



# **PRIDE Academy**

## **STUDENT/PARENT HANDBOOK**

Updated Fall 2023

### **SANTEE SCHOOL DISTRICT BOARD OF TRUSTEES**

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### **PRIDE Academy ADMINISTRATION**

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## STUDENT-PARENT HANDBOOK PURPOSE

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

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

Please note: This handbook is also posted online.

### **MISSION**

PRIDE Academy inspires compassionate global citizens, equipped to collaborate, think critically and communicate effectively within a society that continues to evolve.

### **Project-Based Learning Focus**

A standards-focused Project-Based Learning (PBL) teaching method engages students in "learning knowledge and skills through an extended inquiry process structured around complex, authentic questions and carefully designed products and tasks" (Buck Institute for Education).

PBL is a rigorous, relevant, and engaging instructional model that benefits students in many ways. It is more effective than traditional instruction for long-term retention of concepts and skill development.

### **MASCOT**

Panther

### **COLORS**

Teal & Black

### **CONTACTS**

Contact information can also be found on the site webpage under 'staff websites.'

<b>OFFICE STAFF</b>			
<b>Staff Member</b>	<b>Position</b>	<b>Phone</b>	<b>E-mail</b>
Lupe Brambila	Secretary	956-5200	lupe.brambila@santeesd.net
Joyce Mauzy	Attendance	956-5205	joyce.mauzy@santeesd.net
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Gretchen Murphy	Vice Principal	956-5203	gretchen.murphy@santeesd.net
Dr. Kristen Bonser	Principal	956-5202	kristen.bonser@santeesd.net
<b>Report an Absence</b>		<b>1-866-704-5952</b>	<b>go.schoolmessenger.com</b>



## EDUCATIONAL PROGRAMS



All students at PRIDE Academy receive a Core Academic Program that meets all state content standards in language arts, mathematics, science and history. You can access all grade level standards at:

[www.cde.ca.gov/CI/](http://www.cde.ca.gov/CI/)

The staff at PRIDE Academy know the importance of meeting the needs of all learners. The programs below are designed to help us ensure that this happens:

### **Multilingual Learners (ML)**

PRIDE Academy provides an instructional program for Multilingual Learners (MLs). The purposes of the program are to:

- Enhance students' self-esteem.
- Promote cross-cultural understanding.
- Ensure success for ALL students as they work to master the English language and meet grade level standards.

The English Language Proficiency Assessment for California (ELPAC) is administered to all MLs annually. Parents will be given written notification of the results of their child's ELPAC, and primary-language assessments. This information will be provided in the parent's native language.

If your child is classified as a Multilingual Learner (ML), it is because his/her language proficiency in English is not yet developed to the point needed to compete with native speakers in the regular classroom. The ML Program of the Santee School District exists to help make sure all ML students become proficient in English and reach high academic standards. The ML Department monitors the progress and achievement of all MLs and assists schools in meeting their needs.

If your child is literate in their first language, you can expect him/her to reach the advanced levels of English in five to seven years. Once a child has reached the advanced levels of English, they qualify for reclassification to Fluent English Proficient. Home support is critical as your child develops full academic competence or literacy in English.

ML Parent involvement is encouraged through the school site's English Learner Advisory Committee (ELAC). There is also a District English Learner Advisory Committee, (DELAC). ELAC meetings at PRIDE Academy are held throughout the year. The district is able to provide interpreters for many languages to assist in parent and teacher communication. Interpreters require pre-arrangement for most languages. Please request an interpreter prior to meetings whenever possible.

### **Special Education**

The goal of Special Education in the Santee School District is to support success for each student. Students who qualify for Special Education services may receive academic or speech support on a spectrum of levels. Specialized teachers will work to develop and support students in making progress towards annual goals. Some students will qualify for Specialized Academic Instruction (SAI support) for a small portion of their day (also known as RSP support), some students qualify for speech and language services for a small portion of their week, while others qualify for additional support for a majority of the day (Special Day Class). The Santee School District offers additional special education

services at other school sites. If your child is new to our school or district and has an Individualized Education Plan (IEP), please notify the office.

### **Student Success Team (SST)**

Struggling students are provided with a series of interventions to increase achievement and success. Classroom teachers are the primary source of these interventions. When classroom level interventions are not making measurable growth in student achievement (academic and social emotional,) the teacher calls upon the Student Success Team for help. Using the SST process, teachers are supported by specialists from both general education and Special Education to find new methods of intervention.

At times, the SST process reaches a point where a student is considered at-risk and not making progress, even with intervention. At that time, an SST Meeting will be called. This formal meeting brings the team together with school administration and parents to create an action plan for the child. The action plan includes a check-in process to monitor student progress over the following 6-8 weeks. If necessary, the team meets again to plan next steps.

Outcomes from SST meetings can include new interventions, the continuation and monitoring of previous interventions, referrals for support services in general education, counseling services, and even referrals for evaluation for Special Education services.

### **1-to-1 Digital Learning Program**

The Santee School District has initiated a one-to-one iPad learning implementation program. Students will be using these devices to enhance their learning in areas such as math, writing, reading, science, engineering, social studies, and communication. As part of this implementation, students are charged with the responsibility of handling their individual device with care and safety. In addition, students participate in a digital citizenship curriculum to ensure they are making thoughtful choices with appropriate online sources, can understand concepts in their own words (avoiding plagiarism) and determine how to best communicate their ideas. Students will be working with several programs to enhance their learning and ultimately boost their critical thinking, creativity, communication, and collaborative skills. Families will be responsible for damage or loss of the device off campus and misuse of the device may result in disciplinary action (refer to BP 61613.4 and AR 6163.4). For more information, visit the [Instructional Technology webpage](#) on the [District Website](#).

### **Positive Prevention Program (formerly called Family Life)**

We offer a Positive Prevention Program to eighth grade students. The classroom teachers usually teach the program. Parents are given an opportunity to preview the materials that are used in the class prior to their children receiving instruction. A letter is sent home for parents to indicate if they wish their children to participate in the Positive Prevention Program.

### **Title I**

Title I is a federally funded program. It is designed to improve existing educational programs from kindergarten through eighth grades. They furnish additional funds for:

1. Purchasing of supplementary materials for classroom use
2. Employment of Title I staff
3. Training for parents to assist in the classroom
4. Professional Development for teachers and instructional assistants.

School Site Council (SSC), consisting of parents and staff, oversee implementation and assists in the evaluation of this grant. The Single Plan for Student Achievement (SPSA) serves as our school-wide program plan.



## Parent Involvement

To involve parents in the Title I program at PRIDE Academy, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. *PRIDE Academy convenes our annual meeting after Parent/Teacher Conferences. During the meeting, information about the Title I program, the California State Standards, student performance data, and parental rights are explained to parents.*
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening. *PRIDE Academy holds meetings with parents at a variety of times. The School Site Council, ELAC, Back to School Night, PTA Meetings, and Open House are scheduled at varying times to accommodate the needs of stakeholders. Individual meetings with parents are coordinated through the main office and are scheduled at times convenient for the parents, including mornings and afternoons to accommodate parent's needs.*
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy. *Parents are involved in the planning, monitoring, and modifications involved with the Title I program primarily through their participation planning all reform efforts in the school. Elected representatives from parent and community stakeholders work with the School Site Council to analyze data, monitor progress and, when necessary, make modifications to the instructional program at PRIDE Academy both through the school site plan and the parent involvement policy.*
- The school provides parents of Title I students with timely information about Title I programs. *Parents receive information about Title I programs annually during Parent/Teacher Conferences in November. At the Parent/Teacher conferences parents are provided a hard-copy of the Parent-School Compact, Title I Parent-Involvement Policy, and resources to support parents to stay informed on student academic achievement and progress. Additionally, all these resources are available on the school website. Parents are informed about student achievement data at the site's Annual Title I meeting and at other parent meetings. At School Site Council and ELAC meetings and other meetings convened throughout the year, parents learn about the Title I program and how it can serve their children through supplemental programs. Parents also receive information through the district and site webpage, weekly newsletters via email, parent teacher conferences, Family Nights, Back to School Night and Open House.*
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. *Parents are provided an explanation of the programs in place at PRIDE Academy during the Annual Title I Meeting, Back to School Night, Open House, School Site Council Meetings, and at ELAC meetings. Teachers review and explain curriculum and assessment data, including proficiency expectations at parent conferences where parents talk to teachers one-one-one about their children's academic achievement. Additionally, the site administration has adopted an open-door policy to foster authentic two-way communication with our parents and community members.*

- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. *Parent experience an open-door policy at PRIDE Academy. Parents and families may prearrange meetings with site administration or staff. Parents may submit comments in writing regarding the school site plan and attend regular School Site Council Meetings and ELAC meetings.*
- The Parental Involvement Policy is also annually reviewed with the Single Plan for Student Achievement. The Title 1 Parental-Involvement policy is updated periodically to meet changing needs of parents and the school.

**Parent-Teacher Conferences**

Parent/Teacher conferences will be scheduled at the end of the first grading period in November for the purpose of reviewing your child’s first 12 weeks of progress. If for some reason, however, we feel that a conference is necessary prior to this period, we will contact you by telephone or note. Please call us if you wish to have a conference at any time.

**School Site Council (SSC)**

This council consists of parents and staff. It is their job to oversee the implementation of our Single Plan for Student Achievement (SPSA) and assists in the evaluation of this plan which outlines school spending and school achievement goals. Members are elected by their constituents and serve a two-year term. Elections are held annually at the beginning of the school year.



**SCHOOL HOURS**



**Arrival**

**Supervision of students at PRIDE Academy begins at 7:30 A.M.** To ensure the safety of all children, students should not be on the school grounds before that time. If you leave for work early, please make necessary arrangements to have your children taken care of until supervision begins. Please remind your child that he/she is to wait outside the main gate before school begins and must immediately go home when dismissed at the end of the day.

Please leave your house in enough time for your child to be seated in class when the **7:45 A.M.** bell rings. It is important that all students be on time. Punctuality is a life skill that carries over into the work force. **If your child arrives after 7:45 A.M., he/she will be marked tardy.**

**Bell Schedule**

The following schedule depicts regular school days. During the day, all grades receive a lunch break. Students in grades kindergarten through 6<sup>th</sup> grades also participate in one morning recess break.

<b>Regular School Day</b>	<b>Start Time</b>	<b>Dismissal Time</b>
<b>Transitional Kinder or EAK</b>	<b>7:45 A.M.</b>	<b>11:15 A.M.</b>
<b>Kindergarten-3<sup>rd</sup> grade</b>	<b>7:45 A.M.</b>	<b>1:35 P.M.</b>
<b>4<sup>th</sup>-8<sup>th</sup> grade</b>	<b>7:45 A.M.</b>	<b>2:01 P.M.</b>

During Parent Teacher Conference week and on the last day of school, minimum days are scheduled. Please consult the school website for minimum day dismissal times and dates.

<b>Modified School Day</b>	<b>Start Time</b>	<b>Dismissal Time</b>
<b>Transitional Kinder or EAK</b>	<b>7:45 A.M.</b>	<b>11:15 A.M.</b>
<b>Kindergarten-8<sup>th</sup> Grade</b>	<b>7:45 A.M.</b>	<b>12:20 P.M.</b>

### **Dismissal**

#### **Kindergarten – Third Grade Dismissal Procedures**

Teachers of grades K–3 will escort all the students to the front of the school near the parking lot. You may wait in your car in the drop off/pick up lane until you get to the front of the school. At this time, your child will be dismissed to your car. You may park in the school parking lot or along Ellsworth St. Please be on time to pick up your child at dismissal time. Children who are not picked up on time will be sent to the office.

#### **Fourth- Eighth Grade Dismissal Procedures:**

Teachers of students in grades 4-8 will dismiss them from their classrooms and will exit out the front gate. Students need to be picked up or walk home. This is for the safety of all students, and we really appreciate your help with this procedure. Any student that remains in front of the school after 2:15 p.m. will be sent to the office.

#### **Bus Pick-Up Procedure:**

Students awaiting pick-up from the bus are to wait at the ramp in front of the MPR. In order to ensure efficient boarding, any students in need of using the restroom or getting a drink of water will ask an adult prior to leaving the front lawn, ensuring they are accounted for when boarding begins. While riding the bus, students are under the supervision of the bus driver and are expected to use courtesy, respect, follow directions, and abide by school rules. To support the safe transportation of students, pupils may be given a seating order, directions for use of devices, volume guidelines or other directions.

#### **Traffic and Parking Lot Safety**

Many of our students are driven to school in the morning and are picked up by parents in the afternoon. In the interest of student safety, please observe the following procedures as you drop off or pick up your children at PRIDE Academy. Your patience and cooperation will make the traffic flow smoother and keep the parking lot safe for everyone. We know how anxious you are to see your children at the end of the day, and we greatly appreciate your help with parking lot safety.

- The speed limit is 5 MPH
- Have your child ready to exit the car if you are in the drop off lane, this helps with congestion
- Students may only be dropped off or picked up in the drop off lane, or parents may park in a designated spot and then walk to drop off or pick up their child
- Please do not park in the drive through lane; this causes an unsafe situation for all
- ALL students must be dropped off in the front of the school. This will again allow for traffic to flow smoothly

Thank you in advance for your patience and cooperation with this!

#### **Bicycles**

Students in **grades 4 – 8** may ride bicycles to school if they have a Bicycle Riding Permission Slip on file. California State Law **requires a child to wear a helmet** when riding a bike. It is the student's responsibility to make certain their bicycles are safe and secure. Students must provide a lock for their own bicycle. Please make certain your child has been fully informed of all the safety factors and applies them while riding. The school is not responsible for any bike that is stolen. A Bicycle Riding Permission Slip is available in the school office. Students who do not comply with helmet laws and

safety regulations while riding their bicycle will lose their privilege to ride their bicycle to and from school.

**Motorized bikes, skateboards, roller-skates, roller shoes, motorized scooters, and rollerblades are not allowed on school grounds at any time. These items will be confiscated if brought on campus and parents/ guardians will be required to pick them up in the school office.**



## OFFICE PROCEDURES



### **Home/School Communication**

We know that for children to be successful in school there must be frequent and open communication. We are always here to listen and to address any concern that may arise. You can access any Santee School District employee through e-mail or staff phone numbers through our website.

<http://www.santeesd.net/pa>

You may also contact our office at [infopa@santeesd.net](mailto:infopa@santeesd.net) or by calling 619-956-5200.

### **Weekly School Newsletters**

The principal emails a weekly newsletter called “Principal Newsletter”.

### **Online Flyers (PeachJar.com)**

Almost all school flyers are available digitally using the web service, PeachJar. Families can check PeachJar regularly for the latest information or they can sign up on the PeachJar webpage to have notifications emailed to them when new flyers are posted.

PRIDE Academy’s PeachJar link is: <https://app.peachjar.com/flyers/all/schools/55294>

Click on the “Sign Up” button to have notifications sent to your email. You can cancel at any time.

### **Schoolwide Emails/Phone Calls (School Messenger)**

Other important schoolwide announcements and emergency notifications are only sent as needed. We try not to fill your email/voicemail box.

*To receive these messages, you must have a working email address and phone number in the PowerSchool information system and certain settings in place.*

### **Communication Settings**

Regular school communication, including the school newsletter, is only sent to those who have “custody of” or are identified as “living with” PRIDE Academy students. These people are identified by parents during the Annual Information Review (AIR) process each Spring. If you aren’t sure about these identifications for your child, please contact the office.

Emergency communications are sent to all numbers and emails on file for students unless those addresses or numbers have “Unsubscribed” or blocked these communications in the past.

### **Signing Students Out Early**

You must come to the office to sign your child out early for the day. Your child will **ONLY** be released to someone listed on the emergency information you have provided to the school (identification may be requested to verify identity). This is to ensure the safety of students. If you know you will be picking



your child up early, please send a note with them in the morning. When picking up your child early please remember to allow yourself enough time to sign them out. We will call for your child to meet you in the office.

If there is a need for your child to leave school early, it must be done before **1:00 PM (K-3 grades) or 1:30 PM (4-8 grades)**. If you arrive after this time, you will need to wait until classes are dismissed. It is very difficult to get a message to the teacher that late in the day and sometimes the class is not in their room. Please make these arrangements as early as possible. In addition, please note recess and lunch times on the Daily Schedule listed in this handbook and on the handout sent home. If you pick up during lunch or recess time, we will not be able to **get your student's belongings from the classroom**.

**Please do not call ahead to have your child wait in the office.** Students will be called to the office upon arrival of the individual picking them up. Students waiting to be picked up are missing valuable instruction time, and it is difficult for the staff to supervise students in the office. Please give yourself plenty of time to pick up your student.

Anytime you plan to change the method in which your child goes home, please inform the school in writing. Many times, children overhear conversations, and when dynamics change during the day, they become confused with how they should go home. **You must write a note to the school informing us of the change** (even if it is only for one day). Please do not call the office at the last minute to get a message to your student. The office may not be able to accommodate you at that moment. Please plan ahead.

### **Emergency Procedures**

We will be conducting emergency civil defense drills and lock down drills during the school year. We feel it is important to have our children prepared for any emergency that may arise, such as an earthquake, etc. All students are to be picked up at our evacuation location, which is the church parking lot at the corner of Ellsworth and Prospect. Children will not be released to any individual that is not indicated on the emergency card located in the office. In case of an emergency, we will work to communicate with families in any means possible or available (i.e. school website, School Messenger phone messages, emails, Facebook, Twitter, letters, etc.).

### **Emergency Contact Information**

We must have an emergency number or numbers in the Santee area so we can reach someone in case of illness or accident. If you are not sure that we have a proper emergency phone number for your child, please visit the school office. If we have no emergency number available for your child, we would need to contact the Sheriff's Department in a case of an emergency.

### **School Telephone**

Each classroom has a telephone for outgoing calls. Students may use a school phone when necessary. They must obtain permission from an adult prior to use.

### **When Your Child is Delayed After School**

Teachers and school administration will telephone parents in advance when a pupil is required to remain after school longer than fifteen minutes for counseling, completion of work, or school sponsored activities. In this way, a definite "check-in" time may be established at home.

### **Illness at School**

If a child has a fever or is displaying other symptoms of illness, the parent/guardian, or person listed by the parent/guardian on the enrollment form, as "Emergency Number" will be notified. The child should be picked up as soon as possible. Students should have a normal temperature for 24 hours before

returning to school. In the event of an injury, the procedures outlined above will be followed. **School personnel, including the health clerk or LVN, are not permitted to administer treatment or to diagnose.**

**Guidelines for keeping your child home when symptoms of illness are present:**

- a) For COVID related symptoms please see district website under Corona Virus Information.
- b) Children should remain at home until free from fever, without medication, for at least 24 hours.
- c) Children who vomit at home, or are sent home from school because of this, should stay home until free from symptoms for 24 hours.
- d) Childhood diseases start with signs and symptoms similar to a cold, so these children should remain at home until these symptoms subside.
- e) Children should not come to school with any of the following: inflamed, crusted or draining eyes, swollen glands, stiff neck, earache, toothache, or rash.
- f) If you know that your child will be absent for more than one day, parents must notify the school office and give the reason for this absence, each day of the absence.

These guidelines are for the protection of your children and all other children at school. Notify the school if your child has a **fever** and/or **rash**. (The schools are required to notify the Health Department in an attempt to prevent a communicable disease from spreading). Please notify the school health office if your child has a cast, splint and/or crutches. We will need a note from your child's doctor releasing him/her back to school. To keep all students safe, students who have casts, splints and/or crutches will not be on the play spaces on the playground at recess, lunch, or PE time. They may be asked to stay in the school office, media center, or other designated area.

**Medication**

In order to have your child take medicine at school, please contact the Health Office (956-5204) for direction. We are not permitted to administer medication without completion of the form provided by the school. Medication includes prescription (e.g. Ritalin) and non-prescription drugs (e.g. aspirin).

NOTE: All medication taken at school **must** be under supervision of a designated school employee. In addition, students are not allowed to disperse medication to others. This would include vitamins, cough drops, throat lozenges, etc.

**Attendance Procedures**

Every absence, even for part of the day, interferes with your child's progress in school, because each subject is taught step-by-step in sequences geared to the child's readiness and ability. Each skill must be built on carefully developed previous skills. It is especially important that all children be in school regularly because the foundation for all succeeding years is being laid. **Please make every effort to minimize the number of days your child is absent from school.**

**Reporting Absences and Tardies**

When you are certain your child is going to be absent, please use the Safe Arrival App, the Safe Arrival website (<https://go.schoolmessenger.com>) or call 1-866-704-5952.

With SafeArrival, you can report your child's absence in advance using any of these 3 convenient methods:

1. Using your mobile device, with the SchoolMessenger App. Log in with your SchoolMessenger account, select Attendance then Report an Absence.
2. Using the SafeArrival website (<https://go.schoolmessenger.com>) Log in with your SchoolMessenger App account, select Attendance then Report an Absence.

3. Call the toll-free number [866-704-5952] to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time. [User Guide and Instructions on using SafeArrival to report an absence](#)

If you attempt to enter an absence and the system won't let you, it means that that automated calling system is active. You can either wait for a call from that system or contact the school office by email or phone. ([infopa@santeesd.net](mailto:infopa@santeesd.net) or 619-956-5200)

If we have not heard from you regarding your child's absence, we will attempt to contact you for a reason for the absence. However, please send a note of absence to the school office with your child when they return if we are unable to reach you and you have not let us know the reason. Be sure to report communicable diseases to the office.

When an absence reason is received late, our Attendance Clerk has up to 72 hours to update your child's attendance record. If after that time you see an error, please reach out.

When you are sure your child is going to be tardy, please send a note with your child. If we are not notified by the home, we must assume that the reason for the tardy is unexcused. We know there are times when a child's tardies are caused by circumstances beyond their control. It is vital for adults to be positive role models for children to help develop responsible habits and future success in life. We appreciate your support as positive role models for your children.

There are very few reasons for absence or tardiness that are excused by state law. Student illness, doctor appointments, attending court, and family tragedy are some of those few reasons. On the other hand, travel plans, oversleeping, traffic issues, and non-illness related reasons are not excused. All absences and tardies are recorded on a child's record, regardless of being excused or not excused. Any student who is absent 10% of the school year or more is considered *chronically absent*, regardless of the absences being excused or unexcused.

***If your child is on an intradistrict or interdistrict transfer, they must maintain satisfactory academic achievement, attendance, behavior, and be punctual in arriving to class. If any of these conditions are not met, the transfer permit may be revoked.***

### **Excessive Absences/Tardies**

If a significant number of attendance marks are noted (tardies or absences) or a child is otherwise identified as chronically absent, a meeting will be called to create an improvement plan and a Student Attendance Review Team (SART) contract will be put in place. This contract will be designed to support improved attendance and will include restrictions such as requiring a doctor's note for all future illness-related absences. If attendance concerns still exist, a District Level Attendance Review Team (DART) meeting will occur and/or referral to the School Attendance Review Board (SARB).

### **Independent Study Contracts (ISCs)**

Independent Study Contracts are agreements for students to complete work during extended absences (3 or more consecutive days) both planned and unplanned in order to forgive the absences. Teachers create a series of assignments for the student to complete while out of school. ISCs can be given for absences up to a maximum of 10 consecutive school days (2 weeks).

To obtain an ISC, please contact the Student Attendance Clerk in the main office. The request for the ISC for a planned absence should be received at least 10 days prior to the planned absence. This allows the necessary time to obtain the appropriate signatures and for the teacher to prepare work. If your child

has an unexpected absence of 3 or more days, please contact the Student Attendance Clerk about ISC options.

To complete an ISC, all signatures must be obtained in the time allotted, and the student must turn in all ISC assignments when returning from the absences. Incomplete work means that there may be only a partial forgiveness of the absence. If the work is not turned in when the student returns, or signatures are not appropriately obtained, the contract cannot be considered valid, and no absence forgiveness can occur.

### **Lost and Found**

**Please mark all jackets, sweaters, lunch boxes, etc. clearly with your child's name and room number.** Children who have lost their things should check their room first and then the "lost and found". All "lost and found" items are displayed in the lost and found rack near the front gates. All unclaimed items will then be donated to a local charity at the end of each trimester.



## **BREAKFAST, SNACK & LUNCH**

The school breakfast program is served daily, and lunch program is FREE for all students. Breakfast is served from 7:15am-7:40am.

Lunch is served daily by our cafeteria.

Breakfast and lunch menus can be found on our district website at:

<https://www.schoolnutritionandfitness.com/index.php?sid=2707152252113767&page=menus>

Please provide your child with a healthy snack and lunch and avoid sugary drinks or candy to help ensure the best opportunity for your child to learn and maintain a balanced diet. **Energy drinks, coffee and sodas are not allowed as a snack or part of lunch.**

### **Snacks**

Students may have a variety of health concerns or restrictions including allergies or dietary requirements. PRIDE Academy acknowledges these individual needs and supports a safe eating environment. Therefore, we do not support students sharing food or bringing food to share with peers during the school week. This includes bringing large snacks or lunch (such as big bags of chips, big boxes of cookies, whole pizzas) during the eating blocks.

### **Non-Compliant Food Day/Celebration Days**

The school district does designate one day per month named as a "Non-compliant Food Day." On this day only, students may bring items as part of a class celebration or teacher designated activity. Classroom teachers can provide guidance for students or accommodations for health needs, ensuring allergies are noted and prepared for. If food is brought as part of a celebration, store bought or business-prepared items are requested. Please do not bring home-baked or home-prepared goods.

Food treats for student's birthdays are only allowed on Non-Compliant Food Days. Please check with your child's teacher before bringing any birthday treats. Your child's teacher can also provide suggestions for non-food birthday treats, such as pencils, stickers, or a classroom book donation.



### **Visiting School**

The school staff welcomes visits to the school from parents, guardians, and interested citizens. **You must identify yourself, sign in at the office prior to visiting the classroom, and then sign out as you leave.** This request is made to protect the children from unauthorized visitors, and to locate the teacher for you if the class is out of the room at the time. In order to sign in as a visitor, you must have a valid driver's license or California ID Card to scan into the computer. A visitor's badge cannot be created without your ID being scanned first.

### **Volunteer Program**

We regard education as a cooperative enterprise between parents/guardians and school staff. We at PRIDE Academy appreciate the time and talents that parents/guardians and community members have contributed to our program. If you are interested in helping at school, please contact a classroom teacher. If you need help completing a volunteer application, please come to the front office. Parents/guardians and community members can give assistance by serving as a volunteer in the classroom or media center, assisting on field trips, serving on advisory committees, working in organized parent groups, need to complete a parent volunteer form. All volunteers are to sign in at the office and wear a visitor's badge. Younger children of volunteers are not allowed in classrooms, due to possible safety problems and disruption of activities. Thank you for your understanding. If you would like more information about our volunteer programs, please contact our office at 956-5200.

All volunteers working on campus must complete a Volunteer Application *annually*. The Volunteer Application is an online form that must be completed each year. A link to the application is posted on the school webpage on the [Volunteer Application](#) page. Please allow up to two weeks for an application to be approved and volunteering on site (or on field trips) to begin.



## **STUDENT EXPECTATIONS**



We believe that:

The primary goal of PRIDE Academy is to provide the best educational experience possible to each student enrolled in our school. We are committed to providing a schoolwide learning environment focused on supporting and encouraging each student's academic, personal, and social growth. We hold high expectations for student achievement and behavior. We believe that all students can behave in school. We feel that all students have a responsibility to behave in a manner that allows teachers to teach and students to learn and does not violate the best interests of any individual in the school community.

PRIDE Academy has implemented the Positive Behavior Intervention Supports (PBIS) to benefit our student population. The purpose of implementing PBIS at PRIDE Academy is to:

1. Create a more positive culture in the entire learning community
2. Continue to improve life in school for all students

3. Challenge students and adults to maintain consistent expectations
4. Inspire positive behavior within the learning environment
5. Empower the decision-making process by utilizing behavior data
6. Celebrate the successes of our student and staff

When making decisions regarding appropriate behavior, students are encouraged to always ask the following questions:

1. Is it kind?
2. Is it respectful?
3. How can I be a problem solver?

Students contribute to a positive school environment in the following ways:

- Attend school with necessary supplies, devices, and projects.
- Complete classwork and homework by the designated due date.
- Complete independent activities such as reading (appropriate leveled texts), online practice (i.e., iReady, Razkids, etc.).
- Participate in behavior expectation assemblies each trimester.
- Review and adhere to playground rules.
- Be responsive to direction or correction provided by staff members.
- Participate in positive reward systems.
- Participate in community circles in their classroom with teachers and peers on a regular basis.
- Cooperate with teachers and administrators to solve problems and change behaviors as they need to be corrected.
- Follow through on complying with any disciplinary actions such as serving detentions and or suspensions.

### **Importance of Family Engagement**

Research has consistently linked family engagement (or parental involvement) with positive academic outcomes, reductions in delinquent behaviors, and overall increase of self-esteem and self-worth.

### Parents Role in PBIS

By working together, parents and PRIDE Academy staff will reinforce the necessary skills for productive citizenship. Home and school communication is a must when it comes to providing a consistent environment with high, but reasonable expectations. Your help with PBIS is very important and your support sends an important message to your child that we are working together as a team to help him/her be successful in school. We ask that you support the school's expectations in the following ways:

1. Please spend time reviewing the behavior expectations with your student
2. Please remind your student of the expectations each day before he/she leaves for school
  1. Is it kind?
  2. Is it respectful?
  3. How can I be a problem solver?
3. Our system is consistent and predictable so if your student has earned a consequence please support the decision and do all you can to have your student take responsibility for his/her actions. Your student will be told the reason for the consequence and he/she should be able to tell you what occurred. If you have any questions regarding the situation, please call the classroom teacher and/or school administration.
4. When your student arrives home from school, talk with them about their day and ask if their behavior was acknowledged. Ask your student what they did to earn the acknowledgment. Please offer your student extra praise and reinforcement for these behaviors.

5. If your student did not meet the school expectations that day, use the matrix as a tool to go over and reinforce specific expected behaviors.
6. You might try to use the same language at home. You might even add additional behavior expectations for your home.

### **Panther Promise**

Each morning students recite the Panther Promise.

*I am a panther.*

*I am part of this PRIDE.*

*I pledge to be respectful*

*By respecting others, myself, and this school.*

*I vow to be a problem-solver,*

*By embracing solutions not excuses.*

*I promise to be kind and treat others the way they want to be treated.*

*We are panthers.*

*This is our PRIDE.*

### **Rewards for Appropriate Behavior**

Students who choose to follow the rules will earn:

1. Special privileges and recognition
2. Special activities and assemblies
3. Panther cash (now called “Reggie Gold”)

### **Classroom Discipline Policies:**

Each teacher has developed a classroom discipline plan which has been shared with the students and is posted in the classroom. This plan includes classroom expectations, consequences, positive reinforcement, and communication plan for parents. These plans are somewhat different depending upon the grade level and individual classroom needs.

### **Consequences**

Choosing not to follow behavior expectations will result in intervention and then consequences for repeated negative behavior. Classroom teachers design classroom consequences. Students may also receive intervention and consequences from administrative staff, especially when the behavior moves to repeated minor offenses or becomes a major offense.

We recognize that just as some students may struggle to learn reading or math, some students struggle learning appropriate behavior and emotional regulation. Therefore, our consequences include a component of learning appropriate replacement behaviors and responses.

Some examples of consequences include the following and move along a spectrum of minor to more significant:

- Verbal redirection/conversation
- Time away from the class/learning area (taking a structured break)
- Loss of personal time (recess/break/lunch)
- Conference with teacher/administration
- Parent contact/conference
- Learning-based consequence (e.g., research paper, personal essay, presentation) on the topic of the behavior displayed

- In-School Suspension
- Out of School Suspension
- Referral to District Student Services
- Administrative Review Hearing (District Level Hearing)
- Expulsion Hearing (School Board Hearing)

There are offenses that will result in automatic suspension and Sheriff's Department notification. They are as follows:

- Possession or use of alcohol, cigarettes, or illegal substances (Marijuana or other street drugs).
- Possession of any type of weapon (knives, guns, etc.) or incendiary devices (Firecrackers, matches, etc.).
- Fighting (mutual combat)

It is expected that very few students will need to be suspended. With your help, the staff will do everything they can to motivate and encourage your child to do their best.

**We are proud of the students at PRIDE Academy and look forward to “catching your child being good” this year!**

If you have any questions about our discipline procedures, please contact your child's teacher, the Vice Principal, or the Principal.

### **Cell Phones**

PRIDE Academy follows Santee School District policies regarding cell phones. Students may possess personal electronic signaling devices including but not limited to pagers, beepers, and cellular/digital phones. The school is not responsible for any electronic device brought onto a school campus. Electronic communication of any kind is prohibited on school grounds except under the direct supervision of a teacher with prior approval from site administration. Each school will designate a “phone zone” where phones may be used before or after school but under no circumstances during school hours.

Permitted devices shall:

1. Be turned off at all times during the school day, and at any other time when directed by a district employee;
2. Not disrupt the educational program or school activity;
3. Be turned off at all times during instructional study trips or at 6<sup>th</sup> Grade Camp;
4. Be turned off at all times while riding on a school bus; and
5. Not be connected or linked to school district electronic information system.

The basic rule will be: SEE IT, USE IT, HEAR IT, TAKE IT. Therefore, if an electronic device is seen, used, or heard, the following procedures will be put in place:

**First Offense:** The device will be confiscated and returned at the end of the school day.

**Second Offense:** The device will be confiscated, and the Administration will contact parent.

**Third Offense:** The device will be confiscated, and the parent must personally reclaim the device.

Additionally, arrangements will be made for the student to turn his/her device into the office daily and picked up each afternoon.

A student who violates this policy may be prohibited from possessing a personal electronic device at school or school-related events. No student shall be prohibited from possessing or using an electronic



signaling device that is determined by a licensed physician or surgeon to be essential for the student's health. The use of this device will be limited to health-related purposes.

### **School Technology Devices**

Many students have access to and opportunities to use devices while on campus in the form of classroom iPads, desktops, computer lab, laptops, or netbooks. We expect these devices to be handled with care and respect to allow the most productive use for multiple students throughout the school day. Students are to follow guidelines in the District Acceptable Use Policy to ensure appropriate use. **The Santee School District Acceptable Use Policy** outlines many general expectations and should be reviewed annually. The policy can be found on the District website under School Board policy 6163.4. The current link to that document is here: [E 6163.4](#)

If misuse or damage is discovered, disciplinary or monetary restoration may be assigned as necessary. If there is a concern of damage or loss, students are required to report it to staff members ***immediately*** to allow for searching, investigation, or repair to occur. Devices are a powerful asset that we wish to explore and capitalize on daily- caring for them and their use is important.

If an accessory such as the charging block or charging cable is malfunctioning, **do not** throw it away. Instead, please bring it directly to the office to submit for repair or replacement. All students and families are responsible for each piece of the device- iPad, case, cable, and charging block.

### **Reporting Problems**

PRIDE Academy does not support behavior that is bothersome, hurtful or bullying in nature. If there is a problem, it is important to report it so that staff can assist in stopping the pattern from continuing at school. Typically, the sooner a problem is identified, the easier it is to solve it. There are several ways to report a problem:

1. Speak with a teacher, administrator, or other staff member
2. Write a statement and submit it to a teacher
3. Call the Bullying Hotline at: (619) 258-2237
4. Call a staff member and speak directly to them or leave a voicemail message
5. Email a staff member to report a problem
6. Speak with an adult so they can initiate contact and problem-solving

### **Toys/Personal Belongings**

Toys, including but not limited to the following are not allowed at school:

- Cameras
- Pokémon cards
- Kendamas or Legos
- iPods and other MP3 players
- Earbuds
- Any electronic devices not needed for class instruction

These items **will not** be allowed on the playground, lunch area, or in the classroom. If your child brings an item such as the above to school without permission, it will be taken away and placed in the office where a parent must pick it up after school. Valuables should be left at home. It is our belief that they are not necessary for the educational process and may be lost. The school will not be responsible for lost, broken, or stolen items of this nature that are not allowed on campus.

### **Physical Education**

All students participate in P.E. activities during their school week. Adherence to the dress code (listed below) allows students to play safely as well as without distraction. Tennis shoes, shorts and skirts of appropriate length with appropriate straps are examples of how to dress to be ready for physical activity.

In addition, 7<sup>th</sup> and 8<sup>th</sup> grade students participate in a daily P.E. block in which they will need to change into P.E. clothes in the locker rooms. Junior High teachers will provide information to families regarding expectations. These clothes must be a different set than what they were wearing during the school day. If a student does not have athletic clothes, they may speak with a teacher to receive a loaned pair (shorts and/or shirt). All personal clothes, shoes, and P.E. supplies must be locked in lockers daily. If a student does not have their own lock, one will be provided to him/her. Students are responsible for their OWN clothes and should not be sharing or borrowing the clothes of another student. Students receive a grade for P.E. class each trimester, based on dressing out and participation in sports activities.

### **Non-discrimination Policy**

It is the policy of the Santee Board of Education that all persons, regardless of their sex, be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in our educational programs and settings.

Should it be needed, the District has a Uniform Complaint Procedure that is posted annually and can be found on the District website under [Board Policy 1312.3](#).



## **PROMOTION REQUIREMENTS FOR 8<sup>th</sup> GRADERS**

The Santee School District has established minimum academic and behavioral standards for eighth grade students to participate in the promotion ceremony and the annual excursion day. At PRIDE Academy, we want all our students to succeed, but standards are only worthwhile if students have support in meeting them.

***To meet the requirements for the 8<sup>th</sup> grade Promotion activities, including the excursion, and walking during promotion, a student must:***

- 1. Maintain a cumulative academic grade point average of 2.0;**
- 2. Maintain a cumulative citizenship grade point average of 2.0;**
- 3. Maintain a cumulative effort grade point average of 2.0;**

**Students must have two or less out-of-school suspensions to participate in the excursion activity.**

**Promotion Activities are a privilege that must be earned. If a student has not been able to follow school rules during the year, they may lose one or more of the above activities EVEN if they meet the above criteria. Students and parents will have advance notice if this happens.**



## **DRESS AND GROOMING**



PRIDE Academy follows the guidelines defined by the Santee School District Board of Education (AR 5132). Parents are responsible for their own children's dress. However, in the interest of health and safety standards, all students are always expected to be clean and neatly groomed in appearance and dressed appropriately. Below is the Santee School District's Revised Dress Code:

- Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day if these articles comply with the requirements in this administrative regulation.
- In addition, the following guidelines shall apply to all regular school activities: Appropriate shoes must always be worn. Sandals must have heel straps. Flip-flops or backless shoes or sandals are not acceptable. Heels must be of a reasonable height and not be unsafe in the school environment.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate death, violence, racial, ethnic or religious prejudice.
- Hats, caps and other head coverings shall not be worn indoors.
- Clothes shall always be sufficient to conceal undergarments. See-through or fishnet fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, strapless or tube tops, backless shirts, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- Gym shorts may not be worn in classes other than physical education.
- Hair shall be clean and neatly groomed, and the color may not cause a distraction to the educational environment. Hair may not be sprayed by any coloring that would drip when wet.
- Spiked jewelry and waist chains will not be allowed.
- Students must be cleanly dressed so as not to promote unhealthy or unsanitary conditions.
- Bandanas and sweatbands shall not be worn unless prior approval is granted by a site administrator.
- Overalls are considered pants and must have an appropriate shirt worn underneath.
- Muscle shirts, tank shirts, or underwear shirts may not be worn. Clothing that is suggestive or revealing will not be allowed.
- Facial piercing shall be limited to the ears only. Any other piercing must be plugged with a skin tone plug (no color).
- Pants must not be worn to expose undergarments or bare skin above the waist.
- Clothing that is considered nightwear (pajamas and slippers) may not be worn apart from a designated day by the school.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control.

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

### **Gang-Related Apparel and Racial or Ethnic Symbols**

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

**Any violation of the dress code will result in K-6 students being sent to the health office to call home for appropriate clothing or borrowing loaner clothing from the health clerk.**

**Junior High students who violate the dress code will be required to change into their PE clothes or borrow appropriate clothing from the health clerk. Students with oversized pants may be required to use a zip tie to adjust the waistband of their pants to fit their waist.**



According to the Santee School District Board of Education Policy, the following purposes and criteria provide the framework for homework.

Purposes: Homework at PRIDE Academy School serves one or more of the following purposes:

1. Provides essential practice in needed skills;
2. Trains pupils in good work habits;
3. Affords opportunities for increasing self-direction;
4. Enriches and extends school experience;
5. Helps children learn to budget time;
6. Brings pupils into contact with out-of-school learning resources;
7. Promotes growth in responsibility.

Parents are encouraged to set aside a daily homework time that includes reading time for students and to communicate, read together, and understand the importance of completing homework assignments.

### **Checking Grades Online**

Students in grades 6<sup>th</sup> through 8<sup>th</sup> and their family can monitor and check grades online through PowerSchool. As assignments are graded, scores are posted to display each child's individual progress. However, due to the number of assignments and students, grades are not typically inputted daily.

**Checking grades online at the end of a trimester is not conducive to improving student grades because returned assignments weeks or months late may not be accepted or eligible for full credit.** Weekly checks of PowerSchool can be helpful for any student or family to help continuously monitor progress. If a family is ever concerned about a child's progress over the course of the trimester, please contact the teacher to discuss details about the class. **Do not wait until the end of a trimester...it may be too late.**

Directions to Check Grades on PowerSchool:

1. Go to the PRIDE Academy webpage: <http://www.santeesd.net/pa>
2. Go to: Student Resources tab on top
3. Select PowerSchool
4. Input the ID and Password (note: Parent ID and Password can be personalized, and parents can set up an account so that PowerSchool will email a child's grades).
5. When the course grades appear, you can hover the mouse over a grade and click- this will give you a listing of assignments and accompanying scores.
6. "T" refers to scholarship grades (tests, homework, etc.), "E" refers to effort, "C" refers to citizenship.

### **Junior High Honor Roll:**

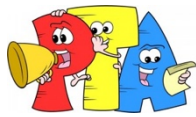
Students who work diligently to achieve high performance are recognized through an honor roll designation certificate each trimester. Seventh and eighth grade students who score at least a 3.5 or

higher in GPA in the all three areas of scholarship, citizenship, and effort are designated as an Honor Roll awardee.



## **EXTRA CURRICULAR ACTIVITIES**

We will provide voluntary fundraisers that students/families may participate in to help with 6<sup>th</sup> grade camp and 8<sup>th</sup> grade activity costs. We will work with families experiencing financial difficulties to try to assist with other school related expenses. If your child needs assistance, please call school administration or your child's teacher and it will be handled in a confidential manner.



## **PARENT TEACHER ASSOCIATION (PTA)**

The Parent Teacher Association (PTA) was founded in 1897 as a volunteer organization to strive to help parents and teachers provide a better life for children growing up in modern America.

### **“IF A SINGLE CHILD IS LOST – AMERICA IS THE LESS”**

1. To promote the welfare of children and youth in home, school, church, and community;
2. To raise the standards of home life;
3. To secure adequate laws for the care and protection of children and youth;
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
5. To develop between education and the general public such united efforts as to secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.
6. To promote the welfare of children and youth in home, school, church, and community;
7. To raise the standards of home life;
8. To secure adequate laws for the care and protection of children and youth;
9. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
10. To develop between education and the general public such united efforts as to secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

We have a very active PTA organization at PRIDE Academy. The membership drive will be held in early fall. Bulletins will also be sent home with your children giving details of upcoming programs.

Have a great school year!



**PRIDE Academy**

**NOTIFICATION OF PARENT OR STUDENT RIGHTS AND HANDBOOK RECEIPT**

**Please detach and return this acknowledgment statement to your child's homeroom teacher.**

**I have received and read the PRIDE Academy School Handbook. I hereby acknowledge receipt of information regarding my rights, responsibilities, and protections.**

Student's Name: (please print) \_\_\_\_\_  
(First, last name of student)

Student's Classroom/ Teacher \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date