

San Diego Unified School District

Ocean Beach Elementary School

A California Distinguished School



Parent Handbook

2019-20

4741 Santa Monica Avenue

San Diego, CA 92107

(619) 223-1631

FAX (619) 224-0141

Office Hours: 7:30am-3:00pm

Obelementary.com

Message from the Principal

On behalf of the staff of Ocean Beach Elementary, I would like to welcome you to another school year! We have a dedicated staff of teachers who are looking forward to making this year a great one for your student. Please read through this handbook to familiarize yourself with our policies and procedures. Thank you!

General Information:

Bell Schedules

7:45 am	Line-up bell (first bell)
7:50 am	Tardy bell ring/instruction begins
2:10 pm	All Grades dismissed (MTWF)
12:15 pm	All Grades dismissal (Thurs)
3:00 pm	Office closes

Morning Arrival

Students should arrive at school no earlier than **7:20 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 this time *unless they are enrolled in the morning Primetime/Character Builders program*.

The first bell rings at 7:45 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. **Parents who remain on the playground to should line up behind or at the end of the student lines in the morning and please remember, classroom lines aren't an ideal to location to discuss your child's progress. Please say your goodbyes at the lineup.** This ensures that teachers can begin instruction promptly once they enter classrooms. **Also, for safety reasons the play structures are not available for play in the morning or after school.**

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 7:50 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.

Attendance

Regular attendance at school is required, unless your child is ill. 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 (619-223-1631) before 8:30 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. If your child is not at school the first assumption is that he or she is ill, but when the office does not have confirmation from you of an illness or a response to our phone call requesting information on your absent child, there is concern for your child's whereabouts. Please maintain clear and prompt communication with our office when your child is absent.

Excused Absences

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

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.

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 above) 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.

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 are encouraged to bring a snack to eat during the beginning of recess. **Snacks are not to be shared.** 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.

Modified/Minimum Day

Thursday afternoons are minimum days for meetings, professional development, parent conferences, and grade level planning. ***Students are dismissed at 12:15 pm every Thursday. Supervision is not available afterschool. It's the parents' responsibility to pick up your child on time on a daily basis.***

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 your protection and that of the child's, 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.

Parents, Visitors and Volunteers on Campus

All visitors are required to check into the office upon entering the campus each time they enter the campus.

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. 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. Please note, non-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.

Parent-Teacher Conferences

Good communication between home and school is tremendously important and a huge part of a child’s success at school. We ask that you arrange for conferences by note or telephone or email for a time either before or after school since it is not possible for the teacher to talk with you during the time class is in session. 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 or students 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. Students whose parents want them to carry a cell phone to and from school must keep their cell phones turned off during school hours and in their backpacks.

Dogs and 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 dogs or any other pets on campus during school hours. Please do not leave dogs unattended near any entrances to school. In certain situations, some animals may be allowed for educational purposes if brought to school by an appropriate adult and prior arrangements have been made with the teacher and principal.

Classroom Assignments and Reorganization

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 behind the gate on Newport Avenue 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 they become necessary.

Lost and Found

Please put your child’s name on jackets, sweaters, lunch pails, backpacks, and water bottles. 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, and place them on a rolling cart. Periodically we pull out the cart out near the lunch arbor, but please feel free to step inside the hallway in the main building to check for articles you may not realize are lost. Unclaimed articles remaining will be donated to charitable organizations at certain points during the year.

Parent Communication

Staying in communication is vital for success in school. **Please ensure we have current phone, address, and email information.** The school website is updated regularly and is a great source of communication. Also, please opt in to our weekly e-blast, OB PTA Facebook page, and follow our social media accounts. All can be found on the school website. OBE also utilizes the automated call out system and Peachjar electronic flyer distribution. If your student lives in a split housing situation, please let your child's teacher know to arrange for distribution of information.

Breakfast and Lunch

Breakfast and lunch are served daily in the cafeteria. We have a "Kid's Choice" menu where students choose from 4 hot lunch choices, a salad bar and a drink. **All students are offered free breakfast and lunch every day at Ocean Beach Elementary.**

Cafeteria and Lunch Arbor Behavior

Students are escorted to the cafeteria/lunch arbor area by their teacher. Those buying their lunch in the cafeteria 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 Ocean Beach Elementary 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. **There is no sharing of food.**

Health Related Information

Health Office

Our Health Office is staffed five days a week.

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 following 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 important 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.

Accident Insurance

Accidents do occasionally happen at school. The district does not carry medical insurance for students; however, a voluntary student accident insurance program has been approved by the Board of Education. Insurance enrollment information will be sent home and is available in the school office.

Safety and Security of All Students and Staff

Visitors and Volunteers

OBE encourages parent participation. Please ensure you are familiar with our policies to visit and/or volunteer.

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. When a visitor or volunteer signs in at the office, you are required to note in the sign in page 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.

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. Cars parking in the bus loading zone will be ticketed by police.

Dismissal After School

Dismissal is at 2:10pm on Mondays, Tuesdays, Wednesdays and Fridays, and at 12:15 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. The gates to the school will be opened for parents shortly before dismissal.

For safety reasons, use of the playground before and after school is prohibited.

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. There is a school bus loading zone area in the front of the school on Newport Avenue near Sunset Cliffs Blvd. **No parking is allowed in the Bus Loading Zone area.** 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. Also, do not pull into the driveways located on Newport Avenue. The San Diego Police department will issue tickets to these cars.

We do not have a parking lot for parents or staff. 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; 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. Your cooperation is appreciated during dismissal as it can be very crowded and very dangerous at times.

Home/School Communication:

We have numerous ways we 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 Ocean Beach Elementary homes at the same time), PTA 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.

P.E.

We have an outstanding P.E. program and all kids receive PE instruction weekly. Your child is expected to come to school dressed in comfortable clothes and P.E. appropriate shoes.

Library

Ocean Beach Elementary has a great library and library assistant. All classrooms can sign up for weekly visits to our school library and enjoy a full selection of reading and research opportunities.

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 Ocean Beach. 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

We are a state recognized Excellence in Arts Education school. All students participate in the arts here at OBE. We also have opportunities for parents to see the arts “in action” at our school at various events throughout the year.

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 assigned to students is about work already taught in the classroom and provides practice and reinforcement of skills learned. Please contact your child’s teacher when you find yourself having any concerns about your child’s homework.

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. Most concerns are easily resolved when all parties are honest, open, and willing to work through whatever is at hand.

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.*”

Point Loma Cluster:

The San Diego Unified School Board and our Pt. Loma Cluster provides parents with another opportunity to become involved at the cluster level. OBE encourages families to keep updated on Pt. Loma Cluster events by regularly checking the Cluster Website at pointlomacluster.com and attending Cluster meetings that are held at least six times per year at Correia Middle School. OBE is represented on the Cluster team by a parent rep, 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.

School Rules 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 whose primary purpose is to reinforce and reward positive behaviors as well as consistently enforce consequences for inappropriate behavior. The following discipline plan is utilized to reinforce positive behavior. **Please understand the examples listed are not an exhaustive list but to provide parents with a general idea of the types of behaviors that can lead to intervention from staff.**

Mild/ Moderate Behaviors (including but not limited to teasing, chasing, cutting in line, playing in bathrooms, etc.)

Teachers use their established classroom discipline plan, which can include but is not limited to the following:

- Teacher/staff member talks to student about his/her behavior that needs to change.
- Time-out in class or “buddy” room
- Loss of classroom/ playground privileges
- Note, Email, or phone call home
- Reflection Assignment

Serious Behaviors (including but not limited to overt defiance, intentional physical harm, invasion of privacy in bathrooms, harmful rumors, defacing property, etc.)

Teacher/staff member implements formal referral process:

- Principal documents incident on student record.
- Student will receive consequence.
- Parents receive a note to be signed
- Principal will contact parents to discuss incident
- NOTE: 3 of the same serious behaviors will result in a parent/teacher/principal conference. Future incidents will be considered severe.

Severe Behaviors (including but not limited to discriminatory language/behavior, exposing private parts to others, fighting, stealing items, verbal threats/intimidation, vandalism, etc.)

- Immediate referral to office
- Principal or designee calls parents.
- Student may be suspended from the classroom for remainder of the day.
- Formal suspension may be implemented.

Extreme Behaviors Ex. Drugs/alcohol, weapons, sexual assault (4th grade and up)

- Parents will be notified
- School police & district officials will be notified
- Required district paperwork will be completed
- Consequences assigned will include recommendation for expulsion.

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.** Sandals and/or 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. 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, and unsafe shoes.**

Expected Behavior

1. Students will show courtesy and respect for everyone. Students will listen to and follow the directions of all staff members.
2. Students will respect school property and the property of others.
3. Students will use appropriate language and good manners at all times.
4. Students will solve problems peacefully.
5. Students will complete their daily assignments and homework.
6. Students will do their personal best.
7. 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 Rules

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 chasing games are not appropriate at our school.

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.

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. OBE 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.