

Del Mar Hills Academy

Del Mar Hills Academy



Family Handbook 2016-2017

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**Del Mar Hills
Academy of Arts and Sciences**



Welcome to the 2016-2017 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 of our SurfRiders.

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. Del Mar Hills 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 SurfRiders.

You can help us at home by reading through this Handbook with your child and returning the signed acknowledgement page to your child's classroom teacher. Please keep this handbook in a prominent place and review the guidelines with your child as discussions about school come home throughout the school year.

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

Thank you,

Julie Lerner

Principal

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Del Mar Hills Academy



SCHOOL OFFICE HOURS

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

DAILY SCHEDULE

Complimentary Before School Care (<i>Library</i>)	7:15 - 7:45 a.m.
Playground Supervised	7:45 - 7:58 a.m.
Classroom Line-up	7:58 - 8:00a.m.
School Begins	8:00 a.m.
Morning Recess (K-6 ¹)	10:00 a.m. - 10:15 a.m.
Lunch and Recess (K-6)	11:45 a.m. - 12:30 p.m.
Kindergarten Dismissal (through Oct. 7 th)	12:40 p.m.
Kindergarten Dismissal (Oct. 10 th – June 16 th)	2:30 p.m.
Dismissal (Gr. 1 - 6)	2:30 p.m.

MINIMUM DAYS (every Wednesday)

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

KINDERGARTEN

***August 29, 2016 - October 7, 2016**

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

Full Day Kindergarten Begins on October 10, 2016

October 10, 2016 - June 16, 2017

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

June 12, 2017 - June 16, 2017

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

*The Del Mar Union School District After School Programs will continue to offer fee-based after school care to enrolled kindergarten students beginning at 12:40 for the first six weeks of school, August 29th - October 7th. On October 10th, After School Programs for all K-6 students will begin at 2:30 Monday, Tuesday, Thursday, Friday, and 12:30 on Wednesday. Registration information can be found at <http://www.dmusd.org/Page/346>. Tuition information can be found at <http://www.dmusd.org/Page/5772>. Should families have questions regarding after school care, the program office staff can be reached at (858) 793-0071.

IMPORTANT DATES FOR THE 2016-2017 SCHOOL YEAR

Parent-Teacher Conference Weeks: November 14-18, 2016 and March 13-17, 2017

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

Smarter Balanced Assessment Testing Window May 8 – May 26, 2017

This year we will continue to participate in the Smarter Balanced Assessment Consortium (SBAC) exams, which are a part of the California Assessment of Student Performance and Progress (CAASPP) assessment system. Our 3rd, 4th, 5th and 6th grade students will participate in these assessments. In addition, 5th grade will take the CST science test. More specific information will be provided as it is made available by the California Department of Education.

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

- Labor Day Holiday – September 5, 2016
- Veterans Day Holiday – November 11, 2016
- Thanksgiving Break – November 21-25, 2016
- Winter Break – December 19, 2016 - January 2, 2017
- Martin Luther King Day - January 16, 2017
- Presidents' Days & February Break – February 20-24, 2017
- Spring Break – April 10 - 14, 2017
- Memorial Day Holiday – May 29, 2017



Educating Innovative, Global Thinkers

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.

FAMILY HANDBOOK

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 each child grows as a:

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

ATTENDANCE

Because of the way we teach in today's classroom, it is difficult to replicate the teaching and learning that your child misses when s/he is absent from school. In an effort for your child to make consistent progress, it is essential your child come to school 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 a.m. If your child arrives after 8:00 a.m., he/she is required to check in at the office and receive a tardy slip to be given to the teacher. After checking in at the office, your child will be expected to enter the classroom quickly and quietly so as not to interrupt the instruction already taking place. Your child will be expected to make up any missed work.

If your child is absent from school, a phone call is required to the school office via the absence line at 858-755-9763, ext. 1. You can also report an absence on our school website, <http://www.dmusd.org/Hills>. Click on *Quick Links* and then *Report an Absence*. Leave your child's name, teacher's name, your relationship to the child, and reason for the absence. This is one of the ways we can ensure that your child is safe. **Please note - calling in an absence does not make it an excused absence.**

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

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

If a student needs to leave the school campus for an appointment, a parent or guardian must come to the school office and sign the student out. It is helpful to let your child's teacher know in advance, about a prearranged appointment. We encourage parents to utilize the minimum day, 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.** *See page 16 for more information.*

VACATION/TRAVEL ABSENCES

Please plan your vacations and travel on non-school days. **It is important to note that, according to Board Policy 5113, absences due to travel and/or vacation are unexcused, even if you have notified the school.** They have potential to negatively impact your student's attendance record, and could result in a referral to the School Attendance Review Team (SART) or the School Attendance Review Board (SARB). While vacations are always unexcused, justifiable personal reasons that

necessitate travel should be discussed with the school Principal in order that an appropriate determination can be made.

It is the Del Mar Union School Board policy that missed schoolwork and homework will not be provided before an unexcused absence. Upon returning from vacation, the student has a predetermined amount of time to complete the missed work. For example, if a student is absent for 10 days, the student has 10 days to complete and return that work.

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

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

In this effort, the District affirms compliance with compulsory attendance laws by providing this information on accountability practices for student attendance. All schools within the Del Mar Union School District will participate in consistent monitoring of student attendance. The student information system has been programed to generate attendance letters for individual students at prescribed intervals. These letters are sent home to ensure ongoing monitoring and communication is in place regarding attendance.

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

TRANSPORTATION

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

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

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

- If at all possible, please have your child walk to school using the crosswalk from Lozana to Mango. DMHA staff at the crosswalk are there to ensure the safety of our children.
- If your child is NOT walking to school, use the drop off on the east end of Lozana and have your student walk the remainder of the way, using the designated crosswalk. This will help to avoid traffic congestion and will cut down on your waiting time in traffic.
- If you choose to drop your child off in front of the school office:
 - Please pull all the way forward in the drop-off lane before your child exits the car, so we can get as many cars as possible in the drop-off lane
 - Remain in one lane, single-file at the curb when unloading in the drop-off area

- Remain in your car unless you are parking and walking your child(ren) to school.
- Have your child's backpack next to them so that they can exit the car quickly. Please do not place items in the trunk.
- Students should exit the car from the passenger side, i.e. curbside.
- You may not park and/or leave your car in the drop off/red zone at any time

BEFORE/AFTER SCHOOL PROCEDURES

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

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

Entering school in the morning:

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

After School:

- Gates are unlocked at 2:30 p.m. (and 12:30 p.m. on Wednesdays)
- Dismissal is at 2:30pm on Monday, Tuesday, Thursday and Friday. (Grades 1–6, and Kindergarten beginning on Monday, Oct. 10th)
- Dismissal is at 12:30pm on Wednesday. (Grades K–6)
- In an effort maintain safety on our campus, our students will walk to the front of school or to the top of Mango Dr. at dismissal and wait to be picked up. Students must remain in these areas and may not linger on the playground, field, by the PAC, or in/near their classrooms.
- Students are not allowed to be unsupervised on the blacktops, field, Big Toy, or Little Toy after school. Please do not arrange to meet your child in any of these areas after school.
- Students who ride their bicycle or walk home from school should leave the campus immediately after dismissal unless an adult accompanies them.
- Drivers should pick students up in the designated areas only (in front of school or on Mango Dr.)

Bicycle Riders:

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

SCHOOL CLIMATE

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

COMMUNICATION

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

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

Site Website

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

Teacher Websites

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

Twitter

We will continue to keep our Twitter feed up and running this year. If you want to see what's going on out and about on campus throughout the weeks, feel free to follow us [@HillsSurfRiders](#).

Connect Ed Messages

The Connect Ed system is an automated system, which allows our office to send out information to all of our families via telephone and email. It is critical current phone numbers and email addresses are provided to our office to ensure families receive information sent out via this tool. You can expect to receive a Connect Ed e-mail message each week with a list of upcoming events from our school and our PTA (*Hills Happenings*). In addition, this system is used periodically to provide timely reminders about upcoming meetings, activities, as well as important information from both our site and from the District. This is also the system we will use in the event of an emergency, which is another important reason to ensure we have your most up-to-date contact information.

PTA Hills Happenings

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

Room Parent Emails

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

CHARACTER EDUCATION

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

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

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

8 Keys of Excellence

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

DEL MAR HILLS 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. 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 (Keynote Awards), and/or special privileges.

We know and recognize that everyone makes mistakes from time to time. Our expectation is that students' responses to mistakes positively impact their behavioral growth over time (i.e. Failure Leads to Success).

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

- **Reminder or redirection** - If a child is acting inappropriately, staff will give a verbal reminder or redirection. The student should "recognize their wrong" and "right their wrong."
- **Take a break** - If a child continues to struggle to maintain self-control; they will be directed to a designated 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 Hills staff and administration may determine alternative consequence.

- ***Make it Right*** - If a child continues to be disruptive, hurts another's feelings, or damages property, s/he will be expected to repair the damage. Some examples of reparative action include: sincere written and verbal apologies, helping with an activity, working to replace damaged items, or an alternative apology of action as determined by the student and staff.

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

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

While Del Mar Hills 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

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

BULLYING PREVENTION

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

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

Definitions:

"Bullying" means any severe or pervasive physical or verbal act of conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils 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

LUNCH AREA/STUDENT PLAYGROUND STANDARDS

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

SurfRiders will:

- **Wait patiently before going to the playground areas until adult supervision is visible.** Without adult supervision there will be nobody there to help if needed.
- **Walk to and from the playground.** Running in these areas may accidentally hurt someone.
- **Participate in all activities in a respectful and safe manner, while keeping in mind the consequences of inappropriate behavior.** Following the standards demonstrates good citizenship, respect for fellow students, and allows all students to have a fun and enjoyable recess.
- **Speak with good purpose and use respectful language.** Swearing, profanity, and “put-downs” are very disrespectful and can hurt the feelings of others.
- **Resolve problems using the 8 Keys of Excellence Principles.** Fighting, verbally or physically, causes emotional and/or physical harm to others.
- **Use equipment provided by the school.** School equipment has been approved for student safety and provides equal opportunities for everyone.
- **Use all playground equipment and materials appropriately.** Misuse of equipment can cause physical injuries as well as damage the equipment.
- **Include all students in playground games and activities.** This shows respect to fellow students and helps to create a positive Del Mar Hills school community.
- **Eat food in the designated areas only and be responsible for throwing trash away.** Keeping the playground and school clear of trash and food demonstrates good citizenship.
 - *2nd-6th graders may eat at the tables in the amphitheatre*
 - *K-1st graders may eat at the tables on the primary blacktop*
- **Use the bathroom and get a drink during recess time.** In doing so, it doesn’t take away from learning time.
- **Stop playing, hold all equipment, and walk quietly to their classroom lines (after morning recess) or to the lunch tables (for lunch) when the first bell rings.**

PLAYGROUND EQUIPMENT STANDARDS

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

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

SurfRiders will:

- Wait until a campus supervisor is on duty before entering the play-structure area
- Know only one person at a time is allowed on the monkey bars or rings, travelling in the designated direction, making sure not to skip more than one bar or ring at a time
- Take turns on the bars and be respectful to those who are waiting.
- Keep two hands on the bars at all times to maintain safety.
- Walk on, in, or around the play-structure
- Not play tag on, in, or around the play-structure
- Not sit on top of, nor hang upside down from the bars or any part of the play structures
- Not climb on top of any part of the play structures
- Slide down the slide one at a time, feet first in a seated position, make sure the bottom of the slide area is clear before they begin to slide

Climbing Wall Rules (2nd-6th)

SurfRiders will:

- Wait until a campus supervisor is on duty before entering the play-structure area
- Take turns on the climbing wall and be respectful to those who are waiting
- Keep two hands and two feet on the wall at all times to maintain safety
- Not climb over or inside the tubular ladder
- Not play tag on, in, or around the climbing wall
- Not sit or stand on top of any part of the climbing wall
- Not jump from the wall unless they are no more than two feet from the ground
- Not pull or push people off the wall at any time or do anything that may cause a person to fall

Tire Swing (Grades 2 & 3)

- The tire swing is designated for 2nd -3rd grade students only.
- A maximum of two students can sit on the tire swing at a time.
- In order to make sure many children can use the swing, students may stay on for a maximum of 2 minutes if someone is waiting for a turn. (*Students waiting count to 120*)
- Only one student will safely and responsibly push students sitting on the tire swing.
- All other students will stand behind the tire swing structure while waiting for their turn.

Swings (Grades 2 – 6)

- The swings are designated for 2nd -6th grade students only
- Only one student can sit on each swing at a time
- Students waiting to use the swings need to wait on either side of the end of the swing structure (away from the students who are swinging) and count to 100
- Students on the swings need to be in a seated position, they may not be playing with any other playground equipment, and they must dismount by slowing the swing down and stepping off.

Field Rules:

Grades 2 & 3 West field

Grades 4-6 East field

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

Games that are allowed to be played on the field are:

- Soccer – slide tackles are **never** allowed on our campus
- Kickball

- Tag (must be played in an appropriate manner, while respecting other games on the field)
- Walking/Jogging/Running around the “track”
- Football can be 2-hand touch or flag football - since tackling is the leading cause of injuries and/or disputes, tackling is **never** allowed on any area of campus

Established maximum player limits for team sports and games:

- 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 10 players per team (i.e. soccer, football, kickball)
 - Handball is 3 players per team
 - Basketball is 5 players per team
 - Four-square is 2 players per team
 - Volleyball is 6 players per team

Equipment Rack and/or Bin:

- Playground equipment is there for all students, and every SurfRider will be respectful and show good citizenship while using this equipment.
- SurfRiders are responsible for returning playground equipment to the classroom or to the equipment rack (bin) at the end of each recess period.

Ball Games and Ball Wall:

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

Balls from Home:

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

DRESS CODE

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

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

- Clothing advertising alcohol or containing disrespectful, messages, words, signs, or symbols
- Midriff tops, halter tops, tube tops or any attire which exposes the midriff
- Tank tops where undergarments are visible
- Skirts, shorts, and dresses that are shorter than mid-thigh
- Clothing and/or accessories that are distracting to the learning process
- Flip-flops, sandals without a back-strap, and shoes with wheels

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 strongly recommended – they keep feet safest from cuts, scrapes, and bee stings.

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

TECHNOLOGY AGREEMENT

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

CELL PHONE GUIDELINES

We realize some parents may choose to have their child carry a cell phone to school for before/after school communication. Cell phones need to be turned off, and put away, during the school day. Cell phone texting, video recordings, and pictures taking during the school day are 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.

ATTENDING SIBLING'S SCHOOL PERFORMANCES

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

SCHOOL SAFETY

VISITATION POLICY

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

EMERGENCY CONTACTS

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

SAFETY DRILLS

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

GATES

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

DOG POLICY ON CAMPUS

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

CURRICULUM AND INSTRUCTION

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

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

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

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

STEAM⁺

DMUSD children experience extraordinary learning opportunities that advance students' thinking through stimulating engagement in the educational program. DMUSD **STEAM⁺** environments are alive with standards-based learning encounters that teach children to think, innovate, create. Through purposeful lessons and units of study based on clear learning targets and objectives, students have opportunities that challenge their thinking and require them to apply what they have learned. Students' learning 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

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

The amount of homework will vary from one grade level to another. Although it is each student's responsibility to do most homework assignments independently, we expect parents to provide support as needed. Homework assignments are an extension of previously taught concepts and are independent

practice. To be successful, follow the student responsibilities below.

STUDENT HOMEWORK RESPONSIBILITIES:

- Understand homework directions before you leave the classroom.
- Work with your parents to find a quiet place to do your homework.
- Create a schedule for when you will do your homework (think about all other after school activities that you will have to work around).
- Independently, complete homework to the best of your ability. Ask questions if needed.
- Make sure you have the materials you need to complete your homework when you leave school.
- 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 that Del Mar Hills is thriving because of our parental commitment and involvement. A school is only as strong as the partnerships between its community of parents, staff, and students. Del Mar Hills is living proof of this! Please pursue whatever level of involvement that you can; opportunities include, but are not limited to:

- School Site Council (SSC)
- Parent/Teacher Association (PTA)
- Del Mar Schools Education Foundation (DMSEF)
- Del Mar English Language Advisory Committee (DELAC)
- Classroom volunteers
- Lunch Club Coordinators
- Noon Duty Supervisors

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.

Del Mar Hills PTA and Del Mar Schools Education Foundation

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

Del Mar Hills PTA

The Del Mar Hills Academy Parent Teacher Association (PTA) sponsors programs and services that make 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:

- Technology Improvements/Upgrades
- Weekly "Hills Happenings" information
- Spirit Wear
- Teacher Mini-Grants
- School Assemblies
- PE and Recess Equipment
- Student Directory
- Spring Carnival
- Yearbook
- 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. The cost of the annual membership is \$40.00 per family, which includes several member benefits. We invite you to make a difference in the education of our children. Please visit Del Mar Hills PTA online at <http://delmarhillspta.org/>.

Del Mar Schools Education Foundation

The Del Mar Schools Education Foundation (DMSEF) raises funds to supplement a very special instructional program called the STEAM⁺ Program. This program impacts the learning of our children every day by providing accredited teacher specialists in science, technology, art, music, and physical education.

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

MEDICATIONS AND HEALTH INFORMATION

Students may not bring 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/or FEVER

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

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

LICE

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

If your child has lice:

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

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

ALLERGIES

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

PEANUT/NUT AWARE DISTRICT

The Del Mar Union School District is a peanut/nut aware district, so we do not restrict students from bringing foods that include peanuts or nuts. However, each lunch area contains labeled "Peanut/Nut-Free" tables at which students with nut allergies may sit to avoid exposure to an allergen. **Students are 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!

NUTRITION AND WELLNESS

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

- Students will be seated for a minimum of 15 minutes to eat lunch.
- Students will be asked not to share food/beverages.
- All food made available by the district will follow all nutritional guidelines
- School fundraising activities either will not involve food or will use only foods that meet the nutrition and portion size.
- Snacks served during the school day or in after school care or enrichment will emphasize fruits, vegetables and water.
- Rewards for academic performance and good behavior will discourage the use of foods or beverages.
- **Celebrations that involve food (including student birthdays) during the school day are limited to no more than one per class per month. Each occasion may include no more than one food or beverage that does not meet nutrition standards.**
- Food served as part of instructional activities (science, cooking class, math activities) will offer healthy choices.
- All students will receive 200 minutes of vigorous physical activities every two weeks.

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

SCHOOL LUNCH PROGRAM

ChoiceLunch provides National School Lunch Program services to DMUSD students. For more information about the lunch program and to access monthly lunch menus, please go to the DMUSD website home page and click on [Child Nutrition Services/Lunch Program](#) on the Quick Link. Additionally, milk is available for purchase for all students for the entire school year. Milk order forms can be found under "Forms" on the Nutrition Services web page, or in our school office. Under state and federal regulations, pupils from low-income families are eligible for free milk and lunch. Information is available in the school office.