

# Torrey Pines Elementary School

POLICIES & PROCEDURES  
2017-2018







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# PRINCIPAL'S MESSAGE

Dear Families,

As a school our goal is to support the growth and development of our students, which will enable them to be successful, contributing members of society and their communities. We do this by supporting students academically, developing empathy and teaching respect.

Please review our policy and procedures with your child(ren). Having these discussions together helps children and adults become successful members of our Torrey Pines Community. We believe that establishing boundaries and requiring respect, responsibility and kindness from our students will ensure a positive environment for our school community. We are certain you agree that all students deserve a quality educational experience.

Respectfully,  
Sarah Ott, Principal | Teachers and the TPES Staff

THANK YOU FOR CHOOSING  
TORREY PINES ELEMENTARY.  
WE APPRECIATE YOU!

YOUR INVOLVEMENT  
& DEDICATION  
ALLOWS OUR STAFF  
TO GIVE THEIR  
FULL ATTENTION & BEST  
EXPERTISE TO YOUR  
STUDENT'S EDUCATION.



## TORREY PINES MISSION STATEMENT:

To provide an environment conducive to student learning in which each child feels successful, achieves academically, and thinks critically; and in which teachers, students, administrators, parents, and community members work together to create and maintain a comprehensive curriculum based on student needs and state standards.

## BELIEFS:

- Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
- All students have a right to a safe/orderly/caring environment which is necessary for learning and student success.
- Students will be respectful, responsible, and kind contributing members in our community.
- Students will be given opportunities to make decisions and live with the consequences (positive or negative).

In the classroom, students will follow the teachers' classroom rules. Because each teacher structures activities a little differently, teachers will clearly communicate their expectations for each activity.

## TORREY PINES 3 CHANT

<--- RED-TAILED HAWKS ARE --->

WE ARE RESPONSIBLE!

WE ARE RESPECTFUL!

WE ARE KIND!



## ATTENDANCE / ABSENCE

It is very important for your child to be at school every day and on time. There is no substitute for time spent with the teacher in class and a great deal of material is covered every day. We encourage you to plan ahead for medical and dental appointments and vacations, and take advantage of the minimum day every Wednesday and non-school days to schedule appointments.

When your child will be absent from school, please call the office at 858-453-2323 ext. 102 prior to or the morning of the absence. Please clearly indicate student name, teacher, room and absence reason.

**Excused Absence** – Illness, family medical emergency, medical/dental appointment, religious holiday, court appearances.

**Unexcused Absence** – any other reason. (family trip, car trouble, traffic, overslept, etc.)

**Truant** – More than 3 unexcused absences.

**Tardy** -- Student is not in class by second bell at 8:30am. Students should be in their class line when the first bell rings at 8:25am.

If your child has been absent or tardy 10 times, you will get a phone call from the office expressing concern and offering support to ensure your child is at school and on time. If the absences and tardiness continue, you will receive a letter explaining the seriousness of school attendance. After the letter, we will meet to have a School Attendance Review Board (SARB) meeting. Our goal is to support students attending school and being on time.

## CONTRACT FOR INDEPENDENT STUDY (CIS)

If your child is to be absent from school for 5 consecutive days for a reason other than illness, the parent must email the principal at least a week prior to secure a Contract for Independent Study. These contracts are only given for special circumstances. The contract includes school work to be completed while the student is absent. Finished contracts must be given to the teacher within 5 days of returning to school for academic & attendance clearance. If a contract is not approved, students will be dis-enrolled for the period of the absence.



## BEFORE SCHOOL

Students are allowed on campus after 8:05am. If you drop them off earlier, they will need to be enrolled in YMCA before-school care.

Only kinder students are allowed to play on equipment before school.

Please remind students that playing on the First-Fifth grade playground equipment is prohibited prior to school. Supervision is not provided for that activity. Only kindergarten students are allowed to play on equipment before school.

Students are welcome to participate in running club or wait in their class line-up area.

## ANIMALS

For safety and health reasons dogs, cats and other animals are not allowed on campus unless special arrangements have been made with the principal.

## DRESS CODE

Please help us maintain an optimal learning environment by dressing your child for comfort and active play. At Torrey Pines Elementary we wear:

- Shorts, skirts or dresses (with at least a 6" in-seam/mid-thigh)
- Shirts that are modest and protect shoulders/midribs from exposure & sunburn
- Pants that fit well around our waists and cover our underclothing
- Close-toed shoes that fit well and protect our feet during play

This dress code is district-wide. Please help your child choose the appropriate attire for school and for the weather.

## HEALTHY FOODS

In an effort to maintain healthy lifestyles, Torrey Pines Elementary suggests healthy snacks and lunches. Please bring fruits and vegetables, nuts, cheese and crackers, nutrition bars, sandwiches, healthy drinks (soda not allowed).





## VOLUNTEERS

The San Diego Unified School District policy regarding campus volunteers states that persons who volunteer in classrooms & schools must complete a Volunteer Application and provide results of a negative Tuberculosis test or verification of a negative chest x-ray. The volunteer application must be completed each year, however the TB clearance is valid for 4 years. We will retain the TB clearance until it is expired.

Classroom volunteers are welcome and appreciated. However, the number of volunteers and the amount of time they are needed in the classroom is determined by each individual teacher. Please talk with your student's teacher if you are interested in volunteering in class.

Library, reading, and office volunteers are welcome as well! Please talk with the Librarian or Mrs. Kim for information on these opportunities.

Driving for field trips: In addition to the volunteer paperwork being current in the school office the classroom teacher will also need for each driving opportunity:

- Copy of Driver's License
- Copy of current automobile insurance
- Completed "field trip driver" forms

On the day of the field trip you will carry with you these forms and the permission forms of the students riding with you. Those items get returned to the teacher upon return to campus. They are retained for one year and shredded. Campus-wide volunteering is also greatly appreciated. The TPES Foundation organizes volunteers for these activities.

ALL visitors to Torrey Pines must sign in at the office and obtain a Visitor's Badge.

## HOMework

Homework is an extension of the classroom. Please provide a quiet time and place for your child to work on assignments. Teachers will explain the classroom homework policy to their students the first week of school. They will also address the subject of homework during Curriculum Night in September. Homework will consist of reading, writing and math in grades K-5. Additionally, grades 3-5 will have projects that will be due throughout the year. A schedule of these projects will be provided by your child's teacher.

Maximum time that should be spent on homework at each grade level per night:

K– 10 min.

3rd–30 min.

1st–20 min.

4th–40 min.

2nd–30 min.

5th–50 min.

## CELL PHONE

Per district policy, students may bring cell phones to school for use before and/or after school only.

- If a student brings a cell phone to school, he/she is able to use it before or after school on campus for important calls only, e.g. call to parent regarding pick up questions. Otherwise the phone is to be used off campus.
- If a student is found using his/her cell phone during the school day, it will be confiscated and will only be returned to a parent. If this occurs more than once, the student will lose the privilege of bringing his/her cell phone to school.

## PICK UP POLICY & EARLY RELEASE FROM SCHOOL

Students are required to remain on school grounds during school hours, but may be released during school hours to parents, guardians or other authorized persons for excused illness, or for medical or dental appointments. Authorized persons must be identified on the Student Information Card. Early release for afternoon activities is unexcused.

If you are picking your child up early from school, please allow enough time. We will place a call to the classroom once you are here in the office, but you may need to locate your child elsewhere on site. Please do not ask the office staff to have your child waiting as this takes away from their learning time.

## AFTER SCHOOL GUIDELINES:

- Students who have a parent or guardian arriving late (after 3:00pm, or 12:30 on Wednesdays) must go to the office where their safety can be secured.
- Permission is granted to students and parents to play on the blacktop only. Students are not to play in the breeze ways, grassy areas, garden, etc. Permission to travel to and from the blacktop is granted only through the primary breeze way next to the auditorium & main office building.
- Students playing after school on the blacktop must be actively supervised by a parent/guardian at all times.
- Remind students to safely walk on the campus. Running is saved for the school field and Running Club. (Due to the dual use with the city, the field is not always open after school).
- Encourage students to use the playground equipment in accordance with the playground equipment guidelines listed below. Climbing is great exercise but we want to teach safe play and respect for property and nature as well. (I.e. NO climbing on trees, fences, metal boxes, nor on top of the playground equipment!)

AFTER SCHOOL GUIDELINES: CONTINUED...

## AFTER SCHOOL GUIDELINES CONTINUED:

- Students should enter the monkey bars and swing going forward using both hands at all times. All play should be confined to the inside of the play structure (climbing on top of bars is not allowed), students are only to slide DOWN the slides, and students should walk at all times. The parallel bars are for swinging only, not sitting or hanging.

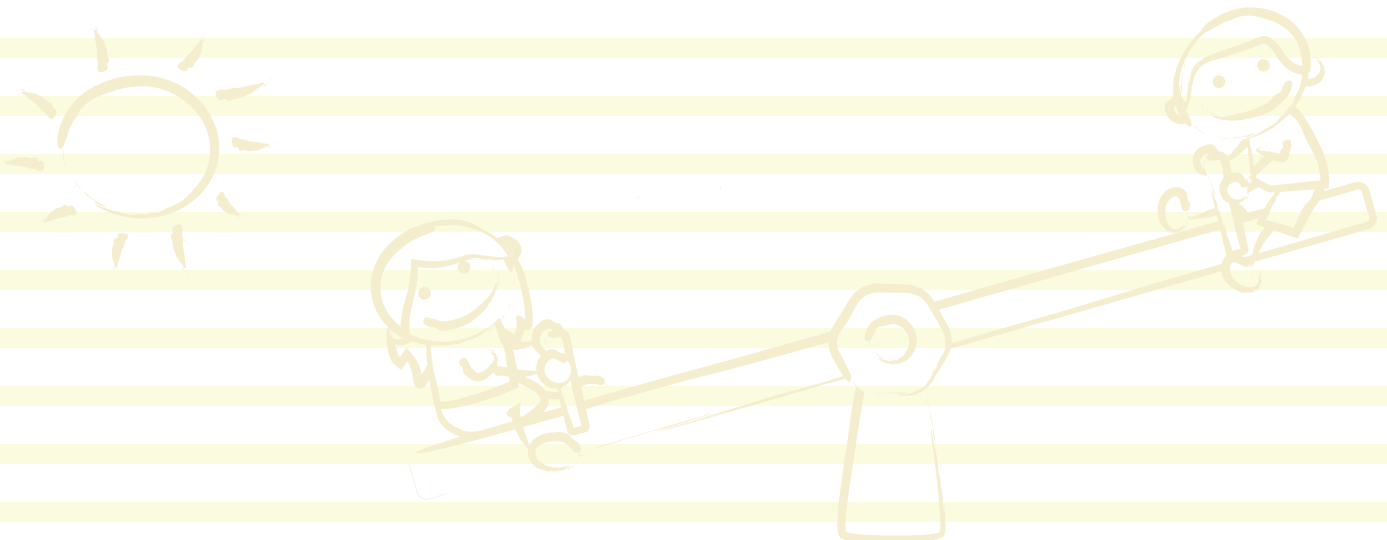
**\*\*Structures should not be played on when wet.**

- **Kinder Structure:** This structure is for TK/K only (swings for TK/K students only and not for standing)
- **Blue Structure:** This structure is for first grade only
- **Red Structure:** This structure is for second through fifth grades only

Please remind your students to respect and follow the instructions and directions of teachers and office staff at all times while on campus.

Also, as a reminder - the YMCA staff members supervise *paid* Character Builders students only. Feel free to stop by the La Jolla YMCA and inquire about before and after school supervision opportunities for your child if you are unable to pick up your student immediately after school.

If your child is not following these guidelines, they will be asked to leave campus as soon as school is over. If the extreme safety violations continue, playing after school will be terminated for all.



## TRAFFIC AND SAFETY

The safety of our students is a top priority. We as a team can enhance student safety at drop off, pick up, and throughout the day. It is our collaborative duty to support and model safety rules and expectations.

Traffic: (due to construction TPES parking in the YMCA lot is no longer available)

- Follow all traffic laws. Drive slowly. Be careful and be kind!
- Use the DROP-OFF/PICK-UP lanes correctly & with consideration.
- Parents drive to the FRONT of the lane for drop-off/pick-up
- There are cones creating these drive-through lanes.
- DO NOT get out of your car in the white zone in front of the school, even for “just a minute”. This is a loading zone only, like at the airport.
- Follow the signals of the Safety Patrol. They model and demonstrate safety rules for the campus.
- Park in the neighborhood if you wish to walk your child into school.
- Use the crosswalk. This models safe crossing to all students, an important safety strategy.
- NO U-Turns! Drive completely around the cul-de-sac. It is important for all traffic to follow uniform patterns.
- Remember if it is helpful you can leave home earlier to allow for more time to drop-off and pick-up.
- Gates are unlocked at 8:05 each morning.



## GENERAL SCHOOL AND BEHAVIOR EXPECTATIONS

- 1 Students will leave non-instructional items at home including but not limited to toys, balls, cards, gum, pokemon or yu-gi-oh cards, personal audio equipment, video games, weapons or any toy that could be identified as a weapon. SDUSD policy prohibits weapons of any kind. Cell phones are for emergency purposes only and are allowed to be used before or after school only. They should remain in the student's backpack during school.
- 2 Only school authorized equipment is to be used on the playground. skateboards, roller blades, "heelies," (shoes with removable wheels), skates or scooters and Zucas are not allowed to be ridden at school at any time. Bike riders walk bikes on school grounds to and from the bike racks.
- 3 Students will talk respectfully to their peers. Students who threaten to do harm or do injury to another student or adult will be given detention or suspension. Name calling, sexual harassment, racist or demeaning comments and fighting are not acceptable.
- 4 Office telephones are for emergencies only. Parents, please make sure students understand what their after-school arrangements are prior to the school day.
- 5 School bathrooms will be used in an appropriate manner by being respectful of peers and bathroom supplies and equipment.
- 6 Students may climb on playground equipment only. Students will maintain personal space when playing at recess.
- 7 Snacks are allowed to be eaten at recess in the lunch court or kindergarten eating area only.
- 8 Please use the student crosswalks when crossing the street and follow all drop-off and pick-up traffic guidelines.

## NOW IS THE TIME!!

Mutual goals are best accomplished when school staff, students, and their families work together to build a strong school community. Please help to model the TPES Expectations we expect of your child, ensuring the continued excellence of TPES.

## SCHOOL-WIDE AND CLASSROOM POSITIVE STRATEGIES

Here are some examples of positive strategies we are implementing school-wide and in classrooms. There are many more examples being used. If you would like more about these as well as others used in your child(ren)'s classroom please attend Curriculum night or email your child(ren)'s teacher:

- School-Wide caught being good tickets
- Monday Video (principal, student council, student leaders)
- Class meetings
- Class Dojo
- Star of the week/student of the week
- Tickets for prize box
- Positive phone calls/emails home
- Town money/Starbucks
- Special Chair
- Extra Recess
- Weekly progress report
- Go Noodle
- Compliment books
- Brain ticklers
- Joke of the day
- Table/community points
- Sway Tags
- Self-managers
- Marble Jars
- Positive praise/Growth Mindset
- Relationship Building
- Compliment Circles
- Powerful morning message
- Fun-creative engagement





## DISCIPLINE NOTICE

In addition to our school rules, each teacher will also establish classroom expectations with their students.

- Students may be referred to the office if they do not respect the rules of the classroom or school.
- The principal or his/her designee will use the time with the child to discuss the choices that were made and to help him/her to learn how to avoid a similar situation in the future. The student will fill out the reflection part of the form.
- A summary of the discussion and the consequences that were given will appear in the action taken of the notice form.
- The notice form will be sent home. It should be signed by a parent/guardian and returned to the child's teacher the next school day.
- Notice forms are not placed in a student's cumulative folder. The classroom teacher keeps referrals in a file for the duration of the current school year.

<input type="checkbox"/> 1 <sup>st</sup> Notice	<input type="checkbox"/> 2 <sup>nd</sup> Notice/ Detention	STOP & THINK	I STOPPED & I THOUGHT SHEET
NAME: _____		DATE: _____	STUDENT NAME: _____ DATE: _____
TEACHER: _____		ROOM: _____	Explain what happened:
Torrey Pines Three: Be Respectful   Be Responsible   Be Kind			_____
Today I chose not to:			_____
<input type="checkbox"/> Use learning time well.			_____
<input type="checkbox"/> Be respectful to all.			_____
<input type="checkbox"/> Be a responsible learner.			_____
<input type="checkbox"/> Be kind to _____.			What did I do? What part of this was MY responsibility?
<input type="checkbox"/> Keep our school clean.			_____
Time: _____ Teacher Comments:			_____
_____			_____
_____			_____
Back to Class Time: _____ Action Taken:			What will I do differently next time?
_____			_____
_____			_____
Teacher Signature: _____ Date: _____			_____
Parent Signature: _____ Date: _____			Student Signature: _____ ROOM: _____

## DISCIPLINE POLICY

Students will be asked to complete a “Notice” when they exhibit behaviors that show a lack of respect, responsibility, or kindness, and/or if the behavior is extreme in nature. If a student receives two notices for any one week, or if a negative behavior continues from week to week, students will be given a MANDATORY after school detention to be served on Friday afternoon from 3-4pm. Parents will be notified at least 24 hours prior to ensure sufficient time to make arrangements. TK thru1 is utilizing other strategies.

Students will receive a notice when they exhibit behaviors that show a lack of respect, responsibility, or kindness towards our school community. Some examples are below:

- Aggressive Behavior (hitting, kicking, shoving, biting, etc.)
- Repetitive Behavior
- Continuing to show disrespect after multiple warning
- Extreme Disrespect (yelling at a teacher, cussing, walking away when a teacher is talking, cheating, etc).

Students are expected to follow the Torrey Pines guidelines of respect, responsibility, and kindness at all times on campus. Notices and detention are used only after all other consequences have been exhausted and/or if the behavior is extreme in nature. Strategies that students are encouraged to utilize to change behavior include:

- Think before you act
- Ask peers to stop
- Ask an adult for help
- Ignore the students
- Extinguish misbehavior with kindness
- Honor correct actions, attitudes, behavior

# SAN DIEGO UNIFIED SCHOOL DISTRICT UNIFORMED DISCIPLINE PLAN

The Uniform Discipline Plan establishes a framework for developing, refining, and implementing a culture of discipline conducive to learning at every school in the San Diego Unified School District.

This framework is built on school-wide positive behavior support, a culture of positive discipline techniques, and the systematic development of carefully identified rules with the necessary structure for their firm, fair, and consistent implementation. The importance of a school-wide positive behavior support and discipline plan is consistent with the principles of safety, responsibility, respectfulness, appreciation of differences, honesty, and life-long learning.

## **All Students Have a Right to a High-Quality Education**

The right to a high-quality education ensures that school disciplinary measures will not be used to exclude students from school or otherwise deprive them of such an education, unless it is necessary to preserve the safety of students and staff. One objective of discipline in schools is to assist students in learning and displaying self-discipline or control of their own behavior. Attainment of this objective depends on the good judgment and compassion of teachers, understanding and leadership by administrators, and the support of all parent(s)/guardian(s) within the community. Success with the Uniform Discipline Plan is predicated on the belief that it will be openly communicated and implemented as a cooperative effort between parent(s), guardian(s), students, and staff.

## **General Principles**

The goal of student discipline is to teach students to behave in ways that contribute to academic achievement and school success, as well as support a school climate where students and staff are responsible and respectful.

Successful school discipline is guided by the following principles:

- Engaging and effective instruction and classroom management are the foundations.
- Preventing misbehavior before it occurs and using effective interventions after it occurs.

- Strengthening school safety and academic success by encouraging all school staff to build positive relationships with students and be actively engaged in their students' academic lives and learning.
- Promoting high standards of behavior from school teams by teaching, modeling, and monitoring behavior and by fairly and consistently correcting misbehavior as necessary.
- Pairing school discipline with meaningful instruction and guidance offers students an opportunity to learn from their mistakes and contribute to the school community and is more likely to result in getting the student re-engaged in learning.
- Maximizing the amount of time students spend learning and minimizing the time students are removed from their classrooms due to misbehavior.

## STUDENT NONDISCRIMINATION AND SEXUAL HARASSMENT POLICY

### **Notice of Student Nondiscrimination**

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability or any other unlawful consideration. The district shall promote programs which ensure that discriminatory practices are eliminated in all district activities and will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject of disciplinary action up to and including dismissal.

Any student or parent who feels that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site. If not resolved, contact the district Title IX Coordinator at the Eugene Brucker Education Center, 4100 Normal St., Room 1202, San Diego, CA 92103. For questions or additional information, call (619) 725-8020.

## **Student Sexual Harassment Policy**

San Diego Unified District is committed to making the school free from sexual harassment. This means that the district prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as: unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational meeting.

The district prohibits conduct that has the purpose or effect of having negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures. The district believes that it can resolve harassment issues at the school site. If not, students may contact the Title IX Coordinator at the Eugene Brucker Education Center, 4100 Normal St., Rm. 1202, San Diego, CA 92103. For questions or additional information, call (619) 725-8020.

### **TO FILE A DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT:**

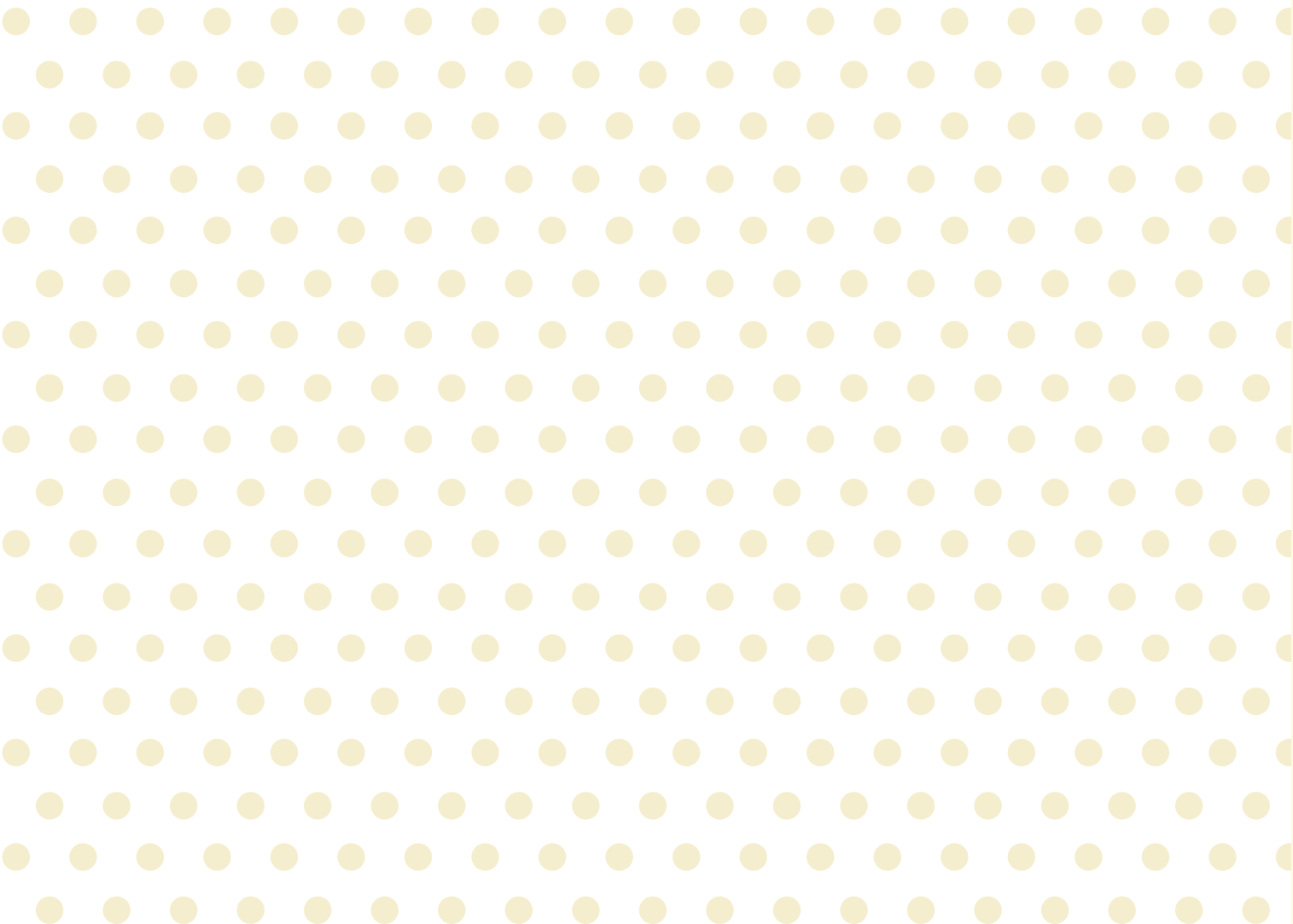
**FILING A COMPLAINT:** Obtain a copy of the Uniform Complaint Form and procedure from the school or the district's Legal Office. Remedies available outside of the district are listed in this procedure.

**INVESTIGATION:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations and provide a written report within 60 days of when the complaint is filed.

**ACTION:** If the district determines that its policies prohibiting sexual harassment have been violated, disciplinary action, up to and including expulsion will be taken.

The person filing the complaint may also pursue action in civil court. Complaints will be kept confidential. The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. If you have a discrimination or sexual harassment complaint, students should contact a teacher or principal for resolution at the school site. If not resolved, contact the district Title IX Coordinator at:

Eugene Brucker Educational Center  
Human Resources Services Division  
4100 Normal St., Room 1202  
San Diego, CA 92103  
(619)725-8020



# SAN DIEGO UNIFIED SCHOOL DISTRICT SAFE SCHOOLS TASK FORCE BULLYING, HARASSMENT, AND INTIMIDATION PROHIBITION POLICY

Providing a safe learning environment is a critical element that all schools must focus on if we are to achieve our goal of providing our children a quality education. Bullying is a serious issue that every administrator in every school in our country must handle. Research indicates that more than half of all school-aged children nationwide will be involved in bullying this year as a victim or a perpetrator.

In our commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, San Diego Unified will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school buses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation. These problems cannot be solved unless schools, students, parents and the community work together.

## DEFINITIONS

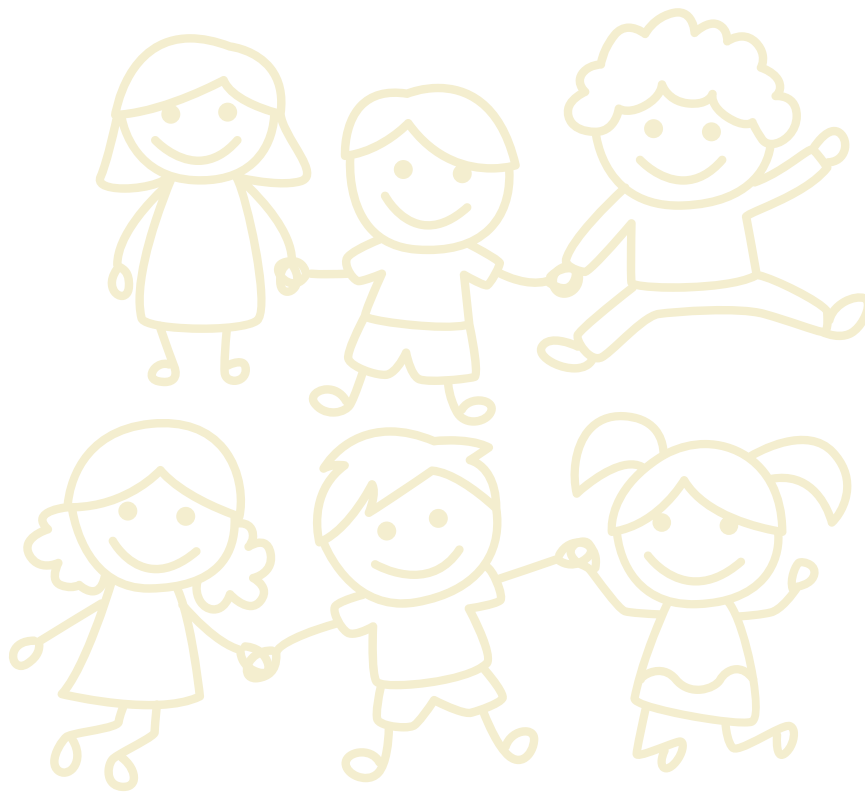
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**Bullying** is unwanted, aggressive behavior that involves a real or perceived power imbalance.

**Harassment** is governed by state laws and is generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. It is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim.



WELCOME TO THE  
**2017-2018**  
SCHOOL YEAR!



WE LOOK FORWARD TO A  
GREAT YEAR.