

# Santee Elementary School



## Student/Family Handbook 2025 - 2026

**Mrs. Maria Reyes, Principal**

1313 Audubon Drive • San Jose, California 95122 • (408) 283 - 6450 • [santee.fmsd.org](http://santee.fmsd.org)



# Santee Elementary

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# Santee Elementary



Dear Santee Students and Families,

As a unified team at Santee, we are unwavering in our commitment to creating an environment where students' unique qualities are not just accepted, but celebrated. We are thrilled to welcome all our students back for another year of learning, and we are dedicated to ensuring each student's success, both in and out of the classroom.

To our new families, we are overjoyed that you have chosen to join us on this educational journey. Please remember that we are here to serve and support you in any way we can. We want you to feel like part of the Santee Family, and we encourage you to

partner with us in your child's educational experience.

We are eagerly anticipating another amazing year with our wonderful Santee community and are excited to continue showing everyone why we are so proud to be Santee BEARS.

Lastly, this handbook will provide information about Santee School. Please use it as a reference. If there is anything that is not answered in this handbook, please do not hesitate to contact the front office.

The Santee Team looks forward to another great year as Proud Santee Bears!

Sincerely,

*Maria Reyes*

**Principal, Santee School**

[maria.reyes@fmsd.org](mailto:maria.reyes@fmsd.org)



# Santee Elementary

## Santee's Mission

To develop the **resourcefulness**, **resilience**, and **creativity** necessary to be successful in today's and tomorrow's world, each child will engage in relevant project-based learning that incorporates science, technology, engineering, arts, and mathematics. Students will see themselves as community advocates and change agents who can positively impact their community.

## Santee's Vision

To unlock the potential of the world's future innovators, inventors, dreamers, and leaders.

## Santee PRIDE Values

Our values define how we work, learn, interact, and fulfill our mission.

Santee PRIDE Values are the cornerstone for everything we do and unite our staff, students, parents, and caregivers in building a culture of collaboration that inspires us to be our best today and in the future.

Santee PRIDE Values are and how they can be enacted through our daily lives:

**P**—Professionalism: To be competent, accountable, reliable, and responsible, interacting positively and collaboratively with all colleagues, students, parents, visitors, and community partners.

**R**—Respect: Treat all others as you wish to be treated, be courteous and kind, and act with the utmost consideration for them.

**I** - Integrity: To be honest, trustworthy, and ethical, always doing the right thing without compromising the truth, and being fair and sincere.

**D** - Diversity: To appreciate and celebrate differences in others, creating an environment of equity and inclusion with opportunities for everyone to reach their potential.

**E**—Excellence: To be dedicated, motivated, innovative, and confident, to give your best every day, and to encourage and support others to excel in everything they do.



# Santee Elementary

Our dedicated team of certificated teaching staff is committed to providing your child with a high-quality education. Here are their names, email addresses, grades, rooms, and extensions for your reference.

Name	Email	Grade	Room	Extension
Nadine Lomeli	<a href="mailto:nadine.lomeli@fmsd.org">nadine.lomeli@fmsd.org</a>	PK SDC	EDU	
Jacqueline Gulan	<a href="mailto:Jacqueline.gulan@fmsd.org">Jacqueline.gulan@fmsd.org</a>	PK SDC	EDU	4828
Ashwly Walker	<a href="mailto:ashley.walker@fmsd.org">ashley.walker@fmsd.org</a>	PK SDC	EDU	
Tina Aberg	<a href="mailto:tina.aberg@fmsd.org">tina.aberg@fmsd.org</a>	TK	EDU	4827
Maureen Casey	<a href="mailto:maureen.casaey@fmsd.org">maureen.casaey@fmsd.org</a>	TK SAI	EDU	4827
Ana Hernandez	<a href="mailto:ana.hernandez@fmsd.org">ana.hernandez@fmsd.org</a>	K-1 SDC	A-1	1601
Kimberly Leonhardt	<a href="mailto:kimberly.leonhardt@fmsd.org">kimberly.leonhardt@fmsd.org</a>	Kindergarten	A-2	1602
Rodger Mao	<a href="mailto:rodger.mao@fmsd.org">rodger.mao@fmsd.org</a>	Kindergarten	C-12	1612
Julie Muonio	<a href="mailto:julie.muonio@fmsd.org">julie.muonio@fmsd.org</a>	1st Grade	B-6	1606
Karen Orozco	<a href="mailto:karen.orozco@fmsd.org">karen.orozco@fmsd.org</a>	1st Grade	C-8	1608
Maryel Ambat	<a href="mailto:maryel.ambat@fmsd.org">maryel.ambat@fmsd.org</a>	2nd Grade	C-14	1614
Aman Khosa	<a href="mailto:amandeeep.khosa@fmsd.org">amandeeep.khosa@fmsd.org</a>	2nd Grade	D-15	1615
Julia Hong	<a href="mailto:julia.hong@fmsd.org">julia.hong@fmsd.org</a>	2-3 SDC	B-5	1605
Kelly Maeda	<a href="mailto:kelly.maeda@fmsd.org">kelly.maeda@fmsd.org</a>	3rd Grade	C-10	1610
Melody Su	<a href="mailto:melody.su@fmsd.org">melody.su@fmsd.org</a>	3rd Grade	C-12	1612
Donna Yazdani	<a href="mailto:donna.yazdani@fmsd.org">donna.yazdani@fmsd.org</a>	3rd Grade	C-11	1611
AnnA Chivers	<a href="mailto:anna.chivers@fmsd.org">anna.chivers@fmsd.org</a>	4th Grade	P-20	1620
Robert Flores	<a href="mailto:robert.flores@fmsd.org">robert.flores@fmsd.org</a>	4th Grade	D-17	1617
Imelda Murillo	<a href="mailto:imelda.murillo@fmsd.org">imelda.murillo@fmsd.org</a>	5th Grade	D-16	1616
Elizabeth Luttrell	<a href="mailto:elizabeth.luttrell@fmsd.org">elizabeth.luttrell@fmsd.org</a>	5th Grade	D-23	1623
Joycelyn Martinez	<a href="mailto:joycelyn.martinez@fmsd.org">joycelyn.martinez@fmsd.org</a>	5th/6th Grade	P-19	1619
Adrian Sarellano	<a href="mailto:adrian.sarellano@fmsd.org">adrian.sarellano@fmsd.org</a>	6th Grade	D-18	1618
Ashley Wicklander	<a href="mailto:ashley.wicklander@fmsd.org">ashley.wicklander@fmsd.org</a>	6th Grade	D-21	1621
Gomathi Muniappan	<a href="mailto:gomathi.muniappan@fmsd.org">gomathi.muniappan@fmsd.org</a>	RSP	B-3	1603
Christine Nhi	<a href="mailto:christine.nhi@fmsd.org">christine.nhi@fmsd.org</a>	SLP	B-3A	6456
Genevieve Tikasingh	<a href="mailto:genevieve.tikasingh@fmsd.org">genevieve.tikasingh@fmsd.org</a>	SLP	B-3A	6456
Sharon Spieler	<a href="mailto:sharon.spieler@fmsd.org">sharon.spieler@fmsd.org</a>	SLP	B-3A	6456



# Santee Elementary

## 25 - 26 Administration & Support Staff

Staff Name	Email	Title	Extension
Maria Reyes	<a href="mailto:maria.reyes@fmsd.org">maria.reyes@fmsd.org</a>	Principal	6450
Alice Ledesma	<a href="mailto:alice.ledesma@fmsd.org">alice.ledesma@fmsd.org</a>	Secretary II	1632
Patricia Ruiz	<a href="mailto:patricia.ruiz@fmsd.org">patricia.ruiz@fmsd.org</a>	Secretary I	1631
Christina Cervantes	<a href="mailto:christina.cervantes@fmsd.org">christina.cervantes@fmsd.org</a>	Library/Media Aide	1661
Elsy Martelli	<a href="mailto:elsy.martelli@fmsd.org">elsy.martelli@fmsd.org</a>	Wellness Coordinator	1664
Kim Peeples	<a href="mailto:kim.peeples@fmsd.org">kim.peeples@fmsd.org</a>	School Psychologist	6462
Israel Velazquez	<a href="mailto:israel.velazquez@fmsd.org">israel.velazquez@fmsd.org</a>	Social Worker	1663
Alejandra Fernandez	<a href="mailto:alejandra.fernandez@fmsd.org">alejandra.fernandez@fmsd.org</a>	Wellness Specialist	1663
Maria Elena Sandoval	<a href="mailto:maria.sandoval@fmsd.org">maria.sandoval@fmsd.org</a>	Food Service Lead	6457
Esther Corona	<a href="mailto:esther.corna@fmsd.org">esther.corna@fmsd.org</a>	Day Custodian	
Lucila Castor	<a href="mailto:lucila.castor@fmsd.org">lucila.castor@fmsd.org</a>	Night Custodian	
Brenda Flores	<a href="mailto:bfloresl@catholiccharitiesscc.org">bfloresl@catholiccharitiesscc.org</a>	CORAL Director	1636
Rahul Khan	<a href="mailto:rkhan@littleheroes.org">rkhan@littleheroes.org</a>	Little Heroes Coach	1607



# Santee Elementary



## Santee School Instructional Bell Schedule 2025-2026

### Pre-K

- 8:30 – 11:00 am (AM PK Class)
- 12:00 - 2:30 pm (PM PK Class)

### TK/Kindergarten

- 8:30 – 9:25 am Instructional Time
- **10:25 – 9:50 am Morning Recess & PE**
- 9:50– 11:10 am Instructional Time
- **11:10 – 11:50 am Lunch**
- 11:50 – 1:50 pm Instructional Time
- **1:50 pm End of Instructional Day**

### 1st, 2nd, & 3rd Grade

- 8:30 – 10:00 am Instructional Time
- **10:10 – 10:25 am Morning Recess**
- 10:25 – 11:30 am Instructional Time
- **11:30 – 12:10 pm Lunch**
- 12:10 – 1:25 pm Instructional Time
- **1:25 - 1:40 pm Recess**
- 1:40 - 2:50 pm Instructional Time
- **2:50 pm End of Instructional Day**

### 4th, 5th & 6th Grade

- 8:30 – 10:30 am Instructional Time
- **10:30 – 10:45 am Morning Recess**
- 10:45 – 12:15 pm Instructional Time
- **12:15 – 12:53 pm Lunch**
- 12:53 – 2:50 pm Instructional Time
- **2:50 pm End of Instructional Day**

**\*\*\*NOTE: For TK-6th grade levels, the instructional day ends at 1:15 pm on Thursdays and all adjusted days.**





# Santee Elementary



## Principal

**Maria Reyes**  
1313 Audubon Dr.  
San Jose, Ca 95122

### Attendance

Please call 283-6450 to report an absence.

Please try to schedule doctor, dentist, and other appointments after school or during school breaks to maximize your child's learning opportunities.

Successful habits start today!

### Mission

Santee will develop the resourcefulness, resilience, and creativity necessary to be successful in today's and tomorrow's world, each child will engage in relevant project-based learning that incorporates science, technology, engineering, arts, and mathematics. Students will see themselves as community advocates and change agents who can positively impact their community.

### NO SCHOOL - Holiday/School Break

September 1	Labor Day
October 6-10	Fall Break
November 10	Staff Development
November 11	Veteran's Day
November 24-28	Thanksgiving
December 22-January 9	Winter Break
January 19	MLK Jr. Day
February 16-20	February Break
April 16-10	Spring Break
May 25	Memorial Day



### IMPORTANT DATES -Events

August 8	Meet & Greet Ice cream-Social (2:00-3:30)
August 11	First Day of School (8:30 am -1:15 pm)
August 28	Back to School Night (5:00-6:30 pm)
November 17-21	1st Trimester Conferences (1:15 dismissal)
March 18-20	2nd Trimester Conferences (1:15 dismissal)
April 2	STEAM Showcase (5:00-6:00 pm)
June 12	Last Day of School (1:15 dismissal)

### School hours

AM Pre-K 8:30-11:00 am/ PM Pre-K 12:00-2:30 pm (T-F)  
Transitional Kinder (TK) & Kindergarten 8:30 am - 1:50 pm  
1st - 6th Grade 8:30 - 2:50pm  
**Thursday, 1:15 pm adjusted dismissal for TK-6th grade**

### Parent Communication

The primary mode of communication is through **Parent Square**. Parents can receive and send messages via text or email to their child's teacher and school principal. To stay in the loop for parent communication, please be sure your phone number and email are always current with the front office records. Parents can also visit our website [www.santee.fmsd.org](http://www.santee.fmsd.org)

[www.santee.fmsd.org](http://www.santee.fmsd.org)

ParentSquare



## 2025-2026 SCHOOL CALENDAR

July 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### School Events

Meet & Greet	Aug 8, 2:00	TK/Kinder Open House	Feb. 11, 9:00	Field Day	June 10
First Day of School	Aug. 11	Lunar New Year	Feb. 13	TK Celebration	June 12, 9:00 am
Early Release	Aug.11-15, 1:15 pm	Spring Conferences	Mar. 18-20	Kinder Promotion	June 12, 9:30 am
Back to School Night	Aug. 28, 5:00 pm	Tri 2 Awards	Mar. 25	Sixth Grade Promotion	June 11, 9:00 am
Picture Day	Sep. 22	STEAM Showcase	Apr. 2, 5:00 pm	Last Day	June 12, 1:15
Halloween Parade	Oct. 31, 1:00 pm	Tri 3 Awards	Jun. 9		
Fall Conferences	Nov. 17-21	Staff vs. Students Game	June 10		
Family Literacy Night	Dec. 3, 5:30 pm				
Tri 1 Awards	Dec. 10				
Holiday Caroling	Dec. 17				
Winter Concert	Dec. 19				

### School Uniforms




FMSD has a Recommended Common Dress Code. All students are requested to dress in the following manner:  
Shirts in black, gray, or white- Appropriate logos are permitted.  
Pants, shorts, skirts in black, gray, white, or denim.  
Santee t-shirts or sweatshirts.  
Jackets, sweaters/sweatshirts: white, black, or gray.



# Santee Elementary

## Family Communication

At Santee Elementary School, we place a high value on open and regular communication between your child's teacher and the school. To ensure effective communication, we ask that you provide us with the most current information for the following:

 <p>Email</p>	 <p>Cell Phone Number</p>	 <p>Mailing Address</p>
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Please contact the Front Office at (408) 283-6450 if the above information changes. Having a current working phone number on file in an emergency is essential.

When contacting your child's teacher, please allow two school days for a response. Please note that teachers will be unable to respond during instructional time.

Santee Elementary School and teachers will use an application called [ParentSquare](#) to communicate with families regularly. All school announcements and weekly newsletters will be sent through ParentSquare. We ask that families download the application onto their phones to stay connected with their child's teacher and the school. You can also sign up for ParentSquare at [https://www.parentsquare.com/join\\_school/new](https://www.parentsquare.com/join_school/new).



ParentSquare

Our school website will be regularly updated. For the latest information, families can always visit [santee.fmsd.org](http://santee.fmsd.org).

To provide feedback to the school, we will periodically send surveys to families and students via ParentSquare. Thank you in advance for responding.

Our Front Office hours are 7:30 AM–4:00 PM, Monday through Friday, except for holidays and breaks.





# Santee Elementary

## Instruction and Learning

Teachers will use our adopted curriculum aligned with the [California Common Core Standards](#). Below is a table indicating our curriculum:

Subject	K	1	2	3	4	5	6
ELA	<a href="#">SEAL</a> , <a href="#">Journeys Reading Program</a>			<a href="#">Journeys Reading Program</a>		<a href="#">Collections</a>	
Math	<a href="#">Eureka Math</a>					<a href="#">CPM</a>	
Science	<a href="#">SEAL</a> , <a href="#">Amplified Science</a>			<a href="#">Amplified Science</a>			
Social Studies	<a href="#">SEAL</a> , <a href="#">TCI</a>			<a href="#">TCI</a>			
Social-Emotional Learning	<a href="#">No Place for Hate</a> , <a href="#">Second Step</a> , <a href="#">TSS</a> , <a href="#">Common Sense Media</a>						

To support individual student learning needs, teachers will use the following blended learning programs with students:

Subject	K	1	2	3	4	5	6
Reading	 <a href="https://www.kidsa-z.com/ng/">https://www.kidsa-z.com/ng/</a>						
Reading						 LEXIA <b>POWER UP</b> LITERACY <a href="https://www.lexiapowerup.com">https://www.lexiapowerup.com</a>	
Math K-6	 <a href="https://happynumbers.com/t/auth/login">https://happynumbers.com/t/auth/login</a>			 <a href="https://www.ixl.com/signin">https://www.ixl.com/signin</a>			



# Santee Elementary

## Family Guidelines

We look forward to working closely with the families to help our students thrive academically, socially, and emotionally to achieve success today and in the future.

As students engage in school, we suggest families follow these guidelines:

- ★ **Establish a routine at home to support learning** (i.e., have a regular bedtime and wake-up time).
- ★ **Check Parent Square communication daily to keep up with current assignments or notifications.**
  - Talk to your student's teacher about how you prefer to communicate.
  - If needed, ask for help accessing communication through ParentSquare.
- ★ **Ensure your student completes their assignments with integrity and academic honesty** (Students should always turn in assignments with their thoughts and work).
- ★ **Ask teachers, school staff, or others if you need help.**
  - Teachers and school staff want to know your questions and concerns.
  - If you think your child may be depressed, anxious, stressed, or in need of wellness services (e.g., counseling), or if your family has basic needs (e.g., housing, legal services, food, etc.), please reach out to your teacher or the front office. We will be happy to connect you with our wellness team.

## Student-Led Parent-Teacher Conferences

Student-led, parent-teacher conferences are held twice per year. Parents are expected to attend conferences to learn about their child's progress.

## Visiting School

Parents/guardians and guests must report to the office when families visit the Santee campus. If you wish to see a classroom, please contact the teacher beforehand to schedule a mutually convenient time. Then, please sign in at the office and obtain a visitor's badge.

If you would like to bring birthday treats for your child, please coordinate with your child's teacher in advance.



# Santee Elementary

## Attendance

Consistent attendance is among the most critical factors in students’ academic success. Students are expected to come to school every day, but if you cannot attend school, please inform your student’s teacher and our front office at (408) 283-6450 or [patricia.ruiz@fmsd.org](mailto:patricia.ruiz@fmsd.org). Our secretary will note the reason for the absence. The office is equipped with a 24-hour voicemail answering system. When calling about your child’s absence, please provide the following information:

- Student’s name and date of absence.
- Reason for absence (illness, family emergency, medical appointments, etc).
- Relationship of the caller to the student (parent, guardian, etc).

**Important Note:** If your child is absent for three consecutive days or more, the school requires a doctor’s note upon your child’s return. If your child needs to be out for more than five days, please contact the front office to discuss the possibility of short-term independent study.

State law [ED Code, Sec 43504f] requires that school districts have written procedures for tiered re-engagement strategies for students with frequent absences. Santee School and the Franklin-McKinley School District will seek to communicate the importance of attendance to families, help them find solutions, and connect them with resources to reduce absenteeism.

DISTRICT PLAN Tiered Response to Support and Engage Families		
Tier 1 (Universal)	Tier 2 (Early Intervention)	Tier 3 (Intensive Support)
<b>When a child is absent</b>	<b>3+ absences in a week or five absences in a month</b>	<b>5 absences in a week or 12+ absences in a month</b>
(1) The teacher will contact the family (2) The secretary will contact family and/or those on the emergency contact list	*School administrators and/or school social workers/counselors *School staff will work with families to devise an attendance improvement plan *A home visit will be conducted	*School-linked-services referral *District staff outreach *A home visit will be conducted



# Santee Elementary

## Common Dress Code Policy

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The Franklin-McKinley School District believes a safe and disciplined learning environment is the first requirement of a high-performing school. School common dress will help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help to maintain high academic standards. Please see below for our district's common dress options.

### ✓ Appropriate:

#### Black, Gray, or Denim Bottoms

- Size appropriate/fitted
- Shorts hemmed not more than 5 inches above the knees
- The belt should not be worn below the waist

#### Black, Gray, or White Shirts

- Dress or casual Shirts
- T-shirts with appropriate logos are acceptable
- Short or long-sleeved
- Turtleneck is acceptable

### ✗ Not appropriate:

- Clothes with visible underwear
- Tank tops or spaghetti straps
- Gang-related clothing or articles
- Logos or images that depict drugs, alcohol, or any illegal item or activity
- Pictures and or language that create a hostile or intimidating environment based on any protected class
- Hoodies are not to be worn inside the classroom. The hoodies must lie on the student's shoulders.



# Santee Elementary

## Student Behavior Expectations

We have the following expectations for all students to help them and their classmates make the most of their learning time.

SANTEE	Classroom	Cafeteria	Bathrooms	Hallways	Playgrounds
<b>Noise Levels</b>	<b>0, 1, 2</b>	<b>0, 1, 2</b>	<b>1</b>	<b>1</b>	<b>0, 1, 2, 3</b>
<b>B</b> e Responsible	Be an active listener.	Use good table manners.	Use the bathroom quickly and adequately. Wash your hands.	<b>Walk</b> quietly and on the right-hand side.	Follow playground rules. Walk at all times. Line up quickly when recess is over.
<b>E</b> mpathetic	Support others when needed.	Only take food that you can finish eating.	Give people privacy. Wait your turn.	Make sure everyone is okay.	Allow everyone to play. Share the equipment.
<b>A</b> problem solver	Use resources in and around the room.	Clean up after yourself and encourage others to do the same.	See a problem, report the problem.	Look out for people who need help, help them out, or notify a teacher.	If you see someone in need or hurt, help them out.
<b>R</b> espectful	Respect others and classroom supplies.	Listen to all adults. Only eat your food.	Use level 1 voices.	Be aware that others are working and learning.	Respect people's turns and space. Use kind words. Listen to all adults.
<b>S</b> afe	Be an upstander to make your class inclusive of all learners.	Only <b>eat when seated</b> . <b>Walk</b> when entering and exiting.	Put trash in the garbage can. Keep water off the floor.	<b>Walk</b> quietly and on the right-hand side	Keep hands and feet to yourself.

### Noise Level

- 0-Silent
- 1-Whisper
- 2-Normal Speaking Voice
- 3-Outside Voice

## Bullying and All Forms of Harassment

Bullying and all forms of harassment are illegal and not tolerated on the school campus and during extracurricular activities. The school's administration will take disciplinary action to deter bullying of students and all forms of harassment. This may include, but is not limited to, community circles, home suspensions, and expulsion recommendations.



# Santee Elementary

## Office Referral Behaviors (Major Behaviors)

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Physical Safety Concerns</li> <li>Significant Property Damage (i.e., throwing desks)</li> <li>Sexual Harassment</li> <li>Racial Slurs/Comments</li> <li>Assault/Battery on School Employee</li> <li>Knife/Dangerous Object</li> <li>Robbery or Extortion</li> <li>Unlawful Possession of a Controlled Substance</li> </ul> | <p>“Big Five” - Expulsionable Offences</p> <ul style="list-style-type: none"> <li>Brandishing a Knife</li> <li>Sale, Possession, or furnishing of a firearm</li> <li>Selling a Controlled Substance</li> <li>Possession of an Explosive</li> <li>Sexual Assault or Battery</li> </ul> |
|---|---|

## Interventions/Consequences Assigned by Administration for Major Behaviors

<u>Parent</u>	<u>Community Resource/ Organization</u>	<u>Service-Related</u>	<u>Reflection</u>
<ul style="list-style-type: none"> <li>Family Meeting</li> <li>Parent Classroom Visit</li> <li>Parent Workshop</li> </ul>	<ul style="list-style-type: none"> <li>School Resource Officer Consult</li> <li>Youth Probation Contact</li> <li>Police Report</li> <li>Safe School Initiative Referral</li> <li>Firefighter Consult</li> </ul>	<ul style="list-style-type: none"> <li>Campus Beautification (i.e., trash pick up)</li> <li>Service Learning</li> <li>Other Community Service</li> </ul>	<ul style="list-style-type: none"> <li>Reflective Essay</li> <li>Reflective Project/Presentation</li> </ul>
<u>Progress Monitoring</u>	<u>Student Support</u>	<u>Resolution</u>	<u>Administrative Actions</u>
<ul style="list-style-type: none"> <li>Weekly Progress Reports</li> <li>Check-In/Check-Out (i.e., <a href="#">HUG Form</a>)</li> </ul>	<ul style="list-style-type: none"> <li>Referral to School-Linked Services</li> <li>Behavior Intervention Plan</li> <li>SST</li> <li>Interim Safety Measures</li> <li>Enrollment in Program Teaching Prosocial Behavior, including After School</li> <li>Administrative Placement</li> <li>Change of Schedule to Mitigate Safety Concerns</li> <li>Referral to the Student Attendance Review Board (SARB)</li> </ul>	<ul style="list-style-type: none"> <li>Restorative Practice/Conference with Student and Staff</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Temporary Confiscation of Items</li> <li>Loss of Recess</li> <li>Transfer Revoked (if Applicable)</li> <li>In-House Suspension</li> <li>Out-of-School Suspension</li> <li>Recommendation for Expulsion</li> </ul>

Disclaimer: This manual is not all-inclusive and does not address all school situations. Santee reserves the right to alter or vary the application of school rules and policies. Additions and/or deletions to this manual are dictated by new policies or regulations adopted by the FMSD School Board and state and federal statutes.



# Santee Elementary

## THE NO PLACE FOR HATE® PLEDGE



### SANTEE SCHOOL

01

**I PROMISE** to do my best to treat everyone fairly.

02

**I PROMISE** to do my best to be kind to everyone — even if they are not like me.

03

**IF I SEE** someone being hurt or bullied, I will tell a teacher.

04

**EVERYONE** should be able to feel safe and happy in school.

05

**I WANT OUR SCHOOL** to be No Place For Hate®.

Have You Signed the No Place For Hate® Promise Yet?  
Find out how from your school's No Place For Hate® committee





# Santee Elementary

## Santee School Policies

These policies are meant to keep our students safe during school hours.

<p><b>School-Wide Agreements</b></p>	<p>Santee Bears Are:</p> <ul style="list-style-type: none"> <li>● Responsible</li> <li>● Empathetic</li> <li>● Problem Solvers</li> <li>● Respectful</li> <li>● Safe</li> </ul> <p>in the classroom, on the playground, and throughout the school day.</p>
<p><b>Common Dress</b></p>	<p>All students are required to follow the common dress policy every day. Students will have the opportunity to earn free dress days throughout the year. The teacher will contact the parent when the student is not in common dress. For subsequent infractions, the office will contact the family. We request that you bring appropriate common attire to school, or a loaner will be supplied.</p> <p>Bottoms: Black, Gray, or Denim</p> <ul style="list-style-type: none"> <li>● Size appropriate/fitted</li> <li>● Shorts hemmed not more than 5 inches above the knees</li> <li>● The belt should not be worn below the waist</li> </ul> <p>Tops: Black, Gray, or White Shirts</p> <ul style="list-style-type: none"> <li>● Dress or casual Shirts</li> <li>● T-shirts with appropriate logos</li> <li>● Short or long-sleeved</li> <li>● Turtleneck is acceptable</li> </ul> <p>Not appropriate:</p> <ul style="list-style-type: none"> <li>● Clothes with visible underwear</li> <li>● Pajama pants</li> <li>● Tank tops or spaghetti straps</li> <li>● Gang-related clothing or articles</li> <li>● Logos or images that depict drugs, alcohol, or any illegal item or activity</li> <li>● Pictures and or language that create a hostile or intimidating environment based on any protected class</li> </ul>
<p><b>Cell Phones</b></p>	<p>It is preferred that cell phones not come to school with students. You can contact your child through the office staff or their teacher. <b>If a student brings a cell phone to campus, it must be off and in their backpack.</b> If a cell phone is seen, the student will receive a warning. The second time it is seen, it will be confiscated and taken into the office. The parents will be contacted, and an adult (over 18) will have to come to collect the phone.</p>



# Santee Elementary

<p><b>Homework</b></p>	<p>Read each day: By making reading a part of the daily routine, you can help your child develop robust reading skills. Reading will become a positive habit for them, one they can carry into adulthood. Have your child spend time with books—TK-3rd grade students, 20 minutes; 4th-6th grade students, 30 minutes. Reading fiction and nonfiction helps us become stronger communicators who are better at speaking and writing.</p> <p>All other homework varies by teacher. Please communicate with your child's teacher regarding expectations.</p>
<p><b>Attendance/ Tardies</b></p>	<p><b>Attendance Matters! Your child Matters! Every day counts!</b> Make attendance a priority from the beginning to the end of the school year. As a parent, you can help your child develop good attendance habits that last a lifetime. Children with good attendance habits master fundamental reading, writing, and math skills. <b>Do not waste valuable time taking children out of class early. Do everything you can to schedule dental or medical appointments outside school hours.</b> The whistle is blown at 8:28. Students must be with their teacher by 8:30 AM. If students arrive after 8:35, they are late and must report to the school office. <b>If you know your child will be absent for more than five consecutive days, please visit the office as soon as possible to be sure that appropriate documentation is completed and that the teacher can gather the work.</b> If your child has been absent due to illness and needs medication during the school day, please visit the office for further information.</p> <p><b>TO REPORT STUDENT ABSENCE:</b> Call (408) 283-6450</p>
<p><b>Toys</b></p>	<p>We ask that toys stay at home. If toys come to school, we are <b>NOT</b> responsible if they are lost, stolen, or damaged. If toys become a distraction, they will be confiscated, and the parent may be asked to come pick them up.</p>
<p><b>Healthy Snacks</b></p>	<p>All snacks brought from home should be nutritious, such as fruits and veggie sticks, cheese and crackers, nuts, and grains. <a href="#">Students who eat nutritious snacks are more alert and ready to learn in the classroom.</a> Save snacks like chips, candy, and cookies for eating at home. <b>The only beverage that should be brought to school is water.</b></p>
<p><b>Volunteers and Visitors</b></p>	<p>We welcome parent volunteers and visitors. All volunteers will need to be fingerprinted and cleared before starting. If you are interested in volunteering or visiting our school, please call or visit the office for more information @ 408) 283-6450</p> <ul style="list-style-type: none"> <li>• Principal: maria.reyes@fmsd.org</li> <li>• Secretary II: alice.ledesma@fmsd.org</li> <li>• Secretary I: patricia.ruiz@fmsd.org</li> <li>• School website: www.santee@fmsd.org</li> </ul>