



# Santee School District Parent Handbook 2011 - 2012

Santee School District  
9625 Cuyamaca  
Santee, CA 92071-2674  
(619) 258-2300  
[www.santeesd.net](http://www.santeesd.net)



## Santee School District Directory

<b>Cajon Park School</b> .....	956-2400
10300 North Magnolia Avenue	FAX 956-2408
Ted Hooks, Principal	
<b>Carlton Hills School</b> .....	258-3400
9353 Pike Road	FAX 258-3414
Terry Heck, Principal	
<b>Carlton Oaks School</b> .....	956-4500
9353 Wethersfield Road	FAX 956-4509
Stephanie Pierce, Principal	
<b>Chet F. Harritt School</b> .....	258-4800
8120 Arlette Street	FAX 258-4816
Andy Johnston, Principal	
<b>Hill Creek School</b> .....	956-5000
9665 Jeremy Street	FAX 956-5014
Jerelyn Lindsay, Principal	
<b>Pepper Drive School</b> .....	956-5100
1935 Marlinda Way	FAX 956-5114
El Cajon, CA 92021	
Debbie Brenner, Principal	
<b>PRIDE Academy School</b> .....	956-5200
9303 Prospect Avenue	FAX 956-5212
Stephanie Southcott, Principal	
<b>Rio Seco School</b> .....	956-5500
9545 Cuyamaca Street	FAX 956-5514
Lisa McColl, Principal	
<b>Sycamore Canyon School</b> .....	956-5400
10201 Settle Road	FAX 956-5412
Debra Simpson, Principal	
<b>Santee Success Program</b> .....	956-2453
10250 Magnolia Avenue	FAX 258-2467
Minnie Malin, Principal	
<b>Home/Alternative School</b> .....	956-2490
10250 Magnolia Avenue	FAX 956-2494
Kristin Baranski, Principal	

**Santee School District - Parent Handbook**  
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# Santee School District

**SCHOOLS:**

Cajon Park  
Carlton Hills  
Carlton Oaks  
Chet F. Harritt  
Hill Creek  
Pepper Drive  
PRIDE Academy  
at Prospect Avenue  
Rio Seco  
Sycamore Canyon  
Alternative  
Success Program

## Superintendent's Message

September 2011

Dear Parents/Guardians:

Welcome to the 2011-2012 school year in Santee School District. Our primary goal is to create a safe, caring, and enjoyable school climate that provides an optimal learning environment. Our schools have programs that support and promote safe cultures so that students can learn and feel safe. In addition, all of our schools have standards of behavior that support a safe school community. It's important that our students understand these standards of behavior and their purpose.

This Parent Handbook provides you with information on the standards we have established for your children and our students. Please review this handbook and also refer to it throughout the year as a reference for programs and services we can offer you to support continuous success for your child. The annual school year calendar is also enclosed.

We encourage you to take time to discuss this handbook with your child. It provides a framework for your child to experience a positive outcome in his/her school career. If you desire additional information about our schools, we invite you to visit our website at [www.santeesd.net](http://www.santeesd.net) or call your local school with any questions you may have.

Best wishes for a successful school year.

*Dr. Patrick Shaw*

BOARD OF EDUCATION · Dan Bartholomew, Dustin Burns, Dianne El-Hajj, Ken Fox, Barbara Ryan  
DISTRICT SUPERINTENDENT · Patrick Shaw, Ed.D.

9625 Cuyamaca Street · Santee, California 92071-2674 · (619) 258-2300 · [www.santeesd.net](http://www.santeesd.net)



## **Santee School District Mission, Belief Statements, and Goals**

### ***Vision***

Santee School District will be a recognized leader in education, setting the standard in every endeavor.

### ***Mission***

The Santee School District, supported by an involved community, an outstanding staff, and a shared vision, assures a quality education that supports students in achieving academic excellence and in developing life skills needed for success in a diverse and changing society.

### ***Belief Statements***

Children are our first priority. Therefore we believe....

- All students can learn.
- Trust, integrity, respect, citizenship, honesty, responsibility, commitment, and pride are the foundations on which our district is built.
- Academic performance and positive personal development are the highest measures of District success.
- Knowledgeable, motivated and inspired employees assure the success of our students.
- Parent and community involvement in our schools is crucial to the academic success of our students.
- Everyone has the right to learn and work in a safe, healthy, orderly, and clean environment.
- The District operates efficiently and effectively through focused leadership, fiscal responsibility, and open communication, with a strong academic program as the top priority.
- Students should understand and respect the origin of the nation, the law of the land, and the principles of our democracy.

### ***Goals***

#### **Educational Achievement**

Assure the highest level of educational achievement for all students.

#### **Facilities**

Provide facilities that optimize the learning environment for all students.

#### **Fiscal Accountability**

Pursue actively the funding and resources to fulfill our mission and maintain fiscal solvency.

#### **Staff Development**

Establish a staff development program as the cornerstone of effective instructional programs and employee performance.

#### **Student Well-Being**

Develop social, emotional and health service programs to foster student character and personal well-being.

# Santee School District Board of Education

Citizen oversight of local government is the cornerstone of democracy in the United States. We entrust the governance of our schools to citizens elected by our community to oversee Santee School District.

Five elected board members serve Santee School District:

Dan Bartholomew

Dustin Burns

Ken Fox

Dianne El-Hajj

Barbara Ryan

The four major board roles include: establishing a vision; maintaining an effective and efficient structure; ensuring accountability; and providing community leadership as advocates for children, the school district and public schools. These four roles represent the core functions that are so fundamental to a school system's accountability to the public that, in our democratic society, they can only be performed by an elected governing body. Authority for these roles is granted to the board as a whole, not each member individually. Therefore, board members fulfill these responsibilities by working together as a governance team with the superintendent to make decisions that will best serve all the students in Santee.

You are invited to attend regularly scheduled Board of Education meetings held on the first and third Tuesday of each month at the Educational Resource Center, 9619 Cuyamaca Street, at 7:00 p.m. Board meeting agendas are posted at all District and school locations and on the District's website at [www.santeesd.net](http://www.santeesd.net) prior to the meeting.

July 19, 2011  
August 2, 2011  
August 16, 2011  
September 6, 2011  
September 20, 2011  
October 4, 2011  
October 18, 2011  
November 1, 2011  
November 15, 2011  
December 6, 2011  
January 3, 2012

January 17, 2012  
February 7, 2012  
February 21, 2012  
March 6, 2012  
March 20, 2012  
\*April 3, 2012  
April 17, 2012  
May 1, 2012  
May 15, 2012  
June 5, 2012  
June 19, 2012

**Note:** The Board of Education establishes its meeting schedule each January; therefore, the meeting dates for 2012 are tentative.

\* The Board may consider cancellation of Board meetings that fall during school holidays.

## Santee School District 2011-2012 Student Calendar

First Day of School	Tuesday, September 6	
Veterans' Day	Friday, November 11	No School
Thanksgiving Break	Monday-Friday, November 21-25	No School
End of First Trimester	Friday, December 2	
Parent/Teacher Conferences	Monday-Friday, December 5-9	Modified Days
Winter Break	December 19 – January 2	No School
Classes Resume	Tuesday, January 3	
Martin Luther King Day	Monday, January 16	No School
Lincoln Day Observance	Monday, February 13	No School
Washington Day Observance	Monday, February 20	No School
End of Second Trimester	Friday, March 16	
Spring Break	April 2 – April 13	No School
Kindergarten Pre-Registration	Begins week of March 19 Times & Locations TBA	
STAR Testing	May 14 – May 25	
Memorial Day	Monday, May 28	No School
Eighth Grade Promotion Exercises	*Days & Times TBD	
Last Day of School	Tuesday, June 26	Modified Day

\*Promotion dates may vary from site to site – please watch the district website for dates

[www.santeesd.net](http://www.santeesd.net)

### Sixth Grade Outdoor Education Program Schedule 2011-2012 Camp Cuyamaca

School	Date
Cajon Park	2/6/2012
Carlton Hills	11/14/2011
Carlton Oaks	2/6/2012
Chet F. Harritt	3/19/2012
Hill Creek	6/4/2012

School	Date
Pepper Drive	1/23/2012
PRIDE Academy	1/17/2012
Rio Seco	12/5/2011
Sycamore Canyon	11/14/2011

## **Concerns About School District Personnel**

The Santee School District promotes prompt, fair, and constructive communication in an attempt to resolve complaints against school district employees. See *Attachment A* for a summary of the three-step process.

## **Concerns About School District Programs**

The Santee School District promotes prompt, fair, and constructive communication in an attempt to resolve complaints against school district programs. See *Attachment A1* for the process.

## **Damaged or Lost Instructional Materials** (see attachment J)

Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use. When materials are lost or so damaged that they are no longer usable, the student shall be issued a replacement. However, students or parents/guardians shall be responsible for reparation equal to the current replacement cost of the materials. If reparation is not excused and not paid by the student or parent/guardian, the district may withhold the student's grades, diploma and transcripts in accordance with the law, Board Policy, and administrative regulation.

## **District Disaster Plan**

There is a District plan, which addresses emergency situations in the Santee School District. Each school site has an evacuation plan and special emergency kits to assist them with emergencies. A District Safety Committee meets three to four times a year to advise on District needs/policies.

## **District Forms and Publications**

Authorized forms and publications disseminated by our District will have *Santee School District* and the date clearly printed on them. This will help you recognize material that has been printed and distributed by our District.

## **Drills - Fire Drills, Lock Down and Other Drills**

The value of an emergency plan comes in being prepared to use it, and one way to prepare is through drills. Drills are a common-sense approach to preparing for worst-case scenarios. Santee School District has four different drills practiced regularly so that students can be prepared for any event that might happen.

**When it is not safe to stay in a classroom: Fire Drill** – Fire drills are held once a month. All students are informed about what to do and where to go. The building is evacuated and all students are accounted for.

**Evacuation Drill** – In the case of a flood, gas leak, a request from the Fire or Sheriff's Department, etc., we may be asked to evacuate classrooms. We leave in a similar fashion to fire drills and congregate at the end of the playground areas unless directed to leave the campus.

**When it is not safe to leave a classroom: Duck and Cover Drill** – Students are trained to drop, duck and cover to protect themselves during an earthquake. **Lock Down Drill** – Lock down drills prepare students for situations in which it would be dangerous to leave a classroom. If there is immediate danger, we may be requested by the Sheriff's Department or School District Superintendent to lock down one or more schools. During lock downs, students are safely in classrooms out of sight and our halls are empty. We do not open any classroom doors or move any students without permission from school administration.

We feel that if we are well prepared for any event and our children have practiced what to do in any possible emergency, all of us will be safer. We talk with children about the purpose of these drills, being careful not to frighten them. Access to children by parents and/or guardians may be denied but only when the children's safety is in question.

## **Emergency Information**

To safeguard your child's health and welfare, the school **must** have on file **current** emergency information. This includes the home address and telephone number, business telephone number of the parents or guardians, and at least one relative or friend who is authorized to care for the student in any emergency situation if the parent or legal guardian cannot be reached. A local physicians/dentists name and telephone number should be included for emergency use. Student profiles contain this information and are sent home twice yearly for parents to provide new or updated information. **PLEASE NOTIFY THE SCHOOL IMMEDIATELY IF ANY OF YOUR EMERGENCY INFORMATION CHANGES.**

Occasionally, in a life-threatening situation, emergency medical services need to be called to transport your child to a hospital emergency room. The Santee Paramedics and/or private ambulance may be summoned to provide emergency care. If transportation by private ambulance is necessary, parents will be billed by the company for services provided. The Santee Paramedics will not charge Santee residents.

## **Homeless**

If your family lives in a shelter, motel, vehicle, campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friends or relatives because you cannot find or afford housing, your preschool-aged and school-aged children have certain rights or protections, including the right to:

- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, you are entitled to a written explanation and the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address.
- Enroll and attend classes while waiting for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice, based on space availability, even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.

For further information, contact the Homeless Liaison at 258-2345

## **Insurance-Student Accident**

You may secure insurance for a nominal fee to help cover the costs of medical care for accidents to your children while participating in school activities or while going directly to and from school. For an additional charge, you may purchase 24-hour coverage. The school has information available on the policy and its cost. Questions pertaining to the insurance coverage and/or how claims are administered may be answered directly by contacting Pacific Educators Inc., Insurance Services at (800)722-3365. Information is normally distributed at the beginning of the school year.

## **Internet Access and Use** (see attachment B)

Students may have access to the Internet through computers in their classrooms and/or school computer labs. The classroom teacher monitors access and parent permission is required.

## **Lunches-Student and Adult**

Student lunches are prepared at the District Child Nutrition Center and delivered daily to the schools. Salad bars are set up at the school with fruit and vegetable choices. Standards for the meals are set by the federal government to satisfy the nutritional needs of elementary age children.

Low-fat white milk, or non-fat chocolate is included as part of the student meal. It is required that milk be offered with all lunches unless a medical statement from an attending physician indicates the child may not drink milk. In that case, another beverage will be provided. Milk is also sold at the schools for students who bring lunch from home.

The District provides free and reduced price meals to eligible students. Forms are available at the school for application at any time during the school year. Applications are to be completed by a parent or guardian and returned to the school. A percentage of all applications will be selected and the income information verified for income verification. The cost of producing the school lunches far exceeds the charge to children. State and federal assistance makes the program possible.

Parents are invited to eat with their children at least once during the year. Please call the school to be included in the lunch count.

## **Report Cards and Parent Conferences**

The Board of Education in Santee School District recognizes that teachers need to keep parents informed of their children's academic progress. The Pupil Progress Report is one way of meeting this responsibility. Other methods, such as parent, teacher, and pupil conferences are also effective. Pupil Progress Reports (report cards) are issued for grades K-8 at the end of each trimester. Parent conferences are required at the end of the first trimester. Parent conferences may also be held at other times at the request of either the parent or the teacher.

## **Safety**

The highest priority of school personnel is your child's personal safety. In order to insure that safety, all students are to come directly to school from home and directly home from school; unless you have made prior arrangements with the school. California school law states that students are to obey all school rules (California Education code, Section 48900 (p) (2)) while going to or coming from school.

## **School Fees**

The District does not charge mandatory fees for instructional materials. Students are not required to pay fees in order to participate in class. All educational activities are provided without cost to the students.

Requests are made for voluntary contributions for participation in programs such as sixth grade camp. No student will be denied participation if contributions are not made. Donations are accepted as a voluntary payment under circumstances where all students are allowed to participate without regard to whether the "donation" has been made.

## **Student Dress And Grooming Policy** (see attachment F)

Administrative Regulation No. 5132, "Dress and Grooming". This regulation clarifies many aspects of permissible student dress and grooming and is in effect now. Please be sure to carefully read the enclosed policy and assure that your child is dressed and groomed in accordance with this policy.

## **Zero Tolerance Policies** (see attachment G)

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 Suspension and Expulsion/Due Process

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 at the Santee School District website ([www.santeeed.net](http://www.santeeed.net)) or by contacting the office of Pupil Services at 258-2364.

Any student who violates the provisions listed below will be immediately suspended from school for a period of five days. During the five-day suspension period, an administrative review team shall determine the appropriate consequences. Types of punishment range from a recommendation for expulsion, placement in Santee Success Program, community service, placement in a different school, or return to their current school with special conditions, such as counseling.

Any student who engages in the following behaviors will be recommended for suspension and 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, unauthorized prescription drug, 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

## HEALTH EDUCATION, PUPIL SERVICES, AND PARENTS' OR STUDENTS' RIGHTS REQUIRING ANNUAL NOTIFICATION

### DEAR PARENT/GUARDIAN:

State and federal laws require school districts to notify parents and guardians of minor pupils of parental rights. The law requires the parents or guardians to sign a notification form and return it to school. The signature is an acknowledgment that the parents or guardians have been informed of their rights but does not indicate that consent to participate in any particular program has been either given or withheld.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form. Items marked with a \*\* reference specific documentation to be provided by the district.

The following rights, responsibilities, and protections are provided (when used in this notification "parent" includes a parent or legal guardian):

**RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC § 35291):** Rules pertaining to student discipline, including those that govern suspension or expulsion, are outlined in EC§ 48900 *et seq.* and are available from the building principal. They are also communicated to all students every year. In addition the following disciplinary information is to be provided to parents:

**\*\*Sexual Harassment Policy (EC § 231.5; 5 CCR § 4917):** Each district shall have a written policy on sexual harassment, and shall provide a copy of such policy, as it pertains to students, with the annual notification. Districts are also required to display the policy in a prominent location and include in orientation for employees and students.

**Dress Code/Gang Apparel (EC § 35183):** Authorizes district to adopt reasonable dress code.

**Sun Protective Clothing/Use of Sunscreen (EC § 35183.5):** Requires school sites to allow for outdoor use of sun-protective clothing. Further provides for the use of sunscreen by students during school day and authorizes sites to establish policy.

**Duty Concerning Conduct of Pupils (EC § 44807):** Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

**Laser Pointers (PC § 417.27):** Prohibits possession of laser pointer for any student, unless possession is for valid instructional or other school related purpose.

**Duties of Pupils (5 CCR § 300):** Requires pupils to conform to school regulations; obey all directions; be diligent in study and respectful of teachers and others in authority; and refrain from profane and vulgar language.

**DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education):** Possession, use or sale of narcotics, alcohol or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

**SCHOOL ACCOUNTABILITY REPORT CARD (EC §§ 33126, 35256):** Districts must provide parents and guardians with a copy of the school accountability report card upon request and make a concerted effort to notify parents of the purpose of the school accountability report cards.

**HEALTH, FAMILY LIFE, AND SEX EDUCATION: CONFLICT WITH RELIGIOUS BELIEFS (EC § 51240):** Whenever any part of the instruction in health, family life, or sex education conflicts with religious training and beliefs or personal moral convictions of the parent or guardian, the student shall be excused from that part of the instruction upon written parental request.

**SEXUAL HEALTH EDUCATION AND HIV/AIDS PREVENTION (EC § 51938):** A parent has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to such education. Parents have the right to inspect and review materials to be used, and to request in writing that their child not participate. Districts must, at the beginning of the school year or at a new enrollment, notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks. If a school district elects to provide comprehensive sexual health education or HIV/AIDS prevention education through outside consultants and/or an assembly, notice must be provided to parents that includes the date of instruction, the name of the organization or affiliation of each guest speaker and information stating that the parent/guardian has the right to request a copy of Education Code Sections 51938, 51933 and 51934. Parents have the right to request a copy of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, Education Code Sections 51930-51939.

**PUPIL NUTRITION (EC §§ 49510-49520):** Reduced Price Lunches: Needy pupils may be eligible for free or reduced priced meals. Details are available at your child's school site.

**RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC § 32255-32255.6):** Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals, based on moral objections, and complete an alternative educational project acceptable to the teacher.

**IMMUNIZATION AND COMMUNICABLE DISEASES (EC §§ 48216, 49403):** Requires district to exclude pupils who have not been properly immunized pursuant to Health and Safety Code 120325 and 120335. District must notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or is exempted from the requirement. Authorizes district to administer immunizing agent to pupils, whose parents have consented in writing, to the administration of such immunizing agent.

**MEDICATION (EC § 49423):** Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician or physician assistant and a parental request for assistance in administering the medications. Any student may carry and self-administer prescription auto-injectable epinephrine only if the student submits a written statement of instructions from the physician or physician assistant and written parental consent authorizing the self-administration of medication, providing a release for the school nurse or other personnel to consult with the child's health care provider as questions arise, and releasing the district and personnel from civil liability if the child suffers any adverse reaction as a result of the self-administration of medication.

**CONTINUING MEDICATION REGIMEN (EC § 49480):** The parent or legal guardian of any public school pupil on a continuing medication regimen for a non episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

**MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC§ 49472):** Authorizes districts to provide medical or hospital services through non-profit membership corporations or insurance policies for pupil injuries arising out of school-related activities.

**PUPILS WITH TEMPORARY DISABILITIES; INDIVIDUAL INSTRUCTION (EC §§ 48206.3, 48207, 48208):** Requires districts to notify parents of availability of individualized instruction for students with temporary disabilities. The parent or guardian of a pupil hospitalized or with a temporary disability shall notify the school district where the pupil is receiving care and if an individual instruction program is desired.

**REHABILITATION ACT HANDICAPPED PUPILS (Section 504 of Rehabilitation Act):** District must annually notify handicapped pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act.

**SPECIAL EDUCATION; CHILD FIND SYSTEM (IDEA; EC § 56301):** District must inform parents of federal law requirement that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Any parent suspecting a child has exceptional needs due to a disability may request an assessment for eligibility for special education services through the school principal. Policy and procedures must include written notification to all parents of their rights pursuant to EC § 56300.

**SPECIAL EDUCATION; COMPLAINTS (5 CCR § 3080):** State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of special education students, or similar issues, you may file a written complaint with the district. State regulations require the district forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your building principal.

**SPECIAL EDUCATION; AIDING PARENTS IN DUE PROCESS HEARINGS (EC § 56502):** Requires the State Superintendent to develop a model form to assist parents and guardians in filing requests for due process. Forms are available at the district office for parents that wish to initiate due process hearings relating to special education rights.

**SPECIAL EDUCATION; INSPECTION OF SCHOOL RECORDS (EC § 56043(n)):** Specifies the rights of parents with children with exceptional needs to examine and receive copies of records within five business days after a request is made, and before any IEP meeting, hearing or resolution session regarding their child.

**PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC § 49451):** A child may be exempt from physical examination whenever the parents file, annually, a written statement with the school principal stating that they will not consent to routine physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

**CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (HSC §§ 124085, 124105):** Requires parents of kindergarten and first grade pupils of requirement of physical examination for first grade enrollment and availability of free health screening through local health department. Requires up to five days of exclusion for failure to comply or sign a waiver.

**ASBESTOS (40 CFR § 763.93):** The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office.

**\*\*USE OF PESTICIDES (EC §§ 48980.3, 17612):** School districts shall inform parents or guardians about the use of pesticides on school grounds as part of the annual parent notice. Such notice must include the name of all pesticide products expected to be applied at the school site during the upcoming year, the active ingredient(s) in each pesticide product. Parents may register with the school site if they wish to receive notification of individual pesticide applications at the school site at least 72 hours prior to the application. Additional information on pesticides is made available by the Department of Pesticide Regulation at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

**COMPREHENSIVE SCHOOL SAFETY PLAN (EC §§ 32286, 32288):** Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card. Planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. Planning committee to notify in writing specified persons and entities. District to notify State Department of Education by October 15<sup>th</sup> of schools that are not in compliance with safety plans.

**SCHOOL BUS AND PASSENGER SAFETY (EC § 39831.5):** Requires bus safety regulations to be provided to all new students.

**COMPLAINTS CONCERNING DEFICIENCIES RELATED TO INSTRUCTIONAL MATERIALS, ETC. (EC § 35186):** Notice must be provided regarding the requirement of schools to have sufficient textbooks and instructional materials, clean and safe facilities, and no teacher vacancies or misassignments as defined. Forms to file a complaint of deficiencies are available at the district office.

**NOTICE OF ALTERNATIVE SCHOOLS (EC § 58501):** California State law authorizes all school districts to provide for alternative schools.

The Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

(a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

(b) Recognize that the best learning takes place when the student learns because of his desire to learn.

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result in whole or in part from a presentation by his teachers of choices of learning projects.

(d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.

(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the *County Superintendent of Schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information.* This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

**STATEMENT OF NONDISCRIMINATION (Title VI CRA 64):** The district is required to have a policy of nondiscrimination on the basis of race, color, national origin, sex, gender identity, actual or perceived sexual orientation or handicap. This policy requires notification in native language if service area contains a community of minority persons with limited English language skills. Notification must state that district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent.

**\*\*ATTENDANCE - Sections pertaining to school attendance:**

**Intradistrict Choice Policy (EC § 35160.5(b)):** Requires districts to adopt rules and regulations establishing a policy on Intradistrict/open enrollment with in the district for residents of the district.

**Interdistrict Attendance (EC § 46600):** Authorizes two or more districts to enter into agreement up to five years, providing for interdistrict attendance of students and stipulating terms and conditions under which such attendance will be permitted or denied.

**Open Enrollment Act (EC § 48350 et seq.):** Requires districts to notify parents with students enrolled in "low-achieving schools," as identified by the Superintendent of Public Instruction each year, of their right to request a transfer to a higher-achieving school.

**Absence for Confidential Medical Services (EC § 46010.1):** Requires district to notify pupils in grades 7 to 12, and their parents, that law permits school to excuse pupils for purpose of obtaining confidential medical services without consent of parent.

**Absence for Religious Instruction (EC § 46014):** Authorizes districts to adopt resolution and regulations to allow pupils with parent consent to be excused to participate in religious exercises/instruction.

**\*\*Attendance Options (EC § 48980(h)):** Requires district to advise parents of all current statutory attendance options.

**\*\*Notification of Minimum Days and Pupil Free Staff Development Day (EC § 48980(c)):** Requires annual notification to advise parents of schedule of minimum days and pupil-free staff development days at beginning of year or as early as possible/no later than one month prior.

**Grade Reduction/ Loss of Academic Credit (EC § 48980(j)):** No pupil shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC § 48205 for missed assignments / tests that can reasonably be provided / completed.

**Excused absence; Justifiable personal reasons; Credit § 48205; Truancy § 48260 et seq.** State law permits students to be absent for justifiable reasons and allows for completion of missed assignments. Students who are absent without valid excuse, and their parents/guardians, may be subject to truancy and/or criminal proceedings under Education Code 48260 *et seq.* Excused absences:

(1) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is: (a) Due to his or her illness. (b) Due to quarantine under the direction of a county or city health officer. (c) For the purpose of having medical, dental, optometrical, or chiropractic services rendered. (d) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California. (e) For the purpose of jury duty in the manner provided for by law. (f) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent. (g) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. (h) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(2) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(3) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(4) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(5) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

**FINGERPRINTING PROGRAM (EC § 32390):** Districts choosing to offer a voluntary fingerprinting program shall inform parents upon enrollment of child, and annually, of the availability of the program. Fingerprinting requires written parental consent, and the document made shall be provided to the parent.

**SEX EQUITY IN CAREER PLANNING (EC § 221.5(d)):** Requires district to notify parents in advance of career counseling and course selection commencing with course selection for Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

**INVESTING FOR FUTURE EDUCATION (EC § 48980(d)):** May advise parents of importance of investing for higher education.

**\*\*COLLEGE REQUIREMENTS AND TECHNICAL EDUCATION (EC § 51229):** For grades 9 to 12, districts are required to provide parents with written notification regarding college admission requirements, information about University of California and California State University websites, information about technical information and the availability of school counselors to help students in choosing appropriate high school courses.

**STATE FUNDED ADVANCED PLACEMENT EXAMINATIONS (EC §§ 48980(k), 52244):** Requires annual notification to advise parents of the availability of state funds to cover costs of advanced placement examination fees for eligible economically disadvantaged high school pupils.

**\*\*HIGH SCHOOL EXIT EXAM (EC §§ 48980(e), 60850):** Pupils completing 12<sup>th</sup> grade are required to successfully complete the high school exit exam as a condition of graduation. Details regarding the date of the exam, the requirements for passing the exam, and the consequences of not passing the exam, shall be provided annually.

**CHILDREN IN HOMELESS SITUATIONS:** Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. Parental Notification requires districts that receive Title I funds to notify parents of the following requirements under "No Child Left Behind." **Program Improvements-Parent/Guardian** shall be notified when their children's school is identified as a "program improvement" and the opportunities for school choice and / or supplemental instruction **Teacher Qualifications-Parent/Guardian** shall be notified that they may request specified professional qualifications of the student's classroom teacher(s) and assigned paraprofessional(s).

**UNSAFE SCHOOL CHOICE (5 CCR § 11993(k))** – Parents/guardians shall be notified of elementary and/or secondary schools considered to be "persistently dangerous" pursuant to California Department of Education guidelines and of available options. "Any firearms violations" is an event which must be considered in determining whether a school site is at risk of being classified as persistently dangerous.

**\*\*UNIFORM COMPLAINT PROCEDURES (5 CCR § 4622):** For legal compliance with annual parent notification requirements for Uniform Complaint Procedure, attach the California Department of Education's "SAMPLE ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES" also available at [www.cde.ca.gov/re/cp/uc/](http://www.cde.ca.gov/re/cp/uc/), tailored to your district.

**PARENT ATTENDANCE OF SUSPENDED STUDENT DURING SCHOOLDAY (EC § 48900.1):** Parents or guardians must be provided with notice prior to a school district implementing a policy authorizing teachers to require the parent or guardian of a suspended pupil to attend a portion of a schoolday in the class of the suspended pupil.

**PUPIL INSURANCE FOR ATHLETIC TEAMS (EC § 32221.5):** Requires school districts that elect to operate an interscholastic athletic team or teams to include a specified statement regarding no-cost or low-cost local, state, or federally sponsored health programs in offers of insurance coverage and in other letters and printed materials.

**SCHOOL ACCREDITATION (EC § 35178.4):** Requires a school district to notify each parent or guardian of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school district's or school's Internet Web, or by any combination of these methods.

**PUPIL HEALTH: ORAL HEALTH ASSESSMENT (EC § 49452.8):** Requires notification of the requirement that pupils enrolled in kindergarten, or in the first grade if not previously enrolled in kindergarten, present proof of having received an oral health assessment as specified or completion of a form provided by district on which the parent can indicate why an oral health assessment by a licensed dentist or other registered dental health professional assessment cannot be completed.

**PUPIL RECORDS; NOTIFICATION OF RIGHTS (20 USC § 1232g; EC §§ 49063, 49069, 49073):** Federal and State laws grant certain rights of privacy and right of access to students and to their parents. District must annually inform parents or "eligible" pupils of their rights concerning pupil records under Section 49063. Full access to all personally identifiable written records maintained by the school district must be granted to:

- 1) Parents of students age 17 and younger,
- 2) Parents of students age 18 and older if the student is a dependent for tax purposes,
- 3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students").

Parents, or an eligible student, may review individual records by making a request to the principal. District must respond to a pupil record request by providing access no later than five business days following the date of request. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal in each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer the parent (or eligible student) may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Secretary of Education.

The district also makes student *directory information* available in accordance with state and federal laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers, or news media). Names and addresses of seniors or terminating students may be given to public or private schools and colleges, parents and eligible students will be notified prior to the destruction of any special education records.

*Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes written request, the pupil's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification.*

# TELEPHONE NUMBERS

**Santee School District General Information**..... 258-2300

## **Schools**

Cajon Park.....956-2400  
Cajon Park JH .....956-2412  
Carlton Hills.....258-3400  
Carlton Oaks .....956-4500  
Chet F. Harritt .....258-4800  
Hill Creek.....956-5000  
Pepper Drive .....956-5100  
PRIDE Academy .....956-5200  
Rio Seco.....956-5500  
Sycamore Canyon .....956-5400  
Santee Success Program .....956-2453

## **Departments**

Bilingual Department..... 258-2232  
Business Services..... 258-2320  
Child Nutrition ..... 258-2290  
District Library ..... 258-2382  
District Office ..... 258-2300  
Educational Services..... 258-2350  
Human Resources ..... 258-2308  
Maintenance..... 258-2333  
Project SAFE ..... 258-2369  
Publications..... 258-2254  
Pupil Services..... 258-2364  
Special Education ..... 258-2234  
State Preschool (PRIDE Academy Annex)..956-5270  
Superintendent ..... 258-2303  
Technology ..... 258-2240  
Transportation..... 258-2337

## **Transportation Services**

School bus service is provided for students who live in areas, designated by the Board of Education, as unsafe for walkers, Special Education Day Class programs, and for school field trips. It is mandatory that all students comply with school bus safety rules and appropriate riding behavior. For descriptions of the rules, proper bus riding behavior, see **Bus Safety and Bus Transportation Rules of Behavior** under **Student Support Services**.

### ***Designated School Bus Stops***

These are the stops that the bus driver may use to pick up and drop off students. Students are to use the stop, which is closest to your home or child's destination.

#### **Pepper Drive School**

- 10921 Eddington Drive
- Eddington Drive and Crystal Springs Road
- 11040 Collinwood Drive
- Canyon Park Dr. & Northcote (SE)
- Northcote & Robinridge (NW)
- 11421 Canyon Park Dr.
- Shadowhill Way & Larkridge (SE)
- Shadowhill & Circle K (A.M. Kindergarten only)
- Woodside & Karerilyn
- 11555 Woodside Ave. (Woodside Center)
- Shadowhill & Taffy Ln.
- Northcote & Taffy Ln.
- Northcote & Creekside
- 8253 Graves Ave.
- 8527 Graves Ave.
- 8655 Graves Ave.
- 8779 Graves Ave.

#### **Hill Creek School**

- Woodside & Riderwood Terr.
- 10800 Woodside Ave.
- Park & 1<sup>st</sup> St

#### **PRIDE Academy**

- Mission Greens & Mission Viejo Ct.
- Buena Vista & Lindverne
- Cottonwood & Buena Vista (NE)
- 8800 Blk. Cottonwood (dirt field)
- Prospect & Fiona
- Prospect & Paseo
- Prospect & Hubbles
- Olive Lane & MacCool

#### **Chet F. Harritt School**

- Prospect Avenue and Fanita Drive
- Prospect Avenue and Placid View
- Fanita Drive and Fletcher Valley Drive
- Wahl Street and Simeon Drive
- Simeon Drive and Bushy Hill Road
- Riverplace Housing (in back)

#### **Carlton Hills Junior High**

- Sycamore Canyon School -on Settle Road near telephone poles

### **Use of School Facilities**

Youth organizations, parent groups, and civic groups may use school facilities if the use does not interfere with normal school activities. Any group desiring to use school facilities should have a representative of the group fill out an "Application for Use of School Property" which may be secured at schools and District offices. **This application must be completed and returned at least ten days prior to the time the facilities are needed.** Any group using school facilities must furnish the District with a "Certificate of Insurance" and there may be fees incurred. (Reference BP 1330)

### **Visitors and Volunteers**

Parents are encouraged to become actively involved in the education of their children by volunteering at their local school. Opportunities are available to assist the classroom teacher and students in many ways. Orientation and in-service training are available for parent volunteers at many of the schools. Call your local school for further information. **All visitors must check in at the school office upon arriving at school.**

**Volunteer Guidelines:** The following procedures are to be followed by every school with respect to visitors, guests, and volunteers on school campuses.

**Definition Guidelines:** A visitor is defined as an individual who, with school district authorization, attends a student performance, special event, festival, open hours, back-to-school event, etc. A visitor may either be accompanied or unaccompanied by school district staff. Designated school district administrative personnel are to make this determination. A visitor must sign-in at the school office whenever possible (excepting large, school-wide events). School site administration determines the conditions.

A guest is defined as an individual who, with school district approval, assists students, schools and teachers on a non-regular basis or who individually observes a classroom or activity. A guest may also assist with educational programs or with special events on an occasional or infrequent basis. A guest is required to report his or her presence at the school office and sign in. Examples of a guest include: individuals who participate in the Arts Attack Program, class parties, class projects, individuals observing a classroom, etc.

A volunteer is defined as an individual who, with school district authorization, voluntarily assists schools, educational programs, or students on a regular and ongoing basis. A volunteer is required to complete a Volunteer Application, Code of Conduct, and have a Megan's Law Background Check.

**Sign-In Procedures:** Guests, visitors and volunteers are required to sign-in at the school office each time they are on campus. The sign-in registry should include a place for first and last name, date, location person is visiting, and the time they reported. All guests, visitors and volunteers will be required to wear some form of identification badge issued by the school office.

**Procedures for becoming a school volunteer:** School volunteers are required to complete a Volunteer Application each year prior to being allowed to participate as a volunteer. Volunteer applications are found in the volunteer handbook at the school sites or on the District website. Volunteers must complete a Volunteer Code of Conduct prior to being allowed to volunteer. Volunteers, by law, will need a Megan's Law clearance each year before being allowed to volunteer. The site principal/designee or department administrator must use the Megan's Law website to clear each volunteer. All volunteers must be directly supervised by a certificated staff member at all times and must not be left along with students.

## **INSTRUCTIONAL PROGRAMS AND SERVICES**

### **At-Risk Interventions**

As early as possible in the school year and in students' school careers, the school shall identify students who are at-risk of being retained in accordance with law. Intervention services are available for students identified as being at-risk. *See Attachment E (Board Policy and Administrative Regulation on Pupil Placement.)*

### **Drug/Alcohol/Tobacco Prevention**

The Santee School District Board of Education supports cooperation among schools, parents/guardians, law enforcement agencies, and other appropriate community organizations involved in preventing alcohol and other drug abuse.

The Santee School District Board of Education has adopted a Tobacco-Free Schools Policy. Tobacco use (smoked or smokeless) is prohibited at all times in all areas of school district property and in District vehicles. This policy applies to all employees and visitors to the schools, and any school event, as well as other groups who might use District property.

Instruction - Preventative instruction helps students (K-8) to avoid the use of tobacco, alcohol, or other drugs and encourages students to help peers avoid and/or discontinue the use of drugs. Instruction is designed to answer student's questions related to alcohol and other drugs.

The instructional programs will help students obtain and use current and accurate information, develop and maintain a positive self-concept, develop skills for making healthy choices to cope with stress, and use appropriate social and personal skills to resist involvement with tobacco, alcohol, and other drugs.

All instruction and related materials shall stress the concept of "no unlawful use" of tobacco, alcohol, or other drugs and shall not include the concept of "responsible use" when such use is illegal.

Intervention - Students and parents/guardians shall be informed about the signs of tobacco, alcohol, and other drug use and about appropriate agencies offering counseling.

Nonpunitive Self-Referral - Students using tobacco, alcohol, or drugs are encouraged to discuss the matter with their parent/guardian or with any staff member. If the student is uncomfortable doing this, he/she is encouraged to ask a friend to discuss the problem with a parent/guardian or staff member. Students who disclose past use of tobacco, alcohol, or other drugs when seeking help from an intervention or recovery program are not punished or disciplined for such past use.

Enforcement/Discipline - School authorities may search students and school properties for the possession of tobacco, alcohol, and other drugs as long as such searches are conducted in accordance with law, Board policy, and administrative regulations.

Confiscation of Beepers - The superintendent or designee shall confiscate beepers from students and notify their parent/guardian.

Tobacco - Instruction is provided regarding the effects of smoking on the human body. Students are discouraged from making the choice to use tobacco products. (Education Code 48901, 51202)

### **English Language Acquisition Program**

A District English Language Learner demonstration teacher, bilingual community liaisons, and bilingual instructional assistants provide support and assistance to teachers who are certified to work with English Learner (EL) students. Assistance is offered to these students to help them acquire proficiency in the English language, as well as to help them achieve academically. Among the services offered are: 1) testing the student level of English proficiency, as well as native language proficiency (when possible); 2) providing instruction in the student's primary language when appropriate; 3) providing special instructional support in the basic skills areas; and 4) monitoring student progress.

Assistance is offered to students identified through results of: 1) the Home Language Survey that is completed when students enroll; 2) the California English Language Development Test (CELDT) for determining oral, written, and reading language proficiency; and, 3) academic testing in the basic skills areas. English classes for parents are also available to assist parents in helping their children at home. For further information, contact Educational Services at 258-2356.

### **Family Life Program**

Santee School District offers a family life program to sixth and eighth grade students. The Family Life Program is taught by either the classroom teacher, district nurse, vice principal, principal or district resource teacher.

California Education Code, Article 6, Section 51550, specifies that parents be provided an opportunity to inspect any of the materials that are used in a class in which human reproductive organs and their functions and processes are described, illustrated or discussed prior to their child receiving instruction. A letter is sent to parents for them to indicate if they want their child to attend the Family Life Program.

The Family Life Program was updated and approved in June 2002. Persons wishing additional information concerning the Family Life Program should contact their school principal.

### **Gifted and Talented Education (GATE)**

Programs for the gifted and talented pupils include the development of cognitive skills, memory, evaluation, and convergent and divergent thinking. The program assists students in expanding concepts in language arts, science, social studies, and mathematics. For additional information, contact Educational Services at 258-2358.

## **Homework**

Santee School District recognizes the value and importance of homework. Homework is a learning activity, which should increase in complexity with the maturity of the pupil. In accordance with the District homework policy, each school has developed a homework procedure reflecting the school's philosophy and expectations. The procedure communicates to parents the following information:

1. Method by which parents are informed about homework matters
2. Effect upon students' grades
3. Frequency of assignments
4. Length of assignments
5. Scheduling and coordination of assignments

A homework policy was developed and approved by the Board of Education, BP 6154. The Administrative Regulation (AR 6154) outlines the information parents should receive from their child's teacher and the school. Parents are encouraged to discuss any questions or concerns regarding homework with their child's teacher or principal.

## **Library Media Services**

Each school in the District has a library media center, which houses books, videos, audio-visual equipment, and other learning materials for use by students and teachers.

The District maintains a District Library, which provides professional materials for teachers and assists school staff by performing various services that can be handled most effectively at a central location. The District Library supports the resources and programs at each school library media center. For further information, contact the Library/Literacy Resource Teacher at 258-2384.

## **Parent Education Program**

Each school site within the Santee School District offers parent education programs that help to increase parent participation and effectiveness. Grossmont Adult School and other community organizations offer parenting support on campus and in the community. These supports are open to all members of the community. The District also provides additional district-wide parenting opportunities. For information about community or district-wide parenting opportunities please contact 258-2345. For specific programs offered at your child's school, please contact the school office.

## **School Counseling/School Social Worker Program**

Each school site has a limited counseling program on site to work with students and their families. School social workers provide services that help students gain academic, career, personal or social/emotional development. The Counseling program provides services such as individual and small group counseling, consultation, and referral to community resources. Please contact your student's office for a referral to the school counselor/school social worker.

## **School Improvement Program (SI)**

In Santee School District, the School Improvement Program (SI), funded by the State of California, is provided at all schools, grades K-8. Staff and parents work together on a School Site Council to identify educational needs for their particular school and to develop a school level plan for improvement. For further information, please contact your local school or Educational Services at 258-2358.

## **Special Education Program**

Federal and state laws require public school districts to provide a "free, appropriate public education" for children with disabilities. Both federal and state legislation mandate time lines for referral, assessment, certification, placement and provision of appropriate services to all students with exceptional needs. A full range of special education programs is available for eligible Santee students.

## **State Preschool Program**

A State Preschool Program is located at PRIDE Academy Annex for preschool-age children of low-income families. Enrollment preference is given to children between the ages of 3 years, 9 months and 4 years, 9 months. This program is available for preschool children in Santee School District who are eligible, based on family income and age of the child. For further information, contact Educational Services at 258-2360.

## **Testing Program**

Santee students in grades two through eight participate in California's Standardized Testing and Reporting (STAR) Program. Students are assessed on the Stanford Achievement Test (SAT-9) in reading, written expression (language), spelling and mathematics. They also take an additional test, the California Content Standards Tests, to see how well they meet state standards for language and mathematics. Writing is assessed at grades four and seven.

## **Textbooks**

Textbooks are provided for children free of charge. If a child loses a book, we will request payment to enable us to replace the lost book. State financing of textbooks does not provide the District with money for replacement books.

Textbooks are screened by the state for legal compliance and for State standards alignment. Books, which pass state screening, are eligible for use in the school district. Committees comprised of parents, teachers, and administrators make recommendations for the selection of textbooks for classroom use. For additional information, contact the Library/Literacy Resource Teacher at 258-2384.

## **Title I Program**

The Title I program is federally funded and provides assistance to students who demonstrate below average achievement on standardized achievement tests. It is offered in schools having a high number of families receiving Aid to Families with Dependent Children (AFDC) in the attendance area. Carlton Hills, Chet F. Harritt, Pepper Drive, and PRIDE Academy schools presently offer Title I services for identified students. Contact one of these schools or Educational Services for additional information at 258-2358.

## **YALE Preschool (Youngsters Actively Learning Everyday)**

YALE Preschool is Santee School District's fee-based preschool program. It is available for children who are three to five years old and toilet trained. The program is licensed by the State of California, Community Care Licensing. YALE offers a full time program from 6:30 a.m. to 6:00 p.m. and also offers morning enrichment classes two, three, or five days a week. This program is available at Hill Creek, PRIDE Academy, and Sycamore Canyon Schools. For more information call 956-5414 or visit our website at [www.santeesd.net/OSTP](http://www.santeesd.net/OSTP).

## STUDENT SUPPORT SERVICES

### Attendance

Santee School District strictly enforces state attendance laws. Our emphasis is on preventing truancy by providing all pupils with appropriate and qualitative education programs.

State Law permits students to be absent for justifiable reasons, which include, but are not limited to:

- Illness, including quarantine
- Medical/dental appointments
- Religious holidays
- Funerals for an immediate family member

However, when a student is frequently absent or tardy from school due to illness, the school may request that the parent/guardian provide written verification of the illness from the family physician.

If we are not aware of a medical basis for your child's absence, the school will notify you by letter beginning with the 10<sup>th</sup> excused or unexcused absence or tardy. All absences need to be excused by note or phone call within 72 hours. Should the absences/tardies total 15, the Vice Principal/designee will contact you to conference regarding the concern. If these are unexcused absences or tardies the school will begin notifying you of truancy after 3 occurrences. After receiving these notifications the Vice Principal/designee will schedule a meeting with you to resolve the attendance issue or develop a SART (School Attendance Review Team) contract. A SART contract shall be implemented for a student after fifteen days of absences and/or tardies greater than 30 minutes or when a student is identified as a habitual truant (9 unexcused absences). This contract will be valid for 2 years from the date of the SART or otherwise stated on the SART contract. After being placed on a SART contract, the parent will no longer be able to excuse their child's absences and will be required to have a note from their primary physician or bring their child to school to be evaluated by office staff/administration who will determine if the student is well enough to attend school. If any additional unexcused absences or tardies of more than 30 minutes occur, the student and parent/guardian will be referred to the SARB (Student Attendance Review Board) which is an extension of the Superior Court.

If your student has to be absent for 5 consecutive days or more, please obtain an **Independent Study Contract** from the school attendance clerk. Whenever possible, a minimum of 3 days advance notice is required to allow time for teachers and the school office to process paperwork. Upon returning to school your student is required to have ALL work completed for full credit and to have those absences excused.

If your student is out or is going to be out for a severe medical condition (not contagious), which inhibits his/her ability to attend school, please contact the school to see if your student qualifies for a home tutor. You will be asked to have documentation from the attending physician that supports the medical condition and the date when your student can return to school. Your student will get credit for the work completed and it will not count against his/her attendance.

If your child has a chronic illness, please have your child's doctor complete the Chronic Illness Verification Form that is available from the health clerk in your school's office.

Parent/guardians are encouraged to schedule medical/dental appointments during non-school hours. If your student has an appointment during school hours, please bring your student to school promptly after your appointment. You may be requested to have a note from your doctor indicating the visit.

**Absences relating to "Take Your Child To Work Day" are considered unexcused and not justifiable personal reasons under Education Code Section 48205.**

## Bicycles

Students who wish to ride a bicycle to school must abide by the rules in Santee Board of Education Policy #5142.3, which state that helmets must be worn and bicycle locks are encouraged. Students and their parents must complete a Bicycle Riding Registration form to apply for the privilege to ride a bicycle to school. The form is available at each school office.

## Bus Safety

### *Walking To and From School Bus Stops*

When walking to and from designated bus stops, students should be respectful of other people's property. Students are to:

- Walk off the roadway or as close to the edge of the roadway as possible
- Check traffic carefully before crossing any roadway
- Go directly to their designated school bus stop or home
- Wait for the bus driver to escort them across the street as described below, and
- Not cause any destruction of private property

### *Loading*

Students are required to be at the bus stop five minutes before the bus arrives at the stop so there is no danger of them running to catch the bus. If a student is approaching the bus stop and sees the bus already at the stop, he/she should not run to the stop. If the driver sees a student walking towards the bus, he/she will wait for them. If a student is on the opposite side of the street, he/she must wait there until the driver activates the red crossover lights, exits the bus, is in the proper position for escorting the pupil across the street and has given the student direction to cross the street. Students must cross the street between the driver and the front of the bus.

If a student is walking to a bus stop, but is too far away for the driver to see him/her, and/or is seen after the bus leaves the bus stop, the driver cannot stop and pick up the student. The bus can only stop at designated bus stops.

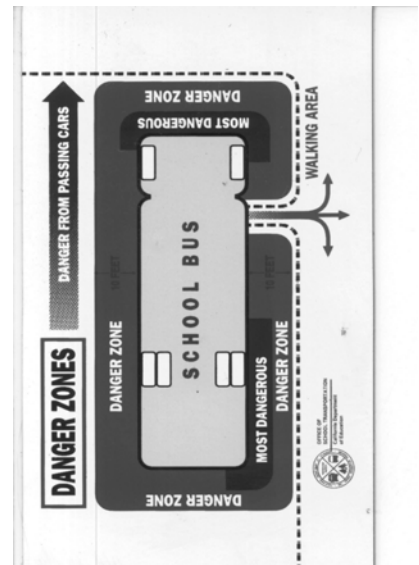
### *Unloading*

When the bus reaches the bus stop, the student(s) must remain seated until the bus has come to a full stop, the parking brake is set, the door is opened and the students are given the signal from the driver that it is safe to exit the bus. Students are to walk directly away from the bus and should not loiter around the bus stop area. When there are students who must cross the street, there are certain procedures the law requires the driver and the student to follow. The bus driver is required to do a "red light crossing" and escort all students in pre-kindergarten through eighth grade. Students will follow the driver off the bus and must wait on the sidewalk or side of the roadway until the driver instructs them to cross the street. Students are to cross between the front of the bus and the driver. It is important for them to walk and not run. Go directly across the street to the other side and do not stand in the street. It is the driver's responsibility to see that all students have completely and safely crossed the street.

Statistics show that most injuries and fatal accidents happen during the loading and unloading of the school bus. Children need to know that there is a "Danger Zone" around the bus where the driver cannot see them in their mirrors. This "Danger Zone" is ten feet wide and completely surrounds all sides of the bus. When the students know and follow the safe loading and unloading procedures they will create a much safer bus stop environment for all students and the bus driver.

### *General Rules of Conduct at School Bus Loading Zones*

Student conduct at the bus stop should be the same as required on the school grounds. Action such as littering, spitting, throwing any object, vandalism, pushing, shoving, and harassment of others will not be



tolerated. Students should be lined up in a single file line and ready to board when they see the bus approaching. Students should wait until the driver sets the parking brake and opens the door before moving toward the bus. The driver is responsible for the conduct of the students at the bus stop.

### ***Safe Riding Practices***

Some accidents are indirectly caused by students who distract the bus driver. Good student behavior while entering, riding, or exiting the bus contributes in many ways to safe transportation. Such conduct makes it possible for the driver to give full attention to the safe operation of the bus and hold those conditions that might cause pupils to be injured to a minimum.

Fighting on the bus, any movement out of the seats, excessive noise and boisterous conduct are examples of things that are distracting to the driver. It is the students' responsibility to have good behavior on the bus. If they practice good behavior, it will make the ride on the bus safer for everyone.

### ***Parent Responsibility***

Parents are expected to have their children ready on time and to inform them that they are to maintain good behavior at the bus stop as well as on the bus. Kindergarten students must be met by a parent, or other adult designated by the parent, unless a written release states otherwise.

An open line of communication must be maintained between parent, school authorities, and the transportation department so that when problems do develop, parents are aware of them.

### ***Objects that CANNOT be Transported on the Bus***

Live animals	Alcoholic Beverages	Reptiles
Insects	Ammunition of any kind	Guns, Knives, or Weapons of any kind
Glass objects	Tobacco	Lighters and/or matches
Sharp Objects	Skateboards	Large or bulky objects
Balloons		

### **Bus Transportation Rules of Behavior**

To make our transportation system as safe as possible, it is mandatory for all students to comply with the following rules and regulations that were established by the Santee School District Board according to State regulations. The parent or guardian will be held responsible for the cost of repair or replacement of any damage to district property, plus any reward offered for information leading to the identification of the student or person that caused the damage.

Please discuss the following basic rules concerning school bus behavior with your class so that they may cooperate in providing a safe ride for all:

1. Only normal conversation is allowed in the bus. Rude, discourteous and annoying conduct is prohibited at all times.
2. Everyone is to keep all parts of their body inside the vehicle.
3. Students are to **remain seated** while the bus is in motion. The aisles are to remain clear and everyone is to face forward while sitting in seats.
4. Preparation for boarding and departing from the bus will take place **after** the bus has come to a complete stop **and the door is opened**.
5. Emergency doors are to be used only for intended purposes. Students must keep their hands off emergency equipment as this is to be used in case of an accident.
6. Physical contact such as slapping, hitting, poking, shoving, pulling hair, etc. in the bus or while at the bus stop is unacceptable.
7. To avoid accidents, **NO** glass articles, of any kind, are allowed on the bus.
8. To prevent distracting the driver, live animals, reptiles or insects are prohibited.
9. All students who must cross the street, on which the bus is stopped, must cross in front of the bus with the bus driver.
10. Eating, drinking and chewing gum is not permitted in the bus

11. All students will refrain from using profane language, vulgar gestures, taunting and teasing.
12. Damage or defacing of bus is prohibited. Objects are not to be thrown in, out or at the bus.
13. Students must not tamper with bus controls at any time.
14. Spitting is prohibited at all times.
15. Students are to ride the bus to their assigned bus stop only.
16. Students are to exercise proper behavior at the bus stop.
17. Tobacco, lighters, and/or matches are not allowed on the bus.
18. Students are to give accurate identification when requested by the bus driver.
19. Any behavior that endangers the life or limb of riders or the driver, or that creates an unsafe condition will not be tolerated.
20. Cellular phones and other personal electronic signaling devices shall be turned off and put away while riding the bus.
21. The bus driver is in charge of the bus and all students will show proper respect to the driver of the bus.

Penalties that may be invoked for infractions are:

1<sup>st</sup> Student Referral—Written warning mailed home to parent/guardian. Principal notified,

2<sup>nd</sup> Student Referral---Bus privileges shall be suspended from 3 to 10 days. Parent/guardian notified by telephone or Registered mail. Principal notified.

3<sup>rd</sup> Student Referral---bus privileges shall be suspended for the remainder of the school year. Parent/guardian notified by telephone or registered mail. Principal notified.

An immediate suspension of bus riding privileges for any period of time may result depending on the severity of the infraction.

If you have any questions regarding the basic rules, please contact the Transportation Department at 258-2337 or 258-2338.

### **Child Care Services-Before and After School (Project SAFE)**

For a reasonable fee, Santee School District provides quality before and after school supervision for students who have working parents or are full-time students. The program runs from 6:30 a.m. to 6:00 p.m. Project SAFE is offered at all schools within the District. For more information, call 258-2369 or your school Project SAFE site.

### **Discipline-Suspension and Expulsion**

The goal of the schools is to help children learn self-discipline and self-responsibility. Through careful planning and understanding of each child, teachers and administrators seek to minimize the need for punishment or disciplinary action. Children need orderly classrooms in which to learn. Through learning and observing school rules, children may contribute to their own safety, the safety of others, and enhance the opportunities of learning for all.

When children misbehave in class or do not observe school rules, they are counseled and/or disciplined and parents are informed. Usually these interventions prevent further classroom misbehavior and stop infractions of school rules. When these steps do not work, school administrators, teachers, and parents need to work trustfully and openly with one another to bring about desired results.

On occasion, when all other alternatives are exhausted, pupils may be suspended or expelled from school as enumerated in the State Education Code (Section 48900). Teachers may suspend a pupil for one day; administrators for up to five days for each offense, up to a maximum of twenty days per year. The following offenses may result in suspension or expulsion:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) 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.

- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an 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.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) 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 of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 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.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (s) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

Corporal punishment is prohibited in California public schools. Principals may detain pupils after school hours or require school service as a means of correcting misbehavior.

### ***Additional Grounds for Suspension or Expulsion***

***(EC § 48900.2)*** a pupil may be suspended from school or recommended for expulsion if the pupil has committed sexual harassment.

***(EC § 48900.3)*** a pupil may be suspended from school or recommended for expulsion if the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

***(EC § 48900.4)*** a pupil may be suspended from school or recommended for expulsion if the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils.

***(EC § 48900.7)*** a pupil may be suspended from school or recommended for expulsion if the pupil has made terroristic threats against school officials, or school property, or both.

***(EC § 48901.5) (a)*** No school shall permit the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees, without the prior consent of the principal or his or her designee. No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of a pupil and use of which is limited for purposes related to the health of the pupil.

***(California Penal Code 471.27) (b)*** Possession of a laser pointer

Santee School District operates on a trimester calendar. California law authorizes School Boards to expel a student for the remainder of a semester in which an expellable offense occurs and the following semester. For the purpose of expulsion the first semester shall begin on the first day of school and be 90 school days in length.

### **Eighth Grade Promotion Activities**

In order to encourage high standards of student conduct and behavior, the Principal may deny the privilege of participating in promotion ceremonies and/or activities in accordance with District guidelines. District guidelines shall ensure that the student and parent/guardian receive written notice of the deficiency, offers of support and intervention, the privilege(s) to be denied, the grounds for such denial and the means whereby a student may appeal this decision.

Minimum requirements for participation are 2.0 cumulative grade point averages in academics, effort, and citizenship.

### **Health and Nursing Services**

School health services are provided in each school by a Health Clerk and other first aid and C.P.R. certified personnel who are supervised by the District Nurse who is a registered nurse (R.N.) with a school nursing credential. First aid may be administered by the health clerk or other trained personnel to students referred for care.

The school health clerk arranges for rest periods for children who are not feeling well and contacts you to take your child home when a health condition would, by staying at school, be a hazard to your child or others. If you cannot be contacted by phone, we will contact an emergency number you have indicated to request that your child be taken home. It is very important to have your child taken home as soon as possible for your child's health as well as for protection of other students. You will be contacted to take your child home if active lice are present on your child's scalp, as well.

The District provides mandated assessment screenings including vision, hearing, and scoliosis and requests by parents, and/or staff. More thorough assessments are provided to all students being evaluated for initial special education placements and every three years thereafter. These mandated assessments are performed by a credentialed school nurse who is an R.N., registered nurse.

### Child Health and Disability Prevention Program (CHDP)

The Board of Education may exclude from school any first grade pupil for up to five days who lacks a health screening certificate or waiver upon enrollment unless the parent or guardian does one of the following:

1. Provides evidence of an appointment to obtain health screening within 14 days and later provides evidence that a health screening was conducted within 3 months of enrollment.
2. Signs a waiver specifying the reason for no health screening.

Complete head-to-toe exams include vision and hearing tests to make sure your child is able to see, hear, and ready to learn. Information about eligibility for free health checkups may be obtained from the Child Health and Disability Prevention (CHDP) offices by calling 692-8428. If you do not have a health insurance plan that covers well child examinations, and if your child qualifies for reduced price or free lunch, your child may qualify for a free exam.

### Communicable Disease Information

**PARENTS/GUARDIANS: The disease(s) on the following pages may occur in our schools. ALL OF THESE DISEASES ARE CONTAGIOUS! Please consult your medical care provider if any of the symptoms appear. Medical results may be faxed to Santee School District at 258-2367.**

DISEASE	SYMPTOMS	INCUBATION Time required for disease to appear after exposure.	CARE	PREVENTION MEASURES
<b>Chicken Pox</b> (Varicella)	Irritability, fatigue, fever, red spots which develop into water blisters, more abundant on covered areas of body.	14-21 days	Seek medical advice. Remain home for 5 days following first appearance of blisters. May return to school after blisters have dried.	Vaccine required if no proof of disease is signed by physician. Good hand washing, sneezing, and coughing hygiene.
<b>Fifth Disease</b> (Erythematous Virus)	Bright pink blotchy rash appearing on face (“Slapped cheek” look) Lace-like rash on trunk and extremities. May have mild cold symptoms.	4-20 days	Remain home when acutely ill with fever.	Good hand washing, sneezing and coughing hygiene.
<b>Head Lice</b> (Pediculosis-small parasitic insects)	Persistent itching on scalp. Possible “nits” (small grayish eggs adhering to base of hair shaft). Head lice do not carry diseases but are a nuisance.	Undetermined. Eggs hatch in 1 week; adults reproduce in 2 weeks.	<b>MAY RETURN TO SCHOOL AFTER TREATMENT IF NO LICE ARE PRESENT.</b> Inspection by health clerk is required on return to school.	Avoid head to head contact. Do not share combs, brushes, hats, etc. Appropriate treatment of environment.
<b>Hepatitis-A</b>	Poor appetite, abdominal pain, nausea, vomiting, fever, jaundice (yellow tinge to the skin and white of eyes).	15-20 days	Seek medical diagnosis. May return to school when released by physician’s written note.	Vaccine recommended. Good hand washing. Avoid sharing utensils and/or food.

<b>Hepatitis-B</b>	Loss of desire to eat, feeling tired, pains in muscles, joints, or stomach, diarrhea or vomiting, yellow skin or eyes, injury to the liver, dark-colored urine and/or light colored stools, and death	45-160 days (Average 120 days)	Seek medical diagnosis. No specific treatment. Physician will release child back to school within a few weeks to several months. May return to school when released by physician's written statement.	Vaccine required. Always wash hands before eating or preparing food and after using the toilet or changing diapers. Don't drink or swim in water contaminated by sewage. Don't eat shellfish taken from polluted water.
<b>Impetigo</b> Bacterial Infection	One or more blisters filled with thin yellow fluid, dries to a yellow crust or scab. Common on face near nose/mouth and hands. Itching.	4-10 days	Seek medical care. May return to school 24 hours following treatment with antibiotic when released by physician's written note.	Good hand washing. Avoid contact with lesions. Cover treated lesions that are healing with a bandage or loose clothing to return to school.
<b>Measles</b> (Rubeola)	Runny nose, sneezing, coughing, watery eyes, fever. Blotchy rash appears in 3-7 days.	7-18 days	Seek medical diagnosis. May return to school when released by physician's written note.	Vaccine required.
<b>Meningitis</b> (Bacterial)	Sudden onset of fever, intense headaches, stiff neck, mental confusion and possible nausea, vomiting and skin rash.	2-10 days	Seek medical diagnosis. May return to school when released by physician's written note.	Good hand washing, sneezing and coughing hygiene.
<b>Meningitis</b> (Viral)	Starts as a mild gastrointestinal disturbance or upper respiratory infection, then proceeds to sudden onset of stiff neck, headache, fever, possible mental confusion and rash.	Undetermined	Seek medical diagnosis. May return to school when released by physician's written note.	Good hand washing. Avoid sharing utensils and/or food.
<b>Mononucleosis</b> (Mono)	Fever, sore throat, enlarged tender lymph glands, possible headache, fatigue and abdominal pain.	4-6 weeks	Seek medical diagnosis. May return to school when released by physician's written note.	Good hand washing. Avoid sharing utensils and/or food.
<b>Mumps</b>	Fever, swelling/tenderness in front, below, the ear, or under the jaw. May be painful to move the jaw.	12-25 days	Seek medical diagnosis. May return to school when released by physician's written note.	Vaccine required.
<b>Pink eye</b> (Conjunctivitis)	Itching, redness, thick drainage/discharge, crusting of eyelids, light sensitivity.	24-72 hours	Seek medical care. Remain home until no symptoms.	Good hand washing. Avoid sharing wash cloths, towels, eye makeup.
<b>Pinworm</b> (Intestinal worms)	Severe rectal itch. Disturbed sleep and irritability. Intestinal worms ½ inch long (look like heavy white thread.) Easier to find at night.	Life cycle 2-6 weeks. Eggs survive off host for 2 weeks.	Seek medical care. All members of household should be treated at the same time.	Good hand washing. Good personal hygiene. Keep fingernails short. Clean under nails with nail brush.

<b>Ringworm</b> (Fungus)	Scalp-evident patches of hair broken off near scalp (bald spot). Body-patch, ring or oval shape, slightly raised pink/scaly with clear area in center.  Nails-nails become discolored, pitted, grooved, and brittle. Feet (Athletes Foot)-sogginess between toes, scaling, itching, small blisters. Progress to large blisters, raw areas, swelling/redness. Reinfection is common.	10-14 days  4-10 days  Unknown  Unknown	Seek medical care. Breaks in skin may cause serious secondary infection. A dog or cat with ringworm can transmit disease to humans and should be treated by veterinarian.	Good hand washing. Avoid sharing clothing. Hot water laundering of shared towels and linens. Use clean white cotton socks daily. Use rubber sandals in community bathing areas. Disinfect common showers and floors. Wash feet daily. Dry feet well between toes after bathing. Change shoes daily to let shoes dry out. Open toes sandals are best at home. Fabric or leather closed shoes are best at school.
<b>Rubella</b> (German Measles)	Runny nose, sneezing, coughing, watery eyes, fever. Blotchy rash appears in 3-5 days. Mild symptoms.	16-18 days (Range 14-23 days)	Seek medical diagnosis. Remain home for 4 days after onset of rash.	Vaccine required.
<b>Scabies</b> (Infection by mite)	Severe itching (especially at night) prominent on wrists, elbows, webs of fingers, palms, thighs, belt line, buttocks, soles of feet.	2-6 weeks 1-4 days after re-exposure	Seek medical care. Risk of secondary infection.	Good hand washing. Avoid sharing clothing. Proper laundering of shared towels and linens.
<b>Streptococcal Infection, Streptococcal Sore Throat, or Scarlet Fever</b>	Vomiting, fever, sore throat, swollen lymph nodes, sudden headache. A bright rash MAY appear within 24 hours.	1-3 days	Seek medical diagnosis. May return to school when released by physician's written note.	Good hand washing, sneezing and coughing hygiene. Avoid sharing utensils and/or food.
<b>Whooping Cough</b> (Pertussis)	Persistent, violent cough, ends in an inspiratory, whooping sound. Expulsion of clear, tenacious mucous often followed by vomiting.	6-20 days	Seek medical diagnosis. May return to school when released by physician's written note.	Vaccine required.

**IMPORTANT:** When medication is required at school, have medical care provider sign and date a note indicating (1) diagnosis, (2) date student may return to school, (3) name and dosage of medication, (4) time to receive medication, (5) date to stop medication. Parent signature is also required on the note. An Authorization for Medication Administration should be completed and is available through the school health office.

### Preventive Health Suggestions

Guidelines for keeping your child home when symptoms of illness are present.

- a) Children should remain at home until free from fever for at least 24 hours.
- b) Children who vomit at home, or are sent home from school because of this, should stay home until free from symptoms for 24 hours.
- c) Childhood diseases start with signs and symptoms similar to a cold, so these children should remain at home until these symptoms subside.
- d) Children should not come to school with any of the following: inflamed, crusted or draining eyes, swollen glands, stiff neck, earache, toothache, or rash.

- e) If you know that your child will be absent for more than one day, please notify the school office and give the reason for this absence.

These guidelines are for the protection of your children and all other children at school. Notify the school if your child has a **fever** and **rash**. (The schools are required to notify the Health Department in an attempt to prevent a communicable disease from spreading.)

Please notify the school health office if your child has a cast, splint and/or crutches. We will need a note from your child's doctor releasing him/her back to school. To keep all students safe, students who have casts, splints and/or crutches should not be on the playground at recess and lunch. They may be asked to stay in the school office, media center, or other designated area.

The District Nurse welcomes opportunities to confer with you about your child's health, including immunizations, vision, hearing, and/or any health problems. Only when your child is healthy, can he/she benefit from the educational opportunities offered. Contact the District Nurse by calling 258-2231.

## Immunizations

Immunizations protect your child against dangerous diseases. Diseases like mumps, meningitis, and hepatitis can have life-long consequences and the benefits of immunizations are far greater than any risks. All children must be up-to-date with their immunizations to enter school. As a parent, it is your responsibility to keep track of these. The yellow California Immunization Record is a good way to do this. The record **must include** the month, day, and year each dose was received and must be signed by your physician or health care provider. Upon registration into California schools, parents must present their child's up-to-date immunization records.

By law, your child must be excluded from school if immunization requirements are not met. However, the law allows (a) parents/guardians to elect exemptions to immunization requirements based on their personal beliefs, and (b) physicians of children to elect medical exemptions. An affidavit must be signed by the parents/guardians electing the personal beliefs exemption. Schools maintain an up-to-date list of pupils with exemptions separately, so they can be excluded quickly if an outbreak occurs. The required immunizations are as follows:

Polio (IPV,OPV)	4 Doses	Only three doses required if third dose was administered on or after fourth birthday.
DPT (Diphtheria, Pertussis, Tetanus) Or DT/Td Td-pupils	5 Doses	Only four doses required if fourth dose was administered on or after fourth birthday. 2 <sup>nd</sup> Dose: 4-8 weeks after 1 <sup>st</sup> dose 3 <sup>rd</sup> Dose: 6-12 months after 2 <sup>nd</sup> dose Booster recommended every 10 years.
Varicella (Chickenpox)	1 Dose	Or Health Care Provider documented date of disease or immunity.
MMR – Measles, Mumps, Rubella	2 Doses	2 doses administered after first birthday
Tdap (Tetanus, Diphtheria, Pertussis)	1 Dose	Required for 7 <sup>th</sup> – 12 <sup>th</sup> Grade (Any Tdap received on or after the 7 <sup>th</sup> birthday meets this requirement)
Hepatitis B	3 Doses	2 <sup>nd</sup> Dose: 2 months after 1 <sup>st</sup> dose 3 <sup>rd</sup> Dose: 2-6 months after 2 <sup>nd</sup> dose

**\* If you need assistance with the required immunizations, or to find out where to get free or low-cost immunizations, call your doctor, or San Diego County's Infant Immunization Initiative at (619) 692-6600.**

## **Medications at School**

The Santee School District recognizes that students may need to take prescribed medication during the regular school hours. We are prepared to assist in that need. It is preferable however, if you and your physician can arrange to give medication on a schedule outside of school hours. The school office will provide a safe place for storage of medication. The Principal will designate the health clerk or other designee responsible for administering the medication, in a safe manner, to your child whose Administration for Medication form is filed in the health clerk's office with your written request and your physician's written request for administration during school hours. All medication, including over-the-counter and prescription, (except cough drops) must be authorized by the child's physician and parent, and will be dispensed through the school office.

## **Parent/Guardian Responsibilities for Medication**

1. To provide the school with the physician directions and authorization for the medication prescribed on District form 67-3000.
2. The parent/guardian authorizes the student to receive medication at school on form 67-3000.
3. Faxed copies of form 67-3000 are permitted until the signed original copy can be forwarded to the health office.
4. The medication supply is brought to school by the parent/guardian/responsible adult, in a pharmacy container labeled by a California Pharmacist. Over-the-counter (OTC) medication must be in the original package. (Parents may want to ask the pharmacist for "School packaging," a separate container labeled just for the school time dose.)
5. There may be an exception for students in a special education program when arrangements have been made with the health clerk to contact the bus driver or other adult transportation provider.
6. A renewal of form 67-3000 is needed whenever the prescription changes, and at the beginning of summer school and each school year.
7. Medications must be picked up by the parent or guardian within one day of the end of summer school and after the school year or they will be discarded.
8. Questions concerning medications at school should be directed to the District Nurse at 258-2231.
9. Parents/guardians may come to school to administer medication to their child on a scheduled basis arranged with the school.
10. Medications at school include all pills, injections, inhalers, eye and ear drops, cough medicine, aspirin, and other medication. Over-the-counter (OTC) medications are also considered as medications requiring a properly completed and signed physician's and parent/guardian authorization form 67-3000.
11. Arrange medication times as advised by a physician for out-of-school hours when possible especially for once, twice, and three times a day dose.
12. Parent/guardians must be aware of potential allergies of such severity that may require emergency care and procedures. (example: allergic reaction to antibiotic, or a bee sting allergy.)

## **Screenings-Hearing, Vision, and Spinal**

Upon entering a California elementary school, at Kindergarten and at least every few years thereafter, the student's vision shall be screened, under Education Code Section 49452 (Sight and Hearing Test). Color vision screening will be provided for all first grade boys under Education Code Section 49455. Hearing screening will be provided for K, 2, 5 and 8th grade students. Children with suspected learning problems, and those in special programs, may also be tested. The mandated screening may be waived by:

1. Parents presenting a certificate from a physician and/or surgeon setting forth the results of a hearing
2. screening test; or
3. Parents when there is a statement in writing filed with the school principal that they adhere to a healing by prayer, religion, or denomination; or
3. Parents written request.

All seventh grade girls and eighth grade boys will be screened for scoliosis (curvatures of the spine.) under Education Code Section 49452.5. Early detection and treatment prevents serious deformities and health problems. Parent/teacher referrals will be honored. Parents must sign a waiver if choosing not to have their children screened.

## **Home Tutoring Services**

Home tutoring services are available for children who, because of extenuating circumstances (usually health reasons), will be absent from school over a long period of time. A physician's written recommendation is required. For questions, please call Pupil Services at 258-2364.

## **Rights of Students with Disabilities**

Parents of children with disabilities from ages 3 through 21 have specific educational rights under the Individuals with Disabilities Education Act (IDEA). These rights are called procedural safeguards. Individuals serving as surrogate parents and students aged 18 receiving special education services, are also entitled to these rights.

Parents must be given opportunities to participate in any decision-making meeting regarding their child's special education program. Parents have the right to participate in individualized education program (IEP) meetings about the special education eligibility, assessment, educational placement of their child and other matters relating to their child's free appropriate public education (FAPE).

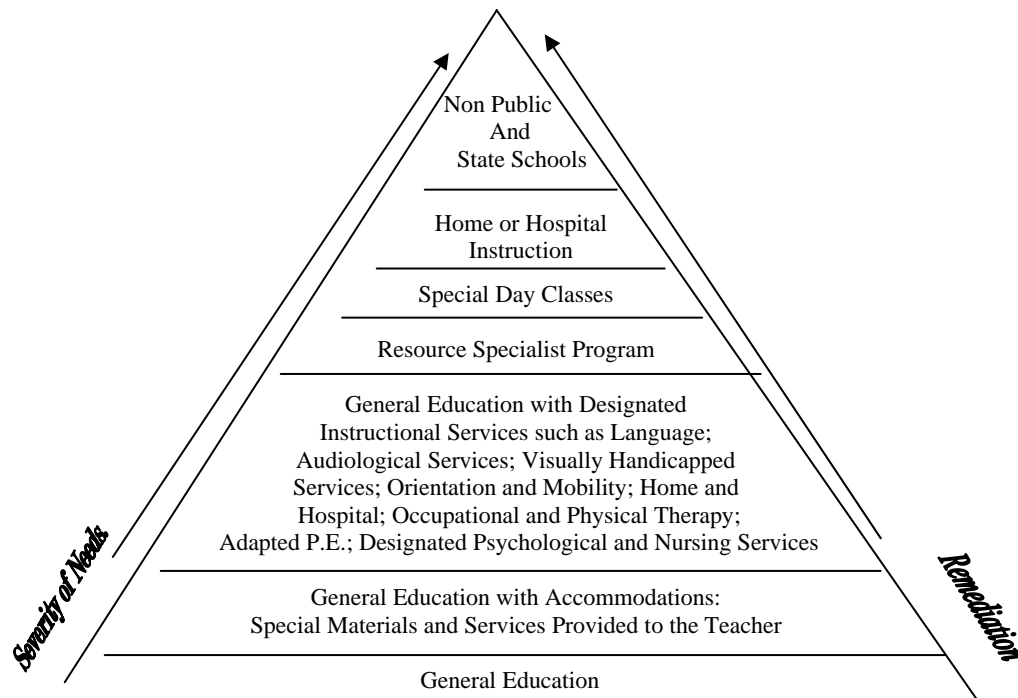
Parents and students over age eighteen have the right:

- To Participate - Parents have the right to refer their child for special education services, to participate in the development of the IEP and to be informed of all program options and alternatives, both public and nonpublic.
- To Receive Prior Written Notice - Parents have a right to receive prior written notice, in their native language, when the school district initiates or refuses their request to initiate a change in their child's identification, assessment, or educational placement in special education.
- To Consent - Parents must provide informed, written consent before their child is assessed or provided with any special education services. Parental consent must also be provided before any change in special education services may occur. The district must ensure that parents understand proceedings of the IEP team meeting including arranging for an interpreter for parents with deafness or those whose native language is other than English.
- To Refuse to Consent - Parents may refuse to consent to an assessment or the placement of their child in special education.
- To Be Given a Nondiscriminatory Assessment - Children must be assessed for special education through the use of methods that are not culturally biased or discriminatory.
- To Receive Independent Educational Assessments - If parents disagree with the results of the assessment conducted by the school district, they have the right to ask for and obtain an independent educational evaluation (IEE) at public expense. The parent is entitled to only one IEE at public expense each time the public agency conducts an evaluation with which the parent disagrees. When a parent requests an IEE at public expense, the school district must, without unnecessary delay, either ensure that an IEE is provided at public expense, or request a due process hearing if the district believes their assessment was appropriate and disagrees that an IEE is necessary. The school district also has the right to establish the standards or criteria (including cost and location) for IEEs at public expense.
- To Access Educational Records - Parents have a right to inspect, review, and obtain copies of their child's educational records.

- To Stay in the Current Program If There is a Disagreement About Placement - If parents disagree with the district regarding their child's special education placement or a proposed change in placement, the law requires the student to "stay put" in the current program until the dispute is resolved.
- To Be Given a Hearing Regarding Disagreements About an IEP - Parents have the right to present a complaint relating to the provision of a FAPE for their child; to have an attorney, an advocate, and the student, if appropriate, present at the due process hearing; and to make the hearing public. Under certain conditions, the hearing officer may award, reduce, or deny the reimbursement of attorneys' fees and fees paid to nonpublic institutions by parents in the settlement of a case. To request a due process hearing or to receive a complete notice of procedural safeguards related to a due process hearing, contact the Office of Administrative Hearings (see contact information below).
- To Receive Mediation - Parents are encouraged to consider settling disagreements regarding their child's special education program through voluntary mediation, a process through which parties seek mutually agreeable solutions to disputes with the help of an impartial mediator. Parents may seek mediation alone or separate from due process, or they may participate in mediation pending a due process hearing. Mediation cannot be used to delay parents' right to a due process hearing.
- To File a Complaint Against Your School District - If parents believe their child's school district has violated the law, they may file a complaint with the California Department of Education. The Department must investigate complaints alleging violations of noncompliance with IDEA, state special education laws, or regulations, and issue a written report of findings within 60 days of receiving the complaint.
- To Be Informed of School Discipline and Alternative Placement - There are specific rules regarding the suspension and expulsion of students with IEPs. Generally, a student with a disability may be suspended or placed in an alternative educational setting to the same extent that these options apply to students without disabilities. If the student with a disability is in such a placement for more than ten days, an IEP meeting must be held to consider the appropriateness of the child's current placement and the extent to which the disability is the cause of the misconduct. Regardless of the child's placement, the district must provide FAPE
- To Be Informed of Policies Regarding Children Who Attend Private Schools - School districts are responsible for identifying, locating and assessing students with disabilities enrolled in private schools by their parents. However, school districts are not required to provide special education or related services to these students. There is no entitlement for services, though some private schools and students attending private schools may receive some services from the school district.

## Special Education Services

A free appropriate public education (FAPE) is available to all children residing in Santee, including children with disabilities. If a student's needs cannot be met within the general education classroom with accommodations, a referral for special education evaluation is made. An evaluation team consisting of special education specialists assesses in all areas of suspected disability and an Individualized Education Program (IEP) meeting is held to determine the need for special education services. All special education students have access to a variety of educational programs and services available to non-disabled pupils including nonacademic and extra-curricular services and activities as well as one of the special education programs illustrated below on the special education continuum.



An Individualized Education Program (IEP) is written for each special education student. The program is developed with participation of the student's parents or guardians who must approve the program. All special education teachers must be certified by the state for the specific instruction or services they provide to students with disabilities.

## Special Education Programs

Parents, if your child is between the ages of 3 and 21, and you think a mental or physical problem exists that may interfere with your child's ability to learn, contact your local school, or the District Special Education Director, Hope Michel, at (619) 258-2234.

Federal and state laws require public schools to provide free appropriate public education (FAPE) for children with disabilities under the Individuals with Disabilities Improvement Act (IDEA). Specialists in the education of children with disabilities will assess your child, at no cost to you, and determine his or her eligibility for special education. Programs are offered by the public schools throughout San Diego County for children with disabilities between the ages of birth and 21. No qualified person is, on the basis of handicap, sex, race, national origin or age, subject to discrimination from local educational agencies.

## Do you have questions or concerns about Special Education?

Communicating with parents to assure that we in the Santee School District truly partner with you in educating your child is of utmost importance to us. Your knowledge about your child and your strong

commitment to his/her success is most welcome. If you have questions or concerns, please contact your child's general education teacher, special education teacher, or principal. Also please feel free to call our Director of Special Education, Hope Michel, at (619) 258-2234 or e-mail her at [hope.michel@santeesd.net](mailto:hope.michel@santeesd.net) . If you'd like to talk with someone outside our district, please call the East County SELPA at (619) 590-3920.

Any of the above can answer your questions as well as help you find community resources to serve your student and provide support for you and your family. We can also help connect you with other parents who may have similar questions or concerns. We look forward to hearing from you. Please feel free to contact us at any time.

### **Student Assistance Teams**

The Student Assistance Team (SAT) within each school continuously reviews individual student needs and meets to determine appropriate interventions and modifications indicated. Student progress is then carefully monitored.

### **Student Records**

Schools are required to keep permanent and temporary student records. Permanent records are kept on file for all students. These records include such information as student's name, birthdate, address, phone number, grades, parents' names, and attendance records. This record remains with the District and is kept permanently.

Student temporary records contain such information a student's name, address, phone numbers, birthdate, standardized test scores, grades, disciplinary information, special education files, and other information of clear relevance to the education of the student. If a student transfers to another school district, these records are forwarded to the new school upon receipt of a written request from the receiving school and written permission from the parent.

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

TO: Parents and/or Other Members of the Public with Concerns about District Employees

FROM: Superintendent's Office

SUBJECT: *Procedure for Filing Complaints Concerning District Employees*

The following procedure is intended to promote prompt, fair and constructive communication in an attempt to resolve, as early as possible, complaints by parents or other members of the public. An employee and/or the person(s) filing the complaint may invite a representative or someone to accompany them at any time during the process.

You may obtain the district form, Formal Complaint Concerning a District Employee, at any school site or by calling 258-2308. If you have questions about this process, please call the Assistant Superintendent of Human Resources or a Board member at 258-2300.

**STEP 1**

**(Optional)** Discuss your concern directly with the employee. If the problem is not resolved to your satisfaction, move to Step 2.

**STEP 2**

If you are unable or unwilling to resolve the complaint directly with the employee, you may discuss your concern with the employee's supervisor or submit a written complaint to the employee's immediate supervisor or the principal. If you are unable to prepare the complaint in writing and wish to do so, administrative staff will help you.

All written complaints related to district personnel other than administrators shall be submitted to the principal or immediate supervisor.

Written complaints related to a principal or central office administrator shall be initially filed with the Superintendent or Assistant Superintendent of Human Resources.

Written complaints related to the Superintendent shall be initially filed with the Board.

You will be informed if anyone other than the employee and/or the employee's supervisor will be attending a meeting with you.

Both the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the person involved within 21 working days. If the problem is not resolved to your satisfaction, move to Step 3.

**STEP 3**

**3A. Informal Step (Optional)** This can be done informally, without a written complaint, by calling the district office (258-2308) and talking with the Superintendent or designee, the Assistant Superintendent of Human Resources. They will first attempt to resolve the issue informally, and, with your consent, will have the option of discussing the issue separately with any or all parties and/or bringing any or all parties together to attempt to resolve the problem. If the problem is not resolved to your satisfaction, move to Step 3B.

**3B. Written Complaint to the Superintendent.** If the issue is not resolved at Step 3A, or if you choose to skip Step 3A, you may put your complaint in writing, using the district form, Formal Complaint Concerning a District Employee.

The written complaint shall include:

- the full name of each employee involved;
- a brief but specific summary of the complaint and the facts surrounding it;
- a specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter; and a statement of how you would like the matter resolved.

When a written complaint is received, the Superintendent or designee will notify the Board and assign the complaint to a designee to investigate. The Superintendent or designee will notify the employee(s) within five days or in accordance with collective bargaining agreements.

The Superintendent's designee will investigate and attempt to resolve the problem to the satisfaction of the parties involved within 21 working days upon receipt of the written complaint, unless all parties mutually agree to a specific later date. The investigation will include meeting with the named employee, the employee's supervisor, the person(s) filing the complaint and other persons who the designee believes can supply relevant information.

The designee will provide a written report to the Superintendent. The report will include the designee's findings and a recommended resolution, if possible. The Superintendent will send a written response of his/her findings and decision to all parties involved. The confidentiality and privacy rights of all parties will be protected when the final decision is given.

The complainant, the employee, or the Superintendent may submit a written request to address the Board in closed session regarding the complaint.

Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint, including but not limited to:

- The full name of each employee involved
- A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response
- A copy of the signed original complaint
- A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons

The Board may uphold the Superintendent's decision without hearing the complaint.

All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence.

The Board will conduct the closed session in accordance with law. The person(s) filing the complaint, the employee, the employee's supervisor, the designee who conducted the investigation and relevant witnesses will be requested to attend the session. The employee and the person(s) filing the complaint may invite a representative to be present.

The Board will follow a procedure during the closed session that allows both the person(s) filing the complaint and the employee to present their side of the problem, including appropriate witnesses or evidence. Each side will have the opportunity to ask questions of the other. The administration, the person(s) filing the complaint, and the employee will be permitted to present information, clarify issues and make recommendations.

If a member of the public wants to communicate a complaint about the Superintendent, the individual may request to meet with the Board in closed session. The individual should try to informally discuss and resolve the complaint with the Superintendent prior to requesting a meeting with the Board of Education.

Only complaints against district employees will be heard in the closed session meeting. Any complaints about district policies and/or procedures will be heard in open session.

The Board of Education will deliberate in private and notify all parties in writing of its findings and decision. The decision of the Board will be final. The confidentiality and privacy rights of all parties will be protected when the final decision is given.



## Community Relations

### UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

*For Legal References: See Board Policies at [www.santeesd.net](http://www.santeesd.net)*

**Community Relations**

**UNIFORM COMPLAINT PROCEDURES**

**Compliance Officers**

The Governing Board designates the following compliance officer to receive and investigate complaints and to ensure district compliance with law:

Superintendent  
9625 Cuyamaca St.  
619-258-2304

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

**Notifications**

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
  - a. The district is primarily responsible for compliance with state and federal laws and regulations
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
  - c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination
  - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision
  - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

**Procedures**

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

**Step 1: Filing of Complaint**

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630)

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the

**UNIFORM COMPLAINT PROCEDURES** (continued)

alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

**Step 2: Mediation**

Within seven working days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

**Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631)

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

**Step 4: Response**

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initial receipt the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

**Step 5: Final Written Decision**

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

**UNIFORM COMPLAINT PROCEDURES** (continued)

The district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal (5 CCR 4631)
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code 262.3)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

**Appeals to the California Department of Education**

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

**Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

## **STUDENT USE OF TECHNOLOGY**

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Student Consent and Waiver for Internet, Network, and "Cloud Computing" Access.

Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Student Consent and Waiver for Internet, Network, and "Cloud Computing" Access specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

### **Use of District Computers for Online Services/Internet Access**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced.

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

**Students**

**SEXUAL HARASSMENT**

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Furthermore, it is the policy of the district that sexual harassment of students by any student or employee shall not be tolerated. The Board considers sexual harassment to be a major offense which can result in suspension or expulsion of the offending student or disciplinary action to the offending employee. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting when:

1. Submission to or rejection of the conduct by a student is used as a basis for academic decisions affecting the student
2. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
3. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

**Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

**Complaint Process**

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

**SEXUAL HARASSMENT** (continued)

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

**Disciplinary Measures**

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 8, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

**Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

*For Legal References: See Board Policies at [www.santeesd.net](http://www.santeesd.net)*

Policy  
adopted: August 17, 2010

**SANTEE SCHOOL DISTRICT**  
Santee, California

**Education Code (EC) Section (§) 48205**

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
  - (1) Due to his or her illness.
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
  - (4) for the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  - (5) For the purpose of jury duty in the manner provided for by law.
  - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
  - (7) For the justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Education code.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

**Absences relating to "Take Your Child To Work Day" are considered unexcused and not justifiable personal reasons under Education Code Section 48205.**

## Students

### PROMOTION/ACCELERATION/RETENTION

The Governing Board expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the variety of ways that students learn and include strategies for addressing academic deficiencies when needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

When high academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

As early as possible in the school year, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, administrative regulation, and the following criteria.

Students shall be identified on the basis of grades. The following other indicators of academic achievement shall also be used:

- California Standards Test (ELA and Mathematics)
- Informal Reading Inventories
- District summative and formative assessments (ELA, Writing, and Mathematics)

When any student in grades 2-8 is retained or recommended for retention, the Superintendent or designee shall offer programs of direct, systematic, and intensive supplemental instruction in accordance with Education Code 37252.2 and Board policy.

*Legal References: See board policies at [www.santeesd.net](http://www.santeesd.net)*

Policy  
adopted: August 17, 2010

SANTEE SCHOOL DISTRICT  
Santee, California

## **Students**

### **PROMOTION/ACCELERATION/RETENTION**

#### **Acceleration from Kindergarten to First Grade**

A student enrolled in kindergarten may be admitted to the first grade at the discretion of the Superintendent or designee and with the consent of the parent/guardian, upon determination that the child is ready for first-grade work.

Admission shall be subject to the following minimum criteria:

1. The student is at least five years of age.
2. The student has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
3. The student is in the upper five percent of his/her age group in terms of general mental ability.
4. The physical development and social maturity of the student are consistent with his/her advanced mental ability.
5. The parent/guardian of the student has filed a written statement with the school district approving the placement in first grade.

#### **Continuation in Kindergarten**

Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the Superintendent or designee agree that the student shall continue in kindergarten for not more than one additional school year.

Whenever a student continues in kindergarten for an additional year, the Superintendent or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year.

#### **Retention at Other Grade Levels**

The Superintendent or designee shall identify students who should be retained or who are at risk of being retained at the following grade levels:

1. Between grades 2 and 3
2. Between grades 3 and 4
3. Between grades 4 and 5

**PROMOTION/ACCELERATION/RETENTION** (continued)

4. Between the end of the intermediate grades and the beginning of the middle school grades
5. Between the end of the middle school grades and the beginning of the high school grades

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades.

Students shall be identified on the basis of either statewide assessment results or grades and other indicators of academic achievement, as established by Board policy.

The following guidelines for retention shall be implemented:

1. When a teacher feels a student should be considered for retention, he/she shall review all available data and then discuss the case fully with the Student Assistance Team (SAT). If the student has more than one regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for discussing the case with the SAT.
2. The SAT may consider the student's grades, classroom teacher's observations, standardized test results, criterion reference and performance-based assessments, participation in available supplemental instruction programs, and any other relevant data or information available to the SAT.
3. The SAT's decision to retain or promote shall be based on what action best serves the child and shall include relevant social and emotional concerns.
4. The parent/guardian shall be involved in any decision regarding retention of a student.
5. A retention agreement signed by the parent/guardian shall be placed in the student's cumulative file.
6. A comprehensive supplemental intervention program, including monitoring for the following year, shall be developed for any student that is retained.
7. If the SAT recommendation is contingent on the student's participation in summer school or intersession, the student's academic performance shall be reassessed at the end of the program and the decision to retain or promote shall be reevaluated at that time.

**PROMOTION/ACCELERATION/RETENTION** (continued)

No student shall be retained more than one time during his/her kindergarten through 8th grade school career. If a student enters the district having been retained at a previous school, he/she may not be retained a second year.

The Superintendent or designee shall provide a copy of the district's promotion/retention policy and administrative regulation to those parents/guardians who have been notified that their child is at risk of retention.

The school's decision to promote or retain a student may be appealed consistent with Board policy, administrative regulation, and law.

The burden shall be on the appealing party to show why the decision should be overruled.

To appeal a decision to retain, the appealing party shall submit a written request to the Superintendent or designee specifying the reasons that the teacher's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion.

The teacher and/or school staff shall be provided an opportunity to state orally and/or in writing the criteria on which the decision was based.

Within 30 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the decision to retain. Prior to making this determination, the Superintendent or designee may meet with the appealing party and the school staff. If the Superintendent or designee determines that the appealing party has overwhelmingly proven that the teacher's decision should be overruled, he/she shall overrule the decision.

The Superintendent or designee's determination may be appealed by submitting a written appeal to the Board within 15 school days. Within 30 days of receipt of a written appeal, the Board shall meet in closed session to decide the appeal. The Board's decision may be made on the basis of documentation prepared as part of the appeal process or, at the discretion of the Board, the Board may also meet with the appealing party, the teacher and the Superintendent/designee to decide the appeal. The decision of the Board shall be final.

If the decision of the Board is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections which shall become part of the student's record.

Regulation  
approved: August 17, 2010

**SANTEE SCHOOL DISTRICT**  
Santee, California

**IDENTIFICATION CRITERIA FOR INTERVENTION SERVICES**

For students entering second and third grade, identification criteria are based only on **reading**.

**For students entering SECOND grade**

- First grade Running Record score level 12 or below  
**AND**
- First grade Spring Word Test 74 words and below  
**AND**
- Second grade Running Record score level 12 or below

**For students entering THIRD grade**

- Second grade California English Language Arts Standards test below basic or far below basic  
**AND**
- Second grade CAT6 Total Reading score 0 – 30%  
**AND**
- 3rd grade Fall IRI is at the preprimer, primer, or first grade level

For students entering fourth, fifth, sixth, seventh, and eighth grade, identification criteria are based on reading, English language arts, and math. Students will be identified as “at risk of retention” if they meet the eligibility requirements in any of the three areas.

**For students entering FOURTH grade**

Reading	OR	Math	OR	Language Arts
<ul style="list-style-type: none"> <li>• <u>Third grade</u> California English Language Arts Standards test below basic or far below basic <b>AND</b></li> <li>• <u>Third grade</u> CAT6 Total Reading score 0 – 30% <b>AND</b></li> <li>• Fall <u>Fourth grade</u> IRI Instructional Level at the primer, first grade, or second grade level</li> </ul>		<ul style="list-style-type: none"> <li>• <u>Third grade</u> California Math Standards test below basic or far below basic <b>AND</b></li> <li>• <u>Third grade</u> CAT6 Total Math score 0 - 30% <b>AND</b></li> <li>• <u>Third grade</u> District Math Assessment Level below basic or far below basic</li> </ul>		<ul style="list-style-type: none"> <li>• <u>Third grade</u> California English Language Arts Standards test below basic or far below basic <b>AND</b></li> <li>• <u>Third grade</u> CAT6 Total Language Arts score 0 – 30% <b>AND</b></li> <li>• <u>Third grade</u> District Writing Assessment rubric score of 1</li> </ul>

<b>For students entering FIFTH grade</b>				
<b>Reading</b>	<b>OR</b>	<b>Math</b>	<b>OR</b>	<b>Language Arts</b>
<ul style="list-style-type: none"> <li>• <u>Fourth grade</u> California English Language Arts Standards test below basic or far below basic</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Fourth grade</u> CAT6 Total Reading score 0 – 30%</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Fall <u>Fifth grade</u> IRI Instructional Level at the first grade, second grade, or third grade level</li> </ul>		<ul style="list-style-type: none"> <li>• <u>Fourth grade</u> California Math Standards test below basic or far below basic</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Fourth grade</u> CAT6 Total Math score 0 - 30%</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Fourth grade</u> District Math Assessment Level below basic or far below basic</li> </ul>		<ul style="list-style-type: none"> <li>• <u>Fourth grade</u> California English Language Arts Standards test below basic or far below basic</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Fourth grade</u> CAT6 Total Language Arts score 0 – 30%</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Fourth grade</u> District Writing Assessment rubric score of 1</li> </ul>

<b>For students entering SIXTH grade</b>				
<b>Reading</b>	<b>OR</b>	<b>Math</b>	<b>OR</b>	<b>Language Arts</b>
<ul style="list-style-type: none"> <li>• <u>Fifth grade</u> California English Language Arts Standards test below basic or far below basic</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Fifth grade</u> CAT6 Total Reading score 0 – 30%</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Fall <u>Sixth grade</u> IRI Instructional Level at the second grade, third grade, or fourth grade level</li> </ul>		<ul style="list-style-type: none"> <li>• <u>Fifth grade</u> California Math Standards test below basic or far below basic</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Fifth grade</u> CAT6 Total Math score 0 - 30%</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Fifth grade</u> District Math Assessment Level below basic or far below basic</li> </ul>		<ul style="list-style-type: none"> <li>• <u>Fifth grade</u> California English Language Arts Standards test below basic or far below basic</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Fifth grade</u> CAT6 Total Language Arts score 0 – 30%</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Fifth grade</u> District Writing Assessment rubric score of 1</li> </ul>

<b>For students entering SEVENTH grade</b>				
<b>Reading</b>	<b>OR</b>	<b>Math</b>	<b>OR</b>	<b>Language Arts</b>
<ul style="list-style-type: none"> <li>• <u>Sixth grade</u> California English Language Arts Standards test below basic or far below basic</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Sixth grade</u> CAT6 Total Reading score 0 – 30%</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Fall <u>Seventh grade</u> IRI Instructional Level at the third grade, fourth grade, or fifth grade level</li> </ul>		<ul style="list-style-type: none"> <li>• <u>Sixth grade</u> California Math Standards test below basic or far below basic</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Sixth grade</u> CAT6 Total Math score 0 - 30%</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Sixth grade</u> District Math Assessment Level below basic or far below basic</li> </ul>		<ul style="list-style-type: none"> <li>• <u>Sixth grade</u> California English Language Arts Standards test below basic or far below basic</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Sixth grade</u> CAT6 Total Language Arts score 0 – 30%</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Sixth grade</u> District Writing Assessment rubric score of 1</li> </ul>

<b>For students entering EIGHTH grade</b>				
<b>Reading</b>	<b>OR</b>	<b>Math</b>	<b>OR</b>	<b>Language Arts</b>
<ul style="list-style-type: none"> <li>• <u>Seventh grade</u> California English Language Arts Standards test below basic or far below basic</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Seventh grade</u> CAT6 Total Reading score 0 – 30%</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Fall <u>Eighth grade</u> IRI Instructional Level at the fourth grade, fifth grade, or sixth grade level</li> </ul>		<ul style="list-style-type: none"> <li>• <u>Seventh grade</u> California Math Standards test below basic or far below basic</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Seventh grade</u> CAT6 Total Math score 0 - 30%</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Seventh grade</u> District Math Assessment Level below basic or far below basic</li> </ul>		<ul style="list-style-type: none"> <li>• <u>Seventh grade</u> California English Language Arts Standards test below basic or far below basic</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Seventh grade</u> CAT6 Total Language Arts score 0 – 30%</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <u>Seventh grade</u> District Writing Assessment rubric score of 1</li> </ul>

**Students****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.
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. 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.
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.

**DRESS AND GROOMING** (continued)

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  
approved: September 7, 1993  
revised: July 18, 2006  
revised: May 19, 2009  
reviewed: August 17, 2010

**SANTEE SCHOOL DISTRICT**  
Santee, California

**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 Suspension and Expulsion/Due Process

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.santeesd.net](http://www.santeesd.net)

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

# Santee School District Maintenance, Operations & Facilities

**RE: 2011-2012 ANNUAL NOTIFICATION OF PESTICIDES  
USED IN SANTEE SCHOOL DISTRICT**

Dear Parent or Guardian,

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during this year. We may use the following pesticides in your school this year:

<b>Brand Name of Pesticide</b>	<b>Active Ingredient(s)</b>
AMDRO	HYDRAMETHYLON
ECO EXEMPT D DUST PESTICIDE	PHENETHYL PROPIONATE
ECO EXEMPT JET-INSECTICIDE	ROSEMARY OIL
ECO PCO JET-X INSECTICIDE	PHENETHYL PROPIONATE
ECO EXEMPT KO AEROSOL INSECTICIDE	PHENETHYL PROPIONATE
ECO EXEMPT 6 GRANULAR INSECTICIDE	EUGENOL
FUSILADE	FLUAZIFOP-P-BUTYL
MANAGE	METHYL-5
MAXFORCE FL ANT KILLER BAIT GEL	FIPRONIL
PCQ PELLETTED RODENT BAIT	DIPHACINONE
QUALI-PRO GLYPHOSATE T&O	ISOPROPYLAMINE SALT OF GLYPHOSATE
RONSTAR G	OXADIAZION
SPEED ZONE BROAD LEAF FOR TURF	ATHYLHEXULESLER
SURFLAN PRE-EMERGENCE HERBICIDE	ORYZALIN
TEMPO 20 WP (ULTRA)	CYFLUTHRIN
TERM-OUT	TETRAMETHRIN

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at <http://www.cdpr.ca.gov>

If you have any questions, please contact the Director of Maintenance, Operations, and Facilities at (619) 258-2334.

## **Students**

### **CONDUCT**

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. As students progress to and from school, while on school grounds, and at school-sponsored activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Students and parents/guardians shall be notified of district and school rules related to conduct. Students shall receive regular information regarding these rules. Parents/guardians and students will be provided information about early warning signs of harassing/intimidating behaviors, such as bullying, as well as prevention and intervention strategies. Bullying can be defined as repeated incidents involving hitting, name-calling, exclusion, or another behavior that is meant to hurt another person.

Prohibited student conduct includes but is not limited to:

1. Behavior that endangers staff and/or students, including weapons possession or intimidation using a weapon.
2. Possession of drugs or alcohol or under the influence of any illegal substance.
3. Behavior that disrupts the learning environment.
4. Harassment of students or staff, including bullying, intimidation, hazing, initiation activities or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional distress.
5. Damage to or theft of property belonging to the district, staff, students, volunteers or visitors.
6. Profane, vulgar or abusive language.
7. Plagiarism or dishonesty in school work or on tests.
8. Inappropriate dress as defined in the Dress and Grooming Board Policy and Administrative Regulation 5132.
9. Tardiness and unexcused absence from school.
10. Failure to remain on school premises in accordance with school rules.
11. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment. Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.

### **Enforcement of Student Conduct and Behavior Standards**

Prevention and remediation of potential student misconduct is instrumental in developing and maintaining a positive school climate. Caring schools initiatives, violence prevention programs, and character education lessons all help to prevent and remediate student misbehavior.

Employees are expected to provide appropriate supervision to enforce standards of conduct. If they observe or become aware of a student violation of these standards, the employee will immediately intervene and/or call for assistance. If an employee believes the matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation. Each school site will develop a system of documentation to ensure that students are held accountable for inappropriate behavior. Students who violate district or school rules and

**CONDUCT** (continued)

regulations may be subject to discipline, including but not limited to suspension, expulsion or transfer to alternative programs in accordance with Board policy and administrative regulation. Students will be provided their due process rights and parents will be notified that an infraction has occurred. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals, for example, counseling services, medical treatment, etc. for such assistance.

**Possession/Use of Cellular Phones and Other Mobile Communications Devices**

Students may possess personal electronic signaling devices including but not limited to pagers, beepers, and cellular/digital phones. The school is not responsible for any electronic device brought onto a school campus.

Electronic communication of any kind is prohibited on school grounds except under the direct supervision of a teacher with prior approval from site administration. Each school will designate a “phone zone” where phones may be used before or after school but under no circumstances during school hours.

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.

The basic rule will be: SEE IT, USE IT, HEAR IT, TAKE IT. Therefore, if an electronic device is seen, used, or heard, the following procedures will be put in place:

First Offense: The device will be confiscated and returned at the end of the school day

Second Offense: The device will be confiscated and the parent must personally reclaim the device

Third Offense: Will result in an in-school suspension, the device will be confiscated and the parent must personally reclaim the device.

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. The use of this device will be limited to health-related purposes.

Regulation approved: September 7, 1993  
revised: April 15, 2008  
reviewed: August 17, 2010

**SANTEE SCHOOL DISTRICT**  
Santee, California

## **Instruction**

### **DAMAGED OR LOST INSTRUCTIONAL MATERIALS**

The Governing Board recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

When materials are lost or so damaged that they are no longer usable, the student shall be immediately issued a replacement material. However, students or parents/guardians shall be responsible for reparation equal to the current replacement cost of the materials. When materials are damaged but still usable, the Superintendent or designee shall determine an appropriate charge.

If it can be demonstrated to the Superintendent or designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her, the Superintendent or designee may excuse the student or parent/guardian from payment of reparation.

If reparation is not excused and not paid by the student or parent/guardian, the district may withhold the student's grades, diploma and transcripts in accordance with law, Board policy, and administrative regulation.

#### *Legal Reference:*

##### EDUCATION CODE

*48904 Willful misconduct; limit of liability of parent or guardian*

*48904.3 Withholding grades, diplomas or transcripts of students causing property damage or injury*

*60119 Public hearing on sufficiency of materials*

*60411 Purchase and use; property of district*

##### CIVIL CODE

*1714.1 Liability of parent or guardian for act of willful misconduct by a minor*

##### CODE OF REGULATIONS, TITLE 5

*305 Student responsible for care of property*

#### *Management Resources:*

##### WEB SITES

*California Department of Education: <http://www.cde.ca.gov>*

Policy  
adopted: August 17, 2010

**SANTEE SCHOOL DISTRICT**  
Santee, California

## Students

### WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS

When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due.

This notice shall include a statement that the district may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made.

If reparation is not made, the district shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma or transcripts.

If the student and parent/guardian are unable to pay for the damages or return the property, the principal or designee shall provide a program of voluntary work for the student to do. When this voluntary work is completed, the student's grades, diploma or transcripts shall be released.

When a student from whom the district is withholding grades, diploma or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be withheld until the new district receives notification that the debt has been cleared.

The Superintendent or designee shall notify the parent/guardian in writing that this district's decision to withhold grades, diploma or transcript will be enforced by the new district.

The district shall withhold grades, diploma or transcripts from any student transferring into the district whose misconduct caused a previous district to withhold them. When informed by the previous district that its decision has been rescinded, the district shall release these documents.

*Legal Reference:*

EDUCATION CODE

*48904 Liability of parent*

*48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold*

*48911 Suspension by principal, designee or superintendent*

*49069 Absolute right to access*