

DEL SUR SENIOR ELEMENTARY SCHOOL
9023 West Avenue H
Lancaster, CA 93536



STUDENT HANDBOOK
2026-2027

School Mascot: Dragon
School Colors: Blue and Black



*Refer to the Del Sur webpage for events and information: dragons.westsideunion.com

Dear Educational Partners,

Welcome to the Del Sur School Family! Our Del Sur Dragons exhibit “FIRE” behavior through a comprehensive program for students in Transitional Kindergarten through 8th grade. As enrichment, students in TK through 6th grade participate in coding classes, while students in grades 7th through 8th engage in Career Technical Education (CTE) labs that build technology, engineering, design, career exploration, and problem-solving skills. We also provide targeted supports through Dragon Power Hour (RTI), Read 180, extended reading intervention, and tutoring during and after the school day. Quarterly NWEA assessments measure student growth and proficiency so instruction can be tailored to academic needs.

Our dedicated staff and community believe that every child entrusted to our care must receive high-quality first instruction. Del Sur Senior Elementary School earned WASC (Western Association of Schools and Colleges) accreditation in 2019, making it one of the few TK-8 schools in California with this credential, and completed its most recent WASC progress report in June 2025. Our objective is for every student to have a rewarding academic and social experience as a Del Sur Dragon.

Communication is vital to a successful school program. We encourage parents and guardians to become actively involved in their student’s education and to use ParentSquare to establish consistent communication with teachers. Please review this handbook with your student.

For questions or concerns, call the main office at 661-942-0488 or use the “Let’s Talk” tab available through our school webpage at dragons.westsideunion.com.

MISSION STATEMENT

Del Sur School is a dynamic learning community committed to preparing students socially and academically to be college and career ready: “Pointing the Way and Providing the Path.”

DEL SUR SCHOOL’S VISION STATEMENT

We are...

Determined

Relationship builders

Aspiring innovators

Goal setters

Organized

Nurturing

Student focused

GO DRAGONS!

Parents and guardians have an open invitation to participate and help shape school goals through School Site Council, ELAC, Safety Committee, Attendance Committee, and the PTSA. We are continuing to strengthen our schoolwide PBIS system and student-centered ASB. Westside Pathfinders, provided in partnership with the Boys & Girls Club of the Antelope Valley, offers expanded learning after school until 5:30 p.m. daily for our TK through 6th grade students.

WESTSIDE UNION SCHOOL DISTRICT

41914 50th St. West
Lancaster, Ca. 93536
661-722-0716

February 25, 2026

Dear Parents:

At the Board Meeting of June 17, 2025, the Board of Trustees approved the 2026-2027 calendar. Please review the dates below to familiarize yourself with the calendar. If you have any questions, please contact your child's principal or school secretary.

JUNE - 2026

8-30 VACATION – NO SCHOOL
8-30 Extended Year School

JULY - 2026

1-31 VACATION – NO SCHOOL

AUGUST - 2026

3 *Classes Begin – Minimum Day*
3 First Quarter/First Semester Begins
3, 4, 31 Minimum Days

SEPTEMBER – 2026

7 Labor Day Holiday – NO SCHOOL

OCTOBER – 2026

2 First Quarter Ends
5 Second Quarter Begins
12-16 NO SCHOOL
12 & 13 Parent Teacher Conference – NO SCHOOL

NOVEMBER – 2026

11 Veteran's Day Holiday – NO SCHOOL
20 Minimum Day
23 Lincoln's Day Holiday – NO SCHOOL*
24-27 Thanksgiving Holiday – NO SCHOOL

DECEMBER – 2026

7 & 18 Minimum Days
18 Second Quarter/First Semester Ends

December 2026 Continued

21-31 WINTER VACATION – NO SCHOOL

JANUARY - 2027

1-8 WINTER VACATION – NO SCHOOL
11 *Classes Resume*
11 Third Quarter/Second Semester Begins
15 Minimum Day
18 M. L. King Holiday – NO SCHOOL

FEBRUARY – 2027

15 Presidents' Day Holiday – NO SCHOOL

MARCH - 2027

19 Minimum Day
19 Third Quarter Ends
22-31 SPRING VACATION – NO SCHOOL

APRIL – 2027

1-2 SPRING VACATION – NO SCHOOL
5 *Classes Resume*
5 Fourth Quarter Begins

MAY - 2027

31 Memorial Day Holiday – NO SCHOOL

JUNE - 2027

3 Minimum Day
4 Fourth Quarter/Second Semester Ends
4 **Last Day of School – Minimum Day**

We hope that this calendar will be useful in planning family events. If you have questions, please contact the personnel at your child's school. This calendar is subject to change based on future negotiations with employee associations.

Sincerely,

Regina L. Rossall
District Superintendent

*Holiday observed on 11/23/26 in lieu of 2/12/27

DEL SUR SCHOOL
2026-2027

Office Staff

Natalia Compton
Amanda Blanchard
Anabel Soto
Connor Jewett
Darla Jones
Sarahi Hernandez Milian
Elizabeth Bayze
Kaily Bishop

Principal
Vice Principal
Counselor
Psychologist
School Office Secretary
School Clerk
General Clerk
Attendance Clerk

Teaching Staff

Grade	Teacher
TK	M. Lujan
K	S. Sarna
K	J. Mears
1st	N. Crews
1st	R. Camarena-Ramirez
2nd	K. Brown
2nd	J. Iribarren
3rd	S. Cross
3rd	L. Bisby
4th	N. Reed
4th	M. Bowers
4th	J. Fortier
5th	M. Husband
5th	S. Smith
5th	R. Phelan
Coding	A. Young
P.E.	O. Sanchez
RSP	M. Cordero
RSP	D. Birden
SDC	S. Chavez
SDC	J. Coleman

Teaching Staff Continued

Department	Teacher
MS ELA	K. Rickert
MS Math	R. McWilliams
MS History	T. Wilson
MS Science	J. Hamann
MS ELA/History	R. Lopez
MS Math	N. Flores
MS Science	R. Hanley
MS P.E.	E. Lopez-Munoz
MS Band/Music	J. Kaser
Gateways Coding	A. Young
RSP	T. Campbell

Support Staff

School Nurse	Kay Chu
LVN	Patricia Bothuel
Speech	Jasmine Espinoza
Librarian	Monica Smith
Day Custodian	Steve Jimenez
Night Custodian	Victoria Diaz
Night Custodian	Sasha Wooley
Night Custodian	Javier Torres

GENERAL CAMPUS INFORMATION

I. JOINING CAMPUS:

a. Closed Campus

- i. To assist in maintaining student safety at all Westside Union School District campuses, the Board has adopted a mandatory closed campus policy. All non-school staff, including parents, may not be on campus unless they are authorized volunteers.
- ii. **Authorized volunteers may help in the classroom and during authorized off campus activities, but no parent may be on campus including the playground, hallways, school grounds, and/or cafeteria during school hours.**
 1. Please note that this policy was adopted to help ensure the safety of all students. We thank you in advance for your cooperation. This means that students may not leave the campus between the time they arrive in the morning and the time that school is out in the afternoon unless they have been signed out in the office by their parents, guardians, or other persons listed on the student's emergency card.
- iii. To verify identity, a valid ID is required to check a student out.
- iv. **Parents and visitors must check in with the main office.**

b. Visitors on Campus:

- i. **School-age visitors are prohibited on campus during school hours.**
- ii. Westside Union School District is pleased to announce that we are using the Raptor Visitor Management System in all our schools to strengthen our program of campus safety for students and faculty. An important part of keeping students and staff safe is knowing who is on our campus, at all times. The Raptor Visitor Management System will allow us to better screen visitors, contractors, and volunteers, which will provide us with a safer environment for our campus.
 1. Upon entering the office, visitors will be asked to present a government-issued ID, such as a driver's license, which can either be scanned or manually entered the system.
 2. The Raptor Visitor Management System checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor Visitor Management System. No other data from the ID is gathered or recorded and no information is shared with any outside agency.
 3. Once the visitor is cleared, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A Raptor badge will not be necessary for visits limited to the office's front desk only.

Note that the Raptor system DOES NOT substitute for our current policies requiring fingerprinting for volunteers. ALL visitors who have not been fingerprinted through the WUSD Human Resources department must be escorted at all times while on campus.

The safety of our students is our highest priority and the Raptor Visitor Management System allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

c. Parent Volunteers

- i. If you serve as a volunteer at Del Sur Senior Elementary School, you must have a current TB test on file with the District Office, fingerprints, completion of the Mandatory Volunteer Training, and a signed form acknowledging comprehension of the Volunteer Training by site principal before volunteering in the classroom.
 1. All volunteers shall be fingerprinted through the district at their own expense and cleared of convictions of violent or serious felonies prior to their being allowed on campus to assist with students or support organizations.
 2. When all of the required clearances and trainings have been obtained, volunteers will be issued a photo identification card that must be **always** worn while on campus and performing volunteer service.
 - a. This course of action is taken considering the guidelines under legislation commonly known as “Megan’s Law.”
 3. Volunteers may start their day no earlier than 8:15AM, for no longer than 1 hour.
 - a. If longer than 1 hour, please arrange with administration.
 - b. Please arrange volunteer time with the teacher 24 hours in advance.
 4. Volunteers are not permitted outside while students are at recess and lunch.
 5. Examples of volunteer work include:
 - a. Working in the Book Fair or Holiday Boutique.
 - b. Accompanying a class on a field trip and supervising a small group of children.
 - c. Preparing materials for the teacher, cutting lamination, etc.

Classroom volunteers are valued members of our school community. Their time and talents provide additional adult support and contribute to a welcoming and engaging learning environment. Volunteering also offers families a meaningful opportunity to support our students and experience the satisfaction of making a positive difference in their education.

All volunteers are expected to protect student privacy and confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA) and district policies. Information about a student, including educational, academic, behavioral, medical, or personal information, must not be discussed or shared outside the classroom. Any concern should be communicated privately to the classroom teacher or an administrator.

II. CAMPUS LOGISTICS:

a. School Hours

- i. All classes are in session from 7:45AM to 1:55PM.
- ii. Please be sure your child is on time to school every day.
- iii. Supervision will be provided after **7:15AM** daily.
- iv. All students should be on campus at least 5 minutes before the start of the instructional day: 7:40AM is the first bell. At this time, students will be called to class and the tardy bell will ring at 7:45AM.

- v. **If a student is not in class or on the blacktop with their teacher at that time, he/she is tardy, and must report to the office for a student tardy slip, no exceptions.**
- vi. If you drive your child to school, please **DO NOT** leave him/her prior to 7:15AM.
- vii. **PLEASE USE THE DROP-OFF TURN AROUND GATE. DO NOT DROP STUDENTS OFF IN FRONT OF THE SCHOOL.**

b. Updating Emergency Contact

- i. Please provide information needed in case of emergency and in the event of a major disaster.
- ii. Each student is required to have an emergency contact on file in the school office this includes parents' names.
- iii. Updates are made in PowerSchool under "Returning Students Annual Updates." Please complete this process before the end of August 2026.
- iv. After that you will be able to make changes during the year in **Year Round Updates.**

c. New Address or New Phone

- i. **Please notify the records office as soon as possible if you have a new phone number, home or cell, new address or transfer to another school.**
- ii. **You will also be able to make the changes in PowerSchool.**

d. Attendance

- i. Our primary goal at Del Sur School is to help our students have a successful educational experience. Regular attendance is essential to students' success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Frequent absences create gaps in students' learning and skill development, which can be difficult to remediate with make-up work. We understand that absences will occur due to illness. We do ask that you help eliminate unnecessary absences.
- ii. The district uses an A2A program where notices are generated for more than 3 Unexcused/Unverified absences and 10 absences due to illness. If absences continue, a parent meeting will ensue and a SART contract will be initiated.
- iii. Classroom incentives will be offered for perfect, excellent, and improved attendance. Students will be encouraged to be responsible by being present and prompt in school. This positive character trait and work ethic are essential for future success.
- iv. **All student absences must be cleared within 4 calendar days of the absence.**
 - 1. Failure to clear the absence will result in the absence being considered unexcused. Please be aware that California Education Code 48260a states that *"any student who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district."*

- v. Please be aware that California law requires verification for each absence, and that the only legally excused absences are those for illness, medical or dental appointments, court appearance, naturalization appointments, or funeral in the immediate family. ***All other absences are unexcused and may not be legal. Therefore, if possible, send in all documentation from doctors, dentists, or court appearances.***
- vi. **Ways to Clear Absences**
 - 1. When reporting absences, please include:
 - a. Child's name
 - b. Child's teacher (or homeroom teacher for middle school students)
 - c. Date(s) of absence
 - d. Reason for absence(s)
 - 2. Use iAttendSchool in PowerSchool, **preferred method.**
 - 3. You may also log onto ds.attendance@westside.k12.ca.us -**preferred method**
 - 4. Call the Del Sur School we will transfer you to the District Attendance Line.
 - 5. Send a note to your student's teacher- Please state: student's name, teacher name, reason they were out, date of absences, parent signature and doctor's notes are required to be turned into the office.

e. **Tardiness to School**

- i. Please help your child develop good work habits by encouraging prompt arrival to school.
- ii. All late students must check in through the office and receive a late pass prior to reporting to class.
- iii. All excused tardies must be verified with the Attendance Office with a note at the time of the tardy or the parent must accompany the student into the office to sign them in.
- iv. All tardies impact a student's eligibility for Perfect Attendance.
- v. Remember if you pick your child up prior to dismissal, they will receive a reverse tardy.
- vi. 3 Tardies Equal 1 Absence.
 - 1. The instructional day starts at 7:45AM. Therefore, the tardy bell rings at 7:45AM when all students should be engaged in their academic day.
 - 2. The turnaround gate closes at 7:45AM. Please, make sure your child is on time to school every day.
- vii. A student tardy shall be excused for the following reasons only:
 - 1. Personal illness
 - 2. Medical or Dental appointments
 - 3. Attendance at funeral services for a member of the immediate family
 - 4. Court Appearance
 - 5. Participation in religious instruction or exercises.
 - a. If your child is tardy/reversed tardy and it is for an EXCUSED reason, it must still be **VERIFIED** by the parent (see above). Send in all documentation from doctors, dentists, or court appearances.

- b. Repeated personal illness tardies not documented by a physician may result in an issuance of an attendance contract.
- c. All **UNVERIFIED** tardies after 8:15 are recorded as truant.
- d. All tardies which occur during class-to-class transitions will result in a lunch detention after warning. After second detention student is referred to administration for merit loss.

f. Truancies

- i. If a student does not comply with the Attendance Policy they may be referred to SART (School Attendance Review Team) followed by SARB (School Attendance Review Board). If there is no improvement in attendance, a truancy ticket may be issued.
- ii. The following absences are classified as truancies:
 - 1. Absences from school without the knowledge and consent of your parent or guardian.
 - 2. Leaving the campus during the school day without permission.
 - 3. Staying out of class without permission.
 - 4. Unverified and unexcused absences, in addition to unexcused tardies in excess of thirty (30) minutes are considered truancies.

g. Independent Study

- i. If you anticipate, your child will miss multiple, consecutive days of school it is important that you contact the school a minimum of **5 days prior to the absence** so that arrangements can be made for him/her to keep up with the necessary class work through Short-Term Independent Study.
 - 1. Independent Study allows your child to be absent for other than legal reasons without incurring unexcused absences typically a maximum of 15 days per academic year.
- ii. The request for Short-Term Independent Study may be for a minimum of at least one day with a maximum of 15 days per academic year.
- iii. The principal of the school has the right to deny a new Short-Term Independent Study agreement when the student has a history of not completing work assigned or due to preexisting attendance concerns.
- iv. Except for chronic or extended medical conditions, the Short-Term Independent Study agreement must be planned, written, and signed before the start of the absences.
- v. If the absence is the result of a chronic or extended medical condition contact School nurse for Home Hospital Education referral.
- vi. All assignments must be completed and returned by the due date or the date the student returns to classroom instruction, whichever occurs first. This date is final and cannot be extended under any circumstances. If completed work is sent by mail, it must be sent by priority mail and postmarked by the agreement due date.
 - 1. If assignments are completed or returned after the due date, academic credit may be given; but no credit will be awarded for attendance.
 - 2. For special education students, a Short-Term Independent Study agreement must be stipulated in the IEP.
- vii. See the Del Sur General Clerk in the office regarding Independent Study requests.

h. School Check Out

- i. If you plan to move during the school year, please notify our school office as soon as possible. This will enable us to provide the most efficient transfer process possible for your student(s).

i. Inclement Weather Information

- i. If you are unsure how weather conditions are affecting the school, please tune to a local radio station for information: **610 AM, 1380 AM, 1470 AM, 103.1 AM, 106 FM, or 107.3 FM, or the district web page.**
- ii. School closures and/or shortened days will be announced as soon as the determination has been made via ParentSquare.

j. Textbooks & Online Curriculum

- i. Proper care and use of textbooks is each student's responsibility.
- ii. Fines will be assessed for loss or damage to textbooks and library books.
 1. You are responsible for all of your textbooks at school and at home.
- iii. On-line curriculum resources are available at www.westside.k12.ca.us/resources/parents on the Resources tab, Parent Resources tab, Curriculum, and LMS links. Check with your child's teacher for their Google Suite login information.

k. Transportation

- i. All Del Sur Students who live in the Del Sur Boundaries are eligible to ride the bus to school with the exception of Transitional Kindergarten/UPK students.
- ii. Bus transportation is provided by the Antelope Valley School's Transportation Agency.
 1. This agency is operated independently of the school district.
 2. If you have questions about bus transportation, please call the **Antelope Valley Schools Transportation Agency at 661-945-3621.**
 3. All bus riders are expected to abide by the bus rules.
 - a. The rules are designed to ensure the safety of all students riding the bus.
 - i. If a student violates the safety rules, he/she may be issued a warning ticket.
 - ii. If the violations continue, he/she may have his/her bus riding privileges suspended for a specified number of days or denied permanently.
 - iii. More serious infractions can lead to discipline at school.
 4. Request to change buses will be granted **FOR EMERGENCY REASONS ONLY**, by transportation agency (not the school).
 - a. Students may not transfer busses to visit friends, go to athletic practices, 4-H, or other social reasons.
 - i. **If you need to make transportation arrangements for your child, which differs from their regular schedule, call the transportation agency at 661-945-3621.**

- ii. **The office will not issue your child a special bus pass without the permission of transportation.**
- iii. **A student's verbal notification of a parent's intention to pick him/her up after school is not sufficient.**
- 5. **Without a note, bus riders will be sent home on their assigned bus.**
- 6. In an **EMERGENCY**, please feel free to call the school office at 661-942-0488 and the secretary or clerk will get the message to the teacher.
 - a. Please allow plenty of time prior to dismissal time and call before 1:30PM on regular day schedule dismissal and 12:30PM on minimum day schedule dismissal.

l. Changes in Pick-Up

- i. Parent/Guardian must call, not another person on Emergency Card, to change pick up for that day.
 - 1. After 1:30pm, **NO phone messages will be given to students.**
- ii. To change the pick-up person on the emergency card, parents/guardians will be required to make the changes in PowerSchool.

m. Cafeteria

- i. The school year includes a free lunch for all students who would like one.
- ii. **Sodas, caffeinated beverages, and energy drinks are not allowed on campus.**
- iii. Menus are available on the district website and ParentSquare.
- iv. Breakfast is served starting at 7:15AM and ends at 7:40AM

n. Library Services

- i. Del Sur's library will be open to serve student needs. Library clerk is on duty to aid individual students with selection and check out, as well as provide a classroom resource.
- ii. Middle School Language Arts classes will have access to the library every week to check out or renew books or every day during break.
- iii. Elementary School Classes will have access once per week to check out or renew books.
- iv. During school hours, students are only allowed to visit the library during scheduled times with their designated class.
- v. The library will be closed to students during homeroom and lunch breaks.
- vi. Students should examine books and report any damage to the librarian before leaving the library so they won't be liable for charges.
- vii. **Overdue books:**
 - 1. Notices will be sent to students when a book is two weeks overdue.
 - 2. When a book is three weeks overdue, parents will receive a notice in the mail.
 - 3. Books 30 days overdue will be considered lost.
 - 4. Students are responsible for the cost of lost, damaged or stolen books.

o. PTSA - Join Now! Advocate for Your Child and All Children

- i. The Del Sur PTSA is dedicated to improving and supporting the quality of education for our students. It is made up of parents, teachers, students, and

community members interested in enhancing children's learning, which is the direct result of members' efforts in fundraising and volunteerism.

- ii. With everyone's help, our students reap great benefits from our efforts. Get involved with the Del Sur PTSA today!
- iii. Ways you can become an active part of the PTSA are:
 - 1. **Become a Member!** <https://jointotem.com/ca/lancaster/del-sur-elementary-ptsa>
 - 2. **Participate!**
 - a. Follow us on Facebook and Instagram to stay informed.
 - 3. **Volunteer!**
 - a. Assist with events and fundraisers, be a classroom volunteer, etc.
 - 4. **Join a Committee or Become a Board Member!**
 - 5. **Attend Association Meetings!**
- iv. Remember, *"If not you, who? If not now, when?"*
- v. Your child will appreciate your help. We look forward to your continued support and involvement with our activities throughout this year.
- vi. Contact us through social media or email us at delsurptsa@gmail.com
- vii. **Student Activities-PTSA**
 - 1. Annual fundraisers are conducted to raise funds for student projects, activities, dances and sports programs.
 - 2. School pictures are taken by a professional photographer each year and sold to students.
 - 3. These pictures are used for the school yearbook and Student ID cards.

p. Attendance and Activities

- i. Students must attend the full day of school on the day of an activity (dances, sports, etc.) to be eligible to participate in the activity, providing the student maintains grades as well as merits to be eligible also.
 - 1. Example: If a student is absent on the day of a dance the student will not be allowed to attend the dance.
- ii. **Dances and other extracurricular activities must be paid for in cash. Checks will not be accepted.**

q. Lost & Found

- i. Lost articles are kept in a designated "lost and found" area.
- ii. If you have lost clothing or personal possessions, check the lost and found.
- iii. Lost and Found will be donated throughout the year.
 - 1. Notices will be given out prior to donating.

r. Student Possessions

- i. Any article which might cause damage, injury, embarrassment, disruption of the school program, or be of any nuisance should be left at home.
 - 1. Examples of such items are:
 - a. Glass drink containers, coffee mugs, energy drinks, coffee drinks, personal technology with or without access to the internet, radios, tape recorders, speakers, or any other electronic devices are not permitted, per district policy.
 - b. All privately owned audio equipment, and personal athletic equipment are not permitted at school.

- c. Cell phones and personal technology devices must be turned off and put away, **not in pockets**.
- d. Please note that if your student brings any device to school, the school is not responsible for any lost, stolen, or broken device of any kind.
- e. Please discourage your student from bringing these items to school and/or loaning these items to friends as well.

s. **Accident Insurance**

- i. Low-cost accident insurance is available to students.
- ii. Contact the front office for more information.

III. **PICK-UP and DROP-OFF:**

a. **Morning Drop-Off Procedures:**

i. **7:15AM-7:45AM**

- 1. **Kindergarten Gate:** Drop them off at the front gate by the office, NOT in the office or at their classroom door.
- 2. **H and 90th:** Front of the school.
 - a. Parents may park on H and 90th, walk their student, and utilize the crosswalk. Parents can walk their children to the front door of the office.
 - b. Drop them off at the front gate by the office, not in the office or at their classroom door.
- 3. **Turnaround Area:** Located west of the school library on Ave H.
 - a. This is a horseshoe drop off area.
 - i. You enter through the east gate and exit through the west gate.
 - ii. Please stay in a single file line and please be patient when you drop your child off.
 - iii. Please pull all the way forward, closest to the 2nd gate when you drop off your students, a staff member will assist your child as needed.
- ii. **Stopping to drop-off your student(s) in front of the office walkway is prohibited due to safety concerns.**
 - 1. **This action creates a dangerous situation for students, unnecessary traffic blocks, and does not follow traffic laws.**
- iii. Cars are not permitted to park in the bus loading area for student drop off.
- iv. **90th Street gate is not open for AM drop off.**

b. **Afternoon Pick-Up Procedures:**

- i. **Regular Day Dismissal: TK/K- 1:45PM and 1st-8th- 1:55PM**
- ii. **Minimum Day Dismissal: TK/K- 12:45PM and 1st-8th- 12:55PM**
 - 1. **90th Street Gate:** Upper Grades and Lower Grades: Students may be picked up at the designated 90th Street Gate.
 - a. Parents MUST park, turn off their car, and walk up to receive their student.
 - b. **No students will be released through the gate unless a parent/guardian is standing at the gate.**
 - 2. **Turnaround:** This is located west of the school library on Ave H.

- a. This is a horseshoe pick up area.
 - i. You enter through the east gate and exit through the west gate.
 - ii. Please stay in a single file line and please be patient when you pick-up your student.
 - iii. Please pull forward closest to the 2nd gate when picking up your student(s), a staff member will assist your child as needed.
 - b. **Students will NOT be released through the turnaround gates due to safety reasons.**
- 3. **Kindergarten Rose Garden Gate:** Located along 90th Street West
 - a. ONLY Kindergarten students will be released through this gate.
- iii. Cars are not permitted to park in the bus loading area for student pick up.
- iv. **ONLY TK Students will be released through the front walkway doors.**
- c. **Late Pick-up Procedure**
 - i. Please note there is no supervision after school.
 - ii. Children that are picked up after 2:00 will need to be signed out by an authorized adult on the child's emergency card.
 - iii. If the dismissal time is a concern, please call the Boys and Girls Club for after school care details, if you need after-school care.
 - 1. This is an on-campus program.
 - 2. Boys and Girls Club is in various classrooms until 5:30PM every day.

IV. INTER-DISTRICT TRANSFERS

- a. For the academic year, the following policy regarding Inter-District Transfers will be utilized:
 - i. We will be happy to accept the parent's request for an Inter-District Transfer, but due to overcrowding within the District, there is a strong possibility the request will not be approved.
 - ii. The parent may submit their request during the enrollment period to the Educational Services Department.
 - iii. The Educational Services Department will contact the school to confirm class sizes and make a determination regarding acceptance or denial at that time.
 - iv. If you have any questions regarding this policy, please contact Educational Services at 661-722-0716.
- b. Under Administrative Regulation 5117, an Inter-District Transfer may be revoked by the district or LEA for one or more of the following reasons:
 - i. Excessive truancy
 - ii. Continual disruption of the educational program
 - iii. Does not maintain satisfactory attendance
 - iv. Citizenship or scholarship
 - v. Failure to notify the school of a change of address
 - vi. Fraudulent registration and address
 - vii. When it is determined that that actual facts supporting the issuance of an Inter-District Permit are either false or are no longer in effect
- c. **At any time during the school year staff may contact parents to notify them that their child's transfer is being revoked.**

V. COMMUNICATION

a. ParentSquare

- i. ParentSquare will allow important information to be dispersed to educational partners via their application, telephone, and email.
- ii. This information may consist of any school activities that pertain to your student's academic experience at Del Sur Senior Elementary School.
- iii. You will need to download the ParentSquare Application on your phone.
- iv. The Principal of Del Sur distributes weekly messages to keep everyone informed.
- v. Additionally, you may check the Del Sur Senior Elementary School webpage for information.

VI. CAMPUS CONDUCT

a. Entering the Office

- i. All students need to have a pass to come to the office, except in cases of dire emergency.
- ii. When students come to the office, they must check in with the secretary or clerk.
- iii. Students are not permitted beyond the office counter without permission.

b. Passes

- i. When leaving a classroom, a student must have a pass showing his/her expressed permission to be out of class.
- ii. The pass also needs to be signed by the person in charge of the room.
- iii. This includes students who may be summoned to another location on campus, ie. the office, counselor, speech pathologist, etc.

c. Office Telephone

- i. The telephone in the office is for **EMERGENCIES ONLY.**
 1. Leaving homework at home, forgetting materials, or getting permission to visit a friend after school does not constitute emergencies.
 2. Please make special transportation arrangements for the day in advance.
 3. **Personal Technology Free Campus: They are to be off and put-away in the student's backpack at ALL times.**

d. Cell Phones, Digital Cameras, and ALL Electronic Devices

- i. *The Board of Education at Westside Union School District has the obligation to ensure a safe, secure, and orderly campus that provides the opportunity for all students to learn.*
- ii. At each school, students have the right to learn and teachers have the right to teach.
- iii. To ensure that these obligations are met, WUSD Board Policy states:
 1. Cell phones, including those with any image capturing capabilities, are to be, **powered off and put away**, not in pockets, while on school grounds. These devices may only be

used with the permission **and** in the presence of an administrator or designee.

2. Video recording and taking pictures is prohibited on campus as it may be considered against the law (exception: unless with permission of a staff member for school purposes only).
 3. If the personal device is not **"powered off and put away"**, the school employee shall confiscate it and turn it over to an administrator or designee who will release the device to a parent or guardian only.
 4. Possession of cell phones at after school activities or extracurricular activities will follow the same policy of **"powered off and put away"** and will only be allowed with permission **and** in the presence of an administrator or designee or parent/guardian present at the activity, as long as it does not cause a disruption to the activity.
 5. A student who violates this policy may be prohibited from possessing any personal technology at school or school-related events and may be subject to site disciplinary action.
 6. All other electronic devices, such as, but not limited to: **Smart Watches, iPods, other digital music devices, and cameras are prohibited at all times.**
 - a. If any student is found in possession of any such device, it shall be confiscated and the student will be subject to the school disciplinary policy.
- iv. In keeping with this policy, the Del Sur Administration will be issuing consequences for student violations on school grounds:
1. Cell Phones and other personal electronic devices that are confiscated are given to the office and will be returned to the listed parent/guardian of the student at the end of the school day.
 2. Students on a merit system may lose merits for violating the cell phone/personal technology policy.
 3. Middle School students may also be assigned detention.
 4. Repeat offenses will result in a meeting with parent/guardian, administration, student, and staff member to place the student on a Behavior/Cell Phone/Personal Technology Contract.

ALL CELL PHONES AND PERSONAL DEVICES NEED TO BE:

POWERED OFF AND PUT AWAY IN BACKPACK

DO NOT USE CELL PHONES UNTIL YOU ARE OUTSIDE OF THE SCHOOL GATES, THIS INCLUDES AFTER SCHOOL DISMISAL.

e. Interruptions

- i. In order to limit interruptions and stay focused on instructional time, the Del Sur staff follows these guidelines:
 1. We will not make deliveries to the classroom.
 - a. Please send lunches, snacks, band instruments, homework, and jackets with your child in the morning.

- b. In the event you forget, your child may check the office to see if you brought in the item during their break and recess.
- c. Access will not be granted to deliver any items nor will the Del Sur staff be responsible for delivering items.
- d. NOTE: If you bring anything to the office for your child, please make sure it is clearly labeled with your child's name, room number and teacher's name.
 - i. The office is not responsible for unlabeled items.
 - ii. ALL personal lunch boxes, totes and water bottles should be labeled with your student's first and last names, and teacher/room number.
- 2. Due to the safety of your child, we cannot make changes as to how your child is getting home or who is picking them up over the phone.
 - a. Constant messages to the classroom interrupt instructional time.
 - b. Please send a note with your child in the morning so the teacher is aware of any changes.

No interruptions for early pick-up will be made after 1:30pm since students are beginning to prepare to leave at this time and teachers are supporting this process.

f. Wellness Policy

- i. The Westside Union School District is committed to supporting and reinforcing student wellness. California Education Code § 49501.5 requires public schools to provide every student who requests one with a nutritionally adequate breakfast and lunch each school day at no cost.
 - 1. To protect this important benefit, schools must comply with applicable state and federal nutrition standards, competitive-food requirements, and local wellness policies.
 - 2. Repeated or serious violations may result in the California Department of Education withholding School Nutrition Program reimbursements until the violations are corrected.
 - 3. Accordingly, fast-food and third-party food deliveries to students during the school day are not permitted.
- ii. One of the goals of the district is to align the types of foods/treats provided to students with the wellness policy developed by the State of California.
- iii. The Del Sur staff has implemented changes at the site regarding birthday treats and classroom parties.
 - 1. **Please DO NOT provide sweets such as cakes, cookies, cupcakes, candy, etc.**
 - 2. Specialty treats or food items will only be allowed for pre-planned and approved classroom parties or events, held NO MORE than ONCE per month.
- iv. Birthdays are a special time for each student.
 - 1. If you would like to provide something special for your child, please consider items such as **pencils, erasers, stickers, or other favors instead of food.**
 - 2. If you have worked with the classroom teacher to schedule and provide a store bought and wrapped birthday treat for your student's class, **in**

compliance with Child Nutrition Policies, the treat may ONLY be distributed AFTER LUNCH, and must be a healthy option.

- a. Please take into consideration these allergens: milk, eggs, fish, Crustacean shellfish, tree nuts, peanuts, wheat, and soybeans.
 - b. Consider more healthy choices such as vegetables and fruit trays, popcorn, crackers and cheese, pretzels, Rice Krispie Treats, or granola bars.
3. To safeguard the health and safety of students, please note the following concerning food items brought onto campus:
- a. **No food prepared or stored in a private home shall be used, stored, served, offered for sale, sold or given away in school to students.**
 - b. **Treats or snacks provided by teachers, parents, PTSA's or other organizations to students must be commercially processed and wrapped to prevent the possible spread of bacteria or germs.**
- v. Such items could be sent to school with your student for the teacher to distribute at the appropriate time.
- vi. **PLEASE HAVE AUTHORIZATION FROM YOUR STUDENT'S TEACHER REGARDING DATES AND TIMES FOR A CELEBRATION.**
1. This will enable our classrooms to receive fewer interruptions and maximize instructional time.
- vii. The purpose of this policy is to instill healthy habits for all of our students.
1. We appreciate your continued support in working towards the growth of healthy minds and hearts.
 2. If you are **DROPPING OFF** items for a **preplanned and teacher approved celebration**, in the office, for your child's classroom please make arrangements to contact your child's teacher through the ParentSquare application.
 3. Our office staff **WILL NOT** interrupt classroom learning for deliveries, drop-offs, and announcements as learning is our number one priority.

g. Tobacco Free School District

- i. The Westside Union School District recognizes that the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff.
- ii. Tobacco Use is **prohibited at all times on all district property, owned, leased or rented, and in all district vehicles.**
 1. This policy applies to all employees, students and visitors.
 2. Any violation of the policy will result in disciplinary action, up to and including suspension.
- iii. Smoking or use of any tobacco related products and disposal of any tobacco related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground as stated in Board Policy AR 3513.3

h. School Property and Vandalism

- i. Textbooks, library books, and other school property are for student use.
- ii. Students are responsible for doing their part to maintain their assigned property, as well as the buildings and grounds, in a manner that will make all of us proud of our school.
- iii. Library books may be checked out and taken home.
 - 1. Students are responsible for returning them on time.
 - 2. All lost or damaged books must be paid or replaced by the student to whom they are assigned.
- iv. Vandalism will be regarded as a serious offense.
 - 1. Parents of students will be held responsible for damaged property and required to pay for repairs or replacement, in addition to disciplinary action.

i. School Supplies

- i. Please see your child's teacher for specific student requirements or donations he/she may need.
 - 1. All students in grades K-2 will utilize Nicky Folders for school-to-home communication and organization.
 - 2. All students in grades 3-8 will be issued a student planner at no charge.
 - a. The planner will be used to record daily assignments, upcoming projects, school events, and other organizational information.
 - b. Teachers in grades 3-8 will conduct daily planner checks. Families are encouraged to review planners regularly to support organization and home-school communication.
 - c. There will be a \$5.00 charge if a student loses the planner and needs a replacement.

j. Assemblies

- i. Throughout the year, assemblies will be held for:
 - 1. Academic Awards
 - 2. Citizenship Awards
 - 3. ACE Awards
 - 4. Special Award Assemblies
 - 5. PTSA sponsored assembly opportunities for Del Sur students

VII. K-8th GRADE PHYSICAL EDUCATION PROGRAM

a. Elementary Physical Education Program

- i. Elementary students: Kindergarten through 5th Grade
 - 1. 2 Physical Education classes each week.
 - a. Please see your child's classroom teacher for the days and times.
 - b. Please send your child in appropriate shoes and clothing on their P.E. days.
 - c. Please send your child with a water bottle on P.E. days.
 - d. **All doctor's notes must be turned into the nurse and child's teacher that pertain to P.E. restrictions.**

b. Middle School Physical Education Program

- i. Middle School students: 6th through 8th Grade

- ii. Wearing appropriate Physical Education clothes to PE class is part of a student's daily grade.
 - 1. The Physical Education program requires students to change into their Physical Education clothing which can be from the following options:
 - a. Del Sur themed Physical Education uniforms
 - i. Available, but not required, at a cost for shirt and short set from the front office.
 - b. Gray or black shirt and blue or black shorts/sweatpants.
 - 2. Non-suits and half-suits will reflect in a student's grade.
 - 3. Students shall change into P.E. clothes for class and change out of them after class.
 - 4. During colder weather, sweats may be worn.
- iii. Combination locks are checked out to students in the locker rooms.
 - 1. Replacement cost for lost locks is \$7.00 (cash only).
 - a. **For emergency purposes, personal locks are not allowed.**
- iv. Oversized backpacks will not fit in lockers, and should not be brought to P.E.
- v. For health and safety reasons, aerosols and glass are prohibited in locker rooms.
- vi. Written examinations are a regular part of Del Sur's Physical Education Instructional Program.
- vii. Students may be excused from some physical education activities (up to 3 consecutive days, not class periods) with a written note from their parents.
 - 1. **All written notes need to go to the School Nurse.**
 - a. **For longer periods, a doctor's note is required. Students will be expected to participate to the greatest extent possible, and the instructor will accommodate the injury/illness specified in the note.**

VIII. SCHOOL SERVICES

a. School Nurse/ Health Clerk

- i. School health services are currently provided to all students and parents will not be charged by this program. Students will not be denied services they require to attend school, and parents will never be billed for services by the school district.
- ii. The district nurse will be available on campus on a regularly scheduled basis.
 - 1. The district nurse will conduct student health services, such as vision and hearing and scoliosis screening tests.
- iii. The Health clerk is on campus daily.
- iv. Westside Union School District participates in cooperation with the California Departments of Health Services and Education a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services (such as hearing and vision screenings, health assessments) provided to eligible students at school.
 - 1. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the District's billing agency.
 - 2. These records will be forwarded in a confidential manner.
 - 3. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed

inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act).

v. Please note the following Health Office Notifications:

1. No crutches on campus without a doctor's note or ER note documenting treatment.
2. Pediculosis is "excused" for 5 calendar days.
3. Notify the Health Clerk or School Nurse about attendance concerns BEFORE the student is referred to SARB – student may have a chronic health condition or need Home Hospital.
4. Chickenpox Outbreak ≥ 5 cases in 3 weeks (one incubation period)
5. P.E. excused by parent: 3 consecutive P.E. days only.

b. Medication

- i. The following procedures will be followed if it becomes necessary for your child to take medication during school hours.
- ii. In order to properly and safely assist your child with medication when necessary at school, the following must be done:
 1. The form "Request for Medication to be Taken During School Hours" (forms available upon request) must be completed and signed by the physician and parent.
 2. The medication (provided by the parent) must be properly labeled by the pharmacist.
 3. Parents must deliver the medication to the school.
 - a. **No medication may be brought to/from school by pupils.**
 4. The same procedure applies for non-prescription (over the counter) medication, such as vitamins, cold medications, inhalers, and aspirin.
 - a. Or, if more convenient, parents may come to school and dispense the medication themselves.
 5. **PLEASE NOTE:** Usually, it is possible to work out a schedule with your physician to administer the medication at home before and after school, rather than during the school day.
 6. Any questions, please contact the Health Office at 661-942-0488

c. Illness or Injury at School

- i. Please be sure that we have an **ACCURATE** address and phone number where you may be reached during the school day.
- ii. Should your child become ill or injured during school, it will be necessary for us to contact you immediately.
- iii. For your child's protection, it is also necessary that you provide us with the names of local alternate persons to contact in the event we are unable to reach you.
- iv. It is important for this information to be current at all times.
- v. Remember, our ability to contact someone immediately may be the difference in obtaining appropriate medical care for your child.

d. School Counselors

- i. School counselors support student growth in the areas of academics, career, and personal/social development.

- ii. These services may address a variety of topics such as: friendship problems, goal setting, academic progress, study skills, bullying, self-esteem, working with others, decision making, managing/understanding feelings, peer relationships, career exploration, social skills, etc.
- iii. It is important to establish respect and trust with students, therefore student confidentiality will be respected, with possible exceptions to high-risk behaviors, harm to self or others, or neglect requiring immediate outside services and/or law enforcement.
- iv. Counseling services can be delivered in a variety of formats such as one-on-one, small group, classroom sessions, and/or large settings.
- v. School counseling services are provided on an as needed basis throughout the school year, however these services are not intended as clinical therapy.
- vi. School counselors can assist parents with understanding the developmental changes of childhood, facilitating collaboration between parents and teachers, and providing community resources.
- vii. Please contact the school if you would like to refer your student for counseling services.

e. Psychological Services

- i. Students may be referred for diagnostic testing and services.
- ii. The Westside Union School District uses the Student Study Team/Child Study Team process to examine a variety of student concerns.
- iii. A school psychologist and IEP (Individualized Educational Plan) Team determines if a student is eligible for Special Education services.

f. Resource Specialist Program (RSP)

- i. The RSP Teachers and RSP Instructional Assistants provide support services on a pull out or a push in model, for those students who are found eligible and based on a qualifying student's IEP SAI service minutes.

g. Special Services for Preschool Students

- i. Children of preschool age who are experiencing delays in speech, language or other areas may be eligible for public school services.
- ii. These services may include speech/language therapy and/or special preschool classes.
- iii. For more information call Educational Services at 661-722-0716.

h. 504 Guidelines

- i. In the event a student who has an identified disability within the meaning of Section 504 of the Rehabilitation Act of 1973, the district will promptly convene a meeting to discuss eligibility and if eligible, develop an individual 504 plan designed to ensure that the student is able to successfully access the grade-level curriculum.
- ii. The plan will be developed by staff knowledgeable regarding the educational needs of the student and the parent(s) or legal guardian.

Student Rights and Responsibilities

Rights of Students:

- To attend school and classes unless removed under due process as specified in the Education Code and district rules.
- To be informed about school and district rules and regulations pertaining to students.
- To receive appropriate educational programs designed to meet his/her individual needs and challenge his/her abilities and talents.
- To attend school in an academic and social climate that is free from fear and violence and inappropriate disruptions.
- To receive fair and reasonable treatment from those who are responsible for enforcing standards of student conduct.

Responsibilities of Students:

- To comply with the regulations, pursue the required course of study, and listen to the authority of the teachers/staff of the school.
- To know and obey school rules and regulations.
- To punctually and regularly attend assigned school classes.
- To be prepared to work in class with materials needed and assignments
- To deliver correspondence between school and parents such as progress reports, report cards and notices.
- To respect the rights and property of others, including the right to learn.
- To conserve, enhance and maintain the appearance of school buildings and grounds, school equipment and instructional materials.
- To maintain personal standards of dressing and grooming appropriate to class and school activities as stated in the Westside Union School District Dress Code Policy.
- To comply with regulations requiring students to stay off any other campus while that school is in session or having an approved school function.
- To practice self-control at all times.
- To ask for help with problems when needed.

Student Expectations for All Classrooms:

- Arrive on time for class with all necessary materials.
 - Arrive no later than 7:40am.
 - Follow the unified dress code rules.
 - Listen to and follow directions of the teachers.
 - Get involved in class activities and do your best.
 - Show respect to others in the room and their property.
 - Treat school property with respect.
 - Complete assignments on time.
 - Do not disrupt the teacher's teaching or other students' learning.
 - Stay in control of your behavior; know that you are responsible for your behavior.
 - No eating or gum chewing.
-

Students' Due Process Procedure:

The administration and faculty at Del Sur will continue to assist your child to make positive decisions both in and out of the classroom. To ensure your child a successful experience the following basic procedures will be implemented:

- Students will be made aware of the types of behavior that are not acceptable in a discipline assembly.
- Del Sur Middle School utilizes a merit system.
 - Merits may be lost for class/school rule violations.
 - Students who keep 100/200 merits may participate in a 100/200 Merit Activity held at the end of each semester or one at the end of the year.
- When a student exhibits inappropriate behavior the teacher may remind the student of the rule at that time and have the student practice, however chronic violations may result in an office referral.
- Parents/guardians of students receiving office referrals will be notified of consequences by administration.
 - Teachers will communicate classroom consequences with parents.
- Continued behavior may result in school consequences that may include reflective recess, detention/campus clean up, Saturday school, suspension, and/or recommended for expulsion.

Academic Achievement

It is our goal that all students achieve standards appropriate for each grade level of attendance. Therefore, it is imperative that parents, teachers, & students work together towards that goal.

- Academic Standards
 - All students are expected to meet the minimum standards of academic achievement set by our School Board of Trustees.
 - Middle school students are expected to maintain a minimum overall GPA of 2.0 with no “F’s” for each semester.
 - Students who do not meet these criteria will have to take part in credit retrieval.
 - **These students will be ineligible for athletic teams, school dances, promotion activities, and other school activities.**
- Retentions
 - The parents of students not working up to grade level standards will receive letters of possible retention in the current grade level.
 - The letter will address academic & behavioral concerns, as well as what needs to take place to avoid retention.
 - Students who have not achieved at a satisfactory level by the end of the school year, through their own efforts or through interventions (such as tutoring, intersession school &/or summer school) will be retained.
 - Following Board Policy, a student who does not meet grade level standards may be retained once in grades K-2, one time in grades 3-5, and one time in grades 6-8.
 - A student who does not meet grade level standards may not be eligible to participate in end-of-the-year activities.

Report Cards and Progress Reports

Westside Union School District uses standards-based grading in grades K-5 and traditional grading in grades 6-8. Sixth grade is part of Del Sur's middle school program. Please see both grading descriptions below.

- Grades will be issued at the end of each semester.
- Progress reports are available at the end of the 1st and 3rd quarters.
- Grades will also be available through PowerSchool and a report card/progress report will either be mailed or sent home with your student.
- Grades can be interpreted as follows:

Middle School Traditional Grading System

Grades 6-8		Middle School (6th-8th) Citizenship (Based on Merits)	
A = Outstanding	4.0	100 – 95	A
B = Good Progress	3.0	94 – 85	B
C = Satisfactory Progress	2.0	84 – 75	C
D = Unsatisfactory Progress	1.0	74 – 65	D
F = No Progress	0.0	64 – 0	F

- **Grade Point Average (GPA)**
 - Grade Point Average is an average of all the grades earned by a student each semester:
 - A = 4 points
 - B = 3 points
 - C = 2 points
 - D = 1 point
 - F = 0 points
 - The GPA is the total number of points divided by the number of classes.

Standards-Based Report Cards Grades Kindergarten through 5th Grade

The Westside Union School District Board of Trustees is absolutely committed to providing a safe, distinguished and engaging learning environment that ensures all students learn to their highest potential.

- The board has asked Westside's Educational Services Department to design a grade reporting tool which:
 - Reflects progress and mastery of content standards
 - Is predictable and understood by parents and third parties
 - Has non-academic factors graded separately
 - Is not an overwhelming task for teachers.
- The progress and report card will provide more information about specific learning targets, as well as reflect how your child is progressing towards mastery of the Common Core State Standards:

4 = Exceeds	3 = Meets	2 = Progressing	1 = Not Meeting
<i>Demonstrates superior understanding of grade-level standards</i>	<i>Demonstrates and applies knowledge of grade-level standards</i>	<i>Demonstrates partial understanding of grade-level standards</i>	<i>Demonstrates minimal understanding of grade-level standards</i>
<i>Exceeds requirement for grade-level standards</i>	<i>Meets requirements for grade-level standards</i>	<i>Beginning to meet requirements for grade-level standards</i>	<i>Seldom meets requirements for grade-level standards</i>
<i>Consistently applies and extends learned concepts and skills independently</i>	<i>Consistently applies learned concepts and skills independently</i>	<i>Requires some extra time, instruction, assistance and/or practice</i>	<i>Requires an extended amount of time, instruction, assistance and/or practice</i>

Academic Honors

- The Principal's List is a distinction awarded to students in grades 6 through 8 who maintain at least a 3.75 GPA in any semester.
- Students who achieve a 3.50 to 3.74 are placed on the Honor Roll.
- These students will receive special recognition at an awards presentation at the end of each semester.
- Westside Scholar: This award is issued to students who meet or exceed standards in English Language Arts or Mathematics as determined by the annual California Assessment of Student Performance and Progress.
- Many opportunities exist for students who wish to be involved in more challenging scholastic programs.

Standard Based Grading Honors

- Westside Scholar: This award is issued to students who meet or exceed standards in English Language Arts or Mathematics as determined by the annual California Assessment of Student Performance and Progress.
- Content Achievement Award: This award is issued to students who demonstrate mastery of standards in any one content area including College and Career Readiness.
 - This achievement is awarded by the classroom teacher.

A.C.E. (Academic, Citizenship, and Effort) Awards and Personal Best

- Every semester six students from each classroom in grades Kindergarten through 5th Grade will be recognized for their academic, citizenship, and effort.
 - This honor will be based upon the student's academic achievement as well as citizenship and effort in class.
 - Awards will be presented in an assembly.

Eighth Grade Promotion

The Board of Trustees for the Westside Union School District requires students to maintain a 2.0 GPA with no F's each semester of the student's 8th grade year.

- Students who do not maintain a 2.0 GPA/No F's will be at risk of being retained and will be required to attend the school sponsored intervention program.
- Students that fail to meet this requirement on any formal report period will lose eligibility for extracurricular activities.

- In addition, eighth grade students will not be allowed to participate in promotion dance/activities if they have less than 80 merits.

Parent Conferences

During the year, you will have the opportunity to attend a formal conference with your child's teacher to discuss his/her report card and school progress in October.

- Notification as to times and location of conferences will be sent home with students in early October.
- If you have questions at any other time during the year, please call and make an appointment with your child's teacher to discuss your concerns.
- Conferences are available upon request.
 - Conferences with parents and school staff are encouraged during conference days or on request, to discuss prior academic achievement or concerns related to behavior.
 - Parents/guardians are encouraged to schedule conferences as questions or concerns arise.
 - Communication is essential to student success.
 - If you have concerns regarding your students' performance, please call the school to leave a message with your child's teacher or message your student's teacher via ParentSquare.
- Requests to schedule time to meet with the principal, vice-principal, or counselor may be made by students, parents, or school staff.
 - They may advise students about such things as school-related issues and problems, disciplinary problems, class schedules, personal concerns, testing or general school adjustment.

Middle School (6th-8th Grades) Merit & Assertive Discipline System

To help your student have a meaningful and successful year at Del Sur Senior Elementary School, we implement a merit and assertive discipline system.

- Students begin with 100 merits each semester.
 - Merits are lost as consequences for violations of school rules.
- Parents are an important asset to the merit & assertive discipline system.
 - Praise and encourage your son or daughter when they maintain good citizenship.
 - We encourage you to call for a conference with your child's teacher(s) whenever you receive notification your child is seen by an administrator and loses merits or your child is continuously losing merits.
- Also, please be aware of the strong stance on harassment, smoking, and that drug or alcohol related incidents may result in suspension and could result in a referral for expulsion.
- Merits may be earned back through the Dragon Scales System where 3 Dragon Scales earns 1 merit back. If a student has 100 merits, they are invited to turn in their Dragon Scale to spin the prize wheel during Friday Lunch.
- Students maintaining 100/200 merits will be treated to special reward activities at the end of each semester or one bigger activity at the end of the school year.
- Students who drop below 80 merits will lose their privileges to extracurricular activities.
- The Del Sur Middle School citizenship grade guidelines are as follows:
 - 95 – 100 merits = A
 - 85 - 94 merits = B
 - 75 - 84 merits = C
 - 65 - 74 merits = D
 - 0 - 64 merits = F

Middle School (6th-8th Grades) Extra-Curricular Activities

- Eligibility Requirements for Middle School Extracurricular Activities
 - Minimum requirements for participation in any extra-curricular activity, which includes after school or off-campus, are based on criteria determined quarterly based on:
 - The student must be passing all classes with a 2.0 GPA and no “F”s.
 - The student must maintain a citizenship grade of 80 merits or more.
 - Students must be enrolled in the regular, full day of classes at Del Sur.
 - Students must have attended a full day of classes on the day of the activity.
 - Students with more than 3 absences in any class per quarter may not be permitted to participate in extra-curricular activities such as sports, dances, field trips, etc.

Student Government-ASB

Del Sur student activities are governed and planned by a Student Council consisting of a student body advisor, elected officers, and classroom representatives. All decisions of the Student Council are subject to final approval of an administrator. Students will meet during school. Mrs. Compton is the ASB advisor.

Dances

We have scheduled several dances for middle school and elementary grade students this year.

- All dances will be held in the school cafeteria or gym.
- Students must meet academic and citizenship requirements.
- Additional disciplinary considerations may preclude a student attending non-academic events.

Sports Programs

Del Sur offers an inter-district athletic program for boys and girls in grades 6th through 8th including:

- Volleyball, Cross-Country, Flag Football, Soccer, Basketball, and Track/Field.
- **Any student who is on academic probation or has unsatisfactory citizenship (fewer than 80 merits) is ineligible to compete or try out.**
- Report cards for the last official reporting period will be used for eligibility for try outs and participating in games.
- **Students with more than 3 absences in any class period per quarter may not be permitted to participate in the sports program.**

California Junior Scholarship Federation (CJSF)

This is a developing honor society that will be available to 6th through 8th grade students.

- When the bylaws and applications have been approved by the CJSF Society, students will need to apply for acceptance based on academic achievement and citizenship for each semester

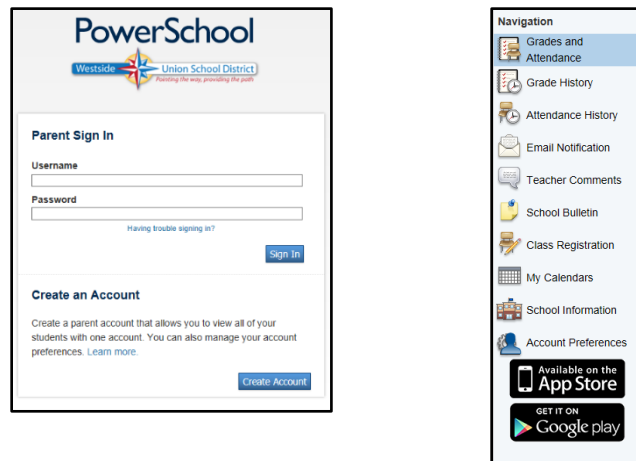
Eighth Grade End of the Year Celebration Activity

- This is a special day for promoting students!
 - Del Sur students will join other middle school students for a fun celebration.
 - To qualify, students need to meet minimum district graduation requirements and maintain a minimum of 80 merits.

PowerSchool

Westside Union School District uses PowerSchool as their student information system, which can be accessed 24/7 via the internet during the school year.

- Once your child is enrolled, you will create an account that will give you access to information including assignments, grades, dates of absences and tardies, and teacher email addresses.
- Communication between parents and teachers is very important to student success and PowerSchool enables parents to better participate in their child's progress and attendance throughout the school year.
- The following information is basic guidelines to get you started once you have your PowerSchool information.
 - If you've already created an account, you do not need to create another one, just log on via the Parent Portal.
- To create an Account:
 - Logon on to www.westside.k12.ca.us
 - Click on **PowerSchool** then **Parents**
 - Select **Create Account**, and follow the online directions to set up your account.
- Accessing Student Information
 - Once logged in, you will see a menu bar on the left of the screen like this:



- Navigate between screens to access information on your child, for example by selecting **Grades & Attendance**, you will see a screen similar to the example below. Words and numbers appearing in blue are hyperlinks, clicking on them will give you additional information.

Attendance By Class																						
Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Absences			Tardies	
	M	T	W	H	F	M	T	W	H	F								Q4	13-14	Q4	13-14	
P1(A)	-	-	-	-	-	ILL	-	-	-	-	Social Studies-8th Gomez, Elise-Marieke - Rm: 110	B 85	A+ 97	A- 91	B+ 89	A- 90	A- 90	2	2	0	0	
P2(A)	-	-	-	-	ILL	-	-	-	-	-	Science-8th Lister, Dale - Rm: 115	A 93	A+ 98	A+ 100	A- 91	A 95	A- 92	2	5	0	1	
P3(A)	-	-	-	-	-	ILL	-	-	-	-	Language Arts-8th Johnson, Laura - Rm: 506	A 94.96	B+ 89.08	A- 92.07	A+ 97.11	A+ 100	A+ 97.82	2	2	0	0	
P4(A)	-	-	-	-	ILL	-	-	-	-	-	Physical Ed Anderson, Janet - Rm: GYM A	A 96	B+ 88	A- 92	B+ 87	C+ 79	B 84	2	5	0	0	
P5(A)	-	-	-	-	ILL	ILL	-	-	-	-	Advisory - 8 Oman, Larry - Rm: 109	0	--	0	--	--	--	4	7	0	0	
P6(A)	-	-	-	-	ILL	ILL	-	-	-	-	Lunch - 8 Kruizinga, Kristin - Rm: Cafeteria	0	--	0	--	--	--	4	7	0	0	
P7(A)	-	-	-	-	-	ILL	-	-	-	-	Computer Lab Hendrix, David - Rm: 121	-	--	-	A+ 100	A+ 98	A+ 99	2	2	0	0	
P8(A)	-	-	-	-	ILL	-	-	-	-	-	Algebra Oman, Larry - Rm: 109	B 84	B- 81	B- 82	B 84	C+ 79	B 84	2	5	0	0	
P9(A)	-	-	-	-	ILL	ILL	-	-	-	-	Citizenship-8th Oman, Larry - Rm: 109	A+ 100	A+ 100	A+ 100	A+ 100	--	A+ 100	4	7	0	1	
Attendance Totals																		24	42	0	2	

- You can set up your account to receive emails automatically by selecting Email Notification. For on the go, download the **PowerSchool for Parents** App from the App Store or Google play.
- When you are done in PowerSchool, select **Sign Out**. As with all systems, please protect and safeguard your logon information.

Campus Wide Class Rules and Expectations

The Board of Education of Westside Union School District has the obligation to ensure a safe, secure and orderly campus that provides the opportunity for all students to learn. At each school, students have the right to learn, and teachers have the right to teach.

Class Rules

- Vary from class to class, but the following are examples:
 - Respect other people and their property.
 - Be prepared to participate in all activities.
 - Raise your hand when you need to share information or ideas.
 - Be in your assigned area.
 - Follow directions the first time they are given.

Classroom Consequences

- 1st offense: Verbal warning, reminders or prompting.
- 2nd offense: Classroom Consequence(s)/Reflective Recess
- Repeat offenders: Classroom or School Consequence(s) and Parents/Guardian communication (call home or note in student planner), office referral warning.
- Severe offenders: Office Referral.

Specific School-Wide Rules

- Dress appropriately (see Unified Dress Code)
 - Student dress must be safe for the student and those around the student.
 - It must not be offensive, disruptive of school operations or the educational process, and it must not be contrary to law.
- Only leave class on legitimate business and with the approved student pass and/or signed planner.
- Do not bring any objects to school that are of no reasonable educational use, that are considered to be weapons or that tend to create a nuisance.
- Use or possession of any form of tobacco, alcohol, drugs, or related paraphernalia on campus is prohibited.
- No chewing gum on campus.
- No use of profane or vulgar language.
- No trading, selling or buying any goods or items with/from another student.
- Eat only in the designated areas and avoid areas identified as off limits for students during the lunch period.
 - Water is the only drink permitted outside of the lunch area.
- No inappropriate demonstrations of affection, including holding hands, kissing, and hugging.
- Fighting will not be tolerated, and offenders will have consequences.

- Let an adult know immediately if you are being threatened or harassed by another student or students.
- Observe the “hands off” policy at all times.

Standards of Student Conduct

A student attending Del Sur School may rightly expect that the faculty and administrators will maintain an environment in which there is freedom to learn. To maintain the appropriate conditions and opportunities in the classroom, on campus, on the bus and on the way home, students should practice good citizenship and exert an effort to benefit from the academic program.

- Student conduct is expected to conform to district and school rules and regulations. Violations of such rules and regulations will result in disciplinary action, including, but not limited to the following:
 - Detention(s)
 - Demerits
 - Parent contact (letter or phone)
 - Schedule modification
 - Behavior, attendance, or other Contract
 - Campus Clean-up
 - Parent conference
 - Loss of bus privileges
 - Students are expected to attend all detentions assigned.
 - Failure to attend detention may result in a loss of merits.
 - Failure to attend detentions may result in additional consequences such as Saturday School and loss of merits.
 - Excessive detention and no-shows may result in suspension and loss of merits.
- Counseling
- Loss of extracurricular activities
- Restricted lunch (time and place)
- Suspension
- Saturday School
- Campus Change
- Expulsion

Unified Dress Code

- **Footwear:**
 - All students must wear shoes at all times. Sandals are acceptable if they have a strap over the top and around the heel.
 - Crocs, slides, flip flops, and slippers are not allowed.
- **Tops:**
 - Shirts must not be low-cut, revealing, or show skin around the waist or midriff.
 - No backless tops or dresses.
 - No tank tops, spaghetti straps, or off-the-shoulder tops. Tank tops straps must be at least the width of an ID card (approximately 2 inches).
 - Sheer, ripped or see-through shirts/dresses must be layered with appropriate clothing underneath.
 - No undergarments should be visible.
- **Bottoms:**
 - Shorts and skirts should be at or below fingertip length, not rolled up, free of rips or holes, and must not be revealing.
 - Jeans and pants with rips are allowed only if the rips are no higher than mid-thigh and do not reveal any undergarments. Patches or clothing worn underneath rips must also comply with this rule. Holes can be no larger than an ID card.

- Pants must stay up without sagging. Belts should be no longer than 5 inches beyond the buckle, and pants waistbands should be no lower than the waist.
- **General Clothing Guidelines:**
 - Clothing must not feature inappropriate symbols, pictures, or slogans.
 - Pajamas, onesies, blankets, and similar items are prohibited.
 - Platform and high-heeled shoes are not recommended.
- **Accessories and Jewelry:**
 - Jewelry that poses a safety risk, such as spikes, gauges, or dangling earrings, hoop earrings is not allowed. Facial piercings with chains or hoops are also prohibited.
 - No gang-related items (e.g., jewelry, insignia, colors) are permitted.
 - Sunglasses must be removed indoors and stored in backpacks.
 - Hats, hoods, beanies, and bandanas should be removed upon entering the building. Scarves and hair rollers are not permitted.
- **General Appearance:**
 - Clothing, jewelry, or accessories that are obscene, sexually explicit, promote violence, drug use, tobacco, alcohol, or disrupt the educational process are not allowed.
 - Hairstyles or coloring should not distract from the learning environment.
- **Enforcement:**
 - All staff members are responsible for helping to enforce this dress code. Dress code violations may result in lunch detention, loaner clothing, and confiscation of inappropriate items.
- **In Summary:**
 - Student dress and grooming must be safe, clean, modest, and conducive to educational pursuits. Dress Code violations will result in students having to change immediately if clothing is available (change in backpack or PE clothing) and/or confiscation of inappropriate items.
 - Repeated offenders will receive additional school consequences:
- **DRESS CODE VIOLATIONS CONSEQUENCES**
 - Offense 1 – Warning and change of clothes.
 - Offense 2 – Campus Cleanup/Detention, change of clothes, and parent contact
 - Offense 3 – Loss of Merits, Campus Cleanup/Detention, change clothes, and parent contact

Reflective Recess/Detentions

- Reflective Recess assigned to students in violation of a classroom or school expectation, grades 1st through 5th attend during morning or lunch recess.
- Detentions assigned to students in violation of a classroom or school expectation, grades 6th-8th attend detention during lunchtime.
- Rescheduling of detentions should occur before the required detention.
- Continual refusal to attend assigned lunch detentions will result in increasing consequences such as after school consequences or Saturday school.
- Middle School Students will lose 5 merits after every 3 detentions that they serve.
 - Students will earn a Saturday School referral if they serve more than 6 detentions.

What is Bullying?

Bullying has become a catch phrase encompassing acts of poor behavior and/or aggression. California state law and educational code states behaviors considered to be defined as bullying must contain ALL FOUR of the following specific elements:

1. Behavior is carried out repeatedly and over time
2. Behavior is intended to harm or disturb
3. Contains a specific type of aggression (verbal, physical, psychological, cyber bullying)
4. Behaviors involve an imbalance of power

While not all inappropriate behaviors are classified as bullying, in Westside Union School District any incidences of inappropriate behavior will be addressed.

Bully Prevention Policy

Del Sur School believes that all students have a right to a safe and healthy school environment and have an obligation to promote mutual respect, tolerance and acceptance. Del Sur School will not tolerate behavior that infringes on the safety of any student.

- Bullying and hazing are serious matters.
 - **Bullying** is any mean or disrespectful behavior that is done on purpose to hurt someone physically or emotionally.
 - **Hazing** is any initiation into a team or group that may cause humiliation, physical or emotional harm.
- A student shall not intimidate or harass another student through words or actions.
 - Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.
 - Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.
- There are different types of bullying and misconduct including, but not limited to:
 - **Physical Bullying:** hitting, kicking, pushing or other unwelcome physical contact. *Serious physical bullying may be regarded as a criminal act, such as battery or assault.*
 - **Cyberbullying:** using electronic devices to embarrass, spread rumors, threaten or intimidate. This includes posting or sending inappropriate messages or images by text, cell phone or on social networking sites such as Facebook, Instagram or Twitter. *Sending nude or sexual images may be considered distribution or possession of child pornography, which is a crime.*
 - **Social Bullying:** leaving people out, rejecting, manipulating relationships, rating or ranking people, or trying to ruin the reputation of another.
 - **Verbal Bullying:** name calling, teasing, spreading hurtful rumors or gossip, making threats or rude noises. *All threats are taken seriously and may be reported to law enforcement.*
 - **Non-verbal Bullying:** posturing, dirty looks, stalking, damaging property, graffiti, making gang signs or other efforts to intimidate or pressure someone.
 - **Indirect Bullying:** getting someone to do something mean or hurtful to someone else on your behalf.
 - **Sexual Harassment:** any unwanted or demeaning behavior about someone's sex, sexual orientation, gender or gender identity or gender expression. *Sexual harassment may require additional investigation. (Even if I like the person, I must always be respectful.)*

- **Discrimination:** targeting someone based on their real or perceived race, color, national origin, religion, disability or medical condition, sex, sexual orientation, gender, gender identity or gender expression may be considered an act of hate and may be a crime.
- Del Sur School expects students, parents and/or staff to immediately report incidents of bullying to the principal or designee.
 - Each complaint of bullying shall be promptly investigated.
 - This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus and during a school-sponsored activity.
- To help ensure bullying does not occur on our school campus, Del Sur School will provide staff development training in bullying prevention. Students will participate in campus-wide bully prevention lessons which will take place during designated class times.

Del Sur School Parent Involvement Policy

The staff of Del Sur School recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.

- In order to engage parents/guardians positively in their children's education, the principal or designee shall:
 - Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students.
 - Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom.
 - Provide information about parent involvement opportunities through school, and the district's web site, and other written or electronic communications.
 - Develop mechanisms to encourage parent/guardian input on school issues and programs.
 - To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand.
 - Encourage greater parent/guardian participation by offering a flexible number of meetings and adjusting meeting schedules when practicable to accommodate parent/guardian needs.
- Build the capacity of the school and parents/guardians for strong parent involvement by:
 - Assisting parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children.
 - Providing materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.
 - Educating teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools.
 - Informing parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students.
- Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504) through such activities as:
 - Providing parents/guardians with information regarding ways to create an effective study environment at home and to encourage good study habits.
 - Encouraging parents/guardians to monitor their children's school attendance, homework completion, and television viewing.
 - Build consistent and effective communication between the home and school so that

parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504).

- Jointly develop with the parents/guardians of a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards.
- This compact shall address:
 - The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards.
 - Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time.
 - The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement.
 - Frequent reports to parents/guardians on their children's progress.
 - Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities.
- Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved.
- Involve parents/guardians in an organized, ongoing, and timely way in the planning; review; and improvement of school programs, including Title I programs; including the planning, review, and improvement of the school's parent involvement policy and the joint development of the school's Single Plan for Student Achievement.
 - If the school's Single Plan for Student Achievement is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district.
 - The principal or designee, jointly with parents/guardians shall annually review and update the school's parent involvement policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

Hotlines and Helplines

Emergency 911

General Crisis

Child Abuse Hotline
800-540-4000
Domestic Violence Hotline
800-978-3600
Safe Helpline (Military)
877-995-247
Military One Source
800-342-9647
LA County Suicide Prevention Center
877-7-CRISIS (727-4747)
National Parent Helpline
855-4A PARENT
Family University Foundation, Inc.
& Yes2Kids Parenting Classes
661-538-1846
Families in Action Cooperative Parenting
661-361-5222
Families United: New Beginnings
661-538-1099
Homeless Solutions Access Center
661-942-2758

Alcohol/Substance Abuse

Tarzana Treatment Center
661-726-2630
West Coast Drug and Alcohol
Education Program
661-951-8200
Substance Abuse Alanon/Alateen
661-274-9353

Mental Health

Mental Health Crisis Hotline
800-854-7771

Mental Health

Children's Bureau, Lancaster
661-949-0131
Palmdale
661-272-9996

Children's Center
661-949-1206
Child and Family Guidance
661-265-8627
Penny Lane
661-266-4783

Teen Issues

California Youth Crisis Hotline
800-843-5200
Angels Flight Youth Hotline
800-833-2499
Teen Line
800-TLD-TEEN
Hoffman Hospice Non-Profit
661-272-2355
(Grief Support/Crisis Intervention)
Los Angeles Sheriff's VIDA
661-949-6585
(Vital Intervention and Directional Alternatives)
Trevor Line LGBTQ Support
800-850-8078
Anger Management – A Change of Faces
661-948-5312
Youth Support Association (Teen Talk)
661-949-6615
Nat'l Eating Disorders
Association Helpline
800-931-2237
SAFE Alternatives
(Self-Abuse Finally Ends)
800-DON'T-CUT



Welcome to Del Sur Senior Elementary School!

Please return this page only, signed by both you and your child.

****MIDDLE SCHOOL STUDENTS RETURN TO YOUR HOMEROOM TEACHER****

We have reviewed the handbook, including Bullying Prevention Policy and discussed important information contained within this handbook with our student.

Student Name (PRINT)

Parent/Guardian (PRINT)

Student Name (Signature)

Parent/Guardian (Signature)

Teacher (MS Homeroom)

Date