



Igniting Potential. It starts here.

13555 Boquita Drive, Del Mar, CA 92014

phone: 858.755.9367 fax: 858.509.1412

FAMILY HANDBOOK

Dear Del Mar Heights Families,

Building upon our tradition of over fifty years of educational excellence, Del Mar Heights School is proud of our deep history within the community while exuberantly embracing the potential of moving into a new school year filled with the excitement of new beginnings, new experiences, and new opportunities to learn and grow.

Del Mar Heights is committed to providing a nurturing and inspiring educational program for all 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, critical thinking, collaboration, creativity, and character.

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

Please read through this handbook with your child(ren) and return the signed acknowledgement page to your oldest child's classroom teacher. Please keep this handbook and review the guidelines with your child as discussions about school arise throughout the school year.

We appreciate your support and involvement as we work together to fulfill the promise of our school's Mission: *We will provide a dynamic academic environment that ignites and unites the passions of its community to deliver a world class learning experience for **every** child.*

Warmly,
Wendy Wardlow, Principal

SCHOOL OFFICE HOURS

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

DAILY SCHEDULES

Monday, Tuesday, Thursday, Friday

Playground Supervised	7:45 - 8:00 a.m.
School Begins	8:00 a.m.
Morning Recess/Snack Break	10:00 a.m. - 10:15 a.m.
Lunch and Recess	11:45 a.m. - 12:30 p.m.
Lunch 1 (K, 1, 2, & 3).....	11:45 a.m. - 12:05 p.m.
Lunch 2 (4, 5, & 6).....	12:05 p.m. - 12:30 p.m.
Dismissal	2:30 p.m.

Minimum Day (Wed.)

Playground Supervised	7:45 - 8:00 a.m.
School Begins	8:00 a.m.
Morning Recess/Snack Break	10:00 a.m. - 10:15 a.m.
Lunch and Recess	11:45 a.m. - 12:15 p.m.
Lunch 1 (K, 4, 5, & 6).....	11:45 a.m. - 12:00 p.m.
Lunch 2 (1, 2, & 3).....	12:00 p.m. - 12:15 p.m.
Dismissal	12:30 p.m.

DEL MAR UNION SCHOOL DISTRICT

VISION

We are educating for the future and forging a path
for tomorrow's innovative, global thinkers.

MISSION

Del Mar Union schools provide a nurturing, inspiring, and rigorous educational program for each of our students. With a collaborative community and dedicated staff, we continually evolve to develop:

- Well-rounded and fulfilled individuals.
- Motivated lifelong learners.
- Future leaders prepared for the challenges of a changing world.

OUR CORE VALUES

We believe:

- Every individual needs to be valued.
- Everyone has the right to be safe.
- The unique abilities of each child need to be identified and developed.
- Lifelong learning is an expectation for children and adults.
- Collaboration among students, staff, parents, and community leads to success.
- Our children are future leaders.
- In honesty, integrity, and transparency.
- In treating others with respect.
- In forward thinking and action.
- In the principles of democracy.



DEL MAR HEIGHTS SCHOOL VISION, MISSION AND GUIDING PRINCIPLES

VISION

We will make a positive impact on the world
by developing confident, compassionate
global leaders.

MISSION

We will provide a dynamic academic environment
that ignites and unites the passions of its community
to deliver a world class learning experience
for **every** child.

GUIDING PRINCIPLES

We are committed to practicing these Guiding Principles
and cultivating them in our students.

We will be:

Resilient – Inspiring change, learning from challenges

Balanced – Embracing passion and potential

Collaborative – Working together with dedication and purpose

Innovative – Exploring, designing, creating

Nurturing – Fostering keen minds and caring hearts in a safe environment

High-Achieving – Igniting intellectual curiosity and creative thinking

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 comes to school to achieve his/her learning goals.

If your child is absent from school, a phone call is required to the school office via the absence line at 858-755-9367, ext. 3340. 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.

If your child's absences exceed (5) days or more, a doctor's statement, (in addition to the parent's note), is required. Absences exceeding 10 days per school year require 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.

Students should arrive at school between 7:45 a.m. and 8:00 a.m. They are expected to be on time to their classroom each day. If your child arrives after 8:00 a.m., he/she 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/quietly so as not to interrupt the instruction already taking place. Your child will be expected to make up any/all missed work.

VACATION/TRAVEL ABSENCES

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

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

After three unexcused absences, unresolved absences, or unexcused tardies of more than 30 minutes, a letter will be sent to the home to make families aware of the attendance problem. After six unexcused absences, unresolved absences, or unexcused tardies of more than 30 minutes, a second letter will be sent to the home asking parents to attend a School Attendance Review Team (SART) meeting at the school. After seven unexcused absences, unresolved absences, or unexcused tardies of more than 30 minutes, a third letter will be sent home informing parents that the student will be referred to the School Attendance Review Board (SARB). Given that this procedure is being implemented during the school year, all students will be afforded the three-letter process, regardless of current attendance status. This will ensure each student maximum opportunity to correct problematic patterns of attendance.

*It is important to note that, according to Board Policy 5113, absences due to travel and/or vacation are unexcused. Absences due to travel and/or vacation have potential to negatively impact your student's attendance record, and could result in a referral to the School Attendance Review Team (SART) or the School Attendance Review Board (SARB). While vacations are always unexcused, justifiable personal reasons that necessitate travel should be discussed with the school Principal in order that an appropriate determination can be made. **We strongly encourage you to schedule travel and vacations during our school breaks (Nov. 23-27, Dec. 21-Jan. 3, Feb. 15-19, & April 4-8).***

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.

TRANSPORTATION

Getting elementary age students to and from school safely is a serious responsibility. Significant review has been given to the traffic flow and unique logistical challenges of our school. Your cooperation is paramount to ensure the safe, efficient entry and exit of our students. We also 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.

Since Del Mar Heights School is located on a cul de sac, we encourage families to park their cars several blocks away and walk into school. You may enter through our main entrance on Boquita Drive or access our back gate via Mira Montana. Please keep in mind all school gates will be locked after the 8:00 a.m. bell rings and will not be reopened until dismissal at 2:30 p.m.

In the morning, parent, staff and student volunteers will assist with opening car doors. Please remain in your car so this unloading procedure can proceed swiftly and safely.

In the afternoon, students who are being picked up in cars will be seated by grade level. Please pull forward and state your family's last name so we can have your child ready to get into the car.

SCHOOL CLIMATE

The Del Mar Heights 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 Del Mar Heights 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.

School Site Website

The Del Mar Heights School Website (www.dmusd.org/heights) is an important area to gain information about various aspects of our school including timely announcements, events, as well as policies and procedures at our school.

Blackboard Connect Messages

The Blackboard Connect system is an automated system, which allows our office to send out information to all of our families. It is critical that current phone numbers and email addresses are provided to our office to ensure families receive information sent out via this tool. In addition, this system is used periodically to provide timely reminders about upcoming meetings, activities, as well as important information from both our site and from the district. This is also the system we will use in the event of an emergency, which is another important reason to ensure we have updated information.

Twitter

District, school, classroom information/pictures, and articles pertaining to our school's programs will be sent out via Twitter. Follow our school story @HTS_Dolphins

Peachjar

District and school flyers will now be posted online and sent directly to families. To access flyers at anytime, simply click the *Peachjar* button on the homepage of the Del Mar Heights website, or open the *Peachjar* emails that are sent to your email address.

Teacher Websites

These can be visited on our Del Mar Heights School Website. There are Class Pages where you will 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 specific information.

PTA Newsletter & PTA Website

Our PTA provides a weekly newsletter, the *Dolphin Digest*, which contains information about upcoming events, past activities, and/or information helpful to our families. Please visit <http://www.delmarheightspta.com/> for more information and to sign up for the *Dolphin Digest*.

Room Parent Emails

Room parents will be requesting access to parent email addresses in order to send out notices regarding classroom specific information or requests for school-wide functions. Please know

that providing your email to the room parent is optional and will not exclude you from class information.

Teacher Emails

Many of our teachers send out classroom specific information regarding academic areas of focus and/or special activities.

CHARACTER EDUCATION

Del Mar Heights' character education program utilizes the PeaceBuilders program. One of our goals is to teach our students problem solving skills through conflict resolution. Students are responsible for playing by a consistent set of rules, and are taught to solve their problems by utilizing the following strategies:

Praise people - praise from adults and other students helps children to build intrinsic motivation so they are able to overcome disappointment and hardships.

Give up put-downs - verbal and non-verbal putdowns build ill will and increase the chances of retaliation.

Seek wise people - wise people are all around us, in person and in print, and the more we seek out these wise people, the better we solve problems, learn skills, and heal wounds.

Notice and speak up about hurts - noticing the hurts in others builds our skills of empathy and compassion.

Right wrongs - those who have wrongs righted will feel gratitude and will in turn respond positively to those who helped to right the wrongs.

Help others - by helping others, we meet wise people, and become wise ourselves, thereby building more peace at home, at school, and in our community each day.

DEL MAR HEIGHTS SCHOOL DISCIPLINE PLAN

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 teacher-student and student-student interactions
- Foster an appreciation for the role of social standards in a school environment

- Have students recognize themselves as part of a team

Our approach is to help children become aware of how their actions can bring consequences to themselves and others. At times, these consequences can be positive or negative. We do our best to ensure students receive positive reinforcement for appropriate behavior. Some examples include: verbal praise, parent communication, written recognition (Praise Notes), and special privileges.

At Del Mar Heights School, 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 is losing self-control; they will be directed 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 Del Mar Heights staff and administration may determine an alternative consequence.
- **Right the wrong** - 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.

The purpose of any discipline plan is to assist students in learning to make better choices and thereby change their behaviors. The following is Del Mar Heights School's progressive plan to provide students with multiple opportunities to choose wisely.

Verbal Warning/Redirection – Student is counselled by a staff member and given an opportunity to demonstrate appropriate behavior.

Student Reflection Form – Student is issued a reflection form by a staff member. This staff member will discuss the incident with the student and determine appropriate follow-up for helping the student reflect on their choice. Additionally, the teacher may contact the student's parent via telephone or e-mail.

Behavior Referral – Teacher completes referral and forwards it to the principal for further action. Principal will make personal contact with parents. At this discipline level, consequences may involve informal/formal suspension, loss of privileges, detention or school service (depending on the circumstance).

While Del Mar Heights School hopes that all problems can be resolved, there are some behaviors that may require immediate referral to the principal.

Examples include:

- Harassment and bullying
- Physical/Verbal aggression
- Dangerous defiance
- Possession of drugs, alcohol, cigarettes, or weapons

Our ultimate goal is to provide a safe, nurturing environment where students learn and grow into responsible members of the Del Mar Heights School 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.

EXPECTED BEHAVIORS

SCHOOL EXPECTATIONS

Students are expected to:

- be kind, courteous, and respectful to each other and adults.
- try their best to be safe and make responsible choices.
- take care of their materials, equipment, and school property.
- follow classroom rules, the Playground Standards and the Del Mar Heights’ School Discipline Plan.
- arrive at school on time and ready to learn every day!

STUDENT STANDARDS FOR LUNCH AREA AND PLAYGROUND

- *I will 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 will walk to and from the playground.* I understand that if I run in these areas, I may accidentally hurt others or myself.

- *I will participate in all activities in a respectful and safe manner, while keeping in mind the consequences of inappropriate behaviors.* Following the rules shows good citizenship and allows all students to have an enjoyable recess.
- *I will use respectful language.* Inappropriate language is very disrespectful and can hurt the feelings of others.
- *I will only use equipment provided by the school.* School equipment has been approved for student safety and provides equal opportunities for everyone.
- *I will use all playground equipment and materials appropriately.* Throwing wood chips or other objects is dangerous to yourself and those around you. Misuse of equipment can cause physical injuries as well as damage to the equipment.
- *I will include all students in playground games and activities.* This shows respect to my fellow students and helps to create a positive school community.
- *I will 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 clean and clear of trash and food shows pride and good citizenship.
- *At recess, I will eat my snack before playing.* I understand it could be dangerous to play while eating.
- *One of my responsibilities during recess time is to use the bathroom and get a drink.* When I am out of class it takes away time from my own and other students' learning.
- *When the bell rings I will stop playing, hold all equipment, and "take a knee" and wait until I hear the all clear signal from the adult on duty before walking to class.* I understand that the adult supervisors need to ensure that all students are safe and are ready to walk back to class.

TECHNOLOGY AGREEMENT

Our DMUSD 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.

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. **All adults on campus during school hours must wear a staff, visitor, or volunteer 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.

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

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

DOG POLICY ON CAMPUS

Dogs are not allowed on school grounds. This is a district wide policy for the safety of students, parents, and other campus visitors. Therefore, if families are including a dog walk at the same time they are picking up or dropping off their child, we request that you meet or say goodbye to your child at the corner of the kindergarten wing, 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 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 on-going professional learning 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+

It's full **STEAM+** ahead in DMUSD! The first day of school will mark the launch of **STEAM+** learning for children in the Del Mar Union School District. 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, 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 **mathematics** 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 toward grade level standards. 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

Our District recognizes homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. We expect students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

Although it is the student's responsibility to do most homework assignments independently, we expect parents to provide support as needed. When students repeatedly fail to do their homework, parents shall be notified.

DEL MAR HEIGHTS SCHOOL HOMEWORK PLAN

The purposes of homework at Del Mar Heights School include: developing responsible study skills and work habits, practicing a skill or process that students can do independently but not fluently, previewing or preparing for new content, and reflecting or elaborating on information learned in class to deepen students' knowledge. The staff at Del Mar Heights School believes that a successful homework policy includes the teacher, student, parent triad of learning.

Homework is assigned at Del Mar Heights School as follows:

- All students should have an opportunity to read for 20-30 minutes nightly. All students have access to and are encouraged to utilize *Dreambox* to challenge and extend their learning in mathematics.
- Students in third through sixth grades receive a combination of nightly homework and long-term projects. Students record assignments daily, and teachers post assignments on their websites.

Student Responsibilities:

- Make sure you understand homework directions before you leave the classroom, write your homework assignments in your student agenda (grades 3-6), and have all the materials necessary to complete homework before you leave school.
- Independently, complete homework to the best of your ability. Ask questions if needed.
- Make sure you have the materials you need for the school day when you leave home in the morning.

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

- School Site Council (SSC)
- Parent/Teacher Association (PTA)
- Del Mar Schools Education Foundation (DMSEF)
- District English Language Advisory Committee (DELAC)
- Volunteer opportunities in the classroom or at a school site level include programs such as Everyone a Reader and Lunch Clubs. Please check the PTA Volunteer information brochure for a comprehensive list of volunteer opportunities.

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.

MEDICATIONS AND HEALTH INFORMATION

Students may not bring any medication of any kind at school. This includes over the counter medications (i.e., cough drops, Tylenol, Motrin, etc.). All medications must be turned into the school office. Any medication to be given to students during school hours must be accompanied by a Physician's Statement form along with directions for the administration of the medication. These forms are available in the Health Office: lice, fever, latex, peanut, and medications.

There is a first aid kit 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 he or she is hurt or sick during class or on the playground. Students must get permission from an adult to go to the Health Office.

Students may not 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.

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 FEVER

If a child experiences vomiting, s/he must stay home from school for 24 hours. Children must stay 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. Children must stay home from school until there has been no fever for at least 24 hours.

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 California'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.

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

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!

SCHOOL LUNCH PROGRAM

LunchMaster will provide National School Lunch Program services to DMUSD students during the 2015-2016 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 all students for the school year. Under state and federal regulations, pupils from low-income families are eligible for free milk and lunch. Information is available in the school office.

GENERAL SCHOOL GUIDELINES

- It is important to us to have close communication with our parents. If you have any questions, please contact your child's classroom teacher through our voice mail system or by email to schedule an appointment.
- Students should arrive at school between 7:45 a.m. and 8:00 a.m. each day. Children arriving after 8:00 a.m. are required to check in at the front office before proceeding to class. Our goal is 100% on time arrivals to school every day. If we achieve that goal, students will earn extra recess!
- If a student needs to leave during school hours, a parent or guardian must sign the student out through the front office. We cannot release students to anyone not listed on the registration card, so please make sure your cards are complete and current with the names of those you might call on in an emergency. We encourage parents to utilize the minimum day, Wednesday, to make doctor and dental appointments.
- Because they may be lost, damaged or become a distraction, non-school sports equipment, recreational electronic equipment, balloons, and toys are not permitted.
- Students should bring nutritious snacks and lunches. They should not bring soda, gum or candy to school. If a student does not have a lunch, they should go to the office to see if a lunch has been delivered for them. If not, they should check with Mrs. Tucker who always keeps emergency lunches on hand.

BEFORE SCHOOL:

- At 7:15 a.m., supervision begins for students in grades 1 – 6 on the blacktop. Supervision for kindergarten students begins at 7:45 a.m. on the kindergarten playground. Students are not allowed on campus before 7:15 a.m.
- If it is raining, all students should report to the Library.
- We encourage walking to school. If you drive, make sure your child is ready to exit quickly so we can move cars safely and efficiently through our drop off system.
- Just a reminder that the school parking lot is for staff members only. We don't even have enough parking spaces for all our staff members, so we appreciate that you understand and honor this request.

AFTER SCHOOL:

- School dismissal is at 2:30 p.m. every day but Wednesday when dismissal is at 12:30 p.m.

- If your child is going home with someone else, please make sure you send a note to the teacher.
- There is no after school supervision on playgrounds. Please pick your children up promptly at dismissal time. If you need playground supervision after school, contact the After School Programs at 793-0071.

LOST AND FOUND

The Lost and Found bin is located in the pavilion. Items found with no name on them will be placed in the Lost and Found bin. Smaller or valuable items will be turned into the office. Student names should be written on all belongings.

DRESS CODE

We believe appropriate dress and grooming contribute to a productive learning environment. Students wearing inappropriate clothing will be asked to have alternate clothing brought from home. The following items of clothing/accessories are considered inappropriate and/or disruptive to the educational process, and therefore are 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 when arms are lifted
- Tank tops must have a minimum of a 1" strap (two fingers)
- Undergarments should not be visible
- Shorts, skirts, skorts and dresses should reach the mid thigh (fingertip length)
- Pants must be secure and not hanging below the waist
- Make up or false nails
- Clothing that is 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. The wearing of hats is encouraged for sun protection, but hats may not be worn inside the building. Baseball caps must be worn forward.

Every Friday we show our school spirit by wearing Del Mar Heights spirit wear. The Del Mar Heights PTA sells spirit wear at a very reasonable price. You may purchase spirit wear through their website at delmarheightspta.com. Click on the School Community link and then the Programs tab for a drop down menu of spirit wear.