



CHET F. HARRITT S.T.E.A.M. School

STUDENT/PARENT HANDBOOK

Updated August 2020



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STUDENT-PARENT HANDBOOK PURPOSE

The information in this book is provided to help ensure the success of all Chet F. Harritt students. It contains rules and procedures that affect parents and students. Therefore, we request your cooperation and ask that you read the information carefully.

At Chet F. Harritt, students will have the opportunity to develop personal responsibility, for not only making choices, but also being accountable for their actions. This handbook is intended to help students and parents become familiar with school activities and procedures.

Please note: This handbook is also posted online with the most up-to-date information under 'Parent Resources'. Please refer to the web version throughout the year for any new information.

MISSION

We embrace inquiry-based learning experiences that emphasize creativity and collaborative problem solving. We integrate student-learning experiences in a manner that maximizes student engagement and promotes resiliency and perseverance.

S.T.E.A.M. Focus

We are the Santee School District STEAM Magnet School, representing experiences in Science, Technology, Engineering, Art, and Math. The STEAM program is designed to empower learners, tap into interest, expose students to future careers and studies, and link standards-based learning to real-world applications. Founded on three distinct pillars, Chet F. Harritt incorporates each facet of STEAM through 1. Integrated curriculum, 2. Enrichment opportunities, and 3. Partnerships that build and foster a diverse school experience. Each grade level plans for and embraces STEAM experiences for students; we also involve our families in our annual STEAM Night to make learning fun for all ages.

MASCOT

Cheetah

COLORS

Royal Blue & White



CONTACTS

Contact information can also be found on the site webpage under 'staff websites.'

OFFICE STAFF			
Staff Member	Position	Phone	E-mail
Cassie Millsap	Secretary	258-4800	cassandra.millsap@santeesd.net
Kierstin Losee	Attendance	258-4805	kierstin.losee@santeesd.net
Norma Lewis	Health Clerk	258-4804	norma.lewis@santeesd.net
Rebecca Nelson	Vice Principal	258-4800	rebecca.nelson@santeesd.net
Tylene Hicks	Principal	258-4800	tylene.hicks@santeesd.net
Attendance Line	258-2205	Select school #7	



EDUCATIONAL PROGRAMS



All students at Chet F. Harritt receive a Core Academic Program that meets all state content standards in language arts, mathematics, science, and history. You can access all grade level standards at:

www.cde.ca.gov/CI/

The staff at Chet F. Harritt know the importance of meeting the needs of all learners. The programs below are designed to help us ensure that this happens:

Title I

Title I is a federally funded program. It is designed to improve existing educational programs from kindergarten through eighth grades. They furnish additional funds for:

1. Purchasing of supplementary materials for classroom use
2. Employment of Title I staff
3. Training for parents to assist in the classroom
4. Professional Development for teachers and instructional assistants.

School Site Council (SSC), consists of parents and staff. It is their job to oversee implementation and assists in the evaluation of this grant. The Single Plan for Student Achievement (SPSA) serves as our school-wide program plan.

1-to-1 Digital Learning Program

The Santee School District has initiated a one-to-one iPad learning implementation program. Students will be using these devices to enhance their learning in areas such as math, writing, reading, science, engineering, social studies, and communication. As part of this implementation, students are charged with the responsibility of handling their individual device with care and safety. In addition, students participate in a digital citizenship curriculum to ensure they are making thoughtful choices with appropriate online sources, can understand concepts in their own words (avoiding plagiarism) and determine how to best communicate their ideas. Students will be working with several programs to enhance their learning and ultimately boost their critical thinking, creativity, communication, and collaborative skills. Families of students who are participating in this program will receive a 1:1 digital learning initiative handbook, participate in a program orientation, create an Apple ID, sign a participation agreement, and sign a financial responsibility/insurance form. Families will be responsible for damage or loss of the device and misuse of the device may result in disciplinary action (refer to BP 61613.4 and AR 6163.4). For more information, visit www.santeesd.net/1to1.

Distance Learning (DL)

In response to the COVID-19 Pandemic, the Santee School District has designed a “Distance Learning Program” or DL to support student access remotely to learning materials. Teachers and families will be partners, to provide instruction using district adopted core curriculum that is standards aligned, including intervention materials to support acceleration of learning. Through the use of a Learning Management System (Seesaw, Microsoft Teams, and/or Google Classroom), students will receive daily, live synchronous learning on Microsoft Teams or Google Meet for whole group and small group instruction throughout the morning, determined by the teacher created schedule. Synchronous learning is learning that happens at the same time for the teacher and the learners, meaning there is real-time interaction between them. Students will be expected to be active with schoolwork each day, Monday – Friday, and grades will be assigned according to its completion and their participation. Attendance will be taken daily. For more information, please consult the district website: <http://www.santeesd.net/>.

English Language Learners (ELL)

Chet F. Harritt provides an instructional program for English Learners. The purposes of the program are to:

- Enhance students' self-esteem.
- Promote cross-cultural understanding.
- Ensure success for ALL students as they work to master the English language and meet grade level standards.

The English Language Proficiency Assessment for California (ELPAC) is administered to all English Learners annually. Parents will be given written notification of the results of their child's ELPAC, and primary-language assessments. This information will be provided in the parent's native language.

If your child is classified as an English Learner (EL), it is because his/her language proficiency in English is not yet developed to the point needed to compete with native speakers in the regular classroom. The EL Program of the Santee School District exists to help make sure all EL students become proficient in English and reach high academic standards. The EL Department monitors the progress and achievement of all ELs and assists schools in meeting their needs.

Parental Involvement

Parent involvement is encouraged through the school site's English Learner Advisory Committee (ELAC). There is also a District English Learner Advisory Committee, (DELAC). ELAC meetings at Chet F. Harritt are held on Friday mornings at least four times a year. If your child is literate in his/her first language, you can expect him/her to reach the advanced levels of English in five to seven years. Once a child has reached the advanced levels of English, they qualify for reclassification to Fluent English Proficient. Home support is critical as your child develops full academic competence or literacy in English.

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Also provided in the district are adult ELL classes and interpreters for many languages to assist in parent and teacher communication.

Special Education

The goal of Special Education in the Santee School District is to support success for each student. Students who qualify for Special Education services may receive academic or speech support on a spectrum of levels. Specialized teachers will work to develop and support students in making progress towards annual goals. Some students will qualify for Specialized Academic Instruction (SAI support) for a small portion of their day (also known as RSP support), some students qualify for speech and language services for a small portion of their week, while others qualify for additional support for a majority of the day (Special Day Class). The Santee School District offers additional special education services at other school sites. If your child is new to our school or district and has an Individualized Education Plan (IEP), please notify the office.

Positive Prevention Program (formerly called Family Life)

We offer a Positive Prevention Program to eighth grade students. The classroom teachers usually teach the program. Parents are given an opportunity to preview the materials that are used in the class prior to their children receiving instruction. A letter is sent home for parents to indicate if they wish their children to participate in the Positive Prevention Program.

Parent-Teacher Conferences

Parent/Teacher conferences will be scheduled at the end of the first grading period in November for the purpose of reviewing your child's first 12 weeks of progress. If for some reason, however, we feel that a conference is necessary prior to this period, we will contact you by telephone or note. Please call us if you wish to have a conference at any time.



SCHOOL HOURS



Arrival

Supervision of students at Chet F. Harritt begins at 7:30 A.M. To ensure the safety of all children, students should not be on the school grounds before that time. If you leave for work early, please make necessary arrangements to have your children taken care of until supervision begins. Please remind your child that he/she is to wait outside the main gate before school begins and must immediately go home when dismissed at the end of the day.

Please leave your house in enough time for your child to be seated in class when the **7:45 A.M.** bell rings. It is important that all students be on time. Punctuality is a life skill that carries over into the work force. If your child arrives after 7:45 A.M., he/she will be marked tardy.

Bell Schedule

The following schedule depicts regular school days. During the day, all grades receive a lunch break. Students in grades kindergarten through 5th grades also participate in one morning recess break.

Regular School Day	Start Time	Dismissal Time
Transitional Kinder or EAK	7:45 A.M.	11:15 A.M.
Kindergarten-3rd grade	7:45 A.M.	1:35 P.M.
4th-8th grade	7:45 A.M.	2:01 P.M.

During Parent Teacher Conference week and on the last day of school, minimum days are scheduled. Please consult the school website for minimum day dismissal times and dates.

Modified School Day	Start Time	Dismissal Time
Transitional Kinder or EAK	7:45 A.M.	11:15 A.M.
Kindergarten-8th Grade	7:45 A.M.	12:20 P.M.

*As a response to the COVID-19 Pandemic, there will be a transitional period between Distance Learning and regular school attendance. The Santee School District has adopted the "Hybrid Schedule" listed below.

Hybrid Schedule	Start Time	Dismissal Time
AM Cohort	TBD	TBD
PM Cohort	TBD	TBD

Dismissal

Kindergarten – Third Grade Dismissal Procedures

Teachers of grades K – 3 will escort all the students to the front of the school near the parking lot. You may wait in your car in the drop off/pick up lane until you get to the front of the school. At this time, your child will be dismissed to your car. You may park in the school parking lot, the Big Rock Park lot, or on Mesa Road. Please be on time to pick up your child at dismissal time. Children who are not picked up on time will be sent to the office.

Fourth- Eighth Grade Dismissal Procedures:

Teachers of students in grades 4-8 will dismiss them from their classrooms. Students need to be picked up or walk home **BEFORE** going to Big Rock Park. This is for the safety of all students, and we really appreciate your help with this procedure. Any student that remains in front of the school after 2:15 p.m. will be sent to the office.

Park Safety:

We support students' safe commute home daily and are responsible for their safety coming to and going from school. Students are responsible for leaving school and uniting with parents, caregiver, or going directly home. They are not to stop at the park prior to going home or meeting with their parent to create an afternoon plan. The park is a public facility and school staff does not directly supervise park visitors. Families should make their own supervision plans for any students playing there after school. Students will be directed to proceed directly home to be under the care and direction of their parents after each school day.

Bus Pick-Up Procedure:

Students awaiting pick-up from the bus are to wait at a designated bench in Little Rock Park. They will then be escorted to the bus pick-up location. They may not leave school grounds, including going to Big Rock Park nor visiting any vendor off school campus. In order to ensure efficient boarding, any students in need of using the restroom or getting a drink of water will ask an adult prior to leaving the front lawn, ensuring they are accounted for when boarding begins. While riding the bus, students are under the supervision of the bus driver and are expected to use courtesy, respect, follow directions, and abide by school rules. To support the safe transportation of students, pupils may be given a seating order, directions for use of devices, volume guidelines or other directions.

Traffic and Parking Lot Safety

Many of our students are driven to school in the morning and are picked up by parents in the afternoon. In the interest of student safety, please observe the following procedures as you drop off or pick up your children at Chet F. Harritt. Your patience and cooperation will make the traffic flow smoother and keep the parking lot safe for everyone. We know how anxious you are to see your children at the end of the day, and we greatly appreciate your help with parking lot safety.

- The speed limit is 5 MPH
- Have your child ready to exit the car if you are in the drop off lane, this helps with congestion
- Students may only be dropped off or picked up in the drop off lane, or parents may park in a designated spot and then walk to drop off or pick up their child
- Please do not park in the drive through lane; this causes an unsafe situation for all
- ALL students must be dropped off in the front of the school. This will again allow for traffic to flow smoothly

Thank you in advance for your patience and cooperation with this!

Bicycles

Students in **grades 4 – 8** may ride bicycles to school if they have a Bicycle Riding Permission Slip on file. California State Law **requires a child to wear a helmet** when riding a bike. It is the student's responsibility to make certain their bicycles are safe and secure. Students must provide a lock for their own bicycle. Please make certain your child has been fully informed of all the safety factors and applies them while riding. The school is not responsible for any bike that is stolen. A Bicycle Riding Permission Slip is available in the school office. Students who do not comply with helmet laws and safety regulations while riding their bicycle will lose their privilege to ride their bicycle to and from school.

Skateboards, roller-skates, roller shoes, scooters, and rollerblades are not allowed on school grounds at any time. These items will be confiscated if brought on campus and parents/ guardians will be required to pick them up in the school office.



OFFICE PROCEDURES



Signing Students Out Early

You must come to the office to sign your child out early for the day. Your child will **ONLY** be released to someone listed on the emergency information you have provided to the school (identification may be requested to verify identity). This is to ensure the safety of students. If you know you will be picking your child up early, please send a note with them in the morning. When picking up your child early please remember to allow yourself enough time to sign them out. We will call for your child to meet you in the office.

If there is a need for your child to leave school early, it must be done before **1:00 PM (K-3 grades) or 1:30 PM (4-8 grades)**. If you arrive after this time, you will need to wait until classes are dismissed. It is very difficult to get a message to the teacher that late in the day and sometimes the class is not in their room. Please make these arrangements as early as possible. In addition, please note recess and lunch times on the Daily Schedule listed in this handbook and on the handout sent home. If you pick up during lunch or recess time, we will not be able **to get your student's belongings from the classroom.**

Please do not call ahead to have your child wait in the office. Students will be called to the office upon arrival of the individual picking them up. Students are missing valuable instruction time, and it is difficult for the staff to supervise students in the office. Please give yourself plenty of time to pick-up your student.

Anytime you plan to change the method in which your child goes home, please inform the school in writing. Many times, children overhear conversations, and when dynamics change during the day, they become confused with how they should go home. **You must write a note to the school informing us of the change** (even if it is only for one day). Please do not call the office at the last minute to get a message to your student. The office may not be able to accommodate you at that moment. Please plan ahead.

Emergency Procedures

We will be conducting emergency civil defense drills and lock down drills during the school year. We feel it is important to have our children prepared for any emergency that may arise, such as an earthquake, etc. Please note that in case of a true disaster, Arlette Street will not be accessible to vehicles. All students are to be picked up at our evacuation location, which is the lower field. You can access the lower field by entering off Mesa Road. Children will not be released to any individual that is not indicated on the emergency card located in the office. In case of an emergency, we will work to communicate with families in any means possible or available (i.e. school website, School Messenger phone messages, emails, Facebook, Twitter, letters, etc.).

Emergency Contact Information

We must have an emergency number or numbers in the Santee area so we can reach someone in case of illness or accident. If you are not sure that we have a proper emergency phone number for your child, please visit the school office. If we have no emergency number available for your child, we will need to contact the Sheriff's Department in a case of an emergency.

School Telephone

Each classroom has a telephone for outgoing calls. Students may use a school phone when necessary. They must obtain permission from an adult prior to use.

When Your Child is Delayed After School

Teachers and school administration will telephone parents in advance when a pupil is required to remain after school longer than fifteen minutes for counseling, completion of work, or school sponsored activities. In this way, a definite "check-in" time may be established at home.

Illness at School

If a child has a fever or is displaying other symptoms of illness, the parent/guardian, or person listed by the parent/guardian on the enrollment form, as "Emergency Number" will be notified. The child should be picked up as soon as possible. Students should have a normal temperature for 24 hours before returning to school. In the event of an injury, the procedures outlined above will be followed. **School personnel, including the health clerk or LVN, are not permitted to administer treatment or to diagnose.**

Guidelines for keeping your child home when symptoms of illness are present:

- a) Children should remain at home until free from fever, without medication, for at least 24 hours.
- b) Children who vomit at home, or are sent home from school because of this, should stay home until free from symptoms for 24 hours.
- c) Childhood diseases start with signs and symptoms similar to a cold, so these children should remain at home until these symptoms subside.
- d) Children should not come to school with any of the following: inflamed, crusted, or draining eyes, swollen glands, stiff neck, earache, toothache, or rash.
- e) If you know that your child will be absent for more than one day, parents must notify the school office and give the reason for this absence, each day of the absence.

These guidelines are for the protection of your children and all other children at school. Notify the school if your child has a **fever** and/or **rash**. (The schools are required to notify the Health Department in an attempt to prevent a communicable disease from spreading). Please notify the school health office if your child has a cast, splint and/or crutches. We will need a note from your child's doctor releasing him/her back to school. To keep all students safe, students who have casts, splints and/or crutches will not be on the play spaces on the playground at recess, lunch, or PE time. They may be asked to stay in the school office, media center, or other designated area.

COVID-19

In an effort to limit student/staff exposure, the following procedures apply to ALL students/staff entering the school campus, including those who are children of district/school staff members.

Multiple entry/exit points to/from the campus, as many as possible and practicable, will be identified by name and clearly marked with signage to reduce the number of students queuing at each entry. Each class will be assigned an entry point by school staff, which will be indicated on Class Lists posted for parent review, in order to distribute the entry of students and minimize congregating. Gates to entry points will remain closed and locked until fifteen (15) minutes before the school start time. Only students arriving earlier for Project SAFE before school care will be allowed into the campus prior to the 15-minute opening. With signage and public announcements, students waiting to enter the campus will be encouraged to maintain social distance of 6 feet from others and to wear a facial covering over their nose and mouth. Parents will not be allowed into the campus during student arrival except (see Section 13: Campus Guests for details). At each entry point, a large, prominent sign will be posted with the following instruction:

Please TELL your teacher or other school employee if yesterday or today YOU, or someone living with you had:

1. Fever (above 100.0 degrees)
2. Feeling sick or chills
3. Cough or trouble breathing
4. Head hurts or a runny or stuffy nose
5. Sore throat
6. Feeling “achy”
7. Are sick to your stomach, have “thrown up”, or have runny poop
8. Not able to taste or smell
9. Been around someone with COVID

Disposable facemasks will be available at each entry to give to students who are not wearing one.

Students entering early for Project SAFE will undergo temperature and symptom checking when they arrive at the entrance to the program. These students will be given an “I’ve Been Checked” dated slip to hand to their teacher to bypass the classroom temperature and symptom check procedure. Students with a temperature greater than 100.0 F or any symptoms (refer to Symptom Check List in Section 6.e) will be sent to the Health Office for additional appraisal. Once students enter the campus, they will be instructed to go directly to their classroom and not stop or congregate with other students. School staff will be positioned around the campus to remind students not to loiter or congregate. At the classroom, the teacher will temperature and symptom check each student before they enter the classroom. Students with an “I’ve Been Checked” dated slip for the day can be bypassed and allowed into the classroom. Students with a temperature above 100.0F or any symptoms (refer to Symptom Check List above) will be sent to the Health Office for additional appraisal.

The Principal, Vice Principal, and teachers will periodically remind students that bullying, harassing, or intimidating students regarding COVID-19 symptoms is unacceptable, will not be tolerated, and will result in discipline. Students who arrive late to school after Student Arrival Procedures have been completed will check in at the school office and be temperature and symptom checked by the Health Clerk or other school office staff member. If they have a normal temperature and no symptoms, they will be given an “I’ve Been Checked” dated slip to give to their teacher. Late students with a temperature above 100.0F or any symptoms (refer to Symptom Check List in Section 6.e) will be sent to

the Health Office for additional appraisal. All students will wash their hands or use hand sanitizer upon entering the classroom

For more information, please consult the Safe at School Re-Opening Plan on the District webpage: <http://www.santeesd.net/>.

Medication

In order to have your child take medicine at school, please contact the Health Office (258-4804) for direction. We are not permitted to administer medication without completion of the form provided by the school. Medication includes prescription (e.g. Ritalin) and non-prescription drugs (e.g. aspirin).

NOTE: All medication taken at school **must** be under supervision of a designated school employee. In addition, students are not allowed to disperse medication to others. This would include vitamins, cough drops, throat lozenges, etc.

Reporting Absences and Tardies

Every absence, even for part of the day, interferes with your child's progress in school, because each subject is taught step-by-step in sequences geared to the child's readiness and ability. Each skill must be built on carefully developed previous skills. It is especially important that all children be in school regularly because the foundation for all succeeding years is being laid. **Please make every effort to minimize the number of days your child is absent from school.**

When you are certain your child is going to be absent, call the school at 258-2205. ***Please send a note*** of absence to the school office with your child when they return if you did not call. Be sure to report communicable diseases to the office.

When you are sure, your child is going to be tardy, please send a note with your child. If we are not notified by the home, we must assume that the tardiness is unexcused. We know there are times when a child's tardies are caused by circumstances beyond their control. We also know that self-discipline and punctuality are an important part of gaining a full education. It is vital for adults to be positive role models for children to help develop responsible behavior and future success in life. We appreciate your support as positive role models for your children; this will help develop responsible behavior and future success in life.

If your child is on an intradistrict or interdistrict transfer, they must maintain satisfactory academic achievement, attendance, behavior, and be punctual in arriving to class. If any of these conditions are not met, the transfer permit may be revoked.

If a significant number of attendance marks are noted (tardies or absences), a meeting will be called to create an improvement plan and a Student Attendance Review Team contract will be put in place. If attendance concerns still exist, a District Level Attendance Review will occur (DART) or a referral to SARB (School Attendance Review Board).

Lost and Found

Clothing articles and lunch boxes that are left in the classroom by students will be kept in those rooms for a period of time. The above articles will be placed in the hallway near the Media Center when their owners have not claimed them over an extended period of time. The same applies to items left on the playground. **Please mark all jackets, sweaters, lunch boxes, etc. clearly with your child's name and room number.** Children who have lost their things should check their room first and then the "lost and found". All "lost and found" items are displayed in the lost and found rack near the library. All unclaimed items will then be donated to a local charity at the end of each month.



BREAKFAST, SNACK & LUNCH

The school breakfast program is served daily and may be purchased by students for \$1.50. Breakfast serving occurs during student recess or break times during the morning. This service will occur at our portable breakfast cart near each of the playground areas.

Lunch is served daily by our cafeteria and may be purchased by students for **\$3.00**. Some items are also sold A La Carte for less than one dollar.

Please provide your child with a healthy snack and lunch and avoid sugary drinks or candy to help ensure the best opportunity for your child to learn and maintain a balanced diet. **Energy drinks and sodas are not allowed as a snack or part of lunch.**

Snacks

Students may have a variety of health concerns or restrictions including allergies or dietary requirements. Chet F. Harritt acknowledges these individual needs and supports a safe eating environment. Therefore, we do not support students sharing food or bringing food to share with peers during the school week. This includes bringing large snacks or lunch (such as big bags of chips, big boxes of cookies, whole pizzas) during the eating blocks.

Non-Compliant Food Day/Celebration Days

The school district does designate one day per month named as a “Non-compliant Food Day.” On this day only, students may bring items as part of a class celebration or teacher designated activity. On these days, teachers can provide guidance for students or accommodations for health needs, ensuring allergies are noted and prepared for. If food is brought as part of a celebration, store bought, or business-prepared items are requested. Please do not bring home-baked or home-prepared goods.



VISITORS



Visiting School

The school staff welcomes visits to the school from parents, guardians, and interested citizens. **You must identify yourself, sign in at the office prior to visiting the classroom, and then sign out as you leave.** This request is made to protect the children from unauthorized visitors, and to locate the teacher for you if the class is out of the room at the time. In order to sign in as a visitor, you must have a valid driver's license, California ID Card, or Military ID to scan into the computer. A visitor's badge cannot be created without your ID being scanned first.

Volunteer Program

We regard education as a cooperative enterprise between parents/guardians and school staff. We at Chet F. Harritt appreciate the time and talents that parents/guardians and community members have contributed to our program. If you are interested in helping at school, please contact a classroom teacher or the front office. Parents/guardians and community members can give assistance by serving as a volunteer in the classroom or media center, assisting on field trips, serving on advisory committees,

working in organized parent groups, or working with our “Breakfast Club” group on Wednesday mornings. All volunteers are to sign in at the office and wear a visitor’s badge. Younger children of volunteers are not allowed in classrooms, due to possible safety problems and disruption of activities. Thank you for your understanding. If you would like more information about our volunteer programs, please contact our office at 258-4800.

*Due to the current COVID-19 pandemic, visitors and volunteer opportunities on the school campus are not available at this time.



STUDENT EXPECTATIONS



We believe that:

The primary goal of Chet F. Harritt School is to provide the best educational experience possible to each student enrolled in our school. We are committed to providing a schoolwide learning environment focused on supporting and encouraging each student’s academic, personal, and social growth. We hold high expectations for student achievement and behavior. We believe that all students can behave in school. We feel that all students have a responsibility to behave in a manner that allows teachers to teach and students to learn and does not violate the best interests of any individual in the school community.

Chet F. Harritt has implemented the Positive Behavior Intervention Supports (PBIS) to benefit our student population. The purpose of implementing PBIS at Chet F. Harritt is to:

1. Create a more positive culture in the entire learning community
2. Continue to improve life in school for all students
3. Challenge students and adults to maintain consistent expectations
4. Inspire positive behavior within the learning environment
5. Empower the decision-making process by utilizing behavior data
6. Celebrate the successes of our student and staff

For more information about PBIS, please see the Chet PBIS Handbook: [link](#)

D.R.E.A.M. School Climate Philosophy

The Chet F. Harritt School community shows acceptance and respect toward ourselves and others. EAK-8th grade students and teachers participate in the D.R.E.A.M. philosophy. Each morning students recite the D.R.E.A.M. pledge and teachers conduct lessons regularly, which address the following characteristics:

- Diligence by perseverance.
- Respect by treating others the way I want to be treated.
- Empathy by thinking of others.
- Accountability by taking responsibility for my own actions.
- Motivation by always doing my best.

Rewards for Appropriate Behavior

Students who choose to follow the rules will earn:

1. Special privileges and recognition
2. Special activities and assemblies
3. Special classroom awards
4. Positive phone calls home

(Due to school construction this year, some activities and awards may be altered.)

Classroom Discipline Policies:

Each teacher has developed a classroom discipline plan which has been shared with the students and is posted in the classroom. This plan includes classroom expectations, consequences, positive reinforcement, and communication plan for parents. These plans are somewhat different depending upon the grade level and individual classroom needs.

There are offenses that will result in automatic suspension and Sheriff's Department notification. They are as follows:

- Possession or use of alcohol, cigarettes, or illegal substances (Marijuana or other street drugs).
- Possession of any type of weapon (knives, guns, etc.) or incendiary devices (Firecrackers, matches, etc.).
- Fighting (mutual combat)

It is expected that very few students will need to be suspended. With your help, the staff will do everything they can to motivate and encourage your child to do their best. Students who decide not to do their work or be disruptive in class may be kept in for recess or lunch recess.

We are proud of the students at Chet F. Harritt and look forward to “catching your child being good” this year!

If you have any questions about our discipline procedures, please contact your child's teacher, the vice principal, or the school principal.

Cell Phones

Chet F. Harritt follows Santee School District policies regarding cell phones. Students may possess personal electronic signaling devices including but not limited to pagers, beepers, and cellular/digital phones. The school is not responsible for any electronic device brought onto a school campus. Electronic communication of any kind is prohibited on school grounds except under the direct supervision of a teacher with prior approval from site administration. Each school will designate a “phone zone” where phones may be used before or after school but under no circumstances during school hours.

Permitted devices shall:

1. Be turned off at all times during the school day, and at any other time when directed by a district employee;
2. Not disrupt the educational program or school activity;
3. Be turned off at all times during instructional study trips or at 6th Grade Camp;
4. Be turned off at all times while riding on a school bus; and
5. Not be connected or linked to school district electronic information system.

The basic rule will be: SEE IT, USE IT, HEAR IT, TAKE IT. Therefore, if an electronic device is seen, used, or heard, the following procedures will be put in place:

First Offense: The device will be confiscated and returned at the end of the school day

Second Offense: The device will be confiscated, and the parent must personally reclaim the device

Third Offense: The device will be confiscated, and the parent must personally reclaim the device. Additionally, arrangements will be made for the student to turn his/her device into the office daily and picked up each afternoon.

A student who violates this policy may be prohibited from possessing a personal electronic device at school or school-related events. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health. The use of this device will be limited to health-related purposes.

Bring Your Own Device

Often, students wish to engage in research, reading, classroom communication and work submission with their own device. If a student chooses to use such device (cell phone, netbook, laptop, iPad, Kindle, etc.) they will need to understand the following:

1. The device is only to be brought to school and utilized with parent permission first.
2. The BYOD is to be used for educational purposes only while on the school grounds during the school day.
3. The personal device falls within the guidelines as outlined in the acceptable use policy, signed by all students.
4. Using a personal device is voluntary. No student will be required to use his or her personal device for school assignments- it is of the user's discretion.
5. The school is not responsible for replacing lost, damaged, or stolen items.
6. The device may only be used upon teacher direction- when the activity is complete; the student will need to follow the above policy (off and put away).

School Technology Devices

Many students have access to and opportunities to use devices while on campus in the form of classroom iPads, desktop computers, laptops, or other electronic devices. We expect these devices to be handled with care and respect to allow the most productive use for multiple students throughout the school day. Students are to follow guidelines in the District Acceptable Use Policy to ensure appropriate use. Please consult the AUP on our website under 'Parent Resources.' If misuse or damage is discovered, disciplinary or monetary restoration may be assigned, as necessary. If there is a concern of damage or loss, students are required to report it to staff members ***immediately*** to allow for searching, investigation, or repair to occur. Devices are a powerful asset that we wish to explore and capitalize on daily- caring for them and their use is important.

If an accessory such as the charging block or charging cable is malfunctioning, ***do not*** throw it away. Instead, please bring it directly to the office to submit for repair or replacement. All students and families are responsible for each piece of the device- iPad, case, cable, and charging block.

Reporting Problems

Chet F. Harritt does not support behavior that is bothersome, hurtful, or bullying in nature. If there is a problem, it is important to report it so that staff can assist in stopping the pattern from continuing at school. Typically, the sooner a problem is identified, the easier it is to solve it. There are several ways to report a problem:

1. Speak with a teacher, administrator, or other staff member
2. Write a statement and submit it to a teacher
3. Write a note and place it in one of the white Communication Mailboxes on campus
4. Call the Bullying Hotline at: (619) 258-2237
5. Call a staff member and speak directly to them or leave a voicemail message

6. Email a staff member to report a problem
7. Speak with an adult so they can initiate contact and problem-solving

Toys/Personal Belongings

Toys, including but not limited to the following are not allowed at school unless prior written permission has been given by a teacher or school administrator:

- ☐ Cameras
- ☐ Pokémon cards
- ☐ Kendamas or Legos
- ☐ iPods and other MP3 players
- ☐ Any electronic devices not needed for class instruction

These items will not be allowed on the playground, lunch area, or in the classroom without direct teacher permission. If your child brings an item such as the above to school without permission, it will be taken away and placed in the office where a parent must pick it up after school. Valuables should be left at home. It is our belief that they are not necessary for the educational process and may be lost. The school will not be responsible for lost, broken, or stolen items of this nature that are not allowed on campus.

Physical Education

All students participate in P.E. activities during their school week. Adherence to the dress code (listed below) allows students to play safely as well as without distraction. Tennis shoes, shorts, and skirts of appropriate length with appropriate straps, and no distracting jewelry are examples of how to dress to be ready for physical activity.

In addition, middle school students participate in a daily P.E. block in which they will need to change into P.E. clothes in the locker rooms. Students may purchase a set of Chet F. Harritt P.E. clothes from Al's Sports Shop, or may bring their own athletic clothes for PE. These clothes must be a different set than what they were wearing during the school day. If a student does not have athletic clothes, they may speak with a teacher to receive a loaned pair (shorts and/or shirt). All personal clothes, shoes, and P.E. supplies must be locked in lockers daily. If a student does not have their own lock, one will be provided to him/her. Students are responsible for their OWN clothes and should not be sharing or borrowing the clothes of another student. Students receive a grade for P.E. class each trimester, based on dressing out and participation in sports activities.

Non-discrimination Policy

It is the policy of the Santee Board of Education that all persons, regardless of their sex, be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in our educational programs and settings.



PROMOTION REQUIREMENTS FOR 8th GRADERS

The Santee School District has established minimum academic and behavioral standards for eighth grade students to participate in the promotion ceremony and the annual excursion day. At Chet F. Harritt, we want all our students to succeed, but standards are only worthwhile if students have support in meeting them.

In order to meet the requirements for the 8th grade Promotion activities, including the excursion, dinner dance, and walking during promotion, a student must:

1. **Maintain a cumulative academic grade point average of 2.0;**
2. **Maintain a cumulative citizenship grade point average of 2.0;**
3. **Maintain a cumulative effort grade point average of 2.0;**

Students must have two or less out-of-school suspensions to participate in the excursion activity.

Promotion Activities are a privilege that must be earned. If a student has not been able to follow school rules during the year, they may lose one or more of the above activities EVEN if they meet the above criteria. Students and parents will have advance notice if this happens.



DRESS AND GROOMING



Chet F. Harritt follows the guidelines defined by the Santee School District Board of Education (AR 5132). Parents are responsible for their own children's dress. However, in the interest of health and safety standards, all students are always expected to be clean and neatly groomed in appearance and dressed appropriately. Below is the Santee School District's Revised Dress Code:

- Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day if these articles comply with the requirements in this administrative regulation.
- In addition, the following guidelines shall apply to all regular school activities: Appropriate shoes must always be worn. Sandals must have heel straps. Flip-flops or backless shoes or sandals are not acceptable. Heels must be of a reasonable height and not be unsafe in the school environment.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate death, violence, racial, ethnic or religious prejudice.
- Hats, caps, and other head coverings shall not be worn indoors.
- Clothes shall always be sufficient to conceal undergarments. See-through or fishnet fabrics, halter tops, spaghetti straps, off-the-shoulder, or low-cut tops, strapless or tube tops, backless shirts, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
- Gym shorts may not be worn in classes other than physical education.
- Hair shall be clean and neatly groomed, and the color may not cause a distraction to the educational environment. Hair may not be sprayed by any coloring that would drip when wet.
- Spiked jewelry and waist chains will not be allowed.
- Students must be cleanly dressed so as not to promote unhealthy or unsanitary conditions.
- Bandanas and sweatbands shall not be worn unless prior approval is granted by a site administrator.
- Overalls are considered pants and must have an appropriate shirt worn underneath.
- Muscle shirts, tank shirts, or underwear shirts may not be worn. Clothing that is suggestive or revealing will not be allowed.
- Facial piercing shall be limited to the ears only. Any other piercing must be plugged with a skin tone plug (no color).
- Pants must not be worn to expose undergarments or bare skin above the waist.
- Clothing that is considered nightwear (pajamas and slippers) may not be worn apart from a designated day by the school.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control.

The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel and Racial or Ethnic Symbols

Gang related apparel or clothing with racial or ethnic symbols is prohibited. Annually the District will work with the Sheriff's Department to identify specific logos, designs symbols, verbiage, etc. that are associated with gangs. This information will be provided to the school administration each spring so that families can be informed of the dress code requirements before the end of the school year.

Any violation of the dress code will result in TK-5 students being sent to the health office to call home for appropriate clothing or borrowing loaner clothing from the health clerk.

Middle School students who violate the dress code will be required to change into their PE clothes or borrow appropriate clothing from the health clerk. Students with oversized pants may be required to use a zip tie to adjust the waistband of their pants to fit their waist.



HOMEWORK POLICY



According to the Santee School District Board of Education Policy, the following purposes and criteria provide the framework for all homework assigned at Chet F. Harritt School.

Purposes: Homework at Chet F. Harritt School serves one or more of the following purposes:

1. Provides essential practice in needed skills;
2. Trains pupils in good work habits;
3. Affords opportunities for increasing self-direction;
4. Enriches and extends school experience;
5. Helps children learn to budget time;
6. Brings pupils into contact with out-of-school learning resources;
7. Promotes growth in responsibility.

Criteria: Your child's teacher assigns homework using some or all the criteria below:

1. Does the homework serve a valid purpose?
2. Is it well within the capabilities of the pupils?
3. Has the class been thoroughly motivated for the work?
4. Does the assignment grow out of school experience?
5. Is the work related to children's interest? Is it interesting?
6. Does the assignment extend children's fund of information?
7. Is the work adapted to individual needs, interests, and capacities?
8. Are pupils entirely clear about what they are to do?
9. Can the pupils do the work without the assistance of parents or others?
10. Is the assignment a reasonable one in view of the pupil's home condition?
11. Does the assignment minimize the temptation merely to copy information?
12. Can the homework be evaluated fairly and/or be used in the daily program?

Parents are encouraged to set aside a daily homework time that includes reading time for students and to communicate, read together, and understand the importance of completing homework assignments. In addition to the purposes and criteria, the following information will assist you in planning homework time for your child:

Checking Grades Online

Students in grades 6th through 8th and their family can monitor and check grades online through PowerSchool. As assignments are graded, scores are posted to display each child's individual progress. However, due to the number of assignments and students, grades are not typically inputted daily.

Checking grades online at the end of a trimester is not conducive to improving student grades because returned assignments weeks or months late may not be accepted or eligible for full credit.

Weekly checks of PowerSchool can be helpful for any student or family to help continuously monitor progress. If a family is ever concerned about a child's progress over the course of the trimester, please contact the teacher to discuss details about the class. **Do not wait until the end of a trimester...it may be too late.**

Directions to Check Grades on PowerSchool:

1. Go to the Chet F. Harritt webpage: <http://www.santeesd.net/cfh>
2. Go to: Student Resources tab on top
3. Select PowerSchool
4. Input the ID and Password (note: Parent ID and Password can be personalized, and parents can set up an account so that PowerSchool will email a child's grades).
5. When the course grades appear, you can hover the mouse over a grade and click- this will give you a listing of assignments and accompanying scores.
6. "T" refers to scholarship grades (tests, homework, etc.), "E" refers to effort, "C" refers to citizenship.

Middle School Honor Roll:

Students who work diligently to achieve high performance are recognized through an honor roll designation certificate each trimester. Sixth, seventh, and eighth grade students who score at least a 3.5 or higher in GPA in the areas of scholarship, citizenship, and effort are designated as an Honor Roll awardee. They are recognized through an activity (such as a fieldtrip) with their middle school honor roll winners once a year.



EXTRA CURRICULAR ACTIVITIES



Children will receive information regarding cafeteria workers, safety patrol, student council officers and representatives as they are offered. We realize raising children is expensive. We will provide voluntary fundraisers that students/families may participate in to help with 6th grade camp and 8th grade activity costs. We will work with families experiencing financial difficulties to try to assist with other school related expenses. If your child needs assistance, please call school administration or your child's teacher and it will be handled in a confidential manner.

Safety Patrol

Fifth and sixth grade students may apply to participate in the Safety Patrol Program. The following are things taken into consideration when selecting students: citizenship, attitude, effort, and responsibility. **Please be kind and considerate whenever you are dealing with our very dedicated Safety Patrol students.**

Associated Student Body (ASB)

The Associated Student Body plans ways to improve our school through spirit activities and service projects. The group studies suggestions from each class when they have a meeting. Sixth through eighth grade students participate in the election process.

Spirit Days

Many classes have their own classroom celebrations for good behavior. In addition, the school often hosts spirit days. On those dates, it is important that we still abide by school rules such as wearing appropriate clothes and shoes, leaving nuisance items at home, etc. The classroom teacher will provide parameters for the day.

Middle School students also host spirit activities such as evening dances or movie nights. These activities are considered privileges and may be revoked if a student demonstrates concerning behavior. In addition, if there is an after-hours event, a middle school student will only be allowed to participate if they attend school on the day of the event. Absent students or suspended students **WILL NOT** be allowed to participate. School rules such as the cell phone policy and dress code apply at each of these school events, regardless of the location.



PARENT TEACHER ASSOCIATION (PTA)

The Parent Teacher Association (PTA) was founded in 1897 as a volunteer organization to strive to help parents and teachers provide a better life for children growing up in modern America.

1. To promote the welfare of children and youth in home, school, church, and community;
2. To raise the standards of home life;
3. To secure adequate laws for the care and protection of children and youth;
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
5. To develop between education and the general public such united efforts as to secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.
6. To promote the welfare of children and youth in home, school, church, and community;
7. To raise the standards of home life;
8. To secure adequate laws for the care and protection of children and youth;
9. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
10. To develop between education and the general public such united efforts as to secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

We have a very active PTA organization at Chet F. Harritt School. The membership drive will be held in early fall. Bulletins will also be sent home with your children giving details of upcoming programs.

Home/School Communication

We know that for children to be successful in school there must be frequent and open communication. We are always here to listen and to address any concern that may arise. You can access any Santee School District employee through e-mail or staff phone numbers through our website.
<http://www.santeeisd.net/cfh>.

You may also contact our office at 258-4800 if you need to reach any staff member.

Have a great school year!



CHET F. HARRITT SCHOOL

NOTIFICATION OF PARENT OR STUDENT RIGHTS AND HANDBOOK RECEIPT

Please sign and submit this acknowledgment statement to your child's homeroom teacher.

I have received and read the Chet F. Harritt School Handbook. I hereby acknowledge receipt of information regarding my rights, responsibilities, and protections.

Student's Name: (please print) _____
(First, last name of student)

Student's Classroom/ Teacher _____

Student's Signature

Date

Parent/Guardian's Signature

Date

For the 2020/2021 School Year, we will be collecting electronic responses to this form. Please follow this [link](#) to register your response or scan this QR Code to go directly to the form:

