

# DEL SUR ELEMENTARY 2025-2026 School Handbook



15665 Paseo Del Sur  
San Diego, CA 92127  
Phone:(858) 674-6200  
FAX: (858) 759-6915

**Absence Line: (858) 674-6200 ext. 6303**  
ESS: (858) 613-2503  
Preschool: (858) 521-2846

<http://www.powayusd.com/pusddses/>

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. For more information, please contact Tracy Hogarth, Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

## PRINCIPAL'S MESSAGE

Dear Del Sur Students and Parents/Guardians:

As we begin the 2025-2026 school year, we ask you to review this important handbook that we have especially prepared for Del Sur students and parents. It contains pertinent information about Del Sur, as well as our expectations for students and parents. Please take time to discuss the contents of this handbook with your children and then save it for a later reference. Our decisions for our school are always aligned with our Theory of Action.

### **Theory of Action for 2025-2026:**

*If we are including opportunities for students and families to build positive relationships with peers and teachers through high quality instruction and social-emotional learning experiences, then our Explorers will feel a sense of belonging with peers and teachers that enables growth and learning to reflect and engage our diverse community.*

Below are some of the items that may be of interest to you and are highlighted in this handbook. **Please remember no rolling backpacks and no food related items for birthday recognitions based on our focus on student and staff safety.**

- Visitors On Campus P. 9
- Balloons On Campus P. 9
- Pick Up Table P. 11
- Mobile Devices P. 11
- School Lunches P.12
- Birthday Celebrations P. 17
- Volunteering P. 21/22
- Student Responsibilities P. 22/23

The Code of Conduct section of this handbook addresses the behavioral expectations that we have for all of our students at the beginning of each year. These expectations are reviewed with all students. This, too, is important information to reinforce with your children.

We want to help prepare our Explorers to make appropriate decisions both academically and socially. We also want to provide a No Place for Hate school environment for both staff and students where we all feel accepted, we all learn about each other, and we all have a sense of belonging at Del Sur Elementary.

***Together We Can Make This Happen***

Sincerely,

Jennie Ganesan

Principal  
Del Sur Elementary

**MISSION STATEMENT**

Del Sur will be a progressive school dedicated to providing high quality standards-based learning experiences for all students while focusing on their academic and social emotional development. We want our Explorers to be collaborative problem solvers in an ever changing world. (May 2025)

**Del Sur Elementary Vision**

To inspire future 21<sup>st</sup> century global citizens, Del Sur Elementary will educate the whole child academically, socially, emotionally, and physically. Our child-centered focus will respect individual learning styles and nurture each student's unique gifts and abilities thus allowing them to discover their own genius.

Our balanced and rigorous program provides instruction in all content areas including the arts, social emotional learning skills, sciences, and physical education producing well-rounded, college-ready students. Learning opportunities will foster curiosity, creativity, and academic/social achievement through a standards-based curriculum that promotes inquiry, discovery, and challenges students to rise to their highest potential.

Our community of learners will become caring, empathetic, global citizens through service learning projects. Students will appreciate and accept diversity, treat others with kindness and respect, and demonstrate actions in maintaining a No Place for Hate school environment. Partnered with our state of the art

technology, students at Del Sur will connect with the rest of the world giving them an unparalleled education. Our community of global learners will continue their quest to investigate the world around them. Students will become technologically literate and teachers are dedicated to continuing their own technology education.

Our talented and caring teaching staff is among the very finest. Their high standards for quality instruction, unwavering commitment to the profession, their value in connecting with students, and dedication to professional development will ignite enthusiasm for learning.

An educational compass will guide students through collaborative relationships with teachers, parents, and members of the community. This overall spirit of collaboration will give rise to a lifelong love of learning.

Our diversity will be embraced as we explore the richness of our past, the opportunities of the present, and the infinite possibilities of the future.



# **CULTURE OF UNIVERSAL ACHIEVEMENT**

## ***Core Belief Among All Staff***

All children have the capability to learn at high levels, and it is OUR responsibility to provide the needed support to ensure that they do.

## ***Safe and Orderly Environment***

All children should feel comfortable in sharing their thinking, taking risks, and accessing their needed resources in a safe and organized learning environment.

## ***High Expectations for Staff and Students***

All students and staff are expected to provide their best effort and believe they can reach their fullest potential in every learning experience.

## ***Social Emotional Skills Development***

All students and staff should have opportunities to build on their social emotional skill development while experiencing academic and social learning experiences.

## ***School Climate Conducive to Learning***

The school atmosphere should feel inviting and supportive to all students and adult learners whether they are learning independently or collaboratively. They should feel accepted for who they are and demonstrate actions reflective of being a **No Place for Hate** environment.

## ***Parent/Community Involvement***

Parents and community members should have various opportunities to feel invited, actively engaged, and connected to the school environment.

## Collective Commitments

### **Learning:**

- Del Sur Elementary believes in providing a standards-based instructional program that cultivates an understanding and practice of civic responsibility while valuing the importance of an individual's social-emotional well-being.
- We value a high-quality standards-based curriculum that stimulates interests and intellectual curiosity while building a strong academic foundation.
- We believe it is our responsibility to prepare our students to become creative problem solvers who can be flexible and adapt to a changing world.
- We value and believe it is our responsibility to utilize technology with the intent to increase student engagement while reinforcing digital citizenship.
- We value the contributions and experiences of our diverse community.

### **Value Diversity:**

- We believe our children and families should be valued and respected for their individual qualities and diversity.
- We are committed to providing resources and experiences to honor our diverse community.

### **Climate:**

- We believe our school should be a safe and secure environment.
- We believe in maintaining our **No Place for Hate** designation by implementing experiences for students that promote awareness and acceptance of diversity.
- We are committed to providing an environment for all children that promotes healthy self-esteem, builds a sense of belonging, and incorporates a focus on the process of skill acquisition with self-regulation, peer relations, and conflict resolution.

- We are committed to an environment that promotes The Explorer Way through MTSS and our 3 Behavior Expectations: be safe, be responsible, and be respectful.

### **Teamwork:**

- We value collaborative and integrated partnerships between our school, families, and the greater community.
- We are committed to collaboration and teamwork amongst our staff.
- We value grade-level teams that are collaborative, reflective, data-driven, and committed to lifelong learning.

### **Curriculum and Assessments:**

We are committed to grade-level standards and assessments aligned with the PUSD Assessment Protocols for each grade level.

## **THE EXPLORER WAY**

**(Be Safe, Be Respectful, Be Responsible even when no one is watching)**

### **Safety**

Keeping ourselves and others from danger, risk, or injury

### **Respect**

Use only kind words and actions • Keep hands, feet, and objects to yourself • Respect all adults • Follow the Golden Rule • Be tolerant of differences • Be considerate of the feelings of others • Don't threaten, hit, or hurt anyone • Deal peacefully with anger, insults, and disagreements

### **Responsibility**

Always do your best • Use self-control; be self-disciplined • Think before you act; consider the consequences • Be accountable for your choices • Stay in assigned areas • Be prepared • Be on time

### **Acceptance**

The action of welcoming and respecting all students, staff, and adults at Del Sur Elementary.



## GENERAL INFORMATION

### DAILY SCHEDULE:

DAILY SCHEDULE	M ◊ T ◊ W ◊ F	Thursday Minimum Day
<b>TK - 5</b> School Begins Dismissal	<b>8:45 a.m.</b> <b>3:05 p.m.</b>	<b>8:45 a.m.</b> <b>1:25 p.m.</b>
<b>Grades TK-5</b> Gate Opens/Breakfast Service School Begins Dismissal	<b>8:25 a.m.</b> <b>8:45 a.m.</b> <b>3:05 p.m.</b>	<b>8:25 a.m.</b> <b>8:45 a.m.</b> <b>1:25 p.m.</b>
Minimum Day Schedule	<b>1:00 p.m.</b>	<b>1:25 p.m.</b>

**SCHOOL HOURS:** The office is open daily from 8:15 a.m. and closes at 3:45 p.m. The blacktop opens for students at 8:25 a.m. Upon arrival, students will line up in their assigned class lines on the playground for K-3 and in the lunch court for grades 4th and 5th. TK students arrive and dismiss outside their classroom door. Students are expected to go home when school is released unless they attend ESS (Extended Student Services). For more information about ESS, contact the ESS Office at (858) 613-2503.

**ABSENCES:** Student attendance and punctuality is important and compulsory according to state law. Absences - both excused and unexcused - all count towards a student's absentee rate. Exceeding 10% of the school year in absences (18 or more days per year) is considered Chronic Absenteeism by the state of California.

There are some occasions (i.e., illness, religious holidays, a death in the family, or other family emergencies) where students must be absent or late to school. If a student is unable to attend school, notify the Absence Hotline, (858) 674-6200 ext. 6303, before 9 am. Students absent due to contagious diseases may be required to have a note from their physician or the public health department before returning to school.

If you know your student will be gone for 3 or more consecutive school days, you may request an Off-Campus Independent Study (OCIS) contract. The OCIS

contract allows the students to continue work that will be missed at school. Completed work must be returned on the first day back to school. The student will not be marked with an absence if the OCIS contract is finished. OCIS contracts are available at the Front Office and must be requested with at least 5 days advance notice.

**VISITORS ON SCHOOL SITE:** All outside visitors to Del Sur Elementary must check in at the front office to get a Visitor Badge or sticker. You will need your legal ID to sign in. Any adult not wearing a Visitor Badge, Volunteer Badge or sticker will be asked to go to the front office to check in.

**TARDIES:** Like absences, tardies affect classroom learning time and should be avoided. Students who are late to school must check in through the office. Medical appointments are considered excused tardies. All other tardies are unexcused.

**APPOINTMENTS:** A student who needs to leave school during the day for an appointment must be checked out in the office by the parent or legal guardian. If they return during the same day, they must also check back in with the office. To reduce loss of class time, it is helpful to schedule appointments before or after school. Please send a note with your child for the teacher, stating the time they will be checked out.

**BALLOONS:** Balloons **are not** allowed on campus.

**BICYCLES & SCOOTERS:** Students in grades 3-5 may ride their bicycles/scooters to school. **Each rider must have a permit signed by their parents on file in the office. These are to be renewed yearly.** Students are reminded that all traffic laws relating to automobiles also pertain to bicycle riders. In addition, by law, all students must wear helmets when riding their bikes/scooters. No helmet, no ride! Helmets can be stored in the classroom during the day. Bicycles should not be ridden on the sidewalks, playground, or in hallways. A bike rack near the playground is provided for storing the bike/scooter during the day. Students should bring their own locks to secure their bicycles/scooters. The school is not responsible for damage or loss.

**Here is the link to our bike or scooter permit form [Bike/Scooter Permit](#). **PUSD E-Bike Safety:** In response to community requests and a desire to address a student safety need, PUSD has partnered with local law enforcement to create a**

mandatory safety training video and implemented an e-bike permit process utilized by all secondary sites for students riding e-bikes to school.

To ensure the safety of our youngest students, PUSD guidelines strictly prohibit the use of e-bikes on all elementary school campuses. This policy aligns with new City of Poway regulations effective late 2025, which state that children under the age of 12 are not permitted to operate e-bikes.

**\*Skateboards and roller blades are not allowed.**

### **PUSD E-BIKE/E-SCOOTER SAFETY**

In response to community requests and a desire to address a student safety need, PUSD has partnered with local law enforcement to create a mandatory safety training video and implemented an e-bike permit process utilized by all secondary sites for students riding e-bikes to school.

To ensure the safety of our youngest students, **PUSD guidelines strictly prohibit the use of e-bikes and e-scooters on all elementary school campuses.** This policy aligns with the City of Poway and City of San Diego regulations, which state that children under the age of 12 are **not** permitted to operate e-bikes or e-scooters.

### **Important Drop-Off & Pick-Up Instructions for Parents**

To keep all our children safe during arrival and dismissal, please follow these guidelines carefully:

#### **Drop-Off and Pick-Up Location:**

- Only **drop off and pick up your child along the curb** near the **double gates**.
- **Do not double-park** or stop in the middle of the lane — this creates unsafe conditions for children and other drivers.

#### **Do Not Leave Your Car Unattended:**

- **Do not leave your car** if you're along the **yellow or red curbs**, or outside of marked parking stalls. These areas must stay clear.

#### **How to Enter the Parking Lot:**

- Use **Paseo Montenero** to enter the school parking lot. Please make a turn from Paseo Montenero into the lot — do not block traffic or park illegally.

### **No Parking Zone (During School Hours):**

- There is **no parking allowed from 8:30 AM to 3:30 PM** on **Paseo Montenero**, from the corner to the school parking lot entrance.
- Even if the **signs are hard to see due to trees**, this rule still applies. Please be aware of this restriction to avoid tickets or being towed.

### **Follow Staff Directions:**

- Our staff is out there to help your child stay safe. Please be respectful and follow their instructions at all times.

### **Drive Carefully:**

- Be extra cautious when driving near the school. Obey all traffic laws and school procedures — your attention and care make a big difference.

Thank you for working with us to make our school a safe place for every student!

**PICK UP TABLE:** We want our students to develop responsibility by coming prepared to school each day. If a lunch or item is brought in after school starts, parents may use the **Pick Up Table located in the lobby**. Please label the item with the child's name and the teacher's name. Students are responsible for checking the **Pick Up Table** at their recess and lunch time for their forgotten item. **The office staff will not interrupt classroom instruction to notify the teacher or deliver forgotten items. Additionally, office staff does not accept responsibility for any items left on the table.**

**NO ROLLING BACKPACKS:** Based on our review of safety data and concerns, rolling backpacks are not allowed at Del Sur Elementary.

### **MOBILE COMMUNICATION DEVICES**

We realize some parents may choose to have their child carry a cell phone or wear a smartwatch to school for before/after school communication. To ensure these devices are not disruptive to teaching and learning, mobile communication devices shall be turned off during instructional time.

Smartwatches may be worn and shall be turned off or placed in "school mode" during the instructional day. In addition, cell phones, smartwatches, and other mobile communication devices shall not be used in any manner that infringes

on the privacy rights of any other person. **When a student uses a mobile communication device or smartwatch in an unauthorized manner, the student may be disciplined, and a district employee may confiscate the device.** The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

The district will not be responsible for a student's mobile communication device or smartwatch, which is brought on campus or to a school activity and is lost, stolen, or damaged. If your child needs to communicate with you during the school day, they will be given access to a school phone at an appropriate time.

**EMERGENCY DRILLS:** Once a month, students participate in a fire, duck and cover, and/or lock down drill. Procedures and practices are taught to all students and reviewed regularly in order to ensure their safety should a disaster occur. Should it become necessary to release students from school, only the persons whose names are listed on the Student Registration Form are allowed to take students. Please be sure your child's form is current. Updates to our drill procedures will be provided to parents.

**LIBRARY:** Students may check out a maximum of two books at a time. One book choice must be a "just right book" (lexile), and the second choice may be a "free-read." Parents are invited to utilize the school's vast inventory of books for their home use. All books must be renewed or returned before new books can be checked out.

**LOST AND FOUND:** Parents should clearly mark students' names on clothing, lunches, backpacks, and other items. If an item of clothing is lost, students or parents should periodically check the lost and found rack near the covered lunch area. Smaller, personal items are kept in the office. Unclaimed items are donated to a local charity. Please remember, the loss or damage to anything brought to school, including bicycles and computers, remains the responsibility of students and parents. We will have a Lost and Found coordinator who will package our items left behind roughly once each trimester.

**TELEPHONE USE DURING SCHOOL HOURS:** Students are allowed to use the office telephone in *emergencies* only. Personal phone calls for illness, forgotten items, or after-school arrangements will not be permitted.

### **SCHOOL LUNCHES:**

All schools offer the free breakfast and lunch program, so any student can get free breakfast or lunch any day of the week. Students can still bring their snack and lunch from home if desired. If your child brings lunch, be sure to include only as much food as your child eats. Sandwiches, fruit, and a drink are much healthier than a lunch packed with sweets or a large bag of chips. Lunch containers should have the student's name and room number on the outside of the sack or lunch box. Please ensure that your child can open their lunch container.

\* If your child is allergic to milk, juice can be substituted only on the presentation of a note from the child's doctor.

**Note:** Any lunches brought in for children after the beginning of the school day need to be labeled and left on our **Pick Up Table**.

## **CLASSROOM INFORMATION**

**MATERIALS:** The school accepts donations for general school supplies. There is no selling, trading, buying, or giving away of items at school.

**HOMEWORK:** All students, grades K-5, have homework during the year. Homework assignments are only an extension of the skills and activities learned in the classroom. Homework should not be new assignments or new skills that have not been taught already in the classroom. Grade-level teams will determine how reinforcement practice will be conducted and will follow the approved Homework Policy of PUSD. Teachers review homework policies with parents at Back-To-School Night.

### **PUSD Homework Policy:**

Instruction AR 6154(a) **PURPOSE AND OBJECTIVES OF HOMEWORK** The Poway Unified School District is committed to creating systems and cultures that support the development of world-class learners who are both college and

career-ready. Throughout their academic journey from elementary through high school, we understand that the growth of our students as learners will take place in all facets of their lives, both inside and outside the classroom, and that maintaining a balance of learning, family time, and play is essential. In order to support all our students, it is essential to our mission that all stakeholders in the Poway Unified School District have a clear understanding of the role that homework plays in the overall development of our students. For the Poway Unified School District, homework is defined as any work that is expected to be completed by our students outside of the classroom. Homework can and should look different at various grade levels; however, the purpose remains the same: To promote lifelong habits of literacy and learning. Homework can be a valuable extension of learning time and should be assigned to students on an as needed basis to support in class learning. Homework should always be engaging, relevant, and authentic.

Homework for All Grades will:

- Promote lifelong habits of literacy and learning.
- Serve as an extension of the classroom in providing students with the opportunity to practice, reinforce, and enhance skills previously learned.
- Be developmentally appropriate, engaging for students, and a way to make learning meaningful and foster independence.
- Connect home and school in a meaningful way.

Time requirements and the feasibility of all homework assignments should meet the needs of all learners. In addition, differentiation and flexibility should be considered to support differing levels of independence, student interest, access to technology, and home support. Homework assignments need to be accessible for each and every student, which means teachers need to ensure assignments have flexible options. This includes considerations for technology, group assignments, and materials. Equitable resources on campus should be available to support students who do not have access to technology, and or materials. Projects should be primarily undertaken and completed in the classroom, and effective long-term assignments require clear checkpoints along the way, with access to an example of the finished project or success criteria.

AR 6154(b) PURPOSE AND OBJECTIVES OF HOMEWORK (continued) Homework for Elementary Grades We believe in a balance of learning, family time, and play. We recognize that homework is not the only circumstance under which after-school learning takes place.

1. In elementary schools (TK-5) homework will consist primarily of reading.
2. Teachers may provide enrichment activities in addition to reading to advance the spirit of learning, curiosity, and inquiry, or to

reinforce previously taught skills. 3. The length and frequency of homework assignments shall be taken into account for the academic and developmental level of each student. 4. Assigning unfinished classwork as homework should be the exception rather than the rule. 5. Homework will not be assigned over the weekends, breaks, or holidays. 6. Careful consideration should be given when assigning consequences related to incomplete homework. Homework for Middle School Grades 1. Reading will continue to be a focus at the middle school level. 2. Departments need to agree in regards to type and amount of homework assigned to ensure consistency and alignment of purpose. 3. Homework should be engaging, relevant, and accessible to all learners. 4. There needs to be consistency amongst teachers in how much homework is weighted as part of a student's overall grade. 5. To balance the workload, departments will collaborate and be aware of long-term projects and major tests. 6. Timely feedback on assigned work is expected. 7. Homework should not cause a student who demonstrates competence (or performs at a C or higher) in a class to receive a D or F in the course.

AR 6154(c) PURPOSE AND OBJECTIVES OF HOMEWORK (continued) 8. Assigning homework over holidays or weekends is discouraged. Long-term assignments at the middle grades should be limited in number and duration. These assignments should include clear checkpoints to monitor progress towards completion. Homework for High School Grades 1. Departments should come to agreement in regards to the type of homework assigned to ensure consistency between course-alike classes. 2. Teachers should be able to articulate the importance of the assigned homework as it relates to learning. 3. Throughout the course of the year homework should be varied to address diverse learning styles. 4. Teachers should offer opportunities for student input on the assigned learning. 5. Timely feedback on assigned work is expected. 6. Students who demonstrate proficiency in course standards (or perform at a C or higher) in a class should not receive a D or F in the course. 7. Assigning homework over holidays or weekends is discouraged. 8. Enrolling in an AP level course is a choice and by the nature of the course the workload will be different than a compulsory level class. Advanced Placement courses are governed by the College Board and may require more extensive homework. 9. Nightly homework assignments should not take a student more than 30 minutes of uninterrupted focus per class. Guidelines for School Sites 1. Post the PUSD homework policy on the school website for all stakeholders to reference. 2. Partner with the district in implementing the updated district policies on

homework. 3. Share PUSD homework policy and school site expectations with parents and students within one month of the beginning of a new school year.

AR 6154(d) PURPOSE AND OBJECTIVES OF HOMEWORK (continued) 4. Support professional dialogue and teacher collaboration on the purpose of homework, grading policies, and classroom expectations for assigning/grading on an annual basis. 5. Provide designated time for staff to collaborate and coordinate with colleagues throughout the school year regarding time of homework assignments (grade levels, academic area subjects, etc.). 6. Develop a school site collective commitment to the PUSD Homework policies and consistent implementation annually. 7. Facilitate interventions and support programs.

Guidelines for Teachers In assigning homework, teachers should: 1. Communicate their homework policy via a syllabus and/or through technology that is accessible to all parents/students. 2. Ensure homework is aligned to current learning in the classroom, as well as research-based practices. 3. Provide timely feedback to students on completed homework, while also assessing the students understanding of academic content. 4. Ensure homework is improving student learning and can be completed independently. 5. Encourage ongoing student feedback on assigned homework (minimum of once per school year) and implement appropriate feedback in future homework assignments/policies. 6. Clearly explain objectives, timelines, assessment rubrics (as needed), and required materials associated with the assignment. Teachers should encourage students to monitor their own assignments. 7. Clearly articulate to students and parents the impact their homework policy will have on the student's overall grade in the course. Teachers will identify whether their homework policy can cause a student performing at a 'C' on individual assessments to earn an overall grade below a 'C' for the course (middle school and high school). 8. Inform parents and students of opportunities for student assistance. 9. Allow students full makeup privileges without penalty for any work missed during observance of major religious holidays, or excused absence.

AR 6154(e) PURPOSE AND OBJECTIVES OF HOMEWORK (continued) Guidelines for Students 1. Ensure understanding of the expected learnings from the homework assigned and seek clarification or help when needed. 2. Share with parents the homework expectations of their teacher(s). 3. Advocate for themselves by communicating with their teacher and parent when homework has become overwhelming, cannot be completed independently. 4. Monitor assignments, due dates, and obtain materials required to complete assignments

as needed. 5. Put forth their best effort to produce quality work. 6. Seek additional assistance as needed in completing work assigned. Guidelines for Parents/Guardians 1. Provide an environment (space, time) to facilitate homework completion. 2. Be aware of teacher expectations, and the purpose of homework. 3. Engage in reflective conversations with their student/child that foster insights into student strengths, interests, curiosity, and passions. 4. Communicate with their student/child about their learning on a regular basis. 5. Be an advocate for their child, while encouraging the child to advocate for herself/himself. 6. Encourage reading at all grade levels. 7. Provide a healthy balance between homework, extra and co-curricular activities, and family commitments. 8. Contact the teacher if their child is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise.

*Regulation POWAY UNIFIED SCHOOL DISTRICT approved: February 4, 2020 San Diego, California*

**BACK-TO-SCHOOL NIGHT:** Each fall, teachers meet with parents to describe the materials, texts, teaching methods, and classroom procedures they use. They also discuss their expectations for student progress, both academically and behaviorally. Since this is an informational meeting, we ask that children not attend. For grades 1-5, our Back to School Night will be on the evening of the second day of school which is Thursday, August 14th. Our TK and K Back to School Night is on Monday, August 11 in the evening for only parents/guardians.

**STUDENT PROGRESS REPORTS:** Student Progress Reports are sent home at the end of each reporting period in November, March, and June. The fall conference at the end of the first reporting period explains the grading and format used on the student progress reports.

**ACADEMIC STANDARDS:** The state of California has adopted the College and Career Readiness (Common CORE) academic standards that students should meet at each of the grade levels in language arts, science, history/social science, and mathematics. The standards are posted on the Poway Unified School District website. This site can be accessed at [www.powayusd.com](http://www.powayusd.com).

**FALL CONFERENCES:** During Parent Conferences at the end of the first reporting period, teachers meet individually with parents to discuss their child's progress and explain the report card. If students are having difficulty, strategies are discussed and a plan is developed to help them be more successful.

## **Parent Conference Week for 2025-2026:**

11/17 Non-Student Day

11/18 Minimum Day - **Minimum Day Dismissal is 1:00 pm**

11/19 Minimum Day - **Minimum Day Dismissal is 1:00 pm**

11/20 Minimum Day - **Minimum Day Dismissal is 1:25 pm**

11/21 Minimum Day - **Minimum Day Dismissal is 1:00 pm**

**BIRTHDAY CELEBRATIONS:** We enjoy recognizing students on their special day of celebration. One thing we try to do is announce birthdays during our Morning Message.. **In supporting the various food allergies that exist, we ask that no food items or balloons (due to latex allergies) be brought to school, and instead bring in goodie bags of non-food items such as stickers, pencils, or erasers.**

## **OCIS (Off Campus Independent Study Contract):**

- Students who will be out of school for 5 or more days are required to complete an Off Campus Independent Study Contract.
- Parents/Guardians must notify the school and teacher at least 2 weeks prior to leaving
- Parents/Guardians must return the contract and work to the office on the day the child returns to school
- The maximum number of days for OCIS is 14 days for the school year

**FIELD TRIPS:** During the course of the year, some classes attend field trips to augment curricular study areas. Please note that a policy we have on our site is to permit only school buses to be used for transportation. We do not allow private automobiles to transport students to field trip destinations as a safety precaution.

**INDIVIDUAL CONFERENCES:** Parents are encouraged to contact the teacher whenever they have questions or concerns to arrange a conference.

**READING GOALS:** During the school year, teachers will have a personal or grade level determined Reading Challenge where students will set a reading goal to achieve in an agreed-upon time frame with their classroom teacher.

Teachers will determine how the reading goal will be measured and the recognition for achieving reading goals. The purpose of any Reading Challenge is to promote an encouragement of reading with our Explorers.

**FRIDAY FLAG:** On scheduled Friday Flag mornings (twice a month), we will begin our day at 8:45 in an all school assembly on the playground. The purpose of this assembly is to gather together as a school community to salute our flag and our country, to discuss school-wide issues, and to honor various students for some of their accomplishments. In addition, we also spend time reinforcing our behavior expectations. The schedule for Friday Flag will be announced in school, on the website, and in the Explorer Informer. This event is open to all. We only ask that when attending our Friday Flag, all parents and guests stand behind the yellow caution tape area. We also ask that parents and guests exit out the gate by the bike rack or our lunch court.

## **Del Sur Elementary School Foundation**

**ELEMENTARY FOUNDATION:** The Foundation is an organization that oversees fundraising efforts that support many programs on our campus. In light of our current state budget, it is important that we support funding from other sources in order to provide our students with an optimal educational experience. In the past, Foundations have supported schools by donating computers and peripheral equipment, technical services, and library books. Here at Del Sur Elementary, they also fund our Music Program, Art Program, PE Program, and IMPACT Program. The Del Sur Foundation also supports replacing classroom printers and interactive panels. It is the mission of this organization to provide Del Sur with the additional funding necessary to offer all core and enrichment programs that are deemed necessary by the principal and faculty. Please visit the Del Sur Educational Foundation website for more information:

<http://delsurfoundation.org/>

### **SITE LEARNING RESOURCES:**

- i-Ready Math K-5 and Reading K-5 provided by district

- Accelerated Reader-provided by Foundation
- Brainpop-provided by school (renewal due annually)
- Mystery Science-provided by District
- Learning Without Tears (Pre-K and TK)-provided by Foundation
- Typing Agent-provided by District
- Generation Genius Science and Math Resource K-5 provided by Foundation
- Storyworks 3-5 provided by Foundation
- Storyworks Jr. Grade 3 provided by Foundation
- Scholastic News Pre-K-2 provided by Foundation
- Raz-Kids PLUS Pre-K provided by Foundation
- GoGuardian (support resource with Chromebook initiative for grades 3-5 by District)

## **SPECIAL PROGRAMS**

**BAND AND ORCHESTRA:** A credentialed music teacher instructs interested fifth grade students in beginning music lessons. The lessons are given during school hours and are free to students. Students do need to provide their own instruments. Instruction begins in September; registration is required and handled through the classroom teacher.

**ESS (Extended Student Services):** ESS is a daycare program offered on a fee basis to Del Sur students. Hours are 6:30 a.m. to 6:00 p.m. daily. Call (858) 613-2503 for more information.

**SCHOOL SITE COUNCIL:** Parents are elected yearly to serve on the School Site Council. The Site Council serves as an advisory panel for program goals and how funds are spent.

**ASSOCIATED STUDENT BODY (ASB):** The ASB is composed of grade 4 and grade 5 students who are interested in service projects for the community and

our school. They also plan and organize student events such as spirit days, fundraisers, special events, and community projects.

### **IMPACT TEACHER SUPPORT:**

Our school Foundation funds three specialized teachers who provide extra support to students based on their individual needs. These teachers work closely with our Response to Intervention (RTI) process, and we carefully schedule their time to ensure that identified students receive help when they are available.

**PE PROGRAM:** Our Foundation supports our PE Teacher, Ms. Santiago. She creates and implements a PE schedule for all classrooms Pre-K through 5th.

**ART PROGRAM:** Our Foundation supports our Art Program with The Artist Lab San Diego. All classrooms from Pre-K to 5th receive wonderful art experiences.

**MATH OLYMPIAD:** We offer a parent-led math enrichment program called Math Olympiad that meets at 7:30am every Friday morning. Information will be sent out to all students in grades 3-5.

## **VOLUNTEERING**

**VOLUNTEERS:** Parents/Guardians are always welcome and encouraged to help in the classroom.

### **\*\*IMPORTANT\*\***

**All visitors to Del Sur must have ID, sign in at the office and wear a Visitor sticker while on campus**

- **Visitors**

If you are not currently volunteering for a **regularly scheduled activity and will only be on campus for an occasional activity, you will not need to submit a volunteer application.** Those types of occasional activities can include attending a class party, a one-time visit to read to the class, helping with field day. You will just sign in as a visitor.

- **Volunteers**

You only need to complete a volunteer application if you are coming to campus for a **regularly scheduled activity on a routine basis or participating in a field trip.**

### **Level 1**

Level 1 Volunteer: Required for regular, consistent volunteering on campus (once per month or more). All Level 1 Volunteers must reapply annually; volunteer designation does not carry over year to year. Level 1 volunteers can work with students under the direct supervision of a certificated employee.

### **Level 2**

**\*NOTE -School site will determine if Level 2 clearance is necessary.**

1. Level 2 Volunteers first complete the Level 1 process.
2. Next, obtain a signed Level 2 authorization form from the school site and take that form to the District Office.
3. This form will be exchanged for an application and Livescan Fingerprinting Form. Please be prepared to show a picture ID to receive the application and Fingerprinting form.

Livescan runs fingerprints through databases of the California Department of Justice (CA DOJ) and Federal Bureau of Investigations (FBI). There is a cost for the applicant (\$20 cash payment; \$22 card payment). This is a mandatory requirement for Level 2 volunteers.

- **TB Documents**

For those who do need to submit a volunteer application and need a copy of your TB clearance, please contact the provider that completed the TB clearance for you. **Please do not contact office staff as they are unable to provide copies of those documents.** Although TB clearance is good for 4 years, you will need to submit your TB clearance document annually with your volunteer application. Please keep it somewhere that you can retrieve it or access it.

- **Driver's License**

**All volunteers and visitors must present ID to sign in. Please bring your ID with you each time you plan to be on campus.**

- For more information and to access the volunteer application you can visit this [link](#). Thank you for your continued partnership and support of our school community.

## HEALTH SERVICES

**STUDENT HEALTH:** Del Sur has a Health Attendant to take care of first aid and emergencies. In case of student illness at school, the health attendant will notify parents or the emergency contact listed on the enrollment form. No registered nursing services are provided at the school daily.

**MEDICATION:** Any student who is required to take medication, whether doctor prescribed or over-the-counter, during the regular school day, must have on file an "Authorization To Administer Medication" form. The health technician or other designated school personnel will then assist the student in receiving the medication. Forms are available on the Health Services website:

<http://www.powayusd.com/Depts/LSS/Health/>

## STUDENT RESPONSIBILITIES

**STUDENT DRESS STANDARDS:** Dressing for success applies to all school activities.

- Clothing should fit properly, so as to be able to participate safely in Physical Education and recess without discomfort or hindrance.
- Clothing that is offensive or advertises, promotes, or glamorizes drugs, alcohol, or tobacco products is not permitted.
- Students are encouraged to wear shorts underneath their skirts due to the amount of physical activity our students engage in each day.
- Hats may be worn in the common outdoor areas on campus: lunch tables, hallways, and playgrounds. Hats may be worn indoors with teacher permission.
- Students should wear closed-toe shoes suitable for running club, PE, and recess activities on the playground and the field.
- For the safety of our students:

\* flip-flops, beach shoes, and slides are not permitted

\* shoes with wheels are not permitted

\* shoes must have a closed-back or a strap that wraps around the ankle

To maintain our primary purpose at Del Sur, the education of our students, the staff will address new fads that occur during the school year, and parents will be informed of any updates or changes to our dress code.

### **CODE OF CONDUCT:**

At Del Sur, all students and adults subscribe to what we call:

#### **“THE EXPLORER WAY”**

Be Safe

Be Respectful

Be Responsible

Even when no one is watching

**REWARDS FOR POSITIVE BEHAVIOR:** Students are regularly recognized for positive behavior at school. School wide assemblies, Friday Flag acknowledgements, notes or phone calls home, and certificates of achievement are all ways of rewarding positive academic or social behavior.

**CONSEQUENCES FOR NEGATIVE BEHAVIOR:** While it is hoped that Del Sur students exemplify the traits described in the Code of Conduct, occasionally negative behavior does occur. These consequences are consistent and incremental. Character Violations to admin by the classroom teacher are used as a final resort or for situations that require admin support. Students who continually demonstrate negative behavior may not be allowed to attend field trips and other school activities.

**POWAY UNIFIED SCHOOL DISTRICT RULES OF STUDENT DISCIPLINE:** Each year a copy of the District policy and consequences regarding weapons, controlled substances, alcohol, harassment, theft, vandalism, hate crimes, willful disobedience, and other matters is available on the Poway Unified website. Parents are to read the rules and acknowledge receipt of them by signing and returning the signature sheet to the school.

## **PROCESS FOR DISCIPLINARY ISSUES REQUIRING ADMINISTRATION**

- Admin contacted by teacher
- Admin investigates the problem
  - conducts interviews with offender, victim, and witnesses
- Admin determines the consequence based on factual evidence
- Admin shares the consequence with the offender
- Admin determines if the consequence warrants entry into Synergy
- Admin contacts teacher and parents of students involved (usually just offender and victim)

**DANGEROUS OBJECTS AND LOOK-ALIKE WEAPONS:** Poway Unified School District Policies and California State Laws prohibit the possession by students of dangerous objects or look-alike weapons while on school grounds or while at school related activities. **These objects include, but are not limited to, any type of knife, firearm, or imitation firearms such as BB guns, pellet guns, paintball guns, airsoft pellet guns, or any other object that closely resembles a knife, gun, or rifle.** Possession of these objects will result in serious consequences that may include, but are not limited to, suspension from school or expulsion from the Poway Unified School District. It is critical that parents speak to their children about these items and reinforce the fact that no one should ever have these dangerous objects at school or school-related events. Backpacks and other similar bags or purses that are used for non-school-related activities should always be examined to make sure these items are not inadvertently brought to school. Anytime a student discovers an inappropriate object at school, or mistakenly brings a prohibited item to school or a school-related activity, immediately inform a teacher, administrator, or staff member so that a reasonable approach may be considered.

**SUBSTANCE ABUSE:** The use or possession of tobacco, alcohol, or other controlled substances by students or parents on the Del Sur campus is strictly prohibited. If students are involved with the use, possession, or sale of any controlled substance, legal reports will be filed, parents will be notified, and a minimum five-day suspension will be invoked.

**HARASSMENT:** We believe that every student has the right to attend school and learn without being called names and without being threatened, harassed, or bullied for any reason. Harassment is unwanted and unwelcome behavior from another person that interferes with an individual's life and well-being. When this behavior is sexual in nature, it is "sexual harassment." When the behavior is

motivated by a prejudice against another person's race, ethnicity, sexual orientation, religion, or gender, it is discrimination and could be described as "hate behavior" in some cases. This type of intimidation and harassment will not be tolerated in our school and is also inappropriate in our society. It is our intent to promote the rights of equality and human dignity, basic to our American ideals.

**ACADEMIC HONESTY POLICY:** In support of the District's Academic Honesty Policy 3.40, students are expected to demonstrate acts of honesty at all times. Teachers and staff members will support and enforce all District rules of academic honesty and provide a learning environment that does not allow or tolerate dishonesty. Any student who violates the rules of the Academic Honesty Policy will be subject to disciplinary action.



## **PLAYGROUND RULES**

Playground equipment is to be used in the manner for which it was designed. Soccer balls, playground balls, and basketballs are the only equipment allowed at school. Del Sur is not responsible for any equipment brought from home.

Explorers can walk or skip when they are coming to the playground from the lunch court and when they are moving from area to area. For the safety of all, there is no running across the blacktop from one play area to another.

Radios, Game Boys, iPads, laptops, **or any electronic equipment** should NOT be brought to school for playground use.

Toys of any kind are not allowed in school or on the playground.

Backpacks should be placed closest to the classroom line-up location, and student lunch boxes should be placed in their classroom's plastic lunch bin.

Students are not to leave school grounds during the day without permission.

No child should return to the building or a classroom during lunch/recess or walk through classroom corridors, except with adult permission.

Cell phones must stay in the backpack and be turned off.

Students must stay in clear vision of noon-duty supervisors. There is no playing on the front ramps of the two portable classrooms.

Game rules for some of the appropriate games are posted on our PE shed for reinforcement for students and staff.

Students should not climb on baseball backstops, banks, fences, or trees.

### **Game Rules**

These rules were developed as a part of our Peaceful Playground Program.

1. Play by Del Sur rules only.
2. Play fair (if you are out, go to the end of the line).
3. Be ready to play when you enter a game.
4. No "Time Out!" A play may be interrupted for interference only.
5. Never give cuts to anyone.
6. Stand behind the line while waiting for your turn.
7. Everybody plays or nobody plays.
8. No "do-overs".
9. Play the same with everybody (no playing easy with your friends).
10. Solve disputes using rock, paper, scissors.
11. Lines are out in all games.
12. Put away equipment before playing something new.
13. A count of 30 Explorers is used when waiting for bars or swings.
14. No tag games in the wood chips or sand area (field only).
15. Running is allowed on the field only (exception is basketball and 4 square on the blacktop near the grass field).

## **Del Sur Elementary SCHOOL CALENDAR 2025-2026**

TK and K Back to School Night

August 11

School Begins	August 13
Back to School Night for 1st thru 5th	August 14
Back to School Picnic	August 15
Labor Day	September 1
Professional Growth Day	September 29
Veterans Day	November 11
Parent/Teacher Conf Week	November 17-21
Non- Student day	November 17
Minimum Days (1:00 dismissal)	November 18-21
Thanksgiving Break	November 24-28
Winter Recess	Dec. 22 - Jan. 2
Martin Luther King Jr. Day	January 19
Professional Growth Day	January 26
District Recess	February 16-20
Minimum Day (1:00 Dismissal)	March 4
Spring Break	April 6-10
Minimum Day (1:00 Dismissal)	May 20
Memorial Day - no school	May 25
Minimum Day (1:00 Dismissal)	May 27
Last Day of School	June 4
Teacher Last Day	June 5

