Spencer Valley School

4414 Highway 79/78
Santa Ysabel, CA 92070

Parent-Student Handbook 2025-2026

Spencer Valley School
4414 Highway 78/79
P.O. Box 159
Santa Ysabel, CA 92070
Phone: 760-765-0336 Fax:760-765-3135
E-mail: spencervalley@svesd.net

Board of Education

Lucinda Arntson
J. Beau Cseri
Kathy Finley

Superintendent/Principal

Kelly Baas

Mission Statement

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

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

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

Spencer Valley School Staff
2025-2026

Kelly Baas	**Superintendent/Principal/Teacher**
Amy King	**Preschool Teacher**
Darcy Hebert	**Teacher; TK & Kindergarten**
Elena Hood	**Teacher; First & Second Grade**
Shalom Covert	**Teacher; Third, Fourth & Fifth Grade**
Allyson Jasper	**Teacher; Sixth, Seventh & Eighth Grade**
Pamela Villalobos	**Special Education Teacher**
Vicki Bergstrom	**Technology Specialist**
Mathew Ferreira	**Custodian**
Gary Gernandt	**School Aide & ELOP Aide**
Kathleen McKenzie	**Assistant Superintendent, HR & Business Services**
Jessica Noble	**School Secretary**
Thomas Relaford	**Maintenance**
Janel Susko	**Food Services**
Karla Willis	**ELOP Aide, School Aide & Art Instruction**

Table of Contents

Spencer Valley School Staff.....3
Attendance..... 5
Annual Notification..... 5
Associated Student Body..... 5
Birthdays & Treats.....6
Breakfast and Lunch..... 6
Cell Phones/Smart Watches/Electronic Devices.....6
Dress Code..... 7
Emergency Information..... 7
Expanded Learning Opportunities Program... 8
Field Trips.....8
Gang Policy..... 8
Health Information.....9
Homework..... 9
Medication..... 9
Student Messages.....9
Newsletter & Communication..... 9
School Messenger, All Call System.....10
Parking & Parking Lot.....10
Parent/Community Engagement.....11
Pets.....11
Playground.....11
School Hours..... 11
Office Hours & Staff Appointments.....12
Shakespeare Production & Parent Involvement..... 12
Staff Development..... 12
School Property.....12
Student Evaluations and Parent Teacher Conferences..... 12
Tacky Day/Promotion Ceremony..... 13
Telephone Use..... 13
Toys..... 13
Transportation..... 13
Website.....13
Self-Directed Learning.....13
Guidelines for Resolving Problems with Students..... 13
Other Essential Information..... 14
Special Education.....15
Parents' Rights and Responsibilities..... 15
Uniform Complaint Procedure..... 16
Comprehensive School Safety Plan.....25
Foster Youth/Homeless/Uniform Complaint Procedure Coordinator.....26

Attendance

If your child is or will be absent from school, you **must notify the office** directly by telephone at 760-765-0336, or e-mail at spencervalley@svesd.net. If you notify your child's teacher, **you must also notify the office.**

Please advise **the office** of any deviations from the regular schedule, for example, appointments, early pick-up or special transportation arrangements. You need to sign your child in or out of school when picking up late or early. Please inform the office in writing or by phone if someone other than parent/guardian will be picking them up after school.

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

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

School starts at 8:00 AM. Students who arrive after 8:00 AM are considered tardy. **Those who arrive late are to be dropped off at the office at the Annex (new building).** They are to go into the office and check in with the school secretary, who will admit them to their classroom. Lunch count is done by 9am. If you student is arriving after 9am, you must contact the office in order for them to have a school lunch, otherwise you must pack them a home lunch that day.

Annual Notification

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

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

Associated Student Body

As part of the ELOP program, as an opportunity for students to engage in youth voice and leadership, Spencer Valley has an unorganized associated student body. The unorganized associated student body

is led by a student council made up of an elected leadership team from students in grades 6-8, with a student class representative from each of third, fourth, and fifth grades. All students in grades 6-8 are eligible to become a student council member. Students in grades 3-5 are eligible to run for and be elected as a student class representative. All student council members have the opportunity to vote and offer ideas for student council action. Students participating in student council must have a participation form signed by their parent/guardian indicating their student will stay afterschool for student council meetings. Student council meetings will be held during the ELOP program on either a Monday, Tuesday or Wednesday, from 2:40-3:40. The day of the week will be determined at the beginning of each school year.

Birthdays & Treats

Treat Specifications

- **No nuts of any kind** to include tree nuts and/ or peanuts. We have students with **EXTREME** allergies so pay close attention to ingredients and labels on packages. This includes **all chocolate candy bars** with nuts such as Snickers.
- No hard candy.
- 1 Treat for every student enrolled in our school, verify student count with the office ahead of time.
- All treats must be an individual serving size (no whole cakes, pies, etc.).
- Provide your own plastic silverware if needed.

Treat Instructions

- Please notify the office via email or phone call, by 9am, the day you are bringing the treat. We will not serve more than one treat per day so let us know in order to eliminate treat conflicts.
- Your student needs **your help** passing out their treats. Spencer Valley Staff will not pass out your treats with your child.
- Parent/Helper must arrive 5 minutes before the end of the school day, with the treat, and sign in inside the Spencer Valley Office.
- We will provide a cart for passing out treats.
- Student and helper must wear gloves when passing out treats, we have some in the office for you to use.

Breakfast and Lunch

Our school offers **breakfast, lunch and snack** to all students Monday through Friday. Spencer Valley students, in grades TK-8, who wish to participate in the **breakfast program must arrive at school by 7:45** in order to be served breakfast. Students need to be on time for breakfast. Students who arrive beyond 7:55, and have not had breakfast at home, will be given a bar and sent to class immediately. Breakfast will be served in the Annex (new building). All students will receive a lunch and snack during the regular school day, breakfast is optional. Students who participate in our Expanded Learning Opportunities Program will receive a daily snack and will be served lunch on Thursdays.

Sodas, sports drinks, energy drinks, and candy are prohibited at lunch. Microwaves and refrigerators are not available for student use.

Lunch Program Participation
Students participating in the school lunch program are expected to make an effort to try the food provided and eat a portion of their meal each day. The school will not adapt the menu or offer an alternative meal if a child refuses to eat what is provided. Trying new and different foods helps children learn to become better eaters and develop healthy eating habits. Regular refusal to eat may prompt the school to schedule a conference with the parent or guardian to discuss next steps and support strategies. Ensuring that

students eat lunch daily is essential to their focus, energy, and readiness to learn throughout the afternoon.

Cell Phones/Smart Watches/Electronic Devices

To ensure a safe learning environment and prevent disruptions, students must keep all electronic devices, including cell phones, smartwatches, tablets, laptops, and game pads, turned off and stored in their backpacks during school hours.

- No Communication During School: Students are not permitted to use cell phones or smartwatches to call or text at any time during the school day. If a student needs to make a call or send a text, they must get adult permission and do so after school hours.

- Other Devices: Personal cameras, radios, and recording devices are not allowed at school unless they are part of a teacher-approved class project.

- Confiscation: Any device used during school hours, or any device that disrupts learning, will be confiscated immediately. Confiscated items will be held in the office until the end of the school day and will only be returned to a parent or guardian.

- Student Responsibility: Students bring electronic devices to school at their own risk. The school is not responsible for lost, stolen, or confiscated items and is not liable for their replacement.

Dress Code

Students must be dressed appropriately for school activities, indoor and outdoor play, and independent bathroom use. Avoid one-piece rompers or coveralls/overalls for young children as they impede bathroom use. For students in TK, K, 1st and 2nd grade, please keep an extra set of clothes in their backpack in case of accidents or spills. Clothing must cover the chest (including cleavage), midsection, back and buttocks at all times. Tops with thin straps or ties, such as spaghetti strap tank tops or sundresses are prohibited. “Short-shorts” or other overly revealing clothing may result in a request for replacement clothing to be brought from home. Please check if logos on shirts are appropriate for a K-8 school.

Flip flops, open toe shoes, clogs, cowboy boots, sandals (including crocs), slippers (including Ugg slippers) and high heels are dangerous on the playground and are not permitted. Shoes must be weather appropriate. Rain and snow boots are only to be worn to school during inclement weather.

Makeup, glitter, or anything that is a distraction from learning should be left at home.

If your child arrives at school inadequately dressed, for the weather or other conditions, parents will be required to bring appropriate replacement clothing immediately.

Physical Education takes place throughout the week. Please make sure your child **wears or brings shoes** appropriate for physical activity each day to support their safety and participation**.**

Emergency Information

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

Should an emergency or natural disaster occur, students will be kept at school until they can be safely

released to parents, or to an authorized person, or until the students can be dispersed to their homes in a safe manner.

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

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

Expanded Learning Opportunities Program

The Expanded Learning Opportunities Program (ELOP) offers your student the chance to participate in an after-school program from 2:30–4:00 PM daily. On Thursdays, the program runs from 12:00–4:00 PM.

To participate, a signed permission slip must be on file in the office.

Students may be picked up anytime between 2:30 and 3:55 PM (or 12:00 and 3:55 PM on Thursdays) and must be signed out no later than 4:00 PM. Students who are not picked up on time may lose the privilege of participating in this optional program.

For planning purposes—including food and staffing—students must know if they are staying for the day *before* being dropped off at school. If your child was not scheduled to stay and you arrive at 2:30 p.m. (or 12:00 p.m. on Thursday), they will be sent home with you. If there is a change in plans, please call the office to inform us.

Once you sign your student out, they are under your supervision. If you choose to allow them to play, you are responsible for actively supervising them at all times.

Monthly activity schedules will be sent home at the beginning of each month. Families can choose any number of days to participate in our after-school programs. Generally, on Monday, Tuesday and Wednesday, students will participate in Homework Hour from 2:40-3:40 PM. Homework hour is teacher assistance, targeted support, and also an opportunity for students to work on their daily and weekly homework. Enrichment activities will be held on Thursdays from 12:00 to 4:00 PM and on Fridays. Students must participate in the planned activities being offered each. If your student refuses to participate you will be contacted to pick your student up immediately.

Field Trips

Coordination

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

Transportation

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

- All students and chaperones will be transported by a chartered vehicle, no exceptions.
- All chaperones must have valid fingerprints on file, please inquire in the office.
- The number of chaperones needed will be based on the number of volunteers needed for the location and number of tickets available.

- Chaperones will be chosen by the coordinator and be rotated to allow equal participation.

Gang Policy

To keep school free from the threats or harmful influence of any groups who exhibit behavior disruptive to the school environment and/or the safety and well-being of students, any student suspected of gang affiliation based on the display of behavior, gestures, apparel, or paraphernalia shall be referred to the Superintendent/Principal, and the following actions taken, as appropriate:

a. The student's parent/guardian shall be contacted and may be asked to meet with school staff in order to proactively address the concern and be included as part of the solution.

b. The student may be sent home to change clothes if necessary.

c. The student's behaviors and progress in school shall be documented, including attendance and grades.

d. Intervention techniques such as mentoring, academic support, and a system of wraparound support service shall be implemented to help the student disengage from gang involvement.

e. Consistent and graduated discipline and accountability shall be implemented when appropriate and combined with positive support using conflict-resolution strategies and other restorative justice practices demonstrated to be effective with gang-involved youth.

f. Students shall be offered help in rejecting gang associations, including possible referral to community-based gang suppression and prevention organizations.

g. Law enforcement shall be notified if the student is suspected of being involved in gangs.

Health Information

To ensure the health of our school community, students must not attend school if they have a fever. Students who arrive at school feeling unwell will be required to wear a disposable mask.

Homework

Extended Learning Beyond the School Day

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

Medication

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

Student Messages

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

Newsletter & Communication

Staying informed about what's happening at Spencer Valley School is easy! We use several ways to keep you updated:

- **Email, Fliers, and Texts:** Expect regular communications through these channels.
- **All Call Reminders:** We'll also use an "all call" system for important announcements.
- **Spencer Valley Website:** Our website, **http://www.svesd.net**, is a great resource for information.

Your student will bring home the Spencer Valley School Newsletter on the 1st Monday of every month. The newsletter will keep you up to date on upcoming events and school news. The newsletter will always be sent home in your student's green communication folder. Check the green communication folder every Monday for important notifications, permission slips, or other documents. Make sure you review all the contents and return the empty folder to school **on Tuesday. If a student loses their green communication folder, they will be required to purchase a new one for $5.00.**

Communication works best when students and parents go through the green folder and read the information together. Copies of the newsletters and other parent information are always available in the school office, and also distributed by email.

School Messenger, All Call System

The school uses an automated calling system for most messaging and **emergencies** called School Messenger. This program allows us to deliver important information to you via SMS text and voice messaging, as well as email. This service is intended to provide communication in such a way that every parent or guardian can be kept up to date with important information. It is not intended to be a replacement for direct communication with the office or staff, but rather it will enhance them by unifying communications in a timely manner.

Information about School Messenger can be found at www.SchoolMessenger.com/tm .

In order to participate in this service, you must indicate your willingness to receive text messages to your phone. Follow these simple steps to register:

Text, *subscribe, option* or *yes* to **67587**
You'll know you were successful if you receive the following reply message:
You are registered to receive approximately 3 messages per month.
Text STOP to quit, HELP for help.

To add another wireless number, such as an additional parent or caregiver, you have to repeat the opt-in process for each additional device.
In addition to performing the opt-in process, you must provide all additional numbers to the office. The office must update the school database in order to send messages to any additional numbers.

Please note, although the district does not charge you for this service, it does not pay for text message charges that may be incurred by you for sending or receiving text messages. Check with your wireless carrier for possible charges.

The **Spencer Valley All Call** will occur every **Sunday evening**. This call will explain all the important information for the coming week. Please listen to this recording every Sunday in order to be prepared and stay informed.

Parking & Parking Lot

For the safety of the children please drop off and pick up at the curb in front of the school. If you need to stop for more than two minutes you need to park in a parking spot. The entrance to the parking lot for drop off is at the Annex (new building). This is a one-way lane, you will exit out the driveway for the original Spencer Valley School. Double parking **is not permitted.**

For student safety and efficiency of dismissal, students may not arrange playdates when being picked up. All playdates arrangements should be finalized before school starts.

Recognizing your time is valuable, if you arrive to pick up your child they will be dismissed with you.

Parent/Community Engagement

Educational Partner Meetings

The purpose of Educational Partner Meetings is to allow parents and community members to:

- Develop, revise, and recommend Local Control Accountability Plan goals.
- Review the effectiveness of the programs and goals.
- Annually review the LCAP. If necessary, make modifications in the plan to reflect changing improvement needs and priorities.
- Act as an advisory capacity to administration and Board, and perform additional functions as outlined in District policy.

Parent Teacher Organization (PTO)

We encourage you to participate and contribute your talents, skills and experiences for the benefit of Spencer Valley students. The PTO is a group of parents and staff who provide programs and activities that enhance the school experience for students and help build community. Parents and other family members are encouraged to become PTO members. The PTO can be contacted via email to spencerpto@svesd.net.

Pets

If your child would like to bring a pet to share with the class, please arrange it with their teacher in advance.

Playground

Spencer Valley is fortunate to have a wonderful play yard with a variety of options for play, fun and discovery. Our staff provides supervision during school hours, but we also count on students to do their part:

- Always play where you can **see a staff person**.

- **Act respectfully** with yard supervisors and other students.
- **Follow all rules** for outside areas and play equipment.

School Hours

Please have students at school by 7:55 am (students will be considered tardy at 8:01). School begins at 8:00 a.m. and ends (except Thursday) at 2:30 p.m. for all students. On Thursday school ends at 12:00 p.m. for all grades. Please respect the integrity of our school program by bringing children to school on time and picking them up promptly. **Students who arrive late to school must be dropped off at the Annex office in order to be checked in and then admitted to class.**

Children should not arrive before 7:45 AM in the morning. Pick-up in the afternoon should be within 10 minutes of dismissal time**.** If you cannot pick up your child on time, please call the office. Students not picked up by 2:40 p.m. or 12:10 on Thursday, will be sent to participate in the ELOP program. **Parents must sign out their child with staff.**

Office Hours & Staff Appointments

The School Office is open from 8am-4pm. Office Staff is busy assisting with lunch from 11:30-12:30 daily. If you need assistance during this time we appreciate your patience. If you need to communicate with the office, please do so with the operating hours. Emails are encouraged and answered promptly, spencervalley@svesd.net. If you would like to communicate with teachers/staff, come early during drop off/pick up or make an appointment.

Shakespeare Production & Parent Involvement

Spencer Valley School proudly continues its over 26-year tradition of all students performing in an annual Shakespeare play! This beloved production offers artistic enrichment and helps develop students' explorative and creative minds.

- Rehearsals: Typically take place during school hours.

- Performances: Usually scheduled the week before spring break on Tuesday, Wednesday and Thursday evenings. This includes multiple performances, and a dinner theater with silent auction.

- Our Only Fundraiser: This production is the sole fundraiser for Spencer Valley School each year, making its success vital for our school community.

- Parent Involvement is Key: It truly takes a village to bring Shakespeare to life! All parents are required to assist, and we rely on volunteers from every grade level to make the play a success.

Staff Development

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

School Property

Parents are responsible for the repair or replacement of any school equipment, including books and computers, that is lost or damaged by their child.

Student Evaluations and Parent Teacher Conferences

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

For the 2025-2026 school year, Parent Teacher Conferences will be held November 10th-14th.

Tacky Day/Promotion Ceremony

Tacky Day is our much-loved, year-end celebration at Spencer Valley! It's a special occasion that honors our graduating 8th graders and marks the promotion of students in Transitional Kindergarten through 7th grade. Students showcase their many talents in the form of poetry readings, songs, dances, plays, and art. Parents, grandparents, siblings--the entire community--are invited. As is tradition, families have the option to come dressed in "tacky" clothes, adding a fun and memorable touch to the day.

Telephone Use

Students may use the school telephone with teacher or staff permission for essential purposes.

Please note, students **are not permitted** to use school phones to arrange social plans or request early pick-ups. We kindly ask that you make any after-school arrangements for visits between children **before** your child arrives at school.

Toys

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

Transportation

Spencer Valley does not provide transportation to and from school.

Website

Spencer Valley School has a website that is updated periodically visit http://www.svesd.net.

Self-Directed Learning

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

I **come** to school well rested and ready for work and play.

I **finish** my work on time during the school day.

I **use** attentive listening when my classmates and teachers speak.

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

Guidelines for Resolving Problems with Students

There may be times when a child's behavior is inappropriate. In most cases a simple reminder is enough. To create a structure that minimizes negative behaviors, Spencer Valley uses Best Behavior - Building Positive Behavior Support in Schools. This framework of supports allows students and staff members to establish clear and agreed upon Behavior Expectations for Classrooms, Playgrounds, Common Instruction Areas and Substitute Teachers/Guests and Systematic Supervision Skills.

When additional measures are needed, the staff uses Restorative Practices within whole school Circles and Restorative Practices techniques with individuals. These can be conferences, use of affective statements or affective questions, and facilitated meetings. Restorative Practices are consistent and fair processes that enables each problem to be solved in **an** individual way, with compassion and accountability. The main goal is to help each child grow socially and emotionally, become responsible for managing his or her own behavior, and learn to resolve conflicts.

If a child has a problem:

1. The teacher will confer with the child regarding the inappropriate behavior and will remind the child of what is expected. If unacceptable behavior persists, the child will be sent to the office to talk with the principal.

2. When these efforts are not successful, parents will be informed. Where advisable, conferences involving parents, teachers, principal and other school personnel will be held to formulate a plan to improve behavior. An individual plan may be implemented by their teacher and parents to deal with recurring incidents.

3. Where poor behavior persists, after concerted and long-term efforts on the part of school personnel and parents, and where the behavior is disruptive to the school program, the following actions are possible:

a) Limited attendance (modified day—child stays at school as long as behavior remains acceptable).

b) Revocation of transfer (if student has an inter district transfer).

c) Short-term suspension.

d) Expulsion from school by School Board.

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

Spencer Valley students also have access to separate counseling through Vista Hill, if needed.

The school psychologist may also available for consultation on a case by case basis.

Other Essential Information

8 C's

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

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

Special Education

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

Parents' Rights and Responsibilities

Family Involvement

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

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

Classroom Observing

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

Teacher Conferencing

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

Volunteering

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

Student Attendance

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

Student Testing

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

School Selection

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

Safe School Environment

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

Curriculum Materials

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

Student Academic Progress

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

Advancement Toward Literacy

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

Student Records

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

Standards

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

School Rules

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

Risk of Retention

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

Psychological Testing

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

Intrusive Evaluation

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

Parent Participation

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

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

Parent Responsibilities

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

1. Monitoring attendance of their children

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

Uniform Complaint Procedure

All Students, Parents, Staff, Advisory Committees, and Community

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

Uniform Complaint Policy & Procedures @ www.svesd.net

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in Administrative Regulation 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

Superintendent
Spencer Valley Elementary School District
4414 Highway 78/79, P.O. Box 159
Santa Ysabel, CA 92070
(760) 765-0336
spencervalley@svesd.net

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve

complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate

3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred

4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct

5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and students participating in a newcomer program as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision

10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable

11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school websites and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985.

In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint

provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.

3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)

4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)

5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If

mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

The compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Investigation Report

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Investigation Report

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered.

2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law

3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600

4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complain not specified in 5 CCR 4610

5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE (Education Code 262.3)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

2. Academic support

3. Health services

4. Assignment of an escort to allow the victim to move safely about campus

5. Information regarding available resources and how to report similar incidents or retaliation

6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

7. Restorative justice

8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law

2. Parent/guardian conference

3. Education regarding the impact of the conduct on others

4. Positive behavior support

5. Referral to a student success team

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures.

2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.

3. The material findings of fact in the district's investigation report are not supported by substantial evidence.

4. The legal conclusion in the district's investigation report is inconsistent with the law.

5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint

2. A copy of the district’s investigation report

3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator

4. A report of any action taken to resolve the complaint

5. A copy of the district's UCP

6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Health and Safety Complaints in License-Exempt Preschool Programs

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE website. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of

the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

Comprehensive School Safety Plan

Pursuant to Education Code 32280-32289
The current plan may be viewed on file at Spencer Valley District Office

Foster Youth/Homeless/Uniform Complaint Procedure Coordinator

Kelly Baas
P.O. Box 159, Santa Ysabel, CA 92070
760-765-0336
Uniform Complaint Policy & Procedures on website www.svesd.net

Spencer Valley School
SPENCER VALLEY SCHOOL
Educating Students Since 1876