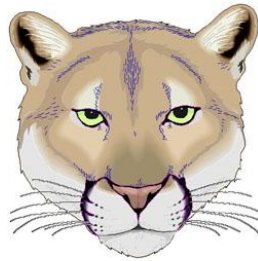


SYCAMORE CANYON

***2011-2012
STUDENT HANDBOOK***

***10201 Settle Road
Santee, CA 92071***

***Phone: 956-5400
Absences: 258-2205
Fax: 956-5412***



www.santeesd.net

Sycamore Canyon School

Table of Contents



District Calendar	1
General School Information	2
School Hours	3
School Office	2
School Lunch Program	4
Celebrations	4
Standards for Student Success	5
School Attendance	5
Appropriate School Attire	9
Standards for Student Behavior	12
Gum	13
Detention	13
Guest Teacher / Substitute Teacher Guidelines	13
Personal Property	14
Lost and Found	14
Grounds for Suspension	16
Student Academic Success	18
Promotion / Retention Standards	18
Reporting Periods	18
Homework	20
School Materials / Textbooks	20
Library	21
Student Safety / Health	21
Safest Route to School	21
Parking Lot Safety Rules	22
Safety Patrol	23
Bicycle Safety	23

<i>Emergency Situations and Disaster Drills</i>	24
<i>Visitors</i>	24
<i>When a Student Becomes Ill at School</i>	25
<i>Medication at School</i>	25
<i>Insurance</i>	26
<i>School Programs and Organizations</i>	27
<i>School Pride</i>	30

**SYCAMORE CANYON
ELEMENTARY SCHOOL**

**10201 Settle Road
Santee, Ca. 92071
(619) 956-5400**

STUDENT HANDBOOK

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

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

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

Please sign the last page of this handbook stating that you have read and are aware of the expectations. It should be returned to the student's teacher.

*Mrs. Debra Simpson
Principal*

At Sycamore Canyon, We believe . . .

Every student has the right to learn and every teacher has the right to teach.



SYCAMORE CANYON SCHOOL OFFICE

School office hours are 7:30 A.M. until 3:30 P.M. To better serve you please follow these rules concerning office use:

- Phone hours are 8:00 a.m. to 3:30 p.m. If your child is absent, please call the absence line at (619) 258-2205 each day to verify the absence.
- If your child has an appointment, please send a note with him/her the morning of the day he/she is to be released early from school. This note must state the date, time and reason for the dismissal, and must be signed. The note should be given to the teacher. Students must be checked out in the front office. The office will ask you to show proper identification before releasing your student.
- Please make regular arrangements with your child as to what he/she should do when it rains. Students will not be allowed to use the phone to obtain transportation on rainy days.
- Please do not ask office staff to interrupt the classroom for non-emergency messages because the teacher has to stop instruction to deliver the message. Phones are installed in each classroom and you will be able to access them using voice mail. We appreciate your cooperation in not disrupting the educational program at Sycamore Canyon.

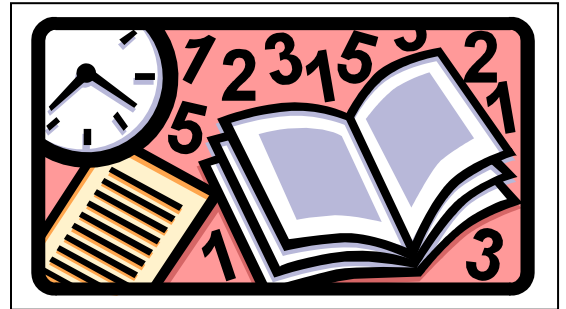
Check the Website and the PTA Cougar Chat Newsletter for events.

SCHOOL START TIMES

<u>Grade</u>	<u>Begin</u>	<u>Dismissal</u>
Kindergarten	8:15 a.m.	1:40 p.m.
1, 2 & 3	8:15 a.m.	2:00 p.m.
4, 5 & 6	8:15 a.m.	2:20 p.m.

LUNCH TIMES

<u>Grade</u>	<u>Begin</u>	<u>End</u>
K	11:00 p.m.	11:35 p.m.
1 st , 2 nd , & 3 rd	11:40 p.m.	12:20 p.m.
4, 5 & 6	12:25 p.m.	1:00 p.m.



MORNING RECESS

1-6 10:00 a.m.
Kindergarten.....9:45 a.m.

MINIMUM DAY SCHEDULE

Kindergarten	8:15 a.m.	12:05 p.m.
1,2,3,4,5,6	8:15 a.m.	12:05 p.m.

SCHOOL CONTACTS

Principal
School Secretary
Attendance Clerk/
Health Clerk
Custodian
Library Clerk
P.T.A. President
Project Safe

Mrs. Debra Simpson
Mrs. Louise Jones
Mrs. Debbie Phillips

Mrs. Kathy Dallman

Mrs. Kandi Ellis
Mrs. Regina Nuno



SCHOOL LUNCH PROGRAM

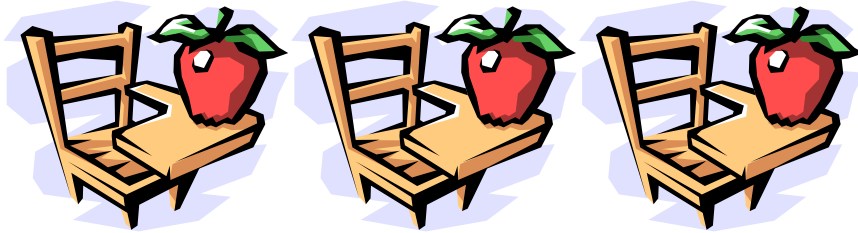
The menus are posted on the Santee School District web site. They are also available in the school office. Student lunches are \$2.25 and adult lunches are \$3.25. You may set up your students lunch account on line at www.santeesd.net . If you would like to join your student for lunch on a school day have him/her order a lunch for you in the morning in their classroom.

An application for free and reduced meals must be submitted for each child, each year and approved by the Food Services Director for students to qualify. If you have any questions about this program, please contact the Nutrition Department at 619-258-2290.



CELEBRATIONS/ BIRTHDAYS

In order to prevent hurt feelings or exclusivity, parents and students are not permitted to bring or order lunch for just their friends. We request all other celebrations to take place away from school. Classroom teachers have a limited number of celebrations for each school year. Teachers send home information to parents prior to each celebration. Each classroom has a different way to acknowledge student birthdays. Parents are asked to not bring edible birthday treats to school as this puts the teacher on the spot when they have to send them back home. There is the option of celebrating birthdays at school with a donated book or game but not with sugary or edible treats. *Please note the policies of Sycamore Canyon align with the State of California (SB 12/SB 965).*



STANDARDS FOR STUDENT SUCCESS

SCHOOL ATTENDANCE

One of our goals at Sycamore Canyon is to instill in our students the importance of education. Students who value education do better in school. We believe that regular attendance and punctuality are necessary for high achievement and future success in the work world. Every absence or tardy can interfere with a child's progress.

Parents must verify any absence by note or a phone call. Notes are to be given to the office stating the name and grade of the student, along with the dates and reason for absence.

Our 24-hour absence line (619) 258-2205 is for verifying absences. Please use this number instead of calling the school office. After three days, the absence is considered unexcused if not verified.

Parent/guardians and student are encouraged to schedule medical/dental appointment 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. A student is considered tardy if they are not in line in the patio area when the second bell rings. If your child is absent the school does not receive student funds for your child that day.

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

- Student illness
- Doctor/Dental appointments
- Funeral of an immediate family member
- Quarantine
- Religious holidays
- Independent Study Contract, only available for absences of 5 or more days (Please contact the attendance clerk 3 days prior to your child's absence so that your child's teacher can plan accordingly.) All work is to be completed upon the day of return to have those absences excused.

The attendance clerk or the principal may require verification by a school official or physician if absences for health reasons appear excessive.

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 go against his/her attendance.

If we are not aware of any medical conditions that would keep your child from attending school, our only alternative is to comply with the California State Education Code procedures and the following attendance notification process:

- **School sends out "Notification of Truancy after 3 unexcused absences/unexcused tardies over 30 minutes.**
- **School sends out "Notification of Subsequent Truancy" after the 4th unexcused absence/tardy over 30 minutes.**
- **School sends out "Notification of Habitual Truancy" after the 5th unexcused absence/tardy over 30 minutes.**
- **School sends - first attendance letter - After 7 unexcused/excused absences/tardies.**
- **School sends-second attendance letter-After 10 unexcused/excused absences/tardies.**
- **School sends-third attendance letter-After 15 unexcused/excused absences/tardies.**

After receiving three letters, (any combination of the above letters) a meeting will be scheduled with the parent/guardian to discuss resolving the attendance issue or put the student on a **SART (School Attendance Review Team)** contract. This contract is valid for the current school year. 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 the health clerk or principal who will determine if the student is well enough to attend school. This is the only way the student can be excused from school.

If any additional unexcused absences/tardies 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 Superior Court held at the Santee Sheriff's Station.

All other absences are unexcused.

Students who are absent are responsible for making up missed work and instruction. Absent students should contact their study buddy for missed assignments. Please read the teacher's policy on make up work. Absent work must be made up in a timely manner.

Truant and/or tardy students may be required to make up time before or after school and/or serve in-school suspension. Assignments missed due to truancy may or may not be made up at the discretion of the teacher.

Note: The state of California requires students to be at school in order for schools to collect attendance funds each day. This means if your child is not here for any reason, even illness, we cannot collect funds from the state.

Please help us protect your child's instructional funds by arranging for vacations and appointments on NON-SCHOOL days or AFTER SCHOOL HOURS. We appreciate your support in this area.

Education Codes

Education Code 48200, California State Law, requires compulsory full-time attendance for children from ages 6-18. As the parent/guardian of your child, you are obligated to compel your child's attendance at school, every day and on time.

Education Code 48260, Report of Truancy, any pupil who is absent, more than three days without valid excuse or tardy in excess of 30 minutes for more than three days in one school year is considered truant.

Education Code 48261, Subsequent Report of Truancy, and any pupil who has once been reported as a truant and who is again absent, tardy over 30 minutes from school without valid excuse.

Education code 48262 Habitual Truancy, any pupil is deemed a habitual truant who has been reported as a truant three or more times per school year. District officer/designee has to make a conscientious effort to hold at least one meeting/conference with a parent/guardian of the student after the filing of either of the report required by Education code 48260 or 48261.

APPROPRIATE SCHOOL ATTIRE

The Sycamore Canyon staff is dedicated to providing the maximum educational opportunity with the minimum number of distractions. On occasion, student fashion may disrupt the educational environment. In accordance with California Education Code, Section 48907, and in the best interest of our schools and communities, the Santee Board of Education has set forth guidelines for appropriate dress at school and school sponsored activities.



The following District guidelines shall apply to all regular school activities. These guidelines are from the Santee Board of Education Administrative Regulation 5132. Additional information is available on the district website.

1. Appropriate shoes must be worn at all times. Sandals must have heel straps. Flip-flops or backless shoes or sandals are not acceptable. Heels must be of a reasonable height and not be unsafe in the school environment.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which show 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.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, strapless or tube tops, backless shirts, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.

6. Hair shall be clean and neatly groomed and the color may not cause a distraction to the educational environment. Hair may not be sprayed by any coloring that would drip when wet.
7. Spiked jewelry and waist chains will not be allowed.
8. Pupils must be cleanly dressed so as not to promote unhealthy or unsanitary conditions. Students shall not draw on their arms with ink or temporary tattoos so it does not distract others from learning.
9. Bandanas and sweatbands shall not be worn unless prior approval is granted by a site administrator.
10. Overalls are considered pants and must have an appropriate shirt worn underneath.
11. Muscle shirts, tank shirts, or underwear shirts may not be worn. Clothing that is suggestive or revealing will not be allowed.
12. Facial piercing shall be limited to the ears only. Any other piercing must be plugged with a skin tone plug (no color).
13. Pants must not be worn to expose undergarments or bare skin above the waist.
14. Clothing that is considered nightwear (pajamas and slippers) may not be worn, with the exception of a designated day by the school.

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

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

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

Gang-Related Apparel and Racial or Ethnic Symbols

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

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

DRESS CODE RESTRICTIONS 2010-2011 (Input from Santee Sheriff's Department & Site Administration)

1. No violent skulls (bloody, skulls with helmets, skulls that are offensive to subgroups)
2. No black boots with red laces
3. No #13 with lightning bolt (There is no #13 on the San Diego Chargers. It is a Mexican mafia gang.)
4. No "Juggalo" tattoos -(gang beginning in Santee)

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

STANDARDS FOR STUDENT BEHAVIOR

ALL SCHOOL RULES ARE ENFORCED TO AND FROM SCHOOL.

Our goal at Sycamore Canyon is to maintain a positive, safe, and quality learning environment as well as help students learn self-discipline and responsibility. Students are asked to be courteous, respectful, and practice safety both in and out of the classroom. Through careful planning and understanding of each student, teachers and administrators seek to minimize the need for disciplinary action. Through learning and observing school rules, students contribute to their own safety, the safety of others and enhance the opportunities of learning for all. We believe that each student has a right to learn and that each teacher has the right to teach. We practice the Peace Builder Program standards and goals of student behavior.

The Peace Builder Pledge

I am a Peace Builder

I Pledge . . .

To praise people

To give up put-downs

To seek wise people as advisors and friends

To notice the hurts I have caused and make amends

To right wrongs

To help others

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



All school rules and consequences are enforced **to and from school**. Harassment and bullying of any kind is not allowed. Fighting is not permitted. Any inappropriate behavior including possession of inappropriate, dangerous, or illegal items may result in consequences such as loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion from the Santee School District. Santee District has a zero tolerance policy for drugs and weapons. Knives (or replicas), weapons, drugs, or alcohol are not to be brought to school and will result in suspension pending an expulsion hearing. Parents are contacted by phone and/or written referral when children are referred to the office. A parent conference will be required for flagrant or continued disruption of school activities. All referrals that are sent home need to be signed and returned to the office the following day.

GUM

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

DETENTION

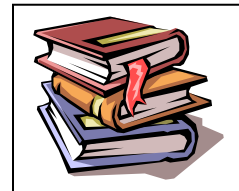
A teacher may assign lunch or after-school detention when a student chooses not to follow school or classroom rules and procedures. In addition, the student's citizenship grade may be lowered. The effectiveness of detention increases with cooperation between parents and the school. Parents will be notified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

Students assigned a 15-minute detention will bring a note home informing the parent that they were assigned and served the detention. Written notice will be sent home with the student or phone contact made prior to detention only if the detention is in excess of 15 minutes. All detention notices are to be signed by a parent and returned to the teacher who assigned the detention. If a child does not show for detention, the time may be doubled and the parent will be contacted.

GUEST TEACHER/SUBSTITUTE TEACHER GUIDELINES

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

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



Consequences up to and including suspension will be enforced for any students who are sent to the office by a guest teacher. Guest teachers are encouraged to make a list of all students who demonstrate exemplary behavior. These lists will be left for the regular classroom teacher.

LOST AND FOUND

The lost and found is located in a green rolling cart outside the cafeteria. Be sure to label your belongings. Unclaimed items will be donated to charitable organizations at the end of each month. **Please leave valuable items and any sums of money at home.**



PERSONAL PROPERTY



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

Board Policy 5131.2 states 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.

GROUNDS FOR SUSPENSION

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

ALL SCHOOL RULES ARE ENFORCED TO AND FROM SCHOOL.

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



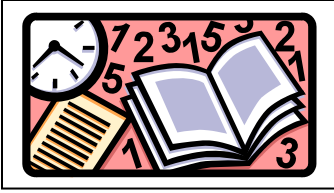
- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess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

- Possessed an imitation firearm (meaning a replica of a firearm as to substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm).
- Committed or attempted to commit sexual assault or sexual harassment as defined by the Penal Code.
- Cause, attempted to cause, threatened to cause, or participated in an act of hate violence.
- Intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils or a teacher that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil, or group of pupils, by creating an intimidating or hostile educational environment.
- Aiding and abetting the infliction or attempted infliction of physical injury to another person.

Mandatory Suspensions

A pupil shall be suspended for the following conduct committed at school or at a school activity on school grounds:

- Possessing, selling, or furnishing a firearm. If possession is verified by school employee and the pupil did not have permission from a certificated employee for the possession with such permission being concurred in by the principal or designee of the principal.
- Possession of any knife.
- Unlawful selling of a controlled substance.



STUDENT ACADEMIC SUCCESS

PROMOTION / RETENTION STANDARDS

California State law requires all students in grades Second thru Eighth grade to meet the minimum academic standards for that grade level in order to be promoted to the next grade. Parents will be notified as early in the school year as possible if their child is at-risk of retention. An intervention plan will be developed with the classroom teacher. Final recommendations for retention/promotion will be made the last few months of each school year.

Parent - teacher communication is critical for student success. The classroom teacher can answer questions regarding your child's academic progress.

REPORTING PERIODS

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

The first report card will be given out at parent/teacher conferences. The students will bring home a parent conference slip. Please fill out and return the slip the next day in order to facilitate scheduling a conference.

Parent-Teacher conferences are held in December. If at any other time you would like to meet with a teacher to discuss your child's progress, please call the teacher's voice mail to set up an appointment. Parents are encouraged to be part of the school experience. If a parent needs to communicate problems, concerns, or important information, please contact one of the teachers. By working with parents, the best educational environment possible can be provided.

Criteria for Citizenship and Effort For Grade 6th

Every effort should be made to distinguish between the academic grade and the citizenship grade. However, it is recognized that student effort will affect the academic grade. The following guidelines are to be considered for citizenship and effort grade.

Citizenship Grade Rubric					
Friendliness	Always pleasant	Usually pleasant	Agreeable	Disagreeable	Defiant
Courtesy	Always thoughtful	Polite	Considerate	Inconsiderate	Rude
Attitude	Always eager	Helpful	Accepting	Negative	Rude
Self-Control	Always thinks, Then acts	Monitors self	Follows rules	Disturbs others	Ignores rules
Helpfulness	Regularly Volunteers	Occasionally Volunteers	Helps when asked	Sometimes Hinders	Hinders
	Outstanding	Good	Satisfactory	Needs improvement	Unsatisfactory

Effort Grade Rubric					
Attendance	Always on time	Always on time	Always on time	Sometimes tardy	Often tardy
Participation	Actively Contributes	Contributes	Usually Contributes	Occasionally Contributes	Seldom Contributes
Responsibility	Takes extra Responsibility	Willingly accepts responsibility	Does what is required	Sometimes lacks Responsibility	Seldom takes responsibility
Preparation/Materials	Always prepared	Well prepared	Usually prepared	Sometimes missing materials	Not prepared/often missing materials
Organization	Well organized	Organized	Usually organized	Lacks organization	Messy unorganized
Work Habits	Consistently on task	Usually on Task	Usually on Task	Needs redirection	Often off task/needs redirection
	Outstanding	Good	Satisfactory	Needs Improvement	Unsatisfactory

HOMEWORK

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



SCHOOL MATERIALS / TEXTBOOKS

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

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

Textbooks should not be used as notebooks in which papers and assignments are stored, they should not be written in, or taken from a teacher's classroom without their permission. Students will be charged for any textbook that is lost or damaged beyond normal wear. The average cost of most textbooks is \$70.00 dollars.

LIBRARY

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

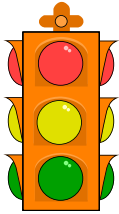
STUDENTS SAFETY / HEALTH

SAFEST ROUTE TO SCHOOL

Students living on the east side of Settle Road are to use the crosswalk where safety patrol is located at the corner of Settle and Las Lomas Drive in front of the school and then proceed down the ramp onto the school campus.

Students living on the west side of Settle are to cross with the safety patrol and use the sidewalk near the parking lot to enter Sycamore Canyon.

All students are to meet in the patio area. **Students are not to arrive on campus before 8:00 a.m. for there is no supervision. To ensure the safety of all children before and after school,** we ask that you make necessary arrangements to have your child taken care of until it is time for school or at dismissal time if you are going to be late. **All primary students must be picked up at dismissal time.** If you choose to wait with your primary child for the intermediate dismissal, you may do so on the front lawn. We request that all children be seated quietly while waiting.



PARKING LOT SAFETY RULES

Many of our students are driven to school in the morning and are picked up by parents in the afternoon. In the interest of student safety, please observe the following procedures as you drop off or pick up your children at Sycamore Canyon.

Your patience and cooperation will make the traffic flow smoother and keep the parking lot safe for everyone. Please do not drop off students before 8:00 A.M., as we do not have supervision before that time.

- As you enter parking lot, stay on right side and pull all the way to the beginning of the drop-off / pick-up lane.
- The drop-off/pick-up lane is for loading and unloading students. **YOU CANNOT PARK AND EXIT YOUR VEHICLE IN THE DROP-OFF/PICK-UP LANE.** You must keep your car engine running while waiting to drop students off. Please pay attention to the traffic in front of you and pull forward as cars move forward. Your child can easily exit your vehicle towards the sidewalk to enter the school campus. **Do Not Park on the red curb or lined area designated for school vehicles.**
- You must exit the drop-off /pick up lane immediately after loading or unloading your student.
- If you need to wait for more than one dismissal time, you must park in a designated space. Waiting in the drop-off/pick-up lane blocks the safe flow of traffic and will not be allowed.
- The speed limit is **NO MORE THAN 5 MPH.**



SAFETY PATROL

This program is for fifth and sixth grade students who wish to participate and have the recommendation of their teacher. The following criteria are taken into consideration: citizenship, attitude, effort, and responsibility. The Sheriff's Department cooperates with the school in training the Patrol to guard school crossings and protect our students.

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



BICYCLE SAFETY

Students in **grades 4-6** are allowed to ride bicycles to school. All bicycles must be individually locked *inside the bike enclosure*. Students who wish to ride their bicycle need to have a bicycle permit on file in the Principal's office yearly. **Students are required to follow all school rules for safety including wearing a helmet, walking bicycles on campus, and displaying courtesy to others.** Failure to follow rules and/or obtain a permit will result in the loss of the privilege to ride a bicycle to school. The permit can be picked up in the office. The school does not assume responsibility for bike security.

City ordinance #21113 prohibits skateboards, roller blades/shoes, and scooters on campus at any time. Please discuss this law with your children. Children have been injured and we have experienced a great deal of damage to school property. Thank you for your cooperation in this area.

EMERGENCY SITUATIONS AND DISASTER DRILLS

Throughout the year, please be sure to update the school office of any changes in your emergency card phone numbers and addresses. State law requires us to have valid emergency numbers on file for every student. In September, we mail home profile cards. Please review this form, update, sign, date and return to the school office. You need to notify the Health Clerk with any health concerns or changes in your child's medical history. We mail items home during the year and in case of emergencies, we need up-to-date information on each student.

Fire and earthquake drills are held on a regular basis and are an important safety precaution. It is essential that the students follow their teacher's instructions promptly and remain quiet at all times. Our staff is trained yearly in disaster and emergency procedures. In case of an emergency, all students will remain at Sycamore Canyon and be released only to parents or adults listed on the emergency locator card.

VISITORS

We request that all parents, volunteers, and guests sign in at the office and wear a visitor tag. **Non-enrolled students will not be permitted to visit during school hours or attend school-related activities.** They are also not allowed on the school grounds or in the parking area during school hours unless they are with a parent. Older students who walk younger students home need to meet them in front of the school. Students are not permitted on playground equipment before or after school even if supervised by a parent. This practice is to ensure the safety of the students we serve.

We ask that parents who wish to visit their child's classes follow these procedures:

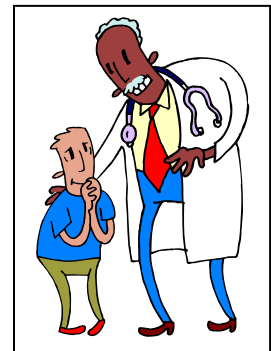
- Arrange visits beforehand through either a note, phone call or e-mail to the teacher whose classroom will be visited.
- Do not plan to conference with the teacher during your visit. Make an appointment with the teacher with whom you would like to conference. This will allow adequate time for staff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

WHEN A STUDENT BECOMES ILL AT SCHOOL

In the event that the health aide/nurse determines that a child is too ill to remain at school, parents or their designated emergency person(s) will be called to pick up the child at school. Ill students will not be allowed to walk home during the school day. Once notified, parents will need to make arrangements for the student to be picked up within one hour. (Again, please make sure that all emergency numbers are current throughout the school year.) **Authorized adults must come into the office to sign students out.** You will be required to show picture identification before the child is released. If your child is injured at school, you will also be contacted. If the injury is severe and we cannot reach you or anyone at the emergency numbers, we will call paramedics and they will determine if transportation to a hospital is necessary. Students should have a normal temperature for 24 hours before returning to school.

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

Medication refers to all prescription and over the counter health related products. This includes all pills, injections, inhalers, eye and eardrops, cough medicine, and aspirin or similar products. If it is necessary for your child to take medication at school, the medication must be kept in the health clerk's office and is not to be taken to class. A Santee School District Physician's Statement must accompany all medication brought to school and submitted to the health clerk. Medication should be clearly labeled with the name of the student, doctor, pharmacy, date, number, and name of the medication, amount of medication to be taken, and the specified time. An adult must bring medication into the school health office. Students are NOT permitted to bring any medication to school. All medicine not picked up at the end of the school year will be disposed of.



ACE AWARDS STUDENT ASSEMBLIES

A recognition assembly and reception for each classroom's ACE Award recipient is usually held on the last Friday of the month for K-6 students. Parents are invited to join us at these assemblies to participate in the celebration. Assembly dates are posted on the website calendar. Parents will be notified by the teacher if their child is receiving an award.



MORNING FLAG SALUTE / ANNOUNCEMENTS

The morning flag salute and announcements is a time for all of us to come together as an entire school. We feel this is important and a good way for us to start the day. We strive to teach all of our students respect as well as discipline by having to stand quietly listening to the speakers. If you are here with your child and are participating, please help us by modeling these skills for all of our students. Our morning assembly starts at 8:15 and is the official starting of school where tardies are noted.

INSURANCE

We encourage all parents to provide health insurance for their children. A low cost policy is made available through the school district. Information is sent home during the first few weeks of school.

SCHOOL PROGRAMS AND ORGANIZATIONS

STUDENT COUNCIL/ ASB

The student council plans ways to improve our school and celebrate school pride. At student council meetings, student representatives study suggestions from the students and discuss student-related issues.

FAMILY LIFE PROGRAM

We offer a Family Life Program for sixth grade students. Classroom teachers usually teach the program. Parents are given an opportunity to preview the materials that are used in the class prior to children receiving instruction. A letter is sent home for parents to indicate if they want their child to participate in the Family Life Program.

ENGLISH LANGUAGE LEARNERS (ELL)

The state of California provides additional assistance to schools that enroll children who have limited English proficiency. The program provides testing, tutoring, and instructional materials.

GIFTED AND TALENTED EDUCATION (GATE)

Sycamore Canyon School offers an appropriately differentiated curriculum for students in grades 4-6 who are identified as gifted or talented by testing criteria and recommended to participate in the GATE program. Sycamore Canyon proudly provides critical thinking curriculum, 21st Century Learning and exploration projects to meet the academic needs of all our students. All intermediate teachers at Sycamore Canyon are GATE certified.

PARENT/TEACHER ASSOCIATION (PTA)

Sycamore Canyon School has an active, supportive PTA; we encourage all parents to join. The membership dues are \$6.00. Many family activities are planned throughout the year as well as special assemblies and activities. Our PTA president is Mrs. Hala Totah. You may contact her through the school office if you would be willing to help with the planning of some of our special activities.



BREAKFAST CLUB

Parent volunteers meet here at Sycamore Canyon. Enjoy the company of other parents, get a free breakfast, and help support the teachers at the same time. The club meets on Tuesday's from

9:00 a.m.-11:30 a.m. We would love to have you join us. If you would like to participate please contact the office at (619)-956-5400.

PROJECT SAFE

Project SAFE is an on-site childcare program. Care is offered from 6:30 a.m. - 6:00 p.m. or shorter periods of time. Call 258-2369 for further information.

SCHOOL and LIBRARY IMPROVEMENT PROGRAM (SLIP)

The School and Library Improvement Program (SLIP) is a state-funded project designed to improve existing educational programs from kindergarten through sixth grade. It furnishes additional funds for:

- Purchase of supplementary materials and equipment
- Substitutes to release teachers to attend professional development conferences, workshops, and/or in-services
- Parent education workshops
- Breakfast Club Day Care

This Program helps children by:

- Meeting individual student needs to ensure academic success
- Providing teachers with classroom instructional materials
- Promoting a positive school experience for each child

Each year parents and school staff review our instructional program. Goals are written in a plan called, Single Site Plan (SSP), which incorporates instructional strategies for every area of the curriculum. This SSP is revised and updated with new goals every school year.

The School Site Council (SSC) is made up of parents, teachers, staff members, and administrators. The purpose of the council is to monitor the instructional program of the school and the Site Improvement funds.

SCHOOL PRIDE

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

Sincerely,

THE SYCAMORE CANYON STAFF

