

Oak View School
Parent/Student
Handbook



2017 – 2018

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BOARD OF TRUSTEES

Norman Pearson, President	369-2547
Dustin McDonald, Clerk	993-4235
Mark Huft, Trustee	367-1040
Ann Ullrich, Trustee	481-5489
Tammi Van Houten, Trustee	993-1006
Beverly Boone, Superintendent/Principal bboone@sjcoe.net	
David Franke, Vice Principal dfranke@sjcoe.net	

Telephone: (209) 368-0636
Address: 7474 E. Collier Road
Acampo, CA 95220

The Oak View Union School Board of Trustees typically meets on the third Thursday of each month, at 6:30PM in the school multi-purpose room. Meetings are subject to change. Please visit the school website for minutes, agendas and meetings schedules.

OAK VIEW MISSION STATEMENT

We believe that every child is unique and has abilities and talents that should be nurtured. We believe that academic progress is possible and important for all children. Further we believe that education should be balanced, allowing for the nurturing of academic, physical, and artistic talents of all children. To best achieve high goals, children's self-confidence and high self-esteem are vital. An excellent physical environment that provides a safe, comfortable, and inviting place for learning is essential. Finally, excellence in education happens best when all stakeholders, including students, teachers, parents, classified staff, administration, and the board work together as a team.

BASED ON THIS MISSION FOR OAK VIEW, WE HAVE DEVELOPED THE FOLLOWING GOALS:

1. To encourage positive attitudes towards learning.
2. To enrich the child's environment, stressing creativity as well as logical thinking.
3. To provide the opportunity for development of a positive self-image.
4. To develop academic skills.
5. To promote better understanding between parents and teachers.

OAK VIEW SCHOOL WEB SITE

Parents and students are encouraged to access the site to get up-to-date information about various activities within classes or the school as a whole. Various links can be used to find out more about different relevant subjects. The school website is www.myoakview.com. If you have questions or recommendations regarding the website contact Mr. Franke.

OAK VIEW SCHOOL PERSONNEL

Certificated Employees

Beverly Boone	Superintendent/Principal
David Franke	Vice Principal
Nellie Van Egmond	Kindergarten
Heidi Nelsen	Kindergarten
Shannon Gilbreath	First Grade
Heidi Graviette	First Grade
Karen Gianandrea	Second Grade
Janet Whetstone	Second Grade
Elaine Visitacion	Third Grade
Kerri Brodehl	Third Grade
Dave Phelps	Fourth Grade
Kathy Whiteford	Fourth/Fifth Grade
Melissa Hopps	Fifth Grade
Rachael Romine	Sixth Grade
Steve Andrade	Sixth Grade
Patricia Rios	Seventh Grade
Doug Reece	Eighth Grade
Barry Western	Eighth Grade
Samantha Salfen	PE Teacher
Dianne Vander Hamm	Band
Margaret Meyers	Special Education/RSP
Kari Chesney	Title I
Jana Stout	Title I
Mary Pat Armknecht	Speech Therapist
Kathy Vasquez	School Psychologist

Classified Employees

Terry Shebelut	Business Manager
Tony Macedo	Director of Maintenance/Operations/Transportation
Tia Kost	Technology Assistant
Stephanie Santos	Secretary
Angelica Ponce	Bilingual School Clerk
Jose Munoz	Bus Driver/Maintenance
Anita Reyes	Bus Driver/Maintenance
Terry DeLaney	Librarian
Jennifer Winchell	Lead Cook
Martha Lopez	Assistant Cook
Danis Azevedo	Assistant Cook
Laura Smothermon	Counselor
Katy Highfill	Teacher Assistant
Shannon Ory	Teacher Assistant
Leann Matchke	Teacher Assistant
Elizabeth Henson	Teacher Assistant
Heather Winn	Teacher Assistant
Heather Metz	Teacher Assistant
Stacy Rabon	Special Education Assistant
Dannel Montesano	Bilingual Teacher Assistant

STUDENT CALENDAR OF EVENTS 2017-2018

AUGUST

Back to School Rally/Assembly
Back-to-School Night (**minimum day**)

August 18 – 10:30AM
August 24 – 6:30 – 7:30PM, PTC Dinner at 5:00

SEPTEMBER

Labor Day (no school)
Fall Book Fair
Parent Club Meeting
Picnic on the Green (**minimum day**)
Teacher Inservice (no school)
Back to School Dance
Jog-a-thon
Picture Day
Hearing Screening (K, 2nd, 5th, 8th)

September 4
September 11-15
September 12 – 6:30PM
September 15 – 12:00 to 1:00 PM
September 18
September 22
September 22 (back up date if raining – 10/6)
September 26
September 27

OCTOBER

Fire Prevention Week
Parent Club Meeting
Red Ribbon Rally
Vision Testing (K, 2nd, 5th, 8th)
School Site Council
Fall Field Day/Q1 Ends (**minimum day**)
Minimum Day
Halloween Carnival
Parent Conferences (**minimum days**)
Halloween Parade (class parties)

October 9-13
October 10 – 6:30PM
October 16
October 17
October 19 – 3-4PM
October 20
October 25
October 27 – 6:00 – 8:00 PM Dinner – 5:30 PM
October 30- November 3
October 31 – 10:30 - K-3, 11:00 - 4-8

NOVEMBER

Picture Retakes
Veteran's Day (no school)
Parent Club Meeting
Spelling Bee (4-8)
ELAC
Thanksgiving Holiday (no school)

November 7
November 10
November 14 – 6:30PM
November 15 – 8:30AM (4th – 6th) 10:30AM (7th -8th)
November 16 – 3-4PM
November 20-24

DECEMBER

Christmas Dance
Spirit of the Season
Parent Club Meeting
Holiday Programs (K-3)
Minimum Day (class parties)
Winter Break (no school)

December 1
December 8 – 6:00 – 8:00 PM
December 12 – 6:30PM
December 13 & 14 – 7:00 PM
December 15
December 18 – January 1

JANUARY

Parent Club Meeting
Martin Luther King Day (no school)
School Site Council
End of Q2 (**minimum day**)
Annual Parent Club Crab Feed
Minimum Day

January 9 – 6:30 PM
January 15
January 18 – 3-4PM
January 19
January 20
January 24

FEBRUARY

Parent Conferences (minimum days)
Valentine's Dance
Lincoln's Birthday (no school)
Parent Club Meeting
Valentine's Day (class parties)
ELAC
Minimum Day
President's Day (no school)
Talent Show

February 1 & 2
February 9
February 12
February 13 – 6:30 PM
February 14
February 15 – 3-4 PM
February 16
February 19
February 23 – 6:00 PM

MARCH

Spring Pictures & Whole School Picture
Teacher Inservice (no school)
Primary Spelling Bee
Parent Club Meeting
Spring Book Fair
Science Fair
Picnic on the Green/Q3 End (**minimum day**)
Spring Break (no school)

March 6
March 12
March 13 - 8:30 AM
March 13 - 6:30 PM
March 16-23
March 23
March 23 - 12:00 – 1:00 PM
March 26 - April 2

APRIL

Minimum Day
Parent Club Meeting
Father Daughter Dance
School Site Council
Band Showcase
Family Color Fun Run/Walk
Staff Appreciation Week Sponsored by Parent Club
Science Camp
CAASPP (Grades 3-8)

April 4
April 10 - 6:30 PM
April 14
April 19 – 3-4 PM
April 25 - 9:15AM & 7:00 PM
April 27
April 30 - May 4
April 30 – May 4
TBD

MAY

Pre-K Workshop
Parent Club Officer Election Meeting
Upper Track Meet
ELAC
School Site Council
Open House (**minimum day**)
Primary Track Meet
Memorial Day (no school)
8th Grade Promotion Trip

May 2 - 5:30 – 7:30 PM
May 8 - 6:30 PM
May 10 & 11
May 10 – 3-4 PM
May 17 – 3-4 PM
May 24 - 6:30 – 7:30 PM
May 25
May 28
May 31

JUNE

Perfect Attendance Field Trip
Ice Cream Social Sponsored by Parent Club
Track Awards/Student Council Speeches
Alumni vs. 8th Grade Volleyball
Kindergarten Celebration
Alumni vs. 8th Grade Softball
Last Day of School/Q4 End (**minimum day**)
8th Grade Promotion and Dance

June 1
June 4 – 11:30 AM – 1:00 PM
June 4 – 8:30 – 10:00 AM
June 4 – 1:30 PM
June 5 – 10:30 AM
June 5 – 1:30 PM
June 6
June 6-7 PM Dance 9-11 PM

Oak View Union School District

2017-2018 SCHOOL CALENDAR

Board Adopted - 3/9/17

Instruction Days: 180

July-17						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

November-17						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March-18						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August-17						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December-17						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

April-18						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September-17						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January-18						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May-18						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October-17						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February-18						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

June-18						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

First Day of School - Aug. 17

Teacher Work Day (no students)
Aug. 14, 15, 16 Sept. 18,
Mar. 12, June 7 & 8

Last Day of School - June 6

Legal Holidays - July 4, Sept. 4, Nov. 10,
Nov. 23, Dec. 25, Jan. 1, Jan. 15,
Feb. 12, Feb. 19, May 28

First Quarter Ends: Oct. 20
Second Quarter Ends: Jan. 19
Third Quarter Ends: Mar. 23
Fourth Quarter Ends: June 6

No School- Sept. 4, Sept. 18, Nov. 10,
Nov. 20-24, Dec. 18-Jan. 1, Jan. 15, Feb. 12
Feb. 19, Mar. 12, 26- April 2, May 28

Minimum Days - Aug. 24, Sept. 15, Oct. 20, & 25
Oct. 30-Nov. 3, Dec. 15, Jan. 19 & 24, Feb. 1, 2, & 16
Mar. 23, April 4, May 24, June 6

2017-2018 Minimum and In-Service Days

Minimum Day Schedule – 8:15 to 1:00

Minimum Days

Thursday, August 24

Friday, September 15

Friday, October 20

Wednesday, October 25

Monday – Friday, October 30 – November 3

Friday, December 15

Friday, January 19

Wednesday, January 24

Thursday, February 1

Friday, February 2

Friday, February 16

Friday, March 23

Wednesday, April 4

Thursday, May 24

Wednesday, June 6

Teacher Work Day (No School)

Monday, September 18

Monday, March 12

OAK VIEW SCHOOL STUDENT COUNCIL 2017 – 2018

Max Adversalo, Sebastian Baez, Morgan Craig, Julia Fry, Kole Jones, Sarah Reece

OAK VIEW PARENT CLUB (OVPC)

The Oak View Parent Club (OVPC) is a volunteer organization whose primary purpose is to raise funds for scholastic programs and equipment that benefit the whole school. OVPC sponsors several events throughout the school year including the Back to School Book Fair, Halloween Carnival, Spirit of the Season, and an ice cream social. The primary fund raiser is its Annual Crab Feed Dinner, which will be held on January 20, 2018. Meetings will be held the 2nd Tuesday of the month at 6:30 PM.

2017-2018 OFFICERS

President – Regi Bryant **Vice President** – Kristy Jones
Secretary – Jennifer Marchini **Treasurer** - Rachael Romine

OAK VIEW SCHOOL SITE COUNCIL

We would hope that you, as a parent, would become involved in the formal education of your child. Whether it be as a volunteer classroom aide, serving on our School Site Council, helping with Parent Club activities, or simply helping your child at home.

SCHOOL SITE COUNCIL (SSC) FUNCTIONS

1. SSC organizes and elects officers in October. All interested parents and community members are invited to attend quarterly meetings.
2. SSC assists in developing the Single Plan for Student Achievement. This plan includes goals and budget priorities with regard to categorical funding.
3. SSC encourages parents to take an active part in the School Volunteer Program.

2017-2018 SCHOOL SITE COUNCIL MEMBERS

Certificated

Margaret Meyers
Jana Stout
Nellie Van Egmond
Certificated Alternate
Patricia Rios

Parents/Community

Bert Azevedo
Keith Jones
Kate McDonald
Vacant (election in Sept.)
Vacant (election in Sept.)

Classified

Vacant

Parent Alternates

Vacant

Administrator

Beverly Boone

KEEP THE SCHOOL CLEAN

We all should be proud of keeping our school neat and clean. We have significantly cut down on our trash by starting a school-wide recycle program and in turn have saved the school money. Do your part by doing the following:

1. Place all recyclable items in marked recycle bins. This includes all types of paper (construction paper, magazines, newspapers, envelopes, brown paper bags) even if it's used and written on, aluminum cans and foil, glass bottles and jars, plastics, tin and steel cans, cardboard, and other CRV containers.
2. Do not write or deface school walls, equipment or property.
3. Report any damage of school property or equipment to the office immediately. Those responsible will be charged for replacement or repair.
4. Help to take care of shrubbery around the school grounds by not pulling on tree or shrub limbs and leaves.

SUCCESS IN SCHOOL

1. Work is due on the date assigned by the teacher. Acceptance of late work will be at the discretion of the teacher making the assignments.
2. Your educational success rests on your integrity in your own work and preparing your assignments to the best of your ability.
3. Books and materials needed for your work should be available at Oak View School -- contact your teacher if you cannot get them.
4. If the student has been absent one day, the assignment due at the time of his absence should be turned in the day following his absence.

If the absence is an extended one, the student should arrange with his teacher for an extension of time. Failure to turn in work after an absence will result in the student's receiving no credit for the assignment. Long-term absences can result in serious loss of school work.

REPORT CARDS

The report card represents the teacher's best estimate of your child's progress. Each student's achievement will be graded in relation to other students throughout the nation on the same grade level. The report card includes the teacher's assessment of the student's citizenship in each class.

REPORT CARD SCHEDULE (Reports cards are given out on Friday following the last day of the quarter or at parent conferences).

Fall Term Begins	August 17, 2017
First Quarter Ends (Parent-Teacher Conferences)	October 20, 2017 Oct. 30 – November 3, 2017
Second Quarter Ends (Parent-Teacher Conferences)	January 19, 2018 February 1 & 2, 2018
Third Quarter Ends	March 23, 2018
Fourth Quarter Ends – school year ends	June 6, 2018

ATTENDANCE

Regular attendance is necessary if you desire to make progress in school. The school considers more than three (3) days of absence in any one quarter as excessive and, in all probability, this will affect grades. The State considers a student with three (3) days or more of unexcused absences as a habitual truant. Also, being late for school 30 minutes or more is considered truancy.

In order to participate in a school sponsored after-school activity (Dances, Talent Show, Band Performance, etc.), a student must be in attendance at school the day of the event.

If a student is classified as habitually truant the following may occur:

- Written notification to parent
- Parent conference with administration
- Attend a Student Success Team meeting
- Student withheld from participating from school sponsored events during or after school day including field trips, class parties, assemblies, recess, school dances, Fall Field Day, etc.
- Human Service Agency and/or Child Protective Services notified

- County Sherriff's Office notified
- Alternate educational setting for student at San Joaquin County Office's ONE (7th/8th grade) or Field of Dreams (K-6) Program.

Habitually Truant means = combination of 3 days unexcused absences or tardies (more than 30 minutes late)

If a student is absent, regardless of the reason, five or more days per quarter one of the following may occur (if applicable):

- Not allowed to attend the next dance
- Not allowed to participate in intermural sports
- Removed from Band
- Removed from Student Council
- Removed from Trash Bashers
- Removed from next field trip
- Sit out for part or all of next school event (Fall Field Day, class parties, assemblies, etc.)

Parent Responsibility

If your child is absent from school you must:

- Call 368-0636, option 2 and leave a message as to why your child is absent, send an email to ssantos@sjcoe.net or send a note to the school office, not the teacher.
- If a phone call, email or note is not received by the school within 3 days of the absence (including weekends), it will be considered unexcused and will not be changed.
- If your child is ill for more than 3 days in a row, you must provide a doctor's note excusing the absence or day 4+ will be unexcused unless a doctor's note is received excusing the 3 days (or more) of the absence.

Student Responsibility

Make-up work is the student's responsibility. Ask your teacher for it and complete it. Ask for extra help. The faculty is always ready to give it.

Early Check-Out

Bring a note from your parents if you are to be excused early, state the time you are to be excused. **This reduces class disruptions and is a help to the office.** You must sign out in the office before leaving. The parent or guardian designated to pick you up must come to the office to sign you out.

PERFECT ATTENDANCE AWARD POLICY

Students must be physically present every day to be eligible for this award. Students must be at school for a minimum of 90 minutes to count as a day of attendance.

Monthly Award – No absences or tardies/lates.

Quarterly Award – No absences or tardies/lates.

Perfect Attendance Field Trip – No absences or tardies/lates.

ARRIVAL AND DEPARTURE TIME

Students are not to arrive on the school grounds prior to 7:45AM. No yard duty will be present prior to 7:45AM to supervise your child. At the close of the school day, students are expected to depart and go directly to their home.

AFTER SCHOOL ACTIVITIES OR VISITS

Students must bring written permission to go anywhere other than home after school. Plan in advance for special meetings or arrangements to go elsewhere than home.

STUDENT HEALTH

First Aid

First Aid, defined as the immediate, temporary care given in case of accident or sudden illness, will be given when necessary. First Aid will be rendered by the school secretary or by a staff member. In case of an accident requiring the services of a doctor, every attempt will be made to contact the parent or guardian before the child is taken to the doctor. For this reason we request that parent's keep us informed of any change in address or telephone number.

Immunizations

Immunization reminders are sent after the school health clerk reviews records on needed boosters. Students are required to have DPT, Measles and Polio vaccine upon entrance. Kindergartners and seventh graders are required to have Hepatitis B and a second dose of MMR. As of 7/1/99, kindergartners must have last dose received after "fourth birthday". All seventh and eighth grade students must have received their TDAP booster.

Vision Screening

Routine screening is conducted for grades K, 2, 5, 8, special education and any other student that has been referred by a parent or teacher. Proper referrals are then made.

Hearing Screening

Routine screening is conducted for grades K, 2, 5, 8, special education and any student who seems to have a hearing loss. Proper referrals are then made.

MEDICATION

You may provide your child with prescription medicine when needed. A Medication in School form must be on file in the school office. This form must be signed by you and the physician.

We can administer prescribed medication, but we must have a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. However, please be advised that the office cannot be responsible for making sure that your child comes in to take his/her medicine, this **must** be the child's responsibility.

ALL MEDICATION MUST BE BROUGHT TO SCHOOL BY A PARENT OR GUARDIAN.

Parents often wonder when a child is too ill to send to school. This is particularly true during the cold season when many children seem to have constantly running noses. Ultimately parents must be the final judge of when a child should stay out of school, but you may want to keep a few things in mind if you are

undecided. Children with runny noses are usually not contagious. Whether to keep them home should depend upon their energy and disposition.

Children with strep throat infections, impetigo, conjunctivitis (pinkeye) and fever should stay at home at least 24 hours **after** treatment.

Many childhood illnesses will not interfere with school, but watch out for the following symptoms and get medical attention for your child if they occur: breathing difficulties, severe pain, high fever, diarrhea, vomiting, extreme lethargy, severe cough, or a rash of unknown origin.

CONTROL OF DISEASE

You can help maintain high health standards in our school if you will observe the following:

DISEASE

EXCLUSION PERIOD

Chicken Pox*	7 days or until all crusts are gone
Red Measles*	7 days or until clinically recovered
Whooping Cough*	3 weeks or until paroxysms are over
Mumps*	10 days or until swelling is gone
Conjunctivitis* (pink eye)	until eyes are clear and no pus remains
Scarlet Fever*	7 days from onset until clinically recovered
Strep Throat*	24 hours after antibiotic treatment was started and fever is gone.
Impetigo*	Until treatment has been started and sores must be covered.
Head Lice	Until there is no evidence of live lice and cleared by office staff.
Fever	No fever for 24 hours.

**Consult your doctor for these illnesses*

STUDENT RESPONSIBILITIES

TARDIES

A student is considered tardy if he is not in the classroom when the tardy bell rings. Excessive tardiness is a trait of poor citizenship and will eventually affect a student's grades. All tardies are considered unexcused unless the student can produce evidence to the contrary. Thirty minutes or more tardy on one day constitutes a truancy.

TRANSFERS

If you have to transfer to another school before the school year is over, please do the following:

1. Get everything in order at least one day before leaving.
2. Go to the office to get a checkout and transfer slip.
3. Have each of your teachers, librarian, cafeteria bookkeeper, sign the checkout slip stating that you have checked out with them and that all books have been returned and that you owe no money.
4. Return this slip to the office.

TELEPHONE

Emergency calls only are allowed. You must have a pass from your teacher to use the telephone when you come to the office. Forgotten homework, books, athletic equipment, etc. are not emergencies.

LIBRARY

Every student is responsible for his or her library materials. Materials, which are damaged or lost, must be paid for before additional materials may be checked out. If books are excessively overdue the following may occur:

- Detention
- Exclusion from school activities
- Report card withheld

LUNCH MONEY

Children may pay any amount they wish toward lunches and milks; this amount is entered into the computer and the price of a lunch (or milk) is automatically subtracted each day the child purchases a meal or milk. Prices for student lunches are \$2.30 for grades K-3, \$2.40 for grades 4-8 and .50 cents for milk only. One milk is included with the school lunch. **Children may not charge more than two lunches to their account.**

Meal Charge Standard Practice
Effective Date: July 1, 2017

The purpose of this standard practice is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department.

The school is responsible for maintaining charge records and for notifying the student's parent/guardian with written documentation. Automated phone calls may also be used in conjunction with written notification.

The following will occur if a student's meal account has a zero balance:

- Students will be allowed to charge a maximum of two lunches on their account.
- Once they exceed the two lunch charges, the student may be given a designated menu alternate. Sample: Sandwich + milk
- Students with negative balances will be contacted by the school office with a written account statement and possibly an automated phone call home or email
- Each year in the middle of May, all charging will be cut off:
 - a) Parents/Guardians will be sent a written request for "Payment in Full".
 - b) All charges not paid before the end of the school year will be carried forward into the next year.
 - c) Graduating students must pay all charges in full. Failure to do so may result in not being allowed to participate in the graduation ceremonies.

BOOKS

Textbooks are furnished. These books remain the property of the Oak View School. You are responsible for all textbooks issued to you. If you lose or damage a book, you will be required to pay for it. The textbook must be paid for before another can be issued to you. Each textbook is numbered and the student is responsible for returning the same book that has been assigned to him. **At no time is a student to write in a textbook, with any writing instrument; even pencil marks are not allowed.** All textbooks must be covered. You may bring covers from home or your teacher will provide covers for you.

CELL PHONES

The school discourages students from possessing cell phones while at school because of the distraction they cause and the possibility of them being lost or stolen.

Parents may allow their children to be in possession of a cell phone at school but should not be used unless allowed by a staff member. Students may not receive or send calls, send or receive text messages, play games, take pictures nor use any other function of the phone during school time or on the bus unless instructed by a school employee. Any student in violation of this rule will have his/her phone confiscated and the students' parent will need to come to school to get the phone. The school will not be responsible for lost or stolen cell phones.

DRESS AND APPEARANCE

Clothing must allow free movement and complete participation in physical activity and may not give even the *impression* of gang membership. Additionally, clothing which advertises or glorifies drugs, tobacco and alcohol, and those with profanity, derogatory words, or hate messages are never allowed. The administration has alternate clothing that students must wear if their clothing is against dress code rules or is causing a disruption to student learning.

CLOTHING GUIDELINES

Shorts & Skirt/Dress length

- Mid-thigh or longer which means:
- At least 4 inch inseam on shorts. Shorter shorts must have leggings underneath.
- Skirts must be longer than fingertips when arms are at the student's side
- Underwear may not extend below inseam of shorts
- Tutus/Ballerina attire is not allowed.

Pants

- Must fit properly or as intended
- Underwear may not extend above waist of pants even if covered with a shirt
- Baggy pants may not inhibit full movement during intense physical activity
- No pajamas (with the exception of classroom or student council spirit day)
- No sagging

Shoes

- Lace up athletic shoes are best
- Sandals or flip flops are discouraged due to the danger to feet during physical activity. **If worn, students must bring shoes suitable for recess/PE to change into as required.**

Tops

- Must cover upper body during any normal activity
- Stomach should not show when arms are extended straight out from the sides
- Low cut, halters, midriff, sheer, or half-shirts are not allowed, tank tops must be at least two fingers wide on the shoulder.
- Tube tops or spaghetti straps without an undershirt or shirt on top are not allowed
- Should cover bra straps
- Sleeveless tops should have snug arm holes.

Hats

- Hats and hoods are acceptable when worn outside. Hats and hoods must be removed when inside classrooms, office, and the cafeteria.

General

- Clothing may not glorify or advertise drugs, alcohol, or tobacco, or violence

- Clothing may not have tears/rips/holes that are inappropriate.

Consequences for not following dress code

- The staff will have the student cover up or change clothing with borrowed clothing from the office.
- Parents will be notified to bring a change of clothing only if the problem cannot be solved at school.

Gang colors, clothing, signs, slogans, and graffiti

Due to the highly changeable nature of gang-associated clothing, the administration reserves the right to declare any clothing, accessories, colors of specific items of clothing, signs, and graffiti which it has identified as associated with gangs, as off-limits on the school premises. Because of the danger of being associated with a gang and because of the health danger, tattooing one's body with pencil, pen, and marker or in any other manner is not allowed.

STUDENT DISCIPLINE

The Governing Board believes that one of the major functions of the public schools is the preparation of youth for citizenship. The Board shall foster a learning environment, which reinforces the concepts of self-discipline and the acceptance of personal responsibility by students so that individual achievement and socially responsible citizenship may result. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

The Governing Board recognizes that not all students will adhere to district rules for appropriate behavior. The Board directs the Superintendent/Principal to establish a code of expected student behavior, which defines the parameters beyond which any student's behavior is unacceptable. It is the Board's intent that expectations be stated clearly and that the consequences for inappropriate or prohibited behavior be specified.

In developing the district code of behavior the Superintendent/Principal is directed to utilize all avenues provided by law for the discipline of students. These include but are not limited to advising and counseling students, conferencing with parents/guardians, detention, alternative educational environments and if necessary suspension and expulsion.

The Governing Board shall give all reasonable support and assistance to all employees with respect to the student discipline policies, regulations, and procedures of the district. The administration, teachers and classified staff recognize a mutual responsibility for the enforcement of such policies and regulations.

The assertive discipline policy will be maintained at Oak View School. This policy places the discipline responsibility on all staff members of the school. The basic concept is that all students are responsible for their actions. Every violation will be noted or actions taken, whether minor, moderate, or major.

Examples:

1. Criminal acts will result in suspension, expulsion and referral to the justice system.
2. Non-criminal acts will result in counseling, and/or disciplinary action, such as detention, denial of privileges, trial period of behavior, suspension, expulsion, and parent conferences.

GROUND FORS SUSPENSION AND EXPULSION

- A. Students may be suspended or recommended for expulsion when the Superintendent/Principal, or designee determines that the student has done any of the acts listed below:
 1. Caused, attempted to cause, or threatened to cause physical injury to another person.

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the Superintendent/Principal or his/her designee.
3. Unlawfully possess, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11007, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered or arranged or negotiated to sell any controlled substance as defined in Health and Safety Code 11007, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage or intoxicant.
5. Committed robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 1364 or the Health and Safety Code.
11. Disrupted school activities or otherwise willfully defied the valid authority supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school or private property.
13. Possessed an imitation firearm.
14. Engaged in sexual harassment.
15. Harassed/threatened/intimidated a witness.
16. Arranged to sell or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in hazing.
18. Engaged in or attempted to engage in harassment of another pupil.
19. Threatened or participated in act of hate violence.
20. Made terrorist threats against school officials or property.
21. Engaged in bullying.
22. Aids or abets infliction or attempted infliction of physical injury to another.

B. A student may be suspended or expelled for any of the acts listed above if the act is related to a school activity or school attendance, including, but not limited to the following circumstances:

1. While on school grounds.
2. While going to or coming from school.
3. During or going to or coming from a school sponsored activity.

C. Threats against persons or property will be taken seriously and will be investigated and dealt with severely. All students must understand that given the times in which we now live that any verbal or written threat, regardless of intent to kid, tease, or "play around", must be taken seriously. Any threat to hurt another person is grounds for suspension, expulsion, and/or calling in law enforcement. All teachers will talk to their students about this issue. Parents likewise are asked to discuss this with their children. For example, in times past someone might say, "I'm going to kill you" and everyone would understand that this was not likely to be a real threat. But given the violence some schools have endured in the past few years such statements are no longer socially acceptable and must be taken seriously by school authorities.

BASIC SCHOOL RULES

These general rules of student conduct are the same for all students in all classes. In addition, every teacher will have their own set of classroom rules for students to follow. The school calls on all students to adhere to the following rules:

1. Students will not disrupt the teaching-learning process.
 - a. Teachers have the right to teach. Therefore, no student has the right to prevent any teacher from teaching.
 - b. Students have the right to learn. Therefore, no student has the right to prevent any other student from learning.
2. Students will treat all people and property with respect.
 - a. Students will keep their hands, feet, and objects to themselves.
 - b. Students will not possess or chew gum, eat seeds, pomegranates or top ramen on school property. Energy drinks (Rock Star, Monster, etc.), or coffee drinks are not allowed at school. Only water is allowed in the classroom.
 - c. Students will remove hats or caps when indoors.
 - d. Students will not mark in any book or workbook without their teacher's permission.
 - e. Students may never write or mark on a desk.
 - f. Students will use restrooms for their intended purposes only.
3. Students will cooperate with those in positions of authority.
 - a. Students will show respect for adults at all times.
 - b. Students will not call any staff member by their first name while on campus.
4. Students will not bring any of the following items to school unless they have their teacher's permission: Toys, games (including video games), radios, CD players, MP3 Players, Tablets, cameras, balloons, water guns, skates, and skateboards.
5. Students will not leave school at any time without permission from the office.
6. Fighting, play fighting, or instigating a fight is never allowed.
7. Knives, guns or other weapons are never allowed at school.
8. Swearing and obscene signs and materials are never allowed at school.
9. Tobacco, drugs, and alcohol are never allowed at school.
10. Students may go to the office only with permission or to pay for lunches during recess.
11. Students are never allowed in the bus barn unless directly supervised by an adult.
12. Bikes, skateboards, or scooters may not be ridden on the school grounds at any time.
13. Students are responsible for obeying school rules from the time they leave home in the morning until they arrive home in the afternoon and during any after-school events, including field trips and activities such as a carnival or Open House.
14. Students will not sexually harass, tease, threaten or bully staff members or other students.

PLAYGROUND AND OUTDOOR RULES

1. Students are to walk in the halls using the sidewalks. No running on the grass between the buildings.
2. Students are not to play or loiter in hallways - exception: students may stand in the hallway of the south

- wing which is open to the playground during recess.
3. Playing in or near restrooms is not allowed.
 4. Students will play only in their own designated playground areas. (Kindergarteners on kindergarten playground, grades 1-3 primary playground and grades 4-8 on the upper playground.)
 5. Students may not climb on trees, fences, or any part of the buildings.
 6. Students may not leave the school at any time without permission from the office.
 7. Students are not allowed in the storage barn unless accompanied and supervised by an adult.
 8. Throwing things at anyone is forbidden.
 9. Bark should not be picked up for any reason. It may not be thrown under any circumstances.
 10. Fighting, play fighting, wrestling, tripping, tackling or promoting and/or provoking any of these activities are forbidden.
 11. Specialty balls and other equipment should only be used for their intended purpose. For example, 4-Square balls, volleyballs, and basketballs should never be kicked or a slide should only be used to slide down, never to walk on or jump off.
 12. Balls may not be kicked on the blacktop with the exception of the kickball diamond on the southwest corner of the primary playground. No balls are allowed in the bark area.
 13. Balls may not be kicked or thrown against the buildings.
 14. Students may not twist swings or jump off while they are in motion.
 15. Students may not chase or play tag on the bars.
 16. Students may not sit or stand on top of the horizontal ladder.
 17. Students may not do back flips off of the bars.
 18. Baseball bats are only allowed to be used at the backstops.
 19. No student may interfere with a game in progress or with another student's use of playground equipment.

CAFETERIA RULES

1. Balls and equipment are to be put into the ball barrel when entering the cafeteria.
2. Take a seat quickly and quietly and remain seated until excused.
3. Keep hands and feet to yourselves.
4. Use correct table manners.
5. No throwing of food or any other objects is allowed.
6. Do not pour milk or any other food into your tray or anyone's tray.
7. Do not use inappropriate language at the table.
8. Raise your hand to get permission to get seconds.

9. No seconds until everyone has been served, all food on your tray has been eaten, and you have not given any of your food away.
10. Students are responsible for their table's cleanliness (this includes food below and around the table).
11. No talking or loud noises are allowed when the lights are off.
12. Food is to be eaten in the cafeteria only.
13. Students will be excused by table based on its cleanliness and behavior.
14. Students leaving for extracurricular activities such as student council must be excused.
15. Straws and plastic utensils may be used only to eat lunch; they may not be used to play and are to remain in the cafeteria.
16. If the fire alarm sounds, leave all food and personal items, quietly walk to the exits and proceed down the hallways to the playground safe areas. Then join your teacher and class.
17. No sharing school or home lunch.

FIELD TRIPS

Field trips are an exciting and enriching part of education at Oak View School. Every class is allowed to go on at least one field trip per year with the transportation costs being funded by the School District. Please remember that while on a field trip, students are representing Oak View School. We want to be remembered in a good way and be invited back to participate again.

Field trips are a privilege our students enjoy to help enliven the curriculum with hands-on, first-hand experiences. Being away from the structure and control of the classroom and school site can cause some children to act out in ways that does not enhance the image of our school and has caused other children on the field trip to lose out on some of the field trip attractions because the teachers and/or chaperones were kept busy with student discipline. It is our belief that students on field trips should exhibit better than normal behavior rather than worse.

To lessen the number of problems teachers have with supervising students on field trips it is now our policy to require the parent or guardian of any student who has been suspended from school twice in the past ten weeks or three times during the current school year to attend the field trip and supervise their child, or the student will not be allowed to attend the field trip. If the parent/guardian is unwilling or unable to attend the field trip the student will remain at school in a different classroom engaged in alternative assignments. It is our belief that this policy will help all children get the most out of their field trip experiences.

Before any student participates in a field trip he/she must have written permission from a parent or guardian. Verbal permission cannot be accepted. All field trips are voluntary. **Students must meet classroom requirements (grades, behavior and attendance) to attend trips.**

Parents participating as chaperones on field trips are asked to please not bring other children along. Our insurance forbids this.

OAK VIEW SCHOOL HOMEWORK POLICY

Homework should be planned and scheduled daily. The following factors should be used in the completion of home study:

1. Homework assignments should be thoroughly understood by a student before he leaves school. If in doubt concerning an assignment, see your teacher or a fellow pupil before departing from school.

2. Homework assignments should be checked by the teacher and you should receive credit for the completion of this work.
3. Homework policies will be explained to your parents during parent conferences or in a personal conference.
4. Homework might be a textbook assignment; however, consideration will be given to research projects designed to increase your skills or knowledge of a subject.

Following are some examples of possible homework assignments:

- a. Reading novels, stories, magazines, newspapers, and textbooks.
- b. Listening to and preparing reports on radio, television and motion picture programs.
- c. Figuring problems which are related to the regular schoolwork.
- d. Writing assignments, letters, outlines, stories, descriptions.
- e. The observation and sharing of the observation of what you see or hear on trips, at fairs, exhibits council meetings, concerts, church functions, plays, etc.
- f. Memorizing facts.
- g. Constructing a project related to subject area.

The daily amount of time required to do homework will vary depending upon the maturity, abilities, and individual needs of students as well as the requirements of the subject. The amount of time will also depend upon work habits and goals for the future. Amounts may vary from student to student and from class to class. Further consideration will be given to the availability of materials needed to complete homework assigned. However, the following schedule represents an average amount of time which homework assigned should reasonably require.

<u>Grade Level</u>	<u>Recommended Time Allotment for Homework</u>
Kindergarten/First	10-15 min. assignment four days a week
Second	20 min. assignment four days a week
Third	30 min. assignment four days a week
Fourth	40 min. assignment four days a week
Fifth	50 min. assignment four days a week
Sixth	60 minutes per day
Seventh	60+ minutes per day
Eighth	60+ minutes per day

HELPFUL HINTS REGARDING STUDY HABITS

Study habits are often the difference between success and failure in school. The following suggestions are offered to help you improve your scholastic attainment and grades:

1. Set a specific time to do your studying.
2. Have a quiet place to study, free from distractions.
3. Concentrate - make the most of your time. When your thoughts are on something else and your eyes are going over a book, you will find that you are not really studying, though later you may rationalize that you have your studying done.
4. Make a rough draft of written work. If you will make a rough draft of your written work and from this draft work on the paper you hand in, it will be of better quality.
5. Take proper notes. In class discussion and lectures take notes and have some system for the proper organization of your notes. Some students find an outline form helpful. Others will develop their

own system. When you read an assignment, take notes on the materials; it will help you remember the information and will be helpful in studying for tests.

6. Read materials until you know the content. When you have a reading assignment, do not expect to get the necessary information by reading the assignment only once. One of the recommended methods of reading an assignment is to read it once rapidly to become familiar with the general ideas, then read the material again more slowly for content, and read it the third time to find ideas that were missed and to clarify the material.
7. Plan ahead. If you begin work on your assignments at the time they are given, you can finish them with time to spare.

EXAMINATION STANDARDS

Why are examinations held, marks assigned, and reports sent home? The main purposes are:

1. To inform the student of their achievement.
2. To encourage the student to study.
3. To inform the parent of the student's achievement in relation to other students.
4. To determine whether a student should go on to the next grade.
5. To predict the student's future success.
6. To assist the teacher in evaluating the effectiveness of their teaching.

EXAMINATIONS

Examinations and the assignment of grades is the sole province of the teacher. Examinations will be scheduled at the discretion of each teacher. Grades will be assigned based upon predetermined standards of achievement and excellence.

PROMOTION/RETENTION POLICY

No student at Oak View is promoted automatically. The promotion or retention of any student is judged on its own individual merits in view of test scores and what is best for the student. The promotion or retention of any student is the sole province of the district superintendent based upon recommendations of the faculty.

The Oak View School Board of Trustees, working closely with the teaching staff and administration has passed the following retention policy beginning in August 1999.

Students shall be identified first on the basis of grades. The minimum grades in reading, language arts, and mathematics shall be "C" (including C-).

Whenever a student fails to achieve the minimum grade in the designated grade level and subject areas the teacher will compile a checklist of skill competencies as written in the California State Content Standards for language arts and/or mathematics. The minimum standard within each content area will be judged as follows: Students will demonstrate competency in the majority of the strands for their grade level. Competency is demonstrated by performing at a minimum rate of 75% on the majority of the skills in each strand.

Administration will also use retention scale forms to assess whether a child should be retained as well as

assess the student's GPA. Any student receiving less than a 2.0 GPA will be a candidate for retention.

USE OF SCHOOL FACILITIES

RULES AND REGULATIONS FOR THE USE OF FACILITIES FOR NON-SCHOOL PURPOSES

Request forms for use of school facilities may be obtained from the Superintendent/Principal's office at the school. Request forms should be filed at least three (3) weeks in advance of the time the use of the facility is desired. The requested dates shall be entered on the school's event calendar. When there is a question regarding the use of the school facilities, the Governing Board or Superintendent/Principal shall have final disposition.

UNIFORM COMPLAINT PROCEDURES

The Governing board recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in consolidated categorical aid programs and special education programs.

The Governing Board designates the Superintendent/Principal to receive and investigate complaints and ensure district compliance with law.

Procedures

The Superintendent/Principal shall maintain a record of each complaint and subsequent related actions. The confidentiality of parties and facts will be protected to the extent possible. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complain of alleged noncompliance. The complaint shall be presented to the Superintendent/Principal or designee. Complaints involving allegations of unlawful discrimination must be made no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Step 2: Mediation

Within three days of receiving the complaint, the Superintendent/Principal shall informally discuss with the complainant the possibility of using mediation. If all parties agree to mediation, the compliance officer shall make all arrangements for this process.

Step 3: Investigation of Complaint

The Superintendent/Principal shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. The Superintendent/Principal shall ensure that all pertinent facts are made available, and all parties may ask other individuals to attend this meeting.

Step 4: Response

Within 30 days of receiving the complaint, the Superintendent/Principal shall prepare and send to the complainant a written report of the district's investigation and decision. If the complainant is dissatisfied with the superintendent/Principal's decision he/she may, within five days, file his/her complaint in writing with the Governing Board. The Board may consider the matter at its next regular meeting, at a special

meeting, or may choose to not hear the matter, in which case the decision of the Superintendent/Principal is final.

Appeals to the California Department of Education

If dissatisfied with the district's decision the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. When appealing to the California Department of Education, the complaint must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision.

TOBACCO-FREE SCHOOLS

In the best interests of students, employees and the general public, the governing Board prohibits the use of tobacco products at all times on district property and in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from the district.

SCHOOL BUS SAFETY AND RULES OF CONDUCT **(Per. Ed. Code Section 38048)**

The Governing Board will provide bus transportation for the students within the district in accordance with law. Such transportation will be extended as a privilege only insofar as the individual student displays good conduct and behavior while preparing to ride, riding, and after leaving the bus. Failure to comply with the rules and regulations for bus riders shall be sufficient reason for a student to be denied transportation.

The following safety information applies to all pupils attending Oak View Union School District. These regulations apply at all times when students are riding on a school bus. It is the responsibility of all school personnel, parents/guardians, and the students themselves to see that these regulations are followed.

Students must be at the assigned bus stop for morning pickup at least five (5) minutes prior to the scheduled time. Students walking to or from a bus stop must do so in a timely manner while being aware of any activity taking place around them. Students must follow all existing safety rules applicable to pedestrians and use good judgment at all times while waiting for the bus to arrive. Parents/guardians are responsible to insure the safe and timely arrival of their children for morning pickup at the assigned bus stop and on the correct side of the street.

Students being discharged at their bus stop at the end of the school day must proceed directly home. Students are not to cross or re-cross a roadway after the bus had departed for any reason. Students that require a red light escort by the driver on home delivery must remain attentive and follow all instruction given by the driver. Upon arrival at their stop, students will follow the driver out of the bus and stop at the right front corner of the bus so that he/she can see the driver proceed to the street. When the driver has determined that it is safe, the student will be verbally instructed to cross the roadway between the driver and the front of the school bus. Students will walk across the roadway in an orderly manner. Once students have crossed the roadway, they must then proceed directly home.

When it becomes necessary to escort a student to the bus on morning pickups, the student will stand in a safe place away from the roadway and will not cross the roadway until the school bus driver has walked onto the roadway and verbally instructed the student to cross to the school bus.

All students boarding or exiting a school bus must remain aware of school bus danger zones. These are areas that are difficult for the driver to see while seated in the driver's seat. These danger zones include, but are not restricted to the front of the bus below the windshields, the left side of the bus, the right side of the bus from the entry door to the rear wheels, and behind the bus. Students must not loiter near a school bus for any reason.

Should it be necessary for a student to be dropped off at a bus stop other than his/her assigned stop, a note from a parent/guardian must be presented **to their teacher or the office**. **The note must list the date, the first and last name of the student whose stop they will be getting off at and be signed by the parent/guardian.** This applies to both morning pickups and home delivery. Emergency situations which do not allow time for the proper written notification must be authorized by the administration office. Passengers must follow the instructions and directions of the bus driver at all times. Riders must be seated properly at all times while the bus is in motion. The aisle and emergency exits must be clear at all times to allow students a safe passage. Students may change seats only with specific permission from the driver.

Loud noise or behavior that distracts the driver's attention from driving will not be tolerated. This means no loud talking, laughing, yelling, singing or whistling. No part of the body, hands, arms, head or hair should be put out of the window at any time. Nothing may be thrown or passed from the bus.

Students shall keep the bus and the area around the bus stop clean and free of litter. Students must show respect for the property of residents at or near the bus stop.

Glass containers or other items that are fragile are not permitted without prior permission from the driver. Pets, chewing gum, and seeds are never allowed on the school bus. Students may not drink liquids on the bus.

SCHOOL BUS SAFETY RULES

Students are required to:

1. Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive.
2. Use only his/her assigned stop.
3. Respect the rights and property of others on the bus and at the bus stop.
4. Always enter and leave the bus through the entrance door except in emergencies. Always remain seated face forward and wear the seat belt if the bus is equipped.
5. Remain quiet at railroad crossings.
6. Keep all parts of the body, including hair, inside the bus.
7. Keep windows closed unless otherwise instructed by the bus operator.
8. Be courteous and respectful to the bus operator, other students, and passersby.
9. Obey the request of the bus operator, give proper identification when requested.
10. Always cross in front of the bus when it is necessary to cross the street..

11. If a student is to be dropped off at any bus stop other than their assigned one, they are to present a signed, dated note from the parent/guardian to the office or teacher.

Students are not allowed to:

12. Fight or play rough while at the bus stop, on the bus, or when getting on or off the bus.
13. Use profane language, obscene gestures, creates excessive or unnecessary noise.
14. Transport live animals, insects or reptiles to or from the school by means of the bus.
15. Transport hazardous or destructive objects of any kind, such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skate boards, ball bats.
16. Damage or deface any part of the bus, tamper with the radio, bus controls, emergency exits or other equipment, shoot at or throw away objects inside or outside of the bus, or in any way endanger the safety of others.
17. Eat or drink on the bus.

SCHOOL BUS SAFETY RULES WALKING TO AND FROM THE BUS STOPS

1. Go directly to and from the bus stop.
2. Plan the safest route with the fewest streets to cross.
3. Look in all directions before crossing and when safe, walk across the street.
4. Watch for vehicles that might be making a turn.
5. Do not dart from between parked cars or shrubbery.
6. NEVER ACCEPT A RIDE FROM A STRANGER.
7. If possible, face traffic when walking on roads without sidewalks and always use caution.
8. Be extra careful during times of sunrise and sunset, bad weather, and during darkness wear white clothing or something reflective.
9. Leave home early enough so you don't have to run.

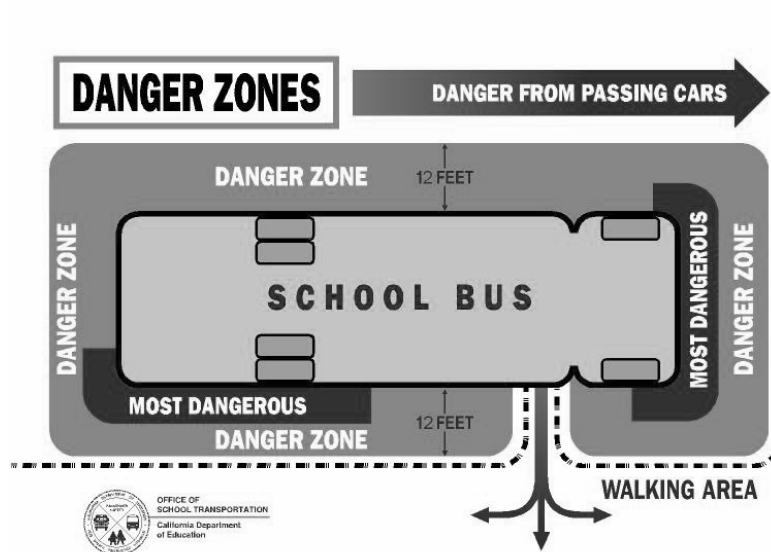
CONDUCT AT SCHOOL BUS LOADING ZONE & BUS STOPS

1. Stand in lines or a group facing traffic so you can see the bus approaching. Stand back 12 feet from where the bus will stop. Do not approach the bus until the driver opens the bus door.
2. When loading at a school, follow the directions of driver and/or teacher on bus duty. Stand back the required distance until the bus driver opens the bus door. Remember, there may be several buses to watch out for, not just your own.
3. NEVER go under any bus to retrieve something you have dropped. Ask the driver or teacher to assist you.
4. Never run to a bus, always walk.

5. Destroying property, playing in or running across the street or any type of horseplay at a bus stop is dangerous and prohibited.
6. Do not bring pets to a bus stop.
7. When the bus is stopped to load or unload, the students are the direct responsibility of the bus driver and the driver's directions must be followed.
8. School buses can only stop at designated bus stops. If you miss the bus, have mom or dad take you to another bus stop or directly to school. Remember never run after your bus once it leaves!
9. When waiting for the bus in a car, be sure your car is not parked in the busloading or unloading

WHEN CROSSING THE STREETS

1. Oak View Union School District bus drivers cross all students – kindergarten through 8th grade—who need to go across the street as they depart the bus. Be sure and tell your bus driver that you cross the street so he or she can safely prepare the bus for the crossing procedure.
2. The bus driver is always the first person off the bus. He/she needs to activate the bus "Red Lights" that flash on the outside of the bus to warn cars to stop.
3. Once your driver is off the bus, you can walk down the bus steps, and wait next to the bus, for your bus driver to direct you to cross the street. Never go out into the street without the bus driver telling you to do so!
4. Always walk between the front of the bus and the bus driver as you cross the street.
5. Once you are on the other side of the street, stay on that side and go directly home. Do not cross the street again or play in the street.



BUS CITATIONS

If a student violates the bus rules he/she may get a bus citation. The citation must be returned to the Bus Driver signed by the parent before the student is allowed to ride the bus again.

- 1ST NOTICE - WILL BE A WARNING
- 2ND NOTICE - PARENT/PRINCIPAL CONFERENCE
- 3RD NOTICE - SUSPENDED FROM RIDING THE BUS UNTIL REINSTATEMENT
CAN BE ARRANGED WITH THE BUS DRIVER AND PRINCIPAL

NOTE: Any drastic violation of bus rules can and will result in immediate suspension of bus riding privileges.

FOGGY DAY BUS POLICY

On mornings when the fog is especially dense our school buses may not leave on schedule. We will make a determination at school if the density of the fog would prohibit the safe operation of our buses. If we do come to the conclusion that we cannot safely operate the buses we will delay them by one hour. We will contact radio stations KJOY 1280 AM, KRAK 1140 AM, KFBK 1530 am KAT Country 103.3 FM to make this announcement. We will try to time the announcement so that if you listen between 7:15 and 7:45 you would hear about any change in schedules. You could also call the school to find out if the buses will be leaving on schedule.

If the fog continues to be so dense as to make it impossible to safely operate them after the one hour delay we will delay them for another hour. If at that point (two hours late) it is still impossible to operate the buses, bus service to school will be cancelled for that day.

If the buses are delayed it is important that the children not be left to wait at bus stops. Parents should make some provision to insure that all children are told to go back home or to a home designated by parents by previous arrangement if the buses are delayed.

We do not believe that we will need to make frequent use of this policy; most foggy days are not so bad as to make it impossible to drive the buses. But, we want everyone to be prepared in case the fog does become that hazardous.