



# Santee School District Parent Handbook 2016 - 2017

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

**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 Levens-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](http://www.santeesd.net) prior to the meeting.

July 5, 2016	January 3, 2017
July 19, 2016	January 17, 2017
August 2, 2016	February 7, 2017
August 16, 2016	February 21, 2017
September 6, 2016	March 7, 2017
September 20, 2016	March 21, 2017
October 4, 2016	April 4, 2017
October 18, 2016	May 2, 2017
November 1, 2016	May 16, 2017
November 15, 2016	June 6, 2017
December 6, 2016	June 20, 2017
December 20, 2016	

**Note:** The Board of Education establishes its meeting schedule each December; therefore, the meeting dates for 2017 are tentative. The Board may consider cancellation of Board meetings that fall during school holidays.

**Santee School District  
2016-2017 Student Calendar**

First Day of School	Monday, August 22	
Labor Day	Monday, September 5	No School
Veterans' Day	Friday, November 11	No School
Thanksgiving Break	Monday-Friday, November 21-225	No School
End of First Trimester	Tuesday, November 15	
Parent/Teacher Conferences	Monday-Friday, December 5-9	Modified Days
Winter Break	December 19 – January 1	No School
Classes Resume	Tuesday, January 3	
Martin Luther King Day	Monday, January 16	No School
Lincoln's Day Observance	Monday, February 13	No School
President's Day Observance	Monday, February 20	No School
End of Second Trimester	Monday, March 6	
Spring Break	April 10 – April 21	No School
Classes Resume	Monday, April 24	
Kindergarten Pre-Registration	Begins week of March 20 Times & Locations TBA	
Memorial Day	Monday, May 29	No School
Eighth Grade Promotion Exercises	*Days & Times TBD	
Last Day of School	Tuesday, June 13	Modified Day

\*Promotion dates may vary from site to site – please watch the district website for dates  
<http://www.santeesd.net>

**Sixth Grade Outdoor Education Program Schedule  
2016-2017  
Camp Cuyamaca**

<b>School</b>	<b>Date</b>	<b>School</b>	<b>Date</b>
<b>Cajon Park</b>	<b>12/12/2016</b>	<b>Pepper Drive</b>	<b>1/17/2017</b>
<b>Carlton Hills</b>	<b>2/21/2017</b>	<b>PRIDE Academy</b>	<b>5/30/2017</b>
<b>Carlton Oaks</b>	<b>5/30/2017</b>	<b>Rio Seco</b>	<b>1/17/2017</b>
<b>Chet F. Harritt</b>	<b>2/21/2017</b>	<b>Sycamore Canyon</b>	<b>2/21/2017</b>
<b>Hill Creek</b>	<b>2/6/2017</b>		

## Santee School District Directory

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

## District Office Telephone Numbers

General Information..... 258-2300

### 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

## GENERAL INFORMATION

**Child Abuse and Neglect Reporting-Penal Code 11164** - SSD staff is required by law to report cases of child abuse and neglect to the appropriate law enforcement agency when they have a reasonable suspicion that a child has been a victim of child abuse and/or neglect. Reasonable suspicion does not require certainty that the child abuse and/or neglect has occurred. The reporting staff member's name and report are confidential. The fact that a child is homeless or an unaccompanied minor is not, in and of itself, a sufficient basis for reporting child abuse or neglect.

**Children in Homeless Situations-42 U.S.C. 11432** - SSD has appointed a liaison for homeless children responsible for ensuring the dissemination of public notice of the educational rights of students in homeless situations.

- 1) Community Outreach Liaison contact information: Mia Morales, 619-258-2380.
- 2) Circumstances for eligibility include children and youth who lack a fixed, regular, and adequate nighttime residence.
- 3) Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, schools records, or legal guardianship papers;
- 4) Right to education and other services including to participate fully in all school activities and programs for which child is eligible, to qualify automatically for school

- meal programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment;
- 5) That no homeless youth shall be required to attend a separate school for homeless children or youth; and
  - 6) That homeless youth shall not be stigmatized by school personnel.

**Comprehensive School Safety Plan-EC 32286, 32288** - Each school is required to develop a school safety plan, which includes a comprehensive disaster preparedness 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. Copies of the school safety plan are available to read at each school office during normal business hours.

**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 <http://www.santeesd.net/Page/14>, EX1312.1 for 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. Visit <http://www.santeesd.net/Page/14>, AR 1312.3 for the process.

**Custody Issues** - Schools are not a forum to settle custody disputes and the school has no legal jurisdiction to refuse a biological parent access to his or her child and the child's school records unless a signed restraining order or proper divorce papers specifically setting forth limitations are on file at the school office. Custody disputes must be handled by the courts.

**Damaged or Lost Instructional Materials** - 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. See <http://www.santeesd.net/Page/24>, BP6161.2.

**Disruption in Public School or Meeting-EC 32210** - Any person who willfully disturbs any public school or public school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500).

**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.

**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.

**Liability of Parent or Guardian for Willful Pupil Misconduct-EC 48904** - The parent or guardian of any minor may be held financially liable for the pupil's willful misconduct which results in injury or death to any pupil or person employed or volunteering for SSD or injury to real or personal property belonging to SSD or a SSD employee. The parent or guardian of a minor shall be liable to SSD for all property belonging to SSD loaned to the minor and not returned upon demand of an employee of SSD authorized to make the demand. SSD shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma or transcript pursuant to this Section.

**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](http://www.santeesd.net), Child Nutrition, 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 the Child Nutrition section of our website at [www.santeesd.net](http://www.santeesd.net). Parents are invited to eat lunch with their children at least once during the year.

**Megan's Law-Penal Code -290** - Information about registered sex offenders in California and how can be found at <http://meganslaw.ca.gov/>.

**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.

**School Accountability Report Card-EC 35256, 35258** –California requires that each school publish a School Accountability Report Card (SARC) every year. The SARC provides parents and community members with easy access to a wide range of information about the school. Each school's SARC can be found on the District website at <http://www.santeesd.net/domain/41>.

**Printed copies of the SARC are available from the office of each school.**

**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.

**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 Volunteer Procedures-EC51101(a)(12)** - SSD policy concerning visiting procedures may be found online at <http://www.santeesd.net/Page/14>. Penal Code 627.6: Requires schools to post at every entrance a notice of visitor registration requirements, registration hours, registration location, and penalties for the violation of the registration requirements.



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. Volunteer guidelines, procedures, and application can be found on our website at [www.santeesd.net](http://www.santeesd.net) under Human Resources, Forms, and Volunteer Handbook. Call your local school for further information. **All visitors must check in at the school office upon arriving at school.**

**Zero Tolerance Policies** - 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 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 can be found at <http://www.santeesd.net/Page/23>.

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

## **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 <http://www.santeesd.net/Page/24> for board policy 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)

**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. The Administrative Regulation 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. For Board Policy see <http://www.santeesd.net/Page/24>.

**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.

**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.

**Student Use of Technology** - SSD board policy 6163.4 on the acceptable use of technology on school campuses and access by pupils to the Internet and on-line sites is available at <http://www.santeesd.net/Page/24>. 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. **Electronic Signaling Devices-EC 48901.5** - SSD policy regulating the rights of pupils to possess or use electronic signaling devices (e.g., cell phones and pagers) on school campuses during the school day or at school activities and **Electronic Listening or Recording Devices- EC 51512** – can be found at <http://www.santeesd.net/Page/24>. The use by any person, including a student, of any electronic listening or recording device in any classroom without prior consent of the teacher and the principal is prohibited. Any person, other than the student, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation is subject to SSD's disciplinary procedures.

**Testing Program** - Each spring the state requires students in grades 3-8 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. The California Assessment of Student Performance and Progress (CAASPP) include: (1) the Smarter Balanced Assessment Consortium (SBAC) 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 Assessment (CAA) - Students in grades 3 through 8 who have significant cognitive disabilities and who are unable to

take the Smarter Balanced assessments with designated supports and/or accommodations take the CAA for ELA and math. Students in grades 5 & 8 who have been assigned to take the CAA will take the Legacy California Alternative Performance Assessment (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.

**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 619-258-2363 or visit our website at <http://www.santeesd.net/OSTP>.

## **STUDENT SUPPORT SERVICES**

**Walking or Riding A Bike to School-VC21212** - 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. SSD requests that parents or guardians of children who walk or ride their bike to school plan a safe route to school with their children. The route shall not involve shortcuts through private property and all students are expected to exhibit good behavior. See <http://www.santeesd.net/Page/23>.

**Bus Transportation & Safety** - 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.

Each eligible general education 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 Santee School District, Transportation Department, safety is our primary goal for your child. With the efforts of our department, school staff, parents and the students, we will continue to provide a safe and enjoyable ride for your child. Even though our school bus drivers are highly trained, it is also up to the students to demonstrate safe riding habits. Student misconduct can cause an unsafe environment on the bus.

The Santee School District Board has adopted procedures to help enforce the rules and ensure proper conduct on the bus and while at the bus stop. All students on board the bus are under the authority of and directly responsible to the bus driver. Please visit our website at <http://www.santeesd.net/Domain/34> for the school bus safety rules, behavior, and regulations, as well as an application form. Santee School District Transportation Department is available to assist you with your transportation questions Monday through Friday from 6:30 a.m. to 4:00 p.m.

**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.

**Dress Code/Gang Apparel-EC 35183** - Students are expected to come to school appropriately dressed. Students failing to dress appropriately will be asked to change. SSD's dress code is available online at <http://www.santeesd.net/Page/23>.

**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. For a list of offenses that could result in suspension or expulsion and/or due process information, please refer to our website at <http://www.santeesd.net/Page/23>. A pupil may not be suspended or expelled for any of the acts listed 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 listed 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.

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.

**Dangerous Objects Penal Code 417.27** - SSD prohibits dangerous objects on campus, such as laser pointers and B.B. guns, unless possession is for valid instructional or other school related purpose.

**Duty Concerning Conduct of Pupils-EC 44807** - All students participating in SSD programs or activities will comply with SSD policies, rules and regulations, pursue their studies and obey the valid authority of SSD staff. Any student who feels another participant is disrupting the student's learning environment is strongly encouraged to report that misconduct to a SSD staff member. The SSD staff member will, in turn, report to the designated SSD staff member in charge of handling student complaints. SSD staff expects all students enrolled in SSD programs or activities to conduct themselves in a manner that enriches the educational environment and does not disrupt the learning process. SSD believes all students enrolled in SSD programs or activities should experience a positive learning environment. All students participating in SSD programs or activities are expected to cooperate by respecting the rights of other participants, which includes the right to a learning environment free from disruptions. Student conduct includes conduct on school grounds, going to and from school and during recess and lunch periods.

Every teacher has a duty to hold pupils accountable for their conduct on the way to and from school, and on the playground, or during recess. A teacher, vice principal, principal or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree or physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

**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.

<b>DISEASE</b>	<b>SYMPTOMS</b>	<b>INCUBATION</b> Time required for disease to appear after exposure.	<b>CARE</b>	<b>PREVENTION MEASURES</b>
<b>Chicken Pox</b> (Varicella)	Irritability, fatigue, fever, red spots which develop into water blisters, more abundant on covered areas of body.	14-21 days	Seek medical advice. Remain home for 5 days following first appearance of blisters. May return to school after blisters have dried.	Vaccine required if no proof of disease is signed by physician. Good hand washing, sneezing, and coughing hygiene.
<b>Fifth Disease</b> (Erythematous Virus)	Bright pink blotchy rash appearing on face ("Slapped cheek" look) Lace-like rash on trunk and extremities. May have mild cold symptoms.	4-20 days	Remain home when acutely ill with fever.	Good hand washing, sneezing and coughing hygiene.
<b>Head Lice</b> (Pediculosis-small parasitic insects)	Persistent itching on scalp. Possible "nits" (small grayish eggs adhering to base of hair shaft). Head lice do not	Undetermined. Eggs hatch in 1 week; adults reproduce in 2 weeks.	<b>MAY RETURN TO SCHOOL AFTER TREATMENT IF NO LICE</b>	Avoid head to head contact. Do not share combs, brushes, hats, etc. Appropriate treatment of

	carry diseases but are a nuisance.		ARE PRESENT. Inspection by health clerk is required on return to school.	environment.
<b>Hepatitis-A</b>	Poor appetite, abdominal pain, nausea, vomiting, fever, jaundice (yellow tinge to the skin and white of eyes).	15-20 days	Seek medical diagnosis. May return to school when released by physician's written note.	Vaccine recommended. Good hand washing. Avoid sharing utensils and/or food.
<b>Hepatitis-B</b>	Loss of desire to eat, feeling tired, pains in muscles, joints, or stomach, diarrhea or vomiting, yellow skin or eyes, injury to the liver, dark-colored urine and/or light colored stools, and death	45-160 days (Average 120 days)	Seek medical diagnosis. No specific treatment. Physician will release child back to school within a few weeks to several months. May return to school when released by physician's written statement.	Vaccine required. Always wash hands before eating or preparing food and after using the toilet or changing diapers. Don't drink or swim in water contaminated by sewage. Don't eat shellfish taken from polluted water.
<b>Impetigo</b> Bacterial Infection	One or more blisters filled with thin yellow fluid, dries to a yellow crust or scab. Common on face near nose/mouth and hands. Itching.	4-10 days	Seek medical care. May return to school 24 hours following treatment with antibiotic when released by physician's written note.	Good hand washing. Avoid contact with lesions. Cover treated lesions that are healing with a bandage or loose clothing to return to school.
<b>Measles</b> (Rubeola)	Runny nose, sneezing, coughing, watery eyes, fever. Blotchy rash appears in 3-7 days.	7-18 days	Seek medical diagnosis. May return to school when released by physician's written note.	Vaccine required.
<b>Meningitis</b> (Bacterial)	Sudden onset of fever, intense headaches, stiff neck, mental confusion and	2-10 days	Seek medical diagnosis. May return to school when released by physician's	Good hand washing, sneezing and coughing hygiene.



	possible nausea, vomiting and skin rash.		written note.	
<b>Meningitis</b> (Viral)	Starts as a mild gastrointestinal disturbance or upper respiratory infection, then proceeds to sudden onset of stiff neck, headache, fever, possible mental confusion and rash.	Undetermined	Seek medical diagnosis. May return to school when released by physician's written note.	Good hand washing. Avoid sharing utensils and/or food.
<b>Mononucleosis</b> (Mono)	Fever, sore throat, enlarged tender lymph glands, possible headache, fatigue and abdominal pain.	4-6 weeks	Seek medical diagnosis. May return to school when released by physician's written note.	Good hand washing. Avoid sharing utensils and/or food.
<b>Mumps</b>	Fever, swelling/tenderness in front, below, the ear, or under the jaw. May be painful to move the jaw.	12-25 days	Seek medical diagnosis. May return to school when released by physician's written note.	Vaccine required.
<b>Pink eye</b> (Conjunctivitis)	Itching, redness, thick drainage/discharge, crusting of eyelids, light sensitivity.	24-72 hours	Seek medical care. Remain home until no symptoms.	Good hand washing. Avoid sharing wash cloths, towels, eye makeup.
<b>Pinworm</b> (Intestinal worms)	Severe rectal itch. Disturbed sleep and irritability. Intestinal worms ½ inch long (look like heavy white thread.) Easier to find at night.	Life cycle 2-6 weeks. Eggs survive off host for 2 weeks.	Seek medical care. All members of household should be treated at the same time.	Good hand washing. Good personal hygiene. Keep fingernails short. Clean under nails with nail brush.
<b>Ringworm</b> (Fungus)	Scalp-evident patches of hair broken off near scalp (bald spot). Body-patch, ring or oval shape, slightly raised pink/scaly with clear area in center. Nails-nails become discolored, pitted,	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	Good hand washing. Avoid sharing clothing. Hot water laundering of shared towels & linens. Use clean white cotton socks daily. Use rubber sandals in

	grooved, and brittle. Feet (Athletes Foot)-sogginess between toes, scaling, itching, small blisters. Progress to large blisters, raw areas, swelling/redness. Reinfection is common.		treated by veterinarian.	community bathing areas. Disinfect common showers & floors. Wash feet daily. Dry feet well between toes after bathing. Change shoes daily to let shoes dry out. Open toes sandals are best at home. Fabric or leather closed shoes are best at school.
<b>Rubella</b> (German Measles)	Runny nose, sneezing, coughing, watery eyes, fever. Blotchy rash appears in 3-5 days. Mild symptoms.	16-18 days (Range 14-23 days)	Seek medical diagnosis. Remain home for 4 days after onset of rash.	Vaccine required.
<b>Scabies</b> (Infection by mite)	Severe itching (especially at night) prominent on wrists, elbows, webs of fingers, palms, thighs, belt line, buttocks, soles of feet.	2-6 weeks 1-4 days after re-exposure	Seek medical care. Risk of secondary infection.	Good hand washing. Avoid sharing clothing. Proper laundering of shared towels and linens.
<b>Streptococcal Infection, Streptococcal Sore Throat, or Scarlet Fever</b>	Vomiting, fever, sore throat, swollen lymph nodes, sudden headache. A bright rash MAY appear within 24 hours.	1-3 days	Seek medical diagnosis. May return to school when released by physician's written note.	Good hand washing, sneezing and coughing hygiene. Avoid sharing utensils and/or food.
<b>Whooping Cough</b> (Pertussis)	Persistent, violent cough, ends in an inspiratory, whooping sound. Expulsion of clear, tenacious mucous often followed by vomiting.	6-20 days	Seek medical diagnosis. May return to school when released by physician's written note.	Vaccine required.

**IMPORTANT:** When medication is required at school, have medical care provider sign and date a note indicating (1) diagnosis, (2) date student may return to school, (3) name and dosage of medication, (4) time to receive medication, (5) date to stop medication. Parent signature is also required on the note. An Authorization for Medication Administration should be completed and is available through the 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, without medication, 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.

**Medical Record Sharing-HSC 120440** -Medical information may be shared with local health departments and the State Department of Public Health. Any information shared shall be treated as confidential medical information. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it; and the student or parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both. More information regarding medical record sharing including information regarding the immunization registry with which the information may be shared may be found at <http://www.sdiz.org/cair-sdir/index.html>.

**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.

**Special Education Programs** - If you believe your child has a suspected disability and is between the ages of 3 and 21, contact your local school or call the SSD Special Education Department 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

**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 students with disabilities 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 student with a disability. 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.

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, Mimi McGinty, 619-258-2234 or e-mail her at [mimi.mcginity@santeesd.net](mailto:mimi.mcginity@santeesd.net). If you'd like to talk with someone outside our district, please call the East County SELPA at (619) 590-3920.

**Special Education: Complaints-EC 56500.2** - Parents or guardians have a right to file a written complaint with the school if they believe the school is in violation of federal or state law governing the identification or placement of special education students, or similar issues. State regulations require the party filing the complaint to forward a copy of the complaint to SSD at the same time the party files the complaint with the California Department of Education. Procedures are available from your building principal.

**Special Education: Due Process Hearings-EC 56502** - The State Superintendent is required to develop a model form to assist parents and guardians in filing requests for due process. The model form is available at [www.dgs.ca.gov/oah/SpecialEducation.aspx](http://www.dgs.ca.gov/oah/SpecialEducation.aspx) for parents that wish to initiate due process hearings relating to special education rights.

**Special Education: Inspection of Records-EC 56043(n)** - Upon request, parents or guardians of children with exceptional needs may examine and receive copies of the student's records within five business days after a request is made and prior to any Individualized Education Program meeting, hearing or resolutions session regarding their child.

**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.

## **PARENT INVOLVEMENT POLICY**

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities for parents/guardians to be involved in district and school activities; advisory and decision-making committees; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

### **Title I Schools**

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funds. He/she shall ensure that parents/guardians of students participating in Title I programs are consulted and participate in the planning, implementation and evaluation of the parent involvement program.

The Superintendent or designee shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian involvement activities and shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

### **Non-Title I Schools**

The Superintendent or designee shall develop and implement strategies to be utilized by each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children.