



Sycamore Ridge School Family Handbook

5333 Old Carmel Valley Road
San Diego, CA 92130
Phone: 858-755-1060
Fax: 858-755-1258

Welcome to the 2018-2019 school year!

The new school year brings with it all of 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 year a great one for each child.

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 working with you this year. Sycamore Ridge is committed to providing a nurturing and inspiring educational program for all of our students. It is our goal that each student realizes his or her potential through our challenging academic program. In addition, we want each child to develop the skills they will need to be successful in the 21st Century – effective communication, collaboration, critical thinking, creativity, and character.

The purpose of this handbook is to assist our families with important information regarding school policies, procedures, and the agreements we need to ensure this is an enjoyable, successful 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. 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,

Peg LaRose, Ed.D.
Principal



FAMILY HANDBOOK

Please read and discuss the following information and expectations in our Family Handbook with your child. If you or your child has questions concerning these expectations, please contact your classroom teacher or the Principal. 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.

Please sign below and return this form to your child's classroom teacher by Friday, September 7, 2018.

My son/daughter and I have carefully read and understand the Family Handbook Expectations.

Student Name (please print)

Student Signature

Date

Parent Name (please print)

Parent Signature

Date

Teacher Signature

Date

Table of Contents

Welcome Letter	1
Signature Page	3
Table of Contents	5
School Office Hours	6
Important Times and Dates	7
DMUSD Mission and Core Beliefs	8
Sycamore Ridge's Commitment	9
ATTENDANCE	9-10
Vacation/Travel Absences	9-10
School Attendance Review Team and Review Board	10
TRANSPORTATION	10-11
Drop-off and Pick-Up Procedures	10-11
SCHOOL CLIMATE	12-14
Communication	12
Character Education	12
Sycamore Ridge Discipline Plan	13
Bullying Prevention	13-14
EXPECTED BEHAVIORS	14-16
Lunch Area/Student Playground Standards	14-15
Playground Equipment Standards	15
Dress Code	15
Technology Agreement	16
Cell Phone Guidelines	16
Dropping Off Items for your Student	16
Lost and Found	16
SCHOOL SAFETY	16
District Visitation Policy	16
Emergency Drills	16
Gates	16
Dogs on Campus Policy	16
CURRICULUM AND INSTRUCTION	17-18
STEAM+	17
Standards Based Report Card	17
Homework and Sycamore Ridge Homework Plan	17-18
PARENT INVOLVEMENT	18-19
HEALTH	19-20
Medications	19
Fever Free Policy	19
Lice	19
Peanut/Nut Aware Policy	19
Del Mar Union School District Wellness Policy	20
School Lunch Program	20



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

DAILY SCHEDULES

Playground Supervised	7:45 a.m. – 8:00 a.m.
School Begins	8:00 a.m.
Grades 1-6 Morning Recess	9:45 a.m. – 10:00 a.m.
Lunch and Recess	11:30 a.m. – 12:15 p.m.
K-2 students eat first, then play	
3-6 students play first, then eat	
Dismissal (grades K-6)	2:30 p.m.

MINIMUM DAYS
(every Wednesday, all grade levels)

Grades K - 6	8:00 a.m. – 12:30 p.m.
Grades 1-6 Morning Recess.....	9:45 a.m. – 10:00 a.m.
Lunch	11:30 a.m. – 12:00 p.m.
Dismissal	12:30 p.m.

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 October 8, 2018

October 8, 2018 - June 7, 2019

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

June 10, 2019 - June 13, 2019

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

*The Del Mar Union School District After School Programs offers fee-based childcare to enrolled kindergarten students beginning at 12:40 for the first six weeks of school, August 27th - October 5th. On October 8th, childcare for all K-6 students will begin at 2:30. 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 2018-2019 SCHOOL YEAR

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

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 everyday during these two weeks of the school year (see the minimum day schedule).

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

We 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 CST science test. More specific information will be provided as it is made available by the Californian Department of Education.

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

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



DMUSD District Design 2022

Our Vision:

Unrelenting pursuit of the extraordinary school experience.

Our 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.

SYCAMORE RIDGE'S COMMITMENT

Our commitment is to educate our children for the future and forge a path for tomorrow's innovative, global thinkers. The information contained in this 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 that 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,** 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 to achieve his/her learning goals.

Students should arrive at school starting at 7:45 a.m. and before 8:00 a.m. *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 am.

To assist parents with navigating the traffic congestion in the East Pacific Highlands Ranch area, we do offer early drop-off beginning at 7:30 a.m. If you elect to use early drop-off, please pull up in front of the school office and have your child walk through the front gates into the school courtyard where adult supervision is available. Students are to remain in the courtyard until 7:45 a.m. when playground supervision begins. Students are welcome to finish their breakfast, read, or visit with classmates while in the courtyard. In case of inclement weather, all students arriving before 8:00 a.m. will be directed to our Multi-Use Room (MUR) located off the school courtyard.

If your child arrives after 8:00 a.m., s/he is required to check in at the office. At that time, your child will be marked tardy, and will be expected to enter the classroom quickly and quietly so as not to interrupt the instruction already taking place.

If your child is absent from school, a phone call is required to the school office via the absence line at 755-1060, ext. 1 or <http://www.dmusd.org/sr>, Quick Links, 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.

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. 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. If your child is absent and sees a doctor, please provide the front office with a Doctor's note.

If a student needs to leave the school campus for an appointment, a parent or guardian must meet him/her in the school office and sign the student out. We encourage parents to utilize the minimum day, Wednesday, 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.**

VACATION/TRAVEL ABSENCES

Please plan your vacations and travel early and on non-school days. 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). In the event that your child needs to be absent from school for travel purposes, the school office and teacher need to be notified of the proposed travel absence five days prior to the first day of the travel by completing an Absence Form which can be found on the school website.

It is the Del Mar Union School Board policy (# 5006) 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.

SART/SARB- SCHOOL ATTENDANCE REVIEW TEAM AND REVIEW BOARD

If a pattern of 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 out 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 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 programed to generate attendance letters for individual students at prescribed intervals.

If absences and/or tardies become a pattern, families will be notified so that they can work on getting their child to school on time and every day. If the pattern persists, a second letter will be sent home and may ask parents to attend a School Attendance Review Team (SART) meeting at the school. If the pattern still continues, parents and students 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

The safety of all our students is our highest priority at Sycamore Ridge. 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.

DROP-OFF AND PICK-UP PROCEDURES

To help facilitate the drop off/pick up experience, Sycamore Ridge School has designated staff members that assist with the drop off/pick up procedures. A staff member is available in the morning to assist children in exiting the car swiftly and safely and in the afternoon, staff members page students to their parents' vehicles and help load students into cars.

We request the following to make the program a success:

- Please pull all the way forward in the drop off lane before allowing your children to exit or enter the vehicle. **Please pull as far forward as you can.**
- Children should exit the vehicle on curb side only
- Please have all backpacks in the front seat or next to the child, rather than in the trunk
- Please listen to and follow the directions given by the staff members in the orange vests who also assist in directing traffic in the pick-up/drop-off lane
- Please be respectful and follow the instructions of the staff members assisting so that the traffic flows
- Drivers, please remain in your vehicle. Staff members can open doors and help the children exit or enter the vehicle. Additionally, staff members will page your children so that you may remain in your vehicle.

Back of School Drop-Off Procedures:

- Adhere to the safety signs along Flintwood Way. Drop off and U turn areas are designated
- Be courteous to our neighbors by avoiding turning around in or blocking driveways

- Do not pull in front of another vehicle to get in the loading/unloading zone
- Do not double park next to another vehicle to drop off or pick-up your child

Following are some suggestions for afternoon pickup that we can embrace as a community to limit unsafe conditions caused by school traffic:

- Park your vehicle in the parking lot and walk up to school to pick up your children
- Parents are strongly encouraged to pick-up their children in the pick-up lane in front of the school rather than the back gate
- Encourage your children to be ready and waiting together, as a group, for you in the pick-up lane so that staff can load vehicles more efficiently
- If you arrive before 2:30 p.m. and are able to secure a spot in the pick-up lane, please pull all the way forward so as many vehicles as possible can fit in the lane

As many of our students and families walk to and from home after school, please be mindful of your speed and drive safely in and around our neighbourhood.

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

- Playground supervision begins at 7:45 a.m.
- Have your child’s backpack next to them so that they can exit the car quickly.
- A staff member is available to assist younger children from the cars in the morning
- Remain in one lane, single-file at the curb when unloading in the drop-off area
- Please pull all the way forward in the drop off/pick up lane
- Drivers should drop students off in the designated area only

Entering school in the morning:

- Students may not linger in front of the classrooms before school. They need to be on the playground where there is adult supervision.
- Parents may walk their students to class or to the recess area before school.
- For student safety during the school day, the back gate is locked promptly at 8:05 a.m.

After School:

- Dismissal is at 2:30 p.m. Students must be picked up by 2:45 p.m. There is no supervision after this time. Students not picked up by 2:45 p.m. will be brought into the front office.
- The back gate is locked during the school day and is opened at 2:30 p.m. daily
- The playground and kindergarten playgrounds are closed after school as there is no supervision.
- Students walk to the front of the school at dismissal and wait to be picked up.
- Drivers should pick students up in the designated area only.
- Students who ride their bicycle or walk home from school should leave the campus immediately after dismissal unless accompanied by an adult.

Bicycle, Skateboard, non-motorized Scooter, and Rollerblade Riders:

- Independent riding to school is supported for 4th, 5th, and 6th grade students. Younger students should ride with their parent both to and from school.
- Riders need to ride in a safe manner and are required by state law to wear safety helmets.
- Bicycles, skateboards, scooters, and rollerblades are to be walked on school grounds. Bicycles need to be walked to the bicycle racks and locked. Skateboards, scooters, and rollerblades need to be stored safely at the bike rack or with backpacks.
- Motorized scooters are not allowed on school grounds.

SCHOOL CLIMATE

The Sycamore Ridge 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 a learning environment that fosters mutual respect 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. In an effort 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 Sycamore Ridge 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 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.

Every Sunday morning you will receive a Sycamore Ridge eBlast sent to the email account you provided when you registered your child. The weekly eBlast contains important information regarding school events. If you do not receive the weekly eBlast, please contact the school office.

In addition, we continue to build our connections through Twitter (Sycamore Ridge @SR_Stallions or #sycridge) and the Sycamore Ridge Facebook account (SR_Stallions@delmarschools.org). The purpose of these two sites is to communicate accomplishments and quick updates.

SOCIAL EMOTIONAL LEARNING

When educators and parents support a child's social-emotional growth and development, it helps them grow as learners, build positive relationships, feel more confident, and happier. This are important benefits not just for learning but for life. Students are responsible for playing fairly and are taught to solve their problems by utilizing strategies taught and supported by staff members. Students are empowered to resolve conflicts independently and contribute to a respectful, healthy, and fun environment at Sycamore Ridge.

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.

"*Second Step* is grounded in social-emotional learning in order to help transform schools into supportive, successful learning environments. *Second Step* students will have a sense of safety, empathy, and respect for the health and well-being of the school community." (Committee for Children, 2018)

In grades Kindergarten through Fifth 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 Sixth Grade teaches skills in the following four areas:

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

SYCAMORE RIDGE DISCIPLINE PLAN

The Sycamore Ridge School school-wide discipline plan provides a structure to support a calm and safe school environment while helping children develop self-discipline, strong character, and a sense of responsibility.

The primary goals of the plan are to:

- Establish a calm, orderly, safe, and fun environment for learning
- Help children develop self-control and self-discipline
- Teach children to think and act in socially responsible ways
- Promote respectful, kind, and healthy adult-student and student-student interactions
- Foster an appreciation for the role of social standards in a school environment

Our approach is to help children become aware of how their actions can bring positive and negative consequences to themselves and others. Students receive positive reinforcement for appropriate behavior.

We know and recognize that everyone makes mistakes from time to time, and it is how we fix and learn from our mistakes that is most important.

At Sycamore Ridge, we utilize four types of logical consequences:

- **Reminder or redirection** – if a child is acting inappropriately, staff will give a verbal reminder or redirection.
- **“Take a break”** – If a child is losing self-control, s/he goes to a designated spot 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 Sycamore Ridge staff and administration may determine an alternative yet appropriate and logical consequence.
- **You break it, you fix it** – If a child continues to be disruptive, hurts another’s feelings, or damages something, 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.

While Sycamore Ridge hopes that all problems can be resolved using the logical consequences, there are some behaviors that may require administrative and parent involvement. 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 into responsible members of the Sycamore Ridge Community.

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 as 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.

LUNCH AREA/STUDENT PLAYGROUND STANDARDS

The purpose of the playground and lunch area standards is to create an environment that encourages students to interact in a respectful and socially responsible 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 own conflicts, to support one another, and assist in creating their own physically and emotionally safe environment.

- **I wait patiently before going to the playground areas until adult supervision is visible.** I understand that without adult supervision there will be nobody there to help me if I am injured.
- **I walk to and from the playground and to and from the lunch area.** I understand that if I run in these areas I may accidentally hurt others or myself.
- **I participate in all activities in a respectful and safe manner, while keeping in mind the consequences of inappropriate behaviors.** Following the standards shows good citizenship, respect for fellow students, and allows all students to have a fun and enjoyable recess.
- **I use respectful language.** Swearing, profanity, and “put-downs” are very disrespectful and can hurt the feelings of others. I will use appropriate language at all times.
- **I resolve my problems using PeaceBuilder principles.** Fighting, verbally or physically, causes emotional and physical harm to others, so I will Praise People, Give up Put-Downs, Seek Wise People, Notice Hurts, Right Wrongs, and Help Others.
- **I only use equipment provided by the school.** School equipment has been approved for student safety and provides equal opportunities for everyone.
- **I use all playground equipment and materials appropriately.** Throwing rocks, sticks or other objects is dangerous to yourself and those around you. Misuse of equipment can cause physical injuries as well as damage the equipment.
- **I include all students in playground games and activities.** This shows respect to my fellow students and helps to create a positive Sycamore Ridge community. ***When the number of players is more than the established limit, additional games will be added to safely accommodate all students.*
- **I only eat food in the designated areas and I will be responsible for throwing away trash even if it is not mine.** Keeping the playground and school clear of trash and food shows good citizenship. ***Designated areas include the lunch tables and AM snack areas.*
- **I am responsible during recess time by using the restroom and getting a drink.** When I am out of class it takes away time from my own and other students’ learning.

- **When the bell rings I stop playing, hold all equipment, and freeze immediately. I wait until I hear the bell or an all-clear signal from the adult on duty before walking to class or to the lunch area.** I understand that the adult supervisors need to ensure that all students are safe and are ready to walk back to class or to lunch.

PLAYGROUND EQUIPMENT STANDARDS

Playstacks:

- I will walk on or in the playstack or fitness station area. Running can be dangerous and cause injury to myself or others.
- I will use the playstack and fitness stations appropriately. Climbing on top of the playstack or fitness station equipment, or jumping off the playstack or slide can result in serious injuries.
- I will slide down the slide one at a time, feet first in a seated position, and make sure that the bottom of the slide area is clear.

Field:

- I will play in the designated areas without climbing on the backstops, fences, or soccer goals.
- I will only play tag on the field in an appropriate manner, while respecting other games being played on the field.
- I understand that tackling or rough play does not follow the Sycamore Ridge Playground Standards. Tackling and rough play are the leading cause of injuries and disputes.

Established maximum player limits for team sports and games:

- I understand that in order to keep students safe and games enjoyable, there must be a player limit on certain team sports and games.
- The recommended maximum for team sports is about 10 players per team.
- The recommended maximum for handball and other court sports is about 10 players per game.

Equipment Carts:

- I understand that the equipment is there for all students and I will be respectful and show good citizenship while using the equipment
- I am responsible for returning playground equipment to the cart at the end of the recess period.

DRESS CODE

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
- Midriff tops, halter tops, tube tops or any attire which exposes the midriff
- Skirts, skorts, shorts, and dresses should not be shorter than mid-thigh
- 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.

Thank you for your support and cooperation with our school dress code policy. The positive message that school is a place to 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 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 absolutely prohibited. Cell phones that are out and/or on 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.

DROPPING OFF ITEMS FOR YOUR STUDENT

If you need to drop off a lunch, snack, instrument, eyeglasses, clothing, books, etc. for your student, please come in to the school office and give them to the front desk. Please use a sticky note to write the student's name and teacher, and adhere it to the item. The school office will make sure items are picked up by students without interrupting classroom instruction.

LOST AND FOUND

The lost and found bin is by the office. If something is found, it will be placed in the lost and found bin. Small or valuable items will 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. Lost and found items will be placed on tables throughout the year for students and parents to pick up lost items. If items are not claimed after they have been displayed on tables for a few days, they will be donated to charity.

SCHOOL SAFETY

DISTRICT VISITATION POLICY

The safety of all children is of paramount importance. All visitors, including volunteers, are required to register with the school office and obtain a badge. Please have your driver's license available to be scanned through the RAPTOR visitor management system. **All adults on campus during school hours must wear a staff or RAPTOR personalized visitor badge.** Visitors may be accompanied by school officials while on campus and 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. **Any adult volunteers helping out in classrooms must have a Volunteer Form and current TB test result on file with the school office.** (Forms and information regarding TB testing sites can be found in the school office.)

EMERGENCY DRILLS

Your child's safety is of the utmost importance at Sycamore Ridge. 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 City of San Diego Police 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 that in case of emergency all students, staff, and visitors are clear of 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 Del Mar Union School District schools are locked throughout the school day. Please use the main office as your point of entry when school is in session. Our back gate is locked at 8:05 am daily and reopened at 2:30 pm.

DOGS ON CAMPUS POLICY

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 before coming on campus. Campus begins at the entrance to the parking lot and the edge of the grass on the field. Please do not leave your dog unattended at any time. 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 that 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 particular abilities and talents.

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

STEAM+

Full **STEAM+** ahead in DMUSD! Science, Technology, Engineering, the Arts, and Mathematics are essential components of **STEAM+** learning, along with a focus on physical fitness (P.E.) and other educational enhancements that puts the essential "+" into **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, and 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 is supported by credentialed specialists who help to integrate concepts in 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 are able to 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

We believe that children's learning extends well beyond the school day. Our students are involved in sports, music lessons, religious education, family outings and a variety of enrichment classes.

The Sycamore Ridge school staff continues to be your partner in supporting your child(ren) to be independent, self-directed, motivated learners at school and at home. Our goal for "at home learning" (formerly known as homework) is to extend the school experience by providing opportunities for choice and real-world application of what we are learning in the classroom.

At the same time, we desire our upper grade students to develop life-long study skills so that they can take ownership of their learning and academic responsibilities in the classroom. Our mindset of homework has become more individualized to each student. On an individual basis, some students will need practice of specific skills while other students will be ready for choice driven projects reflective of the skills being taught in class. Additionally, "at home learning" may consist of unfinished classwork and studying for tests.

Your child's classroom teacher and grade level team will provide more specific information about at home learning practices at Back to School Night in August and throughout the school year.

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 Sycamore Ridge is thriving because of parental commitment and involvement. A school is as strong as the partnerships between its community of parents, staff and students. Sycamore Ridge is living proof of this! Please pursue whatever level of involvement that you can; opportunities may include, but are not limited to:

- School Site Council (SSC)
- Parent/Teacher Association (PTA)
- Del Mar Schools Education Foundation (DMSEF)
- Del Mar English Language Advisory Committee (DELAC)
- Math Club
- Science Field Day
- Everyone a Reader (EAR)
- Classroom Volunteer

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

Sycamore Ridge PTA and Del Mar Schools Education Foundation

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

Sycamore Ridge PTA

The Sycamore Ridge School Parent Teacher Association (PTA) sponsors programs and services that make an important 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 PTA:

- Gifts to our school—technology and flexible furnishings
- Everyone a Reader Program (EAR)
- Academic Clubs- Math Club and Science Field Day
- Spirit Wear
- Teacher Mini-Grants
- School Assemblies
- World Festival
- Annual Stallion Stampede and Spring Carnival
- Staff Appreciation Week
- Family Nights

We hope you become a PTA member. Your financial support goes a long way toward providing fun and educational programs for your children. We invite you to make a difference in the education of our children. Please visit Sycamore Ridge PTA online at <http://sycamoridgepta.com/>.

Del Mar Schools Education Foundation

The Del Mar Schools Education Foundation (DMSEF) raises funds to supplement the salaries of our STEAM+ Specialists who provide an integrated instructional program. This program touches our children every day by providing accredited teachers in science, music, art, technology, 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 Sycamore Ridge is to have 100% participation from parents during our annual campaign. Please visit DMSEF online at www.DMSEF.org and keep an eye out for their annual appeal letter.

HEALTH

MEDICATIONS

Students may not have any medication of any kind at school without an Authorization for Medication Administration/Physician's Statement on file with the school health office. This includes over the counter medications (i.e., cough drops, Tylenol, Motrin, etc.). The school health office is not allowed to dispense ANY medications to students unless directed by the parents and the student's physician via the proper form. Authorization forms are available in the Health Office.

FEVER-FREE POLICY

Students must be fever free for 24 hours without aid of medication before returning to school. If a student is sent home due to fever, the student must check in with the health office on the morning he/she returns to school.

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.

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 also 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!

DEL MAR UNION SCHOOL DISTRICT WELLNESS POLICY

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. At Sycamore Ridge School, staff has collaboratively made the decision that food will not be used during celebrations, including student birthdays. Each grade level, however, may designate one common day in October, December, February, and June in which food may be used for celebrations. Additionally, food may be used at other times during the year if the food item is related to learning about grade level standards-based curriculum. All food brought on campus by parents, teachers, or staff for students should be store bought, prepared, and pre-wrapped. No home cooked foods will be served on campus to students in order to minimize the risk of allergic reactions and foodborne illness.
- 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.

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

SCHOOL LUNCH PROGRAM

Choice Lunch will provide National School Lunch Program services to DMUSD students during the 2018-2019 school year. 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 the school year. Under state and federal regulations, pupils from low-income families are eligible for free/reduced milk and lunch. Information is available in the school office.