VIEWPOINT
SCHOOL

Primary and Lower School

Student and Parent Handbook 2011-12

PURPOSE OF THE HANDBOOK

The Parent and Student Handbook provides important information about Viewpoint's Primary School (Kindergarten through Grade Two) and Lower School (Grades Three through Five). It will help you to understand and make the best use of the opportunities that Viewpoint has to offer. Please read it with care. If you have any questions or need further information, we will be glad to assist you.

MISSION STATEMENT

Viewpoint School, an independent coeducational school with grades from Kindergarten through Twelve, offers its students a rigorous college preparatory education in a nurturing environment. An integral part of the educational process at Viewpoint is the development of a love of learning and of those qualities which provide strength and direction for a lifetime. Viewpoint recognizes the uniqueness of each child and is committed to the identification, preservation, and development of that individuality. Viewpoint School teaches with respect the wisdom and traditions of the world's cultures and faiths. The School's philosophy is based upon the love of God and country, and is inspired by the Judeo-Christian values upon which our nation was founded.

LEARNING EXPECTATIONS

Viewpoint's graduates are literate in the humanities, mathematics, science, technology, the arts, and a second language.

Viewpoint's graduates demonstrate useful physical skills, cooperative teamwork, sportsmanship, and a lifelong interest in fitness and health.

Viewpoint's graduates demonstrate creative and critical thinking.

Viewpoint's graduates embody integrity, compassion, tolerance, responsibility, discernment, and optimism.

Viewpoint's graduates develop excellent intellectual and communication skills.

The achievement of these expectations enables Viewpoint's graduates to be lifelong learners and productive, active citizens who serve their communities.

TABLE OF CONTENTS

Introduction: To the Parents 2
Primary and Lower School Contact Information 4
Areas of Information 6
Primary and Lower School Faculty List 7
Arrival and Dismissal
- Primary School Hours 8
- Lower School Hours 8
- Tardiness 8
- Carpools 8
- Buses 8
- General Information 9

Drop-Off and Pick-Up Procedures 9
- Extended Day Program 10
- Children Not Picked up by 3:45 10

Emergency Preparedness 10
Health Services 11
Uniform Requirements 13
- Primary School Girls' Uniforms 14
- Primary School Boys' Uniforms 15
- Lower School Girls' Uniforms 16
- Lower School Boys' Uniforms 17
- Physical Education Uniforms 18

Special Areas on Campus 19
Enrichment Opportunities 20
Fifth Grade Interscholastic Sports Program 20
Homework Policies 21
Grading Policies 22
Attendance 23
Policies on Conduct 24
Policies on Discipline 25
General Policies and Procedures 25

INTRODUCTION

TO THE PARENTS

Founded in 1961, Viewpoint School is a nondenominational, nonprofit day school. Young people grow intellectually, socially, and emotionally in the School's nurturing environment. Viewpoint offers a challenging academic program, emphasizing excellence and achievement, and providing individualized attention.

The School provides its students with the proper balance of knowledge and skills in critical thinking, while helping them to attain a healthy sense of self-esteem. This blend allows our children to become successful students in college and responsible adults capable of wise decision making.

We believe in actively promoting ethical values among our students. Indeed, it would be irresponsible to send well-educated young people into the world without a firm foundation of moral principles. We teach a respect for the rights and feelings of others and instill a spirit of community service in our students. Within this environment, students learn to value the differences among individuals and to appreciate the unique contributions each person adds to Viewpoint's diverse community.

At Viewpoint, we find that a sound education is a joint enterprise involving the School and its faculty, our students, and their parents. Together we generate an eagerness to learn, a willingness to work diligently, and a desire to be active in the community. Students develop fundamental skills, an understanding of the subject matter, high standards for their work, and a sense of pride in their accomplishments.

Viewpoint's Primary and Lower Schools are dedicated to providing a nurturing atmosphere, imparting a curriculum that teaches skills sequentially, addresses the developmental needs of children, and promotes a love of learning. In this environment children develop basic skills and high standards which will serve them throughout their educational careers.

With the active support and participation of parents, Viewpoint's Primary and Lower School students will achieve these goals. Together we can generate an enthusiasm for learning and willingness to work diligently, with a sense of pride of accomplishment.

Beyond the creation of a positive attitude towards learning, parental support is essential. Parents are encouraged:

- **To set reasonable and realistic expectations for their children's performance.** Progress reports provided by the School, parent conferences, and open communication between parents and their children will help parents to appropriately praise progress and encourage greater effort or better performance.

- **To know what books their children are reading, what concepts they are learning, and the content of their assignments or projects.** These matters, not grades, should be the primary focus of discussions at home.

- **To be well acquainted with the School's basic philosophy toward conduct in all areas of Primary and Lower School life and to encourage positive academic and social behavior both in school and in the community.** Academic responsibilities, behavioral expectations, and adherence to the dress code are very important.

- To support the School's disciplinary philosophy and action.

- To attend activities in which their children are involved.

PRIMARY AND LOWER SCHOOL CONTACT INFORMATION

	Office	Fax
Primary School	818-591-6543	818-591-6544
Lower School	818-591-6567	818-591-3380

Dr. Robert Dworkoski
Headmaster
Phone: 818-591-6556
E-mail: rdworkoski@viewpoint.org

Mrs. Cathy Adelman
Head of Primary School
Phone: 818-591-6541
E-mail: cadelman@viewpoint.org

Mrs. Alice Kessler
Assistant Head of Primary School
Phone: 818-591-6542
E-mail: akessler@viewpoint.org

Mrs. Dee Olsen
Primary School Administrative Assistant
Phone: 818-591-6543
E-mail: dolsen@viewpoint.org

Mrs. Claudia Antoine
Head of Lower School
Phone: 818-591-6568
E-mail: cantoine@viewpoint.org

Mrs. Hope Jones
Assistant Head of Lower School
Phone: 818-591-6528
E-mail: hjones@viewpoint.org

Ms. Barbara Lallone
Lower School Administrative Assistant
Phone: 818-591-6567
E-mail: blallone@viewpoint.org

Mrs. Sue Gellerman, R. N.
Health Services
Phone: 818-591-6502
E-mail: sgellerman@viewpoint.org

Mrs. Sandra Bowne
Primary and Lower School Extended Day Program
Phone: 818-591-6561
E-mail: sbowne@viewpoint.org

Mrs. Nicki Thompson
Director of Transportation
Phone: 818-591-6548
E-mail: nthompson@viewpoint.org

Mrs. Laurel Baker Tew
Director of Admission and Financial Aid
Phone: 818-591-6580
E-mail: lbtew@viewpoint.org

Mr. Paul Rosenbaum
Associate Headmaster: Chief Operating Officer
Phone: 818-591-6432
E-mail: prosenbaum@viewpoint.org

Mr. Chad Tew
Chief Financial Officer
Phone: 818-591-6571
E-mail: ctew@viewpoint.org

Ms. Marcela Ruiz
Accounts Receivable Supervisor/Assistant Director of Financial Aid
Phone: 818-591-6572
E-mail: mruiz@viewpoint.org

Ms. Oriya Hirschhorn
Assistant to the Headmaster
Phone: 818-591-6557
E-mail: oriya.hirschhorn@viewpoint.org

AREAS OF INFORMATION

Admission ..... Mrs. Laurel Baker Tew
Bus Transportation ..... Mrs. Nicki Thompson
Carpool Information ..... Ms. Oriya Hirschhorn
Counseling and Conferences:
    Primary School ..... Mrs. Cathy Adelman
    Lower School ..... Mrs. Claudia Antoine
Curricular Matters:
    Primary School ..... Mrs. Cathy Adelman
    Mrs. Alice Kessler
    Lower School ..... Mrs. Claudia Antoine
    Mrs. Hope Jones
Disciplinary Matters:
    Primary School ..... Mrs. Cathy Adelman
    Lower School ..... Mrs. Claudia Antoine
Extended Day Programs: ..... Mrs. Sandra Bowne
    Primary School ..... Mrs. Dee Olsen
    Lower School ..... Ms. Barbara Lallone
Financial Aid ..... Mrs. Laurel Baker Tew
Financial Matters ..... Mr. Chad Tew
    Ms. Marcela Ruiz
First Aid, Medical Questions ..... Mrs. Sue Gellerman, R. N.
General Needs and Forms:
    Primary School ..... Mrs. Dee Olsen
    Lower School ..... Ms. Barbara Lallone
Milk, Juice, and Water ..... Ms. Marcela Ruiz
Standardized Tests (Grades Three through Five) ..... Mrs. Hope Jones
Uniforms
    Primary School ..... Mrs. Dee Olsen
    Lower School ..... Ms. Barbara Lallone
Use of Facilities ..... Mr. Chad Tew

CALENDAR AND EVENT INFORMATION

Please see the News & Calendar Section of the School's Web site at www.viewpoint.org for all event, site, and time information.

PRIMARY AND LOWER SCHOOL FACULTY LIST

PRIMARY SCHOOL HOMEROOM TEACHERS

Kindergarten ..... Ms. Anna Kartiala, Mrs. Vicki Schulhof, Mrs. Brooke Stevens
First Grade ..... Mrs. Jeanine Abrams, Mrs. Sue Ashen, Mrs. Megan Cooper
Second Grade ..... Mrs. Deborah McDonald, Mrs. Robin Meyers, Mrs. Julie Robbins

LOWER SCHOOL HOMEROOM TEACHERS

Third Grade ..... Mrs. Megan Marquez-Ende, Mrs. Mara Smialek, Mr. Justin Sun
Fourth Grade ..... Mrs. Vanessa Harrington, Mrs. Carrie Petty, Mrs. Jane Soper
Fifth Grade ..... Mrs. Julie Clark, Ms. Caroline Hogg, Ms. Rebecca Mullen

PRIMARY AND LOWER SCHOOL ENRICHMENT TEACHERS

Art ..... Mrs. Wendy Mar, Mrs. Stefanie Templeton
Computer ..... Ms. Jeanean Hollen, Mrs. Michele Shumow
French ..... Mlle. Catherine Lanter, Mme. Odile McNally
Library ..... Mrs. Michele Shumow, Mrs. Dian Steward
Music ..... Mr. Roger Fletcher, Ms. Kim Gonzales Dr. Kristin Herkstroeter, Ms. Mandy LaMarche, Mrs. Laurie Montgomery
Physical Education ..... Mr. Ernie Azpetia, Mrs. Shannon Esparza Ms. Diane Garza, Mr. Patrick Moyal, Mr. Greg Stafford, Ms. Kelly Toovey
Science ..... Ms. Christina Furio, Mrs. Marian Williams
Spanish ..... Sra. Tracy Wagner, Srta. Elizabeth Wehrmeister

PRIMARY SCHOOL TEACHING ASSISTANTS

Ms. Brittany Burch, Ms. Diana Devirian, Mr. Salah Farrag, Ms. Erica Feldscher, Mrs. Connie Foreman, Mrs. Donna Hicks, Ms. Amy Leibovitch, Ms. Jasmine Newman, Mrs. Camille Ohira, Ms. Ashley Shanks, Mrs. Lynn Simon, Mr. Eric Wibbles

LOWER SCHOOL TEACHING ASSISTANTS

Mrs. Alison Corneau, Mrs. Juli Falk, Ms. Katie Fox, Mrs. Christine Hardenberg, Mr. Nate Mangione, Ms. Michelle Morris, Mrs. Kirrily Pierson, Mr. Matt Shojinaga, Ms. Jackie Traynor

ARRIVAL AND DISMISSAL

SCHOOL HOURS

All Primary and Lower School classrooms are opened at 7:30 a.m.

At drop-off and pick-up times, there will be no parking on campus. Please do not arrive earlier than the designated pick-up times. Please schedule off-campus after-school classes, practices, or appointments after 4:00 p.m.

PRIMARY SCHOOL HOURS

Kindergarten: 8:00 a.m. – 2:00 p.m. (optional 3:15 p.m.)

Classes for Kindergarten begin promptly at 8:00 a.m. and conclude at 2:00 p.m. Please drop off your child between 7:30 and 7:50 a.m. You may choose to pick up your child at 2:05 p.m. or 3:15 p.m.

First and Second Grade: 8:00 a.m. – 3:15 p.m.

Classes for First and Second Grade begin promptly at 8:00 a.m. and conclude at 3:10 p.m. Please drop off your child between 7:30 and 7:50 a.m. Pick up will begin at 3:15 p.m.

LOWER SCHOOL HOURS

Third through Fifth Grade: 7:50 a.m. – 3:10 p.m.

Classes for Grades Three through Five begin promptly at 7:50 a.m. and conclude at 3:10 p.m. Please drop off your child between 7:30 and 7:45 a.m., and pick up your child after 3:15 p.m.

TARDINESS

Children who arrive at school after the classroom start time will be marked tardy. We encourage students to arrive early to ensure a positive beginning to the school day.

CARPOOLS

To obtain a list of Viewpoint families who live in your area with whom you might form a carpool, call Patrick LaBo at 818-591-6560, or e-mail: patrick.labo@viewpoint.org.

BUSES

We strongly encourage our families to take advantage of Viewpoint's safe, efficient, and affordable bus transportation program. Offering flexibility and convenience, the School's bus service is contracted through Tumbleweed Transportation, a company specializing in independent schools. All of the buses are equipped with seat belts and exhaust particulate traps, and the company carries an excellent record of safety and reliability. For details, please call Mrs. Nicki Thompson at 818-591-6548.

GENERAL INFORMATION

Please read and observe the following rules to ensure the safe and efficient arrival and dismissal of students. Thank you for your help!

The **Primary School** is located in the Virtue Building on the Mary Carpenter Campus off the west end of Dry Canyon Cold Creek Road.

The **Lower School** is located in the Behrens Building off Mulholland Hwy.

- To ease congestion on the roads around the campus, arrive early to drop off your child and arrive well after the end of school to pick up your child. Please allow time for your child to gather his or her belongings and to walk to the designated pick-up spot after school.
- Place a placard on your dashboard with the last names of children riding with you to assist with the efficiency of the pick-up of students at the end of the day. The School mails printed placards to families in August. You may also write your own placard.
- Since our space for the pick-up of students is limited, do not arrive early to wait on campus for your child. Your car will block our roadways. In addition, we want to be good neighbors to the local community. Please do not wait on the roads near the campus; the Sheriff's Department will be issuing tickets for cars parked illegally on Mulholland Highway and Dry Canyon Cold Creek Road.

DROP-OFF AND PICK-UP PROCEDURES

- **Primary School:** All cars for Primary School should enter the Primary School lot located at the west end of Dry Canyon Cold Creek Road. Primary School carpools with older students should use the Primary School Lot for both drop-off and pick-up.
- **Lower School:** Lower School students have two options for student drop-off and pick-up. Lower School students in mixed carpools with Primary students should enter the Primary School lot located at the west end of Dry Canyon Cold Creek Road. Cars with just Lower School students and mixed carpools with older students should enter the Lower School and Middle School lot from Mulholland Highway.
- You may not walk your children through the parking lot at any time during drop-off or pick-up. The safety of the children is our highest concern. We will have faculty available to assist our students on a daily basis.
- When dropping your children off, please have their backpacks and belongings ready for an efficient exit from your vehicle. Please avoid removing their belongings from the trunk, as it delays the line.
- For the safety of all students, faculty, and parents, cell phone use is prohibited in all carpool areas.

For questions about drop-off and pick-up, please call Mrs. Cathy Adelman at 818-591-6541, Mrs. Claudia Antoine at 818-591-6568, or Mr. Paul Rosenbaum at 818-591-6432.

EXTENDED DAY PROGRAM
Participating families are charged a daily fee for this service. For further information, contact Mrs. Sandra Bowne at 818-591-6561, or sbowne@viewpoint.org.

- **Primary and Lower School Extended Day Program (Mornings Room 23, Afternoons Room 23):** Our Extended Day Program is available for an additional fee from 7:00 to 7:30 a.m. and again from 3:15 to 6:00 p.m. Students who arrive before 7:30 a.m. should report to the Extended Day Program in Room 23 of the Primary School campus. Parents must always escort their child to and from the Extended Day Program, and sign them in and out respectively.

CHILDREN NOT PICKED UP BY 3:45 P.M.
All students who are not picked up by 3:45 p.m. will be escorted to the Extended Day Program in Room 23 on the Primary School Campus.

EMERGENCY PREPAREDNESS

Viewpoint has a comprehensive Emergency Plan in place to ensure the safety of its students, faculty, and staff in the event of a disaster such as a fire, an earthquake, or an emergency evacuation. The School's Emergency Plan was written with the guidance of the local Sheriff and Fire Departments. Based on their advice, should there be a local fire or earthquake the School has an effective plan in place for these emergencies.

HOW THE SCHOOL COMMUNICATES WITH PARENTS

1. EMERGENCY PREPAREDNESS ONLINE

Should you have any questions about a possible emergency in the School's vicinity, first check the Emergency Preparedness Page on the School's Web site at www.viewpoint.org. You will find the link to Emergency Preparedness information on the flashing banner. The School will provide regular updates to this page to inform you about how a local emergency may be affecting the School.

2. Viewpoint School's Voice Broadcasting System: ALERTNOW Rapid Notification Service

The School uses a voice-messaging system called ALERTNOW Rapid Notification Service. In an emergency, this system is used as the primary means for families to receive up-to-date emergency information.

The successful delivery of messages is dependent upon accurate information for each student. Please be certain that we have your most current contact information on your child's Emergency Form. If this information changes during the year, please contact Mrs. Nicki Thierry at 818-591-6564 or nthierry@viewpoint.org immediately.

3. Viewpoint's "800" Telephone Number

If we have not been able to reach you by phone or if you do not have Web access, call the Emergency Hotline for up-to-date emergency information.

The School's Emergency Hotline Number is 1-800-394-0892.

Please do not come to campus until you are instructed to do so through one of the messaging systems. If we ask parents to come to campus, we will release children only to those individuals whose names are on file with the School as authorized to transport.

EMERGENCY FORMS FOR STUDENTS

Parents are required to submit a new Emergency Form before the start of each academic year. We ask parents or guardians to keep the information updated. To change your contact information, please notify Nicki Thierry at 818-591-6564 or nthierry@viewpoint.org.

Thank you for your cooperation.

HEALTH SERVICES

The Primary and Lower School Health Office is located near the steps of the pool and Rasmussen Family Pavilion. Children feeling ill, having cuts and scrapes, or needing medication will be taken to the Health Office for treatment and care by the nurse.

Medications: Parents must send all medications and prescriptions to the Health Office. The containers should be clearly labeled from the pharmacy with your child's name and instructions for disbursement. Students who require daily medication must have a Medication Authorization Form on file with the nurse.

Lice: If head lice are found on your child, he or she will be sent home for immediate treatment. Children may return to school only if they are found to be free of nits. Parents must accompany their child to the Health Office to be checked back into school. If nits or lice are still found, they will not be permitted into the classroom. No exceptions will be made.

Physical Education and Athletics: If a student needs to be excused from Physical Education due to an injury or significant health issue, a note from the parent should explain the problem and duration of the request. If the child needs to be excused from Physical Education or playground play for longer than one week, a note from the doctor will also be required. Excessive absences may result in a grade of Incomplete.

Food Allergy: When a child has a potentially life-threatening food allergy, we recognize the importance of monitoring food intake. When parties are celebrated in the classroom and food is brought in from the outside, the School cannot guarantee or be responsible for the ingredients of these items. We ask that you make arrangements with the teacher to keep special treats in the classroom for your child to enjoy during these celebrations.

EpiPens: If your child has a known allergy to bee stings or to foods such as nuts, it is vital to supply the Health Office with an EpiPen and instructions from the doctor. Allergic emergencies can occur rapidly.

Illness: Parents should keep students home when they exhibit the following symptoms: fever, vomiting, diarrhea, rash, or other symptoms of communicable disease. A child should be free of fever for 24 hours before returning to school.

Crutches and Medical Impairments: When returning to school with crutches, casts, or splints, students should check in at the Health Office with a parent and a doctor's note. The note must state the need for crutches, the anticipated length of their use, and appropriate instructions. Similarly, students who come to school with braces, splints, or casts will be asked to provide a doctor's note indicating the restrictions on activities while at school. Students with crutches, splints, braces, or casts will not be allowed to participate in active play unless documentation is provided which indicates otherwise.

REQUIRED HEALTH FORMS

EMERGENCY CARD

Yearly, parents must complete an emergency form before the first day of school to be kept on file in the Health Office and Divisional Offices. This card is very important. In the event of an accident, the School cannot get medical assistance without written authorization. Please notify the divisional office immediately of a change of address or phone number.

IMMUNIZATION CARD

Viewpoint School and the California Department of Health and Welfare require the completion of an immunization record for every incoming new student before they enter school in September.

UNIFORM REQUIREMENTS

Students must wear the designated uniform throughout the school day, unless the School has previously announced specific exceptions.

PURCHASING NEW UNIFORMS

School uniforms should be purchased through Mills, located at 5844 Sepulveda Boulevard, Van Nuys, 91411. (818-779-1111). Phone orders may be placed by calling 800-541-1850. Online orders may be placed through www.millswear.com and entering Viewpoint School code #1025. The Mills store is located north of Burbank on Sepulveda.

PURCHASING USED UNIFORMS

A large selection of outgrown Primary and Lower School uniforms are donated by parents throughout the year and are available for resale at a reduced cost in the Express Café located in the Primary School.

VIEW ONLINE IMAGES OF OUR UNIFORMS

Online images of all uniform options for Primary and Lower School students can be viewed at Viewpoint's Web site. Go to www.viewpoint.org, select "Parents," then "Parent Information," then "Dress Code Information."

ASSEMBLY DRESS UNIFORM AND SEASONAL DATES

Assembly Dress uniform is required for those days when an Assembly takes place (refer to Assembly Schedule).

*On Photo Day in September, Primary and Lower School students should wear Winter Assembly Dress Uniforms for their photos.

DAILY DRESS SELECTIONS

Daily Dress options allow students to choose from a number of uniform selections. Students may select Daily Dress options for non-Assembly days only.

LABELING CLOTHING

All items of clothing, including physical education uniforms and shoes, should be labeled with the student's last name.

APPROPRIATE OUTER GARMENTS

Oversized outer garments, sweatshirts, and other clothing are prohibited. In the event of cold weather, students can wear a coat or jacket outdoors. A school sweater or Viewpoint sweatshirt is appropriate for inside the classroom.

FREE DRESS

There will be Free Dress days throughout the school year. Appropriate casual clothes are permitted on these days. Inappropriate logos on t-shirts, cropped tops, baggy pants, and sandals or open-toed shoes are not permitted.

UNIFORM VIOLATIONS

Parents will receive a telephone call or written notification when a uniform violation occurs repeatedly.

PRIMARY SCHOOL UNIFORMS

GIRLS - KINDERGARTEN THROUGH GRADE TWO

	Assembly (required for most assemblies)	**Daily**
JUMPER	Front-zip jumper: pinfeather, sky blue (fall and spring) Front-zip jumper: plaid, red, and navy (winter)	Front-zip jumper: pinfeather, sky blue Front-zip jumper: plaid, red, and navy
	Girls should wear navy bike shorts or navy, white or red leggings only under jumpers.	
SHIRT	Short-sleeve Princess blouse: white, Peter Pan collar with navy piping	Short-sleeve scoop-neck: red, white, or navy Short- or long-sleeve polo-collared shirt, with or without logo: red, white, or navy Turtleneck: red, white, or navy
SHORTS	(none)	Walking shorts: pinfeather, sky blue
CULOTTES	(none)	Culottes: pinfeather, sky blue
SLACKS	(none)	Twill pleated: navy Flat-front boot-cut: navy Corduroy (not available at Mills): navy
SWEATER	V-neck cardigan: red (fall and spring)	V-neck cardigan or pullover: navy or red Athletic sweatshirt with or without logo: navy or red
JACKET	Wool blazer: navy (winter) Viewpoint emblem on left breast pocket	On cold or rainy days, when a non-uniform jacket is necessary, please stay with the Viewpoint colors of red, white, or navy.
TIE	Grosgrain ribbon: red	(none)
SOCKS	Knee-high: white (fall and spring), navy (winter)	Anklet, crew, knee-high, or tights: red, white, or navy
SHOES	Leather: navy or black (Students should bring tennis shoes to school to change into for Sports and recess.)	Tennis shoes: red, white, navy, or black (Platform-heeled shoes or roller tennis shoes are not appropriate or safe for school.)

PRIMARY SCHOOL UNIFORMS

BOYS - KINDERGARTEN THROUGH GRADE TWO

	Assembly (required for most assemblies)	**Daily**
SLACKS	Twill pleated pants: navy (fall and spring) Flannel pleated dress pants: gray (winter)	Twill pleated pants: navy or gray Corduroy (not available at Mills): navy or gray
	Cargo style pants are not acceptable.	
SHORTS	(none)	Twill pleated walking shorts: navy
	Cargo style shorts are not acceptable.	
SHIRT	Short- or long-sleeve button-down Oxford shirt: white, with navy stripes	Short- or long-sleeve polo-collared shirt, with or without logo: red, white, or navy Turtleneck: red, white, or navy
SWEATER	V-neck cardigan: red (fall and spring)	V-neck cardigan or pullover: navy or red Athletic sweatshirt with or without logo: navy or red
JACKET	Wool blazer: navy (winter) Viewpoint emblem on left breast pocket	On cold or rainy days, when a non-uniform jacket is necessary, please stay with the Viewpoint colors of red, white, or navy.
SOCKS	Navy	Navy, white, or white with navy stripes
TIE	Striped: red and navy	(none)
SHOES	Leather: navy or black (Students should bring tennis shoes to school to change into for Sports and recess.)	Tennis shoes: red, white, navy, or black (Platform-heeled shoes or roller tennis shoes are not appropriate or safe for school.)

LOWER SCHOOL UNIFORMS

GIRLS - GRADES THREE THROUGH FIVE

	Assembly (required for most assemblies)	**Daily**
SKIRT	Four-pleat skirt: pinfeather, sky blue (fall and spring) Box-pleat skirt: plaid, red, and navy (winter)	Four-pleat skirt: pinfeather, sky blue Box-pleat skirt: plaid, red, and navy
	Girls should wear navy bike shorts or navy, white, grey, or red leggings only under skirts.	
SHIRT	Short- or long-sleeve button-down Oxford shirt: white	Short-sleeve scoop neck: red, white or navy Short- or long-sleeve polo-collared shirt, with or without logo: red, white, navy, or sky blue. Turtleneck: red, white, or navy
SHORTS	(none)	Walking shorts: pinfeather, sky blue
CULOTTES	(none)	Culottes: pinfeather, sky blue Navy skort
SLACKS	(none)	Twill pleated: navy Flat-front boot-cut: navy Corduroy (not available at Mills): navy
SWEATER	V-neck cardigan: red (fall and spring)	V-neck cardigan or pullover: navy or red Athletic sweatshirt with logo: navy, red, or gray
JACKET	Wool blazer: navy (winter) Viewpoint emblem on left breast pocket	On cold or rainy days, when a non-uniform jacket is necessary, please stay with the Viewpoint colors of red, white, navy, or gray.
TIE	Continental: red	(none)
SOCKS	Knee-high: white (fall and spring), navy (winter)	Anklet, crew, knee-high, or tights: white or navy
SHOES	Leather: navy or black (Students should bring tennis shoes to school to change into for Sports and recess.)	Tennis shoes: red, white, navy, gray, or black (Platform-heeled shoes or roller tennis shoes are not appropriate or safe for school.)

LOWER SCHOOL UNIFORMS

BOYS - GRADES THREE THROUGH FIVE

	Assembly (required for most assemblies)	**Daily**
SLACKS	Twill pleated pants: navy (fall and spring) Flannel pleated dress pants: gray (winter)	Twill pleated pants: navy or gray Corduroy (not available at Mills): navy or gray
	Cargo style pants are not acceptable.	
SHORTS	(none)	Twill pleated walking shorts: navy
	Cargo style shorts are not acceptable.	
SHIRT	Short- or long-sleeve button-down Oxford shirt: white	Short- or long-sleeve polo-collared shirt, with or without logo: red, white, navy, gray, or sky blue. Turtleneck: red, white, navy, gray, or sky blue
SWEATER	V-neck cardigan: red (fall and spring)	V-neck cardigan or pullover: navy or red Athletic sweatshirt with logo: navy, red, or gray
JACKET	Wool blazer: navy (winter) Viewpoint emblem on left breast pocket	On cold or rainy days, when a non-uniform jacket is necessary, please stay with the Viewpoint colors of red, white, navy, or gray.
SOCKS	Navy	Navy, white, or white with navy stripes
TIE	Plaid: red and navy	(none)
SHOES	Leather Oxfords or loafers: navy or black (Students should bring tennis shoes to school to change into for Sports and recess.)	Tennis shoes: red, white, navy, gray, or black (Roller tennis shoes are not appropriate or safe for school.)

PHYSICAL EDUCATION UNIFORMS

PRIMARY SCHOOL - KINDERGARTEN THROUGH GRADE TWO

Students in Primary School wear their uniforms to physical education classes. They do not change their clothes but must wear tennis shoes.

LOWER SCHOOL - GRADES THREE THROUGH FIVE
BOYS AND GIRLS

SHORTS Navy blue nylon with logo - given in class on the first day of school.

SHIRT Gray t-shirt with logo - given in class on the first day of school.

SOCKS White or navy crew

SWEATS Navy, blue, or red with logo - available through Mills.

SHOES Tennis shoes: red, white, navy, gray, or black*
Platform or heeled tennis shoes are not appropriate or safe.

*On Assembly days, all students K-5 should pack a pair of tennis shoes for physical education.

VIEWPOINT SPIRIT ITEMS

A variety of "spirit items" including polo shirts, sweatshirts, sport bags, and other monogrammed items can be obtained year-round on campus at Viewpoint's *Patriot Store*. These items are also frequently available at Viewpoint special events, such as Homecoming and VSSA parent luncheons.

SPECIAL AREAS ON CAMPUS

PRIMARY SCHOOL OFFICE
The Primary School Administrative Offices, located in the Virtue Building on the Mary Carpenter Campus, are open from 7:30 a.m. – 4:00 p.m. to assist Primary School students and parents.

LOWER SCHOOL OFFICE
The Lower School Administrative Offices, located in the Behrens Building, are open from 7:30 a.m. – 4:00 p.m. to assist Lower School students and parents.

PRIMARY AND LOWER SCHOOL HEALTH OFFICE
The Primary and Lower School Health Office is located behind Blaney Patio facing the pool. Students who are injured, feeling ill, or need medication will go to the Health Office for assistance. It is imperative that you communicate all food allergies and health concerns to the School nurse at the beginning of the school year or whenever any changes arise.

ASSEMBLY AREA
During the school year, Primary and Lower School students will attend most assemblies from 8:45 - 9:30 a.m. (unless otherwise noted), in the Carlson Family Theater. Please refer to the Web site for the most up-to-date Assembly information.

LOST AND FOUND
Items left unattended will be collected and placed in one of the many Lost and Found boxes on campus. Please clearly label all clothing and possessions that your student brings to school. Please inspect your child's uniforms regularly and return those items taken by mistake.

ENRICHMENT OPPORTUNITIES

AFTER-SCHOOL CHORUS

Primary and Lower School Choruses are open to all First through Fifth Grade students who love to sing. Detailed information about After-School Chorus is sent home shortly after the start of the school year. A variety of musical pieces are taught and students have the opportunity to perform during the school year.

AFTER-SCHOOL DANCE CLUB

Primary and Lower School Dance Clubs are open to all First through Fifth Grade students who love to dance. Detailed information about After-School Dance is sent home shortly after the start of the school year. A variety of dances are taught and students have the opportunity to perform during the school year.

SUZUKI LESSONS

Suzuki lessons are offered before and after school for students who would like to learn a string instrument beginning in First Grade.

AFTER-SCHOOL ENRICHMENT PROGRAM

Anderson Enrichment Opportunities offer a program of after-school activities to all students in Primary and Lower Schools beginning the first full week of school. The classes may include karate, science, chess, music, and sports. These may vary and will be available provided there is a minimum enrollment. There is an additional fee for these activities. You will receive seasonal brochures with details, or you may contact *Anderson Enrichment Opportunities* at 818-249-5599, or www.parker-anderson.org.

FIFTH GRADE INTERSCHOLASTIC SPORTS PROGRAM

Beginning in Fifth Grade, all students may participate in a variety of interscholastic sports to complement the regular physical education program. We strive for the highest standards of sportsmanship in our athletes and coaches. Students may compete in flag football, basketball, soccer, volleyball, swimming, and baseball.

SPORTS HOTLINE

On game days, parents can check the status of a game by calling the Lower School Sports Hotline at 818-591-6659, which is updated daily, or by checking Viewpoint's Web site at www.viewpoint.org.

HOMEWORK POLICIES

At Viewpoint, we believe that homework is designed to reinforce skills that are taught during the school day. We do not expect parents to teach their children at home, but rather to encourage them to complete the assignments independently and on time. Additionally, all Primary and Lower School students will participate in an independent home reading program which requires a minimum of fifteen minutes per night.

We do not suggest spending excessive amounts of time on homework. If your child is having difficulty with a concept or particular assignment and has worked to the recommended homework time limit, a note to that effect should be sent to the teacher so we can address the concern at school.

- **Kindergarten**: Students in Kindergarten do not have written homework.
- **Grades One through Four**: Students will have assignments Monday through Thursday.
- **Grade Five**: Students may have some weekend assignments.

Teachers will have their own policies regarding papers and missing assignments. Written information will be provided so that parents and children will have a clear understanding of these policies. Recommended daily homework time:

First Grade	10-15 minutes
Second Grade	15-25 minutes
Third Grade	30-40 minutes
Fourth Grade	45 minutes to one hour
Fifth Grade	one hour to one hour and 15 minutes

In the case of an extended absence, parents should contact the Primary or Lower School Administrative Assistant to make arrangements to obtain missed assignments. Please request make-up work or homework before 10:00 a.m. It will then be available for pick-up in the Primary or Lower School Office after 1:00 p.m. Unfortunately, special projects, classroom activities, and discussions cannot be replicated.

GRADING POLICIES

SCHEDULED CONFERENCES

Each parent in Primary and Lower School has a scheduled conference to review the student's written report card and progress for the first quarter. Administrators, teachers, and parents will discuss the child's academic strengths, weaknesses, and goals along with his or her social and emotional growth.

All students within a classroom differ in their learning styles and developmental readiness. Each student's progress and behavior should be treated as a private matter, and should not be discussed with other parents. The School or parents may initiate additional conferences at any time throughout the school year.

PRIMARY SCHOOL: TIMING OF REPORT CARDS

Parents will receive report cards four times each year in Kindergarten through Grade Two. The categories on the report card, as well as the grades assigned, reflect a developmental evaluation of the student's process of learning as well as the work product.

PRIMARY SCHOOL: EXPLANATION OF DEVELOPMENTAL MARKS

- E Exceeds grade-level expectations
- G Meets grade-level expectations
- W Working to attain grade-level expectations
- L Lacks sufficient progress

PRIMARY SCHOOL: EFFORT EVALUATION DEFINITIONS

- 1 Good
- 2 Needs Improvement

LOWER SCHOOL: TIMING OF REPORT CARDS

Parents will receive report cards four times each year in Grades Three through Five. The grades assigned to a student's work are an assessment of their progress and performance.

LOWER SCHOOL: ACADEMIC EVALUATION DEFINITIONS

- O Outstanding
- S+ Independently and competently meets grade-level expectations
- S Meets grade-level expectations
- S- Requires assistance to meet grade-level expectations
- N Works below grade-level expectations - needs improvement
- U Unsatisfactory

LOWER SCHOOL: EFFORT EVALUATION DEFINITIONS

- 1 Strong
- 2 Acceptable
- 3 Needs Improvement
- 4 Unsatisfactory

ATTENDANCE

STUDENT ATTENDANCE AND ABSENCES

At Viewpoint we value every school day. Please schedule family vacations to coincide with school holidays and schedule appointments during after school hours whenever possible. Students are expected to arrive on time each day. Many absences and tardies will affect your child's performance at school.

Parents may call and request missed schoolwork when an absence occurs. Please call the Primary or Lower School Office before 10:00 a.m. to make homework requests. Unfortunately, special projects, classroom activities, and discussions cannot be replicated.

More than 20 absences or excessive tardies in a school year may jeopardize your child's standing in the School, including promotion to the next grade level or being issued a re-enrollment contract for the following school year.

Attendance is also strongly encouraged for additional school activities. These include the Holiday Program and Open House. Attendance at these functions promotes a strong sense of community.

SPECIAL ARRANGEMENTS FOR EARLY PICK-UP

Please send a note or email to your child's teacher if you have an appointment, special plan, or a change in your dismissal time or carpool schedule for that day. The divisional offices are the pick-up sites for students. Parents must come in person to the office to sign their child out of school. At this time, your child will be dismissed from the classroom. Remember to allow plenty of time.

If you need to request an early dismissal or change in pick-up arrangements by telephone, please inform the divisional office prior to 1:30 p.m.

POLICIES ON CONDUCT

At Viewpoint, we believe that optimal learning occurs in an environment of honesty, mutual respect, and courtesy among faculty and students. These values, as well as responsibility, integrity, and a caring concern for others, are the basis upon which trust and open communication can grow.

The School has high standards of performance in all areas, including personal conduct. We expect our students to be on their best behavior in the classroom, on the playground, at assemblies, on the athletic fields, on school trips, and at after-school activities. Proper manners, good dress and grooming, appropriate language, and courtesy toward others are essential components of a healthy and positive school environment.

TREATMENT OF OTHERS

The School expects students to respect the rights and property of others. To be a positive member of the Viewpoint community requires consideration for others and for their feelings. We work diligently to foster kindness and to educate students not to verbally or physically mistreat others. Our goal is to promote behavior that ensures all students will have the opportunity to fully enjoy school.

PROPERTY

The School will not tolerate theft, defacement, or destruction of School property.

CHEATING

Submission of any paper, homework or test that is not completely the result of a student's own study and work is a form of cheating and is not acceptable.

CARE OF CAMPUS

We all take pride in our School and are expected to participate in the general care and upkeep of the campus. Students are expected to utilize trash or recycle bins around campus. Specified eating areas, classrooms, and the locker areas should be kept clean and free of trash.

DRESS CODE

Students must wear the designated uniform throughout the school day, unless specific exceptions are announced. In the event of cold weather, students may wear a coat or jacket outdoors. Please stay with the School colors of red, white, or navy. A Viewpoint sweatshirt or sweater is appropriate inside the classroom.

Non-Viewpoint sweatshirts, designer-label and logo clothing, trendy shoes, accessories, and other items not in keeping with the school uniform are prohibited.

GROOMING

Makeup and hair coloring are not permitted in the Primary and Lower School. Appropriate light nail polish is acceptable.

Hairstyles should be simple and out of the eyes. We recommend that boys' hair be cut above the collar. Hats and scarf-style head coverings will not be permitted in the classroom.

Boys are not permitted to wear earrings; girls may wear studs or small hoops. All other jewelry (with the exception of non-beeping watches) is discouraged.

POLICIES ON DISCIPLINE

A safe, happy, and healthy environment ensures that each student's experience at school will be positive. Our goal is to provide students with an atmosphere of warmth and support within clearly-set guidelines.

At Viewpoint, we choose to focus on positive, rather than on negative behavior. We recognize that all of us make mistakes and ultimately grow by learning from them. This atmosphere of understanding and tolerance promotes maturity and self-confidence in our children.

When necessary, we do apply appropriate disciplinary measures as we seek to help our students accept responsibility, learn from their mistakes, and ultimately to make better choices.

COUNSELING
Informal communication between students, teachers, and administrators helps students to understand the nature of an infraction, its consequences, and appropriate responses for future situations.

CONFERENCE
When appropriate, the School will request a telephone or in-person conference to inform parents of inappropriate behavior with suggestions for parental action and support.

SUSPENSION
Recommended by the Head of Primary or Lower School or by the Associate Headmaster, suspension is a short period of time in which the student is dismissed from school. Parents will be asked to meet with the Head of Primary or Lower School before re-admission.

GENERAL POLICIES AND PROCEDURES

PLACEMENT OF STUDENTS IN HOMEROOMS
Classroom placement is a thoughtful process that results from a compilation of information. The Administration's knowledge and input regarding each student is incorporated with the current teacher's recommendation. We cannot accept parents' requests for their children to be placed with certain teachers. Classroom placements cannot be based on friendships. If you have specific concerns, please make an appointment with the Head of Primary or Lower School. Discussions about placement with teachers or other parents are not appropriate. Often information that is passed on from parent to parent can be taken out of context or misunderstood. All conversations regarding placement should take place with the Divisional Head.

PLACEMENTS OF TWINS OR TRIPLETS
With regard to twins or triplets, the School's general custom is to recommend to the parents that they be placed with separate teachers, both during the school year as well as at summer camp.

PARENTS IN THE CLASSROOM
Occasionally, parents may be invited into a classroom by the teacher to read a story, help with a special project, or share a special talent. Unscheduled visits to the classroom should be avoided.

PARENT-TEACHER CONFERENCES

If you would like a conference in addition to the scheduled fall grade report meeting, please call the Primary or Lower School Administrative Assistant who will make an appointment for you. Please do not speak to the teachers during class time, or call a teacher at home. If you have a question, please write a note or leave a message on the teacher's voicemail, and the teacher will respond as quickly as possible.

LUNCHES

Students should bring simple, nutritious lunches to school. Candy, gum, soda, and bottled drinks are not permitted. We discourage parents from bringing fast-food lunches for their children. If a lunch needs to be delivered during the school day, please drop it off in the Primary or Lower School Office. However, since there is a school-provided lunch option five days a week, we encourage parents to telephone the office in the event of a forgotten lunch, and we will see that the child gets a school lunch.

VALUABLES

Personal valuables are discouraged on campus. The School cannot assume responsibility for lost or damaged items. Cell phones, beepers, beeping watches, electronic toys, *iPods*, *iPads, iPhones*, expensive jewelry or non-uniform clothing are prohibited without prior permission.

BIRTHDAYS

In School: A child may bring individual treats to share with each child in the class to celebrate his or her birthday. Teachers will distribute this treat at lunch or during an appropriate break. Please also include required paper goods.

Out of School: In order to avoid hurt feelings, party invitations should not be distributed at school unless the entire class is invited. Please avoid picking up select groups of students from school for party purposes.

GIFTS

To avoid hurt feelings, students should not exchange gifts at school. Well intentioned group efforts to raise money for gifts for particular teachers or classrooms are not appropriate. If a person wishes to show appreciation to a faculty member, he or she should do it on an individual basis only.

ROOM PARTIES

Four room parties are organized by the Room Parents and scheduled during the school year. Simple food and drinks are served at these occasions. Please do not bring younger siblings. Students and parents are asked not to plan surprise parties or birthday parties for students or teachers during school hours.

LOCKERS

All Primary and Lower School students are provided a locker for their belongings. Any backpacks carried by students should be able to fit inside their lockers.

ACCREDITATION

Viewpoint is fully accredited by the California Association of Independent Schools and the Western Association of Schools and Colleges. Viewpoint holds memberships in the National Association of Independent Schools, Cum Laude Society, A Better Chance, National Association for College Admission Counseling, National Association of Secondary School Principals, National Association of Principals of Schools for Girls, Council for Spiritual and Ethical Education, Council for the Advancement and Support of Education, College Board, Educational Records Bureau, International Reading Association, Association for Supervision and Curriculum Development, and Alumni Program Council.

Viewpoint admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, its admission policies, scholarships, and athletic or other School-administered programs.

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