

***Rolando Park Elementary School
Family Handbook & Calendar
2020-2021***



Principal: Anthony DeLuca
adeluca@sandi.net
6620 Marlowe Dr. San Diego, CA 92115
(619) 344-3600 Phone / (619) 344-3620 Fax

Rolando Park Elementary School Family Handbook & Calendar

MISSION STATEMENT

The mission of Rolando Park Elementary School (RPE) is to provide excellent teaching for all our students in order to help them to achieve their academic goals. RPE strives to help every child to meet, or exceed, grade level standards on the rigorous CA Common Core State Standards. RPE works hard to build the self-esteem, and socio-emotional wellness of all our students. Our goal is for graduates of Rolando Park Elementary to be prepared to meet the challenges of our 21st century technological world. Success in life begins in elementary school - Rolando Park Elementary's mission is to put our students on the road to success in all areas of their lives..



VISION

The Rolando Park Elementary staff believes all students can and will learn, and we strive to help all students achieve high standards of learning. Our goal is to prepare Rolando Park students to be 21st century learners by developing these skills:

- Critical Thinking
- Problem Solving
- Communication
- Collaboration
- Technology

Dear Families of Rolando Park Elementary School,

We look forward to providing your child with a great year of learning. To ensure the academic success of your child, it is critical that school and home work together as a team. To pave the way for a successful future for your child, it will take extra effort and patience from both of us!

We would like you to please review the contents of this hand book, as appropriate, with your child. Monthly calendars will be distributed with students. We will also post events on Facebook and Twitter.

Sincerely,
The Rolando Park Staff

DAILY SCHEDULE:

| |
|---|
| Monday, Tuesday, Thursday, Friday 7:40 a.m. – 2:10 p.m. Wednesday: 7:40 a.m. – 12:10 p.m. |
| Lunch – Lunch Recess 10:45 a.m. – 11:35 a.m. (TK – K) 11:20 a.m. – 11: 55 a.m. (1 – 2) 11:55 a.m. – 12:30 p.m. (3 – 5) |
| Wednesday (Modified Day) 7:40 a.m. – 12:10 p.m. <ul style="list-style-type: none">• Lunch: 10:45 a.m. – 11:05 a.m. (TK – k)• Lunch: 11:00 a.m. – 11:20 a.m. (1 – 2)• Lunch: 11:25 a.m. – 11:45 a.m. (3 – 5) |

ROLANDO PARK SONG

*This school, a certain school, a special place to be
I go there almost every day, come with me and see*

*When I get up in the morning at the start of a brand new day
Then I get it all together and I'm out the door and on my way*

*And when I turn the corner it's shining in the morning light
And it's white and it's pretty, and I know it's going to be all right*

Chorus:

***I love Rolando, I love Rolando Park
You know we've got the spirit, you know we've got the spark
Everybody's rocking at Rolando Park
I love Rolando, it's my school
We've got the spirit, we've got the spark
And we're rocking at Rolando Park***

*You know the teachers do some teaching that is mighty fine
At recess we play wall ball all the time
And if you get hungry, it's ok if you do
Because the breakfast is good and the pizza too
When I look out those big old windows I can see grass and trees
Then I love my school because it's a safe place to be*

Chorus: repeat...

*I like the sounds that letters make
You know once you learn to read
That's something no one can ever take
Away from you 'cause it's in your head
Man, think of all the books you can say you've read
By the time you're twenty-one or -two
There's no tellin' what you might do
Some day you might be president, man that's cool*

*I've seen a rainbow over this school
I've seen a rainbow over this school
I've seen a rainbow over this school
I've seen a rainbow*

*Over Rolando – Rolando Park
You know we're really learning... We're knowledge eatin' sharks
Everybody's rocking at Rolando Park
I love Rolando, it's my school
We've got the spirit, we've got the spark
And we're rocking at Rolando Park
We've got the spirit, we've got the spark
And we're rocking at Rolando Park*

MORNING ARRIVAL

Supervision is provided beginning at 7:40 a.m. on the blacktop. **Please do not send children to school prior to this time**, unless your child is enrolled in the PrimeTime Program. All students will line up on the blacktop behind the school, then head to class for Breakfast in the Classroom (BIC). **The tardy bell rings at 7:50 to start the school day.**

DISMISSAL

After school is out for the day students should be picked up, go directly home, or report to PrimeTime. Supervision is not provided after school. Any student on campus and unsupervised 10 minutes after school will be sent to the office to call home. In order to maximize learning time, parents who arrive early to school to pick up students at dismissal are asked to **please wait in front of the school.** Thank you for supporting student achievement at Rolando Park Elementary by waiting in the designated area.

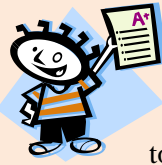


CHILDCARE

Our Harmonium PrimeTime Program offers free childcare before and after school each school day. Contact the school office at (619) 344-3600, for enrollment requirements and procedures. The application process has been moved online. Please apply early as there may be a waiting list.

ATTENDANCE

Every minute, every day is what is necessary for your child to receive an education and prepare him/her for a successful future. **Regular attendance is REQUIRED at Rolando Park.** California Education Code mandates that students attend school daily and arrive on time. **Parents play a major role in developing the strong importance of regular attendance.**



All medical or dental appointments should be made after school or during winter or spring breaks. If it is necessary for your child to be absent from school, please call our front office at 619-344-3600. When leaving information on the answering machine, state your child's name, room number, reason for absence, and your relationship to the child. Any absence not cleared by phone requires a note written by a parent/guardian and delivered to the attendance office.

Please remember that the only excused absences are:

1. Illness
2. Quarantine by a health officer
3. Medical or dental appointment (please try to schedule late in the day)
4. Attendance at the funeral of an immediate family member
5. Observance of a religious holiday

All other reasons for absences are **UNEXCUSED** and result as a truancy on your

child's attendance record. Serious attendance issues will be referred to the School Attendance Review Board (SARB).

INDEPENDENT STUDY CONTRACTS

Although we discourage the practice of having your child out of school for any length of time, if this circumstance cannot be avoided you can arrange for a Contract for Independent Study (CIS) for your child's schoolwork. This enables your child to receive attendance credit while keeping up with schoolwork during the absence from school. Please notify the attendance office and/or your child's teacher **two** weeks in advance (or as far in advance as possible) so an independent contract may be arranged for your child.



LEAVING DURING SCHOOL HOURS

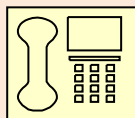
Any person picking up a student from Rolando Park **must be at least 18, present a photo ID, and their name must appear on the current enrollment card.** Adults must come to the office and complete required documentation before the student will be released.

TARDIES

Students are expected to be seated and ready to learn by 7:50 every day. Students who arrive after that time will be marked tardy and excluded from the perfect attendance rewards. Students arriving after 8:20 must report to the attendance office for a late slip.

TRUANCIES

A truant student is one who is absent from class without permission or is tardy to class for more than 30 minutes. Truancies will be reported to the administrator immediately for parent contact. **State law dictates that truancies will not be tolerated.**



TELEPHONE MESSAGES

Personal messages for students or staff will be left for teachers to pick up prior to recess and lunch. Classrooms will not be interrupted during instructional time except in an emergency. Arrangements for after school plans must be made prior to coming to school.

EMERGENCY PHONE NUMBERS

Names and phone numbers **must be on file** of those persons who are legally empowered to take charge of an injured child in the event a parent/guardian cannot be reached. Failure to provide this information may result in a call to local emergency services. **This information must be kept current.** During the school year, if you have a change of address, home phone, health information, emergency contact, or work number, be sure to notify the office at (619) 344-3600.



LEAVING THE SCHOOL GROUNDS

NO CHILD is to leave the school grounds after he/she has arrived in the morning without special permission from the office. If a child leaves for any reason, he/she must be signed out by an adult **listed** on the student's enrollment card in the office.

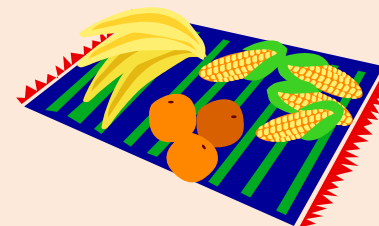


CAFETERIA

All meals at Rolando Park are free for all our students. Breakfast is served in the classroom from 7:50 a.m. to 8:00 a.m. For lunch, students select a main dish, milk, a serving of fruit, and a serving of vegetables. Please see the principal if you have dietary concerns for your child.

SNACKS

Students may bring a **NUTRITIOUS** snack to school. Nutritious snacks include vegetables, fruit or crackers.



Such items as GUM, CANDY, DRY NOODLES, CHIPS, CHEETOS, TAKIS, AND SODA HAVE NO NUTRITIONAL VALUE and are not appropriate as a snack or lunch item.

Parent supervision is important when packing a nutritious snack or lunch.

HEALTH OFFICE

A school nurse is assigned to Rolando Park part-time providing a health services program for the assessment, evaluation, maintenance, and improvement of the health of pupils and school personnel. The office personnel provide first aid on a daily basis. Students must have a pass to visit the health office.



Your child should attend school every day. However, there are times when you may need to keep your child at home. Please do not send a child with the following symptoms to school:

- Fever of 100.5°F or more, taken orally (or 101°F taken by ear, rectally or temporal scan).
- Cough and difficulty breathing – do not send to school if child has labored breathing (heaving of chest muscles with each breath), rapid breathing at rest, blue color to skin, or wheezing (if never previously evaluated and treated), and see a doctor. Keep home if your child has pertussis (whooping cough) until 5 days of antibiotics have been received, or tuberculosis (until treated).
- Rash that is undiagnosed, especially when there is a fever and behavioral change.

- Chicken pox - keep home until all blisters are scabbed over and there are no signs of illness.
- Diarrhea - keep home if the student wears diapers, if there is blood or mucous in the stool (unless from medication or hard stool), if the stools are all black or very pale, or if the stools are very watery and are increasing in frequency. See a doctor immediately if diarrhea is accompanied by: no urine output for 8 hours; jaundiced skin; or child looks/acts very ill.
- Vomiting more than once a day or accompanied by fever, rash or general weakness.
- Impetigo - Keep the child home for 24 hours after starting an antibiotic treatment.
- Ringworm (a contagious skin fungus infection). Keep home until treatment is started.

Unless otherwise indicated, students with above symptoms need to be absent for at least 24 hours prior to returning to school.

Children who are placed on antibiotics for impetigo, strep throat, and several other bacterial infections, should be on them for a FULL 24 hours (longer for Pertussis/Whooping Cough) before returning to school to prevent the spread of those infections. If you are uncertain, ask your doctor.

The problem of head lice (pediculosis) is ongoing and can be time consuming. Even though head lice are not a threat to health, they are a frustrating nuisance. Prompt treatment of student(s) with a positive diagnosis of head lice ensures minimal disruption to their educational program. When a student is initially identified as having live head lice, the student is to be excluded from school at the end of the school day for treatment.

After treatment at home, it's mandatory to return to school the next day via the health office, for inspection. Parents must be notified that students who return to school with live lice will be sent home.

If at any time you are unsure if your child's illness is contagious, you may want to call your child's primary care provider. If you have further questions, please contact the school site. Thank you for your continued support of the families in our school community.

MEDICATION

All prescription and non-prescription medications must be cleared by the School Nurse` before they can be given at school. The parent and the child's physician must complete appropriate forms. Please come to the office if your child requires medication at school to obtain the necessary forms.

DISASTER PREPAREDNESS & SCHOOL SECURITY

Yearly Rolando Park reviews our Comprehensive School Safety Plan. This plan includes the school's safety plan, district plan and emergency procedures addressing disasters and criminal acts which may threaten the safety of students and staff. In the event of an emergency, students will be released to parents or someone authorized by the parents on the registration card.

Monthly school wide security drills are conducted to help prepare students and staff for possible emergencies or disasters.

We ask community members to call school police at 619-291-7678 if anything suspicious is seen or heard at the school campus during non-school hours. If you become aware of anything suspicious during school hours immediately contact the school office at **619-344-3600**.

CAMPUS GATE SECURITY

For the safety of students, all gates are locked during school hours. Visitors, volunteers, and district staff must register in the main office before entrance is permitted.

DRIVING TO AND FROM SCHOOL

Traffic at Rolando Park before and after school is of serious concern. If you drive your children to and from school, please, for everyone's safety, observe the following rules:

- Observe the 5 miles per hour speed limit
- Do not stop at a red curb to pick up children or double park along the road
- Only let students out on the right side of the car
- Everyone must wear a seatbelt
- All vehicles must stop when buses are loading and unloading
- Please have patience for your fellow parents

It is especially important that the buses have access to their loading and unloading areas before and after school. **Please do not leave cars unattended in a lane of traffic for any reason.**

SAFETY TO and FROM SCHOOL

Parents are asked to caution their children **to cross at the cross walk only**. It is dangerous to cross at other places, as cars can create a safety hazard. Students should always cross the street at corners, never in the middle of the street. Parents are asked to model this behavior. Please be careful when driving

down our narrow road and please adhere to the "No Parking" signs.

SKATEBOARDS/ROLLERBLADES

Skateboards, rollerblades, scooters, or roller skate type devices (shoes) are **not allowed at Rolando Park at any time, including before, after school or weekends**. Violators will have their skateboards, rollerblades, scooters, or roller skate type devices confiscated and may receive a police citation.

BICYCLES

Bicycles may be ridden to school only if students **wear a helmet and walk the bicycle** to or from the nearest gate to the bike rack. Bicycles are to be licensed and securely locked in the bike racks. The student assumes all liability for theft, damage, or loss of use, to any bicycle, equipment, or article left on it. Bicycle safety rules govern travel to and from school.

PETS

Pets are not allowed on the school campus. Please leave all pets at home.

LOST ARTICLES

Lost articles will be returned if they are marked with the owner's full name. Sack lunches, lunch boxes, and removable garments are most often lost, and should be **labeled with student's first and last name and room number**. The lost and found cart is located near the auditorium. Lost eyeglasses, keys, jewelry, money, and valuables are kept in the school office.

worn each time you sign in to volunteer on campus.

PARENT & FAMILY INVOLVEMENT

**Your involvement in your child's education
WILL LEAD to his/her increased success in
school. We invite and encourage you to
become involved in your child's schooling in
one or more of the following ways:**

- Volunteer to help with student supervision
- Make an appointment to visit your child's classroom to observe.
- Stay in touch with the teacher about your child's progress
- Attend parent meetings and workshops
- Volunteer as chaperone or driver for field trips
- Volunteer to read to students or become a tutor
- Serve on school parent/community groups
- Make donations to the school such as water for the school's disaster kits
- Attend Family Fridays, Family Nights, Spirit Day, etc.

In order to volunteer at Rolando Park Elementary School you must complete a Volunteer registration form and have a current record of TB clearance. The forms are available in the main office. Once the requirements are met you will be issued a Rolando Park Volunteer Name Badge to be

CLASSROOM VISITS

We welcome your visit to the school and your child's classroom. Please arrange with the classroom teacher **IN ADVANCE** for class visits or conferences. This helps keep interruptions to the instructional program to a minimum. **ALWAYS** sign in at the office before entering campus.

COMMUNICATION

Please check your child's backpack on a regular basis for school information flyers. Other venues for information are Monday Morning Assemblies, Family Fridays/Coffee with the Principal, Facebook, and PeachJar. Finally, please check the school marquee for current information on school activities.

PARENT CONFERENCES

Parent Conference Days are November 13-18, 2017 and March 20-23, 2018. Student dismissal time for conference days is 12:10 p.m. Parents and teachers may need to meet for additional conferences for some students. Parents are urged to initiate conferences by sending a note to the teacher or by leaving a message for the teacher at the office.



You may call the school office at 344-3600 between the hours of 7:30 a.m. and 3:00 p.m. on school days throughout the year to discuss any questions, concerns, or suggestions you may have. Parents are also invited to Principal Chats where important information is presented. This is also an informal time to discuss any concerns or issues.

QUESTIONS, CONCERNS OR SUGGESTIONS

[illegible]

PARENT & COMMUNITY GROUPS

Rolando Park School Site Council (SSC):

This group consists of staff, parents and community members. Members of this team work together to develop and monitor the Single Plan for Student Achievement (SPSA) and to provide input on such areas as budget, school improvement, safety, and the School Accountability Report Card. The members are elected to serve two year terms.

Site Governance Team (SGT) is composed of staff and parents. The members of this team work together to provide input in the areas of scheduling, staffing, and budget. The members are elected to serve two year terms.

English Learner Advisory Committee (ELAC) consists of interested parents of English Language Learners. This committee meets to discuss issues and elements of the Second Language Program such as budget and curriculum. This important group advises the SSC about the school's programs for second language learners: focusing on attendance, the master plan for English Learners, the R-30 language census, and a needs assessment for English Learners

Crawford Community Cluster Group

This group of community members, parents, teachers, and administrators works to improve the educational experience of all schools in the Crawford cluster. The group meets monthly at various schools in the neighborhood providing translation and babysitting. All are welcome to participate.

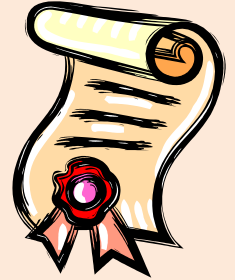
Partners in Education

Community businesses enhance our instructional program through the donation of time, goods, money, support, and services. We are fortunate to include among our partners: The Salvation Army Ray and Joan Kroc Community Center.

SPECIAL ACTIVITIES

Student Standouts Assemblies

Every quarter we celebrate student accomplishments with a recognition assembly. Students who demonstrate excellence in areas as Academics, Citizenship, and Effort (ACE) are honored. Parents are invited to join us.



Attendance Incentives

Children with good attendance records are celebrated and appreciated at Rolando Park Elementary. At the end of the school year, students with perfect year attendance are especially recognized at the End of the Year Award Assembly.

Field Trips

Parents will be notified about field trips in advance and are asked to sign a permission slip. The district policy will not allow school to accept permission for field trips over the phone. All students are allowed to participate unless they do not meet the classroom criteria for the trip.

The Rolando Park Way

Panthers ARE:

- Respectful
- Responsible
- Safe
- Ready to Learn



At Rolando Park Elementary:

It is vital that parents, school staff and students work together to maintain a positive atmosphere for learning.



Rewards and Positive Reinforcement

Children who chose to follow the Rolando Park Pathway are recognized and appreciated for their good behavior. Students may receive praise, awards, positive notes, special privileges, lunch with the principal, and recognition at Award Assemblies, prizes and field trips.

Consequences

Children who choose to disregard the rules at RPE will receive consequences that may include a verbal warning, conference with teacher, parent contact, exclusion from activities, detention, a referral to administration, in-school suspension and home suspension. Students may be sent directly to administration for serious infractions such as fighting, throwing objects, bullying, and defiance.

DRESS CODE

The purpose of a school dress code is to keep the school environment wholesome, safe, and focused on instruction. Students are to be appropriately dressed at all times. In keeping with that intention, we ask that careful consideration is given to what is purchased for students to wear to school. Students at Rolando Park Elementary participate in physical education activities daily so clothing should be comfortable and enable participation without being immodest. Please be sure clothing is identified with the student's name.



1. Caps, clothing or accessories with suggestive or vulgar words, logos, or designs that advertise or promote violence, drugs, gangs, alcohol, sex or illegal items are not allowed. Gang colors or gang style of dress is forbidden.
2. We recommend wearing regular athletic shoes with low heels and soles to allow participation in daily physical activities. All footwear must remain securely on the foot and cover the toe area.
3. Chains, tattoos, hats, bandanas, and sagging pants are not allowed.

4. Clothing which is immodest or tends to disrupt the educational process is inappropriate, including half shirts, halter tops, tank/muscle tops, tube tops, mini-skirts, "short" shorts, or clothing made from transparent material. Midriffs may not be exposed and straps on tops must be at least two inches wide. Shorts should be worn under dresses to allow for athletics.
5. If students arrive improperly dressed a parent/guardian will be contacted and asked to bring a change of clothing to school. If a parent/guardian cannot be contacted, students will be sent to the nurse's office for a change of clothing.

HOMEWORK POLICY

Rolando Park Elementary upholds the San Diego Unified School District homework policy. Meaningful homework is assigned on a regular basis to reinforce or extend subject matter, to develop good study habits, to encourage responsibility, and to provide families with an opportunity to monitor their child's work.

Students at Rolando Park will be assigned homework under the following guidelines:

- Reading Log: all students are expected to read or be read to every night and to keep track of their reading. Teachers provide a log for this purpose. Nightly reading times are as follows:
 - Kindergarten: 10 minutes
 - 1st grade: 15 minutes
 - 2nd & 3rd grade: 20 minutes
 - 4th grade: 25 minutes
 - 5th grades: 30 minutes
- Mathematics: 4 times/week
- Literacy: 4 times/week
 - Spelling
 - Phonics
 - Writing
 - Vocabulary
- Projects as assigned

To avoid possible negative effects of homework, teachers will take into account the unique needs and circumstances of their students. It is the student's responsibility to strive to do his/her best and to complete all assignments on time. Families should encourage systematic study and provide the proper conditions for doing homework effectively. It is the responsibility of the child to see that the homework is completed, signed (if required), and returned to the teacher.

SCHOOLWIDE EXPECTATIONS

Before School

- I will NOT arrive before 7:40a.m. (Unless I am in the PRIMETIME program)
- I will walk ONLY on sidewalks and not walk through the school parking lots.
- I will ONLY cross at the marked corner cross walks.
- I will ONLY enter campus through the main gate at the front of the school.
- As soon as I arrive I will go line up on the blacktop.
- I will KEEP my hands and feet to myself while in any class line.
- I will NOT PLAY on the playground equipment or run on the blacktop during line up time.

I may request permission, if necessary from the morning duty supervisor to walk to the bathroom and return promptly.

In the Bathrooms

- I will use a quiet voice in the bathroom and will not play, run or hide.
- I will respect others' right to privacy.
- I will treat school property with care and respect and will not waste paper or water.
- I will place all paper in the proper containers.

In the Classroom

Classroom rules, consequences and rewards are sent home separately by the teacher. It is important to take time to review the classroom rules as well as this Family Handbook with your student.

During Recess

- I will play only at the assigned activity, and never in bathrooms.
- I will follow the rules of the games.
- I will respect others' rights and keep hands and feet to myself.
- I will use equipment in designated areas.
- I will stay out of classrooms.
- I will not play chase or tag.
- I will kick only the balls during a game on the gravel.
- I will get a drink and go to the bathroom BEFORE the bell rings.
- I will freeze when the bell rings and **walk** immediately to my line when I hear the whistle.

In the Lunch Arbor and Cafeteria

- I will respect and follow the directions of all adults.
- I will stand quietly in the lunch line, not cutting in front of others nor allowing others to cut.
- I will use a quiet and respectful voice.
- I will use good manners and language.
- I will keep my hands to myself.
- I will not throw food.

- I will raise my hand and wait to be excused.
- I will dispose of my lunch trash and stack my tray properly.
- I will not take food out to the playground.
- I will walk to the playground when I am excused from lunch.

In the Library

- I will work/read quietly and be considerate of others in the library.
- I will use my time wisely.
- I will use materials and equipment according to directions.
- I will clean up after myself.
- I will follow the directions of the adults promptly and politely.
- I will be responsible for lost books and damage to books and equipment.

After School

- I will walk at all times.
- If I am in kindergarten, I may not leave without my teacher's permission.
- I will wait for parents, brothers, sisters and friends in front of school.
- I will exit only through the main gate at the front of the school.
- If no one has come to pick me up I must stay in the school office.
- I will obey school rules as I walk home each day.
- I will go home immediately upon dismissal and check in at home.

SAN DIEGO UNIFIED SCHOOL DISTRICT
Student Nondiscrimination and Sexual Harassment Policy

NOTICE OF STUDENT NONDISCRIMINATION

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, genetic information, or immigration status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal, state and/or collective bargaining agreements.

STUDENT SEXUAL HARASSMENT POLICY

San Diego Unified School District is committed to making the schools free from sexual harassment and discrimination. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The district prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. Sexual harassment is defined in Education Code to mean unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. The superintendent or his/her designee shall ensure that district students receive age-appropriate instruction about their rights to be free from sexual harassment, the district procedure for reporting and investigating complaints of sexual harassment including with whom a complaint should be filed.

The district prohibits conduct that has the purpose or effect of having a negative impact on the individual's work or academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment that conditions a student's status, progress, benefits, services, honors, program or activities based on submission to such conduct.

Any student who feels that he/she is being, or has been, sexually harassed by a school employee, another student, or a non-school employee at school or at a school-related event, shall immediately contact his/her teacher or any other district employee. An employee who receives such a complaint shall report it in accordance with administrative procedures.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal and state laws and/or collective bargaining agreements.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

The district believes that it can resolve issues of harassment and discrimination at the school site.

TO FILE A FORMAL DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT

1. **Filing a complaint:** A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form (AP 1700) and Administrative Regulation 0410 from the school or the district's Uniform Complaint Compliance Office. Remedies available outside of the district are listed in this procedure.
2. **Investigation:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment and/or discrimination allegations and provide a written report within sixty (60) days from the date the complaint is filed. The Superintendent or his/her designee shall ensure that any complaint received is investigated in accordance with district administrative procedures and that school personnel take immediate steps to intervene, when safe to do so, when they witness any act of harassment.
3. **Action:** When an allegation of sexual harassment is validated by the investigation and disciplinary action is necessary, the superintendent will determine the appropriate course of action, to prevent reoccurrence and follow up with the harassed student, depending upon whether the harasser is a student, staff member or agent of the district. If the complaint of sexual harassment is validated the superintendent and/or designee shall take prompt, appropriate action to end the harassment and to address the effects on the victim.

Complaints will be kept confidential. The person filing the complaint may also pursue action in civil court.

The district prohibits retaliation against any person who complains, testifies, assists or participates in district complaint procedures.

A student who has a complaint of sexual harassment or discrimination shall immediately contact his/her teacher or any other district employee. If the complaint cannot be resolved, or at any time the student may contact:

Lynn A. Ryan, Title IX Coordinator
Eugene Brucker Education Center
4100 Normal St., Room 2129
San Diego, CA 92103

For questions or additional information, call 619-725-7225.

DISTRITO ESCOLAR UNIFICADO DE SAN DIEGO
Políticas estudiantiles contra discriminación, acoso, y hostigamiento

AVISO DE NO DISCRIMINACIÓN A LOS ESTUDIANTES

El Distrito Escolar Unificado de San Diego se compromete a la igualdad de oportunidades en la educación para todas las personas. Los programas, las actividades y las prácticas distritales estarán libres de alguna discriminación basada en raza, color, ascendencia, origen nacional, identificación de grupo étnico, edad, religión, estado civil o parental, discapacidad física o mental, sexo, orientación sexual, género, identidad o expresión del género; información genética o estado migratorio; la percepción de una o más de estas características; o la asociación con una persona o un grupo de una o más de estas características actuales o percibidas.

Los estudiantes que violen esta política pueden ser sujetos a medidas disciplinarias, incluyendo la expulsión, de acuerdo a la política del distrito, procedimientos administrativos y a las leyes estatales.

Los empleados que violen esta política quedarán sujetos a medidas disciplinarias hasta e incluyendo ser despedidos. Cualquier acción disciplinaria será conforme a los acuerdos aplicables federales, estatales y de contrato colectivo.

POLÍTICA DE ACOSO SEXUAL DE LOS ESTUDIANTES

El Distrito Escolar Unificado de San Diego se compromete a eliminar el acoso sexual y la discriminación en las escuelas. El acoso sexual es una forma de discriminación sexual bajo el Título IX de las Enmiendas Educativas de la Ley de Derechos Civiles de 1972 y está prohibido tanto en la ley federal como estatal. El distrito prohíbe el acoso sexual a estudiantes por otros estudiantes, empleados, u otras personas, en la escuela o en actividades organizadas o relacionadas con la escuela. El acoso sexual se define en el Código de Educación como insinuaciones sexuales no deseadas, solicitud de favores sexuales, conducta verbal, visual, o física de naturaleza sexual hecha por cualquier persona del o dentro del ambiente educativo. La Superintendente o su designado debe garantizar que los estudiantes del distrito reciban educación apropiada a su edad sobre su derecho de ser libres de acoso sexual y sobre el procedimiento del distrito para informar e investigar quejas de acoso sexual, incluyendo a quién se debe presentar la queja.

El distrito prohíbe la conducta cuyo resultado o propósito tenga un efecto negativo en el trabajo o rendimiento académico de las personas o que sea suficientemente severa, persistente o generalizada para crear un ambiente educativo intimidante, hostil, u ofensivo.

El distrito prohíbe además acoso sexual por el cual el estado, progreso, beneficios, servicios, honores, programa o actividades de un estudiante dependan de que éste se someta a dicha conducta.

Cualquier estudiante que sienta que está siendo o ha sido acosado/a sexualmente por un empleado de la escuela, otro estudiante, u otra persona no empleada en la escuela, o en un evento relacionado con la escuela, deberá contactar inmediatamente a su maestro o a cualquier otro empleado del distrito. Un empleado que recibe tal queja deberá reportarla de acuerdo con los procedimientos administrativos.

Los empleados que violen esta política quedarán sujetos a medidas disciplinarias que pueden incluir el despido. Cualquier acción

disciplinaria deberá cumplir con las leyes federales y estatales que sean pertinentes y/o con los acuerdos de convenios colectivos.

Los estudiantes que violen esta política pueden quedar sujetos a medidas disciplinarias que pueden incluir la expulsión, de acuerdo con la política del distrito, los procedimientos administrativos y la ley estatal.

El distrito considera que se pueden resolver los problemas de acoso y discriminación en el plantel escolar.

CÓMO PRESENTAR UNA QUEJA FORMAL POR DISCRIMINACIÓN, O ACOSO SEXUAL

1. **Presentar una queja:** Los estudiantes o padres/tutores pueden presentar una queja obteniendo una copia de la Forma de Queja Uniforme (AP 1700) y del Procedimiento Administrativo 0410 en la escuela o en la Oficina de Cajas Uniformes. Los remedios disponibles fuera del distrito están enumerados en este procedimiento.
2. **Investigación:** El Distrito Escolar Unificado de San Diego conducirá de inmediato una investigación eficiente, detallada y objetiva de los alegatos de acoso y/o discriminación y proporcionará un informe escrito dentro de un periodo de sesenta (60) días a partir de que se presente la queja. La Superintendente o su designado deben garantizar que cualquier queja recibida sea investigada de acuerdo con los procedimientos administrativos y de que el personal de la escuela tome medidas inmediatas para intervenir, cuando sea seguro hacerlo, si son testigos de cualquier acto de acoso.
3. **Acción:** Si la investigación valida los alegatos de acoso sexual y se hace necesaria una medida disciplinaria, la Superintendente determinará el curso apropiado de la medida, para prevenir la reincidencia y hará seguimiento con el/la estudiante acosado/a, dependiendo de si el acosador es un estudiante, miembro del personal, o agente del distrito. Si se valida la queja de acoso sexual, la Superintendente y/o su designado tomará medidas inmediatas y apropiadas para terminar el acoso y para tratar los efectos en la víctima.

Las quejas se mantendrán confidenciales. La persona que presenta la queja también puede perseguir el caso en un tribunal civil.

El distrito prohíbe las represalias en contra de cualquier persona que se queje, testifique, asista o participe en los procedimientos de queja del distrito.

Un estudiante que tiene una queja de acoso sexual o discriminación debe contactar de inmediato a su maestro o a cualquier otro empleado del distrito. Si la queja no puede resolverse, o en cualquier momento, el estudiante puede contactar a:

Lynn A. Ryan, Title IX Coordinator
Eugene Brucker Education Center
4100 Normal St., Room 2129
San Diego, CA 92103

Si tiene dudas o desea información adicional,
por favor llame al 619-725-7225.