

# Bird Rock Elementary

## Parent and Student Handbook



2025-2026

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## **Bird Rock Elementary Vision**

Bird Rock Elementary School (BRE) is a place where imagination is alive. Kids are encouraged to express themselves and lasting friendships are made.

At BRE we strive to develop resilient students who are critical and innovative thinkers. Our students learn to persevere through problem solving and communicating their thoughts effectively. We cultivate an environment that creates risk takers who work collaboratively and independently, through open ended experiences with real-world applications.

Bird Rock Elementary equips children for the demands of the 21<sup>st</sup> century. We produce technologically fluent, socially responsible, contributing members of society, with a love for learning. Our staff, students, and parents, with the support of our neighborhood community, strive toward the common goals of academic success and emotional well-being of every student.

# School Policies & Procedures

## **Bell Schedule**

Gates open	8:15 a.m.	
1st bell	8:25 a.m.	
Final bell	8:30 a.m.	
Lunch	1st-3rd:	11:30 am – 11:50am.
Recess	Grades 4-5	11:30am - 11:50am
Lunch	TK/Kinder	12:10pm - 12:30pm
Lunch	Grades 4-5	11:50am - 12:10pm
Recess	1st-3rd	11:50am - 12:10pm
Recess	TK/Kinder	12:30pm - 12:50pm
Recess	ALL GRADES	1:40pm - 1:55pm
Dismissal	3:00pm	

## **Wednesday: Modified Day Bell Schedule**

Recess/Lunch	TK/K	10:15am - 10:45am
Lunch	Grade 1-3	10:45am - 11:00am
Recess	Grades 4-5	10:45am - 11:00am
Lunch	Grade 4-5	11:00am - 11:15am
Recess	Grade 1-3	11:00am - 11:15am
Dismissal	12:30pm	

## **Office Hours:**

Monday – Friday	8:00 a.m. – 3:30 p.m.
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# **STUDENT INFORMATION**

## **Enrollment Form:**

The student enrollment form is an important source of information for the school office. It provides the child's address, phone number, school identification number, and emergency contact numbers. It is used by teachers, the administrator, and other office and health personnel in daily contracts with families. It is imperative that a new form is completed each year for each child in attendance and that it is done in a timely fashion at the beginning of the school year.

**Please inform the school office of any changes in student information throughout the year, most importantly, work and emergency phone numbers.**

## **Residency Policy:**

- Students may attend Bird Rock Elementary School only if they reside within our boundaries or have applied for the Choice program
- Residency is defined by Education Code as the place where the student sleeps/resides a majority of the time
- A family may not claim more than one primary residence
- Homes of grandparents, homes of other friends or relatives, or property (business or residential/vacation rental) owned in the Bird Rock area **may not** be used to establish residency

**The principal or his/her designee is required to substantiate any resident claim where there is a doubt of authenticity.** A doubt of authenticity arises when families claim to be cohabitating with family or friends, children are late and/or absent often, mail sent to the home is returned to the office, or children report to teachers or to school staff that they do not live in our resident area.

Nonresidents may apply to attend Bird Rock Elementary School through the Choice program if they live within the boundaries of the San Diego Unified School District. Parents who work in the area and live within the San Diego Unified School District boundaries may only apply for enrollment through the Choice program.

## **Classroom Assignments and Reorganization:**

- Parents are notified of teacher assignments for all grades the evening of the Friday before the new school year begins
- During the first weeks of school when enrollment stabilizes, it is sometimes necessary to reorganize classrooms
- If reorganization is necessary, every effort is made to reorganize classes as early as possible to cause the least amount of disruption to our children. Parents of students involved in any changes will be notified in writing prior to the changes being made. We ask that parents are supportive throughout any reorganization and that they keep in mind that it is not done arbitrarily, but out of necessity
- We encourage you to share information about your child to assist us in placement decisions
- We do not honor requests for specific teachers

## **Attendance:**

Students are expected to attend school for the entire school day. Regular attendance assures that your child will not miss valuable instructional time. The hands-on experiences, teacher-directed lessons, and small group work that are missed cannot be made up. This dynamic learning makes consistent, regular attendance imperative to your child's academic growth.

Please schedule non-emergency appointments outside of regular school hours and plan vacations during school holiday and vacation times only

## **Absences:**

California law requires us to document the reason for every student's absences. If your child must be absent due to illness, or emergency:

- Please call the office, (619) 605-3500 and select Attendance to leave a voicemail or speak with our School Clerk, Marie Hyner, before 10 a.m
- **When absences impact the student's achievement and/or ability to function well in his/her classroom, the principal will meet with the student, his/her parents, and his/her teacher to devise a plan for attending school consistently. The plan will be monitored to ensure success**
- The state defines truancy as more than 10 absences in a regular school year

## **Truancy:**

In accordance with the Education Code (48200, 48260 (a), 48260.5), a series of official district truancy letters are mailed to parents and reported to the state in cases of excessive unexcused absences and/or arriving late or being taken out of school early.

- Please note that truancy letters are sent home for a combination of unexcused absences, late arrivals, and/or leaving school early

## **Independent Study Contracts:**

- Independent study contracts (ISC) **must be approved by the principal in advance** of the scheduled absence. The principal may meet with parents to review the circumstances of the contract and the child's attendance record and achievement
- If approved, independent study contracts also require that the assigned work is completed and sent in with the child upon his/her return to school
- Generally ISC must be for a duration of a minimum of 5 school days, up to 30 days
  - o **IF** your student must be quarantined at home due to a positive Covid test, contact your child's teacher to request an independent student contract. The minimum duration for covid-related ISC is 3-days. These contracts are pre-approved
- Independent Study Contracts are important to school funding which is based on average daily attendance

## **Tardies:**

Our school day begins promptly at 8:30 a.m. Being tardy is very disruptive to your child's school day as well as the school day of his/her classmates. He/she misses the morning routine and important information that teachers review at the start of the day. Please assist us in meeting your child's educational needs by making sure your child is at school before 8:25 a.m.

- Our first bell rings at 8:25 a.m. indicating students that the school day is ready to begin
- Our second bell rings 8:30 a.m. to signify the start of school
- If arriving later than 8:30 a.m. students must come to the office to check in and receive a tardy pass
- If tardiness becomes habitual, the principal will meet with your student/family to brainstorm and find solutions

## **Parking and Driving Tips for Student Safety:**

Our school was built in 1951. The population of our Bird Rock community has grown significantly since then. Please be cautious of our children and our neighbors when driving and street parking.

- **Our limited on-site parking is for staff use only**
- **Arrival/Drop Off**
  - Supervision for students who attend Bird Rock Elementary begins at 8:15 a.m. each day.
  - Gates open at 8:15 a.m. for student ingress
    - Please do NOT have your child arrive to school prior to this time
  - Please do not park in the staff parking, use the drop off lane only
  - Students should be dropped off on either the La Jolla Hermosa Ave 3-minute zone at the front of the school, or the Colima alley at the drop off zone
  - Unattended vehicles in the Three-minute Passenger Loading Zone (drive through lane) are violating city ordinances and may be ticketed
  - **During inclement weather**, children should report directly to their classrooms between 8:20 a.m. and 8:30 a.m.

### **Before School Procedures for Students:**

- Please do not arrive before 8:15 A.M. unless you are enrolled in the YMCA program
- Walk to the blacktop
- You should be standing quietly in line on the blacktop at your classroom's assigned area

## **Dismissal:**

Mondays, Tuesdays, Thursdays, and Fridays dismissal is at 3:00 p.m. and Wednesdays, our minimum day dismissal is at 12:30 p.m.

- Your child should be picked up from school at dismissal time
- There will also be minimum days during the November conference week, Tuesday-Friday of March conference week, as well as the last day of school

- All TK/Kinder students must be picked up from their classroom at dismissal

If a parent wishes to talk with a teacher, he/she needs to wait until all of the children in the teacher's class are dismissed.

Children who have not been picked up by 3:10p.m. (12:40p.m. on Wednesdays) will be brought to our school office.

### **Before and After School Childcare Program:**

- The La Jolla YMCA offers on-site before and after school childcare. The program is available before school from 6:30 a.m. – 8:30 a.m. The YMCA staff walks students to the appropriate area at 8:25 a.m.
- At the end of the day, students can go directly to the YMCA program from their classrooms at 3:00 p.m. and can be picked up by their parents (or a designee) at any time before 6:00 p.m. Kindergarten students are picked up by the YMCA staff at the end of the day and walked to the program area
- For more information, or to request an application and/or fee schedule, please contact the YMCA directly at (858)967-6529

### **After School Procedures for Students**

- Go directly home or to the after-school program in which you are enrolled
- Use the route planned by your parents
- Cross streets at the corner only and **use crosswalks**

### **Early Dismissal/Release:**

If you are picking your child up during the school day, please notify his/her classroom teacher with either a note sent to school with your child, an email to your child's teacher prior to the start of school, a call to the office with the information, or stopping by the office to fill out a release form. All students will be sent to the office to be dismissed when the parent arrives to pick them up.

- Please note that when students are picked up early (30 minutes or more) for reasons other than medical, it is an unexcused absence and will count toward his/her record of truancy
- We strongly encourage you to schedule medical and dental appointments during school vacations, Wednesday afternoons, or after school hours
- If your child is going home early because of illness, you will need to sign him/her out in the school's administrative office. The school nurse, health technician, or a clerical staff member will then release your child. Students should not be taken out early for other than medical reasons

### **Safety Patrol and Street Crossing:**

The crosswalk on the La Jolla Hermosa Blvd side of the school is patrolled by 5<sup>th</sup> grade student crossing guards. The students are recommended in the 4<sup>th</sup> grade by their teachers, then trained and regularly monitored by our school police officer from the San Diego Police Department.

- Students are expected to use the crosswalk at all times and never cross in the middle of the street.

### **Visitor Policy:**

To ensure the safety of our students, Bird Rock Elementary maintains a closed campus policy. Under this policy, entrance gates will only be unlocked from 8:15 a.m. till 8:30 a.m. as well as a few minutes prior to dismissal. At all other times, campus visitors must report directly to the front office, sign in, and obtain a visitor's sticker. Volunteers must also sign in and obtain a volunteer badge/sticker.

### **Classroom Observations/Visitations:**

Until further notice, per SDUSD policy and guidelines, campus is closed to non-essential business/observation/visitation.

Parent(s) may request in advance, to observe in their child's classroom or to have a designee observe in the classroom at a time mutually convenient for the observer(s) and the child's teacher. The child's teacher will ensure that the time chosen will be as minimally disruptive to instruction as possible. Additionally, in order to minimize the disruption that visitations cause, observations/visitations are limited to a 20-minute session and are accompanied by the principal or his/her designee.

### **School Dress Code:**

You determine what your child wears to school (within the limits of good taste and safety). Students should dress in such a way that they can focus on learning

- Short-shorts, tight shorts, half-shirts, spaghetti straps, or see-through are distracting and parents may be contacted
- Clothing with slogans that endorse gangs, tobacco, drugs, and/or alcohol is not allowed
- For safety reasons, students may not wear dangling jewelry
- **Closed-toe shoes must be worn at all times**
- Baseball caps and visors may be worn outside of the school buildings and facing forwards
- Trousers must be worn around the waist and secured with a belt if they are loose

### **Bicycle/Skateboard/Scooters/Zucca Backpack Policy:**

Students in all grades may ride their bikes to school and store them in the available bike racks. Bikes should be equipped with locks. By law, riders must wear helmets. Bikes are to be walked, not ridden on campus. Bikes must be walked to and from the bike racks on school grounds.



## **VOLUNTEER OPPORTUNITIES**

Volunteers help make our school the special, special gem that it is. We are thrilled to have our families back on campus for in-person, volunteer opportunities. We also have volunteer openings for our shared decision-making bodies, SGT and SSC.

### **Shared Decision Making (SGT and SSC):**

Bird Rock School invites parents, community, and staff members to participate in our monthly **Site Governance Team (SGT)** or **School Site Council (SSC)** meetings. These groups discuss and make decisions impacting facilities, budgets, and student services. Please see the online school calendar for specific dates and times. Please contact Erin Garcia, our ESA, to express interest in either attending a meeting as a guest or to learn more about volunteering on one of these committees.

### **The Bird Rock Foundation:**

The Bird Rock Foundation is a non-profit organization, composed of volunteer parents, the Principal, and one teacher liaison. The foundation raises funds to provide students supplemental enrichment and class support. BRF meets monthly. Please see BRF website for meeting dates and times. All parents are welcome to attend.

## **SCHOOL SUPPORTS:**

### **Counseling Services:**

A district counselor is assigned to all schools. For the 2022-2023 academic year, our counselor is onsite Mondays and Thursdays to meet with students individually and in groups. The primary responsibilities for these meetings could include:

- On-site counseling
- Response to Intervention Team
- Group team facilitator
- 504 coordinator
- Classroom guidance/ small group/ individual counseling
- Attendance/SARC
- Referral/site discipline
- Referral to community resources

### **Response to Intervention Team:**

The Response to Intervention (RTI) Team is composed of professionals including classroom teachers, resource specialist, school psychologist, speech and language pathologist, district counselor, and principal. The team looks closely at classroom instruction and the many different needs of students. We ask that all academic and social concerns be brought before the RTI team. Parents are key to these meetings, and we ask that you attend to provide your knowledge and perspective.

## **PARENT CONFERENCES WEEKS** **(12:30 Dismissal Time on Conference Days)**

There are three student progress report periods each school year. The first ends in November, the second in March, and the third in June. While parents are welcome to discuss the progress of their children at any time during the school year, the school district requires that we declare specific dates around the first and second reporting periods to meet with parents to talk about student progress. Teachers plan to meet with all parents in the first round of conferences in November. They will then continue to meet with students on Learning Contracts at the end of the other reporting periods. Students will be released from school according to the modified day schedule (Wednesday schedule) in order to allow time for parent conferences. We expect all parents to attend conferences with teachers throughout the year to ensure the success of students.

### **12:30pm Dismissal the weeks of:**

- Fall Conference Week: Monday, November 17-21, 2025
- Spring Conference Week: Monday, March 23-27, 2026

## **Cell Phone Policy:**

On December 9, 2003, the Board of Education approved Policy H-6980, which outlines the rules for student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses, on school buses and at school-sponsored activities, while under the supervision and control of school district employees. All students may use these devices on campus before school begins and after school ends.

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

\*THIS INCLUDES SMART WATCHES/APPLE WATCHES

## **Health and Wellness Policy:**

At Bird Rock, we strive for a healthy environment for our students. We have a no candy policy and ask that you not send any candy to school with your child. Whole class snacks are limited to fresh fruits and veggies. Birthdays are observed with classroom privileges, special activities, book donations, and/or small non-food party favors. Thank you for complying with these policies and doing your part to keep our kids healthy!

### **Pets:**

**No animals are allowed on the school campus at any time.** Please help us keep our children safe by not bringing pets to school. Even the nicest pet can bite or scratch. Allergic reactions can also occur.

Please note: If you have a service animal, please contact the school office ahead of time. Emotional support animals are not afforded the protection as service animals

### **Expected Positive Behaviors:**

Behavioral expectations are established to ensure the safety of all students and to create an atmosphere where all students can effectively learn.

1. **Be on time** and prepared to work and learn
2. Walk to and from the classroom/lunch area/playgrounds/etc
3. Show respect for all people
4. Use appropriate language at all times
5. Respect school property and the property of others
6. Leave toys, candy, games, and electronics at home

### **Use learning time well:**

- Be on time each morning and ready to learn
- Transition quickly and quietly
- Be prepared for all parts of our day
- Use recess time efficiently
- Line up immediately

### **Be respectful to all:**

- Great each other, smile, and make eye contact
- Walk in quiet lines throughout our school
- Use good listening skills
- Use good manners
- Wait our turn to speak
- Follow classroom rules wherever we go

### **Be responsible learners**

- Use resources in the room
- Learn our own strengths and areas where we need to grow
- Be open to new ideas
- Ask questions when we don't understand
- Help others understand and support teach other in the learning
- Stay engaged and on task

- Contribute to the work of partnerships and groups
- Have social conversations outside the classroom
- Take responsibility for knowing daily routines
- Find new learning in all experiences

## **School Discipline:**

**Philosophy:** We believe that all discipline needs are an opportunity for learning and reflection. As such, we practice positive learning and behavior expectations and restorative justice.

Restorative Communities are characterized by a mindset that promotes positive interactions, builds on the collective assets of students and school communities, provides an effective solution-focused approach and nurtures the skills of children, youth and adults. Restorative Communities cultivate the overall wellness of all its members by focusing on maximizing student learning within every interaction.

At BRE, we believe:

- All students have the responsibility to learn
- All teachers have the responsibility to provide a positive learning environment
- Positive adult presence and connection are key to positive culture
- We explicitly teach campus and classroom expectations for positive behavior
- We teach, discuss, review, and model expectations
- We establish, implement, and maintain procedures, rewards, and consequences
- Parents are our partners

## **Proactive Discipline:**

School	Classroom
<ul style="list-style-type: none"> <li>● Active Supervision - a positive, predictable adult presence is key to positive behavior               <ul style="list-style-type: none"> <li>○ All adults regularly supervise students during "unscheduled" time</li> </ul> </li> <li>● Administrators visible and available to students and parents</li> <li>● Review discipline policy at Back-to-School Night</li> <li>● Counseling intervention</li> <li>● Parents as partners</li> <li>● Peer mentors</li> <li>● Positive reinforcement system               <ul style="list-style-type: none"> <li>○ Praise/Appreciation</li> </ul> </li> <li>● School-wide explicit teaching and reinforcement of digital citizenship</li> <li>● School-wide explicit teaching and review of social emotional learning competencies:               <ul style="list-style-type: none"> <li>○ Assemblies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Grade level/classroom explicit teaching of social emotional learning (SEL) in pursuit of academic achievement:               <ul style="list-style-type: none"> <li>○ Integration of SEL into academics</li> <li>○ Instruction of SEL competencies integrated with each other</li> <li>○ Reflective activities</li> </ul> </li> <li>● Opportunities for leadership</li> <li>● Positive reinforcement system               <ul style="list-style-type: none"> <li>○ Praise/Appreciation</li> <li>○ Positive notes or phone calls to parents/guardians</li> </ul> </li> <li>● Restorative community building through Circles</li> <li>● Knowing students by name</li> <li>● Greeting students at the door</li> <li>● Giving students opportunities to share about themselves</li> </ul>

<ul style="list-style-type: none"> <li>○ Morning messages</li> <li>○ Monthly themes</li> <li>● Student-led climate &amp; culture initiatives</li> <li>● Wellness checks</li> </ul>	<ul style="list-style-type: none"> <li>● Goal Setting and reflection</li> <li>● Student-developed social contracts and classroom rules: <ul style="list-style-type: none"> <li>○ Clearly defined/posted</li> <li>○ Written in positive language</li> <li>○ Explicit teaching/review of agreements and/or expectations</li> <li>○ Visual supports (daily schedules, visual boundaries)</li> <li>○ Teacher-initiated reminders and redirection</li> </ul> </li> <li>● Wellness checks</li> </ul>
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### **Bird Rock Elementary School Rules:**

It takes all of us to teach children how to successfully interact in a complex society. The most important way we teach them this is through modeling excellent behavior. It is the responsibility of every adult on our campus to model the basic rules that we have for our students.

### **On campus behaviors for all:**

- Practice good health/hygiene habits
- Take responsibility for own actions
- Always keep your hands and feet to yourself
- Be kind
- Be courteous

### **Recess Procedures:**

1. Walk to play areas
2. Running is supported - tag/chase are not
3. All games are played by Bird Rock School rules using good sportsmanship
4. Freeze when the bell rings
5. After the whistle, **walk** to your classroom line-up area
6. Let an adult know of any issues/concerns/needs
7. Use the restroom and get a drink of water **before the bell rings**
8. Stay in the main play areas and in sight of the adults at all times
9. Keep off embankments

### **Lunch Procedures:**

1. Walk in line with your classmates to the lunch area
2. Leave soda and candy at home
3. Remain seated at your lunch table until dismissed by the lunch supervisor
4. Raise your hand to get permission to leave (bathroom emergency, drink, throw away trash)
5. Clean up after yourself—pick up your trash from the table, bench, and under the table.
6. Walk to the playground when dismissed

The policy of the Board of Education states that all employees are responsible for the control of students who are legally under the supervision of the school.

**District-wide policies relating to student behavior state that:**

- Students have a right to an environment that promotes learning and success
- Students have a right to due process
- Students have rights of privacy
- Students have a right to equal treatment
- Students have a right to a safe and clean school environment

**Anytime Rules:**

**BE KIND**

**SEEK TO UNDERSTAND**

**BE COURTEOUS**

**LISTEN TO THE DIRECTION OF THOSE PEOPLE RESPONSIBLE FOR  
SAFETY (school personnel and administration)**

**Thank you for your partnership!**