

**ASHLEY FALLS**



**SCHOOL**

**FAMILY**

**HANDBOOK**

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Welcome to the 2020-2021 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 remind 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 collaborating with you this year. Ashley Falls is in an unrelenting pursuit to create an extraordinary school experience that ignites personal genius in your child(ren) and empowers them to advance the world. We must prepare our students to become thinkers and active participants in the process of learning. We are committed to creating a culture of thinking at Ashley Falls where staff and students are continuously learning and growing together.

The purpose of this Family 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, and safe school year. Your understanding and support of this information help 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 completing this GOOGLE FORM to acknowledge that you have read and reviewed the handbooks.

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,

Casey Lange  
Principal

## SCHOOL HOURS

### FRONT OFFICE HOURS

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

#### Monday, Tuesday, Thursday, Friday

Students may enter campus and go directly to their classroom .....	8:00 a.m.
School Begins (K-6).....	8:15 a.m.
Morning Recess (K, 2, 6,).....	9:45–10:00 a.m.
Morning Recess (K, 1, 3, 4, 5).....	10:00–10:15 a.m.
Lunch (K, 2, 6).....	11:30-12:00 p.m.
Lunch (1, 3, 4, 5) .....	12:00-12:30 p.m.
End of Instructional Day (K-6) .....	1:30 p.m.

**Staggered Dismissal:** 1:30 - Last names A-G; 1:35 - Last names H-N; 1:40 - Last name O-Z

#### Minimum Days (every Wednesday and conference weeks)

Students may enter campus and go directly to their classroom .....	8:00 a.m.
School Begins (K-6).....	8:15 a.m.
Morning Recess (K, 2, 6).....	9:45–10 a.m.
Morning Recess (K, 1, 3, 4, 5).....	10:00–10:15 a.m.
Lunch (K, 2, 6).....	11:30-12:00 p.m.
Lunch (1, 3, 4,5) .....	12:00-12:30 p.m.
End of Instructional Day (K-6) .....	1:00 p.m.

**Staggered Dismissal:** 1:00 - Last names A-G; 1:05 - Last names H-N; 1:10 - Last name O-Z

#### Kindergarten Schedule August 24th - October 2<sup>nd</sup>

Monday-Friday School Hours .....	8:15am – 12:00pm
Morning Recess and Snack.....	9:45-10:15

#### **Staggered Dismissal:**

12:00 - Last names A-G; 12:05 - Last names H-N; 12:10 - Last name O-Z

**\* Kindergarten students will not eat lunch at school during the first six weeks \***

**\* Full Day Kindergarten begins on Monday, October 5th \***

#### Kindergarten Schedule October 5th - June 10th

Monday, Tuesday, Thursday, Friday .....	8:15 am-1:30 pm
Wednesday.....	8:15 am - 1:00 pm

#### June 7 - June 10, 2021 - All Students

Monday, Tuesday, Wednesday .....	8:15 am - 1:30 pm
Thursday, June 10 <sup>th</sup> (last day of school).....	8:00 am - 1:00 pm

## IMPORTANT DATES FOR THE 2020-2021 SCHOOL YEAR

### Parent-Teacher Conference Weeks – November 16-20, 2020 and March 15-19, 2021

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 every day during these two weeks of the school year (see the minimum day schedule above).

### Smarter Balanced Assessment Testing Window – May 3-21, 2021

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 for English Language Arts and Math. In addition, 5<sup>th</sup> grade will take a Science Test.

### 2020-21 School Holidays: There will be no school during the following holidays/breaks.

September 7, 2020	Labor Day
November 11, 2020	Veterans Day
November 23, 2020 - November 27, 2020	Thanksgiving Break
December 21, 2020 – January 1, 2021	Winter Break
January 18, 2021	Martin Luther King, Jr. Day
February 15, 2021 & February 16, 2021	Presidents' Days
February 17, 2021	In Lieu of Admission Day
February 18, 2021 & February 19, 2021	Local Release Days
April 5, 2021 – April 9, 2021	Spring Break
May 31, 2021	Memorial Day

## **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 Family 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 and be on time to achieve his/her learning goals.*

**Students should arrive at school between 8:00-8:15 a.m.** Please plan to arrive on campus at no later than 8:10 a.m. This sets your child up for success and allows them to walk directly to their classroom, have their temperature taken by their teacher, and start their day promptly at 8:15 a.m. If your child arrives after 8:15 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 to join the learning that is already taking place. Your child may be expected to make up any missed learning.

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 through our website under Quick Links/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 a student needs to leave the school campus for an appointment, a parent or guardian must call the school office and a staff member will walk the student to the car. We encourage parents to utilize the afternoon (after 1:30 pm) to make doctor and/or dental appointments. **Please remember, for your child's safety we can only release students to adults listed on the Student Emergency Card who have a valid ID with them.**

**Daily Home Health Screening of Child(ren).** Parent/Guardian agrees to screen his/her child(ren) for COVID-19 before taking child(ren) to school each day. Specifically, Parent/Guardian agrees to do all of the following:

- Parent/Guardian shall screen child(ren) for any of the following symptoms associated with COVID-19: dry cough, shortness of breath or difficulty breathing, chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or a new rash. Parent/Guardian agrees that if child(ren) presents with any of these symptoms, Parent/Guardian will not send child(ren) to school.
- Parent/Guardian agrees that if child(ren) has a fever of more than 100 degrees, Parent/Guardian will not send child(ren) to school. Parent/Guardian further understands and agrees that his/her child(ren) will not be sent to school if child(ren) has been administered medication for the purpose of reducing a fever within the last 24 hours.
- In the event child(ren) has been exposed to anyone who has tested positive or are presumed positive for COVID-19 in the last two weeks, Parent/Guardian will not send child(ren) to school. Parent/Guardian shall notify the District that the student has been kept home for this reason. Parent/Guardian understands that his/her child(ren) will not be able to return to school until permitted by the District in compliance with direction from

the San Diego Health & Human Services Agency and the San Diego Public Health Order.

**Health Screenings at School.** Parent/Guardian understands and agrees that all students shall undergo the following District administered health screening upon arrival at school each day and potentially at other times during the school day as necessary to prevent the spread of COVID-19:

- Student's temperature will be taken using a touchless UV thermometer upon entering the classroom
- Students will be monitored throughout the day for signs or symptoms of COVID-19. Any student exhibiting symptoms of illness throughout the day will be sent home.

### **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**

Within a typical year, our student Safety Patrol provides a safe pedestrian crossing for students and families on Ashley Falls Drive at Pearlman Way after school. Please be respectful and follow their instructions. Although we won't be able to have Safety Patrol this year, our hope is to jump start it once again next year.

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

- **All adults and students should wear face coverings anytime they are on campus, even in their vehicles while dropping off or picking up.**
- Drivers may not use a hand-held cell phone at any time while driving in the school 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 along the red curb in front of the park or school.
- 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 assisting so that the traffic flows.
- All adults and students should remain 6 feet from members of other households when picking up or dropping off.
- **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: (8:00 a.m - 8:15 am.)**

- Students will enter through designated gates and go directly to their classroom.
- Parents are not allowed to enter campus and will say goodbye to their children at the gate or drop off area.
- Have your child's backpack next to them so that they can exit the car quickly. Do not place materials in the trunk or wait to pull up to the front of the line if you need more time for your child to exit the car.
- If your child walks to school, they should walk at least 6 feet from others not in your household and should wear their mask while they walk to school.
- All students should have their mask on when on campus and while walking to their classroom.

- Once they enter their classroom, teachers will take students' temperatures.
- Students are not allowed to be unsupervised in the Ashley Falls Neighborhood Park before school. Please make sure they enter the gates when you drop them off at school.

### **Afternoon Pick-up:**

- Students will be dismissed with a staggered dismissal time and will exit through designated gates. (See the notes above)
- Dismissal times are structured by last name to ensure siblings are dismissed at the same time.
- In order to ensure a safe and orderly dismissal, parents should arrive at their child's dismissal time and leave campus promptly after reuniting with their children.
- Students will leave through a gate designated by grade level and then can reunite with their parents or walk directly home.
- Parents may not enter campus at the end of the day.
- As many of our students and families walk to and from home, 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 and we do not have staff to supervise that area.

### **Bicycle, Scooters, Skateboards, and Zucas**

- Independent bicycle & scooter riding is only allowed for 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> 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 gate and need to be locked to the bike racks.
- Riding in a safe manner will ensure that your privileges are not 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](http://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 links to individual Google Sites for each Teacher, which include a teacher bio, contact information, and links to digital tools your child may need. Click on the PeachJar icon for all community flyers.

#### *Connect Ed Messages*

The Connect Ed system is an automated system, which allows us to send out information to all of our families via telephone and email. This system is how our 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*

Stay up to date on the learning occurring and the events happening at school by following us

Instagram: [af\\_eagles](#)

Twitter: [@AF\\_Eagles](#), and/or Facebook: [AshleyFallsEagle](#)

#### *PTA News*

Please visit our PTA website, [www.ashleyfallspta.org](http://www.ashleyfallspta.org) which provides information on school related functions supported by our wonderful parent organization. PTA will also provide a monthly newsletter for families which will be sent home in Wednesday Folders. Please register at our parent-only online platform for PTA information on volunteering, our family directory, and our school store at : <https://ashleyfallspta.membershiptoolkit.com/home>

#### *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**

To help students develop a range of skills they need for school and life, we use the *8 Keys of Excellence* and *Second Step*.

The *8 Keys of Excellence* is our 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.

### ***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

Students also engage in weekly learning through a comprehensive, research-based social-emotional program called *Second Step*. The *Second Step* program for Kindergarten through Sixth grade is a universal, classroom-based curriculum designed to increase students' school success and decrease behaviors by promoting social-emotional competence and self-regulation. It teaches skills that strengthen students' ability to learn, have empathy, manage emotions, and solve problems. Using *Second Step* skills creates a safer, more respectful learning environment that promotes school success for all.

In grades Kindergarten through Fifth Grade, the *Second Step* program teaches skills in the following four areas:

1. Skills for Learning
2. Empathy
3. Emotion Management
4. Problem Solving

The *Second Step* program in Sixth Grade teaches skills in the following four areas:

1. Empathy and Communication
2. Bullying Prevention
3. Emotion Management
4. Problem Solving

Classroom lessons, assemblies, and presentations for parents 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.

## 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, safe, and engaging learning environment
- Foster our students' development of empathy
- Teach children to think and act in socially responsible ways
- Promote respectful, kind and healthy student-teacher and student-student interactions
- Have students recognize themselves as part of a team
- Help children develop self-control and self-discipline
- Help students develop independence and accountability for their actions

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 various types of logical consequences:

- **Reminder or redirection** - If a child is acting inappropriately, staff will give a verbal or nonverbal reminder or redirection.
- **Teach the Replacement Behavior** - What we know about child development is that students would do better if they knew how. Therefore, it is essential that when we notice students are not meeting the high expectations we have, we teach, and reteach the behavior we want to see. We also provide opportunities to try out those new behaviors.
- **"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 ask 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 struggle meeting the school 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.

- **Warning/Redirection** – Student is counselled and coached by staff members and given an opportunity to demonstrate appropriate behavior.
- **Student Reflection Form** – Students are issued a reflection form by a staff member. This staff member will discuss the incident with the student and determine appropriate follow-up for helping the student reflect on their choice and how to learn from this moment. The form may be sent home for parent notification and signature. Additionally, teachers may contact parents via telephone or e-mail.
- **Principal Referral** – Principal will make personal contact with parents. At this discipline level, consequences may involve loss of privileges, apologizing and making it right, 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 from their choices and are contributing and supportive 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/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 eat and play in my class’ designated zones.
- I will wear my face covering except when eating during snack and lunch.
- I will make sure I stay 6 feet away from my classmates when my mask is off.
- I will participate in all activities in a respectful and safe manner, while keeping in mind the consequences of my choices.
- I will use playground equipment in a safe manner.
- I will use respectful language and speak honestly and kindly. I will use equipment provided by the school respectfully.
- When I use the bathroom during recess time I will wait until there are no more than 3-4 people in the bathroom.
- When the bell rings I will stop playing, return all equipment, and walk back to class.

## **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
- Clothing that exposes the midriff
- Clothing that exposes undergarments
- Shorts/Skirts must be at least 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 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 prohibited. Cell phones that are out and/or on may 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, eyeglasses, clothing, books, etc. for your student, please come into the school office and give them to the front desk. Please put the child's name and teacher on the item. Please remind your child to go check the office for their item, or if they do not have lunch or snack. The school office will do their best to make sure the students get their items.

## **LOST AND FOUND**

The lost and found is outside the Multi-Use Room (MUR). If something is found, it will be placed in the lost and found. Small or valuable items may 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. 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. Parent/Guardian understands that due to the current public health emergency, nonessential visitors will not be permitted to be on campus.

### **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 and exit 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 student's aptitude, including district assessments and performance tasks, standardized test results, formative classroom assessments, and daily classroom work. We are committed to providing differentiated learning experiences that correspond with the student's particular abilities and talents.

The 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 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.

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

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.

### **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 our school is thriving because of parental commitment and involvement. A school is as strong as the partnerships between its community of parents, staff and students. 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)

Our school staff looks forward to working with parents/guardians to develop meaningful opportunities for students 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.

### **Exhibiting COVID-19 Symptoms at School**

Parent/Guardian understands and agrees that if his/her child exhibits COVID-19 symptoms during the school day, Parent/Guardian will pick his/her child(ren) up from school as soon as reasonably possible but no later than within one hour after being notified by the school. When Parent/Guardian arrives at school, Parent/Guardian will call the school office and remain in his/her vehicle and their child will be brought to the car.

Parents are advised to contact their child's health care provider. If a child is exhibiting symptoms and has a negative COVID-19 test, the child can return to school with proof of negative test and 72 hours after symptoms resolve. In the event of a positive test, or no test, students must quarantine for 10 days.

### **Healthy Hygiene**

Students will follow established routines for hand washing throughout the day. Hand sanitizer and/or hand washing should be used every time students enter the classroom.

### **Face Coverings**

Parent/Guardian understands and agrees that unless exempt, students in grades K – 6 must wear face coverings. Parent/Guardian understands and agrees that his/her child(ren) may be excluded from school if they refuse to wear a face covering consistent with the rules set forth in the District's COVID-19 Prevention Plan.

## **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.
- 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.

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.

## **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 2020-2021 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](http://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 Handbook.  
Let's make this a wonderful 2020-2021 school year!