



Pepper Drive School

2011-2012 Parent and Student Handbook

1935 Marlinda Way

El Cajon, CA 92021

Phone: 956-5100

Absences: 258-2205

Fax: 956-5114

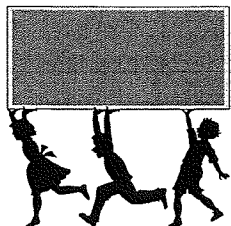


www.santee.k12.ca.us/PepperDrive



PEPPER DRIVE SCHOOL

1935 Marlinda Way
El Cajon, CA 92021
956-5100



2011-2012 PARENT AND STUDENT HANDBOOK

The information in this book is provided to help ensure the success of all Pepper Drive students. It contains rules and procedures that affect parents and students. Therefore, we request your cooperation and ask that you read the information carefully.

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 Pepper Drive.

At Pepper Drive, 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.

Mrs. Debbie Brenner
Principal

Mr. Matt Thompson
Vice Principal



At Pepper Drive School, We believe . . .
Every student has the right to learn and
Every teacher has the right to teach.

Pepper Drive School

Table of Contents



<i>Tentative Master Calendar</i>	5
<i>Telephone Reference Sheet</i>	6
<i>General School Information</i>	8
<i>School Hours</i>	8
<i>School Office</i>	9
<i>School Lunch Program</i>	9
<i>Celebrations</i>	10
<i>School Pride</i>	10
<i>Standards for Student Success</i>	11
<i>School Attendance</i>	11
<i>Appropriate School Attire</i>	12
<i>Standards for Student Behavior</i>	14
<i>Gum</i>	15
<i>Detention</i>	15
<i>Guest Teacher / Substitute Teacher Guidelines</i>	15
<i>Personal Property</i>	16
<i>Lost and Found</i>	16
<i>Grounds for Suspension</i>	17
<i>Student Academic Success</i>	19
<i>Promotion / Retention Standards</i>	19
<i>Reporting Periods</i>	19
<i>Student Recognition</i>	20
<i>Homework</i>	20
<i>School Materials / Textbooks</i>	21

<i>Library</i>	21
<i>Physical Education and Recess</i>	22
<i>Field Trips</i>	22
Student Safety / Health	23
<i>Safest Route to School</i>	23
<i>Parking Lot Safety Rules</i>	23
<i>Safety Patrol</i>	24
<i>Bicycle Safety</i>	24
<i>Emergency Situations and Disaster Drills</i>	25
<i>Visitors</i>	25
<i>When a Student Becomes Ill at School</i>	26
<i>Medication at School</i>	26
<i>Insurance</i>	26
School Programs and Organizations	27
<i>Gifted and Talented Education (GATE)</i>	27
<i>English Language Learners (ELL)</i>	27
<i>Family Life Program</i>	27
<i>Parent-Teacher-Organization (PTO)</i>	27
<i>Project SAFE</i>	28

Santee School District 2011-2012 School Calendar

July 2011						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7/4 INDEPENDENCE DAY

January 2012						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1/1 NEW YEAR'S DAY
 1/2 LOCAL HOLIDAY
 1/3 Classes resume
 1/16 MARTIN LUTHER KING DAY
 1/23-1/27 6th Grade Camp

August 2011						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8/23 School offices open to public
 8/29 Teachers return

February 2012						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

2/13 LINCOLN'S DAY
 2/20 WASHINGTON'S DAY

September 2011						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9/5 LABOR DAY
 9/6 Students return
 9/21 Curriculum Night K-5 6pm
 9/22 Curriculum Night 6-8 6pm

March 2012						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3/16 End of 2nd Trimester (61 days)

October 2011						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10/14 Ident A Kid
 10/21 Picture Day
 10/28 Make-Up Picture Day

April 2012						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4/2-4/13 SPRING BREAK

November 2011						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11/11 VETERANS' DAY
 11/21-11/25 THANKSGIVING BREAK
 11/18 Turkey Trot

May 2012						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

5/14-5/25 Star Testing
 5/28 MEMORIAL DAY
 Observance

December 2011						
S	M	T	W	Th	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12/2 End of 1st Trimester (59 days)
 12/5-12/9 Parent/Tchr conf; modified days
 12/19-1/2 WINTER BREAK

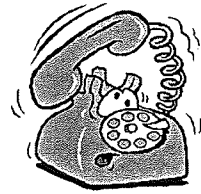
June 2012						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6/26 End of 3rd trimester (60 days)
 6/26 Last school day; minimum day
 6/15 Spring Festival
 6/25 8th grade promotion
 6/26 Kindergarten promotion

School Contacts

Principal
 Vice Principal
 Secretary
 Attendance Clerk
 Health Clerk
 Site Custodian

Mrs. Debbie Brenner
 Mr. Matt Thompson
 Mrs. Vicki Torres
 Mrs. Julia Hauner
 Mrs. Dorothy Martin
 Mr. Brad Hunt



TELEPHONE REFERENCE SHEET

Pepper Drive School Office	956-5100
Parent Link/Absence Verification Line	258-2205
Fax Number	956-5114
Mrs. Towne, L.A. Specialist	956-5149
Ms. Letyminen S/L Specialist	956-5162
Mrs. Hodges, RSP	956-5153
Library Clerk	956-5115
Mrs. Danley, Psychologist	956-5161
Project Safe	956-5110

These numbers will automatically connect to the teacher's voice mail during school hours. Please leave messages for teachers on their individual voice mail lines.

<u>Grade</u>	<u>Name</u>	<u>Room</u>	<u>Phone #</u>
Kdg	Mrs. Lori Harris	2	956-5123
Kdg	Mrs. Cindy Robinson	1	956-5121
Kdg	Mrs. Forster	D	956-5150
Kdg	Mrs. Erica Edmonston/Mrs. Susan Larson	A	956-5147
K/1	Ms. Katy Pohle	B	956-5148
1	Mrs. Chonka/Ms. Sengebusch	9	956-5132
1	Mrs. Karen Butsko	5	956-5127
1	Mrs. Jennifer Keiser	4	956-5126
2	Mrs. Diane Childress	3	956-5125
2	Mrs. Michelle Meyer/Mrs. Dunnigan	8	956-5131
2	Mrs. Kim Sellers	7	956-5130
2/3	Mrs. Lela Johnson	10	956-5133

3	Mrs. Kathryn Pederson	11	956-5134
3	Mrs. Dones	6	956-5128
3/4	Mrs. Riddlespurger	E	956-5151
4	Mrs. Susan Nugent	J	956-5159
4/5	Mr. Jim Lindgren	E	956-5152
5	Ms. Mary Boutwell	13	956-5137
5	Mrs. Kristin Haley	14	956-5138
5/6	Mr. Lance Bradshaw	12	956-5136
6-8	Mrs. Barb DeBarrows	PE	956-5108
6	Mrs. Carly Wirth	16	956-5140
6	Mrs. Katrina Sparley	17	956-5141
7 - 8	Mr. Michael Roach	19	956-5143
7	Ms. Sarah Mowrey	14	956-5138
7	Mrs. Chris Mowrey	18	956-5142
8	Mrs. Colette Rickon	20	956-5144
8	Mrs. Jennifer Rolf	15	956-5139
SDC	Mr. Stephen Whittaker	22	956-5146

GENERAL SCHOOL INFORMATION

SCHOOL HOURS



Supervision of students at Pepper Drive begins at 8:15 A.M. To ensure the safety of all children, students should not be on the school grounds before that time. If you leave for work early, please make necessary arrangements to have your children taken care of until supervision begins at 8:15 A.M. Once they arrive, students may not leave campus without permission.

Please leave your house in enough time for your child to be seated in class when the 8:30 A.M. bell rings. **It is important that all students be on time.** Punctuality is a life skill that carries over into the work force. In addition, a loss of instructional time can be avoided when students are on time. If your child arrives during or after the 8:30 A.M. bell, he/she will be marked tardy.

There is NO SUPERVISION for students until the bell rings at 8:15 A.M. At that time, K-5 students are to walk to their designated playground area and wait for their teacher to pick the class up at 8:25 A.M. Middle School students need to walk to the upper quad area.

Please make arrangements for dismissal time. Under no circumstances are students allowed on school equipment after school, even with parent supervision. **Primary students will not be permitted to wait for their older siblings to be dismissed from school. Please make the arrangements necessary to enable your child to leave campus at their dismissal time each day.** After school supervision is **not** provided. Project SAFE is available for a fee and will provide supervision for your child if necessary until transportation can be provided at dismissal time.



If you need to pick your child up before school is dismissed, please come to the office and sign him/her out. Your child will then be called to the office to leave school. A student may only be released to adults listed on the emergency card unless a special note is provided to the school office.



Instructional Schedule for 2011-2012

We will have modified days for K-3 only next year. Please note changes in dismissal times.

Regular Day Schedule:

Kindergarten 8:30 am- 1:30 pm
Grades 1-3 8:30 am- 2:35 pm
Grades 4-5 8:30 am- 2:35 pm
Grades 6-8 8:30 am- 2:35 pm

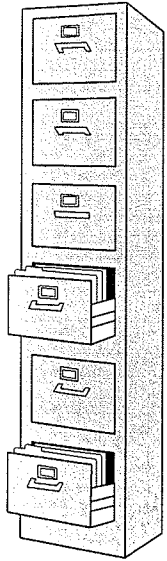
Modified Day Schedule: *K-3 only

Every Friday
Kindergarten 8:30 am- 12:50 pm
Grades 1-3 8:30 am- 12:55 pm
Grades 4-5 8:30 am- 2:35 pm
Grades 6-8 8:30 am- 2:35 pm

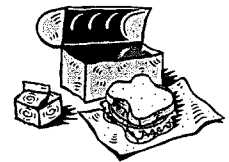


SCHOOL OFFICE

School office walk-in hours are 7:30 A.M. until 3:30 P.M. Phone hours are 8:00 A.M. to 3:30 P.M. To better serve you please follow these rules concerning office use:



- **If your child is absent**, please call the parent link/absence line (258-2205) each day to verify the absence. **Please do not call the office.**
- If your child has an appointment, please send a note with him/her the morning of the day he/she is to be released early from school. This note must state the date, time, and reason for the dismissal, and must be signed. The note should be given to the office.
- **Telephones are to be used in emergency situations only.** Please make arrangements for transportation, after school plans, etc. before coming to school. A note from a teacher is required to use the phone in the office.
- Please make regular arrangements with your child as to what he/she should do when it rains. Students will not be allowed to use the phone to obtain transportation on rainy days.
- **Please do not ask office staff to interrupt the classroom for non-emergency messages** because the teacher has to stop instruction to deliver the message. Phones are installed in each classroom and you will be able to access them using voice mail. We appreciate your cooperation in not disrupting the educational program at Pepper Drive.



SCHOOL BREAKFAST/LUNCH PROGRAM

We invite you to visit school and observe the breakfast/lunch program any day. If you would like to have lunch with your child, please have him/her order a lunch for you in the morning.

Menus are posted on the website each month (www.santeesd.net). Student breakfast costs are \$1.00, lunches are \$2.25 and adult lunches are \$3.25. If a student does not remember to bring a lunch or money, he/she may borrow money **one time** to purchase a peanut butter and jelly lunch.

An application for free and reduced meals must be submitted for each child, each year and approved by the Food Services Director for students to qualify. If you have any questions about this program, please contact the child nutrition department



CELEBRATIONS

School celebrations for any occasion including birthdays and holidays are to be **arranged with the classroom teacher** and **need to include the entire class**. In order to prevent hurt feelings or exclusivity, parents and students are discouraged from bringing or ordering lunch for just their friends. We strongly encourage all celebrations to take place away from school.

If you would like to share something with your child's class to honor a special occasion, please consider non-food items such as books or a special activity.

District Wellness Policy: All persons providing beverages and snacks for class celebrations and school sponsored events shall be encouraged to provide items that adhere to SB12 & SB965 as listed. Class/Birthday celebrations should be planned for after lunch. Please refer to the complete policy on the district website.



SCHOOL PRIDE

We are proud of the appearance of our school and try to keep the school neat and clean. We would appreciate your cooperation in helping us instill in your children pride and respect for school property. The school belongs to everyone and when school property is damaged or destroyed, money that is used to repair or replace the damaged or destroyed property is diverted from the educational program. We will work together to make our school a clean, neat, and pleasant environment in which to learn.



STANDARDS FOR STUDENT SUCCESS

SCHOOL ATTENDANCE

One of our goals at Pepper Drive 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 every effort to make student appointments in the afternoon as if a child is not present when attendance is taken in the morning, the school does not receive student funds for that child that day.** All absences, excused and unexcused, result in a loss of learning time for students and instructional funding for the school.

The State of California defines an **Excused Absence** as:

- 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 days prior to your child's absence so that your child's teacher can plan accordingly.)

All other absences are unexcused.

Parents must verify any absence by note or phone call. Notes are to be given to the office stating the name and grade of the student, along with the dates and reason for absence. Our 24-hour parent link/absence line is also available for verifying absences. **The absence verification number is 258-2205. Please use this number instead of calling the school office.** After thirty days, the absence is considered unexcused.

Total absences for the year include excused and unexcused absences. Nine (9) or more absences are considered excessive and may result in consequences including a referral to the Student Attendance Review Board (SARB).

Students who are absent are responsible for making up missed work and instruction. 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. Absent work must be made up in a timely manner.

Students with excessive absences or tardies may be considered truant. A student is considered tardy if they are not in their seat when the bell rings. Three 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 or may not be made up at the discretion of the teacher. Continual attendance problems may be referred to the School Attendance Review Board (SARB).

Note: The state of California requires students to be at school in order for schools to collect attendance funds each day. This means if your child is not here for any reason, even illness, we cannot collect funds from the state. Please help us protect your child's instructional funds by arranging for vacations and appointments on non-school days or after school hours. We appreciate your support in this area.



APPROPRIATE SCHOOL ATTIRE

The Pepper Drive staff is dedicated to providing the maximum educational opportunity with the minimum number of distractions. On occasion, student fashion may disrupt the educational environment. The following District guidelines shall apply to all regular school activities. These guidelines are from the Santee Board of Education Administrative Regulation 5132. Additional information is available on the district website.

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.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net 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. Pupils 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.
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.

Students that come to school in inappropriate dress will be asked to change their shirts or have appropriate clothes brought to school from home. Please keep these guidelines in mind when buying clothing for children. Appropriate clothing for school contributes to a child's total attitude and we appreciate your cooperation in this area.



STANDARDS FOR STUDENT BEHAVIOR

ALL SCHOOL RULES ARE ENFORCED TO AND FROM SCHOOL

Our goal at Pepper Drive is to maintain a positive, safe, and quality learning environment as well as 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 rules, 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 the Peace Builder Program standards and goals of student behavior.

The Peace Builder Pledge

I am a Peace Builder

I Pledge

- **To praise people**
- **To give up put-downs**
- **To seek wise people as advisors and friends**
- **To notice the hurts I have caused and make amends**
- **To right wrongs**
- **To help others**

I will build peace at home, at school, and in my community each day.



All school rules and consequences are enforced **to and from school**. Harassment and bullying of any kind is not allowed. Fighting is not permitted. Any inappropriate behavior including possession of inappropriate, dangerous, or illegal items may result in consequences such as loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion from the Santee

School District. Santee School District has a zero tolerance policy for drugs and weapons. Knives (or replicas), weapons, drugs, or alcohol are not to be brought to school and will result in suspension pending an expulsion hearing.

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. All referrals that are sent home need to be signed and returned to the office the following day.

GUM



Gum is not allowed on school grounds or school activities at any time. This includes before and after school.

DETENTION

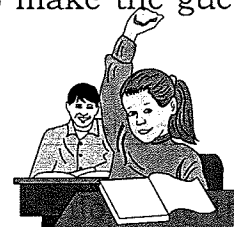
A teacher may assign after-school detention when a student chooses not to follow school or classroom rules and procedures. In addition, the student's citizenship grade may be lowered. The effectiveness of detention increases with cooperation between parents and the school. Parents will be notified verbally 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 assigned a 15-minute detention will bring a note home informing the parent that they were assigned and served the detention. Written notice will be sent home with the student or phone contact made prior to detention only if the detention is in excess of 15 minutes. All detention notices are to be signed by a parent and returned to the teacher who assigned the detention. If a child does not show for detention, the time may be doubled and the parent will be contacted.

GUEST TEACHER/SUBSTITUTE TEACHER GUIDELINES

Pepper Drive 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.



Consequences up to and including suspension will be enforced for any student who is sent to the office by a guest teacher.

Guest teachers are encouraged to make a list of all students who demonstrate exemplary behavior. These lists will be left for the regular classroom teacher.



PERSONAL PROPERTY

Students assume the responsibility for loss or damage to their clothing, equipment, books, 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.

Education Code, Section 48901.5 prohibits the use of electronic signaling devices including cellular phones. Items such as CD players, radios, tape players, IPODS, MP3 players, electronic games, cameras, cell phones, and pagers are not permitted on campus except when expressly permitted for special projects. Items that distract from the learning process are to be left at home. **Items confiscated from students will be held in the office for parent pick-up on the first offense. On the second offense, the item will be held until the end of the school year.**



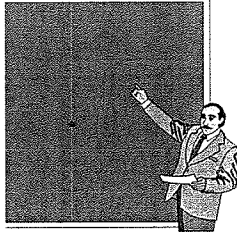
LOST AND FOUND

The lost and found is located near the PDC Room. 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 month. **Please leave valuable items and large sums of money at home.**

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



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:

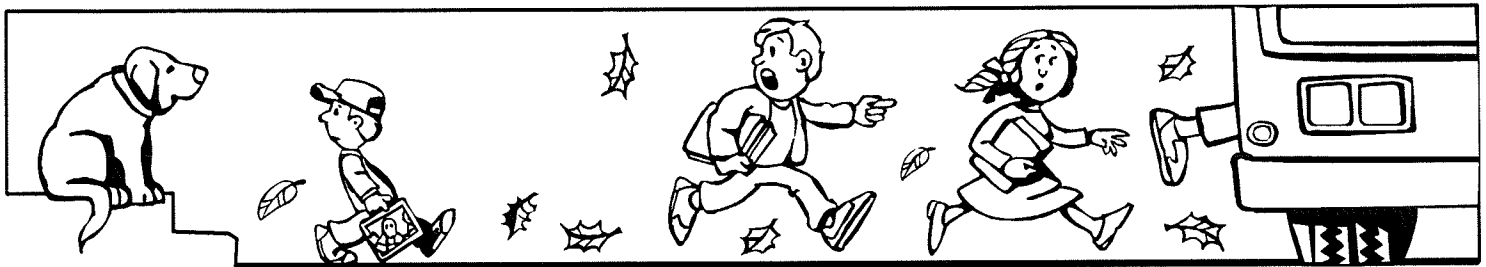
1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess 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.

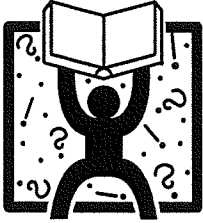
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation 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.

Mandatory Suspensions

A pupil shall be suspended for the following conduct committed at school or at a school activity on school grounds or on the way to or from school or a school activity.

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.
3. Unlawful selling of a controlled substance.

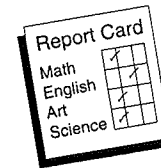




STUDENT ACADEMIC SUCCESS

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.



REPORTING PERIODS

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.

Parent-teacher conferences are held in December. 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. By working with parents, the best educational environment possible can be provided.

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

STUDENT RECOGNITION

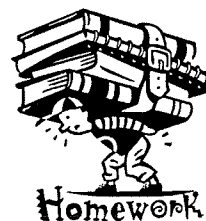
Students at Pepper Drive are rewarded for their outstanding academics, citizenship, and effort. Students have the opportunity of being recognized by their teachers at Character Counts assemblies. Parents are contacted prior to the assembly by their child's teacher and are invited to attend the assembly as a surprise to their child.

Students in grades 4-8 are also recognized for their outstanding academic achievement.

Academic Honor Roll	=	3.5 or higher GPA in academics
Academic STARS Honor Roll	=	4.☺ GPA in academics

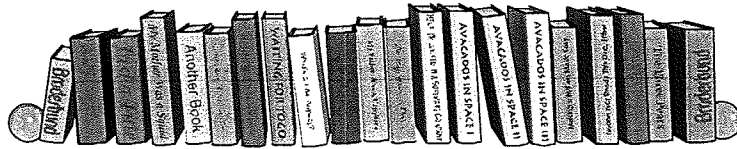
Names of qualified students will be displayed for the next trimester near the school office. Each qualified student will receive recognition and may be honored at a special activity for Honor Roll students.

Pepper Drive students with ***Perfect Attendance*** will also be recognized each trimester for attending school, on-time EVERYDAY.



HOMEWORK

The Pepper Drive 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. Ideally, 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. Please contact your child's teacher for any questions or concerns about homework.



SCHOOL MATERIALS/TEXTBOOKS

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

At the close of the school year, final report cards will not be sent home until all books and other school property have been returned or fines paid.



LIBRARY

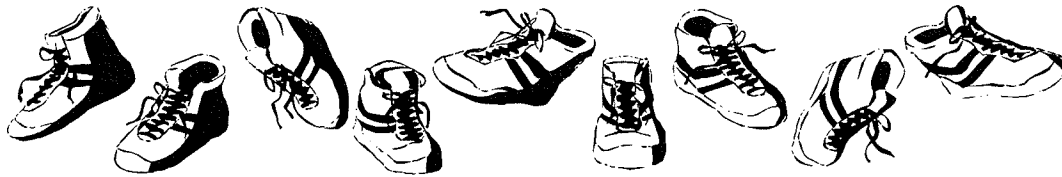
The Pepper Drive library and research center is open Monday through Friday during the school year. Generally one book per student may be checked out at a time. Students are responsible for returning or renewing books on or before the due date and are expected to pay for lost or damaged books. Report cards will be held 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.



P.E. and RECESS

Students in grades K-8 will have the opportunity to participate in both Physical Education (P.E.) and recess. Students in grades 6-8 participate in a structured Physical Education program. Classroom teachers will direct P.E. activities. Teachers, instructional aides and campus supervisors will monitor recess times. Therefore, it is important that students respectfully follow the directions of ALL adults on duty at all times and practice safe playground behavior. Failure to do so may result in loss of privileges and/or a referral to the office.

It is important that students wear appropriate clothing daily that allows them to participate in both P.E. and recess. This includes but is not limited to appropriate shoes. Shoes need to protect students' feet and allow them to run freely on playground areas.



FIELD TRIPS

Students at Pepper Drive may be offered the opportunity to participate in a limited number of field trips for a minimal cost. Field trips are an extension of the curriculum standards. The classroom teacher will provide all field trip information. Field trips are not mandatory and are at the discretion of the teacher.

In cases where transportation is provided, students must ride the bus to and from the field trip. Field trip days are considered regular school days and all students are expected to attend school whether or not they are attending the field trip.

Appropriate school attire for the field trip is expected. Students are also expected to maintain school behavior standards. Failure to do so will result in disciplinary action.



STUDENT SAFETY / HEALTH



SAFEST ROUTE TO SCHOOL

Students walking to school are directed to follow all traffic signals and crosswalks. Walk with groups and pay attention to safety hazards.

Students walking north on Marlinda Way are to walk on the sidewalk and follow the sidewalk to school.

Students are not to arrive on campus before 8:15 A.M. ***There is no supervision before 8:15 A.M.***

PARKING LOT SAFETY RULES



Many of our students are driven to school in the morning and are picked up by parents in the afternoon. **In the interest of student safety, please observe the following procedures as you drop off or pick up your children at Pepper Drive.** Your patience and cooperation will make the traffic flow smoother and keep the parking lots safe for everyone. Please do not drop off students before 8:15 A.M. because we do not have supervision before that time.

- Students must be dropped off and picked up on the front parking lot curb. Our lower lot is for parking and does not have a drop off lane. No student is allowed to exit or enter a car that is not parked in a designated parking space or pulled up to the drop-off curb in front of the school.
- There is NO PARKING, NO WAITING, and NO STUDENT DROP-OFF OR PICK-UP in the fire lane.
- Please observe the BUS ONLY signs for our daycare and special education busses.
- The yellow curb is for loading and unloading students. YOU CANNOT PARK AND EXIT YOUR VEHICLE ON THE YELLOW CURB. You must exit the drop-off/pick-up lane immediately after loading or unloading your student.
- You must keep your car engine running while on the yellow curb. 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 curb.
- If you need to wait for more than one dismissal time, you must park in a designated space on the street or in the lower lot. The speed limit is NO MORE THAN 5 MPH.



SAFETY PATROL

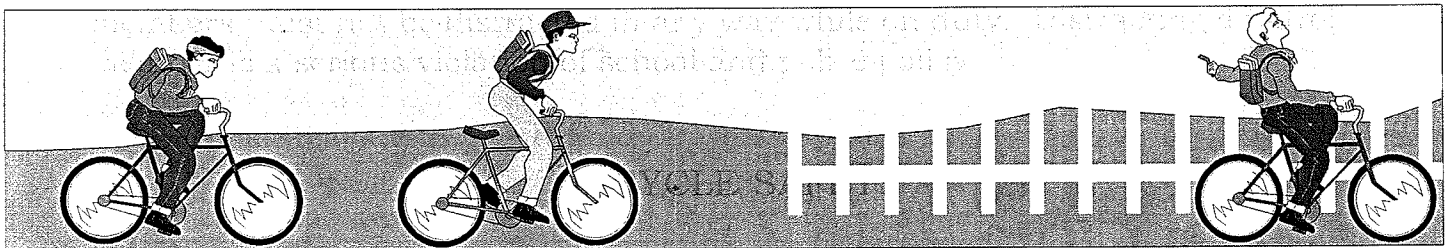
Sixth grade students are eligible to be members of the Safety Patrol. Selection to the Safety Patrol is based on teacher recommendation. Students must demonstrate positive citizenship, attitude, effort, and responsibility. The Highway Patrol cooperates with the school in training the Patrol to guard school crossings and protect our students.

All students are required to obey the Safety Patrol members. Safety Patrol members must not be distracted in any way while on duty. Distracting a patrol member is a serious violation of school and police policy.

BICYCLE SAFETY

Students are not permitted to ride their bikes to school. When riding bikes after school hours, obey all traffic signals and be safe.

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. Thank you for your cooperation in this area.



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. At the beginning of the year 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 Pepper Drive and be released only to parents or adults listed on the emergency locator card.

VISITORS



Adult visitors are welcome at Pepper Drive School. We require all parents, volunteers, and guests sign in at the office and wear a visitor tag. Our gates will be locked shortly after 8:30 and unlocked at dismissal. **Non-enrolled students will not be permitted to visit during school hours or attend school-related activities.** They are also 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 before or after school even if supervised by a parent. This practice is to ensure the safety of the students we serve.

Parents of students are welcome to visit classes. We ask that 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.
- 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. Students should have a normal temperature for 24 hours before returning to school. 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. It is the belief of the Santee School District that it is not in the best interest of ill students to walk home alone or is sent home without an adult present to care for them. We will not release a student from school without a parent or parent designee signing the student out in the office.

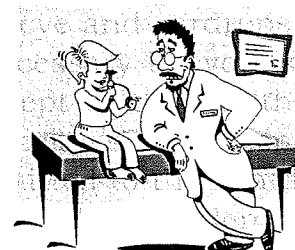


MEDICATION AT SCHOOL (PRESCRIPTION AND/OR OVER THE COUNTER)

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. 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 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. All medicine not picked up at the end of the school year will be disposed of after one week.

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.



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 956-5110 for further information.



We look forward to a fantastic year here at **Pepper Drive!** With your help and participation we know our students will continue to succeed. If you have any questions, please contact the school at 1(619)956-5100.

Mrs. Debbie Brenner
Principal

Mr. Matt Thompson (MR.T)
Vice Principal