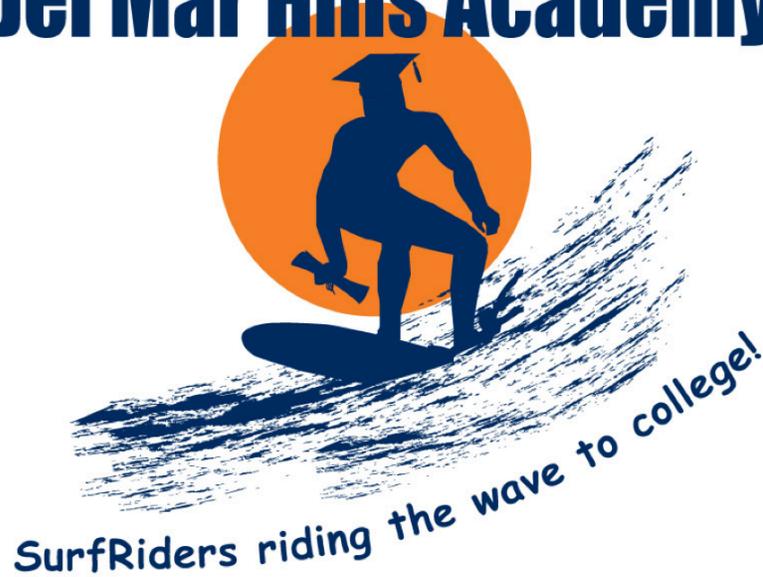


Del Mar Hills Academy

Del Mar Hills Academy



Family Handbook 2018-2019

14085 Mango Drive
Del Mar, CA 92014
(858) 755-9763
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Del Mar Hills Academy of Arts and Sciences



Welcome to the 2018-2019 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 know we are lucky to have so many remarkable students and families working alongside us and we look forward to partnering with you this year. Del Mar Hills Academy is committed to providing a nurturing and inspiring educational program for all of our students. Our staff is committed to ensuring we develop a program of instruction that is focused on engaging students in meaningful learning experiences. These experiences will include, but are not limited to designing interdisciplinary approaches to learning via robust and engaging opportunities that support critical thinking, innovation, collaboration, communication, and problem solving.

The purpose of this Handbook is to communicate the most important information regarding school policies, procedures, and the agreements we need from all stakeholders to ensure 2018-2019 is an extraordinarily successful school year. Your understanding and support of the information presented in this Family Handbook will help us establish a schoolwide environment that is respectful, conducive to learning, and ensures the safety and welfare of all SurfRiders.

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. Please keep this handbook in a prominent place and review the guidelines with your child as discussions about school come home throughout the school year.

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.

Thank you,

Julie Lerner

Principal

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Del Mar Hills Academy



SCHOOL OFFICE HOURS
7:30 a.m. - 3:30 p.m. (Monday-Friday)

DAILY SCHEDULE

Complimentary Before School Care (<i>Innovation Center</i>)	7:15 - 7:45 a.m.
Playground Supervised	7:45 - 7:58 a.m.
Classroom Line-up	7:58 - 8:00a.m.
School Begins	8:00 a.m.
Morning Recess	10:00 a.m. - 10:15 a.m.
Lunch and Recess	11:45 a.m. - 12:30 p.m.
Kindergarten Dismissal (through Oct. 5 th)	12:40 p.m.
Kindergarten Dismissal (Oct. 8 th – June 13 th)	2:30 p.m.
Dismissal (Gr. 1 - 6)	2:30 p.m.

MINIMUM DAYS (every Wednesday)

Grades K - 6	8:00 a.m. - 12:30 p.m.
Morning Recess (K-6)	10:00 a.m.- 10:15 a.m.
Lunch (K-6)	11:45 a.m. – 12:15 p.m.
Dismissal	12:30 p.m.

LAST WEEK of SCHOOL - June 10, 2018 - June 13, 2019

Monday, Tuesday, and Wednesday	8:00 am - 2:30 pm
Thursday (last day)	8:00 am - 12:30 pm

KINDERGARTEN

***August 27, 2018 - October 5, 2018**

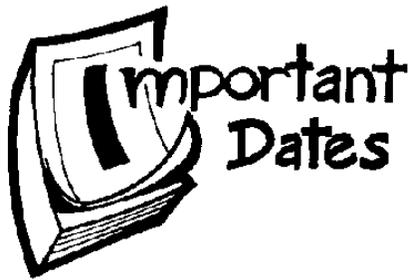
Monday, Tuesday, Thursday, Friday	8:00 am - 12:40 pm
Wednesday	8:00 am - 12:30 pm

Full Day Kindergarten Begins on Monday, October 8, 2018

October 8, 2018 - June 13, 2019

Monday, Tuesday, Thursday, Friday	8:00 am - 2:30 pm
Wednesday	8:00 am - 12:30 pm

*The Del Mar Union School District After School Programs will continue to offer fee-based after school care to enrolled kindergarten students beginning at 12:40 for the first six weeks of school, August 27th - October 5th. On October 8th, After School Programs for all K-6 students will begin at 2:30 Monday, Tuesday, Thursday, Friday, and 12:30 on Wednesday. Registration information can be found at <http://www.dmusd.org/Page/346>. Tuition information can be found at <http://www.dmusd.org/Page/5772>. Should families have questions regarding after school care, the program office staff can be reached at (858) 793-0071.



IMPORTANT DATES FOR THE SCHOOL YEAR

Parent-Teacher Conference Weeks: November 5-9, 2018 and March 11-15, 2019

Our District sets aside two weeks each school year for parent-teacher conference weeks. 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).*

Smarter Balanced Assessment Testing Window: May 6-17, 2019

This year we will continue to 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. In addition, 5th grade will take the CAASPP science assessment. More specific information will be provided as it is made available by the California Department of Education.

There will be no school during the following holidays and breaks:

- Labor Day Holiday – September 3, 2018
- Veterans Day Holiday – November 12, 2018
- Thanksgiving Break – November 19-23, 2018
- Winter Break – December 24, 2018 - January 4, 2019
- Martin Luther King Day - January 21, 2019
- Presidents' Days / February Break – February 18-22, 2019
- Spring Break – April 8-12, 2019
- Memorial Day Holiday – May 27, 2019



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.

FAMILY HANDBOOK

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 manner in which 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. To support your child(ren) in making consistent progress, it is essential your child comes to school to achieve his/her learning goals.

Students should arrive at school beginning at 7:45 a.m. and before 8:00 a.m. *Please plan to arrive on campus at least 10 minutes prior to the start of the school day.* This sets your child up for success to walk to their classroom and have transition time so they are ready to start their day promptly at 8:00 a.m. If your child arrives after 8:00 a.m., he/she is required to check in at 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 so as not to interrupt the instruction already taking place. Your child will be expected to make up any/all missed work.

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.**

According to California Education Code 48205, students may have an excused absence for illness, doctor and dentist appointments, religious holidays, court appearances, and time with an active duty family member of the uniformed services before or after deployment.

The Administrative Regulations for *BP5113: Absences and Excuses* has been updated to require students to present a satisfactory excuse verifying their absence within three (3) days of the student's return to school.

If a student needs to leave the school campus for an appointment, a parent or guardian must come to the school office and sign the student out. It is helpful to let your child's teacher know in advance, about a prearranged appointment. We encourage parents to utilize the minimum day, Wednesdays, to make doctor and/or dental appointments. **We cannot release students to anyone not listed on the Student Emergency Card. Please ensure our office has updated information should changes occur.** *See page 16 for more information. *

VACATION/TRAVEL ABSENCES

Please plan your vacations and travel on non-school days. ***It is important to note that, according to Board Policy 5113, absences due to travel and/or vacation are unexcused, even if you have notified the school.*** They 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.

SHORT-TERM INDEPENDENT STUDY

According to Board Policy 6158, when requested by a parent/guardian due to an emergency or required travel, short-term independent study may be used on a short-term basis. The written agreement shall specify the length of time in which each short-term independent study assignment must be completed and is to be no less than five (5) and no more than twenty (20) school days to ensure the student is able to maintain academic progress in his/her regular classes.

Parents/guardians of students who are interested in short-term independent study shall contact the Superintendent or designee at least five days prior to the start of the contract. The Superintendent or designee shall approve short-term independent study for an individual student only upon determining that the student is prepared to meet the district's requirements for short-term independent study.

Short-term Independent Study is available to students in grades K-6, except that no pupil with exceptional needs may participate unless the Individualized Educational Program (IEP) specifically provides for participation.

SCHOOL ATTENDANCE REVIEW TEAM AND REVIEW BOARD (SART/SARB)

If a pattern of unexcused absences and/or tardiness begins to develop, parents will be contacted by the school through phone call or letter, even if you have called the school to let us know your child will be absent or late.

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 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 programed to generate attendance letters for individual students at prescribed intervals. These letters are sent home to ensure ongoing monitoring and communication is in place regarding attendance. If unexcused absences, and/or tardies in excess of 30 minutes become a pattern, families will be notified via letter after the third (1st letter), fourth (2nd letter), and fifth (3rd letter) unexcused absence. The goal of the 1st letter is to make our families aware of the unexcused absences (and/or tardies in excess of 30 minutes) and support them in work toward improving attendance. However, if the pattern persists, a 2nd letter will be sent home and parents may be asked to attend a School Attendance Review Team (SART) meeting at the school. If the pattern continues, parents will receive a 3rd letter and will be referred to the School Attendance Review Board (SARB). This committee meets with the family to discuss possible solutions to the attendance problem and provides resources when necessary. Ultimately, it is the parent/guardian's responsibility to make sure attendance is regular.

TRANSPORTATION

Getting elementary students to and from school safely is a serious responsibility. Significant review has been given to the traffic flow and unique logistics of our school's location. Your cooperation is needed to ensure the safe and efficient entry and exit of our students. Keep in mind the first few weeks of school are always the most congested and challenging.

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
 - ***Remain in your car*** unless you are parking and walking your child(ren) to school.
 - 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

BEFORE/AFTER SCHOOL PROCEDURES

Before School: (7:45-8:00 a.m.)

- Gates are unlocked daily at 7:45 a.m. If your child arrives at school before 7:45 a.m. they should report to the innovation center by entering our campus through the front office.
- Playground supervision begins at 7:45 a.m.
- Students drop off backpacks outside their classrooms and go directly to the blacktop.
- Students may play on the blacktop only:
 - K-3rd on the primary blacktop
 - 4th-6th on the upper blacktop

Entering school in the morning:

- Between 7:45-8:00am, students should **not** enter through the front office:
 - Upper grade students enter campus through gates that lead to the upper blacktop.
 - Lower grade students enter campus through the primary blacktop gates.
- Students may not linger in the lunch area or in front of classrooms before school. They need to be on the blacktops (primary or upper depending on grade level) where there is staff supervision.
- Parents may walk their students to class or to play areas before school through any open gate.
- When the first bell rings (7:58am), students need to stop playing, hold onto equipment, and walk to their classroom lines.
- When the second bell rings (8:00am), students enter their classrooms with their teachers.

After School:

- Gates are unlocked at 2:30 p.m. (and 12:30 p.m. on Wednesdays)
- Dismissal is at 2:30pm on Monday, Tuesday, Thursday and Friday. (Grades 1–6, and Kindergarten beginning on Monday, Oct. 8th)
- Dismissal is at 12:30pm every Wednesday. (Grades K–6)

- In an effort maintain safety on our campus, our students will walk to the front of school or to the top of Mango Drive at dismissal and wait to be picked up. Students must remain in these areas and may not linger on the playground, field, by the PAC, or in/near their classrooms.
- Students are not allowed to be unsupervised in any space on our campus after school.
- Students who ride their bicycles or walk home from school should leave the campus immediately after dismissal unless an adult accompanies them.
- Drivers should pick students up in the designated areas only (in front of school or on Mango Drive)

Bicycle Riders:

- Bicycle riding is supported for 4th, 5th, and 6th grade only at Del Mar Hills Academy. Students in grades K – 3rd may ride to-and-from school if they are with their parent(s)/guardian(s).
- Bicyclists need to ride in a safe manner and wear safety helmets.
- Bicycles are to be walked on school grounds. Bicycles need to be walked across the playground and can be stored in the bicycle racks (on upper blacktop).
- Bicycle riders need to ride in a safe manner. Bicycle privileges will be revoked from anyone who is not riding safely to and from school.
- Skateboards, scooters (motorized or not), Zuca backpacks, rollerblades and other shoes with wheels, are not permitted as a means of traveling to or from school.

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://delmarhillspta.org/>, which provides information on school related functions supported by our extraordinary parent organization.

Teacher Websites

These can be visited on our site website. There are Team Pages where you can find information about team members and grade level curriculum. There are also individual Teacher Pages, which include a teacher bio as well as updated classroom information.

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 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/>.

Connect Ed Messages

The Connect Ed system is an automated system, which allows our office to send out information to all SurfRider families via telephone and email. It is critical current phone numbers and email addresses are provided to our office to ensure families receive information sent out via this tool. You can expect to receive a Connect Ed e-mail message each week with a list of upcoming events from our school and our PTA (*Hills Happenings*). 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 your most up-to-date contact information.

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 Parent 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 Reflection Form** – Student is issued a reflection form 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 reflections 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 e-mail.
- **Behavior 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, 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

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

STUDENT LUNCH/PLAYGROUND STANDARDS

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

To this end, all SurfRiders will:

- **Wait patiently before going to the playground areas until adult supervision is visible.** Without adult supervision there will be nobody there to provide support if needed.
- **Walk to and from the playground.** Running to/from the playground may accidentally cause harm to others walking on the blacktop and/or sidewalk.
- **Participate in all activities in a respectful and safe manner, while keeping in mind the consequences of inappropriate behavior.** Following the standards demonstrates good citizenship, respect for fellow students, and allows all students to have a fun and enjoyable recess.
- **Speak with good purpose and use respectful language.** Swearing, profanity, and “put-downs” are very disrespectful and can hurt the feelings of others.
- **Resolve problems using the 8 Keys of Excellence Principles.** Fighting, verbally or physically, causes emotional and/or physical harm to others.
- **Use equipment provided by the school.** School equipment has been approved for student safety and provides equal opportunities for all SurfRiders.
- **Use all playground equipment and materials appropriately.** Misuse of equipment can cause physical injuries as well as damage the equipment.
- **Include all students in playground games and activities.** This shows respect to fellow students and helps to create a positive Del Mar Hills school community.
- **Eat food in the designated areas only and be responsible for throwing trash away.** Keeping our campus clear of trash and food demonstrates commitment to our entire school community.
 - *2nd-6th graders eat at the tables in the amphitheatre*

- *K-1st graders eat at the tables on the primary blacktop*
- **Use the bathroom and get a drink during recess time.** In doing so during recess and/or lunch/recess, this doesn't take away from learning time.
- **Stop playing, hold all equipment, and walk quietly to their classroom lines (after morning recess) or to the lunch tables (for lunch) when the first bell rings.** Walking quietly after recess helps to maintain order and safety for all SurfRiders.

PLAYGROUND EQUIPMENT STANDARDS

“Little Toy” ~ K and 1st & “Big Toy” ~ 2nd - 6th

There are two play structures (Little Toy and Big Toy) on the campus and they are assigned by grade level. To maintain safety, the supervising adult may limit the number of students on either of the play structures. Below is a list of our play structure rules.

SurfRiders will:

- Wait until a campus supervisor is on duty before entering the play-structure area
- Proceed one person at a time on the monkey bars or rings, travelling in the designated direction
- Take turns on the bars and be respectful to those who are waiting.
- Keep at least one hand on the bars to maintain safety.
- Walk on, in, or around the play-structure (no playing tag on/in/around the play-structures)
- Go down the slide one at a time, feet first in a seated position
- Hang right-side up from the bars or any part of the play-structures
- Not climb or sit on top of any part of the play-structures

Climbing Wall Rules (2nd-6th)

SurfRiders will:

- Wait until a campus supervisor is on duty before entering the climbing wall area
- Take turns on the climbing wall and be respectful to those who are waiting
- Keep at least one hand and one foot on the wall to maintain safety
- Climb the stepping stones on the wall (not inside the tubular ladder)
- Keep hands and feet to ourselves (no pulling/pushing others on the wall)
- Not play tag on, in, or around the climbing wall
- Not sit or stand on top of any part of the climbing wall

Tire Swing (Grades 2 & 3)

- The tire swing is designated for 2nd-3rd grade students
- A maximum of two-to-three students can sit on the tire swing at a time.
- Students may stay on for a maximum of 2 minutes if someone is waiting for a turn. (*Students waiting count to 120*)
- One student will safely push students sitting on the tire swing.
- All other students will stand behind the tire swing structure while waiting for their turn.

Swings (Grades 2 – 6)

- The swings are designated for 2nd-6th grade students
- One student can sit on each swing at a time
- Students waiting to use the swings need to wait on either side of the swing structure (away from students who are swinging) and count to 100
- Students on the swings need to be in a seated position and they must dismount safely

Field Rules:

Grades 2 & 3 West field

Grades 4-6 East field

- Games that can be played on the field are:
 - Soccer – slide tackles are **never** allowed
 - Kickball
 - Tag (must be played safely, while respecting other games on the field)
 - Walking/Jogging/Running around the “track”
 - Football can be 2-hand touch or flag football - tackling is **never** allowed on any area of campus

- Gymnastics is usually done in a controlled environment with padding and instructors. Doing cartwheels and other gymnastic activities at school can cause injury, so please be sure you know how to execute these maneuvers and make sure there is no one nearby to avoid collisions. You must keep at least one hand and/or foot on the ground while doing gymnastics maneuvers; therefore, aerials and flips are not allowed on our campus.
- Play will occur in the designated areas without climbing on the backstops or fences.

Established maximum player limits for team sports and games:

- To keep games enjoyable, there must be a player limit on certain team sports and games.
The recommended maximum for:
 - Team sports is 8 players per team (i.e. soccer, football, kickball)
 - Handball is 3 players per team
 - Basketball is 5 players per team
 - Four-square is 2 players per team
 - Volleyball is 6 players per team

Equipment Rack and/or Bin:

- Playground equipment is available to all students, and every SurfRider needs to be respectful and demonstrate appropriate choices while using this equipment.
- SurfRiders are responsible for returning playground equipment to their classroom or to the equipment rack (bin) at the end of each recess period.

Ball Games and Ball Wall:

- The ball wall is for the game of handball only
- Any games that involve throwing a ball to "tag" or "hit" another student are not allowed

Balls from Home:

- SurfRiders may bring playground balls from home to play with during recess - the school will not be responsible for the loss or damage of any ball brought from home.

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 schoolwide dress code is to establish a school environment that supports a productive work atmosphere, students' learning, and reflects the values of our greater school community. Please take time to review our school's Dress Code with your child(ren).

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

- Clothing, jewelry and/or personal items with **writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice**
- Any attire which exposes the midriff
- Shirts or shorts where undergarments are visible
- Skirts, shorts, and dresses that are shorter than mid-thigh
- Clothing and/or accessories that are distracting to the learning process
- Flip-flops, sandals without a back-strap, and shoes with wheels

To participate in sports and recess activities, footwear that provides adequate protection should be worn. Tennis shoes or sneakers are strongly recommended – they keep children’s feet safest from cuts, scrapes, and bee stings.

Students wearing clothing that does not follow our dress code policy may be asked to go to the office, call their parents, and have alternate clothing brought from home. Thank you, in advance, for your support and cooperation with our school dress code policy. The positive message that school is a place to work and learn is reinforced when our students come to school dressed appropriately.

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 need to be turned off, and put away, during the school day. Cell phone texting, video recordings, and pictures taking during the school day are prohibited. Cell phones that are out and/or on during the school day will 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.

ATTENDING SIBLING’S SCHOOL PERFORMANCES

Grade levels have curriculum specific performances at various times throughout the school year. As a rule of thumb, siblings are not released from class to attend other grade level performances. For a student to attend a sibling’s performance during the school day, written permission (a note or email) must be provided to the classroom teacher 24 hours in advance. Attending siblings must be signed out in the front office by the parent prior to the performance and escorted back to the office and signed back in following the completion of the performance. Thank you for your cooperation in ensuring every student is safe and accounted for during the school day.

SCHOOL SAFETY

VISITATION POLICY

The safety of all children is of paramount importance. All visitors, including volunteers, are required to sign-in with the school office and obtain a visitor’s sticker. **All adults on campus during school hours must wear a staff badge or a visitor/volunteer identification sticker.** Visitors may be accompanied by a school official while on campus; and to protect instructional minutes, visitors may be denied permission to enter classrooms while in session. Visitors may be asked to leave the premises if school officials determine that there is a substantial likelihood of interference with classrooms or recess. Refusal to cooperate may result in a misdemeanor as provided in state law.

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

The safety and wellbeing of our students is our highest priority. All Del Mar Union Schools practice safe procedures and routines to be followed in the event of an emergency.

GATES

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

We will leave one designated gate unlocked each afternoon once students have been dismissed and until the After School Program (ASP) is done for the evening at 6:00 p.m. At that time, our staff will lock the open gate, leaving our campus inaccessible to the public until the next morning. During the weekend, a designated gate will be left unlocked. Our site's designated gate is right beside our ASP classrooms, at the bottom of the Mango Drive stairs, and can also be accessed via the ramp at the beginning of our driveway.

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 of Mango Drive and Lozana Road, 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+

DMUSD children experience extraordinary learning opportunities that advance students' thinking through stimulating engagement in the educational program. DMUSD **STEAM+** environments are alive with standards-based learning encounters that teach children to think, innovate, create. Through purposeful lessons and units of study based on clear learning targets and objectives, students have opportunities that challenge their thinking and require them to apply what they have learned. Students' learning experiences are supported by specialists who help to integrate concepts of Science, Technology, Engineering, the Arts, Mathematics and Physical Education. Science and engineering concepts fuse together with technology and art! Physical education and music collide in ways never-before imagined!

Our content specialists work together with classroom teachers to enhance the core curriculum and provide students with opportunities to learn through exploration, experimentation, and creativity.

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 schoolwork 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
- Noon Duty Supervisors

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
- Yearbook
- 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.

24-HOUR RULE FOR VOMITING and/or FEVER

If a child experiences vomiting, s/he must stay home from school for 24 hours. You need to keep your child home from school until there has been no vomiting for at least 24 hours.

If a child has a fever, s/he must stay home from school for 24 hours. You need to keep your child home from school until there has been no fever for at least 24 hours.

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 contains labeled "Peanut/Nut-Free" tables 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!

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.
- Rewards for academic performance and good behavior will discourage the use of foods or beverages.
- **Celebrations that involve food (including student birthdays) during the school day are limited to no more than one per class per month. Each occasion may include no more than one food or beverage that does not meet nutrition standards.**
- Food served as part of instructional activities (science, cooking class, math activities) will offer healthy choices.
- All students will receive 200 minutes of vigorous physical activities every two weeks.

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 pre-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.

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

SCHOOL LUNCH PROGRAM

Chocelunch 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 DMUSD website home page and click on [Child Nutrition Services/Lunch Program](#) on the Quick Link. Additionally, 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.

