

GENERAL POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL

The morning bell rings at 7:55 a.m. for Del Mar Elementary School students to line up for class. Instruction begins promptly at 8:00 a.m. Please refer to the Daily Schedules located at the front of this handbook for specific start and ending times. Supervision (including crossing guards) is provided only during the school day starting at 7:45 a.m. for students in grades 1-6. **Therefore, students who do not ride the bus and do not eat breakfast at school should not arrive at school before 7:45 a.m.**

Dismissal times for grades 1-6 is at 2:35 p.m. Kindergarten dismissal time is 1:25 pm. All students should go home directly at the end of the school day unless they are involved in an after-school activity or as directed and approved by the teacher and parent. A parent will be notified if a student is asked by the teacher to remain after school. **Parents who wish to have a student excused early must go to the office and sign their child out.** The student will be called from the classroom and released to the parent in the office. Parents are not allowed to go directly to their child's class.

Parents must be prepared to pick up their children on time after school. Students not picked up within 60 minutes will be turned over to Child Protective Services (CPS) or the Police Department.

ABSENCES

Regular school attendance is important to your child's progress in school. **In order for your child to do his or her best, it is important that he / she be in school as many days as possible.** When it is necessary for your child to be absent from school, he / she **must** have a note from the parent or guardian explaining the reason(s) for the absence. The parent or guardian may also telephone the absence line in the morning to verify the absence.

It is well established that faithful and regular attendance in school is related to improved student progress and achievement. Obviously, the child's missing school is undesirable both from an educational and financial point of view. Excused absences, of course, are unavoidable; we certainly do not recommend that a child come to school if he / she could spread illness to others. Unexcused absences, however, are another matter. The State of California and Fresno Unified make the distinction between excused and unexcused absences.

Excused absences include: illness, medical appointments, and attendance at a funeral for a member of one's immediate family (1 day in town and 3 days for out of state funerals). Exclusion of students failing to meet immunization requirements (5 day maximum) and religious holidays when pre-approved by the principal.

Student absences for any other reasons are counted as unexcused. When students show a pattern of frequent absences the school will conduct a School Attendance Review Board (SARB) referral with Fresno Unified School District. This meeting is intended to work with families to improve the attendance of the student who is having an attendance problem.

Please assist us by calling the school line at 248-7070 before 10:00 a.m. each day that your child is absent and state the reason for the absence. Please remember to call your child's teacher and make arrangements for homework for each day of absence.

TARDIES

Students are expected to arrive at school on time just as adults are expected to arrive at their jobs on time. It is very disruptive to a teacher and students in the classroom when other students arrive late. In the event students do arrive late, the office will issue excused tardies for physician/dentist excuse or illness. All other tardies are unexcused and may involve disciplinary action. Students who arrive late will not have the opportunity to eat breakfast. ***Students with several tardies will be referred to the School Attendance Review Board (SARB).***

TRUANCIES

If a teacher or other school personnel suspects that a student is not attending school and doesn't have his / her absences cleared, the student will be referred to the principal. Truancies will result in a parent conference and disciplinary consequences. Students declared truant will be placed on the school's non-privileged list. Placement on the non-privileged list will result in a limitation of participation in school activities for the remainder of the quarter.

MOVING FROM DEL MAR ELEMENTARY SCHOOL

If you decide to move from Fresno Unified School District to another school district, or if you decide to transfer to another elementary school, please notify our office that you are withdrawing your child. Not only does this help us in our record keeping, but also allows us to give you the information that you will need in order to enroll at the new school. Please give us at least a 3-day warning if possible. ***All books and materials must be returned before the school will release your child from Del Mar.***

STUDENT PLACEMENT IN CLASSROOMS

We regard the assignment of students to their teachers and forming classes as educational decisions which are just as crucial to individual and group success as our decisions concerning the selection of personnel, books and materials, instructional programs, and teaching strategies. Careful consideration and deliberate attention is given so that classes are balanced with respect to gender, achievement levels, citizenship, and student need.

LUNCH OFF CAMPUS

Students are required to eat lunch at school. On special occasions students may be treated to lunch off campus with a Del Mar staff member. In that case, written permission from the parent will be obtained in advance.

No adult may take a student other than his or her own off campus for lunch. If a parent or guardian wishes to take their own child(ren) to lunch, they should check-in with the office using the normal sign-out and sign-in procedures. We ask parents to have their child back to school at the end of their normal lunch period.

BREAKFAST AND LUNCH PROGRAMS (All Students Receive Breakfast and/or Lunch at No Charge)

Breakfast is served on a daily basis beginning at 7:35am each morning. Breakfast is served only until 7:55 a.m. **Students coming after this time will not be served breakfast unless the buses are not on schedule.** Breakfast is free for all students.

Hot school lunches, which include milk, are free for all students in grades K through 6th. Lunches are prepared at another site, but are served hot in our own kitchen under the supervision of our Food Services Manager. Students who bring their lunch may purchase milk for \$.25 and juice for \$.25.

Any special diets need to be cleared through Food Services.

EMERGENCY CARDS

You are asked to complete two yellow emergency cards, which will be placed on file in the school office and will help us in the event of an emergency at school. Please read carefully and fill out the cards completely. It is imperative that at least four phone numbers be listed for every child. If you cannot be reached by phone, please list the name and number of a relative or neighbor who can contact you or take responsibility for your child. If you do not provide us with current phone numbers and your child needs to be sent home, Child Protective Services or the Fresno Police Department will be contacted immediately. We will need at least four adults who may be given the responsibility of picking up your child from school. It is your responsibility to notify the school IMMEDIATELY if any of your information changes, such as your address, phone numbers, emergency contacts, etc.

Parents must give the office copies of any legal documents that explain special circumstances regarding custody, visitation rights, etc. Always make sure to notify the office if there are any changes in your legal paperwork. All parents will be given equal rights for information about their children, to take from school during the day, or regarding any other parent rights UNLESS you provide documentation that instructs the school otherwise.

STUDENT SAFETY

We stress with the students the importance of safety in the classroom and out on the playground at all times during the school day. We need your support and cooperation by discussing with your child the following basic rules of safety:

- a. Walking on all surfaces (the cement and blacktop areas) at all times.
- b. Walking to the right of the painted lines in the hallways.
- c. Using the crosswalk at all times.
- d. Coming to school only a few minutes before school begins *and* leaving immediately after being dismissed at the end of the day.
- e. Following all school rules *or* accepting the consequences of poor decisions made to disobey the rules.
- f. Acting respectfully toward **all adults** providing supervision for the safety of the students.
- g. Walking quietly in single file lines in the event of an emergency.
- h. Staying in supervised areas of the school during recesses *and* before and after school.
- i. Using a bicycle helmet when riding a bicycle to school. Students not using a helmet will not be allowed to bring a bicycle to school.
- j. Staying out of the parking lots at all times.

Parents also need to support and practice our safety rules by obeying the following directions. Additional safety precautions include:

- a. Insisting that your child always use the crosswalk when dropping off or picking up your child.
- b. Pull up to a curb before allowing your child to leave the car. Please do not double park.
- c. Respect our volunteer crossing guards. They are giving their time to ensure the safety of all students.

Please do not drive into the school parking lots by the cafeteria at any time, or block the entrances to the parking lots in order to drop off or pick up your child. This applies even during rainy weather.

The Fresno Police Department will issue citations to those who violate these safety rules.

DEL MAR AFTER SCHOOL PROGRAM – ASES

Del Mar does have an after school program this year. The after school program provides tutoring, homework and extra curricular activities. The program operates from 2:35-6:00p.m. every day. Applications are available from the front office.

PARKING SAFETY

The main parking lot on the corner of Del Mar and Ashlan has been designated as staff parking only. The only exception is for cars displaying a handicapped-parking sticker. Traffic along Del Mar Avenue is extremely heavy before and after school, and on early release school days.

The new parking lot on Ashlan is for teacher and parent use. Please enter the parking lot on the west side and exit on the east side of the parking lot. Visitor parking is on the south side of the lot (the spaces closest to the playground).

We ask that you obey the following guidelines during these busy times of the day:

- 1) **Do not stop or park in the RED BUS ZONES at any time.**
- 2) Please park your car and walk to the front of the school to look for your children.
- 3) Be patient and courteous with the school personnel and volunteers during drop-off and pick-up times. They are providing a safe path for **your** children.
- 4) Be aware of students crossing the street in the crosswalks.
- 5) Drive safely and follow the speed limits.

Your help in providing for the safety of Del Mar students is appreciated.

LOST AND FOUND

Many articles become lost or are left unclaimed during the course of the year. It helps if personal belongings are marked so that your child can identify his/her articles easily. Items may be claimed by checking in with the School Office. *Every month unclaimed items will be given to a charitable organization.*

PERSONAL POSSESSIONS

We discourage students from bringing personal possessions or extra money to school unless requested or authorized to do so by the teacher or principal. Items such as toys, radios, etc. are distracting to the educational climate of the school and pose problems to both the student and the teacher if they are lost or broken. The school cannot assume responsibility for personal or unnecessary items brought to school.

PARENT VISITATIONS

Parents are welcomed and encouraged to visit the school. *Visits should be scheduled with the teacher in advance* so that suggestions for appropriate times will make the visit as productive as possible. In the interest of safety, **ALL VISITORS MUST CHECK IN AT THE OFFICE UPON ARRIVAL AT SCHOOL AND PRIOR TO VISITING A CLASSROOM. Parents need to sign in and will receive a badge identifying themselves as a visitor to Del Mar.**

SENDING GIFTS TO STUDENTS AT SCHOOL

Please do not have balloons, flowers, or other gifts delivered to individual students while at school. Although we appreciate the parents' intent to acknowledge a special day in their child's life, or to wish their child well in some activity, we must also recognize that this practice has an adverse impact in the school setting. For example, such items result in a kind of status symbol for those receiving items. This places pressure on other parents to do the same for their child.

Because this is a concern for the protection of the educational environment of our classrooms, and because of the disruption that this can cause, all items, if delivered, will be held in the office and given to the child at the end of the school day.

STUDENT SUPPLIES

Most basic school supplies are provided at school. However, many time teachers will suggest a few items that are helpful and serve as an added convenience to the student. Students, of course, are responsible for the care of textbooks and other non-consumable items issued to them.

STUDENT USE OF THE TELEPHONE

Office telephones may be used by students *only in the case of an emergency*. During the school day students have access to telephones in their classrooms. ***Parents and students are to make all arrangements regarding after school before leaving for school in the morning.*** Students wanting to make phone calls to parents are made only on an as needed basis as determined by school personnel.

TEXTBOOKS

Teachers will issue textbooks to students. Book covers are suggested for textbooks that go home for students in grades 4-6. The replacement cost will be charged to students for books that are lost, stolen, and books that show damage caused by negligence.

STUDY TRIPS

Study trips and off-campus activities are scheduled to supplement and enrich the curriculum covered in the classrooms. All students participating in a study trip must have written permission from a parent or guardian. Transportation will be provided by the school district using either Fresno Unified School buses or local charter buses. Fees may be necessary to offset the cost of transportation.

Parent volunteers are always welcome to assist during study trips. If you choose to participate as a chaperone, your child's teacher will notify you in advance as to your responsibilities during the outing. Parents may drive their own cars in lieu of riding on the bus, but **all students are required to ride in the bus with his/her classmates.**

Parents must be prepared to pick-up their children on time after a study trip. Students not picked up within 15 minutes will be turned over to Child Protection Services (CPS) or the Police Department.

CLASS PARTIES

Classroom parties are planned three times during the school year: 1) Winter, right before our winter break, 2) Spring, and 3) and an End-of-the-Year party. Room parents are greatly appreciated to coordinate with the teachers for these parties. All parties will begin after lunch and end before dismissal.

We don't encourage birthday parties at school. A small treat at the end of the day may be permitted. However, please check with the teacher involved prior to the time you wish to do this. An especially nice way to acknowledge your child's birthday at school is to donate a special book in your child's name to the school library. **Please check with the school librarian to make this arrangement.**

SCHOOL VANDALISM

Our school is beautiful! As we continue to make improvements to our school, and as our school is used more and more by the community, there is an increasing need for all of us to be observant in an effort to protect our school. We need you to join us in this effort.

If you are using the facilities after school hours, on weekends, or just passing by and you notice something that seems suspicious, please take action. Call Fresno Unified's 24-hour hotline at 457-3000 *or* the Fresno Police Department at 498-1414 to report your concern.

Please know that **we do not allow bicycles, skateboards, scooters, or roller-blading on our school campus at any time.** We need our school community's help in maintaining our beautiful facility.

INDEPENDENT STUDY

If your child is going to be away from school for three or more days for reasons other than illness, the student should be placed on an Independent Study Contract. Please notify your child's teacher *or* the school office **at least 3 days in advance** to plan this contract.

The Independent Study Contract allows students to have excused absences for the time that they are away from school for up to three weeks (15 school days).

The contract is to be prepared in advance of the time away from school, must be signed by the teacher, parent, student, and school principal. The contract is due on the day the student returns to school. Students who do not complete the contract during their absence will not receive academic credit and may result in lower grades on the report card.

HOMEWORK POLICY

Homework is an important part of the student's growth in academic skills and in the development of appropriate study skills. It is an extension of the classroom, giving students reinforcement in using what has been taught in the classroom. It allows students to develop self-discipline and self-confidence. Homework fosters good study habits that will be useful throughout the student's school career. Homework also gives parents an insight into the subject matter being taught at school. It is an excellent way for parents and their children to develop a relationship of trust and support for each other.

Students are normally expected to have about 10 minutes of homework for each year of school. For example, a first grade child may have around 10 minutes daily homework while a sixth grade student may have about 60 minutes of homework each night. **Homework is given Monday through Thursday nights.** Some assignments, such as reports or special projects, may require time on the weekends. *Please talk to your child's teacher if you have any concerns due to lack of homework or too much homework.*

Parents can be helpful in making homework meaningful and productive for their children. We encourage the following guidelines for parents:

- ✓ Provide a study area with good lighting, proper seating at a table or desk, and adequate materials. The study space should be free of distractions such as the television and radio, friends, and telephone calls.
- ✓ Establish a specific time period that is the same each day.
- ✓ Give your child encouragement and help them understand the importance of homework. You may help your child, but remember that homework is your child's responsibility.
- ✓ If your child is struggling too much, or spending too much time doing homework each night, talk to your child's teacher.
- ✓ Help the homework habit. If your child doesn't bring home homework, determine whether he/she is completing the assignments in class or failing to bring it home.

If you ever have questions or concerns about homework, please contact your child's teacher.

DISCIPLINE POLICY

We believe that each student has a right to learn, and that each teacher has a right to teach. Therefore, each student will be expected to adhere to the following rules:

1. Be on time and prepared to learn.
2. Be courteous, respectful, and cooperative.
3. Respect personal and public property.
4. Cooperate in the learning environment.
5. Use all school equipment properly.

If students choose to break our rules, the following will happen:

1. Verbal warning.
2. Time out
3. Student / Teacher conference.
4. Parent Contact by the teacher
5. Administrative Referral: Pre-suspension warning
6. Administrative Referral: Suspension

There is Zero Tolerance for fighting or defiance to adults.

CLASSROOM DISCIPLINE POLICIES

All classrooms support the school wide discipline policy. However, each individual teacher may design a separate discipline system that is more relative to the needs of their individual classroom. The individual classroom plans provide systems that give each student an opportunity to make positive choices. Each child is in charge of the type of interactions he/she has with the teacher and classmates.

Please make sure that you are aware of the expectations of your child's teacher(s). It is important that you understand and support the teacher in their decisions when working with your child.

If you have questions, please make sure to have contact with the teacher.

RULES OF CONDUCT AT BUS LOADING ZONES

1. While waiting for the bus to arrive, DO NOT play in the street or on private property.
2. You are responsible for your actions, so please respect the property where the bus stop is located.
3. Make sure you are on the right side of the street when the bus arrives at your stop.
4. As the bus approaches the bus stop, stand still. DO NOT move toward the bus until it is stopped and the driver opens the door.
5. Stay in line as you get on the bus. DO NOT push or shove.
6. Use the handrail as you enter the bus.
7. Find a seat as quickly as possible.

BUS CONDUCT

The conduct of students riding district, district-chartered or district-contracted buses, shall be the joint responsibility of the school site administrator, the bus driver, and the parent.

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including study trips and other special trips. School personnel, parents/guardians, and the students must all ensure that these regulations are followed.

Riders shall follow the instructions and directions of the bus driver at all times. The following conduct is a violation of district bus regulations:

1. Standing or leaving a seat while the bus is in motion.
2. Tampering with bus equipment.
3. Obstructing the aisle with legs, feet, or other objects.
4. Not sitting facing the front of the bus.
5. Putting any part of the body out of bus windows.
6. Using vulgar or profane language or gestures.
7. Smoking or lighting matches on the bus.
8. Eating or drinking on the bus.
9. Neglecting to cross the street in front of the bus under the supervision of the driver.
10. Having dangerous objects, glass, weapons, etc. on the bus.
11. Being defiant or uncooperative with the bus driver.
12. Fighting or abusive body contact on the bus when loading or unloading.
13. Damaging or defacing the bus.
14. Making unnecessary noise or commotion, whistling, or calling to people from the bus.
15. Giving improper identification when requested by the driver.
16. Throwing objects from the bus windows.
17. Possession, use, or sales of a controlled substance.
18. Any action that is determined by the bus driver to be dangerous to passengers, the public, or the bus rider.
19. KINDERGARTEN parents must pick up students at bus stop every day. Students who do not have a parent at the bus stop will be returned to school. A bus referral will be written.

Failure to comply with any of the above rules will result in the following:

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| 1. | Level One: | Three days bus suspension |
| 2. | Level Two: | Five days bus suspension |
| 3. | Level Three: | Ten days bus suspension |
| 4. | Level Four: | Suspension from the bus for 9 weeks (one quarter) |
| 5. | Level Five: | Suspension for the rest of the school year. |

VOLUNTEER FORMS

Any volunteer for field trips or classroom activities must complete a Volunteer Application Form every year. Forms will be provided in the first day packet and will also be available in the school office.

TITLE IX COMPLIANCE STATEMENT

The Fresno Unified School District promotes an environment supportive of gender equity (Title IX) and free from any form of sexual discrimination or harassment. The Title IX Compliance Officer for the District is Robert Thompson, Interim Associate Superintendent, Human Resources / Labor Relations. His office is located on the second floor of the Education Center located at 2309 Tulare Street.

In addition, each school site has a designated Title IX Compliance Officer. Questions, complaints, or concerns should be brought to the attention of the site Title IX Officer as appropriate for processing through the District Title IX Compliance Officer.

The Title IX Compliance Officer for Del Mar Elementary School is Nicole Woods, Principal.