

WELCOME TO DEL REY SCHOOL!

Dear Parent or Guardian,

Del Rey School is a “supportive learning community”. We realize that your children are more important to you than anything in the world, and we are here to support you in your desires for their success and safety. Our staff is committed to providing a positive learning environment where children feel accepted and safe.

We are also “committed to academic excellence”. Our teachers have spent time in professional development and will collaborate regularly throughout the school year to assess student data and find ways to meet the academic needs of each student. Our goal is continued growth for every single student in reading, mathematics and English language development. We also want to help them learn about the world around them through science and to understand the impact of human decisions on the course of history through social studies.

At Del Rey School we encourage the development of positive character traits such as “responsibility, respect and creativity.” Whether we are helping with homework or discussing a school rule, teaching them to be responsible and respectful will be learned more by our examples than by memorizing definitions of character traits or reading stories about them. We will be working with you to guide your children in making choices that will help them develop good habits and strengthen their character.

Parents, you are welcome at Del Rey School. We need your support, but, more importantly, your children need to know that you are interested in their life at school. Visit their classrooms. Ask questions about their friends and about what they have learned each day. Get to know their teachers. Parental involvement will encourage your child to work hard and do his/her best at school.

Please review the information in this handbook with your child and return the requested forms promptly. Whenever you have questions regarding your child’s progress, please talk to your child’s teacher. Call me if you have any questions or concerns about Del Rey School. We look forward to working together as partners in your child’s education.

Sincerely,

Dee Shires
Principal

Del Rey School

Mission Statement

Del Rey School is a supportive educational community committed to academic excellence and student growth in all areas including responsibility, respect and creativity.

Arrival/Dismissal

School begins at 8:10 a.m. The warning bell sounds at 8:05 a.m. for students to report to their classrooms. Students are to be dropped-off along the King Street sidewalk. **Do not drop off or pick up students in staff parking areas, in bus loading zones or in the middle of the street.** Students are to use crosswalks when crossing King Street.

When students in Grades K-3 are dismissed, they are to (1) walk straight home or (2) be picked up promptly at 2:15 p.m. **Child care after school is not provided.** The regular dismissal time for students in Grades 4-5 is 3:05 p.m.

Art Docent Program

The Art Docent Program is organized by an Arts Docent Coordinator who trains parent volunteers to go into the classrooms to present art units several times each year. Students are exposed to art masterpieces and then do a related art project. The purpose is to foster creativity and appreciation of the visual arts in our students. Parents are encouraged to sign up as volunteers to help make this program available to all of our students.

Attendance

It is essential that your child attends school every day and is on time. If your child is absent for any reason, a written excuse must be sent to the teacher or a phone call made to the school office (385-4884) before he/she returns to the classroom. Any absence not verified by written note or phone call may be noted as truant.

Any student who leaves school during the school day must be signed out in the office by a parent/guardian. Students returning to school later that day must check in at the office before returning to class. When possible, medical and dental appointments should be made outside school hours.

Birthdays

On the day of your child's birthday, you may send a snack to school for the class if you would like to do so. The teacher will serve the snack right after lunch or at the end of the school day. Invitations to birthday parties should not be handed out at school unless there is an invitation for everyone in the class.

Character Development

The mission of Del Rey School is to help students grow in all areas “including responsibility, respect and creativity.” To help develop an awareness of these positive character traits and to encourage their development, students will be recognized who exhibit selected traits. See Appendix D for a list of the Character Traits for each month. Students of the Month will be given certificates at a monthly assembly.

Complaint Procedure

Anytime people work together there will inevitably be times when misunderstandings or disagreements occur. If you have a concern or complaint about something that has happened in the classroom, go directly to the teacher to express your concern or ask questions about the situation. If the problem is not resolved, then go to Principal Dee Shires, 385-4884, 502 King Street, King City, CA 93930.

For complaints that allege a violation of federal or state laws or regulations governing educational programs or any other issue that is not settled by the principal, please see contact the District for a copy of the Uniform Complaint Procedure. These written complaints should be sent to the District Office, 435 Pearl Street, King City, CA 93930.

Computers

Each classroom has at least two computers, and there is also a computer lab available for student use. Students are to use computers responsibly. Students may pay for damage done to computers due to irresponsible use.

Dress Code

Students should come to school prepared to learn. Dress and appearance often influence actions and expectations. Dress or grooming that draw undue attention detract from the educational process and is therefore unacceptable. The principal or designee shall be the final authority on the appropriateness of all clothing.

Discipline

In order to ensure a learning environment that will allow the highest quality of education and provide for the students’ safety, there must be rules that explain acceptable student behavior and procedures. These rules will be enforced fairly and consistently without regard to race, creed, color or sex.

Your child’s teacher will send home a copy of the classroom rules and consequences. See Appendix C for the Del Rey School Rules.

The principal, teachers and classified staff share the mutual responsibility for student conduct and safety and the enforcement of the school rules and procedures. If a student has difficulty with these rules, he/she may be given a written notice which will be forwarded to the parent, and the student will be sent to the office to see the principal.

- **Pink Slips** are given for inappropriate behavior outside the classroom. The student will be benched during recess. A copy of the pink slip will be sent home for the parent to sign.
- **Student Behavior Referrals** are used when a student displays disruptive behavior in the classroom. A copy of the referral will be mailed home to the parent.
- **Dolphin Pride Cards** will be given for behavior that is unusually good. These will be put in a box at school. Some will be drawn each week, and students will be given small prizes.

If a student is sent to the principal for receiving a pink slip or student behavior referral, the following consequences may occur:

- Warning
- Discipline Assignment
- Call home
- Benched for recesses outside
- In-House suspension for a day or part of a day
- Parent requested to attend school with student
- Suspension or Expulsion

Dolphin Pride Gear

Del Rey Dolphin polo shirts and sweatshirts are available for student and staff purchase. There is a pencil machine in the office for student use. Pencils cost \$0.15 each. Students may only buy two pencils per day. Pencils may not be bought before school.

Field Trips

Teachers may schedule field trips for their students to enhance and support the instructional program. For any field trip outside King City a permission slip will be sent home notifying parents of the destination, date and approximate time of departure and return. Parents need to sign and return the permission slip making it clear that permission is granted or not granted for the student to participate. Parent volunteers may be asked to assist with the field trip by supervising students on the bus and in small groups during the trip. For safety and insurance purposes, private vehicles and non-Del Rey students are not allowed on field trips.

Health Information

- **Emergency Cards**

Annually each student is given a new emergency card for parents to update school records with current address, home and work telephone numbers, and an alternate telephone number so that a student may be cared for in case of illness or injury. The alternate telephone number(s) should be of a person who can care for the child in the event neither parent can be reached. A student will be released only to person(s) named on the Emergency Card. Parents must submit changes to the Emergency Card to the office as soon as possible. **It is very important that we have phone numbers where parents can be reached during the school day in case of an emergency.**

- **First Aid**

A school Health Clerk is scheduled to be at Del Rey on a part-time basis. Office personnel assist with ill or injured students and will contact the health clerk and/or the parent/guardian as appropriate. **Parents must have a person available to pick up their sick or injured children.**

- **Insurance**

King City Union School District does not furnish student accident or health insurance.

- **Immunizations and Screenings**

It is necessary that your child have certification of immunizations on file in the school office. Please keep your child's immunization record up to date.

To aid in the health of children, the State requires health screenings for certain grade levels by health professionals.

- All first and third grade students receive vision screening.
- All first, second and fifth grade students receive hearing screening.

To receive more information about these screenings or to keep your child from being screened, please contact the District Health Clerk.

- **Medication**

Both prescribed and over-the-counter medication must be kept and administered in the school health office. If a child is to receive any medication at school, the parent must have the following information on file in the Health Clerk's office:

- A written statement from the physician prescribing the medication indicating how it is to be administered at school
- A written statement from the parent giving permission for the child to take the medication at school. (Check in the office for the required form.) School personnel will not dispense medication unless the appropriate documentation is on file. The parent may come to school to administer medication to his/her child.

Homework

Homework is assigned to promote the development of skills and concepts learned during classroom instruction and to encourage family participation.

- Kindergarten homework assignments should stimulate students to talk often with their parents/guardians and should take no more that 15-20 minutes each evening.
- Students in Grades 1-3 should spend an average of 20-30 minutes on homework four or five times a week.
- Students in Grades 4-5 should spend an average of 30-45 minutes on homework four or five times a week.

In addition to homework, it is advisable for parents to read to and to listen to their children read each evening.

Parents can do their part to help students get the most benefit from homework when they:

- Check the homework to be sure it is done and returned to school on time.
- Show interest in what their child is doing, but do not do the work for them.
- Provide the child with suitable study conditions (desk or table, light, books, supplies)
- Reserve a time for homework and turn off the television.
- Encourage the child, but avoid undue pressure.

Library

The Del Rey Library is available for students to use in a variety of ways. Students in grades 1-5 may have up to three books checked out at a time. Students may check out an Accelerated Reader book, a book for a specially assigned research project and a free choice book. Books may be returned on a daily basis or kept for up to two weeks. After the two-week period, books are considered overdue, and students will not be allowed to check out new books until the overdue books are returned or paid for.

All books are due before Winter Break and when the school year comes to an end. Students will not get their report cards if they have not returned or paid for lost books.

Parents are welcome and encouraged to come to the library and check out books to read at home with their child. Parents may check out up to five books, and these books will be loaned for a period of one week. It is the responsibility of the parent to pay for lost or damaged books. The library offers the Birthday Book Club and encourages book donations for “In Memory of”, “In Honor of” and other special recognitions.

The Accelerated Reader program is a reading incentive program to encourage students to read independently. As students read more books, they will become better readers. In the AR program students read and then take quizzes on the computer to earn points. They will receive rewards throughout the year as they move toward their goal.

Lost and Found

Lost and found clothing containers are located in the Del Rey cafeteria. Please write your child’s name on all clothing and belongings.

Lunch

Breakfast and lunch are available for students in the school cafeteria. The cost for meals is \$2.00 for lunch and \$1.00 for breakfast. Students who are eligible may receive free meals or meals for a reduced rate of \$.40 for lunch and \$.25 for breakfast. Parents will be asked to complete a form regarding the income of the family to determine eligibility for free or reduced meals.

Non-Discrimination

All school programs and activities shall be free from discrimination, including harassment, with respect to ethnic groups, religion, gender, color, race, national origin and physical or mental disability. Equal opportunities shall be provided for all students in admission and access to the educational program, testing procedures and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The Del Rey School staff shall be alert and immediately responsive to student conduct, which may interfere with another student's ability to participate in or benefit from school services, activities or privileges. Students who harass other students shall be subject to appropriate counseling, and discipline, up to and including expulsion.

Any student who feels that he/she is being harassed should immediately contact the principal. If the principal or designee does not promptly remedy a situation involving harassment, a complaint can be filed at the District Office, 800 Broadway Street, King City.

Parent-School Support (PASS) Program

The PASS folders go home every week for Grades K-3. The folder will contain samples of your child's work. Parents are to sign and date the back of the folder. The folder is to be returned to the teacher by the child on the following Monday morning. Students in Grades 4-5 are to have binders with a section for each subject and for notices to parents.

Parent Teacher Organizations

- **The Parent Teacher Organization**

The PTO promotes the education and welfare of our students by supporting field trips and special school projects. Parents are encouraged to join and participate in PTO activities.

- **The School Site Council**

This group, composed of parents and staff members, is an elected advisory committee that meets once a month to discuss and advise on school site issues. The S.S.C. assists with the development, implementation, and evaluation of the School Site Plan and the improvement process.

- **The English Learners Advisory Committee (ELAC)**

This committee meets during the year to make parents aware of the District Language Program and State-mandated testing for English learners. All parents of English learners should attend these meetings.

- **Migrant Parent Advisory Committee**

Parents of migrant students meet monthly to hear special speakers and receive information concerning services available for migrant families.

Physical Education

All students participate in a regular physical education program. Students should wear shoes appropriate for physical education activities. Students who cannot participate in physical education due to an illness, injury, or physical disability must have a note signed by a parent stating the number of days the student is to refrain from participating. If the student is to be excused for more than three days, the student must have a signed doctor's note specifying the prescribed number of days.

Report Cards

The report cards for the King City Union School District are standards-based report cards. They will be issued at the end of each trimester and will indicate which of the grade level standards students have mastered. Parent-Teacher conferences will be held at the end of the first and second trimesters to discuss the progress of the students. Minimum Days are scheduled for Parent/Teacher conferences. Your child's teacher will set up the day and time of the conference. At this conference, the teacher will share with you how your child is learning the appropriate skills and knowledge for the grade level. Parents should be on time or notify the office if unable to attend and arrange another conference time.

School Activities and Rewards

- Friday Flag Ceremony (twice a month) – Parents are welcome.
- Student of the Month Assemblies – If your child is receiving a reward, you will be notified ahead of time.
- Accelerated Reader Awards – Encourage your child to read, read, read.
- Fun Fridays – to be announced
- Dolphin Pride Cards – Watch for these coming home and reward accordingly.
- Most Improved Student Award – each trimester
- Back to School Night is held in the fall, and Open House is held in the spring.
- Parent Appreciation Day is a way to say “thank you” for helping.
- School Parties – Christmas, Valentine's Day, End-of-the-Year
- Science Fair – We want to help our students understand the scientific method.

Search and Seizure

The district is entitled to take appropriate measures if the district reasonably believes they are necessary to provide and maintain a safe and orderly learning environment. Appropriate searches of students, backpacks, and desks may occur as situations arise which could jeopardize the health, safety, and welfare of students and staff. Such searches must be justified at its inception and reasonably related to the scope of the situation that prompted it.

Student desks are the property of the district; school officials have the right to open and inspect any school desk without student permission. If such an inspection is made to search for illegal items, it must be initiated by reasonable suspicion.

Telephone Use

Students should ask to use the telephone only in case of an emergency with an office pass from the classroom teacher. Arrangements for after school activities should be made before coming to school.

Textbooks

Textbooks issued to students are the property of the King City Union School District. Books should be used with care and returned in good condition. Students are responsible for replacing any books that are lost, stolen or damaged. Parents will be billed for this replacement.

Toys

Students should only bring toys, games, etc. to school when their teacher invites them to do so. The student will assume responsibility for any item brought to school. See the School Rules, Appendix C for items that are not allowed at school.

Transfers

If you plan to move out of the school district, please contact the school office in advance so your child's teacher has adequate time to prepare any reports or files. The school office will prepare a Pupil Transfer which will facilitate your child's entrance into a school elsewhere.

Visitors and Volunteers

For the safety of the children, all visitors must sign in at the office upon entering school. Classroom volunteers are to log in their time for each day. There are many ways to volunteer at school. Please ask your child's teacher about helping the class; sometimes this can even be done from your home.

Appendix C

Del Rey School Rules

General Rules

1. Students are to follow the directions of all teachers and playground supervisors.
2. Food, gum and candy are not allowed in the classroom or on the playground, except for special events. Snacks in the classroom should have nutritional value.
3. Running is only allowed on the playground area.
4. The following behavior is not allowed:
 - Teasing, harassment or profane language
 - Spitting
 - Littering
 - Fighting or playfighting
 - Throwing rocks, sand, or other unauthorized objects.
 - Playing at the drinking fountains or in the restrooms
 - Playing in wet or muddy areas
5. The following items are not allowed at school. (Students in possession of such objects are to be taken to the office immediately.)
 - Electronics (radios, gameboys, recorders)
 - Knives, powder caps, stink bombs, or other dangerous objects
 - Any type of gun including a toy gun or an imitation gun
 - Toys are not allowed, but marbles and jacks may be brought from home.
 - Heelies are not allowed during school.
6. Bicycles, skateboards, blades or scooters may be ridden to school, but not on school grounds at any time. Wearing bicycle helmets is required by law.

Equipment

1. Balls should be used for their appropriate games. Red balls are for four-square, dodgeball and other bouncing games. Soccer balls are for kicking games.
2. Jump ropes are for jumping only.
3. Touch and flag football only are allowed – no tackling, charging or other dangerous play is allowed.
4. Whenever a game (football, soccer, basketball, etc.) becomes too intense, rough, or argumentative, the game is to be stopped for that recess.
5. Baseball bats and gloves may only be used during physical education class.

Apparatus

1. Do not stand or climb on top of the frame.
2. Line up and take turns when others are waiting.
3. Only one child at a time on the slides.
4. Do not climb up on the slide.
5. Take turns by counting to 30.

Appendix D

Del Rey School Character Traits
2009-2010



September - Responsibility

Demonstrating responsible behavior and self-discipline
by always doing my best

October - Initiative and Diligence

Starting things and working hard without needing to be told what to do

November - Honesty and Trustworthiness

Expressing only what I know to be true and doing what is right

December - Courage

Being brave enough to make right choices even if it is hard to do so

January - Perseverance

Working hard without giving up

February - Respectful and Peaceful Behavior

Showing respect, consideration and courtesy for others and encouraging
peaceful behavior in the classroom and on the playground

March - Kindness, Encouragement and Thoughtfulness

Treating other people like I want to be treated

April - Joyfulness and Being a Cheerful Helper

Working and helping others without complaining

May - Resourcefulness and Creativity

Skillful at solving problems and being imaginative and inventive