

**DEL MAR
MIDDLE SCHOOL**



**2011 - 2012
PARENT/STUDENT
HANDBOOK**

GUIDING PRINCIPLES	
Mission	1
Vision	2
Rights and Responsibilities	3
STUDENT INFORMATION	
Homework	4
Books and Laptops	4
Honor Roll	4
Information Media Center (Library)	4
Graduation Criteria	5
SCHOOL RULES	
Behavior Expectations	6
Bullying	6
Sexual Harassment	7
Tardiness	7
Appropriate Dress	7
Honor Code	7
Laptop/Computer Ethics	8
Cellular Phones	8
Consequences for Misbehavior	8
Loss of Privilege (L.O.P.) List	8
Suspension	8
Restorative Justice	9
STUDENT ACTIVITIES	
Dances	10
Extracurricular Activities	10
Recognitions Programs	10
ATTENDANCE POLICY & PROCEDURE	
Absence	12
Before and After School	12
Permission to Leave School	12
Student Health	12
Physical Education	13
COMMUNICATIONS	
Phone Calls	14
On-Line Communication	14
Student Led Conferences	14
Mid-Trimester Progress Reports	14
Grade Report	14

STUDENT SUPPORT	
Advisory	15
Student Assistance Program (SAP)	15
MISCELLANEOUS	
Lunch Program	16
Community Service	16
Delivery of Items to Students	16
Lockers	16
Lost and Found	16
Parent Involvement	16
Private School Application Process	17
School Bus	17
Contact Information	17

RUSD MISSION STATEMENT

*Together we provide our children
with extraordinary opportunities
to enlighten their minds,
inspire their hearts,
and strengthen their resolve
to positively impact their world.*



VISION OF DEL MAR MIDDLE SCHOOL AND RUSD GRADUATE

Students through their efforts and with the support of the whole school community will become:

Motivated Learners Committed to Academic Excellence

- Demonstrate responsibility, self-direction, and independence
- Take risks, are not afraid to make mistakes and learn from them
- Take pride in accomplishments
- Understand learning is a lifelong process

Creative Problem Solvers

- Apply critical thinking
- Integrate curiosity, imagination and insight
- Apply knowledge across disciplines, projects and in real life situations
- Generate ideas and best possible solutions

Effective Communicators

- Actively listen and acknowledge different points of view and cultural contexts
- Express and support positions considering multiple perspectives
- Use appropriate tools and language to inform, persuade, and convey ideas to diverse audiences
- Collaborate with others

Engaged Citizens

- Demonstrate empathy, ethical behavior, and respect for self, others, and the environment
- Actively contribute to school, local, and global communities
- Advocate for self and others
- Understand and appreciate cultures, histories, and contributions of people of the world

Balanced Individuals / Best Self

- Demonstrate self-knowledge, integrity, good judgment, and honor
- Exhibit self-assurance, confidence, and social competence
- Persevere and are resilient amidst adversity, stress, disappointment, and conflict
- Make positive choices for personal and physical well-being
- Believe in the power of the individual to make a difference

RIGHTS AND RESPONSIBILITIES

To make this vision of the Del Mar/RUSD graduate most possible to attain, students participate as members of a school learning community in which they have the rights to learn, be safe and enjoy school; and the responsibilities to respect these rights of others:

Physical Safety

- I have the right to be safe.
- Therefore, I have the responsibility to ensure that others are physically safe.
- I will behave in ways that promote physical safety and well-being.
- I will refrain from behavior that endangers my own or others' safety.

Emotional Safety

- I have the right to feel emotionally supported and safe.
- Therefore, I have the responsibility to ensure others' emotional safety and well-being.
- I will speak and act in ways that are courteous and respectful.
- I will refrain from all forms of hurtful speech and behavior.

Enjoy School

- I have the right to enjoy this school.
- Therefore, I have the responsibility to preserve this school.
- I will respect and protect physical property and the school environment.
- I will refrain from behavior that destroys, damages, or defaces personal or school property.

Right to Learn and Academic Growth

- I have the right to learn.
- Therefore, I have the responsibility to be an honest, and committed learner.
- I also have the responsibility to respect the learning of others.

- I will listen to others, speak appropriately, and otherwise promote a positive learning environment.
- I will refrain from behavior that interferes with my own and others' academic growth.

STUDENT INFORMATION

HOMEWORK

Homework is a means to reinforce and extend classroom learning, as well as to build study habits. Students will be expected to record assignments in iCAL, an electronic calendar on their laptops. Students are also responsible for planning their time to complete short and long term projects and for asking for help or for information when absent. Teachers post homework assignments on their websites. Parents are encouraged to refer to the teachers' websites.

Not turning in homework may negatively influence a student's grade. Turning in *something* is always better than turning in nothing. Through phone calls, notes, emails, Yellow Alerts, Mid-quarter Progress Reports and conferences, parents are informed when missing homework is affecting student progress. Please do not hesitate to contact teachers if you have questions or concerns about homework.

Guidelines: (approx. # of minutes including reading)

6th grade: 90 minutes

7th grade: 105 minutes

8th grade: 120 minutes

Students who are absent must check their teachers' websites for class and homework assignments and are responsible for turning in work upon returning to school.

BOOKS AND LAPTOPS

Students are responsible for all textbooks, laptops, and other supplies issued to them. These must be maintained in good condition or students will be charged for lost or damaged items. Students with unpaid bills for lost or damaged books will not receive their yearbooks and end-of-year report cards until all charges are paid.

HONOR ROLL

Students who earn a grade point average of 3.5 with no grade lower than a C and no U for citizenship are listed on the school Gold Honor Roll. Students with a grade point average of 3.0 and no U for citizenship will be listed on the Blue Honor Roll. Students who make the Gold Honor Roll each trimester in grades six through eight will be recognized at the graduation ceremony.

INFORMATION MEDIA CENTER (LIBRARY)

The Information Media Center is open to Del Mar students during selected school hours. The library is to be used for study, research, reading, and magazine browsing. Books may be checked out for three (3) weeks at a time. Students will receive periodic notification of overdue books. Failure to return the book or pay for its replacement will result in the student not being allowed to check out additional books.

GRADUATION CRITERIA

In order to participate in the graduation ceremony, parade and dance students must have a cumulative GPA of 1.7 or above for the eighth grade year and a satisfactory behavior record. Third trimester LOP students (see page 8) may lose graduation privileges.

SCHOOL RULES

BEHAVIOR EXPECTATIONS

Behavior expectations are based upon our vision that students are balanced individuals, their best selves, and engaged citizens at school. Students should do their best to:

- Demonstrate empathy, ethics and respect for others,
- Advocate for themselves and others,
- Demonstrate integrity,
- Constructively address conflict, stress, and frustration,
- Be resilient.

Middle School Rights and Responsibilities (page 3) also frame more specific behavior expectations. Please note that school rules apply on the way to school, at school, and on the way home from school as well.

Specific behavior expectations include:

- Respecting fellow students, staff and all others, including substitute teachers, visitors and special guests:
- Being kind, courteous, helpful and inclusive
- Refraining from saying or doing things that are offensive or hurtful
- Following teachers' requests and directives
- Not talking back or displaying a negative attitude through words, tone or body language
- Being on time and prepared for class by the time the bell rings

Other rules pertaining to safety include:

- Not leaving campus without permission.
- Obeying all California laws including those that prohibit drugs, alcohol, tobacco, and weapons.
- Refraining from roughhousing (i.e.: tackling on field).
- Refraining from harassing other students for any reason, including for reasons based on sex, ethnicity or gender.
- Using a pass from your teacher or office when out of class.
- Not riding bicycles, skateboards, scooters, etc. on campus.

Other rules pertaining to the safety and respect of belongings and property include:

- Not defacing or damaging property. This includes using permanent markers only if approved by a teacher.
- Turning off, keeping hidden, and not using any electronic devices (cell phones, iPods, etc.) unless teacher gives permission for use for class project. We recommend storing them in lockers during the school day.
- Using a school lock on your locker at all times to store backpacks, other school supplies or personal items.
- Adhering to all teacher rules and directions.

BULLYING

Bullying is defined as deliberately hurtful behavior, repeated over a period of time. There are four types of bullying: 1) physical, 2) verbal (name calling, teasing, threatening), 3) relational

(spreading rumors, excluding people from groups), 4) cyber (saying hurtful, offensive things about others online).

There are often three people or parties involved in bullying situations: 1) the provoker (bully), 2) the subject (person on the receiving end), 3) the bystanders (person/people who witness and observe).

If bullying should occur: The subject should report the bullying incident and ask peers or adults for help. There is no such thing as an innocent bystander—if you see something, say something. Those who witness someone being bullied should tell the provoker to stop or report to an adult. Asking for help or reporting an incident is NOT snitching—it is a way to protect others' rights to be safe at school.

Refer to the RUSD Bully Policy for more information.

SEXUAL HARASSMENT

Sexual harassment is unwelcome or unwanted sexual behavior that creates an offensive or intimidating school environment. It may be verbal, visual or physical conduct that includes but is not limited to: touching body parts, spreading sexual rumors, making sexual references, jokes, facial expressions or gestures, name-calling, bra-snapping, and creating/leaving obscene messages or images. Students who are subject to, or witness, this conduct should report to an adult at school.

TARDINESS

A student is considered tardy when he/she is not in class ready to work when the bell rings. Whenever a student is tardy to school, s/he must report to the office for an admit slip before going to class. Three unexcused tardies in any combination of classes within a six-week (mid-trimester) period will result in a parent letter and detention. Additional detentions will be assigned for every third tardy within that six week period. In severe cases, students will be referred to the School Attendance Review Board (S.A.R.B).

APPROPRIATE DRESS

Del Mar students are expected to come to school in neat, clean, appropriate school clothes. We encourage students to take pride in their appearance. Clothing which disrupts the academic atmosphere of the school is not permitted. This includes:

- T-shirts or other apparel with offensive or suggestive language or pictures, clothing and/or jewelry related to alcohol, drugs and/or sex.
- Sagging pants or low cut clothing revealing underwear, midriffs or cleavage.

Students coming to school inappropriately dressed will be asked to change into PE clothing, or referred to administration for repeated disregard of the school rules and dress code.

HONOR CODE

The Honor Code prohibits plagiarism, cheating on tests and copying other students' work. Such actions may result in a grade of zero on the assignment, detention, or suspension, depending on the severity of the offense. Plagiarism is a difficult area to define with most middle school students. At the beginning of each year, the staff works with students to explain how to avoid plagiarizing from written material and the resources found on the

Internet. We ask that parents reinforce this important message when assisting students with their homework.

LAPTOP/COMPUTER ETHICS

A separate handbook is provided to every family that addresses the policies related to the care and use of student laptops. The rules for laptop use apply to the use of all computers on campus.

CELLULAR PHONES

We recognize the need for parents to monitor their child's after school activities so students are permitted to bring cellular phones to school. However, cellular phones must be turned off during the school day and remain out of sight. In case of emergency, parents needing to reach their child should call the school office.

CONSEQUENCES FOR MISBEHAVIOR

As a typical first course of action, teachers work directly with students to address behavioral infractions. Teacher interventions may include conferencing with students, teacher detention, and phone calls home. Teachers refer students to administration based on the severity or recurrence of the infraction. These referrals result in administrative interventions that include detention, conferences with student and parents, behavior contracts and suspension. Students must serve their detention on the assigned day. Parents will be notified of detentions by email, mail and/or phone call.

LOSS OF PRIVILEGE (L.O.P.) LIST

Students will be placed on the LOP list if they get three behavioral referrals or one suspension within a trimester. Lost privileges may include participating in: school dances, sports events, plays or other extra activities, assemblies, field trips until the start of the next trimester.

SUSPENSION

Suspension will take place in the event of serious misbehavior. According to State Law 48900, grounds for suspension include, but are not limited to:

- Damage to school property
- Physical injury to or intimidation of another person
- Possession or sale of weapons or explosives, drugs, alcoholic beverages, intoxicants or tobacco
- Commission of obscene acts
- Profanity or vulgarity
- Disruption of school activities
- Defiance of school authorities
- Causing or attempting to cause physical harm to another person
- Possession of a firearm, knife or explosive
- Unlawful sale of a controlled substance
- Robbery or extortion are grounds for expulsion.
- Committing acts of sexual harassment, causing, threatening to cause or participating in an act of hate violence.

RESTORATIVE JUSTICE

As a complimentary approach to traditional discipline, Restorative Justice (RJ) may be offered to students in lieu of suspension, in addition to suspension to restore end-of-trimester privileges, or to restore end-of-trimester privileges due to recurrent (3 or more) behavioral referrals. RJ goals are for the provoker to learn from mistakes, repair relationships with others, and give back to the school community in a positive way.

The RJ student provoker works with trained leadership student facilitators, supervised by school administration and staff, to create and implement a contract that may include: formal apology, counseling, paying for damaged property, and school service in the form of projects that help solve problems and promote other students' positive attitudes and behavior at school.

STUDENT ACTIVITIES

DANCES

There are two school dances at the end of both the first and second trimester. The dances are for Del Mar students only; therefore, no guests will be admitted. Admission is by ticket only and tickets are sold during the week before the dance. Dances are from 7:00 to 9:00 p.m.

Students must arrive during the first half-hour and must stay until the end. Exceptions will be made only by prior arrangements with an administrator. Students are to remain in the gym or in the designated outdoor eating area throughout the dance. Parents of any student engaging in disruptive behavior will be called to pick up their son/daughter. Parents are asked to pick up their students promptly at the end of the dance. Students absent from school the day of the dance cannot attend without prior permission from school administration. The Del Mar dress code is enforced at dances.

A graduation dance is held for 8th graders.

Students who have been assigned to the LOP (Loss of Privilege) list must remain off the school grounds before, during and after the event.

EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in extracurricular activities. Students are expected to: maintain a C or above (GPA 2.0), uphold behavioral expectations (maintain satisfactory citizenship grades with no serious or repeated misconduct), and attend practices/rehearsals regularly. If a student is absent the day of a game/event, s/he may not participate that day. Staff will conduct eligibility checks weekly to ensure that students meet the criteria; if not, she/he will not be allowed to participate until grades and/or behavior improve.

Del Mar after-school sports include cross-country and volleyball in the fall, basketball in the winter, and track and field in the spring. Students are expected to attend practice

The PTA-sponsored after-school drama production occurs in the spring.

Students also have opportunities to participate in intramurals, Mathletes, geography bee, and other supervised activities. Other lunchtime and after school clubs are offered by teachers, parents, or community volunteers. Wednesday is Tech Free day. No computers may be used during free time on Wednesday.

The Information Media Center (library) and Cyber Lounge are open for quiet study, reading, and laptop use as per the posted schedule.

RECOGNITION PROGRAMS

Many programs exist at Del Mar to recognize the positive behavior and contributions of students.

-All students are eligible to earn *Dragon Cards* for positive behavior. A drawing is held each month for prizes.

-*HOORAY!* cards are mailed home to let parents know positive progress of students, extra effort made by their child, and other positive reinforcement comments.

-Principal Good Calls: The principal makes a telephone call congratulating the students and informing the family of something “good” the child did at school.

Throughout the year, students are selected and honored at grade level assemblies for their accomplishments and efforts.

ATTENDANCE POLICY & PROCEDURE

ABSENCE

Please call the office on the day of your child's absence by 8:00 a.m. (435-1468, Option 4). This will clear the absence and eliminate the need for a call from the office. Absence does not excuse a student from the classroom assignment. All assignments are available on the teacher websites. It is the student's responsibility to check the websites and make up missed work. Excused absences are only for illness, injury or a medical/dental appointment. All other absences are considered unexcused.

If you need to take your child out of school before the end of the day, please follow these procedures to avoid calling and disrupting classrooms:

- Write a note stating what time you would like your child to meet you in the office.
- Have your child show his/her note to the teacher before class starts and leave at the designated time without a call to the classroom.
- Your child should meet you in the office to sign out. We need to see your child leave with a parent, anyone authorized on your emergency card or with written consent.

BEFORE AND AFTER SCHOOL

Students may be on campus ten minutes before school begins unless hours are extended by teacher request or the student is participating in a supervised activity. Students must leave campus immediately after school unless they are involved in a school activity. There is no supervision for students arriving earlier or leaving later during the school day. After arriving at school, students are not permitted to leave campus without first signing out in the office.

PERMISSION TO LEAVE SCHOOL

Students who need to leave school any time before dismissal must present the teacher with a note so he/she can leave class to sign out in the office. We do not call class for students as it interrupts instruction and is disruptive to the learning environment. The school will not release students to anyone unless he/she is listed on the student's emergency card or we have written permission. Students should wait in the office to be picked up.

STUDENT HEALTH

Unfortunately, illness or injury may occur sometime during the year; therefore, we need to know immediately whom to call -- where we can reach a parent, friend, or neighbor, and the name and number of your doctor. Return the emergency card to the office immediately after you have filled it out and signed it. If any of the information on the card changes, please call the office; your child's safety could depend upon it! Please be sure that any friend or relative listed on your card is aware that they might be called upon to help your child when you are not available.

Minor first aid is administered in the office. Students who are ill or injured should come to the office immediately. If a student becomes ill at school, we will contact you to make arrangements for sending her/him home. The office does not dispense aspirin, Tylenol or any medication - even with verbal "okays." Daily medication that you provide must be

accompanied by an “Authorization to Release Medication” form (available in the school office), which is signed by parent and physician.

PHYSICAL EDUCATION

Students who are unable to participate due to an injury or ailment can still be part of the class. Written parent notes stating the specific extent of a child’s participation must be provided.

COMMUNICATION

PHONE CALLS

The office telephone is available when needed. Students may use cell phones after school.

ON-LINE COMMUNICATION

Staff will respond to email within 48 hours.

STUDENT-LED CONFERENCES

Conferences between students, teachers and parents are held in November. They provide an opportunity for students to demonstrate their progress toward the vision of the Del Mar/ RUSD graduate and to work on a plan of action to support them in accomplishing their goals based upon their talents, interests and work to date.

Conferences are not a time to receive specific feedback from each teacher. Parents are encouraged to speak or meet with their child's other teachers throughout the year and may arrange to do so by requesting an appointment via email or voicemail.

MID-TRIMESTER PROGRESS REPORTS

Parents of students performing below satisfactory levels in academics or behavior will be notified by mail at mid- trimester. These Progress Reports are mailed home mid-trimester to students earning grades of C- or lower, and/or to students whose behavior is less than satisfactory. In addition, Yellow Alerts may be mailed home at any time if a student's quality of work has declined or if there is a classroom behavior problem. Parents are encouraged to follow up with a telephone call or conference with the teacher(s).

GRADE REPORTS

Grade reports are mailed home approximately one week after the end of each trimester. Parents who have questions about their child's progress should contact the child's teacher. Teachers will post grades online at a minimum of every two weeks. You will learn how to access this information at Back-to-School Night.

STUDENT SUPPORT

ADVISORY

Advisory classes meet two periods per week. Advisors meet regularly with each advisee to review academic/behavior progress. Objectives of the advisory program include: character and community building, goal-setting, effective communication, life skills, supporting community service, and development of student portfolio work.

Parents are asked to contact advisors with general concerns; contact other teachers directly if there are questions about a particular class.

STUDENT ASSISTANCE PROGRAM (SAP)

Del Mar's SAP team supports students in academics, behavior, health, and attendance. The school-wide SAP team is composed of a trained group of staff members, including: teachers from all grade levels, administration, and the school psychologist. Students are referred by their grade level teams. Student or their parents can also refer themselves through their advisor.

Teachers meet in grade level teams to discuss students who may need support above and beyond the classroom level. A SAP process is administered at the grade level team level to brainstorm and implement a plan of action utilizing additional school or community resources. If necessary, the team refers the student to the school-wide SAP team. If this confidential process requires further review, the SAP team refers the student for a Student Study Team (SST) meeting which also involves meeting with the family, resource specialist, several of the student's teachers, and members of the SAP team.

MISCELLANEOUS

LUNCH PROGRAM

A meal plan is organized by the PTA and can be purchased on-line. Students are to eat in their designated lunch areas. Students are to remain in these areas until the second lunch bell rings. They may then go to the play or activity areas. Students are expected to throw all trash in the trashcans and recyclables into proper containers in the eating areas. Noncompliance may result in trash pick-up duty or other disciplinary action.

COMMUNITY SERVICE

A part of good citizenship is community service. To help students gain an understanding of what is involved in performing a service for their community, the expectation is for each student to perform six hours of service every year. Students are encouraged to perform two hours each trimester. After completing a project, students fill out a form. Completion of community service hours (or lack thereof) may be reflected in his/her advisory grade. Eighth grade students who go above and beyond the community service expectation are recognized at graduation.

DELIVERY OF ITEMS TO STUDENTS

Forgotten homework, lunches or PE clothing may be brought to the school office. It is the responsibility of the student to pick these items up between classes. A special box for lunches delivered after the start of school is left right inside the office door so that students can easily pick them up. Please put your child's name on such lunches.

LOCKERS

All students are assigned a locker and a school lock. Only school locks may be used. For the safety of staff and students, all students are required to keep their backpacks in the lockers during the school day. Sixth graders and students new to the district must purchase a new lock from school and are responsible for using the lock during their years at Del Mar. Students must purchase a new school lock if theirs is lost. Students must always lock and secure their lockers. Computers should not be stored in lockers over night. School officials may periodically inspect lockers. The lockers are not to be personalized in any permanent manner (written on, stickers, defaced, etc.).

LOST AND FOUND

Lost and found articles are kept in bins around campus. Students will be responsible to check for lost articles. It is to your advantage to put your child's name in clothing.

PARENT INVOLVEMENT

There are many ways parents can be involved at Del Mar. Two important organizations are the School Site Council and the PTA. The Site Council is an elected group of parents, students and staff who meet monthly to plan and monitor improvement in the school program. This group also oversees some funding and conducts an annual parent survey. Parents serve for two years, with new members elected each year.

The Del Mar PTA is an active partner in the school community. It sponsors parent education, runs the lunch program, organizes volunteers for student activities, and supports the staff in countless ways. All parents are urged to join the PTA and participate. Volunteer opportunities will be announced at Back to School Night.

PRIVATE SCHOOL APPLICATION PROCESS

Students needing letters of recommendation for private school admissions should inform the school office in a timely manner. There is a \$50 fee for processing letters of recommendation. The school office will mail the completed letters. The office staff will forward requests to the appropriate teachers, generally the Math and English teachers. Advisors write the letter in place of the principal/counselor because they know the students well and can provide personalized letters of recommendation. An administrator will review these recommendations, as well. Students are responsible for making up all assignments when school is missed for shadowing, which is an unexcused absence.

SCHOOL BUS

Bus service is provided to parts of the Reed District on a fee basis. For information on routes and cost, please check the district website www.reedschools.org. For additional information contact the District Business Office (383-1116). Students who ride the bus are expected to behave with respect and follow all rules as directed by the driver. School rules also apply on the school bus. Misbehavior may result in a student being suspended from riding the bus. Students who ride the bus must show their bus pass.

CONTACT INFORMATION

DEL MAR OFFICE

Phone 435-1468

Fax 435-6190

WEBPAGE: <http://delmar.reedschools.org>