San Pasqual
- Union School District -

San Pasqual Union School
2026-27 Family Handbook

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Welcome to SPU
A Message from our Administration

Dear San Pasqual Families,

Welcome to a brand-new school year at San Pasqual Union School District! Whether you are returning to SPU or joining our community for the first time, we are excited to begin this journey together. A new year brings fresh opportunities for growth, learning, and meaningful connection, and we look forward to all that lies ahead.

Thank you for the continued trust you place in us. Educating your child is both a privilege and a responsibility we hold with great care. We are committed to providing a safe, inclusive, and supportive environment where every student feels known, valued, and empowered to succeed.

At SPU, our work is grounded in our SAINTS core values:

- Student-Centered decision-making that prioritizes the needs of every learner
- A commitment to Academic Achievement and excellence in instruction
- Integrity in our actions, communication, and expectations
- A focus on Nurturing Growth—academically, socially, and emotionally
- Building Trust through consistency, transparency, and care
- Celebrating the Strength in Community that defines SPU

These principles guide our decisions, shape our classrooms, and strengthen our partnerships with families.

We firmly believe that student success is built through strong collaboration between school and home. We encourage you to stay engaged—whether through school events, volunteering, PTO and Foundation involvement, or regular communication with teachers. Your partnership makes a meaningful difference in your child's experience.

This year, our educators will continue to challenge students academically while supporting their personal growth and well-being. Every child brings unique strengths and potential, and we are committed to helping them discover, develop, and thrive. Our goal is not only academic achievement, but also cultivating confidence, resilience, and a lifelong love of learning.

We are grateful to partner with you and excited for the year ahead. Together, we will create another year of discovery, achievement, and connection at SPU.

Wishing you and your family a wonderful and successful school year.

Sincerely,

Mr. Burroughs and Mrs. Zdunich

Acronym Meanings

AR - Administrative Regulations
BP - Board Policy
EC - California Education Code
CCR - California Code of Regulations
FERPA - Family Educational Rights and Privacy Act
HSC - California Health and Safety Code
PC - California Penal Code
VC - California Vehicle Code
WIC - California Welfare and Institutions Code
CFR - Code of Federal Regulations
USC - United States Code

Bell Schedule

Every Day

8:00 a.m.	Gates open
8:30 a.m.	School Begins (TK-8th)
9:30 a.m. - 9:50 a.m.	TK Recess
9:50 a.m. – 10:10 a.m.	K-5th Recess
10:13 a.m.-10:28 a.m.	Middle School Recess
11:10 a.m. – 11:50 a.m.	TK Lunch
11:30 a.m. – 12:10 p.m.	K Lunch
11:50 a.m. – 12:30 p.m.	1st Lunch
12:15 p.m. – 12:55 p.m.	2nd-5th Lunch
1:04 p.m.-1:44 p.m.	Middle School Lunch

Regular Dismissal

1:30 p.m.	TK
1:30 p.m.*	*Kindergarten from 8/19-9/18
3:00 p.m.	Kindergarten-Grade 8th
3:30 p.m.	Campus Closes

Thursday (Early Dismissal)

8:00 a.m.	Gates open
8:30 a.m.	School Begins (TK-8th)
9:30 a.m. - 9:50 a.m.	TK Recess
9:50 a.m. – 10:10 a.m.	K-5th Recess
10:42 a.m.- 10:57 a.m.	Middle School Recess
11:10 a.m. – 11:50 a.m.	TK/K Lunch
11:30 a.m. – 12:10 p.m.	1st Lunch
11:35 a.m. – 12:15 p.m.	2nd-5th Lunch
12:24 p.m. – 1:04 p.m.	Middle School Lunch
1:30 p.m.	TK-8th Dismissal

All minimum days are announced in advance.
See the school calendar on the following page for details.
Our school calendar can also be accessed on our website at www.sanpasqualunion.net.

School Calendar

San Pasqual Union School District Calendar

Approved 6/24/2026

2026 to 2027



Holidays 2026/2027

July 3- Independence Day	Nov 26 & 27- Thanksgiving	Jan 18- MLK, Jr.	May 31-Memorial Day
Sept 7-Labor Day	Dec 24 & 25- Christmas Day	Feb 12 & 15 -Presidents Day	June 18- Juneteenth
Nov 11-Veterans Day	Jan 1 & 4-New Year's Day	March 26 -Local Holiday	

Faculty and Staff Directory

Administration

Superintendent/Principal	Mr. Mark Burroughs
Assistant Principal	Mrs. Nicole Zdunich
Chief Business Officer	Mrs. Kristin DiNofia
Manager of Facilities, Transportation & Maintenance	Mr. Ray Sifuentes
Executive Assistant & Student Data Systems Coordinator	Mrs. Jenny Grassy

Teachers

TK	Ms. Birenbaum, Mrs. Pinney & Mrs. Sovgir
Kindergarten	Mrs. Carter, Mr. Duenas, & Ms. Winters
Grade 1	Ms. Friddle, Mrs. Miller, & Dr. McKay
Grade 2	Mrs. Clark, Ms. Gill, & Mrs. Saif
Grade 3	Mr. Christiansen, Mrs. Johnson, & Mrs. Michalski
Grade 4	Mr. Haman, Mr. Perez, & Mr. Humble (⅘ Combo)
Grade 5	Mrs. Diegel & Mrs. Lara
Middle School	Mrs. Cottam, Ms. Cutchin, Mr. Harmon, Mrs. Hanson, Mrs. Jovin, Ms. Lynch, Mrs. Mallory, Ms. Mueller, & Mrs. Read-Smith

Specialty Teachers

Special Education Coordinator and Educational Specialist	Mrs. Jackson
Occupational Therapist	Mrs. Moss
Preschool Director	Mrs. Ward
Preschool	Mrs. Keeling

Physical Education Teacher	Mrs. Hanson
Psychologist	Mrs. Hernandez
Counselor	Michelle Castro
ELD/DELAC/Title 1	Mrs. Grano
Speech Therapist	Mrs. Miller & Mrs. Case

Supporting Staff

Student Attendance & Health Coordinator	Mrs. Anguiano
Food Services	Mrs. Hurtado, Mrs. Mokhtari, & Mrs. Rodriguez
Human Resources	Mrs. Castaneda
Instructional Aides	Ms. Bumpus, Mrs. Caballer, Mrs. Carter, Mrs. Encinas, Mrs. Farmer, Mrs. Gallison, Mrs. Harris, Mrs. LeVine, Ms. Loa, Mrs. A Martinez, Ms. F. Martinez, Mrs. K, Martinez, Mrs. Orduno, Mrs. Wester, Ms. Zendejas, & Mrs. Zinser
Y- Club	Amy Swanson
Maintenance, Transportation, Operations & Custodial	Mr. Bostrom, Jr., Mrs. Carvajal, Mrs. Lopez, Mrs. Satkoski, and Mr. Tello
Physical Education Aide	Mrs. Champion
Playground Supervisor	Mrs. Satkoski
Receptionist/Registrar	Mrs. Villalobos
Athletics Director	Mr. Bostrom, Jr.
Technology	Mr. Horn
Visual and Performing Arts Coordinator.	Mrs. Vitale

We are a PLC at SPU!

San Pasqual Union School operates as a Professional Learning Community or PLC. A PLC is defined as *"an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve. Professional learning communities operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators."*
DuFour, Richard. *Learning by Doing: A Handbook for Professional Learning Communities at Work*. Bloomington, IN: Solution Tree, 2006

As a community of learners, our faculty and administration adhere to the following tenets:

- S -Student centered focus
- A -Academic achievement for all
- I - Intentional actions filled with integrity, inquiry, and improvement
- N -Nurture growth through collaboration, action, and doing
- T -Trust and Transparency
- S -Strength in community and continuous improvement

Student Attendance & Engagement

Attendance Matters

At San Pasqual Union School District, we believe that regular attendance is essential to student success. Consistent attendance supports academic achievement, social-emotional development, and positive school engagement. Students who attend school regularly are more likely to build strong academic skills, develop meaningful relationships, and remain on track for future success.

The Board of Trustees is committed to partnering with families to promote regular attendance and compliance with California attendance laws. Because school funding is based in part on student attendance, absences also impact the resources available to support student learning.

Compulsory Education

California law (Education Code 48200) requires that all students between the ages of 6 and 18 attend school full time unless otherwise exempt by law. Parents/guardians are responsible for ensuring that their children attend school regularly and arrive on time.

Reporting Absences

School attendance is required by law, and students are expected to attend school each day that instruction is offered.

Parents/guardians are responsible for notifying the school of each student absence within 24 hours. Absences may be reported by:

- Completing the Attendance Reporting Google Form located on the school's website
- Calling the Attendance Office at (760) 745-4931 ext. 1103
- Emailing absence notes to maria.anguiano@sanpasqualunion.net

Families should notify the school each day a student is absent. Prompt reporting helps ensure accurate attendance records and student safety.

Students arriving late for any reason must check in at the Main Office and obtain a pass before reporting to class.

Excused Absences

All absences must be reported and verified by a parent/guardian. Absences will be considered unexcused until appropriate verification is received by the school. A student may be excused from school for reasons permitted by Education Code 48205, including:

- Illness
- Medical, dental, vision, or mental/behavioral health appointments
- Quarantine under the direction of a public health officer
- Court appearances
- Attendance at funeral services or death in the immediate family
- Religious holidays, retreats, or ceremonies
- Participation in a cultural ceremony or event

- Other reasons authorized by law

Unexcused Absences

Absences that do not meet the criteria outlined in Education Code 48205 are considered unexcused. Whenever possible, families should schedule vacations, medical appointments, and other non-emergency activities outside of school hours or during school breaks.

Truancy

A student is considered truant when they:

- Are absent from school without a valid excuse for three full days in one school year; or
- Are tardy or absent for more than 30 minutes during the school day without a valid excuse on three occasions; or
- Any combination of the above.

Parents/guardians of students identified as truant will receive notification as required by California law. A student who has been reported truant three or more times during a school year may be considered a habitual truant.

Chronic Absenteeism

A student is considered chronically absent when they miss 10% or more of the school days in which they are enrolled, regardless of whether the absences are excused or unexcused. Chronic absenteeism is a significant indicator of academic risk because excessive absences can negatively affect learning, achievement, and school connectedness. School personnel may require medical verification when a pattern of excessive absences due to illness exists. Excessive absences, including chronic absenteeism, may impact eligibility for continued enrollment under an Interdistrict Transfer Agreement.

Attendance and Extracurricular Eligibility

Regular attendance is an important component of student success and participation in the school community. Students are expected to demonstrate consistent attendance and punctuality in order to participate in extracurricular activities (clubs, dances, sports, etc).

The Athletic Director and school administration may determine that a student is ineligible to participate in extracurricular activities, including but not limited to athletics, dances, clubs, leadership activities, field trips, and other school-sponsored events, when attendance concerns exist. Attendance concerns that may impact eligibility include, but are not limited to:

- Excessive absences
- Chronic absenteeism
- Habitual truancy
- Repeated tardies
- Failure to comply with attendance improvement plans developed through the school attendance process

Eligibility may be reinstated once attendance improves and the student demonstrates a commitment to regular school attendance. Participation in extracurricular activities is considered

a privilege and may be restricted when attendance patterns interfere with a student's academic success or school engagement.

Attendance Support Process

When attendance concerns arise, the District's goal is to work collaboratively with families to identify barriers and provide support before attendance issues become chronic.

Tier 1: School Communication and Support

School staff will communicate with families regarding attendance concerns, review attendance patterns, and provide resources and support as needed.

Tier 2: School Attendance Review Team (SART)

Students with ongoing attendance concerns may be referred to the School Attendance Review Team (SART). SART is a school-based team that works collaboratively with students and families to:

- Identify barriers to regular attendance
- Develop attendance improvement goals
- Connect families with available resources and supports
- Establish a plan to improve attendance and punctuality

Parents/guardians are expected to participate in the SART process and partner with the school to support attendance improvement efforts.

Tier 3: School Attendance Review Board (SARB)

If attendance concerns continue despite school interventions, a student may be referred to the School Attendance Review Board (SARB). SARB is a multidisciplinary panel that may include representatives from education, mental health, social services, probation, law enforcement, and community agencies. The purpose of SARB is to provide intensive support and intervention to address attendance concerns and connect families with additional resources.

Failure to participate in the SARB process or comply with attendance agreements may result in referral to the District Attorney's Office for truancy mediation or other actions permitted by law. Additionally, state law authorizes attendance supervisors, administrators, law enforcement officers, or probation officers to take appropriate action when a student is found away from school during school hours without a valid excuse.

Independent Study Contracts

Students who anticipate an absence of three or more consecutive school days may be eligible for an Independent Study Contract. Requests should be made through the school office at least one week prior to the absence whenever possible. Contracts must be completed and returned according to established timelines in order for attendance and academic credit to be granted. Special consideration may be provided in cases of emergency or illness.

Interdistrict Attendance

The Board recognizes that families may request attendance outside their district of residence for a variety of reasons. Interdistrict attendance permits may be approved on a case-by-case basis in accordance with Board Policy and applicable law. Approval, denial, renewal, and revocation of interdistrict permits shall be based on established district criteria, including attendance, behavior, program capacity, and available district resources. Excessive absences, chronic absenteeism, habitual truancy, or failure to comply with attendance improvement plans may result in the revocation or non-renewal of an Interdistrict Transfer Agreement.

As a one-school district, San Pasqual Union School District does not offer intradistrict transfer options.

Student Expectations, Behavior, & School Climate
SOAR

All SPUSD students are encouraged to S.O.A.R., as reflected below:

Safe and Self-Controlled

- Show patience and wait your turn
- Stand up for others
- Solve problems and make good choices
- Support safety by reporting suspicious activity and behavior

On-task

- Observe school rules
- Obey directions the first time
- Organize your materials and come to school prepared
- Observe bell schedule and be on time every time
- Optimize your learning and be an independent thinker

Accepting of Others

- Appreciate the opinions of others and listen to their views
- Assume best intentions and include others
- Assist others and be a cooperative learner
- Act as an ambassador to SPU
- Acknowledge others and treat all the way you want to be treated

Responsible and Respectful

- Respect others' choices and personal space
- Respond politely and respectfully; Use manners
- Radiate kindness
- Remember to take ownership and accountability to your education

Character Counts

Consistent with having our Saints SOAR, we believe in building people of character. As enumerated below, the following six core ethical values form the foundation of our efforts to teach children how to be a person of character today and throughout their life. Students are taught these values daily. Classroom lessons emphasize character. Students who exemplify the following traits are honored throughout the year. See Assembly Calendar on the next page.



trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

citizenship

Do your share to make your school and community better • Cooperate • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

Source: *"The Six Pillars of Character." CHARACTER COUNTS!: The Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship. N.p., n.d. Web. 10 Aug. 2014.*
For additional Character Counts information, go to https://charactercounts.org/

Trimester and SOAR Assemblies

DATE	Time	Type	CHARACTER THEME / SEL Connection	SONG/PRESENTATION	GRADE LEVEL
September 17 *(Constitution Day)*	8:35am	Holiday (TK-8)	**Trustworthiness (Think "true blue')- Connects with being SOAR - On TASK** *Trustworthiness means to be honest, be reliable, do what you say you do, have the courage to do the right thing, and be loyal.*	N/A	N/A
October 22	8:35am TK-5 1:10pm MS	SOAR	**Respect (Think the "Golden" Rule)- Connects with begin SOAR- Respect** *Respect means to think well of, to honor, or care about, or have a good opinion of.*	TBA	2-3
November 12	8:35am	Holiday (TK-8)	**Veterans' Day assembly** SEL 3 Social Awareness	TBA	5th
December 10 (T1)	2/3: 8:45-9:45 4/5:10:15-11:15 MS: 11:20-12:20 TK/1: 12:30-1:30	Trimester (TK-8)	Gratitude (Think "Thankful") *Gratitude means to say "thank you" and to look for ways to show your appreciation of others.*	TBA	N/A
January 14 MLK Day 1/18	8:35am TK-5 1:10pm MS	SOAR	**Responsibility (Think being responsible for a garden or money)- Connects with SOAR- On Task** *Being responsible means to recognize and follow through with what is expected of one's self and things we need to do.*	TBA	4th Grade
March 18 (T2)	2/3: 8:45-9:45 4/5:10:15-11:15 MS: 11:20-12:20 TK/1: 12:30-1:30	Trimester (TK-8)	**Fairness (Think of dividing an orange into equal sections to share fairly with friends)-** *Fairness is being free of bias or favorites.* SEL 1+3Self-Awareness & Social Awareness	TBA	N/A
April 29	8:35am TK-5 1:10pm MS	SOAR	**Caring (Think heart)- Connected with SOAR- Accepting** *Caring means to be compassionate, show you care, express gratitude, forgive others, and help people in need.*	TBA	TK-1 8th Grade
June 7 (T3)	2/3: 8:45-9:45 4/5:10:15-11:15 MS: 11:20-12:20 TK/1: 12:30-1:30	Trimester (TK-8)	**Citizenship (Think purple, the color of royalty)- Connects with all SOAR principles** *Good citizens get involved to improve their school and community.*	TBA	N/A

Student Conduct

Discipline Policy

At the San Pasqual Union School District, we are proud to be a PBIS (Positive Behavioral Interventions and Supports) school. This means we focus on teaching and reinforcing positive behavior while creating a safe, respectful, and inclusive environment for all students.

Students receive many positive privileges and rewards for demonstrating appropriate behavior that aligns with SOAR, our school-wide expectations. When students make choices that do not meet behavioral expectations, fair and consistent consequences are applied, always with the goal of helping students grow and make better choices in the future.

The SPUSD classroom code of conduct is based on the principle that every teacher has the right to teach and every student has the right to learn. In accordance with EC 48900(k), no student has the right to disrupt the learning environment.

All students are expected to follow school rules and state laws, which are designed to maintain a safe campus and promote a productive learning experience for everyone.

Five Rules for School wide Discipline

1. Safe: Keep hands, feet and objects to self
2. On Task: Follow directions the first time they are given
3. Accepting: Treat others and their property with kindness and acceptance.
4. Respect: Use appropriate school language and respect all people, places, and things.
5. SOAR: Respect all adults and school property, use all school equipment correctly, set an example, and act with integrity.

While these rules apply to behavior on campus, to/from school, and at all school sponsored functions, please see Attachments 2 and 3 for rules specific to the playground and the bus.

Responsibilities

Students have the right to be educated in a positive learning environment free of distractions. To maintain such an environment, students, staff, parents/guardians, and administration must understand and fulfill their responsibilities related to student conduct.

Student Responsibilities
It is important for students to understand that they have a choice to make regarding their actions and that appropriate conduct benefits both themselves and others. Students are encouraged to freely express their individuality as long as this expression does not infringe upon the rights of others or interfere with the instructional program. Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, respectful towards their teachers, and courteous to other students, staff, and volunteers. Students are expected to leave cell phones and other electronic devices at home. They are also expected to be punctual and regular in attendance and to remain on school premises in accordance with school rules. Students should refrain from profane, vulgar, and abusive language.

Staff Responsibilities
Employees are expected to model positive behavior and provide appropriate supervision to enforce standards of conduct. Staff is encouraged to utilize the Disciplinary Hierarchy to address inappropriate behaviors and to seek corrective action. If a student's behavior merits intervention by Administration, staff may complete a Student Discipline Referral Report or SDRR (see Attachment 4). Completed SDRRs and/or administrative disciplinary reports will be emailed to parents/guardians for review.

Parent/Guardian Responsibilities
The education of our students is a partnership with parents and guardians. We will work with parents/guardians to determine roles and responsibilities of parents/guardians, school staff, and students to continue to support the intellectual, physical, emotional, and social development and well-being of students at our school site. This partnership will include ways in which the school and parents/guardians can help students achieve academic standards of the school. If a parent has a concern, reach out to the teacher first. If a disciplinary incident should occur, parents are expected to support school actions and review SDRRs in a timely manner.

Per EC 48904, the parent or guardian of any minor may be held financially liable for the pupil's willful misconduct which results in injury or death to any pupil or person employed or volunteering for the school district or injury to real or personal property belonging to the school district or school employee. The parent or guardian of a minor shall be liable to a school district for all property belonging to the school district loaned to the minor and not returned upon demand of an employee of the school authorized to make the demand. The District shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma or transcript pursuant to this section. When the minor and parent are unable to pay for damages, or to return the property, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, grades, diplomas, and transcripts of the pupil shall be released.

Administration Responsibilities

Administration's primary responsibility is to provide a high-quality instructional program in a safe, supportive, and effective learning environment that enables all students to meet high academic expectations. School administrators will support students and staff to achieve academic progress and will address incidents that create an unsafe learning environment and/or detract from student learning.

School Guidelines

SPUSD has also adopted additional guidelines to maximize student safety and learning.

- Students are to be inside the classroom only when a teacher or adult supervisor is present. Classrooms and buildings are to remain locked when no adults are present.
- Substitute teachers and volunteers are considered guests and should be treated respectfully. Failure to do so will result in disciplinary action.
- Pupils are to remain in their assigned areas before/after school, during breaks, and at lunchtime. Students are not permitted to loiter in the restrooms or remain in unsupervised areas.
- Students must have a pass to be out of class during instructional time, except during scheduled breaks and passing periods.
- While in the office, students are expected to remain quiet, respectful, and courteous.
- Students may visit the office only if they are ill, referred by a teacher, have an emergency, or need to handle school-related business.
- A pass or referral from a staff member is required to access the main office or counseling services during school hours, unless it is an emergency.
- Defacing school property is a major offense. Students will be disciplined and parents are liable to pay for repairs or replacement.
- All lunches are to be eaten while sitting in the assigned lunch area. Lunches may be obtained from the school cafeteria or brought by the student. The school does not allow “Uber Eats” or other delivery services to provide food to students.
- Food is not allowed on the playground. Students are to be dismissed by the duty supervisor after they have fulfilled their responsibility of picking up their own litter. The throwing of food is strictly prohibited.
- Chewing gum is not allowed.
- Public displays of affection are prohibited.

Closed Campus Policy - Leaving Without Permission

San Pasqual Union School is a “closed campus.” This means once a student arrives at school, student is NOT to leave campus at any time before school is dismissed without being checked out through the Main Office by a parent, guardian, or other approved adult. Any student who leaves campus without permission before school starts or during the school day will be considered truant from school and will be referred for disciplinary action.

Electronic Devices

To promote a safe, respectful, and focused learning environment, students are not permitted to use smartphones, smart watches, or other mobile communication devices while on campus. All students are strongly encouraged to leave personal electronic devices at home. Mobile devices may not be used in any way that disrupts instruction, school activities, or violates the privacy rights of others. This includes recording, taking photos, or making audio or video recordings of any student or staff member without prior written consent from the individual, their parent or guardian, and a supervising teacher or administrator. Students may not place or receive phone calls or send messages during school hours. In addition, electronic listening or recording devices may not be used in the classroom without explicit prior permission from the teacher or school administration.

However, upon special consideration and with a signed Student Cell Phone Agreement, a student may bring a cell phone to school. In such cases, the student must turn the device into the front office before entering campus each morning and may retrieve it at the end of the instructional day, just prior to dismissal.

Additionally, in accordance with Education Code (EC 48901.5 and EC 48901.7) and Board Policy 5131.8, exceptions to this rule may be granted in specific circumstances. These include cases where a licensed physician determines the device is necessary for the student's health or well-being, when the use of a device is required by the student's Individualized Education Program (IEP), in the case of an emergency or perceived threat, or when a teacher or administrator provides direct permission for limited and appropriate use.

Parents needing to communicate with their child during the school day must contact the school office directly. Students should not receive calls or texts on their personal devices while school is in session.

Students who violate this policy may have their device confiscated. Confiscated devices will be held in the front office and must be picked up by a parent or guardian. Additional disciplinary actions may follow, as outlined in the school's Board Policies and Administrative Regulations. Furthermore, a student may also face disciplinary consequences for off-campus use of a mobile device if it threatens the safety of students or staff, disrupts school activities, or poses a danger to the school community.

The school is not responsible for lost, stolen, or damaged personal electronic devices. All students and families are expected to review and adhere to this policy to ensure a safe and productive learning environment for all.

Prohibited Items

The following items are prohibited at school:

- Dangerous items including weapons (guns, slingshots, darts, chains, knives, razor blades, large pins, explosives, etc.), drugs, alcohol, tobacco, e-cigarettes, matches, lighters, laser pointers, aerosol cans, hair sprays, and other similar items. **Possession, use, and/or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at school and all school activities (EC 48900, c & d).** Records will be forwarded to local law enforcement.
- Clothing, notebook covers, screensavers, and/or other personal items promoting and/or reflecting obscene and/or inappropriate content, including but not limited to gang affiliation, weapons, drugs, alcohol, tobacco, and other similar items.
- Games of keep or gambling.
- Rollerblades and roller shoes.
- Valuable items— the District is not responsible for lost, broken, or stolen items.
- Personal sports equipment and toys, unless approved in advance by school staff and used under the direction of a staff member. Students may be permitted to use some personal sports equipment/toys in designated areas as permitted and supervised by staff- the District is not responsible for lost, broken, or stolen items.
- Gum/Seeds. Students found chewing gum or seeds may be assigned to "gum scraping" and/or other campus beautification tasks.

Searches and Seizures

The law provides school officials with wide latitude to search students and their possessions in the ongoing effort to maintain a safe and secure campus. Some of this effort may involve the use of surveillance cameras in public areas of the campus that are considered to be high risk for improper activity. Items left unsecured or unattended on school grounds may be confiscated and inspected by school officials. School officials are not required to notify parents/guardians prior to conducting a search or questioning a student, however, parents/guardians will be notified that a search has taken place (BP 5145.12)

When a school official has reasonable suspicion that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets, remove shoes and socks, and provide official access to other personal items (backpacks, etc.) that may contain contraband or dangerous objects. If illegal contraband is found, law enforcement will be contacted.

It is expected that all students will be cooperative as school officials will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly include being out of bounds without permission or a report by another student, parent/guardian, or staff member of possession of contraband or dangerous objects or unusual behavior. Students should also be aware that any contraband or dangerous objects found in their possession would be assumed to belong to them. If a student should discover contraband or dangerous objects on campus, he/she should go directly to a staff member and turn it over without delay.

Discipline Hierarchy

Teachers and staff maintain an effective learning environment through engaging lessons and positive classroom management techniques. Teachers strive to build foundations through positive relationships and proactive, preventative practices. However, incidents still arise. Therefore, teachers are empowered to address incidents of misbehavior directly in their classrooms. Students who behave in inappropriate ways and violate school rules and standards will receive appropriate consequences for their actions.

Multiple offenses in one day or repeated violations over time will typically trigger the following sequence of consequences:

- **First time** – verbal warning
- **Second time** – change of space or task, parent/guardian notified via teacher
- **Third time** – referred to administrator; parent/guardian notified of the infraction and consequences

Steps may be skipped and consequences elevated for more serious offenses.

Teachers at SPUSD are encouraged to address inappropriate student behaviors through a series of responses focused on the teaching of alternative behaviors and the assignment of interventions and corrective actions that support the safety of all students and staff. Site administrators are available to support teachers and may determine the most appropriate response(s) to the student's behavior. All responses include assigning interventions and corrective actions that are appropriate to the behavior incident.

Per EC 44807 & 5 CCR 300, every teacher in the public schools shall hold students to a strict account for their conduct on the way to and from school, on the playground or during recess, and at any school sponsored event. A teacher, assistant principal, principal, or any other district certificated employee shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his/her duties, of the same degree of physical control over a student that parents would be legally privileged to exercise, but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of students, or to maintain proper and appropriate conditions conducive to learning.

Suspension and/or Expulsion from School

Ensuring all students are in class every day and have access to learning is a priority. However, there are times when behaviors can impact the safety and learning of others. In these cases, administrators may choose to suspend a student from school for behavior if other interventions and corrective actions have not been successful.

For a list of acts for which a pupil may be suspended and/or expelled from school pursuant to EC48900, see Attachment 1, Section A.

Positive School Climate

At San Pasqual Union School District, we believe that students learn best in an environment where they feel safe, connected, respected, and supported. Creating and maintaining a positive school climate is a shared responsibility among students, staff, families, and the community.

Our schoolwide expectations are built around SOAR: Safe, On-Task, Accepting, and Respectful & Responsible. These expectations provide a common language for behavior and help students develop the social, emotional, and interpersonal skills needed to be successful in school and beyond. Through direct instruction, positive reinforcement, restorative practices, and consistent expectations, we teach students what it means to be a positive member of the SPU community.

As a PBIS (Positive Behavioral Interventions and Supports) school, we focus on proactively teaching and recognizing positive behaviors while providing support and interventions when challenges arise. We strive to create a welcoming and inclusive environment where all students feel valued, demonstrate good character, build positive relationships, and take responsibility for their actions.

At times, students may make choices that do not align with our expectations. When this occurs, our goal is not simply to assign consequences, but to help students learn from their mistakes and make better choices in the future. Students may be asked to reflect on their actions, participate in restorative conversations, receive education related to the behavior, make amends when appropriate, and engage in school service or other corrective actions. These opportunities are designed to help students understand the impact of their behavior on themselves and others, restore relationships, and strengthen their ability to make positive choices moving forward.

The following section provide definitions and guidance related to behaviors such as rudeness, meanness, bullying, cyberbullying, harassment, and other conduct that may negatively impact the learning environment and well-being of others.

Rude, Mean, Bullying

Rude

Rude behavior is when someone says or does something hurtful or disrespectful without intending to cause harm. It's usually a result of thoughtlessness or poor manners, rather than malice.

Mean

Mean behavior is when someone intentionally says or does something to hurt another person. It may happen once or even more than once, but the goal is to cause emotional or physical pain.

Bullying

Many young people can be unkind to each other during adolescence as they refine social skills and grow into adults. While these interactions are unpleasant, there is a clear line between conflict and bullying.

Bullying is a repeated aggressive behavior where one person (or group of people) in a position of power deliberately intimidates, abuses, or coerces an individual with the intention to hurt that person physically or emotionally. Incidents of bullying must include all three of these characteristics:

1) Intentional- the behavior was aggressive and a deliberate attempt to hurt another person
2) Repeated- these aggressive actions occur repeatedly over time to the same person or group of people
3) Power imbalance- the person bullying has more physical or social power than the child or children being bullied

Bullying almost always takes an emotional toll upon the child being bullied, but the actions that constitute bullying vary. There are four types of bullying, which can occur separately or simultaneously. These types include:

1) Physical bullying such as kicking or pushing
2) Verbal bullying such as name-calling or yelling
3) Relational bullying such as excluding or rumor-spreading
4) Cyberbullying which involves sending hurtful messages, images, and/or videos over digital devices like computers and cell phones.

In Education Code, bullying is defined as "any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation, that has the effect or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to that student's person or property, causing a reasonable student to experience a substantial detrimental effect on his/her physical or mental health,

causing a reasonable student to experience substantial interference with his/her academic performance, or causing a reasonable student to experience substantial interference with his/her ability to participate in or benefit from the services, activities or privileges provided by a school." (EC 48900(r))

Per BP 5131.2 (a-h), the Board of Trustees of the San Pasqual Union School District recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. Students may also anonymously report bullying and other student concerns through https://www.saysomething.net/

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Cyberbullying
Per EC 48900(r), students who engage in bullying by means of an “electronic act” may be suspended or expelled. This subsection defines “electronic act” to mean the creation and transmission on or off the school site of a communication including, but not limited to, a message, text, sound, or image, or a post on a social communication network by means of an electronic communication device. Included in this are “burn pages” which refer to internet webpages created for the purpose, or having the effect of bullying; knowingly creating a credible impersonation of another student without their consent, or creating a false profile of a fictitious student or creating a false profile using the likeness of an actual student, all with the purpose or having the effect of bullying.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Non-Discrimination and Harassment

Per BP 5145.3, the Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or school attendance occurring within a district school.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Per 5 CCR 4622, SPUSD is responsible for ensuring that the district complies with applicable state and federal laws and regulations governing educational programs. As appropriate, the District shall investigate and seek to resolve complaints alleging bullying, discrimination, and harassment in accordance with uniform complaint procedures (see Attachment 6).

Academic Integrity

Academic Honesty, Integrity, & Cheating

At San Pasqual Union School District, we believe that honesty, responsibility, and personal integrity are essential to learning. Students are expected to complete and submit work that reflects their own understanding, effort, and achievement.

Academic dishonesty undermines the learning process and will not be tolerated. Examples of academic dishonesty include, but are not limited to:

- Cheating on tests, quizzes, assignments, or assessments
- Copying another student's work or allowing another student to copy your work
- Plagiarism, including presenting another person's words, ideas, or work as your own
- Unauthorized collaboration on assignments intended to be completed independently
- Fabricating, falsifying, or altering information, data, sources, signatures, or academic records
- Using unauthorized materials, technology, artificial intelligence (AI), or electronic devices during an assessment or assignment

Students found to have engaged in academic dishonesty may receive a zero on the assignment, assessment, or activity. Depending on the severity or repeated nature of the violation, additional disciplinary or restorative consequences may be assigned in accordance with school policies. Parents/guardians will be notified.

The District is committed to teaching students the research, study, and organizational skills necessary for academic success. Students are encouraged to take pride in their work, seek assistance when needed, and demonstrate integrity in all academic endeavors.

As stated in Board Policy 5131.9, personal integrity is fundamental to meaningful learning and achievement. Students are expected to be honest with themselves and others and to uphold the values of responsibility, respect, and ethical behavior in all aspects of their education.

Dress Code

The primary responsibility for students' attire resides with the student and parent/guardian.

Goals of a Student Dress Code:

- Maintain a safe learning environment.
- Promote a body-positive image where students are not to be marginalized based on race, class, gender, sexual orientation, or other identity markers.
- Allow students to wear clothing of their choice that is comfortable.

Pursuant to BP 5132, the principal is authorized to establish a dress code for the school. At SPUSD, clothes must be appropriate for school activities, meaning they may not be educationally distracting or unsafe.

Students must adhere to the following criteria:

Allowable Dress & Grooming (AR 5132):

1. A shirt (non see-through material must cover the front and back majority of students' torso and under the arms and all undergarments) AND
2. Pants (non see-through material shorts, jeans, skirts, dresses, leggings, etc. that cover private areas and undergarments completely)
3. Shoes - with hard soles for safety. Shoes must allow for physical activity and provide the ability to walk around our large campus. Students in preschool through fifth grade must wear closed-toed shoes. Students in middle school may wear open-toed shoes on non-PE days.
4. Hats and other headwear (including hoodies) must only be worn outside and must allow the face to be visible and not interfere with the line of sight to any student or staff.

Non-Allowable Dress & Grooming:

1. Students may NOT wear clothing denoting gang affiliation (EC 35183).
2. Students may NOT wear clothing and accessories that advertises, promotes, or glamorizes drugs, alcohol or tobacco products,
3. Students may NOT wear clothing and accessories that displays foul or sexually suggestive language or symbols,
4. Students may NOT wear clothing and accessories that include hate speech, profanity, or images or language that creates a hostile or intimidating environment based on any protected class.
5. Students may NOT wear clothing and accessories that denotes weapons or other means of violence.

Student Health, Safety & Wellness

At San Pasqual Union School District, the safety, health, and well-being of every student is a shared responsibility. We are committed to providing a safe, supportive, and caring environment where students can learn, grow, and thrive. Families play an important role in helping us maintain accurate information and ensuring students receive the support they need.

Child Abuse and Neglect Reporting (Penal Code 11164)—California law requires all school employees to report suspected child abuse or neglect to the appropriate authorities when they have a reasonable suspicion that a child may be a victim of abuse or neglect (Penal Code 11164 et seq.).

School employees are mandated reporters and are legally required to make reports when warranted. A report does not require proof that abuse or neglect has occurred. All reports and the identity of the reporting individual are kept confidential as permitted by law

Mental Health & Wellness Support-(EC 49428, AB 2022)- Student well-being is essential to academic success. If a student is experiencing social, emotional, behavioral, or mental health challenges that are impacting their school experience, support is available.

Students and families may seek assistance from:

- Teachers
- School administrators
- School counselors
- The school psychologist
- Other student support personnel

School staff can provide support, problem-solving assistance, and referrals to appropriate community resources when needed.

Mental Health and Wellness resources are available on the district website at: www.sanpasqualunion.net

Students may request support directly through a trusted staff member or the school office.

Student Profiles and Emergency Contacts

Maintaining accurate Student Profile and emergency contact information is critical to student safety.

Parents/guardians are responsible for ensuring that emergency contact information remains current throughout the school year. If a student becomes ill or injured at school and a parent/guardian cannot be reached, school staff will contact individuals listed on the student's emergency contact list in the order provided.

In the event of a school emergency or disaster, students will only be released to individuals authorized in the student's emergency contact information.

When selecting emergency contacts, families are encouraged to:

- Choose adults who can be reached quickly and reliably
- Consider selecting individuals who live or work nearby
- Ensure emergency contacts understand they may be called upon to pick up the student in an emergency

All individuals authorized to pick up a student must be at least 18 years of age and may be required to present identification. Promptly updating emergency contact information helps ensure that students receive appropriate care and can be safely reunited with their families during emergencies.

Early Release
Per AR 5142, students shall be released during the school day in the event of a school emergency only to the custody of an adult if:

1. The student's custodial parent/guardian
2. An adult authorized on the student's emergency card as an individual to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity
3. An authorized law enforcement officer acting in accordance with law
4. An adult taking the student to emergency medical care at the request of the principal or designee

If a student needs to be picked up from school during the day due to parent/guardian emergency, the parent must send an email request and contact the office. The principal or designee will verify the adult’s identity.

If parents/guardians wish to take their student home after a field trip, the parent/guardian must submit a written request to the instructor or coach at least 24 hours in advance of the event. If a parent/guardian wishes to take a child other than their own, it must be prearranged with prior approval from the office at least 24 hours in advance. Prior approval includes verification of a

valid driver's license and a declaration page of current car insurance with $100k/$300k coverage. The parent/guardian must meet the student and have personal contact with the instructor or coach after the activity.

Sun Safety and Extreme Heat Conditions
Consistent with BP 5141.7, Sun Safety, students shall be allowed to wear sun-protective clothing, including, but not limited to, hats. Students are allowed to wear UV-protective sunglasses outdoors and permitted to use sunscreen during the school day without a physician's note or prescription. Those students using sunscreen shall be encouraged to apply sunscreen at least 15-20 minutes prior to any outdoor activity that will require prolonged exposure to the sun. Students may also use UV-protective lip balm. Parents/guardians are encouraged to provide sunscreen, lip balm, hats, and other sun-protective clothing for their children to use at school.

Care will be taken to ensure that all athletic play is conducted in a manner which will not overtax the physical capabilities of the participants. The Heat Index (HI) is the temperature the body feels when heat and humidity are combined. During a HI of 90-105, extra precautions shall be taken to ensure students are provided rest, shade, and water at regular intervals during play. During a HI of 105 or greater, all athletic play will be discontinued.

Insurance
While students are carefully supervised at school, accidents do happen. Please note that the District does not provide medical or dental coverage for students accidentally injured on school premises or injured while participating in school activities.

Medical Release from Physical Activity/PE
The District places student health and safety as the highest consideration in planning and conducting athletic activities. Universal precautions will be observed when injuries occur. Parents should notify the school if their child has a medical condition which could impact his/her involvement before participating in any athletic event. The school may require a medical clearance before allowing the student to participate.

If a child is unable to participate in Physical Education (PE), a parent/guardian's written note will be accepted for up to 3 days. If the duration of nonparticipation must extend beyond 3 days, a doctor's note, specifically reflecting the reason a student is to be released and for what duration, must be on file with the school health clerk.

Medication Policy
Per EC 49423, any student who must take prescribed medication at school and whose parent desires assistance from the school nurse or other designated school personnel, must submit to the school site a written statement of instructions from the prescribing physician, or physician assistant, and a written parental request for assistance in administering medication with the

physician's instructions. Students may carry and self-administer prescription auto-injectable epinephrine only if the student's parent submits a written statement of instructions from the physician and written parental consent authorizing the self-administration of medication, providing a release for the school nurse or other personnel to consult with the child's health care provider as questions arise, and releasing the district and personnel from civil liability if the child suffers any adverse reaction as a result of the self-administration of medication. (See Attachment 9) Students may not carry any other medication on their person; all medication should be turned into the health clerk.

Per EC 49480, parents of students on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician (see Attachment 21). With the consent of the parent of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Medication to be administered at school must be in the original prescription container and clearly marked. Students requiring medication distribution at school must have a signed "Physician's Statement" form (see Attachment 9) on file with the health clerk. This form can also be obtained from the Health Office and is posted on our website at www.sanpasqualunion.net. By law, over the counter medication will no longer be dispensed at school even with a signed request.

Nutrition and Wellness Policy

To ensure student safety and support healthy eating habits, San Pasqual Union School District (SPUSD) has clear guidelines regarding the types of food and beverages allowed on campus. All food served by district staff must align with USDA smart snacks. It must also be store-bought; homemade food items are not permitted for distribution to students during the school day. Additionally, students may not bring beverages with high levels of stimulants—such as soda, Monster, or Red Bull—to school. For the safety of all students, peanut products are prohibited in classrooms identified with peanut allergy signage. We ask all families to help us maintain a safe and healthy environment for every student.

SPUSD is a proud supporter of student wellness, recognizing the strong connection between healthy choices and academic success. In alignment with Board Policy 5030 (Student Wellness), classroom parties or celebrations must be scheduled after lunch and follow the USDA's Smart Snacks in School standards. All foods brought to campus for such events must meet these guidelines. To qualify as a Smart Snack, an item must:

- Contain 50% or more whole grains by weight, or have a whole grain, fruit, vegetable, dairy, or protein listed as the first ingredient, or
- Be a combination food with at least ¼ cup of fruit or vegetables, and
- Meet specific nutrition requirements for calories, sugar, sodium, and fat content.

For help identifying approved items, families and staff can refer to the Smart Snacks Guide (Attachment 36) or use the online Smart Snacks Calculator provided by the Alliance for a Healthier Generation: Smart Snacks Calculator.

Families and staff are encouraged to consider nutritional quality when providing snacks for classroom activities and must avoid items that do not meet these standards. More information on our district wellness policy is available on our website: www.sanpasqualunion.net.

Celebrations don't always have to involve food. In fact, we encourage non-food celebration options that foster student choice, creativity, and connection. Ideas include special games, activity choices, guest speakers, or small gifts such as pencils, books, or art supplies. For inspiration, please visit this newsletter link: SPU Wellness

Nutritious breakfast, snacks, and lunch are available daily to all students at no charge. In accordance with federal guidelines, students are required to take at least ½ cup of fruit and/or vegetables with each breakfast and lunch. Menus are posted monthly on the school website and available in the front office. Additional healthy snacks and beverages may be purchased during designated times.

All foods sold or provided on campus during the school day must comply with the nutrition standards set forth by the Healthy, Hunger-Free Kids Act of 2010 and the "Smart Snacks in School" rule, which became effective July 1, 2014. In accordance with California law, no food or beverages may be sold that compete with the school's meal program.

Food Allergies and Special Dietary Needs

The Board (BP 5141.27) desires to prevent exposure of students to foods to which they are allergic and to provide for prompt and appropriate treatment in the event that a severe allergic reaction occurs at school. Parents shall be responsible for notifying the school, in writing, regarding any food allergies or other special dietary needs of their child. Modified diet requests must be in writing and provide written medical documentation, signed by a physician that describes the nature of the student's condition, instructions, and specific foods to be omitted. Students with serious dietary needs shall be provided reasonable accommodation or services, as appropriate, in accordance with his/her accommodation plan or individualized education program. If special meal accommodations are needed for breakfast and/or lunch, see Health Clerk. San Pasqual Union School is an equal opportunity provider and employer.

Pupil Nutrition, Health, and Achievement
(EC 49430, et seq.) Every public school may post a summary of nutrition and physical activity laws and regulations, and shall post the school district's nutrition and physical activity policies in public view within all school cafeterias or in other central eating areas.

Health Screenings
In accordance with the California Education Code (EC) Section 49455, student vision screening will be provided at school entry to Transitional Kindergarten/Kindergarten, second, fifth, and eighth grades and to all students enrolled in special education as required for their Individualized Education Plan. Additionally, vision screening may be provided to any student who exhibits signs and symptoms of eye or vision problems. Parents may opt their child out of any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, including hearing or vision screenings, or any physical examination or screening permitted or required under state law. Parents have the right to have their child's vision tested outside of school (at the parent's expense) to meet the state law requirement.

Pupil Health and Immunizations
Per BP 5141.31, to protect the health of all students and staff and to curtail the spread of infectious diseases, the Board of Trustees shall cooperate with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases. The parent's guide to "Required Immunizations for School Entry" from the California Department of Public Health (CDPH) website can be accessed by clicking on the title (link).

(EC 48216 and 49403) California schools are required to check immunization records for all new student admissions at transitional kindergarten/kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**
  (4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)
  For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) — 4 doses**
  (3 doses OK if one was given on or after 4th birthday. Oral polio vaccine (OPV) doses given on or after April 1, 2016, do not count.)
- **Hepatitis B — 3 doses**
  (not required for 7th grade entry)
- **Measles, Mumps, and Rubella (MMR) — 2 doses**

(Both given on or after 1st birthday)

- **Varicella (Chickenpox) — 2 doses**

For a complete list of immunization requirements, please see Attachment 10.

Per HSC 120325 and 120335, pupils with incomplete immunization requirements are to be excluded from attendance or parents may, in limited circumstances, request a medical exemption. To request a medical exemption for your child, the first step is to register for a CAIR-MEaccount at https://cair.cdph.ca.gov/exemptions/home.

For additional information on school immunizations, visit www.shotsforschool.org.

Communicable Disease Control

To support student health and reduce the spread of communicable disease, SPUSD partners with and follows the guidance and direction of the Center for Disease Control (CDC), San Diego County Office of Education (SDCOE), and a contracted nurse from Rady's Children's Hospital. With their support, we have established guidelines to determine if a child's health prevents attendance at school. A child should remain at home:

- Until free of a fever or until free of symptoms of diarrhea/vomiting for at least 24 hours; and
- If a child shows symptoms of any of the following: inflamed eye, swollen glands or stiff neck, headache, or rash.

Per EC 48211, 48213, 48451; HSC 120230, the Board may exclude children suffering from contagious or infectious diseases. Prior to excluding a child from attendance, the board shall send a notice to the parents of the child. The notice shall contain each of the following: (a) A statement of the facts leading to a decision to propose exclusion of the child; (b) A statement that the parents of the child has a right to meet with the board to discuss the proposed exclusion; (c) A statement that at any meeting with the board held to discuss the proposed exclusion, the parents shall have an opportunity to inspect all documents that the board relied on in its decision to propose exclusion of the child; to challenge any evidence and to confront and question any witness presented by the board; and to present oral and documentary evidence on the child's behalf, including witnesses. The statement shall also include notice that the parents may designate one or more representatives to be present with the parents at the meeting; and, (d) A statement that the decision to exclude the child is subject to periodic review and a statement of the procedures set by the board for the periodic review. If a child is excluded from attendance, or when a principal or his or her designee determines that the continued presence of the child would constitute a clear and present danger to the life, safety, or health of pupils or school personnel, the board shall not be required to send prior notice of the exclusion to the parents as required in this section. The board shall send a notice as soon as is reasonably possible after the exclusion.

Head Lice

(BP 5141.33) The Governing Board recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. The Superintendent or designee shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences.

The Superintendent or designee may distribute information to parents/guardians of preschool and elementary students regarding routine screening, symptoms, accurate diagnosis, and proper treatment of head lice infestations. The Superintendent or designee also may provide related information to school staff.

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible.

If a student is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

Staff shall maintain the privacy of students identified as having head lice.

Student Safety

Suicide Prevention
The Governing Board of San Pasqual Union School District recognizes that suicide remains a leading cause of death among youth. According to the Centers for Disease Control and Prevention (CDC), approximately one in five high school students (20%) reported seriously considering attempting suicide and one in ten students (10%) reported attempting suicide during the previous year. (CDC, 2023).

The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. As a result, we are ethically and legally responsible for providing an appropriate and timely response in preventing suicidal ideation, attempts, and deaths. We also must work to create a safe and nurturing campus that minimizes suicidal ideation in students.

AB 2246 requires suicide awareness and prevention training for teachers. The national and local suicide prevention hotlines are printed on middle school IDs. Recognizing that it is the duty of the district and schools to protect the health, safety, and welfare of its students, a Youth Suicide Prevention Plan can be found at Attachment 29.

Risk Assessment
If a student reports behavior that is a harm to self or others, the school psychologist or school designee will immediately perform a risk assessment and notify parents. The findings may be shared with local authorities.

Human Trafficking
AB 1227 and SB 1104 require human trafficking prevention education training for teachers and middle school students. Human trafficking is a global phenomenon with a variety of local manifestations, including labor and sex trafficking. San Diego is ranked by the FBI as one of the nation's 13 highest areas of commercial sexual exploitation of children. Carpenter, A. C. and Gates, J. (2016). Parents are encouraged to closely monitor social media and mobile devices which are preferred methods to groom children. More information and resources can be found at: https://youth.gov/youth-topics/trafficking-of-youth

Evacuation Meet up Locations
In the event of a school emergency such as a nearby fire, school officials and emergency responders will monitor the situation carefully. Possible actions may include an unplanned early dismissal with mass communication sent to families/guardians. School officials will remain with all students whose families and emergency contacts cannot pick them up early. It is important to

maintain up-to-date emergency contact information on the Student Profile for local family or friends who can help out if you are unavailable.

Off-site evacuations on foot will either travel east on Rockwood Road or west through the Lower Playground back gate. Pedestrians evacuating from the east end of campus will travel east on Rockwood Road, north on Old Ranch Road, and congregate in the parking lot of the Dos Osos Golf Club, 2492 Old Ranch Road, Escondido, CA 92027.

Pedestrians evacuating from the west end of campus will exit through the Lower Playground back gate and onto the property owned by Songer Livestock, 2280 Cloverale Road, Escondido, CA 92027.

In the event of a transported evacuation, conditions permitting, students may be transported to the local mall, 272 E. Via Rancho Pkwy, Escondido, CA 92025. Students will stage in the parking lot area near JCPenney (adjacent to On the Border).

Mass communication will be sent and parents/guardians will be asked to cue in an orderly fashion so school officials may verify emergency contact information and IDs before students are released.

Instruction, Academics, & Extracurricular Activities

Grades

Teachers maintain timely reports of student progress. Grades are maintained online at Parent VUE/Student VUE and can be checked anytime by students, parents, and guardians. Please contact your child's teacher or the main office to obtain the credentials to access your child's grades. Formal report cards are issued at the end of each trimester. Progress reports are prepared mid-trimester.

Per EC 48205, 48980(j), no student may have his or her grade reduced or lose academic credit for any excused absence(s) when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

As set forth in EC 48904, parents will be notified in writing of a pupil's alleged misconduct before withholding of grades, diploma, or transcript. For students transferring in and upon receiving notice from the former district, schools will notify parents in writing of the decision to withhold grades, diploma, or transcript, as specified by the previous district.

Honor Roll

Students who demonstrate high academic achievement are honored at the trimester awards ceremonies.

- Kindergarten through 3rd Grade:
  Three students per class are selected each trimester to receive Academic Achievement Awards in Reading, Writing, and Math.
- 4th and 5th Grade:
  Students must earn a score of 4 in Reading, Writing, Math, and Language to receive an Academic Achievement Award.
- Middle school students are recognized as follows:
  1. Honor Roll*: Students must have a GPA between 3.75 and 3.99
  2. Distinguished Honor Roll*: Students must have a 4.0 GPA.

  *Students will be disqualified from receiving Honor Roll if they earn any grades of C, D, or F, or if they receive any U's in citizenship.

Homework

Homework is assigned to enable students the opportunity to practice and reinforce skills taught in school. Parents/Guardians are the key to making homework a positive experience. Therefore, we ask that parents and guardians make homework a top priority with the following considerations:

- Provide a quiet, consistent, "distraction free" place for study

- Hold high expectations
- Place an emphasis on achievement and academic progress, not just grades
- Establish a healthy, regular routine
- Actively monitor media (i.e., Internet, social media, computer, phone, television, video games, etc.) use
- Help manage after school activities
- Discuss school events daily

While homework will vary by grade level and throughout the year, the following are daily homework guidelines:

- Kindergarten: 10 minutes (i.e., "book buddy" bag, read/draw picture)
- 1st Grade: 20 minutes (i.e., "book buddy" bag, read/reading response worksheet, math practice)
- 2nd Grade: 20-25 minutes (i.e., nightly reading with reading log, math practice)
- 3rd Grade: 20-30 minutes (i.e., nightly reading with reading log, math practice)
- 4th & 5th Grades: 40-50 minutes (i.e., nightly reading, math practice, weekly spelling, journaling, periodic projects)
- 6th-8th Grades: 60-90 minutes (i.e., nightly reading, math practice, vocabulary building, journaling, periodic projects/activities)

Internet Access/Safety

(EC 48980(g), 51870.5 and PC 313a) SPUSD provides Internet access for instructional use at school. Board policy has established an *Acceptable Use Policy* to define appropriate student use of the Internet and online services, including proper behavior and use expectations. All students and staff must sign the policy each year before using school equipment and/or accessing the school's network (see Attachment 22). Parents are also encouraged to actively monitor student Internet use outside the school environment (see Attachment 11).

Instructional Materials

As set forth in EC 35186 and amended by AB 831, Ch. 118, Statutes of 2005, a school district shall use the Uniform Complaint Process it has adopted as required by Chapter 5.1 (commencing with Section 4600) of Title 5 of the California Code of Regulations, to help identify and resolve any deficiencies related to instructional materials, school facilities, or teacher vacancy or misassignment. (see Attachment 12.)

English Language Learners

Per SB 2083, CH 1014, Statutes of 2002, 20 USCS 7012(a)(8)(A); EC 310, 440, 52173, schools will notify parents of English Learners within 30 days of the start of the school year of their student's English language proficiency. This notice contains (1) the reason for classifying the student as limited English proficient and in need of English Learner services; (2) the level of English proficiency, how such level was assessed, and the status of the child's academic

achievement; (3) the methods of instruction used in the program in which their child is participating, a description of the English language instruction program, and the method of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language instruction; (4) How the program in which their child is participating will meet the educational strengths and needs of their child; (5) How the program will specifically help their child learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation; (6) the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program if Title I funds are used for children in secondary schools; (7) In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and (8) the parent's option to decline the student's enrollment in the program or to choose another program or method of instruction, if available, and be assisted by the school district in selecting among various programs and methods of instruction.

At Risk Students

Pursuant to EC 49067, the governing board of each school district shall prescribe regulations requiring the evaluation of each pupil's achievement for each marking period and requiring a conference with, or a written report to, the parent of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The refusal of the parent to attend the conference or to respond to the written report shall not preclude failing the pupil at the end of the grading period. For intervention purposes, students are classified as "at risk" in reading and/or math if common assessments reflect that the student is one year or more below grade level.

Middle School Eligibility

In order to participate in extracurricular activities (sports, dances, choir, etc.), students must maintain good standing in both academics and citizenship. Specifically, students who earn an "F" and/or two or more "D"s, a No Credit, and/or any U's in citizenship are ineligible to participate in these extracurricular opportunities. Students who have been suspended remain ineligible for 30 days from the first day of suspension.

Sports Teams

At SPUSD, students in grades 6-8 have the opportunity to compete in team sports with other schools. The program is mostly held after school, often with the support of parent volunteers. Students may compete in six different sports (football, volleyball, soccer, basketball, cross country, and track & field) throughout the year.

Participation in athletics is a privilege that requires students to maintain appropriate academic, behavioral, attendance, and citizenship standards. Student-athletes are also expected to uphold the Athletic Code of Conduct and represent SPUSD with good sportsmanship, integrity, and

respect both on and off the field of play. Students must be present at school on the day of a practice or game in order to participate in that activity. Students who are deemed ineligible may not participate in practices, games, or competitions until eligibility is restored.

Insurance for a student participating in sports is the responsibility of the parents or guardians. The District does not provide or make available medical and hospital care or insurance for students who are injured in physical or athletic activities. The District requires students to be insured. Per EC 32221.5, school districts that elect to operate an interscholastic athletic team or teams are to include a specified statement regarding no-cost or low-cost local, state, or federally sponsored health programs in offers of insurance coverage and in other letters and printed materials. Information regarding coverage options is available at www.coverageforall.org.

New research has revealed the increased risks related to head injuries, especially concussions, incurred by children. All concussions are potentially serious and may result in complications including prolonged brain damage and death, if not recognized and managed properly. Students participating in team sports will be advised of concussion risks and protocols. As a condition of team sports participation, students and their parent/guardian must acknowledge receipt and understanding of the Concussion Information Sheet and Opioid Factsheet found in Attachments.

Promotion/Retention

As set forth in EC 51101(a)(16), schools will notify parents as early in the school year as practical if their child is at risk for retention and of their right to consult with school personnel, and to appeal a decision to retain or promote their child. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. The Board of Trustees expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the variety of ways that children learn and include strategies for addressing academic deficiencies when needed.

To participate in the 8th Grade promotion ceremony and end-of-year activities (i.e., 8th Grade field trip), 8th Grade students must maintain a cumulative 1.76 Grade Point Average (GPA) for the 8th grade school year. Students may also be denied the privilege of participating in promotion ceremonies and end-of-year activities for significant disciplinary incidents (i.e., suspension) at the discretion of the Superintendent or his/her designee. If an 8th Grade student fails to meet promotion criteria, the student will receive a certificate of completion.

Library Services

Each class has scheduled visits to the library. Students must have a pass to come in the library during their recess or lunch breaks and when classes are in session. The library is open before and after school. Check the library schedule for more detailed hours.

Students may check out two books at a time for a two-week duration. Books can be renewed for two additional weeks. Students may use school computers to find books through an automated system. No books will be checked out to a student who has overdue books on record.

Students must pay for lost or damaged library books ($10 paperback, $20 hardcover or provide a new replacement). Students must pay replacement costs for lost or damaged textbooks. Students may lose some privileges until books are returned. All books and materials must be returned and student's records cleared prior to receiving end of year report cards.

(EC 48904 b 2 and AB 1974) The school district or private school shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct such as missing/damaged library books before withholding the pupil's grades, diploma, or transcripts pursuant to this subdivision. When the minor and parent are unable to pay for damages, or to return the property, the school district or private school shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, grades, diplomas, and transcripts of the pupil shall be released.

Accelerated Reader is a program that encourages students to make appropriate selections for independent reading based on their reading level combined with content guidelines. Most books in our library are labeled as to their reading level, length, and content guidelines. The designations of LG (lower grade), MG (middle grade), and UG (upper grade) indicate the maturity level needed for understanding and appreciating the content of materials. Our grade level designations are as follows:
LG= Primary (TK-3)
MG = Middle (4-8, with teacher approval for any 3rd graders)
UG = Middle School (5-8 with parent permission),
An Upper Grade Reading permission slip will go home with all 5th, 6th, 7th & 8th grade students at the start of the School Year. This needs to be signed by the student and parent/ guardian and returned to the library before those students are permitted to borrow Upper Grade books.

School Improvement
As set forth in EC 35256, 35258; 34 CFR 200.36, 200.37, 200.38, schools shall notify parents if the school is identified for improvement and of actions taken to improve schools through the School Accountability Report Card (SARC). (EC 33126, 33286, 35256, 35258) SPUSD provides parents a copy of the school's current SARC, available on the District's web site or in hard copy in the school office, and makes a concerted effort to notify parents of the purpose of the SARC. By February 1 of each year, SPUSD revises the annual SARC and makes them available. The current SARC can also be requested at that time by calling (760)745-4931 or viewed by visiting the District's website at www.sanpasqualunion.net.

Teacher Qualifications

The caliber of all teachers at San Pasqual Union School represents excellence and it is a shared goal to provide all children with quality educational experiences. All of our teachers are considered "highly qualified" as defined by Every Student Succeeds Act (ESSA), Parents' Right to Know; Professional Qualifications (20 USCS 6311). Parents of students attending SPUSD have the right to request and receive timely information regarding the professional qualifications of their children's classroom teachers, including (1) whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher is teaching; (2) whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; (3) the BA/BS degree major held by the teacher, including the field of discipline of the certification or degree; and (4) whether the child is provided services by paraprofessionals and, if so, their qualifications, graduation certification, degree(s), or credentials. Parents should contact the school principal if they would like to receive any of this information. (See Attachment 13)

San Pasqual Union School does not accept parent requests for specific teachers. If you wish to express a child's individual learning needs and the characteristics of a teacher that complement those needs, a form is available in the main office and should be completed and returned by April 30th of the prior school year.

Testing/Assessments

Per BP 6162.5, the Board of Trustees recognizes that student assessments are an important instructional and accountability tool. Assessment data shall be used to help determine individual student's progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for promotion. In addition, program effectiveness and staff evaluations shall, as appropriate, be based in part on indicators of student achievement.

Pursuant to EC 51513 & 20 USC 1232(h), tests that question pupils' personal beliefs will not be administered, unless the parents are notified in writing and give their written permission

Student Services

Special Education Services and 504s

SPUSD offers programs for students with disabilities. These services are available to eligible students in both the *push in* (support within the regular classroom) and *pull out* (support in a separate classroom) models. Students with more severe disabilities may be served outside the District through an interdistrict agreement.

Per EC 56040 et seq., any student with a disability, who is eligible to receive special education and related services, shall receive such instruction and/or services at no cost and in the least restrictive environment. The IDEA establishes 14 distinct disabling conditions, which may require special education services. Federal law (IDEA, 20 USC 1400, et seq.; Rehabilitation Act of 1973 § 504) requires a free and appropriate education in the least restrictive environment be offered to qualified disabled students. Further, the law prohibits discrimination against a student with a disability in any program receiving federal financial assistance on the basis of sex, disability, race, color, national origin, or lack of English skills. This includes the availability of reasonable accommodations for pupils with disabilities.

Section 504

Section 504 defines a person with a disability as anyone who: 1) has a mental or physical impairment which substantially limits one or more major life activities, including, but not limited to: walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks; 2) has a record of such an impairment; or 3) is regarded as having such impairment.

SPUSD has specific responsibilities to identify, evaluate, and, if the student is determined to be eligible under Section 504 or the IDEA, afford access to appropriate services. Parents/Guardians should note that a Section 504 Service Plan is a civil rights statute and not a special education statute. If you need more information regarding Section 504 Service Plans and/or special education services, please contact the Section 504 Coordinator or your child's teacher.

Child Find System (IDEA; EC 56300, 56301)

SPUSD has established policies and procedures for a continuous child-find system to address the relationship among identification, screening, referral, assessment, planning, implementation, and review. Any parent/guardian suspecting that a child has a disability may request an assessment for eligibility for special education services through the school principal.

Notice of Procedural Safeguards

As mandated by 5 CCR 3080; EC 56502, 56043(n), the Notice of Procedural Safeguards, known as "Parents Rights" or procedural safeguards, shall be made available to all parents (see Attachment 16).

Special Education Records

Pursuant to EC 56043(n), parents with children with exceptional needs have the right to examine and receive copies of records within five (5) business days after a request is made, and before any IEP meeting, hearing, or resolution session regarding their child.

Preschool

SPU Preschool fulfills the vision of the San Pasqual Union School District to provide quality pre-kindergarten education primarily for district residents. The mission is to reach out to our community, sow the seeds of education in our young children, nourish their development socially, intellectually, physically and emotionally, and grow them into vibrant, healthy contributors to our world.

SPU Preschool is not daycare but a ten month advanced early-start curriculum designed to academically and socially prepare children for kindergarten. The preschool program is created by SPU staff and is designed to integrate with programs for transitional kindergarten and beyond. The preschool is conveniently located on campus with classes taught by qualified staff. The preschool follows the school calendar and is closed through the summer.

Involving parents is an essential element in the SPU preschool program. Parents and guardians are strongly encouraged to participate in the classroom, share their talents and special interests, and extend the learning at home. For more information about the preschool program, please contact the Program Director at 760-745-4931 ext. 1903. Registration for the following year begins in March.

YCLUB

YClub is one of several state-funded before and after school Expanded Learning Opportunity Programs (ELOP) offered by the YMCA of San Diego County in partnership with the San Pasqual Union School. YClub operates every day students are in school plus an additional 30 non-school days during the year.

The YClub program strives to ensure that all students are academically, socially, culturally, and physically healthy. The YMCA of San Diego County, San Pasqual Union School, children and their families will collaborate to ensure our program serves in promoting entire student development and lifelong learning.

YClub is provided free of charge for TK-6th grade economically-disadvantaged students. Limited space is also available to families on a fee-based system.

Hours of Operation are as follows:

- Monday-Friday 6:30-8:00am
- Monday, Tuesday, Wednesday, Friday: 3:00-6:00pm
- Thursday 1:30-6:00pm

Contact the Program Coordinator for more information at 760-745-4931 ext. 1901. Registration for the following year begins March 1st.

Family Information & School Procedures

Communication

Open and ongoing communication between home and school is key to academic success. Please ensure that the school has current contact information for all parents/guardians, including address, phone numbers, and email. Email communication and Peachjar flyers are sent regularly for school and community information.

Personal meetings with teachers and/or administrators are welcome whenever parents/guardians and/or teachers feel such a meeting would be beneficial to address the progress of the student. If a parent/guardian has a classroom specific issue, that parent/guardian is encouraged to speak with the teacher first before taking the issue to the administration.

To facilitate communication between school and home, each member of the staff has an email address and a voice mailbox. Email addresses are formatted as follows: firstname.lastname@sanpasqualunion.net. For example, John Doe's email address is john.doe@sanpasqualunion.net. Staff emails can be found at: https://www.sanpasqualunion.net/our-school/staff-directory

Voicemail may be accessed through the school's main phone lines by dialing 760-745-4931.

Enrollment

Registration for new students begins in March. Families of new students will be asked to create a ParentVue account prior to starting your student's registration. You will need an email address to create your ParentVue account. If you don't have an email address, please click here to create a free Google Gmail address first.

Children turning 5 years old on or before September 1, 2025, are eligible for Kindergarten, while those turning 4 years old on or before September 1, 2025, are eligible for TK.

IMPORTANT: Until all documents (Birth Verification as reflected by a certified copy of a birth record or a statement by the local registrar OR a county recorder certifying the date of birth OR a baptism certificate duly attested OR a passport OR (when none of the foregoing is obtainable) an affidavit of the parent, guardian, or custodian of the minor; Proof of Residency, Immunization, etc.) are received by SPU, THE ENROLLMENT PROCESS IS NOT COMPLETE.

Military Families

Pupils of military families have the right to immediate enrollment even if unable to produce proof of immunizations.

McKinney-Vento

Homeless youth who lack a fixed, regular, and adequate nighttime residence are guaranteed immediate enrollment in school by federal and state law even without immunization records. Foster youth are also guaranteed immediate enrollment.

Immigration Status or Perceived Status
(AB 699) Safe Schools for Immigrant Students provides important protections for students in immigrant families. All children and youth have the right to a free public education. Parents must enroll their children in school. Students cannot be discriminated against or bullied based on their immigration status or perceived status.

Field Trips
Each class takes at least one field trip each year. These trips are planned in advance and are closely aligned to the classroom curriculum. Parents/Guardians are often asked to help chaperone these trips and make donations to help defray costs. Parents who chaperone a field trip are required to sign a Chaperone Code of Conduct. Prior to being permitted to leave campus, each child participating in a field trip must submit a written permission slip signed by a parent or guardian for each field trip. With advanced notice, Food Services will provide sack lunches for students on field trips upon request from the parents/guardians, students, or teachers. No child will be denied participation in school sponsored field trips due to lack of funds. For more information on field trips, see Attachment 15.

Lost and Found
Children often misplace and fail to claim lost clothing, books, sporting equipment, etc. Parents are encouraged to label clothes and other personal items with the full name of the child and encourage their child to seek lost items as soon as possible. All items that remain in the lost and found will be donated to charity.

Picture Days
Pictures of all students may be taken twice a year. Packets of class and individual pictures will be available for purchase. The photographer also provides the school with pictures for seating charts and the cumulative records. Fall pictures will be used for the yearbook. Unless the office is notified in writing by a parent/guardian, pictures of students taken at school may be used in publications such as school newspapers, magazines, newsletters, websites, and social media.

Morning Drop Off
During morning drop off, please use the drop off lane in the front parking area. Be sure students always exit via the right side of the vehicle—avoid opening doors on the left side. Never leave vehicles unattended in the white drop off zone. If parking, please use the East or West Parking Lot areas and escort your child to the nearest sidewalk. Never allow your child to walk in any parking lot unescorted.

Release During the School Day

Per AR 5142, students shall be released during the school day only to the custody of an adult if:

1. The adult is the student's custodial parent/guardian.
2. In the event of a school emergency, the adult has been authorized on the student's emergency card as someone whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity.
3. The adult is an authorized law enforcement officer acting in accordance with the law.
4. The adult is taking the student to emergency medical care at the request of the principal or designee.

Afternoon Pick Up

TK -First grade students must be picked up by a parent or guardian. Students in TK, kindergarten and first grade will not be released to walk home without an adult present.

Students will be released when a parent or guardian enters the pick-up zone. If you would prefer to park, please park in the East or West parking areas and walk to the pick-up zone to retrieve your child. Do not park on the dirt access road across the street from the school campus. Students will not be permitted to walk unescorted to parents waiting in vehicles.

Cars in the pick-up zones will be instructed to pull forward so as to not block incoming vehicles. Students should always enter using the right side of the car – avoid walking to the left side of the car and into exiting traffic. Exit lanes are for exiting vehicles only. Vehicles should not stop in the exit lanes. Parents/guardians are required to observe and follow all traffic regulations as they relate to speed limits, turning restrictions, cross walks, etc. Drivers may not wait in the loading zone and cars will be required to keep moving.

Students will not be permitted to enter any parking lot without adult supervision. At no time shall a student be dropped off or picked up in the street or other non-designated areas.

Families must arrange transportation home from school BEFORE school starts each day. Students left at school longer than 15 minutes after dismissal will be escorted to the office and may be placed in our after school YClub program at parent/guardian expense. Parents will be required to sign a "late pick up" log.

Abandoned Child Protocol

Office staff leave at 3:30 pm and all students must be picked up prior to that time.
When a child is not picked up 15 minutes after dismissal, parents/guardians will be called. If no contact has been made after 30 minutes, emergency contacts will be called until parents are reached and/or arrangements are made to pick up the abandoned child. After 60 minutes of no contact, Child Welfare Services and/or local law enforcement will be notified. After the situation

is resolved, the school will schedule a follow-up meeting with the family to recommend best practices including keeping emergency contacts local and up to date. Interdistrict transfers may be revoked due to late pick up and/or abandoned children.

Students Walking to/from School

If walking to school, please remind students to follow the designated safe school route. Specifically, students walking from Rancho San Pasqual and Rancho Vistamonte must:

- Stay on the sidewalk at all times. Stay off the golf course and other private property.
- Cross only at intersections. Look both ways for vehicles before crossing.
- Walk to the intersection of Old Ranch Road and Rockwood Road.
- Stay on the south concrete sidewalk away from the golf course at all times.
- Utilize the designated walking/riding paths on Rockwood Road.
- Enter the school grounds at the first gated entrance near the bicycle racks. Do not walk through the East Parking Lot.

Other Modes-Bikes, Skateboards, and Scooters

Students in Grades 3 through 8 are encouraged to walk or ride their bikes, skateboards, and non-motorized scooters to school. Students in Grade 2 may also ride to school using these modes of transportation, but only if accompanied by an older sibling or adult. Students in Preschool, TK, Kindergarten, and Grade 1 should not ride bikes to school. Families must complete a bike form and turn into the office prior to riding to school. See attachment.

Roller blades, motorized scooters, e-bikes, hoverboards or any other type of similar transportation other than a bicycle, skateboard, or non-motorized scooter are NOT recommended. Students who ride bicycles, skateboards, or scooters to school must be registered through the school and place the school-issued sticker on their bicycle, skateboard, or scooter. All students are required to wear a helmet when riding a bike, skateboard or scooter to and from school and obey all applicable codes and regulations. Since there is NOT a bike lane West of the school, for safety reasons, ONLY those living East of the school will be permitted a sticker. Students use bicycles, skateboards, and scooters at their own risk. SPUSD does not accept any liability for any person operating or using a bicycle, skateboard, or scooter.

Bicycles, skateboards, and scooters must be parked and locked in the designated rack area at all times. Students riding bikes, skateboards, and scooters are to lock them in the rack area and leave the area immediately. Do not lock two items together. Each student must have his/her own lock. Students should not leave easily removable accessories on their bikes, skateboards, or scooters. Students tampering with the property of others will be referred for disciplinary action and the police may be notified. The bike, skateboard, and scooter area is locked during school hours, opened only before and after school. The school is not responsible for bicycles, skateboards, and scooters while on school property. Bicycles, rollerblades, skateboards, scooters, and other similar

devices are not permitted in the main campus area regardless of time or day. Students should not ride Zuca-style backpacks to or from school or while on campus.

Bus Riders

It is recommended that parents are present when children are dropped off at the bus stop at the end of the day. Children walking to and from their school bus stop should be instructed to use the safest, most direct route. Students are encouraged to go directly home from the bus stop. For a complete list of bus rules, see Attachment 3.

Parent Conferences

Parents/Guardians are encouraged to maintain regular communication with teachers and may request a conference at any time. Formal parent conferences are scheduled in the Fall after the first progress report. If a parent/guardian has concerns about behavior and/or academics that have not been addressed through a parent conference, a Student Study Team meeting may be requested.

Visitors and Volunteers

Visitors

We are proud of our program here at San Pasqual Union School. It is our pleasure to have interested parents, guardians, and community members visit our campus and classrooms. We encourage visitors to make an appointment at least 24 hours in advance to see a teacher, administrator and/or visit classes. Scheduled visitations to classrooms may be limited to a maximum of forty-five minutes. An administrator may accompany the parent, guardian, or community member on classroom visits. Please call the school office at 760-745-4931 to arrange for a visit.

All visitors must enter through the main office. When coming for a visit, all visitors must sign in and sign out at the office and provide a government issued ID such as a driver's license. Immediately upon arrival, please ring the buzzer through our controlled entry system to be allowed access and check in with the office to obtain a visitor badge. While on campus, visitors must wear their badge at all times. When finished with the visit, all visitors must exit through the main office and sign out. An electronic scanning device will be utilized to sign in/out visitors and to account for their presence on campus.

Volunteers

Parents/Guardians who are willing to serve as volunteers at San Pasqual Union enrich the educational program by their service and make it possible for teachers to be more effective in meeting the needs of all the children. All parents/guardians regularly volunteering in classrooms (more than 20 hours per year) must file an application and successfully complete a background check (tuberculosis/TB testing and criminal record check). Additionally, to volunteer at the SPU Preschool (a child care setting) all volunteers must provide proof of current year flu, Pertussis, and Measles vaccinations. An application, Volunteer Guidelines, and the Volunteer Code of Conduct may be found at Attachment 18.

Volunteers are expected to help maintain a safe environment for all students. In accordance with Education Code, volunteers who have direct contact with students while performing volunteer duties are considered mandated reporters and are required to immediately report any known or reasonably suspected incidents of child abuse or neglect to school administration or the appropriate authorities.

During each visit, volunteers must check in and out when entering and leaving campus. Volunteers who do not comply with this requirement and/or the Volunteer Code of Conduct will no longer be permitted to volunteer. Please note that when volunteering, no children are permitted in the staff lounge or workroom.

Unaccompanied minors (children under 18 with no adult supervision) are typically not permitted to visit or volunteer. Exceptions may be made for children “sponsored” by SPUSD staff through written agreement (Attachment 18).

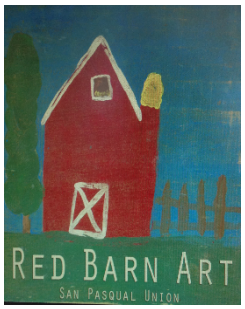
Parent Organizations

Parent Teacher Association (PTO)

Our Parent Teacher Organization (PTO) is a formal organization that consists of parents, teachers and school staff. PTO holds a main fundraiser in the fall, and a few small ones throughout the year. The monies raised pay for events and programs that benefit all students and teachers at our school. These include PE equipment, classroom supplies, field trips, assemblies, and the Visual and Performing Arts (VAPA) program. Events include Family Nights, Family Breakfasts, Book Fairs, and Holiday events. For these and other programs to continue, all parents/guardians, teachers and staff are strongly encouraged to join and help keep this organization strong and successful. SPUSD continues to thrive because of the love and care created by our excellent group of PTO members and its volunteers.

San Pasqual School Foundation

The San Pasqual School Foundation financially supports special programs in the school that would otherwise not be available due to budgetary limitations. In the past, these have included the teacher grants, library, technology, physical education, music, and arts programs. The San Pasqual School Foundation is committed to keeping these programs in place in order to provide the best educational experience for all of the children at San Pasqual Union School. Parent/Guardian and staff support is greatly needed and appreciated.



Red Barn Arts

Our Visual and Performing Arts (VAPA) program is aptly named "Red Barn Arts". The vision of Red Barn Arts is that through the arts, we will cultivate an environment of innovative thinking, problem solving, and creative expression that will empower and prepare our students for success throughout their lives. The team is composed of teachers, parents, administrators, and other school leaders. The best way to support this growing program is through donations of time, talents, money, and materials. Fundraisers will occur regularly to create a quality, self-sustaining arts program.

SAGE Garden

Our school garden is called SAGE (Students Are Growing Everyday). The mission of the San Pasqual Union School Garden is for students and volunteers to create and sustain our school garden to enhance:

- academic achievement
- a healthy lifestyle
- environmental stewardship

- a connection to our earth and understanding of where our food comes from
- community and social development

The vision for the garden is that by creating and sustaining our garden, we create opportunities for our children to discover the source of fresh and delicious food, make healthier food choices, become better nourished, and experience our connection to the natural world.

In our outdoor living classroom, we offer a dynamic, beautiful setting in which to integrate diverse learning disciplines and cultivate the talents and skills of all students while enriching the students' capacities of observation and thinking. The garden and plants will use the physical to help convey academic principles valued in the classroom, such as problem solving, science, values, math, history and spontaneous learning.

Young people can experience a deeper understanding of natural systems and become better stewards of the earth by designing, planting, cultivating, and harvesting their school garden with their own hands. They will learn core life lessons, including patience, hard work and a lifelong love of learning.

Attachments

1. Annual Notifications
2. Playground rules
3. Bus rules
4. Student discipline referral report
5. Sexual harassment board policy
6. Uniform complaint notification
7. Homeless education
8. Pesticide notification form
9. Continuing medication form
10. Guide to immunizations
11. Internet safety letter
12. Williams settlement
13. Teachers' professional qualifications
14. Oral health notification
15. Field trips
16. Notice of procedural safeguards
17. Educational records
18. Visitor-Volunteer form
19. Release of directory and media information
20. Concussion information sheet
21. Opioid Fact Sheet
22. Technology acceptable use policy
23. Back to school attendance letter
24. Student insurance
25. Textbook procedures
26. Dress code referral
27. Middle school dance permission form
28. Board policy on hate motivated behavior/ Spanish
29. Weapons and drug notification
30. Suicide prevention plan
31. Type 2 Diabetes Information/ Spanish
32. Cardiac Arrest Fact Sheet
33. Chaperone Code of Conduct
34. Spectator Code of Conduct
35. Athletic Department Code of Conduct
36. Smart Snacks Guide
37. Bike Form
38. Parent Signature page