

**DEL MAR
MIDDLE SCHOOL**



**2018-2019
PARENT/STUDENT
HANDBOOK**

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RUSD Mission and Vision

Each student will be challenged and inspired to reach her or his fullest intellectual, social-emotional and creative potential to positively impact the world.



MISSION FOR THE REED UNION STUDENT

Each RUSD student will receive the support and opportunity to develop the skills to be a:

Motivated Learner 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 Solver

- 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 Communicator

- 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 Citizen

- 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 Individual / 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

STUDENT RIGHTS AND RESPONSIBILITIES

Students have rights and responsibilities regarding their physical and emotional safety as well as their experience learning and enjoying school.

I, and others, have the right to:

- Be physically safe
- Feel emotionally supported and safe
- Enjoy this school
- Learn

Therefore, I am responsible for:

- Ensuring that others are physically safe
- Ensuring others' emotional safety and well being
- Maintaining and preserving the school environment
- Being an honest and committed learner
- Respecting the learning of others

Toward these ends, I will:

- Behave in ways that promote physical safety and well being
- Speak and act in ways that are courteous and respectful
- Respect and protect physical property and the school environment
- Listen to others, speak appropriately and advocate for myself and others

Toward these ends, I will refrain from:

- Endangering my own or others' safety
- All forms of hurtful speech and behavior
- Destroying, damaging, or defacing personal or school property
- Interfering with my own and others' academic learning and growth

STUDENT INFORMATION

HOMEWORK

Homework is a means to reinforce and extend classroom learning, as well as to build study habits. Student responsibilities include: recording assignments, checking teacher websites, planning time to complete daily homework and long term projects, and asking for help or information when absent. Parents may refer to the teachers' websites and check their child's online grades to help support the student in being organized, prioritizing and completing assignments on time.

Not turning in homework may negatively influence a student's performance. Turning in **something** is always better than turning in nothing. Students and parents can stay best informed through checking online grades and comments on a regular basis and more often if concerned. Teachers will also inform parents when students are missing homework that is affecting progress in other ways that include: phone calls, notes, emails, Yellow Alerts, Mid-trimester Progress Reports and conferences. 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 satisfactory citizenship grades in all classes will make the Gold Honor Roll and receive Gold Honor Roll ribbons with their report card. Students with a grade point average of 3.0 with satisfactory citizenship grades in all classes will make the Blue Honor Roll and receive Blue Honor Roll ribbons. 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 Library Information Media Center is open to Del Mar students during the school day for reading, browsing, homework, research, and technology assistance. Books may be checked out for two weeks at a time; up to five books may be checked out at a time. Students will receive overdue reminders from the Humanities or English classes. If an item is overdue more than three weeks, no additional material may be checked out until the student's record is cleared. Although there is no fee for overdue books, lost books will be billed at \$20 per item. If fees are not paid by the end of the year, the student's clearance sheet will not be signed and she or he will not receive Yearbooks or report cards.

GRADUATION CRITERIA

In order to participate in the graduation ceremony, parade and dance, students must have a cumulative 8th grade GPA of 2.0 or above, pass all of their third trimester classes, and have a satisfactory behavior record. Students who do not meet this criteria, which include LOP students (see page 11) 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. The following chart articulates key expectations and specific guidelines:

Key Behavior	Specific Do's	Specific Don'ts
<p>Respect people No exceptions (Peers, Staff, Subs, Guests)</p>	<ul style="list-style-type: none"> ● Listen and speak in turn. ● Follow classroom rules. ● Speak/voice opinion respectfully. ● Be courteous. 	<ul style="list-style-type: none"> ● Interrupt or call out. ● Display negative attitude through words, tone, body language, etc. ● Talk back.
<p>Respect Campus and Property</p>	<ul style="list-style-type: none"> ● Stay on walkways. ● Pick up trash and recycle. ● Treat laptops, others' property and school property with care. 	<ul style="list-style-type: none"> ● Litter or chew gum. ● Walk through planted areas. ● Damage or deface laptops or other property.
<p>Respect Yourself and the Learning Environment</p>	<ul style="list-style-type: none"> ● Dress appropriately. ● Arrive to class on time. ● Be prepared with supplies and charged laptops. ● Use laptops in class for learning. 	<ul style="list-style-type: none"> ● Break the dress code. ● Be tardy or unprepared. ● Use laptops in class for things off task.

Please see Student Rights and Responsibilities (page 3) which provide an additional framework regarding 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.

Other rules pertaining to student 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
- Not riding bicycles, skateboards, scooters, etc. on campus

- Turning off and keeping hidden any electronic devices (cell phones, iPods, etc.) unless a teacher gives explicit permission for use for a class project
- Using a school lock on your locker at all times to store backpacks, other school supplies or personal items (it is recommended to store cell phones in lockers during the school day)
- Adhering to all teacher rules and directions

Consequences from not fulfilling the above expectations may result in progressive discipline, ranging from conferences with teacher and/or administration, parent communication home, in school community service, detention, suspension, and expulsion)

Note Immediate Suspendable Offenses:

- Hitting/Kicking/Pushing a student. This includes hitting in retaliation. If hit or threatened, students need to get immediate assistance from a supervisor, teacher, or office staff member. Students are never to take physically threatening matters into their own hands.
- Smoking. This includes any form of tobacco, including electronic cigarettes and Juuls.
- Vandalism.
- Sexual Harassment
- Possession or use of drugs and/or alcohol
- Hate Speech (note: Intent vs. Impact, See Something/Say Something)

TEASING, MEANNESS, AND BULLYING

The Del Mar Middle School staff is dedicated to creating an environment of mutual respect where all students feel safe. Students are expected to refrain from making any comment or gesture that is hurtful or offensive to others.

There are often three people or parties involved in teasing or bullying situations: 1) provoker (the one who is hurtful to another), 2) subject (person on the receiving end), 3) bystander (person who witnesses and observes).

Any student on the receiving end of an unwanted remark should ask, then tell the other person to stop and seek adult help if needed. Students who witness any such event should speak up and advocate for their peers to ensure others' well-being and safety. There is no such thing as an innocent bystander—if you see something, say something. Those who experience or witness someone being teased or 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.

Bullying, distinct from other incidents of teasing, 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).

If bullying should occur: The subject, and/or bystanders should report the bullying incident and ask peers or adults for help. 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. Excessive tardiness for any reason affects one's education and reduces opportunities for success in school. Tardiness also interrupts instruction and interferes with the learning environment for all students. If students accumulate more than 3 tardies in one class, parents will be contacted and student may receive school consequences, including but not limited to, school service hours, detention, or in-school suspension. 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.
- Length of shorts/skirts must be "fist-level" or below.

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. Students who break the Honor Code will be expected to redo the assignment. A breach of the Honor Code may also result in 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.

ACADEMIC HONESTY

Del Mar is committed to encouraging students to assume responsibility for their own ethical behavior and to experience the joy of accomplishing their personal best as they embody the vision of a Reed Union Graduate. Academic honesty means not cheating, plagiarizing or using information unethically in any way. Students are expected to do their own work at all times, and understand that cheating and plagiarism will adversely affect grades.

Cheating includes (but is not limited to):

- Copying assignments or sharing/receiving answers to/from a classmate and turning them in as original work.
- Talking about anything to a classmate or exchanging any information during a quiz or exam once it has begun.
- Providing test questions or answers to test questions to students before, during or after quizzes or tests.
- Using unauthorized notes or technology, such as cell phones, iPads, computers, watches or bringing notes into a test or using a computer program to find answers
- Stealing school/student material such as teacher editions, answer keys or other student's work
- Filling in or changing answers on a test/quiz/assignment (yours or a classmate's) after its been returned
- Turning in identical work as a classmate and claiming it was a group effort when the assignment was clearly assigned to students to do independently.

Plagiarism includes (but is not limited to):

- Submitting someone else's work as your own, including that of online or print sources, tutors, friends, parents or siblings or paraphrasing without full proper citation including quotation marks and/or direct credit to the source plus inclusion in works cited page.
- Helping others plagiarize by giving them your work, even if you don't think it will be copied.
- Using someone else's idea without giving credit to the original source. This may include words, pictures, images, video, designs, music, songs, speeches.

Consequences for plagiarism and/or cheating may include:

1st Offense: office referral, parent/guardian contact, review of policy with administrator, 'F' given on the assignment or test (to encourage a growth mindset, our retake policy will apply in this situation).

2nd Offense: All of the above, parent/guardian conference with administrator and teacher, and may receive one- day suspension from math class

3rd Offense: All of the above, one-day suspension from school, and student may be at risk of failing the class.

LAPTOP/COMPUTER ETHICS

A laptop agreement is provided to every family. This agreement 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. Consequences for laptop violations: Laptops will be taken and kept in office. A student may pick up her/his laptop after school or speaking with school administration upon the first infraction. Parents will be contacted and may be required to conference with administration and the student upon subsequent infractions.

Lunchtime is Tech-Free time, unless students are working with a teacher on class assignments or tests.

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 the student's backpack and locker. Consequences for cell phone violations: Cell phones will be taken and kept in office and parents must come to office to retrieve their child's phone. 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 may 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

STUDENT ACTIVITIES

DANCES

There is one middle school dance for Del Mar 6th and 7th grade students at the end of the first trimester. 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 at the end of the year. 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 have opportunities to participate in after-school sports (cross-country and volleyball in the fall, basketball in the winter and track/field and golf in the spring), the PTA-sponsored after-school drama production in the spring, and a variety of before, after school and lunch-time clubs, intramurals, competitions and other supervised activities. The Information Media Center (library) is also open for quiet study, reading, and laptop use before school and during most lunchtime periods.

Academic Eligibility—In order to participate in extracurricular activities, students are expected to meet the following standards:

- 1) Academics: Maintain a GPA of 2.0 or higher with no F's in any classes. Staff will conduct weekly eligibility checks to ensure that students meet these criteria; if not, the student will not be allowed to participate until grades improve. During the first two weeks of a new trimester, student eligibility will be based on grades from the end of the previous trimester.
- 2) Behavior: Students are expected to uphold behavioral expectations. Students who are placed on Loss of Privilege (LOP) will not be able to participate in extracurricular activities. In addition, students who received two or more N's for citizenship during the previous trimester will be considered on probation and will not be able to participate if they receive more than one new behavioral referral from staff.
- 3) Attendance: If a student is absent during the day of a game or event, he or she may not participate that day.

These standards for participation apply to all extracurricular activities that take place outside of the regular school day, including sports teams and the school play.

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 in a variety of ways.

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.

We expect students to attend school unless there is an excused absence—for illness, injury or a medical/dental appointment. 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.

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 someone else with written consent.

Students are expected to provide teachers and the office staff with advanced notice in the case of planned extended absence from school.

Per district policy, parents will receive official notifications if their student is excessively absent from school. This may result in referrals to Marin County Office of Education School Attendance Review Board (SARB).

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. Update all contact information through the online registration process before school begins. If any of the information changes during the school year, 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.

For others' health and well-being, please keep your child home and away from school until s/he has been fever-free for at least 48 hours.

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 two school (business) days.

STUDENT-LED CONFERENCES

Conferences between students, advisors 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).

REPORT CARDS AND GRADES

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.

Teachers assign grades that are consistent and fair and per school policy, do not change grades based on a student or parent request.

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: teachers from all grade levels, administration and the school psychologist. Students are referred by their grade level teams. Students 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 while eating. 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.

PARTIES

Per district policy, all food and beverages served at school parties must follow CA Sanitation and Safety Procedures and Board Policy (BP 3554). While home-made goodies are delicious, all food must be prepared by a commercial kitchen or restaurant.

In the spirit of inclusion and respect, we do not celebrate individual birthdays. Please refrain from bringing celebratory treats for your child and friends.

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, students are expected 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. 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 overnight. 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. Lost and Found will be donated to charity before every break, so please be sure to claim your belongings before they are donated.

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. Our teachers and staff need the time to do a good job writing and processing recommendations for your student. In order to allow them to take time away from school to complete this process, we are asking for a \$50 donation. In the event your child is applying to multiple schools, which takes additional time from teachers and administrative staff, we are asking for a donation of up to \$100. 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. The school office will mail the completed letters and transcripts. 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>