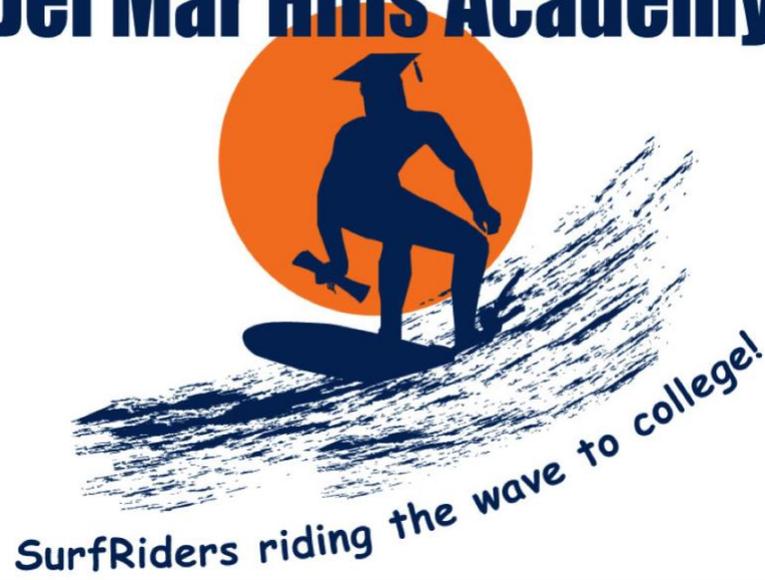


Del Mar Hills Academy

Del Mar Hills Academy



Family Handbook 2020-2021

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Del Mar Hills Academy of Arts and Sciences



Welcome to the 2020-2021 school year!

The new school year brings with it the excitement of new beginnings, new experiences, and new opportunities to learn and grow. The enthusiasm and wonder of children reminds us that each child comes to school with tremendous hopefulness and anticipation for the best year ever. Every teacher, principal, staff member, and parent plays an important part in making this school year a great one for every single SurfRider.

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 collaborating with you this year. Del Mar Hills is in an unrelenting pursuit to create an extraordinary school experience that ignites personal genius in your child(ren) and empowers them to advance the world. We must prepare our students to become thinkers and active participants in the process of learning. We are committed to creating a culture of thinking at Del Mar Hills where staff and students are continuously learning and growing together.

The purpose of this Family Handbook is to assist our students and families with important information regarding school policies, procedures, and the agreements we need to ensure this is an enjoyable, successful, and safe school year. Your understanding and support of this information helps us establish a learning environment that is respectful, conducive to learning, and ensures the safety and welfare of all students.

You can help us at home by reading through this Handbook with your child and returning the signed acknowledgement page to your child's classroom teacher. This page will be sent home with your child on the first day of school.

We appreciate your support and involvement as we work in partnership to provide a nurturing, inspiring, and rigorous educational program for each of our students.

All My Best,

Andrea Sleet

Principal

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**SCHOOL HOURS
FRONT OFFICE HOURS**

7:30 a.m. – 3:30 p.m. (Monday – Friday)

Kindergarten Schedule August 24th - October 2nd

Monday-Friday School Hours 8:15 am – 12:00 pm
Morning Recess and Snack 9:25-9:45 am
Staggered Dismissal: 12:00 - Last names A-G; 12:05 - Last names H-M; 12:10 - Last name N-Z__

- * Kindergarten students will not eat lunch at school during the first six weeks.
- * Full Day Kindergarten begins on Monday, October 5th

Kindergarten Schedule October 5th - June 10th

Monday, Tuesday, Thursday, Friday..... 8:15 am-1:30 pm
Wednesday..... 8:15 am - 1:00 pm

Monday, Tuesday, Thursday, Friday

Students may enter campus and go directly to their classroom 8:00 a.m.
School Begins (K-6)..... 8:15 a.m.
Morning Recess (4, 5) 9:45–10:00 a.m.
Morning Recess (1,2,3,6) 10:00–10:15 a.m.
Morning Recess (K) 9:30 - 9:45 a.m.
Lunch (K, 1, 2, 3)..... 11:30-12:00 p.m.
Lunch (4,5,6)..... 12:00-12:30 p.m.
End of Instructional Day (K-6)..... 1:30 p.m.
Staggered Dismissal: 1:30 - Last names A-G; 1:35 - Last names H-M; 1:40 - Last name N-Z

Minimum Days (every Wednesday and conference weeks)

Students may enter campus and walk directly to their classroom 8:00 a.m.
School Begins (K-6)..... 8:15 a.m.

Morning Recess (4, 5) 9:45–10:00 a.m.
 Morning Recess (1,2,3,6) 10:00–10:15 a.m.
 Morning Recess (K) 9:30 - 9:45 a.m.
 Lunch (K, 1, 2, 3)..... 11:30-12:00 p.m.
 Lunch (4,5,6)..... 12:00-12:30 p.m.
 End of Instructional Day (K-6)..... 1:00 p.m.
 Staggered Dismissal: 1:00 - Last names A-G; 1:05 - Last names H-P; 1:10 - Last name Q-Z

June 7 - June 10, 2021 - All Students

Monday, Tuesday, Wednesday 8:15 am - 1:30 pm
 Thursday (last day of school) 8:00 am - 1:00 pm



IMPORTANT DATES FOR THE 2020-2021 SCHOOL YEAR

Parent-Teacher Conference Weeks – November 16-20, 2020 and March 15-19, 2021

The District sets aside two weeks each school year for parent-teacher conferences. To provide quality time for parents to meet with teachers, a minimum day schedule is followed every day during these two weeks of the school year (see the minimum day schedule above).

Smarter Balanced Assessment Testing Window – Dates to be determined (May 2021)

This year we will participate in the Smarter Balanced Assessment Consortium (SBAC) exams, which are a part of the California Assessment of Student Performance and Progress (CAASPP) assessment system. Our 3rd, 4th, 5th and 6th grade students will participate in these assessments for English Language Arts and Math. In addition, 5th grade will take a Science Test.

2020-21 School Holidays: There will be no school during the following holidays/breaks.

September 7, 2020	Labor Day
November 11, 2020	Veteran’s Day
November 23, 2020 - November 27, 2020	Thanksgiving Break
December 21, 2020 – January 1, 2021	Winter Break
January 18, 2021	Martin Luther King, Jr. Day

February 15, 2021 & February 16, 2021	Presidents' Days
February 17, 2021	In Lieu of Admission Day
February 18, 2021 & February 19, 2021	Local Release Days
April 5, 2021 – April 9, 2021	Spring Break
May 31, 2021	Memorial Day



District Design 2022

VISION

Unrelenting pursuit of the extraordinary school experience.

MISSION

To ignite genius and empower students to advance the world.

BELIEF STATEMENT

We must seize opportunities to revolutionize the traditional school system to better prepare today's students. A wise investment in time and resources will radically change and improve the school experience.

We believe:

- The school experience is built upon a strong academic foundation within a safe, secure environment.
- In the joy of learning.

- In student choice and ownership of learning.
- In the genius of each child.
- In developing integrity, compassion, and empathy.
- In developing grit, perseverance, and a passion for learning.
- In empowering students to be thinkers and change makers.
- In the power of curiosity.
- In the power of team.
- In taking risks and not settling.
- Our students, as engaged citizens, will positively impact their community and the world.

Del Mar Hills Commitment

Our commitment is to ignite genius and empower students to advance the world via an extraordinary school experience. The information contained in this Family Handbook is the glue that binds us together to achieve our comprehensive educational program based on 21st Century learning skills. Your support and participation ensures each child grows as a:

- ***Self-Directed Learner.*** the ability to be responsible for one's own learning
- ***Community Contributor.*** the understanding that it is essential for human beings to work together
- ***Complex Thinker.*** the ability to demonstrate critical thinking and problem-solving skills
- ***Quality Producer.*** the ability to recognize and produce quality performances and products
- ***Effective Communicator.*** the ability to communicate effectively
- ***Effective and Ethical User of Resources.*** the ability to use a variety of resources effectively and ethically, including technology

ATTENDANCE

Because of the way we teach in today's classroom, it is difficult to replicate the teaching and learning that your child misses when s/he is absent from school. In an effort for your child to make consistent progress it is essential your child come to school and be on time to achieve his/her learning goals.

Students should arrive at school between 8:00-8:15 a.m. *Please plan to arrive on campus at no later than 8:10 a.m.* This sets your child up for success to directly walk to their classroom, have their temperature taken by their teacher and are ready to start their day promptly at 8:15 a.m. If your child arrives after 8:15 a.m., he/she is required to check in outside the office and receive a tardy slip to be given to the teacher. After checking in at the office, your child will be expected to

enter the classroom quickly and quietly to join the learning that is already taking place. Your child may be expected to make up any missed learning.

If your child is absent from school, a phone call is required to the school office via the absence line at 858-755-9763, ext. 1. For your convenience, you can also report an absence on our school website, <http://www.dmusd.org/Hills>. Click on *Quick Links* and then *Report an Absence*. 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 ensure that your child is safe. Please note - calling in an absence does not make it an excused absence.

If a student needs to leave the school campus for an appointment, please have the adult come into the office, bring your ID, and sign them out. Remember to wear your mask. We encourage parents to utilize the afternoon (after 1:30 pm) to make doctor and/or dental appointments. **We can only release students to adults listed on the Student Emergency Card who have a valid ID with them.**

Daily Home Health Screening of Child(ren). Parent/Guardian agrees to screen his/her child(ren) for COVID-19 before taking your child(ren) to school each day. Specifically, Parent/Guardian agrees to do all of the following:

- Parent/Guardian shall screen child(ren) for any of the following symptoms associated with COVID-19: dry cough, shortness of breath or difficulty breathing, chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or a new rash. Parent/Guardian agrees that if child(ren) presents with any of these symptoms, Parent/Guardian will not send child(ren) to school.
- Parent/Guardian agrees that if child(ren) has a fever of more than 100 degrees, Parent/Guardian will not send child(ren) to school. Parent/Guardian further understands and agrees that his/her child(ren) will not be sent to school if child(ren) has been administered medication for the purpose of reducing a fever within the last 24 hours.
- In the event child(ren) has been exposed to anyone who has tested positive or are presumed positive for COVID-19 in the last two weeks, Parent/Guardian will not send child(ren) to school. Parent/Guardian shall notify the District that the student has been kept home for this reason. Parent/Guardian understands that his/her child(ren) will not be able to return to school until permitted by the District in compliance with direction from the San Diego Health & Human Services Agency and the San Diego Public Health Order.

Health Screenings at School. Parent/Guardian understands and agrees that all students shall undergo the following District administered health screening upon arrival at school each day and potentially at other times during the school day as necessary to prevent the spread of COVID-19:

- Student's temperature will be taken using a touchless UV thermometer upon entering the classroom
- Students will be monitored throughout the day for signs or symptoms of COVID-19. Any student exhibiting symptoms of illness throughout the day will be sent home.

VACATION/TRAVEL ABSENCES

The Del Mar Union School District recognizes regular school attendance plays a key role in student achievement. California Education Code 48200 calls for each child between the ages of 6 and 18 to be subject to compulsory full-time education. Although exemptions to compulsory attendance may be granted in rare circumstances, as allowed by law, it is the responsibility of the District to ensure that students attend school regularly.

In this effort, the District affirms compliance with compulsory attendance laws by providing this information on accountability practices for student attendance. All schools within the Del Mar Union School District will participate in consistent monitoring of student attendance. The student information system has been programmed to generate attendance letters for individual students at prescribed intervals.

After three (3) *unexcused* days of absence, unresolved absences, or unexcused tardies of more than 30 minutes, a letter will be sent to the home to make families aware of the attendance problem. After four (4) unexcused days of absences, unresolved absences, or unexcused tardies of more than 30 minutes, a second letter will be sent to the home asking parents to attend a School Attendance Review Team (SART) meeting at the school. After five (5) unexcused absences, unresolved absences, or unexcused tardies of more than 30 minutes, a third letter will be sent home informing parents that the student will be referred to the School Attendance Review Board (SARB). A student may have several consecutive unexcused days that constitute one absence. For this reason, all students will be afforded the three-letter process, regardless of the actual number of unexcused days of absences. This will ensure each student maximum opportunity to correct problematic patterns of attendance.

It is important to note that, according to Board Policy 5113, absences due to travel and/or vacation are unexcused. Absences due to travel and/or vacation have potential to negatively impact your student's attendance record, and could result in a referral to the School Attendance Review Team (SART) or the School Attendance Review Board (SARB). While vacations are always unexcused, justifiable personal reasons that necessitate travel should be discussed with the school Principal in order that an appropriate determination can be made.

It is the Del Mar Union School Board policy 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.

TRANSPORTATION

The safety of all our students is our highest priority at Del Mar Hills. Because of the high traffic that comes 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.

TRANSPORTATION/STUDENT SAFETY

There is a three-way stop sign intersection in front of Del Mar Hills Academy. *Traffic safety regulations do not permit a safety patrol program in proximity to an intersection such as this.* We have developed a traffic plan to provide for the safety of our students, staff, and families.

You can support the safety of our students, staff, and families by working within the following guidelines:

- If possible, please have your child walk to school using the crosswalk from Lozana to Mango. DMHA staff at the crosswalk are there to ensure the safety of our children and families.
- If your child is NOT walking to school, you can use the drop off on the east end of Lozana and have your student walk the remainder of the way, using the designated crosswalk. This will help to avoid traffic congestion and will cut down on your waiting time in drop-off traffic.
- If you choose to drop your child off in front of the school office:
 - Please *pull all the way forward* in the drop-off lane before your child exits the car
 - Remain in one lane, single-file at the curb when unloading in the drop-off area
 - Have your child's backpack next to them so that they can exit the car quickly. Please do **not** place items in the trunk.
 - Students should exit the car from the passenger side, i.e. curbside.
 - You may not park and/or leave your car in the drop off/red zone at any time
 - **All adults and students should wear face coverings anytime they are on campus, even in their vehicles while dropping off or picking up.**
 - Drivers may not use a hand-held cell phone at any time while driving in the school parking lot.
 - Drivers should remain in the car, even for kindergartners. If drivers plan to get out, cars must be parked in a marked stall or on the street. Do not park along the red curb in front of the park or school.
 - All adults and students should remain 6 feet from members of other households when picking up or dropping off.
 - Dogs of any size are not allowed on campus. Please do not bring them any further than the entrance on Mango Drive.

Before School: (8:00 a.m- 8:15 am.)

- Students will enter through designated gates and go directly to their classroom.
- Parents are not allowed to enter campus and will say goodbye to their children at the gate or drop off area.
- Have your child's backpack next to them so that they can exit the car quickly. Do not place materials in the trunk or wait to pull up to the front of the line if you need more time for your child to exit the car.
- If your child walks to school, they should walk at least 6 feet from others not in your household and should wear their mask while they walk to school.
- All students should have their mask on when on campus and while walking to their classroom.

- Once they enter their classroom, teachers will take students' temperatures.

Afternoon Pick-up:

- Students will be dismissed with staggered dismissal times and will exit through designated gates.
- Dismissal times are structured by last name to ensure siblings are dismissed at the same time.
- **In order to ensure a safe and orderly dismissal, parents should arrive at their child's dismissal time and leave campus promptly after reuniting with their children.**
- Students will leave through a gate designated by grade level and then can reunite with their parents or walk directly home.
- Parents may not enter campus at the end of the day.
- As many of our students and families walk to and from home, please be mindful of your speed and drive safely in and around our neighborhood.

Bicycle, Scooters, Skateboards, and Zucas

- Independent bicycle & scooter riding is only allowed for 4th, 5th, and 6th grade students. Younger students should ride with their parents to and from school.
- **Riders are required by state law to wear safety helmets.**
- Bicycles, scooters, skateboards, and Zucas *must* be walked when on school grounds.
- Bicycles must be kept at the designated area on the upper grade playground and need to be locked to the bike racks.
- Riding in a safe manner will ensure that your privileges are not lost.

SCHOOL CLIMATE

The Del Mar Hills school climate provides a structure to support a calm and safe school environment while helping children develop self-discipline, strong character, and a sense of responsibility.

COMMUNICATION

Our school is committed to fostering a learning environment that nurtures mutual respect between and among district staff, parents, and students. Communication between parents and staff is encouraged to enhance each child's opportunity to achieve to the highest possible level. To be productive partners in educating our students, our schools insist on positive communication and discourage communication that could have a negative impact on the learning environment. (*Board Policy 1250.1*)

The Del Mar Hills staff is committed to respond to email, phone calls, and other written communication from parents in a timely manner. During the school day, the priority of our teachers is to instruct their students in the classroom; therefore, they are unable to respond to email and phone messages. If there is an emergency, please contact the front office.

Communication is managed through cooperation between our office, teachers, and our PTA. We are fortunate to have several tools, which we use to facilitate communication. The following is a description of the tools and how we use them to provide information at Del Mar Hills.

Site Website

Our site website, <http://www.dmusd.org/Hills>, provides important information about various aspects of our school including timely announcements, events, as well as policies and procedures at our school. The site website includes a link to our PTA website, <http://delmarhillsppta.org/>, which provides information on school related functions supported by our extraordinary parent organization.

Teacher Websites

These can be visited on our site website. Click on the Class Pages or Steam+ tab to find information about team members and classes. There are also links to individual Google Sites for each Teacher, which include a teacher bio, contact information, and links to digital tools your child may need. Click on the PeachJar icon for all community flyers.

Connect Ed Messages

The Connect Ed system is an automated system, which allows us to send out information to all of our families via telephone and email. This system is how our weekly Family Newsletter is sent out which includes important school events, as well as information from the PTA and DMSEF. It is critical current phone numbers and email addresses are provided to our office to ensure families receive information sent out via this tool. In addition, this system is used periodically to provide timely reminders about upcoming meetings, activities as well as important information from both our site and from the District. This is also the system we will use in the event of an emergency, which is another important reason to ensure we have updated contact information.

Instagram

We constantly update our Instagram feed to invite you into the teaching and learning that takes place on our campus on a regular basis. Whenever you want to see what's going on out-and-about on campus throughout the week, feel free to follow us at <https://www.instagram.com/hillssurfriders/>

Twitter

We constantly update our Twitter feed to invite you into the teaching and learning that takes place on our campus on a regular basis. Whenever you want to see what's going on out-and-about on campus throughout the week, feel free to follow us at [@HillsSurfRiders](https://twitter.com/HillsSurfRiders).

Facebook

This year we will continue to grow our Del Mar Hills Academy Facebook page to provide pictures and information about the special events that take place on our campus. Please follow us at <https://www.facebook.com/Del-Mar-Hills-Academy-174686400223558/>.

PTA Hills Happenings

Our PTA provides a weekly newsletter sent home via the Connect Ed system on Sunday evenings, which contains information on upcoming events, as well as important information helpful for our families.

Konstella

Konstella is a helpful, secure communication tool used by our PTA. It is for Room Parents and other PTA communications. It offers a single location for class announcements, parties, school events, and volunteer sign-ups. Every family will be emailed an invitation at the beginning of the school year. You may also register at Konstella.com

Room Parent Emails

Our room parents will be requesting parent email addresses to send out important information regarding classroom specific information. Some emails will also include information about class requests for school-wide functions such as our Halloween Hoedown or Jog-a-Thon.

CHARACTER EDUCATION

The *8 Keys of Excellence* is our school's character education program that guides our SurfRiders toward a positive future full of confidence, motivation, creativity, team work, leadership and valuable life principles. The *8 Keys* builds strong character in our students and models how to live a life of excellence that will help them both and outside of the classroom.

We will begin the year by presenting an overview of the 8 Keys of Excellence to our students. We will focus on one Key each month starting with a school-wide community kick-off assembly, followed by lessons in our classrooms that integrate the highlighted Key into the curriculum in a variety of ways.

Classroom lessons, assemblies, and presentations for parents will allow us to create a positive school community where we have a common language and are a team in helping our students become positive, effective, and collaborative global citizens.

8 Keys of Excellence

- Integrity – match our behavior with values
- Failure Leads to Success – learn from our mistakes
- Speak with Good Purpose – speak honestly and kindly
- This Is It! – make the most of every moment
- Commitment – make your dreams happen
- Ownership – take responsibility for actions
- Flexibility – be willing to do things differently
- Balance – live your best life

DM Hills Success Skills

To help students develop a range of skills they need for school and life, Del Mar Hills Academy will support the development of empathy, self-control, embracing diversity, integrity, and grit across our classrooms, school, and homes. To help us, we have adopted a comprehensive, research-based character education program called *Second Step*. The *Second Step* program for Kindergarten through Sixth grade is a universal, classroom-based curriculum designed to increase students' school success and decrease problem behaviors by promoting social-emotional competence and self-regulation. It teaches skills that strengthen students' ability to learn, have empathy, manage emotions, and solve problems. Using Second Step skills creates a safer, more respectful learning environment that promotes school success for all.

In grades kindergarten through 5th grade, the *Second Step* program teaches skills in the following four areas:

1. Skills for Learning
2. Empathy
3. Emotion Management
4. Problem Solving

The *Second Step* program in 6th grade teaches skills in the following four areas:

1. Empathy and Communication
2. Bullying Prevention
3. Emotion Management
4. Problem Solving

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 Del Mar Hills Academy.

DEL MAR HILLS DISCIPLINE PLAN

The primary goals of the plan are to:

- Establish a calm, orderly, safe, and fun environment for learning and playing
- Help children develop self-control and self-discipline
- Foster our students' development of empathy
- Teach children to think and act in socially responsible ways
- Promote respectful, kind and wholesome teacher-student and student-student interactions

Our approach to discipline is to help children become aware of how their actions can bring consequences to themselves and others. These consequences can be positive or negative. We do our best to ensure students receive positive reinforcement for appropriate/expected behaviors. Some examples include: verbal praise, parent communication, written recognition (Keynote Awards), and/or special privileges.

We know and recognize that everyone makes inappropriate choices from time to time. Our collective commitment is to support our students in reflecting on their choices, generating more appropriate choices, and putting the expected behavioral choices into action.

At Del Mar Hills Academy, we utilize four types of logical consequences and our 8 Keys of Excellence Principles:

- **Reminder or redirection** - If a child is acting inappropriately, staff will give a verbal reminder or redirection. The student should "recognize their wrong" and "right their wrong."
- **Take a break** - If a child continues to struggle to maintain self-control; they will be directed to a designated space 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 Del Mar Hills staff and administration may determine alternative consequences.
- **Make it Right** - If a child continues to be disruptive, hurts another's feelings, or damages property, 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.

The origin for the word discipline comes directly from the Latin *disciplina* which means, "instruction given, teaching, learning, knowledge..." The purpose of any discipline plan is to assist students in learning to make better choices and thereby changing their behaviors. The following is Del Mar Hills Academy progressive plan to provide students with multiple opportunities to make better choices:

- **Verbal Warning** – Student is given a verbal warning or a request to redirect their behavior by a staff member, and is given an opportunity to demonstrate appropriate behavior.
- **Student Think Sheet** – Student is issued a Think Sheet by a staff member. The staff member will discuss the incident with the student; then the student will record what happened, and will notate his/her thoughts regarding what can be done differently moving forward. The form is completed and is sent home for parent notification and signature. Additionally, the classroom teacher may refer the student to the principal, and/or may contact the child's parent via telephone or email.
- **Principal Referral** – Teacher may complete a referral and forward it to the principal for further action. If warranted, the principal will make personal contact with parents. At this discipline level, consequences may involve loss of privileges, detention, school service, or suspension (depending on the circumstances).

While Del Mar Hills Academy strives to work with all SurfRiders to resolve problems using logical consequences and progressive discipline, there are some behaviors that may require immediate referral to the Principal.

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 from their choices and are contributing and supportive members of the Del Mar Hills Community.

A pupil may be suspended or expelled from school for certain acts defined by State of California Education Code 48900(p) and DMUSD Board Policy 5144. The Principal may use her discretion to provide alternatives to suspension for a student subject to discipline under State of California Education Code 48900(r).

BULLYING PREVENTION

The District will not tolerate bullying as defined in Board Policy 5131.2, or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the District's jurisdiction, whether directed at an individual or group. This includes, but is not limited to, discrimination, harassment, intimidation and bullying based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Reports of bullying should be reported to the classroom teacher, or principal, as soon as possible.

Definitions:

Bullying means any severe or pervasive physical or verbal act of conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Website, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

"Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

“Cyberbullying” includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device, camera, computer, or pager. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation.

EXPECTED BEHAVIORS

LUNCH/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 support one another, resolve their own conflicts, and assist in creating their own physically and emotionally safe environment.

- I will eat and play in my class’ designated zones.
- I will wear my face covering except when eating snack and lunch.
- I will make sure I stay 6 feet away from my classmates when my mask is off.
- I will participate in all activities in a respectful and safe manner.
- I will use playground equipment in a safe and respectful manner.
- I will use respectful language and speak honestly and kindly.
- When I use the bathroom during recess time, I will wait until there are no more than 3 people in the bathroom.
- When the bell rings I will stop playing, return all equipment, walk to pick up my lunch box, and wait for my teacher.

DRESS CODE

According to Board Policy 5132, the Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students’ clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

The purpose of a school-wide dress code is to establish a school environment that supports a productive work atmosphere, which supports students’ learning and reflects the values of our greater school community. Please take time to review our school’s Dress Code with your children. The following items of clothing/accessories are considered inappropriate and/or disruptive to the educational process, and are therefore **NOT** allowed:

- Clothing advertising alcohol or containing disrespectful words, signs or symbols
- Clothing that exposes the midriff or undergarments
- Clothing and/or accessories that are distracting to the learning process

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 footwear for school.

Students wearing inappropriate clothing may be asked to go to the office, call their parents, and have alternate clothing brought from home.

TECHNOLOGY AGREEMENT

Our schools are state of the art facilities with many opportunities for students to use computers and technology equipment. All students must follow district guidelines and demonstrate digital citizenship while using computers. Violations may result in a loss of privileges.

CELL PHONE GUIDELINES

We realize some parents may choose to have their child carry a cell phone to school for before/after school communication. Cell phones are expected to be put away and remain off during the school day. Cell phone texting, video recordings, and picture taking during the school day are prohibited. Cell phones that are out and/or on may be confiscated and returned to the student at the end of the day. If your child needs to communicate with you during the school day, they will be given access to a school phone at an appropriate time.

DROPPING OFF ITEMS FOR YOUR STUDENT

Please ensure your child arrives at school with everything he/she needs for the school day. If you need to drop off a lunch, snack, eyeglasses, clothing, books, etc. for your student, please come into the school office and give them to staff who work at the front desk. Please put the child's name and teacher on the item. Please remind your child to go check the office for their item, or if they do not have lunch or a snack. The school office will do their best to make sure the student receives the items that are delivered.

Lost and Found Items

The lost and found is located near the Innovation Center. If something is found, it will be placed in the lost and found. Small or valuable items may 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. If items are not claimed after they have been displayed on tables for a few days, they will be donated to charity.

SCHOOL SAFETY

VISITATION POLICY

The safety of all children is of paramount importance. Parent/Guardian understands that due to the current public health emergency, nonessential visitors will not be permitted to be on campus.

EMERGENCY CONTACTS

Please list all emergency contacts on your child's Emergency Card; these will be the only people who can sign out your child(ren) from school during the school day if you are unable to do so. Throughout the school year, if you would like to add additional emergency contacts to your child's records, you need to do so by coming into the school office, in person, and fill out the updated information on the Emergency Card.

SAFETY DRILLS

Your child's safety is of the utmost importance at Del Mar Hills. 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. Throughout the year, we will be practicing different drills so in case of emergency all students, staff, and visitors have clear expectations of what to do in different situations.

GATES

In order to maintain a safe and secure school site environment and to address related concerns of the community, all gates at the Del Mar Union School District schools will be locked throughout the school day. Please use the main office as your point of entry and exit when school is in session.

DOG POLICY ON CAMPUS

Dogs are not allowed on school grounds. This is a district wide policy for the safety of students, parents, and other campus visitors. Therefore, if families are including a dog walk at the same time they are picking up or dropping off their child, we request that you meet or say goodbye to your child at the crosswalk on Mango Drive, thereby not bringing the dog on campus. Thank you for your willingness to ensure student safety.

CURRICULUM AND INSTRUCTION

The DMUSD's educational program is a child-centered program based on the unique needs of each student. To ensure the needs of our students are met, a goal of the DMUSD program is to provide meaningful, rigorous learning opportunities commensurate with the qualities and potential of each student. The DMUSD educational program incorporates practices for all learners with these identified outcomes:

- Determine the potential of each student
- Provide learning opportunities commensurate with the qualities of advanced students
- Offer rigorous, stimulating learning environments
- Assist in cultivating self-generating problem solving abilities
- Foster healthy self-concepts
- Develop communication skills
- Develop the skills involved in productive interpersonal relationships and positive leadership

We know that every student needs an experience that challenges him/her and takes into consideration individual learning styles and special abilities. Multiple measures are used to determine a student's aptitude, including district assessments and performance tasks, standardized test results, formative classroom assessments, and daily classroom work. We are committed to providing differentiated learning experiences that correspond with the student's abilities and talents.

The ongoing professional development provided for our district's teachers on the use of effective instructional skills/strategies is a top priority as DMUSD pursues the highest quality of instructional practices.

STEAM.

Our educational program includes Science, Engineering, Art, Mathematics, and Physical Education instruction which are taught by credentialed teachers who specialize in these areas. Our STEAM+ specialists work together with classroom teachers to enhance the core curriculum and provide students with opportunities to learn through exploration, experimentation, and creativity. Through STEAM+, students develop problem-solving skills, teamwork, and gain exposure to the fine arts above and beyond the classroom experience.

Standards Based Report Card

The Del Mar Union School District standards-based report card is designed to provide detailed feedback to parents and students about progress towards specific content indicators at each grade level. With this understanding, parents can guide and support their child helping him/her to be successful in our rigorous academic program. Teachers use both quantitative and qualitative measures to inform student progress. Report cards are distributed at the close of each trimester.

HOMEWORK/MAKEUP WORK

The Governing Board recognizes current research showing that the benefits of homework are age dependent. The Board further recognizes that for elementary-aged students, research suggests that, in contrast to homework consisting of worksheets and activities loosely related to student learning, reading at home has significant benefits, including promoting a love of school and an interest in learning. The Board recognizes the importance of after-school time for developing positive attitudes toward school, participating in extracurricular activities, and fostering healthy personal and family relationships. With this in mind, the Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians.

Homework assignments shall be meaningful and focused on current student learning, reasonable in length and appropriate to the grade level and course. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates and completion of homework may vary accordingly. Students will not be subject to punitive consequences due to late or missing homework.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, and develop good personal study habits. Teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines also shall be included in student and/or parent handbooks. These communications shall include the manner in which homework relates to practice and reinforcement of skills and content.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. Teachers shall review completed homework and shall provide timely feedback to the student.

Makeup Work:

Students shall be given the opportunity to make up school work missed because of an excused absence or suspension and shall receive full credit if the work is turned in according to a reasonable make-up schedule.

Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work. Students will be allowed full make up privileges without penalty for any work missed during observance of major religious holidays. The teacher of any class from which a student is suspended may require the student to complete any assignment and test missed during the suspension. (Education Code 48913)

PARENT INVOLVEMENT

We are particularly proud of our productive relationship with our dynamic and involved parental community. So many great aspects of our school rely on the continued support of our parents. There is no doubt that Del Mar Hills Academy thrives because of our parental commitment and involvement to educate every single SurfRider. A school is only as strong as the partnerships between its community of parents, staff, and students, and Del Mar Hills Academy is living proof of this strength!

Please pursue whatever level of involvement that you can; opportunities include, but are not limited to:

- School Site Council (SSC)

- Parent/Teacher Association (PTA)
- Del Mar Schools Education Foundation Representative (DMSEF)
- Del Mar English Language Advisory Committee Representative (DELAC)
- Classroom volunteers
- Lunch Club Coordinators

Our school looks forward to partnering with staff and parents/guardians to develop meaningful opportunities at all grade levels for you to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Del Mar Hills PTA and Del Mar Schools Education Foundation

Del Mar Hills PTA and DMSEF are two separate organizations working hard to ensure every child develops a strong educational foundation at Del Mar Hills. The following provides information on how PTA and DMSEF support our programs:

Del Mar Hills PTA

The Del Mar Hills Academy Parent Teacher Association (PTA) sponsors programs and services that make a significant contribution to the development of your child’s school experience. Every membership makes a difference! Here are a few of the activities and contributions made possible by the DMHA PTA:

- Technology Improvements/Upgrades
- Weekly “Hills Happenings” communication
- Spirit Wear
- Teacher Mini-Grants
- School Assemblies
- PE and Recess Equipment
- Student Directory
- Spring Carnival
- Family Fun Nights

We hope you become a PTA member. Your financial support goes a long way toward providing fun and educational programs for your children. The cost of the annual membership is \$40.00 per family, which includes several member benefits. We invite you to make a difference in the education of our children. Please visit Del Mar Hills PTA online at <http://delmarhillspta.org/>.

Del Mar Schools Education Foundation

The Del Mar Schools Education Foundation (DMSEF) raises funds to supplement a very special instructional program called the STEAM+ Program. This program impacts the learning of our children every day by providing accredited teacher specialists who develop meaningful learning experiences that integrate science, engineering, technology, the arts, mathematics, and physical education.

Each year DMSEF is challenged to raise enough money to bridge the significant gap between the teachers’ salaries our District can fund and the salaries necessary to fund a full STEAM+ program. With your help, we can continue to provide every student attending elementary school in the Del Mar Union School District with this important program. Our goal at Del Mar Hills Academy is to have 100% participation from parents during the DMSEF annual appeal. Please visit online at www.DMSEF.org, and keep an eye out for their annual appeal letter, which will come home in your child’s backpack during the month of September.

MEDICATIONS AND HEALTH INFORMATION

Students may not bring/have any medications (i.e. cough drops, Tylenol, Motrin, etc.) in class. All medications must be turned into the school health office. All medication, including over-the-counter medications, which are

to be given at school, must be accompanied by a **Physician's Statement form** with directions for the administration of the medication. These forms are available in the Health Office.

There is a first aid kit located in each classroom. Students may use it under adult supervision to take care of small cuts and scrapes. Students may also receive care at the Health Office if they are hurt or sick during the school day. Students must get permission from an adult to go to the Health Office.

If the use of crutches is required, or limited activity is recommended during the school day, a physician's note is needed. The note must indicate the period for which crutches are to be used as well as any other requirements pertaining to the school setting.

Exhibiting COVID-19 Symptoms at School

Parent/Guardian understands and agrees that if his/her child exhibits COVID-19 symptoms during the school day, Parent/Guardian will pick his/her child(ren) up from school as soon as reasonably possible but no later than within one hour after being notified by the school. When Parent/Guardian arrives at school, Parent/Guardian will call the school office and remain in his/her vehicle and their child will be brought to the car.

Parents are advised to contact their child's health care provider. If a child is exhibiting symptoms and has a negative COVID-19 test, the child can return to school with proof of a current negative test and 72 hours after symptoms resolve. In the event of a positive test, or no test, students must quarantine for 10 days.

Healthy Hygiene

Students will follow established routines for hand washing throughout the day. Hand sanitizer and/or hand washing will be used every time students enter the classroom.

Face Coverings

Parent/Guardian understands and agrees that unless exempt, students in grades K–6 must wear face coverings. Parent/Guardian understands and agrees that his/her child(ren) may be excluded from school if they refuse to wear a face covering consistent with the rules set forth in the District's COVID-19 Prevention Plan.

NUTRITION AND WELLNESS

The Del Mar Union School District is required by state law to have in place a Student Wellness Policy (Board Policy 3550 and AR5030). The state law was passed to address Californian's concerns about childhood obesity, which is linked to poor food choices and lack of exercise. Recognizing the link between student health and learning:

- 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.
- School fundraising activities either will not involve food or will use only foods that meet the nutrition and portion size.
- Snacks served during the school day or in after school care or enrichment will emphasize fruits, vegetables and water.

- 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.
- Food served as part of instructional activities (science, cooking class, math activities) will offer healthy choices.

Please be reminded that the District's Wellness Policy also includes the following requirements for food brought on campus for students:

- All food brought on campus by parents, teachers, or staff for students should be store bought, prepared and individually wrapped, including a listing of the ingredients. No home cooked foods should be served on campus to students in order to minimize the risk of allergic reactions and foodborne illness. This does not include individual student lunches.

LICE

Any time children come together, such as the beginning of the school year, head lice can occur. Head lice do not spread disease and are not a serious medical condition, but they are a nuisance. Please contact the office in the event lice are found so we can follow-up appropriately at school. If a student is found to have head lice or nits less than ¼ inch from the scalp while at school, parents will be contacted and the child will be sent home to be treated. The student may return 24 hours after treatment to be rechecked in the Health Office for active head lice, or nits closer than 1/4 inch to the scalp before returning to class. If it is determined that the student remains infested with head lice, school staff will contact the student's parent/guardian to discuss treatment. The student shall be allowed to return to school when no active head lice, or nits closer than 1/4 inch to the scalp, are found. To help prevent cases of lice, please speak with your child about not sharing personal items such as hair brushes, combs, and hats. If your child has long hair, wearing it in a ponytail is a good idea.

If your child has lice:

Please spend time removing nits manually. Nits are very small. It can take quite a bit of time to fully check through a child's hair to ensure they are all removed, sometimes even several hours with children who have longer hair. It is time well spent as this is the best way to reduce the chance of additional juvenile lice hatching following treatment. Nits may not all be killed by an initial treatment. Therefore, it is important to follow the directions and follow up with a second treatment if directions indicate to do so.

Addressing the home environment will also help stop reoccurrences. Washing clothing and bedding in hot water and drying on a hot cycle for at least 20 minutes works best. Seal items such as pillows and stuffed animals in a plastic bag for two weeks to kill lice. Boil combs, brushes, hair bands, and barrettes in water for five minutes, or soak them in rubbing alcohol or Lysol for one hour. Also, be sure to vacuum carpets and furniture

ALLERGIES

If your child has a food allergy, it is important that the School Nurse, Health Tech, and school staff are aware. Parents/guardians are asked to assist the school in the prevention, care and management of their children's allergies and reactions. Parents are asked to inform the School Nurse or Health Tech of their child's allergies prior to the opening of school (or immediately after a diagnosis).

PEANUT/NUT AWARE DISTRICT

The Del Mar Union School District is a peanut/nut aware district, so we do not restrict students from bringing foods that include peanuts or nuts. However, each lunch area provides distance/sections at which students with nut allergies may sit to avoid exposure to an allergen. **Students are not allowed to share food at lunch.** In addition, classrooms with students with severe nut allergies are labeled Peanut-Free Classrooms. Thank you for supporting and respecting the health and well-being of all students!

SCHOOL LUNCH PROGRAM

ChoiceLunch provides National School Lunch Program services to DMUSD students. For more information about the lunch program and to access monthly lunch menus, please go to the Del Mar Hills website home page and click on [Lunch Program](#) located under the Quick Links.

Milk is available for purchase for all students for the entire school year. Milk order forms can be found under “Forms” on the Nutrition Services web page or in our school office. Under state and federal regulations, pupils from low-income families are eligible for free milk and lunch. Information is available in the school office.