

OCEAN SHORE SCHOOL
2011 – 2012 STAFF

Principal	Laura Shain
Teaching Faculty	Lisa DeVry (K) Jennifer Mitchell (K) Helen Kokas (1) Claire Straka-Ellis (1) New Teacher (1) Sandra Mills (2) Alice Garibaldi (2) Fran Quartini (2) Sheila Gamble-Dorn (3) Connie Tse (3) Jonathan Harris (4/5) Patty Mc Nally (4/5) Jan Williams (4/5) Virginia Szczepaniak (4/5) Katy Stearns (6) New Teacher (6/7) Jan Keaney (7) Seva Steel (8) Matthew Hayden (SDC) Shelley Denny (County)
Resource Specialist Speech/Language Psychologist	Jon Moyer Mary Carniglia Aimee Llewellyn
Secretary	Patricia Buddington
School Assistants	Rosemary Sanford Gemma Cobb Barbara Bualat
Instructional Aides	Dottie Borba Darin Chavarria Nicole Ortega Lucy Sweet Kayoko Yamada
Cafeteria	Laura Xuereb Monique Graziani
Custodians	Mike Matteucci Evening Custodian

Principal's Message

2011 - 2012

Welcome to a new year at Ocean Shore School. I am excited to begin my third year as Principal of this remarkable school. This year will bring familiar traditions along with the new energy and ideas of our students, staff, and family members. Working together, the Ocean Shore community has created a wonderful school for all its students.

Over the years, Ocean Shore School has evolved and developed into a place that reflects the desires of families in Pacifica who want an alternative learning environment for their children. With dedication and enthusiasm, teachers and parents work as a team to deliver instruction and build community. Ocean Shore School embraces active learning, encourages critical thinking and intellectual curiosity, and inspires joyful creativity. Attitudes and actions that value individuals and groups equally in our diverse world are modeled and taught.

Join us in the endeavor to educate our students. On behalf of our staff, students, and school families, I extend a warm welcome to our new and returning families. We look forward to working together again this year.

Laura Shain

Ocean Shore'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.

2011 – 2012 SCHOOL CALENDAR OF EVENTS

Wednesday, August 24	First Day of School – District Minimum Day
Thursday & Friday, August 25 & 26	OSS Minimum Day
Thursday, September 1	Back-To-School Night
Monday, September 5	Labor Day – SCHOOL HOLIDAY
Wednesday, September 21	OSS PTO General Meeting
Saturday-Sunday, September 24-25	FOG FEST
Sunday-Friday, September 25-30	8 th graders to Yosemite
Friday-Saturday, September 30-October 1	7 th graders on Balclutha Field Trip
Saturday, October 1	Pacifica Education Foundation Fun Fest
Monday-Friday, October 3-7	5 th Graders to Outdoor Ed
Monday, October 10	Staff Development Day, No School
Friday-Saturday, October 14 & 15	6/7 th graders on Balclutha Field Trip
Monday, October 31	OSS Minimum Day
Friday, November 11	Veteran's Day – SCHOOL HOLIDAY
Monday-Friday, November 14-18	OSS Minimum days – Conferences
Monday-Friday, November 21-25	THANKSGIVING HOLIDAY BREAK
Thursday, December 8	WINTER BAZAAR
Thursday, December 15	Winter Band Concert
Monday- Friday, December 16	District Minimum Day
Monday, December 19-January 2	WINTER BREAK
Tuesday, January 3	School Resumes
Monday, January 16	Martin Luther King, Jr. Day – HOLIDAY
Wednesday, January 25	OSS PTO General Meeting
Tuesday, February 7	All City Band Concert
Monday-Friday, February 20-24	PRESIDENTS' WEEK BREAK
Thursday, March 1	Talent Show 10:30 & 7:00 (tentative)
Wednesday-Friday, March 14-16	OSS Minimum days – Conferences
Thursday, March 15	Math Faire 7:00-9:00
Tuesday, March 20	Jazz Band Concert
Wednesday, March 21	Celebrate Diversity Day
Friday, April 6	District Minimum Day
Monday-Friday, April 9-13	SPRING RECESS
Monday & Tuesday, April 23 & 24	Virginia's class Fort Ross Field Trip
Monday-Friday, April 23-May 11	STAR testing window (OSS tests start 4/30)
Tuesday, April 24	Spring Band Concert
Friday, April 27	OSS Minimum Day
Wednesday, Thursday, Friday, May 2-4	OSS Minimum day – Conferences
Monday-Friday, May 7-11	Staff Appreciation Week
Tuesday-Thursday, May 15-24	Oceans Week
Tuesday & Wednesday, May 22 & 23	Katy's Class Extravaganza (5/22 am & 5/23 pm)
Thursday, May 24	Open House
Friday, May 25	Staff Development Day, No School
Monday, May 28	Memorial Day – SCHOOL HOLIDAY
Wednesday, May 30	OSS PTO General Meeting
Tuesday, June 5	End of Year Band Concert
Tuesday, June 12	8 th Grade Graduation & OSS Minimum Day
Thursday, June 14	Last Day of School – PICNIC District Minimum

2011-2012 OCEAN SHORE SCHOOL MINIMUM DAYS

Wednesday, August 24	First Day of School District Minimum Day
Thursday, August 25	OSS Minimum Day
Friday, August 26	OSS Minimum Day
Monday, October 31	OSS Minimum Day
Monday, November 14	OSS Minimum Day Parent Conferences
Tuesday, November 15	OSS Minimum Day Parent Conferences
Thursday, November 17	OSS Minimum Day Parent Conferences
Friday, November 18	OSS Minimum Day Parent Conferences
Friday, December 16	District Minimum Day
Thursday, March 15	OSS Select Student Conference Day/ Minimum Day
Friday, March 16	OSS Select Student Conference Day/ Minimum Day
Friday, April 6	District Minimum Day
Friday, April 27	OSS Minimum Day
Thursday, May 3	OSS Minimum Day Parent Conferences
Friday, May 4	OSS Minimum Day Parent Conferences
Tuesday, June 12	OSS Minimum Day
Thursday, June 14	District Minimum Day and Last Day of School

Minimum Day Schedule

Kindergarten*	8:25 – 12:35 pm
First through Third Grade	8:25 – 12:45 pm
Fourth through Eighth Grade	8:25 – 1:00 pm

Every Wednesday is a minimum day. During these days, the teachers are attending classroom meetings, monthly teacher ombud meetings, or staff development time with the principal.

(*Kindergarten begins with short days: 8:25 to 12:00 through October 21.)

USEFUL TELEPHONE NUMBERS

OCEAN SHORE SCHOOL SITE NUMBER	738-6650
CHILD CARE COORDINATING COUNCIL	655-6770
CHILD PROTECTIVE SERVICES OF San Mateo County	595-7922
COUNSELING:	
SUICIDE PREVENTION AND CRISIS CENTER	579-0350
YOUTH SERVICE BUREAU	355-3900
PYRAMID ALTERNATIVES	355-8787
PACIFIC SCHOOL DISTRICT OFFICE	738-6600
LIBRARIES:	
PACIFICA BRANCH	355-5196
SANCHEZ BRANCH	359-3397
PACIFICA RESOURCE CENTER	738-7470
PACIFICA CITY DAY CARE	738-7464
PARKS, BEACHES, & RECREATION	738-7380
SAN MATEO COUNTY HEALTH SERVICES	372-3234
SAMTRANS	800-660-4287
TEMPORARY TOT TENDING	355-1312

GENERAL INFORMATION

CAFETERIA

Every child has a lunch account. Each account is tied to a lunch card or pin number and acts as a debit system. Students may debit each day's lunch off their account if they have a positive balance. Students may not charge a lunch. Therefore, students must maintain a positive or zero balance at all times. Parents and students may add money by giving cash or check to the school office before school or during morning recess or parents can add money via credit card by visiting: www.ezschoollpay.com. Money is available within 10 minutes of the credit for a \$3 flat rate per upload. At www.sodexoeducation.com payments take 2 business days to reflect and the fee is 5% per upload. There is a 10 cent discount per lunch if families purchase 20 lunches at a time. Students may not pay in line to buy lunch; all cash must be paid to the school office. Free and reduced price lunches are available to those who qualify. Applications are available in the school office. Parents may call the office to check on their students' lunch balances.

PEER MEDIATION

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 mediators, assisting adults on yard duty to help students use peaceful resolution methods to solve their complaints. Parents will find more information about Peer Mediation in other communications from teachers and the school.

DISASTER PREPAREDNESS

In the event of 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. 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.

DRESS AND APPEARANCE STANDARDS

Students shall dress appropriately for daily attendance at school. The type and style of clothing and hair arrangement are individual and personal. The school shall be concerned only when these may cause school distraction, disruption, or be unsafe. Examples of inappropriate clothing include but not limited to:

- Garments where the torso is exposed.
- Tank tops with less than 2 inch shoulder straps unless layered.
- Clothing or buttons showing obscene or inappropriate words or pictures.
- Hats or hair coverings worn in cafeteria.
- Clothing associated with gang-related activities or excessively sagging or torn.

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 new skills and concepts in the quiet environment of home. We expect our families to support teachers by: checking for assignments, assisting students with challenging work, and supervising that assignments are completed. Contact teachers for their individual policies.

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.

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 card.

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*. These standards go hand in hand with high school graduation requirements and the exit exam established by the state. The text of Board Policy 5123 can be viewed online through the district web site. A copy is also available at the District Office at 375 Reina Del Mar.

PUPIL HOURS AND TIME SCHEDULE

Supervision begins 15 minutes before school starts; please **DO NOT** leave students unattended on school grounds. The school time schedule for regular and minimum days is:

	Regular Day	Minimum Day/Wednesdays
Kindergarten	8:25 – 2:00*	8:25 – 12:35
First - Third	8:25 – 2:40	8:25 – 12:45
Fourth - Eighth	8:25 – 3:00	8:25 – 1.00

(*For the first EIGHT weeks of school (8/30 - 10/21) kindergarteners will be dismissed at 12:00.)

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 School Improvement Plan (SIP) federal and state funds. The SIP 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. Choose 'District Information' then 'Board Policies and Administrative Regulations.' Follow the online directions.

TESTING

During the Spring Quarter in the month of May, California Standards mandated tests are given to all students in grades 2 - 8. Results from the examination are mailed home the following summer and shared by the teacher with parents during fall conferences.

SKATEBOARDS, TOYS, DISTRACTING AND/OR DANGEROUS OBJECTS

Such items that interfere with classroom procedure, recess activities, or pose a danger to students, **are not to be brought to school**. This includes any toys, trading cards, electronic devices (such as cell phones, cameras, and MP3 players), cosmetics, and skateboards. Items will be confiscated and parents may have to conference with the principal to get them back.

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.**

If a dangerous intruder appears on campus during class time, a code word or explanatory phrase will be spoken on the intercom. Teachers will secure their classrooms, lock doors and pull down shades and remain until further instructions or the all clear are given. If an intruder appears when students are on the yard, the whistle will be blown and instructions will be given to students. They may be told to freeze, lie down or to exit the campus in a certain direction, depending on the situation.

ATTENDANCE

PROCEDURES

Regular attendance in all classes is very important and will be checked every day. The only excused absences allowed are illness, medical appointments, funerals, and religious observances. 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.** 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

If a student is absent due to illness for FIVE or more consecutive days, a doctor's note is required.

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.

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**. Contracts are an important way for your child to avoid missing important school work. **Notify the school office AND the teacher at least three days before departure** to obtain an independent contract and class work; turn in the completed work after the student's return to school (see contract).

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.

STUDENT SERVICES

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.

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.

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

Intent: It is our goal to remain a lice-free school. We will be doing periodic checks and added enforcement that strictly enforce the Pacifica School District's policy.

Ocean Shore School complies with the updated Pacifica School District Board Policy on head lice management that can be read on the district website.

WELLNESS POLICY

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.

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 medications, including over the counter medications. All medicines should be in a properly labeled and sealed container and given to the school secretary. No medications should be in the personal possession of students - this includes inhalers. All medicines must be administered by adults.

SCHOOL BEHAVIOR/ 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.
- Leave the lunchroom clean.
- Treat everyone with respect.
- Keep your hands and feet to yourself.
- Dress appropriately.

Progressive Discipline policies are used at Ocean Shore School. Students are counseled through discussion and given office detentions for routine infractions. Repeated or severe violations may result in suspensions either 'in-house' at school, or at home. Parents will be notified of any serious discipline issues involving the child.

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.

INSTRUCTIONAL PROGRAM

Ocean Shore School will have class size reduction of twenty-four students per class in grades K through 3. For a detailed description of your children's instructional program consult your teacher at Back-to-School Night and during Parent-Teacher Conferences.

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 to apply reading and writing to become independent learners. The current English and Language Arts series is Houghton Mifflin in grades K - 6 and Prentice Hall in grades 7 – 8. We use a balanced literacy approach district-wide with Readers Workshop in all the language arts classrooms.

With support from cross-age tutoring, and small group instruction with parents in the primary grades and thematic reading units in other classes, students are exposed to a wealth of reading and writing opportunities. Daily journal entries, science logs, research reports, essay writing, all provide practice to create a school of writers. An author's day allows students to share their own creations with each other and parents.

Spelling is based on frequently used words and related to literature units. Several strategies are employed to produce successful spellers, including lessons designed to increase visual memory.

An abundance of reading material is available in all classes. Primary classes have leveled books to inspire reading. The core literature program is embellished with class sets of literature books, emphasizing reading for comprehension as well as for pleasure. 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 foundation skills with memorization facts and computation algorithms, students are also exposed to other strands of the framework: number concepts, measurement, geometry, patterns and functions, logic, algebra, and statistics with probability.

Much of mathematics program is experiential with many manipulative materials, including blocks, calculators, dice, number tiles, and geoboards. Our District-adopted program, Envisions by Pearson Education (K-6) CPM Connections (7-8), 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 mathematics concepts over a long time period.

BAND

The Rob Schneider Music Foundation, The Pacifica Education Fund, and the district provide a sixth through eighth grade band program district-wide. At Ocean Shore, all sixth grade students take beginning band. Advanced band is optional for seventh and

eight grade students. All band students are required to attend school and district evening concerts and practices.

PHYSICAL AND HEALTH EDUCATION

Our curriculum emphasizes a sequential acquisition of motor skills supported with lessons including balance, coordination, games and dance. Students explore the use of movement to communicate ideas and concepts. Concepts of being a team player, a good sport, and enjoyment of games are taught in all grades.

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 wise decision-making skills, starting in elementary grades and continuing through all other grade levels.

HISTORY/SOCIAL SCIENCE

Our school site believes in teaching experiential social science lessons in our classrooms. Through role-play, drama, simulations, field trips, visitor presentations, and assemblies, 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.

Our campus uses a conflict resolution model in which all staff is trained to teach children peaceful ways of communication. Teachers enrich lessons with literature that illustrates moral values to capture student imagination and provide discussions about adventures, heroes, historical periods, and other lands. Often students engage in community outreach activities to teach them the values of participation in our community.

SCIENCE

Students use an exploratory model to learn science concepts. We maintain the FOSS Science program for grades K to 5 and a similar program, CPO Science for middle school age students. At each grade there is content in life, physical, and earth science with progressively more depth. Our science paradigm follows an inquiry approach: questioning, setting up trials, collecting and analyzing data, making conclusions. We use a real world application of science concepts in hands-on programs such as Oceans Week.

VISUAL AND PERFORMING ARTS

The essence of our school site is visible in our student-produced art. Artistic and dramatic products are extensions of teaching experiences in social science, language arts and reading, and science. Hallway exhibits highlight student achievement throughout the year, demonstrating lessons in use of materials, form and function, texture, and perspective and artistic style.

The Parent Teacher Organization supports the curriculum with assemblies presented by actors, musicians, and storytellers. Students are involved in drama plays both in classroom and as participants in after-school clubs. The staff recognizes that artistic achievement is an expressive and imaginative outlet for many children. This curriculum area provides experiences in communicating with media, role-playing, and dance.

Pacifica School District's **Non-Discrimination Policy**

The School Board and Ocean Shore School is 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.