

Ocean Air School Family Handbook



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Welcome to the 2018-2019 school year!

The new school year brings with it all of the excitement of new beginnings, new experiences, and new opportunities to learn and grow. The enthusiasm and wonder of children reminds us that each child comes to school with tremendous hopefulness and anticipation for the best year ever. Every teacher, administrator, staff member, and parent plays an important part in making this year a great one for each child.

Thank you for sending your child(ren) to our school. We feel privileged to have so many wonderful students and families working alongside us and look forward to working with you this year. Ocean Air is committed to providing a nurturing and inspiring educational program for all of our students. It is our goal that each student realizes his or her potential through our challenging academic program. In addition, we want each child to develop the skills they will need to be successful in the 21st Century – effective communication, collaboration, critical thinking, creativity, and character.

The purpose of this Handbook is to assist our families with important information regarding school policies, procedures, and the agreements we need to ensure this is an enjoyable, successful school year. Your understanding and support of this information helps us establish a learning environment that is respectful, conducive to learning, and ensures the safety and welfare of all students.

You can help us at home by reading through this Handbook with your child and returning the signed acknowledgement page to your child's classroom teacher. Please keep this handbook in a prominent place and review the guidelines with your child as discussions about school come home throughout the school year.

We appreciate your support and involvement as we work in partnership to provide a nurturing, inspiring, and rigorous educational program for each of our students.

Thank you,

Ryan Stanley
Principal



FAMILY HANDBOOK

Please read and discuss the following information and expectations in our Family Handbook with your child. If you or your child has questions concerning these expectations, please contact your classroom teacher or the Principal. Your understanding and support of this information helps us establish a learning environment that is respectful, conducive to learning, and ensures the safety and welfare of all students.

Please sign below and return this form to your child's classroom teacher by Friday, September 7th, 2018.

My son / daughter and I have carefully read and understand the Family Handbook Expectations.

Student Name (please print)

Student Signature

Date

Parent Name (please print)

Parent Signature

Date

Teacher Signature

Date

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SCHOOL OFFICE HOURS

7:30 a.m. - 3:30 p.m. (Monday-Friday)

DAILY SCHEDULES

Playground Supervised_____	7:45 a.m. – 8:00 a.m.
School Begins_____	8:00 a.m.
Morning Recess_____	10:15 a.m. – 10:30 a.m.
Lunch and Recess (grades K, 1, 4, 5)_____	11:30 a.m. – 12:15 p.m.
Lunch and Recess (grades 2, 3, 6)_____	12:00 p.m. – 12:45 p.m.
Dismissal (grades K-6)_____	2:30 p.m.

MINIMUM DAYS (every Wednesday, all grade levels)

Grades K – 6_____	8:00 a.m. – 12:30 p.m.
Morning Recess_____	10:15 a.m. – 10:30 a.m.
Lunch (grades K, 1, 4, 5)_____	11:30 a.m. – 12:00 p.m.
Lunch (grades 2, 3, 6)_____	11:50 a.m. – 12:20 p.m.
Dismissal_____	12:30 p.m.

KINDERGARTEN

***August 27, 2018 - October 5, 2018**

Monday, Tuesday, Thursday, Friday_____	8:00 a.m. - 12:40 p.m.
Wednesday_____	8:00 a.m. - 12:30 p.m.

Full Day Kindergarten Begins on October 8, 2018

October 8, 2018 - June 7, 2019

Monday, Tuesday, Thursday, Friday_____	8:00 a.m. - 2:30 p.m.
Wednesday_____	8:00 a.m. - 12:30 p.m.

June 10, 2018 - June 13, 2019

Monday, Tuesday, Wednesday,_____	8:00 a.m. - 2:30 p.m.
Thursday (last day of school)_____	8:00 a.m. - 12:30 p.m.

*The Del Mar Union School District After School Programs will continue to offer fee-based childcare to enrolled kindergarten students beginning at 12:40 for the first six weeks of school, August 27th - October 5th. On October 8th, childcare for all K-6 students will begin at 2:30. Registration information can be found at <http://www.dmusd.org/Page/346>. Tuition information can be found at <http://www.dmusd.org/Page/5772>. Should families have questions regarding after school care, the program office staff can be reached at (858) 793-0071.

IMPORTANT DATES FOR THE 2018-2019 SCHOOL YEAR

Parent-Teacher Conference Weeks – November 5-9, 2018 and March 11-15, 2019

The District sets aside two weeks each school year for parent-teacher conferences. To provide quality time for parents to meet with teachers, a minimum day schedule is followed everyday during these two weeks of the school year (see the minimum day schedule above).

California Assessment of Student Performance and Progress - May 6-May 17, 2019

This year we will participate in the Smarter Balanced Assessment Consortium (SBAC) exams, which are a part of the California Assessment of Student Performance and Progress (CAASPP) assessment system. Our 3rd, 4th, 5th and 6th grade students will participate in these assessments. In addition, 5th grade will take the California Science Test (CAST). Specific information will be provided as the testing window approaches.

There will be no school during the following holidays and breaks:

- Labor Day Holiday – September 3, 2018
- Veterans Day Holiday Observed – November 12, 2018
- Thanksgiving Break – November 19-23, 2018
- Winter Break – December 24 – January 4, 2019
- Martin Luther King Jr. Day – January 21, 2019
- Presidents' Days & February Break – February 18-22, 2019
- Spring Break – April 8-12, 2019
- Memorial Day Holiday – May 27, 2019



Educating Innovative, Global Thinkers

DEL MAR UNION SCHOOL DISTRICT

Our Vision:

Unrelenting pursuit of the extraordinary school experience.

Our Mission:

To ignite genius and empower students to advance the world.

Belief Statement:

We must seize opportunities to revolutionize the traditional school system to better prepare today's students. A wise investment in time and resources will radically change and improve the school experience.

We believe:

The school experience is built upon a strong academic foundation within a safe, secure environment.

In the joy of learning.

In student choice and ownership of learning.

In the genius of each child.

In developing integrity, compassion, and empathy.

In developing grit, perseverance, and a passion for learning.

In empowering students to be thinkers and change makers.

In the power of curiosity.

In the power of team.

In taking risks and not settling.

Our students, as engaged citizens, will positively impact their community and the world.

OCEAN AIR'S COMMITMENT

Our commitment is to educate our children for the future and forge a path for tomorrow's innovative, global thinkers. The information contained in this Handbook is the glue that binds us together to achieve our comprehensive educational program based on 21st Century learning skills. Your support and participation ensures that each child grows as a:

- **Self-Directed Learner:** the ability to be responsible for one's own learning
- **Community Contributor:** the understanding that it is essential for human beings to work together
- **Complex Thinker:** the ability to demonstrate critical thinking and problem-solving skills
- **Quality Producer:** the ability to recognize and produce quality performances and products
- **Effective Communicator:** the ability to communicate effectively
- **Effective and Ethical User of Resources,** including technology

ATTENDANCE

Because of the way we teach in today's classroom, it is difficult to replicate the teaching and learning that your child misses when s/he is absent from school. In an effort for your child to make consistent progress, it is essential your child come to school to achieve his/her learning goals.

If your child is absent from school, a phone call is required to the school office via the absence line at (858) 481-4040, ext. 1. Leave your child's name, teacher's name, your relationship to the child, and reason for the absence. This is one of the ways we can ensure that your child is safe.

If your child's absences exceed (5) days or more, a doctor's statement, (in addition to the parent's note), is required. Absences exceeding 10 days per school year require a doctor's note.

If a student needs to leave the school campus for an appointment, a parent or guardian must meet him/her in the school office and sign the student out. We encourage parents to utilize the minimum day, Wednesday, to make doctor and/or dental appointments. We cannot release students to anyone not listed on the Student Emergency Card.

Students should arrive at school between 7:45 a.m. and 8:00 a.m. They are expected to be on time to their classroom each day. If your child arrives after 8:00 a.m., he/she is required to check in at the office. At that time, your child will be marked tardy, and will be expected to enter the classroom quickly and quietly so as not to interrupt the instruction already taking place. Your child will be expected to make up missed work.

VACATION/TRAVEL ABSENCES

The Del Mar Union School District recognizes regular school attendance plays a key role in student achievement. California Education Code 48200 calls for each child between the ages of 6 and 18 to be subject to compulsory full-time education. Although exemptions to compulsory attendance may be granted in rare circumstances, as allowed by law, it is the responsibility of the District to ensure that students attend school regularly.

In this effort, the District affirms compliance with compulsory attendance laws by providing this information on accountability practices for student attendance. All schools within the Del Mar Union School District will participate in consistent monitoring of student attendance. The student information system has been programed to generate attendance letters for individual students at prescribed intervals.

After three (3) unexcused days of absence, unresolved absences, or unexcused tardies of more than 30 minutes, a letter will be sent to the home to make families aware of the attendance problem. After four (4) unexcused days of absences, unresolved absences, or unexcused tardies of more than 30 minutes, a second letter will be sent to the home asking parents to attend a School Attendance Review Team (SART) meeting at the school. After five (5) unexcused absences, unresolved absences, or unexcused tardies of more than 30 minutes, a third letter will be sent home informing parents that the student will be referred to the School Attendance Review Board (SARB). A student may have several consecutive unexcused days that constitute one absence. For this reason, all students will be afforded the three-letter process, regardless of the actual number of unexcused days of absences. This will ensure each student maximum opportunity to correct problematic patterns of attendance.

It is important to note that, according to Board Policy 5113, absences due to travel and/or vacation are unexcused. Absences due to travel and/or vacation have potential to negatively impact your student's attendance record, and could result in a referral to the School Attendance Review Team (SART) or the School Attendance Review Board (SARB). While vacations are always unexcused, justifiable personal reasons that necessitate travel should be discussed with the school Principal in order that an appropriate determination can be made.

It is the Del Mar Union School Board policy that missed schoolwork and homework will not be provided before an unexcused absence. Upon returning from vacation, the student has a predetermined amount of time to complete the missed work. For example, if a student is absent for 10 days, the student has 10 days to complete and return that work.

TRANSPORTATION

The safety of all our students is our highest priority at Ocean Air. Because there are over 300 cars that come in and out of our school twice daily, we have designated procedures to accommodate and promote the smooth flow of traffic. We need all families to help and support the safety of all students and assist our school in being a good neighbor in our residential community.

DROP-OFF AND PICK-UP PROCEDURES

To help facilitate the drop off/pick up experience, Ocean Air has a cadre of adults that assist with the drop off/pick up procedures. Cars are greeted every morning by cheerful parent volunteers and staff members who will assist children in exiting the car swiftly and safely and to help get you on your way. In the afternoon, staff members help load students into cars.

We request the following to make the program a success:

- Please pull all the way forward in the drop off lane before allowing your children to exit or enter the vehicle
Please pull as far forward as you can
- Children should exit the vehicle on curb side only
- Please have all backpacks in the front seat or next to the child, rather than in the trunk
- Please listen to and follow the directions given by the adults in the vests who direct traffic so that the traffic flows
- Drivers, please remain in your vehicle. Parent volunteers and staff members will open doors and help the children exit or enter the vehicle. Additionally, staff members will page your children so that you may remain in your vehicle

During afternoon pick-up, families are reminded that it is violation of Traffic Code 22400(a) for cars to stop in the roadway and impede the flow of traffic. Following are some suggestions we can embrace as a community to limit unsafe conditions caused by school traffic, and also avoid parents receiving violations:

- Park your vehicle and walk up to school to pick up your children
- Encourage your children to be ready and waiting together, as a group, for you in the pick-up lane so that staff can load vehicles more efficiently
- If you arrive before 2:30 PM and are able to secure a spot in the pick-up lane, please pull all the way forward so as many vehicles as possible can fit in the lane

As many of our students and families walk to and from home after school, please be mindful of your speed and drive safely in and around our neighborhood.

Before School: (7:45-8:00)

- Playground supervision begins at 7:45. Students may not be left at school before this time without parent supervision
- Have your child's backpack next to them so that they can exit the car quickly. Do not place materials in the trunk. We are asking that drivers remain in the car, even for kindergartners
- Adults will assist younger children from the cars in the morning
- Remain in one lane, single-file at the curb when unloading in the drop-off area
- Please pull all the way forward in the drop off/pick up lane
- Drivers should drop students off in the designated area only
- Students are not allowed unsupervised in the Ocean Air Community Park before or after school

Entering school in the morning:

- Students may not linger in the lunch area or in front of the classrooms before school. They need to be on the playground where there is adult supervision
- Parents may walk their students to class or to the recess area before school
- Absolutely no running on the stairs or in the hallways at anytime

After School:

- Dismissal is at 2:30. Students must be picked up by 2:45. There is no supervision after this time. Students not picked up by 2:45 will be brought into the front office
- The playground and kindergarten playgrounds are closed after school as there is no supervision
- Parents should not pick students up at the classroom. Students will walk to the front of the school at dismissal and wait to be picked up
- Drivers should pick students up in the designated area only
- Students who ride their bicycle or walk home from school should leave the campus immediately after dismissal unless accompanied by an adult
- Students are not allowed unsupervised in the Ocean Air Community Park before or after school

Zuca Backpacks:

- Zuca Backpacks should be pulled and not ridden on campus

Bicycle, Skateboard, non-motorized Scooter, and Rollerblade Riders:

- Independent riding to school is supported for 4th, 5th, and 6th grade students at Ocean Air School. Younger students should ride with their parent both to and from school
- Riders are required by state law to wear safety helmets
- Bicycles, skateboards, scooters, and rollerblades are to be walked on school grounds. Bicycles need to be walked to the bicycle racks and locked. Skateboards, scooters, and rollerblades need to be stored safely at the bike rack or with backpacks
- Riders need to ride in a safe manner. Privileges will be revoked from anyone who is not riding safely
- Students need to stay out of neighborhood construction areas
- Motorized scooters are not allowed on school grounds

SCHOOL CLIMATE

The Ocean Air school climate provides a structure to support a calm and safe school environment while helping children develop self-discipline, strong character, and a sense of responsibility.

COMMUNICATION

Our school is committed to a learning environment that fosters mutual respect among district staff, parents, and students. Communication between parents and staff is encouraged to enhance each child's opportunity to achieve to the highest possible level. In an effort to be productive partners in educating our students, our schools insist on positive communication and discourage communication that could have a negative impact on the learning environment. (Board Policy 1250.1)

The Ocean Air staff is committed to respond to email, phone calls, and other written communication from parents in a timely manner. During the school day, the priority of our teachers is to instruct students in the classroom; therefore, they are unable to respond to email and phone messages. If there is an emergency, please contact the front office.

CHARACTER EDUCATION

To help students develop a range of skills they need for school and life, Ocean Air will support the development of empathy, self-control, embracing diversity, integrity, and grit across our classrooms, school, and homes. To help us, we have adopted a comprehensive, research-based character education program called Second Step. The Second Step program for Kindergarten through Sixth grade is a universal, classroom-based curriculum designed to increase students' school success and decrease problem behaviors by promoting social-emotional competence and self-regulation. It teaches skills that strengthen students' ability to learn, have empathy, manage emotions, and solve problems. Using Second Step skills creates a safer, more respectful learning environment that promotes school success for all.

In grades Kindergarten through Fifth Grade, the Second Step program teaches skills in the following four areas:

1. Skills for Learning
2. Empathy
3. Emotion Management
4. Problem Solving

The Second Step program in Sixth Grade teaches skills in the following four areas:

1. Empathy and Communication
2. Bullying Prevention
3. Emotion Management
4. Problem Solving

Staff members, teachers, and administrators assist in the process by teaching conflict resolution skills and strategies. By working through these steps, students are empowered to resolve conflicts independently and contribute to a respectful, healthy, and fun environment at Ocean Air.

OCEAN AIR DISCIPLINE PLAN

The Ocean Air School school-wide discipline plan provides a structure to support a calm and safe school environment while helping children develop self-discipline, strong character, and a sense of responsibility.

The primary goals of the plan are to:

- Establish a calm, orderly, safe, and fun environment for learning
- Help children develop self-control and self-discipline
- Teach children to think and act in socially responsible ways
- Promote respectful, kind, and healthy adult-student and student-student interactions
- Foster an appreciation for the role of social standards in a school environment

Our approach is to help children become aware of how their actions can bring positive and negative consequences to themselves and others. Students receive positive reinforcement for appropriate behavior. Some examples include: verbal praise, Standout Shark Notes, parent communication, and special privileges.

We know and recognize that everyone makes mistakes from time to time, and it is how we fix and learn from our mistakes that is most important.

At Ocean Air, we utilize four types of logical consequences:

- **Reminder or redirection** – if a child is acting inappropriately, staff will give a verbal reminder or redirection.
- **“Take a break”** – If a child is losing self-control, s/he goes to a designated spot to cool off. A staff member will direct the child to “take a break” or the child may voluntarily “take a break”.
- **Loss of privilege** – If a child does not abide by classroom expectations and playground standards, s/he may lose a privilege. Loss of privilege could include removal from class, playground activities, and/or special events. Depending on the severity of the behavior, the Ocean Air staff and administration may determine an alternative yet appropriate and logical consequence.
- **Right the Wrong** – If a child continues to be disruptive, hurts another’s feelings, or damages something, s/he will be expected to repair the damage. Some examples of reparative action include; sincere written and verbal apologies, helping with an activity, working to replace damaged items, or an alternative apology of action as determined by the student and staff.

The purpose of any discipline plan is to assist students in learning to make better choices and thereby changing their behaviors. The following is Ocean Air’s progressive plan to provide students with multiple opportunities to choose wisely.

Verbal Warning/Redirection – Student is counselled by a staff member and given an opportunity to demonstrate appropriate behavior.

Student Reflection Form – Student is issued a reflection form by a staff member. This staff member will discuss the incident with the student and determine appropriate follow-up for helping the student reflect on their choice. The form is completed and is sent home for parent notification and signature. Additionally, teacher may contact parent via telephone or e-mail.

Behavior Referral – Teacher completes referral and forwards it to the principal for further action. Principal will make personal contact with parents. At this discipline level, consequences may involve informal/formal suspension, loss of privileges, detention or school service (depending on the circumstance).

While Ocean Air hopes that all problems can be resolved using the logical consequences, there are some behaviors that may require immediate referral to administration. Examples include:

- Harassment and bullying
- Physical/ verbal aggression
- Dangerous defiance
- Possession of drugs, alcohol, cigarettes or weapons

Our ultimate goal is to provide a safe, nurturing environment where students learn and grow into responsible members of the Ocean Air Community.

BULLYING PREVENTION

The District will not tolerate bullying as defined in Board Policy 5131.2, or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the District's jurisdiction, whether directed at an individual or group. This includes, but is not limited to, discrimination, harassment, intimidation and bullying based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

"Bullying" means any severe or pervasive physical or verbal act of conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Website, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

"Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

"Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device, camera, computer, or pager. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

EXPECTED BEHAVIORS

LUNCH AREA/STUDENT PLAYGROUND STANDARDS

The purpose of the playground standards is to create an environment that encourages students to interact in a respectful and positive manner. The parameters of all activities chosen by students must support this positive environment. These standards will provide the guidelines for students to resolve their own conflicts, to support one another, and assist in creating their own physically and emotionally safe environment.

- Primary teachers walk students to the lunch area
- Upper grade students walk to lunch on their own
- Grade levels have assigned lunch times
- For students who purchase milk, it is available at the beginning of lunch
- Students must remain at their lunch tables until they are dismissed by an adult
- Students will be dismissed for recess once their lunch area is clean

- **I will wait patiently before going to the playground areas until adult supervision is visible.** I understand that without adult supervision there will be nobody there to help me if I am injured
- **I will walk to and from the playground.** I understand that if I run in these areas I may accidentally hurt others or myself
- **I will participate in all activities in a respectful and safe manner, while keeping in mind the consequences of inappropriate behaviors.** Following the standards shows good citizenship, respect for fellow students, and allows all students to have a fun and enjoyable recess
- **I will use respectful language.** Swearing, profanity, and “put-downs” are very disrespectful and can hurt the feelings of others. I will use appropriate language at all times
- **I will resolve my problems using SecondStep guidelines.** Fighting, verbally or physically, causes emotional and physical harm to others, so I will use my STEPs: 1) Say the problem, 2) Think of solutions, 3) Explore consequences of the actions I can choose, and 4) Pick a solution
- **I will only use equipment provided by the school.** School equipment has been approved for student safety and provides equal opportunities for everyone
- **I will use all playground equipment and materials appropriately.** Throwing sand, wood chips, rocks, sticks or other objects is dangerous to yourself and those around you. Misuse of equipment can cause physical injuries as well as damage the equipment
- **I will include all students in playground games and activities.** This shows respect to my fellow students and helps to create a positive Ocean Air community. ***When the number of players is more than the established limit, additional games will be added to safely accommodate all students*
- **I will only eat food in the designated areas and I will be responsible for throwing away trash even if it is not mine.** Keeping the playground and school clear of trash and food shows good citizenship. ***Designated areas include the lunch tables and the snack areas*
- **One of my responsibilities during recess time is to use the bathroom and get a drink.** When I am out of class it takes away time from my own and other students’ learning
- **When the bell rings I will stop playing, hold all equipment, and freeze immediately. I will wait until I hear the all-clear signal from the adult on duty before walking to class.** I understand that the adult supervisors need to ensure that all students are safe and are ready to walk back to class

PLAYGROUND EQUIPMENT STANDARDS

Playstacks:

- I will walk on or in the playstack area. Running can be dangerous and cause injury to myself or others
- I will use the playstack appropriately
 - * Climbing on top of the playstack or monkey bars, or jumping off the playstack or slide can result in serious injuries
 - * Sliding down the slide one at a time, feet first in a seated position, and make sure that the bottom of the slide area is clear
 - * Only one person at a time may be on the monkey bars or rings, travelling in the designated direction
 - * Students may not skip more than one bar or ring at a time
- The supervising adult to maintain safety may limit the number of students on the playstack.

Horizontal Bars:

- I will take turns on the bars and be respectful to those who are waiting
- I will keep two body parts on the bar at all times to maintain my own safety
- Two hands are required to be on the bar on any dismount
- I understand that these bars are not designed for gymnastics practice. Some maneuvers can cause serious injuries
- I will not use jackets or clothing to protect my hands because this may cause me to lose my grip

Field Rules:

- I understand that tumbling and gymnastics are usually done in a controlled environment with padding and instructors. Doing these activities at school can cause injury to others or myself
- I will play in the designated areas without climbing on the backstops or fences
- I will only play tag on the field in an appropriate manner, while respecting other games being played on the field
- I understand that tackling does not follow the Ocean Air Playground Standards. Tackling is the leading cause of injuries and disputes

Established maximum player limits for team sports and games:

- I understand that in order to keep students safe and games enjoyable, there must be a player limit on certain team sports and games
- The recommended maximum for team sports is about 10 players per team
- The recommended maximum for handball and other court sports is about 10 players per game

Equipment Carts:

- I understand that the equipment is there for all students and I will be respectful and show good citizenship while using the equipment
- I am responsible for returning playground equipment at the end of the recess period

Balls from Home:

- I understand that I may bring balls from home to play with at recess and the school is not responsible for the loss or damage of the ball

DRESS CODE

The purpose of a school-wide dress code is to establish a school environment that supports a productive work atmosphere, which supports students' learning and reflects the values of our greater school community. Please take time to review our school's Dress Code with your children. The following items of clothing/accessories are considered inappropriate and/or disruptive to the educational process, and are therefore **NOT** allowed:

- Clothing advertising alcohol or containing disrespectful words, signs, or symbols
- Midriff tops, halter tops, tube tops or any attire which exposes the midriff
- Tank tops must ensure undergarments are not visible
- Skirts, skorts, shorts, and dresses should not be shorter than mid-thigh
- Clothing and/or accessories that are distracting to the learning process

In order to participate in sports and recess activities, footwear that provides adequate protection is to be worn at all times. Tennis shoes or sneakers are recommended. Sandals must have heel straps. Flip-flops or shoes with wheels are not acceptable footwear for school.

Students wearing inappropriate clothing may be asked to go to the office, call their parents, and have alternate clothing brought from home.

Thank you for your support and cooperation with our school dress code policy. The positive message that school is a place to work and learn is reinforced when our students come to school dressed appropriately.

TECHNOLOGY AGREEMENT

Our schools are state of the art facilities with many opportunities for students to use computers and technology equipment. All students must follow district guidelines and demonstrate digital citizenship while using computers. Violations may result in a loss of privileges. Refer to the *DMUSD Student Technology Acceptable Use Agreement* <http://www.dmusd.org/Page/1326>.

CELL PHONE/WEARABLE TECHNOLOGY GUIDELINES

We realize some parents may choose to have their child carry a cell phone or wearable technology (such as smart watches) to school for before/after school communication. Cell phones are expected to be put away and remain off during the school day. Cell phone texting, video recordings, and picture taking during the school day are absolutely prohibited. Cell phones that are out and/or on will be confiscated and returned to the student at the end of the day. If your child needs to communicate with you during the school day, they will be given access to a school phone at an appropriate time.

Wearable technology, such as smart watches, is permissible as long as it is not used inappropriately during the school day. If smart watches are not used appropriately or become a distraction in class, the teacher will ask the student to put the item in his/her backpack.

DROPPING OFF ITEMS FOR YOUR STUDENT

If you need to drop off a lunch, snack, instrument, eyeglasses, clothing, books, etc. for your student, please come in to the school office and give them to the front desk. Please use a sticky note to write the student's name and teacher, and adhere it to the item. The school office will make sure items are picked up by students without interrupting classroom instruction.

LOST AND FOUND

The lost and found bin is by the office. If something is found, it will be placed in the lost and found bin. Small or valuable items will be turned into the office. Sometimes it takes a few days for items to reach the lost and found bin from various areas of campus. Lost and found items will be placed on tables throughout the year for students and parents to pick up lost items. If items are not claimed after they have been displayed on tables for a few days, they will be donated to charity.

SCHOOL SAFETY

DISTRICT VISITATION POLICY

The Del Mar Union School District considers the health and safety of our students and staff to be our highest priority and has implemented a new visitor management system, Raptor. The purpose of this system is to ensure that we have an accurate record of campus visitors, and that individuals visiting our schools are authorized to do so. Every visitor will be asked to present a government issued identification to the front office staff in order to access the campus or to sign-out a student before dismissal. All visitors, including volunteers, are required to register with the school office and obtain a badge. **All adults on campus during school hours must wear a staff, visitor, or volunteer badge.** Visitors may be accompanied by school officials while on campus, and may be denied permission to enter classrooms while in session. Visitors may be asked to leave the premises if school officials determine that there is a substantial likelihood of interference with classrooms or recess. Refusal to cooperate may result in a misdemeanor as provided in state law. **Any adult volunteers helping out in classrooms must have a Volunteer Form and current TB test result on file with the school office.** (Forms and information regarding TB testing sites can be found in the school office.)

SAFETY DRILLS

Your child's safety is of the utmost importance at Ocean Air. Because student safety is our number one concern, the Del Mar Union School District works closely with the San Diego County Office of Education, the San Diego Office of Emergency Services, and the San Diego Sheriff's Department to develop, strengthen, and align school safety plans with the National Incident Management System. Throughout the year, we will be practicing different drills so that in case of emergency all students, staff, and visitors are clear of expectations of what to do in different situations.

GATES

In order to maintain a safe and secure school site environment and to address related concerns of the community, all gates at the Del Mar Union School District schools will be locked throughout the school day. Please use the main office as your point of entry when school is in session.

DOGS ON CAMPUS POLICY

Dogs are not allowed on school grounds. This is a district wide policy for the safety of students, parents, and other campus visitors. Therefore, if families are including a dog walk at the same time they are picking up or dropping off their child, we request that you meet or say goodbye to your child before coming on campus. Campus begins at the entrance to the parking lot and the edge of the grass on the field. Please do not leave your dog unattended at any time. Thank you for your willingness to ensure student safety.

CURRICULUM AND INSTRUCTION

The DMUSD's educational program is a child-centered program based on the unique needs of each student. To ensure that the needs of our students are met, a goal of the DMUSD program is to provide meaningful, rigorous learning opportunities commensurate with the qualities and potential of each student. The DMUSD educational program incorporates practices for all learners with these identified outcomes:

- Determine the potential of each student
- Provide learning opportunities commensurate with the qualities of advanced students
- Offer rigorous, stimulating learning environments
- Assist in cultivating self-generating problem solving abilities
- Foster healthy self-concepts

- Develop communication skills
- Develop the skills involved in productive interpersonal relationships and positive leadership

We know that every student needs an experience that challenges him/her and takes into consideration individual learning styles and special abilities. Multiple measures are used to determine a student's aptitude, including district assessments and performance tasks, standardized test results, formative classroom assessments, and daily classroom work. We are committed to providing differentiated learning experiences that correspond with the student's particular abilities and talents.

The ongoing professional development provided for our district's teachers on the use of effective instructional skills is a top priority as DMUSD pursues the highest quality of instructional practices.

STEAM+

Full STEAM+ ahead in DMUSD! The first day of school will mark the launch of STEAM+ learning for children in the Del Mar Union School District. Science, Technology, Engineering, the Arts, and Music are essential components of STEAM+ learning, along with a focus on Physical Education (P.E.), enrichment, and other educational enhancements that puts the essential "+" into STEAM+.

DMUSD children experience extraordinary learning opportunities that advance students' thinking through stimulating engagement in the educational program. DMUSD STEAM+ environments are alive with standards-based learning encounters that teach children to think, innovate, create. Through purposeful lessons and units of study based on clear learning targets and objectives, students have opportunities that challenge their thinking and require them to apply what they have learned. Students' learning is supported by credentialed specialists who help to integrate concepts in Science, Technology, Engineering, the Arts, Music and Physical Education. Science and engineering concepts fuse together with technology and art! Physical education and music collide in ways never before imagined!

Our content specialists work together with classroom teachers to enhance the core curriculum and provide students with opportunities to learn through exploration, experimentation, and creativity.

STANDARDS BASED REPORT CARD

The Del Mar Union School District standards-based report card is designed to provide detailed feedback to parents and students about progress towards specific content indicators at each grade level. With this understanding, parents are able to guide and support their child helping him/her to be successful in our rigorous academic program. Teachers use both quantitative and qualitative measures to inform student progress. Report cards are distributed at the close of each trimester.

HOMEWORK

Our District recognizes that homework contributes toward building responsibility, self-discipline and lifelong learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. We expect students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

Although it is the student's responsibility to do most homework assignments independently, we expect parents to provide support as needed. When students repeatedly fail to do their homework, parents shall be notified.

OCEAN AIR HOMEWORK PLAN

The purposes of homework at Ocean Air School include:

- Developing responsible study skills and work habits
- Practicing a skill or process
- Preparing for new content
- Reflecting on information learned in class to deepen knowledge
- Providing opportunities to increase self-direction, time-management, and independence

The staff at Ocean Air School believes that a successful homework policy includes the teacher, student, parent triad of learning. With this in mind, each member of this triad has certain responsibilities in order to ensure that our students get the most out of the homework that is assigned.

Teacher Responsibilities:

- Develop and assign purposeful homework at the appropriate level of difficulty
- Clearly communicate routines, directions, and expectations to parents and students
- Create a system to continually communicate daily assignments and projects (website, student agenda, HW log, homework packet, and/or class newsletter)
- Continually monitor the amount of homework
- Provide feedback regarding the quality of work to parents and/or students

Student Responsibilities:

- Work with your parents to find a quiet place to do your homework
- Establish a schedule and routine for when you will do your homework (think about all other after school activities that you will have to work around)
- Independently complete homework to the best of your ability, asking questions if needed
- Tell parents and/or teacher if your homework is too hard (you don't know how to do it, not it's too much work)
- Make sure you have the materials you need to complete your homework when you leave school
- Make sure you have the materials you need for the school day when you leave home in the morning

Parent Responsibilities:

- Work with your child to find a quiet, consistent place to do their homework
- Establish a schedule and routine for when your child will do their homework (think about all other after school and family activities that you will have to work around)
- Check that your child is completing the homework to the best of their ability
- Encourage your child to complete their homework independently. If your child is consistently spending too much time or is having difficulty understanding assignments, please contact the teacher

Thank you for helping to make this triad of learning a strong team that supports our students!

PARENT INVOLVEMENT

We are particularly proud of our productive relationship with our dynamic and involved parental community. So many great aspects of our school rely on the continued support of our parents. There is no doubt that Ocean Air is thriving because of parental commitment and involvement. A school is as strong as the partnerships between its community of parents, staff and students. Ocean Air is living proof of this! Please pursue whatever level of involvement that you can; opportunities include, but are not limited to:

- School Site Council (SSC)
- Parent/Teacher Association (PTA)
- Del Mar Schools Education Foundation (DMSEF)
- Del Mar English Language Advisory Committee (DELAC)
- Science Olympiad
- Science Field Day
- Math Club
- Everyone a Reader
- Classroom Volunteer

Our school looks forward to working with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

MEDICATIONS AND HEALTH

Students may not have any medications (i.e. cough drops, Tylenol, Motrin, etc.) in class. All medications must be turned into the school health office. All medication, including over-the-counter medications, which are to be given at school, must be accompanied by a Physician's Statement form with directions for the administration of the medication. These forms are available in the Health Office.

There is a first aid kit in each classroom. Students may use it under adult supervision to take care of small cuts and scrapes. Students may also receive care at the Health office if he or she is hurt or sick during class or on the playground. Students must get permission from an adult to go to the Health Office.

If the use of crutches is required, or limited activity is recommended during the school day, a physician's note is needed. The note must indicate the period for which crutches are to be used as well as any other requirements pertaining to the school setting.

24-HOUR RULE FOR VOMITING AND FEVER

If a child experiences vomiting, s/he must stay home from school for 24 hours. Children must stay home from school until there has been no vomiting for at least 24 hours.

If a child has a fever, s/he must stay home from school for 24 hours without aid of medication before returning to school. Children must stay home from school until there has been no fever for at least 24 hours.

LICE

Any time children come together head lice can occur. Head lice do not spread disease and are not a serious medical condition, but they are a nuisance. Please contact the office in the event lice are found so we can follow-up appropriately at school. If a student is found to have head lice or nits less than ¼ inch from the scalp while at school, parents will be contacted and the child will be sent home to be treated. The student may return 24 hours after treatment to be rechecked in the Health Office for active head lice, or nits closer than 1/4 inch to the scalp before returning to class. If it is determined that the student remains infested with head lice, school staff will contact the student's parent/guardian to discuss treatment. The student shall be allowed to return to school when no active head lice, or nits closer than 1/4 inch to the scalp, are found. To help prevent cases of lice, please speak with your child about not sharing personal items such as hair brushes, combs, and hats. If your child has long hair, wearing it in a ponytail is a good idea.

If your child has lice:

Please spend time removing nits manually. Nits are very small. It can take quite a bit of time to fully check through a child's hair to ensure they are all removed, sometimes even several hours with children who have longer hair. It is time well spent as this is the best way to reduce the chance of additional juvenile lice hatching following treatment. Nits may not all be killed by an initial treatment. Therefore, it is important to follow the directions and follow up with a second treatment if directions indicate to do so.

Addressing the home environment will also help stop recurrences. Washing clothing and bedding in hot water and drying on a hot cycle for at least 20 minutes works best. Seal items such as pillows and stuffed animals in a plastic bag for two weeks to kill lice. Boil combs, brushes, hair bands, and barrettes in water for five minutes, or soak them in rubbing alcohol or Lysol for one hour. Also, be sure to vacuum carpets and furniture.

DEL MAR UNION SCHOOL DISTRICT WELLNESS POLICY

The Del Mar Union School District is required by state law to have in place a Student Wellness Policy. The state law was passed to address California's concerns about childhood obesity, which is linked to poor food choices and lack of exercise. Recognizing the link between student health and learning, the Governing Board on July 24, 2006, passed Student Wellness Policy 5030 with the following legally required components.

PLEASE read and help us develop healthy learners by supporting these REQUIRED components of Board Policy/Administrative Regulations 5030:

- Students will be seated for a minimum of 15 minutes to eat lunch
- Students will be asked not to share food/beverages.
- All food made available by the district will follow all nutritional guidelines outlined in Board Policy 3550.
- School fundraising activities either will not involve food or will use only foods that meet the nutrition and portion size outlined in Board Policy 3550.
- Snacks served during the school day or in after school care or enrichment will emphasize fruits, vegetables and water.
- Rewards for academic performance and good behavior will discourage the use of foods or beverages.
- Celebrations that involve food (including student birthdays) during the school day are limited to no more than one per class per month. Each occasion may include no more than one food or beverage that does not meet nutrition standards. Please see the district Pupil Services website for healthy party ideas.
- Food served as part of instructional activities (science, cooking class, math activities) will offer healthy choices.

- All students will receive 200 minutes of vigorous physical activities every two weeks.

At Ocean Air School, staff has collaboratively made the decision that food will not be used during celebrations, including student birthdays. Each grade level, however, may designate one common day in October, December, February, and June in which food may be used for celebrations. Additionally, food may be used at other times during the year if the food item is related to learning about grade level standards-based curriculum.

All food brought on campus by parents, teachers, or staff for students should be store bought, prepared, and pre-wrapped. No home cooked foods will be served on campus to students in order to minimize the risk of allergic reactions and foodborne illness.

Thank you so much for recognizing the importance of all of us working together to provide healthy nutrition, physical activity, and safety for our students.

PEANUT/NUT AWARE DISTRICT

The Del Mar Union School District is a peanut/nut aware district, so we do not restrict students from bringing foods that include peanuts or nuts. However, each lunch area contains labeled “Peanut/Nut-Free” tables at which students with nut allergies may sit to avoid exposure to an allergen. Students are also not allowed to share food at lunch. In addition, classrooms with students with severe nut allergies are labeled Peanut-Free Classrooms. Thank you for supporting and respecting the health and well-being of all students.

SCHOOL LUNCH PROGRAM

Chicelunch will provide National School Lunch Program services to DMUSD students during the 2018-2019 school year. For more information about the lunch program and to access monthly lunch menus, please go to the DMUSD website home page and click on Child Nutrition Services/Lunch Program on the Quick Link, <http://www.dmusd.org/lunch>. Additionally, milk is available for all students for the school year. Under state and federal regulations, pupils from low-income families are eligible for free milk and lunch. Information is available in the school office.