

SPENCER VALLEY SCHOOL

**4414 HIGHWAY 78/79, P.O. BOX 159
SANTA YSABEL, CA 92070**



Parent-Student Handbook 2018-2019

Phone: 760-765-0336

Fax: 760-765-3135

Website: www.svesd.net



Board of Education

Lisa Boyer
Carol Frausto
Cristi Lewis

Superintendent/Principal

Julie Z. Weaver

MISSION STATEMENT

*Spencer Valley School
is a public elementary school
that provides a comprehensive education,
in a safe, nurturing environment.*

*Students develop the high academic skills, creativity,
self-confidence, and resourcefulness necessary
to approach life with optimism, live it with integrity,
and make a positive difference in the world.*

Spencer Valley School District is committed to ensuring equal, fair, and meaningful access to employment and education services. Spencer Valley does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. The Superintendent is charged with overseeing, leading and directing the district's efforts to meet the legal obligations set forth in state and federal civil rights laws and regulations, employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to the Superintendent at 760-765-0336.

SPENCER VALLEY SCHOOL STAFF

2018-2019

Julie Z. Weaver.....Superintendent/Principal/Teacher
Lyndsie Cornette.....Ritchie Hall Teacher; Third & Fourth Grade
Allyson Jasper.....Ritchie Hall Teacher; Fifth, Sixth, Seventh & Eighth Grade
Kimberly Mitchell.....Old Schoolhouse Teacher; First & Second Grade
Sara Chandroo.....Old Schoolhouse Teacher; ESK, TK & K
Vicki Bergstrom.....Technology Specialist
Carmen Longoria.....School Secretary
Kathleen McKenzie.....CBO/Business Manager
Josefina Silva.....Custodian
Gavin JonesMaintenance
Janel Alexander.....Food Service
Kim Miller..... Yard Duty/Food/Classroom Aide

TABLE OF CONTENTS

Annual Notifications.....	6
Attendance.....	6
Asbestos Hazard Emergency Response Act.....	6
Auto Calling/Website.....	12
Birthdays.....	6
Board of Education.....	2
Calendar.....	22
Dress Code.....	6
Electronic Devices.....	7
Emergency Information.....	7
Field Trips.....	8,9
Gifted and Talented Education Program (GATE).....	14
Guidelines for Resolving Problems with Students.....	13
Homework.....	7
Lunches.....	10
Medication.....	10
Messages.....	10
Mission Statement.....	2
Highly Qualified Teachers.....	6
Newsletter.....	10
Parents' Rights.....	15
Parking.....	10
Pets and Other Critters.....	10

Playground.....	11
School Advisory Committee.....	11
School Accountability Report Card (SARC) and LCAP.....	11
School Hours.....	11
School Property.....	12
Self-Directed Learning.....	13
Seven C's	14
Sexual Harassment.....	6
Special Education.....	14
Staff Development.....	11
Staff Members.....	3
Student Evaluation.....	12
Tacky Day.....	12
Telephone Use.....	12
Tobacco Free Policy.....	6
Toys.....	12
Transportation.....	12
Uniform Complaint Procedures.....	17
Website.....	12



ATTENDANCE

If your child is or will be absent from school, please notify the office by telephone at 760-765-0336, or e-mail at spencervalley@svesd.net. Please advise the office of any deviations from the regular schedule, for example, appointments, early pick-up or special transportation arrangements. You need to sign your child in or out of school when picking up late or early. Please inform the office in writing or by phone if someone other than parent/guardian will be picking them up after school.

Absences from school shall be excused **ONLY** for personal illness; quarantine under the direction of a county or city health officer; medical, dental, optometric, or chiropractic appointments; attendance at funeral services for a member of the immediate family (one day limit for in-state funeral and three day limit for out-of-state funeral). "Immediate family" shall be defined as mother, father, grandmother, grandfather, brother, sister or any relative living in the student's immediate household.

When a student has had five absences and/or five tardies, a **letter will be mailed** to the home informing them of the absences and tardy dates and requesting them to call the office to schedule a pre-SARB conference. Further unexcused absences would require referral to the San Diego County Office of Education School Attendance Review Board. When a student has had 10 absences in the school year for illness, a physician must verify any further absences for illness.

ANNUAL NOTIFICATION

The following topics are addressed in the Annual Notification at www.svesd.net.

- Rules of Student Discipline
- Sexual Harassment
- Hate Violence
- Harassment/Threats
- Tobacco Free Policy
- AHERA ACT (Asbestos Hazard Emergency Response Act)
- Healthy Schools Act 2000
- Williams Settlement Act 2000
- Highly Qualified Teachers
- Disabled Pupils Information
- Medical & Temporary Disabilities

BIRTHDAYS

Student birthdays may be celebrated after school. If you want to bring a treat, please bring enough for both classrooms. A nice way to honor a child's birthday is to donate a book to our library in her or his name. A bookplate naming the donor will be placed in the book.

DRESS CODE

Dress appropriately for school and play. The "4 B's" (breast (cleavage), belly, back and bottom) must be covered. Please check if logos on shirts are appropriate for a K-8 school. A shirt will be loaned to students if guidelines are breached. **Shoes with high heels and/or open toes are dangerous on the playground. Makeup, glitter, or anything that is a distraction from learning should be left at home.**

Physical Education takes place throughout the week. Please make sure your child wears or brings shoes that are appropriate for physical activity everyday.

ELECTRONIC DEVICES

To ensure the safety of all students, to protect personal property, and ensure the educational process is not disrupted, personal cameras, radios, and recording devices may not be brought to school unless as part of a class project and with the permission of the teacher. Any disruption to the learning process, as defined by the teacher, will result in confiscation of the item. Confiscated items will be held until the end of the school day and will only be returned to a parent or guardian. Students who bring electronic devices do so at their own risk. The school is not responsible for the item and is not liable if the item is confiscated, lost or stolen. Electronic devices including cell phones, CD players, iPods, MP3 players, radios, etc., are not to be used in classrooms during the day. **Cell phones are to be tuned off and in backpacks while students are in school.** See further information on page 12.

EMERGENCY INFORMATION

The information you provide annually on the Emergency Information Form is essential in helping the school staff to assist your child in the event of an emergency.

Should an emergency or natural disaster occur, students will be kept at school until they can be safely released to parents, or to an authorized person, or until the students can be dispersed to their homes in a safe manner.

If any information or phone numbers change during the school year, please contact the school office with the new information as soon as possible. When an emergency contact other than the parent is not provided, it may be necessary to contact a social services or law enforcement agency in the event of a health/medical or serious disciplinary emergency; ill students may not be kept at school, even in the office, as this creates a health risk to others.

To register for reverse dialing from San Diego County—go to readysandiego.org.

HOMEWORK

Extending Learning Beyond the School Day

The Spencer Valley School community believes that learning is a lifelong process that takes place in and out of school. We believe that family time is vital to developing the healthy, well-rounded child. Every child needs a backpack or other bag to keep work organized and a well-lit desk or table to do homework. Homework is assigned as practice for what has been taught at school. These tasks are useful to bring math facts and procedures to the "automatic" level and for extending reading skills. Research shows that 20 to 30 minutes of daily reading (and being read to, especially for beginning readers) builds fluency and vocabulary, plus an increasing knowledge of sentence structure and other writing skills. The Old Schoolhouse will assign weekly packets of homework to help students master specific skills. Ritchie Hall students will be given daily homework and other long term assignments, including book reports and other assignments to be completed at home. **Finally, it is the student's responsibility to complete any unfinished daily class work at home and return it the following day.**

Homework Hour

Teacher assistance, targeted support, once a month craft experience, music and music check in are available to all students during homework hour. Homework hour schedule is Monday, Tuesday, and Wednesday from 2:40 to 3:40 p.m. each week. Homework hour is optional. Prompt pickup is at 3:40.

FIELD TRIPS

Coordination

A staff person will be the designated coordinator for each field trip. Coordinator's responsibility is to plan and manage the field trip with the cooperation of the other staff members and parents involved. Coordinator will be responsible for bringing the school's first aid kit along on the field trip.

Drivers and Vehicles

Drivers must be at least 21 years of age.

Drivers must be willing to drive to and from the school without side trips.

ALL DRIVERS MUST HAVE:

- A valid driver's license on file in the office.
- Current car registration on file in the office.
- Valid fingerprints on file; please inquire in the office.
- A copy of declarations page of the current auto insurance policy on file at the school--coverage must be 100/300 on file in the office.
- A Vehicle in good repair and a full tank of gas.

SEATBELTS/CAR SEATS:

- Cars must have seatbelts for each passenger
- It is the driver's responsibility to make sure all passengers are properly secured with seatbelts at all times.
- Parents must furnish car seats for children under 8 years or 4'9" and they must be secured in a car set or booster seat in the back seat.
- Children under 8 who are taller than 4'9" may be secured by a safety belt in the back seat.
- Children who are 8 years and over shall be properly secured in an appropriate child passenger restrain system or safety belt.
- Passengers who are 16 years of age or older are subject to California's Mandatory Seat Belt law.

The capability for cell phone communication is recommended. However, drivers are expected to refrain from cell phone use (hands free or not) while driving during a school field trip. In an emergency, please pull over to use your cell phone.

Drivers must obey the California traffic laws and posted speed limits at all times.

Procedures

EACH DRIVER WILL RECEIVE A PACKET WITH:

- Detailed directions and a map (if needed) to the field trip site and to any other destinations such as a place to have lunch.
- Cell phone numbers of other drivers.
- Copies of permission slips and emergency forms with a consent to medical treatment for each child assigned to his/her car.

FIELD TRIPS

Drivers are responsible for children in their car unless the staff adjusts assignments upon arrival.

Cars will caravan to and from the site—if you cannot see the person behind you, please slow down or pull over in a safe place until they can be seen.

If you want the driver in front of you to stop, flash your headlights.

So that all children can have an equitable experience adults/parents will bring their own food as there will be no stops to purchase food unless the whole field trip plans to stop.

Do not stop for accidents unless you are the first on the scene.

The number of drivers is limited by requirements for each field trip. Not all parents can go on all field trips. Drivers will be rotated to allow equitable parent participation. Parents who wish to drive only their own children cannot be accommodated.

Chartered Bus

For any fieldtrips with a chartered bus the following will apply:

- The number of chaperones needed will be based on the number of volunteers needed for the location and number of tickets available.
- Chaperones will be chosen by the coordinator and be rotated to allow equitable participation.
- Parents who want to follow the bus to the location or drive their own child(ren) cannot be accommodated.

LUNCHES

Our school offers lunch and/or snack to all students Monday through Friday, excluding Thursday. The costs per day for lunches are: Kindergarten - \$1.00, Old School House - \$2.00, Ritchie Hall and Adults - \$3.25. School lunches must be purchased ahead either daily or monthly. If you are bringing a lunch to your child **anytime after school begins** please **sign in** at the office **first**.

Volunteers intending to buy lunch should let the office know in the morning.

Free and Reduced School Lunches are available to children of eligible families. For more information, contact the office staff or you can find this form on the website at svesd.net.

Sodas, sports drinks and candy in lunches are prohibited at school. Microwaves and refrigerators in the kitchen are not available for student use.

MEDICATION

If it becomes necessary for a student to take any non-prescription (over the counter) or prescription (drug) medication at school, written request from the student's physician and/or parent/guardian is required. A designated person in the office shall assist the student in taking the medication (BP 5141.21 (a) and Ed Code 49423). All medication identified above must be kept in and dispensed from the school office. We ask students to bring any medication to the office.

MESSAGES

We ask that you call the office if you need to leave a message for your child and we will make sure that the student receives it. When a message is left, it will be delivered at recess or lunch. **Class will not be interrupted** unless it is deemed an emergency by the school staff. Students will not be allowed to check cell phones for messages during the school day.

NEWSLETTER/COMMUNICATION/ALL CALL

Our major forms of communication are through emails, fliers, text, all call reminders and the Spencer Valley website at <http://www.svesd.net>. The all school newsletter will be sent home each trimester.

Communication works best when students and parents read the bulletin and newsletter together. Copies of the newsletters and other parent information are always available in the school office, and also distributed by email and posted on the Spencer Valley website.

PARKING

For the safety of the children please drop off and pickup at the curb in front of the school. If you need to stop for more than two minutes you need to park in a parking spot or at the top of the drive near the mulberry tree. Double parking is very dangerous and **is not permitted**. Please keep the cul-de-sac clear.

PETS AND OTHER CRITTERS

If your child wishes to bring a pet to share with the class, please make arrangements with his/her teacher at least one day in advance.

PLAYGROUND

We are lucky to have a wonderful play yard with a variety of options for play and discovery. Supervision is provided by staff. It is the students' responsibility to play where they can see a staff person at all times, act respectfully with yard supervisors and fellow students, and follow established regulations for outside areas and play equipment.

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

The SARC contains general information about the school as well as a summary of the results of the California Assessment of Student Performance and Progress (CAASPP). The complete SARC is posted in February and is available on the school's website at <http://www.svesd.net>.

SCHOOL ADVISORY COMMITTEE AND LCAP/PARENT ADVISORY COMMITTEE

The purpose of parent membership on the School Advisory Committee or the LCAPP parent Advisory Committee is to participate in :

- Developing and recommending either the Site Plan for Student Achievement or Local Control Accountability Plan goals.
- The ongoing review of the implementation of the school improvement goals with other members of the school advisory committee (the superintendent, teachers, classified personnel, parents and the community) and to assess periodically the effectiveness of the programs and goals.
- The annual review of both the SPSA & LCAP. If necessary, make modifications in the plans to reflect changing improvement needs and priorities.
- An advisory capacity to administration and Board, and perform additional functions as outlined in District policy.
- Take other actions and follow timelines as required by the Education Code.

Each year we need as many as four parent members. Parent members must be nominated and elected by other parents in the school community. Nominations and elections take place during the first few weeks of the school year. If you would like to be considered to serve on the School Advisory Committee please see Candace in the office.

SCHOOL HOURS

Please have students at school by 7:55 am (students will be considered tardy at 8:01). School begins at 8:00 a.m. and ends (except Thursday) at 2:30 p.m. for all students. On Thursday school ends at 12:00 p.m. for all grades. Please respect the integrity of our school program by bringing children to school on time and picking them up promptly.

Children should not arrive before 7:45 a.m. in the morning. Pick-up in the afternoon should be within 10 minutes of dismissal time. There will not be supervision available after 2:40 p.m. or 12:10 p.m. on Thursday. For special situations, please make arrangements in advance with your student's teacher. If you cannot pick up your child on time, please call the office. Students not picked up by 2:40 p.m. or 12:10 on Thursday will be asked to sit and read on the bench outside the office while waiting for pick-up.

STAFF DEVELOPMENT

In order to fulfill our commitment to personalized education for each student, the Modified School Day each Thursday ends at 12:00 p.m. to allow staff time for meetings, enrichment and planning. Staff development days are scheduled before and after the school year.

SCHOOL PROPERTY

Books, computers, or any other school equipment lost or damaged by a student is the responsibility of the parent to repair or replace.

AUTO-CALLING/WEBSITE

The school uses an automated calling system for most messaging and emergencies. This includes telephone, emails and text.

STUDENT EVALUATIONS AND PARENT CONFERENCES

Student growth and development is formally evaluated four times a year, in October, January, March, and June. Students who fall below grade level are monitored more frequently. A written evaluation is combined with a portfolio assessment, conference with parents, students and staff once a year in October and in monthly meetings if the student is below basic and at risk of retention. Conferences are scheduled monthly for students at risk of retention until satisfactory progress on pre-determined goals is achieved. Parents may also request a conference with their child's teacher at any time during the year. To promote open communication and develop strategies for student growth, assessment is based on teacher observation, portfolio samples, writing, math, social studies, science, various written and computer-based assessments, reading records and state testing results.

TACKY DAY/PROMOTION CEREMONY

Tacky Day is the year-end celebration that includes graduation for 8th graders and promotion in grades TK—7. Students share their many talents in the form of poetry readings, songs, plays, projects, and art. The program is followed by a community potluck in the picnic area. Parents, grandparents, siblings—the entire community—are invited. Historically, Tacky Day meant that parents and children have the option to come dressed in "tacky" clothes. This is still an option.

TELEPHONE/CELL PHONE USE

Students may use the school telephone only with teacher or staff permission. Students will not be permitted to use school phones to arrange social calendars. Please make after-school arrangements for visits between children before arriving at school. Cell phones must remain off during school hours. Calls may be made with adult permission after school. Phones will be confiscated if used at any other time and will need to be picked up by parents at the office.

TOYS

Students must leave toys, electronic games, cards, etc. at home unless they are part of an assigned sharing day.

TRANSPORTATION

Spencer Valley does not provide bus service.

WEBSITE

Spencer Valley School has a website that is updated periodically. The address for the website is <http://www.svesd.net>.

SELF DIRECTED LEARNING

I am becoming a self-directed learner at school when:

- I **come** to school well rested and ready for work and play.
- I **finish** my work on time during the school day.
- I **use** attentive listening when my classmates and teachers speak.
- I **keep** my work organized at school.
- I **return** materials to their proper place for others to use.
- I **check** my work to see that I have done it to the best of my ability.
- I **read** at home and do my reading log every day at home or at school.
- I **bring** my work materials to school (work done at home) to share at school.
- I **develop** my ideas through speaking and responding to others.
- I **know** that my words, thoughts, and ideas are important so I can learn to be a successful citizen/learner.
- I **find or think up** interesting things to do or investigate, when I have free time.
- I **can share** my frustrations and discover ways of handling them in a responsible manner with those related to the problem

GUIDELINES FOR RESOLVING PROBLEMS WITH STUDENTS

There may be times when a child's behavior is inappropriate. In most cases a simple reminder is enough. When additional measures are needed, the staff attempts to handle each problem in an individual way, keeping in mind the child's special needs. The main goal is to help each child grow socially and emotionally, become responsible for managing his or her own behavior, and learn to resolve conflicts. This year the staff will be trained in Restorative Practices.

If a child has a problem:

1. The teacher will confer with the child regarding the inappropriate behavior and will remind the child of what is expected. If unacceptable behavior persists, the child will be sent to the office to talk with the principal.
2. When these efforts are not successful, parents will be informed. Where advisable, conferences involving parents, teachers, principal and other school personnel will be held to formulate a plan to improve behavior. An individual plan may be implemented by their teacher and parents to deal with recurring incidents.
3. Where poor behavior persists, after concerted and long-term efforts on the part of school personnel and parents, and where the behavior is disruptive to the school program, the following actions are possible:
 - (a) limited attendance (modified day—child stays at school as long as behavior remains acceptable).
 - (b) short-term suspension.
 - (c) expulsion from school by School Board.

Whenever possible, the staff works together with students and parents to resolve issues so that students remain successful.

OTHER ESSENTIAL INFORMATION

GIFTED AND TALENTED EDUCATION PROGRAM (GATE)

We believe that all students should be educated to their fullest potential with rigorous educational opportunities appropriate to their accomplishments and needs. The School Advisory Council/LCAP Committee functions as the GATE Advisory Council and is open to all parents and meets two or more times a year to ensure ongoing parent participation in program planning, implementation and evaluation.

8 C's

Spencer Valley's 8 C's are loosely based on standards that reflect the *21st Century* learning skills currently assembled by the Oracle Foundation which are the 5 C's of Communication, Content, Creativity, Critical Thinking, and Collaboration.

- | | |
|--|---|
| * <u>Communication</u>
Computer Skills
Media Fluency/Digital Citizenship | * <u>Civic Responsibility</u>
Service Learning |
| * <u>Critical Thinking</u>
Problem Solving | * <u>Creativity</u>
Innovation |
| * <u>Collaboration</u>
Cross-Cultural Understanding
Teamwork
Leadership | * <u>Content</u>
* <u>Compassion</u>
* <u>Curiosity</u> |

Spencer Valley staff added the three extra "C's" of Compassion, Civic Responsibility and Curiosity to that list. Staff will interweave these concepts throughout the instructional day as well as specifically focusing on the teachable moments that support understanding of these qualities in daily life.

SPECIAL EDUCATION

Spencer Valley School is committed to providing a quality education to students with disabilities alongside their peers. An Individualized Education Program (IEP) Team meets to determine the most appropriate and least restrictive placement to meet each student's needs. When the IEP Team determines student needs and goals require an alternative environment such as a specialized class, or school, a timeline is established to identify placement, goals, and objectives for the student. Whenever possible, we try to keep students at Spencer Valley. Should a student's IEP require a program not available at the school, alternate arrangements are provided through the North Inland Special Education Local Plan Area (SELPA), enabling students to participate in their program delivered at a neighboring district.

PARENTS' RIGHTS AND RESPONSIBILITIES

FAMILY INVOLVEMENT

In a democracy, parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in public schools. This early and consistent parental involvement helps children do well academically. When this involvement is combined with a partnership between home and school, the student, the school, and the community benefit.

Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children.

CLASSROOM OBSERVING

Parents have the right to visit their child's classroom to observe activities. The time and date of the visitation must be arranged with the office at least 24 hours in advance.

TEACHER CONFERENCING

Parents have the right to request a conference with their child's teacher or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

VOLUNTEERING

Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service. All parents are required to be fingerprinted and undergo volunteer training and review of the volunteer code of conduct.

STUDENT ATTENDANCE

Parents have the right to be notified in a timely manner if their child is absent from school without permission.

STUDENT TESTING

Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests.)

SCHOOL SELECTION

Parents have the right to request that their child be enrolled in any school in the District. The District is not compelled to grant the request.

SAFE SCHOOL ENVIRONMENT

Parents have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

CURRICULUM MATERIALS

Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

STUDENT ACADEMIC PROGRESS

Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

ADVANCEMENT TOWARD LITERACY

Parents of English learners have the rights to support their child's advancement toward literacy by accessing surplus or undistributed instructional materials made available by the Superintendent.

STUDENT RECORDS

Parents have the right to access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

STANDARDS

Parents have the right to receive information regarding the academic standards their child is expected to meet.

SCHOOL RULES

Parents have the right to receive written notification of school rules, attendance policies, dress codes, and procedures for school visitations.

RISK OF RETENTION

Parents have the right to be notified as early in the school year as practicable if their child is identified as being at risk of retention and of their right to consult with appropriate school personnel. See website for specifics in the Annual Notification.

PSYCHOLOGICAL TESTING

Parents have the right to receive information on all psychological testing recommended for their child.

INTRUSIVE EVALUATION

Parents have the right to refuse to submit to monitoring of the quality or character of the student's home life, any form of parental screening or testing, any nonacademic home-based counseling program, parent training, or any prescribed family education service plan, and to inspect any survey collecting personal information.

COUNCILS AND COMMITTEES

Parents have the right to participate as a member of a parent advisory committee, school-site council, or site-based management leadership team in accordance with established rules and regulations for membership.

1. Working with their children at home in learning activities that extend the classroom learning
2. Participating in decisions related to the education of their own children or the total school program as appropriate

PARENT RESPONSIBILITIES

Parents/Guardians may support the learning environment of their children by (Education Code: 51101):

1. Monitoring attendance of their children
2. **ENSURING THAT HOMEWORK IS COMPLETED AND TURNED IN ON TIME**
3. Encouraging their children to participate in extracurricular and co-curricular activities
4. Monitoring and regulating the television viewed by their children
5. Working with their children at home in learning activities that extend the classroom learning
6. Volunteering in their children's classroom or for other school activities
7. Participating in decisions related to the education of their own children or the total school program as appropriate
8. Signing in/out when coming to the school during school hours.

ALL STUDENTS, PARENTS, STAFF, ADVISORY COMMITTEES, AND COMMUNITY

Certain rights are protected by federal and state laws and regulations. To help make you aware of your rights, the District is providing you with this notice. Should you utilize any of the procedures noted below, your confidentiality and protection from retaliation is assured. If you have any questions or need to clarify something you read here, please contact any administrator in the District.

UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes that the district has primary responsibility for insuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging:

Unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color or physical or mental disability, or failure to comply with state and/or federal laws in consolidated categorical aid programs, child nutrition programs, and special education programs.

The Board acknowledges and respects parents' and students' rights to privacy. Complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation, as determined by the superintendent or designee on a case-by-case basis.

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

This notification will be distributed annually to parents or students with their beginning of year packet or in an enrollment packet.

All employees shall receive notification in the beginning of the year packet. All advisory council members shall receive notification at their first meeting of each year. Other interested parties may receive notification by request to the District Secretary.

FILING OF COMPLAINT

Any individual, public agency, or organization may file a written complaint of alleged noncompliance with the superintendent who is designated by the Board to receive and investigate complaints and ensure district compliance with law.

The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination unless the superintendent of public instruction grants an extension.

INVESTIGATION OF COMPLAINT

The school principal shall hold an investigative meeting no later than 15 calendar days of receiving the complaint. During this process there will be an opportunity for complainants and/or representatives to present relevant information.

WRITTEN DECISION

Within 60 calendar days of receiving the complaint, the school principal shall prepare and send to the complainant a written report of the District's extended investigation and decision.

APPEAL TO THE SUPERINTENDENT

If a complainant is dissatisfied with the school principal's decision, he/she may, within five calendar days, forward the written complaint to the superintendent.

Within five calendar days of receiving the complaint, the superintendent shall discuss with the complainant the possibility of using mediation or shall attempt to resolve the issue by administrative review. If all parties agree to mediation, the superintendent shall make all arrangements for this process. If the mediation process or the administrative review do not resolve the problem within 10 calendar days, the area superintendent will send the complainant a written report of the decision.

APPEAL TO THE BOARD OF EDUCATION

If the mediation process of administrative review does not resolve the problem, the complainant may appeal to the Board of Education by submitting a letter to the District Superintendent within five calendar days after the termination of mediation or administrative review. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened to meet the 60 calendar days limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the decision of the superintendent shall be the District's final written decision. If the Board hears the complaint, the Superintendent shall send the Board's decision to the complainant within 60 calendar days of the District's initially receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant. This statement shall contain:

- Finding and disposition of the complaint
- Corrective actions (if any)
- Rationale for such disposition
- Procedures for initiating an appeal to the California Department of Education.

APPEAL TO THE CALIFORNIA DEPARTMENT OF EDUCATION

If a complainant is dissatisfied with the District's decision, he/she may appeal in writing to the California Department of Education within 15 calendar days of receiving the District's decision. The appeal must include a copy of the complaint filed with the District and a copy of the District's Decision.

CIVIL LAW REMEDIES

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. A copy of the Spencer Valley School District's UCP policy and complaint procedures shall be available free of charge.

SEXUAL HARRASSMENT

The Spencer Valley Elementary School District recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws as well as District Policy and Administrative Procedure. The District is committed to providing an environment free from sexual harassment, and will not tolerate such conduct on the part of any District employee or student. Anyone with a complaint of sexual harassment should implement these complaint procedures as soon as possible. These procedures are designed to effectively manage the investigatory process while protecting the rights of both the complainant and respondent. The detailed nature of the procedure is to ensure the process is clear and understandable. Any person with questions or concerns about the process may, at any time, ask for assistance from the investigator, the superintendent/principal. **No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.**

The District will promptly and thoroughly investigate any complaints of sexual harassment, and will take expeditious action to resolve such complaints, in accordance with these procedures.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, and verbal, visual, or physical conduct of a sexual nature, made by someone from or in the school setting. Sexual Harassment may be considered to occur under any of the following conditions.

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's school progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of school decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's school performance, or of creating an intimidating, hostile, or offensive school environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Spencer Valley Elementary School District.

Forms of sexual harassment include, but are not limited to:

1. Deliberate written or oral comments, gestures, or physical contacts of a sexual nature or demeaning to one's gender which are unwelcome and/or interfere with school productivity.
2. Implicit or explicit sexual behavior by a fellow student or District employee which has the effect of controlling, influencing, or otherwise affecting the school environment.
3. Unwelcome suggestive, vulgar, or obscene letters, notes, posters, calendars, or other visual products, or derogatory comments, slurs, and/or jokes of a sexual nature.

COMPLAINT PROCEDURES (HERE IS WHAT TO DO IF YOU BELIEVE THAT YOU HAVE BEEN SEXUALLY HARASSED)

Anyone who believes he or she has been subjected to sexual harassment should immediately inform any teacher or administrator. Any teacher or administrator who receives information from a complainant or other source that sexual harassment has allegedly occurred should immediately notify the superintendent. Where the complainant expresses a desire not to have the complaint immediately reported, the teacher or administrator should ensure the complainant receives a copy of the District Administrative Procedure and is informed of available assistance. The superintendent will designate an investigator to investigate all complaints in accordance with this procedure. The complainant will be immediately informed of any rights under any relevant complaint procedure, policy, or collective bargaining agreement.

All complaints should be reduced to writing and should be submitted to the investigator within sixty (60) workdays after the alleged harassment has occurred. Complaints which are over sixty (60) days old or which are not reduced to writing will be pursued at the discretion of the superintendent. Notwithstanding these requirements, the superintendent will investigate all formal or informal complaints of sexual harassment to determine whether or not corrective action is necessary.

All written complaints shall be signed and dated by the complainant, and shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged sexual harassment. Names, addresses, and phone numbers of witnesses or potential witnesses should also be included. All complaints will be reviewed and investigated by the appointed investigator. The investigation may include interviews with: 1) the complainant; 2) the respondent; and 3) any other person(s) who reasonably may have relevant knowledge concerning the complaint, such as witnesses and victims of similar conduct.

Where the investigator determines sexual harassment may have occurred, the investigator shall present the respondent with a copy of the complaint and this Administrative Procedure and provide the respondent with an opportunity to respond to the allegations. Such response must be received within a reasonable amount of time, as determined by the investigator, not to exceed fifteen (15) workdays. Immediately following review and investigation of the complaint, the investigator will prepare and deliver to the Superintendent a written recommendation to resolve the complaint. The recommendation will include at least a description of the nature and extent of the investigation conducted by the District, action taken by the District in the event immediate action was necessary, and a proposed resolution to the complaint. A copy of the proposed resolution will be distributed to the complainant and the respondent. Where the parties agree to the proposed resolution, the resolution shall be implemented and the investigation shall be concluded. If the complainant or respondent is not satisfied with the proposed resolution, he or she may appeal to the Superintendent within ten (10) workdays of receipt of the proposal. The appeal must be in writing, signed, and shall state each and every reason for the appeal and disagreement with the proposed resolution. The Superintendent shall investigate the appeal and, within twenty (20) workdays from its receipt, shall render a written decision and indicate the basis and reasons for the decision. If the complainant or respondent is not satisfied with the Superintendent's findings, he or she may make a final appeal to the Board of Education within ten (10) workdays of receipt of the Superintendent's decision. The Board will, in its sole discretion, determine what, if any, further proceedings should occur. The determination of the Board as to procedures and resolution of the allegations will be final. In the event it is determined there is merit to the complaint, the District will take corrective action, including such discipline up to and including suspension and/or immediate termination of employment, as is appropriate in accordance with applicable law and Board policies and procedures. Severity of the disciplinary action will be based upon the circumstances of the infraction.



**Foster Youth/Homeless/Uniform Complaint Procedure Coordinator:
Julie Z. Weaver
PO Box 159, Santa Ysabel, CA 92070
760-765-0336**

Uniform Complaint Policy & Procedures on website svsd.net

SPENCER VALLEY ELEMENTARY SCHOOL

**Comprehensive School Safety Plan
Pursuant to Education Code 32280-32289**

Will be updated October 2018

This plan may be viewed on file at SVESD District Office