

# FRIENDSHIP SCHOOL PARENT HANDBOOK

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2023-2024

## WELCOME

Dear Parents/Guardians:

Whether you're new or returning to us, I want to welcome you to a new school year at Friendship School. All of us—your teachers, principal, and support staff—are eager to begin a new year with you.

This Parent Handbook includes information about our school policies and procedures that you can refer to during the school year. Please read it carefully and keep it on hand. If you have any questions, we will be happy to help you. Together we can make this a great school year full of new and innovative opportunities for our students to reach their full potential. It takes teachers, students, and parents working as a team to make that happen.

Thank you for supporting our school and our students!

Sincerely,  
Rachel Page  
Principal  
Friendship School

## TABLE OF CONTENTS

Welcome .....	2
Table of Contents .....	3
Introduction .....	4
About the Program .....	5
Basic Information and Guidelines .....	6
Emergency forms .....	6
Drop-off/Pick-up Policy .....	6
Wheelchair Maintenance .....	6
Clothing .....	6
Personal Hygiene .....	6
School Communication .....	6-7
Notification for Letters/Paperwork .....	7
Personal Items .....	7
Support for Parents .....	7
Donations .....	8
Specialized Health Care Information .....	9
Guidelines for Sending Students Home .....	10-12
COVID-19 Guidelines .....	13-14
Medi-Cal Notice.....	15
California Assessment Information .....	16
Home and Hospital Instruction .....	17
Observation Guidelines and Policy .....	18
Attendance Policy .....	19-20
Transportation .....	21
School Nutrition Program .....	22
Emergency Preparedness.....	23
Community-Based Instruction .....	24
Designated Instructional Services, School Wide Events .....	25-27
Important Phone Numbers .....	28
Board of Education .....	29

## **INTRODUCTION**

This handbook was produced as a resource for parents to explain the policies and procedures for students attending Friendship School. Numbers that appear in some portions of the handbook refer to specific San Diego County Board of Education policies. In some instances the entire policy is cited; at other times, only the most relevant portion is included.

Parents can help by requiring students to be in school every day they are physically able, providing information such as correct addresses and phone numbers, providing specialized health care paperwork and medication, attending scheduled meetings with school staff, sending the necessary absence or tardy notes, and learning about the school, its mission, its plan for improvement, and its activities. Parents are encouraged to meet with school staff; however, conferences with teachers should be scheduled in advance to avoid interruption of instructional time.

Please take time to become familiar with the contents of this handbook. The information included is important and knowing it will make the school year easier. If you have questions about information in this handbook, call Friendship School.

You may also visit the San Diego County Office of Education - Friendship School website at: <http://www.sdcoe.net/friendship>.

## ABOUT THE PROGRAM

Opened in September 1978, Friendship School provides special education programming for up to 50 individuals with severe/profound disabilities with medical needs. Each student is entitled to an Individualized Educational Plan (IEP), which focuses on individual needs and strengths to aid each student in realizing his/her potential. Students attending Friendship School require intensive developmental and adaptive living skills training in a self-contained setting. The students, ages 3 through 21, have IEPs, which provide a structure for the implementation of instructional strategies which address each student's unique needs. Data collection is necessary for the determination of progress related to IEP goals and objectives. Meeting the unique needs of our students, while addressing the state standards, requires our staff to be creative in presenting materials that are appropriate for each student's individual learning level.

Friendship School is a five-classroom special education school operated by the San Diego County Office of Education. Each classroom is staffed with a credentialed special education teacher and two paraprofessionals. At Friendship School, all teachers hold an education specialist or emergency credential authorizing teaching in a setting for individuals with moderate/severe disabilities. All staff members are trained in specialized healthcare procedures. Class sizes can serve up to 10 students, with a staff-to-student ratio of one adult to three/four students.

**Days:** School operates 200 instructional days= 180 regular school days +20 Extended School Year (ESY) days. During your child's IEP meeting you can choose to not have your child attend the 20 ESY days.

**Hours:** School office open/close: 8 a.m. to 4 p.m.  
Teachers on campus: 8:30 a.m. to 3:45 p.m.

**Arrival/departure of STUDENTS:**  
Regular School Days 9 a.m. to 3:07 p.m.  
Minimum Day Schedule 9 a.m. to 1:11 p.m.

## **BASIC INFORMATION AND GUIDELINES**

### **Emergency forms**

The emergency forms are extremely important. They enable school personnel to properly care for your child's needs at school, including specialized health care, illness, or accidents. It also enables us to contact parents or emergency contacts quickly. The emergency forms are completed upon admission to Friendship School and updated at the beginning of every school year. Every student's emergency forms MUST list a local phone number. Should there be any changes during the school year, such as a phone number change, please notify the school immediately.

### **Drop-off/Pick-up Policy**

We require all parents/guardians to come through the main office to pick up their child. Classroom doors will remain locked during school hours for the safety of students and staff. If you will be picking up your child early, please notify the office and/or your child's teacher so we can have your student ready for dismissal. Students must be signed in or out at the office.

### **Wheelchair Maintenance**

Your child relies on his/her wheelchair for their transportation needs, including attending school. For his/her safety, it is very important that his/her wheelchair is in proper working condition. **District transportation can deny the transport of your child to school if they feel the wheelchair is unsafe for transport according to Highway Patrol safety regulations.**

Friendship School staff members are not allowed to make any type of adjustments to any wheelchair. Your child's wheelchair vendor is able to come to the school to make any adjustments needed. Please remember Friendship School cannot make the phone call to your vendor for you; we can only advise you of your child's wheelchair concerns.

### **Clothing**

All students are required to have, at a minimum, two changes of clothing at school each day. If clothes are soiled at school, they will be sent home with the student at the end of the day. If a student has soiled both sets of spare clothes and needs to borrow clothes from Friendship School, please wash the clothing that evening or as soon as possible and return it to school the next day.

### **Personal Hygiene**

Diapers and wipes need to be supplied by parents/guardians. Other necessary personal care items, such as pads and bibs (for constant daytime use), need to be supplied by parent(s)/guardian(s) as well. Friendship School supplies bibs for breakfast and lunch.

### **School Communication**

Teachers will communicate with parents on a daily basis using a notebook dedicated for each student. Please check the notebook when your child returns home from school each day. Since the students at Friendship School are nonverbal, we encourage parents/guardians/caregivers to write in the notebook, too; this way we can get a better understanding of your child's mood, needs, etc. If there is something that needs immediate attention, the school will contact you using the phone numbers you've provided. Please remember that bus drivers/aides cannot pass messages to the school staff. If you need to get a message to the teacher, please contact the school at 858-298-2213. **School Site Administration primarily communicates with families via the Student Information System (Synergy) and email. Please make sure the office has your most up to date email to help ensure seamless communication.**

We encourage parents to address their student's education issues with the classroom teacher and/or the school principal.

### **Notification for Letters/Paperwork**

Please allow at least 72 hours for the school staff to fulfill your request requiring the need of a letter or paperwork completed by Friendship School.

### **Personal Items**

Please label all of your child's items with their first name and last initial.

### **Support for Parents**

#### Community Support Groups and Resources

The South County Special Education Local Plan Area (SELPA) offers a wide array of parent support groups and community resources to assist parents and their families. State and national level resources can be found on the San Diego County Office of Education website at [www.sdcoe.net](http://www.sdcoe.net)

#### Resource Parent

Parents who have students with disabilities are able to answer questions and concerns you might have concerning your child's special education program. To contact the resource parent at the South County SELPA, call 619-470-5224.

#### Resolution of Concerns

If you have any concerns about your child's educational program, you can address these concerns through one or more of these methods:

- Be a positive advocate for your child. Try to resolve the concern by talking with your child's teacher. Our school staff will work to find an appropriate resolution.
- Request a meeting of the IEP Team to discuss specific issues and concerns. You may request an IEP Team meeting by contacting either your student's teacher or school principal. If there is someone who you would like to include in the IEP meeting, please notify the school so that person can be invited. While the

school has 30 days to convene the IEP Team meeting, they will make every effort to meet as soon as possible to address your concerns.

- Consider using the services of the SELPA's resource parent

### IEP meetings

Parent participation is a cornerstone of the IEP process. We will make every effort to ensure meaningful participation for all parents and guardians in the IEP process. IEP meetings can be held in a virtual format ( Microsoft TEAMS) or in person. Your child's teacher will reach out to you with tentative dates for your child's IEP meeting, please respond in a timely manner with your availability and preference for virtual or in person meetings so schedules can be updated as needed. Support in how to log into Microsoft Teams for virtual meetings is available to all families who choose this option.

### **\*Donations**

*Friendship School is always in need of latex-free gloves, disinfectant wipes, liquid dish soap, "Arm and Hammer for Sensitive Skin" liquid laundry soap, Kleenex, and chucks. Donations of these items, and other medical and hygiene items, are always accepted and very much appreciated!*



## **SPECIALIZED HEALTH CARE INFORMATION**

All school paperwork must be completed by both the parent and the physician **before** the student starts the new school year. In the event new orders are prescribed by a physician at any time during the year, please make sure to provide new orders to the school. Your child will **not be able to have the/any new procedure started at school without up to date medical orders.**

### **Medication Policy**

Any medication given to a student at school needs to have a doctor's order. The medication needs to be in the original prescription bottle with a current date indicated on the bottle ( we cannot accept old prescription bottles refilled with new meds). The school does not provide any medication, this includes Tylenol or Motrin. In addition to the three-day emergency supply of medication that will remain at the school, it is essential that parents supply the school with a one week or one month supply of medication at a time. Medications will **not** be sent back and forth every day.

### **Emergency Medication**

School Districts in the surrounding area are encouraging parents to provide a 72-hour supply of all medications that each child may need. In the event of a natural disaster or a lockdown your child may be at school for an undetermined length of time. It is essential that each child has his/her required medication on site for these unforeseen situations.

### **Medical Supplies and Equipment**

The parent is responsible for all of the child's medical supplies and/or equipment. This includes G-tube gauze, G-tube replacement kit, Mic-Key extension, formula, suction machines, O2 monitors, nebulizer, diapers, wipes and any other medical supplies/equipment your child may need. The school will not provide medical supplies or equipment to students. If a student has a suction machine or O2 monitor, it is the parent's responsibility to ensure that the equipment is in working order. Students will not be able to remain at school if the equipment isn't working properly. If a student is fed by G-tube at school, an extra feeding tube extension and G-tube kit must be at the school at all times. If a student is on oxygen at school, an extra O2 sensor must be at the school at all times.

It is very important that we have phone numbers to be able to reach parents in the event of an emergency. The nurse will contact the parent and the emergency contacts listed in the student's file. If there is no response by the parent or emergency contacts the student will be sent to the nearest hospital for evaluation. At that time the parent will be contacted by hospital staff.

***Post-surgical students, students that have been hospitalized, or students who have been to the emergency room cannot return to school without a written order from the attending physician releasing them (not a nurse). A copy of discharge papers is acceptable. If there are new orders because of hospitalization, we will need them before the student can attend school***

## GUIDELINES FOR SENDING STUDENTS HOME

The following criteria will be used as guidelines in sending a student home when he/she is ill.

1. A temperature of 100 degrees F (axillary), after being taken once and 30 minutes later with no change downward. Students who are sent home due to fever need to remain home for 24 hours after the last fever, without the use of fever reducing medications (Tylenol, Motrin, etc.). *If your child had a fever overnight, please DO NOT give them Tylenol/Motrin and send them to school. If they has a fever in the morning before school, please keep them home to prevent the spread of germs.*
2. A cough accompanied by:
  - a. sneezing, runny nose, congestion OR a temperature
  - b. use of PRN medications (Tylenol, Motrin, Albuterol, etc.)
  - c. change in condition of student's health status
  - d. green drainage or sputum
3. Emesis (vomiting)
  - a. Coffee ground emesis, projectile vomiting, large amounts or frequent small amounts
  - b. Blood in emesis or emesis occurring after a fall necessitates an emergency and proper action will be taken by school nurse and staff.
4. Loose, watery stools:
  - a. Students will be observed after the first two watery stools and sent home after the third.
  - b. If there are other symptoms present student will be sent home after the second watery stool.
  - c. If diarrhea persists on a daily basis student may return to school if they have a written statement from their health care provider (HCP) that no viral, bacteriological, or parasitic condition exists.
  - d. If student has a medical condition or food intolerance that causes them to have loose stools, a written note from their HCP will be required. If they do not have a note then we will have to use the above guidelines.
  - e. Students who are sent home for loose stools may return to school 24 hours after their last loose stool without the use of medication (Pepto-Bismol, etc.)
5. Seizures:
  - a. A students will be sent home if the seizure is of significant magnitude or frequency that inhibits/interferes with the ability to continue with the student's school program.
  - b. Dependent on doctor's order, if the student receives Diastat while at school they will need to go home afterwards.
6. Contagious disease that is not under treatment or a non-specific rash (chicken pox, shingles, scabies, lice, etc.)
  - a. Any child with a fever accompanied by a rash will be sent home.

- b. Fever blisters - any student who has open blisters or mouth sores, will be sent home from school and cannot return until lesions/blisters are dry.
  - c. If your child is sent home with what appears to be a contagious disease, a note from your child's doctor will be required to return to school.
7. Other medical concerns (pneumonia, persistent coughing with copious amounts of thick yellow/green sputum, or any other distress noted) will be at the discretion of the nurse and/or principal.

***Post-surgical students, students that have been hospitalized, or students who have been to the emergency room cannot return to school without a written order from the attending physician releasing them (not a nurse). A copy of discharge papers is acceptable. If there are new orders because of hospitalization, we will need them before the student can attend***

**Please keep your child home if they are not acting like themselves or showing any possible signs of flu-like symptoms. Please help us stop the spread of germs.**

**\* Please remember students should remain home until they are symptom free for 24 hours.\***

## **COVID-19 GUIDELINES**

### **Promoting Healthy Hygiene Practices**

Staff members will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students.

- Students and staff members will wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Students and staff members will wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
- Staff members will model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Students and staff members will use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers are preferred and will be used as Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.

Friendship School will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, and hand sanitizers with at least 60 percent ethyl alcohol for staff members and students who can safely use hand sanitizer.

### **Cleaning, Disinfection, and Ventilation**

Staff members will clean and disinfect frequently-touched surfaces within school at least daily and, as practicable, frequently throughout the day by trained staff.

Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Wheelchairs

Friendship School will actively encourage staff members and students who are sick or who have recently had close contact with a person with COVID-19 to stay home or immediately test .

Friendship School has implemented screening for all staff members and students entering the facility.

Staff members and students will be monitored throughout the day for signs of illness. Students and staff members with a fever of 100 degrees F (axillary) or higher, cough or other COVID-19 symptoms will be sent home.

### **Plan for When a Student Becomes Sick**

Any staff members or student who exhibits symptoms of COVID-19 will be separated in an isolation room immediately until they can be transported home or to a healthcare facility, as soon as practicable.

Symptoms of COVID-19 include:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- If any of these symptoms are considered “chronic Conditions” for your student, your doctor may fill out a medical order indicating that the student experiences these symptoms as part of their condition. If we do not have a chronic conditions form on file, your child will be sent home when demonstrating these symptoms.

Local health officials, staff members and all families will be notified immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.

## **MEDI-CAL NOTICE**

## **NOTIFICATION OF INTENT TO BILL CALIFORNIA MEDI-CAL FOR HEALTH RELATED SPECIAL EDUCATION AND RELATED SERVICES**

Through the Medi-Cal Local Education Agency (LEA) Billing Option, the San Diego County Office of Education- Friendship School may submit claims to California Medi-Cal for covered services provided to Medi-Cal-eligible children enrolled in special education programs. The Med-Cal LEA program is a way for school district and/or county offices of education (COEs) to receive federal funds to help pay for health-related special education and related services.

You need to know that:

- Information about your child and family is strictly confidential
- Your rights are preserved under Title 34 Code of Federal Regulations 300.154; Family Education Rights Privacy Act of 1974, Title 20 of the United States Code, Section 1232 (g), Title 34 Code of Federal Regulations, Section 99
- Your consent at an annual IEP meeting is good for one year unless you withdraw your consent before that time. It can be renewed annually at the IEP meeting.

Your consent is voluntary and can be revoked at any time. If you do revoke consent, the revocation is not retroactive. Your consent **will not** result in denial or limitation of community-based services provided outside the school. If you refuse to consent for the school district and/or COE to access California Medi-Cal to pay for health-related special education and/or related services, this school district and COE must ensure that all special education and related services are provided at no cost to you.

## **CALIFORNIA ASSESSMENT INFORMATION**

The California Assessment of Student Performance and Progress (CAASPP) is the state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress on an annual basis. CAASPP assessments include computer adaptive tests in English-language arts/literacy (ELA) and mathematics for students in grades 3-8 and 11 and a paper based test for students in science in grades 5, 8 and 10. The alternate assessment for English-language arts/literacy (ELA) and mathematics is the California Alternate Assessment (CAA).

With CAASPP, the purpose of statewide annual assessments shifted from producing annual accountability reports to assisting teachers, administrators, and pupils and their parents to improve teaching and learning throughout the school year [Education Code 60602 (a)]. Results from the CAASPP assessments will be used along with other available data, to determine the impact of selected curriculum/programs, and to take other instructional plans.

**As the parent or guardian, you have the option of excusing your child from any part of the CAASPP. If you would like to excuse your child from the CAA you must submit your request in writing your child's teacher. [Education Code 60615] We will grant your request.**

## **HOME AND HOSPITAL INSTRUCTION (HHI)**



In the case that your child is out for a prolonged period of time (more than two weeks) due to surgery or illness, your **home school district** may provide home or hospital instruction for a short term period. Upon receipt of a doctor's note stating the reason for extended absence, an IEP meeting will be held within five days to amend services according to the student's needs while at home.

The doctor's note must:

- Specify the diagnosis or condition
- certify that the student cannot attend a less-restrictive environment (classroom)
- Include the specified date the student will return to school

Home-based instruction is provided as a temporary service while the child is recovering. An amendment meeting will be held after the doctor has cleared the student to return to school. If it is deemed that the student cannot return to school, an IEP meeting will be held to determine further placement options.

When recommending HHI, the IEP team must have "in the assessment information a medical report from the attending physician and surgeon or the report of the psychologist, as appropriate, stating the diagnosed condition and certifying that the severity of the condition prevents the pupil from attending a less-restrictive placement."  
(5 CCR §3051.4(d))

When parents withhold relevant health/medical information needed by district to determine whether HHI is needed, districts may deny the request. (*Student v. Torrance USD (OAH No. 2008040111)*)

## **CLASSROOM OBSERVATION GUIDELINES**

Parents are welcome to visit their child's classroom. We have established the following guidelines to facilitate your access to your child during school hours. We ask that you *do not stop by your child's room during school hours and engage the teacher in conversation. This can be disruptive to the learning environment.*

### **Please follow the guidelines listed below for observations:**

- Classroom observations must be scheduled with the classroom teacher and school administration ahead of time. Please consider requesting at least one week in advance
- Please sign in and out at the office.
- Please wear an ID tag, found in the office, during your time on campus.
- To minimize disruption of the classroom routine you may be asked to sit in an area of the room away from the direct contact with students.
- Observations are requested to be limited to no more than 1/2-hour.
- Observations are requested to be limited to no more than once a month.
- Parents can schedule a meeting with the teacher for conferencing outside observation times.
- The teacher retains the right to modify or adjust the terms of observations beyond those listed above.
- All observations are accompanied by site administration

## **ATTENDANCE POLICY**

The Friendship School staff would like to thank you for your continued support in our efforts to keep your child safe, healthy, and in school.

### **Attendance requirements for Friendship School**

- Regular on-time school attendance is required by law.
- Parents/guardians of children between the ages of 6 and 18 are responsible for sending their children to school full-time. The amount of time a student attends class correlates very closely with learning, consequently, the importance of regular attendance and arriving at school on time cannot be overemphasized. Please attempt to schedule doctor or dentist appointments before or after school.

### **Reporting / Explanation of Absence (Title 5 California Code of Regulations § 306)**

Title 5 California Code of Regulations § 306, "For every absence of a student, a parent/legal guardian/caregiver of the absentee is required to submit a written or verbal explanation."

- If it is necessary for your child to be absent from school, please comply with the law by notifying the school office, 858-298-2213, of the reason for your child's absence within three days of the date of absence. Failure to report the reason for your child's absence could turn the absence into an unexcused absence (attendance infraction-truancy). Our office assistant will call parents daily for unverified absences. Please keep your current phone numbers updated in the office.

### **Legally Excused Absences (California Education Code § 48205)**

A student may be excused legally (valid excuse) from school when the absence is for the following reasons:

1. Personal illness or injury of the student.
2. Medical, dental, optometric, or chiropractic services rendered.
3. Attendance at funeral services for a member of the immediate family.
4. Exclusion for failure to present evidence of immunization.
5. Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease.
6. Student sent home ill by the school health office, provided that student was in class for roll call.
7. Upon written request of the parent or guardian and prior approval of the principal and pursuant to board policy, a student's absence may be excused. Reasons include, but not limited to:
  - a. Appearance in court.
  - b. Observation of a holiday or ceremony of his/her religion.
  - c. Attendance at funeral services for someone that is not a member of the immediate family.
  - d. Parent returning from active military deployment.

**Early Release or Late Arrival of Pupil for Medical Services (California Education Code § 49602)**

- Pupils must present a note as evidence of a medical appointment to be released or admitted to/from school for medical services. Excused tardies and/or excused early dismissals are limited to those for documented note from doctor of medical appointments.
- Late school bus arrivals will not be counted against a student. All other late arrivals or early dismissals will be deemed unexcused- truant without a doctor’s note for documentation.

**Unexcused Absences (California Education Code § 48260-48273)**

Unexcused absences are truancies and all absences for a cause not specifically noted above in “Legally Excused Absences” will be recorded as a truancy in any of these cases:

1. Absent without a valid excuse.
2. Tardy without a valid excuse.
3. Early dismissal without a valid excuse.

A student with three unexcused absences is considered truant. Parents will be notified by mail monthly when their child has accumulated 3 or more unexcused absences (attendance infractions-truancies). Please remember that absences affect your child’s progress on IEP goals. If your child’s teacher notices a significant regression, a meeting with IEP team members will be called to discuss your child’s progress.

**Chronic Truant (California Education Code § 48263.6 and Penal Code 270.1)**

Any student who is absent without an excuse for 10% or more of the school days is deemed a chronic truant, providing the district has complied with Education Code notification and reporting requirements. Such parents are then subject to fines up to \$2,000 and/or jail time up to one year.

District staff and community agencies work together to review cases that have not been resolved by school efforts. All available school and community resources are exhausted before the student is referred or the parents/guardians are cited to appear in court.

## TRANSPORTATION

### **District of Residence Transportation Service**

- Please call your district Transportation Office also, if your child is going to be absent.
- Please call your district Transportation Office when your child is ready to come back to school after a prolonged absence.
- Have your student ready before the pick-up time. (The driver is expected to wait one to three minutes for the student. If the student is not at the bus stop at their pick-up time the bus will leave).
- **If the bus hasn't shown up or is late, please contact your district Transportation Office.** Friendship School will not be able to provide you with transportation information because transportation is provided by the district of residence, NOT Friendship School.

### **Transportation Phone Numbers**

Chula Vista Elementary School District	619-656-5600
National School District	619-336-7706
San Ysidro School District	619-428-4476
South Bay Union School District	619-628-3586
Sweetwater Union High School District	619-585-4454

## **SCHOOL NUTRITION PROGRAM**

Food and beverages served at Friendship School meet the nutrition recommendations of the U.S. Dietary Guidelines. The South Bay Union School District provides Friendship with daily meals including breakfast and lunch. Families will be asked to provide a meal application within the first month of school to receive school provided meals. Meals at Friendship provide students with access to a variety of appealing foods that meet the health and nutrition needs of students. The South Bay Union School District takes part in the National School Breakfast and Lunch Programs. Meals are served every school day.

This is an optional program and parents are welcome to provide their own food from home. Food is modified according to students' physician's orders (all staff members have a valid food handler's certification).

## EMERGENCY PREPAREDNESS

Friendship School is prepared to effectively and efficiently respond to emergency situations that may impact students and staff. As required by state law, we practice monthly fire, earthquake, and/or lockdown drills. A system wide emergency operations plan, that enables Friendship School to respond to and manage numerous emergency situations, is compliant with the Federal Emergency Management Agency's Incident Command System (ICS). Each year Friendship School reviews and updates the Emergency Management Plans as needed. These plans align with the county-wide procedures to assist Friendship School in effectively managing emergency situations. Additionally, these plans include procedures for lockdowns, relocation of students and staff, and parent/child reunification.

As always, we will be using our all-call messaging system to notify parents/guardians of any necessary information, such as lockdowns, school closure, and other emergency situations. It is extremely important that we have a current phone number or email so you can be updated on these events. Please remember that in a lockdown, school closure, or other emergency situations you should not come to the school until further instructions have been given. In most emergency situations, no one will be available to answer the phones because all staff will be with students. Your child's safety is of the utmost importance to us and we will keep you informed via the all-call messaging system.

In extreme cases, Friendship School staff may close the campus for the student's protection to transport students to another location. In such situations, we will work with law enforcement to release students to parents in an orderly manner. **Please do not go to your child's school until the "all-clear" has been given by law enforcement.** Your presence at the affected school would hinder or delay the emergency response plan in process.

School lockdown is a protective action employed to safeguard students, staff, and visitors when there is an armed perpetrator approaching the campus, on campus, or in the school. A lockdown is employed to keep people away from a violent perpetrator while law enforcement and emergency services personnel address the threat.

## COMMUNITY OUTINGS

Throughout the school year, community-based instruction might be a part of a student's schedule. Community-based instruction is used to enrich the classroom curriculum and to expose students to community resources. Community-based instruction typically takes place on Thursday mornings. There may be additional community-based activities planned throughout the school year. All community-based instruction is under the supervision of a teacher and/ the speech therapist, who plan the activity and lead the outings.

Parents will receive a calendar of community-based instruction dates at the beginning of the school year. Permission for your child to participate in community-based instruction is part of the registration process completed annually, typically at the student's IEP meeting.

**Parents and family members are encouraged to join their student for these community-based instruction outings, allowing more students to be able to participate.**

Some examples of community-based outings are trips to:

- Candy Store
- Beach
- Park
- Pet Store
- Grocery Outlet

During community-based instruction, students have the opportunity to interact in their community, including purchasing items at a store, playing a structured team game in the park, socializing with their peers, and participating in a scavenger hunt at the beach.



## **SCHOOL WIDE EVENTS**

Over the course of the year, Friendship hosts numerous school wide events. These include Back to School Night, The Fall Festival, Spooky Kitchen, World Bazaar, Read Across America/Sprit Week, the Wheel A Thon, Prom, and Graduation.

A calendar of these events will be sent home at the beginning of each school year and posted on the Friendship School Website, <https://www.sdcoe.net/schools/friendship>. These activities provide enrichment to our curriculum and opportunities for students to engage with seasonal topics, promote socialization and communication, and explore the sensory elements embedded into the activities.

School Wide Events are planned in collaboration with Related Service Providers, Teachers, and Administration to engage all stakeholders in their development. Parents are encouraged to participate in School Wide Events. School Administration will notify parents via email and notes home when an event is coming up. Parents are asked to RSVP to any event they plan to attend in person for the purposes of planning.

## **DESIGNATED INSTRUCTIONAL SERVICES**

Students identified as requiring supplemental services are provided services according to the agreed upon IEP. These services may take the form of direct designated instructional services or as consultation services.

**Physical and Occupational Therapy** consultation services to the classroom teacher are provided by California Children Services (CCS) for students eligible for CCS services. Additionally, CCS maintains and monitors, for eligible students, various durable medical equipment issues, orthopedic concerns, and medically related direct therapy concerns.

**School Occupational Therapy** services are provided in accordance to the agreed upon IEP. Occupational therapy helps students maximize their potential to learn and interact within the school environment. The occupational therapist works closely with the teacher and classroom staff to help them incorporate sensory activities into the school day. The sensory activities help improve the student's overall body awareness and improve one's level of alertness. Sensory activities help with attention, tolerating new food textures, accepting hand-over-hand assistance, and decreasing self-stimulatory and self-abusive behaviors.

**Speech/Language Services** are provided in accordance to the agreed upon IEP. Students are encouraged to participate in the development of communication skills, as appropriate, and are given opportunities to utilize communication skills to the extent possible.

**Assistive Technology** services are provided in accordance to the agreed upon IEP. These services are provided to the extent possible for each individual student. Devices and/or services are determined in the area of functional skills and access requirements necessary to meet IEP objectives. The assistive technology specialist works in conjunction with other service providers and teachers in order to maintain or improve student capabilities. The assistive technology specialist conducts evaluations, selects and customizes devices, and trains staff and students in the use of assistive technology.

**School Nurse** services are available to monitor student health during the school hours. The school nurse coordinates information between home and other agencies as related to student identified health needs. The school nurse oversees specialized healthcare procedures such as G-tube feedings, trach and oral suctioning, medication administration, and blood sugar monitoring. In addition, the school nurse provides training for the staff members who perform these services. The school nurse completes health assessments (including vision and hearing screenings) on students for re-evaluations of students already receiving services.

**Visually Impaired (VI)** services are available for students with visual impairments, that adversely affect educational performance. This includes both partially-sighted and blind students. VI services are provided by the student's district of residence.

**Audiological Services** such as monitoring of hearing levels and auditory equipment are provided to students as required on their IEP through the South County SELPA audiologist.

## IMPORTANT PHONE NUMBERS

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<b>Friendship School Office</b>	<b>858-298-2213</b>
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<b>District Special Education Departments</b>	
Chula Vista Elementary School District	619-425-9600 ask for Special Education
National School District	619-336-7500 ask for Special Education
San Ysidro School District	619-428-4476 ask for Special Education
South Bay Union School District	619-628-1600 ask for Special Education
Sweetwater Union High School District	619-796-7500

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<b>California Children Service (CCS)</b>	
Greg Rogers Medical Therapy Unit (MTU)	619-421-6083

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<b>San Diego Regional Center</b>	
San Diego Regional Center Intake Unit	858-576-2938
2602 Hoover Ave., National City	619-336-6600
4355 Ruffin Road, San Diego (Main Office)	858-576-2996

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<b>Exceptional Family Resource Center</b>	
9245 Sky Park Court, Suite 130	800-281-8252
San Diego, CA 92123	WEBSITE: <a href="http://www.efrconline.org">www.efrconline.org</a>

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<b>South County Special Education Local Plan Area (SELPA)</b>	
800 National City Blvd., Suite 202	619-470-5224
National City, CA 91950	Provides support to families through: Community Advisory Committee (CAC) Resource Parent Program

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We wish to direct your attention to the following web sites, which may provide you with additional resources:

IDEA: <http://idea.ed.gov/>

California Department of Education: <http://www.cde.ca.gov/>

Special Education: <http://www.cde.ca.gov/sp/se/>

Council for Exceptional Children: <http://www.cec.sped.org/>

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