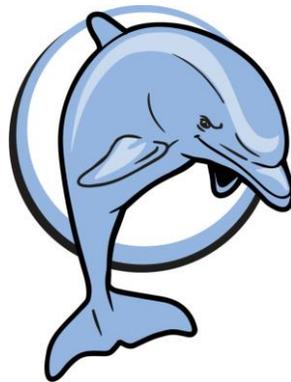


San Diego Unified School District
Loma Portal Elementary School
A California Distinguished School

Parent and Student Handbook

2017-2018



Home of the Dolphins

3341 Browning Street
San Diego, CA 92106
(619) 223-1683
FAX (619) 224-1352
Office Hours: 8:00am-3:30pm

www.lomaportalelementary.com

Message from Our Principal

Dear Loma Portal families,
Welcome to another wonderful school year! It is with great honor and excitement that I introduce myself, Mark Morici, as the new Principal at Loma Portal Elementary School! I have heard wonderful things about the Loma Portal staff and community and I am excited to become part of your team. I am passionate about the education of our youth and am thrilled to take on a leadership role in your community. On behalf of the Loma Portal Staff, we are committed to providing all of our students the best educational experience. This parent/student handbook will provide you with general information about our school. Please read this information and review it with your child(ren) tonight and **return the yellow signature cover page from the First Day of School Packet to your child's teacher.** Thank you in advance for your support! Please feel free to contact our office if you have any questions regarding the information in this handbook.

Sincerely,
Mark Morici

Our Mission

The Loma Portal educational community exists to inspire all students to realize and achieve their optimal potential to be productive citizens in a global society.

Bell Schedule

8:00 am	Office opens
8:00 am	Breakfast Served
8:15 am	Line-up bell (first bell)
8:20 am	Tardy Bell / Instruction begins
12:35 pm	TK dismissed (M-F)
2:40 pm	All Grades dismissed (MTWF)
3:30 pm	Office closes

Recess, Breakfast, and Lunch Schedules

Monday, Tuesday, Wednesday, Friday:

8:00-8:15 am	Breakfast served in the cafeteria
10:15-10:35 am	Recess #1 (TK & K)
10:35-10:55 am	Recess #2 (K)
10:30-10:45 am	Recess (1 st and 2 nd Grade)
10:50-11:05 am	Recess (3 rd and 4 th Grade)
11:45 am-12:25 pm	Lunch (TK/K)
11:55 am-12:30 pm	Lunch (1 st and 2 nd Grade)
12:20-12:55 pm	Lunch (3 rd and 4 th Grade)

Thursday:

8:00-8:15 am	Breakfast served in the cafeteria
10:20-10:55 am	Lunch (TK/K)
10:30-11:05 am	Lunch (1 st and 2 nd Grade)
11:00-11:35 am	Lunch (3 rd and 4 th Grade)

Modified/Minimum Days

Students are dismissed at 12:35 pm every Thursday. Supervision is not available afterschool. It is the parents' responsibility to pick up your child on time on a daily basis. Due to our emphasis on campus safety, campus will be closed at 3:00pm daily (1:00pm on Thursdays).

Morning Arrival

Please plan a safe route to and from school with your child and follow all State of California Vehicle Codes when dropping off or picking up a student. Signs are posted on Browning Street that are enforced by the San Diego Police Department. Please show our students excellent compliance with driving regulations for safety reasons and to set a good example.

Students should arrive at school no earlier than **8:00 am** which is when supervision is provided by staff. It is unsafe to leave children unattended, and we ask that you do not have your child arrive before 8:00am. Our **Run For Life** program begins September 5th and sign ups are held on the upper playground. The Run For Life program is an opportunity for TK-4 students to voluntarily jog or walk laps around the perimeter of the upper playground in the morning before school (starting at 8:00 am). Laps are counted and noted on student cards by parent volunteers daily. At the end of the school year students receive commendations and special prizes such as t-shirts for exceptional numbers of laps. Students in grades 1-4 who do not wish to jog or walk are required to sit on their classroom lines in the morning before school on the upper playground. TK and Kindergarten students who do not wish to jog or walk report to the Kindergarten playground no earlier than 8:00 am when supervision is provided.

The first bell rings at 8:15 am for all students to line up. It is preferred that students be in the playground area ready to line up with their class a few minutes before so that all students have time to walk together to their classroom to begin instruction at 8:20 am. We greatly appreciate parents who are able to remain on the playground to help with student lines in the morning. We ask that parents do not accompany their students to the classroom once teachers have arrived for pick up. This ensures that teachers can begin instruction promptly at 8:20 am.

TK and Kindergarten students report to the Kindergarten playground to meet their teacher. Students enrolled in our on-site "Klassic Kids" childcare program may arrive earlier; however, they are to report directly to their respective supervisors and are accompanied to their line-up area by 8:15 am by childcare staff. During inclement weather, all students will be directed to the auditorium to sit quietly until the 8:15 am bell when teachers arrive to pick them up for class.

Breakfast is available for purchase or free/reduced for qualifying families in the cafeteria. Supervision is provided for students having breakfast from 8:00 to 8:15 am.

Student Drop Off Before School

It is essential that families follow safety procedures when dropping off students before school. Cars should be pulled up to the curb in appropriately marked areas and students should get out of cars onto the sidewalk and not into the street. Double parking is prohibited by law. Students should not be dropped off before 8:00 am. Students who make a habit of arriving late (after the 8:20 am bell) begin their school day flustered and out of breath as they try to catch up to their class. Tardies result in further disruption at the start of the school day.

Please let staff know if your child is having difficulty getting ready for school on time as we have supports available to help students begin their school day in a happy and prepared fashion. If you have a family situation that is causing tardiness, staff is willing to work with you and help in any way possible. TK and Kindergarten students go to the Kindergarten playground in the morning before school where supervision is provided beginning at 8:00 am. Students in Grades 1-4 go to the upper playground before school where they will line up when the first bell rings at 8:15 am.

Dismissal After School

Dismissal is at 2:40 pm on Mondays, Tuesdays, Wednesdays and Fridays, and at 12:35 pm on Thursdays. Students should walk quietly as directed by their teacher to the exits. Please pick up your child promptly as there is no supervision for students after dismissal. (Exception: Students registered in the "Klassic Kids" program should report immediately to their supervisor.) ***Due to our school-wide focus on campus security, campus will be closing at 3:00pm daily (1:00pm on Thursdays).***

Parents and older siblings waiting for a student should wait **at the front of school** entrances **until the dismissal bell rings** to enter campus. TK and Kindergarten parents are allowed on the Kindergarten playground a few minutes before the dismissal bell to be easily accessible to their little ones upon dismissal. Parents of students in grades 1-4 **should not** use the Kindergarten playground to enter campus before the dismissal bell rings as this crowds that area and we want it as clear and safe for TK and Kindergarten families as much as possible.

For safety reasons, use of the K Playground before and after school is prohibited. The Kindergarten playground area will be closed immediately after dismissal.

Walking To and From School

Students who walk to school are expected to use the sidewalks and cross at crosswalks. For the safety of everyone, all-way stop signs were installed on Browning and Plum streets. ***Please instruct your child not to cross in the middle of the block or between parked cars.*** Parents can assist in this important safety matter by not calling to their children from across the street.

Recommendations- Staff at Loma Portal encourages the following safety measures:

- Parents, students and staff use sidewalks, crosswalks and obey all traffic laws when walking to school.
- For students who ride bicycles to school, they are reminded of bicycle laws and asked to always walk their bicycles on campus.
- For parents who drive their students to school, please adhere to all traffic laws, including dropping students off and picking them up in the 3-minute passenger loading zones.
- Parents review the announced and published time students should arrive on campus and review with students the procedures for entering and leaving campus.

Traffic and Parking

Drivers are urged to be extra cautious and to watch out for students on their way to and from school. Please obey all California vehicular traffic laws and parking ordinances. Please note the bus zone area in the front of the school on Browning Street and the 3 minute passenger pick up area also on Browning Street. Please note the 3 minute passenger pick up area on Willow Street. Vehicles that do not follow parking ordinances will be ticketed by the San Diego Police Department. Parents should drop off students at the curb and then merge safely into traffic. In the afternoon, we are asking that parents do not pull up to the loading area until they have a visual of their child. Only then should parents pull up to the curb, load students and continue on. Please do not park and wait in your cars for students in the loading zones as it creates a traffic jam and parents who see their students then do not have the space to quickly load their students. The Bus Loading Zone is at the corner of Browning Street and Willow Street. No parking is allowed in the Bus Loading Zone area. On Willow Street there is also a new handicapped parking space. Please do not leave your car unattended in the 3 minute Loading and Unloading Zone or the Bus Loading Zone. The San Diego Police department will issue tickets to these cars.

Loma Portal does not have a Safety Patrol due to the young age of our student population. For student safety, parents are asked to park on city streets when visiting the school. We realize there is a very limited amount of street parking because we are located in the middle of a residential area; however, even though it may take a few

extra minutes, we suggest you park in an area away from the front of the school and walk to the campus to get your child. Please note that the on-site parking area is for staff use only. We must all respect our neighbors when parking in front of their homes. Do not park across driveways or double-park. Please be courteous to our neighbors. Do not drive into the vehicular driveway to retrieve your child from the playground. Your cooperation is appreciated during dismissal.

Attendance

Regular attendance at school is required, except for illness. State law places the responsibility for regular attendance upon parents and also requires schools to document the reason for every student absence.

If your child will be absent, please call the school office (619-223-1683) before 9:00 am each day of an absence giving your child's name, room number and the exact reason for absence.

For your convenience, you may call in your child's absence during non-school hours on our answering machine. Parents will be contacted for those students whose parents/guardians have not called regarding their child's absence. Regular attendance must be a priority for your child and is necessary for him/her to have a successful school experience. Please try to schedule medical and dental appointments after school hours or during school vacations. Please maintain clear and prompt communication with our office staff when your child is absent.

Excused Absences

School funding is only earned for a day when a student is present. Absences for the following reasons are excused, but not funded by the state.

- Verified illness
- Verified medical or dental appointments
- Attendance at funeral services for a member of the immediate family

Tardiness

Please make every effort to see that your child arrives to school on time. Students who arrive late to school miss out on valuable instructional time and daily class meetings with their peers. Arriving late also causes a disruption to the classroom and requires additional teacher time for directions and assignments already presented. If your child is arriving to school after 8:20 am, they are considered tardy and need to report to the office for a Tardy Slip before going to class. Parents will be notified if their child has frequent tardies to assure prompt arrival to school. Loma Portal parents are great at modeling prompt attendance for students, which students will carry into their careers.

Truancy

California Education Code requires that we notify parents if a child is considered to be truant. Truancy refers to absence by a student from school without a valid excuse (see Excused Absences) for three (3) full days in a school year, or tardiness (lateness) or absence without a valid excuse for more than thirty (30) minutes on each of three times in one school year. It is important to note that an unexcused absence may include an absence for which a parent did call the school (e.g. for a family vacation or family business), but that does not meet the definition of an excused absence and, therefore, must be recorded and counted as unexcused.

Contracts for Independent Study (CIS)

When it is absolutely necessary for a student to miss 5 to 20 school days, parents may request CIS paperwork from the school office. During the student's absence he/she must complete schoolwork assigned by the classroom teacher. The work must be turned in when the student returns in order to earn attendance credit for state auditing purposes. Please give one week's notice to the office and your child's teacher for the paperwork to be prepared. Contracts are recommended for family emergencies or deployments that are outside of the parents' control. ***Families are discouraged from using this option for non-essential reasons.*** The past few years more and more Loma Portal families have been planning family vacations during school days and seeking to use the CIS. ***We highly discourage this as every day at school is essential to your child's educational success.***

Release of Students Other than at Dismissal Time

Under state law, we must have a signed permission slip for students to leave school grounds at times other than regular dismissal time. If it is necessary for your child to leave school before dismissal time, please come to the office for an early dismissal slip. For the safety and security of all children, students are only released to parents, guardians, or other authorized persons ***whose names are listed on the student's registration card.*** Photo identification will be required if the person picking up the child is unknown to the office staff, even if it is a parent. ***Students will NOT be released by telephone requests.***

Registration Cards

The student registration card is an important source of information and is routinely used by teachers, administrators, office staff and health personnel for parent contacts, release of students, and in the case of an emergency. It provides the child's address, phone number, and emergency contact numbers and much more. It is ***imperative*** that a new card be completed each year for each child in attendance and that it be done in a timely fashion at the beginning of the school

year. Cards for students who are new to Loma Portal this year will be filled out at the time of enrollment. All students returning from the preceding year also need to return a new card completed by a parent. These cards will be sent home on the first day of school. **Please return them the following day.** We ask that you please call the school office (619-223-1683) to update any information and phone numbers during the school year. Please do not forget to update your emergency contact information as this information is essential for the office to have should your child have a health emergency or if there is a site emergency.

Home/School Communication:

We have numerous ways to help keep you updated regarding your child and our school. These include: progress reports/report cards, classroom newsletters, notes and phone calls from teachers and staff, SchoolMessenger (recorded messages that go out to all Loma Portal homes at the same time), Foundation Meetings, Open House, school marquee, emails, school website, and more. Please contact the office if you ever have a question that has not been answered by one of these communications.

Parent-Teacher Conferences

We feel that good communication between home and school is tremendously important, and encourage conferences between parents and teachers. We ask that you arrange for conferences by note, telephone or email for a time either before or after school since it is not possible for the teacher to speak with you during instructional time. Scheduled conferences are part of our first and second pupil progress reporting periods.

Personal Phone Messages and Phone Use

If an urgent personal message is necessary for your child or your child's teacher, please call the school office and office staff will assist you. It is not appropriate for parents to be calling or texting staff on their cell phones during the instructional day. Phone calls will not be put through to the classroom during instructional time unless it is an emergency. Please put your cell phone in the silent mode when you are on campus during the school day and conduct cell phone conversations away from instructional areas.

Students' use of the school phones is for emergencies only. They are encouraged to bring all needed materials and assignments to school without the need to call home for forgotten items. If they are going home with a friend after school, arrangements need to be made before they come to school as calling to make last minute arrangements will not be allowed. Student cell phones are permitted on campus but they **MUST** be turned off and stored in the child's backpack during school hours.

Classroom Assignments and Reorganization

It is not a practice of the district and Loma Portal to accept parent requests for student placement with "preferred" teachers. The teachers at Loma Portal, the recipient of the California Distinguished School commendation in 2010, are highly trained professionals who meet students' instructional needs. Students whose primary language is not English; students who qualify for the Gifted and Talented Educational Program (GATE); and students who receive special education are placed in classrooms with teachers holding the appropriate credentials. Other factors such as class size, gender, ethnicity, and ability levels are also considered when forming classrooms. All classroom assignments are tentative for all grades. Classroom assignments are posted in front of the office on the last Friday before school starts in August. Please be aware that due to any increases or decreases in enrollment, classes and teacher assignment changes are sometimes necessary. If your child will be involved in a reorganization of his/her classroom, you will receive advance notice by letter or phone. We appreciate your cooperation in accepting these changes if or when they become necessary.

Breakfast and Lunch

Breakfast and lunch are served daily in the cafeteria. Loma Portal now provides a "Kid's Choice" menu where students choose from 4 hot lunch choices, a salad bar and a drink. The cost of a meal, including milk, is now \$2.25. Milk may be purchased for \$.50. Free and reduced-priced meals are available for those students who qualify for this program. Applications for the program are sent home the first day of school or are available in the school office. Your child may also bring his/her own lunch to school.

Cafeteria and Lunch Arbor Behavior

Students are escorted to the cafeteria/lunch arbor area by their teacher. Those buying their lunch in the café must walk to the line-up area and stand quietly in a single line. Quiet voices and use of good table manners are expected from all students at all times while eating. They must respect fellow students and adults in charge and are expected to keep their individual areas clean. When done eating they must request permission from a noon duty assistant before going to their designated area for recess by raising their hand. They are asked to assist us in taking pride in Loma Portal and keeping our campus clean by picking up trash after being excused. We are careful to provide safe eating areas for students with food allergies.

Cafeteria POS Accounting System

Students eating in the cafeteria will be using the computerized system to get their lunch. Each student will be issued a Personal Identification Number (PIN) to enter into the number pad. This system will allow you to

prepay for meals or milk in a variety of ways. (**See Prepay Meal Account**)

Prepay Meal Account

It is recommended that parents prepay for cafeteria meals rather than send cash daily. To pay by Visa or MasterCard, call (858) 627-7330 between 7:30 am and 3:00 pm. You may also visit the website at <http://www.sandi.net/food>. To pay with a personal check, please make it payable to *Loma Portal Elementary School*, place it in an envelope with the child's name and room number. If paying for meals for more than one child, please list all of the names and room numbers on the envelope. Students may also pay into their account in the morning before school in the cafeteria. A notification will go home when your child's account funds begin to run low. *Note: Cost of meal is \$2.25.

Meal Certification

Students who received free and reduced lunch last year will continue on last year's certification through the end of September. New applications are sent home on the first day of school and must be completed and returned as soon as possible so that they may be processed before September 30th. Students new to the district are FULL price until an application for free and reduced priced meals is received and the child is certified. Eligibility for free and reduced lunches is based on family size and income.

Lunch Loans

When children forget or lose their lunch money, a loan may be obtained from and repaid to the cafeteria. A maximum of three loans may be made. A notice will be sent home with your child to notify you that he/she has received a lunch loan.

Health Office

A Health Assistant and/or School Nurse serves our students in the Health Office, Monday through Friday. Office staff will address the needs of children when the Health Assistant is not on duty.

Frequently young children have "accidents" and they need dry underwear and clothing. If you have any clean children's clothing you would like to donate, please send it to the Health Office.

Guidelines for Absences Due to Illness

1. Children **too ill to participate** in normal school activities whether or not a fever is present should not attend school.
2. When a child has had a **temperature of 100 degrees** they must remain at home a minimum of 24-hours fever-free.
3. Students with persistent **vomiting or diarrhea** should not attend school until the symptoms have subsided for at least 24-hours.

4. **Strep throat** is a contagious disease as is **conjunctivitis**. See your doctor for diagnosis and appropriate medication. Generally, doctors recommend returning to school after a 24-hour period on medication.
5. Please notify the school office of any other **contagious diseases**, such as chicken pox, measles and hepatitis, etc., so that we may alert other parents of possible warning signs.
6. Children with a **rash** of undetermined origin should not attend school until the rash is gone or it has been determined by a physician to be non-contagious.
7. Children who have undergone a **medical procedure** requiring general anesthesia should not attend school for at least 24-hours.
8. The problem of head lice (pediculosis) is ongoing and can be time consuming. Even though head lice are not a threat to health, they are a frustrating nuisance. Prompt treatment of student(s) with a positive diagnosis of head lice ensures minimal disruption of their educational program. When a student is initially identified as having live head lice, the student is to be excluded from school at the end of the school day for treatment. After treatment at home, it's mandatory to return to school the next day via the health office, for inspection. Parents must be notified that students who return to school with live lice will be sent home. As such, parents are advised to accompany their child to school. Upon checking the head, if live lice are found, the child returns home with the parent for treatment. If the child has been treated and there are no live lice, the child may return to class. We encourage the removal of nits but the child can return to class if they have been treated, even though nits are still present. Please contact our health office or the district Nursing and Wellness department if you would like further information.

When a Child Becomes Ill or Injured at School

Parents will be notified and requested to pick up the student at the Health Office in the event of an illness. In case parents cannot be contacted, the emergency number on the registration card will be called. **It is imperative that you keep the school informed of any change in your home address, phone number or emergency information.** If there is an emergency and no one can be reached, the office will contact our School Police department. If there is a 911 emergency, parents will be notified immediately after the 911 call is placed.

Taking Medication at School

State law prohibits school staff from dispensing medication (prescription or over-the-counter) unless the proper paperwork (Physician's Recommendation for Medication) form has been completed by the parent and the physician. Containers must have the child's name, name of medication, dosage and doctor's name.

Children may not have any medication in their custody at school, this includes over-the-counter medications such as cough drops. Please contact the health office if you feel your child needs minor medication during the school day such as cough drops so that arrangements may be made with the health technician. Our health technician and our district nursing and wellness staff are available for your questions and concerns regarding your child's health care.

Recess

Students are scheduled for a 15-minute recess in the morning on regular school days and should report to the playground unless otherwise directed by the classroom teacher. Students with **healthy snacks** may sit or stand in the grass area next to the playground and enjoy their snacks, returning to the playground when finished eating. Candy, soda, and other high-sugar foods should not be brought to school for a snack. When the bell rings signaling the end of recess, students should "freeze" and wait for the teacher on duty to blow a whistle. Upon hearing the whistle, students line up on the playground in his/her designated line-up area. During inclement weather conditions, students are kept inside for their recess period.

P.E.

We have an outstanding P.E. program at Loma Portal. Your child is expected to come to school dressed in comfortable clothes and P.E. appropriate shoes. Closed toes shoes are required on a daily basis.

Music

We have an incredible music program at Loma Portal. Students at all grades levels receive music training at least once per week and we enjoy excellent student performances throughout the school year.

G.A.T.E.

We have a significant gifted and talented population at Loma Portal served by G.A.T.E. certified teachers, to include a G.A.T.E. seminar class for students in grades 3 and 4.

Library

Loma Portal has an exceptional library and librarian. Our students enjoy a full selection of reading and research opportunities in our beautiful library.

Technology

Our students' participation in technology at Loma Portal is great and getting better every year. We have a computer lab as well as computers in every classroom. Students are taught keyboarding skills and how to use the computer for researching, writing, making presentations, and other advanced computer techniques.

Field Trips

Our students attend meaningful field trips throughout the school year with their classes. Some are walking field trips to the many local venues easily accessed in Point Loma. Other field trips take students on buses downtown to arts opportunities and more! Many parents assist with field trips throughout the year, if you wish to volunteer, be sure to complete a volunteer application well in advance. No one is allowed to "drop in" on a field trip, as all persons attending field trips with students **must be cleared** through mandatory district volunteer procedures.

Arts

Loma Portal Dolphins enjoy many art opportunities in their classrooms with their teachers on a regular basis, as well as district-sponsored arts activities. Our school partners with numerous artists and arts organizations that bring the arts onto our campus. Students have the opportunity to express themselves using the visual and performing arts as an integral part of their learning experience at Loma Portal. We have an annual Variety Show where every student has a chance to perform.

Homework

Homework is assigned to students as appropriate for grade and ability levels. Please create a cozy and quiet area in your home for your child to do homework. Your support of and attention to your child's completion of homework are priceless. Homework assignments are content already taught in the classrooms and provides practice and reinforcement of skills learned. Students are graded on their homework. Please contact your child's teacher when you find yourself having any concerns about your child's homework, as the sooner concerns are addressed the sooner best supports for your child are modified as needed.

Home Reading

Loma Portal Dolphins are readers! All students are expected to read at home every evening as recommended by grade level teachers. Reading with a family member counts! Reading for fun counts! Reading for information and for imagination counts! All students are expected to have a public library card and use the public library on a regular basis with their families for a world of free information and entertainment.

Parent Concerns

The San Diego Unified School District and your site administration ask that individuals and groups who have concerns about anything occurring in your child's classroom or at your school site to please follow this procedure:

1. Speak with your child's teacher first
2. Contact the Principal if you would like additional support to resolve an issue
3. The teacher and/or Principal will help you access additional resources as needed

Please note that district staff expects parent concerns to first be addressed at the site level before forwarding concerns to the district level. With the additional budget cuts upon our school, district, and state, it is essential that we work even closer as a school community to address any issues openly and with those involved at the site level. Most concerns are easily resolved when all parties are honest, open, and willing to work through whatever is at hand. It is also an excellent example for our students when they see grown-ups working through issues in an open and fair fashion. Loma Portal became a California Distinguished School in 2010 due, in part, to our outstanding parents and extended community and the fabulous ways our staff, students, and parents work together to build our learning environment into a model school.

Informal and friendly “Coffee With The Principal” meetings are held on a regular basis where parents and the administration chat about school events and any items of concern that may arise. School Site Council, ELAC (English Learner Advisory Committee), parent organization/foundation meetings and Point Loma Cluster Foundation meetings are all great venues for getting involved and helping to address needs at the site.

The “FACTS for Parents Handbook” given to all families in the San Diego Unified School District states, “Parents/guardians may contact their school’s area superintendent for assistance in resolving concerns *that have not been resolved at the site level.*”

Loma Portal is in Area 3 of the San Diego Unified School District. Our Area Superintendent is Kimie Lochtefeld, an outstanding leader and former Principal, in our district.

Child Abuse

According to district policy and procedures, child abuse includes physical injury inflicted by other than accidental means, sexual abuse, physical abuse, emotional abuse, neglect and reasonable suspicion.

Penal Code Section 11166 refers to mandated reporting. Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse or neglect shall report the known or suspected instance of child abuse or neglect to a child protective agency immediately or as soon as practically possible by telephone/fax and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

The Penal Code obligation to report child abuse or neglect applies but is not limited to certificated

employees, health practitioners, school police, and employees of child care centers. This law also applies to instructional aides, teachers’ aides, teachers’ assistants, and classified employees who have been trained in the duties imposed by this law and where this training has been declared by the State.

The telephone report must be made immediately or as soon as possible to one of these agencies:

- **Suspected Child Abuse “Fax” Report**
Fax #'s: (858) 694-5469; (858) 694-5240; (858) 694-5241 and (858) 694-5725
- **Integrated Child Protective Services, Department of Social Services**
Phone: (619) 560-2191 (24-hour response number)
- **San Diego Police Department Child Abuse Unit**
Phone: (619) 531-2260 (Monday-Friday, business hours)
Phone: (619) 531-2000 (24-hour response number)

Note: Reporting person should not contact the child’s home or conduct an investigation of any kind.

Sexual Harassment (District Policy)

Sexual harassment is a form of sexual discrimination which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting (see Office for Civil Rights Sexual Harassment Guidance, 62 Federal Register 12034, March 13, 1997).

The district prohibits all sexual harassment and any sexual harassment that has the purpose or effect of having a negative impact on the student’s academic performance or of creating an intimidating, hostile, or offensive educational environment. The district also prohibits sexual harassment in which a student’s grades, benefits, services, honors, programs, or activities are dependent on submission to such conduct.

School Expectations and Discipline Policy

The attitudes established by children during their elementary grades serve as the foundation on which they build future academic achievements. Our schoolwide discipline policy is a uniform, assertive discipline plan that is implemented with the primary purpose of reinforcing and rewarding positive behaviors as well as consistently enforcing consequences for inappropriate behavior.

We At Loma Portal Believe:

**Students Have A Right To Learn!
Teachers Have A Right To Teach!
Students, Staff, Visitors, And
Volunteers On Campus Have The Right
To Be Safe At All Times!**

Hard-working and friendly Dolphins are rewarded!

Super effort in academics and behavior is commended at Loma Portal. We take pride in acknowledging our students' hard work! Students receive commendations in classrooms and at assemblies. Students may earn Dolphin Dollars that they may spend in our Student Store. The Student Store is open in the Health Room before and after school. Students may also earn "Caught You Being Awesome" raffle tickets. Winners will be announced during Friday morning announcements.

Expected Behavior

1. Students will show courtesy and respect for everyone. Fighting and name-calling have no place at school and will not be tolerated.
2. Students will listen to and follow the directions of all staff members.
3. Students will respect school property and the property of others.
4. Students will use appropriate language and good manners at all times.
5. Students will solve problems peacefully.
6. Students will complete their daily assignments and homework.
7. Students will do their personal best.
8. Students are required to leave the school grounds after school unless they are involved in an after school activity for which their parents have given prior approval or childcare.

Playground Expectations

1. Students will respect the rights of other students at our school.
2. Students will follow the directions of the adults in charge.
3. Students will play all games according to school rules in the assigned areas and play approved games.
4. Students will not have food, candy or chewing gum on the playground.
5. Students will leave toys or personal play equipment at home.
6. Students will freeze immediately when the bell rings. When the teacher on duty blows the whistle, walk directly to your class' line-up area.
7. Students will use appropriate language, behavior, and sportsmanship at all times.
8. Students will stay out of all restricted areas (including areas where there is not adult

- supervision.) Students should not be in the classroom building during recess and lunch.
9. Play fighting and martial arts practice are not appropriate at our school.
 10. There will be no visiting with students who are on the Red Line for discipline.
 11. Shoes with built-in skates are to be left at home.

Consequences for Breaking Any School Expectations

Severe infractions of school rules or endangerment to yourself or others will result in consequences that will be determined by the Principal or staff member. These may include restriction from school activities, such as field trips, assemblies, or special events. Normally, the following steps will be pursued:

- Verbal warning at teacher's or supervisor's discretion
- Classroom discipline consequences occur
- Child may be sent to the "Red Line" area during recess/lunch playtime for a "time out". (Red-Line areas are designated areas on the perimeter of our playground.) Students on the Red Line may not visit with other students on the Red Line.
- Parents/Guardians contacted
- Students referred to the Principal

Referrals to the Principal

A referral to the Principal may be made because of the serious nature of the following:

- * Injury to others
- * Profanity
- * Direct insubordination to an adult/supervisor
- * Theft
- * Property Damage
- * Weapons

It is the policy of Loma Portal to use suspension only when all other alternatives have been exhausted or when district procedure or state law mandates a suspension.

Dress Code

Students are expected to dress appropriately, suitable to weather conditions, and in good taste. Clothing should be comfortable for learning and safe for active playground activities. **Shoes should have structure to enable active participation in recess, lunch and physical education activities.** Thongs, sandals, and shoes with open backs and/or open toes are not safe for these conditions and should not be worn to school. Shoes with wheels in the bottom are not allowed. Baseball caps worn in the buildings and classrooms will not be allowed, however, they are acceptable to wear outside with the bill facing forward for sun protection. Shirts and other clothing should not contain wording, advertising, pictures or graphics that are inappropriate

for school. The wearing of gang attire is **NOT** protected under the first amendment. **Inappropriate dress includes, but is not limited to: sagging pants, skimpy attire, spaghetti and ribbon strap tops, halter-tops or bare midriff, unsafe shoe wear.**

Comprehensive School Safety Plan

Like all schools within SDUSD, Loma Portal has created a detailed plan to handle emergencies and to ensure campus security. The plan is organized into eleven criteria which include Disaster Procedures and Routines, Policies Related to Suspension, and Discrimination, Harassment, and Intimidation. This document is public information and will be presented to families on multiple occasions including at Principal's Coffee, SSC, and Foundation meetings.

School Pride

Students are expected to take pride in Loma Portal's cleanliness. ***Gum chewing is not allowed at school or on field trips.*** Students and adults alike are expected to help maintain the appearance of Loma Portal's buildings and grounds at all times. We appreciate everyone's effort in keeping our physical environment worthy of our children, staff, and parents.

Bicycles and Skateboard Policy

Only students in grades 3 and 4 may ride bikes to school. Bikes must be licensed and have a lock to prevent theft. The law requires bicycle helmets for riders under 18 years of age. Bikes must be walked onto (and off) campus and locked in the bike rack area between the staff parking lot and the bungalows. Students may not ride on campus. 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 the same. Skateboards, skates and scooters are not permitted.

Valuables, Toys, and Weapons

Valuables should not be brought to school. Toys, jewelry, trading cards, play equipment and electronic equipment are not permitted at school except when approved by the teacher. Such approved items should be kept in backpacks when the child is out of the classroom. Weapons, explosives of any kind or toys that could cause harm to others are forbidden. Toys resembling weapons are not permitted. Students possessing these items are subject to disciplinary action under the District's "Zero Tolerance" Policy. A copy of this policy, which is in accordance with California state law, will be supplied to parents at the beginning of the year.

Lost and Found

Please put your child's name on jackets, sweaters, lunch bags, backpacks, and water bottles. The Lost and Found cart is located just inside the auditorium. Taking the time to label all of your child's belongings with his/her full name and room number is the best way to ensure that an item will be returned. During the year we collect numerous articles of clothing, especially sweaters and jackets. Periodically we pull out the cart into the hallway near the lunch arbor, but please feel free to step inside the auditorium once in a while to check for articles you may not realize are lost. All unclaimed articles remaining at the end of the year are donated to charitable organizations.

Lost or Damaged School Property

Parents are responsible for any school property lost or damaged by their child.

Pets at School

Animals can be unpredictable at times in new situations and some students or staff may be allergic to them. It is for these reasons that district policy dictates that we not have pets on campus during school hours. In certain situations, some pets may be allowed for sharing purposes if brought to school by an appropriate adult and prior arrangements have been made with the teacher and Principal.

Point Loma Cluster:

The San Diego Unified School Board and our Pt. Loma Cluster supports Community-Based Reform. Loma Portal encourages families to keep updated on Pt. Loma Cluster events by regularly checking the Cluster Website at www.pointlomacluster.com and attending Cluster meetings that are held at least six times per year at Correia Middle School. Loma Portal is represented on the Cluster team by 2 parent reps, one teacher, and the school Principal. Cluster meetings are open to all interested persons. Schools in the Point Loma Cluster are: Loma Portal, Dewey, Cabrillo, Ocean Beach, Sunset View, Silvergate, Dana, Correia, and Pt. Loma High School.

Visitors and Volunteers on Campus

To volunteer please visit our website at www.lomaportalelementary.com and click on the "get involved" link at the top of the page, then click on "Volunteer." You may learn about volunteer needs and sign up to volunteer on the volunteer page links.

Loma Portal is proud of our high volume of parent and community participation and we encourage parents to visit and/or volunteer on campus by making an arrangement with the classroom teacher or Principal at least 24 hours in advance.

During school hours visitors and volunteers are required to sign in and out at the front office and to wear a school-

assigned identification badge visibly on the front of their clothing.

Visitors and volunteers may not enter campus during school hours unless they have a previous arrangement with a staff member or are on a prearranged volunteer list for a school activity. When a visitor or volunteer signs in at the office, you are required to note in the sign in procedure who you have an appointment with and where you are going to be on campus.

The sign in policy during school hours is standard for all schools and is strictly enforced for the safety and security of our students. Persons violating this procedure are subject to further action by the Principal and School Police.

SDUSD Volunteer Procedure

All persons wishing to volunteer at our school site must complete a volunteer application each school year even if you have completed one in the past. This is a district-mandated procedure and no exceptions are allowed. We appreciate your cooperation to recognize the value of the new procedure and support it cheerfully on behalf of the safety of all students. Volunteers are screened to see if they are volunteering for one of five categories of volunteer activities. All volunteers must provide proof of TB clearance and the school conducts a "Megan's Law" background check. Fingerprinting will be required of volunteers who serve in any position where they might be alone with students without a staff member present, such as being a driver for classroom field trips. For complete information, please go online at <https://www.sandiegounified.org/volunteer-program-guidelines> or contact our school office.

The term "volunteer" applies to anyone not employed by the school district and who is helping on campus or helping for off-site school events where students are involved. For example, parents who drive and /or chaperone on field trips must complete a volunteer application. Drivers must leave a copy of their current driver's license and current auto insurance with the front office staff before taking any students in their cars. Visitors and Volunteers may not "drop in" on school field trips as all persons attending school field trips must be cleared through the mandatory district volunteer procedure and scheduled to attend with the classroom teacher prior to any field trip.

SDUSD VOLUNTEER CODE OF CONDUCT

This document defines the district's expectations for all school volunteers.

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.

2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators **any** concerns that I may have related to student welfare and/or safety.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by District Administrative Procedure #4586 when transporting students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree to follow the district procedure for screening of volunteers.
11. I agree to notify the school Principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

***Note: Volunteer forms are available in the main office.**

Title I Parent Information

What is Title I?

A K-12 program that provides additional academic support and learning opportunities for students at schools with high percentages of socioeconomically disadvantaged children. The program is intended to help ensure that all students meet state academic standards.

Goals of Title I:

- Increase academic achievement
- Provide direct instructional support to students
- Provide professional development for teachers
- Promote parent education and involvement

Title I Parent Rights:

- Ask for meetings and trainings
- Review the results of annual parent involvement effectiveness survey
- Review the school's achievement data

- Review the parent involvement plan in the Single Plan for Student Achievement (SPSA)
- Review and modify the Title I Parent Involvement Policy and Home/School Compact

TITLE I PARENT INVOLVEMENT POLICY

Each year the Title I program and its requirements will be shared with parents at a public meeting. Loma Portal will provide a flexible number of meetings to allow for parent involvement. These meetings will be scheduled by the school to include all stakeholders. Topics covered during the meetings will include:

- Improving communication between the school and home.
- Discussing current student assessment data and student progress.
- Providing information about school and district resources for student academic improvement.
- Evaluating the effectiveness of the school's parent involvement policy to increase parent participation in Title I activities.
- Conferencing with teachers.
- Providing training programs to help parents support and work with their children at home and at school.
- Advocating for teachers and parents.
- Valuing cultural diversity.

HOME/SCHOOL COMPACT

Loma Portal Elementary and the parents/guardians of Loma Portal students agree that this compact outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve California's high standards.

School Responsibilities ~ Loma Portal School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet California's student academic achievement standards as follows:**
 - *Professional development/training for teachers*
 - *Library time, P.E., Music, and Computer Lab once a week*
 - *GATE certified teachers for grades 3 & 4*
 - *Teach to the Common Core State Standards (CCSS)*
 - *Seminar Class*
 - *Use appropriate textbooks and support materials to provide instruction*
- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which**

this compact will be discussed as it relates to the individual child's achievement.

- *Parent conferences will be held after the first and second report periods.*

3. Provide parents with frequent reports on their child's progress.

- *Progress reports (report cards) will be given three times a year or as needed in between report card conferences*
- *Test grades*
- *Progress grades Emailed as needed or physical progress reports*

4. Provide parents reasonable access to staff.

- *Parents may contact staff by calling the office, sending a note, or emailing the teacher.*
- *Parents may make appointments to meet with staff before and after school.*
- *Parents may conference with staff when staff is not supervising students.*
- *Parents will not text or call staff cell phones during the school day, but will contact the office to have urgent messages appropriately given to staff for the least disruption of instructional time.*
- *Parents may meet with the Principal on a regular basis at Parent Coffees and by appt.*
- *Parents may participate on SSC, ELAC, Foundation, & Pt. Loma Cluster meetings*

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Parents may observe, and/or participate in their child's classroom and/or activities as long as they have made an appointment with the teacher in advance and have a current TB test on file. Parent volunteers must complete a district volunteer application and have clearance to volunteer. Parents have opportunities to go on field trips, attend assemblies and student shows and volunteer throughout the year. Visitors and volunteers must check in at the office and wear a school pass visibly while on campus during the school day. Visitors and volunteers are required to check out at the office upon departure.

Parent Responsibilities ~ We, as parents, will support our child's learning by:

- *Attendance: Phoning the office by 9:30am the day of an absence to report my child's absence each day he or she will miss school. A message regarding my child's absence may be left on the school answering machine by 9:30am of the day of the absence: give child's name, reason for absence.*

- *Ensuring our child gets to school on time and is not tardy.*
- *Making sure that homework is completed.*
- *Monitoring my child's access to appropriate media programming to include television programs, movies, video games, and online social media.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my child's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Supporting my child to get a good night's sleep to be ready for the school day.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail, email, or telephone and responding, as appropriate.*
- *Serving, to the extent possible, on advisory groups, such as the School Site Council, the District Advisory Council for Compensatory Education, the English Learner Advisory Committee, or other school advisory groups.*
- *Following site and district safety procedures while on campus and following safe driving rules for pick up and drop off of students.*
- *Bringing concerns about our child's experience at school as soon as possible to our child's teacher first, and working with school personnel to resolve any concerns*

Student Responsibilities ~ We, as students, will share the responsibility to improve our academic achievement and achieve California's high standards.

- *Do my homework every day and ask for help when I need it.*
- *Read at home according to the guidelines given me by my teacher.*
- *Give notices from school to my parent or guardian on the same day I got them from my teacher.*
- *Be a good citizen and follow school and classroom rules.*