

CARLTON HILLS JUNIOR HIGH

**9353 Pike Road
Santee, CA 92071
(619) 258-3400**

2019-2020 STUDENT HANDBOOK

The information in this book is provided to help ensure the success of all Carlton Hills students. It contains rules and procedures that affect parents and students. Therefore, we request your cooperation and ask that you read the information carefully. For your convenience, a copy is also on our web site under "Parent Resources."

We are pleased you are a part of the learning community we serve. The academic achievement and personal growth of all our students is our number one priority. We want students to be successful in both of these areas at Carlton Hills School.

At Carlton Hills, students will have the opportunity to develop personal responsibility, not only for making choices, but also for being accountable for their actions. This handbook is intended to help students and parents become familiar with school activities and procedures.

At Carlton Hills, We believe . . .

Every student has the right to learn and every teacher has the right to teach. Celebrating kind-hearted students at Carlton Hills School!

Jaguars R.O.A.R.

Respect

Ownership

Acceptance

Responsibility

Stephanie Southcott, Principal

Leah Saunders, Vice Principal

SCHOOL ATTENDANCE

One of our goals at Carlton Hills is to instill in our students the importance of education. Students who value education do better in school. We believe that regular attendance and punctuality are necessary for high achievement and future success in the work world. Every absence or tardy can interfere with a child's progress. **Please make student appointments after school to minimize the loss of instructional time.** All absences, excused and unexcused, result in a loss of learning time for students and instructional funding for the school.

Excused absences:

- student illness
- doctor/dental appointment
- funeral of an immediate family member, one day of excused absence
- Independent Study Contract, only available for absences of 5 or more days (Please contact the attendance clerk 5 or more days prior to your child's absence so that your child's teacher can plan accordingly) **All assignments listed on the Independent Study Contract are due the day that your child returns to school or your child will be considered Truant from school for the days absent on the Independent Study Contract.**

All other absences are unexcused. Three or more unexcused absences will result in an attendance letter and/or Declaration of Truancy to be mailed home.

Parents must verify any absence by note or phone call every day your child is absent. Notes are to be given to the office stating the name and grade of the student, along with the dates and reason for absence. **Call our 24 hr. student attendance line at 258-2205 to report all absences.** Please use this number instead of calling the school office. Absences must be verified within 72 hours, or they are counted as unexcused absences. **When a student has had 14 absences in the school year for illness verified by parent phone call, letter or doctor's note, any further absences for illness shall be verified by a physician.**

Attendance letters will be mailed home at 10, 15, and 20 days of absences and/or 10, 20 and 30 days of tardies (excused or unexcused) during the school year. After 20 absences, a School Attendance Review Team will meet with the parent/guardian to develop a plan to ensure the student attends school daily. The Santee School District considers absences beyond 20 days as excessive and may result in a referral to the Student Attendance Review Board (SARB).

Students who are absent are responsible for making up missed work. Absent students should contact their study buddy for missed assignments. Students are also responsible for recording the assignments in their planner. Also, please read the teacher's policy on make-up work. Students have the number of days absent to make up missed work.

Students with excessive absences or tardies may be considered truant. Three unexcused tardies are equivalent to one unexcused absence. Truant and/or tardy students may be required to make up time before or after school and/or serve in-school suspension. Assignments missed due to truancy may not be accepted at the discretion of the teacher. Continual attendance problems may be referred to the School Attendance Review Board (SARB).

Our district-wide attendance goal is to decrease absences by one percent. You can help by arranging for vacations and appointments on non-school days or after school hours. In the event the student is going to be absent 5 days or more, please call the office for an Independent Study Contract. Board Policy requires 1 week notice for these contracts. We appreciate your support in this area.

APPROPRIATE SCHOOL ATTIRE

The Carlton Hills staff is dedicated to providing the maximum educational opportunity with the minimum number of distractions. On occasion, student fashion may disrupt the educational environment. In

accordance with California Education Code, Section 48907, a student may not attend classes in a manner which:

1. Creates a safety hazard
2. Distracts from learning
3. Disrupts any school activity.
4. The Administration reserves the right to determine:
 - a. Clothing or accessories that present a threat to the student's well being or safety
 - b. Clothing, hairstyles, or accessories which are distracting or disruptive to the learning environment

Students AR 5132(a)

DRESS AND GROOMING

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day as long as these articles comply with the requirements in this administrative regulation.

In addition, the following guidelines shall apply to all regular school activities:

1. Appropriate shoes must be worn at all times. Sandals must have heel straps. Flip-flops or backless shoes or sandals are not acceptable. Heels must be of a reasonable height and not be unsafe in the school environment.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate death, violence, racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors. They may be worn properly for sun protection.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, strapless or tube tops, backless shirts, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed and the color may not cause a distraction to the educational environment. Hair may not be sprayed by any coloring that would drip when wet.
7. Spiked jewelry and waist chains will not be allowed.
8. Students must be cleanly dressed so as not to promote unhealthy or unsanitary conditions.
9. Bandanas and sweatbands shall not be worn unless prior approval is granted by a site administrator.
10. Overalls are considered pants and must have an appropriate shirt worn underneath.

AR 5132(b)

11. Muscle shirts, tank shirts, or underwear shirts may not be worn. Clothing that is suggestive or revealing will not be allowed.
12. Facial piercing shall be limited to the ears only. Any other piercing must be plugged

with a skin tone plug (no color).

13. Pants must not be worn to expose undergarments or bare skin above the waist.

14. Clothing that is considered nightwear (pajamas and slippers) may not be worn, with the exception of a designated day by the school.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control.

The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel and Racial or Ethnic Symbols

Gang related apparel or clothing with racial or ethnic symbols is prohibited.

Annually, the district will work with the Sheriff's Department to identify specific logos, designs symbols, verbiage, etc. that are associated with gangs. This information will be provided to the school administration each spring so that families can be informed of the dress code requirements before the end of the school year.

Uniforms

In schools where a schoolwide uniform is required, the principal, staff, and parents/guardians of the individual school shall jointly select the specific uniform to be worn.

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy.

Parents/guardians shall also be informed of their right to have their child exempted.

Regulation **SANTEE SCHOOL DISTRICT** approved: September 7, 1993 Santee, California

OFFENSES & CONSEQUENCES:

Dress code guidelines will be honored at all school events including school dances, field trips, evening activities, promotion, etc. Modesty and good taste are expected at school and all school events.

Offenses & Consequences:

1st offense: The student will be given a warning; parent will be contacted by the school to bring a change of clothing before the student is admitted to class; personal responsibility is expected.

2nd offense: Parent contacted by school for change of clothing; parent conference; may result.

Continued failure to comply with dress code will be deemed as defiance and may result in a discipline step and /or more serious consequences; serious single or first time offenses may result in immediate suspension.

RESPONSIBILITIES:

Parents have the responsibility for seeing that students are dressed properly for school. School personnel have the responsibility for maintaining and enforcing an appropriate dress code conducive to learning.

STANDARDS FOR STUDENT BEHAVIOR

ALL SCHOOL RULES ARE ENFORCED TO AND FROM SCHOOL

All School Rules are Enforced To and From School

Our goal at Carlton Hills is to maintain a positive, safe, and quality learning environment to help students learn self-discipline and responsibility. Students are asked to be courteous, respectful, and practice safety both in and out of the classroom. Through careful planning and understanding of each student, teachers and administrators seek to minimize the need for disciplinary action. Through learning and observing school behavioral expectations, students contribute to their own safety, the safety of others, and enhance the opportunities of learning for all. We believe that each student has a right to learn and that each teacher has the right to teach. We practice our ROAR matrix of behavioral expectations for all.

The character traits students are expected to model include:

- Respect
- Ownership
- Acceptance
- Responsibility



BULLYING

AR 5131.2

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber-bully, cause bodily injury to, or commit hate violence; see BP 5131.2 — Bullying.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or

circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyber-bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber-bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

See District AR 5131.3 regarding Bullying Prevention on page 29

GROUNDS FOR SUSPENSION

This section restates the grounds in Education Code, Section 48900. This section shall not be interpreted to be inconsistent with those statutes.

ALL SCHOOL RULES ARE ENFORCED TO AND FROM SCHOOL

All school rules are in effect to and from school. In compliance with California Ed Code 48900, the Santee School District enforces a Zero Tolerance Policy that prohibits all unsafe or unhealthy behaviors that jeopardizes a peaceful learning environment.

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school determines that the pupil has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person
2. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material, and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil or the pupil's own prescription products.

9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm (meaning a replica of a firearm as to substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm).
14. Committed or attempted to commit sexual assault or sexual harassment as defined by the Penal Code.
15. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
16. Intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil, or group of pupils, by creating an intimidating or hostile educational environment.
17. Aiding and abetting the infliction or attempted infliction of physical injury to another person.
18. Electronic devices.

Many of these offenses may result in a five-day suspension pending Administrative Review at the District Office. There, the Assistant Superintendent of Santee Schools may issue a consequence that could result in one of the following: change student school placement or move to the Santee School Board for an expulsion hearing. There the Santee School Board could decide to remove the student from the Santee School District.

MANDATORY SUSPENSIONS

Parents are contacted by phone and/or written referral when children are referred to the office. A parent conference will be required for flagrant or continued disruption of school activities.

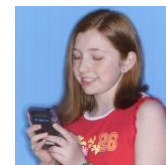
1. Possessing, selling, or furnishing a firearm if possession is verified by school employee and the pupil did not have permission from a certificated employee for the possession with such permission being concurred in by the principal or designee of the principal.
2. Possession of any knife or weapon.
3. Unlawful selling or possession of a controlled substance, alcohol, tobacco or drug paraphernalia.
4. Possession of a laser pointer.

GUEST TEACHER SUBSTITUTE TEACHER GUIDELINES

Carlton Hills students are expected to treat all guest/substitute teachers with the utmost respect. The job of a guest teacher can be a very difficult one, and it is the responsibility of all students to do everything possible to make the guest teacher's day a positive one. Students are expected to:

1. Quietly enter classrooms and sit in assigned seats.
2. Follow all directions given by the guest teacher.
3. Show respect for the guest teacher at all times.

Step Card system will be followed even while a substitute is present.



PERSONAL PROPERTY

Students assume the responsibility for loss or damage to their clothing, equipment, books, personal electronic devices and other personal property brought to school. The school endeavors to protect all personal property, but is not responsible for it. Large sums of money and articles of real or sentimental value should not be brought to school. Due to possible loss, theft, or damage, the school advises students to leave valuable possessions or items of sentimental value at home.

Items that distract from the learning process are to be left at home. *Items confiscated from students will be held until the end of the school year or until parents can retrieve them.* Cell phones are allowed at school, but must be in the "off" position and stored in the backpack. Cell phones will be taken away from students who do not comply, and will be kept in the office until it can be picked up by a parent. Students may use cell phones before and after school in the designated "phone zone" in front of the office, outside the gates. Students who do not comply may receive a discipline step and/or consequences, including suspension when their phone disrupts the learning environment. Students who feel sick must use the office phone to contact parents. Use of personal phones, even when sick, will result in consequences.

LOST AND FOUND

The lost and found rack is located in front of Building C during the week. Be sure to label belongings so that, if lost, the item may be returned. Unclaimed items will be donated to charitable organizations at the end of each trimester. **Please leave valuable items and large sums of money at home.**

DETENTION

The principal and vice principal may assign after-school detention when a student chooses not to follow school or classroom rules and procedures. In addition, the student's citizenship grade may be lowered. The effectiveness of detention increases with cooperation between parents and the school. Parents will be notified verbally or in writing when a detention is assigned. Pursuant to Board Policy 5144, students may be detained for up to 15 minutes without prior parent notification.

Students detained after school for a period longer than 15 minutes will bring a note home or call home informing the parent that they were assigned the detention. If a child does not show for detention, the time may be doubled and the parent will be contacted. All junior high students visiting the office for disciplinary reasons and receive a behavioral

consequence will become ineligible from attending the next scheduled activity unless otherwise decided by school administration.

Every Junior High student is required to carry a Step Card **in their student planner at all times.** Steps are issued by staff members, usually teachers, when students do not follow classroom or school rules. When a step is issued it stays on record for 5 complete school days. After this time, the step clears if no other steps are issued. The Step Card is the only record the school has of student steps. Therefore, students who lose or destroy their Step Card will receive step 4 and lunch detention and become ineligible for the next dance. Each step receives the following consequence:

- Step 1 – Teacher warning
- Step 2 – Classroom Intervention: change of seat, time after class
- Step 3 – Teacher calls/emails home/timeout in buddy classroom
- Step 4 – Office referral – Loss of privilege and consequence from administration. (may include lunch detention, timeout in buddy classroom, community service.)
- Step 5 –Further consequences from administration. Possible parent/teacher conference.
- Step 6 – Administrative Action: Possible ISS/OSS, multiple days of lunch or after school detention, or community service.

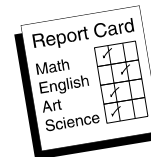
Gum is not allowed on school grounds or at school activities at any time. This includes before and after school. Discipline steps will be given for gum infractions.



STUDENT ACADEMIC SUCCESS PROMOTION / RETENTION STANDARDS

California State law requires all students in grades 2 – 8 to meet the minimum academic standards for that grade level in order to be promoted to the next grade. Parents will be notified as early in the school year as possible if their child is at-risk of retention. An intervention plan will be developed with the classroom teacher. Final recommendations for retention/promotion will be made the last few months of each school year. **Parent – teacher communication is critical for student success. The classroom teacher can answer questions regarding your child’s academic progress best.** Please see the voice mail numbers listed at the front of the handbook.

GRADES and REPORT CARDS



Santee School District is on a trimester system. Report cards are sent home three times each year. Progress reports are sent home approximately half way through each grading period. Each trimester is 60 days, which allows for a reporting period about every 30 days. Please see the next box to note which days are reporting periods.

Progress Reports will be sent home half way through each trimester:

Trimester	Progress Reports Sent
1 st	Week of Sept. 23- Sept. 27, 2019
2 nd	Week of Dec. 16-21, 2019
3 rd	Week of March 23-27, 2020

Report Card Dates

Trimester	Report Card Distribution
1 st	Week of Nov. 4-8, 2019 Parent Conferences
2 nd	Week of Feb. 24-28, 2020
3 rd	June 10, 2020

Note: All dates are approximate except for Parent Conference week.

Parent-teacher conferences will be held November 4-8th. First trimester report cards will be handed out at your student's conference time. If at any other time you would like to meet with a teacher to discuss your child's progress, please call the teacher's voice mail to set up an appointment. Parents are encouraged to be part of the school experience. If a parent needs to communicate problems, concerns, or important information, please contact one of the teachers. Ongoing Parent-Teacher communication is the foundation for student success.

Report cards will be held at the school until all school materials are returned and/or fines are paid. Borrowed lunch money and lost or damaged book fines must also be paid prior to receiving the report card.

CALCULATING GRADE POINT AVERAGES (GPA)

Grade Point Averages (GPA) are calculated by awarding each grade a point value. See chart below:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points



Add the point value together for each category separately (grade, citizenship, and effort). Then divide the sum by the number of classes.

For example:

<i>Subject</i>	<i>Effort Grade</i>	<i>Points Awarded</i>
Language Arts	B	3
Mathematics	C-	2
Social Science	A	4
Science	B	3
Physical Education	D	1
<i>GPA</i>		<i>13/5=2.6</i>

Teachers post current grades in PowerSchool. Refer to the "Parent Resources" on the Carlton Hills home page, and click on the "PowerSchool Grades Online" link. Grades are accessible with a Student ID and password.

DISTRICT 8TH GRADE PROMOTION/ CELEBRATION STANDARDS

The Santee School District has established minimum academic and behavior standards for eighth grade students to participate in the promotion ceremony and celebration activities. We want all of our students to succeed, and standards are only worthwhile if students have support in meeting them.

The 8th grade promotion standards are as follows:

A student must maintain a ***cumulative grade point average of 2.00 in Academics, Citizenship and Effort.*** Contact teachers for questions regarding grading policies and syllabus.

- Cumulative grade point averages are computed each reporting period. Cumulative averages are printed at the bottom of the report card. Each trimester's GPA is added together and then divided by how many trimesters have been completed or are in the process of being completed. Progress report grades are used at the half-way point of each trimester.
- Students that do not meet the district standard of the 2.0 eligibility requirement or have more than two out of school suspensions will not be allowed to participate in the end of the year promotional activities including the promotion ceremony. If a student does not meet the District standards, this does NOT mean they will be retained in the eighth grade. Students may appeal to the site for consideration and possible participation in promotional activities and the promotional ceremony. This does not guarantee that an exception will be made for the eighth grader.

(AR 5127)

SPECIAL EXTRACURRICULAR ACTIVITIES/FIELD TRIPS

Students at Carlton Hills earn the right to participate in extracurricular activities. Students must be present at school all day on the day of an activity in order to participate in the activity. In cases where transportation is provided, students must ride the bus to and from the activity. Activity days are considered regular school days and all students are expected to attend school. Students not participating in the activity will be involved in regular classroom academic programs. Students who chose not to attend field trips will be expected to make up all assignments missed due to being absent. Office referrals and step cards will determine eligibility for Carlton Hills Junior High activities occurring after each reporting period.

Students, who receive a discipline consequence from the office, i.e. detention, suspension, etc, are ineligible for the next activity.

Permission slips are due no later than the date and time stated on each activity's permission slip. **Students submitting their permission slips, and/or money late (after the due date) will not be able to participate in the activity. Students are not permitted to use the office or classroom phone to call for permission slips or money on the day of an event and will not be allowed to participate in that day's activity.**



STUDENT RECOGNITION

Students at Carlton Hills are rewarded for their outstanding academics, citizenship, and effort. Students have the opportunity of being recognized by their teachers as ***ROAR Awards***

for their positive behavior in the areas of Respect, Ownership, Acceptance and Responsibility. Student assemblies are held several times throughout the school year. Parents are contacted prior to the assembly by their child's teacher and are invited to attend the assembly as a surprise to their student.

Students in grades 6, 7 and 8 are recognized each trimester for outstanding academic achievement. When space for an activity is limited, participants will be determined by class ranking.

Academic and Citizenship Honor Roll= 3.5 or higher GPA

Each qualified student will receive a certificate and will be honored at a special activity for Honor Roll students. Students must have a 3.5 GPA in citizenship for each trimester in order to participate in the trimester 3 field trip.



HOMWORK

The Carlton Hills staff recognizes the value and importance of homework. Homework is used as an extension and reinforcement of the learning that takes place in the classroom. Homework strengthens those concepts that are the building blocks of the learning process. Our primary concern is that all homework assigned will provide a positive educational purpose and will serve to enrich and enhance learning at all levels. Homework is included as part of the total effort and/or work grade upon which the student is evaluated. Each teacher has their own classroom policies concerning make-up of homework assignments.

Students have been given a homework calendar in this planner. These calendars provide students a place to write all assignments. Homework calendars are a substantial part of student's advisory effort grades and may affect eligibility for activities and promotion celebrations.

At the beginning of the school year each student selects two friends to become "homework buddies" for the purpose of communicating homework information. When an absence occurs, each student is responsible for obtaining homework assignments either from the classroom teacher or through the "homework buddy" who shares the same schedule and is aware of what took place in the classroom. This is a successful means of ensuring continuity and responsibility among our students. *Choose your homework buddy carefully.* Record the names and phone numbers on page 7 of the handbook. Some teachers post homework daily on line either on the Carlton Hills webpage or through schoolnotes.com.

Note: If you are concerned over the grade that your child has earned, please contact the teacher to setup a meeting.

PHYSICAL EDUCATION

Carlton Hills Athletic Department clothes are sold at Al's Sport Shop, located on the corner of Carlton Hills and Mission Gorge. Combination locks are supplied to the students for free. If a student damages or loses the lock, a replacement fee of \$5 will be charged. Shoes must be appropriate for participation in strenuous physical activity. Students need not purchase

school P.E. clothes. Any plain-sleeved T-shirt and athletic shorts (not including nylon running shorts or cutoff pants) is acceptable.

A parent may excuse a student from P.E. for up to three (3) days with a written note. A medical excuse from a doctor is required for any student unable to participate in P.E. for three (3) or more days.



SCHOOL MATERIALS/TEXTBOOKS

Students are responsible for all school materials checked out to them. This includes all books, educational materials, Ipads, and other school equipment. If any items are lost or damaged, the student will be required to pay for loss or damage.

Textbooks are loaned to students for their use during the school year. These books should be handled carefully with the idea that other students will be using the books in the future years. Parents contribute a great deal of tax money to our school for student supplies. Students are responsible for taking care of the textbooks issued to them and for keeping all textbooks covered.

Textbooks should not be used as notebooks in which papers and assignments are stored, they should not be written in, or taken from a teacher's classroom without their permission. Students will be charged for any textbook that is lost or damaged beyond normal wear. The average cost of most textbooks is approximately \$60.00 to \$70.00 dollars. Students may be ineligible for school activities and/or not receive their final report card, if books and other school property have not been returned or fines paid.

LIBRARY

The Carlton Hills library and research center is open Monday through Friday during the school year. Generally one book per student may be checked out at a time. Students are responsible for returning or renewing books on or before the due date and are expected to pay for lost or damaged books. Activities can be withheld for lost or damaged books. Checking out a library book carries an assumption of responsibility for that book. Parent volunteers are welcome in our library. If you would like to volunteer, please contact our library clerk.

STUDENT SAFETY / HEALTH

Please be aware of the following safety rules:

- Students are to wait in front of school when arriving before 7:35 A.M.
There is no supervision before 7:35 A.M.
- Students are not to bring glass containers on campus at any time.
- Dogs are not permitted on campus.

- Students are not permitted to bring toys/equipment from home.

BICYCLE SAFETY

Students in grades 4-8 are allowed to ride bicycles to school. All bicycles must be individually locked. Students who wish to ride their bicycles need to have a permit on file in the Vice-Principal's office yearly. Students are required to follow all school rules for safety including walking bicycles on campus, and displaying courtesy to others. **California State law requires wearing a helmet.** Failure to follow rules and/or obtain a permit or a helmet will result in the loss of the privilege to ride a bicycle to school. The permit can be picked up in the office. The school does not assume responsibility for bike security

City ordinance #21113 prohibits skateboards, rollerblades, and scooters on campus at any time. Please discuss this law with your children. Children have been injured and we have experienced a great deal of damage to school property due to negligence.



PARKING LOT SAFETY RULES

- Watch for updated information on parking lot changes.
- Drop off for general education students is in the lower student drop off lot and the upper lot is reserved for buses and parents with special permit parking ONLY.
- You must exit the drop-off/pick-up lane immediately after loading or unloading your student.
- Show courtesy at all times.
- Drivers **must remain in their vehicle** at all times. Please pay attention to the traffic in front of you and pull forward as cars move forward. Your child can easily walk to the spot on the curb where you stop.
- Please have your child ready to exit the car when you reach the gate.
- The speed limit is 5 mph.
- To help ease congestion, students may exit from their car on Pike, Stoyer Dr. or Carlton Oaks Dr. and walk onto campus. For safety reasons, students **MUST** cross at corners or designated crosswalks only
- Pick-up and drop off of all K-8 students is done at the lower lot. Right turn only out of the lot.
- If you wish to meet your child at the gate, **please park your car on the street or in the student drop off lot** and walk up.
- **Please note: Our upper parking lot is reserved for staff parking only. Thank you!**

EMERGENCY SITUATIONS AND DISASTER DRILLS



Please be sure to update the school office of on any changes in your emergency card phone numbers. State law requires us to have valid emergency numbers on file for every student. Each September we send home new emergency cards for you to complete and return to the school. During the year, please let us know when you change phone numbers or addresses. We mail items home during the year and in case of emergencies, we need up-to-date information on each student.

Fire and earthquake drills are held on a regular basis and are an important safety precaution. It is essential that the students follow their teacher's instructions promptly and remain quiet at all times. Our staff is trained yearly in disaster and emergency procedures. In case of an emergency, all students will remain at Carlton Hills and be released only to parents or adults listed on the emergency locator card. The School Safety Plan is updated yearly and is available for public review if you have further questions.

VISITORS

Adult visitors are welcome at Carlton Hills School. Volunteers must fill out a "Volunteer Packet" and be cleared by the office prior to working in a classroom. For security reasons, we require all parents, volunteers, and guests log in at the office and wear a visitor tag. **Non-enrolled students will not be permitted to visit during school hours or attend school-related activities.** They are not allowed on the school grounds or in the parking area during school hours unless they are with a parent. Older students who walk younger students home need to meet them in front of the school. Students are not permitted on playground equipment or on campus before or after school even if supervised by a parent. This ensures student safety and to limit learning environment disruptions of classes that are still in session.

Parents of students are welcome to visit classes at any time. Parents who wish to visit their child's classes follow these procedures:

- Arrange visits beforehand through either a note or a phone call to the teacher whose classroom will be visited.
- Do not plan to conference with the teacher during your visit. Make an appointment with the teacher(s) with whom you would like to conference. This will allow adequate time for staff to meet with you, while not disrupting instruction.
- On the day of the visit, check in at the school office before proceeding to the classroom or playground. Wear your visitor tag at all times.

WHEN A STUDENT BECOMES ILL AT SCHOOL

If a student has a fever or is displaying other symptoms of illness, the parent or person listed by the parent on the emergency card as “Emergency Number” will be notified. The student should be picked up as soon as possible. School personnel, including the school health clerk, are not permitted to diagnose or administer treatment. In the event of an injury, the procedures outlined above will be followed.

Occasionally parents request that their ill student walk home or be sent home to an empty house. We will not release a student from school without a parent or parent designee signing the student out in the office. Student who are absent 3 consecutive days require a doctor’s excuse for their absence. Students who feel sick must use the office phone or will be contacted by our Health Clerk. Students who text/call their parent from a cell phone will receive consequences.



MEDICATION AT SCHOOL (PRESCRIPTION AND/OR OVER THE COUNTER)

Medication refers to all prescription and over the counter health related products. This includes all pills, injections, inhalers, eye and eardrops, cough medicine and aspirin or similar products. Cough drops are allowed with the understanding that only the student may take the medicine. If it is necessary for your child to take medication at school, the medication must be kept in the health clerk’s office and is not to be taken to class. A Carlton Hills Physician’s Statement must accompany all medication brought to school and submitted to the health clerk. Medication should be clearly labeled with the name of the student, doctor, pharmacy, date, number, name of the medication, amount of medication to be taken, and the specified time. An adult must bring medication into the school health office. Students are NOT permitted to bring any medication to school unless cleared by the health clerk and district nurse. All medicine not picked up at the end of the school year will be disposed of after one week. **Students failing to comply with this will be in violation of Ed Code 48900C and may be subject to a 5 day suspension, Administrative Review and a possible expulsion hearing.**

USE OF DISTRICT Ipad

Each seventh and eighth student will receive an iPad and an ssd4kids ID. Parents will decide whether their child’s iPad is kept at school or taken home each night. Students and parents must read and sign the acceptable use policy prior to receiving their iPad. Students who misuse or damage their iPad will face the same consequences spelled out for damaging school property and/or improper use of school equipment. These iPads are property of the Santee School District and must be returned with the power cable and charger at the end of

the year. Parents are subject to replacement or repair fees in the case of purposeful damage or loss. Insurance can be purchased for a fee.

INSURANCE

We encourage all parents to provide health insurance for their children. A low-cost policy is made available through the school district. Information is sent home during the first few weeks of school. Please contact the school Health Clerk if you need more information.

-SCHOOL PROGRAMS AND ORGANIZATIONS-

ENGLISH LANGUAGE LEARNERS (ELL)

The State of California provides additional assistance to schools that enroll children who have limited English proficiency. The program provides testing, tutoring, and instructional materials. English Learners Acquisition Committee meets to discuss English Learner needs. Contact the school office for more information.

POSITIVE PREVENTION PROGRAM

We offer a Positive Prevention program to eighth grade students. Classroom teachers usually teach the program. Parents are given an opportunity to preview the materials that are used in the class prior to children receiving instruction. An informational letter is sent home for parents. If you prefer for your child to opt out of the instruction, you must communicate this in writing to their teacher.

PARENT / TEACHER / STUDENT ASSOCIATION (PTA)

The Parent – Teacher – Student Association (PTSA) is a very important and active organization at Carlton Hills. PTSA volunteers help with dances, assemblies, field trips, eighth grade promotion activities, newsletters, and provide students with numerous rewards and incentives throughout the school year. Carlton Hills is fortunate to have this group to support activities by organizing and providing the means for many of our students to enjoy the activities we plan for them. All parents, teachers, and students are encouraged to become members and participate. Yearly memberships are approximately \$10.00. (amount subject to change). This fee goes directly back to the school site for the benefit of all children. Join the PTA today!

Associated Student Body (A.S.B.)

The A.S.B. plans ways to improve our school. At student council meetings, student representatives study suggestions from the Junior High class and discuss student-related issues. Officers may attend leadership seminars with students from other schools. A.S.B. raises money and approves expenditures that benefit all Junior High students.

Club Live

Club Live focuses on developing and expanding leadership skills and focuses on leading a healthy drug-free lifestyle. Activities are organized to prevent tobacco and drug abuse, to expand their ability to express ideas in social environments, to help youth actively engage with peers, and to stop bullying.

DJ Club

Carlton Hills is home to the DJ Club. Students involved in the DJ club learn how to build stereo systems, set-up and take down equipment, develop playlists for specific audiences, as well as perform at school dances and other activities at multiple district schools.

Project SAFE

Project SAFE is an on-site childcare program. Care is offered from 6:30 A.M. – 6:00 P.M. or shorter periods of time. Project SAFE has a Modified Day After-School program available for young students that need to wait for junior high dismissal. Call 258-3410 for further information.

**POSSESSION OF CELLULAR PHONES AND OTHER PERSONAL ELECTRONIC
SIGNALING DEVICES**

Students may possess personal electronic signaling devices including but not limited to pagers, beepers, and cellular/digital phones.

Permitted devices shall:

1. Be turned off at all times during the school day, and at any other time when directed by a district employee;
2. Not disrupt the educational program or school activity;
3. Be turned off at all times during instructional study trips or at 6th Grade Camp;
4. Be turned off at all times while riding on a school bus; and
5. Not be connected or linked to school district electronic information systems.

Permitted devices may not be operated by students while on school ground. Permitted devices may be used while participation in recreational, non-instructional field trips when permission for use is granted by the supervising school staff.

If a disruption occurs, the employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she shall give the device to the school administrator. After consultation with the parent/legal guardian of the student about the confiscated device, the administrator shall return the device to the parents if so requested.

A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

Legal References:

EDUCATION CODE:
48901.5

Administrative Regulations Reference:

Adopted: October 4, 2005

SANTEE SCHOOL DISTRICT
9625 CUYAMACA STREET
SANTEE, CALIFORNIA 92071-2674
(619) 258-2300

BP 6163.4

**STUDENT ACCEPTABLE USE POLICY
FOR
INTERNET AND DISTRICT NETWORK ACCESS**

The Santee School District recognizes that computers are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner.

The Santee School District declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity through which an individual:

- uses the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as those which violate local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle;
- uses the information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts;
- intentionally disrupts information network traffic or crashes the network and connected systems;
- degrades or disrupts equipment or system performance;
- uses Santee School District computing resources for commercial or financial gain or fraud;
- steals data, equipment, or intellectual property;
- gains unauthorized access to the files of others, or vandalizes the data or files of another user;
- gains or seeks to gain unauthorized access to resources or entities;
- forges electronic mail messages, or uses an account owned by another user;
- invades the privacy of individuals;
- posts anonymous messages; or
- possesses any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

Consequences of Violations

Consequences of violations include but are not limited to:

- suspension of information network access;
- revocation of information network access;
- suspension of network privileges;
- revocation of network privileges;
- suspension of computer access;
- revocation of computer access;
- school suspension;
- school expulsion; and
- legal action and prosecution by the authorities.

Remedies and Recourses

Anyone accused of any of the violations has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

The district has the right to restrict or terminate information network access at any time for any reason. The district further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

Legal reference:

Administrative Regulation Reference: AR 6163.4

Adopted: March 4, 1997

Amended:

Santee School District
9625 Cuyamaca Street
Santee, CA 92071

ZERO TOLERANCE POLICY

A major goal of the Santee School District Board of Education is to provide a safe and orderly learning environment for students. When parents are asked what is important to them in their children's schools, right along with quality education is always the safety of children. To assure safe schools the Santee School District Board of Education adopted the following zero tolerance policies regarding serious student misbehavior and that which threatens the safety of others:

Board Policy 5144.1 Pupil Discipline: Suspension and Expulsion
Board Policy 5144.4 Administrative Review

Teachers annually review these policies with their students and parents are asked to discuss this information with their children, strongly emphasizing the consequences. It is critical that every child knows and understands this information. Further information regarding expulsion laws or District policies may be obtained by contacting the office of Pupil Services at 258-2364.

These policies are available in their entirety on the Santee School District website at www.santee.k12.ca.us.

Any student in possession of a firearm, knife, other weapon or a dangerous object at school, or at any school function, will be suspended and may be required to appear at an Administrative Review meeting and/or at an expulsion hearing before the Board of Education. Types of punishment which may be ordered in addition to suspension include, but are not limited to, transfer to a different school, placement in the Community Day School, community service, counseling, attendance at the Juvenile Hall Open House, and expulsion with transfer to the county Juvenile Court and Community School Program.

Any student who engages in the following behaviors will be recommended for expulsion:

- Possessing, selling, or otherwise furnishing a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault
- Possession of an explosive
- Possession of a controlled substance, drug paraphernalia, or alcohol, or under the influence of a controlled substance or alcohol
- Willfully causing serious physical injury
- Physical assault or battery on a school employee
- Making a terrorist threat toward students, staff or school property

BULLYING PREVENTION

AR

5131.3

The Governing Board believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, each school will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment

Each school will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following:

- Students are to resolve their disputes without resorting to violence.
- Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.
- Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement or students observing conflict may contact an adult or peer mediators.
- Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

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

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students AR 5131.3(a)
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff is expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.