

FIELD ELEMENTARY

4375 Bannock Avenue, San Diego, CA 92117

Phone 858.800.5900 Fax 858.800.5949

Amy Griffiths, Principal

Parent Handbook

Vision

Each child will have the opportunity to develop emotionally, physically, socially, academically and to their fullest potential as global citizens.

Values

We believe and are committed to the concepts that:

All children can learn.

Education is a continual process.

Cooperation and communication are necessary for learning.

Mission

Our mission is to provide strong academic instruction connect to rigorous academic standarts, critical thinking development, leadership opportunities, and successful integration experiences in an environment that nurtures a lifelong love of learning.

WELCOME to the 2018-2019 School Year!

**Keep this booklet in a convenient place
for reference throughout the school year.**

Look inside for important dates and holidays.

**Please read through this booklet with your child so you will both
be aware of the updated school and district policies and expectations.**

FIELD ELEMENTARY IMPORTANT DATES 2018-2019

First Day of School for Students

August 27, 2018

Last Day of School for Students

June 11, 2019 (Tuesday – Modified Day)

BACK TO SCHOOL NIGHT

September 12, 2018 (5:00-7:00 p.m.)

BOOK FAIR

September 10 – 14, 2018

SCHOOL PICTURES

October 25, 2018

April 19, 2019

SCHOOL BBQ LUNCH: March 15 2019

PARENT CONFERENCE DAYS

(Modified Day Schedule)

November 13, 2018

November 14, 2018

November 15, 2018

November 16, 2018

March 20, 2019

March 21, 2019

March 22, 2019

FIELD FAMILY FRIDAYS 7:45-9:00am

September 28, 2018

February 22, 2019

October 26, 2018

March 22, 2019

December 7, 2018

April 26, 2019

January 25, 2019

May 31, 2019

FALL FESTIVAL:

November 3, 2018 (Saturday, Time TBD)

FAMILY MATH NIGHT:

January 30, 2019 (5:30-6:30 p.m.)

SCHOOL HOLIDAYS (no students in attendance)

September 3, 2018 (Monday)

November 12, 2018 (Monday)

November 19-23, 2018 (Monday through Friday)

December 24, 2018 – January 4, 2019 (Monday-Friday)

January 21, 2019 (Monday)

February 15, 2019 (Friday)

February 18, 2019 (Monday)

March 25-29, 2019 (Monday through Friday)

May 24-27, 2019 (Friday-Monday)

Labor Day

Veterans Day Observance

Thanksgiving Vacation

Winter Break

Martin Luther King Jr. Day observance

Lincoln's Birthday observance

Washington's Birthday observance

Spring Break

Memorial Day Observance

DAILY SCHEDULE

The school office is open Monday through Friday from 7:15 a.m. to 3:00 p.m.

MONDAY, TUESDAY, THURSDAY and FRIDAY:

<u>Grade</u>	<u>Bell</u>	<u>Instruction Begins</u>	<u>Lunch</u>	<u>Recess</u>	<u>Dismissal</u>
TK & Kindergarten	7:40	7:45 a.m.	11:40–12:15 p.m.	10:00-10:15 a.m.	2:05 p.m.
1-2	7:40	7:45 a.m.	12:00–12:35 p.m.	10:00-10:15 a.m.	2:05 p.m.
2/3 - 5	7:40	7:45 a.m.	12:20–12:55 p.m.	10:00-10:15 a.m.	2:05 p.m.

WEDNESDAY SCHOOL HOURS (Modified Day):

TK-5 7:40 7:45 a.m.–12:00 p.m. Lunch is during school hours.

Wednesday lunch schedule: TK & K (11:15-11:30); 1st & 2nd (11:30-11:45); 2nd/3rd, 4th & 5th (11:45-12:00)

3rd, 4th & 5th graders will be dismissed at noon from the lunch arbor; all other students will be dismissed from their classrooms.

State Pre-School Blended Class Schedule – MONDAY through FRIDAY:

<u>Room 2 Class</u>	<u>Instruction Begins</u>		<u>Dismissal</u>
Pre/K Blended Classroom Session A	7:45 a.m.	includes Breakfast	10:45 a.m.
Pre/K Blended Classroom Session B	11:15 a.m.	includes Lunch (12:30-1:05)	2:15 p.m.

(Pre/K Students with an active IEP do not attend class on WEDNESDAY)

ATTENDANCE INFORMATION

ARRIVAL TIME

The bell rings at 7:40 a.m. and class begins at 7:45 a.m. Any student not in his/her classroom at 7:45 a.m. will be considered tardy. Please plan a safe route to and from school and insist that your child follow it. School gates open at 7:25 and students may participate in Mileage Club until the first bell rings at 7:40. Students may not leave the school grounds at lunchtime.

ABSENCES

All children are expected to be in attendance each day unless they are ill, have a medical or dental appointment, or a family emergency arises. If your child has a medical appointment during school hours they are encouraged to be at school and leave for the appointment rather than miss the entire day.

When your child is absent please call our office (858-800-5900) in the morning to report the absence.

Please indicate your child's name, teacher, and reason for the absence. You may also send a note with your child when they return to give to his or her teacher. Every absence must be verified by the school office staff. Informing the teacher does not clear an absence.

Please help your child arrive at school on time. Tardiness interrupts instructional time for your child and the entire class. Students who are chronically tardy are missing valuable instructional minutes, and may be referred to the counselor or principal for further investigation of how to support the child in arriving to class on time.

INDEPENDENT STUDY CONTRACTS

Please do not plan vacations or trips for your family during the school year. If your child must be absent from school for an extended period of time for anything other than illness, medical or dental appointments, please contact the school office for a Contract for Independent Study. This contract provides a way for your child to be away from school for a brief period of time and still receive written work to complete. It is important that you make arrangements for this contract at least one week before the scheduled absence. Remember, a contract does not replace classroom instruction and children will fall behind academically if they miss too many days of school. These contracts do not make up for absences for purposes of perfect attendance.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Students will not be released during the school day unless a parent (or other authorized adult) comes to the school office, with photo identification, and signs them out. The only people authorized to sign a student out are those listed on the Student Enrollment card in the school office. Please be sure that this information is current and accurate at all times. Students are not to call parents from the classroom for pick-up. They must report to the nurse/office, and the office staff will contact parents if the student needs to go home.

DISMISSAL

- It is the parents' responsibility to arrange student pick up at dismissal time. Please do not ask your child to call you for pick up at the end of the school day. Students are expected to leave school grounds immediately after supervised recreational or educational activities are concluded.
- Students attending an after school academic program should proceed directly to the classroom or agreed upon meeting area.
- Students waiting to walk with a brother or sister, or who are waiting for a ride, must wait in an orderly manner in front of the school. For safety during this busy time, students may not run around, swing their belongings, play tag or ball, etc. Students should have a book to read and/or are welcome to sit on the grass and start their homework or other quiet activity.
After 15 minutes of waiting, student must call parents and wait inside the office. If a child has not been picked up within 30 minutes of dismissal time, school police may be contacted.

Reminder: Arriving late or leaving early DOES affect the student's attendance record.

GENERAL INFORMATION

EMERGENCY INFORMATION

If your child is injured or becomes ill while at school, it is our policy to notify you immediately. For this reason, it is very important that we have accurate, up-to-date information concerning your address, home phone number, work phone number, and a local relative, friend or neighbor to contact in case we are unable to reach you. These contact numbers should never be “blocked” telephone numbers.

IT IS VERY IMPORTANT THAT YOU NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGES TO YOUR HOME AND/OR WORK TELEPHONE NUMBERS.

If your child is protected by a **Restraining Order**, against any individual, please be sure the school has a current copy of the order and a photograph of the person, so we may support you in keeping your child safe.

SCHOOL PHONE

Students will not be allowed to use the school phone except in an emergency. Please make necessary arrangements before school regarding lunch, transportation, and after school activities.

MINIMIZING CLASSROOM INTERRUPTIONS

In order to maximize learning time, phone calls will not be put through to classrooms during instructional time. Callers may leave non-urgent messages for teachers or students with office personnel to be delivered during classroom breaks.

BREAKFAST AND LUNCH

BREAKFAST: 7:40 a.m. in the classroom

LUNCH: Grade TK/K: 11:40-12:15 p.m. / Grades 1-2: 12:00-12:35 p.m. / Grades 2/3-5: 12:20-12:55 p.m.

WEDNESDAY LUNCH: TK/Kindergarten: 11:15-11:30 / 1st & 2nd gr: 11:30-11:45 / 2/3rd – 5th gr: 11:45 – 12:00

Our school has created a policy that **does not allow children to bring carbonated beverages from home for lunch**. We recognize the importance of a healthy diet for children and urge parents to provide healthful snacks, lunches and beverages for children to consume at school. Candy, unhealthy chips such as Hot Cheetos and soda are not healthy choices for growing children and are not allowed at school. Fresh fruits, vegetables, milk, or juice should be included in your child’s lunch. .

MEAL PRICES All meals are free for all students at our school

Field Elementary School participates in the USDA Provision 2 program. This program allows for ALL children attending this school to receive a FREE breakfast and lunch each school day. Families at this site are not required to fill out applications for the program.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity employer.

BIRTHDAY CELEBRATIONS: Birthday celebrations occur one day each month in the classroom, and this day is determined by the teacher. If parents choose to celebrate their child’s birthday on this day with the class and would like to bring treats to share, we encourage non-food items such as stickers, pencils, small books, etc. If however, parents would like to bring food items for the birthday celebration, only food from the SDUSD Healthy Snacks list are allowed. Please see the school website to access the SDUSD Healthy Snacks list.

PRIMETIME BEFORE & AFTER SCHOOL PROGRAM

PrimeTime provides academic support and enrichment activities before and/or after school for students at the elementary and middle school level at 135 school sites. These services are available at no cost to participating families through the After School Education and Safety (ASES) state grant funds. PrimeTime applications are available on the district website at http://www.sandi.net/extended_learning/primetime/#2. You will be placed on a waiting list if spaces aren’t currently available.

PARENT INVOLVEMENT

MONDAY MORNING ASSEMBLY

Every Monday morning students and teachers will assemble on the blacktop at 7:45 a.m. with our principal Mrs. Griffiths, for announcements and recognitions. Parents are encouraged to join us. We hope to see you there!

PTA

Please help support our students and our school by joining the Field Parent Teacher Association (PTA). The PTA has provided field trip buses, computers, and school supplies for our school. The PTA also sponsors supplemental educational and cultural programs, assemblies, family movie nights, book fair, and ice cream social. A membership envelope will be provided to you during the first weeks of school. Additional envelopes will be available in the school office. Show your school spirit. Join PTA!

SCHOOL SITE COUNCIL

The School Site Council is a group comprised of parents, teachers, and other staff members. The team meets periodically throughout the school year to make decisions regarding the school budget and how state and federal funds will be used at our school. Please contact Mrs. Griffiths in the school office if you would like to become a member of this vital group.

ENGLISH LEARNER ADVISORY COMMITTEE

Schools which have 21 or more English as a Second Language (ESL) students also have an English Learner Advisory Committee. It serves as the advisory body to the school on four key issues:

- The school plan for English learners
- Needs assessment
- Administration of the language census
- Efforts to make parents aware of the importance of attendance

Please contact Mrs. Zavala, via the school office, if you would like to be part of Field Elementary School's ELAC.

CLASSROOM VOLUNTEERS

Parent volunteers are always welcome at Field Elementary! Please speak with your child's teacher to find out what you can do to help them in the classroom. All volunteers need to fill out the appropriate forms in the school office and sign in whenever working on campus.

PARENT ROOM

The parent volunteer room located in room 4, is available for our volunteers to meet and work on school projects for various teachers. The room has supplies and tools available for volunteers to use. It's a great way to meet and get to know other parents. Watch for hours and information in the school calendar.

PARENTS AND VISITORS

All visitors must come through the school office before visiting a classroom. When you visit our school, please stop in the office first to sign our visitors log and pick up a name badge so we know that you are on campus.

ADULT VOLUNTEER INFORMATION

All adult classroom volunteers and field trip chaperones must complete a new District volunteer application every year and have a current (within the past 4 years) TB certification on file in the school office. These requirements also apply to single event volunteers.

Please note that school nurses are no longer able to give TB tests.

Please contact your health care provider.

SAFETY INFORMATION

SAFETY PATROL

The Safety Patrol consists of students, trained by the San Diego Police Department, to help control the flow of traffic through the crosswalk area in the front of the school. Please observe and follow all instructions given by our Student Safety Patrol.

TRAFFIC SAFETY & PARKING REGULATIONS

We urge parents to obey speed limit and traffic laws. Traffic enforcement will be maintained by the San Diego Police Department to facilitate a safe environment for our children. If you drive your student to school, you will want to arrange a drop off and pick up point away from the busy area directly in front of the school. You may want to consider the area in front of, or in the parking lot at the North Clairemont Recreation Center, Kleefeld Avenue, Dubois Drive, or Manitou Way.

- No **U TURNS** in front of the school
- Cross street **ONLY IN CROSSWALK**
- When bus has **red lights flashing** ALL cars (both directions) **MUST STOP**
- Students may be dropped off or picked up in the “cone zone” in front of the school, however parking and leaving your vehicle is prohibited in this area
- No **double parking** on Bannock Avenue
- No parking or stopping in the **BUS ZONE** please!
- **WEST parking lot** - special education buses **ONLY**
- **EAST parking lot** is for staff, visitors, and parents volunteering that day at school.
- No student **drop off or pick up** in East parking lot near Kindergarten rooms
- **Disabled parking** is available in East parking lot

BICYCLES

Riding bicycles to school is a healthy way to commute and is encouraged. Parking of bicycles is allowed in designated areas with a lock. Children riding bicycles or any wheeled item **MUST** wear helmets according to the law. Although Field School has designated an area for students to park bicycles (inside the gate by the front entrance), the San Diego Unified School District is not responsible and assumes no liability for theft, damage, or loss of use to any bicycle, equipment or article left on school grounds. The student assumes all such risk, and should be sure to lock their bicycle. Skateboards, rollerblades, scooters and “wheeled” shoes may not be used on campus during school hours. These items must be put away in a secure location during school hours.

EMERGENCY PROCEDURE PLANS

To ensure a continued safe learning environment, we review our school safety plans annually. Drills are regularly scheduled and children practice procedures. If any disruptive or emergency situation should occur, we would immediately implement our Emergency Procedure Plan, which includes:

- Staff supervision
- Contact with school police, emergency services, parents, etc.
- School gates locked until it is safe to release children
- Set up of reunion gate for parents to pick up children (located in the kindergarten area)

Our plan includes classroom lockdown for **protection**, evacuation for possible **fire emergency**, and duck and cover for possible **earthquake**. If you have concerns about a particular circumstance occurring at Field, please come in to discuss your concerns with the principal.

ANIMALS ON SCHOOL GROUNDS

Due to health and safety concerns, all animals are prohibited on school grounds, both during and after school hours, unless needed for an approved instructional program. Arrangements must be made with the school administrator in advance of this event. This does not apply to dogs that have been specifically trained for use as a guide, service or signal for the disabled, while such dogs are being used for this purpose.

HEALTH INFORMATION

SCHOOL NURSE

Our school nurse, Juliet dela Paz, R.N., is on site Monday through Wednesday and Friday.

MEDICATION AT SCHOOL

If it is necessary for your child to receive medication during school hours, the following procedure **must** be followed:

- 1) Obtain the 'Physician's Recommendation for Medication' from the school and submit the completed form to the school, signed by both physician and parent.
- 2) Provide medication to school in prescription labeled container.

Children may not carry and take their own medications. The only exception is when the school has current written physician's orders for a child to self-administer asthma medication. Written consent from a parent is required for the nurse to give over-the-counter medications. Please sign the goldenrod Health Information Exchange Consent form for the following over-the-counter medications – Advil, Motrin, Tylenol, and Calamine.

If you anticipate taking your child to their health care provider and the possibility exists that medication will be prescribed, obtain the medication form at the school office and take it with you to the appointment.

PLEASE ALERT THE SCHOOL if your child has unique or serious health problems to arrange for a conference with the school nurse and/or teacher as soon as possible.

GUIDELINES FOR DETERMINING IF YOUR CHILD IS TOO SICK TO ATTEND SCHOOL:

Keep at home:

- Fever of 100° or above.
- Vomiting - more than once.
- Flu symptoms: body aches, fever, headache.

See a doctor:

- Undiagnosed skin rash.
- Eye infection.

Send to school:

- Infrequent diarrhea.
- Ear infection - no pain.
- Minor cold - runny nose, cough, sneezing, sore throat.
- Scabies or lice - after treatment begins.
- Strep throat - after 24 hours of medication.
- Cold sore - after sores are covered.

SUN EXPOSURE

Your child will be outside for part of each day during recess and/or P.E. class. Children should dress appropriately to limit their amount of skin exposure and possible sunburn. Hats with a brim are allowed to reduce sun exposure but must be worn with the bill facing forward as per California Ed. Code.

IT IS VERY IMPORTANT THAT YOU KEEP THE SCHOOL OFFICE INFORMED OF YOUR CURRENT HOME, WORK, AND EMERGENCY PHONE NUMBERS.

LEARNING ENVIRONMENT

HOMEWORK POLICY

The Board of Education has implemented a district-wide homework policy because it recognizes that a reasonable amount of homework and preparation is necessary for the scholastic growth of all students. We appreciate your support in making sure your child completes all homework assignments. Each teacher will send information home regarding homework assignments and schedules for their classroom. Please contact the teacher if you have any questions or concerns.

The *minimum guidelines* for the amount of homework are as follows:

TK/Kindergarten and Grade 1: 15 minutes per day (to increase throughout the year)
Grades 2-6: 30 minutes per day (to increase throughout the year)

Additionally, every child at Field is required to complete At Home Reading for at least 20 minutes each day for grades TK-2 and 30 minutes each day for grades 3-5. We strongly encourage parents to read to, and with, their children daily, as well as to model the love of reading at home.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled twice a year – in November and March. Please do not hesitate however, to contact your child’s teacher whenever you have a question or concern. If you wish to schedule a conference with a teacher, please remember to call in advance so a convenient time can be established. With teachers’ busy schedules, it is difficult to meet all of your concerns on a drop-in basis.

SCHOOL SUPPLIES

We ask that every child attend school each day, ready to learn. Certain basic school supplies will help your child organize his/her learning and keep homework or information for parents neatly for you to see. Please try to provide your child with the following tools for learning:

- backpack to carry homework, notebook, textbooks.
- A homework toolbox that includes pencils, a pencil sharpener, colored pencils or crayons, pens, scissors, glue sticks, and erasers to complete work at home.
- a quiet place at home for homework, studying and reading to be done consistently, where technology is off and distractions are eliminated.

SCHOOLWIDE DISCIPLINE POLICY

One of the most important functions of the school is to create an atmosphere of safety and good citizenship as part of the total learning environment.

FIELD VALUES

If all persons, younger or older, who work and study at Field Elementary School will adhere to these three expectations, our school will be a safe and healthy environment.

- *Be **RESPONSIBLE** – accountable for your actions*
- *Be **RESPECTFUL** – show consideration for others*
- *Be **READY** - willing and prepared*

REINFORCEMENT OF POSITIVE OR IMPROVED BEHAVIOR

Reinforcements of positive or improved behavior in classrooms or at school will come from the teachers, staff, and PTA. They may include (among other things):

- School-wide recognition (assemblies, pictures)
- Outstanding Student award
- Lunch with the principal, counselor, other adults.

DISCIPLINARY CONSEQUENCES

Every teacher has classroom rules and a discipline system, as well. These rules and discipline system will be shared with you in the Opening of School Letter from your child's teacher. Consequences for breaking school, classroom, or playground rules may include:

- Verbal warnings from teacher or staff
- Time out in classroom, counseling center, or playground
- Loss of privileges
- Parent contact by teacher
- Referral to the counselor for problem solving
- Disciplinary referral to the principal for repeated or serious offenses

BECAUSE OF THE SERIOUS NATURE OF THE FOLLOWING, AN IMMEDIATE REFERRAL TO THE PRINCIPAL WILL BE MADE:

- Hitting, kicking, fighting, or other (hurting other students).
- Defiant behavior, including verbal or physical disrespect to the staff.
- Possession of a weapon or any illegal substance of any kind (see Zero Tolerance Policy).

ZERO TOLERANCE POLICY

San Diego Unified School District has a long-standing policy of zero tolerance for possession of weapons by students. Weapons are defined as anything that can do harm to another and/or has no reasonable use at school. Knives, guns, look-alike guns, screwdrivers, etc. are all considered weapons. Lighters and matches may also fall into this category. District policy will require us to consider expulsion from school for some offenses. It is very important that your child understands this policy and understands that there is no reason for any type of weapon to be brought to school. Additional information regarding this policy can be found in the SDUSD Facts for Parents handbook.

PLEASE DO NOT ALLOW YOUR CHILD TO BRING ANY TOYS TO SCHOOL.

This includes anything that could possibly distract your child from learning. Especially inappropriate are card collections or any collectibles brought to school for trading or selling to other students. Electronic games, music players, headphones, cameras and other expensive items should be left at home. These items may be confiscated and not returned to your child unless you write a note requesting the return and assure the principal that the items will not be brought to school again. If items are returned to school again after the note, they will be confiscated and may not be returned until the end of the year.

CELL PHONE POLICY (refer to Board of Education Policy H-6980)

According to District policy, unauthorized use of cell phones during the school day is not permitted. Cell phones must stay turned off and put away during the entire school day. Cell phones can be checked into the office each morning and returned to students at the dismissal bell. Cell phones that are seen, heard, or used during the school day will be confiscated by school officials, including classroom teachers. Confiscated phones must be picked up in the school office by the parent/guardian. The school site and school district are not responsible for cell phones lost or stolen on school grounds.

DRESS CODE

Children should come to school comfortable and ready to learn. This includes PE time, when children are very physically active. For this reason, please adhere to the following:

- Hats are permitted as long as they are worn facing forward and do not contain inappropriate text or images.
- No high heels or platform shoes. Sandals can be worn, but must have backs on them. On PE day, every child should wear athletic type shoes that provide needed support and protection for the feet.
- Girls tops: tube tops and strapless tops are not appropriate or allowed at school, along with shirts that expose the midriff or bra straps, No short shorts, or low cut pants, or extremely baggy pants.
- Clothing with inappropriate language or images is not appropriate or allowed at school.
- No hair color that does not occur in nature (example = blue, purple, bright red; sprayed or dyed) or hair styles that cause disruption in the classroom.
- Students are not permitted to wear make-up to school.
- Tattoos and body piercing are not allowed. Standard pierced earrings are acceptable.
- For safety reasons, large dangling or hoop earrings are not allowed.

POLICY REGARDING STUDENT DISCRIMINATION AND SEXUAL HARASSMENT

Our district and school have a very firm policy regarding discrimination of students by students. It states:

“Any student who engages in discrimination of another student or anyone from the district may be subject disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.” Additional information regarding this policy can be found in the SDUSD Facts for Parents handbook. If any student or parent has a discrimination or harassment complaint, the teacher or principal should be contacted for resolution at the site. If the problem is not resolved, contact the Title IX Coordinator, Lynn Ryan, at the Eugene Brucker Education Center. The telephone number for that office is 619-725-7225.

COUNSELING CENTER

The Counseling Center at Field School has a variety of functions, but its main goal is to provide a caring environment in which students are respected and supported both as learners and as human beings. The District Counselor works with children individually, in small groups, and/or in classrooms. We are hoping to have a District Counselor on site one day per week. This is contingent on the district budget.

Support is provided in the following ways:

- Proactive activities and groups that include social groups, friendship groups and understanding empathy.
- Intervention activities which deal with existing problems.
- Activities that help students develop alternatives and understand the consequences for their behavior.
- Referrals for students and their families to community agencies for further assistance as needed.
- Crisis response.