



10830 Calle Mar De Mariposa, San Diego, CA 92130  
858-481-4266

### **Torrey Hills School: Family Handbook**

#### **Students:**

We have an exciting year planned for you at Torrey Hills School! We want Torrey Hills to be a school where you feel safe and ready to learn, so you will be reviewing this booklet in your classroom with your teacher and at home with your family. We are looking forward to a fantastic 2019-2020 school year!

#### **Parents:**

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. Torrey Hills School 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 strong self-esteem, empathy for others, good character, an appreciation of the fine arts, an interest in science, and an understanding of technology as an important tool in learning.

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 Torrey Hills is thriving because of parental commitment and involvement, so please pursue whatever level of involvement that you can. A school is as strong as the partnerships between its community of parents, staff and students. Torrey Hills is living proof of this!

The focus of this handbook is to assist families with important information regarding school policies and our school discipline plan. Your understanding and support of these policies and practices help us establish a learning environment that is respectful, conducive to learning, and that ensures the safety and welfare of all students.

**You can help us at home by reading through this booklet 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 during the school year. We appreciate your support and involvement as we all work together to create a safe, fun, and caring learning community for our children.

All the best,

Kristin Stanton

Principal



**TORREY HILLS ELEMENTARY SCHOOL  
FAMILY HANDBOOK**

Please read and discuss the following information and expectations in our Family Handbook with your child. If you or your child have questions concerning these expectations, please contact your classroom teacher, the Principal. Your understanding and support of this information helps us establish a learning environment that is respectful, conducive to learning, and ensures the safety and welfare of all students.

Please sign below and return this form to your child's classroom teacher by **September 6th, 2019.**

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

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

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

**DAILY SCHEDULES**

**Monday, Tuesday, Thursday, Friday**

<b>FULL DAY</b>	<b>8:00-2:30 p.m.</b>
Playground Supervision	7:45 - 8:00 a.m.
School Begins	8:00 a.m.
Morning Recess	10:00 – 10:15 a.m.
Lunch and Recess	11:45 a.m. - 12:30 p.m.
Dismissal	2:30 p.m.

**Wednesdays**

<b>MINIMUM DAY</b>	<b>8:00 a.m. - 12:30 p.m.</b>
Playground Supervision	7:45 - 8:00 a.m.
School Begins	8:00 a.m.
Morning Recess	10:00 a.m.- 10:15 a.m.
Lunch	11:45 a.m. – 12:15 p.m.
Dismissal	12:30 p.m.

**Last Week of School Schedule: June 8- 11, 2020**

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

Thursday (last day) 8:00 am - 12:30 pm

## KINDERGARTEN

**August 26 - October 4, 2019**

**October 7, 2019 - June 11, 2020**

***(Half Day Kindergarten- First 6 weeks of school)***

***Full Day Kindergarten Begins on October 7, 2019***

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

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

Wednesday - 8:00 am - 12:30 pm

Wednesday- 8:00 am - 12:30 pm

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### **After and Before School Care Program**

\*The Del Mar Union School District Before/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 26<sup>th</sup> - October 4<sup>th</sup>. On October 7<sup>th</sup>, care for all K-6 students will begin at 2:30.

DMUSD also provides a before school care option. The Before School Care Program provides parents and caregivers an option for fee-based supervised care for students before school from 6:30 AM until school begins.

For more information or to register, please visit <https://www.dmusd.org/domain/207>. Additionally, for questions regarding before/after school care, the program office staff can be reached at (858) 793-0071.

## IMPORTANT DATES FOR THE 2019-2020 SCHOOL YEAR

### **Parent-Teacher Conference Weeks – November 18 – 22 , 2019 and March 16-20, 2020**

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).

### **California Assessment of Student Performance and Progress – May 4 -15, 2020**

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 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students will participate in these assessments. In addition, 5<sup>th</sup> grade will take the California Science and the Physical Fitness Test. Specific information will be provided as the testing window approaches.

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

- Labor Day Holiday – September 2, 2019
- Veterans' Day Holiday – November 11, 2019
- Thanksgiving Break – November 25-29, 2019
- Winter Break – December 23, 2019 - January 3, 2020
- Martin Luther King Day - January 20, 2020
- Presidents' Days & February Break – February 17-21, 2020
- Spring Break – April 6-10, 2020
- Memorial Day Holiday – May 25, 2020

**Del Mar Union School  
&  
Torrey Hills School  
District Design 2022**

**Our Vision:**

Unrelenting pursuit of the extraordinary school experience.

**Our Mission:**

To ignite genius and empower students to advance the world.

**Belief Statement:**

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

**We believe:**

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

In the joy of learning.

In student choice and ownership of learning.

In the genius of each child.

In developing integrity, compassion, and empathy.

In developing grit, perseverance, and a passion for learning.

In empowering students to be thinkers and change makers.

In the power of curiosity.

In the power of team.

In taking risks and not settling.

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

## 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 21<sup>st</sup> Century learning skills. Your support and participation ensures that each child grows as a:

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

## ATTENDANCE

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

**Students should arrive at school beginning at 7:45 a.m. and before 8:00 a.m.** There will be NO SUPERVISION before 7:45 a.m. so students are not allowed on campus before then. If you need to drop off your child earlier, please check into the before school program. If your child arrives after 8:00 a.m., he/she is required to check in at the health office and receive a tardy slip to be given to the teacher.

If your child is absent from school, a phone call is required to the school office via the absence line at 858-481-4266 number and press 1, or use the Quick Link [Report an Absence](#) on our website. Leave your child's name, teacher's name, your relationship to the child, and reason for the absence. This is one of the ways we can ensure that your child is safe.

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

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 meet him/her in the school office and sign the student out. We encourage parents to utilize the minimum day, Wednesday, to make doctor and/or dental appointments. **We cannot release students to anyone not listed on the Student Emergency Card. Please ensure our office has updated information should changes occur.**

## VACATION/TRAVEL ABSENCES

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

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

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.

### **Short-term Independent Study:**

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

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

Short-term Independent Study is available to students in grades K-6, except that no pupil with exceptional needs may participate unless the Individualized Educational Program (IEP) specifically provides for participation. (Board Policy 6158)



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

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

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

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

If unexcused absences, and/or tardies in excess of 30 minutes become a pattern, families will be notified via letter after the third (1<sup>st</sup> letter), fourth (2<sup>nd</sup> letter), and fifth (3<sup>rd</sup> letter) unexcused absence. The goal of the 1<sup>st</sup> 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 2<sup>nd</sup> letter will be sent home and parents may be asked to attend a School Attendance Review Team (SART) meeting at the school. If the pattern continues, parents will receive a 3<sup>rd</sup> 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.

### **DROP-OFF AND PICK-UP PROCEDURES**

#### **TRAFFIC PROTOCOL**

The safety of our students is our highest priority. Over 200 cars come in and out of our school every day. The heaviest traffic occurs between 7:45-8:10 and again between 2:15-2:45. It is imperative that all drivers follow the following procedures to ensure the safety of our students.

#### **No talking on cell phones while dropping off or picking up students.**

#### **Lower Drop-Off/Pick-Up Zone (Grades K-3)**

- The drop off zone is in the front of the school and is two car lengths long.
- Drivers may line up at the curb, but may not pick up or drop off until they get to the drop-off zone.
- Cars must stay in a single file line to the right.
- Do not go around cars in front of you – please stay in line

#### **To Drop Off**

- Student backpacks must be in the front seat or floor
- Valets will open the car door and take the backpack out of the car.
- Students will exit the car on the right side and take their backpack from the valet

#### **Upper Drop-Off/Pick-Up Zone (Grades 4-6)**

- The drop-off/pick-up zone is located in front of grade 4-6 classrooms
- Cars must stay in a single file line to the right.
- Do not PARK or UNLOAD from the drive-through lane.
- Do not go around cars in front of you – stay in line
- There are no valets for the upper drop-off/pick-up zone. Please be considerate of others and make the exits and entrances quickly.

### Calle Mar de Mariposa

- Cars entering the school from the westbound side of Calle Mar de Mariposa may wait at the curb for their turn to enter the drop-off/pick-up zone. If you are in the red zone, you may not get out of your car.
- **Cars may not double park on westbound Calle Mar de Mariposa**
- Cars entering the school from the eastbound side of Calle Mar de Mariposa can make a left hand turn into the drop-off/pick-up zone.
- **Cars may not stay in the left turn lane unless they can safely make an left hand turn right away. Cars cannot wait in the left turn lane.**
- The crosswalk that runs across Calle Mar de Mariposa and leads to the parking lot should be crossed with caution by both drivers and walkers
- Be cautious of pedestrians using the crosswalks on Ocean Air and Calle Mar de Mariposa. Do not stop in the middle of the crosswalk. Students have to step out of the safety of the crosswalk to go around you. Please make sure you watch for pedestrians at all times.

### Parking Lot

We strongly urge parents to park their car and walk their students into the school. We have plenty of parking spaces in the southwest side of the school.

- To enter the parking lot, turn into the school just as if you were going to drop off and pick up.
- Make an immediate left so that the palm trees are on your right.
- Drive slowly to the parking lot.
- Be aware of students and stop at crosswalks.
- Do NOT double park, especially to unload kindergarteners.
- Do NOT use the handicapped parking spaces as your own personal drop-off zone.

Before School: (7:45-8:00 a.m.) Playground supervision begins at 7:45 a.m. **Students may play on the blacktop only. Students drop off backpacks outside of classroom and go directly to blacktop.**

Entering school in the morning:

- Students may not linger in the lunch area or in front of the classrooms before school. They need to be on the playground where there is adult supervision.
- Parents may walk their students to class or to the recess area before school.
- When the first bell rings, students stop playing and walk to classroom lines. When the second bell rings, students enter classroom with your teacher.

After School:

- Dismissal is at 2:30pm on Monday, Tuesday, Thursday and Friday. Students must be picked up **by 2:45pm.** ***There is no supervision after this time.***
- Dismissal is at 12:30pm on Wednesday. Students must be picked up **by 12:45pm.** ***There is no supervision after this time.***
- Drivers should pick students up in the designated area only.
- Students will walk to the front of school at dismissal and wait to be picked up. Students must remain in this area and may not linger on the playground, field, or by the MUR.
- Students are not allowed unsupervised on the field, kindergarten, upper or lower play structures after school.
- Students who ride their bicycle or walk home from school should leave the campus immediately after dismissal.

Zuca Backpacks:

- Zuca backpacks should be pulled, not ridden on campus.

Bicycle Riders:

- Bicyclists are required to wear safety helmets.
- Bicycles are to be walked on school grounds, including down the hill that leads to the front of the school and the crosswalk on the west side of campus.

- Bicycles should be locked at the bike rack in front of the school.
- Bicycle riders need to ride in a safe manner.

### **SCHOOL CLIMATE**

*The Torrey 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 Torrey 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 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.

### **Torrey Hills School Communication Plan**

Clear communication to all of our stakeholders at Torrey Hills School is a critical component of our educational program. Communication is managed through cooperation between our office, teachers, PTA, and DMSEF. 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 Torrey Hills.

#### **Site Website**

The Torrey Hills School Website <https://www.dmusd.org/torrey> is an important area to gain information about various aspects of our school including timely announcements, events, as well as policies and procedures at our school.

#### **Blackboard Connect Messages**

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

#### **Twitter**

District, school, and classroom information/pictures will be sent out via Twitter. Follow our school story @TH\_Hawks

#### **Instagram**

District, school, and classroom information/pictures will be sent out via Twitter. Follow our school story @th\_hawks

#### **Facebook**

District and school information/pictures will be posted on Facebook. Follow our school story at @TorreyHillsHawks

### **Peachjar**

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

### **Teacher Websites**

These can be visited on our Torrey Hills Site Website. There are Class Pages where you will find information about team members and grade level curriculum. There are also individual Teacher Pages, which include a teacher bio as well as updated classroom specific information. However, content on this website varies by teacher.

### **PTA Newsletter & PTA Website**

Our PTA provides a weekly newsletter that contains information about upcoming events, past activities, and/or information helpful to our families. Please visit <http://www.torreyhillspta.com/> for more information.

### **Room Parent Emails**

Room parents will be requesting access to parent emails in order to send out notices regarding classroom specific information or requests for school-wide functions. Please know that providing your email to the room parent is optional and will not exclude you from class information.

### **Teacher Emails**

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

### **School wide Communication**

- Weekly emails from Principal Stanton
- Emailed newsletter from the Torrey Hills PTA
- Paper school flyers will come home on Wednesday
- Digital school flyers will be sent via *Peachjar*
- Torrey Hills School Website updated weekly
- Twitter
- Instagram
- Facebook

### **CHARACTER EDUCATION**

This year at Torrey Hills, we are implementing a new program called Second Step in order for students to develop empathy for others, learn to control their emotions, and solve problems. The Second Step program also teaches skills for learning. The Second Step program promotes:

- *Student Success*
- *School Connectedness*
- *Safe & Respectful School Climate*

#### *Components of the 2nd Step Program Kindergarten - 5th Grade*

- **Skills for Learning:** Students learn to self-regulate themselves in the classroom.
- **Empathy:** Students feel and understand what another person is feeling.
- **Emotional Management:** Students recognize strong emotions and calm down with proactive strategies.
- **Problem Solving:** Students solve interpersonal conflicts with peers. Students will use four Problem-Solving Steps after calming down.

#### *Components of the 2nd Step Program - 6th Grade*

- **Mindsets & Goals:** Students learn how to develop a growth mindset and apply it to their social and academic lives. Students learn a research-based strategy for achieving goals.

- **Values & Friendships:** Students learn how to use their values to help them make good decisions and build strong friendships.
- **Thoughts, Emotions, & Decisions:** Students learn about the relationship between thoughts, emotions, and decisions. Students learn strategies for calming down and staying in control when experiencing strong emotions.

**Torrey Hills Hawk Pledge:**

I am a Torrey Hills Hawk,  
I pledge to ...

**H**ave respect and empathy

**A**ct responsibly

**W**ork and learn together

**K**now my strengths

**S**tand for what is right

**Torrey 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, empathetic, and healthy teacher-student and student-student interactions
- Foster an appreciation for the role of social standards in a school environment
- Have students recognize themselves as part of a team

Our approach is to help children become aware of how their actions can bring consequences to themselves and others. At times, these consequences can be positive or negative. We do our best to ensure students receive positive reinforcement for appropriate behavior. Some examples include: verbal praise, parent communication, written recognition (Torrey Tickets), 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 Torrey Hills School, we utilize four types of logical consequences:

- **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." Students will be encouraged to think of problem solving solutions.
- **Take a break** - If a child is losing self-control; they will be directed to a designated spot to calm down. 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 Torrey Hills staff and administration may determine an alternative consequence.
- **Right the Wrong** - If a child continues to be disruptive, hurts another's feelings, or damages something, s/he will be expected to repair the damage. Some examples of reparative action include: sincere written and verbal apologies, helping with an activity, working to replace damaged items, or an alternative apology of action as determined by the student and staff.

The purpose of any discipline plan is to assist students in learning from their mistakes, to make better choices and thereby changing their behaviors. The following is Torrey Hills' progressive plan to provide students with multiple opportunities to choose wisely.

**Verbal Warning/Redirection** – Student is counseled 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 Assistant Principal or Principal for further action. The Assistant Principal or Principal will make personal contact with parents. At this discipline level, consequences may involve informal/formal suspension, loss of privileges, detention or school service (depending on the circumstance).

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

Examples include:

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

Our ultimate goal is to provide a safe, nurturing environment where students learn and grow into responsible members of the Torrey Hills Community.

## **BULLYING PREVENTION**

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

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

## **DEFINITIONS**

"Bullying" means any severe or pervasive physical or verbal act of conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic act” means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Website, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

“Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

“Cyberbullying” includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device, camera, computer, or pager. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation.

## EXPECTED BEHAVIORS

### 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 own conflicts, to support one another, 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 behavior.** 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 resolve my problems using Conflict Resolution.** Fighting, verbally or physically, causes emotional and physical harm to others.
- **I will only use equipment provided by the school.** School equipment has been approved for student safety and provides equal opportunities for everyone.
- **I will use all playground equipment and materials appropriately.** Throwing sand, rocks, sticks or other objects is dangerous to myself and those around me. 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 Torrey Hills 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.
- **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, freeze, return all equipment, and walk quietly to my line.**

### PLAYGROUND EQUIPMENT STANDARDS

- Wait for permission before entering the playstructures.
- Walk on or in the playstructures. Running can be dangerous and cause injury to yourself or others.
- Use the playstructures appropriately:
  - Climbing on top of the playstructure or monkey bars, or jumping off the playstructure or slide can result in serious injuries.

- Slide down the slide one at a time, feet first in a seated position, and make sure that the bottom of the slide area is clear.
- Only one person at a time may be on the monkey bars or rings, travelling in the designated direction.

In order to maintain safety, the supervising adult may limit the number of students on the playstructure.

- I will take turns on the bars and be respectful to those who are waiting.
- I will keep two body parts on the bar at all times to maintain my own safety.
- Two hands are required to be on the bar on any dismount.
- I understand that these bars are not designed for gymnastics practices.
- I will not use jackets or clothing to protect my hands because this may cause me to lose my grip.
- I will not sit on top of the bars.

**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, so they are not allowed at school.
- 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 can hurt others. I will keep my hands and feet to myself.

**Equipment Rack/Basket:**

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

**Games (Handball, Soccer, Four Square etc.):**

- I will follow the Torrey Hills school rules.

**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 computers. Violations may result in a loss of privileges.

### **CELL PHONE GUIDELINES**

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

## **SCHOOL SAFETY**

### **DISTRICT VISITATION POLICY**

The safety of all children is of paramount importance. All visitors, including volunteers, are required to register with the school office and obtain a badge. The Del Mar Union School District utilizes the Raptor Visitor Management System. Every visitor will be asked to present a government issued identification to the front office staff in order to access the campus or to sign-out a student before dismissal. **All adults on campus during school hours must wear a staff, visitor, or volunteer badge.** Visitors may be accompanied by school officials while on campus, and may be denied permission to enter classrooms while in session. Visitors may be asked to leave the premises if school officials determine that there is a substantial likelihood of interference with classrooms or recess. Refusal to cooperate may result in a misdemeanor as provided in state law.

### **SAFETY DRILLS**

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

### **GATES**

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

### **DOG POLICY ON CAMPUS**

Dogs are not allowed on school grounds. This is a district wide policy for the safety of students, parents, and other campus visitors. Therefore, if families are including a dog walk at the same time they are picking up or dropping off their child, we request that you meet or say goodbye to your child at the top or bottom of the hill 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 learning provided for our district's teachers on the use of effective instructional skills is a top priority as DMUSD pursues the highest quality of instructional practices.

### STEAM+

Full **STEAM+** ahead in DMUSD! The first day of school will mark the launch of **STEAM+** learning for children in the Del Mar Union School District. Science, Technology, Engineering, the Arts, and Music are essential components of **STEAM+** learning, along with a focus on physical fitness (P.E.) and other educational enhancements that puts the essential "+" into **STEAM+**.

DMUSD children experience extraordinary learning opportunities that advance students' thinking through stimulating engagement in the educational program. DMUSD **STEAM+** environments are alive with standards-based learning encounters that teach children to think, innovate, create. Through purposeful lessons and units of study based on clear learning targets and objectives, students have opportunities that challenge their thinking and require them to apply what they have learned. Students' learning is supported by credentialed specialists who help to integrate concepts in Science, Technology, Engineering, the Arts, Mathematics and Physical Education. **Science** and **engineering** concepts fuse together with **technology** and **art!** **Physical education** and **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 toward grade level standards. With this understanding, parents are able to guide and support their child helping him/her to be successful in our rigorous academic program. Teachers use both quantitative and qualitative measures to inform student progress. Report cards are distributed at the close of each trimester.

### **Homework/Makeup Work**

Governing Board recognizes current research showing that the benefits of homework are age dependent. The Board further recognizes that for elementary-aged students, research suggests that, in contrast to homework consisting of worksheets and activities loosely related to student learning, reading at home has significant benefits, including promoting a love of school and an interest in learning. The Board recognizes the importance of after-school time for developing positive attitudes toward school, participating in extracurricular activities, and fostering healthy personal and family relationships. With this in mind, the Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians.

Homework assignments shall be meaningful and focused on current student learning, reasonable in length and appropriate to the grade level and course. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates and completion of homework may vary accordingly. Students will not be subject to punitive consequences due to late or missing homework.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, and develop good personal study habits.

Teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines also shall be included in student and/or parent handbooks. These communications shall include the manner in which homework relates to practice and reinforcement of skills and content.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed.

Teachers shall review completed homework and shall provide timely feedback to the student.

Students shall be given the opportunity to make up school work missed because of an excused absence or suspension and shall receive full credit if the work is turned in according to a reasonable make-up schedule.

Students who miss schoolwork because of unexcused absences shall be given the opportunity to make up missed work.

Students will be allowed full make up privileges without penalty for any work missed during observance of major religious holidays.

The teacher of any class from which a student is suspended may require the student to complete any assignment and test missed during the suspension. (Education Code 48913)

### **PARENT INVOLVEMENT**

We are particularly proud of our productive relationship with our dynamic and involved parental community. So many great aspects of our school rely on the continued support of our parents. There is no doubt that Torrey Hills is thriving because of parental commitment and involvement. A school is as strong as the partnerships between its community of parents, staff and students. Torrey Hills School 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)

- District English Language Advisory Committee (DELAC)
- Torrey Hills English Language Advisor Committee
- Classroom volunteer
- Everyone a Reader
- Playground Supervision

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

#### **MEDICATIONS AND HEALTH INFORMATION**

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

There is a first aid kit in each classroom. Students may use it under adult supervision to take care of small cuts and scrapes. Students may also receive care at the Health office if he or she is hurt or sick during class or on the playground. Students must get permission from an adult to go to the Health Office.

Students may not have any medications (i.e. cough drops, Tylenol, Motrin, etc.) in class. All medications must be turned into the school health office. All medication, including over-the-counter medications, which are to be given at school, must be accompanied by a Physician's Statement form with directions for the administration of the medication. These forms are available in the Health Office.

If the use of crutches is required, or limited activity is recommended during the school day, a physician's note is needed. The note must indicate the period for which crutches are to be used as well as any other requirements pertaining to the school setting.

#### **24-HOUR RULE FOR VOMITING AND FEVER**

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

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

#### **NUTRITION AND WELLNESS**

The Del Mar Union School District is required by state law to have in place a Student Wellness Policy (Board Policy 3550 and AR5030). The state law was passed to address 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.
- **All food brought on campus by parents, teachers, or staff for student consumption during the regular school day should be store bought, prepared, and pre-wrapped, including a list of ingredients. No home cooked foods should be served to students during the regular school day in order to minimize the risk of allergic reactions and foodborne illness. After school activities that require parental attendance or consent for participation are exempt.**

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

### LICE

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

If your child has lice:

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

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

### PEANUT/NUT AWARE DISTRICT

The Del Mar Union School District is a peanut/nut aware district, so we do not restrict students from bringing foods that include peanuts or nuts. However, each lunch area contains labeled “Peanut/Nut-Free” tables at which students with nut allergies may sit to avoid exposure to an allergen. Students are also not allowed to share food at lunch. In addition, classrooms with students with severe nut allergies are labeled Peanut-Free Classrooms. Thank you for supporting and respecting the health and well-being of all students!

### **SCHOOL LUNCH PROGRAM**

Choice Lunch will provide National School Lunch Program services to DMUSD students during the school year. For more information about the lunch program and to access monthly lunch menus, please go to the DMUSD website home page and click on Child Nutrition Services/Lunch Program on the Quick Link. Additionally, milk is available for all students for the school year. Under state and federal regulations, pupils from low-income families are eligible for free milk and lunch. Information is available in the school office.

### **SIBLING PERFORMANCE STANDARDS**

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 prior to the event. Attending siblings must be signed out by the parent at their classroom prior to the performance and signed back in following the completion of the performance. Thank you for your cooperation in ensuring that every student is safe and accounted for at all times during the school day.