

DEL SUR ELEMENTARY

2011-2012

Student Handbook



15665 Paseo Del Sur
San Diego, CA 92127
Phone:(858) 674-6200
FAX: (858) 759-6915

Absence Line: (858) 674-6200 ext. 6303
ESS: (858) 613-2503
Preschool: (858) 521-2846

<http://www.powayusd.com/pusddses/>

PRINCIPAL'S MESSAGE

Dear Del Sur Students and Parents:

Welcome to the 2011-2012 school year! I am looking forward to a wonderful year of learning and working together.

As we begin this new school year, we ask you to review this important handbook that we have especially prepared for Del Sur students and parents. It contains pertinent information about Del Sur as well as our expectations for students and parents that are part of our school. Please take time to discuss the contents of this handbook and then save it for handy reference later.

The Code of Conduct section of this handbook addresses the behavioral expectations that we have for all of our students. Each year these expectations are reviewed with all students at the beginning of the year. This, too, is important information to reinforce with your children.

This will be another exciting year for our students and staff here at Del Sur. Remember, we welcome volunteers on our campus as they assist us in a number of very important endeavors. Together, we can achieve great things for our students.

Sincerely,

Doug Johnson, Principal
Del Sur Elementary

MISSION STATEMENT

Del Sur will be a technologically progressive school dedicated to providing high levels of learning from all students while being focused on exploring the richness of the past, the opportunities of the present, and the infinite possibilities of the future!

Del Sur Elementary Vision

To inspire future 21st century global citizens, Del Sur Elementary will educate the whole child academically, socially, emotionally, and physically. Our child-centered focus will respect individual learning styles and nurture each student's unique gifts and abilities thus allowing them to discover their own genius.

Our balanced and rigorous program provides instruction in all content areas including the arts, sciences, and physical education producing well-rounded, college-ready students. Learning opportunities will foster curiosity, creativity, and academic achievement through a standards-based curriculum that promotes inquiry, discovery, and challenges students to rise to their highest potential.

Our community of learners will become caring, empathetic, global citizens through service learning projects. Students will appreciate diversity, treat others with kindness, and be conscious of the natural environment and strive to preserve it. Partnered with our state of the art technology, students at Del Sur will connect with the rest of the world giving them an unparalleled education. Our community of global learners will continue their quest to investigate the world around them. Students will become technologically literate and teachers are dedicated to continuing their own technology education.

Our talented and caring teaching staff is among the very finest. Their high standards for quality instruction, unwavering commitment to the profession, and dedication to professional development will ignite enthusiasm for learning.

An educational compass will guide students through collaborative relationships with teachers, parents, and members of the community. This overall spirit of collaboration will give rise to a life long love of learning.

Our diversity will be embraced as we explore the richness of our past, the opportunities of the present, and the infinite possibilities of the future.



CULTURE OF UNIVERSAL ACHIEVEMENT

One Focused School Goal

In order to be college ready, all students will meet or exceed grade level standards in ELA and math while developing habits of mind, including critical thinking skills and good study habits.

Core Belief Among All Staff

All children can learn at high levels, and it is OUR responsibility to ensure that they do.

Safe and Orderly Environment

High Expectations for Staff and Students

School Climate Conducive to Learning

Parent Involvement

Collective Commitments

21st Century Learning

- ❖ We believe in providing an instructional program that cultivates an understanding and practice of civic responsibility.
- ❖ We value a rich curriculum which stimulates interests and intellectual curiosity.
- ❖ We believe it is our responsibility to prepare our students to become creative problem solvers who can be flexible and adapt to a changing world.
- ❖ We value and believe it is our responsibility to provide opportunities for technological advancement.

Value Diversity

- ❖ We believe our children should be valued and respected for their individual gifts and diversity.
- ❖ We believe that all of our students deserve to be recognized for his or her efforts as well as his or her accomplishments and achievements.

Climate

- ❖ We believe our school should be a safe and secure environment.
- ❖ We are committed to providing an environment for all children that promotes self-esteem and self-worth.
- ❖ We are committed to an environment that promotes mutual respect, honesty, integrity, and good citizenship.
- ❖ We value a teaching environment that respects each individual's learning styles and developmental needs.
- ❖ We believe that learning should be enjoyable and that life-long learning should be a goal for every person.

Teamwork

- ❖ We value collaborative and integrated relationships between our school and greater community.
- ❖ We are committed to collaboration and teamwork

Assessments

- ❖ We are committed to administer specific assessments throughout the school year. We believe that careful follow through on these assessments and goals within this plan will result in high achievement for all students.
- ❖ We will share assessment information with our students and parents which will encourage student participation through the development of individual goals.

THE EXPLORER WAY

Trustworthiness

Always tell the truth • Admit your mistakes • Do your own work • Be reliable – do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal – stand by your family, friends, and country

Respect

Use only kind words and action • Keep hands, feet and objects to yourself • Respect all adults • Follow the Golden Rule • Be tolerant of differences • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility

Always do your best • Use self control; be self-disciplined • Think before you act – consider the consequences • Be accountable for your choices • Stay in assigned areas • Be prepared • Be on time

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Obey laws and rules • Respect authority • Protect the environment



GENERAL INFORMATION

DAILY SCHEDULE:

DAILY SCHEDULE	M ♦ T ♦ W ♦ F	Thursday Minimum Day
PEPP School Begins Dismissal	8:30 a.m. 12:00 p.m.	8:30 a.m. 12:00 p.m.
Grades K-5 Playground Opens School Begins Dismissal	8:00 a.m. 8:30 a.m. 2:50 a.m.	8:00 a.m. 8:30 a.m. 1:10 p.m.

SCHOOL HOURS: The office is open daily from 8:00 a.m. to 3:30 p.m. The playground opens for students at 8:00 a.m. There is no playground supervision for students after school. Students are expected to go home when school is released unless they attend ESS (Extended Student Services). For more information about ESS, contact the ESS Office at (858) 613-2503.

ABSENCES: If a student is unable to attend school due to illness, notify the **Absence Hotline** (858) 674-6200 ext. 6303 before 9:00 a.m. Leave the student's name, grade, teacher's name, reason for absence, name of the person leaving the message, and your relationship to student. Students absent due to contagious diseases may be required to have a note from their physician or the public health department before returning to school.

Student attendance is important and compulsory according to state law. There are some occasions (i.e.: religious holidays, a death in the family, or other family emergencies) where students must be absent from school. Again, notify the office and, if necessary, an Off Campus Independent Study (OCIS) contract will be issued. This OCIS contract allows the student to make up the work missed during an extended absence. Absences **five or more days** not related to illness require notifying the office in advance so an OCIS contract can be issued.

TARDIES: Like absences, tardies affect classroom learning time and should be avoided. Students who are late to school must check in through the office. Medical appointments are considered excused tardies. All other tardies are unexcused.

APPOINTMENTS: A student who needs to leave school during the day for an appointment must be checked out in the office by the parent or legal guardian. If they return during the same day, they must also check back in with the office. To reduce loss of class time, it is helpful to schedule appointments before or after school. Please send a note with your child, for the teacher, stating the time they will be checked out.

BICYCLES: Students in grades 3-5 may ride their bicycles to school. Each bike rider must have a bicycle permit signed by their parents on file in the office. These are to be renewed yearly. Students are reminded that all traffic laws relating to automobiles also pertain to bicycle riders. In addition, by law, all students must wear helmets when riding their bikes. No helmet, no ride! Helmets can be stored in the classroom during the day. Bicycles should not be ridden on the sidewalks, playground, or in hallways. A bike rack near the playground is provided for storing the bike during the day. Students should bring their own locks to secure their bicycles. The school is not responsible for damage or loss of bicycles. Skateboards and roller blades are not allowed.

CARS/DROP OFF: Parents should drop off their children along the curb only. Do not double park! Also, do not leave any cars unattended along the yellow or red curb or outside marked parking stalls. The safety of our children depends on your support during arrival and dismissal times. Please be cautious when driving near the school and follow all procedures of state law. Enter the parking lot to drop off your child by making a turn off of Paseo Montenero. Please abide by the directions of our wonderful volunteers and staff. They are working hard to ensure the safety of our children. Do not enter the bus drop off circle located off of Paseo Del Sur. This area is for buses only.

CELL PHONES: Students may be permitted to have in their possession a cellular phone/pager in school, on school property, and at school-related functions provided that the use of the cellular phone/pager does not disrupt the instructional process except for medical reasons that have been reviewed with the school staff. In other words, they cannot be used during the instructional day. Since students have access to classroom and office telephones to call their parents for legitimate reasons, cellular phones cannot be used at recess or lunch. Del Sur assumes no liability for the loss or damage of the device or its misuse by another person. If a student's cell phone rings during class time or if a student uses their phone during the school day, he/she will be referred to the office.

EMERGENCY DRILLS: Once a month students participate in a fire, duck and cover, and/or lock down drill. Procedures and practices are taught to all students and reviewed regularly in order to ensure their safety should a disaster occur. Should it become necessary to release students from school, only the persons whose names are listed on the Student Registration Form are allowed to take students. Please be sure your child's form is current.

LIBRARY: Students may check out a maximum of two books at a time. One book choice must be a "just right" (lexiled) and the second choice may be a "free-read." Parents are invited to utilize the schools' vast inventory of books for their home use. All books must be renewed or returned before new books can be checked out.

LOST AND FOUND: Parents should clearly mark students' names on clothing, lunches, backpacks, and other items. If an item of clothing is lost, students or parents should periodically check the lost and found rack near the covered lunch area. Smaller, personal items are kept in the office. Unclaimed items are donated to a local charity. Please remember, the loss or damage to anything brought to school, including bicycles, remains the responsibility of students and parents.

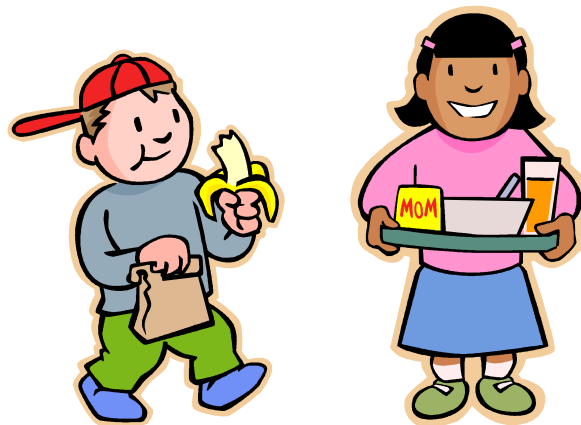
TELEPHONE USE: Students are allowed to use the office telephone in *emergency* situations only. Personal phone calls for forgotten items or after school arrangements will not be permitted.

SCHOOL LUNCHES:

Students may either bring a lunch to school or purchase a lunch in the cafeteria. If your child brings a lunch, be sure to include only as much food as your child eats. Sandwiches, fruit, and a drink are much healthier than a lunch packed with sweets. Lunches should have the student's name and room number on the outside of the sack or lunch box. Hot lunches may be purchased daily or bought in advance by cash or a check payable to PUSD Food Services. Students who pay in advance have their name in the computer and are entitled to as many lunches as have been prepaid. Students are notified when they are about to run out of prepaid lunches. However, it is the parents' responsibility to keep track of the balance. Any unused money is carried over at the end of the year. You are strongly encouraged to pay in advance as this prevents lost lunch money and unhappy students. **When children lose their lunch money or their lunch, the cafeteria will advance credit for a school lunch one time. No further credit or food will be given until the outstanding cost is repaid. Students are not permitted to phone parents at lunch time for money.** The phone number for the Food and Nutrition Dept. is 858-668-2560. Lunch menus are sent home monthly or can be printed online at powayusd.com. Check your monthly menu for upcoming special events, treats, and nutritional news. Free or reduced price lunches are available to qualifying families. To be eligible, you must complete an application form available at the school office. Applications are accepted throughout the school year.

School Lunch (includes milk*)	<u>\$2.50</u>
Milk	<u>.50</u>
Juice – Orange or Apple – 8 oz.	<u>.75</u>
Water	<u>.50</u>

* If your child is allergic to milk, juice can be substituted only on the presentation of a note from the child's doctor.



CLASSROOM INFORMATION

MATERIALS: The school furnishes paper, pencils, and other school supplies. However, we will accept donations. There is no selling, trading, buying, or giving away of items at school.

HOMEWORK: All students, grades K-5, have homework during the year. Homework assignments are an extension of the skills and activities learned in the classroom. Assignments are given on a daily or weekly basis. Teachers review homework policies with parents at Back-To School Night.

BACK-TO-SCHOOL NIGHT: Each fall, teachers meet with parents to describe the materials, texts, teaching methods, and classroom procedures they use. They also discuss their expectations for student progress both academically and behaviorally. Since this is an informational meeting, we ask that children not attend.

STUDENT PROGRESS REPORTS: Student Progress Reports are sent home at the end of each reporting period in November, March, and June. The fall conference at the end of the first reporting period explains the grading and format used on the student progress reports.

ACADEMIC STANDARDS: The California State Department of Education has determined the academic standards that students should meet at each of the grade levels in language arts, science, history/social science, and mathematics. The standards are posted on the Poway Unified School District website. This site can be accessed at www.powayusd.com.

FALL CONFERENCES: During Parent Conferences at the end of the first reporting period, teachers meet individually with parents to discuss their child's progress and explain the report card. Results of any standardized testing done the previous year are also shared. If students are having difficulty, strategies are discussed and a plan developed to help them be more successful.

INDIVIDUAL CONFERENCES: Parents are encouraged to contact the teacher whenever they have questions or concerns to arrange a conference.

FRIDAY FLAG: Every other Friday morning at 8:30 we begin our day in an all school assembly. The purpose of this assembly is to gather together as a school community to salute our flag and our country, to discuss school-wide issues, and to honor various students for some of their accomplishments. In addition, we also spend time talking about one of the character pillars. This event is open to all.

PTA and FOUNDATION

PTA: The Parent Teacher Association (PTA) sponsors numerous activities and events throughout the year, including Family Nights and fundraisers. For further information please visit the PTA website at delsurpta.org or contact the PTA President, Maria Donovan at mariadonovan@gmail.com.

ELEMENTARY FOUNDATION: The Foundation is an organization that oversees fundraising efforts that support many programs on our campus. In light of our current state budget, it is important that we support funding from other sources in order to provide our students with an optimal educational experience. In the past, Foundations have supported schools by donating computers and peripheral equipment, technical services, and library books. They also supply funding for school events. It is the mission of this organization to provide Del Sur with the additional funding necessary to offer all core and enrichment programs that are deemed necessary by the principal and faculty. Please visit the Del Sur Educational Foundation website for more information: <http://delsurfoundation.org/>

SPECIAL PROGRAMS

BAND AND ORCHESTRA: A credentialed music teacher instructs interested fifth grade students in beginning music lessons. The lessons are given during school hours and are free to students. Students do need to provide their own instruments. Instruction begins in September and registration is required and handled through the classroom teacher. The Del Sur PTA has provided our school with funds to support music instruction for all students in grades K-4, once a week.

ESS (Extended Student Services): ESS is a daycare program offered on a fee basis to Del Sur students. Hours are 6:30 a.m. to 6:00 p.m. daily. Call (858) 613-2503 for more information.

SCHOOL SITE COUNCIL: Parents are elected yearly to serve on the School Site Council. The Site Council serves as an advisory panel for program goals and how funds are spent.

STUDENT COUNCIL: The Student Council is comprised of elected officers and classroom representatives. They plan and organize student events such as dress-up days, special events, and community projects.

VOLUNTEERING

VISITATIONS AND VOLUNTEERS: Parents are always welcome and encouraged to help in the classroom. Appointments should be scheduled with the teacher 24 hours in advance and generally last about an hour. If you want to talk to the teacher about your child, please make an appointment outside of school time. Teachers understandably need to be with their students immediately before, during, and after class time.

****IMPORTANT****

All visitors to Del Sur must sign in at the office and wear a Visitor or Volunteer badge while on campus

Parents and members of the community are encouraged to become involved and volunteer at Del Sur. Anyone working with students in a classroom, must have a current, negative TB Test and Megan's Law Background Clearance Check on file in the office. TB clinics are held monthly at the District Health Services Department. A school volunteer may:

- Prepare materials for classroom use
- Listen to children read
- Play learning games
- Assist students and direct traffic during student arrival
- Assist in the library
- Assist with motor skills development
- Help students to complete math and reading assignments
- Assist on field trips, classroom cooking, music, and science projects
- Serve on PTA or Foundation

To become a volunteer, contact your child's teacher and let her/him know what your interests are.

FIELD TRIP DRIVERS: Many classes use parent volunteer drivers for class field trips. If you would like to be considered, you must be prepared to provide a copy of your insurance declarations, complete a Private Vehicle Transportation form (available from the teacher), a copy of your valid driver's license, and have a current TB test on file.

HEALTH SERVICES

STUDENT HEALTH: Del Sur has a Health Attendant to take care of first aid and emergencies. In case of student illness at school, the health attendant will notify parents or the emergency contact listed on the enrollment form. No registered nursing services are provided at the school on a daily basis.

MEDICATION: Any student who is required to take medication, whether doctor prescribed or over-the-counter, during the regular school day must have on file an "Authorization To Administer Medication" form. The health attendant or other designated school personnel will then assist the student in receiving the medication **if** the school receives the Authorization form. Forms are available on the Health Services website: <http://www.powayusd.com/Depts/LSS/Health/>

STUDENT RESPONSIBILITIES

STUDENT DRESS STANDARDS: Students may not dress in a manner that creates a safety hazard or that interferes with or distracts from the learning process. This includes, but is not limited to the following:

- ✓ Straps narrower than 1 1/2" and halter-tops
- ✓ Shirts and pants must meet when sitting or standing.
- ✓ "Sagging" is not allowed.
- ✓ Shorts, skirts, and dresses must be an appropriate length for school. When standing with arms at your sides, shorts must reach to where the fingers meet the palm of your hand. Skirts and dresses must reach to the end of the fingertips.
- ✓ Sunglasses and hats may not be worn indoors.
- ✓ Knit caps and heavy overcoats are allowed only during appropriate weather conditions.
- ✓ Clothing, jewelry, and accessories that may be a safety hazard to the wearer or others are not permitted.
- ✓ Appropriate shoes must be worn at all times. Beach shoes/flip-flops and platform shoes over 1½" high are not to be worn at school. Shoes with wheels are not allowed.

Additional items may be added to this list during the school year. Parents will be notified of any changes through a bulletin, phone call out, or the school newsletter.

CODE OF CONDUCT: At Del Sur all students and adults subscribe to what we call:

"THE EXPLORER WAY"

Be Trustworthy
Be Respectful
Be Responsible
Be Fair
Be Caring
Be Excellent Citizens

REWARDS FOR POSITIVE BEHAVIOR: Students are regularly recognized for positive behavior at school. School wide assemblies, Friday Flag acknowledgements, notes or phone calls home, and certificates of achievement are all ways of rewarding positive academic or social behavior.

CONSEQUENCES FOR NEGATIVE BEHAVIOR: While it is hoped that Del Sur students exemplify the traits described in the Code of Conduct, occasionally negative behavior does occur. Written consequences for negative behavior are posted in each classroom. These consequences are consistent and incremental. Referral to the principal by the classroom teacher is used as a final resort. Students that continually demonstrate negative behavior will not be allowed to attend field trips and other school activities.

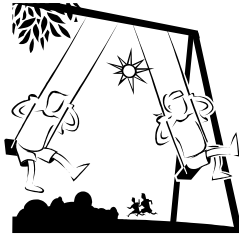
POWAY UNIFIED SCHOOL DISTRICT RULES OF STUDENT DISCIPLINE: Each year a copy of the District policy and consequences regarding weapons, controlled substances, alcohol, harassment, theft, vandalism, hate crimes, willful disobedience, and other matters is available on the Poway Unified website. Parents are to read the rules and acknowledge receipt of them by signing and returning the signature sheet to the school.

DANGEROUS OBJECTS AND LOOK-ALIKE WEAPONS: Poway Unified School District Policies and California State Laws prohibit the possession by students of dangerous objects or look-alike weapons while on school grounds or while at school related activities. **These objects include, but are not limited to, any type of knife, firearm, or imitation firearms such as bb guns, pellet guns, paintball guns, air soft pellet guns, or any other object that closely resembles a knife, gun, or rifle.** Possession of these objects will result in serious consequences that may include but are not limited to suspension from school or expulsion from the Poway Unified School District. It is critical that parents speak to their children about these items and reinforce the fact that no one should ever have these dangerous objects at school or at school related events. Backpacks and other similar bags or purses that are used for non-school related activities should always be examined to make sure these items are not inadvertently brought to school. Anytime a student discovers an inappropriate object at school, or mistakenly brings a prohibited item to school or a school related activity, immediately inform a teacher, administrator, or a staff member so that a reasonable approach may be considered.

SUBSTANCE ABUSE: The use or possession of tobacco, alcohol, or other controlled substances by students or parents on the Del Sur campus is strictly prohibited. If students are involved with the use, possession, or sale of any controlled substance, legal reports will be filed, parents will be notified, and a minimum five-day suspension will be invoked.

HARASSMENT: We believe that every student has the right to attend school and learn without being called names and without being threatened, harassed, or bullied for any reason. Harassment is unwanted and unwelcome behavior from another person that interferes with an individual's life and well-being. When this behavior is sexual in nature, it is "sexual harassment." When the behavior is motivated by a prejudice against another person's race, ethnicity, sexual orientation, religion, or gender, it is discrimination and could be described as "hate behavior" in some cases. This type of intimidation and harassment will not be tolerated in our school and is also inappropriate in our society. It is our intent to promote the rights of equality and human dignity basic to our American ideals.

ACADEMIC HONESTY POLICY: In support of the District's Academic Honesty Policy 3.40, students are expected to demonstrate acts of honesty at all times. Teachers and staff members will support and enforce all District rules of academic honesty and provide a learning environment that does not allow or tolerate dishonesty. Any student who violates the rules of the Academic Honesty Policy will be subject to disciplinary action.



PLAYGROUND RULES

Playground equipment is to be used in the manner for which it was designed.

Radios, game boys, Ipods, or any electronic equipment should NOT be brought to school for playground use.

Backpacks should be placed closest to the classroom line-up location and student lunchboxes should be placed in their classroom's plastic lunch bin.

Students are not to leave school grounds during the day without permission.

No child should return to the building or a classroom during lunch/recess or walk through classroom corridors, except with passes.

Cell phones must stay in backpack and be turned off.

Stay in clear vision of duty personnel.

Students should not climb on baseball backstops, banks, fences, or trees.

All students should freeze where they are when the bell rings and they hear three short whistles. They report to their classroom lines when directed by one long whistle.

Peaceful Playground Rules

These rules were developed as a part of our Peaceful Playground Program.

1. Play by Del Sur rules only.
2. Play fair (if you are out, go to the end of the line).
3. Be ready to play when you enter a game.
4. No "Time Out!" A play may be interrupted for interference only.
5. Never give cuts to anyone.
6. Stand behind the line while waiting for your turn.
7. Everybody plays or nobody plays.
8. No "do overs".
9. Play the same on everybody (no playing easy on your friends).
10. Solve disputes using rock, paper, scissors.
11. Lines are out in all games.
12. Put away equipment before playing something new.
13. A count of 30 is used when waiting for bars or swings.
14. No tag games in the wood chips or sand area (field only).
15. Running is allowed on the field only (exception is basketball and kick ball on the blacktop).
16. When the bell rings, walk back to your classroom line.

Del Sur Elementary SCHOOL CALENDAR 2011-2012

School Begins	August 24
Labor Day	September 5
Back to School Night	September 8
Picture Day	September 13
No School, Professional Growth Day	September 26
Veterans Day	November 11
Minimum Days, Parent/Teacher Conferences	November 14-18
Thanksgiving Break	November 21 – 25
Winter Recess	December 19–January 2
Martin Luther King Jr. Day	January 16
No School, Professional Growth Day	January 27
District Recess	February 20 – 24
Spring Break	April 2 – 6
STAR Testing, 2 nd -5 th Grade	April 16 – May 1
Memorial Day	May 28
Last Day of School	June 7

Trimester 1: End of Reporting Period – November 10
Progress Report Distribution – Parent Teacher Conferences
November 14-18

Trimester 2: End of Reporting Period – March 9
Progress Report Distribution – March 16

Trimester 3: Progress Report Distribution – June 7, Last Day of School

