

# **OCEAN VIEW ELEMENTARY SCHOOL**



## **Parent - Student Handbook 2025-2026**

### **Making W.A.V.E.S.!**

*Where We ~ Wonder: Ask: Validate: Engage: Solve*

**Office Hours:** 8:30 a.m. - 4:30 p.m.

**Scholar Hours:** 9:25 a.m. - 3:55 p.m.

***Mrs. Jen Murphey, Principal***  
***Ms. Ursula Morris, Assistant Principal***  
350 West Government Ave 23503  
757-531-3105



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## 1. SCHOOL HOURS: 9:25 A.M. to 3:55 P.M.

Students who walk or are dropped off at school must enter the building through the front doors no earlier than 9:00 a.m. Students should enter the cafeteria to pick up a free bagged breakfast and then to their classrooms to eat or go directly to their classrooms if they do not choose to eat breakfast at school. Instruction begins promptly at 9:30 A.M. each day. Students entering the building after 9:25 A.M. will be marked tardy.

**A note from the parents is required when a student is absent.**

**Early dismissal from the office ends at 3:15 p.m.. In case of an emergency, contact the office prior to arriving.**

## 2. Arrival: Car Riders and Walkers:

Please unload students in the “Kiss and Drop” lane in front of the school. Doors will open at 9:00 a.m. No student is permitted in the building before 9:00 a.m. unless he/she is enrolled in the Champions Before Care Program or has been given permission to do so by the building administrators. Bus Riders: Bus riders will enter through the door at the bus loop. The bus loop is for bus traffic ONLY!

## 3. Dismissal: Car Riders:

If students are being picked up in a vehicle parents should line up in the “Pick Up Lane” (same as “Kiss and Drop” in the morning). Students will be dismissed by staff to their vehicle. All vehicles must have a car rider tag with the number properly displayed and must pull up to the gray sign. Bus Riders: Will be dismissed out of the bus loop door to their buses as their buses arrive. Face to Face Pick Ups: Grades K-2 will be dismissed from the Kdg door by the playground; 3-5 will be dismissed out the Media Center door

(past the bike rack) **Walkers will be dismissed (out the Kdg door) beginning at 3:45. ALL Pick Ups will be dismissed at 3:50. Bus Riders will stay in classrooms until their bus arrives (earliest dismissal will be 3:55)**

4. While in school or riding the bus or on school premises all students will be held responsible for their behavior. Consequences are rigidly enforced. Fighting will **not** be tolerated.

5. Medication will be given only to students who have a Form **SHS 13** on file in the Nurse’s Office, completed by a physician and returned with the medication in a properly labeled prescription bottle.

6. Students needing to leave school before dismissal must have a parent, guardian, or designee to sign them out in the main office before 3:15 p.m.. When at all possible, please send a note/DoJo to your child’s teacher so that they are aware of the early dismissal. **Please be prepared to show identification when picking up students for early dismissal.**

7. For safety reasons, students must not be dropped off before 9:00 a.m.. Students dropped off at school before 9:00 a.m. should be enrolled in the **Champions Program**.

8. Students who are picked up must be picked up by 3:55 p.m.. by a parent, guardian, or authorized adult. Parents who are unable to pick up student by 3:55 p.m. are encouraged to enroll their student into the **YMCA Program**.

10. For safety reasons **Crocs and Bubble shoes are prohibited on PE days**. Students **MUST** wear appropriate footwear to avoid injury.

# WELCOME TO THE HOME OF THE DOLPHINS!

This handbook has been prepared as a ready source of information for students and their parents. The information presented will enable you to answer for yourself many of the routine questions you may have about Ocean View Elementary School.

It is our goal to provide a world class education for all our students. Therefore, your comments, suggestions, cooperation and interest are valuable resources to our school.

## **CALENDAR FOR NORFOLK PUBLIC SCHOOLS**

Listed below are the dates students **WILL NOT** be in attendance during the 2025-2026 school year:

|                      |  |
|----------------------|--|
| August 29, 2025      | Teacher Workday/Professional Development Day |
| September 1, 2025    | Labor Day - NPS Closed                       |
| October 13, 2025     | Parent Teacher Conference Day                |
| October 27, 2025     | Teacher Workday/Professional Development Day |
| November 4, 2025     | Flex Teacher Workday                         |
| November 11, 2025    | Veterans Day – NPS Closed                    |
| November 26-28, 2025 | Thanksgiving Holiday – NPS Closed            |
| December 22-31, 2025 | Winter Break/NPS Closed                      |
| January 1-2, 2026    | Winter Break/NPS Closed                      |
| January 16, 2026     | Teacher Workday/Professional Development Day |
| January 19, 2026     | MLK Day – NPS Closed                         |
| February 16, 2026    | President’s Day – NPS Closed                 |
| March 20, 2026       | Teacher Workday/Professional Development Day |
| April 6-10, 2026     | Spring Break/Schools Closed                  |
| May 25, 2026         | Memorial Day – NPS Closed                    |
| May 26-29, 2026      | Early Release                                |
| June 18, 2026        | Juneteenth – NPS Closed                      |
| Summer 2026          | NPS Closed Fridays                           |

## **EARLY RELEASE DAYS**

Designated Early Release Days

May 26, 27, 28, 29, 2026 at 1:50 p.m.

Last Day of School

May 29, 2026 at 1:50 p.m.

## **SCHOOL HOURS: ARRIVAL AND DISMISSAL INFORMATION**

**School begins at 9:25 a.m. for students. Doors will open at 9:00 a.m. No student is permitted in the building before 9:00 a.m. unless he/she is enrolled in the Champions Before Care Program or has been given permission to do so by the building administrators.**

**Students who are walkers or get dropped off prior to 9:00 and are waiting to be let in, should line up accordingly:**

**K-2 : line up along the sidewalk on the flag side of the front entrance (beginning at the planter)**

**3-5 : line up along the sidewalk on the bike rack side of the front entrance (beginning at the planter)**

**DO NOT BLOCK THE FRONT ENTRANCE – THERE ARE STILL STAFF MEMBERS ENTERING AT THIS TIME.**

Students will be participating in the Breakfast in the Classroom Program for the school year. Upon entering the building, students will pick up their breakfast and then report to class.

Those who do not wish to eat breakfast at school should report directly to class. No loitering will be permitted in the hallways. Should students have the need to take care of personal needs upon entering for the day, they are to report to class to obtain a pass from their teacher FIRST. No student will be allowed to visit the restroom or any other part of the building without first reporting to his/her class. **All students are expected to be in their rooms at 9:25 a.m. If your child enters school after 9:30 a.m., he/she must obtain a pass to class from the main office.**

**Parents will NOT be allowed to escort their children to class.** Your cooperation is greatly appreciated as you exit the grounds in an expedient manner upon dropping off your child so that teachers may begin the instructional day. For additional information, please refer to the letter regarding safety and security at the end of this handbook.

## **Arrival Procedures**

- **Drop & Kiss Lane (Front of School):**

- All car riders must use the *Drop and Kiss* lane.
- Pull forward to the **orange cone** and ensure your vehicle is within the **cone zone** (between the first and last orange cones) before allowing your child to exit the vehicle.
- **Do not exit your vehicle.** Remaining in the car keeps the line moving efficiently and safely.
- **Do not block the crosswalk.** Some staff have a later reporting time and must cross to enter the building safely.
- If your child **cannot open or close the door independently**, please **park on the street** and walk your child up using the **sidewalk**.

\*\*\*\*\*THERE IS NO TRAFFIC ALLOWED IN THE STAFF LOT\*\*\*\*\*

## OV DISMISSAL TIMES

|   |                  |   |
|---|------------------|---|
| K-5 Walkers   | <b>3:45 p.m.</b> | All Walkers will be released to the Kindergarten Door just past the playground. <b>NO STUDENTS WILL DISMISS OUT THE FRONT ENTRANCE.</b>   |
| K-2 "Face to Face" Pick Ups<br>3-5 "Face to Face" Pick Ups<br><br>K-5 | <b>3:50 p.m.</b> | All "F2F" pick ups will be brought out the Kindergarten Door<br>All "F2F" pick ups will be brought out the Back Media Center Door and escorted to the bike rack<br><br><b>ALL CAR RIDERS WILL BE BROUGHT TO THE GYM – STUDENTS WILL EXIT OUT THE SIDE CAFÉ DOOR TO THE LEFT OF THE FLAGPOLE WHEN STAFF CONFIRMS CAR TAG NUMBER.</b> |
| Bus Riders/DayCare  | <b>3:55 p.m.</b> | All bus riders will report to bus loop when their bus is called over the PA system. Until then they will remain in their classroom. (Kdg and 1 <sup>st</sup> grade bus riders will be escorted by support staff)  |

## Dismissal Procedures

- **Dismissal Begins at 3:45 PM**

1. **Walkers:**

- Walkers will be called first at **3:45 PM**.
- Walkers exit from the **Kindergarten Door (by the playground)**
- If an older sibling walks a younger sibling, they may go to the younger child's classroom, pick them up, and exit together through the walker door.

2. **Face to Face Pick Ups:**

- Face to Face Pick Ups will be called at **3:50**
- K-2 will be escorted out the Kdg Doors at the playground.
- 3-5 will be escorted out the Media Center Door and parent release will occur at the bike racks.  
**\*Please note, your child's teacher MAY NOT be the adult escorting them out for dismissal.**

2. **Pick-Up Lane (Front of School):**

- At **3:50 PM**, students being picked up by car will be dismissed to the **gym**.
- We are now using a **Pick-Up Lane system** at the front of the school:
  - Each family will receive a **car tag** with a unique number.
  - As cars arrive in the lane, staff will call students using these numbers.
  - **Parents/guardians must remain in their cars** at all times in the Pick-Up Lane.
  - **No walk-ups will be permitted** at the front door for pick-up.
  - If someone unfamiliar is picking up your child, they must:
    - Be on the approved pick-up list AND
    - Have the **car tag** with the corresponding number, **or**
    - Use the **walk-up** option at the **Kindergarten Door (K-2)/Bike Rack (3-5)**.

**NOTE:** All students are expected to go directly home/to their destinations upon dismissal unless they have obtained prior written permission from their parent/legal guardian to remain for an after-school activity. Under no circumstances will any child be granted permission to go home with another parent/student or be allowed to alter his/her regular means of getting home unless a written note is sent to the teacher from the parent. All persons(18) eighteen years and older authorized to pick up children should be clearly outlined on the **Student Information Form** provided to all parents on the first day of school.

\*\*\*\*\*THERE IS NO TRAFFIC ALLOWED IN THE STAFF LOT\*\*\*\*\*

### **STUDENT EARLY RELEASE/PARENT PICK-UP**

When possible, please schedule all of your child's appointments/commitments either before or after the school day so that he/she may take advantage of the entire day of teaching and learning. Parents who wish to pick up a child during school hours must report to the main office window to sign him/her out.

**Early Checkout Deadline:** *No early dismissals/check-outs permitted after 3:15 PM.*

This ensures a safe and orderly end-of-day transition for all students.

To safeguard your child, please be sure the **Student Information Form** provided to you on the first day of school contains a list of people authorized to pick up the child from school. **Please update this form as anyone NOT on it each year will be deleted from our system.** Should the rare occasion present itself, any person wishing to pick up a child early will be required to present a valid photo I.D. before the child is released. *Persons under the age of 18 years of age will not be allowed to sign out a child. No exceptions will be made.* Because of disruption to student learning, the office will call the classroom for the student; visitors are never allowed to go to the classroom.

### **INCLEMENT WEATHER**



In the event of an emergency, such as severe storm conditions, snow or ice which may create hazardous travel on streets and roads, the Superintendent of Schools may direct early closing of schools or a delay of school opening.

The closings will be announced on all local TV and radio stations at frequent intervals and on all NPS Social Media sites.

Anytime during inclement weather you feel the roads are getting hazardous or you don't want your child to walk home, you may pick up your child from school. In such a case, it is excellent practice to notify the school before you arrive that you need to pick up your child. Please remember that you must always come to the window to sign out your student. If you work and find that you are unable to pick up your child, you will need to make arrangements to have your child picked up by a responsible adult, eighteen (18) years or older. The person must be included on the **Student Information Form** sent home to you on the first day of school. **It is necessary that the person listed presents a valid picture ID at the time of pick up.**

Student Information Forms will be sent home quarterly for the primary purpose of updating contact information. In the event your information changes before the forms are sent, please contact the main office or send a letter with your child that includes the updated information. **Please remember that children WILL NOT be released to anyone who is not included on his/her pick-up list.**

When at all possible, please avoid calling the school for updates on inclement weather details. You are strongly encouraged to listen to the local television, radio stations or **NPSWebsite** for information as it pertains to the weather and possible early dismissal.

## **SCHOOL DELAY PROCESS**

**ONE - HOUR DELAY** - Students report to school at **10:25 a.m.**

**TWO HOUR DELAY** - Students report to school at **11:25 a.m.**

**Walkers and Vehicle Riders** - If you arrive prior to the start of the delay, please remain in your vehicles for the school staff to support the arrival of students and please do not drop off students and leave them unattended. All school personnel are under the same delay and will not be available to receive your children until the times indicated.

**Bus Riders** - Report to your bus stop two hours later than the time you normally report.

**Champions Drop-offs and Pick-ups** - If you have a child enrolled in the Champions Day Care Program, please check with Champions personnel for information regarding delays and early releases.

**BREAKFAST IS NOT SERVED DURING SCHOOL DELAYS. STUDENTS ARE TO REPORT DIRECTLY TO THEIR CLASSROOMS UPON ARRIVAL.**

Please check your local television channels, the television channel for Norfolk Public Schools (Channel 47), the district and/or school websites, and/or Class DoJo messages via your communication devices for information regarding delays and early releases.

***PLEASE NOTE: Ocean View operates on the fourth stagger! Note the times governing fourth stagger. In addition, please be reminded that your child will be counted absent if he/she is not in school a minimum of three hours each day; therefore, you should refrain from picking him/her up before school is dismissed unless it is unavoidable.***



## **FIELD TRIPS**

No student will be allowed to go on a field trip with his/her class unless the proper permission form has been signed and returned to school and appropriate behavior is displayed. **A**

### ***Parental Consent and Medical Release Form will be sent home during each proposed field trip.***

You will be notified when and if fees are to be charged for field trips.

Parents may be invited to chaperone trips to various points of interest. The number of parents invited will be decided by the teacher based upon the type of trip and space availability. **Prior to accompanying students on a field trip, all parents who chaperone must complete an NPS background check and have a current picture ID.** This is a free process offered by Norfolk Public Schools.

The background check should be good for one year. If you plan to chaperone, please take care of these guidelines early in the school year by logging onto our district website for additional information and directions.

## **DRESS GUIDELINES**

In order to ensure that the educational process is conducted in an environment where safety risks, disruptions, and distractions are minimized, all students will adhere to: (1) the standards set forth in the Norfolk Public Schools' Dress Code.

Generally, student dress should be appropriate for the age, grade level, stage of development and physical facility. Scholars are not to wear or carry items of apparel to school that may interfere with the instructional process or present a health or a safety hazard. For more information regarding the dress code, please refer to [NPS dress code in the Code of Conduct Book.](#)

Closed toe rubber bottom shoes are highly recommended daily for safety.

**Flip Flops are not permitted to reduce accidents and injury. Crocs/Bubble shoes and Sandals are NOT PERMITTED ON PE DAYS.**

## **ACCIDENTS**

All injuries that occur on school property must be reported to the school nurse or the main office. If necessary, an accident report will be filed.

## **COUNSELING**

Norfolk Public Schools Elementary Counseling Program has a "developmental" curriculum. Classroom and small group counseling sessions are held according to need and current issues.

Good citizenship and bullying are on-going themes. Some of the other issues covered are: anger management, peer relations, self-esteem, study skills, deployment changes, conflict resolution, and careers.

Students may request to see the Counselor or be referred by their teacher or parent / guardian. **You must sign an OPT-OUT form if you would not like for your child to participate with the school guidance counselor.** [School Counseling Opt-Out letter](#) If you, at any time, have any questions concerning your child or the School Counseling Program at Ocean View, please contact:

**Mrs. Walsh, School Counselor, 757-531-3105**

## **SCHOOL BUILDING SAFETY PROCEDURES**

### **WEAPONS DETECTION SYSTEM**

For the safety of everyone, all individuals, students, staff, and/or visitors entering Ocean View must pass through the Weapons Detection System. All laptops, iPads, and/or tablets MUST be removed before passing through the Weapons Detection system. There will be secondary searches pending the outcome of the primary scan.

### **EMERGENCY DRILLS**

#### **FIRE DRILL**

Students follow NPS Standard Procedures for Fire and Emergency Evacuation. Practice drills are regularly scheduled throughout the school year for safety purposes. Students are led by teacher directions, and fire exit maps are posted in each classroom.

## LOCK-DOWN

All students remain in place at the moment of School Wide Lock Down. Fire alarms are ignored. Students are moved away from the windows. No one leaves locked rooms until unlocked by the Administration.

## TORNADO DRILL

Students are kept away from windows and moved into the hallways where they squat on the floor, facing the wall, with heads down and hands braced across the back of the neck.

## Change of Address or Phone Number

So that our files may contain accurate information, parents are requested to ***submit to the office any change of address or contact number(s)***. Unlisted numbers will be kept confidential. All parents should make available to school personnel current telephone numbers (home, cell, emergency) and where they may be reached during the school day in case it becomes necessary to make contact.

## WITHDRAWALS / TRANSFERS

Parents are required to bring the following information in person to the school's main office personnel: Information regarding student transfers or withdrawals, information regarding new addresses, and dates of student transfer. Please give office personnel at least one week's notice before withdrawing students to allow time for withdrawal documents to be prepared.

## ATTENDANCE / ABSENCE

Attendance is an important part of your child's education. If students are not present, their learning can become hindered. Their absences impact their overall grades/learning and the school's accreditation rating.

***A NOTE is required*** explaining the reason for the student's absence upon your child's return to school. The note is kept on file with the classroom teacher. The excuse should state the date and reason for the tardiness or

absence. Absences are excused for the following reasons:

- **Student illness and family illness**
- **Death in the family**
- **Contagious diseases**
- **Religious holidays**

Any absence that can be anticipated beforehand should be brought to the attention of the building principal well in advance of the absence. Any special arrangements for extenuating circumstances will be addressed on a case-by-case basis.

Regular school attendance is necessary for students to make successful academic progress during the academic year. NPS School Board Policy states: **"When a student is absent more than 20 days, then he or she may not be promoted to the next grade."**

**This includes excused or unexcused absences.** Communicate all absences to [oceanviewattendance@nps.k12.va.us](mailto:oceanviewattendance@nps.k12.va.us) or [askoves@nps.k12.va.us](mailto:askoves@nps.k12.va.us)

## CHRONIC ABSENTEEISM

Students are considered Chronically Absent when they have missed 10% of the school year. The following procedures are in place per [NPS Policy](#).

|                         |  |
|-------------------------|--|
| 3 absences              | Parents will be contacted via phone by teacher   |
| 5 absences              | Parents will receive a letter and attendance plan  |
| 7 absences              | Written reminder of attendance policy sent to parents and/or home visit made by NPS Attendance Technician. |
| 10 absences             | A referral will be processed through Juvenile Court for Truancy  |
| 15 Consecutive absences | Student will be withdrawn from school  |

## **SCHOOL CLINIC**

Clinic services are provided for student illness or injury during school hours. A student must have a pass signed by the teacher to be admitted to the clinic. Parents will be called to pick up children who become ill at school. **An emergency number must be on file in the office in the event the parent cannot be reached.**

Parents of children with chronic medical conditions, such as asthma, diabetes, seizure disorder, or attention deficit disorder must notify the School Nurse to develop a school care-plan for the child.

When a child is sick and will be out of school, parents should inform the child's teacher or call the office at 757-531-3105. After 4:30 P.M. the school's answering service is turned on nightly to receive the calls.

**When the child returns to school, the parent must send a note to explain the absence.**

### **Please keep a sick child home for:**

- COVID symptoms
- Diarrhea
- Vomiting
- **Running a fever. A student must remain at home for 24 hours if they leave school with a temperature.**
- Being advised by a physician.
- 24 hours after starting antibiotics for infections such as Strep throat.
- For at least 6 days after the first eruption of chickenpox appears, or until vesicles are completely dry.
- HFM

## **MEDICATIONS IN SCHOOL**

**NO MEDICINE IS PERMITTED TO BE GIVEN AT SCHOOL, INCLUDING OVER-THE-COUNTER MEDICINE, UNLESS FORM SHS-13 IS ON FILE IN THE NURSE'S OFFICE.**

Please notify the school nurse, teachers, and office when a student is required to take prescriptions or over-the counter medicine in school. The student's parent and doctor must fill out a form for the school to be allowed to

dispense any medicine, including over-the-counter medications. Request Form SHS-13, (Administration of Medication in Norfolk Public Schools), from the Main office or Nurse. These forms must be renewed every year. If possible, work with your doctor to schedule medicines outside of school hours.

Medicine must be in the original prescription container, brought to school by the parent or designated adult, and given to the School Nurse only. Medication is only given by the School Nurse or designated office staff member if the nurse is not available.



## **BUS TRANSPORTATION**

### **Riding the School Bus is a Privilege.**

To ensure a safe and efficient trip to and from school, students are required to remain in their seats and talk softly while the bus is in motion. Students will receive disciplinary action for refusal to follow bus safety guidelines and may lose bus privileges.

**When a student is suspended from the bus, it is the responsibility of the parent to provide transportation.**

**Direct all OV bus questions and concerns to [dlprice@nps.k12.va.us](mailto:dlprice@nps.k12.va.us)**

### **Rider Safety Instruction**

Emergency exit drills shall be practiced by all pupil riders at least once a year.

### **Trespassing**

Any person, whether a student or not, is prohibited from entering or remaining upon any school property, **including school buses**, when (1) an authorized individual gives direction to vacate the property; or when (2) a notice, posted at a place where it reasonably may be seen, contains such information. Persons violating the provision may be proceeded against in court.

### **Bringing Bulky Items Aboard the Bus**

Bulky items may be brought onto the bus as long as they can safely fit into the seating compartment and do not pose a safety hazard or occupy space needed for a rider.

### **Items not Permitted on the Bus**

*The use or possession of tobacco, alcohol, drugs, glass containers or weapons of any type are prohibited on the bus.*

### **Here Comes the Bus APP**

If a bus is late for any reason, students are expected to remain at the bus stop until the bus comes, or until they are notified. To inquire about bus delays, you may locate the bus using ***“Here Comes the Bus” App and website (info located on NPS Website) or contact the transportation department at 757- 892-3320.*** In order to use “Here Comes the Bus, two types of information that will be needed to sign up for an account is the Norfolk Public Schools Account Code, which is 29096 and the student’s ID Number (7 Digit #).

Students must ride home on the same bus that brings them to school/they are assigned to.

**THERE ARE NO EXCEPTIONS TO THIS RULE.**

### **COMMUNICATION**



Please log on to Ocean View’s webpage for school specific information and follow us on Facebook, DoJo, and Instagram. Your child’s teacher will also send a code to link you to Class DoJo. This is

the best way to keep up with your child’s behavior, contact any of your child’s teachers, and/or send messages to administration. A weekly newsletter will be sent via email (and posted on our website) every Sunday as well as a RoBo Call with an abbreviated version of the newsletter’s contents. **Please ensure we have your updated email and contact phone number.**

The following paper copies will be sent home with your child during the school year in Thursday Folders (as needed).

- Graded Papers
- Contact Forms
- Permission Slips
- Conference Schedule Forms
- Quarterly Report Cards and Quarterly Informal Progress Reports
- Flyers about Special Events



### **CAFETERIA PROCEDURES**

**All of our students receive FREE breakfast and lunch for the 2025-2026 School year.**

Lunch will be served daily in the school cafeteria. Students have thirty minutes in which to enter the lunch line, get their lunch and eat. Students may get their lunch from the café or bring it from home. *Please do not send anything that must be prepared or heated in a microwave as students do not have access to a microwave.* If they bring lunch from home and prefer milk, they may get one at no charge. Please send healthy foods; avoid candy and similar snacks. Refrain from sending sodas, other carbonated beverages or tea to school for breakfast, lunch or snack. In addition, **please ensure that your child brings only a SINGLE serving of packaged** items such as chips and cookies for lunch. Further, no sunflower seeds are allowed in school. Sharing food is not permitted due to safeguards surrounding possible allergies and transmission of illnesses.

If you have questions regarding the operation of the cafeteria, please contact the school's Child Nutrition Manager at 757-531-3105.



## **BREAKFAST**

Students will enter the cafeteria at 9:00 a.m., receive their bag breakfast and proceed to their classrooms. Kindergarten students will have "Breakfast Club" members assist in classes as needed. Breakfast will be available to all students between 9:00 a.m. and 9:45 a.m. daily.

***PLEASE NOTE: Due to nutritional and safety concerns, glass bottles and glass food containers are not permitted in school.***

## **CAFETERIA BEHAVIOR**

Students will demonstrate proper manners, behavior, and cleanliness while in the cafeteria. **They will adhere to PBIS school -wide rules and follow directions at all times from the cafeteria monitors.** Students will walk and remain in line. Students are expected to collect all their condiments before sitting down and collect all trash and place it in the trash cans before leaving the cafeteria. Please discuss the importance of having good table manners and remaining seated while in the cafeteria with your child/ren.

### **Dolphin Cafeteria Expectations**

1. I will be **SAFE** in school.
2. I will be **RESPECTFUL** in school.
3. I will be **RESPONSIBLE** in school.

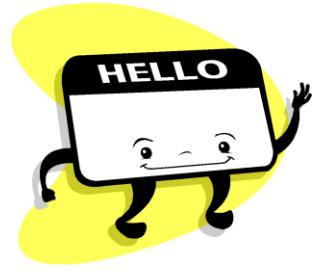
## **BIRTHDAY CELEBRATIONS**

As you know, a laser-like focus on student success is primary in the school setting. The school must ensure that every child in every classroom is afforded exemplary teaching and learning opportunities on a daily basis. For these reasons, **birthdays can be celebrated during lunch ONLY. Parents must arrange ahead of time with the teacher and MUST drop off treats to the main office PRIOR TO 10:30am.** The teacher will be responsible for passing out the treats during lunch. **Please refrain from sending anything other than store bought cupcakes or cookies. We have quite a few students who have food**

**allergies, so it is imperative NO NUTS are included in any treats being supplied.**

## **VISITORS**

**All visitors are asked to report to the office window upon entering the building.** Parents bringing forgotten items to school can leave them with school staff.



## **NPS POLICY REQUIRES: 100% ID Check**

You must present a valid Picture ID when coming to the building to volunteer / sign out students and/or meet with teachers!

**NO EXCEPTIONS!**

## **VOLUNTEERS**

The contribution of time and services is always welcome at Ocean View!

Your assistance may be needed on field trips and/or in the cafeteria or for special events like Field Day.

**Volunteers must complete a [volunteer application through the Raptor System](#) (Check NPS website for more information).**

After submission, your profile information will go directly to the Background Investigation Bureau for processing. Once approved, volunteer status is valid for one year. All volunteers will work under the direction of the Administration and must sign in at the office and receive a badge that must be worn while on the school grounds.

## **PARTNERS IN EDUCATION**

Ocean View is always interested in new Partners in Education. If your company or organization is interested in becoming a Partner in Education, see a member of our PTA Board or School Counselor.

## **FEES AND SUPPLIES**

Textbooks, Chromebooks, and iPads are free for students use in Kindergarten through Fifth Grade. Parents are responsible for lost or damaged books or technology devices and will be expected to pay for them. **Chromebooks will not be sent home.**

It is extremely important for your child to be prepared for school each day. A supply list for your child's grade level will be provided to you at the beginning of the year and it is posted on our website. Please check with your child often to ensure he/she has all needed supplies.

## **ELECTRONIC DEVICES**

**PLEASE NOTE: Electronic devices, especially cell phones/smart watches, are distractions in the school setting and are NOT permitted in Elementary Schools per the Governor's new cell phone policy. If students are seen with them or there is a notification heard from the cell phone, they will be removed from the student's possession and held for a parent / guardian to claim.**

## **PTA Parent Teacher Association**

Ocean View will have an active PTA this school year! We welcome and encourage parents, family members, guardians, and friends of our school to join. Your membership and participation are highly valued. Our PTA plays a critical role in the success of our students.

***PTA Meetings are held each month. Annual membership dues will be announced at the first meeting. We strive for 100% membership.***

## **LOST & FOUND**

Please do not allow your child to bring any valuable items, such as money, electronics, and jewelry to school.

**Please label all coats, sweaters, hats, etc., with your child's first and last name, so they may be returned to the appropriate owner if lost in the building. Students should report lost**

or stolen articles immediately to their teacher and / or the Main Office.

## **CLASSROOM EXPECTATIONS**

**Students are to read the NPS Student Discipline Handbook (Code of Conduct) with their parents to learn about rule and law violations. Parents and students are to sign the last page and return it to school.**

Students are under the supervision of their teachers during the school day. No student will be allowed to interfere with the learning process of other students. Students may not leave the classroom without the permission of an adult. Students must have a hall pass when they are out of the classroom for any reason

## **PREPARATION FOR CLASS**

Our students must assume responsibility for their learning. Students are expected to arrive in class on time with the necessary tools for learning including books, school supplies, and homework assignments.

## **PROTECTING INSTRUCTIONAL TIME**

In an effort to protect the instructional time for our students and teachers, we will not transfer phone calls to the classroom. **Parents are encouraged to contact the teacher via Class DoJo. The teacher will respond within 24 hours.** Parents should also send lunch and/or snacks with the student when they report to school in the morning. Calling students down to retrieve snacks and/or lunch disrupts the learning time.

## **MAKE-UP WORK**

Students will be permitted to make up work when they have been absent.

In-school suspension students will complete all class work while in-school. Students who are suspended out of school will be given make-up work at the discretion of their classroom teacher.

- It is the student's responsibility to complete all missed work when absent.
- When a student is absent for more than three (3) school days, the schoolwork will be sent home upon request of the parent.
- **(24)Twenty-four hours notice must be given to the teacher for the request.**
- When a student is absent due to a family request and has received prior approval from the principal, schoolwork will be sent home with the student upon request after a (24) **twenty-four hour** notice has been provided to the teacher to prepare missed assignments to be sent home.
- Completed assignments are due upon the student's return to school.

**Helping Your Child At Home:  
YOU ARE YOUR CHILD'S FIRST AND MOST  
IMPORTANT TEACHER!**

## **HOMEWORK**

The NPS School Board considers homework an important component in the learning process. To ensure your child's success, it is essential that he/she develops good study habits by completing homework assignments on time. Homework assignments reinforce skills taught and learned during the instructional day.

Parents are encouraged to monitor homework by reviewing the Homework Assignment Sheets given to students **by their teacher/grade level.**



## **NPS HOMEWORK GUIDELINES**

Homework may be assigned a minimum of 4 nights per week and may include weekend projects.

- **K - 1<sup>st</sup>**  
**Not more than 20 minutes daily**
- **2<sup>nd</sup> - 3<sup>rd</sup>**  
**Not more than 30 minutes daily**
- **4<sup>th</sup> - 5<sup>th</sup>**  
**Not more than 45 minutes daily**

We encourage parents to reinforce learning by helping your child at home

## **MONITORING YOUR CHILD'S ACADEMIC PROGRESS**

***Norfolk Public Schools' ParentVUE is the online portal for parents/legal guardians to check and monitor student's schedules, teachers, assignments, grades and attendance.*** ParentVUE is a powerful tool allowing parents to serve as full partners in their students' success. The portal is for both teachers and parents and has become robust over time as teachers and parents learn how to use all its features. Parents may monitor their children's academic progress prior to progress reports and report cards being distributed. Please log on to our district's website to access this valuable educational tool. If you need assistance logging in, please contact [askoves@nps.k12.va.us](mailto:askoves@nps.k12.va.us)

## **INFORMAL PROGRESS REPORTS - REPORT CARDS**

Informal Progress Reports are distributed at four week intervals. The progress report indicates if your child is currently passing, failing or needs improvement in each of the academic areas. The report

card is issued four times a year at the end of each nine-week session. An interpretation of grades, work habits and behavior are included on the report card.

The attendance record for each scholar is also reported. Parents are requested to sign reports, attend conferences, if necessary, as well as make comments at each reporting period. You may monitor your child's progress regularly by logging on to Synergy Parent Vue.

### **INTERIM REPORTS AND REPORT CARDS**

Grades for Interim Reports and Report cards will close on the dates listed below. Final reports will be sent home shortly thereafter.

| <b>End of Interim</b> | <b>End of Quarter</b> |
|-----------------------|-----------------------|
| September 18          | October 22            |
| December 1            | January 14            |
| February 18           | March 20              |
| April 28              | May 29                |

### **GRADES AND RECOGNITION**

Please discuss the report forms with your child. If you have questions regarding your child's progress, please contact the teacher at 531-3105, via Class DoJo, or send a note to arrange a conference.

When assigning letter grades for academic subjects, the following grading scale is used for first through fifth grades.

**A = 93 to 100**  
**A - = 90 to 92**  
**B+ = 87 to 89**  
**B = 83 to 86**  
**B - = 80 to 82**  
**C+ = 77 to 79**  
**C = 73 to 76**  
**C - = 70 to 72**  
**D+ = 67 to 69**  
**D = 64 to 66**  
**E = 0 to 63**

### **The Grading Format for non academic areas is:**

O = Outstanding  
V = Very Good  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

### **HONOR ROLL**

Ocean View administrators and staff recognize academic achievement with three Honor Rolls. Honor Roll students receive a Certificate of Achievement, and are recognized during school assemblies by their administrators, teachers, peers and families. Our Specialists also host 4 different themed "Honor Roll Lunches" during the school day for students to choose from.

**"A" Honor Roll:** All A's in academic subjects

**"A / B" Honor Roll:** All A's and B's in academic subjects

**"B" Average Honor Roll:** May include a combination of A's, B's, and C's in academic subjects with a total average of B.

### **PARENT-TEACHER CONFERENCES**

To keep up to date on your child's progress, to discuss a point of difficulty encountered by him/her, or to discuss any other topic related to the development of your child, **face to face conferences** between parent and teacher are encouraged and necessary.

Therefore, parents are urged to communicate with the teacher(s) before contacting the administration. As we encourage you to be a part of your child's school experience, we must ask you to respect the teacher's instructional time with your child.

Teachers cannot be disturbed during the instructional day for personal or phone conferences. To arrange a conference, please send a note to the teacher specifying a desired date and time you wish to meet. The teacher will make every effort to confirm your requested time within twenty-four to forty-eight hours. If your child's teacher does not respond to your request, please contact a building administrator.



## PBIS SCHOOL-WIDE RULES

**Conferences with teachers or administrators will be held during the times listed below:**

**Morning: Agreed upon time by teacher**

**Afternoon: Agreed upon by the teacher and parent or anytime during the teacher's individual planning block, agreed upon by the teacher.**

**Please do not attempt an unscheduled conference with your child's teacher during student arrival or school dismissal. The teacher must attend to students during these times.**

### **SCHOOL- WIDE DISCIPLINE PLAN**

Our focus is on improving student academic performance as well as promoting social and emotional excellence. Our faculty and staff are committed to meeting the challenges of today and tomorrow by providing a quality educational environment that prepares all scholars to become productive citizens.

In order for students to meet the challenges that they will face in society, the development of self-discipline and individual responsibility are essential.

**At Ocean View, we implement The Positive Behavior Intervention Supports Program (PBIS). Our school-wide rules are Be Responsible, Be Respectful, and Be Safe.**

When a problem occurs, the teacher may use a number of strategies which, if necessary, become more stringent. Our plan supports the right of each student to an education in a calm, safe and secure environment.

It is important that parents, teachers and students work together to maintain a positive educational climate. Our goal is for each student to accept the responsibility of their own behavior and respect the rights of others.

**Our students' mastery of self-control is the single most important requirement for success in school.**

We have three primary PBIS School-wide Expectations: **Be Respectful, Be Responsible, and Be Safe.** For each of these expectations, we have a few specific expectations that must be followed in each area of the school.

By having an explicit outline of expectations and practices, the students are allowed to develop positive self-worth by giving them decision-making opportunities. Consistency with the expectations will allow for greater fairness and development of self-discipline as a whole community. We also recognize that students with disabilities are provided accommodations as established by the student's IEP that addresses the social/emotional needs and skills.

Ocean View students who have consistent and realistic consequences for their actions learn that they have positive control over their lives. Our plan spells out expected behaviors and consequences. This strategic plan helps all our students to develop self-control and self-discipline in and out of a school setting. We want all students to learn responsibility for their own behavior and to live and work productively with others in a safe and caring school environment.

Students who follow the rules will be rewarded for their appropriate behavior in one or more of the following ways:

- **Teacher/Staff incentives (School-wide currency)**
- **Verbal recognition**
- **Awards and Certificates**
- **Awards Assembly**
- **Student of the Month ("STARfish")**

### **DISCIPLINE CONSEQUENCES**

Norfolk Public Schools Standards of Student Conduct Handbook can be found at <https://www.npsk12.com/Page/1349>. Please

make yourself and your student familiar with these codes and understand that they were developed to protect each student and ensure each student is provided with the best possible learning environment. Ocean View Elementary will strictly enforce the NPS Standards of Student Conduct.

Each of our teachers are expected to contact or attempt to contact the parent/guardian before the student is referred to administration. Major offenses will result in immediate referral to administration.

A strong partnership between teacher and parent/guardian will result in the elimination of most discipline issues.

**Consequences will include, but are not limited to: verbal warning, change in seating arrangement, time-out spent with another teacher on the grade level or in the classroom, parent contact, silent lunch, In-School Suspension, Out of School Suspension, and Community Service (ie. consequence is related to violation; graffiti on bathroom walls = cleaning the bathroom walls under the supervision of administrator or custodial staff)**

The student's homeroom teacher will track minor offenses. On the 4<sup>th</sup> violation of the same nature and behavior has not changed, the student is to be referred to administration. There MUST be three documented parent contacts when an office referral is made for repeated minor offenses. Parental involvement is essential in the management of inappropriate behaviors.

**The OVES discipline expectations process requires:**

1. Three documented parent contacts and (3) OV Minor Behavior Incident Forms of the same nature within a 30-day period prior to a referral being made to administration.
2. Documentation of date, incident, and consequence related to the (3) OV Minor offenses of the same nature in a

30-day period. Contact made to building Behavior Specialist for strategies and support.

3. Major offenses = immediate referral to administration.
4. Three referrals will result in the following: Meeting with teacher, student, parent and/or administrator/Behavior Specialist to discuss strategies to correct behavior to include a Student Behavior Contract.
5. Students that are issued suspension for five days or more will automatically go to the Student Assistance Team (SAT) for a Functional Behavior Assessment (FBA). If the FBA data supports further action a Behavior Intervention Plan (BIP) will be developed for the student.
6. If the student has not responded to interventions outlined in the BIP then the student will be recommended to the Special Education Committee (SEC) to determine if there is sufficient information to evaluate.

## **RESOURCE CLASSES**

### **ART**

Students have art once per week. Please check with your child's teacher to find out his/her assigned day. The students use a variety of media including markers, glue, oil pastels, clay, and paints.

### **MEDIA CENTER**

The media center is available for student use daily during posted hours. Students should conduct themselves in a proper manner at all times. Library privileges may be lost if a student interferes with the learning process of other students. Books may be checked out for a period of 2 weeks and should be returned on time. While fines are not charged for late returns, students may not get another book until the overdue one is returned.

## MUSIC

Students have music once/twice per week. The cost is \$TBD for Fourth grade recorders / flutes. Fifth grade music students can choose to participate in chorus or strings. Look for more information from the music teacher.

## PHYSICAL EDUCATION

Students have PE three times per week. Please ensure your child is dressed properly and comfortably for P.E. activities. **Sneakers / rubber sole, closed in shoes, pants, skorts, and shorts under dresses are recommended for Physical Education.**

## INTERNET USAGE AND CHROMEBOOK PROCEDURES

### Student Chromebook Checkout/Device Responsibility and Liability

The Norfolk Public Schools' Internet Acceptable Use Procedure (AUP) and the Student Handbook are documents that are to be read and signed by parents. The AUP indicates agreement that the student will use NPS devices correctly/properly and for school purposes only. Responsibility for the device if it is lost or broken is also with the student, once the device is checked out to the student. Students will receive a lesson on Chromebook care. **Chromebooks will remain in school.**



**Return THIS page to  
homeroom teacher.**

Teacher:

Date:

Parent Signature:

I have read and reviewed  
this information about the  
policies, procedures, and  
guidelines regarding the  
expectations of **students  
and parents** of Ocean View  
Elementary.

Student Signature:

