



## 2020-2021 Parent/Guardian Handbook



2441 Cardinal Lane, Bldg. A  
San Diego, CA 92123

*Information provided in this Parent/Guardian Handbook is subject to change based on current updates regarding COVID-19. Participating families will be informed of any changes.*

## **INTRODUCTION**

Welcome to San Diego Unified School District's PrimeTime Extended Day Program. PrimeTime online offers elementary and middle school age students with an exciting and engaging learning environment. Parents/Guardians can feel comfortable knowing their children are participating in academic and enrichment activities. PrimeTime online services are available at no cost to participating families.

This handbook is a guide to understanding the policies and procedures of PrimeTime online. Please read it carefully, and keep it handy for future reference throughout the year. As a parent or guardian of a child enrolled in PrimeTime online, we value your involvement. Any contributions of your ideas, time, talents and/or materials are not required, but greatly appreciated.

To keep you informed, monthly newsletters and calendars of activities and events are distributed via email to all participating families. If you have any questions, please feel free to ask the PrimeTime program leader.

## **PROGRAM DESCRIPTION**

PrimeTime online is designed and operated by experienced individuals in child development, education, and youth leadership. Staff members work closely with the school staff, classroom teachers, and the school principal.

PrimeTime online is operated by individual schools or community partners. PrimeTime **online** maintains involvement with community organizations, public agencies, and volunteers to provide each school with a broad spectrum of resources.

PrimeTime online is designed to create an enthusiasm for learning and building skills in the areas of science, technology, engineering, art and mathematics. Activities are fun, challenging, and developmentally appropriate for program participants.

## **STUDENT PARTICIPATION (ENROLLMENT)**

PrimeTime Student Participation Forms must be completed and signed by a parent/guardian prior to students participating in PrimeTime online. It is the parent/guardian's responsibility to keep all pertinent information current, failure to do so may result in disenrollment.

## **STUDENT/STAFF RATIO**

The student to staff ratio is 12 to 1 in all participating programs.

## **ONLINE PROGRAM HOURS**

Program scheduled is four (4) days per week from Monday through Thursday for three (3) hours each day. Parents/guardians have the option to have students participate for a minimum of one hour up to three (3) hours per day. Please contact the program leader for specific information regarding the school's schedule and calendar.

- PrimeTime online is available at most, but not all schools, and program start times vary among schools.

## **ONLINE ACADEMIC SUPPORT AND ENRICHMENT ACTIVITIES**

Academic support is provided to promote enthusiasm for learning and building skills in the areas of science, technology, engineering, art and mathematics within the common core framework. This is key to providing a comprehensive learning experience for every student.

PrimeTime allows students to participate in a variety of structured online enrichment activities, including

educational and cooperative games with their friends and peers.

#### **NUTRITIONAL SNACK/MEAL\* (TBD –SUPPER DISTRIBUTION CENTERS WILL BE PROVIDED BY FOOD SERVICES)**

Students are served a free afternoon snack or meal. If your child has any dietary restrictions or allergies, please complete the Medical Statement to Request Special Meals and/or Accommodations available from the PrimeTime Program Leader. All requests must be based on a medical necessity and will be reviewed by the district's menu systems development dietitian.

#### **ATTENDANCE POLICIES AND PROCEDURES**

In accordance with the California Education Code Section 8483(a) (1) that provides funding for PrimeTime, students are expected to participate the program every day.

#### **POSITIVE BEHAVIOR MANAGEMENT**

PrimeTime uses positive reinforcement and developmentally appropriate guidance techniques to encourage appropriate behavior.

Students are expected to follow school and program rules and the following respect rules:

- Respect yourself
- Respect others
- Respect materials
- Take responsibility for your actions

#### **STUDENT INTERNET ACCEPTABLE USE**

District Procedure 4580 provides information about the privileges and responsibilities for use of the internet, SandiNet (the district's electronic network), and electronic devices as part of your student's educational experience. Please click [here](#) to review the Student Internet Acceptable Use.

#### **CHILD ABUSE/NEGLECT**

The State of California considers all PrimeTime staff "Mandated Reporters" of child abuse or neglect. This requires the staff to report any and all cases of suspected child abuse. If abuse/neglect is suspected the proper authorities will be contacted and an incident report will be filed. All staff members are trained in child abuse awareness. It is helpful to advise staff regarding accidental injuries that have occurred at home.

#### **INCLUSION OF SPECIAL NEEDS STUDENTS**

PrimeTime recognizes and supports the rights of special needs students to participate alongside their peers. All PrimeTime programs are open to such inclusion, so long as the student is selected for enrollment based on the criteria set forth for all families, follows established program rules, and the family abides by all program policies. Reasonable accommodations will be provided for participation in the District's PrimeTime program without undue delay.

#### **RIGHTS/PRIVILEGES**

All participants, students, staff and parents/guardians, are entitled to the following rights and privileges:

- To be accorded dignity
- To be accorded a safe and healthy environment

- To be accorded an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, physical restraint or mental abuse
- To be accorded an environment that includes all of the necessities of care

Any parent/guardian or child representative has the right to be informed of the appropriate procedure regarding grievances, questions or complaints. The procedure is as follows:

**Step #1:** Contact the PrimeTime Program Leader (phone number is located in the monthly PrimeTime Parent/Guardian Newsletter)

**Step #2:** Contact the PrimeTime Partner’s office (phone number is located in the monthly PrimeTime Parent/Guardian Newsletter)

**Step #3:** Contact San Diego Unified School District, Extended Learning Opportunities

Department information follows:

**San Diego Unified School District**

Extended Learning Opportunities Department  
 2441 Cardinal Lane, Bldg. A  
 San Diego, CA 92123

Phone: (858) 503-1870

Fax: (858) 496-1948

Email: [PrimeTime@sandi.net](mailto:PrimeTime@sandi.net)

Website: [www.sandiegounified.org/primetime](http://www.sandiegounified.org/primetime)

\*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

This institution is an equal opportunity provider.

**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 and activities shall be free from discrimination, harassment, intimidation, and bullying by reason of the following actual or perceived characteristics: age, ancestry, color, mental or physical disability, ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital or parental status, nationality, national origin, actual or perceived sex, sexual orientation, race, religion, or on the basis of a person’s 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.

Reference Board Policy (BP) 5145.3 and Administrative Regulation (AR) 5145.3 for full policies.

## **STUDENT SEXUAL HARASSMENT POLICY**

San Diego Unified School District is committed to making the schools free from sexual harassment and discrimination, harassment, intimidation, and bullying. 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/regulations.

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 and state laws and/or collective bargaining agreements.

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

Reference BP and AR 5145.7 and BP and AR 0410 for full policies.

## **TO FILE A FORMAL COMPLAINT FOR DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING OR SEXUAL HARASSMENT**

- 1. Filing a complaint:** A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form (BP and AR 1312.3) from the school or the district's Uniform Complaint Compliance Office or [district website](#). 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, harassment, intimidation, and bullying 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 to the extent possible. 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.

Reference BP and AR 1312.3 for full policies.

**A student who has a report or complaint of sexual harassment or of discrimination, harassment, intimidation, and bullying based on sex** shall immediately contact his/her teacher or any other district employee. For questions or additional information or if a complaint cannot be resolved at the site level, 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  
[lryan@sandi.net](mailto:lryan@sandi.net)  
[619-725-7225](tel:619-725-7225)