



San Diego Unified
SCHOOL DISTRICT

DAILARD ELEMENTARY

Student & Parent Handbook

Revised December 2018

Dear Parents and Families,

Welcome to Dailard Elementary School where we are “Striving for Excellence . . . Focused on the Future!” We are pleased that you are joining us for the 2017-2018 school year. The Dailard community is comprised of outstanding students, an expert and dedicated staff of caring professionals, actively involved parents and supportive community members. We continue to achieve success through a collaborative approach in meeting the needs of a diverse student population by providing them a rigorous, standards-based and comprehensive educational program. We look forward to continuing our commitment to working together toward the success of all children at Dailard Elementary.

We are proud to be part of San Diego Unified School District whose mission is: "All San Diego students will graduate with the skills, motivation, curiosity and resilience to succeed in their choice of college and career in order to lead and participate in the society of tomorrow." While all San Diego Unified school's continue to support all students in reaching proficiency in all curricular areas, especially reading, writing, math and science, the district is focused on integrating technology into all classrooms thus helping students develop the skills needed to compete in today's world.

Please take time to read the contents of this booklet to familiarize your selves with our expectations to support student learning and safety on campus. We encourage you to call us if you have any questions about daily life at Dailard. We value parent input and welcome you to our campus and our classrooms.

Sincerely,
Ms. Fitzpatrick
Principal

Dailard School Pledge

I will act in such a way that I will be proud
of myself and others will be proud of me too.
I came to school to learn, and I will learn.
I will have a good day!

SCHOOL HOURS

Office Hours

Monday-Friday 7:00 a.m. – 3:00 p.m.

Bell Schedule

Breakfast (Optional)	7:30 a.m. – 7:45 a.m.
Walking Program	7:30 a.m.
School Begins	7:45 a.m.
Recess	15 minute morning break
Lunch (30 min.)	time assigned by grade
Lunch – Wednesday (20 min.)	time assigned by grade
Dismissal	2:10 p.m.
Wednesday Dismissal	12:15 p.m. (Modified Day)

ARRIVALS AND DISMISSALS

On-site supervision begins at 7:30 a.m. each day. Please do not drop off your child before 7:30 a.m. Upon arriving at school, students are to go directly to the designated playground area or cafeteria if eating breakfast. This honors the planning time of teachers, which is so important to the quality of instruction your child receives. Teachers are on supervision after-school for dismissal. Students should go promptly to the Dailard quad, the YMCA Program, the school bus area, the pick-up zone, or the front of the school for timely pick-up. **Children are not permitted in the playground areas after school.** Students who are not picked-up on time are directed to the office in order to call their parents. If for any reason you will be late in picking up your child please call the office.

SCHOOL ENROLLMENT FORM

A student enrollment form for all children who are **returning** to Dailard Elementary must be on file in the office. This is your child's official registration. It must be filled out as completely and as accurately as possible. The enrollment form is included in the Back to School packet that is given on the first day of school. It provides necessary student and emergency information. **Should this information change during the school year, please notify the office of these changes.** It is important that we have current and updated information such as:

1. A change of student's address. A copy of your new residency (such as gas/electric, telephone bill, mortgage or cable bill – proof must be no later than 30 days to current).
2. Change of parents/guardian place of employment.
3. Change in phone number (very important to keep updated, in case of an emergency).

Newly registered students need not fill out another card.

ABSENCES AND ATTENDANCE

School attendance is required by law. The Education Code of the State of California requires every child 6 through 18 years of age to attend school every day and on time. You are responsible for your child's attendance. Please follow these procedures when your child is ill or has a medical appointment:

- Call the school office at **(619) 286-1550 ext 199** to report all absences. When calling in the absence, please speak clearly and slowly stating the child's name, Teacher's name, relationship to student (mom, dad, etc.), the nature of the illness/reason for absence and if you know, how long the student will be out.
- Acceptable reasons for excused absences include, but are not limited to: illness, Doctors' appointments and attendance at immediate family funeral services.
- If other situations will cause your child to miss school more than five days, ask the teacher or office staff for information about short-term Contract Independent Study. The contract must be signed by the parent, student, and teacher prior to the leave of absence. **TEACHERS NEED AT Minimum 5 Business days ADVANCE NOTICE IN ORDER TO PREPARE SCHOOL WORK FOR THE STUDENT.**
Students must report to the office to obtain re-admission before returning to class. All work must be completed and turned into the teacher when the student returns to school.
- Three or more unexcused absences are considered trancies. A letter from the school district will be mailed to parents to notify them of their student's unexcused absences.

TARDIES

School starts at 7:45 a.m.

- Students are tardy (late for school) if they are not in their classroom by 7:50 a.m.
- When a student is tardy, a tardy slip is required from the school office before they are permitted to enter the classroom. **PLEASE MAKE EVERY EFFORT TO ARRIVE ON TIME TO SCHOOL.**

Tardiness and excessive absences have a serious impact on student growth and achievement. It is extremely important that students attend school every day and arrive on time. Students with poor attendance may be referred to the **School Attendance Review Board. (SARB).**

RELEASE OF CHILDREN

Please schedule appointments during non-school hours if possible. In the event, you need to pick up your student early, parent/guardian must call 619-286-1550 (Option 3) AHEAD or send a note with child to request a blue slip at the beginning of the school day. Blue slips are required if parent/guardian takes a child off campus before school dismissal time. For the protection of our students, they can only be released to a parent, guardian or other authorized person listed on the Student Enrollment Form. You will be asked to present identification for safety reasons.

PARKING LOT/SAFETY

We at Dailard are concerned at all times about the safety of your children. We know that a safe environment requires the cooperation of all of us. We want to help Dailard students learn to follow the rules, along with respecting others. We also need parents to be good role models. Please read carefully our safety rules:

- Please do not park in staff parking spots.
- No **parking** or **stopping** in **the red zone.**
- Do not **park** or **block** a **driveway.**
- No parking in the **drop off zone** (white curb, loading and unloading zone or 3 minute drop off). Please pull to the end of the zone to drop off.
- Handicapped parking - **permits must be current and up to date.**
- **No left turn** out of the parking lot, police officers on duty will issue a ticket
- Do not make a **U-turn** in front of the school, nor use the school driveway to turn around.
- Do not have children **cross the street** in the middle of the block.

The San Diego Police Department reminds all students living east of Jackson Drive to cross Jackson at the signal at Park Ridge and walk on the sidewalk on the east side of Jackson.

BICYCLES

Bicycles, as a means for transportation to and from school, may be ridden to school. The San Diego Unified School District and Dailard Elementary is not responsible and assumes no liability for theft, damage, or loss of use to any bicycle, equipment, or articles left on bicycle. The student and his/her parents assume all such risks. The guidelines for students riding bicycles to school are:

1. Each bicycle must be parked only in the designated area and the bike must have a lock.
2. Children riding bicycles **must wear helmets** according to the law.
3. The bicycle must be walked from the sidewalk to the bicycle rack.

NOTE: The riding of any skateboards, scooters, and roller blades/skates on school property at any time is prohibited.

TELEPHONE CALLS/MESSAGES TO STUDENTS

Telephone calls to classrooms for staff or students **are not allowed** during the instructional day. Phone calls placed into the classrooms disrupt the learning and classroom instruction time and it also bothers neighboring rooms. Messages will be taken and will be placed in the teacher's box. Teachers normally pick up their messages before school, at lunchtime and after school. **“Emergency calls”** will be handled on an individual basis. Students are not allowed to use phones. Please plan in advance so that we can minimize interruptions in the office before, during and after school. Permission to use the telephone will be granted only in case of emergency.

CELL PHONES

Students may bring cell phones to school for use before and/or after school. If a student brings a cell phone to school, he/she is required to turn it in to the classroom teacher at the start of the day for safekeeping or plan on keeping it in their backpack all day. Cell phones that are turned in will be returned at the end of the day. If the student does not turn in his/her cell phone and is found using it during the school day, it will be confiscated and will only be returned to a parent. Cell phones left in backpacks that ring will also be confiscated. If this occurs more than once, students will lose the privilege of bringing his/her cell phone to school. Additionally, the school is not responsible for **lost** or **stolen** cell phones that are not turned in to the teacher.

PARENT VISITATIONS

Parents are welcome to visit during the school day. However, in order to prevent disruptions during lessons, the following policy will be in effect:

1. The visit is for adults only.
2. Visits are to be arranged **24 hours in advance** through either a note or phone call to the school.
3. All visitors must **sign in** and get a visitor's badge before going into a classroom. Visits should be limited to 20-30 minutes in any one classroom. Please be sure to **sign out** in the office.
4. Do not plan to confer with the teacher during the visit; a conference should be arranged at a time when class is not in session.

NOTE: No visits are scheduled during the first **two weeks** of school. This is a time when standards are being set and class organization is being finalized.

CLASS ASSIGNMENTS

Every school in our district must abide by a formula, which controls how many teachers are assigned to us. If enrollment is up or down, we could either gain a teacher or lose a teacher. All room assignments are tentative pending final enrollment and balancing for class size. Whenever enrollment stabilizes toward the end of September, we begin looking at the number of students in the classrooms and may need to re-organize several classrooms to comply with the district classroom limits. Any changes in the total number of teacher assignments are temporary and subject to change through the month of October.

TOYS/GAMES/PERSONAL BELONGINGS

We ask for your cooperation so that children do not lose personal things for one reason or another at school. We do not allow children to bring toys, portable electronic games, iPods, balls, comic books, trading cards and other items from home that are not essential to school work. We spend an inordinate amount of time trying to solve ownership conflicts and resolve arguments when these items are brought to school. Keeping these items home will save us countless hours of time that could be better spent working to improve the academic pursuits of your children. If an item needs to be transported from one home to another for after school play, please bring it to the office for safekeeping. It can be retrieved at the end of the day.

HOMEWORK POLICY

The homework policy adopted by the Board of Education requires that homework be assigned to **all students** four days each week. The amount of homework per day will vary, but it is expected that all students be responsible for completing homework. **ALL STUDENTS** are also responsible for reading at least 25 books per school year and a minimum of 20 minutes per night.

SNACK POLICY

Students may bring a nutritious snack to eat during their 15-minute recess time. This should be a healthy snack such as fruit, crackers, juice or vegetables. **Students are not permitted to eat candy or drink soda at school with their snack or lunch. They will be asked to bring these items home with them if they are brought to school.**

BIRTHDAY CELEBRATIONS

If you **choose** to have your child celebrate their birthday at school, you need to arrange to do so with the teacher at least **one day ahead of time**. In support of the districts healthy schools initiative, birthday celebrations will only be celebrated with **non-food items**. Parents can bring non-food items such as pencils, stickers, books, etc. to celebrate their child's birthday. Items need to be dropped off with the teacher before or after school or in the school office during school hours.

LOST AND FOUND

Please make sure that all of your child's belongings **are clearly marked with his/her first and last name**. While we make every attempt to return lost items to students, we end each year with bags of unclaimed clothing. The lost and found is located in the entrance of the multi-purpose room. Please check or have your child check for lost items on a regular basis.

PARENT COMMUNICATION

We have a communication plan that is regularly featured in the San Diego Unified School District because of our strong belief in keeping families informed of school events and student achievement. The cornerstone of our communication plan is a phone system called Connect-Ed. Phone messages from the Principal are delivered to inform you of upcoming school events.

EMERGENCY DRILLS/INSTRUCTIONS

School instruction and regular drills are held throughout the year to enable students to react to any emergency situation. Fire drills are held monthly, while earthquake and civil defense drills are held each semester. Bus evacuation drills will also be included during the school year.

COMPLAINT PROCEDURE

It is our intent to work collaboratively with parents to support our students in achieving their potential. From time to time, questions and concerns may arise. It has been our experience that when we work together in a student-centered approach, issues are resolved quickly. **It is always our intent to resolve concerns at the lowest possible level.** If a parent has a classroom concern, it is important to try to resolve the concern with the classroom teacher. If the concern is not resolved, please contact the principal and she/he will set up a meeting between the parties involved in an effort to resolve the issue. All school wide concerns, should be directed to the principal, who will meet with the parent(s), email, or call to address the issue. Please call the office when concerns exist and the principal's secretary will give you an appointment during the principal's daily office hours. Please always indicate how urgent the issue is, so that we can schedule you accordingly.

Student Conduct

Please review the *Student Conduct* section with your student. Read appropriate portions to your child or, if your child reads, have him/her read to you and discuss the ideas and rules. IT IS VERY IMPORTANT to tell your student that you expect him or her to follow these rules!

Dailard Elementary has a long tradition of welcoming children and families into our school community on the first day of school with our Dailard Pledge. As part of our community, students are expected to be responsible individuals and caring and respectful of each other and their school and its property.

Our focus is on building a strong community through the **DAILARD WAY** of mutual respect, attentive listening, appreciation, and personal best. In supporting our students to make good decisions we encourage them to ask questions before doing something.

1. Is it safe?
2. Is it respectful?
3. Is it responsible?

We model and practice the lifelong character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship throughout the year.

DAILARD SCHOOL PLEDGE

I will act in such a way that I will be proud
of myself and others will be proud of me too.

I came to school to learn, and I will learn.

I will have a good day!

Daily practice of the skills of accepting personal differences, learning to positively disagree, being caring and complimentary, learning to encourage others and showing courtesy is expected of all people who work and are enrolled at Dailard. Making good choices and exhibiting good social skills is awarded at Dailard.

Student Recognition and Incentives

Student award assemblies and other forms of recognition commend and encourage academic effort, academic excellence, good attendance, and citizenship. These award assemblies are scheduled throughout the school year. Teachers and the principal may also provide classroom incentives and school-wide incentives.

BEHAVIOR CODE

Behavioral expectations are established to ensure the safety of all students and to create an atmosphere where all students can effectively learn.

Students are expected to:

1. Show respect for themselves and others. Hitting, fighting, intimidation and defiance are never permitted.
2. Follow directions of all staff members at all times.
3. Practice safety at all times. Please walk around campus unless in a designated activity or area.
4. Respect personal and school property. Dispose of trash properly and keep our school environment clean.
5. Use appropriate language and good manners at all times. Cursing and shouting are never permitted.
6. Solve problems peacefully.
7. Always do their best.

BEFORE AND AFTER SCHOOL EXPECTATIONS OF CHILDREN

Students are accountable to the school administrator for their behavior on the way to and from school. The following are the behaviors we expect:

- Students are to go to and from school by the safest, most direct route. Avoid talking to strangers and do not accept rides from anyone without permission from a parent/guardian.
- Students are to cross all streets at the corners and observe the appropriate safety rules. Please use the parking lot for drop off and pick up.
- Supervision is provided beginning at 7:30 a.m. Students are **NOT** to arrive prior to 7:30 a.m., **unless enrolled in the YMCA childcare program**. Students are encouraged to go directly to the morning walking program starting at 7:30.a.m.
- When the first bell rings at 7:45 a.m., all students are to line up by their classroom number. Teachers will pick up their students and walk them to the classroom. After school, teachers will walk their students to the front of the school where they can meet parents at the flagpole.
- For the safety and security of our students, Kindergarten students should be picked up at their classroom at 2:10 and all other students may walk to the flagpole, the tables on the lower playground or to the front of the school for pickup.
- For safety purposes, students are required to leave the school grounds

immediately after school and go directly home. Students taking the school bus are to go directly to the lunch court and wait quietly. **NO** active play is permitted during this time.

- On modified days (Wednesday and conference days), students will be dismissed at 12:15 p.m. All students will be provided 20 minutes to eat lunch during school time. **The school does not provide after school supervision, therefore students must be picked up on time at 12:15.**

CAFETERIA EXPECTATIONS

Students must always:

- Stand in an orderly line without pushing, shoving, yelling, etc.
- Come to the line with their lunch code memorized or written down.
- Take food from the salad bar, using utensils that are provided.
- Never reach into the salad bar with their hands.
- Talk with indoor voices.
- Raise their hands to take their tray back and line up for recess.
- Take their tray and trash (milk bags, napkins, etc.) & empty it completely into trash can. **If something is dropped**, it should be picked up.
- Line up **ONLY** when dismissed and walk to the playground.
- Be courteous to each other and the noon duty assistants.
- Always respect other people's lunches.
- Do not take or borrow anyone's food or money.

DRESS CODE

Dailard Elementary School dress code and grooming guidelines are based on the district Board of Education policy on dress code. These guidelines apply to all students at all times. There are no exceptions.

Dress Code standards are:

- Shoes must be appropriate for P.E. and playground. No open-toed or backless shoes.
- Pants and shorts should be of a size that properly fits the individual wearing them. Pants must be worn at waist level.
- Girls must wear acceptable tops (no spaghetti straps, bare tummies, or plunging necklines).
- Skirts, shorts, and jumpers should be no shorter than the tips of your fingers when your arms are relaxed at your sides.
- Clothing must be clean and in good repair.

The following is not acceptable at school:

- Clothing which is inappropriate for P.E. or playground.
- No sandals, open-toed, backless and/or shoes with heels over one inch.
- No shoes with wheels (e.g. Heelys).

- Clothing promoting violence, gang-relations, alcohol, drugs, or tobacco is not allowed.
- Clothing with inappropriate pictures or logos (this includes Wrestling T-Shirts) is not permitted.
- Hats are not to be worn indoors by any student. Appropriate hats are allowed outside for sun protection.
- Earrings should be stud type (no dangles or hoops).
- Makeup is not to be worn.
- No nail polish/treatments that is distracting to other students.
- Gloves, bandanas, and hairnets are not allowed.

Students who come to school in inappropriate dress will be sent to the office. Parents will be called and asked to provide the student with a change of clothing that is appropriate to the school environment. Students will be asked to remove make-up or jewelry.

STUDENT DISCIPLINE POLICY

San Diego Unified School District (SDUSD) is proactively attempting to reduce the number of suspensions and expulsions in the district. Educating students, parents and staff about offenses leading to suspension and expulsion is essential to achieving our goal of consistently enforcing student discipline policies while reducing suspensions and expulsions. While it is important that students be held accountable for their conduct, it is equally important that students and families know of their right to appeal and understand the appeal process.

SUSPENSION

Teachers are expected to make students aware of classroom behavioral expectations and of the consequences of inappropriate behavior. Teachers have the right to suspend a student from their class for the remainder of the day that an incident occurs and for the following day. When a student is removed from class under those circumstances, teachers are required to notify the principal and parent(s) and he/she may assign work to be completed by the student at home.

Students may be suspended at the discretion of the principal, or principal's designee, for several reasons, including offenses related to fighting, drugs or alcohol, robbery, obscenity, disruption/defiance, sexual harassment or possession of an imitation firearm. Out of school, or formal suspension, means students are not allowed to be on campus during the period of suspension except for official meetings related to their suspension. In-school suspension usually means that a student is sent to a particular area of the school where they are monitored by school staff. In-school suspensions do not go on the student's record and may be used as an alternative consequence before rising to the level of a formal out of school suspension.

EXPULSION/ZERO TOLERANCE

Offenses involving firearms, brandishing knives, explosives, sexual assault and/or sexual battery, and selling controlled/prohibited substances always result in a

recommendation for expulsion. Although the Zero Tolerance Policy is primarily for secondary students (middle, junior and senior high), some of the guidelines still apply to elementary students, and certain offenses outlined by the Ed. Code always result in a recommendation for expulsion. The Board of Education may expel a student after an Expulsion Review Hearing Panel recommends expulsion. Only the Board of Education may expel a student.

PROGRAMS AND SERVICES

YMCA- BEFORE AND AFTER SCHOOL CARE

Dailard is fortunate to have the YMCA program before and after-school childcare. Enrollment is limited. Please call the YMCA at (619) 464-1323 for pricing and additional information.

NURSING AND MEDICATIONS

Dailard Elementary has a certified school nurse assigned to our school 1 day a week and a health tech 4 days a week. A district nurse will be assigned to do periodic testing. With assistance from our office staff, the following services will be provided:

- first aid and appropriate referrals for sick and injured students
- referrals for students to appropriate community resources for necessary services
- monitoring all students' immunization status to assure that they are in compliance by notifying parents and doing the appropriate follow-up
- assuring all first grade students are in compliance with the state's requirement of a CHDP physical exam for first grade admission
- counseling parents, students and school staff regarding health-related attendance problems and/or any specific physical, mental and/or social limitations of students

If your child should require **any type of medication during the school day** we must follow the district's medication policy. The medication policy is as follows:

- The "Physician's Recommendation for Medication Form" must be renewed yearly for any student who needs medication administered at school. This form is completed by your physician and requires a parent/guardian signature. Medication cannot be dispensed without this authorization on file. The medication and the form need to be brought to the office by the parent/guardian.
- Short-term medication forms may be completed by a parent if a student requires a prescribed medication for 10 days or less (e.g., antibiotics).
- Prescriptions or instructions must be in English.
- Medications can not be dispensed by the classroom teacher.
- Students may not bring medications to school to administer to themselves.
- If your child requires any type of medication during the school day (even cough drops), it needs to be brought to the office by the parent and checked in with the staff.
- Only the nursing staff may administer over-the-counter medications with a signed parent consent form.

COUNSELING SERVICES

This year we will have the services of a Counselor 1 day a week. Please contact our school principal at (619) 286-1550 if assistance with counseling issues is needed.

CAFETERIA SERVICES

Free and reduced priced meals will continue to be offered by the district to qualifying students as part of the federal government's lunch and breakfast program. At the beginning of each school year all parents are given an application. One application for each family must be completed and returned to the school office if students are to be considered for eligibility of free or reduced cost meals each school year.

Students who qualify under the free and reduced cost meal program will receive lunch and breakfast at no cost. More information can be found at the district website such as payment, menus and cost.

<https://www.sandiegounified.org/meal-application-and-payment-options>

Money can also be given to the cafeteria manager, please bring at 7:30 AM during breakfast in a sealed envelope with the child's name and room number. Students taking part in the school breakfast program may arrive at 7:30 a.m. Students must remain in the cafeteria with the adult on duty until they are done with breakfast. Students who have finished eating breakfast or who are not participating in the breakfast program are to go directly to the walking program.

NOTE: We will make sure every child is fed and not dependent of their account status, but meal loans are not available. We do not have special funding for children who come to school without provisions for breakfast and lunch. Students will be fed, but the office staff will call home to inform parents of the lack of funds in the child's account and ways to remedy the situation.

NEIGHBORHOOD WATCH

Dailard Elementary has been designed to curtail much of the common vandalism that occurs at school sites. In addition, the buildings are protected by an electronic intrusion alarm system connected to the district security system. Citizens living in the area provide the best security when Dailard students are not in session. If you observe persons within the locked building area, on the roof or any part of the campus carrying on in a suspicious way, please call the School Police at **(619) 291-7678**, and the San Diego Police Department **(619) 531-2000**.

SCHOOL PICTURES

School pictures will be taken in September. Students wishing to purchase school pictures must pay for them on Picture day, using the envelope that will be sent home with the students. Picture make-up will be scheduled in October.

PARENT VOLUNTEERS

We welcome the assistance given by parents. Your help can be used in various types of activities. If you are interested, please stop by the office and pick up a Volunteer Packet. It is district procedure to have a new Volunteer Application on file every year. In addition, the Education Code of the State of California requires that all persons who work with children be tested and found to be free of tuberculosis. **School volunteers cannot begin to work/volunteer** until their tuberculosis clearance is completed. A tuberculosis test is valid for four years and is to be issued by your own physician. All volunteers must submit the completed form along with the tuberculosis clearance to the **main office** and **sign in and out** when arriving and departing.

SAN DIEGO UNIFIED SCHOOL DISTRICT

Student Nondiscrimination and Sexual Harassment

Policy NOTICE OF STUDENT NONDISCRIMINATION

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

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

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

STUDENT SEXUAL HARASSMENT POLICY

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

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

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

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

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

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

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

TO FILE A FORMAL DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT

1. **Filing a complaint:** A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form (AP 1700) and Administrative Regulation 0410 from the school or the district's Uniform Complaint Compliance Office. Remedies available outside of the district are listed in this procedure.

2. **Investigation:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment and/or discrimination allegations and provide a written report within sixty (60) days from the date the complaint is filed. The Superintendent or his/her designee shall ensure that any complaint received is investigated in accordance with district administrative procedures and that school personnel take immediate steps to intervene, when safe to do so, when they witness any act of harassment.

3. **Action:** When an allegation of sexual harassment is validated by the investigation and disciplinary action is necessary, the superintendent will determine the appropriate course of action, to prevent reoccurrence and follow up with the harassed student, depending upon whether the harasser is a student, staff member or agent of the district. If the complaint of sexual harassment is validated the superintendent and/or designee shall take prompt, appropriate action to end the harassment and to address the effects on the victim.

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

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

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

Lynn A. Ryan, Title IX Coordinator

Eugene Brucker Education Center

4100 Normal St., Room 2129

San Diego, CA 92103

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