



Santee School District Parent Handbook 2014 - 2015

Santee School District
9625 Cuyamaca
Santee, CA 92071-2674
(619) 258-2300
www.santeesd.net

Santee School District Directory

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

Santee School District - Parent Handbook
TABLE OF CONTENTS

MESSAGE FROM THE SUPERINTENDENT

GENERAL INFORMATION	Page(s)
District Mission Statement and Goals	1
Board of Education	2
Calendar.....	3
Concerns About District Personnel	4
Concerns About District Programs.....	4
Damaged or Lost Instruction Materials/Withholding Grades	4
District Disaster Plan	4
District Forms and Publications.....	4
Drill-Fire Drills, Lock Down and Other Drills.....	4
Emergency Information.....	4-5
Homeless.....	5
Insurance-Student Accident.....	5
Internet Access and Use	5
Meals-Student and Adult	5-6
Report Cards and Parent Conferences	6
Safety	6
School Fees.....	6
Student Dress and Grooming	6
Zero Tolerance Policies.....	6-7
Parent and Student Rights, Annual Notification Requirements	8-15
Telephone Numbers.....	16
Transportation Services	16-17
Use of School Facilities	17
Visitors and Volunteers	17-18
 INSTRUCTIONAL PROGRAMS AND SERVICES	
At-Risk Interventions.....	18
Drug/Alcohol/Tobacco Prevention.....	18-19
English Language Acquisition Program.....	19
Family Life Program.....	19
Gifted Program (GATE).....	19
Homework	19-20
Library Media Services.....	20
Parent Education Program	20
School Counseling/School Social Worker Program.....	20
School Improvement Program.....	20
Special Education Program.....	20
State Preschool Program.....	20
Testing Program.....	21
Textbooks	21
Title I Program.....	21
YALE Preschool Program.....	21

STUDENT SUPPORT SERVICES

Attendance	22
Bicycles.....	23
Bus Transportation & Safety	23-24
Bus Rules of Behavior	24-25
Child Care Services Before and After School (Project SAFE)	25
Discipline, Suspension and Expulsion.....	25-27
Eighth Grade Promotion Activities	27
Health and Nursing Services	28
Child Health and Disability Prevention Program (CHDP)	28
Communicable Disease Information	28-30
Preventive Health Suggestions	31
Immunizations	31-32
Medications at School	32
Parent/Guardian Responsibilities	32
Screenings, Hearing, Vision and Spinal	33
Home Tutoring Services	33
Rights of Students with Disabilities	33-34
Special Education Services.....	35
Special Education Programs	35
Questions/Concerns about Special Education.....	35-36
Student Assistance Teams	36
Student Records	36

ATTACHMENTS

Attachment A -EX 1312.1	
Procedure for Filing Complaints Concerning District Employees	37-39
Attachment A.1 -BP 1312.3	
Procedure for Filing Complaints Concerning District Programs	40
AR 1312.3 Uniform Complaint Procedures	41-46
Attachment B - BP 6163.4 - Student Use of Technology.....	47-48
Attachment C - BP 5145.7 -Prohibition of Sexual Harassment of Students.....	49-50
Attachment D - California Education Code Section 48205 (Excused Absences).....	51
Attachment E - BP & AR 5123 Promotion/Acceleration/Retention.....	52-55
Identification Criteria for Intervention Services.....	56-57
Attachment F - AR 5132 Dress and Grooming.....	58-59
Attachment G - Zero Tolerance Policy.....	60
Attachment H - Annual Notification of Pesticides Used.....	61
Attachment I - AR 5131 Student Conduct	62-63
Attachment J - BP & AR 6161.2 Damaged or Lost Instructional Materials.....	64
AR 6161.2 Damaged or Lost Instructional Materials.....	65-66
AR 5125.2 Withholding Grades, Diploma or Transcripts.....	67
Attachment K - BP & AR 3290 Gifts, Grants and Bequests	68-69
Attachment L - BP& AR 5131.2 Bullying.....	70-71
Attachment M - BP & AR 5131.3 Bullying Prevention.....	72-74



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

August 2014

Dear Parents/Guardians:

Welcome to the 2014-2015 school year! The Santee School District has the privilege of providing a safe, supportive, engaging educational learning environment for all students. Our District's vision is *to be an innovative leader in education, inspiring students to realize their unique potential*. We embrace this vision on a daily basis and know to achieve it we must provide a safe, caring, and healthy school climate.

In part, the Parent Handbook communicates expectations and procedures that will help us achieve this vision. The Parent Handbook provides you with information about expectations and procedures we have established for your children, our students. We ask you to carefully read it so you will clearly know and understand what is expected of your child. We also encourage you to take time to discuss the information in the handbook with your child. The content provides a framework for your child to experience a safe and strong learning environment.

To provide an optimal learning environment, our schools have established programs to support and promote safe cultures so all students can learn and feel safe. All of our schools have standards of behavior supporting a safe school community. We believe it is important our students understand these standards of behavior, their purpose, and to seek support programs, if needed. The greatest degree of learning happens when all students feel safe.

Please keep this handbook as a reference and refer to it throughout the year as questions arise. If you would like additional information about our schools, we invite you to visit our website at www.santeesd.net or call your local school with any questions you may have. By working together our students will learn in a safe, caring, and healthy environment.

Best wishes for a successful school year.

Cathy A. Pierce, Ed.D.
Superintendent

BOARD OF EDUCATION • Dustin Burns • Dianne El-Hajj • Ken Fox • Elana Levens-Craig • Barbara Ryan
DISTRICT SUPERINTENDENT • Cathy A. Pierce, Ed.D.

9625 Cuyamaca Street • Santee, California 92071-2674 • (619) 258-2300 • www.santeesd.net



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

SANTEE SCHOOL DISTRICT

"Where Young Minds Meet Open Doors"

Adopted May 1, 2012

Mission

Santee School District assures a quality education, empowering students to achieve academic excellence and to develop life skills needed for success in a diverse and changing society.

Vision

Santee School District will be an innovative leader in education, inspiring students to realize their unique potential.

Belief Statements

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

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

BOARD GOALS

Educational Achievement

Assure the highest level of educational achievement for all students.

Learning Environment

Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning.

Fiscal Accountability

Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility.

Staff Development

Implement a staff development plan as the cornerstone of employee performance and growth.

Student Well-Being

Provide social, emotional, and health service programs, integrated with community resources, 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:

Barbara Ryan

Dianne El-Hajj

Dustin Burns

Elana Levins-Craig

Ken Fox

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 prior to the meeting.

July 1, 2014

August 5, 2014

August 19, 2014

September 2, 2014

September 16, 2014

October 7, 2014

October 21, 2014

November 4, 2014

November 18, 2014

December 16, 2014

January 20, 2015

February 3, 2015

February 17, 2015

March 3, 2015

March 17, 2015

April 21, 2015

May 5, 2015

May 19, 2015

June 2, 2015

June 16, 2015

Note: The Board of Education establishes its meeting schedule each January; therefore, the meeting dates for 2015 are tentative.

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

Santee School District 2014-2015 Student Calendar

First Day of School	Monday, August 25	
Labor Day	Monday, September 1	No School
Professional Development Day	Monday, November 10	No School
Veterans' Day	Tuesday, November 11	No School
End of First Trimester	Wednesday, November 19	
Thanksgiving Break	Monday-Friday, November 24-28	No School
Parent/Teacher Conferences	Monday-Friday, December 8-12	Modified Days
Winter Break	December 22 – January 2	No School
Classes Resume	Monday, January 5	
Professional Development Day	Friday, January 16	No School
Martin Luther King Day	Monday, January 19	No School
Lincoln Day Observance	Monday, February 9	No School
Washington Day Observance	Monday, February 16	No School
End of Second Trimester	Tuesday, March 10	
Spring Break	March 30 – April 10	No School
Kindergarten Pre-Registration	Begins week of March 16 Times & Locations TBA	
CAASPP Testing Window	March 10 – June 2 Specific schedules TBD	
Memorial Day	Monday, May 25	No School
Eighth Grade Promotion Exercises	*Days & Times TBD	
Last Day of School	Wednesday, June 17	Modified Day

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

www.santeesd.net

Sixth Grade Outdoor Education Program Schedule 2014-2015 Camp Cuyamaca

School	Date	School	Date
Cajon Park	1/26/2015	Pepper Drive	3/23/2015
Carlton Hills	10/20/2014	PRIDE Academy	2/17/2015
Carlton Oaks	11/3/2014	Rio Seco	12/15/2014
Chet F. Harritt	10/27/2014	Sycamore Canyon	10/20/2014
Hill Creek	10/20/2014		

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 Downs 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.

Meals-Student and Adult

Student meals are prepared at the District Child Nutrition Center and delivered daily to the schools. We focus on meeting the Dietary Guidelines for Americans on a weekly basis while satisfying the requirements

for the National School Breakfast and Lunch Program. School meals offer students milk, fruits and vegetables, proteins and grains, and must meet strict limits on saturated fat and portion size. To view Santee School District's healthy school meals menus go to www.santeesd.net, and to get the facts about school meals please call Cathy Abel, Director of Child Nutrition, at 619-258-2290.

The District provides free and reduced price meals to eligible students. Applications are available at the school or for an on-line application visit www.santeesd.net. Parents are invited to eat lunch with their children at least once during the year.

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 ensure their 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.santeesd.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 required 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 required 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.

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

NOTIFICATION: PARENTS RIGHTS AND RESPONSIBILITIES (EC §§ 48981, 48982): Pursuant to parent request, the annual notifications may be provided to the parent or guardian in electronic format by providing access to the notice electronically. If the notice is provided in electronic format, the parent or guardian must submit to the school a signed acknowledgement of receipt of this notice.

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:

Attendance of suspended child's parent or guardian for portion of school day (EC § 48900.1): If the school district adopts a policy that teachers may require the parent or guardian of a pupil who has been suspended by a teacher to attend a portion of a school day in the classroom of his child or ward, the school district must notify parents of the policy prior to its implementation.

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.

Suspension/Expulsion: Alternative and Other Means of Correction (EC §§ 48900, 48900.5): A school district may document other means of correction short of suspension and expulsion and place the documentation in the pupil's record. Other means of correction may include: a conference between school personnel, the pupil's parent or guardian and the pupil; referrals to the school counselor or psychologist; study teams, guidance teams or other intervention-related teams that assess behavior and develop and implement behavior plans; referral for psycho-educational assessment; and after-school programs that address specific behavioral issues.

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

Sun Protective Clothing/Use of Sunscreen (EC § 35183.5): Required school sites to allow for outdoor use of sun-protective clothing. Further provides for the use of sunscreen by students during the 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 students, unless possession is for valid instructional or other school related purpose.

Duties of Pupils (5 CCR § 300): Required pupils to confirm 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.

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 assessment 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 HIWAIDS 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 or online at www.santeesd.net.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC §§ 37255-32255.6): Pupils may choose to refrain from participating in educational project 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. A district is authorized to administer immunizing agent to pupils, whose parents have consented in writing to the administration of such immunizing agent. (AB 2109-Effective January 1, 2014: Requires parents or guardians to submit an affidavit specifying which immunizations the pupil has received and which have not been given on the basis that they are contrary to the parent or guardian's beliefs. The affidavit must be accompanied by a signed attestation from a health care practitioner stating the practitioner informed the parent or guardian regarding benefits and risks of the immunization and specified communicable diseases. The affidavit must also be accompanied by a form with a statement from the parent or guardian that he or she received the information from the health care practitioner.)

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 written 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 §§ 49471, 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. If a school district maintaining junior high schools or high schools does not provide or make available medical and hospital services for pupils of the district injured while participating in athletic activities, in accordance with Section 49470, the parent or guardian of each pupil participating in athletic activities shall be notified that the services are not provided.

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 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. The notification should include: name and contact information of person designated by the district for implementing Section 504, screening and evaluation procedures used by the district when there is reason to believe a student has a disability under Section 504, the right to a written accommodation plan if the student qualifies for services under Section 504, the right to be educated with nondisabled students to the maximum extent appropriate based on the student's needs and notice of the parent's legal procedural safeguards.

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**.

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. School districts must notify parents or guardians of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled that 1) is required as a condition of attendance; 2) administered by the school; and 3) is not necessary to protect the immediate health and safety of the pupil or other pupils. The notification must include an opportunity for parents to opt pupils out of participation in the examination or screening.

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 must notify parents, teachers and employee organizations in writing of its plan for eliminating health risks that are created by the presence of asbestos in school buildings. The plan must identify the asbestos-containing material located in the school building. 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.

SCHOOL BUS AND PASSENGER SAFETY (EC § 39831.5): Requires bus safety regulations to be provided to all new students and students not previously transported by school bus. The bus safety regulations shall include: a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops. Information can be found online at www.santeesd.net/Domain/34.

COMPLAINTS CONCERNING DEFICIENCIES RELATED TO INSTRUCTIONAL MATERIALS, ETC. (EC § 35186): A uniform complaint process is available to help identify and resolve deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, teacher vacancy or misassignment, and intensive instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after 12th grade. Notice of the complaint process and the location at which to obtain a complaint form should be posted in classrooms.

NOTICE OF ALTERNATIVE SCHOOLS (EC § 58501): The following notice shall be sent to all parents and guardians as required by Section 48980: "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." A copy of the notice shall also be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

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 (EC § 48980(h)): Parents and guardians must be notified of all existing statutory attendance options and local attendance options available in the school district.

Residency Requirements (EC §§ 48200 and 48204): District must notify parents of the age requirements for pupils subject to compulsory education and the requirement for parent(s) to enroll pupils of compulsory age in the school district in which the residence of either the parent or legal guardian is located. A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she meets any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil for whom interdistrict transfer has been approved; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a care giving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district. A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both of the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.

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. **District of Choice (EC § 48300 et seq.):**

Some school districts may choose to become a district of choice: a district that accepts transfer students from outside the district under the terms of a resolution. A school board that decides to become a district of choice must determine the number of transfers it is willing to accept and make sure that students are selected through a random and unbiased process. **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.

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, optometric, 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.
 - (i) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district
 - (j) A valid excuse may include other reasons that are within the discretion of school administrators, and, based on the pupil's circumstances.
- (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."

Truancy:

- (1) The first time a truancy report is issued, the pupil and, as appropriate, the parent or legal guardian, may be requested to attend a meeting with a school counselor or other school's designees to discuss the attendance issue and develop a plan to improve attendance
- (2) The second time a truancy report is issued within the same school year; the pupil may be given a warning by a peace officer pursuant to Penal Code section 830.1. The pupil may also be assigned to an afterschool or weekend study program located within the same county as the pupil's school.
- (3) The third time a truancy report is issued within the same school year; the pupil shall be classified as a habitual truant and may be required to attend an attendance review board or a truancy mediation program pursuant to EC 48263.
- (4) The fourth time truancy is issued within the same school year; the pupil may be within jurisdiction of the Juvenile Court that may adjudge the pupil to be a ward of the court pursuant to Welfare and Institutions Code section 601.

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.

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).

UNIFORM COMPLAINT PROCEDURES (5 CCR § 4622): The District has adopted a Uniform Complaint Procedure. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation or bullying, non-compliance with school safety planning requirements and pupil fees. Information regarding the Uniform Complaint Procedure can be found online at www.santeesd.net.

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 school day in the class of the suspended pupil.

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, 49068, 49069, 49073): Parents, pupils 18 and over, pupils 14 and over that are identified as both homeless and an unaccompanied youth, and individuals who have completed and signed a Caregiver's Authorization Affidavit have rights concerning pupil records under Education Code Section 49063. These rights include:

- The right to inspect and review the student's education records within five (5) business days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will forward requests to the Custodian of Records. The Custodian of Records will make arrangements for access and notify the parent or eligible student of inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review

an education record in order to fulfill his or her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose education records without parental consent.

- When a student moves to a new district, the District will forward the student's records upon the request of the new school district within 10 school days.

If parent/guardian or eligible student consent is given in writing, the District will release the following information to the identified party (ies) in the consent:

- Student's date and place of birth
- Student's major field of study, if any
- Student's participation in District-sponsored or recognized organizations or sports
- Weight and height of sports team members
- Student's dates of attendance in a District program or activity
- Degrees and/or awards received by the student
- Most recent educational institution or program of attendance

"Student Records" do not include:

- Instructional, supervisory or administrative notes by District staff that are made only for that staff member or his/her substitute
- Records of a law enforcement unit that were created for use by the law enforcement unit
- Employee records made for personnel use
- Records of a doctor, psychologist, psychiatrist or other treatment provider and/or assistant regarding a student who is 18 or older or who is attending a postsecondary educational institution. In this case, "treatment" does not include remedial instructional measures.

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

SAFE PLACE TO LEARN ACT (EC § 234; 234.1): Each school district shall adopt policies that address the following:

- 1) Prohibits discrimination and harassment based on characteristics set forth in EC § 220 and Penal Code 422.55;
- 2) Adopts a process for receiving and investigating complaints of discrimination and harassment;
- 3) Maintenance of documentation of complaints and their resolution;
- 4) Process to ensure complainants are protected from retaliation and the identity of a complainant is kept confidential if appropriate; and
- 5) Identification of a responsible LEA officer to ensure compliance. The school district's policies and process for filing a complaint should be publicized to pupils, parents, employees and agents of the governing board. The notice shall be in English and in the primary language of the recipient. The antidiscrimination and anti-harassment policies shall also be posted in schools and offices.

AVAILABILITY OF PROSPECTUS (EC § 49091.14): Each school site shall create a prospectus which includes the curriculum, including titles, descriptions, and instructional aims of every course offered. The prospectus shall be compiled at least once annually and shall be made available upon request by parent or guardian.

DIRECTORY INFORMATION (EC § 49073): Directory information of any pupil or former pupil may be released pursuant to local school district policy. Notice shall be given annually of the categories of information the school intends to release and the recipients of the information. The directory information of a particular pupil shall not be released if a parent or guardian notifies the school district that the information shall not be released. (EC § 49061(c) identifies directory information that may be released.) Example language:
The district also makes student *directory information* available in accordance with state and federal laws. *Directory information* means the student's name, address, telephone number, date of birth, e-mail address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. 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.

SURVEYS (EC § 51513; 20 U.S.C. § 1232(h)): Requires a parent or guardian to be notified and provide written permission before any test, questionnaire, survey or examination containing any questions about the pupil's personal beliefs or practices (or the pupil's family's beliefs or practices) in sex, family life, morality and religion, may be administered to any pupil in kindergarten, or grades 1-12, inclusive. Notification must include specific or approximate dates of when any survey containing sensitive, personal information is to be administered and must provide an opportunity for parents to opt pupils out of participating in the survey.

PUPIL FEES (EC § 49010; AB 1575-Effective March 1, 2013): School districts shall establish policies concerning the provision of a free education to pupils. School districts shall also establish policies for filing a complaint of noncompliance under this Section with the principal of the school alleged to be in noncompliance. Notice of the school district's fee policies and complaint process shall be provided to pupils, parent, guardians and employees on an annual basis.

RIGHTS OF PARENTS AND GUARDIANS TO INFORMATION (EC § 51101): Parents and guardians have the right to be informed by the school, and to participate in the education of their children, as to the following:

- 1) To observe the classroom(s) in which their child is enrolled for the purpose of selecting the school their child will enroll in pursuant to the intradistrict and interdistrict attendance policies;
- 2) To meet with their child's teacher(s) and principal of the school in which their child is enrolled;
- 3) To volunteer their time and resources for the improvement of school facilities and school programs;
- 4) To be timely notified if their child is absent from school without permission;
- 5) To receive the results of their child's performance on standardized and statewide tests;
- 6) To request a particular school for their child and receive a response from the school district;
- 7) To have a school environment for their child that is safe and supportive of learning;
- 8) To examine the curriculum or materials of the class(es) in which their child is enrolled;
- 9) To be informed of their child's progress in school and who to contact if a problem arises;
- 10) To have access to the school records of their child;
- 11) To receive information regarding the academic performance standards and skills their child is expected to accomplish;
- 12) To be informed in advance about school rules, discipline, attendance, dress code and procedures for visiting the school;
- 13) To receive information about any psychological testing the school performs on their child and to deny permission to giving the test;
- 14) To participate as a member of a parent advisory committee, school site council or site-based management leadership team;
- 15) To question anything in their child's record that the parent feels is inaccurate or misleading and to receive a response from the school; and 16) To be notified as early in the year as practicable if their child is identified as being at risk of retention.

MEASUREMENT OF ACADEMIC PERFORMANCE PROGRESS (EC §52052, §60640) Commencing with the 2013-2014 school year, the District is not required to administer the standards-based STAR program and CST assessments as the Superintendent of Public Instruction is not required to provide an Academic Performance Index score to a school or school district due to a determination by the Superintendent that a transition to a new standards based assessment would compromise comparability of assessment results across schools or school districts. Commencing with the 2013-2014 school year, STAR program is replaced by the Measurement of Academic Performance (MAPP) for the assessment of certain elementary and secondary school students. The MAPP is composed of a consortium of summative assessment in English language arts and mathematics for grades 3-8, inclusive and grade 11, as specified, science level assessments in grades 5, 8, and 10 measuring specified content standards, the California Alternative Performance Assessment in grades 2-11, inclusive, in English language arts and mathematics and sciences in grades 5, 8, 10 as specified; and the Early Assessment Program.

MARKETING-DISCLOSURE OF STUDENT INFORMATION (20 U.S.C. § 1232(h)): Requires the school district to notify parents or guardians of its policies concerning the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. Notification is to be provided annually, at the beginning of the school year or within a reasonable period of time after any substantive changes in the policy.

ENGLISH IMMERSION PROGRAM (EC § 310): Requires school district to notify parents and guardians when their pupil is placed in an English Immersion Program and must be informed of an opportunity to waive the requirements of EC § 305 with prior written informed consent.

GATE PROGRAM (5 C.C.R. § 3831): Each school district must develop a written plan for the GATE Program. This plan must be available for public inspection and include procedures to inform parents or guardians of their pupil's participation or nonparticipation in the GATE program.

MIGRANT EDUCATION (EC 54444.2): Requires a school district receiving migrant education funds or services to actively solicit parental involvement in planning, operation and evaluation of its programs through the establishment of a parent advisory council. School districts must notify parents that they have the sole authority to determine the composition of the council. The notice must be in a language the parents understand.

TITLE 1 (20 U.S.C. 6311): At the beginning of each school year, each school district shall notify parents or guardians of each student attending a school receiving Title I funds that the parents may request and receive information regarding the professional qualifications of the student's classroom teachers and the student's level of achievement on State academic assessments. Parents or guardians must also be notified when the student has been assigned, or has been taught for four or more consecutive weeks in a core academic class, by a teacher who does not meet the NCLB qualifications. The notification must be provided in a language the parents can understand.

TOBACCO-FREE CAMPUS (HSC 104420, 104495) The District receives Tobacco Use Prevention funding to adopt and enforce a tobacco-free campus policy. HSC 104495 prohibits smoking and use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground. The prohibition does not apply to a public sidewalk located within 25 feet of a playground.

PROGRAM IMPROVEMENTS (20 U.S.C. § 6316):-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. The notification shall include: 1) An explanation for what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state; 2) The reasons for the identification; 3) An explanation of the school is doing to address the problem of low achievement; 4) An explanation of what the district or state is doing to help the school address the achievement problem; 5) An explanation of how parents or guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement; and 6) An explanation of the option to transfer to another district school or to obtain supplemental educational services.

UNSAFE SCHOOL CHOICE (5 CCR § 11993(k); 20 U.S.C. § 7912) -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 for attendance at a safe school. "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.

TELEPHONE NUMBERS

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

Schools

Cajon Park.....956-2400
Cajon Park JH956-2412
Carlton Hills.....258-3400
Carlton Oaks956-4500
Chet F. Harritt258-4800
Hill Creek.....956-5000
Pepper Drive956-5100
PRIDE Academy956-5200
Rio Seco.....956-5500
Sycamore Canyon956-5400
Santee Success Program956-2453

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 258-2304
Technology 258-2240
Transportation 258-2337

Transportation Services

School bus service is provided for students who live in areas, designated by the board, as requiring transportation services, 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. All General Education students that receive home to school bus service are required to obtain a Bus Pass. For

descriptions of the rules, proper bus riding behavior and Bus Pass information, 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 will be assigned the stop which is closest to their home or other allowed destination.

Pepper Drive School

- 10921 Eddington Drive
- Eddington Dr. & Crystal Springs Rd.(SE)
- 11040 Collinwood Drive
- Northcote Rd. & Creekside Way
- Canyon Park Dr. & Northcote Rd.(SE)
- Shadowhill Wy. & Larkridge St. (SE)
- Shadowhill Rd. & Taffy Ln.
- 8253 Graves Ave.
- 8527 Graves Ave.
- 8655 Graves Ave.
- 8761 Graves Ave.
- Prospect Ave. & Cora Mae
- Woodside Ave. & Woodside Terrace

Hill Creek School

- Woodside Ave. & Riderwood Terrace
- Park Ave & 1st Street

- 10800 Woodside Ave.

PRIDE Academy

- Mission Greens Rd. & Mission Viejo
- Buena Vista Ave. & Lind Vern Ct.
- Cottonwood Ave. & Buena Vista Ave. (NE)
- Cottonwood Ave. at Town Center Apts.
- Prospect Ave. & Fiona Way
- Prospect Ave. & Hubbles Way

Chet F. Harritt School

- Fanita Dr. & Prospect Ave. (SW)
- Fanita Dr. & Brelco Rd. (SW)
- Fanita Dr. & Fletcher Valley Dr.
- Wahl St. & Simeon Dr.
- Simeon Dr. & Bushy Hill Dr. (SW)
- River Place Housing (in back)

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 house, 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 alone 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.

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, 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 District Instructional Media Technician at 619-258-2384.

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

Each spring the state requires students in grades 2-8 to take one or more state tests measuring grade level mastery in English Language Arts (ELA), Mathematics, and Science. All students take these state tests, including students learning English and students with disabilities. This year California is transitioning away from the STAR testing program to a new state testing program called the California Assessment of Student Performance and Progress (CAASPP). CAASPP for Spring 2014 included: (1) Smarter Balanced (SBAC) Field Test which includes both English Language Arts and Mathematics content areas; (2) California Standards Tests (CSTs) - Students in grades 5 & 8 take the CST for Science; (3) California Modified Assessment (CMA) - Students in grades 5 & 8 take the CMA for Science if their individualized education program (IEP) requires this test instead of the CST Science Test; (4) California Alternate Performance Assessment (CAPA) - Students in grades 2 through 8 who have significant cognitive disabilities and who are unable to take either the CSTs or the CMA with accommodations take the CAPA for ELA and math. Students in grades 5 & 8 who have been assigned to take the CAPA will take the CAPA for Science. In addition, students may participate in one of the following non-CAASPP state tests: (5) Physical Fitness Exam (PFT) - All students in grades 5 & 7 take the PFT in February-March every year and are assessed in six fitness areas. (6) California English Language Development Test (CELDT) English Language Learners in grades K-8 take the CELDT in September- October each year to assess their progress in mastering listening, speaking, reading and writing English.

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 Director of Curriculum & Assessment at 258-2357.

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, Carlton Hills, and Sycamore Canyon Schools. For more information call 258-2369 or visit our website at 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 10th 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 a justifiable personal reason 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 Transportation & Safety

Santee School District offers free transportation to eligible students at Chet F. Harritt, PRIDE Academy, Hill Creek and Pepper Drive Schools. Each eligible student is required to have a valid Bus Pass to ride the bus. The passes are issued through the Transportation Office and the application can be found on the district website at <http://www.santeesd.net/Domain/34>. Initial passes will be issued free of charge, however, a \$5.00 fee will be charged for replacement of a lost, stolen, or mutilated pass. Bus passes will remain valid for one school year only and your student will need a new bus pass each year. Students are required to show their Bus Pass to the driver each time they board the bus. The passes are child specific and cannot be transferred to any other student. If you have any questions, please feel free to contact our business office between 7:00 am and 3:30 pm, Monday through Friday, at (619) 258-2337.

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:

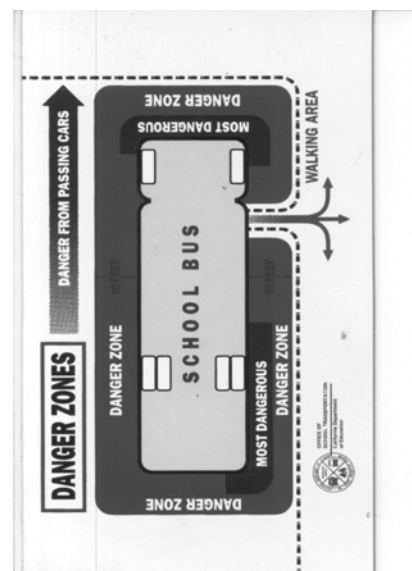
- Walk off the roadway or as close to the edge of the roadway as possible
- Check traffic carefully before crossing any roadway
- Go directly to their designated school bus stop or home
- Wait for the bus driver to escort them across the street as described below, and
- Not cause any destruction of private 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/Insects	Alcoholic Beverages	Reptiles
Balloons	Ammunition of any kind	Lighters
Glass Objects	Tobacco	Large or bulky objects
Sharp Objects	Skateboards	Guns, Knives, or Weapons of any kind

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: 1st Student Referral-Written warning mailed home to parent/guardian, principal notified. 2nd Student Referral-Bus privileges shall be suspended from 3 to 10 days, parent/guardian notified by telephone or Registered mail, principal notified. 3rd 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) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions of (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (t) 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.

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.

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
Chicken Pox (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.
Fifth Disease (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.
Head Lice (Pediculosis-small)	Persistent itching on scalp. Possible "nits" (small grayish eggs adhering to base of hair	Undetermined. Eggs hatch in 1 week; adults	MAY RETURN TO SCHOOL AFTER TREATMENT IF	Avoid head to head contact. Do not share combs,

parasitic insects)	shaft). Head lice do not carry diseases but are a nuisance.	reproduce in 2 weeks.	NO LICE ARE PRESENT. Inspection by health clerk is required on return to school.	brushes, hats, etc. Appropriate treatment of environment.
Hepatitis-A	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.
Hepatitis-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.
Impetigo 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.
Measles (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.
Meningitis (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.
Meningitis (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.
Mononucleosis (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.
Mumps	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	Vaccine required.

			note.	
Pink eye (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.
Pinworm (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.
Ringworm (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.
Rubella (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.
Scabies (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.
Streptococcal Infection, Streptococcal Sore Throat, or Scarlet Fever	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.
Whooping Cough (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 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 nd Dose: 4-8 weeks after 1 st dose 3 rd Dose: 6-12 months after 2 nd 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 th – 12 th Grade (Any Tdap received on or after the 7 th birthday meets this requirement)
Hepatitis B	3 Doses	2 nd Dose: 2 months after 1 st dose 3 rd Dose: 2-6 months after 2 nd 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).

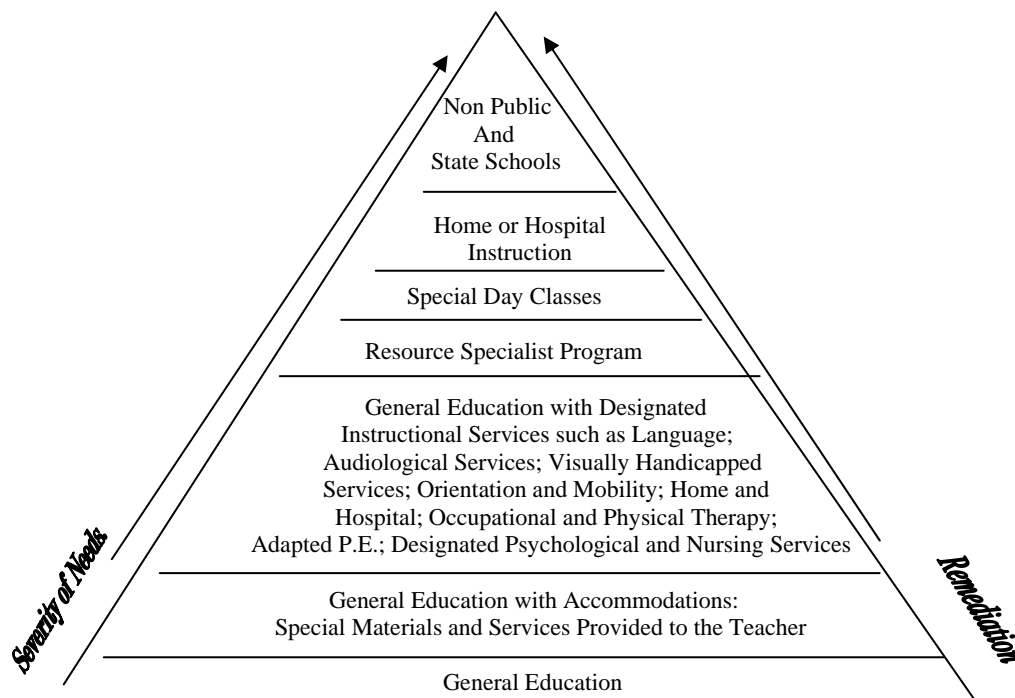
Parents and students over age eighteen have the right:

- 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, 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 . 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.

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.

Attachment A**FOR OFFICE USE ONLY**

_____ Date of Receipt
_____ Investigation Deadline
_____ Modified Deadline
_____ Date Investigation Completed
_____ Date of Response to Complainant
Time Stamp: _____

SANTEE SCHOOL DISTRICT
District Superintendent's Office
9625 Cuyamaca Street
Santee, CA 92071-2674
(619) 258-2300

**FORMAL COMPLAINT
CONCERNING
A DISTRICT EMPLOYEE**

DIRECTIONS: If you wish to submit a formal written complaint concerning a Santee School District employee, please complete this form and submit it to the Santee School District Superintendent's Office.

The results of an investigation will be reported to you no later than 21 working days following the date of receipt. If you are not satisfied with the response, you have the option of presenting your complaint to the Board of Education.

Complainant

Name: _____

Address: _____

Phone Number(s): (619) () ()
Home Phone Work Phone Cell Phone Best Time Period to Call

Signature: _____ Date: _____

District Employee

Name and Position: _____

Date and Time of Incident: _____ Location of Incident: _____

DESCRIPTION OF INCIDENT (Additional information may be attached):**RESULTS OF MEETING(S) WITH EMPLOYEE AND/OR SUPERVISOR (Note: meetings are optional):****PROPOSAL FOR RESOLVING THIS COMPLAINT:**

Community Relations

BP 1312.3(a)

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 unlawful discrimination, harassment, intimidation, or bullying 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 to resolve any complaints alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of any protected group as identified under Education Code 200 and 220 and Government Code 11135. (5 CCR 4610) or based on association with a person or group of a protected group.

Uniform complaint procedures shall also be used when addressing complaints alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and 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 mis-assignments 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 all parties and the integrity of the process. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of the complainant confidential, to the extent that the investigation of the complaint is not obstructed.

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process 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.

Policy adopted: February 17, 2009
Revised: March 19, 2013

SANTEE SCHOOL DISTRICT
Santee, California

Community Relations

AR 1312.3(a)

UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board Policy.

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language.

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.
Santee, CA 92071
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.

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.

UNIFORM COMPLAINT PROCEDURES (continued)

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, including, if applicable, 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 applicable state and federal laws and regulations governing educational programs.
 - 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. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date the alleged discrimination occurred, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.
 - 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.

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint.

UNIFORM COMPLAINT PROCEDURES (continued)

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs.

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days.

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. The complaint shall be presented to the compliance officer who shall maintain a log of complaints received.

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.

Step 2: Mediation

Within three business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If all parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, 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.

UNIFORM COMPLAINT PROCEDURES (continued)

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.

Within 10 calendar days of receiving the complaint, 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. The compliance office also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or 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)

In accordance with the law, the district shall provide the investigator with access to records and/or other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in 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.

Step 4: Response

Within 30 calendar 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 business 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.

UNIFORM COMPLAINT PROCEDURES (continued)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant.

The district's decision shall be written in English and when required by Education Code 48985, in the complainant's primary language.

For all complaints, the decision shall include:

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
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

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaints, based on state law, shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code 262.3)

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

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them.

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.

UNIFORM COMPLAINT PROCEDURES (continued)

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:

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 complaints alleging discrimination, harassment, intimidation, and bullying, based on state law, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided 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. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law.

Instruction

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 Acceptable Use Policy.

Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Policy 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.

Student use of district computers to access unauthorized 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.

Use of Personal Electronic Devices for Online Services/Internet Access

The Governing Board supports the use of Personal Electronic Devices to help create a sustainable, equitable instructional program and to advance student learning.

A **Personal Electronic Device (PED)** is any electronic device owned by the student or his/her family used in the school for educational purposes. These devices may take photographs; record audio or video data; store, transmit, receive or display voice, messages, data or images; or provide a connection to the Internet. PEDs include, but are not limited to: cellular telephones, including smartphones; digital audio players (iPods or MP3 players); laptop computers; tablet computers (iPads, eReaders, etc); portable game players; and/or any new technology developed with similar capabilities.

The Superintendent or designee shall ensure that all devices on the district network have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, contain child pornography, or are 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.

Use of District Computers for Online Services/Internet Access

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.

Legal Reference:

EDUCATION CODE

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education technology

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Governance and Policy Services Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1995

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

MY SPACE.COM PUBLICATIONS

The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues

WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://csriu.org> and <http://cyberbully.org>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

Web Wise Kids: <http://www.webwisekids.org>

Policy adopted: June 15, 2010
revised: July 2, 2013

SANTEE SCHOOL DISTRICT
Santee, California

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

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 a justifiable personal reason 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

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.

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

For students entering FIFTH grade

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

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

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

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

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

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: 2014-2015 ANNUAL NOTIFICATION OF PESTICIDES/HERBICIDES/
FERTILIZERS 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:

Brand Name of Pesticide/Herbicide	Active Ingredient(s)
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
MAXFORCE FL ANT KILLER BAIT GEL	FIPRONIL
QUALI-PRO GLYPHOSATE T&O	ISOPROPYLAMINE SALT OF GLYPHOSATE
RONSTAR G PRE-EMERGENCE	OXADIAZIN
SURFLAN PRE-EMERGENCE HERBICIDE	ORYZALIN
BEST FERTILIZER AMMONIUM SULFATE 21-0-0	NITROGEN, SULFUR
TRIPLE PRO FERTILIZER 15-15-15	NITROGEN, PHOSPHATE, SOLUBLE POTASH, SULFUR

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) 258-2323.

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

DAMAGED OR LOST INSTRUCTIONAL MATERIALS**Overdue, Damaged or Lost Instructional Materials**

The district is committed to providing students with library materials and textbooks in good condition. Students are responsible for keeping library materials and textbooks in good condition and returning them on time.

Parents/guardians need to be informed that they are responsible for any lost, stolen, or damaged library materials and/or textbooks.

Unreturned Library Books and Textbooks - When a student does not return one or more library books or materials, or textbooks, in a timely manner, schools are to follow the procedures delineated below to try to obtain the materials or to receive payment for the materials.

1. When a book is at least two weeks overdue, a notice will be sent to the student.
2. If the materials are not returned 14 days after the initial notice, an additional notice or bill will be sent to the student.
3. If the book is not returned within 14 days after the second notice is given, a notice detailing any overdue materials or outstanding fines will be mailed home.
4. Thirty (30) days prior to the end of the school year, principals and/or the designee will send a letter to the student's parent or guardian stating that the student's grades, diploma, and/or transcripts may be held until the books or materials are returned or paid.
5. If the student transfers to another district, a notation will be made in the student's cumulative file that grades, diploma, and transcripts are to be held due to lost or damaged books or until fines are paid.
6. Students returning textbooks and/or library materials that have previously been paid for shall be reimbursed the amount paid up to 90 days from the date the payment was made, if the payment total was over ten dollars (\$10.00). After 90 days, or in the case of payments totaling ten dollars (\$10.00) or less, no refund will be given for returned and paid for books. In order to request a refund, "Request for Refund – Lost Library/Textbook Returned" form 64-637 must be completed.
7. If a student has lost a textbook or library material and is unable to pay for the lost material due to hardship, the school principal or designee can waive or adjust the fee total. One measure of hardship shall be if the student is eligible for free and reduced lunch.
8. Student textbook and library records showing lost instructional materials or library materials shall be kept in the library/textbook computer system until the items have been paid for in full.

Damaged Books/Materials - If a book is damaged, the following procedure will be followed:

1. The student will be given a notice delineating the charge for the damaged book or library material.

2. If the damage charges have not been paid after 30 days, the student's parent/guardian will be notified by the school or library staff.
3. If the damage fine is not paid, the principal will send a letter to the student's parent/guardian stating that the student's grades, diploma and/or transcripts will be held until the damage charges are paid. In addition, additional books will not be checked out to the student.
4. If a student transfers to another district, a note will be made in the student's cumulative file that grades, diploma, or transcripts are to be held on account of damaged books.
5. If a student has damaged a textbook or library material beyond repair and is unable to pay for the damaged material due to hardship, the school principal or designee can waive or adjust the fee total. One measure of hardship shall be if the student is eligible for free and reduced lunch.

Charges for Damages are as Follows:

Type of Damage	Textbooks	Library Materials
Barcode Damage/Removal	\$2.00	\$2.00
Missing or Torn Pages	\$2.00/page (6 pages max.)	\$2.00/page (6 pages max.)
Light Liquid/Food Damage/No Mold	\$5.00	\$5.00
Severe Liquid Damage/Mold	Replacement of Book	Replacement of Book
Graffiti, still usable	\$5.00	\$5.00
Torn Cover- Usable	\$5.00	\$5.00
Unusable due to damage	Replacement of Book	Replacement of Book

Fines for all other miscellaneous damage will be determined by the school site Instructional Media Technician (IMT). Each school site will honor fine notices in cumulative files when a student transfers from another school within the district.

Collection of Fines - When collecting fines for lost books, Instructional Media Technicians will follow the procedures delineated below:

1. Change the status of the lost item in the cataloguing system to "paid" and print two copies of the receipt.
2. Fill out a hand-written receipt in the receipt book.
3. Staple one copy of the hand-written receipt to the computer-generated receipt and give to the payee.
4. Inform payee of the 90 day return policy and minimum payment amount subject to refund.
5. File receipt according to school year and student last name. All receipts must be kept on file for three years for auditing purposes.
6. Complete "Collection Notice" form 64-640 and forward to Business Services for processing of payments received.
7. After 90 days, order replacement materials through the District Instructional Media Technician II or designee.

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

Regulation
approved: August 17, 2010

SANTEE SCHOOL DISTRICT
Santee, California

Business and Noninstructional Operations

BP 3290

GIFTS, GRANTS AND BEQUESTS

The Governing Board may accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

All gifts or donations received by schools and/or District employees, exceeding \$50.00 must be reported and officially received by the Board.

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the district's vision and philosophy;
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted;
3. Entails undesirable or excessive costs;
4. Implies endorsement of any business or product.

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school.

Legal Reference: EDUCATION CODE

1834 Acquisition of materials and apparatus

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

41032 Authority of school board to accept gift or bequest; investments; gift of land requirements

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

Policy 3290

Adopted: March 3, 2009

Revised: October 4, 2011

SANTEE SCHOOL DISTRICT

Santee, California

Business and Noninstructional Operations**AR 3290****GIFTS, GRANTS AND BEQUESTS**

To implement Board Policy #3290, “Gifts, Grants, and Bequests”, the following procedures are established in order to ensure that gifts, donations, grants, and bequests of money or property do not:

- Have a purpose inconsistent with the district’s vision and philosophy; or,
- Begin a program which the Board would be unable to continue when the donated/gifted funds are exhausted; or,
- Entail undesirable or excessive costs or require a significant district match; or,
- Impede or unduly burden district or school operations with excessive restrictions or conditions; or,
- Violate district criteria for books and instructional materials; or,
- Burden the district with items that do not meet minimum district standards; or,
- Imply endorsement of any business or product.

Site Administrators shall ensure that gifts, donations, grants, or bequests do not violate the restrictions outlined above.

Site Administrators shall be responsible for informing their staff of policies and regulations governing the receipt of gifts, donations, grants, and bequests at least annually.

Donations or grants which require submission of written applications as a condition of receiving funds or items shall be reviewed by the Site Administrator for conformity with this Administrative Regulation prior to submission. Applications for donations or grants of \$10,000 or more shall be presented to the Board for approval prior to submission.

All gifts, donations, grants, and bequests received by individual staff members shall be reported to the Site Administrator and are considered district property. At the discretion of the Superintendent or designee; gifts, donations, grants, or bequests may be assigned for use to a school or individual staff member depending on donor/grantee conditions or specific circumstances.

The Site Administrator shall also ensure that donated or gifted items in the following categories are assessed by the department with primary responsibility for the items prior to acceptance to determine whether they meet minimum district standards:

- Technology equipment (i.e. computers, printers, scanners, monitors, etc.) to be assessed by Director, Technology or designee
- Used vehicles to be assessed by Director, Transportation or designee
- Stocks and bonds to be assessed by the Assistant Superintendent Business Services
- Food and food related items to be assessed by the Director, Child Nutrition or designee

The Site Administrator or designee shall report all gifts, donations, grants, or bequests exceeding \$50.00 to the Superintendent or designee for acceptance by the Board of Education prior to use or consumption of the funds or items.

SANTEE SCHOOL DISTRICT
Santee, California

Revised: November 1, 2011

Students

Bullying

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including (sexual harassment, hate violence, harassment, threats, or intimidation), directed toward one or more pupils.

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

The District has the authority to monitor students' use of the district's Internet system and to conduct individual searches of students' accounts if there is reasonable suspicion that a user has violated district policy or the law; see BP/AR 5145.12 - Search and Seizure and BP/AR 6163.4 - Student Use of Technology.

Policy
Adopted: June 19, 2012

SANTEE SCHOOL DISTRICT
Santee, California

Students

Bullying

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

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

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

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

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

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

Students

Bullying Prevention

The Governing Board believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Governing Board will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and through social media.

The Governing Board will not tolerate discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics.

The Governing Board expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the Superintendent or designee will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

Policy
Adopted: May 15, 2012

SANTEE SCHOOL DISTRICT
Santee, California

Students

Bullying Prevention

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

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

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

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

Students are to resolve their disputes without resorting to violence.

Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.

Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.

Students needing help in resolving a disagreement or students observing conflict may contact an adult or peer mediators.

Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential.

Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

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

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

Students

Bullying Prevention

Students are expected to immediately report incidents of bullying to the principal or designee.

Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.

The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

Staff is expected to immediately intervene when they see a bullying incident occur.

People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Regulation
approved: July 23, 2012

SANTEE SCHOOL DISTRICT
Santee, California