



Family Handbook

Students:

We have an exciting year planned for you at Ocean Air School! We want Ocean Air to be a school where you feel safe and ready to learn. You will be reviewing this booklet in your classroom with your teacher and at home with your family. We are looking forward to a fantastic 2010-2011 school year!

Parents:

Thank you for sending your child(ren) to our school. We feel privileged to have so many wonderful students and families working alongside us and look forward to working with you this year. Ocean Air School is committed to providing a nurturing and inspiring educational program for all of our students. It is our goal that each student realizes his or her potential through our challenging academic program. In addition, we want each child to develop strong self-esteem, good character, an appreciation of the fine arts, an interest in science, and an understanding of technology as an important tool in learning.

We are particularly proud of our productive relationship with our dynamic and involved parent community. So many great aspects of our school rely on the continued support of our parents. There is no doubt that Ocean Air is thriving because of parental commitment and involvement. Please pursue whatever level of involvement that you can. A school is as strong as the partnerships between its community of parents, staff and students. Ocean Air is living proof of this!

The focus of this handbook is to assist families with important information regarding school policies and our school discipline plan. Your understanding and support of these policies and practices help us establish a learning environment that is respectful, conducive to learning, and that ensures the safety and welfare of all students.

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

We appreciate your support and involvement as we all work together to create a safe, fun, and caring learning community for our children.

Thank you for your involvement and support of Ocean Air School.

Ryan Stanley
Principal

Chris Delehanty
Assistant Principal

**OCEAN AIR SCHOOL
PARENT AND STUDENT HANDBOOK**

Please read and discuss the information and expectations in the Parent and Student Handbook with your child. If you or your child has questions concerning these expectations he/ she can discuss them with the classroom teacher or the Principal. Your understanding and support of our policies and practices helps us establish a learning environment that is respectful, conducive to learning, and that ensures the safety and welfare of all students.

Please sign below and return this form to your child's classroom teacher by Friday, September 10th.

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

Student Name (please print)

Student Signature

Date

Parent Name (please print)

Parent Signature

Date

Teacher Signature

Date



**DEL MAR UNION SCHOOL DISTRICT
MISSION STATEMENT**

Supported By An Involved Community, An Outstanding Staff, And A Shared Vision For Academic Excellence, The Del Mar Union School District Is Committed To Providing A Rigorous, Inspiring And Nurturing Educational Program That Is Continually Evolving To Develop Well-Rounded Individuals Who Embrace Learning For Life And Who Are Prepared To Meet The Challenges Of The Future.

**DEL MAR UNION SCHOOL DISTRICT
CORE BELIEFS**

WE BELIEVE THAT...

- Every Individual Has Worth
- Individuals Deserve The Opportunity To Reach Their Potential
- Learning Is A Lifelong Process
- Everyone Has The Right To Be Safe
- Everyone Can Make A Difference
- Individuals And Communities Have Responsibilities To Each Other
- The Uniqueness Of Individuals Enriches The Community

WE BELIEVE IN...

- Honesty And Integrity
- Treating Others With Respect
- The Principles Of Democracy

SCHOOL OFFICE HOURS

7:30 a.m. – 3:30 p.m. (Monday, Tuesday, Thursday, Friday)
7:30 a.m. – 1:30 p.m. (Wednesday)

DAILY SCHEDULES

Playground Supervised	7:45 – 8:00 a.m.
School Begins	8:00 a.m.
Morning Recess	10:15 a.m. – 10:30 a.m.
Lunch and Recess (grades 3, 5, 6)	11:30 a.m. – 12:15 p.m.
Lunch and Recess (grades K, 1, 2, 4)	12:00 p.m. – 12:45 p.m.
Kindergarten Dismissal	12:40 p.m.
Extended Day Kindergarten Dismissal	1:45 p.m.
Dismissal	2:30 p.m.

MINIMUM DAYS (every Wednesday, all grade levels)

Grades K - 6	8:00 a.m. – 12:30 p.m.
Morning Recess.....	10:15 a.m. – 10:30 a.m.
Lunch (grades 3, 5, 6).....	11:35 a.m. – 12:05 p.m.
Lunch (grades K, 1, 2, 4).....	11:55 a.m. – 12:25 p.m.
Dismissal	12:30 p.m.

SCHOOL EXPECTATIONS

Students are expected to:

- be kind, courteous, and respectful to each other and adults
- try their best to be safe and make responsible choices
- take care of their materials, equipment, and the property of Ocean Air School
- follow classroom rules, the Playground Standards and the Ocean Air Discipline Plan
- arrive at school on time, between 7:45 a.m. and 8:00 a.m.

GENERAL SCHOOL GUIDELINES

- It is important to us to have close communication with our parents. If you have any questions, contact your child's classroom teacher through our voice mail system or by email.
- Homework should be completed as assigned by the classroom teacher. If a child is absent for more than one day, you may request homework by calling the school office before morning recess.
- Students will not be able to make phone calls during the school day with the exception of emergencies. The best way for parents to communicate with their children during the school day is through the school's telephone system. We prefer that students do not carry cell phones. However, we realize that some parents may choose to have their child carry a cell phone for before/after school communication. If you feel it is necessary for your child to carry a cell phone, please be aware that cell phones must be turned off and in backpacks at all times while on campus.
- Because they may be lost or damaged, non-school sports equipment, walkmans, iPods, electronic equipment, Kindles, iPads, and toys are not permitted.
- We prefer that students do not bring soda, gum, or candy to school. Instead we recommend nutritious snacks and lunches.

CELL PHONE GUIDELINES

- Although cell phones may be taken to school, they may not be out during the day. **Students must turn cell phones off and put them away during the school day.**
- Cell phones that are out and/or on during the day will be confiscated and returned at the end of the day.
- Cell phone video recordings and taking pictures during the school day are absolutely prohibited.

HOME-SCHOOL COMMUNICATION

Ocean Air School utilizes email as our standard tool for home-school communication. Virtually all school and DMUSD communication will be delivered via email (eBlasts) to your home and/ or office email accounts.

In order to receive school electronic communication you must register your email addresses by filling out an eBlast form. This form must be filled out every year, due to changes in email information and privacy issues. This form can be found in your Welcome Back to School packet and can also be found in the school office or on our school website under Publications.

ATTENDANCE

If your child is absent from school, a phone call is required to the health office via the absence line (481-4040, ext. 2). Leave your child's name, teacher's name, your relationship to the child, and reason for the absence. This is one of the ways we can insure that your child is safe and that attendance does not become a problem. If the absence is for five (5) days or more, a doctor's statement, in addition to the parent's note, is required.

It is against state law for students to leave campus, on their own, during school hours. If a student needs to leave the grounds for an appointment, a parent or guardian may meet him/her in the office and sign the student out. We encourage parents to utilize the minimum day, Wednesday, to make doctor and dental appointments. We cannot release students to anyone not listed on the registration card on file in our school office, so please make sure that your cards are complete and current with the names of those you might call on in an emergency. Please make sure we

have your current daytime phone number in case of an emergency, as well. If you need to update or change any information on the registration card, please visit the school office.

Students should arrive at school between 7:45 a.m. and 8:00 a.m. and are expected to be on time to their classroom each day. If your child arrives after 8:00 a.m. he or she is required to check in at the office to sign in and get a pass before proceeding to class.

CHANGES IN ENROLLMENT

If, for any reason, your child's enrollment at Ocean Air will change (you are moving, the child transfers schools), you must send a written notification to the school office as soon as possible. Thank you.

VACATION/TRAVEL ABSENCES

As much as possible, vacations and trips should be scheduled during non-school days. It is important to note that vacation/travel absences are unexcused absences. In the event that a parent decides to require that the child be absent from school for travel purposes, teachers and the school office need to be notified five days prior to the first day of travel. It is the Del Mar Union School Board policy (# 5006) that missed schoolwork and homework will not be provided before an unexcused absence. Upon returning from vacation, the student has a predetermined amount of time to complete the missed work. For example, if a student is absent for 10 days, the student has 10 days to complete and return that work.

DROPPING OFF ITEMS FOR YOUR STUDENT

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

DISTRICT VOLUNTEER/VISITOR POLICY

The safety of all students is of paramount importance. All visitors, including volunteers, are required to register with the school office and obtain a badge. **All adults on campus during school hours must have a staff, visitor, or volunteer badge.** Visitors may be accompanied by school officials while on campus, and may be denied permission to enter classrooms while in session. Visitors may be asked to leave the premises if school officials determine that there is a substantial likelihood of interference with classrooms or recess. Refusal to cooperate may result in a misdemeanor as provided in state law. **Any adult volunteers helping out in classrooms must have a Volunteer Form and current TB test result on file with the school office.** (Forms and information regarding TB testing sites can be found in the school office.)

OCEAN AIR HEALTH OFFICE

858-481-4040 ext. 3994

Ocean Air health office provides health care to all Ocean Air students between the hours of 8:00 a.m. and 2:30 p.m. on Monday, Tuesday, Thursday and Friday, and from 8:00 a.m. – 12:30 p.m. on Wednesday.

In the case of an absence, please call the school and leave a message on the ABSENCE LINE (481-40400 x.2) regarding any sickness or absence. Students must check in with the health office on the morning he/she returns to school.

HEALTH AND MEDICATIONS

Students may not have any medication of any kind at school without an Authorization for Medication Administration/Physician's Statement on file with the school health office. This includes over the counter medications (i.e., cough drops, Tylenol, Motrin, etc.). The school health office is not allowed to dispense ANY medications to students unless directed by the parents and the student's physician via the proper form. Students are not allowed to dispense their own medication, however, parents are allowed to come into the health office during school hours to dispense medication to their student as needed. Authorization forms are available in the Health Office.

FEVER-FREE POLICY

Students must be fever free for 24 hours without aid of medication before returning to school. If a student is sent home due to fever, the student must check in with the health office on the morning he/she returns to school.

FIRE DRILLS/DISASTER/LOCKDOWNS

Because student safety is our number one concern, the Del Mar Union School District works closely with the San Diego County Office of Education, the San Diego Office of Emergency Services, and the San Diego Sheriff's Department to develop, strengthen, and align school safety plans with the National Incident Management System. To this end, Ocean Air conducts monthly "3 in 1" drills that simulate a lockdown, earthquake, and fire evacuation. These drills ensure that all staff and students are prepared for a quick and orderly evacuation in the event of an emergency.

LOST AND FOUND

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

DRESS CODE

We believe that appropriate dress and grooming contribute to a productive learning environment. Clothes worn to school should be appropriate for elementary school activities. Students wearing inappropriate clothing will be asked to have alternate clothing brought from home, and will remain in the office until appropriately dressed.

The following items of clothing/ accessories are considered inappropriate and/or disruptive to the educational process, and are therefore not allowed:

- Clothing that is frayed, torn or has holes
- Shorts, skirts and dresses that are shorter than a student's fingertips when arms are at his/her side while standing up straight
- Clothing advertising alcohol or containing disrespectful words, signs, or symbols, midriff tops, halter tops, tube tops or any attire which exposes the midriff when arms are lifted
- Tank tops with a strap less than 1" in width
- Pants which are not secure at the waist and therefore hang below the waist
- Visible undergarments
- Make-up, false nails, colored hair gel or spray.

In order to participate in sports and recess activities, footwear that provides adequate protection is to be worn at all times. Tennis shoes or sneakers are recommended. Sandals must have heel straps. Flip-flops or shoes with wheels are not acceptable. The wearing of hats is encouraged for sun protection, but hats may not be worn inside or during class. Baseball hats must be worn forward.

DEL MAR UNION SCHOOL DISTRICT WELLNESS POLICY

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

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

- Students will be seated for a minimum of 15 minutes to eat lunch
- Students will be asked not to share food/beverages.
- All food made available by the district will follow all nutritional guidelines outlined in Board Policy 3550.
- School fundraising activities either will not involve food or will use only foods that meet the nutrition and portion size outlined in Board Policy 3550.
- Snacks served during the school day or in after school care or enrichment will emphasize fruits, vegetables and water.
- Rewards for academic performance and good behavior will discourage the use of foods or beverages.
- Celebrations that involve food (including student birthdays) during the school day are limited to no more than one per class per month. Each occasion may include no more than one food or beverage that does not meet nutrition standards. Please see the district Pupil Services website for healthy party ideas.
- Food served as part of instructional activities (science, cooking class, math activities) will offer healthy choices.
- All students will receive 200 minutes of vigorous physical activities every two weeks.

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

NATIONAL SCHOOL LUNCH PROGRAM at Ocean Air

The Del Mar Union School District is committed to providing students with quality, nutritious meals. The district has entered into an agreement with the San Dieguito Union High School District to provide meals to DMUSD students. Additionally, the district will be participating in the National School Lunch Program.

For students, the National School Lunch Program provides a nutritious meal that complies with the 1995 Dietary Guidelines for Americans. For parents, the program offers a convenient method of providing nutritionally balanced lunch at the lowest possible price. For school, the program enhances children's learning abilities by contributing to their physical and mental well-being. Studies have shown that children whose nutritional needs are met have fewer attendance and discipline problems and are more attentive in class.

Meals offered to students will include at least three menu items: an entrée, fluid milk, and another menu item. Students must select at least two of the three menu items. One of the two menu items must be an entrée. If more than three menu items are offered as a meal unit, students may decline no more than two menu items of the meal unit. (Students may never decline the entrée).

Sample Meal:

Orange Chicken Rice Bowl
Mixed Salad Cup
Pineapple Tidbits
Jungle Crackers
Milk

Every five weeks, a new menu and pre-payment form will be sent home. If additional copies are needed, they will be available in the school office and on the district website. Information on Free or Reduced price meals has also been included.

Parents are encouraged to go over the lunch menu with their children to help them decide what to eat each day.

If you have any questions or concerns, please do not hesitate to contact the Child Nutrition Services office at (858) 523-6170.

TECHNOLOGY AGREEMENT

Ocean Air School is a state of the art facility with many opportunities for students to use computers. All students must follow district guidelines outlined in the Acceptable Use Agreement while using computers. Violations may result in a loss of privileges for the remainder of the school year.

ASSEMBLY STANDARDS

Assemblies are planned throughout the year to be enjoyed by all. It is important to be a good audience and support guest speakers, performers and fellow students. Clapping is a polite way of showing appreciation for what has been presented.

AT AN ASSEMBLY:

- Come and leave in a polite and orderly manner with your teacher leading the class.
- Keep your hands and feet to yourself.
- Be attentive to the program and respond positively.
- Look to the person in charge to be dismissed.

SIBLING PERFORMANCE STANDARDS

Grade levels have curriculum-specific performances at various times during the school year. As a rule of thumb, siblings are not released from class to observe other grade level performances. In order for a student to be permitted to observe a sibling's performance during the regular school day, written permission must be provided 24 hours in advance to the teacher of the sibling wishing to attend the performance.

LUNCH PROCEDURES/ STANDARDS

Milk is available for pupils for the school year. Payment should be made by check payable to DMUSD Cafeteria Account for \$45.00 per semester or \$90.00 for the year. Hot lunch is also available through the district office. Order forms can be found on the district website. Under state and federal regulations, pupils from low-income families are eligible for free milk and lunch. Information is available in the school office.

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

PETS

No pets are allowed on campus, including outside of the school gates, except for service animals assisting the physically handicapped.

TRANSPORTATION

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

DROP-OFF AND PICK-UP PROCEDURES

Student Safety during Drop Off and Pick Up

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

We request the following to make the program a success:

- Please pull all the way forward in the drop off lane before allowing your children to exit or enter the vehicle. **DO NOT STOP IN FRONT OF THE KINDERGARTEN GATE! PULL FORWARD**
- Utilize the parent and staff valet volunteers by pulling all the way forward while in the drop-off/pick-up line
- Child should exit the vehicle on curb side only
- Please have all backpacks in the front seat or next to the child, rather than in the trunk
- Please listen to and follow the directions given by the adults in the orange vests who direct traffic
- Please be respectful and follow the instructions of the parent volunteers and staff members assisting so that the traffic flows
- Drivers, please remain in your vehicle. Parent volunteers and staff members will open doors and help the children exit or enter the vehicle. Additionally, staff members will page your children so that you may remain in your vehicle.

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

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

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

Thank you for your help and cooperation.

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

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

Entering school in the morning:

- Students may not linger in the lunch area or in front of the classrooms before school. They need to be on the playground where there is adult supervision.
- Parents may walk their students to class or to the recess area before school.

- Absolutely no running on the stairs or in the hallways at anytime.

After School:

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

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

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

STAFF COMMITMENT

In order to support students in resolving their own conflicts, supporting one another, and assist in creating their own physically and emotionally safe learning environment, the Ocean Air Staff commits to:

- Respecting students as individuals and working to meet their diverse needs.
- Facilitating opportunities for students to appropriately express their concerns to staff and administration.
- Supporting students in resolving their problems using Conflict Resolution guidelines.
- Using discretion in helping students resolve conflicts.
- Providing quality equipment for students to use during recess periods.

STUDENT PLAYGROUND STANDARDS

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

- **I will wait patiently before going to the playground areas until adult supervision is visible.** I understand that without adult supervision there will be nobody there to help me if I am injured.
- **I will walk to and from the playground.** I understand that if I run in these areas I may accidentally hurt others or myself.
- **I will participate in all activities in a respectful and safe manner, while keeping in mind the consequences of inappropriate behaviors.** Following the standards shows good citizenship, respect for fellow students, and allows all students to have a fun and enjoyable recess.

- **I will use respectful language.** Swearing, profanity, and “put-downs” are very disrespectful and can hurt the feelings of others. I will use appropriate language at all times.
- **I will resolve my problems using PeaceBuilders guidelines.** Fighting, verbally or physically, causes emotional and physical harm to others, so I will Praise People, Give up Put-Downs, Seek Wise People, Notice Hurts, Right Wrongs, and Help Others.
- **I will only use equipment provided by the school.** School equipment has been approved for student safety and provides equal opportunities for everyone.
- **I will use all playground equipment and materials appropriately.** Throwing sand, wood chips, rocks, sticks or other objects is dangerous to yourself and those around you. Misuse of equipment can cause physical injuries as well as damage the equipment.
- **I will include all students in playground games and activities.** This shows respect to my fellow students and helps to create a positive Ocean Air community. ***When the number of players is more than the established limit, additional games will be added to safely accommodate all students.*
- **I will only eat food in the designated areas and I will be responsible for throwing away trash even if it is not mine.** Keeping the playground and school clear of trash and food shows good citizenship. ***Designated areas include the lunch tables and the snack areas.*
- **One of my responsibilities during recess time is to use the bathroom and get a drink.** When I am out of class it takes away time from my own and other students’ learning.
- **When the bell rings I will stop playing, hold all equipment, and freeze immediately. I will wait until I hear the all-clear signal from the adult on duty before walking to class.** I understand that the adult supervisors need to ensure that all students are safe and are ready to walk back to class.

PLAYGROUND EQUIPMENT STANDARDS

Playstacks:

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

Horizontal Bars:

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

Field Rules:

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

Established maximum player limits for team sports and games:

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

Equipment Carts:

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

OCEAN AIR DISCIPLINE PLAN

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

The primary goals of the plan are to:

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

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

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

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

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

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

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

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

CONFLICT RESOLUTION

Ocean Air's character education program utilizes the *PeaceBuilders* program. One of our goals is to teach our students problem solving skills through conflict resolution. Students are responsible for playing by a consistent set of rules, and are taught to solve their problems by utilizing the following strategies:

- **Praise People** – praise from adults and other students helps children build intrinsic motivation so that they are able to overcome disappointment and hardships
- **Give Up Put-Downs** – verbal and non-verbal putdowns build ill-will and increase the chances of retaliation
- **Seek Wise People** – wise people are all around us, in person and in print, and the more we seek out these wise people, the better we solve problems, learn skills, and heal wounds
- **Notice Hurts** – noticing the hurts in others builds our skills of empathy and compassion
- **Right Wrongs** – those who have wrongs righted will feel gratitude and will in turn praise those who helped to right the wrongs
- **Help Others** – by helping others, we meet wise people, and become wise ourselves, thereby building more peace

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

HARASSMENT

Every student has the right to attend school and learn without being called names, threatened, harassed, or bullied for any reason. Harassment is unwanted and unwelcome behavior from another person that interferes with an individual's life and well-being. This behavior will not be tolerated at Ocean Air and is not appropriate in our society.

If you feel that you are the target of harassment, follow the "Seek Wise People" step in our PeaceBuilders program and tell someone you trust, like a parent, teacher, principal, or other adult. This should lead to advice and/or intervention on your behalf by the trusted individual with whom you discuss the situation.