

# BROAD VIEW ELEMENTARY

MRS JENNY HUNT, PRINCIPAL



## ABBREVIATED FAMILY STUDENT HANDBOOK 2020-2021



**473 SW FAIRHAVEN DR OAK HARBOR**

## **WELCOME TO BROAD VIEW ELEMENTARY**

Welcome to Broad View Elementary! This is the home of thoughtful students who work hard to meet high expectations and talented staff members who have dedicated themselves to student success. Because showing respect and being responsible are so important to success in school, this handbook is provided for your family as a resource about our school expectations. It contains a collection of information about our school and while thorough, it doesn't contain everything. Please read it with your child(ren) to become familiar with the content and then contact the school office or your child's teacher if you have any questions about our policies or procedures.

This year things look a little bit different, but we are so excited to see you all. Our family partnerships are a top priority at Broad View.

Best wishes for a happy and successful school year!

Jenny Hunt  
Principal, Broad View Elementary

### **Important Numbers**

Main Office	360.279.5250	Attendance	360.279.5295
School Counselor	360.279.5270	Nurse	360.279.5268
Kitchen	360.279.5256	Library	360.279.5259
FAX	360.279.5299	School Closure Line	360.279.5060
LAP	360.279.5255	Transportation	360.279.5570
District Office	360.279.5000		

### **Websites/Email**

District Website	<a href="http://www.ohsd.net">www.ohsd.net</a>
School Webpage	<a href="http://www.ohsd.net/bves">www.ohsd.net/bves</a>
School Facebook Page	<a href="#">Broad View Elementary</a>
Attendance email	<a href="mailto:bveattendance@ohsd.net">bveattendance@ohsd.net</a>
Broad View Information email	<a href="mailto:bveinfo@ohsd.net">bveinfo@ohsd.net</a>
Broad View PTA Email address	<a href="mailto:bveptaboard@gmail.com">bveptaboard@gmail.com</a>

When students arrive, they will go directly to their classrooms, unless they would like to get breakfast first. Students will not walk the track or line up outside this fall.

### **DAILY SCHEDULE (Monday - Tuesday)**

*Kindergarten - 4th grade*  
9:00a.m. - 9:20 a.m. Breakfast served  
9:15 a.m. First Bell  
9:20 a.m. School Begins (Tardy Bell)  
3:25 p.m. Dismissal

### **DAILY SCHEDULE (Thursday - Friday)**

*Kindergarten - 4th grade*  
9:00a.m. - 9:20 a.m. Breakfast served  
9:15 a.m. First Bell  
9:20 a.m. School Begins (Tardy Bell)  
3:25 p.m. Dismissal

**\*\*CAMPUS WILL BE CLOSED ON WEDNESDAY FOR DEEP CLE**

## **MISSION STATEMENT**

The purpose of Broad View Elementary is to provide a safe environment where all students are challenged and encouraged to achieve the highest standards of academic excellence and social responsibility.

## **WE ARE THE EXPLORERS**

Our mascot is the Explorer, and our school colors are blue and green. Below are the characteristics we value and promote:

Include	<b>E</b> veryone
Pursue	e <b>X</b> cellence
Always	<b>P</b> ersevere
Become a	<b>L</b> ife-Long Learner
Have an	<b>O</b> pen Mind
Be	<b>R</b> esponsible
Express	<b>E</b> mpathy
Show	<b>R</b> espect
Give	<b>S</b> ervice



## **BROAD VIEW EXPECTATIONS**

### **ATTENDANCE**

Regular school attendance is critical for mastery of the instructional content being presented sequentially to your child. Children learn hundreds of new skills and concepts during the school year and their understanding of these is dependent upon their daily attendance and participation. Additionally, regular daily attendance is important to a student so that he/she may develop secure relationships with peers and the classroom teacher. This includes online attendance during at home school days.

As parents, you control your child's attendance. Every attempt needs to be made to guarantee good school attendance. However, circumstances do arise which necessitate a student occasionally missing school.

Washington State has a compulsory school attendance law (RCW 28A.22S.010). If your child is absent from school for any reason, you need to do the following:

- Call the school attendance line at **360.279.5295** (24 hours) to notify office personnel of the absence.
- Send a note with your child within 48 hours of his/her return to school explaining the reason for the absence, date of absence, your signature and the current date. In lieu of a written note, you can call our office at 360.279.5295 or an email may be sent to [bveattendance.net](mailto:bveattendance.net).
- Absences without a note, email, or a phone call within 48 hours of the absence will be considered unexcused.
- If you anticipate a lengthy absence for medical reasons, please provide the school with a note from the doctor.
- Contact the classroom teacher and ask for assignments that need to be made up.

### **Excused and Unexcused Absences**

Students are expected to attend all assigned classes each day. Regular school attendance is necessary for mastery of the educational program provided to each student of the district. ([BP 3122](#)).

- A student is absent when they are: Not physically present on school grounds; and Not participating in the following activities at an approved location: 1. Instruction; 2. Any

instruction-related activity; or 3. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.

- Student shall not be absent if: 1. They have been suspended, expelled, or emergency expelled; 2. Are receiving educational services; and 3. The student is enrolled in qualifying "course of study" activities.
- A full day absence is when a student is absent for fifty percent or more of their scheduled day.

### **Tardiness**

Students entering the classroom up to 90 minutes late are considered tardy. Students who are late **must** report to the office to check in and get a tardy slip to present to the classroom teacher.

### **Vacations**

Family vacations and such are not excused absences unless the principal and teacher approves your child's absence in advance. Principals cannot approve such absences if the absence will have a negative impact on the student's learning. You must fill out an attendance contract when missing more than 3 days. You can obtain a contract from the Office.

### **Deployment**

Military Family Deployment Leave allows a student to miss one day for a parent's deployment and one day for a parent's post-deployment reunion. This is limited to one day per event and specific to the NASWI deployment/reunion.

Please visit the district website at [www.ohsd.net](http://www.ohsd.net) under Board Policies to see the district policy on attendance.

### **Call-Back Procedures**

If a child is absent and the school has not heard from the parent, the school will call the parent or other designated individual. The calls are generally made by 10:15 a.m. The school will make only one call. Each parent will provide the school with a call-back telephone number to use in the morning where there will be somebody to receive the call, e.g., home, relative, reliable friend, or work.

### **Emergencies**

In the event of an emergency, students will only be released to their parent, guardian, or a person who is designated on their registration card. Please update home, work, and emergency phone numbers on a regular basis.

### **Checking Students In and Out of School**

If you need to remove your child from school anytime during the school day, please be sure to check in at the office first. You will be asked to sign your child out and note the reason for taking him/her out of school. The office personnel will call your child from class. *To ensure safety, no student will be picked up directly from their classroom by anyone, under any circumstance, without permission from the office.* Students will be released to the parent or guardian. If you wish to have someone pick up your child from school for any reason, please call the office beforehand and/or send a note with your child.

### **Permanent Withdrawal**

If you are permanently moving away from our attendance area, please contact the school office to begin the withdrawal process. Complete a Student Transfer/Withdrawal form at least one week prior to your student's last day of school. The form will be routed through the library, food service, and the classroom teacher. Please make sure your student's library books have been returned or library fines paid. The form may be picked up at the end of your student's last day. Please take the form to your new school when registering. The form contains our contact information for your new school to request your student's cumulative file. Your student's records will be forwarded directly to the new school upon receipt of the request.

### **Options for Student Arrival/Dismissal**

- You may allow your child to walk or ride a bike to/from school. Exercising is healthy!
- We will allow parents to drop off their children at the designated gates for their classroom or in the pick up/drop off car loop.
- Students may be picked up from their designated gate or from the parent pick up/drop off loop.

**IMPORTANT PARENT ALERT!**  
*The vehicle loop is reserved for buses only.*

### **Change in Method of Travel Home**

If your student needs to go home by a different way or will be picked up by a different person, please send a note or call the office by 3pm. Without notification by parent or guardian, all students will be sent home via their usual method.

### **Reminder**

- Students may not arrive at school before 9:00 am. .
- To ensure safety, students are expected to leave the school grounds promptly at dismissal time.
- Please do not block the bus lane or the parking lot.

### **School Closure**

School will remain in session during regular hours unless weather conditions become extreme or an unforeseen emergency arises. For information regarding school closures, late-starts, and bus transportation changes, emergency messages and closures will be carried by radio, TV stations, and posted on the internet at [www.ohsd.net](http://www.ohsd.net) and alerts from the app. Emergency school closure/schedule change information can also be accessed by calling **360.279.5060**.

### **HOT LUNCH**

The Oak Harbor School District participates in the National School Lunch Program. Right now school breakfast and lunch is free for all students until **June 22nd, 2021**. However, please make sure to fill out your free and reduced lunch application. Free and reduced-priced lunch applications are available in the school office, or on your Skyward Account. If you have any questions about your student's lunch account, please call our **school cafeteria at 360.279.5256**.

## **HEALTH AND SAFETY**

### **Immunizations**

State law requires that all students attending kindergarten through twelfth grade must present proof of immunization. Failure to provide documentation of full immunization within 30 days of your child's first day of attendance shall exclude the student from school until an acceptable Certificate of Status form is submitted to the school office. If you have any questions, contact the school. Certificate of Immunization Status forms are available in the school office.

Washington State Law requires the following immunization prior to the first day of attendance:

- **DTP** – 5 doses with the last dose on or after the 4<sup>th</sup> birthday.
- **Polio** – 4 doses with the last dose on or after the 4<sup>th</sup> birthday.
- **MMR** – 2 doses. First dose on or after 1<sup>st</sup> birthday and second dose at least 28 days later.
- **Hepatitis B** – 3 doses.
- **Varicella** – 2 doses given on or after the 1<sup>st</sup> birthday or verification of a child having disease by a healthcare provider.

### **Student Immunizations and Life-Threatening Health Condition (BP 3413)**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, students

must present evidence of having been immunized against diseases as required by the State Board of Health.

### **Exemptions**

Your child may be exempt from immunizations for medical, personal/philosophical or religious reasons. A Certificate of Exemption form must be on file and have both a licensed health care providers' signature along with the parent/guardians' signature. Please note: If there is an outbreak of vaccine-preventable disease that your child has not been immunized against, he/she will be excluded from school until the outbreak is over.

### **Medication at School (BP 3416)**

Under normal circumstances, prescription and non-prescription, over-the-counter (OTC) medication should be administered before and/or after school hours under supervision of the parent/guardian. If a student must receive prescription or OTC oral or topical medication, eye drops, ear drops, or nasal spray from an authorized staff member, the parent/guardian must submit a written request accompanied by a written authorization from a licensed healthcare practitioner (LHP) If the medication will be administered for more than fifteen (15) consecutive days, the LHP must also provide written, current and unexpired instruction for the administration of the medication.

### **Life-Threatening Health Conditions**

Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizures, etc. are required to have an individual health plan and/or a medication form signed by a licensed healthcare provider before they start school. Failure to comply will result in a delay in starting school. For more information, please call our school nurse at 360.279.5268.

### **Insurance**

School insurance is a voluntary program offered for your convenience. Applications will go home in first day packets.

### **Accidents/Illness**

If a child is ill or injured at school, emergency first aid will be given and the parent or emergency contact will be called. If the parents cannot be reached, the emergency contact person listed on the registration card will be called. Please be certain that the phone numbers on your child's registration card are accurate. If there is a change, please notify the office as soon as possible. When a child is sick, the school will ask you to pick up your child.

- Students with a temperature of 100 degrees or higher will be sent home.
- Students who have vomited at school will also be sent home.
- In order to return to school, the student must be free from fever and vomiting for 24 hours without the assistance of fever-reducing medication.

We not only have a concern for your child, but other children in the school as well.

### **Control of Communicable Disease/Exclusion Periods**

- Chicken Pox – 7 days or until all vesicles are crusted.
- Conjunctivitis (pink eye) – until eyes are clear and no puss remains or note from a licensed health care provider.
- Impetigo and Ringworm – may attend school with notes from licensed health care providers. Nor Virus – three days after the last symptom.

As a general rule, if students are not well enough to play outside, they are not well enough to come to school.

### **Child Abuse or Neglect**

According to state law (RCW26.44.030), professional school personnel are required to report suspected child abuse or neglect. Washington State Law also states that those who knowingly fail to make a report or cause a report to be made shall be guilty of a gross misdemeanor (RCW26.44.080).

Any person who has reasonable cause to believe that a child has suffered abuse or neglect may report, in good faith, such incidences to the Child Protective Services of the Department of Social and Health Services or to law enforcement. Reporting should be regarded as a request for an investigation into a suspected incident of abuse or neglect. A report does not necessarily constitute a proven fact. Making a report can start a process that may help parents learn to care for and protect their child(ren).

**Regulation of Dangerous Weapons on School Premises ([BP 4210](#))**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities used exclusively for school activities unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.4.280 is a criminal offense.

**Nondiscrimination ([BP 3210](#))**

Oak Harbor Public School will provide equal educational opportunities and treatment for all students in all aspect of the academic and activities program without regard to sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities.

**Sexual Harassment of District Staff Prohibited ([BP 5011](#))**

Oak Harbor Public Schools is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class or school training held elsewhere.

**Prohibition of Harassment, Intimidation and Bullying ([BP3207](#))**

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" includes any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act (including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, the use of a guide or assistance service animal, or other distinguishing characteristics that:

- Physically harms a person or damage the person's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

**SCHOOL COMMUNITY**

**Report Cards and Student/Parent/Teacher Conferences**

Grades K-4 students receive a report card three times a year. Student/Parent/Teacher Conferences for all students grades K-4 are planned in late October/early November and March. You may request a conference with your child's teacher at any other time by contacting him/her by phone or email.

**Supplies**

Thanks to the Levy, Oak Harbor Schools provide the basic materials, supplies, and equipment necessary for the instructional program.

## **SPECIAL PROGRAM SERVICES**

### **Special Programs**

LAP (Learning Assistance Program), Special Education, Speech, and ELL (English Language Learners) program services are available at BVE.

Students are assessed periodically to identify areas of need, and parents will be notified if students are eligible for these programs. Please talk to your child's teacher if you have concerns about your child's progress in school.

### **Counseling/School Psychologist**

We have a counselor on campus to work with students, teachers, parents, and other support staff. The counselor provides help during times of social, emotional, behavioral, or academic troubles. The counselor assists teachers in the classroom as well as working with small groups or individual students. Referrals for counseling services can be made by students, parents, teachers, and the principal, or support staff. You can reach the counselor at 360.279.5270.

The school psychologist helps with assessment and placement of students with special needs. The psychologist may be called upon to help students deal with sudden trauma or other difficulties related to their school life.

## **PARENT/COMMUNITY INVOLVEMENT**

**Parent Teacher Association (PTA)** – The PTA serves the children of our school community. All students, teachers, and parents benefit from the support of our PTA. All staff and parents/guardians are encouraged to become a part of the association. PTA members volunteer their time to provide students with innovative and exciting programs that may not be available in the regular classroom setting. Getting involved in the PTA is a great way to make a difference in the lives of students, please email [bve.ptaboard@gmail.com](mailto:bve.ptaboard@gmail.com)

## **PARENT COMMUNICATIONS**

Broad View maintains a website, [www.ohsd.net/bves](http://www.ohsd.net/bves). It contains school news, announcements of dates, and special events. If you have questions about anything published by the school, we encourage you to call or drop by the office. Some research has shown that a child's performance in school is closely related to the degree of interest shown by parents and the quality of communication between school and home. We publish a monthly newsletter that is very informative for families.

## **GENERAL EXPECTATIONS**

### **Student Behavior**

Our students, like the members of any community, have both rights and responsibilities. We have the obligation to protect those rights and insist upon those responsibilities. Most students are very serious about wanting to take full advantage of the time they spend in school. Students who come to school to learn and participate in extracurricular activities seldom have problems with school rules. They have a good attitude toward school. Unfortunately, some students do not always have good attitudes, and their behavior creates problems for others.

The school's primary goal is to educate. However, when the behavior of individual students conflict with the rights of others, corrective actions are necessary for the benefit of that individual and for the benefit of the school as a whole.

We will provide a positive environment with clear, consistent expectations, and consequences for student behavior.



## **General Rules**

- Students and staff must follow social distancing protocols.
- All students, staff and families must wear a mask when inside at all times as well as outside if they are within 6 feet of someone.
- Walking on sidewalks.
- Walk and voice level 0 in the Galleria.
- Pick up: Parents, siblings and others picking up students need to wait outside their student's designated gates.

## **Dress Code**

Students' dress reflects the quality of the school and affects student conduct and learning. Responsibility for dress rests primarily with the parents. They should see to it that their children are properly dressed for attendance at school. Students wearing attire that does not distract from the learning environment. Please send your child in shoes that they can run in and play in safely. Dress for weather.

## **Electronics, Toys, and Sports Equipment**

Students who need to bring cell phones to school must keep them turned off and stored in a backpack during the school day. Should a student cell phone ring during the day, there will be one reminder to turn it off. After that the phone will be kept in the school office for an adult to pick up. Students are not allowed to place calls or send text messages using a cell phone at any time during normal school hours. The school will not assume financial responsibility for cell phones brought to school by students

In addition, students are not allowed to bring toys, sports equipment, or other electronics from home to use during recess. Any toys brought as a part of classroom "show and tell" should be kept in a backpack except during "show and tell" time in class. All electronic handheld games and music players are considered toys. The school does not assume any financial liability for toys brought to school by students. The school provides sports equipment for recess use.

## **PLAYGROUND PROCEDURES**

- Be safe with your body.
- Always walk on the blacktop and sidewalks.
- Show respect for others.
- Follow instructions given by supervisors.
- Stay in your designated playground area, unless you have permission from an adult.
- Ask for permission before going to the bathroom.
- Use only designated "Recess Restrooms."

## **Bicycles**

Students are encouraged to ride their bicycles to school. The following rules apply:

- Wear a helmet.
- Lock your bike to the bike rack.
- Walk bicycles on school grounds and across the school driveways.
- Obey all traffic signs.