

Sessions Elementary Student & Family Handbook 2021 - 2022



2150 Beryl Street
San Diego, Ca 92109
P (619) 605-3400

<https://sessions.sandiegounified.org/>

Live Document: Will Continue to be Updated
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Sessions Elementary School

Student & Family Guide 2021-22

Please review this document carefully. We will keep you informed of any changes and/or any additional information as it becomes available. We appreciate your flexibility as all policies are subject to change. New/Updated information will be noted in **yellow**. Items marked in **teal** indicate information will be forthcoming as well as our “under construction” signs.

GENERAL SCHOOL INFORMATION

SCHOOL CALENDAR AT A GLANCE

Click [here](#) to access our events and important dates for the 2021 - 22 school year. Please note the following:

- All dates are subject to change
- Events will be virtual and/or hybrid until COVID restrictions are removed or modified

MEET THE STAFF

T/K & Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
Mr. Corley	Ms. Abbuhl	Ms. Sussman	Mr. Solomon	Ms. Deaton	Ms. Devereux
Ms. Peters	Ms. Willis	Ms. Kenyon	Ms. Kosen	Ms. McConnell	Ms. Moore / Ms. Tennen
Ms. Finegan/ Ms. Bennett	Ms. McDonald	Ms. Tomkinson	Ms. Porkolab		
TBD					
	PE Teacher: Lori Emerson		IB Coordinator & Spanish Teacher: Dianne Torres		

Front Office:

Melissa Zamora, School ESA

Karen Fritschi, School Clerk

Mary Gantz, School Nurse

- Penny Lobato, Health Tech
- Monique Wills, Health Tech

Christy Brown, School Counselor

Jeff Flanagan, Site BSS

Ed Specialist & Related Services:

Rosemarie Cocco, M/M Case Manager

Marissa Tye, M/M Case Manager

Angela Rieke, M/M Case Manager

Sarah Fallin, M/S Case Manager

Rekha Vettiyl, M/S Case Manager

Kari Hanson, SLP

Jess Doran, OT

Callie Greer, APE

Jessica Herman, PT

Sara Leibelshon, Psychologist

CLASSROOM PLACEMENTS AND TEACHER REQUESTS

The staff at Doyle works hard to build equitable, balanced, and diverse classes across a number of factors including gender, race, academics, social-emotional needs as well as other factors. We appreciate your patience and understanding as this is a delicate and ever-changing process as enrollment shifts right up until the start of the school year. Class rosters are posted at the front gate on Friday at 5PM and will be available until the start of school.

Classes are created based on district class size guidance:

Grades TK-3 have an average of 24 students per class

Grades 4-5 have no more than 35 students per class

There are no teacher's aides provided in the classrooms

As a school policy, we DO NOT accept requests for specific teachers.

PREPARING FOR THE FIRST DAY OF SCHOOL

First days are always exciting! Prepare to come to school with a smile and prepare for a high volume of cars around our school. Due to the fluid COVID situation, parents may NOT walk their child to their classroom. We ask that you say your goodbyes at your designated gate/location, which you can see in the below arrival and dismissal section. Below are ways to prepare for the first day and what to bring:

- Plan for a good night's sleep and breakfast to start the day off right
- Student laptop is fully charged and in your child's backpack with charger
- Know your child's area for arrival and dismissal ([click here for the link](#))
- Review information in this document
- Prepare for the day with a positive attitude 😊

Ways to Connect Prior to the First Day:

- Are you a new family? Join us on one of our **New Student Orientation (Grades 1st-5th)** prior to the first day. See [this parent letter](#) for more details of dates and times.
- The Kindergarten team will be having a masked-up socially distanced **Kinder Meet and Greet** and Principal Lopez will be hosting a **New Student Orientation**. Please see [this parent letter](#) for more details of dates and times.
- Mr. Lopez will be hosting a virtual **Coffee with the Principal Meeting via Zoom** multiple days and times to share information regarding the start of the school year. Please see [this parent letter](#) for more details of dates and times.

WHAT TO BRING (and Wear) ON THE FIRST DAY

- Comfortable, closed-toe shoes
- Sunscreen
- Hat and/or sunglasses (optional for outdoor time)
- Backpack
- Snack
- Lunch (if not taking school lunch)
- Reusable water bottle (optional)

- Face mask
- Chromebook and charger (if a returning student)

As a public school all instructional materials are provided by the school. There are no items required for purchase to start school. Teachers will provide a wishlist of items for classroom use and purchasing such items is optional.

FIRST WEEK FORMS TO COMPLETE & Review (ACTION ITEMS)

Links will be updated when available

School & District Forms and Information	<ul style="list-style-type: none"> <input type="checkbox"/> LCFF Form (Coming soon) <input type="checkbox"/> Free and Reduced Lunch form <input type="checkbox"/> Universal Form for all Parents <i>(Please complete & return to your child's teacher)</i> <input type="checkbox"/> Update your contact information using the Powerschool parent portal. Please read the FAQ and use this guide to get started. <i>(please complete)</i> <input type="checkbox"/> SDUSD Facts for Parents (Coming soon) <input type="checkbox"/> SDUSD Back to School Guide (Coming soon)
PTA & Foundation Forms and Information	<p>Doyle Elementary PTA</p> <ul style="list-style-type: none"> <input type="checkbox"/> Membership <p>University City EdUCate! Foundation <i>(a foundation supporting all 5 schools in the UC Cluster- UC High School, Standley Middle School, Doyle Elementary, Curie Elementary, and Doyle Elementary)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Information flyer

ARRIVAL AND DISMISSAL

ARRIVAL

- Families will not be permitted on campus to walk their children to their classrooms or pick them up at their classrooms at the end of the day. Parents are permitted to wait with their child outside the gate.
- While we will **not** require the [Symptom checklist](#), please ensure you can answer “no” to each question prior to coming to school.
- Staff will be ready to receive students as early as 7:30 am.
- Students will enter campus based on their pre-designated area. [Please click this link to access the Doyle Elementary 2021-2022 Arrival and Dismissal Procedures](#) for specific written instructions concerning the arrival process.
- Please [click this link to access the Doyle Parent Arrival and Dismissal Presentation](#) providing you with information and maps of your child's designated waiting area.
- **Please DO NOT arrive or line up early- we want to minimize groups waiting outside campus.**
- Our school parking lot is for staff only and will be blocked off during arrival and dismissal for safety purposes.
- Parking is in the neighborhood and will be impacted
- Be patient and kind, the morning and afternoon pick-up will be busy- please allow time for this and drive safely.

DISMISSAL

- Students will be dismissed at 2:00PM (**11:45AM on Wednesdays**) from the waiting area in which they started the day.
- [Please click this link to access the Doyle Elementary 2021-2022 Arrival and Dismissal Procedures](#) for specific written instructions concerning the dismissal process.
- Please [click this link to access the Doyle Parent Arrival and Dismissal Presentation](#) providing you with information and maps of your child's designated waiting area.
- Please go to the front office if your student needs to leave before dismissal times,
- Siblings CAN drop off and pick up siblings. We ask that the older sibling drop off their younger sibling first and then proceed to their class through the campus. At dismissal we ask that the older sibling be released 5 minutes early from class to go to the younger sibling's class and wait for them to pick up. They will exit the younger sibling's gate.

WHAT TO EXPECT DURING THE DAY

DAILY SCHEDULE

- Please see our daily [bell schedule](#)
- Please note lunch and recess times are subject to change

ATTENDANCE POLICY

PLEASE Do not send your student to school if they have the following:

- Fever with or without chills/rigors (fever defined as temp >100.0 that does not resolve within 30 min. without medication)
- Cough
- Shortness of breath
- Nasal congestion/rhinorrhea (runny nose)
- Sore throat
- Nausea, vomiting, or diarrhea
- Fatigue
- New loss of taste/smell
- Headache
- Muscle or body aches
- Poor feeding or poor appetite

To report an absence, you can do one of the following:

- Call the school and press 2 for attendance, OR
- Submit the "[Report an Absence](#)" form which can be found on the Doyle website

If you report your child sick

- The attendance clerk will forward your child's name and information to our Health Office
- The Health Office staff will contact you to discuss symptoms and next steps
- Any symptoms on our [daily symptom checklist](#) require a student to stay home for ten days or provide a negative Covid test (PCR only).

Absences and Tardies

- A student will be considered tardy if they arrive after all check-in is complete and the gates have been closed. If you arrive after this time, please check in at the office.

Absence Due to Quarantine

- If a student participating in onsite learning experiences COVID-like symptoms, the following attendance procedures will occur:
 - The student will be sent home and asked to provide a negative COVID test (PCR only) in order to return to onsite instruction.
 - If the student is absent for less than 3 days while waiting for the negative COVID test, their attendance will be marked as “illness” and they will have the same number of days as their absence to complete any make-up work.
 - If a student’s COVID test comes back as positive OR if they need to quarantine for 10 days due to potential exposure, families can request a short-term independent study contract for the student to complete while they are absent.
 - Some students may be eligible for “in-school” modified quarantine (if they were close contacts from a school case, they have no symptoms and can get tested twice per week). Follow County “[Decision Tree](#)” for more instructions.

WHAT TO BRING TO SCHOOL EACH DAY

- We recommend a backpack that can hold Chromebook and all other items altogether. If this is not possible, a laptop bag and backpack is allowable.
- Mask/s fabric or cloth (having an extra is good!)
- Chromebook
- Chromebook charger
- Headphones
- Water bottle (labeled)
- Snack
- Lunch, if they don’t plan on eating the provided hot lunch
- Hand sanitizer, optional
- Instructional materials that have been provided by teacher
- A jacket or sweater as windows and doors will be open at all times.
- Apply sunscreen and bring a hat for outdoor eating and activities

EATING ON CAMPUS (Breakfast, Lunch and Snack)

School meals will be available for ALL students at no cost for the entire 2021-22 SY. All meals must be eaten outside. All plans are subject to change based on availability of staffing.

Breakfast

- Offered in take-home meal bags as students depart for the day intended to be saved for breakfast the next morning before arriving at school.
- There will be no breakfast on site at this time

Lunch

- Ready-to-eat, hot lunch will be available for all students free of charge. Only one meal per student.
- Students will come through the cafeteria to pick up their meals and then walk back to their outdoor eating space. PIN numbers will not be needed at this time.

Dinner

- Ready-to-eat dinner will be available for students participating in Primetime.

- Dinner will also be offered to non-Primetime students in take-home meal bags as students depart for the day.

Will PIN numbers be required?

Elementary school students WILL NOT need to use PIN numbers to receive their school meals.

Will there be salad bars in the school cafés?

To start the 2021-22 SY, we will not be utilizing salad bars. We hope to reintroduce our fresh, California-grown salad bars in January 2022.

Will extra grocery items for families in need still be available?

Food & Nutrition Services will continue operating four curbside meal pick-up locations. These sites will offer student meal bags for children who choose to continue with online learning, as well as offer extra grocery items for families (dry goods, fresh produce and more) on a rotating basis.

RECESS INFORMATION



BEFORE AND AFTER SCHOOL PROGRAMS

Before and after school options are provided by programs and vendors that partner with our school to offer options to families. [Click here](#) for a list with contact information.

COMMUNICATION

Most staff will share their preferred method of communication with you. Please note that response time to calls and emails is 24-48 hours for all staff members.

If you would like to make an appointment to speak with the Principal, you can do so by contacting our Elementary School Assistant, Naomi Velez-Mack at nvelezmack@sandi.net.

PARENT PORTAL

- Login to the PowerSchool [Parent Portal](#) to access your student's attendance record, State testing scores, and to view grades at the end of each grading period.
- Visit the [SDUSD Parent Portal](#) webpage for more information about setting up your Parent Portal account if you do not already have one

RETURNING FAMILIES - UPDATE YOUR CONTACT INFO IN THE PARENT PORTAL

Update your phone numbers, email addresses, and home address in the Parent Portal so we can contact you with important information, in the event of an emergency, and so that you receive important information from the District. You are also welcome to contact pwerner@sandi.net with updated contact information.

NEW FAMILIES - Please reach out to pwerner@sandi.net for your student's Access ID, Access Password and any Parent Portal questions.

COMMUNICATION STRUCTURES

Aside from teacher/parent communication, the following is in place at Doyle:

- Weekly Updates email with calendar updates and general school information
- Parent Meetings
- Fall and Spring Parent- Teacher-Student Conferences

HEALTH AND SAFETY

HEALTH AND SAFETY MITIGATIONS

- Face masks are required indoors for all staff, students, and volunteers (regardless of vaccination status)
- PPE- gloves, extra masks, hand sanitizer has been placed in every room
- Ventilation Mitigation
 - Windows and doors will remain open for air flow
 - All classrooms have two air purifiers and/or HVAC systems with MERV 13 filters
 - AC/Heat runs at all times
- All staff is either vaccinated or will be COVID tested weekly
 - Staff **is not required** to disclose whether or not they have chosen to be vaccinated to parents or community members
- Signage and social distanced markers are being placed across campus
- Restroom occupancy limitations will remain in place

ILL STUDENTS ON CAMPUS

- Due to the current COVID situation, illness protocols have changed.
- Please take your student(s) temperature every morning before coming to school. If your student has a fever or any other covid-like symptom, do not send them to school. Notify [Nurse Karen](#) or our [Health Technician April Ita](#) or at 619-605-4500 and they will provide you with further instructions.
- If your student experiences any symptoms while at school, you will be required to come pick them up. Students will either have to stay home for ten days or receive a negative covid test. Nurse Karen and Health Tech April will contact you to provide further information and timeline on when your student can return to school.
- Families will receive notification from Nurse Karen and Health Tech April if there is a positive COVID case on campus, and if your student is considered a close contact. Nurse Karen and Health Tech April will provide follow up information.

COVID EXPOSURE, CONTACT TRACING, QUARANTINE

- Doyle has a special tent, separate from the health office for students who screen positive or experience COVID symptoms. Students will wait in this area until picked up by a parent/guardian or transferred to a healthcare facility.
- All COVID-19 cases are reported to our school nurse and our cluster nurse coordinator.
- The Nursing & Wellness Department will notify those individuals determined to have been in close contact of potential exposure.
- Custodial staff has specific disinfecting procedures for the affected area
- If a student participating in onsite learning experiences COVID-like symptoms OR is determined to be a close contact, the following attendance procedures will occur: (REPOST FROM ATTENDANCE SECTION)
 - The student will be sent home and asked to provide a negative COVID test in order to return to onsite instruction.
 - If the student is absent for less than 3 days while waiting for the negative COVID test, their

attendance will be marked as “illness” and they will have the same number of days as their absence to complete any make-up work.

- If a student’s COVID test comes back as positive OR if they need to quarantine for 10 days due to potential exposure, families can request a short-term independent study contract for the student to complete while they are absent.
- Some students may be eligible for “in-school” modified quarantine (if they were close contacts from a school case, they have no symptoms and can get tested twice per week). Follow County “[Decision Tree](#)” for more instructions.

COVID-19 TESTING ONSITE



ADMINISTERING MEDICATION AT SCHOOL

- Any pupil who is required to take medication, during the regular school day, must bring it to the school office. Medication prescribed by a licensed physician, and requested by the parent, will be assisted by the school nurse or other designated personnel at school. Parents desiring medication at school for their child must submit a “Physician’s Recommendation for Medication” to the school, and must provide the medication clearly marked as follows: (1) name of pupil; (2) name of prescribing physician; (3) an identification number of the prescription container; (4) name of the pharmacy; and (5) the amount of the medication to be taken and time or times of the specific situation in which it must be taken. No injection may be given at school except by a registered school nurse.
- Children may not be given any kind of nonprescription medicine at school unless a physician’s statement so indicates on a written form to the school or the parent has indicated such on the “Health Information Consent” form (orange card that will be sent home).
- While every effort is made to ensure students’ safety, injuries and accidents may occur. Minor injuries will be treated at school. In the event of a more serious injury, parents will be notified and requested to come to the school to pick up the child. Emergency names and contact information of those who are legally empowered to take charge of an injured child in the event the parent cannot be reached must be on file for each child.
- Student Insurance is available at a minimal cost. You are strongly encouraged to avail yourselves of the economical student insurance, which is authorized by the Board of Education. Doyle School does not provide accident insurance to students and is not responsible to its agents. Information about Student Insurance is included in the packet sent home the first day of school or can be requested from the school office.

MISCELLANEOUS

OFFICE HOURS & STAFF

Front Office Hours

- You can contact our front office at (619) 605-4500
- Our front office is open daily Monday through Friday from 7:00AM-3:00PM
- If you call our office and it goes to voicemail, that means we are assisting parents and students. Please leave a message and your call will be returned.

Office Contacts

- Pam Werner, pwerner@sandi.net : enrollment, records, volunteers, Parent Portal

- Joe Contreras, jcontreras@sandi.net : attendance, certificate of enrollment
- Naomi Velez-Mack, nvelezmack@sandi.net : school secretary, scheduling meetings

VOLUNTEERS and VISITORS

In order to comply with health and safety agreements, only “essential” visitors or volunteers will be on campus. Per district policy Site administrators will determine those deemed essential to the school program. The site administrator maintains the approval of and responsibility for visitors and volunteers as outlined in [Administrative Procedure 4595](#) and volunteers must follow the District [volunteer procedures](#).

- All volunteers MUST check in and out with the front office
- School visitors/ volunteers must follow the school’s health and safety procedures such as signing-in, daily health check procedures and wearing the Visitor/ Volunteer badge at all times while on campus.
- Essential volunteers will need to show proof of full COVID vaccination or present a negative result COVID test result on a weekly basis.
- Visitors who are unable to wear a face mask must arrange for an alternate family member to conduct business on their behalf; volunteers must comply with the mask requirements.
- Volunteers must complete the [Volunteer application](#) and receive approval from the site administration and volunteer coordinator prior to participating as a regular volunteer.



WE ARE STILL WORKING ON OUR Doyle SPECIFIC VOLUNTEER POLICY AND WILL BE SHARING WITH FAMILIES IN THE NEAR FUTURE. WE APPRECIATE YOUR PATIENCE AS WE ARE BEING VERY MINDFUL OF BRINGING EXTRA PEOPLE AROUND OUR CHILDREN DURING THIS TIME.

MORNING OPENING, ASSEMBLIES and OTHER GATHERINGS

- At this time, there will not be any in-person assemblies or public gatherings.
- We will continue meetings, field trips and gatherings virtually (via zoom)

STUDENT DRESS CODE

Children who attend Doyle are expected to wear comfortable, appropriate and safe attire. Shorts may be worn but they may not be cut up the side jogging style, cut-offs or extremely short. We recommend shoes with rubber soles, buckles, ties or velcro. Dress shoes are not recommended because they are not comfortable for school play or physical education lessons. Hats may be worn outside only. For students’ safety, clothing must be appropriately sized.

For your child’s safety the following items are prohibited:

- Flip-flops, sandals, jellies, high-heeled shoes
- Lipstick and/or makeup
- Any type of clothing with suggestive words or pictures, advertisements for alcohol or tobacco
- Excessive jewelry including large wire, hoop or dangling earrings (anything that could be caught or snagged)
- Half-shirts/blouses (bare midriff)
- Strapless tops or dresses
- Hats worn in school buildings including classrooms
- Shoes with wheels

Parents of students not following the dress code described above may be contacted and asked to provide other clothing for the day. Your support of the Doyle Student Dress Policy is appreciated.

BULLYING and INTIMIDATION PROHIBITION POLICY

<https://sandiegounified.org/about/anti-bullying/bullying-and-intimidation-prohibition-policy>

POSITIVE BEHAVIOR & SUPPORT

Our primary goal is for students to be safe at school as they move around the campus. Students are expected to be responsible and respectful. The following rules and expectations help make Doyle safe for all students:

Expected Student Behaviors

Students are expected to act responsibly and respectfully at all times. Students will:

- Be Prepared and ready to learn
- Follow directions
- Use kind words, voice and body language
- Keep hands, feet and things to yourself
- Walk wherever you go and in a line when with your class!

Five simple rules to keep us safe and ready to learn

Expected Student Behaviors On School Grounds

- Walk quietly (level 2) on the school grounds; do not run.
- Avoid conflicts with students. Ask for assistance from teachers, assistants or administrators whenever a problem arises to help solve problems peacefully.
- Play in the playground area assigned or approved by the teacher during recesses and PE times.
- Use restroom facilities with respect for property and other students and do not play in the restrooms.
- Do not chew gum unless authorized by staff personnel.
- Be respectful and polite; do not use profanity, name-calling, racial slurs, and/or verbal put-downs. Do not make inappropriate remarks about someone's body, sexual innuendos, or demonstrate touching or suggestive postures; these are all considered harassment. If you have a discrimination or sexual harassment complaint, contact a teacher or the administrator. Sexual harassment will not be tolerated.
- Gambling is not allowed at school. Students may not gamble with dice, playing cards, etc.
- Vandalism is considered a serious offense. Parents/guardians will be required to pay for damages resulting from vandalism.
- Animals are not allowed at school.
- Toys, cameras, iPods, electronic games, trading cards, etc., are not allowed at school.
- Valuable items are to be left at home.
- Cell phones may be used before and after school and are to remain off during the school day. Doyle is not responsible for lost or damaged cell phones.

Expected Student Behaviors On the Playground

- Students are expected to walk to the playground.
- Follow directions the first time given.
- Play only on the playground or field. Students are not to play in the hallways or restrooms.
- Use equipment safely and properly incl not going up slide, refraining from running, playing tag or chase around equipment.
- Demonstrate good sportsmanship and abide by the decisions of the group or adult supervisor.
- Use school determined rules when playing games.
- Never throw or bounce balls against a building as it destroys the stucco and paint.
- At no time are students to be in a classroom without supervision.
- Refrain from throwing rocks, sand, or any other object not intended for throwing.
- Use proper language (no profanity or name-calling).
- Leave personal toys, games, video games, cameras, radios, and sports equipment at home; no toys are to be at school or in backpacks.
- Healthy snacks may be eaten in the lunch arbor or other tables on the playground (no gum or candy)
- Stop playing at the sound of the bell.

- Playground equipment is not to be taken home.

Expected Student Behaviors in the Restrooms

Students are expected to act responsibly and respectfully at all times. Students will:

- Keep restrooms neat and clean.
- Not write on the doors or other areas..
- Respect the privacy of others.
- Use quiet voices (level 2).
- Not play or eat in or around restrooms.
- Use the restroom and get a drink of water before the bell rings.

Expected Student Behaviors in the Cafeteria and Lunch Arbor

To help make lunch a safe and enjoyable time for students, please observe the following:

- Follow the adults' directions as you enter the lunch arbor and cafeteria.
- Be respectful of other students in the lunch line and at the salad bar.
- Sit at tables until you are dismissed by an adult. Stay in your seat at all times.
- You are responsible for cleaning up your table area and ground under your table before you are dismissed.
- Do not take other people's food.
- Use a quiet conversational voice to visit with those sitting at your table. Do not call out to adults or students at other tables.
- Remember your table manners.
- Students must wait to be dismissed by tables when students have finished eating and trash has been picked up.
- Students must walk to the playground and not run after being dismissed from the lunch arbor.
- Students must use the restroom and get a drink of water before the bell rings at the end of lunch.
- Snacks and lunch items brought from home should be within reason. Please send snack-sized items (no large size bags of chips, snacks, or candy).
- Students are to eat their own food items and not share due to dietary restrictions and food allergies.

Resolving Behavioral Challenges: A Framework

The Parent/Guardian's Role

Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for their children. The following points for parents may prove helpful:

- Instill in your child a sense of responsibility for what he/she says or does.
- Help your child understand the necessity of personal safety..
- Make sure you communicate with school personnel to learn necessary facts and expected behavior.
- Show love and respect for learning as a model for your children.
- If a parent is in disagreement with a process or action in the classroom, we ask that you first speak with the teacher or staff member directly before bringing forth the concern to administration.

The Classroom Teacher's Role

The classroom teacher is responsible for establishing and maintaining a suitable learning environment and community whereby all students can learn. Parents/guardians will receive an explanation of the system for their child's classroom at the beginning of the school year. Each teacher will send home information about their classroom rules and procedures. We encourage all families to review these expectations with your child. We know that learning can be enhanced when students are engaged and when parents support their children in school. We strive at establishing and maintaining a close relationship between the home and school.

When an Issue Arises In the Classroom

- The teacher will employ the classroom community system which will include the use of various strategies and techniques to resolve the problem.

- If the problem continues, the teacher will contact the parent/guardian and collaborate on a plan to support the child.. A parent conference may be requested.
- If the problem persists, they may involve the counselor or principal for support.
- Parent conference meetings will be scheduled as needed and include various team members as needed. The team offers a forum where school support personnel, i.e.; counselor, teacher, administrator and parent/guardian, have a conference and collaborate extensively to support any issue that may arise..
- If the problem persists, other alternative disciplinary action may be taken following established district guidelines.

The District Counselor's Role

The district counselor is an integral part of supporting students at our school. The counselor's role is to act as student advocates who listen to problems, counsel children, and assists in resolving conflicts or problem behavior using district approved guidance strategies. A counselor will be on campus two-three days per week.

The Administrator's Role

Our school administrator is a partner in supporting students. If a challenging situation or behavior persists, the administrator may be called upon to support. Also, in rare cases of serious issues, such as the list below, the administrator will be contacted immediately.

1. Harming or threatening to harm another student.
2. Possession of any firearms, knife, explosive or other dangerous objects.
3. Possession of drugs, drug paraphernalia, tobacco or alcohol.
4. Stealing, vandalism or damage to school property.

BICYCLE POLICY

The San Diego Police Department requests that only students in grades four and above ride bicycles to school. Although the school has designated the bike rack for students to park bicycles, the San Diego Unified School District is not responsible for theft, damage, or loss of use to any bicycle, equipment or article left in or around this area.

- All bicycles should have locks and licenses. Students are urged to secure their bicycles in an appropriate manner by using a quality lock and chain or other devices.
- We offer several bike racks available for bike storage.
- Helmets are required by California law. Students not wearing helmets may lose the privilege of parking a bike on school grounds. As defined in Vehicle Code Section 21212, any person under 18 years of age must wear a properly fitted and fastened helmet when riding a bicycle, scooter, skateboard, or when wearing in-line or roller skates. Helmets must also meet the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC).

CELL PHONES/SMART DEVICES

Students are permitted to use cell phones before and after school but not during the school day. Cell phones and other smart devices such as smart watches must be powered off and remain in the classroom cell phone box during the instructional day. Doyle is not responsible for cell phones that are damaged, lost or stolen. If a student is found using a cell phone or smart device from home during the instructional day, it will be taken and parent/guardian will be notified by the teacher to pick it up.

ELECTRONIC DEVICES

CD players, Game Boys, MP3 Players, gaming devices etc. are not allowed at school. When children bring such items to school we are not responsible if they are lost, stolen or damaged.

LOST AND FOUND

Articles can usually be traced and returned if they are marked with the owner's full name. Sack lunches, lunch boxes and removable garments are most often lost and should be plainly labeled with first and last names. Please urge your child to report his/her loss to the teacher promptly. Children and parents are encouraged to check the "Lost and Found" rack by the front gate for lost articles. Unclaimed items are donated to community organizations.

FIELD TRIPS

Parents will be notified about field trips in advance and are asked to sign a permission slip. District policy will not allow the school to accept permission for field trips over the phone. Currently all in-person field trips are on hold due to COVID-19 until further notice.

TECHNOLOGY

Every student TK-5 will be issued a chromebook and charger for use at both home at school. Each child will use the same device for 3 years before a refresh. Proper care is critical to the maintenance and longevity of this learning tool.

- Any problems with the Chromebook will need to be handled by the Parent IT Department; please do not bring the Chromebook to the office to exchange. They will need to be exchanged through IT. More information found here: [Chromebook Technology Support](#). Phone number for IT: (619) 732-1400.
- Having chromebook issues? Check out these [Chromebook Troubleshooting Tips](#)

COMPUTER DISTRIBUTION

The Chromebooks will be distributed when the child is onsite through our library assistant Kimmie Green.



RELEASE OF INFORMATION

- The school is not permitted to release information regarding students, including telephone numbers and addresses, to unauthorized persons. Please refer to [FACTS for Parents brochure, Parents' Rights and Responsibilities \(LINK COMING SOON\)](#), for full particulars of the Family Educational Rights and Privacy Act.

WITHDRAWAL OF STUDENTS/TRANSFERS

If your student will be withdrawing from Doyle, including transferring to another San Diego Unified School, please [complete this form](#) and notify the front office of your student's last day of attendance. We will prepare your student's transcripts and attendance records as needed. Please give us 48 hours of advance notice to prepare records.

- The new school of attendance should request your student's records by fax: 858-455-9486

EMERGENCY PREPAREDNESS

Regular drills are held throughout the year to enable students and staff to react to any emergency situation which might occur. Drills held are:

- Fire Drill
- Earthquake Drill
- Lockdown Drill
- Shelter in Place Drill
- Disaster Drill

In the event of an earthquake or other disaster, the safety of all students is our primary concern. All gates will be secured. Families will be directed to pick up children at the reunion gate. Identification will be required. This will provide us the opportunity to account for all our children and to ensure that they are released to authorized adults only. Please contact the office if you would like additional information regarding Doyle' Emergency Preparedness procedures.

In the event of a school lock down procedure, for their safety, children may only be released from their classrooms at the direction of the San Diego Police Department.

Safety Plan

A site safety plan has been developed for Doyle School and all staff members receive continuous training in maintaining a safe and secure environment for students. Key components of this plan are as follows:

- Assessment of school crime and crime in the surrounding community
- Child abuse reporting procedure
- Disaster procedures (for both routine and emergency situations)
- Suspension and expulsion procedures
- Sexual harassment policy pursuant to the Ed. Code
- School wide dress policy
- Rules and procedures for school discipline to ensure a safe and orderly school environment
- Procedures to avoid or report any injuries or unsafe conditions to students or staff members

STAYING CONNECTED/GETTING INVOLVED

Doyle ELEMENTARY PTA

- [PTA Website](#)
- [PTA Membership](#)
- [Doyle Elementary PTA Facebook](#)
- [Doyle Elementary PTA Twitter](#)
- [Doyle Elementary PTA Instagram](#)

SOCIAL MEDIA

- [Doyle Elementary Facebook](#)
- [Doyle Elementary Twitter](#)
- [SDUSD Twitter](#)
- [SDUSD Facebook](#)
- [SDUSD Instagram](#)
- [SDUSD YouTube](#)