



OCEAN SHORE  

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S C H O O L

# **Student Handbook**

2023 – 2024

**Pacifica School District**

# OCEAN SHORE SCHOOL

411 Oceana Blvd.  
Pacifica, CA 94044  
650-738-6650  
650-355-0660 (fax)

## **Principal**

Jeanne Bellinger

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# PACIFICA SCHOOL DISTRICT

## **Board of Trustees**

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Lynda Brocchini  
Kai Doggett  
Nidhi Patel  
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## **Superintendent**

Dr. Darnise R. Williams

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John Bartfield

## **Director, Educational Support Services**

Will Lucey  
PACIFICA SCHOOL DISTRICT

## Mission Statement

The Pacifica School District, the community it serves, and the children they cherish, together prepare each child to meet the challenges of the future by providing an equitable, rigorous academic program which nurtures curiosity and inspires joy, confidence, and achievement in learning.

We believe that:

- ❖ **Everyone has responsibility for his or her actions.**
- ❖ **Trust and integrity are essential for successful relationships.**
- ❖ **Every person has inherent value.**
- ❖ **One person's actions can have an effect in the life of another.**
- ❖ **Learning is essential for personal growth.**
- ❖ **Working together we can build a strong community**

District Policies: The public can view the Pacifica School District Board Policies and Administrative Regulations from the district website: [www.pacificasd.org](http://www.pacificasd.org). Choose 'District Information' then 'Board Policies and Administrative Regulations'. Follow the online directions.

[https://drive.google.com/drive/folders/1Q9KTK66gAmervdITBxgVorNr5lxfxPGj?usp=share\\_link](https://drive.google.com/drive/folders/1Q9KTK66gAmervdITBxgVorNr5lxfxPGj?usp=share_link)

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## OCEAN SHORE SCHOOL

### Mission and Vision

- Ocean Shore School provides a nurturing environment for project-based learning through a combination of whole class, small group, and individualized instruction. Thematic projects involve mixed-age groupings and inclusion of diverse learners. Students are actively engaged as creative problem-solvers and critical thinkers.
  - Parents, staff, and community members collaborate within a shared leadership model to develop educational programs and provide instruction. Parents assist throughout the school and coordinate special projects including the library, computer lab, after school enrichment activities, and theme days.
  - A strong community is developed at Ocean Shore School for students, families, and staff. Our students have leadership opportunities and practice peer mediation techniques for conflict resolution. We are committed to creating a positive climate for our diverse community.
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## OCEAN SHORE SCHOOL'S GUIDING PRINCIPLES

We, the members of Ocean Shore Community, are committed to:

- providing an experiential and challenging academic program that maximizes individual student potential.
- providing a well-rounded education that nurtures the whole child.
- being a diverse community built on mutual respect, collaboration, and civic responsibility.
- having parent participation as a cornerstone of our program.

To view Ocean Shore School online visit [www.osspto.org](http://www.osspto.org) or visit the Pacifica School District's website: [www.pacificasd.org/oss](http://www.pacificasd.org/oss).

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**OCEAN SHORE SCHOOL STAFF ROSTER****2023-2024**

<b>Principal</b>	Jeanne Bellinger	
<b>Teaching Faculty</b>	Shanice Brooks	SDC
	Lily Escobedo	K
	Jennifer Mitchell	K
	Natasha Glasgo	1st
	Michelle Zuromski	1st
	Ally Maxwell	2nd
	Erika Patterson	2nd
	Renee Caughman	3rd
	Marguerite Rodigou	3rd
	Stephanie Lucas	3rd
	Bridget Gantner	4th/5th
	Samantha Morris	4th/5th
	Virginia Szczepaniak	4th/5th
	Katy Stearns	6th
	Jason McArthur	7th/8th
	Matthew Rattan	7th/8th
	Sophie Korn	7th/8th
	Ma Kesia Nebres	RSP
	Beccy Howarth	Math Intervention
<b>Band Director</b>	Ben Gower	6-8
<b>Counselor</b>	Jen Sohn	
<b>Math Support</b>	Virginia Clements	4/5
<b>Music Support</b>	Mark Unbehagen	3-5
<b>Physical Education</b>	TBD	K-5
	TBD	6-8
<b>Psychologist</b>	Mary Jo Cummiskey	
<b>Speech and Language</b>	TBD	
<b>Secretary</b>	Patricia Buddington	
<b>School Assistants/ Playworks Paraprofessionals</b>	Eugenie Hoffman	
	Jennifer Newman	
	Sara Stewart	
<b>Behaviorist Paraprofessionals</b>	Cynthia Dimik	
	Lucy Sweet	
	Christina Wright	
	Eric Vallone	
	Lei Woods	
<b>Library Media Technician</b>	Tristin McNall	
<b>Cafeteria</b>	Mekala David	
	TBD	
<b>Custodians</b>	Ron Douglas	
	Tanner Feldman	

## **MESSAGE FROM THE PRINCIPAL**

Dear Ocean Shore Families,

I hope that you had a wonderful summer. As we look forward to the 2023-24 school year, Ocean Shore will continue to roll out our social/emotional learning curriculum and work with our students in order to develop their communication, collaborative learning, and social skills. We will continue to teach lessons on empathy, standing up for yourself and others, and how to work together as a team. We will continue to focus on experiential learning through theme days, field trips, and Oceans 411. Parents, we need your support. Parent volunteers make these programs possible. We can't do it without you!

**Staffing for 2023-24 School Year:** We were so sorry to have to say goodbye to Natalie Abinante in June. She is moving on after 10 years at Ocean Shore. We will be interviewing for a Special Day Class teacher and hopefully will have someone in place at the start of school. Sandy Mills is retiring after many years of teaching Science and job sharing with Renee Caughman. Marguerite Rodigou will take over as Renee's job share partner this year. Samantha Morris will be joining us as our new 4th/5th grade teacher. Finally, Beccy Howarth will be part-time this year and will be working primarily with grades 4th-8th as a Math support specialist.

### **Important Dates:**

Back to School Night: 9/14/23

Yosemite for 8th Graders: 11/5/23 - 11/10/23

Outdoor Education: 9/25/23-9/29/23

**Live Scan Reminder:** Parents should get their Live Scan done if they wish to be a driver for field trips or serve as a chaperone for overnight field trips.

I'm thrilled to be returning to Ocean Shore for my fourth year as principal, and I'm looking forward to getting to know you and your children over the course of the 2023-24 school year. Please continue to reach out to your teachers or to me with questions or concerns.

Take care,

Jeanne

[jbelling@pacificasd.org](mailto:jbelling@pacificasd.org)

# OCEAN SHORE SCHOOL CALENDAR OF EVENTS

2023-2024

8/14	<b>Staff Development Day – No Students</b>
8/15	Teachers Return
8/16	<i>District Minimum Day - first day with students</i>
8/17 & 8/18	<i>OSS Minimum Days</i>
9/25-9/29	Outdoor Ed–5 <sup>th</sup> grade
9/4	<b>NO SCHOOL / LABOR DAY</b>
9/14	Back to School Night
TBA	Hearing Testing
10/6	<b>Staff Development Day – No Students</b>
10/9	<b>INDIGENOUS PEOPLES DAY – NO STUDENTS</b>
10/10	Fall Picture Day
10/31	<i>Pod Day #1 – Fall Theme:Autumn - OSS Minimum Day</i>
11/5 - 11/10	Yosemite Trip for 8 <sup>th</sup> GRADERS
11/9	<b>Staff Development Day – No Students</b>
11/8	End of Trimester 1
11/10	<b>VETERANS DAY – NO STUDENTS</b>
11/13,14,16,17	<i>Fall Conferences – OSS Minimum Days</i>
11/14	Ruby Bridges Walk to School Day
11/16	Makeup Picture Day
11/20-24	<b>Thanksgiving Break - NO STUDENTS</b>
TBA	Pod Day #2 – Theme:Winter
TBA	Winter Bazaar
12/22	<i>District Minimum Day</i>
12/25-1/5	<b>Winter Break - NO STUDENTS</b>
TBA	Vision Testing
1/12	Celebrating MLK Jr. Day at OSS
1/15	<b>MARTIN LUTHER KING JR DAY–NO STUDENTS</b>
TBA	MATH FAIR
TBA	Ability Awareness Week
TBA	Pod Day #3 – Theme: Jump Rope for Healthy Hearts
2/16	<i>OSS Minimum Day</i>
2/19 - 2/23	<b>PRESIDENTS WEEK – NO STUDENTS</b>
TBA	Oceans 411 Café
TBA	Read Across Ocean Shore
3/1	End of Trimester 2
TBA	Celebrate Diversity Day
3/11,12,14,15	<i>Spring Conferences – OSS Minimum Days</i>
4/5	<i>District Minimum Day</i>
4/8-12	<b>Spring Break - NO STUDENTS</b>
TBA	SpringPictures
TBA	Pod Day #4 –Theme: Earth Week
4/22-4/30	State Testing at Ocean Shore
5/13-5/22	Oceans 411 Week
5/23	Open House
5/24	<i>OSS Minimum Day</i>
5/27	<b>MEMORIAL DAY – NO STUDENTS</b>
TBA	Pod Day #5 – Theme:Celebrate 8 <sup>th</sup> graders
TBA	8 <sup>th</sup> Grade Skip Day
6/4	<i>OSS Minimum Day &amp; Graduation Rehearsal</i>
6/5	Graduation
6/6	<i>District Minimum Day/Last day of School/ School Picnic</i>

**- DATES ARE SUBJECT TO CHANGE -**

**MINIMUM DAYS**  
**2023-24**

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8/16	District Minimum Day/First Day of Student Attendance
8/17 & 18	OSS Minimum Day
10/31	OSS Minimum Day
11/13, 14, 16, 17	OSS Minimum Days - Fall Conferences
12/22	District Minimum Day
2/16	OSS Minimum Day
3/11, 12, 14, 15	OSS Minimum Days - Spring Conferences
4/5	District Minimum Day
5/24	OSS Minimum Day
6/4	OSS Minimum Day
6/6	District Minimum Day

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**- ALL WEDNESDAYS ARE MINIMUM DAYS -**

Every Wednesday during the year is a minimum day: teachers are attending meetings, conferences, or staff development opportunities.

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**Minimum Day Schedule**

Kindergarten*	8:22am – 12:35pm*
First through Third Grade	8:22am – 12:43 pm
Fourth through Eighth Grade	8:22 am – 1:00pm
Special Day Class	8:22am – 12:22pm

\*Kindergarten begins with half days which are from 8:22am – 12:00pm through October 13



## USEFUL TELEPHONE NUMBERS

OSSPTO - OCEAN SHORE SCHOOL PARENT TEACHER ORGANIZATION		<a href="http://www.osspto.org">www.osspto.org</a>
OCEAN SHORE SCHOOL SITE NUMBER	(650) 738-6650	<a href="http://www.pacificasd.org/oss">www.pacificasd.org/oss</a>
CHILD CARE COORDINATING COUNCIL (4C's)	(650) 517-1400	
CHILD PROTECTIVE SERVICES OF SAN MATEO COUNTY	(650) 802-7922	<a href="http://hsa.smcgov.org/child-protective-services">hsa.smcgov.org/child-protective-services</a>
<i>COUNSELING:</i>		
• SUICIDE PREVENTION AND CRISIS CENTER	(650) 579-0350	<a href="http://www.smchealth.org/bhrs/suicideprevention">www.smchealth.org/bhrs/suicideprevention</a>
• PACIFICA YOUTH SERVICE BUREAU	(650) 355-3900	<a href="https://www.ymcasf.org/youth-service-bureaus">https://www.ymcasf.org/youth-service-bureaus</a>
• STAR VISTA COUNSELING SERVICES	(650) 355-8787	<a href="https://star-vista.org/programs/counseling-center/">https://star-vista.org/programs/counseling-center/</a>
PACIFICA SCHOOL DISTRICT OFFICE	(650) 738-6600	<a href="http://www.pacificasd.org">www.pacificasd.org</a>
<i>LIBRARIES:</i>		<a href="http://www.smcl.org">www.smcl.org</a>
• SHARP PARK BRANCH	(650) 355-5196	
• SANCHEZ BRANCH	(650) 359-3397	
PACIFICA RESOURCE CENTER	(650) 738-7470	<a href="https://www.pacresourcecenter.org/">https://www.pacresourcecenter.org/</a>
PACIFICA CITY DAY CARE	(650) 501-6022	<a href="https://www.cityofpacificas.org/departments/parks-beaches-recreation/child-care-services">https://www.cityofpacificas.org/departments/parks-beaches-recreation/child-care-services</a>
PACIFICA PARKS, BEACHES & RECREATION	(650) 738-7378	<a href="https://www.cityofpacificas.org/departments/parks-beaches-recreation">https://www.cityofpacificas.org/departments/parks-beaches-recreation</a>
SAN MATEO COUNTY HEALTH SERVICES FAMILY HEALTH	(650) 372-3234	<a href="https://www.smchealth.org/division-family-health-services">https://www.smchealth.org/division-family-health-services</a>
SAMTRANS	(800) 660-4287	<a href="https://www.samtrans.com/">https://www.samtrans.com/</a>
TEMPORARY TOT TENDING	(650) 355-1312	<a href="https://www.temporarytottending.com/">https://www.temporarytottending.com/</a>

## GENERAL INFORMATION

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### **CAFETERIA**

**SCHOOL LUNCHESES WILL BE FREE FOR 2023-24 SCHOOL YEAR!** Although all students will receive free school meals this year, we encourage families to submit an Alternate Income Form to further support Pacifica schools and receive additional benefits for your family. If you qualify, these additional benefits include after school programs, discounts on utilities such as internet, and helps determine eligibility to receive P-EBT ((P-EBT is a federal program that gives eligible households food benefits to replace in-person school meals that children missed due to the pandemic). Once a month we will send home a copy of the lunch menu through the Principal's weekly newsletter and will also have hard copies available at the office.

### **DISASTER PREPAREDNESS**

In the event of a severe earthquake or other disaster during the school day, students will be kept on the school site with the faculty until the principal declares it is safe to dismiss students. Students will be dismissed to those listed on the emergency card only. So please update this list as changes occur. Close contact with other agencies will be maintained and decisions will be made based on best judgment for the welfare of our children. Each child has an emergency kit with food, water, and basic supplies that is stored in a container on campus. Disaster drills are held periodically throughout the year to give staff and students opportunities to practice for the time when an emergency actually happens.

Ocean Shore teachers and staff are trained in the Big Five Protocols, a common emergency plan adopted by all San Mateo County School Districts and law enforcement agencies. These protocols allow for a common language and standard practices to be used in emergencies throughout the county. For more information on these protocols, please visit:

<http://www.smcoe.org/learning-and-leadership/safe-and-supportive-schools/the-big-five.html>

### **PACIFICA SCHOOL DISTRICT DRESS AND GROOMING POLICY: UPDATED 1/5/22**

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes that are considered safe for the given school activity must be worn at all times.
3. Hats, caps, and hoods may be worn indoors. Student's eyes and ears must be visible and unobstructed.
4. Clothes shall be sufficient to conceal undergarments.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

### **EMERGENCY FORM**

Each student is required by the State Education Code to have a new emergency form completed each school year. All changes to a student's information should be made available to the office as soon as possible to keep these forms accurate.

## **HOMEWORK POLICY**

Homework is assigned routinely in all grades for students to practice skills and concepts and work on ongoing projects. We expect our families to support their children by checking for assignments, assisting students when needed, and supervising that assignments are completed. Students should not feel overwhelmed by homework. Ocean Shore teachers are adaptable; please contact your individual teacher for more information.

## **LIBRARY**

Faculty arranges for student use of the school library. Books are checked out for one week only. Students will lose check out privileges until payment is received for lost or damaged books. Parents volunteer to staff our library and maintain the collection.

## **NON-DISCRIMINATION POLICY**

The School Board and Ocean Shore School are committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

## **OCEAN SHORE COMMUNICATION**

Most of our communication with parents is through email. Please make sure the office and your class ombud have your email address if any changes occur. Teachers, class ombuds and the principal regularly communicate through ParentSquare. ParentSquare notifications will come to the email address provided by you. ParentSquare can also be loaded onto your phone as an App, and you can receive notifications that way as well. Information will go out about accessing ParentSquare separately.

## **PARENT RIGHTS NOTIFICATION**

At the beginning of each school year, the District provides a copy of your parental rights. You are asked to read the brochure and acknowledge receipt on side two of the Student Registration/Emergency/Annual Notification card.

## **PEER HELPERS**

Students are taught to use the principles of conflict resolution to solve disputes, a strategy that stresses talking rather than physical confrontation. Upper grade students have the opportunity to become peer helpers, assisting adults on yard duty to help students use peaceful resolution methods to solve their complaints. Parents will find more information about peer helpers in other communications from the school.

## **PROMOTION/RETENTION STATEMENT**

The Pacifica School District has adopted a policy (BP 5123) for student promotion/ acceleration and retention that states that: students must demonstrate growth in learning and meet grade level standards of expected student achievement. The text of Board Policy 5123 can be viewed online through the district website. A copy is also available at the District Office at 375 Reina Del Mar.

## PUPIL HOURS AND TIME SCHEDULE

Supervision begins at 8:10am and ends when students are released from class at the end of the school day. There is no supervision on the play yard after school. Please **DO NOT** leave students unattended on school grounds. The school time schedule for regular and minimum days is:

	<u>Regular Day</u>	<u>Minimum Day/Wednesday</u>
Kindergarten	8:22 - 2:00*	8:22 - 12:35*
First - Third	8:22 - 2:38	8:22 - 12:43
Fourth - Eighth	8:22 - 3:00	8:22 - 1:00

\*Kindergarten begins with half days (dismissal at 12:00) through October 13th.

## REPORTING STUDENT PROGRESS

Parent conferences are held three times during the school year. Fall conferences are for all students; winter and spring conferences are as needed. Parents are expected to attend scheduled appointments. Additionally, parents can make appointments with teachers to discuss student progress at any time. Report cards are given three times during the year.

## SCHOOL SITE COUNCIL

School Site Council is a group of staff, parents, and students meeting throughout the year to discuss and decide the use of specially funded Single Plan for Student Achievement (SPSA) federal and state funds. The SPSA budget is revised annually to supplement the instructional program.

## SEXUAL HARASSMENT, UNIFORM COMPLAINT PROCEDURES, AND BOARD POLICIES

Sexual Harassment (BP5145.7) and Uniform Complaint Procedures (AR1312.3) are included in the District Handbook/Annual Parent Notification as well as online or at the District Office. The public can view the Pacifica School District's Board Policies and Administrative Regulations from the District website: [www.pacificasd.org](http://www.pacificasd.org). Choose 'District Information' then 'Board Policies and Administrative Regulations.' Follow the online directions.

## SKATEBOARDS, TOYS, DISTRACTING AND/OR DANGEROUS OBJECTS

Such items that interfere with classroom procedures, recess activities, or pose a danger to students, **are not to be brought to school**. This includes any toys, trading cards, cosmetics, shoes with skates, and skateboards. Electronic devices such as cell phones, cameras, MP3 players, iPods, including headsets, etc. need to be turned off and left in backpacks during school hours. Ocean Shore is not responsible for the theft of any items brought to school. Items may be confiscated and parents asked to pick them up at the office.

## TESTING

During the spring trimester, mandated assessments are given to all students in grades 3 - 8. Results from the examination are mailed home the following summer and shared by the teacher with parents during fall conferences.

## **VISITORS AND SUBSTITUTE TEACHERS**

All visitors to our school must check in with the office by California State Code. As our guests, they deserve courtesy and consideration. **Any substitute teacher has full authority granted to a regular staff member.** Both visitors and substitutes must wear name tags.

# ATTENDANCE

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## PROCEDURES

Regular attendance in all classes is very important and will be checked every day. Daily attendance is the method for funding public schools. Each day your child is absent, for travel, illness, whether or not they are excused or unexcused, we lose approximately \$30.00 per child per day. The only excused absences allowed are illness, medical appointments and funerals. In order to comply with district policy, the school must keep on file a note from home or a telephone call record, giving the reason for each absence, including those for only a portion of the day. **You must call the office even if the teacher is aware of the absence.** The Ocean Shore attendance line is 650-783-6650 Ext. 3205. Parents may also email information about student absences to [oceanshoreabsences@pacificasd.org](mailto:oceanshoreabsences@pacificasd.org). No student may call and clear his/her own absence; we must hear from a parent or guardian. Please include the following information:

- DATE OF PHONE CALL OR NOTE
- STUDENT'S NAME
- TEACHER'S NAME
- DATE OF ABSENCE(S)
- REASON FOR THE ABSENCE
- SIGNATURE OR VERBAL VERIFICATION OF PARENT/GUARDIAN

## LEAVING DURING SCHOOL HOURS

Students may not leave school grounds after being dropped off in the morning, or during school hours, without prior permission. Please send a note or call the school to notify the office to release a student during school hours. Students returning from appointments must report to the office to check in. Parents **MUST** report to the school office prior to taking student(s) off campus. The parking lot is considered off campus.

## SARB (SCHOOL ATTENDANCE AND REVIEW BOARD)

Excessive absences or tardies from school not resolved between administration and the family will be reported to the School Attendance and Review Board. SARB is a cooperative effort between the school district and the community aimed at keeping students in school.

## TARDY POLICY

Students are expected to be in class on time. Late students will report to the office to check in before entering class. Excessive tardiness will result in make-up time during recesses or after school. What constitutes a tardy in a teacher's class varies slightly according to individual classroom policies. Ask your child's teacher for specific information.

## VACATIONS AND INDEPENDENT STUDY CONTRACTS

Students who accompany parents on trips and will miss **five** consecutive days of school or more may participate in an independent study contract. Independent study contracts can not take place for longer than one trimester. Contracts are an important way for your child to avoid missing important school work. Notify the school office AND the teacher at least 10 days before departure to obtain an independent contract and class work; turn in the completed work after the student's return to school (K-3 work is due 2 weeks after student returns; 4-8 work is required within 4 weeks after student returns. See contract)

# STUDENT SERVICES

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## **ACCIDENTS AT SCHOOL**

A student injured at school should report to the office. First-aid is administered by school personnel. Parents will be notified if an injury is of a serious nature or follow-up care is indicated. When needed, a report of the incident is sent to the Pacifica School District office.

## **COMPUTER/INTERNET USE FORM**

All students are required to submit a parental use form to allow your child access to the Internet. You will have an opportunity to decline if you so choose.

## **HEALTH INVENTORY/IMMUNIZATIONS**

Completed at registration, this health assessment form helps the school assist in adapting school programs to the needs of the student. Verification of required immunizations must be presented at registration. All students entering 7<sup>th</sup> grade need to have proof of adolescent whooping cough booster shot (or Tdap) or exemption before they will be allowed to enter school. By law, students who do not have proof of receiving a Tdap booster shot will NOT be able to start school until proof is provided to the school. (Refer to Pacifica School District policies: website: [www.pacificasd.org](http://www.pacificasd.org), under 'Quick Links', choose 'Annual Notification to Parents' go to page 12 ('Immunizations')).

## **ILLNESS AT SCHOOL**

A student who becomes ill at school will be sent to the office for care. Parents or persons on the emergency form will be contacted and arrangements made for transportation home. **PLEASE BE SURE TO INCLUDE PERSONS ON THE EMERGENCY FORM WHO CAN EASILY BE REACHED DURING SCHOOL HOURS.**

## **LICE POLICY**

It is our goal to be a lice-free school. Ocean Shore School complies with the updated Pacifica School District Board Policy on head lice management. To review the Pacifica School District policy, please go to the website: [www.pacificasd.org](http://www.pacificasd.org), under 'Quick Links' choose 'Annual Notification to Parents', go to page 13 ('Head Lice').

## **LOST AND FOUND**

Please mark all your children's clothing, lunch containers, and backpacks with their names. Lost and Found items will be displayed in the parent hallway. Items not collected in a reasonable time will be donated to a local charity.

## **MEDICATION AT SCHOOL**

Please provide a note from your physician detailing the method, amount, and time schedule for taking any prescription medications. For your convenience, we have prescription medication forms you can take to your physician to fill out. Parents who wish to provide over the counter medication for their child need to include a note, signed by you, with the child's name, date received, name of medication, when to use, and dosage. All medicines should be in properly labeled and sealed containers and given to the school secretary. No medications should be in the personal possession of students, this includes inhalers unless specifically noted by the physician. All medicines must be administered by adults unless otherwise specified by the physician. It is imperative that you inform the school if your child has a life-threatening allergy.

## **SCHOOL BEHAVIOR EXPECTATIONS AND RULES**

All students are expected to obey all school rules. Our rules are based on principles of:

### ***RIGHTS, RESPECT, AND RESPONSIBILITY***

- We have a **RIGHT** to be safe in an environment where we can learn at our best.
- We always treat one another with **RESPECT**.
- We **RESPECT** school property and the property of others.
- We show **RESPONSIBILITY** by being in the right place at the right time.
- We are **RESPONSIBLE** for our own learning.

### ***OCEAN SHORE SCHOOL RULES***

- Walk in the hallways.
- Keep your voices quiet where others are working.
- Keep hallways clear when not in class.
- Be respectful; no put downs.
- Clean up after yourself.
- Treat everyone with respect.
- Keep your hands and feet to yourself.
- Dress appropriately.

**Progressive Discipline** policies and restorative practices are used at Ocean Shore School. Every effort is made to help students learn how to interact appropriately and positively with other students and with staff. Discipline will be firm, fair, and consistent. All students will be made aware of the school rules. Minor problems will be handled in the classroom by the teacher or on the yard by the yard duty supervisor. Repeated problems or problems that are more serious will be referred to the principal. Disciplinary action may include conflict resolution, loss of recess, school service/clean up, office detention, suspension, or expulsion. Parents will be notified of major problems or a series of minor problems, and will be kept informed of any serious discipline issues involving their child.



## **CELL PHONE POLICY**

As of January 1, 2016, SB178 became law prohibiting school officials from searching electronic devices in the possession of students except in certain circumstances. School officials shall not search a student's electronic device (including, but not limited to, cell phones) without a warrant or specific consent of the authorized possessor (student) of the device. An exception is if a school official may access the device if he/she believes in good faith that an emergency involving danger of death or serious physical injury to any person requires access to the device.

Students are not allowed to use their cell phones during the school day and parents are reminded not to text them. If you need to get in touch with your child, please call the office. Students will be directed to use the phone in the office if they need to contact their parents.

### **If a student's device is confiscated during school hours, the following consequences will apply:**

1ST OFFENSE = Cell phone is kept in the office and is returned to the student at the end of the day.

2ND OFFENSE = Cell phone is left at the office each day and picked up after school for 2 weeks. Parents are notified.

3RD OFFENSE = Cell phone is left in the office each day for a month. Parents are notified.

4TH OFFENSE = A conference with the student, parents and the principal is scheduled.

## **POLICE INVOLVEMENT ON SCHOOL CAMPUSES**

School staff will cooperate with law enforcement officers as needed to maintain a safe and orderly environment. Police investigations are conducted independently from the school district and school officials cannot interfere in police investigations. School officials shall provide support and privacy for the student to the extent possible. By law, parents/ guardians do not need to be informed or to give consent before the law enforcement officer interviews a student on school premises. PC 830.1. However, the school official will ensure that the student's parents are notified that the interview took place unless instructed otherwise by the police officer. The text of Board Policy 5145.11 can be viewed online through the District website.

## **WELLNESS POLICY AND HEALTHY SNACK GUIDELINES**

The district policy prohibits schools from selling or providing unhealthy food in cafeterias, celebrations or fundraisers on campus during school hours or within a half an hour before or after school. It allows for each school to hold up to four

events per year in which banned items may be served for special occasions. The Pacifica School District policy seeks to ensure all food sold or served is of a higher nutritional quality and meets guidelines set in State Regulations. In support of this policy and in an effort to maximize the use of instructional time, Ocean Shore students and parents are to refrain from bringing snacks to share for birthdays or other celebrations unless it is one of the four school sanctioned celebration days. Thank you for your cooperation in supporting the healthy development of our students.

All foods available on each campus during the school day support the district-adopted federal nutritional guidelines and objectives of promoting student health and reducing childhood obesity in accordance with Board Policy 5030 and the District Student Wellness Plan.

The Board believes that foods and beverages available to students at district schools should support the District health curriculum and promote optimal health, taking into consideration the needs of students with special dietary needs. Nutritional standards adopted by the district for all foods and beverages sold to students during school hours or within a half-hour before/after school meet or exceed state and federal nutritional standards. These foods include beverages provided through the district's food service program, student stores, vending machines, or other venues.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. A maximum of four class parties or celebrations per year shall be held after the lunch period whenever possible as a way to promote student health and maximize the use of instructional time.

(Full text of District wellness Policy may be found on the District Website)

## **INSTRUCTIONAL PROGRAM**

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### **CLASS SIZE**

Ocean Shore School has class size reduction of 24 students per class in grades K through 3. Grades 4 through 8 have a class size of 32 students. The Pacifica School District reserves the right to add students to any class, which may increase the total number of students in a given class.

### **COMBINATION CLASSES**

Combination classes have had a long history in Ocean Shore's alternative program. Currently, we choose to have all three of our 4<sup>th</sup> and 5<sup>th</sup> grade classes as combination classes. Approximately half of each class is comprised of fourth graders, the other is comprised of fifth graders. In any given year all children are learning the 4<sup>th</sup> grade standards for science and social studies and the following year, they are learning the 5<sup>th</sup> grade standards for science and social studies. Math and language arts are differentiated for student needs.

In the 2012-13 school year we began alternating social studies and science curriculum on an A and B year cycle for all seventh and eighth grade students. Again, math and language arts will be differentiated to meet students' needs.

### **ENGLISH-LANGUAGE ARTS**

Reading, writing, speaking, and listening are interdependent skills that form the foundation of this content area. There is an emphasis in teaching primary students to read and write, in teaching intermediate students how to gain fluency and confidence in reading and writing, and in teaching upper grade students how to apply reading and writing to their other subjects. In 2011 we adopted the balanced literacy model including both Reader's Workshop and Writer's Workshop for Language Arts. In addition, K through 3 will be working on vocabulary/spelling through Words Their Way. All grades use supplementary materials to support English-Language Arts. In the middle school grades students are primarily working on reading nonfiction and content-based works. Parents are encouraged to have children read daily at home and to visit both the school library and public library frequently.

### **MATHEMATICS**

Our school site emphasizes a problem-solving approach to learning mathematics. Although time is spent on foundational skills, students are also exposed to all strands of the math standards: number concepts, measurement, geometry, patterns and functions, logic, algebra, and statistics with probability. Our District-adopted program, Bridges (K-5) and CPM Connections (6-8), supports individual and collaborative group lessons. Computers are used in most classrooms and in a laboratory setting to provide additional practice and exploration in this content area. There is a sequential curriculum allowing students to build their understanding of mathematical concepts over a long time period.

### **HISTORY/SOCIAL SCIENCE**

Our school site believes in teaching experiential social science lessons. Through role-play, drama, simulations, field trips, visitor presentations, and assemblies, these concepts are developed. From an early focus on children's roles in their neighborhoods and communities to a larger role as citizens of our nation and the world, students acquire knowledge and cultural understanding of democratic and civic values as well as skills dealing with interpersonal relationships. Often students engage in community outreach activities to teach them the values of participation in our community.

## **PHYSICAL AND HEALTH EDUCATION**

Our Kindergarteners-5th graders participate in a robust PE program provided by Legarza Sports. Our 6th-8th graders participate in a PE program that aligns with California State Physical Education Standards and is taught by a credentialed PE teacher. Concepts of being a team player, a good sport, building flexibility and endurance, while gaining enjoyment of games, are taught in all grades from K through 8.

Our health curriculum is taught to all grade levels, focusing on healthy nutrition, exercising, staying drug-free, maintaining high self-esteem, setting goals, and interacting in positive ways. Working with our community and the district, a comprehensive prevention program is ongoing to assist students in acquiring decision-making skills, starting in elementary grades and continuing through all other grade levels. In addition, our 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders learn about specific concepts related to puberty, sex education, and drug and alcohol prevention.

## **SCIENCE**

Students use an exploratory model to learn science concepts. We are currently transitioning to the Next Generation Science Standards (NGSS), emphasizing the integration of various scientific domains. At each grade level, there is content taken from life, physical, and earth sciences with progressively more depth as students grow older. Our science program follows an inquiry approach: questioning, setting up trials, collecting and analyzing data, making conclusions. We continue to focus on environmental science as well as provide opportunities for involvement in STEM activities. We use a real world application of science concepts in hands-on programs such as Oceans 411.

## **BAND AND ELECTIVES**

The Pacifica Education Foundation, and the Pacifica School District provide a sixth through eighth grade band program district-wide. At Ocean Shore, all sixth grade students take beginning band as their elective. Advanced band is optional for seventh and eighth grade students. All band students are required to attend school and district evening concerts and practices. Seventh and eighth graders who choose not to continue with band participate in elective classes taught by the 7th/8th grade classroom teachers. Offerings vary from year to year, but have included such electives as creative writing, film, online foreign language programs, study skills, teacher aides for younger grade classrooms, and campus beautification.

## **VISUAL AND PERFORMING ARTS**

The essence of our school site is visible in our student-produced art. Our art program is led by parent volunteers who create lessons that engage students in use of various materials, form and function, texture, perspective and artistic style. Hallway exhibits highlight student achievement throughout the year. Artistic and dramatic products are extensions of teaching experiences in social science, language arts and reading, and science. Our 3rd-5th grade students participate in weekly music lessons, including instrumentation, funded by the Pacifica Education Foundation and taught by a credentialed music teacher.

The Parent Teacher Organization supports the curriculum with assemblies presented by actors, musicians, and storytellers, and they also fund our K-2 music program. The Ocean Shore community recognizes that artistic achievement is an expressive and imaginative outlet for many children.

**OCEAN SHORE SCHOOL  
PACIFICA SCHOOL DISTRICT  
CALENDAR 2023-2024 SCHOOL YEAR**

**JULY**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**AUGUST**

12 Student  
14 Teacher  
0 Holiday

M	T	W	TH	F
	1	2	3	4
7	8	9	10	▼11
↑14	\$15	⊕16	17	18
21	22	23	24	25
28	29	30	31	

**SEPTEMBER**

**MONTH I**

20 Student  
20 Teacher  
1 Holiday

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**OCTOBER**

**MONTH II**

20 Student  
21 Teacher  
1 Holiday

M	T	W	TH	F
2	3	4	5	↑6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**NOVEMBER**

**MONTH III**

15 Student  
16 Teacher  
3 Holidays

M	T	W	TH	F
		1	2	3
6	7	8	↑9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**DECEMBER**

**MONTH IV**

16 Student  
16 Teacher  
5 Holidays

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	⊕22
25	26	27	28	29

**JANUARY**

**MONTH V**

17 Student  
17 Teacher  
3 Holidays

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**FEBRUARY**

**MONTH VI**

16 Student  
16 Teacher  
1 Holiday

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

**MARCH**

**MONTH VII**

21 Student  
21 Teacher  
0 Holidays

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**APRIL**

**MONTH VIII**

16 Student  
17 Teacher  
0 Holidays

M	T	W	TH	F
1	2	3	4	⊕5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**MAY**

**MONTH IX**

22 Student  
22 Teacher  
1 Holiday

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**JUNE**

**MONTH X**

4 Student  
4 Teacher  
1 Holidays

M	T	W	TH	F
3	4	5	⊕6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**SCHOOL HOLIDAYS**

- Independence Day:  
July 4, 2023
- Labor Day:  
September 4, 2023
- Indigenous Peoples' Day:  
October 9, 2023
- Veteran's Day:  
November 10, 2023
- Thanksgiving Recess  
November 20-24, 2023
- Winter Recess:  
Dec. 25, 2023 - Jan 5, 2024
- Martin Luther King, Jr. Day  
January 15, 2024
- Presidents' Week:  
February 19-23, 2024
- Spring Recess:  
April 8-12, 2024
- Memorial Day:  
May 27, 2024

**Staff Development Days  
(Staff Only - No Students)**

- August 14, 2023
- October 6, 2023
- November 9, 2023

**CSEA Holidays**

- July 4, 2023
- September 4, 2023
- October 9, 2023
- November 10, 2023
- November 23-24, 2023
- December 25-29, 2023
- January 1-2, 2024
- January 15, 2024
- February 19, 2024
- May 27, 2024
- June 19, 2024

**Total Paid Holidays: 17**

- 180 Days of Instruction
- 184 Work Year for Teachers
- ▼ New Teacher Orientation Day - 8/11/23
- \$ Teacher Work Day - 8/15/23
- First Day of Student Attendance - 8/16/23
- ↑ Staff Development Days - 8/14/23, 10/6/23, 11/9/23
- ⊕ District-Wide Minimum Days - 8/16/23, 12/22/23, 3/31/23, 6/6/24
- Last Day of School - 6/6/24

**Trimesters:**

1 <sup>st</sup>	8/16 - 11/8	58 Days
2 <sup>nd</sup>	11/13 - 3/1	59 Days
3 <sup>rd</sup>	3/4 - 6/6	63 Days
		<b>180 Days</b>

Board Approved:

○ Ocean Shore School Extra Minimum Days.  
(Every Wednesday is also a minimum day)