

Christa McAuliffe Elementary School
Oceanside Unified School District



2022-2023
SCHOOL HANDBOOK

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McAuliffe Website:

<https://www.oside.us/mcauliffe>

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WELCOME TO MCAULIFFE ELEMENTARY SCHOOL!

Dear Students and Families,

Welcome to the 2022-2023 school year. We hope you are as excited as we are about starting another great year at Christa McAuliffe Elementary!

Our school is a community of students, staff, and family members working cooperatively to ensure the success of our students as thoughtful, contributive global citizens. We will work diligently to further develop positive character traits, strengthen scholarly habits, demonstrate ethical behavior, and maximize academic achievement.

Our team is committed to providing a positive learning environment and the best educational opportunity for all our children. Our goal is to challenge and inspire your young scholar each and every day and we look forward to working alongside you in support of our Coyotes!

Warmly,
Your McAuliffe Elementary Team

OUSD CALENDAR

Please review the OUSD [2021-2022 school calendar](#).

SCHOOL AND OFFICE HOURS

MON-FRI

9:00-3:30

ATTENDANCE POLICIES AND PROCEDURES

Regular attendance at school promotes achievement and responsibility as well as helps with community building. Family/guardian assistance with promoting positive attendance habits is appreciated.

Should you find that your child must miss a day of school, please report the absence to our attendance line or email:

- (760) 966-4801
- attendance.ies@oside.us

The following message information should be provided:

your name, child's name, teacher's name, date of absence, reason for absence

Our office can only "excuse" a tardy, absence, or early dismissal for medical reasons, court appearance, or the death of an immediate family member. Any other reason, even when accompanied by a note from the parent or guardian, must be marked as "unexcused". Families are advised to plan trips and family vacations for times when school is not in session.

In accordance with OUSD Board [Administrative Regulation 5113\(a\)](#), we need your help clearing your student's absence within five (5) school days after their return. Unfortunately, after five days records are locked and cannot be changed.

An unexcused or uncleared absence will automatically generate a district phone call.

If a student develops a pattern of irregular attendance, including truancies, excessive tardies, early releases, and/or excessive excused absences, a school administrator may refer a student and his/her family to the district School Attendance Review Board ("SARB", see [OUSD SARB webpage](#)).

Please note- habitual tardies, absences, and/or late pickups are considered when reviewing Open Enrollment Applications for Intradistrict Transfer and may result in an

Attendance Review Hearing.

REPORTING STUDENT PROGRESS

Teachers will engage in regular progress-monitoring of students and communicate with families to inform them of observed student strengths and next steps for support. Families/guardians may also review student progress in Google Classroom, Seesaw, and/or iReady (accessible via the OUSD student portal).

OUSD's formal grade reporting processes are held by semester. Families/guardians can expect the first report after Semester 1 concludes on Dec. 17, 2021 and the second report after the last day of school on Jun. 9, 2022.

VISITORS AND VOLUNTEERS

We love having family members visit or volunteer at McAuliffe Elementary.

When protocols allow for visitors: Family members interested in visiting should email the teacher or front office staff **at least 24 hours in advance** to secure arrangements.

Once you have set up a time to join us at school, visitors:

- Sign in at the office upon arrival. You will be asked to provide identification (driver's license, military ID) and use our Raptor ID system
- Sign out at the office when leaving
 - This helps us keep track of who is on campus, should an emergency occur. We want to keep you all safe!
- Wear the provided Visitor/Volunteer badge while on campus.

DRESS CODE

OUSD recognizes the importance of students feeling comfortable in their learning environment. The way we dress affects the way we feel about ourselves and should have a positive impact on our learning. Dress should be appropriate for any school setting, whether that be on school campus or at home during independent study.

Students cannot wear:

- Images or language depicting:
 - drugs, alcohol, or tobacco products (or any illegal item or activity)
 - firearms, knives, or other weapons
 - hate speech or profanity
 - hostile or intimidating environment
- Clothing that has been identified as being gang affiliated by Oceanside Police and/or the OUSD Student Services Department

- Open toe shoes, Crocs or flip flops. Only closed toe/heel shoes are allowed at school.

In the event that students do not follow the dress code, guardians will be notified. School administrators reserve the right to make an informed judgment about the appropriateness of student attire from time to time, or when behavior from students warrants the need to do so.

ELECTRONIC DEVICES

Electronic devices will serve an important educational role. District devices will be provided to all Kindergarten through 5th grade students. Students in grades K-2 will be loaned a Chrome tablet and those in grades 3-5 will be provided a chromebook. We realize some families already have devices for their child/ren but we ask students to use the district devices for their assignments, as this assists us with troubleshooting issues (we can be more effective problem solvers when the devices are ones we are familiar with).

Devices will remain with a student through their schooling. For example, the tablet issued to a kindergartener will be their school device until they finish 2nd grade and then they will be issued a chromebook.

We realize that accidents happen and some devices have issues, so we encourage families to take advantage of a low-cost insurance option described [HERE](#).

When utilizing a school-issued device, we ask for the family's assistance with keeping the technology functioning properly:

- General Precautions:
 - Keep food and drink away from the device.
 - Keep the device in a cool spot to prevent overheating.
 - Use a clean, soft cloth to clean the screen.
 - Charger cords/cables must be inserted and removed carefully in the devices to prevent damage.
 - Devices must remain free of any writing, drawing, etching, stickers, or labels.
 - Devices should not be left unsupervised.
 - Students will use their device for educational purposes.
 - Students must honor and abide by all OUSD policies, rules and guidelines.

General guidelines for technology use:

- Students will have access to various forms of electronic media and communication that is in support of the educational goals and objectives of their teacher's instructional practice.
- Students are responsible for their ethical and educational use of technology resources.
- Transmission of any material that is in violation of any school, district, state or

federal law is prohibited. This includes but is not limited to: confidential information, copyrighted material, threatening or obscene material, and device viruses.

- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.
- Cyber bullying will not be tolerated and appropriate disciplinary action will be taken immediately by school administration.

Privacy and Safety:

- Unauthorized chat rooms and all chain letters are prohibited.
- Do not open, use or change device files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, password or passwords of other people.
- Remember that the information stored on your device is not guaranteed to be private or confidential.
- If you intentionally access a website that contains obscene, inappropriate, or offensive material, your use of the Chromebook and other devices can be terminated immediately.
- Student use of the Internet on the school's network is filtered per local policy, as required by state and federal mandates. All devices, regardless of physical location (in or out of school) and internet connection, will still have some internet activity filtered and monitored. Despite the minimum filtering, the district cannot guarantee that all controversial or inappropriate materials will be blocked. The parent's/guardian's best practice will be to keep the device in a common area of the home where the student's activity can be monitored.
- Videotaping, audiotaping and/or taking pictures/screenshots of virtual learning class activities, peers, school staff violates privacy and is not allowed.

Email and Breakout Rooms:

- At the request of the teacher, email accounts may be used.
- Emails and documents on school-owned equipment are part of the public domain, not private, and are subject to inspection at any time.
- Always use appropriate language in email and breakout rooms.
- Follow Digital Citizenship expectations.
- Do not transmit language/material that is profane, obscene, abusive or offensive to others.
- Do not send mass emails, chain letters or spam.
- Maintain high integrity with regard to email content.
- Report any inappropriate behavior or violation of these rules immediately to your teacher.

McAULIFFE ELEMENTARY SCHOOL RULES AND PROCEDURES

All students have the right to learn. All staff have the right to teach. Everyone deserves kindness.

- ★ Be safe
- ★ Be responsible
- ★ Be respectful

Please be aware, use of inappropriate language (profanity, discriminatory, threatening) and/or intimidating behaviors will result in consequences by school staff. This includes cyber-bullying or what is perceived as digital harassment.

BEHAVIOR EXPECTATIONS AND DISCIPLINARY CONSEQUENCES

In order for students to be successful, they must feel physically and emotionally safe and they must be ready to learn. At McAuliffe Elementary our staff works diligently to create an environment in which every student can be successful and in which all students are treated equitably. We expect our students and families to assist us with developing this type of nurturing environment.

At McAuliffe we use positive behavioral interventions and supports as our multi-tiered approach to developing our students socially, emotionally, and behaviorally. When students have missteps, we use progressive support to help students learn from their experience. With serious challenges, more severe consequences are based on the CA Education Code and on the policies of the Oceanside Unified School District's Board of Education.

Classroom Discipline - Each teacher will have a written plan for their class that describes any rules and student responsibilities that are in addition to the school-wide rules and responsibilities. Classroom discipline plans will be shared with students and families to support effective communication.

Administrative Referral - A student who is referred to the school administration is subject to consequences based upon the severity and frequency of the misbehavior and upon the discipline procedures adopted by the Board of Education.

The following are potential consequences used at McAuliffe Elementary:

Staff Member (teacher, duty supervisor, etc.) Conference -

A discussion is held between the student(s) and involved staff for the purpose of problem-solving.

Administrative Conference -

A conference between the student(s) and a school counselor, administrator, or designee may be held after they speak with the involved staff members.

Behavior Contracts -

Students who exhibit repeated inappropriate behavior may be placed on a behavior contract for a designated amount of time.

In-"School" Suspension -

Students may be placed on In-"School" Suspension for one or more periods or for the entire day. Students on in-school suspension will not be working collaboratively with classmates and must complete the work assigned.

Home Suspension -

An administrator or designee may suspend students from school for up to 5 days for serious offenses. While on home suspension, the student may not join synchronous learning. A copy of the suspension notice is entered into the student's permanent record.

Expulsion -

A student who is expelled may no longer attend school at McAuliffe Elementary. The term of an expulsion can range from one semester up to a full year. Expulsions can sometimes be suspended, allowing the student to return to school under probation.

HARASSMENT/DISCRIMINATION/INTIMIDATION/ BULLYING

Everyone deserves respect and the staff at McAuliffeElementary will work to promote kind, appropriate interactions.

We believe that every student has the right to learn and be safe without feeling threatened because of how they act, what they look like, what they have, ideas they believe, people they enjoy being friends with, their uniqueness...

There are several important things students should know if they feel they are being harassed or are a victim of discrimination:

1. Don't ignore it. Harassment does not usually "go away". Even though it may be hard to do, tell your harasser to "stop!". Try making the other person aware of how their actions are impacting you.
2. Don't blame yourself and don't feel helpless, trapped or confused. There is help available.
3. Seek help from a trusted adult, such as a family member, friend, teacher, counselor, principal, or any other school employee.
4. Write everything down or have someone help you write down the details as you understand them. This will help you remember important facts later and it will help those who may be assigned to investigate the incident.

All complaints are **confidential** and will be reviewed and investigated by school staff. When possible, harassment complaints will be settled at the school. Extreme/severe cases will be heard at the district's Student Services Office.

School staff work to support appropriate behaviors both in class and online.

HEALTH OFFICE INFORMATION

Immunization Records-

Immunization records should be uploaded in the Aeries parent portal. Directions for completing this process can be accessed [HERE](#).

Child Health and Disability Prevention / First Grade Physicals -

We strongly recommend that your child receive the CHDP physical before Kindergarten, at the time the child is receiving the current immunizations. This counts toward the first grade physical and can give your child a head start if any problems are detected. Please ask for the form which is available in our school office.

Oral Health Assessments -

California Education Code Section 49452.8 requires that your child have an oral health assessment by May 31 in Kindergarten or first grade, whichever is his or her first year of public school. **Due to the fact that CA requires the information in their system by May, our recommendation is to complete the oral assessment as early as possible.**

The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered dental health professional. Oral health assessments that have happened within 12 months before your child enters school also meet this requirement. If you cannot take your child for this assessment, you may be excused from this requirement by filling out Section 3 of the Oral Health Assessment form.

If you need to get in touch with our Health Office, please call

