



DEL MAR PINES SCHOOL

Parent Handbook

Everything you need to know about a year at Del Mar Pines.

3975 TORRINGTON STREET · SAN DIEGO, CA 92130 · [DELMARPINES.COM](http://delmarpines.com)

Welcome to Del Mar Pines

Del Mar Pines School was founded in 1978 to provide students with excellent academic programs and a nurturing environment with close student-teacher relationships. At Del Mar Pines, children discover how to work alone and as part of a group. They learn to apply critical thinking and problem-solving strategies to all aspects of their lives. And most importantly, we give each student the opportunity to meet his or her full academic potential, while developing and refining the qualities essential for positive personal development.

We hope you will find this handbook helpful in familiarizing you with all aspects of the school. Please use this handbook as a reference for any questions you may have. If you don't find the answer, please feel free to contact the school. We are always available to help you.

Marci McCord

MARCI MCCORD · DIRECTOR

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Your First Week

Everything below is covered in full further on. This is the short version for the days before school starts.

BEFORE DAY ONE

Sign everything in Parent Locker

- Student Emergency Information Form
- Student Dismissal/Pick-up Authorization Form
- School-wide approval & permission sheet
- Medication authorization, if your child needs any
- New families: birth certificate, immunization record, transcript request

GET SET UP

Uniforms, lunch, calendar

- Order uniforms from Lands' End, school number 9000-6905-5
- Set up Ki's Lunch Service with account code 1956
- Add the DMP Parent School Calendar to your phone
- Label every lunch box, jacket and backpack
- Closed-toed shoes; athletic shoes on P.E. days

WEEK ONE RHYTHM

Arrive, drop off, pick up

- Meet and Greet the day before school, 9:00–10:00 a.m.
- Playground is supervised from 7:40 a.m.; class starts at 8:00
- Unload on the passenger side in the Three-Minute Zone — never U-turn on Torrington
- Dismissal 2:35–2:50 p.m., or 3:05–3:20 on late dismissal days
- Not picked up by 2:35? Your child goes to After Care automatically

WHO TO CONTACT

Absence, early pick-up, tardy
Homework, classroom questions
Forms, directory, tuition
Anything urgent during the day

The office · 858.481.5615
Your child's teacher, by email
Parent Locker
Call – teachers rarely check email

At a Glance

KEEP THIS HANDY

SCHOOL DAY 8:00–2:35 3:05 on late dismissal days	ARRIVAL & PLAY 7:40–8:00 Supervised playground	AFTER CARE 2:35–5:15 \$12/hour, billed by the minute	OFFICE HOURS 7:30–3:30 Minimum days end at 11:45
SCHOOL OFFICE 858.481.5615 Fax 858.481.0942	EMAIL office@delmarpines.com General inquiries	CAMPUS 3975 Torrington St. San Diego, CA 92130	ONLINE delmarpines.com Tax ID 95-3280285

General School Information

Del Mar Pines School was founded in 1978 to provide students with excellent academic programs and a nurturing environment with close student-teacher relationships. Del Mar Pines prepares students for success, both personally and academically. At Del Mar Pines, children discover how to work alone and as part of a group.

They learn to apply critical thinking and problem-solving strategies to all aspects of their lives. And most importantly, we give each student the opportunity to meet his or her full academic potential, while developing and refining the qualities essential for positive personal development.

OUR VISION

Empower students to create a better world.

OUR MISSION

Challenging minds, nurturing character, and respecting individuality in a supportive community.

VALUES

Be respectful, responsible, open-minded, and empathetic.

Expected schoolwide learning outcomes

Every student will be able to communicate effectively, apply interdisciplinary knowledge and skills, solve complex problems, think critically, and act with integrity, compassion, and a growth mindset.

Our results

Our results are impressive! The Median Scale Scores and National Percentile Ranks for students in third through sixth grade at Del Mar Pines are significantly above the national norms and independent schools norms on the CTP-5 standardized tests that we give each Spring. Our graduates are motivated, self-confident, well-organized students with excellent study habits. They possess the ability to analyze and synthesize factual and abstract information, and express ideas clearly in oral and/or written form. When they graduate from Del Mar Pines, students are prepared for the personal and academic challenges that lie ahead in middle school and beyond!

DMP Foundation for Education

The Del Mar Pines Foundation for Education is a charitable organization, formed to support and enhance the educational experiences of students at Del Mar Pines School. Internal Revenue Service 501(c)3 not-for-profit status, offering tax deductibility to donors. Individual donations are welcomed at any time. Foundation tax ID # 26-4676082. Please contact a Foundation representative through our website for more information.

The Foundation is the main organizing body for fundraising activities. Fundraising is a wonderful opportunity to enhance and support Del Mar Pines, as well as an opportunity for parent involvement.

KI'S LUNCH SERVICE

(760) 828-5236
kisschoollunches.com
Special new account
code: **1956**

ORDERING UNIFORMS

Lands' End or Target uniforms.
Lands' End school number:
9000-6905-5
Logo number: 0249849K

SCHOOL CALENDAR

The DMP Parent School
Calendar on Google is
updated on a regular basis.
Please add this calendar to
your computer or mobile
device to stay up to date on
all school activities.

Hours of operation

Arrival and playtime	7:40 – 8:00 a.m.
Regular daily student hours	8:00 a.m. – 2:35 p.m.
Late dismissal days due to TPHS early release (approx. 2 times/month)	3:05 p.m.
After Care	2:35 – 5:15 p.m.
Office hours	7:30 a.m. – 3:30 p.m.
Minimum days	8:00 a.m. – 11:45 a.m.

Arrival & Departure

Student arrival

Supervision of the playground is provided between 7:40 – 8:00 a.m.

7:40–8:00 A.M. — PLAY TIME

- Enter the campus through the front gate.
- Place backpack next to your classroom.
- Do not enter classroom before the bell rings unless it is raining or you have an appointment with the teacher and you have permission from your teacher.
- The soccer field and play-structures are open for play. Check with the teacher on duty to get a jersey before entering the field.

AFTER 8:00 A.M. — TARDY

- Check in at the office to pick up a "Tardy Slip" before going to class.
- Tardies are recorded on report cards.
- Rainy day arrival: students go directly to classrooms.

ARRIVING BY VEHICLE

- Pull in the back of the line of cars waiting.
- Pull forward to the first available parking space within the "Three-Minute Parking Zone".
- A teacher will help unload your child from the passenger side of the car.
- Carefully pull away from the curb and continue on Torrington Street. NEVER make a U-turn on Torrington Street.
- Students may not cross the street unaccompanied by an adult.

Walking or riding a bicycle. Students who walk or ride bicycles to or from school without an adult must have a signed parental permission slip on file in the office. Children for whom there is no slip on file will not be allowed to walk or ride to or from home.

Parent arrival. If you're at DMP during school hours, be sure to go to the office to sign in. Upon leaving, please check out in the office.

Student departure

BEFORE 2:35 P.M. (OR 3:05 ON LATE DISMISSAL DAYS) – EARLY PICK UP

- Email your child's teacher and office@delmarpines.com if your child will be leaving early.
- Ring the bell on the front gate and we will call your child out of class.
- Teachers will send the student(s) to the office to join you for departure.
- Early dismissal days are recorded on report cards.

2:35–2:50 P.M. (OR 3:05–3:20 ON LATE DISMISSAL DAYS) – RELEASED TO VEHICLE

- Pull in the back of the line of cars waiting.
- Pull forward to the front of the DMP staff parking lot.
- Students are released/dismissed by a DMP faculty member.
- Students can only enter vehicles on the passenger side.
- DMP staff or students in Student Leadership will be there to help with loading.
- Drive away from the curb and continue on Torrington Street without making a U-turn.
- Students may not cross the street unaccompanied by an adult.

RELEASED TO INDIVIDUAL WALK UP

If parents need to park and pick up their children from their class lines, they can park past the DMP parking lot adjacent to TPHS. Parents may leave their car and wait by the east end of the staff parking lot. Students **MUST** inform their teacher that their parent is there before the teacher will release them. It is the teacher's responsibility to make sure that all students are released to the proper adult. Please make sure you have completed the authorized pick-up list of who is allowed to pick up your child. If you need to speak to the teacher, please make an appointment with them; conversations at the pick-up line interfere with the safe dismissal routine we have in place.

AFTER 2:50 P.M. – AFTER CARE OR ENRICHMENT

- Students who are not picked up during dismissal will go to After Care.
- Park in a legal spot on the street and walk to the After Care sign out area by the lunch tables. If you are picking up your child(ren) from After Care after 3:30 p.m., you may park in the staff parking lot.

RAINY DAY PICK UP

- Park in a legal spot and walk to your child(ren)'s classroom.
- Notify the teacher that you are taking your child.

FRIEND OR RELATIVE PICK UP

Individuals other than parents picking up children must be listed on that child's student dismissal form or the parent is required to call the office or send a note or email to authorize release of their child.

DRIVING SAFETY

- Be sure to obey all traffic and parking laws on Torrington Street.
- Do not use the DMP or Torrey Pines driveways to turn around.
- Do not make a U-turn on Torrington Street.
- Remain between the curb and white line during drop-off and dismissal.

Torrey Pines High School traffic. TPHS normally begins at 8:30 a.m. and ends at 3:25 p.m. Use extreme caution when traveling on Torrington and surrounding streets during the following hours, as traffic increases dramatically from 8:15–8:45 a.m., 1:00–1:55 p.m., and 3:15–3:45 p.m. Torrey Pines has an early release 16 Wednesdays per year listed on our Google Calendar. They dismiss at 2:25 p.m. and these will be our Late Dismissal Days at 3:05.

Parking. Please be mindful of the "Three-minute Parking Zone" directly in front of DMP. This unloading/loading zone is exceptionally important from 7:40–8:00 a.m. and 2:35–2:50 p.m. Del Mar Pines parking lot is for staff only and double parking is strictly prohibited. If you must leave your car for any reason, please park in the 30-minute zone before the driveway into Torrey Pines High School or on the opposite side of the street.

CHAPTER TWO

Typical Week Schedules

A typical week in each grade. Schedules are subject to slight changes; your child's teacher will share any classroom-specific adjustments.

Kindergarten

DISMISSAL 2:30

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00–8:30	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
8:30–9:00	Writing	Writing	Writing	Writing	Poetry
9:00–10:00	Reading Groups	Reading Groups	Reading Groups	Reading Groups	Reading Groups
10:00–10:15	Snack/Recess	Snack/Recess	Snack/Recess	Snack/Recess	Snack/Recess
10:15–11:20	Number talk / Math Groups	Number talk / Math Groups	Number talk / Math Groups	Number talk / Math Groups	Number talk / Math Groups
11:20–11:55	Lunch	Lunch	Art (11:00–11:55)	Lunch	Lunch
12:00–12:30	Spanish	Music	Buddy Lunch	Music	Spanish
12:30–1:00	Rest / Story Time	Rest / Story Time	Social Studies / Science	Library	Rest / Story Time
1:00–1:30	Free Choice Centers	Social Studies / Science	Social Studies / Science	P.E.	Social Studies / Science
1:30–2:00	P.E.	Technology	Free Choice Centers	Social Studies / Science	Social Studies / Science
2:00–2:30	Super Kid	Technology	Hands On Science / Direct Draw	Social Studies / Science	Fantastic Friday
2:30	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

First grade

3:05 ON LATE DISMISSAL DAYS

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00–8:30	Morning Meeting / Poetry	Morning Meeting / Poetry	Morning Meeting / Poetry	Morning Meeting / Poetry	Morning Meeting / Poetry
8:30–9:00	Writing	Writing	Writing	Writing	Writing
8:45–9:55	Reading	Reading	Reading	Reading	Reading
9:55–10:15	Snack/Recess	Snack/Recess	Snack/Recess	Snack/Recess	Snack/Recess
10:15–11:20	Math	Math	Math	Math (pack up)	Math
11:20–11:55	Lunch	Lunch	Lunch	Lunch	Lunch
11:55–12:30	Shared Reading	Shared Reading	Technology	Spanish	Shared Reading
12:30–1:00	P.E.	Spanish	Technology	Art	P.E.
1:00–1:30	Social Studies / SEL	Social Studies / SEL	Show-n-Tell / Read Aloud (pack up)	Art	Library
1:30–2:00	Social Studies / SEL	Social Studies / SEL	Hands-on Science / Class Science	Music	Show-n-Tell / Fantastic Friday (pack up)
2:00–2:30	Show-n-Tell / STEAM (pack up)	Show-n-Tell / STEAM (pack up)	Hands-on Science / Class Science	Music	Show-n-Tell / Fantastic Friday

Second grade

DISMISSAL 2:35

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00–8:45	Morning Routine / Spelling	Morning Routine / Spelling	Morning Routine / Spelling	Morning Routine / Spelling	Morning Routine, Spelling / Grammar
8:45–9:55	Math	Math	Math	Math	Math
9:55–10:15	Snack & Recess	Snack & Recess	Snack & Recess	Snack & Recess	Snack & Recess
10:15–11:20	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
11:20–11:55	Lunch	Lunch	Lunch	Lunch	Lunch
12:00–12:30	Grammar / Read Aloud	Spanish	Grammar / Read Aloud	Handwriting / Family Journal	Spelling Test
12:30–1:00	Social Studies / Science	Art	Writing	Spanish	Library
1:00–1:30	Social Studies / Science	Art	P.E.	Writing	P.E.
1:30–2:00	Hands On Science	Music	Technology	Social Studies / Science	Friday Business / Fantastic Friday
2:00–2:35	Hands On Science	Music	Technology	Social Studies / Science	Friday Business / Fantastic Friday

Third grade

MR = MORNING ROUTINE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00–8:45	MR / Cursive	MR / Spelling	MR / Grammar	MR / Grammar	MR / Grammar
8:45–9:55	Reading	Reading	Reading	Reading	Reading
9:55–10:15	Snack & Recess	Snack & Recess	Snack & Recess	Snack & Recess	Snack & Recess
10:15–11:20	Math	Math	Math	Math	Math
11:20–11:55	Lunch	Lunch	Lunch	Lunch	Lunch
12:00–12:30	Read Aloud & Spelling	Catch Up & Read Aloud	Spanish	Science / Soc St (12:30–1:10)	Spelling
12:30–1:00	Science	Music	P.E.	Read Aloud (1:10–1:30)	Hands-On Science
1:00–1:30	P.E.	Music	Read Aloud & Spelling	Spanish	Hands-On Science
1:30–2:00	Soc St	Art	Cursive	Technology	Library
2:00–2:30	Writing	Art	Writing	Technology	Fantastic Friday

Fourth grade

DISMISSAL 2:30–2:45

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00–8:10	Unpack / Morning procedures	Unpack / Morning procedures	Unpack / Morning procedures	Unpack / Morning procedures	Unpack / Morning procedures
8:10–8:25	Morning Work / Silent Read	Morning Work / Silent Read	Morning Work / Silent Read	Morning Work / Silent Read	Morning Work / Silent Read
8:25–8:45	Read Aloud	Read Aloud	Writing with Miss Lewis (8:30–9:15)	Read Aloud	Read Aloud
8:45–10:15	Math (8:45–10:15)	Math (8:45–10:15)	Math (9:15–10:15)	Math (8:45–10:15)	Math (8:45–10:15). Usually Math continues, but we take our weekly spelling test at this time on Dr. Perez days.
10:15–10:30	Recess	Recess	Recess	Recess	Recess
10:30–10:50	Lang. Arts	Lang. Arts	Read Aloud	Lang. Arts	Lang. Arts
10:50–11:55	Reading (10:50–12:00)	Reading (10:50–12:00)	Reading (10:50–11:50); HW/pack up 11:45–11:55	Reading (10:50–11:50); HW/pack up 11:45–11:55	Classroom Science, Social Studies, or Nonfiction Reading (10:50–11:50); HW/pack up 11:45–11:55
11:55–12:30	Lunch: eat / play	Lunch: eat / play	Lunch: play / eat	Lunch: eat / play	Lunch: eat / play
12:30–1:00	Library (12:30–1:00)	Social Studies (12:30–1:00)	Art (12:30–1:30)	Technology (12:30–1:30)	Spelling and Word Study Assessments or Dr. Perez (12:30–1:10)
1:00–1:30	Writing with Miss Lewis (1:00–1:45)	P.E. (1:00–1:30)	Art	Technology	Flex Time or Dr. Perez (1:10–1:30)
1:30–2:00	Writing with Miss Lewis	Spanish (1:30–2:00)	Music (1:30–2:30)	P.E. (1:30–2:00)	Science Lab (1:30–2:30)
2:00–2:30	Flex Time (1:45–2:00); HW/pack up 2:00–2:10; Magnificent Monday 2:10–2:30	Social Studies (2:00–2:20); HW/pack up 2:20–2:30	Music	Spanish (2:00–2:30)	Science Lab
2:30–2:45	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Fifth grade

DISMISSAL 2:30

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00–8:20	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
8:20–8:30	Grammar / Word Study	Grammar / Word Study	Grammar / Word Study	Grammar / Word Study	Grammar / Word Study
8:30–9:30	Reading	Reading	Reading	Reading	Reading
9:30–10:00	Social Studies	Social Studies	Science	Social Studies	Science
10:00–10:15	Quickwrite	Social Studies	Quickwrite	Social Studies	Quickwrite
10:15–10:30	Recess	Recess	Recess	Recess	Recess
10:30–11:50	Math	Math	Math	Math	Math
11:50–11:55	Pack Up	Pack Up	Pack Up	Pack Up	Pack Up
11:55–12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:30–1:00	Science	P.E.	Performing Arts	Writing / 15 min. Read Aloud	Technology
1:00–1:30	Science	Spanish	Performing Arts	Writing / 15 min. Read Aloud	Technology
1:30–2:00	Library	Writing / 15 min. Read Aloud	Art	Spanish	Dr. Perez OR Writing / Read Aloud
2:00–2:30	Brain Games / Mag. Monday	Writing / 15 min. Read Aloud	Art	P.E.	Dr. Perez OR Writing / Read Aloud

Sixth grade

SUBJECT TO SLIGHT CHANGES

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00–8:30	Unpack / CNN / Grammar	Unpack / HW / Grammar	Unpack / HW / Grammar	Unpack / HW / Grammar	Unpack / HW / Grammar
8:30–9:45	Math	Math	Math	Math (8:30–9:30)	Math
9:45–10:10	Daily Write, Grammar / Roots	Daily Write, Grammar / Roots	Daily Write, Grammar / Roots	SS (9:30–10:10)	Reading
10:10–10:25	Recess	Recess	Recess	Recess	Recess
10:25–11:40	Reading, Writing	Reading, Writing	Reading, Writing	Reading / Pack (10:25–11:20)	Dr. Perez OR Reading / Grammar / Roots / Read Aloud
11:40–11:55	Read Aloud	Read Aloud	Read Aloud, Pack	Spanish (11:25–11:55)	Read Aloud
11:55–12:30	Lunch	Lunch	Lunch with Buddies	Lunch	Lunch
12:30–1:00	Sci	SS	Science Lab	Music	SS
1:00–1:30	Sci	SS / Pack	Science Lab	Music	SS
1:30–2:00	SS / Other	P.E.	Library	Art	Tech
2:00–2:30	Pack / Mag Monday (B-days first Monday of month)	Spanish	P.E.	Art	Tech
2:30	Dismissal	Dismissal	2:30 dismissal, OR additional class time 2:30–3:00 with 3:00 dismissal	Dismissal	Pack / Dismissal

Enrollment, Tuition & Required Forms

Tuition payment options

Tuition is paid through Parent Locker.

- Balance paid in full by July 1. Tuition insurance is optional.
- Balance paid in two equal payments — due July 1 and January 5. Tuition insurance is required.
- Balance paid in three equal payments — due July 1, November 5, and February 5. Tuition insurance is required.
- Balance paid in 10 equal payments — due July 1 and the fifth day of each month from August through April. Tuition insurance is required.

Re-enrollment registration

- Forms are available through Parent Locker in mid February for re-enrolling the following school year.
- Registration forms, Enrollment Contracts, and deposits for the following school year are due by February 20.

New students

Kindergarten and new first-grade students will receive a Health and Immunization form to be completed by your child's physician. Del Mar Pines also needs a copy of your child's birth certificate and immunization record. Each student must show proof that their immunizations are in accordance with the requirements of the California State Department of Health. We need school transcripts from your child's former school. Transcript request forms are sent to all new parents.

FALL ENROLLMENT INFORMATION

Sent through Parent Locker, E-Blast, email, or flyers.

- Registration/Enrollment Forms
- Preliminary School Calendar
- Tentative Student Directory
- Ki's Lunch Program Information
- New Families 1st – 6th grades Transcript Request
- Event Flyers, i.e. Movie Night, Science Discovery Day
- Parent Volunteer Opportunities and sign-up sheet

FORMS REQUIRING PARENT SIGNATURES

Signed through Parent Locker.

- Student Emergency Information Form
- Special Medical Form to Administer Medication if prescription (e.g. Epi Pen, asthma inhaler, migraine, etc.)
- New Families 1st – 6th grades Transcript Request
- New Families copy of birth certificate, immunization record, K & 1st California Medical Examination from physical
- Student Dismissal/Pick-up Authorization Form
- School-wide approval & permission sheet
- Field Trips Grade Permission Form & payment by grade
- Field Trip Disclaimers

Communication

Parent-staff communication

Teachers make every effort to keep parents informed through weekly emails, Instagram, progress reports, parent-teacher-director conferences, and individual emails and conversations. Parents are encouraged to schedule a conference with any staff member at any time. Please be aware that teachers rarely check email during school hours. If there is an urgent issue, please call the school.

Student-teacher electronic communication

Teachers are permitted to communicate with students via Del Mar Pines' email accounts for educational purposes only. All communication via email must be cc'd to the students' parents or legal guardian. Please be aware that teachers rarely check email during school hours. If there is an urgent issue, please call the school.

Bi-monthly eNewsletter

1st and 15th of each month.

Bi-monthly newsletters will be emailed to keep parents informed regarding activities, events, special procedures, etc. Parents, staff members and students are encouraged to contribute information of interest.

Information and flyers about community events are often dropped off for circulation. These will sometimes be sent home with students, but parents should be advised that this distribution does not signal a Del Mar Pines endorsement. We feel it is the parents' responsibility to investigate after school activities and events. We are merely passing on information regarding their availability.

Student directory

Parents have access to the school directory through Parent Locker. Please make any changes to your information — change of address, phone number, email — through your Parent Locker account. This information is used as a way for staff to communicate with parents. The Student Directory is a wonderful resource for parents to plan playdates, carpools, birthday parties, parent get-togethers, etc. The Student Directory information is for school/personal use only.

Yearbook

We would appreciate you sharing any special pictures taken with the classroom photographer and/or the office. Your tuition covers the cost of the yearbook.

Lost & Found

Please label your child's belongings. Any items left at school (i.e. lunch boxes, clothing, backpacks, etc.) will be put in the office. Check the Lost & Found first if any of your child's possessions are missing. All unmarked items in the Lost & Found will be periodically donated to a charitable organization.

EMERGENCY SITUATION

All Del Mar Pines staff members are CPR & First Aid trained and trained to do specific duties in our emergency plan. An emergency supply of food and water, and first aid supplies are available for students and staff members. Fire, earthquake and lockdown drills are held several times during the year. **In the case of a real emergency, it is critical that you do not call the office so that phone lines are open for contacting emergency personnel.** Email and text notifications will occur when available.

Staff Directory

For general office matters, email office@delmarpines.com or call 858.481.5615. Teachers rarely check email during school hours — please call for anything urgent.

NAME	ROLE	EMAIL
Marci McCord	Director	mmccord@delmarpines.com
Kevin McCord	Administration	kmccord@delmarpines.com
Christine Linxwiler	Office Manager	clinxwiler@delmarpines.com
John McCord	Administration	jmccord@delmarpines.com
Laura Murphy	Kindergarten Teacher	lmurphy@delmarpines.com
Wendy Poyhonen	Kindergarten Reading/Math Teacher, Librarian	wpoyhonen@delmarpines.com
Cassandra White	First Grade Teacher	cwhite@delmarpines.com
Ashley Smirnoff	First Grade Teacher	asmirnoff@delmarpines.com
Michelle Hancock	Second Grade Teacher	mhancock@delmarpines.com
Tammy Colley	Second Grade Reading & Math / Sixth Grade Science	tcolley@delmarpines.com
Julie Canzone	Third Grade Teacher	jcanzone@delmarpines.com
Allison Cox	Third Grade Math Teacher	acox@delmarpines.com
Rob Kelly	Fourth Grade Teacher	rkelly@delmarpines.com
Nirupa Bhawe	Fourth Grade Math, Outside / After Care Supervisor	nbhave@delmarpines.com
Michele Damodaran	Fifth Grade Teacher	mdamodaran@delmarpines.com
Ryan Fortin	Fifth & Sixth Grade Math, K-6 P.E.	rfortin@delmarpines.com
Joanne Freedman	Sixth Grade Teacher	jfreedman@delmarpines.com
Nicole Lewis	Writing (Upper Grades), Outside Supervision, Social Media	nlewis@delmarpines.com
Tanya Robinson	Art Teacher	trobinson@delmarpines.com
Scott Spurgiesz	Music Teacher	sspurgiesz@delmarpines.com
Terry Sanchez	Technology Teacher and IT Support	tsanchez@delmarpines.com
Susan Peachy	Resource Teacher	speachy@delmarpines.com
Susan Morgan	Resource Teacher	smorgan@delmarpines.com
Tom McDonald	Outside Supervision / Assist Teachers	tmcdonald@delmarpines.com
Gabrielle Serna	Spanish Teacher/Hands-On Science Co-Teacher	gserna@delmarpines.com

Medical

General health and safety measures, including COVID

We know that our students, families, and teachers' health and safety are one of our highest priorities as we return to school. We will continue to follow all county, state, and CDC public health guidance and requirements for schools to ensure that our campus is a safe, healthy, and engaging place for students to learn, grow and thrive.

1. Air purification system in all HVAC systems

We purchased 13 units in April 2020, one for each HVAC system on campus, which covers all classrooms, the office, and the lounge. The product was installed by Action Air (who maintains all our HVAC units). The product is the Phenomenal Aire Series R Cold Plasma Generator. It uses bipolar ionization to clean the air whenever the fan, heating, or air-conditioning system is on (which will be all the time when people are indoors).

2. Hand sanitizer dispensers

Dispensers are stationed at the front gate and installed in all classrooms, the front office, and the lounge. We use Environmaster's service to provide our school with all paper products, antibacterial soap, and hand sanitizer. Students are required to sanitize their hands before coming on campus, entering their classroom, and at other times throughout the day.

3. Follow the COVID-19 Decision Tree for K-12 Schools

The San Diego County Office of Education updates the Decision Tree whenever changes occur. Del Mar Pines School follows the most updated Decision Tree for any student or staff member who has any symptoms or who has been exposed to someone with COVID-19.

4. Masks are a personal choice for all students and teachers

It is up to each student, teacher, and family whether they wear a mask either inside or outside while on campus. Masks will be optional for visitors and volunteers.

Keeping sick children home is one of the most important ways we can keep our community healthy all year.

Decontamination units to be used in case of an outbreak on campus. If there is an outbreak on campus, we have two ways to quickly disinfect all classrooms and outside areas for any viruses or bacteria. We purchased these items back in 2020.

- Safezone 850M9 mobile UV-C decontamination unit. This is a hospital-grade mobile unit that can disinfect an entire room's surfaces in 10-15 minutes using UV-C light.
- Victory Electrostatic Backpack Spray with hospital-grade disinfectant. This product can be used both indoors and outdoors to quickly and thoroughly kill all bacteria, viruses, etc. on surfaces.

I would like to thank the Del Mar Pines Foundation for Education for granting our request to purchase these cleaning and sanitizing products for the health and benefit of everyone in our community.

Medication

In order for any staff person to administer any medication, you must give Del Mar Pines permission by checking that box on your child's Student Emergency Information Form and complete the Medical Authorization Form. Any type of medication that is intended to be taken at school, including cough drops, must be left in the office, by an adult, when the student arrives in the morning. Medication must be in the original bottle and clearly labeled with your child's name and specific instructions by parent and/or physician.

Illnesses

We greatly appreciate your cooperation in keeping sick children at home. Students must not be contagious, not have a fever, not have vomited, and must be symptom-free for 24 hours prior to returning to school. If your child will be absent from school, please notify the office personnel and teachers. If you want homework sent home, please call the office and/or email the teacher before 8:00 a.m. Please allow our teachers up to 24 hours to gather the students' work. If your child becomes ill at school, he or she will be sent to the office. You will be notified to come and pick up your child, if deemed appropriate.

Allergies / known conditions

If your child has known medical conditions or allergies, please list them on the General Emergency Information Form and inform the office personnel and teacher. EpiPens, inhalers, and all other medication will be stored in the office. You must fill out an authorization for administration of medication form. Please make certain medications are current at all times.

Student Attire

Normal day attire

Del Mar Pines School requires uniforms for all students. Our uniforms help to create school pride, unity, and community spirit. Approved uniforms can be purchased through Lands' End or from the limited uniform supply at Target. Only approved uniforms are listed for purchase when you access the website using our school number (9000-6905-5). Please, only purchase items that are approved for our school. Lands' End typically has several sales on school uniforms during the summer. Whenever we receive one, we will pass it along to all families.

Uniforms must be in good, clean condition with no holes or frays. Skirts and dresses may be no more than two inches above the knee. Leggings or tights are allowed, but only under a dress, skirt, or skort. Leggings may NOT be worn on their own. Sweatpants are NOT approved as uniform attire. Shoes must be closed toed and can be of any color and design. Clogs, boots (except rain boots on rainy days), crocs, open-toed shoes, sandals, and shoes with lights or music or wheels are not allowed. Athletic shoes are required on your children's scheduled PE days. Socks can be any color or pattern.

Students who come to school in non-approved attire will be sent to the office and given the proper attire to change into.

SPIRIT DAY ATTIRE

On one designated day per month, students and staff may show their school spirit by wearing clothing that goes with the specific Spirit Day (i.e. Sports Day, 100th Day of School, Clash Day, etc.). If students choose not to participate in Spirit Days, school uniforms must be worn. Shoes must be closed toed.

FREE DRESS ATTIRE

Typically, the last Friday of the month is designated a student Free Dress Day. School uniforms are also appropriate attire on these days if children choose not to wear Free Dress attire. Clothing must follow the general guidelines of everyday uniform. Clothes must be in good condition with no holes or frays. Skirts and dresses may be no more than two inches above the knee. Spaghetti straps, short shorts, or midriff showing are not allowed. Shoes must be closed toed.

Events

We realize that the amount of time each family has to contribute to events varies greatly. We always appreciate any assistance parents are willing to give to the school.



Meet and Greet

9:00 – 10:00 a.m. Swing by the day before school starts to meet your child(ren)'s new teachers and friends and see their new classroom.

Lunch with the Director's Meeting

Join Mrs. Marci McCord for an informative session to review goals and objectives for the upcoming school year.

Flag Salutes

Flag salutes are at 8:00 a.m. and run generally about 20–30 minutes. Awards are given to students who have shown academic and/or personal achievement, accomplishment, and/or effort at school and/or in their communities. Teachers will notify you at least one day before the flag salute if your child will be receiving a special award. Parents are invited on campus from 7:40 a.m. until Flag Salute concludes.

Parent-Teacher-Director Conferences

Individual conferences are conducted three times each year. We consider these conferences to be vital to the overall Del Mar Pines experience. Your child does not attend school during his/her conference days.

Beginning-of-the-year conferences are an opportunity for you to tell us about your child. The first reporting period culminates with winter conferences; parents receive a report card with grades in all subjects beforehand. The next reporting period ends with spring conferences. Parents receive an End of Year report card the last week of school. Second through sixth grade parents also receive standardized testing results at the end of the school year; Mrs. McCord would be happy to help interpret them. Signups are made through Parent Locker. All conferences are in person, or parents can choose a phone conference if needed.

Back-to-School Open House

An informational evening for parents only. It is an opportunity to meet your child's teachers and learn about the daily class schedules, specific classroom requirements, policies and procedures, volunteering opportunities, and an overview of what your child will be learning. Kindergarten – Third Grade: 4:45 – 5:30 p.m. Fourth – Sixth Grade: 5:30 – 6:15 p.m.

Parent Group Meetings

The Parent Group serves as a liaison for parents and coordinates the Halloween Carnival, teacher appreciation, and the end-of-the-year field day/picnic. The Parent Group holds regular meetings throughout the school year, usually on Fridays after flag salute. Decisions regarding special events and fundraising activities, as well as other issues and concerns, are made at these meetings. Everyone is welcome to attend.

Family Movie Night

A fun, casual, family time, and an opportunity to meet new families and socialize with old friends. More information will follow.

Spring Book Fair

The book fair is a fundraiser for Del Mar Pines' library to purchase new books and materials. Many parent volunteers are needed to work at the fair for 30-minute time slots to collect payments for the books. This is a great time to get acquainted with the library, purchase some wonderful books and holiday gifts, as well as socialize with parents of all grades.

Science Discovery Day

A departure from a traditional student science fair — a hands-on approach from a group of enthusiastic parents and community members sharing hobbies or occupations that rely on scientific, technical or mathematical principles. Presenters share their expertise with four different groups of students, in 28-minute presentations. Volunteers are needed on site from 9:00 – 12:00 to help presenters distribute and collect materials, assist students, welcome guests, and set up refreshments.

Halloween Carnival

Parents and students get ready for a fun-filled carnival featuring games, food, a haunted house and much more. Volunteers are needed for activities and food booths. At 11:15 a.m., students put on their costumes for an all-school parade to Torrey Pines Senior Living followed by a carnival and treats. This is organized through the Parent Group.

Picture Day

Individual and class pictures will be taken for the yearbook. Family purchases of pictures are strictly optional.

Young Artists Day

Young Artists Day exposes students to a variety of creative endeavors. Parents, grandparents, aunts and community volunteers exhibit their works while teaching children about wide-ranging areas of artistic expression — pottery, music, sculpture, woodworking, photography, and creating pages for the Del Mar Pines yearbook. Volunteers are needed to help presenters and assist students. Fine Arts Day culminates with an art show at the end of the day.

Shining Stars

Our students benefit tremendously by doing something for children and families who are less fortunate. Shining Stars is an opportunity for students to get a gift for a less fortunate child in the San Diego area over the holiday season. This program requires one or two parent volunteers to coordinate with the charities as well as distribute the donations to the organizations.

Talent Shows

Del Mar Pines talent shows are organized by students, directed by students, staged by students, and performed by students — for an audience of students. Performances range from 20 seconds to 2 minutes in length. We are encouraging children to unleash their own innate creativity. All we ask of parents is that they offer encouragement and support while ensuring that their child's material and costume are grade-level appropriate. We will try our best to include every student who auditions. A schedule with approximate times will be shared before the event.

Annual Spring DMP Foundation Fundraiser

Join us for a dinner and fundraising event that benefits the DMP Foundation for Education. Each year has a different theme and raises funds for different projects or needs of our school and students.

Dr. Seuss Reading Across America

We celebrate "Read Across America" by inviting parents to bring a blanket and a book to enjoy reading around campus with your child(ren). Please join us from 2:00 – 2:30 p.m.

Spring Sing

Spring Sing is a musical extravaganza featuring the entire school celebrating music and dance. Mr. Spurgiesz artfully directs this show. Volunteers are needed to help with costumes, props, backdrops and more.

End-of-the-Year Student Led Open House

All grades will host the student-led family event showcasing your child(ren)'s work throughout the school year.

Field Day

All grades celebrate the end of year with a field day and picnic. Parent volunteers are needed to coordinate food, walk to and from the park, assist in running the games and activities, and coordinate lunch. This is a great opportunity to spend the day playing with your child and his or her friends.

Graduation / Promotion Ceremony

Scheduled for the last day of the school year and is a minimum day. All students participate in the program, and parents, relatives, and friends are invited to attend this celebration. Reserved seats are available for parents and relatives of graduating sixth graders. After 8:30 a.m., attendees may enter the staging area and hold a maximum of five seats per family. Seats may be held only if one individual from the party is seated at all times.

Room Parents

The room parent or a designee attends Parent Group meetings and serves as a key communication avenue between the Parent Group, classroom teacher, and parents in each classroom. Additionally, room parents take the lead on teacher appreciation events, class parties, holiday celebrations, liaison to parents from the Spring Sing committee, and securing volunteers for field trips.

Teacher Appreciation

During the year our parents ensure our outstanding teachers are pampered and appreciated. Room parents and the Parent Group plan food, flowers, car wash, massages, and small gifts for our teachers.

Class Parties / Holiday Celebrations

Parties and celebrations are always exciting for the students. Any help parents can offer would be greatly appreciated.

Field Trips

Several times each year, students will enjoy off-campus events. Students are required to have a signed permission slip any time they leave our campus. Parents are urged to volunteer to join in the fun. Please sign up to be a chaperone during a field trip with your classroom parent.

Student Birthdays

Room parents help coordinate student birthdays. Birthday celebrations occur once per month for all birthdays for that month. Please check with your child's teacher regarding any student allergies. If you are having a birthday party for your child and want to hand out invitations at school, you must invite the entire class, all the boys, or all the girls.

Musicals, Grade by Grade



KINDERGARTEN

The Three Piggy Opera

All the fun and creativity of Del Mar Pines' kindergarten class is showcased in this rendition of The Three Piggy Opera. The inspiring story of the three little pigs reproduced in an operatic format, complete with recitatives, arias and choruses.

FIRST GRADE

Character Matters

A lively review of principles of good citizenship. Students explore positive traits like fairness, responsibility, respect for others, etc., in the context of common fairy tales. Join us and watch as the Fairy Tale Advice Council meets to discuss the problems and predicaments of its members.

SECOND GRADE

Our Ancestors

The second grade class culminates its studies about family members and the countries from which their ancestors came. Our Ancestors will delight parents as students sing, recite poetry, share a family heirloom or family story, and participate in sampling traditional foods.

THIRD GRADE

Vacation to Mars

Our third graders will take a trip into outer space visiting our Solar System in an out-of-this-world musical called Vacation to Mars.

FOURTH GRADE

California Missions – And More!

Students will depict the early history of California, up to statehood. Beginning with the arrival of Cabrillo, the production includes the life of California Native Americans, missions, presidios and pueblos. Rancheros, traders and adventurers will be portrayed in the war with Mexico and the Gold Rush.

FIFTH GRADE

The American Revolution

From the French and Indian War to the election of George Washington as the first president, The American Revolution gives students the chance to sing their way through the most exciting period in our nation's formation. Betsy Ross — a bit prone to exaggeration — tells her grandkids how the colonies became a nation.

SIXTH GRADE

Theseus and the Minotaur

The sixth grade class will offer an educational and fun-filled presentation based on the Greek myth Theseus and the Minotaur. Will the half man, half bull creature devour all the Athenians? How will Theseus become the hero he was destined to be?

Ancillary Programs



Art

Art is an important tool for learning and a basic part of human nature. We create art for our pleasure as well as to communicate. The visual arts provide not only a way for our children to express thoughts, feelings and hopes, but also the means for them to learn more about history and the world. Art can help our children express their thoughts and ideas when words fall short. It can also assist them in becoming better learners by helping them analyze, interpret and work hard to complete a goal. Art is a global language. As with written language, the visual arts language has an alphabet (the elements of art) and grammar (the principles of art). There are techniques and styles used by celebrated artists that show us how this language can be used effectively.

At Del Mar Pines, students enjoy sixty minutes of visual art instruction per week. They learn how this powerful language communicates across time and borders. They learn the basic components of art by using a wide range of materials and techniques. Children are provided with opportunities to express ideas, feelings and emotions in their own personal style; solve creative problems where there is no right or wrong answer; and reflect, analyze and evaluate the merits of their efforts. They also study the works of others, and learn to empathize with the concerns and choices made by artists who lived in different times and cultures than their own.

The framework used for helping students journey through the arts at Del Mar Pines are standards set by the National Art Education Board.

Technology

The Del Mar Pines technology program is thoughtfully designed to prepare students for the future by integrating state-of-the-art resources such as iPads, MacBook Air laptops, Google Classroom (grades 4–6), projectors, and document cameras. Every student benefits from hands-on, technology-enhanced learning experiences that build progressively from kindergarten through sixth grade. Teachers and students use technology intentionally to enhance the creativity, critical thinking, presentational skills, and learning experience for our students.

KINDERGARTEN – 2ND GRADE

Students are introduced to technology in kindergarten with iPads, which serve as a foundation for exploration and creativity. In first and second grade, they expand their use of iPads to strengthen early literacy, problem-solving, and imaginative expression. Engaging apps such as Draw & Tell, Pic EDU, Epic Books, the Camera app, and other learning tools make learning interactive, fun, and developmentally appropriate.

3RD GRADE

Computer access begins in third grade. Students strengthen their typing skills through Typing.com while also learning basic computer operations. They practice presenting research using Google Docs and Google Slides, gaining confidence in both communication and digital literacy.

4TH GRADE

Fourth graders continue refining their typing skills and begin working more collaboratively in student groups. They are introduced to creative online tools such as Canva for poster design, and they also explore aspects of photography to enhance both creativity and technical skills.

5TH GRADE

Fifth graders expand their digital knowledge with more advanced photography techniques and begin learning Adobe Photoshop. These skills allow students to manipulate images, apply creative design concepts, and produce polished digital projects that combine visual and written communication.

6TH GRADE

Sixth graders continue to build on their digital fluency with advanced Photoshop projects, exploring image editing and creative design in greater depth. They also use Google Workspace for collaboration, engaging in shared projects that foster teamwork, problem-solving, and real-world application of their technology skills.

Through this intentional, step-by-step continuum, Del Mar Pines ensures graduates are not only confident explorers of technology but also innovative thinkers and leaders of their generation.

Spanish

The Spanish program at Del Mar Pines starts in Kindergarten and continues through sixth grade. It is a sequential FLES (Foreign Language in the Elementary School) model that uses a curriculum formulated by a program called Vivamos Español. All classes receive two 30-minute classes per week with an elementary school Spanish teacher.

PROGRAM GOALS AND BELIEFS

- To enhance the development of listening, speaking, reading, and writing skills in Spanish and English
- To develop high-order cognitive skills
- To support content area instruction at each grade level
- To promote global awareness and cross-cultural understanding
- To develop increased proficiency in all aspects of the language with each year of study

BY THE END OF 6TH GRADE, A STUDENT CAN

- Ask a few memorized questions
- Follow routine classroom directions by my teacher
- Recognize familiar keywords or phrases when I listen to my teacher read short stories
- Recognize a few keywords or phrases in written passages with familiar vocabulary
- Read aloud simple words and sentences that use familiar vocabulary
- Retell a simple story
- Recite common sequences such as the alphabet, numbers, days of the weeks and months of the year
- Sing songs and recite rhymes with my classmates to learn and practice vocabulary
- Demonstrate knowledge of cultural traditions and geography of Spanish-speaking countries

The expectations for students learning Spanish as a second language who complete the K-6 sequence are to attain the Novice-Mid to Novice-High level as described in the Proficiency Guidelines of the American Council on the Teaching of Foreign Languages (ACTFL). At a Novice-Mid to Novice-High level, the students are able to engage in simple conversations, speak and write short sentences, and read and understand brief text.

Physical education

Del Mar Pines School offers a structured physical education program that is wholly aligned with California State Board of Education standards. Students across grade levels (K-6th) engage in scheduled physical education classes twice per week. All fitness/sports activities assist children in managing their bodies efficiently as well as developing aerobic capacity, muscular strength, endurance, and flexibility. In this way, students are encouraged to progress through the advancement in their skills in the five health components of fitness: Cardiorespiratory Fitness, Muscular Strength, Muscular Endurance, Flexibility and Body Composition.

A variety of sports and sporting events are used to assist in developing the essential life skills of teamwork and fair play. Students are introduced to the various strategies in cooperative games as well as sports acquisition skills as a foundation to advancing sports skills in each particular movement activity in addition to maintaining fitness goals independently. To pursue each instructional game/sport further, students learn the rules associated with each activity so as to promote sportsmanship and fairness within each unit. Lastly, all students in fourth through sixth grades work towards achievement in the U.S. Presidential Fitness Awards.

Hands-on science

First through sixth grades have one hour of hands-on science per week with the hands-on science teacher and their classroom teacher in the science lab. Kindergarten will have hands-on science in their classroom. Hands-on science classes consist of engaging, hands-on investigations that stimulate students' curiosity and inquiry. Students have the opportunity to further explore what they are investigating in their classroom science content.



Students develop the scientific practices outlined in the Next Generation Science Standards:

1. Asking questions (for science) and defining problems (for engineering)
2. Developing and using models
3. Planning and carrying out investigations
4. Analyzing and interpreting data
5. Using mathematics and computational thinking
6. Constructing explanations (for science) and designing solutions (for engineering)
7. Engaging in argument from evidence
8. Obtaining, evaluating, and communicating information

Library

The Del Mar Pines Library, occupying its current luxurious space since 2016, is an important part of our school community, offering a carefully cultivated reading collection and providing library services to the entire school community. Our Library offers both print and online learning resources, and instruction to expand our students' literary experience. The librarian is committed to making the library an inspiring and fun place to be with the following goals in mind:

- **Provide a wide selection of reading material**, including up-to-date books and magazines, along with references to online reading materials. Students also have an opportunity to explore classic youth literature and favorite topics through a variety of genres.
- **Make the library space interesting, inviting and comfortable.** A cozy corner dedicated to our younger readers allows smaller hands to reach and explore new and exciting books meant just for them. While at the same time, our older students can see ever changing displays featuring the latest releases and seasonal themes, as well as long time favorites.
- **Provide lessons and learning opportunities through literature.** Read-alouds, games and interactive activities help students to identify and enjoy various types of literature including biographies, folk tales, poetry, non-fiction, realistic fiction and fantasy in a variety of themes.
- **Promote collaborative learning involving students, their peers and their families.** School-wide and family activities, book talks, author visits, student-to-student read-alouds, the annual Scholastic Book Fair, and the annual Family Read-In bring students and families together in the pursuit of reading enjoyment.

Music

The music program at Del Mar Pines is committed to the musical growth of all students in a non-competitive environment. It provides students the opportunity to sing, play, listen and create music in a variety of musical genres. The program follows a sequential K-6 progression of musical objectives based on the National Coalition of Core Arts Standards. Students are given the opportunity to develop their music performance skills by participating in class musicals, talent shows and the annual Spring Sing. Song material from the musicals often correlates to the grade-level social studies curriculum. In addition, special attention is given to reading a musical score with rhythm and beats (Grades K–2), learning the recorder (Grade 3), learning to play group piano (Grade 4), learning to play Tone Chimes (Grade 5), and ukulele (Grade 6).

In May of each year, the entire school participates in a full-length Jr. show. Recent shows include *Annie*, *Shrek*, *Beauty and the Beast*, *The Little Mermaid*, and *Moana*. The school also provides live musical accompaniment for the musical through participation in the DMP Orchestra.

SIXTH GRADE ONLY

Project Alert

Project Alert is a comprehensive 18-hour program that teaches sixth grade children effective resistance skills to drugs, tobacco or alcohol. Taught by the school psychologist, the curriculum is designed to respond to the developmental changes that occur prior to and during middle-school years. These include social pressures to "fit in," emulate behavior they view as mature and the need to become more independent. An emphasis is placed on helping students to identify internal and external pressures and to develop resistance techniques through role-playing, modeling, reinforcement, active student participation and validation. Each student is taught to resist peer pressure and make positive choices.

FOURTH AND FIFTH GRADE ONLY

Communication skills & problem solving

This ten-hour problem solving and communication skills program has been designed for fourth and fifth grade students. Using role playing, modeling, written exercises and dialogue, children learn how to identify problems and prospective solutions, analyze consequences of problem-solving strategies, and select and implement plans of action that best suit the issue. The follow-up session focuses on effective communication skills. Emphasis is placed on the differences between assertiveness and aggression with students learning specific skills, which help them express opinions and feelings without intimidating or disrespecting others.

After Care, Enrichment & Summer

After Care

Let your child(ren) know on days he/she should report to After Care, if possible. However, if unforeseen circumstances prevent you from picking up your child(ren) by 2:35 p.m., your child(ren) will automatically be enrolled in the After Care program.

Between 2:35–5:15 p.m., students are supervised as they play and/or do homework. You do not need to prepay or register your child(ren) in advance. After Care attendance is taken promptly at 2:35 p.m. Students will be signed in at that time. After Care fees are \$12/hour. Fees are assessed in 1-minute increments (\$.183/minute). After 5:15 p.m., a surcharge of \$1.00 per minute applies. When taking your child from After Care, please sign out the student on the iPad and notify an After Care teacher.



After school enrichment classes

Enrichment classes vary throughout the school year across the fall, winter and spring trimesters. Typically enrichment classes include Science, Art, Musical Theater, Dance, Chess, Lego, Math Club, Books and Illustrations, Crafts, Yearbook, Sculpting, Fencing, and Gymnastics. Classes vary depending on availability of space, instructors and vendors. If your child is not picked up when the enrichment class ends, they will be automatically enrolled in After Care.

After School classes are paid in the front office when enrolling. Enrollment details vary depending on day of week, holidays, time of year, and the age of students. All classes begin at either 2:45 for regular dismissal days and 3:15 p.m. on late dismissal days. Most classes last one hour. Providing a snack for your child to have after school and before enrichment begins is highly recommended.

Summer Discoveries

For over 30 years, Del Mar Pines summer programs have facilitated the academic process while teaching students that learning can be fun! Classes focus on both personal and academic enrichment, allowing students to develop and refine basic skills while expanding their horizons through creativity and innovation. Both students and parents agree that a Del Mar Pines summer can be a first step on the road to considerable academic improvement.

Please check with your child(ren)'s teacher to see if an academic summer program would enrich their reading and/or math skills. We offer two 3-week sessions starting in mid-June through the end of July. Classes meet Monday through Thursday, in air-conditioned facilities, with a variety of classes offered between 9:00 a.m. and 2:30 p.m. After Care is available until 5:30 p.m. Individual programs have been established for students who are entering kindergarten through sixth grades the following fall. Registration is offered to Del Mar Pines students first and then is open to other students from other schools. Registration begins in March.

Student Expectations

All students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

At Del Mar Pines we are safe, responsible, respectful.

The Responsive Classroom

Del Mar Pines School has adopted The Responsive Classroom. This is a teaching approach that focuses on creating a positive and supportive learning environment for children.

Focus on both academics and social skills

The Responsive Classroom approach recognizes that students learn best when they feel safe, respected, and valued. It aims to balance academic instruction with social and emotional learning, helping children develop important skills like cooperation, empathy, and problem-solving.

Daily routines

Morning Meeting: Each school day starts with a Morning Meeting, where teachers and students greet each other, share news, and participate in activities that build a sense of community, teach academic and social skills, and set a positive tone for the day.

Clear expectations and logical consequences: Teachers set clear, positive behavior expectations and use logical consequences to help students understand the effects of their actions, promoting a respectful and orderly classroom.

Interactive learning, student choice, collaborative problem solving

Teachers use methods like Interactive Modeling to clearly demonstrate and practice expected behaviors and routines. The approach encourages interactive lessons and gives students some choices in their learning activities, which helps them stay engaged and take ownership of their education. When issues arise, teachers work with students to solve problems together, fostering a sense of responsibility and helping students learn to resolve conflicts constructively.

Del Mar Pines will not tolerate behavior that infringes on the safety or well-being of any student. Students are expected to adhere to all of the following school rules, including the subsequent policies regarding the use of school technology, personal cell phones, smart watches as well as student harassment, intimidation, bullying and cyberbullying.

School rules

In addition to the California Education Codes for Student Discipline, students are responsible for abiding by the following rules:

- Follow all directions from staff members in a respectful manner.
- Be safe and do no harm.
- Be respectful to everyone.
- Do not harass, intimidate, or bully/cyberbully.
- Use appropriate language (no cussing, name calling, or vulgar language).
- Eat and drink only while sitting at a lunch table.
- Clean trash at and around your lunch table before asking to be dismissed to play.
- Receive teacher permission to enter a classroom and a teacher must remain present.
- Receive teacher permission to retrieve balls on the hill.
- Use equipment properly (do not break it or hurt others).
- Walk on White — students must walk on all concrete surfaces.
- Tag must be done on the field or blacktop during scheduled times.
- Heading any ball is prohibited.
- Stay outside the play structure when it is wet.
- Do not jump from any part of the play structure.
- Do not go between or behind buildings.
- Use only hands on the overhead bars.
- Sitting is only allowed on the lowest and middle gymnastics bars.
- Both hands need to remain on the gymnastics bars at all times.
- Do not assist other students to reach any bars or to learn new tricks.
- Go down the slide with feet first and sitting down.
- Get a drink of water, use the restroom, and tend to injuries before or when the 2 minute whistle.

Technology use policy

- Keep personal tablets, laptops, smart watches, etc. at home.
- Be gentle with the technology equipment.
- Keep school technology devices on campus.
- Keep food or drinks far away from all technology.
- Visit only teacher-approved sites on the Internet.
- Use only the applications required to complete assignments and projects.
- Do not attempt to change the appearance or settings of any technology equipment.
- Do not download software or media.
- Do not use chat.
- Follow and sign the Technology Use Rules and Expectations.

Smart watch policy

Students are not allowed to wear smart watches on campus as it becomes a distraction to themselves and others. Students can communicate with their parents by going to the office at any time and parents can always contact the office to give a message to their child. If a student wants to track their steps, they can wear a Fitbit or other device that has no texting, calling, or app capabilities.

Cell phone policy

It is strongly recommended that students do not bring a cell phone to school. If a parent deems it absolutely necessary or a child to have a phone, the phone must be off and in a backpack the entire time the student is on campus. If a student phone is seen by any staff member or is heard vibrating or ringing while at school, the student is in violation of school rules. The phone will be turned in to the director for a parent to pick up the phone.

Student makeup policy

As this is an elementary school, students are NOT allowed to wear any makeup to school. The only exception is during school theater productions with the permission of the parents.

Student harassment, intimidation, bullying and cyberbullying policy

A student shall not intimidate, harass, or bully another student through words or actions. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated and ongoing, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- **An imbalance of power:** Kids who bully use their power — such as physical strength, access to embarrassing information, or popularity — to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. There are three forms of bullying — verbal, social, and physical. Verbal bullying is saying or writing mean things, including teasing, name-calling, inappropriate comments, taunting, and threatening to cause harm. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships: leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public. Physical bullying involves hurting a person's body or possessions: hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures. Any digital communication or the use of social media to cause similar harm is cyberbullying. This policy applies to the interactions between all students of Del Mar Pines whether on or off campus.

Students and staff are expected to immediately report incidents of bullying to a director. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of harassment, intimidation, bullying and cyberbullying should be promptly investigated.

To prevent all forms of bullying from occurring on our school campus, Del Mar Pines provides staff development training, typically through the Anti-Defamation League, in bullying prevention and cultivates acceptance and understanding in all students and staff to maintain a safe and healthy learning environment. Teachers and parents should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The procedures for intervening in bullying behavior include, but are not limited to, the following:

- All staff and students' parents will receive this policy prohibiting harassment, intimidation, and bullying at the beginning of the school year in the parent handbook.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident to a director immediately.

Consequences for misbehavior

Students are expected to behave in a manner that helps to ensure that all students and teachers are treated with respect, kindness, cooperation, and dignity. However, we also understand that we are dealing with children who sometimes make mistakes and make poor choices. Our goal is to help children make better choices and to learn from their mistakes in a positive and meaningful way. Minor misbehavior is defined as a student breaking a school rule or direction from a staff member, but not deemed by the director as malicious and/or egregious.

When a student is having minor misbehavior, teachers will utilize the following steps for using The Responsive Classroom Approach for Teacher/Student Conferencing:

1. START POSITIVELY

Build rapport: Begin the conversation with a warm and friendly tone. Start by acknowledging something positive about the student's work or behavior. State the purpose: Clearly explain the purpose of the conference and what you hope to achieve together.

2. CONSTRUCTIVE DIALOGUE

Ask open-ended questions to encourage the student to share their thoughts and feelings. Listen actively: show genuine interest, make eye contact, and provide feedback that shows you value their perspective.

3. GOALS AND SOLUTIONS

Collaborate on goals: work with the student to set specific, achievable goals and discuss how you can support them. Problem-solve together to brainstorm possible solutions.

4. FEEDBACK AND ENCOURAGEMENT

Highlight strengths: reinforce the student's strengths and successes, and acknowledge their efforts and progress, no matter how small. Offer encouragement: let the student know you believe in their ability to achieve their goals.

A major misbehavior is breaking a school rule or direction from a staff member and is deemed by the director as egregious and/or malicious. Parents will be notified when a child has a major misbehavior or a significant number of minor misbehaviors that are not improving with school intervention. After the Director has meetings and discussions with parents, teachers and leadership regarding a student's serious behaviors, Del Mar Pines reserves the right to take whatever actions are deemed appropriate for the situation and previous occurrences of a student's behavior, including suspension and expulsion.

ACADEMIC DILIGENCE

Students in grades four through six must meet the following requirements for the trimester:

- Receive an A or B on all class projects during a trimester.
- Receive no more than 3 Academic Study Halls per trimester (no more than 4 in the first trimester of fourth grade).
- Receive no Academic WMEs (Working to Meet Expectations) per trimester.
- Have no missing assignments.

CITIZENSHIP

Students in grades four through six must meet the following requirements for the trimester:

- Receive no more than 1 Behavioral Study Hall per trimester.
- Receive no Citizenship WMEs on their report card per trimester.

Homework

Students in first through sixth grades will generally have homework assignments Monday through Thursday night. There can be some weekend homework in upper grade classes at various times. The time required to complete homework varies widely between students and grade levels.

FIRST GRADE 10–15 min	SECOND GRADE 20–30 min	THIRD GRADE 30–40 min	FOURTH GRADE 40–50 min	FIFTH GRADE 50–60 min	SIXTH GRADE 60–75 min
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Completing homework

Homework assignment sheets or books are brought home each night. These sheets are provided to inform parents of the assignment(s) and to inform teachers about the amount of time the student spends on his/her homework. If anyone assists your child with the assignments, please indicate this on the assignment.

Receiving assignments when absent

If a child is not at school for any reason, parents can call the office and/or email your child's teacher before 7:30 a.m. to arrange getting your child's homework by the next day. Teachers have 24 hours to get the work together.

Work for planned vacations during school. Upon return from vacation, your child's teacher will provide missed assignments to be completed and turned into the teacher within the teacher's requested due date.

Helpful homework habits

- Have consistent times set aside for homework and skill practice.
- Pick a quiet, distraction-free study environment.
- Parents can look over homework assignments and clarify questions.
- Notify the classroom teacher if your child is frequently having difficulty doing the homework within the expected homework times.
- Email your child's teacher if special circumstances made it too difficult for your child to complete his/her homework. Whenever possible, please contact the teacher prior to 8:00 a.m. to make arrangements for the work to be completed.

Still have a question?

If you don't find the answer in this handbook, please contact the school. We are always available to help you. Call 858.481.5615 or email office@delmarpines.com.