the child's behavior and ability.

Discipline Policy

The Star View Discipline Policy is sent home to parents annually. The purpose is to communicate the school policies in the following areas:

- Responsibilities of students, staff and parents
- Behavior Code for students
- Problem Solving
- Playground Expectations to Promote School Safety
- Progressive Discipline
- Dangerous Weapons
- Sexual Harassment

The staff, parents and students of Star View School, the Ocean View School District, and the California State Legislature established the school standards.

VIII. SCHOOL SERVICES AND PROGRAM

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.

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.

The District provides the following program support services for English Learners (EL):

1. Classroom teacher support - Training and staff development focusing on strategies for working with EL students.
2. Instructional Aides-Bilingual - To assist teachers with translation and instruction in the primary language of the EL student.
3. Instructional Assistants-ESL - To assist teachers in providing English language development skills and strategies for EL students.
4. English Language Development textbooks and instructional materials for use with EL students.

Bus Transportation

Bus transportation is provided for some of our 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.

Child Care - "Kid's Club" (714) 895-5676

The Ocean View School District school-age child care program "Kid's Club" is administered by the personnel of the Ocean View School District. Each school-age childcare center is staffed by a childcare program facilitator and attendants as 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 5th grade. Children enrolled in the school-age childcare program attend regular classes at the same school that provides the childcare. Parent fees fund the program. In order to accommodate before and after school child care, the program is open from 6:00 AM until 6:00 PM, Monday through Friday, and including School-Based Planning Days. The childcare program continues through the summer 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 search and screening procedures for G.A.T.E. students are conducted in grade 3. In grades 4 and 5, where there are at least five students in a grade level, the G.A.T.E. students receive specific programs. Parents of identified G.A.T.E. students have the option of leaving their child at Star View School in the "GATE Home School Program" or enrolling them in the GATE Magnet Program" placement at Circle View School.

Library

The Star View Library is open to students 25 hours per week, and is staffed by a Library Specialist and volunteers. Kindergarten through fifth grades has a regularly scheduled library time each week. Students in Kindergarten through 2nd grade have a story time and then check out one book for one week. Students in 3rd through 5th grade may have a lesson in library skills or an activity to reinforce library skills and then check out two books for one/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.

Music

Classroom music is provided by our District music teacher in Grades 4-5 for the entire school year. Students in Kindergarten through 3rd grade receive instruction from their regular classroom teacher.

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. Upon the request of the Student Study Team, the psychologist is available to assist students. Currently, there is one psychologist serving Star View one day 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. The resource specialist program provides individualized educational plans and intervention in the areas of 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 are one full time resource specialists and one instructional aide assigned to Star View.

School-Based Coordinated Program

The School-Based Coordinated Program provides supplemental State funding for schools to implement enriched curriculum and instructional programs for all students. School sites determine the utilization and coordination of categorical resources to meet student and program needs. Elected school staff, students and parents work together on a School Site Council (SSC) to plan, implement and assess school-wide program priorities.

Speech and Language Development Services

A Speech and Language Specialist provides services to identified students in grades K-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 and language specialist and one assistant assigned to Star View.

Student Study Team

The Student Study Team meets weekly to discuss individual students who have been referred by their teacher or parents. The team is composed of the principal, the speech and language specialist, the resource specialist, the school psychologist, a regular classroom teacher, the teachers of students being referred and parents when appropriate.

Volunteer Program

This program is designed to involve community members and parent volunteers 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, shelve books in the library, 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.

IX. DOING WELL AT SCHOOL

HOMEWORK POLICY

Homework is an important part of the educational program. Assignments completed at home can assist the child and teacher in reaching instructional objectives more quickly and thoroughly.

Purpose of Homework

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

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 maturity, needs and capabilities. Generally, it should not exceed 60 minutes in any evening.
- Homework serves specific educational objectives. It is neither punishment nor "busywork" to keep the learner occupied.

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.

HONORS AND AWARDS

The Star View staff feels that recognition should be given to students who are doing well in a variety of areas. While individual recognition is given often in classrooms, many school- wide awards are given on a regular basis.

Daily Awards

Each day students can earn “RASKERS” (Random Acts of Simple Kindness). Students earn RASKERS when they are caught doing the right thing. Any adult working on campus can pass out RASKERS.

Weekly Awards

Each Friday Star View has a Flag ceremony in the quad area. At this time students’ names are drawn from the “RASKERS” box and they may receive a free snack coupon, a spot at the front of the lunch line, or a Star View pencil.

Attendance

Students who are present every day are recognized with a perfect attendance award each trimester. In addition, special recognition is given to those students with perfect attendance for the entire school year.

Trimester Awards

Each trimester children are chosen in every classroom to receive one of three distinct awards:

Distinguished Star

This award is presented to all around great students who demonstrate appropriate social skills and show outstanding behavior both in the classroom and on the playground.

Academic Effort

The academic effort award is presented to students who consistently put forth a diligent effort and have shown academic growth in reading, language, math or other content areas.

Academic Achievement

The academic excellence award is presented to students who consistently demonstrate their dedication to the importance of reading, math, language and the sciences through their outstanding performance and achievement on class work, homework and tests.

**AT STAR VIEW WE CONTINUALLY
REACH FOR THE STARS!**

X. RETENTION POLICY

Assembly Bill 1626 and Assembly Bill 1639 became effective in January 1999. These Assembly Bills require school districts to retain, or hold back, students who are not grade level proficient. The purpose of retaining students is to provide additional opportunities for a student to learn grade level skills.

AB 1626, *Pupil Promotion and Retention*, require all school districts to establish a promotion and retention policy. The promotion and retention policy delineates how students will be promoted or retained based on achievement of grade level standards or skills.

If your child is at risk of being retained, you will be notified as early in the school year as possible. Notification may occur in any of the following ways:

- Parent Conference
- Monitor/Assistance Plan
- Report Card

XI. SUNGLASS/HAT POLICY

Sunglasses and hats are permitted pursuant to state law (E.C. 35183.5) for sun protection. All hats must reflect the school's colors with a brim that provides sun protection to cover the ears, nose and back of neck. Hats will be made available, for a minimal cost, through the school. All hats must meet the requirements of the law and may be worn during recess, lunch, or Physical Education. Any hats determined by the District or school site found to be gang related or inappropriate are prohibited. Hats and sunglasses shall not be worn indoors.