



San Pasqual

Union School District

The Little School in the Valley

Dear Students, Parents, and Guardians:

Welcome to the 2018-2019 school year at San Pasqual Union School! This is a new and exciting year for all of us. With a focus on continuous improvement for all, we look forward to our best year ever.

San Pasqual Union School welcomes the opportunity to comply with local, state, and federal law to notify parents and guardians of their rights and responsibilities. This document is designed to inform students, parents, and guardians of school rules and procedures while also meeting the many mandated legal disclosure requirements. While some of those disclosures are located within the main sections of the document, a list of all required annual notifications can be found in Attachment 1.

Please review the pertinent information in this packet with your child and return the signed Acknowledgement of Receipt and Review form. We believe that you will find the Family Resource Book to be a helpful in guide for the coming year. We are also confident you will find the San Pasqual faculty and staff as committed as we are to providing every student with the highest quality education in a caring and supportive environment.

Please do not hesitate to contact me should you have questions or require assistance.

Sincerely,

Mark Burroughs
Superintendent/Principal

Tammy Lee
Assistant Principal

For the most current version of the San Pasqual Union School Family Resource Book, please go to www.sanpasqualunion.net.

The following legal citations are used in this guide:

AR - Administrative Regulations
BP - Board Policy
EC - California Education Code
CCR - California Code of Regulations
FERPA - Family Educational Rights and Privacy Act
HSC - California Health and Safety Code
PC - California Penal Code
VC - California Vehicle Code
WIC - California Welfare and Institutions Code
CFR - Code of Federal Regulations
USC - United States Code

SCHOOL SCHEDULE

Regular Day

8:00 a.m.	Campus Opens
8:30 a.m.	School Begins (K-8)
10:00 – 10:15 a.m.	K-5 Recess
11:26 – 11:41 a.m.	6-8 Nutrition Break
12:00 – 12:40 p.m.	K-5 Lunches
12:54 – 1:41 p.m.	6-8 Lunches

Dismissal

1:30 p.m.	Kindergarten
3:00 p.m.	Grades 1-8
3:30 p.m.	Campus Closes

Minimum Days (1:30 dismissal)

8:00 a.m.	Campus Opens
8:30 a.m.	School Begins (K-8)
9:30 – 9:45 a.m.	6-8 Nutrition Break
10:00 – 10:15 a.m.	K-5 Recess
10:45 – 11:30 a.m.	6-8 Lunches
12:00 – 12:40 p.m.	K-5 Lunches
1:30 p.m.	Dismissal (K-8)

All minimum days are announced in advance.

See the school calendar on the following page for details.

Our school calendar can also be accessed on our website at www.sanpasqualunion.net.

San Pasqual Union School District Calendar

2018 to 2019

Board Approved: 2/13/2018

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student Days:180
Teacher Days 185

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						(8)

8/15 New Teachers 8/16 All Teachers
8/17,20,21 PD 8/22 First Day of School

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						(19)

9/3 Labor Day

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						(23)

10/12 T1 Progress Report
10/15-10/19 Parent Teacher Conferences

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						(18)

11/12 Veterans Day 11/16 End of T1 Min day
11/19-23 Thanksgiving Break 11/23 Local Holiday

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					(15)

12/24-1/4 Winter Break
12/24 & 12/31 Local Holiday

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	20
20	21	22	23	24	25	26
27	28	29	30	31		
						(18)

1/18 T2 Progress Report
1/21 Martin Luther King Day

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
						(18)

2/15 & 2/18 Presidents Day
2/22 End of T2 min day

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						(21)

3/18 T3 Progress Report
4/15-4/22 Spring Break 4/19 Local Holiday

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						(16)

4/5 T3 Progress Report
4/15-4/22 Spring Break 4/19 Local Holiday

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						(22)

5/27 Memorial Day

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						(4)

6/6 Last student Day & Promotion Min day
6/7 Teachers last Day

New Teacher Start	Teacher Start/End	Staff PD - Non Student Day	Student Start/End	Minimum Days 1:30 Release Time	Holiday LEGAL HOLIDAY
-------------------	-------------------	----------------------------	-------------------	--------------------------------	-----------------------

Holidays 2018/2019					
July 4- Independence Day	Nov 12 -Veterans Day (observed)	Dec 31 & Jan1-New Year's Day	April 19-Local Holiday		
Sept 3-Labor Day	Nov 22 & 23- Thanksgiving	Jan 21-Martin Luther King Day	April 21- Easter		
Nov 11-Veterans Day	Dec 24 & 25- Christmas Day	Feb 15 & 18-Presidents Day	May 27-Memorial Day		

FACULTY AND STAFF

Administration

Superintendent/Principal	Mr. Mark Burroughs
Assistant Principal	Mrs. Tammy Lee
Director of Finance	Mrs. Rhonda Brown
Manager of Facilities/Transportation/Maintenance	Mr. Ray Sifuentes
Office Manager/Executive Assistant	Mrs. Pamela Hansen Mrs. Joanne Wang

Teachers

TK	Mrs. Clark
Kindergarten	Mrs. Juarez, Mrs. McKay, Mrs. Schiefer
Grade 1	Mrs. Gangel, Mrs. Grano, Mrs. Johnson
Grade 2	Mrs. Casserly, Mrs. Gilbert, Mr. Mayo
Grade 3	Mrs. Kelly, Mrs. Lenhof, Mrs. Michalski
Grade 4	Ms. Bronson, Mr. Perez
Grade 5	Mrs. Fraikin, Mrs. Zdunich
Middle School	Mrs. Buck, Mrs. English, Mr. Harmon, Mrs. LaVine, Ms. Lynch, Ms. Mallory, Mrs. McGill, Ms. McLaughlin, Mrs. Priest, Mrs. A. Thompson, Mrs. Read-Smith

Specialty Teachers

Educational Specialist	Ms. Andrade, Mrs. Jones, Mr. Smiley
Librarian	Mrs. Carroll
Music Teacher	Mrs. Read-Smith
Occupational Therapist	Mrs. Moss
Physical Education Teacher (TK-5)	Mrs. Webster
Physical Education Teacher (6-8)	Mr. Gachalian
Preschool	Mrs. Brown, Mrs. Martinez
Psychologist	Mrs. Hupp
Reading Specialist/SST/504 Coordinator	Mrs. English
Spanish Teacher/ELD/DELAC/Title 1 Coordinator	Sra. Romero
Speech Therapist	Mrs. Hartman
Technology Coach	Mrs. LaVine

Supporting Staff

Attendance/Enrollment/Health Clerk	Mrs. Anguiano
Food Services	Mrs. Dillinger, Ms. L. Barba
Human Resource	Mrs. Robinson
Instructional Aides	Mrs. M. Barba, Mrs. Caballer, Mrs. LeVine, Mrs. Morris, Ms. Mosqueda, Mrs. Orduno, Mrs. D.Thompson
Kids Club	Mrs. Davids, Mrs. Herrington
Maintenance/Transportation/Operations/Custodial	Mr. Bostrom, Jr., Mrs. Carvajal, Mrs. Satkoski, Mr. Veach
Physical Education Aide	TBD
Playground Supervisors	Miss Ayapana, Mrs. Gilbreath, Mrs. Landrum, Mr. Oliver, Miss Tyler, Mrs. Uceda-King,
Receptionist	Mrs. Bill, Mrs. Sayers
Sports Team Coordinator	Mr. Bostrom, Jr.

We are a PLC at SP!

San Pasqual Union School operates as a Professional Learning Community or PLC. A PLC is defined as *"an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve. Professional learning communities operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators."*

DuFour, Richard. *Learning by Doing: A Handbook for Professional Learning Communities at Work*. Bloomington, IN: Solution Tree, 2006

As a PLC, our faculty and administration adhere to the following tenets:

- A focus on student learning.
- A collaborative culture with a focus on learning for all.
- Collective inquiry into best practice and current reality.
- Action Orientation – Learning by doing!
- A commitment to continuous improvement.
- Results orientation.

Teachers have been trained in these elements of a high-functioning PLC and are granted time during the school day each week to collaborate with teammates in order to plan for both the individual and collective academic progress of all students.



ATTENDANCE

Students are expected to be at school each and every day. Students will be recognized for attending school ‘all day – every day’. Each absence from school must be reported to the Attendance Office by a parent/guardian, as required by state law. Notify the school every day that a student is absent. If the parent/guardian does not notify the school regarding a student’s absence, the school will attempt to contact the parent/guardian. A student must bring a note to the Attendance Office before school on the day he/she returns *only if* a parent/guardian has not already contacted the school about the absence.

Per BP 5113, the Board of Trustees believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct problems of chronic absences or truancy (see Attachment 23).

Excused absences are those due to an illness, a medical appointment, a court appearance, a death in the family, or a religious holiday. **Please understand that all absences are considered unexcused until the school receives confirmation from a parent/guardian.** Students arriving late to school, for any reason, are required to check in at the Main Office and receive a pass to class. Students may check in unaccompanied as long as the parent/guardian has made previous contact with the office.

Compulsory Education (EC 48200)- Each child between the ages of 6 and 18 shall be subject to compulsory full-time education.

Absences (EC 48260)—Any pupil subject to compulsory full-time education or to compulsory continuing education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Truancy (EC 48260 et. seq.)—Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parents, by first-class mail or other reasonable means, of the following: (a) That the pupil is truant; (b) That the parents are obligated to compel the attendance of the pupil at school; (c) That parents who fail to meet this obligation may be guilty of an infraction and subject to prosecution; (d) That alternative educational programs are available in the district; (e) That the parents have the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy; (f) That the pupil may be subject to prosecution; (g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege; and (h) That it is recommended that a parent accompany the pupil to school and attend classes with the pupil for one day.

School Attendance Review Board (SARB) (EC 48263)—If any minor is a habitual truant, or is irregular in attendance at school, the pupil may be referred to a SARB. The supervisor of attendance or a designee shall notify the minor and parents of the referral.

Extended Absence - If a student is pre-planning an absence of five or more days, the student may be eligible for an Independent Study Contract. Contracts are available through the Attendance Office and must be signed by both a parent and the student at least one week before the student’s absence begins. Special consideration is granted for emergencies and illness. Students may receive both academic and attendance credit for assignments completed and returned under a study contract.

Attendance Option: Intradistrict School Choice (EC 35160.5(b))—As SPUSD is a one-school school district, there are no options for intradistrict transfer.

Attendance Option: Interdistrict Pupil Alternatives (EC 46600)—Within 90 days of receiving an application for a transfer to a school district of choice (interdistrict transfer), SPUSD will notify the student’s parents if the application has been provisionally accepted or rejected or if the student has been placed on a waiting list.

Per BP 5117, the Board of Trustees recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs. The Superintendent or designee shall ensure that interdistrict permits specify the terms and conditions agreed to by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication. The Superintendent or designee may deny the granting of an interdistrict attendance permit because of overcrowding within district schools or limited district resources. Granted permits may be revoked at any time due to poor attendance, behavior and/or academics.

The district shall not provide transportation outside any school attendance area.

DISCIPLINE AND STUDENT BEHAVIOR

All SPUSD students are encouraged to **S.O.A.R.**, as reflected below:

Safe and Self-Controlled

- Be patient
- Stay seated (when appropriate)
- Hands and feet to self
- Make good choices
- Play fair
- Wait your turn

On-task

- Be an independent thinker
- Go directly to your destination
- Walk to and from playground
- Follow directions
- Take care of other business and get right back to class

Accepting of Others

- Listen to others
- Be a cooperative learner
- Include others
- Treat others the way you want to be treated

Responsible and Respectful

- Be on time
- Avoid interrupting
- Use manners
- Respect others' choices and personal space
- Be kind

Consistent with having our Saints SOAR, we believe in building people of character. As enumerated below, the following six core ethical values form the foundation of our efforts to teach children how to be people of character today and throughout their life. Students are taught these values daily. Regular assemblies and gatherings both in and out of the classroom feature lessons that emphasize character. Students who exemplify the following traits are honored throughout the year:

trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

citizenship

Do your share to make your school and community better • Cooperate • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment



Source: "The Six Pillars of Character." *CHARACTER COUNTS!: The Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship*. N.p., n.d. Web. 10 Aug. 2014.

For additional Character Counts information, go to <http://charactercounts.org/sixpillars.html>.

Discipline Policy

At San Pasqual Union School District, students receive many positive privileges and awards for appropriate behavior. Students who choose to disobey the rules receive fair, consistent consequences for their actions. The SPUSD classroom code of conduct is based on the premise that the teacher has the right to teach and every student has the right to learn. Per EC 48900(k), no student has a right to disrupt the learning environment. All students are expected to demonstrate acceptable behavior and adhere to state laws and school rules, all of which are designed to ensure a safe campus and a productive learning environment.

Five Rules for Schoolwide Discipline

1. Follow directions the first time they are given
2. Use appropriate school language
3. Keep hands, feet and objects to self
4. Treat others and their property with kindness and respect
5. Respect all adults and school property and use all school equipment correctly

(While these rules apply to behavior on campus, to/from school, and at all school sponsored functions, please see Attachments 2 and 3 for rules specific to the playground and the bus.)

Responsibilities

Students have the right to be educated in a positive learning environment free of distractions. To maintain such an environment, students, staff, parents/guardians, and administration must understand and fulfill their responsibilities related to student conduct.

Student Responsibilities

It is important for students to understand that they have a choice to make regarding their actions and that appropriate conduct benefits both themselves and others. Students are encouraged to freely express their individuality as long as this expression does not infringe upon the rights of others or interfere with the instructional program. Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, respectful towards their teachers, and courteous to other students, staff, and volunteers. Students are expected to be punctual and regular in attendance and to remain on school premises in accordance with school rules. They are further expected to refrain from profane, vulgar, and abusive language.

Staff Responsibilities

Employees are expected to model positive behavior and provide appropriate supervision to enforce standards of conduct. Staff is encouraged to utilize the Disciplinary Hierarchy to address inappropriate behaviors and to seek corrective action. If a student's behavior merits intervention by Administration, staff will complete a Student Discipline Referral Report or SDRR (see Attachment 4). Completed SDRRs and/or administrative disciplinary reports may be sent home to parents/guardians for review and signature.

Parent/Guardian Responsibilities

The education of our students is a partnership with parents and guardians. We will work with parents/guardians to determine roles and responsibilities of parents/guardians, school staff, and students to continue to support the intellectual, physical, emotional, and social development and well-being of students at our school site. This partnership will include ways in which the school and parents/guardians can help students achieve academic standards of the school. If a disciplinary incident should occur, parents are expected to support school actions and to sign and return SDRRs in a timely manner (if applicable).

Per 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 the school district or injury to real or personal property belonging to the school district or school employee. The parent or guardian of a minor shall be liable to a school district for all property belonging to the school district loaned to the minor and not returned upon demand of an employee of the school authorized to make the demand. The District 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.

Administration Responsibilities

Administration's primary responsibility is to provide a high-quality instructional program in a safe, supportive, and effective learning environment that enables all students to meet high academic expectations. School administrators will support students and staff to achieve academic progress and will address incidents that create an unsafe learning environment and/or detract from student learning.

School Guidelines

SPUSD has also adopted additional guidelines to maximize student safety and learning.

- Students are to be inside the classroom only when a teacher or adult supervisor is present. Classrooms and buildings are to remain locked when no adults are present.
- Substitute teachers and volunteers are considered guests and should be treated respectfully. Failure to do so will result in disciplinary action.
- Pupils are to remain in their assigned areas before/after school, during breaks, and at lunchtime. Students are not permitted to loiter in the restrooms or remain in unsupervised areas.
- During the school day, a pass is required for students out of class at any time, except for scheduled breaks and passing periods.
- Students are expected to be quiet, courteous, and respectful while in the office. Students should only report to the office when ill, sent by a teacher, during an emergency, and/or tending to office business. During school hours, except emergencies, all students are required to obtain a "pass" or referral slip from a teacher or other staff member in order to enter the main office or to access counseling services.
- Defacing school property is a major offense. Students will be disciplined and parents are liable to pay for repairs or replacement.
- All lunches are to be eaten while sitting in assigned lunch area. Food is not allowed on the playground. Students are to be dismissed by the duty supervisor after they have fulfilled their responsibility of picking up their own litter. The throwing of food is strictly prohibited.
- Chewing gum is not allowed.
- Public displays of affection are prohibited.

Closed Campus Policy - Leaving Without Permission

San Pasqual Union School is a “closed campus.” This means once a student arrives at school, he/she is NOT to leave campus at any time before school is dismissed without being checked out through the Main Office by a parent, guardian, or other approved adult. Any student who leaves campus without permission before school starts or during the school day will be considered truant from school and will be referred for disciplinary action.

Electronic Devices

Per EC 48901.5, school districts may regulate the possession or use of any electronic signaling device (e.g., cell phone) by pupils while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. 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 and the use of which is limited to purposes related to the student's health. (EC [48901.5](#))

BP 5131 further states that cellular/digital telephone, pagers, or other mobile communications devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined and approved by the teacher or other district employee, and at any other time directed by a district employee.

Kindergarten through fifth grade students should leave personal electronic devices turned off throughout the school day unless specific permission is granted by a staff member. Sixth through eighth grade students may possess or use electronic signaling devices during the school day *outside the classroom* provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. Students may not use any electronic listening or recording device in any classroom without prior consent of the teacher or principal. Students shall not call or text during school hours and may not record, video, or take a picture of another student or staff without prior written consent.

Per EC 48900(r), students who engage in bullying by means of an “electronic act” may be suspended or expelled. This subsection defines “electronic act” to mean the creation and transmission on or off the school site of a communication including, but not limited to, a message, text, sound, or image, or a post on a social communication network by means of an electronic communication device. Included in this are “burn pages” which refer to internet webpages created for the purpose, or having the effect of bullying; knowingly creating a credible impersonation of another student without their consent, or creating a false profile of a fictitious student or creating a false profile using the likeness of an actual student, all with the purpose or having the effect bullying. For more information on bullying, see section below.

The school is not responsible for loss or damage to personal electronic devices. Students using electronic devices in violation of this policy will have said device confiscated and turned in to the Principal or designee. Parents/Guardians will be required to report to the office to retrieve confiscated devices. A student who violates this policy may be prohibited from possessing a mobile communication device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

Prohibited Items

The following items are prohibited at school:

- Dangerous items including weapons (guns, slingshots, darts, chains, knives, razor blades, large pins, etc.), drugs, alcohol, tobacco, e-cigarettes, matches, lighters, laser pointers, aerosol cans, hair sprays, and other similar items. **Possession, use, and/or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at school and all school activities (EC 48900, c & d).** Records will be forwarded to local law enforcement.

- Clothing, notebook covers, screensavers, and/or other personal items promoting and/or reflecting obscene and/or inappropriate content, including but not limited to gang affiliation, weapons, drugs, alcohol, tobacco, and other similar items.
- Games of keep or gambling.
- Rollerblades and roller shoes
- Valuable items— the District is not be responsible for lost, broken, or stolen items.
- Personal sports equipment and toys (i.e., kendamas and pills), unless approved in advance by school staff and used under the direction of a staff member. Students may be permitted to use some personal sports equipment/toys in designated areas as permitted and supervised by staff.
- Gum/Seeds. Students found chewing gum or seeds may be assigned to “gum scraping” and/or other campus beautification tasks.

Searches and Seizures

The law provides school officials with wide latitude to search students and their possessions in the ongoing effort to maintain a safe and secure campus. Some of this effort may involve the use of surveillance cameras in public areas of the campus that are considered to be high risk for improper activity. Items left unsecured or unattended on school grounds may be confiscated and inspected by school officials. School officials are not required to notify parents/guardians prior to conducting a search or questioning a student, however, parents/guardians will be notified that a search has taken place (BP 5145.12)

When a school official has reasonable suspicion that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets, remove shoes and socks, and provide the official access to other personal items (backpacks, etc.) that may contain contraband or dangerous objects. If illegal contraband is found, law enforcement will be contacted.

It is expected that all students will be cooperative as school officials will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly include being out of bounds without permission or a report by another student, parent/guardian, or staff member of possession of contraband or dangerous objects or unusual behavior. Students should also be aware that any contraband or dangerous objects found in their possession would be assumed to belong to them. If a student should discover contraband or dangerous objects on campus, he/she should go directly to a staff member and turn it over without delay.

Disciplinary Hierarchy

Teachers and staff maintain an effective learning environment through engaging lessons and positive classroom management techniques. Teachers are empowered to address incidents of misbehavior directly in their classrooms. Students who behave in inappropriate ways and violate school rules and standards will receive appropriate consequences for their actions.

Multiple offenses in one day or repeated violations over time will typically trigger the following sequence of consequences:

- **First time** - verbal warning
- **Second time** – change of space or task, parent/guardian notified via teacher
- **Third time** - referred to administrator; parent/guardian notified of the infraction and consequences

Steps may be skipped and consequences elevated for more serious offenses.

Teachers at SPUSD are encouraged to address inappropriate student behaviors through a series of responses focused on the teaching of alternative behaviors and the assignment of interventions and corrective actions that support the safety of all students and staff. Site administrators are available to support teachers and may determine the most appropriate response(s) to the student's behavior. All responses include assigning interventions and corrective actions that are appropriate to the behavior incident.

Per EC 44807 & 5 CCR 300, every teacher in the public schools shall hold students to a strict account for their conduct on the way to and from school, on the playground or during recess, and at any school sponsored event. A teacher, assistant principal, principal, or any other district certificated employee shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his/her duties, of the same degree of physical control over a student that parents 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 students, or to maintain proper and appropriate conditions conducive to learning.

Suspension and/or Expulsion from School

Ensuring all students are in class every day and have access to learning is a priority. However, there are times when behaviors can impact the safety and learning of others. In these cases, administrators may choose to suspend a student from school for behavior if other interventions and corrective actions have not been successful.

For a list of acts for which a pupil may be suspended and/or expelled from school pursuant to EC48900, see Attachment 1, Section A.

Bullying

Bullying is defined as "any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation, that has the effect or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to that student's or those students' person or property, causing a reasonable student to experience a substantial detrimental effect on his/her physical or mental health, causing a reasonable student to experience substantial interference with his/her academic performance, or causing a reasonable student to experience substantial interference with his/her ability to participate in or benefit from the services, activities or privileges provided by a school." (EC 48900(r))

Per BP 5131.2 (a-h), the Board of Trustees of the San Pasqual Union School District recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment 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.

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 against any other student or school personnel.

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

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. Students may also anonymously report bullying and other student concerns through Anonymous Alerts by downloading the app or going to: <https://anonymousalerts.com/sanpasqualunion/default.aspx>

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.

Non-Discrimination and Harassment

Per BP 5145.3, the Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Per 5 CCR 4622, SPUSD is responsible for ensuring that the district complies with applicable state and federal laws and regulations governing educational programs. As appropriate, the District shall investigate and seek to resolve complaints alleging bullying, discrimination, and harassment in accordance with uniform complaint procedures (see Attachment 6).

Cheating (Academic Dishonesty)

Acts of academic dishonesty, which will not be tolerated at SPUSD, are listed below:

- Cheating on tests or theft and alteration of materials including homework
- Fabrication (any intentional falsification or invention of date, citation, or other authority in an academic exercise)
- Unauthorized collaboration
- Plagiarism (stealing and passing off as one's own the words or ideas of another)

Any student involved in academic dishonesty will receive a zero on the work with no make-up permitted. Further penalty may be assessed depending on the nature of the cheating.

As referenced in BP 5131.9, The Board of Trustees believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others.

The Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. The Board expects that students will not cheat, lie or plagiarize. The Board directs the school to provide an environment that encourages honesty.

Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized. When an incidence of cheating occurs, parents/guardians shall be contacted and asked to make sure that their children have adequate time to study at home. Teachers shall instruct students in research and study skills appropriate to each subject so that all students may feel confident that if they prepare, they can succeed without cheating. Students shall be encouraged to see tests as a means to confirm what they have learned. They shall be reminded that students who cheat on tests are cheating themselves.

Dress Code

Pursuant to BP 5132, the principal is authorized to establish a dress code for the school. At SPUSD, clothes must be appropriate for school activities, meaning they may not be educationally distracting or unsafe. They must also adhere to the following criteria:

1. Students may not wear clothing denoting gang affiliation (EC 35183).
2. Clothing and accessories that advertises, promotes, or glamorizes drugs, alcohol or tobacco products, displays foul or sexually suggestive language or symbols, or denotes weapons or other means of violence, are not permitted.
3. Footwear must adequately protect the feet and not interfere with required school activities. Students in preschool through 5th grade must wear closed-toe shoes (i.e., no open-toed sandals).
4. Hats and hoods must be removed inside all buildings.
5. Pants must fit well enough to stay up without support and pant cuffs cannot drag on the ground.
6. Shorts, skirts, and shirts must be of appropriate length and provide adequate coverage when the student is in both standing and sitting positions.
7. Clothing that is cut-off, altered, revealing, or see-through are not permitted.
8. Shirts that are strapless, tube or tank tops (including “racer” back), low-cut, and tops exposing the stomach, even if worn under jackets, are not permitted. Tops must measure a minimum of two inches across each shoulder.

Dress Code Violation Consequences:

1st-Warning, change clothes and documentation

2nd-Change clothes, lunch detention, copy of policy given to student, and parent notified

3rd-Change clothes, conference with parent, student, and administrator to make a plan for corrective action

The administration is the final authority when a difference of opinion arises. When violation of the dress code occurs, the student will be required to correct this by receiving clothes brought from home to school or be required to wear clothing provided by the school. Continued violations of dress guidelines will be considered defiance and will be treated as such.

HEALTH AND WELL BEING OF STUDENTS

Child Welfare

Child Abuse and Neglect Reporting (Penal Code 11164)—School district 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.

Mental Health Support

If a student has a problem interfering with school, assistance is available. In addition to a child's teacher(s), SPUSD has administrators, a school psychologist, a behavior therapist, and a social worker intern available to counsel students in need or assist with appropriate referrals to outside agencies. Students may request an appointment through the main office or through any staff member.

Emergency Card/Student Profile

In order to protect the safety and health of students, it is important that SPUSD receive certain information from parents/guardians. Parents/Guardians can help by quickly completing and returning the emergency card/student profile update online or through the Main Office prior to the first week of school. Emergency cards/student profiles are used to ensure your child's safety. If a student needs to be dismissed during the school day, the school will only let him or her be signed out by someone the parent or guardian has designated on the emergency card/student profile.

Per AR 5142, students shall be released during the school day only to the custody of an adult if:

1. The adult is the student's custodial parent/guardian.
2. The adult has been authorized on the student's emergency card as someone whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identify.
3. The adult is an authorized law enforcement officer acting in accordance with the law.
4. The adult is taking the student to emergency medical care at the request of the principal or designee.

Emergency cards/student profiles are also used to ensure each child's health. If a student becomes ill or is injured at school and the parent cannot be reached, someone his/her parent/guardian has authorized will be contacted promptly. For this reason, it is vitally important these cards/profiles be kept up-to-date. Please contact the Main Office immediately when a change in information takes place.

Extreme Heat Conditions

Care will be taken to ensure that all athletic play is conducted in a manner which will not overtax the physical capabilities of the participants. The Heat Index (HI) is the temperature the body feels when heat and humidity are combined. During a HI of 90-105, extra precautions shall be taken to ensure students are provided rest, shade, and water at regular intervals during play. During a HI of 105 or greater, all athletic play will be discontinued.

Insurance

While students are carefully supervised at school, accidents do happen. Please note that the District does not provide medical or dental coverage for students accidentally injured on school premises or injured while participating in school activities.

Medical Release from Physical Activity/PE

The District places student health and safety as the highest consideration in planning and conducting athletic activities. Universal precautions will be observed when injuries occur. Parents should notify the school if their child has a medical condition which could impact his/her involvement before participating in any athletic event. The school may require a medical clearance before allowing the student to participate.

If a child is unable to participate in Physical Education (PE), a parent/guardian's written note will be accepted for up to 3 days. If the duration of nonparticipation must extend beyond 3 days, a doctor's note, specifically reflecting the reason a student is to be released and for what duration, must be on file with the school health clerk.

Medication Policy

Per EC 49423, any student who must take prescribed/over-the-counter medication at school, and whose parent desires assistance from the school nurse or other designated school personnel, must submit to the school site a written statement of instructions from the prescribing physician, or physician assistant, and a written parental request for assistance in administering medication with the physician's instructions. Students may carry and self-administer prescription auto-injectable epinephrine only if the student's parent submits a written statement of instructions from the physician 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. (See Attachment 9)

Per EC 49480, parents of students 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 (see Attachment 21). With the consent of the parent 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.

Medication to be administered at school must be in the original prescription container and clearly marked. Students requiring medication distribution at school must have a signed "Physician's Statement" form (see Attachment 9) on file with the health clerk. This form can also be obtained from the Health Office and is posted on our website at www.sanpasqualunion.net. Similarly, all over-the-counter medication must remain in the original container and will also require a doctor's authorization to be dispensed at school.

Nutrition

Wellness Policy

To ensure student safety, there are strict rules in regards to what foods can be brought onto campus from parents and guardians. District staff will only serve foods that are purchased at a store. ***No homemade items will be served to students*** during the school day. Students may not bring drinks to school that contain high levels of stimulants (i.e., Monster, Red Bull, etc.). Please support us in providing safe, healthy foods for our students.

The SPUSD Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. Per BP 5030, Student Wellness, all classroom parties or celebrations in elementary school will be held after lunch period. A list of party and celebration alternatives will be shared with the staff, teachers and parents. Staff will encourage parents/guardians or volunteers to consider nutritional quality when selecting snacks for parties and omitting foods or beverages that do not meet nutritional standards. A more detailed overview of the policy is provided on the district's web site at www.sanpasqualunion.net.

A nourishing breakfast, snack, and lunch (including salad bar) are available every day at our school. Menu items are posted monthly on the school's website and available in the school office. Breakfast may be purchased for \$1.50 and lunches are available for \$2.75. Forms are in the office for families seeking free or reduced fee meals (EC 49510-49520). Parents are encouraged to establish a meal account for the each child. Healthy snacks and beverages are available for purchase.

The District Food Service Coordinator will notify the student when they have reached a negative balance. A reminder will be given to the student at the point of sale and invoices will be sent home. Each student will be allowed to charge meals up to a **negative \$10.00**. Per EC 49557.5, students with unpaid meal balances shall not be shamed, treated differently or served a meal that differs from what a pupil whose parent or guardian does not have unpaid meal fees shall receive.

Per EC 49510-49520, an application form for free or reduced price meals shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures, and appeal procedures. This form and information shall also be provided whenever a new student is enrolled.

Section 10 of the Child Nutrition Act of 1966, 42 USC 1779, as amended by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), requires that all food sold outside of the school meal programs, on the school campus, and at any time during the school day must meet the nutrition standards set forth in the interim final rule titled "National School Lunch Program and School Breakfast Program: Nutrition Standards for All Foods Sold in School as Required by the Healthy, Hunger-Free Kids Act of 2010". This rule, also known as the "Smart Snacks" rule, became effective on July 1, 2014. California law does not allow any food or beverages sold outside the school lunch program to compete with the school lunch program.

Food Allergies/Special Dietary Needs—The Board (BP 5141.27) desires to prevent exposure of students to foods to which they are allergic and to provide for prompt and appropriate treatment in the event that a severe allergic reaction occurs at school. Parents shall be responsible for notifying the school, in writing, regarding any food allergies or other special dietary needs of their child. Modified diet requests must be in writing and provide written medical documentation, signed by a physician, that describes the nature of the student's condition, instructions, and specific foods to be omitted. Students with serious dietary needs shall be provided reasonable accommodation or services, as appropriate, in accordance with his/her accommodation plan or individualized education program. If special meal accommodations are needed for breakfast and/or lunch, see Health Clerk. San Pasqual Union School is an equal opportunity provider and employer.

Pupil Nutrition, Health, and Achievement Act of 2001 (EC 49430, et seq.) Every public school may post a summary of nutrition and physical activity laws and regulations, and shall post the school district's nutrition and physical activity policies in public view within all school cafeterias or other central eating areas.

Pupil Health

Immunizations - Per EC 48216 and 49403, every child entering a California school must be immunized against diphtheria, tetanus, pertussis, polio, rubella, mumps, measles, varicella (chickenpox), and hepatitis B. All seventh grade students must be fully immunized against pertussis. Parents must present a written immunization record of each required vaccine with date and provider upon entry to school.

Per HSC 120325 and 120335, pupils with incomplete immunization requirements are to be excluded from attendance or parents may, in limited circumstances, complete a waiver for medical reasons. For a complete list of immunization requirements, please see Attachment 10.

Per BP 5141.31, to protect the health of all students and staff and to curtail the spread of infectious diseases, the Board of Trustees shall cooperate with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases. Each student enrolling for the first time in a district elementary or secondary school, preschool, or child care and development program shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law. Consistent with this policy, all students entering, advancing or transferring into 7th grade need proof of an adolescent whooping cough booster immunization (called “Tdap”).

Except to the extent otherwise authorized by law, each transfer student shall present evidence of immunization before he/she is admitted to school. Such evidence may include the child's personal immunization record from his/her authorized health care provider or his/her cumulative file from a previous school.

For additional information on school immunizations, please visit www.shotsforschool.org.

Communicable Disease Control—To support student health and reduce the spread of communicable disease, SPUSD partners with and follows the guidance and direction of the Center for Disease Control (CDC), San Diego County Office of Education (SDCOE), and our contracted nurse from Rady Children’s Hospital. With their support, we have established guidelines to determine if a child’s health prevents attendance at school. A child should remain at home:

- Until free of a fever or until free of symptoms of diarrhea/vomiting for at least 24 hours; and
- If a child shows symptoms of any of the following: inflamed eye, swollen glands or stiff neck, headache, or rash.

Per EC 48211, 48213, 48451; HSC 120230, the Board may exclude children suffering from contagious or infectious diseases. Prior to excluding a child from attendance, the board shall send a notice to the parents of the child. The notice shall contain each of the following: (a) A statement of the facts leading to a decision to propose exclusion of the child; (b) A statement that the parents of the child has a right to meet with the board to discuss the proposed exclusion; (c) A statement that at any meeting with the board held to discuss the proposed exclusion, the parents shall have an opportunity to inspect all documents that the board relied on in its decision to propose exclusion of the child; to challenge any evidence and to confront and question any witness presented by the board; and to present oral and documentary evidence on the child's behalf, including witnesses. The statement shall also include notice that the parents may designate one or more representatives to be present with the parents at the meeting; and, (d) A statement that the decision to exclude the child is subject to periodic review and a statement of the procedures set by the board for the periodic review. If a child is excluded from attendance, or when a principal or his or her designee determines that the continued presence of the child would constitute a clear and present danger to the life, safety, or health of pupils or school personnel, the board shall not be required to send prior notice of the exclusion to the parents as required in this section. The board shall send a notice as soon as is reasonably possible after the exclusion.

Head Lice (BP 5141.33) – The Governing Board recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. The Superintendent or designee shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences.

The Superintendent or designee may distribute information to parents/guardians of preschool and elementary students regarding routine screening, symptoms, accurate diagnosis, and proper treatment of head lice infestations. The Superintendent or designee also may provide related information to school staff.

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible.

If a student is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to

begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

Staff shall maintain the privacy of students identified as having head lice.

Sports Teams

At SPUSD, students in grades 6-8 have the opportunity to compete in team sports with other schools. Under some circumstances, students in grade 5 may also be invited to participate. The program is mostly held after school, often with the support of parent volunteers. Students may compete in six different sports (football, volleyball, soccer, basketball, cross country, and track & field) throughout the year.

Insurance for a student participating in sports is the responsibility of the parents or guardians. The District does not provide or make available medical and hospital care or insurance for students who are injured in physical or athletic activities. The District requires students be insured. Per EC 32221.5, school districts that elect to operate an interscholastic athletic team or teams are to include a specified statement regarding no-cost or low-cost local, state, or federally sponsored health programs in offers of insurance coverage and in other letters and printed materials. Information regarding coverage options is available at www.coverageforall.org.

New research has revealed the increased risks related to head injuries, especially concussions, incurred by children. All concussions are potentially serious and may result in complication, including prolonged brain damage and death, if not recognized and managed properly. Students participating in team sports will be advised of concussion risks and protocols. As a condition of team sports participation, students and their parent/guardian must acknowledge receipt and understanding of the Concussion Information Sheet found at Attachment 21.

SUICIDE PREVENTION

The Governing Board of San Pasqual Union School District recognizes that suicide is a leading cause of death among youth and that an even greater amount of youth consider (17 percent of high school students) and attempt suicide (over 8 percent of high school students) (Centers for Disease Control and Prevention, 2015).

The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. As a result, we are ethically and legally responsible for providing an appropriate and timely response in preventing suicidal ideation, attempts, and deaths. We also must work to create a safe and nurturing campus that minimizes suicidal ideation in students.

Recognizing that it is the duty of the district and schools to protect the health, safety, and welfare of its students, a Youth Suicide Prevention Plan was created and can be found at Attachment 29.

INSTRUCTION & ACADEMICS

English Language Learners

Per SB 2083, CH 1014, Statutes of 2002, 20 USCS 7012(a)(8)(A); EC 310, 440, 52173, schools will notify parents within 30 days of the start of the school year of their student's English language proficiency. This notice contains (1) the reason for classifying the student as limited English proficient and in need of English Learner services; (2) the level of English proficiency, how such level was assessed, and the status of the child's academic achievement; (3) the methods of instruction used in the program in which their child is participating, a description of the English language instruction program, and the method of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language instruction; (4) How the program in which their child is participating will meet the educational strengths and needs of their child; (5) How the program will specifically help their child learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation; (6) the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program if Title I funds are used for children in secondary schools; (7) In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and (8) the parent's option to decline the student's enrollment in the program or to choose another program or method of instruction, if available, and be assisted by the school district in selecting among various programs and methods of instruction.

Grades

Teachers maintain timely reports of student progress. Grades are maintained online and can be checked anytime by students, parents, and guardians. Please contact your child's teacher or the main office to obtain the credentials to access your child's grades. Formal report cards are issued at the end of each trimester. Progress reports are prepared mid-trimester.

Per EC 48205, 48980(j), no student may have his or her grade reduced or lose academic credit for any excused absence(s) when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

As set forth in EC 48904, parents will be notified in writing of a pupil's alleged misconduct before withholding of grades, diploma, or transcript. For students transferring in and upon receiving notice from the former district, schools will notify parents in writing of the decision to withhold grades, diploma, or transcript, as specified by the previous district.

Homework

Homework is assigned to enable students the opportunity to practice and reinforce skills taught in school.

Parents/Guardians are the key to making homework a positive experience. Therefore, we ask that parents and guardians make homework a top priority with the following considerations:

- Provide a quiet, consistent, "distraction free" place for study
- Hold high expectations
- Place an emphasis on achievement and academic progress, not grades
- Establish a healthy, regular routine
- Actively monitor media (i.e., Internet, social media, computer, phone, television, video games, etc.) use
- Help manage after school activities
- Discuss school events daily

While homework will vary by grade level and throughout the year, the following are daily homework guidelines:

- Kindergarten: 10 minutes (i.e., “book buddy” bag, read/draw picture)
- 1st Grade: 20 minutes (i.e., “book buddy” bag, read/reading response worksheet, math practice)
- 2nd Grade: 20-25 minutes (i.e., nightly reading with reading log, math practice)
- 3rd Grade: 20-30 minutes (i.e., nightly reading with reading log, math practice)
- 4th & 5th Grades: 40-50 minutes (i.e., nightly reading, math practice, weekly spelling, periodic projects)
- 6th-8th Grades: 60-90 minutes (i.e., nightly reading, math practice, vocabulary building, periodic projects/activities)

Internet Access/Safety (EC 48980(g), 51870.5 and PC 313a)

SPUSD provides Internet access for instructional use at school. Board policy has established an *Acceptable Use Policy* to define appropriate student use of the Internet and online services, including proper behavior and use expectations. All students and staff must sign the policy each year before using school equipment and/or accessing the school’s network (see Attachment 22). Parents are also encouraged to actively monitor student Internet use outside the school environment (see Attachment 11).

Instructional Materials

As set forth in EC 35186 and amended by AB 831, Ch. 118, Statutes of 2005, a school district shall use the Uniform Complaint Process it has adopted as required by Chapter 5.1 (commencing with Section 4600) of Title 5 of the California Code of Regulations, to help identify and resolve any deficiencies related to instructional materials, school facilities, or teacher vacancy or misassignment. (For more information, see Attachment 12.)

Library Services

The library is open on most school days from 8:00-3:30pm. Students must have a pass to come in the library during their recess, nutrition, or lunch breaks and when classes are in session.

Students may check out two books at a time for a two-week duration. Books can be renewed for two additional weeks. No books will be checked out to a student who has overdue books on record. Students must pay for lost or damaged library books and textbooks. Students may lose some privileges until books are returned. All books and materials must be returned and student’s records must be cleared prior to receiving end of the year report cards. Students may use school computers to find books through an automated system.

Accelerated Reader is a vital part of our school-wide reading plan. This program encourages students to make appropriate selections for independent reading based on their reading level combined with content guidelines. Most books in our library are labeled as to their reading level, length, and content guidelines. The designations of LG (lower grade), MG (middle grade), and UG (upper grade) indicate the maturity level needed for understanding and appreciating the content of materials. Our grade level designations are as follows:

LG= Primary (K-3)

MG = Middle (4-8, with teacher approval for any 3rd graders)

UG = Middle School (7th and 8th, with parent approval for any 6th graders)

“At Risk” Students

Pursuant to EC 49067, the governing board of each school district shall prescribe regulations requiring the evaluation of each pupil’s achievement for each marking period and requiring a conference with, or a written report to, the parent of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The refusal of the parent to attend the conference or to respond to the written report shall not preclude failing the pupil at the end of the grading period.

For intervention purposes, students are classified “at risk” in reading and/or math if standardized testing reflects the student is one year or more below grade level. Students in seventh and eighth grades will be considered “at risk” if their grades are at or below a “C” grade point average (1.76) cumulative overall. Additionally, middle school students must maintain “C”s or better (with grades no lower than 1 “D”) to participate in extra-curricular activities (i.e., sports, dances, choir, etc.)

Promotion/Retention (AR 5123.1)

As set forth in EC 51101(a)(16), schools will notify parents as early in the school year as practicable if their child is at risk for retention and of their right to consult with school personnel, and to appeal a decision to retain or promote their child. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. The Board of Trustees expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the variety of ways that children learn and include strategies for addressing academic deficiencies when needed.

To participate in the 8th Grade promotion ceremony and end-of-year activities (i.e., 8th Grade field trip), 8th Grade students must maintain a cumulative 1.76 Grade Point Average (GPA) for the 8th grade school year. Students may also be denied the privilege of participating in promotion ceremonies and end-of-year activities for significant disciplinary incidents (i.e., suspension) at the discretion of the Superintendent or his/her designee. If an 8th Grade student fails to meet promotion criteria, the student will receive a certificate of completion.

School Improvement

As set forth in EC 35256, 35258; 34 CFR 200.36, 200.37, 200.38, schools shall notify parents if they are identified for improvement and of actions taken to improve schools through the *School Accountability Report Card (SARC)*. (EC 33126, 33286, 35256, 35258) SPUSD provides parents a copy of the school’s current SARC, available on the District’s web site or in hard copy in school office, and makes a concerted effort to notify parents of the purpose of the SARC. By February 1 of each year, SPUSD revises the annual SARC and makes them available. The current SARC can also be requested at that time by calling (760)745-4931 or viewed by visiting the District’s web site at www.sanpasqualunion.net.

Teacher Qualifications

The caliber of all teachers at San Pasqual Union School represents excellence and it is a shared goal to provide all children with quality educational experiences. All of our teachers are considered “highly qualified” as defined by the No Child Left Behind Act. Per the Elementary and Secondary Education Act (ESEA), Parents’ Right to Know; Professional Qualifications (20 USCS 6311), parents of students attending SPUSD have the right to request and receive timely information regarding the professional qualifications of their children’s classroom teachers, including (1) whether the teacher has met state qualifying and licensing criteria for grade levels and subject areas in which the teacher is teaching; (2) whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; (3) the BA/BS degree major held by the teacher, including the field of discipline of the certification or degree; and (4) whether the child is provided services by paraprofessionals and, if so, their qualifications, graduation certification, degree(s), or credentials. Parents should contact the school principal if they would like to receive any of this information. (See Attachment 13)

San Pasqual Union School does not accept parent requests for specific teachers. If you wish to express a child’s individual learning needs and the characteristics of a teacher that complement those needs, a form is available in the main office and should be completed and returned by May 30th of the prior school year.

Testing/Assessments

Per BP 6162.5, the Board of Trustees recognizes that student assessments are an important instructional and accountability tool. Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for promotion. In addition, program effectiveness and staff evaluations shall, as appropriate, be based in part on indicators of student achievement.

Pursuant to EC 51513 & 20 USC 1232(h), tests that question pupils' personal beliefs will not be administered, unless the parents are notified in writing and give their written permission.

Preschool

SPU Preschool fulfills the vision of San Pasqual Union School to provide quality pre-kindergarten education primarily for the residents of San Pasqual Union School District. SPU Preschool is not daycare but an advanced early-start curriculum designed to give children a head start in kindergarten. The program is created by the staff at SPUS and is designed to integrate with programs for kindergarten and beyond. The preschool is conveniently located on campus with classes taught by qualified staff.

SPU Preschool Mission

To reach out to our community, sow the seeds of education in our young children, nourish their development socially, intellectually, physically and emotionally, and grow them into vibrant, healthy contributors to our world.

Parent Involvement

Involving parents is an essential element in the SPU Preschool program. Parents and guardians are strongly encouraged to participate in the classroom, share their talents and special interests, and extend the learning at home. Family Nights will also be held to provide information for parents and captivating experiences for children. These nights will greatly enhance your child's educational experience and attendance is strongly encouraged. For more information about the preschool program, please contact the Program Director at 760-745-4931 ext. 2200.

Kids' Club

Kids' Club is a before and after school program exclusively for the students of San Pasqual Union School District. The mission of Kids' Club is to provide a safe, nurturing environment for children where they can build connections, channel knowledge, live with purpose, judge wisely, act responsibly, and thereby build a stronger foundation for a meaningful life.

Kids' Club provides a structured setting for children to continue their education beyond the classroom and build better connections with the school, staff, and their peers. The sessions are divided into two classrooms based on the age of the children with appropriate guidance and activities for each. The program is staffed with qualified professionals who are familiar with the school's curriculum and character traits and can reinforce this knowledge with students each and every day. Contact the Program Coordinator for more information at 760-745-4931 ext. 1901.

PROCEDURES

Communication

Open and ongoing communication between home and school is key to academic success. Please ensure that the school has current contact information for all parents/guardians, including address, phone numbers, and email. San Pasqual Union's *Saints SOAR Weekly*, our school's weekly e-newsletter, is emailed to families each week. Events, announcements, notices, and other important communications are included in this correspondence.

Personal meetings with teachers and/or administrators are welcome whenever parents/guardians and/or teachers feel such a meeting would be beneficial to the progress of the student. If a parent/guardian has a classroom specific issue, that parent/guardian is encouraged to speak with the teacher first before taking the issue to administration.

To facilitate communication between school and home, each member of the staff has an email address and a voice mailbox. Email addresses are formatted as follows: firstname.lastname@sanpasqualunion.net. For example, John Doe's email address is john.doe@sanpasqualunion.net. Staff emails can be found at: <https://www.sanpasqualunion.net/domain/87>. Voicemail may be accessed through the school's main phone lines.

Field Trips

Each class takes at least one field trip each year. These trips are planned in advance and are closely aligned to classroom curriculum. Parents/Guardians are often asked to help chaperone these trips and make donations to help defray costs. Prior to being permitted to leave campus, each child participating in a field trip must submit a written permission slip signed by a parent or guardian for each field trip. Food Services will provide sack lunches for students on field trips upon request from the parents/guardians, students, or teachers. This service is available for all students regardless of their eligibility for free and reduced lunches. Students will be charged their regular meal price for the sack lunch. Students who are eligible for free or reduced price meals will have meals provided, upon request, for all field trips. No child will be denied participation in school sponsored field trips due to lack of funds. For more information on field trips, see Attachment 15.

Lost And Found

Children often misplace and fail to claim lost clothing, books, sporting equipment, etc. Parents are encouraged to **label clothes** and other personal items with the full name of the child and encourage their child to seek lost items as soon as possible. All items that remain in the lost and found will be donated to charity.

Picture Day

Pictures of all students may be taken twice a year. Packets of class and individual pictures will be available for purchase. The photographer also provides the school with pictures for seating charts and the cumulative records. Fall pictures will be used for the yearbook. Unless the office is notified in writing by a parent/guardian, pictures of students taken at school may be used in publications such as school newspapers, magazines, newsletters, websites, and social media.

Transportation To and From School

Morning Drop Off

During morning drop off, please use the drop off lane in the front parking area. Be sure students always exit via the right side of the vehicle—avoid opening doors on the left side. Never leave vehicles unattended in the white drop off zone. If parking, please use the East or West Parking Lot areas and escort your child to the nearest sidewalk. Never allow your child to walk in any parking lot unescorted.

Release During the School Day

Per AR 5142, students shall be released during the school day only to the custody of an adult if:

1. The adult is the student's custodial parent/guardian.
2. The adult has been authorized on the student's emergency card as someone whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identify.
3. The adult is an authorized law enforcement officer acting in accordance with the law.
4. The adult is taking the student to emergency medical care at the request of the principal or designee.

Afternoon Pick Up

During afternoon pick up, students will be escorted by their teacher to the pick-up areas in the front and west parking areas. Students will not be released until a parent or guardian enters the pick-up zone. If you would prefer to park, please park in the East or West parking areas, and walk to the pick-up zone to retrieve your child. Do not park on the dirt access road across the street from the school campus. Students will not be permitted to walk unescorted to parents waiting in vehicles.

Cars in the pick-up zones will be instructed to pull forward so as to not block incoming vehicles. Students should always enter using the right side of the car – avoid walking to the left side of the car and into exiting traffic. Exit lanes are for exiting vehicles only. Vehicles should not stop in the exit lanes. Parents/guardians are required to observe and follow all traffic regulations as they relate to speed limits, turning restrictions, cross walks, etc.

Students will not be permitted to enter any parking lot without adult supervision. At no time shall a student be dropped off or picked up in the street or other non-designated areas.

Families must arrange transportation home from school BEFORE school starts each day. Students left at school longer than 15 minutes after dismissal will be escorted to the office and may be placed in our after school Kids' Club program at parent/guardian expense.

Students Walking To/From School

If walking to school, please remind students to follow the designated safe school route. Specifically, students walking from Rancho San Pasqual and Rancho Vistamonte must:

- Stay on the sidewalk at all times. Stay off the golf course and other private property.
- Cross only at intersections. Look both ways for vehicles before crossing.
- Walk to the intersection of Old Ranch Road and Rockwood Road.
- Stay on the south concrete sidewalk away from the golf course at all times.
- Utilize the designated walking/riding paths on Rockwood Road.
- Enter the school grounds at the first gated entrance near the bicycle racks. Do not walk through the East Parking Lot.

Other Modes of Transportation – Bikes, Skateboards, and Scooters

Students in Grades 3 through 8 are encouraged to ride their bikes, skateboards, and non-motorized scooters to school. Students in Grade 2 may also ride to school using these modes of transportation, but only if accompanied by an older sibling or adult. Students in Preschool, Kindergarten, and Grade 1 may not ride bikes to school.

Roller blades, motorized scooters, hoverboards or any other type of similar transportation other than a bicycle, skateboard, or non-motorized scooter are **NOT** permitted. Students who ride bicycles, skateboards, or scooters to school must be registered through the school and place the school-issued sticker on their bicycle, skateboard, or scooter. All students are required to wear a helmet when riding a bike, skateboard or scooter to and from school and obey all applicable codes and regulations. Students use bicycles, skateboards, and scooters at their own risk. SPUSD does not accept any liability for any person operating or using a bicycle, skateboard, or scooter.

Bicycles, skateboards, and scooters must be parked and locked in the designated rack area at all times. Students riding bikes, skateboards, and scooters are to lock them in the rack area and leave the area immediately. Do not lock two items together. Each student must have his/her own lock. Students should not leave easily removable accessories on their bikes, skateboards, or scooters. Students tampering with the property of others will be referred for disciplinary action and the police may be notified. The bike, skateboard, and scooter area is locked during school hours, opened only before and after school. The school is not responsible for the bicycles, skateboards, and scooters while on school property. Bicycles, rollerblades, skateboards, scooters, and other similar devices are not permitted in the main campus area, regardless of time or day.

Bus Riders

Parents are encouraged to accompany children to the bus stop and to wait with them until the bus arrives. It is recommended that parents are present when children are dropped off at the bus stop at the end of the day. Children walking to and from their school bus stop should be instructed to use the safest, most direct route. Students are encouraged to go directly home from the bus stop. For a complete list of bus rules, see Attachment 3.

SPECIAL EDUCATION SERVICES and SECTION 504

SPUSD offers programs for students with disabilities. These services are available to eligible students in both the *push in* (support within the regular classroom) and *pull out* (support in a separate classroom) models. Students with more severe disabilities may be served outside the District through an interdistrict agreement.

Per EC 56040 et seq., any student with a disability, who is eligible to receive special education and related services, shall receive such instruction and/or services at no cost and in the least restrictive environment. The IDEA establishes 14 distinct disabling conditions, which may require special education services. Federal law (IDEA, 20 USC 1400, et seq.; Rehabilitation Act of 1973 § 504) requires a free and appropriate education in the least restrictive environment be offered to qualified disabled students. Further, the law prohibits discrimination against a student with a disability in any program receiving federal financial assistance on the basis of sex, disability, race, color, national origin, or lack of English skills. This includes availability of reasonable accommodations for pupils with disabilities.

Section 504 defines a person with a disability as anyone who: 1) has a mental or physical impairment which substantially limits one or more major life activities, including, but not limited to: walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks; 2) has a record of such an impairment; or 3) is regarded as having such impairment.

SPUSD has specific responsibilities to identify, evaluate, and, if the student is determined to be eligible under Section 504 or the IDEA, afford access to appropriate services. Parents/Guardians should note that a Section 504 Service Plan is a civil rights statute and not a special education statute. If you need more information regarding Section 504 Service Plans and/or special education services, please contact the Section 504 Coordinator or your child's teacher.

Child Find System (IDEA; EC 56300, 56301)

SPUSD has established policies and procedures for a continuous child-find system to address the relationship among identification, screening, referral, assessment, planning, implementation, and review. Any parent suspecting that a child has a disability may request an assessment for eligibility for special education services through the school principal.

Notice of Procedural Safeguards

As mandated by 5 CCR 3080; EC 56502, 56043(n), the Notice of Procedural Safeguards, known as "Parents Rights" or procedural safeguards, shall be made available to all parents (see Attachment 16).

Special Education Records

Pursuant to EC 56043(n), parents with children with exceptional needs have the right to examine and receive copies of records within five (5) business days after a request is made, and before any IEP meeting, hearing, or resolution session regarding their child.

VISITORS and VOLUNTEERS

Visitors

We are proud of our program here at San Pasqual Union School. It is our pleasure to have interested parents, guardians, and community members visit our campus and classrooms. We encourage visitors to make an appointment to see a teacher, administrator and/or visit classes. Visitations to classrooms may be limited to a maximum of forty-five minutes. An administrator may accompany the parent, guardian, or community member on classroom visits. Please call the school office at 760-745-4931 to arrange for a visit.

All visitors must enter through the main office. When coming for a visit, state law requires all visitors to sign in and sign out at the office. Immediately upon arrival, please check in with the office to obtain a visitors badge. While on campus, visitors must wear their badge at all times. When finished with the visit, all visitors must exit through the main office and sign out. An electronic scanning device will be utilized to sign in/out visitors and to account for their presence on campus.

Volunteers

Parents/Guardians who are willing to serve as volunteers at San Pasqual Union enrich the educational program by their service and make it possible for the teachers to be more effective in meeting the needs of all the children. All parents/guardians regularly volunteering in classrooms (more than 20 hours per year) must file an application and successfully complete a background check (tuberculosis/TB testing and criminal record check). Applications, Volunteer Guidelines, and the Volunteer Code of Conduct may be found at Attachment 18. Approved volunteers will be issued photo IDs which must be worn at all times while on campus. During each visit, volunteers must scan their card when entering and leaving campus. Volunteers who do not comply with this requirement and/or the Volunteer Code of Conduct will no longer be permitted to volunteer. Please note that when volunteering, no children are permitted in the staff lounge or workroom.

Unaccompanied minors (children under 18 with no adult supervision) are typically not permitted to visit or volunteer. Exceptions may be made for children “sponsored” by SPUSD staff through written agreement (Attachment 18).

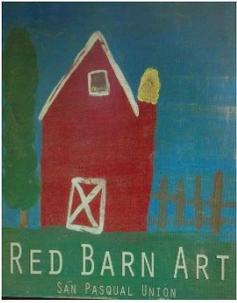


Parent Teacher Association (PTO)

Our Parent Teacher Organization (PTO) is a formal organization that consists of parents, teachers and school staff. PTO holds a main fundraiser in the fall, and a few small ones throughout the year. The monies raised pay for events and programs that benefit all students and teachers at our school. These include teacher grants, PE equipment, classroom supplies, field trips, assemblies, and the Visual and Performing Arts (VAPA) program. Events include Family Night, Pancake Breakfast, Book Fairs, and Holiday Boutique. For these and other programs to continue, all parents/guardians, teachers and staff are strongly encouraged to join and help keep this organization strong and successful. SPUSD continues to thrive because of the love and care created by our excellent group of PTO members and its volunteers.

San Pasqual School Foundation

The San Pasqual School Foundation financially supports special programs in the school that would otherwise not be available due to budgetary limitations. In the past, these have included the library, technology, and the physical education, music, and arts programs. The San Pasqual School Foundation is committed to keeping these programs in place in order to provide the best educational experience for all of the children at San Pasqual Union School. Parent/Guardian and staff support is greatly needed and appreciated.



Red Barn Arts

Our Visual and Performing Arts (VAPA) volunteer program is aptly named "Red Barn Arts". The vision of Red Barn Arts is that through the arts, we will cultivate an environment of innovative thinking, problem solving, and creative expression that will empower and prepare our students for success throughout their lives. The team is comprised of teachers, parents, administrators, and other school leaders. The best way to support this growing program is through donations of time, talents, money, and materials. Fundraisers will occur regularly to create a quality, self-sustaining arts program.

SAGE Garden

Our school garden is called SAGE (Students Are Growing Everyday).

The mission of the San Pasqual Union School Garden is for students and volunteers to create and sustain our school garden to enhance:

- academic achievement
- a healthy lifestyle
- environmental stewardship
- a connection to our earth and understanding of where our food comes from
- community and social development



The vision for the garden is that by creating and sustaining our garden, we create opportunities for our children to discover the source of fresh and delicious food, make healthier food choices, become better nourished, and experience our connection to the natural world.

In our outdoor living classroom, we offer a dynamic, beautiful setting in which to integrate diverse learning disciplines and cultivate the talents and skills of all students while enriching the students' capacities of observation and thinking. The garden and plants will use the physical to help convey academic principles valued in the classroom such as problem solving, science, values, math, history and spontaneous learning.

Young people can experience deeper understanding of natural systems and become better stewards of the earth by designing, planting, cultivating, and harvesting their school garden with their own hands. They will learn core life lessons, including patience, hard work and a lifelong love of learning.