



ASHLEY FALLS

SCHOOL

FAMILY

HANDBOOK

**13030 Ashley Falls Drive
San Diego, CA 92130
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Ashley Falls School

A California Distinguished School

13030 Ashley Falls Drive, San Diego, CA 92130 ph: 858.259.7812 fax: 858.259.1828 website: dmusd.org/AF

Welcome to the 2018-2019 school year!

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

Thank you for sending your child(ren) to our school. We feel privileged to have so many wonderful students and families working alongside us and look forward to working with you this year. Ashley Falls 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 his or her school experience. In addition, we want each child to develop the skills that matter most to be successful in the 21st Century – effective communication, collaboration, critical thinking, creativity, and character.

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

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

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

Thank you,



Abby Domingo
Principal

SCHOOL HOURS

FRONT OFFICE HOURS

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

Monday, Tuesday, Thursday, Friday

Students may enter campus	7:45 a.m.
Line-up Bell	7:57 a.m.
School Begins (K-6).....	8:00 a.m.
Morning Recess (K-6)	10:00 – 10:15 a.m.
Lunch (K-6)	11:45 - 12:30 p.m.
Dismissal (K-6).....	2:30 p.m.

Minimum Days (every Wednesday and conference weeks)

Students may enter campus.....	7:45 a.m.
Line-up Bell	7:57 a.m.
School Begins (K-6).....	8:00 a.m.
Morning Recess (K-6)	10:00 – 10:15 a.m.
Lunch (K-6)	11:45-12:15 a.m.
Dismissal (K-6)	12:30 p.m.

Kindergarten

*August 27, 2018 - October 5, 2018

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

Full Day Kindergarten Begins on October 8, 2018

October 8, 2018 - June 13, 2018

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

June 10, 2019 - June 13, 2019 - All Students

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

*The Del Mar Union School District After School Programs will continue to offer fee-based childcare to enrolled kindergarten students beginning at 12:40 for the first six weeks of school, August 28th - October 6th. On October 9th, childcare for all K-6 students will begin at 2:30. Registration and tuition information can be found at <http://www.dmusd.org/domain/207>. Should families have questions regarding after school care, the program office staff can be reached at (858) 793-0071.

Check our website: <http://www.dmusd.org/AF>

Follow us on [Facebook](#) (Ashley Falls School) and [Twitter](#) (@AF_Eagles)

IMPORTANT DATES FOR THE 2018-2019 SCHOOL YEAR

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

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

Smarter Balanced Assessment Testing Window – May 6-24, 2019

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

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

- Labor Day Holiday – September 3, 2018
- Veteran's Day Holiday – November 12, 2018
- Thanksgiving Break – November 19-23, 2018
- Winter Break – December 24 – January 4, 2019
- Martin Luther King Day Holiday – January 21, 2019
- Presidents' Days & February Break – February 18-22, 2019
- Spring Break – April 9-13, 2018
- Memorial Day Holiday – May 27, 2019



District Design 2022

Our Vision:

Unrelenting pursuit of the extraordinary school experience.

Our Mission:

To ignite genius and empower students to advance the world.

Belief Statement:

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

We believe:

The school experience is built upon a strong academic foundation within a safe, secure environment.

In the joy of learning.

In student choice and ownership of learning.

In the genius of each child.

In developing integrity, compassion, and empathy.

In empowering students to be thinkers and change makers.

In the power of curiosity.

In the power of team.

In taking risks and not settling.

Our students, as engaged citizens, will positively impact their community and the world.

ASHLEY FALLS' COMMITMENT

Our commitment is to educate our children for the future and forge a path for tomorrow's innovative, global thinkers. The information contained in this Handbook is the glue that binds us together to achieve our comprehensive educational program based on 21st Century learning skills. Your support and participation ensures that each child grows as a:

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

ATTENDANCE

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

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

If your child is absent from school, a phone call is required to the school office via the absence line at 858.259.7812 or report the absence through our website under Quick Links and click on Report an absence. Leave your child's name, teacher's name, your relationship to the child, and reason for the absence. This is one of the ways we can ensure that your child is safe. Please note - calling in an absence does not make it an excused absence.

If 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 can only release students to adults listed on the Student Emergency Card who have a valid ID with them.**

VACATION/TRAVEL ABSENCES

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

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

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

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

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

TRANSPORTATION

The safety of all our students is our highest priority at Ashley Falls. Because of the high traffic that comes in and out of our school twice daily, we have designated procedures to accommodate and promote the smooth flow of traffic. We need all families to help and support the safety of all students and assist our school in being a good neighbor in our residential community.

SAFETY PATROL

Our student Safety Patrol provides a safe pedestrian crossing for students and families on Ashley Falls Drive at Pearlman Way before and after school. Please be respectful and follow their instruction.

DROP-OFF AND PICK UP PROCEDURES

- **Drivers may not use a hand-held cell phone at anytime while driving in the Ashley Falls parking lot.**
- Drivers should remain in the car, even for kindergartners. If drivers plan to get out, cars must be parked in a marked stall or on the street. Do not park at the red curb.
- Remain in one lane, single-file at the curb when unloading in the drop-off areas in front of the school.
- Please be respectful and follow the instructions of the staff members assisting so that the traffic flows.
- Please remain in your line and wait patiently to get to the front of the school. Do not cut into the line.
- **Dogs of any size are not allowed on campus.** Please do not bring them any further than the sidewalk off Ashley Falls Drive.

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

- Playground supervision begins at 7:45 a.m. Students may not be left at school before this time without parent supervision.
- Have your child's backpack next to them so that they can exit the car quickly. Do not place materials in the trunk.
- Students are not allowed to be unsupervised in the Ashley Falls Neighborhood Park before school.

Afternoon Pick-up:

- All **kindergarten** students will be walked to the Kindergarten gate by their classroom teacher where they will meet their parents. All Kindergarten students **MUST** be picked up by 12:45 pm. After 12:45, remaining students will be brought to the office. **After kindergarten pick-up, parents of kindergarten students MAY NOT wander through campus to check on siblings. Parents volunteering for another teacher must check in at the office. Parents without a visitor's badge will be asked to sign-in at the office.** Beginning October 9th, all kindergartners will have a dismissal time of 2:30 pm.
- 1st-6th grade students will be dismissed according to parent request. Parents may request that their child remain outside the classroom until picked up OR parents may request that their child be dismissed from the classroom to walk to the front of the school where pick-up is supervised.

- Dismissal is at 2:30 p.m. If parents have requested that their child wait outside the classroom, **drivers must park in a marked stall or on the street** before leaving the car to get a student. Parents **MAY NOT** enter campus until the final bell at 2:30 pm. Students must be picked up from classrooms by 2:35 p.m. After 2:35, remaining students will be brought to the office.
- As many of our students and families walk to and from home after school, please be mindful of your speed and drive safely in and around our neighborhood.
- Students are not allowed to be unsupervised in the Ashley Falls Neighborhood Park before school. Please have your child wait for you in front of the school. Please do not pick up in front of the park, as it slows down the flow of traffic.

Bicycle, Scooters, Skateboards, and Zucas

- Independent bicycle & scooter riding is only allowed for 4th, 5th, and 6th grade students. Younger students should ride with their parents to and from school.
- **Riders are required by state law to wear safety helmets.**
- Bicycles, scooters, skateboards, and Zucas **MUST** be walked when on school grounds.
- Bicycles must be kept at the designated area outside the Kindergarten playground and locked to the bike racks.
- Razors and skateboards may be stored outside the classroom.
- Ride in a safe manner or your privileges may be lost.

SCHOOL CLIMATE

The Ashley Falls 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 Ashley Falls 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.

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 Ashley Falls.

Website

Our Website, www.dmusd.org/af, provides important information about various aspects of our school including timely announcements, events, as well as policies and procedures at our school. Click on the Class Pages or Steam+ tab to find information about team members and classes. There are also individual Teacher Pages, which include a teacher bio as well as specific information for the classrooms. Click on the PeachJar icon for all community flyers.

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

Social Media

Please follow us on Twitter @AF_Eagles and/or on Facebook (Ashley Falls School) to see weekly pictures and messages about the incredible learning that is occurring here on campus.

PTA News

Please visit our PTA website, www.ashleyfallspta.org which provides information on school related functions supported by our wonderful parent organization.

Room Parent Emails

Our room parents will be requesting access to parent emails 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 or reminders.

CHARACTER EDUCATION

The *8 Keys of Excellence* is our school's character education program that guides our students 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 through school wide assemblies and classroom lessons/discussions.

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 behavior with values
- Failure Leads to Success – learn from 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

ASHLEY FALLS DISCIPLINE PLAN

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

The primary goals are to:

- Establish a calm, orderly, safe, and fun environment for learning
- Help children develop self-control and self-discipline
- Foster our students' development of empathy
- Teach children to think and act in socially responsible ways
- Promote respectful, kind and healthy teacher-student and student-student interactions
- 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 and 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. At Ashley Falls, we utilize four types of logical consequences:

- **Reminder or redirection** - If a child is acting inappropriately, staff will give a verbal reminder or redirection.
- **"Take a break"** - If a child is getting frustrated, angry, overwhelmed, or upset, s/he will be given an opportunity to take a break. A staff member will direct the child to "take a break" or the child may voluntarily "take a break". If appropriate, students will be asked to reflect on his/her behaviors.

- **Loss of privilege** - If a child continues to not abide by school and playground agreements, 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 Ashley Falls staff and administration may determine an alternative yet appropriate and logical consequence.
- **Make it right** - If a child continues to be disruptive, hurts another's feelings, or damages something, she/he will be expected to repair the damage. Some examples of reparative action include; sincere written and verbal apologies, helping with an activity, replacing 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 changing their behaviors. The following is Ashley Falls progressive plan to provide students with multiple opportunities to make good choices.

- **Verbal Warning/Redirection** – Student is counselled by 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 incident with student and determine appropriate follow-up for helping the student reflect on their choice. The form is completed and is sent home for parent notification and signature. Additionally, teacher may contact 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 loss of privileges, detention, school service, or suspension (depending on the circumstance).

While we hope all problems can be resolved using the logical consequences and progressive discipline, there are some behaviors that may require immediate referral to administration. 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 Ashley Falls Community.

ANTI-BULLYING

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.

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

- **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 standards shows good citizenship, respect for fellow students, and allows all students to have a fun and enjoyable recess.
- **I will use respectful language.** Swearing, profanity, and “put-downs” are very disrespectful and can hurt the feelings of others. I will use appropriate language at all times.
- **I will take ownership and speak with good purpose when in disagreements with peers.**
- **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 sand, wood chips, rocks, sticks or other objects is dangerous to yourself and those around you. Misuse of equipment can cause physical injuries as well as damage the equipment.
- **I will include all students in playground games and activities.** This shows respect to my fellow students and helps to create a positive Ashley Falls community. ***When the number of players is more than the established limit, additional games will be added to safely accommodate all students.*
- **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 clear of trash and food shows good citizenship. ***Designated areas include the lunch tables and the snack areas.*
- **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, return all equipment, and walk calmly to class.** I understand that being back to class on time and cleaning up are part of being a community contributor.

PLAYGROUND EQUIPMENT STANDARDS

Playstacks:

- I will use the playstack assigned to my grade level.
- I will walk on or in the playstack area. Running can be dangerous and cause injury to myself or others.
- I will use the playstack appropriately.
 - * Climbing on top of the playstack or monkey bars, or jumping off the playstack or slide can result in serious injuries.

- * Sliding down the slide one at a time, feet first in a seated position, and make sure that the bottom of the slide area is clear.
- * Only one person at a time may be on the monkey bars or rings and travelling in the designated direction.
- * Students may not skip more than one bar or ring at a time.
- To maintain safety, the supervising adult may limit the number of students on the playstack.

Horizontal Bars:

- I will take turns on the bars and be respectful to those who are waiting.
- I understand that these bars are not designed for gymnastics practices. Some manoeuvres can cause serious injuries.
- I will not use jackets or clothing to protect my hands because this may cause me to lose my grip.

Field Rules:

- I understand that tumbling and gymnastics are usually done in a controlled environment with padding and instructors. Doing these activities at school can cause injury to others or myself.
- I will play in the designated areas without climbing on the backstops or fences.
- I will only play tag on the field in an appropriate manner, while respecting other games being played on the field.
- I understand that tackling does not follow the Ashley Falls Playground Standards. Tackling is the leading cause of injuries and disputes.

Established maximum player limits for team sports and games:

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

Equipment Carts:

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

DRESS CODE

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

- Clothing advertising alcohol or containing disrespectful words, signs, or symbols
- Midriff tops, halter tops, tube tops or any attire which exposes the midriff
- Tank tops must ensure undergarments are not visible
- Skirts, skorts, shorts, and dresses should not be shorter than mid-thigh
- Clothing and/or accessories that are distracting to the learning process

In order to participate in sports and recess activities, footwear that provides adequate protection is to be worn at all times. Tennis shoes or sneakers are recommended. Sandals must have heel straps. Flip-flops or shoes with wheels are not acceptable footwear for school.

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

Thank you for your support and cooperation with our school dress code policy. The positive message that school is a place to 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 technology. Violations may result in a loss of privileges.

CELL PHONE GUIDELINES

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

DROPPING OFF ITEMS FOR YOUR STUDENT

If you need to drop off a lunch, snack, instrument, eyeglasses, clothing, books, etc. for your student, please come in to the school office and give them to the front desk. Please use a sticky note to write the student's name and teacher, and adhere it to the item. The school office will do their best to make sure items are picked up by students without interrupting classroom instruction. Please remind your child to also go check the office for their item, or if they do not have a lunch or snack.

LOST AND FOUND

The lost and found bin is by the Multi-Use Room (MUR). If something is found, it will be placed in the lost and found bin. Small or valuable items will be turned into the office. Sometimes it takes a few days for items to reach the lost and found bin from various areas of campus. Lost and found items will be placed on tables throughout the year for students and parents to pick up lost items. If items are not claimed after they have been displayed on tables for a few days, they will be donated to charity.

SCHOOL SAFETY

DISTRICT VISITATION POLICY

The safety of all children is of paramount importance. **All visitors, including volunteers, are required to register with the school office and must have a valid photo ID. All adults on campus during school hours must wear the badge or sticker provided.** Visitors may be accompanied by school officials while on campus, and may be denied permission to enter classrooms while in session. Visitors may be asked to leave the premises if school officials determine that there is a substantial likelihood of interference with classrooms or recess. Refusal to cooperate may result in a misdemeanor as provided in state law. **Any adult volunteers helping out in classrooms must have a Volunteer Form and current TB test result on file with the school office.** (Forms and information regarding TB testing sites can be found in the school office.)

EMERGENCY DRILLS

Your child's safety is of the utmost importance at Ashley Falls. Because student safety is our number one concern, the Del Mar Union School District works closely with the San Diego County Office of Education, the San Diego Office of Emergency Services, and the San Diego Sheriff's Department to develop, strengthen, and align school safety plans with the National Incident Management System. Throughout the year, we will be practicing different drills so in case of emergency all students, staff, and visitors have clear expectations of what to do in different situations.

GATES

In order to maintain a safe and secure school site environment and to address related concerns of the community, all gates at the Del Mar Union School District schools will be locked throughout the school day. Please use the main office as your point of entry 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 bottom of the steps to Ashley Falls Drive or at the crosswalk, 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 students' aptitude, including district assessments and performance tasks, standardized test results, formative classroom assessments, and daily classroom work. We are committed to providing differentiated learning experiences that correspond with the student's particular abilities and talents.

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

STEAM+

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

STANDARDS BASED REPORT CARD

The Del Mar Union School District standards-based report card is designed to provide detailed feedback to parents and students about progress towards specific content indicators at each grade level. With this understanding, parents 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 that 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.

Rationale:

The purpose of homework is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness. Positive results of homework include better retention of factual knowledge, increased understanding of material, better critical thinking, concept formation and information processing skills as well as enrichment of the core curriculum. Our goal is to create assignments that promote one or more of these outcomes. We recognize that homework is not the only circumstance under which after school learning takes place. Many leisure-time activities teach important academic and life skills. We believe in the importance of balancing leisure, learning and family time.

Definition:

Homework may be an independent activity, or may require parental help, to be accomplished outside of the school day and without benefit of teacher assistance, to reinforce previously learned ideas. Unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school's definition of homework. Homework will generally fall into one or more of these different categories and may include, but is not limited to, the following examples:

1. *Practice* – This includes activities to reinforce skills such as studying spelling words and practicing math facts.
2. *Preparation* – these are assignments designed to provide background information and focus on future class activities. Studying for test and reading supplementary materials are examples of such homework assignments.
3. *Extension/Creative* – Activities such as book reports, science projects, and research for social studies reports are examples of such homework.
4. *Leisure reading* expands vocabulary, improves writing quality, and promotes life-long learning.

Be advised that students may spend more than one hour daily completing schoolwork, as time at home may be spent doing assigned homework, long-term projects, and the amount of time spent on homework varies from one child to another. If homework seems excessive contact the teacher.

Student's Responsibility:

It is the responsibility of the student to note and understand the homework assignment, complete it, and return it to school on the required day. Teachers may use homework assignments to help determine a student's grade.

Parent's Responsibility:

It is the responsibility of the parent to set a specific time and place for doing homework and to monitor the student's homework. Parents who have concerns about homework should contact their child's teacher.

Teacher's Responsibility:

Teachers will be responsible for assigning homework to students and for providing the necessary explanation and direction required to ensure that the students can accomplish the work with reasonable success. The teacher will also monitor, assess, and acknowledge homework results for parents and students. Specific classroom homework guidelines will be established by each teacher as well as this school policy and may differ from room to room depending upon the needs and abilities of the students. Teachers will share their homework guidelines with parents at Back-to-School Night.

- The length and frequency of homework assignments will take into account the developmental level of students in the class as well as the resources available at home.
- Topics will appear in assignments before and after they are covered in class, not just on the day they are discussed. Students can expect assignments that help them practice skills already learned, prepare them to learn new skills in class, and require them to apply learned skills to new situations outside of school.
- Homework will not be used to teach complex skills. It will generally focus on skills and material already learned, on extending these skills, or on the integration of skills already possessed by the student.
- Parents will rarely be asked to play a formal instructional role in homework. Instead, they will be asked to create a home environment that facilitates student self-study.
- Not all homework assignments will be formally evaluated. They will be used to locate problems in student progress and to individualize instruction.

Homework Tips For Parents:

1. **Be a stage manager.** Make sure your child has a quiet, well-lit place to do homework. Make sure the needed materials are available.
2. **Be a motivator.** Homework provides a great opportunity for you to tell your child how important school is. Be positive about homework. The attitude you express about homework will be the attitude your child acquires.
3. **Be a role model.** When your child does homework, don't sit and watch TV. If your child is reading, you read too. Help your child see that the skills he or she is practicing are related to the things you do as an adult.
4. **Be a monitor.** Watch your child for signs of failure and frustration. If your child asks for help, provide guidance, not answers. If frustration sets in, suggest a short break.
5. **Be a mentor.** When the teacher asks that you play a role in homework, do it. If homework is meant to be done independently, stay away. Homework is one way for children to develop being a self-direct learner and life-long skills.

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 Ashley Falls is thriving because of parental commitment and involvement. A school is as strong as the partnerships between its community of parents, staff and students. Ashley Falls 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 volunteer
- Everyone a Reader (EAR)
- Lunch Clubs

Our school staff looks forward to working with parents/guardians to develop meaningful opportunities at all grade levels and 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 to 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.

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.

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 Californian's concerns about childhood obesity, which is linked to poor food choices and lack of exercise. Recognizing the link between student health and learning:

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

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

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

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

LICE

Any time children come together, 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 hairbrushes, 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

LunchIsServed will provide National School Lunch Program services to DMUSD students during the 2018-2019 school year. For more information about the lunch program and to access monthly lunch menus, please go to the DMUSD website home page and click on Child Nutrition Services/Lunch Program on the Quick Link or to register go directly to the website: www.LunchIsServed.com and enter code: **dmusd**. 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.

Thank you for taking the time to review our School Handbook. It is going to be a wonderful 2018-2019 school year!