



HAWKS

Student/Parent Handbook

2023-2024

Dehesa Elementary School's

Mission Statement

Our mission is to provide every student with meaningful and strategic learning opportunities in a supportive, family-oriented, country environment designed to equip them with the tools necessary to excel academically, social-emotionally, and culturally as lifelong learner and a leader of tomorrow.

School Moto

Be Safe, Be Respectful, Be Responsible

Board of Trustees

CYNTHIA WHITE
CHRISTOPHER PHAM
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619-444-2161, Fax 619-486-1266
www.dehasdcoe.net*

Bell Schedule

2023-2024

Before School Program Begins.....	7:30 AM
School Office Opens.....	7:30 AM
School Campus Opens.....	8:05 AM*
Breakfast.....	8:05 AM-8:30 AM
Walking Track Opens.....	8:05 AM-8:30 AM
Morning Huddle.....	8:30 AM-8:35 AM
Classes Begin.....	8:40 AM

RECESS

Grades TK, K, 1, & 2.....	10:10 AM-10:30 AM
Grades 3, 4, 5, & 6.....	10:30 AM-10:50 AM
Grades 7 th & 8 th Nutrition Break.....	10:30 AM-10:50 AM

LUNCH (Monday - Friday)

Grades TK,K,1, & 2.....	11:45 AM-12:30 PM
Grades 3,4,5, & 6.....	12:15 PM- 1:00 PM
Grades 7 & 8.....	12:30 PM- 1:15 PM

DISMISSAL

Monday, Tuesday, Thursday, & Friday.....	3:00 PM
Wednesday.....	1:00 PM
After School Program Begins.....	3:00 PM (1:00 PM W)
School Office Closes.....	4:00 PM
After School Program Closes.....	4:30 PM

*Students **MAY NOT** arrive at school before 8:10 am unless they enrolled in the Before School Program.

Arrival and Dismissal Procedures

Arrival

For the Safety of our students and staff:

- Students shall not arrive at school before 8:05 AM unless they are enrolled in the before-school program, as there is no supervision in the play area.
- Students must be dropped off at the West End Gate ONLY (in front of the long stairs). Do not drop off your child until you see a staff member at the bottom of the stairs.
- Students arriving between 8:05- 8:30, shall go straight to the blacktop. They may either eat breakfast or go to the walking track where they will be supervised until the bell rings at 8:30 AM for the morning huddle.
- Students arriving at school after 8:30 AM have to be dropped off at the front gate with the blue awning. Parents are to park and check in with the office when students arrive after 8:30 for a late slip to class. Students are not to use the ramp to enter the school.

Dismissal

For the Safety of our students and staff:

- Please do not park your car during dismissal. For pedestrian safety, all cars NEED to wait in line and pick up students only at the West End Gate at the bottom of the long stairs. The school does not have a crossing guard and the lot gets very busy so your cooperation and patience is appreciated.
- DO NOT pass a car to the left unless you were directed by a staff member.
- Drive safely and slowly.
- Students may not walk to cars waiting in line down the ramp or the office stairs. All pickups and drop-offs must be done at the West End Gate stairs.
- Students will be waiting in the kindergarten playground gated area, supervised by staff members.
- A staff member will be assisting students at the bottom and at the top of the stairs.
- The handicapped ramp is not for regular student use. Please do not drop off or pick up students at the ramp.
- The east side of campus near the maintenance garage is NOT a designated pick-up or drop-off area.
- The bus circle at the far west side of campus is NOT a designated pick-up or drop-off area.
- Cars must exit at Gate #2. Do not enter the bus circle to use the bus gate to exit.
- Bus riders will board and exit at the bus circle, at the west end of the campus. Staff will supervise students.

Attendance

You can help your child reach their optimum potential if they attend school every day and on time! Did you know that good school attendance has lifelong impacts?

Good school attendance means:

- Elementary Students read well by the end of third grade,
- Middle schoolers pass important courses,

- High schoolers stay on track for graduation,
- College students earn their degrees, and
- Workers succeed in their jobs
(www.attendanceworks.org)

If your child is absent due to illness and is absent for more than 3 days, a doctor's note may be required (at the discretion of the administrator (Per the California State Law, EC Section 48205 of the California Department of Education):

If your child plans to be absent due to personal, emergency, or a family situation for more than 5 days, parents must contact school to notify as well as notify teachers to access the make-up work so students do not fall behind.

- A parent or guardian must call the school to inform of the reason for absence or send a note informing of the reason for absence and signed by the legal guardian within 24 hours.
- The student or parent should contact their teacher to access and complete missing work

Office phone number to report attendance: 619-444-2161

Attendance is monitored by the school and the State of California. Per the California State Law, EC Section 48205 of the California Department of Education, valid reasons for an excused absence may include:

- The student is having medical, dental, optometrical, or chiropractic services rendered.
- Student mental or behavioral health.
- Quarantine under the direction of a county or city health officer.
- Attending the funeral services of the student's immediate family,
- The student is requested to appear in court,
- The student is participating in the observance of a holiday, ceremony, or event of the student's religious or cultural practices.
- Greeting or parting with a family member who is/was on deployment to a combat zone or combat support position.

Truancy

*This applies when the Flexed Based Master Agreement(see below more details) has not been signed and/or make-up work has not been submitted.

All persons between 6 and 18 years of age are required by California law to attend school. Per the Education Code, Section 48260 Compulsory Education, a student will be deemed truant if he/she is:

- Absent for three (3) full days without a valid excuse in one (1) school year,
- Tardy or absent for more than 30 minutes without a valid excuse for three (3) or more days in one (1) school year, or
- Any combination of the above.

If your child is considered truant, the school staff will invite you to participate in a collaboration meeting to help identify interventions and supports to help maximize their academic, behavioral, and social-emotional potential.

Flexible Based Instruction Master Agreement (ISC)

A current Flexible Based Instruction master agreement shall be maintained on file for each independent study student, including but not limited to, all of the following:

- The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with the student's parent or guardian regarding the student's academic progress.
- All work must be completed and turned in within 2 weeks of absence.
- All work must be completed and turned in the day the student returns to campus

Make-up Policy

All students are responsible for making up any missed work. Students/Parent/Guardian are expected to communicate with their teacher within 24 hrs for makeup work. Late work and absent work policies are determined by each teacher and sent home in the first week of school.

Leaving Campus During the School Day

While we prefer that students don't leave early, we understand that unexpected situations occur. If your child must leave early:

- An authorized adult must sign them out in the school office before the student is allowed to leave campus.
- For the safety of all students and staff, "authorized adults" must be on the permanent emergency record, be authorized to have the student released to them, and show ID before the student will be released from school.
- The adult must be on campus prior to us calling the student out of class.
- If your child is at PE or at lunch, there may be a lengthy wait to retrieve your student from class.
- If there is a change in your child's after-school schedule and transportation arrangements, please contact the office before lunch, if possible.

Parental Custody

Parents sometimes request that one parent or another not be allowed to visit school, talk to their child/children, or pick their child/children up at school. In order for Dehesa School District to honor restrictions of this nature, the custodial parent must present a court order or other legal document to the office. In most cases, such restrictions are set through legal proceedings. The information allows the school to respond promptly to your request and be in conformance with the law while recognizing the rights of both parents.

School Bus

It is the parent's responsibility to notify the school of their intent to have their student ride the school bus. Parents should notify the school at least one week prior to the start of the school or the start date they wish to begin riding the bus.

Students transported in school buses must comply with rules of orderly conduct. Inappropriate behavior will result in a bus incident referral and consequences. Consequences may include a warning, or loss of bus riding privileges for up to ten days. Continued inappropriate behavior may result in permanent loss of bus riding privileges.

Bus Stops

The Transportation Supervisor will determine designated bus stops locations. Stops will be in compliance with California laws and only in locations deemed safe by the California Highway Patrol. If a parent or guardian believes a "bus stop" is unsafe he/she should contact the Transportation Supervisor. The Transportation Supervisor will evaluate the concern and seek CHP input, if necessary.

Students will not be allowed to get off at stops other than their own unless the parent/guardian has furnished the driver/school with a written request for the change in bus stop.

Students should be at their "designated bus stop" five minutes prior to bus schedule arrival time. Students should stand still as the bus approaches and should be at least 15 feet back from where the bus will pull in and stop. For the safety of our students, they DO NOT run to the bus as it approaches. Students must board the bus, and exit on the same side of the road as they live. At no time will students be allowed to cross the street.

All Kindergarten through Fifth-grade students and students in isolated areas will NOT be dropped off at a bus stop unless a parent/guardian or a responsible person (listed on the emergency contact list as release) is present to receive the student. These students will be taken back to the school and will need to be picked up at the school. Sixth through Eighth-grade students will be dropped off at a bus stop ONLY if parents/guardians have completed and signed a Permission to walk from bus form (found in the office).

If the school bus arrives early at the bus stop, the driver will wait until the scheduled time before leaving. If the bus is on time or late arriving at a stop, it will stop only if there are children present.

School Visitations

Dehesa School District Welcomes Parents and Guardians to campus.

Volunteering

We support parents and guardians volunteering and appreciate your time. In order to maintain an effective learning environment, the following expectations and professional standards are required of all volunteers on campus.

- All volunteers must fill out a volunteer agreement form and all requests to volunteer must be received a minimum of 24 hrs. before serving.
- Volunteers must comply with all district policies and state and federal laws.

- All volunteers must respect the confidentiality rights of all students, staff members, and parents.
- All volunteers must agree to a set schedule and agree to attend every day they are selected to help in the classroom.
- Dehesa’s administration reserves the right to refuse or discontinue the use of any volunteer services based on the above criteria.

Observation of Classrooms

Dehesa School District welcomes visits to individual classrooms during instructional time. Classroom observations shall be permitted only with Administrative and teacher approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

At Dehesa School, parents and guardians are always welcome to visit their child’s classroom within the school guidelines of the School Board Policy. In order to facilitate many requests made for classroom observations in a timely manner, a specific process is utilized by the district.

Before scheduling any observation, a classroom observation confidentiality acknowledgment form and observation guideline and rules form needs to be signed and on file.


Requests for observations must be made at least one week in advance or preferred visit dates by submitting a Parent Classroom Observation Form. Classroom observations are limited to a maximum of 15 minutes per teacher, per visit. Parents may only observe classrooms while their child is in attendance in that class.

Classroom Observation forms will be turned in to the Principal or Superintendent if the Principal is not available.

All visitors will be accompanied by Administrative staff or Special Education team members. Visits will be scheduled in an effort to accommodate the classroom schedule, school personnel schedule, and the requests of the parents. If there is a need for a follow-up discussion with the teacher, this must be scheduled in addition to the actual observation.

Behavior Expectations

Behavior Matrix

	<p>Be Safe</p>	<p>Be Responsible</p>	<p>Be Respectful</p>
<p>Classroom</p>	<ul style="list-style-type: none"> • Raise your hand for permission to leave the room • Stay in your assigned area • Keep hands and feet to yourself and on your own property • Always walk safely within the 	<ul style="list-style-type: none"> • Follow directions quickly • Stay focused and on task • Use an inside voice • Be patient and wait your turn • Use materials for intended purpose 	<ul style="list-style-type: none"> • Raise your hand for permission to share or speak • Take care of learning materials and school property • Use kind words and good

	classroom	<ul style="list-style-type: none"> • Keep track of your personal materials and belongings 	manners
Hallways	<ul style="list-style-type: none"> • Pay attention to your surroundings • Walk safely and directly to your designated area. 	<ul style="list-style-type: none"> • Walk safely and directly to your designated area • Help keep the hallways litter free and clear 	<ul style="list-style-type: none"> • Keep noise level down • Keep hands on your own property • Be mindful of others' learning environment
Drop off /Dismissal	<ul style="list-style-type: none"> • Keep hands, feet, and belongings to yourself. • Walk safely to the designated line-up areas • Stay with class along the fence, off the wood chips. 	<ul style="list-style-type: none"> • Eat breakfast at the lunch tables • Walk the track or sit at designated tables until the bell rings. 	<ul style="list-style-type: none"> • Stay on track only. • Keep hands, feet, and belongings to yourself.
Bathroom	<ul style="list-style-type: none"> • Use the bathroom appropriately • Paper towels are for drying hands • Report water on the floor • Save playing for the playground • Walk safely at all times 	<ul style="list-style-type: none"> • Conserve supplies • Keep the area clean • Put trash in the trash can • Flush the toilet and wash and dry your hands 	<ul style="list-style-type: none"> • Allow for the privacy of others • Stay in your own stall
Playground	<ul style="list-style-type: none"> • Use playground equipment and play structure appropriately <ul style="list-style-type: none"> ○ Avoid climbing or standing on the rails or slide rails ○ Eat snack and food in designated areas ○ Avoid playing tag on structures only in the field or open areas. • Walk to the line after the whistle • Line up and be ready for your teacher. • Leave ground covering where it belongs (woodchips, acorns, rocks, leaves, sticks, and other nature items) 	<ul style="list-style-type: none"> • Handle equipment appropriately • Return equipment to the rack. • Freeze as soon as you hear the bell or whistle. • Use equipment in designated areas • Clean up after yourself on the table and in the play area. • Place equipment (balls) away in the appropriate place 	<ul style="list-style-type: none"> • Use appropriate outside volume. • Follow the directions of all adults the first time they are given • Include or invite others in your activity • Games <ul style="list-style-type: none"> ○ Good Sportsmanship <ul style="list-style-type: none"> ■ Encouraging individuals to win or lose ○ Play all games according to posted rules
Lunch Area /Cafeteria	<ul style="list-style-type: none"> • Eat only your food and drinks • Ask for permission to leave your seat • Report spills to staff • Be mindful of the allergy-free lunch table 	<ul style="list-style-type: none"> • Throw away trash • Stay in line when getting school lunch. • Walk through the lunch line and when throwing away trash. 	<ul style="list-style-type: none"> • Be patient • Eat and touch your own food • Keep food on your plate and in your mouth • Use "Please" and Thank You"
Bus /Bus Area	<ul style="list-style-type: none"> • Stay out of the DANGER ZONE • Stay in your seat with your seatbelt fastened at all times • Remove backpacks and buckle up. • Report unsafe behaviors to the 	<ul style="list-style-type: none"> • Stay in your own seat. • Stay seated until the bus comes to a full stop and doors open at your stop • Listen to the bus supervisor's 	<ul style="list-style-type: none"> • Keep noise level down • Use kind language • Keep hands and feet away from seats in front of or behind you.

	bus driver and school staff <ul style="list-style-type: none"> • Keep aisle clear at ALL times • Keep All objects and bodies out of the aisles 	and bus driver's instructions. 1st time	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Do not write or poke/tear seats or any other parts of the bus
Technology	<ul style="list-style-type: none"> • Go on school-approved apps and websites only with permission and supervision • Keep passwords and log-in codes private 	<ul style="list-style-type: none"> • Hold your laptop with both hands. • Personal and school technology should be used with permission and supervision. • Keep computers clean and sticker-free. • Return equipment to the cart • Use only your device and QR code 	<ul style="list-style-type: none"> • Ask for help when needed. • Handle school property with care. • Use headphones or keep volume low • Respect other people's property
Assembly	<ul style="list-style-type: none"> • Stay in your class's designated area • Walk at all times • Watch where you step 	<ul style="list-style-type: none"> • Keep hands, feet, and belongings to yourself • Walk in and out in an orderly fashion 	<ul style="list-style-type: none"> • Applaud and cheer when appropriate. • Focus on presenters and speakers • Monitor your volume • Stay engaged in the presentation

Student Conduct

The best education is achieved in an environment that is safe. Therefore, the school environment must be orderly, and a high standard of conduct must be maintained at all times. Any behavior that disrupts the educational process will not be tolerated. All students are responsible to behave in a manner that neither prevents teachers from teaching nor students from learning. In addition, the rights and property of others must be respected.

PBIS

Positive Behavioral Interventions and Supports (PBIS) is a **preventative** and **positive** school-wide approach to decreasing challenging behaviors, promoting prosocial skills, and making schools safe. PBIS has a three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day.

Purpose of PBIS

As a result of implementing Positive Behavior Interventions and Supports at Dehesa School District, we plan to:

- Create a positive school culture
- Acknowledge positive behavior
- Implement clear and consistent behavior expectations for staff and students
- Strengthen peer/staff relationships
- Use data to guide our decision-making process
- Reduce the number of office referrals
- Increase instructional time and increase levels of academic achievement

Key Features of PBIS

- Assumes that all students need to be taught school and classroom expectations
- Pro-social behaviors are taught in the same way to academic subjects are taught.
- Teachers directly teach, model, practice and reinforce appropriate behaviors
- Data is used to monitor progress
- Similar to students who struggle academically, different and more intense instructional strategies are used for students who struggle behaviorally.
- PBIS is based on years of research and effective school practices.

Traditional Discipline vs. PBIS

Traditional discipline programs often reacts to problems after they happen, repeatedly using punishment in hopes that students will change behavior. PBIS is different because it creates a system to prevent behavior problems by focusing on positive behaviors instead of negative behaviors.

Restorative Practices:

Restorative practices is a range of community building, peacemaking practices adapted to the school setting. The intention is to build trusting relationships and offer restorative alternatives to punitive discipline. Restorative inquiry is an essential restorative practice. A series of guiding questions are asked:

- What happened?
- What were you thinking of when it happened?
- What have you thought about since?
- Who has been affected by your actions? In what way?
- What do you think you need to do to make it right?
- How can others support you?

Incident Equity: Processes are developed to support the reduction of exclusionary discipline to provide our students with equitable access to education. Our work is focused on increasing classroom engagement for every learning style and our capacity for being culturally competent in our instructional practices and inclusive of our diverse learning styles.

Core Beliefs:

When working with students in a disciplinary situation, we believe:

- Every attempt should be made to maintain the dignity of both the adult and the student.
- Students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- Students should have the opportunity to tell their side of the story (due process hearing) when consequences seem unfair.
- Misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school and staff.
- There should be a logical connection between misbehavior and resulting consequences.

Although many of our students consistently make positive choices for themselves, sometimes there might be unwise or unsafe choices made where we need to implement additional consequences/interventions that may include parent/teacher conferences, alternatives to lunch, campus beautification, in or out of school suspensions or loss of privileges.

Challenge of Authority

All school staff members are in a position of authority on campus or at any school-related activity. Students must follow the directions of all staff members. Direct challenges or verbal abuse toward a staff member will result in disciplinary action. If the challenge or verbal abuse is considered to be a threat, or results in bodily harm to a staff member, or their property, disciplinary action will include contact with local law enforcement.

Progressive Discipline Plan

Dehesa School follows a PBIS discipline plan. PBIS also known as Positive Behavioral Intervention and Supports system is an evidence-based three-tiered framework to improve behaviors and reactions. We work to acknowledge positive behaviors and we use data to make decisions that develop and promote school values and implement school-wide policies that are proactive, preventative, and restorative.

Bullying

Definition of Bullying-In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to any staff member. Students will be asked to complete an incident report in the office. Any school employee receiving such a report shall promptly transmit the report to the Principal.

Public Display of Affection

Public displays of affection are not allowed at school or during school activities. Inappropriate displays of affection include, but are not limited to hugging, hand-holding, intimate embraces, touching, kissing, and arms around the waist.

Items Not to be Brought to School

The following items are not to be brought to school:

- Aerosol cans, lighters
- Glass containers
- Energy drinks
- Laser lights

- Drugs, tobacco, or alcohol
- Weapons
- Toys (Pokémon cards, plush dolls, trading cards, etc..)
- Fidgets of any kind
- Slime
- Any items associated with social media challenges (i.e., ghost chips, tide pods)
- Any other item that would distract from learning opportunities or learning environment

Sexual Harassment

Any action, comment, or remark (whether written or spoken) that may provoke a negative reaction from another person is forbidden and subject to disciplinary action.

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyance or distractions to deliberate intimidations and threats or demands. Sexual harassment may include, but is not limited to:

- Vulgar remarks
- Sexual derogatory remarks
- Physical touching, pinching, patting, or blocking free movement
- Sexual propositions or advances
- Physical assault

Harassing behavior includes:

- Vulgar writings, notes, posters, or symbols
- Inappropriate actions such as verbal comments, gestures, and touches that are deliberate and unwelcome.
- Any forced action such as pulling clothes down, blocking, or cornering someone in a sexual way.
- Negative comments or behavior based on gender or misuse of pronouns.

Dress Code

Student Dress and Appearance – Dress For Success!

- Students will be neat, clean, and well-groomed.
- Articles of clothing that are excessively worn, torn, frayed, or cut-offs are not allowed.
- No apparel with inappropriate graphics is permitted (pictures, drawings, phrases relating to sex, alcohol, tobacco, weapons/firearms, or offensive activity).
- Outfits that provide minimal coverage are prohibited (cropped tops, skimpy tank tops, the short shorts-the hem of shorts, dresses, or skirts must be at the fingertips when arms hand at their side, oversized clothing (that fall off the body), backless, strapless or spaghetti strapped clothing, and swimsuits. Straps must be two fingers wide).
- No bare midriffs. Navels must not show.

- Undergarments must not show.
- Closed-toe shoes or footwear are required at all times. Shoes need a back strap. For safety reasons no flip-flops, clogs, slip ons, slippers, sandals, or house shoes.
- No face paints
- Hats must be removed indoors and the bill of the hat must face forward at all times. Hats are allowed outdoors.
- See-through clothing is not allowed (i.e.,sheer material, lace material)

Students not complying with this policy shall be subject to the following:

- Students will be asked to either replace or cover the inappropriate clothing.
- Chronic offenses may result in disciplinary actions.

This policy may not address all of the potential problems. The administration will review cases individually as needed and a final decision will be made. These decisions are made so that Dehesa School is able to keep a safe and non-disruptive learning environment.

Technology

Cell Phone & Device Use Policy

- As digital natives, our students use technology to communicate regularly. We believe that it is imperative that we teach digital citizenship here at Dehesa School as a means to becoming a well-rounded global citizen.

Expectations for using cell phones/devices

- Power off your phone when on campus.
- Students who bring a cell phone to school, will need to agree to and sign an agreement with the use of our Yondr cell phone pouches.
- Cell phones must be kept in the cell phone pouch (Yondr pouch) during the school hours.
- Students will place their cell phone in the pouch and lock the pouch and submit them to the teacher at the beginning of the school day and will remain with the teacher during school hours. This helps reduce theft and distraction.
- Teachers shall request students to place their cell phones in the pouch and the pouch shall be placed in a designated classroom container during school hours.
- Students will not be allowed to take their cell phone out of the pouch during school hours to text or make phone calls during class.
- If students have an emergency, they need to let the teacher know and the teacher will let the office know of any further actions that need to be taken to support the student.
- No social media posting during school hours or after school hours on school campus.
- Students may not use cell phones on the bus at any time.
- Students may not allow other students to use their cell phones.
- All rules regarding cell phones apply to after-school activities and field trips.
- Watches that connect to the phone should not be used for texting or responding instead of the cell phone.

No Valuables at School

Keep money and items of value at home to ensure a distraction and stress-free learning environment. Personal property that is not used in the instructional program should not be brought to school to prevent loss/theft for which the school is not responsible.

Lost and Found

“Lost and Found” cart is located in the breezeway. Smaller valuables such as watches, jewelry, and keys are held in the front office. Unclaimed items are donated to various charities at the end of Spring Break and then again at the end of the year.

Academics

Homework

Homework is an integral part of a child’s learning experience. It promotes retention of information and teaches responsibility and independence. Students should expect to spend an average of 60-120 minutes per week per subject on homework.

Progress Reports / Report Cards

Parents and students may monitor academic progress via ParentVue or StudentVue portals.

Progress reports go home:

September 27, 2024

January 24, 2025

April 25, 2025

Report cards go home Trimester one during Parent/Teacher conferences in:

Trimester 1 November 18-22, 2024 Parent/Teacher Conference Minimum Days

Trimester 2 March 7 2025

Trimester 3 June 6, 2025

Events and Activities

Activities

We have activities throughout the year to promote a positive environment where students feel a sense of belonging and pride in our school community. All school rules and dress codes apply

Examples of activities:

- Dances
- Movie nights
- Fall Festival
- Winter Program
- Enrichment activities on Flex Fridays
- Reading Under the Stars

Behavior Expectations

Student safety is our number one priority. Sometimes, students will need to meet certain behavior requirements in order to participate in these activities. The following are examples of behavior which might prevent a student from participating in any or all activities without an additional behavior support plan:

- Suspension
- 2 or more referrals
- Missing work
- Low citizenship grade
- More than 15 absences in the school year

Lunchtime Behavior

Dehesa School expects all students to behave appropriately throughout the school day including lunchtime. Each student should find their class-assigned table to sit at for the entire lunch period. Students may leave their table after asking for permission to throw away the trash, use the restroom or go to the office.

Lunch Area Expectations:

- Students are to walk in line to the lunch area.
- Students who brought lunch will go immediately to the seating area; students getting a school lunch will enter the MPR using the west doors.
- Students will walk, NOT RUN. Students will take their ID cards only. Students will place ID cards in the blue bin for the cafeteria worker.
- While students are waiting in line to receive their lunch, they will keep hands, feet, and other objects to themselves.
- Students will not cut in front of other students or push students in front of them.

- Once students receive their lunch they will walk to their assigned table and sit down.
- Students will stay in their seats and raise their hands for help or to use the restroom.
- Students will use a level 2 voice and will use good manners while eating.
- Students are to always walk in the lunch area, and never run.
- Students ARE NOT to trade, share, or give away any food to another student or take another student's food.
- Students are to keep their hands off other students' food and lunch boxes.
- Students will help clean up their table and on the ground around their table, throwing away all trash.
- After the area is clean students will sit down and wait to be dismissed.

Emergency Procedures

During a crisis, Dehesa School staff will implement the Comprehensive Safety Plan for that particular emergency. Students will be responsible for following the directions of staff members. Staff members have been trained and will know the correct response to any crisis. Students also will be taught the correct response to emergency situations.

Dehesa School has a Comprehensive Safety Plan to deal with emergencies, including earthquakes, fires, active shooter on campus, intruders on campus, or any disaster. Each response includes procedures for safely evacuating students from classrooms and for articulating with law enforcement or other emergency agencies. The school has a plan for uniting students with their parents, setting up a first aid center, establishing a command center, and providing for the comfort and security of students.

In Case of An Emergency

What do students do during an emergency?

Follow the directions of staff members, since they are trained to handle emergencies. If you are not in a classroom, find the nearest adult and follow their directions.

How will students be reunited with their parents?

During an emergency situation, the school will establish a Reunification area where parents can pick up their children. Only parents or others listed on the emergency list may pick up a student. They must have identification.

What happens when a student needs their medication that is kept in the office?

All student medication will be taken to the First Aid Center, so students needing their medication will have it available.

What happens if a parent is unable to pick a student up?

During an emergency situation, students who are still at the Reunification area at the end of the day (4:00 p.m.) would be released to the San Diego Sheriff's Department. The Sheriff's Department would reunite students with their parents. In the case of a severe disaster/emergency, Dehesa School will follow the directions of the District's Comprehensive Safety Plan. All students will be cared for until reunited with their parents or placed in the care of the appropriate emergency agency.

Health and Allergy Awareness School

Dehesa School District takes all allergies, including food allergies seriously. Recognizing that the risk of accidental exposure to allergens including food can be reduced in the school setting, we are committed to working with students, parents/guardians, and medical providers to minimize risks and provide a safe educational environment for students with allergies. At the start of each school year, an annual update is required by a medical provider. In order to reduce the risk of exposure for students who have an allergy to peanut/tree nut products, these items are not served in the school lunch and breakfast programs. The school does its best to monitor items sent from home.

- Parents are asked to refrain from sending food items containing peanuts, peanut products, almonds, cashews, walnuts, or other tree nuts to school.
- Parents are encouraged to send healthy food options for their child.
- Parents are encouraged to contact the school office if they have questions pertaining to an allergy that could affect their child's health and safety at school.

Food/Pet and Campus Safety

- No energy drinks, gum, hard candy, or glass bottles or glass dishes allowed at school.
- Drinking containers must have lids to avoid spills.
- Students are not allowed to share or trade food due to safety and allergy concerns.
- Do not bring personal toys or sport equipment from home to school, such as toys, balls, games, radios, trading cards, etc. Items from home will be kept in the office if brought to school.
- Due to safety and allergy concerns, pets are not allowed on campus, unless preapproved by the principal for classroom sharing purposes only. Pre-Approval must be made prior to the day pets are brought on campus.

Health and Medication

- All children are required to meet state law requirements for immunizations before attending school.
- School personnel are prohibited from administering any medication, including both prescription and over-the-counter drugs, without written authorization from a doctor and/or verbal from the parent.
- If your child needs to take medication at school, your physician must complete and sign the appropriate Physician's Authorization Form. This form requires a parent's signature to be valid and must be renewed every year. Forms are available in the school office and first-day packets.
- Medications must be brought to the school office by a parent in the original containers labeled with the name of the child and the name of the medication.
- Students are not to carry medication with them at any time. This includes any over-the-counter medications like Advil or cough drops.

Illness or Injury at School

- When your child becomes ill or is injured at school, every attempt will be made to reach you. If the school is unable to reach you, the person listed on your child's emergency contact list will be contacted. If authorized emergency friends/relatives are not available and immediate treatment is advisable, the child may be transported to the nearest hospital.
- When children experience a communicable disease/illness such as chicken pox, strep throat, head lice, etc., it must be reported to the school office immediately. After appropriate treatment and recuperation, the student will need to check in through the school office before returning to school.

Dehesa Parent/School Community Agreement

Dehesa School believes in high standards for its students and staff. We believe that a commitment by everyone involved will ensure the best possible climate for a high-quality education for our children. This agreement is a promise that students, school staff, and parents work together toward student success.

As a STUDENT I will be responsible for:

- ❖ Showing courtesy and respect to others.
- ❖ Showing responsible behavior by following school rules, including the Technology Use Agreement.
- ❖ Attending school regularly and on time.

- ❖ Coming to school with all necessary materials.
- ❖ Completing all class and homework assignments to the best of my ability.
- ❖ Sharing my classroom work with my parents.
- ❖ Reading daily at home.
- ❖ Asking my teacher and parents for help, when needed.

As a TEACHER I will be responsible for:

- ❖ Teaching grade-level standards and concepts using effective teaching strategies.
- ❖ Addressing the individual needs of all students in my class and providing extra assistance.
- ❖ Communicating frequently with parents regarding student progress.
- ❖ Providing a safe, positive, and healthy learning environment for the students.
- ❖ Correcting and returning student work in a timely manner.
- ❖ Communicating to students and parent's expectations for homework, class work, and behavior.
- ❖ Encouraging students to do their best and ask for help when needed.

As a PARENT/GUARDIAN I will be responsible for:

- ❖ Sending my child to school regularly and on time.
- ❖ Reading or listening to my child read daily.
- ❖ Providing necessary materials to support my child's learning.
- ❖ Providing a time and place for quiet study and encouraging good study habits.
- ❖ Monitoring homework.
- ❖ Monitoring my child's use of the internet and social media.

- ❖ Attending conferences, parent events and workshops.
- ❖ Reinforcing school and classroom rules, including the Technology Use Agreement.
- ❖ Making education important in my home.

Parent/Student Handbook Acknowledgement Page

I have thoroughly read the 2023-2024 Dehesa School Parent/Student Handbook for Dehesa Elementary and/or Dehesa Middle School and understand its contents as outlined in the following checklist.

- District Calendar
- Annual Notification
- Bus Form
- Bus Rules
- Bus Safety Rules
- Cell Phone Request
- Chromebook Agreement
- Discipline Policy
- Dress Code
- Go home information
- Google permission slip
- Impact aid letter

- Impact aid form
- Letter to household
- Lunch Application
- Library Form
- Medication Letter
- Medication Release
- Oral Health Form (TK-1st)
- School Entry Checkup (TK-1st)
- Social Media Form
- Wellness Committee Letter
- Wellness Policy
- Student Handbook

Should any questions arise, I know I can reach out to the principal, Dr. Carzoli at the school (619) 444-2161. I understand that the handbook contains information that my child (children) and I may need during the school year and that all students will be held accountable for their behavior.

Parent/Guardian Signature

Date

Child Name/Signature

Date