

**DEL MAR
MIDDLE SCHOOL**



**2009 - 10
PARENT/STUDENT
HANDBOOK**

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DEL MAR MIDDLE SCHOOL PARENT/STUDENT HANDBOOK

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.*

<http://delmar.reedschools.org>

Del Mar Middle School Character Pillars

Responsibility: Be accountable for your actions.

Respect: Show regard for self, others, property, and the environment.

Caring: Be considerate, compassionate, helpful, and understanding of others.

Fairness: Be considerate, open-minded, listening to others.

Citizenship: Make the school/community a better place; follow rules, protect environment.

Trustworthiness: Be reliable and honest; have the courage to do the right thing; inspire trust and confidence.

Del Mar Middle School Rights and Responsibilities

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.

DEL MAR MIDDLE SCHOOL

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.

●**TEXTBOOKS**

Students are responsible for all textbooks issued to them. Textbooks must be maintained in good condition. Students will be charged for lost or damaged books, such as torn pages, ink spots, water damage, broken binding or writing. 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. This applies to school issued laptops and all accessories as well.

●**TESTING PROGRAM**

Each spring, all students take state mandated standardized tests. The results are used to assess growth as well as to evaluate the school program.

Test scores are mailed home to each parent/guardian in July. Questions about interpreting the test results should be directed to the teachers or the district psychologist.

●**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 quarter in grades six through eight will be recognized at the graduation ceremony.

●**PROMOTION CRITERIA**

Students who do not meet grade level standards in reading, writing, or math will be considered for retention in that subject area. Intervention programs, including summer school, will be recommended when appropriate.

Eighth grade: In order to participate in the graduation ceremony, parade and dance students must have a cumulative GPA of 1.7 for the eighth grade year and a satisfactory behavior record (no Loss of Privilege [LOP]) during the third trimester (see page 5).

●**LIBRARY**

The library 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. Students with unpaid charges for lost or damaged books will not receive their report cards or yearbooks until all charges are paid.

SCHOOL RULES

●**BEHAVIOR EXPECTATIONS**

Behavior expectations are based on the six pillars (Respect, Citizenship, Trustworthiness, Responsibility,

Caring and Fairness) as well as Del Mar Middle School Rights and Responsibilities (see page 2). Students are expected to act in ways that reflect these pillars. 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:

- Do not leave campus without permission.
- Obey all California laws including those which prohibit drugs, alcohol, tobacco, and weapons.
- Refrain from roughhousing (i.e.: tackling on field).
- Refrain from harassing other students for any reason, including for reasons based on sex, ethnicity or gender.
- Use a pass from your teacher or office when out of class.
- Do not ride bicycles, skateboards, scooters, etc. on campus.

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

- Do not deface or damage property. This includes using permanent markers only if approved by a teacher.
- Store all electronic devices (cell phones, ipods, etc.) in lockers unless teacher gives permission for use for class project. Electronic devices must be turned off and should not be seen during the day.
- Use a school lock on your locker at all times to store backpacks, other school supplies or personal items.
- Do not gamble. Do not promote or sell privately sponsored materials or activities on campus.
- Adhere to all teacher rules and directions.

●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. Students are also expected to adhere to specific classroom rules regarding dress. Willful, continuous disregard of the school dress code will result in serious consequences up to and including suspension.

●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 will be 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 and in school lockers.

•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 mail and/or phone call.

•LOSS OF PRIVILEGE (L.O.P.) LIST

Students will be placed on the LOP list if they get three detentions or one suspension within a trimester. Students on LOP will not be able to attend school dances, or participate in sports events, plays or other extra activities 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 an alternative to LOP (Loss of Privilege), students who have received a third referral within a trimester for disruptive/defiant behavior may qualify for and elect an alternative approach to discipline: Del Mar's

Restorative Justice Youth Court program.

Youth Court involves a jury of peers, trained and supervised by school administration or staff, who listen and consider all perspectives regarding a student's conduct and the behavioral referrals accumulated. The jury then recommends an alternative series of consequences (other than the traditional detentions, conferences and contracts). These consequences may include community service, apologies, counseling, restitution, participation on future juries and a written response and plan of action.

The goal of all approaches to discipline is for students to learn from their mistakes and conduct themselves appropriately in the future. The Youth Court/Restorative Justice process is a complimentary approach to the traditional system and provides students with the opportunity to restore their middle school privileges for the trimester. Students who have been suspended do not qualify.

STUDENT ACTIVITIES

•DANCES

There will be 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 will be by ticket only. Tickets will be sold during the week before the dance. Dances are from 7:00 to 9:00 p.m. Students will be given a list of dance rules in the fall which they will sign. A graduation dance is held for 8th graders.

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. **Note: Students absent from school the day of the dance cannot attend without prior permission from school administration.**

Students who have been assigned to the LOP (Loss of Privilege) list must remain off the school grounds before, during and after the event. The Del Mar dress code is enforced at dances.

•EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in

extracurricular activities. Students must maintain a C or above (GPA 2.0) along with satisfactory citizenship to participate. If a student is absent the day of a game/event, s/he may not participate that day.

Del Mar has an active after-school sports program. Sports that are available are cross-country and volleyball in the fall, basketball in the winter, and track and field in the spring. The coaches will conduct an eligibility check weekly during the season and if a student does not meet the criteria, she/he will not be allowed to play in games until the problem is resolved.

Each year, the PTA sponsors an after-school drama production. The program requires a three to four afternoon per week commitment for two months. Typically, sixty to seventy students take part in the play who are in good academic standing in all classes.

Students also have opportunities to participate in intramurals, track meets, Mathletes, spelling bees, geography bee, speech contests 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 library and cyber lounge are open for quiet study, reading, and laptop use as per the posted schedule.

●LUNCH PROGRAM

A meal plan is offered by the PTA. 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.

●RECOGNITION PROGRAMS

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

-Recognition is given in newsletters.

-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 award assemblies for outstanding citizenship and effort.

ATTENDANCE POLICY & PROCEDURE

●ABSENCE

Please call the office on the day of your child's absence by 8:00 a.m. (435-1468, extension 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.

●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. 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.

COMMUNICATIONS

●PHONE CALLS

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

●ADVISORY

Every student is placed in an advisory class that meets two periods per week. Advisors meet regularly with each advisee to review academic/behavior progress. Activities based on the Character Pillars and life skills are offered in advisory as well as study skills, problem solving, and decision-making. Advisors are the advocates of their advisees particularly in matters regarding decision-making about academic issues and behavioral problems.

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

●STUDENT LED CONFERENCES

Conferences between students, teachers and parents are held in November. They provide an opportunity for students to work on a plan of action to support them in accomplishing their goals based on their talents, interests and work to date. Parents are encouraged to schedule additional conferences as needed. These may be arranged by requesting an appointment via email or voicemail with your child’s teacher.

●ON-LINE COMMUNICATION

Staff will respond to email within 24 to 48 hours.

●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 one week after the end of each trimester. Parents who have questions about their student's progress should contact the teacher involved. 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.

MISCELLANEOUS

●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. After completing a project, students fill out a form. 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

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