

**DEL MAR MIDDLE SCHOOL
2021-2022 FAMILY
HANDBOOK**



Welcome to the Del Mar Middle School Family Handbook!

Welcome to Del Mar Middle School! You are entering a community of resilient learners, inventors, creators, explorers, inquirers, problem solvers, peacemakers, and friends. We are proud of our team of staff, students and parents. We are proud of our school!

Citizenship is defined as the “duties, rights and privileges” of being a member of a community. Del Mar Middle School is a learning community of staff, students and parents working together. We celebrate our successes, our diversity, and our individuality.

This handbook outlines some of our programs, policies and procedures, and the expected behavior for our community. Please read through it and join us in partnership as we strive to create one school, one community with respect and dignity for all.

GUIDING PRINCIPLES

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

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

RUSD DIVERSITY AND INCLUSION STATEMENT

The Reed Union School District community is committed to creating and sustaining an [inclusive](#), [equitable](#), and respectful environment in which each person has a sense of belonging and is provided the support to [thrive](#).

The Reed Union School District community believes that valuing visible and invisible [diversity](#) is essential for an inclusive teaching and learning environment that fosters educational excellence for all.

STUDENT INFORMATION

ATTENDANCE POLICY & PROCEDURE

ABSENCES

Please call the office on the day of your child's absence by 8:00 a.m. at (415) 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).

TARDIES

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 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).

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.

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.

BOOKS AND iPADS

Students are responsible for all textbooks, iPads, 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.

COMMUNICATION

PHONE CALLS

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

ONLINE COMMUNICATION

Staff will respond to email within two school (business) days.

MID-TRIMESTER PROGRESS REPORTS

Parents of students performing below satisfactory levels in academics and/or behavior will be notified by mail at mid- trimester. These Progress Reports are sent home mid-trimester to students of academic and/or behavioral concerns. 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).

YELLOW ALERTS

At times other than mid-trimester, Yellow Alerts are used to notify parents if a student's academic performance and/or behavior are of concern. A hard copy will be mailed home.

REPORT CARDS AND GRADES

Report Cards can be accessed through ALMA at the end of each trimester. Parents who have questions about their child's progress should contact the child's teacher. Teachers will update ALMA at a minimum of every two weeks. You will learn how to access this information at Back-to-School Night.

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.

GRADUATION CRITERIA

In order to participate in the graduation ceremony and end-of-year celebrations students must pass all of their third trimester classes, and have a satisfactory behavior record. Students who do not meet this criteria, which include L.O.P. students may lose graduation privileges.

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 ALMA 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, Mid-trimester Progress Reports and conferences. Please do not hesitate to contact teachers if you have questions or concerns about homework.

Guidelines (approximate number of minutes per night, including reading of homework):

- 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.

LIBRARY

The Library is open to all Del Mar students before school and throughout the school day. Students are welcome to visit to read, browse and check out books, complete homework, research, print, and obtain tech help. Books may be checked out for three weeks; up to five books may be checked out at a time. Coming due and overdue reminders are emailed to students. If a book is overdue for more than three weeks, no additional materials 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 \$25 per book. If fees are not paid by the end of the year, the student's clearance sheet will not be signed and their yearbook will be held until fees are cleared. See the [Library Website](#) for more information.

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. iPads 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.

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 trash cans and recyclables into proper containers in the eating areas. Noncompliance may result in trash pick-up duty or other disciplinary action.

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 ACTIVITIES

DANCES

Our Leadership class hosts at least one dance a school year for all students. Admission is by ticket only and tickets are sold during the week before the dance. Dances are from 6:00 to 8:00 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 historically 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 iPad use before school and during most lunchtime periods.

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

- 1) Academics: Meets most trimester standards across disciplines. Staff may conduct periodic 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 performance from the end of the previous trimester.
- 2) Behavior: Students are expected to uphold behavioral expectations. Students who are placed on Loss of Privilege (L.O.P.) will not be able to participate in extracurricular activities. In addition, students who have not met Habits of Learning expectations across disciplines will be considered on probation and may 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 unless prior clearance has been made with an administrator.

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.

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.

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 the parent and physician.

If your child has a known medical condition, please fill out the appropriate paperwork attached here: [Food Allergy Action Plan](#), [Asthma Action Plan](#), [Seizure Action Plan](#), and deliver it to the school nurse.

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

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 (S.A.P.)

Del Mar's S.A.P. team supports students in academics, behavior, health and attendance. The school-wide S.A.P. 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 to the student's advisor.

Teachers meet in grade level teams to discuss students who may need support above and beyond the classroom level. A S.A.P. 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 S.A.P. team refers the student for a Student Study Team (S.S.T.) meeting which also involves meeting with the family, resource specialist, several of the student's teachers and members of the S.A.P. team.

SCHOOL RULES

ACADEMIC HONESTY POLICY

The Del Mar faculty 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. Students in violation of the [Academic Honesty Policy](#) will be expected to redo assignments, or depending on the severity of the offense, may also result in detention or suspension. 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.

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
Respect people No exceptions (Peers, Staff, Subs, Guests)	<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.
Respect Campus and Property	<ul style="list-style-type: none">● Stay on walkways.● Pick up trash and recycle.● Treat iPads, 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.
Respect Yourself and the Learning Environment	<ul style="list-style-type: none">● Dress appropriately.● Arrive to class on time.● Be prepared with supplies and charged iPads.● Use iPads in class for learning.	<ul style="list-style-type: none">● Break the dress code.● Be tardy or unprepared.● Use iPads in class for things off task.

Please see [Student Rights and Responsibilities](#) 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, personal music device or tablets, 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 required that students store cell phones in lockers during the school day)
- Adhering to all teacher rules and directions

CELLULAR DEVICES

We recognize the need for parents to monitor their child's after school activities so students are permitted to bring cellular devices to school. However, cellular devices must be turned off during the school day and remain out of sight in the student's backpack and locker. Cellular devices include cell phones and smart watches. Consequences for cellular device violations: devices will be taken and kept in the office and parents must come to the office to retrieve their child's phone. In case of an emergency, parents needing to reach their child should call the school office.

iPAD/COMPUTER ETHICS

An iPad agreement is provided to every family. This agreement addresses the policies related to the care and use of student laptops. The rules for iPad use apply to the use of all computers on campus. Consequences for iPad-use violations: iPads will be taken and kept in the office. A student may pick up her/his iPad after school or after 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.

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.

SCHOOL DRESS PHILOSOPHY ([Complete School Dress Philosophy](#))

Del Mar students are expected to come to school in neat, clean, appropriate school clothes. 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.

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 person who is hurtful to another
2. **Subject:** the person on the receiving end
3. **Bystander:** the 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.

TOBACCO-FREE SCHOOLS POLICY

- [AR 3513.3 Tobacco Free Schools RUSD](#)

- [BP 3513.3 Tobacco Free Schools RUSD](#)

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 students 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.

DEL MAR MIDDLE SCHOOL PROGRESSIVE DISCIPLINE POLICY

The Del Mar discipline policy is based on our agreement that students should be open, be kind, be brave, and be involved.

As with anything new, students deserve a chance to learn from and correct their mistakes. Our approach to discipline is based on three logical consequences: **loss of privilege; break it, fix it; and space and time.** Unlike punishment, logical consequences help students keep misbehavior in perspective and help them understand what to do next time. In addition, logical consequences are respectful, related, and realistic.

In order to create a safe and respectful environment for our students, staff, and community members, the following progressive discipline chart will be used to allow for consistency across our campus. In addition, staff and/or school administration may assign individual consequences as they deem appropriate.

	Progressive Consequences		
Classroom	1st Time	2nd Time	3rd + Time
General Disruptive Behavior	Warning (1:1 student/teacher check-in)	Referral to Admin - Logical Consequence / Parent notice	3rd - Class removal / Parent Conference 4th - Possible in-school suspension
Willful defiance and/or disrespect of teacher/staff member in the classroom or on campus	Warning and/or removal to alternate setting/parent notice	Restorative meeting w/ staff member and Admin	3rd - Parent Conference 4th - Possible suspension
Cutting class (more than 10 min. late)	Parent notice	Parent conference	Lunchtime suspension with Admin escort between classes
Technology	1st Time	2nd Time	3rd + Time
The use of cell phone/ smartwatch / wireless	Phone confiscated for the day. Pick-up in	Phone confiscated and parent must pick	Student must turn in phone each day at the

headphones during the school day must be left and turned off in locker.	the office. Parent notified.	up phone from the office.	start of school for the rest of the trimester.
iPad left out	Warning - pick iPad up from office. Parent notified	A parent must pick up iPad from the office.	Campus Service (i.e. helping staff during break and/or lunch)
Unsafe handling of iPad	Warning	Warning - Parent notified	Campus Service (i.e. helping staff during break and/or lunch)
Digital Citizenship Violation (i.e. using another student's password, filming without permission, hacking, inappropriate photos, etc.)	Warning - Parent notified Possible removal of the device	Parent Conference, possible removal of the device	Community Service, possible removal of the device
Respect for self	1st Time	2nd Time	3rd + Time
Dress code violation	Warning - Change outfit	Change outfit, parent notice	Change outfit, parent conference
Arriving tardy to class	Warning	2nd Warning	3rd: Parent notice 4th: Parent conference 5th: Possible SARB meeting
Violation of Academic Honesty	Parent notice, no credit given on the assignment	Parent meeting, no credit is given on assignment, possible one-day in-school suspension	Parent meeting, no credit given on assignment, one-day in-school suspension, student in danger of not passing the class
Public Display of Affection aka PDA - inappropriate intimate physical touching	Warning - Parent Notice	Parent Meeting	Loss of break and lunch privileges
Respect of Others (Campuswide)	1st Time	2nd Time	3rd + Time
Defiance to staff direction on campus	Warning	2nd Warning	3rd: Parent notice 4th: Parent conference
Hot lunch line/Bus line - Pushing/cutting	Move to the back of the line	Receive hot lunch after all have been	Parent conference

		served - Parent notice	
Unsportsmanlike conduct (including tackling)	Warning - Loss of privilege for the day	Loss of privilege for the week - Parent notice	Campus Service
Play fighting	Warning	Removal from break - Parent notice	Campus Service
Fighting	Suspension - Parent conference	Suspension - Parent conference, area restriction	Suspension - lunch restriction, community service
Bullying / Harassment	Solution Teams and/or Restorative Circle, parent notice, possible suspension	Parent conference and student contract, possible suspension	Suspension, community service
Hate Speech	In-school suspension for 1-7 periods	Out of school suspension for 1-2 days	3rd time: Out of school suspension for 2-3 days 4th time: Out of school suspension for 3+ days (Possible recommendation to SARB)
Respect of Campus	1st Time	2nd Time	3rd + Time
Littering	Warning - Clean up the mess	Campus service - Parent notice	Weekly campus service through trimester
Throwing Food	Warning - Clean up the mess	Campus service - Parent notice	Weekly campus service through trimester
Not Returning Ball to Ball Cart	Warning	Loss of privilege for the week	Loss of privilege for the trimester
Wheels on Campus during the school day	Warning	Warning - parent notice	Parent conference
Other Violations	Range of Possible Consequences		
<ul style="list-style-type: none"> - Possession of Drugs, Alcohol - Possession of Tobacco/ paraphernalia - Vandalism of school / personal property - Theft of school / personal property 	<p>All of these infractions warrant a suspension from school and a parent conference.</p> <p>Additionally, they can warrant:</p> <ul style="list-style-type: none"> - Parent conference and Law Enforcement involvement - Counseling - School attendance review board (SARB) meeting - Citation by police - Referral to an alternative school 		

<ul style="list-style-type: none"> - Sexting/ possession of and/or distribution of pornographic content - Multiple suspensions - Any criminal offense on campus 	
<ul style="list-style-type: none"> - Sale of Drugs - Possession, selling, or otherwise furnishing of a firearm - Brandishing a Weapon - Possession of Explosives - Committing or attempting to commit a sexual assault 	<p>Mandatory recommendation for expulsion</p> <p>CA Ed Code: 48915</p>

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, sporting 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 complementary 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.

MISCELLANEOUS

PARENT INVOLVEMENT

There are many ways parents can be involved at Del Mar. Two important organizations are the Strategic Planning Collaborative and the PTA. The Strategic Planning Collaborative is a voluntary group of parents, students and staff who meet monthly to plan and monitor improvement in the school program. Interested parents should contact site administration.

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 students. 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. 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. Further detailed instructions will be mailed home each September to families.

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 (415) 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 MIDDLE SCHOOL OFFICE

Phone: (415) 435-1468

Fax: (415) 435-6190

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