

## Wheatland School District Mission Statement

*Key*  
*I*nstruction for the  
*D*evelopment of  
*S*tudent learning and growth

### **Board of Trustees**

Nicole Crabb	Ronna Eaton	Oscar Magana
Ish Medina	Raegean Waltz	Col Griego – Beale Air Force Base Liaison

### **District Administration**

Craig Guensler, Superintendent  
Angela Gouker, Principal Bear River & Special Education Director  
Jodie Jacklett, Principal Lone Tree School & Wheatland Charter Academy Director  
Jim Evans, Principal Wheatland Elementary  
Shari Guzman, Vice-Principal Bear River

### **Special Services Personnel**

Craig Guensler, Preschool Director, Food Services Director, and Chief Business Officer  
Tara Aroz, After School Director  
Gary Hawk, Maintenance Director  
Kathy Ellison, Transportation Director  
Chad Swaim, Technology Director

School activities and events are posted on the marquee in front of the school and on the school websites. Seasonal programs, field trips, and special grade level activities will be announced as they are scheduled.

Wheatland School District Website: <http://wheatlandsd.com>

Bear River School Website: <http://bear.wheatlandsd.com> and <https://www.facebook.com/Bearriverschool/?fref=ts>

Lone Tree School Website: <http://lonetree.wheatlandsd.com> and <https://www.facebook.com/WSDTeamLoneTree/>

Wheatland Elementary School Website: <http://wes.wheatlandsd.com>

Wheatland Charter Academy: <http://charter.wheatlandsd.com> and <https://www.facebook.com/WSDTeamLoneTree/>

### **School Colors**

Bear River	Blue & White
Wheatland Elementary	Blue & White
Lone Tree/WCA	Red, White & Blue

### **School Mascot**

Falcons
Jr. Falcons
Jets

*Wheatland School District Sites are tobacco, drug, alcohol, and weapon free schools.*

*Smoking, including electronic smoking devices, is prohibited on all campuses.*

*The schools are not responsible for student property that is damaged, lost, or stolen.*

# WHEATLAND SCHOOL DISTRICT

## *“Where Children Succeed”*

Dear Parents,

Please review the Handbook for Parents and the Student Planner pages with your child.

### **Student Pledge**

I agree to carry out these responsibilities to the best of my abilities:

1. Come to school on time, ready to learn, and with all necessary materials.
2. Work hard and participate fully in all daily assignments and class activities.
3. Write down assignments, do my homework every day, and turn it in when it is due.
4. Let my teacher and family know when I need help.
5. Read on my own and with my family every day.
6. Work on math and reading at home with the materials my teacher sends home.
7. Know and follow school and class rules.
8. Treat all staff, classmates, and families in a safe, respectful, and responsible manner.

### **Family/Parent Pledge**

I agree to carry out these responsibilities to the best of my abilities:

1. Provide a quiet place and time for homework.
2. Monitor TV & video game viewing.
3. Read to my child or listen to my child read every day (20 minutes K-3<sup>rd</sup>, 30 minutes for 4<sup>th</sup> and 5<sup>th</sup>). Practice sight words in grades K-2 or as appropriate.
4. Play number games weekly and practice math facts.
5. Monitor my child’s progress at school daily, communicating with the teacher or the school when I have a concern.
6. Make every effort to volunteer at school and participate in conferences and events.
7. Ensure that my child arrives at school on time every day, and gets adequate sleep and nutrition.
8. Support homework, discipline, attendance and dress code policies.
9. Communicate the importance of education and learning to my child.
10. Treat all staff, students and families in a safe, respectful and responsible manner.

### **Teacher Pledge**

I agree to carry out these responsibilities to the best of my abilities:

1. Provide high quality state adopted curriculum and instruction, identifying and supporting the individual learning needs of each student.
2. Motivate students to learn.
3. Maintain a classroom atmosphere that is safe, threat-free, positive, and motivating.
4. Encourage students to ask clarifying questions and let me know when they need assistance.
5. Communicate regularly with families about student progress or behavior.
6. Communicate homework and classwork expectations, teaching necessary concepts before assigning independent work.
7. Participate in professional development activities with an ongoing commitment to improve instruction.
8. Participate in collaborative planning, interacting with each staff member in a collegial, professional and supportive manner.
9. Support homework, discipline, attendance and dress code policies.

10. Treat all staff, students and families in a safe, respectful and responsible manner.

The Wheatland School District will pursue a positive, consistent system of behavior through:

1. Emphasis on appropriate behavior through recognition and awards.
2. Student orientation to school rules and regulations.
3. Parental awareness and support for school rules and disciplinary measures.

We will ask these questions to guide all of our actions:

- Is it safe?
- Is it responsible?
- Is it respectful?
- Is it beneficial to all?

*The Schools are not responsible for student property that is damaged, lost, or stolen.*

Parental School Involvement Policy and School Compacts are revised annually with the School Site Councils and are in accordance with Wheatland School District Board Policy 6020. All of our school sites receive Title 1 funding and provide opportunities for parents to be involved in their children's education. Our District engages parents/guardians positively in their children's education (Education Code 11502, 11504). The adoption of School Parental Involvement Policies are developed jointly and agreed on with parents of children participating in Title 1, Part A programs, as evidenced by the School Site Councils. The schools make their policies available to parents and local community on or before December 1<sup>st</sup> of each year. The notification to parents of this policy will be in an understandable and uniform format and, to the extent practicable, schools will provide a copy of this policy to parents in a language the parents can understand.

# GENERAL INFORMATION

## Arrival and Departure Times

Student supervision for school begins at 7:45 a.m. Please do not drop off your son/daughter before 7:45 a.m. If your child walks or rides a bike, please do not allow them to arrive before 7:45 a.m.

At each school site, breakfast begins at 7:45 a.m. If a child is not eating breakfast, they are not to arrive until 15 minutes prior to the start of class. These 15 minutes are only for library and computer labs. Students are not allowed on the playground prior to the start of school. Students may report to classrooms 15 minutes before school begins.

Wheatland School District students arriving after the school start time (see below) are considered tardy and are to report to the office for an admit slip. Minimum days end one hour earlier than the regular dismissal day. At that time students are expected to go directly home or to their child care provider. Students not taking the bus should be picked up in front of the school or walk directly home when permission has been received by the school. All extracurricular activities require that students be picked up within 15 minutes after the activity ends.

Bear River	Grade	Begins	Ends	Minimum Days
	4 <sup>th</sup> - 5 <sup>th</sup>	8:05 a.m.	2:10 p.m.	1:10 p.m.
	6 <sup>th</sup> - 8 <sup>th</sup>	8:05 a.m.	2:46 p.m.	1:10 p.m.

Wheatland El	Grade	Begins	Ends	Minimum Days
	K - 3 <sup>rd</sup>	8:15 a.m.	2:00 p.m.	1:00 p.m.

Lone Tree and Wheatland Charter Academy	Grade	Begins	Ends	Minimum Days
	K - 3 <sup>rd</sup>	8:30 a.m.	2:15 p.m.	1:15 p.m.
	4 <sup>th</sup> - 5 <sup>th</sup>	8:10 a.m.	2:15 p.m.	1:15 p.m.

## Arrival and Departure Safety

Please talk with your student regarding their behavior on the way to and from school. Students should:

1. Observe all traffic rules.
2. Do not cut through yards.
3. Come directly to school and go directly home after being dismissed. When school is not in session, children may return to school grounds for play only under adult supervision. Do not climb or access locked, gated areas. Do not climb or access any rooftops.
4. Notify the teacher of any injuries on the way to or from school. Parents should report any serious problems to the Principal.
5. Do not accept rides from any one a parent has not authorized.
6. Skateboards, rollerblades, skate shoes, and scooters are not allowed on campus.
7. Beale AFB mandates that children must be 6 years of age to walk unescorted by an adult to and from school.

### **Bicycles**

Children are permitted to ride bicycles to/from school. Please see that your child is provided with a sound lock and is instructed to park and lock the bicycle at one of the bicycle racks provided. The school is not responsible for lost, damaged or stolen locks, helmets or bicycles. Consistent with the state law, students riding bicycles **are required to wear a bike helmet**. Please label your child's helmet. Bicycle riding on the walks and grass is not permitted at any time. Violation of the laws of bicycle safety will result in the restriction of the child's riding a bicycle to school.

### **Closed Campus**

Our school is a closed campus. Once students have arrived on campus, by bus or by other means, they are not allowed to leave unless they report to the office and make arrangements for a parent/guardian to pick them up and with the permission of school authorities. If a student leaves campus without authorization, he/she is considered truant. Parents and/or police will be contacted if student leaves without consent during school hours. Suspension may be imposed for such infractions.

### **Students Out of Class**

Students need a pass with teacher permission at all times. Acceptable reasons for leaving the classroom during the instructional period would include:

- Library or computer research
- Emergency bathroom use
- Being sent to the office or other staff member supervised locations
- Travel to another classroom for instruction

### **Emergency Cards**

Emergency cards are updated each year, but please notify the office for any of the following changes that may occur during the school year to keep all information current:

- Address
- Phone Number
- Work place and/or work phone number
- Health information
- Names of people we may leave your child with or to whom we may release your child/children

### **Custody Concerns and School**

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene.

### **Attendance**

Good attendance has an impact on academic success and helps develop good life-long habits. In order to participate in extracurricular activities and special functions, students must have appropriate attendance. Appropriate attendance is defined as no more than 3 unexcused absences. The following are a few suggestions for ways to insure regular attendance for your child:

1. Make sure your child leaves home in plenty of time to get to school. The first few minutes of class are important in getting the day started. Students who arrive late are also an interruption to the rest of the class. If your child is late, please send a signed note with an explanation for the tardiness to be given to the office upon his/her arrival to school. The office will then issue an admit slip.
2. If your child misses a day or more of school, please make sure you notify the school, giving the date(s) and an explanation for the absence by:
  - Sending a signed note to the teacher or
  - Stopping by the office and filling out an absence note or
  - Calling the school offices (BR 633-3135, WE 633-3140 or LT 788-0248)
  - Sending a fax to the office (BR 633-3142, WE 633-2367 or L.T. 788-0518)

**Any absence not verified within five school days of the absence will be recorded in the attendance record as unexcused.** The automated service will notify you of an unverified absence on the day of the absence. Please notify the school within the five school days to verify the absence.

3. Try to schedule activities such as medical and dental appointments, shopping trips, etc. for after-school hours.
4. If you know in advance that you'll be taking your child out of school for a trip or other personal reasons, please make arrangements for a formal independent study program. (Note: Just asking for work is not specific enough.) Trips must be at least 5 days in length and a contract must be signed prior to student leaving school. Contact the teacher at least 3 days in advance to allow them time to get the independent study program together and for you to sign the contract. If all assignments are completed and turned in the day the student returns, the absence will be classified as "excused." Satisfactory completion of independent study does not count towards perfect attendance award.
5. If your child has a serious medical problem that causes several absences due to illness or doctor's appointments, please keep us informed. Documentation from a doctor should be given to the office.
6. If your child misses a lot of school due to a variety of illnesses, make sure they have a check-up. If you feel there may be a possibility of problems at school causing a child to say they're sick in order to stay home, please schedule a conference with the teacher.
7. If you have any questions or concerns about attendance, please call the office. State law mandates that schools keep a record of absences. Students are considered truant after the third unexcused absence.

**The following are definitions that may be helpful in understanding attendance laws:**

1. Excused absences are, for example, those due to:
  - Illness, medical appointment, dental appointment, or quarantine
  - Court appearance
  - Funeral of immediate family member (3 days out of state, 1 day in)
  - Observance of a religious holiday or ceremony (needs prior contact with administrator)

- Military family morale and welfare. If an active duty custodial parent or guardian is serving an out of duty station combat zone or in support of a combat zone for 30 days or more, the parent may notify the school to excuse absence for his/her child(ren) for up to three (3) school days preceding or following the deployment. These dates may not be used as an early withdraw from the school year. The student will have the opportunity to make up missed work that is to be complete and turned in no later than five days beyond the absences from school for this purpose. The student will not be eligible for any perfect attendance school incentives, as with any other excused or unexcused absence. A family is always encouraged to request an Independent Study (see section in handbook) for absences that will be five (5) consecutive days or more in duration.

**When a student has had 14 absences in the school year for illness, any further absences for illness must be verified by a physician. If your child has a serious medical problem that causes several absences due to illness or doctor's appointments, please keep us informed. Documentation from a doctor given to the Principal is helpful.**

2. Unexcused absences are those due to:
  - Unconfirmed absences for which we have no verification from you.
  - Personal reasons such as trips, non-medical appointments, medical appointments for family members, and missing the bus, etc. However, if you make advance arrangements for an independent study program, these absences may be considered excused (see Independent Study section).
  - Students may be required to attend Saturday School to account for unexcused absences (see section on Saturday School).
  - Students attending Saturday School will receive credit for 1 day of attendance within the same attendance reporting period.
3. Unexcused tardies are unexcused for the same reasons as absences.
  - Tardies of 30 minutes or more, when combined with unexcused absences, are considered for truancy
  - 3 tardies of less than 30 minutes = 1 unexcused absence when considered for truancy

Wheatland School District works in conjunction with the Yuba County Student Attendance Review Board (SARB), whose responsibility is to monitor student attendance. Based on the number of unexcused absences and/or tardies, students may be referred to SARB. (California Education Code 48260).

### **Student Check-Out**

Any student who leaves the school grounds must be signed out in the office only by an adult authorized to assume responsibility for that student. An authorized adult is one who is listed on the student's emergency card filled out by the parent/guardian. It is important that parents notify the office of any changes, as the student **will not be released** to anyone not listed on the emergency card. In the event you need to send someone not on the emergency card to pick up your child, you must call the office or contact us by note before we will release your child. We request that parents schedule medical or dental appointments for after-school hours rather than remove the student from valuable class time. **Students arriving to school late must check in the office before entering class.**

## **Saturday School**

The Wheatland School District provides your child the opportunity to make up missed classes and to clear up attendance issues through our Saturday School Program. This four (4) hour class will be held at the regular school site and will credit one full-day of student attendance within the same attendance reporting period. This program allows students to clear absences to avoid truancy issues, qualify for perfect attendance award incentives, and at the same time, allows the District to recapture funds lost due to student non-attendance. During Saturday School Session students are provided the opportunity to make-up missing school work or receive extra help in academic areas of need. Students are also allowed to earn credit for their Accelerated Reader and Accelerated Math incentives. Please check the school office for the Saturday School Session dates.

Attendance for Saturday School is from 8:00 a.m. -12:00 p.m. Students must be present by 8:15 a.m. for attendance to count. Transportation is not available. The school office must be contacted at least one week prior to attending Saturday School so that appropriate staffing can be scheduled. If you would like your child to eat lunch, notify the office by Friday the week prior at 1:00 p.m.

## **Independent Study**

If you know in advance that you will be taking your child out of school for a trip or other personal reasons for at least 5 days, please make arrangements for an independent study program. Note that simply asking for work is not specific enough. **Contact the teacher at least 3 days in advance to allow sufficient time to get the independent study program together.** If all assignments are completed and turned in the day the student returns, the absence will be classified as “excused”. Students will not receive credit if work is late. An Independent Study contract will be written for a maximum of three (3) weeks. If requesting an Independent Study near the end of the year or prior to a move, the student must return to school for at least five (5) school days following the Independent Study contract for the student to receive credit earned. Independent Study attendance will not be considered for perfect attendance honors or award by the school and/or district.

## **Cafeteria**

Breakfast is free at school for enrolled students. Breakfast opens at 7:45 a.m. on school days at each school site.

Students may purchase lunch with cash or with a prepaid account. Many parents prepay a week, month, or quarter in advance. Wheatland School District offers an On-Line Payment Service called My School Bucks. This program allows parents to check their children’s balances and prepay on-line. Please visit the District Website at <http://wheatlandsd.com> to register for this service and to complete the EZ meal application for the reduced and free lunch program for qualifying families. We encourage all families to complete the form. This application is also available in our school offices.

Students who have forgotten their money or whose prepaid accounts have run out, may charge no more than 10 meals or a total of \$27.50 for paid lunch or \$4.00 for reduced lunch. Once the cap has been reached, students will not be allowed to charge and will be offered an “alternate” lunch. No charges will be permitted after May 1<sup>st</sup> of each school year. Parents will be notified throughout the year of their child’s lunch status and are expected to pay the outstanding balance immediately. All charges need to be paid in order for students to receive their report cards at the end of the year, or to check out if transferring to another school.

Interdistrict transfer agreements can be revoked for non-payment of school lunch charges.

Students are expected to conduct themselves in an orderly and polite manner in the school cafeteria. If a student's behavior is unacceptable, the situation will be dealt with using the school discipline policy.

Students are permitted to eat lunch or breakfast only in the cafeteria or outside in designated areas by the administration. The only other time students may have food is a snack at morning break in a designated area or after school if permitted by the supervising teacher.

A signed Medical Statement is required for all Special Meal Accommodations. We are unable to make any meal accommodations without a signed Medical Statement. It is important that the school site receives the updated Medical Statement for food allergies.

If you need specific information concerning cafeteria program procedures, you may call the District Office at 530-633-3130).

### **Phone Usage**

Due to the number of students enrolled in our schools, the use of the office phone is limited to necessary calls and will be screened by the office personnel as to the validity. Valid calls include emergencies, illness, having to stay after school, etc. Invalid calls include calling for forgotten homework, P.E. clothes, behavior referrals, going to a friend's house, etc. **Students must arrange after-school transportation before coming to school.**

Cell phones are to be turned off and left in students' backpacks to be used during emergency situations only. Between the hours of 7:45 a.m. and 3:00 p.m. students may use the phone that is made available to them in the school office for valid calls. **If a cell phone is confiscated, a parent must pick it up in the office.** The first offense, student receives a warning. The second offense, student receives a referral. If there is a third offense, the student loses their cell phone privilege on campus plus 1 day of ISS (In School Suspension).

### **Cyberbullying and Sexting**

Cyberbullying is defined as "sending or posting harmful or cruel texts or images using the Internet or other digital communication devices." Surveys show anywhere from 10 to 58% of teens have been the victims of cyberbullying this past year. Although most posts are created off campus, any posts with a threat of violence, posts that create a disruption of school activities, contain lewd or offensive speech about the school, staff, students or individuals associated with the District may be punishable by school rules.

"Sexting" is the sending or receiving of text messages with sexual or sexually suggestive content, such as pictures or videos that contain partial or complete nudity. Students participating in sexting will be subject to school discipline but may also be subject to discipline through the appropriate law enforcement agencies as well. To ensure your students safety regarding sexting, parents should choose to deactivate the option of sending or receiving photos on their child's phone.

### **School Site Council**

The School Site Council is required for schools receiving categorical funds. These funds are used to supplement the regular school program. The purpose of School Site Council (SSC) is to develop a program that is responsive to the needs of the students in the school. In order to accomplish this goal, the SSC meets to assess the effectiveness of the school improvement program by planning, developing, and approving the School Site Plan.

Members of the SSC include the Principal, teachers, other staff and parents. Members of the School Site council are elected by their peers; therefore, parents are elected by parents. A School Site Council member serves a two year term. This is a wonderful way for parents to become active members of the school.

### **English Learner Advisory Committee (ELAC)**

Each California public school, grades K-12, with 21 or more English learners must form an English learner advisory committee (ELAC). The purpose of the ELAC is to advise and assist the Principal and school staff on the development of the Single Plan for Student Achievement. ELAC assists in the development of school needs assessment, school's annual language census (R-30 Report) and efforts to make parents aware of the importance of regular school attendance. ELAC is represented on the School Site Council.

### **District English Learning Advisory Committee (DELAC)**

Each California public school district, grades K-12, with 51 or more English learners must form a district-level English learner advisory committee (DELAC). WSD combines the ELAC and DELAC meetings. The DELAC advises the District's Governing Board on programs and services for English learners at regular Board meetings. ELAC/DELAC meet up to 4 times a year at Bear River School.

### **Dress Code**

The Wheatland School District has the obligation to ensure proper learning environments and school safety. Dressing appropriately provides a positive school climate and assists in an orderly educational program. Styles of clothing are in a continual state of change. However, we want students to look as nice as possible. The parents, teachers, school staff and students will work together to implement the following dress code:

1. Students are required to wear appropriately fitting daytime (i.e. no pajamas) clothing conducive to an academic environment. No baggy pants; that is, clothing designed to match student's body size. Example: A 24-inch waist requires a 24-inch belt, trousers/pants. A student, boy or girl, who fits into a medium shirt/blouse will need to wear a medium to school.
2. Clothing or hats that display words or pictures inappropriate for a school setting will not be permitted. Examples: Words or pictures relating to drugs or alcohol, gang affiliation, guns and weapons, or sexual or vulgar connotations.
3. Hats and/or other types of sun protective coverings may be worn if worn appropriately and do not cause a disruption to school activities.
4. No bare midriffs, spaghetti straps, tank shirts with plunging necklines, crop or halter-tops allowed.
5. No muscle shirts, fishnet or see-through tops. Appropriate sleeveless blouses/shirts are acceptable.
6. Shoes must not be detrimental to students' safety. For example, sandals must have a heel strap. State law requires that student's wear shoes at all times. Students may not have wheels in on their skate shoes.
7. Shorts and dresses must be at least mid-thigh length. Clothes shall be modest, both standing and sitting, and adequately cover undergarments at all times. All tears/holes in pants/sort/skirts should not be higher than the index finger when hands are hung at the sides.
8. Pants and shorts must be hemmed.

9. No student may wear articles of clothing, jewelry (body or facial piercing), paraphernalia, or accessories that pose a threat to the physical and/or emotional well-being and safety of the student or others on campus, or cause disruption of school activities.
10. No facial piercings.
11. Any clothing item, accessory or personal belonging which:
  - a. Is intended to denote gang allegiance; or
  - b. Is intended to promote the use of alcohol, tobacco, or other drugs; or
  - c. Is intended to encourage violence or to advocate racial, ethnic or religious prejudice; or
  - d. Carries an obscene, profane, vulgar or sexually suggestive image or message; or
  - e. Might be used as a weapon; or
  - f. Creates a distraction which would interfere with the educational process, or disrupts school activities.
12. Rule of thumb: Dress for success. Maintain a clean, neat appearance.

Consequences for violation of the dress code:

1. Warning, and asked to change or correct the infraction.
2. Lifeskills
3. Referral

### **Health**

Please *do not* send a sick child to school. There is no provision for children to stay indoors at recess time. Please send your child's teacher a doctor's note if they are not to participate in P.E. due to health reasons.

When a contagious medical illness is reported and administration determines, with the assistance of the Health Aide, that a notification letter to families would be of benefit for the student body as a whole, a notice, non-signifying student identity, may be sent home to families.

### **Head Lice**

We occasionally have cases of head lice at school. Head lice takes a great deal of effort to get rid of, and spread easily among young children. For that reason, our District policy requires that students with lice be sent home, and not be allowed back into school until checked to verify all lice and nits are gone. The first 3 days of absence, including the day a child is sent home, are considered excused. Days in excess of the first three are unexcused absences. Please notify the office if you find your child has lice.

School employees shall report all suspected cases of head lice to office personnel as soon as possible. A designated person shall examine the student and any siblings of affected students or members of the same household. If nits or lice are found, the student shall be excluded and parents/guardians informed about recommended treatment procedures, ways to check the hair, and sources of further information. The school shall send home the notification required by law for excluded students. (Education Code 48213) If there are more than two students affected in any one classroom, all students in the class shall be examined and information about head lice shall be sent home to all parents/guardians in the class.

Students who have been excluded must be accompanied by a parent/guardian when returning to school and be reexamined by the school designee. The student must be free of all pests and nits. The

parent/guardian must bring a signed statement verifying that proper treatment has begun, as well as sterilization of clothing, etc., and that the parent/guardian will retreat in ten days.

The school recognizes that responsibility for the treatment of head lice rests with the home. When lice or nits are found, the student shall be sent home as soon as possible with proper parental notification.

Because head lice are not uncommon and are easily spread, the Principal or designee shall send information about the treatment and control of head lice to parents/guardians as needed to prevent the spread of infestations. As part of the health curriculum, teachers shall stress the importance of preventive measures.

Staff shall make every effort to maintain the privacy of students identified as having head lice and excluded for treatment.

### **Medication**

California State Law requires that a parent or legal guardian of any public school pupil taking medication must inform the school of the medication being taken, the current dosage, and the name of the prescribing physician. The school is required to have written permission from the parent as well as a physician to administer both prescription and over-the-counter medication including aspirin, Tylenol, cold capsules, throat lozenges, etc.

- Medication must be in its original container with clear directions on the container and permission forms
- Permission forms may be obtained from the school secretary
- New permission forms must be filled out yearly

If you have any questions, please consult the School Secretary or School Health Aide.

**Students are not allowed to carry any medication on their person or in their back pack. All medications must be turned in and administered through the office.**

### **Energy Packs and Beverages**

Parents please be advised that energy packs and beverages are available over the counter and there is no age limit regarding purchasing, so your child may be purchasing them without your knowledge.

“Energy packs” and drinks are not allowed on campus and fall under the guidelines of administering medication. Disciplinary consequences will be applied to students found taking, drinking, or carrying them on campus. More stringent discipline will be enforced in the event that energy packs, vitamin supplements, or energy drinks are exchanged or shared.

### **Immunizations**

State Law requires that in order for your child to attend school, you must show evidence that he/she has been immunized against the following:

<u>DTP</u>	4 doses, but one more dose is needed if the last dose was given before the fourth birthday.
<u>POLIO</u>	3 doses, but one more dose is needed if the last dose was given before the fourth birthday.
<u>MMR</u>	(Measles, Mumps, Rubella) 2 doses required, with 1st dose given on or after the first birthday, followed by a 2nd dose prior to school entry.

<u>Hepatitis B</u>	3 doses
<u>Varicella</u> (Chickenpox)	1 dose required, <i>or</i> documentation from a health-care provider that student has had the chickenpox disease.
<u>TB</u>	Students entering kindergarten <i>or</i> students entering Yuba County schools for the first time are required by local health code to provide a completed TB test dated less than 12 months from the date of school entry.
<u>Tdap</u>	Students entering or advancing into Grade 7 are required to have a booster immunization.

Your physician or the local Health Department may do immunizations. If you are unable to show evidence of immunization, your child will be excluded from attending school. We suggest that you make sure your child’s immunizations are up to date, and bring the documentation with you for registration in August. If you have any questions or problems concerning this matter, please contact the School Secretary or School Health Aide.

(Note: If you need to take your child to the doctor for Kindergarten immunizations, you might want to consider getting their 1st grade health screening (see below) at the same time. If you present a “Certification for School Entry” form completed by a physician to the School Secretary for our records, it will be kept on file, eliminating the need for another doctor’s visit prior to entering 1st grade.)

### **1st Grade Health Screening**

The Child Health and Disability Prevention Program requires that all children entering 1st grade in California must receive a health screening evaluation and present to the school a Child Health and Disability Prevention Program: Certification for School Entry. This health screening evaluation may have been given anytime within the eighteen months preceding first grade admission (between March 1st of the preceding year and September 1st during the year of first grade enrollment.)

Screenings and Certifications for school entry may be received from your physician or from the Sutter-Yuba Health Department. Certifications will be collected by your school at registration. Parents who do not wish their children to participate can request waivers of the screening requirements.

### **Oral Health**

California Ed Code 49452.8 requires that a child have an oral health assessment (dental checkup) by May 31 either in Kindergarten or first grade, whichever is his/her first year of attendance in public school. Assessments that have occurred within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be conducted by a licensed dentist or other licensed or registered dental health professional. Forms are available in the campus office for you to take to the appointment.

### **Transfers and Records**

Students who are being transferred to another school will receive a clearance slip from the teacher after all textbooks, library books and technology devices have been returned and any lost books and cafeteria charges have been paid for. The teacher will give each student a letter of introduction, which in turn is to be given to the student’s new teacher. The student’s report card will be placed in the cumulative folder for transfer to the new school.

If a student transfers:

- prior to May 10, no indication as to promotion/retention will be made on the report card.
- from May 10 to the 3rd Friday in May, their report card should indicate whether or not they would have been promoted or retained had they remained in school.
- after the third Friday in May, their report card will indicate the child's placement for the following year.

If you move out of the school district boundaries during the year, please contact the Principal if you would like your child to remain in our school. We may be able to accommodate your child as an interdistrict student.

California State Law does not allow parents to hand carry a student's records. The school will forward records by mail or fax to the new school as soon as a request is received.

### **Returned Checks**

Returned checks made out to Wheatland School District or any school site carries a \$15.00 service charge.

### **Storm/Emergency Days**

On rare occasions we have had to send students home early due to violent storms or power outage. In such emergency situations, we are unable to contact parents to let them know of the early dismissal. **Please make sure your child knows where to go if you are not home in such situations.**

### **Fire and Intruder Drills**

There will be at least one fire or earthquake drill per month. All children will walk quickly and in an orderly manner to designated areas. The teachers are the last to leave their classrooms during a fire drill, and it is their responsibility to see that no students remain in the room. Each teacher takes roll after the children have arrived at the fire evacuation area. At the conclusion of the fire drill, all children return to the classroom. Intruder drills will also be conducted during the course of the school year. During an intruder drill the staff and students are directed to practice emergency preparedness as stated in the emergency handbook.

### **Pets**

For the safety of our staff and students, pets are not allowed on the school campuses. Please leave all pets at home unless permission granted by administration for special events.

### **Visitors and Volunteers**

One of our objectives is to promote community involvement. We strongly encourage volunteers in our schools. Volunteers may assist in a variety of tasks such as: aiding in the instructional program, organizing classroom parties, assisting the class on field trips, assisting in school wide programs, and helping contact classroom parents when necessary. If you are asked to help by your child's teacher or you volunteer, please make every effort to follow through as your child and the teacher are counting on you.

The Wheatland School District policy allows only parents/guardians/other family members authorized by parents of Bear River, Wheatland Elementary, Lone Tree and Wheatland Charter Academy students in classrooms and on field trips. When volunteering, please make other arrangements for preschool-age or non-enrolled children.

All visitors and volunteers must sign in at the office upon their arrival to receive a visitor's pass and sign a confidentiality agreement. If parents wish to talk with a teacher regarding their child, they are

asked to write a note or call the teacher for an appointment. Other siblings may not visit the classroom with parents or students.

### **Fingerprinting Policy**

The Wheatland School District has a fingerprint requirement for volunteers. Anyone who attends field trips or volunteers in classrooms must be fingerprinted.

The following volunteers **do** need to be fingerprinted:

- Any volunteer who may be in a situation where they are with students and not always under the direct supervision of a teacher.
- Any volunteer who will be working in the classroom, in the library, kitchen/cafeteria, etc.
- Field trip chaperones.

The following volunteers **do not** need to be fingerprinted:

- A guest speaker not working with children.
- A high school volunteer with a written recommendation from their school administrator.

Fingerprinting must be completed using a Live Scan system at a local law enforcement agency. A fee will be charged.

Volunteers needing fingerprinting may begin their volunteer work as soon as the District Office has notified the school site that prints have cleared and not before.

All volunteers must come to the District Office bringing their photo identification and complete a Request for Live Scan Service form (BCII8016A) to a Live Scan provider. This completed form must then be taken to a Live Scan provider such as Sutter County Sheriff's Office. The fees must be paid by the volunteer. Once clearance is received the school site will contact the volunteer.

### **Transportation**

Bus transportation is provided to students who live some distance from school. Please refer to the bus schedule and rules provided at registration. If you have any questions about bus transportation, **please call the transportation office at 633-3134.**

Students are not allowed to get off or on at a stop other than the one nearest their home, or to ride a bus they don't normally ride, except:

- In cases where you have a long-standing arrangement for child care purposes, send a note to the bus driver letting them know that throughout the year there will be occasions when your child needs to go to one specific location other than their home. Be specific as to which stop they will be getting off at. This note should be good for the entire year.
- When you need to make an arrangement for alternate transportation for child care purposes on a one-time basis, **send a note with the child to give to the driver that day**, indicating that your child needs to go to a specific location other than their home. Be specific as to which stop they will be getting off at.
- In the event of an unplanned situation requiring alternate child care plans, you may not be able to send a note with your child. If you call the school, at least an hour before school is out, we will make sure a note is written for your child to give to the driver that day. Please be specific as to which bus and which stop they will be getting off at. We have many phone calls during the last 10-15 minutes of school asking us to give children various messages. If you don't call at least an hour in advance, we can't guarantee that we can get a note to your child in time for your request to be met.

NOTE: Occasionally students decide to get off the bus at a friend's stop instead of their own, especially with a substitute bus driver. This results in panicked parents looking for a "missing" child who is actually just playing at a friend's house. Please remind your child they are always to get off at their own stop unless you have made special arrangements as listed above.

### **Bus Regulations**

1. The bus driver shall have absolute jurisdiction over the conduct of all students while riding the bus.
2. The parent of the student requesting a new bus assignment must make a request for a bus change.
3. With written permission from parents and approval of Administration, students authorized to ride the bus may request to be dropped at an approved bus stop other than their regular stop. These stops cannot be of a personal nature; for example, to visit a friend. Students who are not bus students are not allowed to ride buses. Any exception to this regulation must have approval of the administration.
4. If the bus is late for any reason, accident, breakdown, etc., the district will send another bus in its place.
5. If at any time during the year you have any questions about the busing, please contact the Wheatland School District bus shop at 633-3134.
6. Students are responsible for following bus rules.

### **Bus Rules**

1. Be at your bus stop at least 5 minutes before the bus is scheduled to arrive.
2. Once you are seated you are to remain in the same seat. Let the driver know if another student is annoying you. The driver can assist in changing your seating.
3. Be responsible for safety and the safety of others. Keep all parts of your body inside the windows.
4. Face the front while seated; keep aisle clear at all times to avoid accidental tripping.
5. If it does not belong to you, leave it alone.
6. Whistling, yelling, scuffling, throwing, and profanity are not permitted.
7. Food, drinks, gum, and candy are not to be consumed. Student lunches on the bus are permitted to be transported.
8. If you cause physical damage to a bus, you will be held financially responsible.
9. Glass bottles, animals and large radios are to be left at home.
10. Sporting equipment (basketballs) is permitted as long as it remains zipped in your sports bag.
11. Electronic gaming or audio devices are permitted on the bus at driver discretion, but must remain off and in backpacks at school. Photo or video is not permitted on the bus.
12. Permission to leave or board the bus at other than the normal stop is to be cleared with the school office and written permission is presented to the driver.
13. Show respect to self and others, including all adults. Remember: The driver is the final authority on the bus, a power granted by the California Highway Patrol, in order to ensure the safety of all.
14. California Administrative Codes Title XIII Section 14103: "Students transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus... Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation."
15. Students who have been denied transportation will not be allowed to be transported for any extra-curricular activities.

### **Bus Discipline Policy**

First referral:                      Warning

- Second referral: Three-day loss of bus privileges
- Third referral: Ten-day loss of bus privileges
- Fourth referral: Permanent loss of school transportation

Severe consequences, first through fourth referral: Fighting and/or overt challenge of driver's authority will result in automatic bus suspension and placement at a level where next referral will be a ten-day suspension. The cooperation of all students and parents is requested so that students being transported under school authority shall be guaranteed the greatest possible safety. Students must realize that their safety as well as that of their schoolmates depends upon cooperative bus conduct.

**These rules pertain to all bus riders and include field trips and athletic events.**

### **Complaints**

The Wheatland School District Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary criticism and complaints. Honest, open communication is a valuable key to solving problems. Every effort should be made to resolve problems or complaints at the earliest possible stage and at the appropriate level. For example, if a parent has a concern about something in the classroom, the teacher should be contacted, not the Principal. While the vast majority of issues are resolved at the initial level, those that are not may then be directed to the Principal, Superintendent, and/or Board if necessary.

A complete copy of the Wheatland School District Complaint Policy is available at the school office upon request.

## **ACADEMICS**

### **Trimester System**

The Wheatland School District uses a trimester system. With trimesters, the school year is broken into three twelve-week periods. Progress reports are issued at the six-week mark of each trimester.

### **Academic Achievement Recognition**

We believe it is important to recognize academic achievement. We recognize and celebrate these in the following ways:

**Academic Recognition Program** (6<sup>th</sup>-8<sup>th</sup> only) Students will receive special “perks” through the distribution of each card:

- Gold Card (4.0 GPA)
- Master Card (3.50 – 3.99 GPA)
- Discover Card (3.00 – 3.49 GPA)
- Falcon Card (.5 improvement)

### **Special Events**

- Wheatland School District has implemented programs that honor student achievement in academics, athletics, citizenship and overall improvement through a districtwide Renaissance program.
- Academic recognition assemblies.
- Academic assemblies are held throughout the year to enrich the students’ learning in music, drama, science, etc.

All parents and family are invited to participate in all assemblies.

### **California Junior Scholarship Federation**

This organization is open to 7<sup>th</sup> and 8<sup>th</sup> grade students with high academic grades who exhibit outstanding citizenship. It is designed to foster high standards of scholarship, service, and citizenship on the part of students in junior high schools of California, and to promote appropriate activities among its members. Membership is neither automatic nor compulsory. Students have the responsibility of making application for membership on the approved form

during a set application period in September and January.

### **Homework and Make-Up Work**

Homework is defined as school related assignments by a teacher which will require time and effort outside of the regular classroom for successful completion. The governing board's position is that a reasonable amount of homework should be assigned.

Students in grades 3<sup>rd</sup> – 8<sup>th</sup> are to write all assignments down in the student planner. It is the responsibility of the students to record all assignments in their school planner.

Students shall be given the opportunity to make up schoolwork missed due to absence and to receive full credit if the work is turned in according to a reasonable makeup schedule. One day will be given for each day of school missed. Students who miss schoolwork because of truancy or other deliberate actions will not receive credit for the time missed. Teachers will allow students to make up assignments and tests that were missed because of absence. Students absent from class because of participation in field trips, sporting events, or other school activities are not considered absent from school. Students participating in such events should be encouraged to turn in work and get new assignments prior to leaving for the activity.

Each 3<sup>rd</sup> - 8<sup>th</sup> grade student is given a Wheatland School District Assignment Book on the first day of school. This book provides a way for parents to see what school work the student needs to complete nightly. Teachers and parents can easily communicate through the assignment book. Encourage your child to use this book as an organizational tool.

Once teachers leave their classrooms, no one is available to unlock doors for students who may have forgotten their homework. To avoid this situation, students should fill out their assignment books thoroughly, and check that they have everything needed before going home. Should your child forget an assignment, please check the teacher's website. Many teachers list homework assignments online.

### **Physical Education**

All students are required to take Physical Education unless a medical excuse is filed with the office. A doctor's excuse is required if a student is to be excused for more than 3 calendar days. Parent notes are valid for a 3 calendar day period.

A standard P.E. uniform is required for all students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades and may be purchased through the school or at the Village Pharmacy in Wheatland. If a student chooses not to purchase a uniform, one will be issued to them for use during the school year. In this case, the uniform must be returned in good condition at the end of the year or the student may be charged a replacement cost. The students are required to dress out and participate in all activities unless the student has a medical excuse. Clean "loaner" P.E. uniforms will also be available (once per trimester) to students who have forgotten their P.E. clothes. Students who choose to use the loaner uniforms will get credit for participation but lose some credit for not being prepared. Students who choose not to use loaner uniforms will lose credit for lack of participation and not being prepared, and may be given a school service assignment during the P.E. period. Lockers and locks are issued to each 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade student in the locker rooms, and students are responsible for their safekeeping.

### **Progress Reports**

Progress reports will be sent home for all students midway through each trimester. Grades on these reports represent cumulative grades for that reporting period. If your child receives an unsatisfactory progress report, please arrange a conference as soon as possible.

### **Report Cards and Parent Conferences**

Report cards are issued three times (every 12 weeks) a year for students who have been enrolled for at least 20 days of the trimester. Progress reports are issued approximately half way through the grading period. Conferences with parents and teacher will be held at the end of the first trimester, and report cards will be given at that time. At the end of the second trimester, conferences are scheduled with parents whose children are having difficulty academically or behaviorally. Report cards will be sent home at the end of the third trimester. Parents can check the school calendar for the trimester ending dates. At the end of the year, report cards will be held until lunch charges, pictures, and library fees are paid and missing school items returned, such as overdue library books, textbooks, etc. If parents have any questions, please contact the appropriate teacher. Parents or teachers wishing to schedule a conference at other times of the year may do so with advance notice. Eighth grade students may run the risk of jeopardizing end-of-year graduation activities if their grade point average does not meet the standard.

### **Retention/Promotion**

Demonstration of individual student learning growth is measured by:

- Teacher grades in Reading/Language Arts and Math
- State Testing scores in Reading and Math
- Student Study Team's judgment of potential success

Pupils will be promoted regularly from grade to grade upon recommendation of the teacher at the end of each school year. Should there be sufficient reason to keep a child in a grade for another school year, the parents will be notified and a conference arranged. The final decision as to retention rests with school authorities.

### **Promotion**

Eighth grade promotion is held at the end of each year. Parent committees are established to put on a promotion celebration. The celebration is held immediately following the ceremony. Bear River Middle School has established standards in order for a student to participate in the eighth grade promotion ceremonies and associated activities. Standards have been established by a parent/student/teacher/administrator committee and approved by the Board of Trustees. Students must achieve a minimum of a 2.0 cumulative GPA or better during their 8<sup>th</sup> grade year. Students may not be enrolled in an alternative educational program at the time of promotion; they must be fully integrated into Bear River by May 30. Students must maintain a school attendance rate of 90% or 162/180 days or better from the time they enroll during their 8<sup>th</sup> grade year. Students must maintain 80 merits during the school year.

### **Interdistrict Agreement**

A student on an Interdistrict Agreement is approved on a space available basis only and the conditions for approval of this agreement are as follows:

1. Any false or misleading information provided to support a request may be grounds to deny, revoke or not renew the agreement.

2. Interdistrict transfers are required to apply annually. The reapplication must be approved by both districts in order for students to continue attending school in the district of enrollment.
3. The student will maintain good attendance; and the parent/guardian shall see that the student is not tardy and is picked up on time after dismissal of school.
4. The student will maintain a positive and respectful attitude toward all adults and student on campus.
5. The student will maintain a 2.0 or above for each grading period.
6. Transportation of the student is the responsibility of the parent.
7. All lunch and After School Program fees shall be current and not fall into a negative balance.
8. If class size reaches capacity under the District/State criteria, students on attendance agreements may have to return to their School/District of residence.

## **STUDENT SUPPORT SERVICES**

### **General Education**

School wide homogeneous ability groupings for reading K-5<sup>th</sup>.

### **Special Education**

Wheatland School District offers a program for pupils with diagnosed learning disabilities. There are resource specialist teachers who provide remedial support for pupils in the regular classrooms and in specially designed out-of-class instruction. Parents may request to have their child evaluated for the special education program. The classroom teacher and/or the Principal will assist parents in making the request.

### **Response to Intervention (RTI)**

RTI is a multi-tiered approach to providing supports and interventions at increasing levels of intensity to struggling learners based on the identified needs of students. Student response to the intervention is closely monitored to ensure growth. If a student doesn't respond to multi-tiered approach and continues to struggle, they are then referred to the SST process for possible special education evaluation and qualifications.

### **Early Academic Intervention (EI and AI)**

The Wheatland School District believes every child can learn. To help support this belief, our staff has designed an early academic intervention program (EI) during the school day and after school academic intervention (AI) offered after school. These interventions enable students who are struggling in the areas of reading, math, and /or written language to participate in small groups to assist in the identified areas of weakness. The goal of the EI and AI programs are to help prevent students from falling through the cracks and maintain their growth toward grade level standards.

### **Student Study Team (SST)**

The team, which may include the Principal, Vice-Principal, Program Specialist, referring teacher, parents, Psychologist, and other staff as appropriate:

- Involves parents in the educational planning for their child(ren)
- Meet to plan and review each referred student's program of instruction
- Shares both initial and ongoing assessment data between the general education classroom teachers and specialist staff and parents
- Meets and shares information about the student's progress

- Plans instructional and support services with classroom teachers, specialized staff members and parents.
- Recommends additional services as appropriate

### **Speech and Language Therapy Program**

Each year the children in our District may be screened by a Speech and Language Specialist. Children are also referred by their teacher if there is a concern. Those exhibiting problems which are not considered to be developmental may be enrolled in the Speech and Language Program with parental approval after testing has indicated a need. The children are served based on IEP recommendations. Speech problems may be in the areas of articulation, voice, or fluency. Language problems may be in the areas of auditory processing, grammar, vocabulary, and /or understanding and expressing ideas.

Any parent concerned about a child’s speech or language is urged to make contact with the specialist. The program is available to children from three years of age.

### **Psychological Services**

The services of the Wheatland School District Psychologist are available to parents and pupils in the Wheatland School District. Some of the services offered are the following:

1. Student Study Team.
2. Consultation with parents whose children may be experiencing school problems.
3. Conferences with teachers to plan classroom adjustments based on psychometric information.
4. Identification and placement of pupils with specific learning disabilities.
5. Identification and placement of pupils who are unable to benefit by instruction in the regular classroom.

### **English as a Second Language (ELL)**

Children whose first language is one other than English are provided with special material and instruction to improve their skills in English. A language census is taken at the time of enrollment and if any area is indicated with any language other than English, an assessment is given at school. Those results are communicated with parents and children who need additional opportunities in English are given listening and speaking activities appropriate for the assigned grade levels.

### **Accelerated Math**

This computer generated standards-based program helps to support students at their own readiness level with ample practice then students tests when ready. All 2<sup>nd</sup> – 8<sup>th</sup> grade students will be offered and encouraged opportunities to participate. K and 1<sup>st</sup> grade students will participate if and when readiness for such a method of practice is deemed appropriate for each student.

### **Accelerated Reader**

Wheatland School District has made a commitment to “intervene early to prevent problems, especially in reading fluency and comprehension.” An important component to reading fluency and comprehension is to encourage and promote a variety of reading for all students. All 1<sup>st</sup> – 8<sup>th</sup> grade students will be given the opportunity to participate in the Accelerated Reader Program which will promote this variety of reading. This computerized reading program will encourage students to participate in a nightly motivational reading program to increase reading achievement, fluency and comprehension. Library books can be checked out regularly.

### **Lifeskills Instructor**

A Para-Educator teaches alternatives to inappropriate behavior and works with students who, due to behavior and inattention, require individualized instruction. Alternative educational environments are provided for students who need modified instruction.

### **Counseling**

Each school site will have the services of a School Counselor available. The role of the counselor will be to provide support for children with school-related social and emotional growth, to foster communication among children and between the child and their parents, and to provide crisis intervention as needed. Moreover, the Counselor will serve as a resource person to parents and teachers. He/she will refer and direct parents and students to appropriate outside agencies and programs for specialized services when needed.

### **Family Resource Center (FRC)**

The Family Resource Center is home to services for students and families to include: parenting support, tutoring, advocacy, and a connection to local and county services. This is a comfortable space with a welcoming staff.

- The school Family Resource Centers provide academic resources, computers, clothing, student support clubs, translation services (Spanish & Hmong), and activities to enhance student and family connection to school.
- At Bear River, students drop-in at break, lunch, or after school and receive help with goal setting, problem solving, or a safe fun place to hang-out with their friends. There are academic resources and computers so they can do homework or research projects. A student store provides access to materials for all parents in the Wheatland School District.

### **Library**

The responsibility of the school library is to provide materials which enrich and support the curriculum. An important part of our library service is reading guidance. Students are provided with assistance in locating materials, print and non-print, which meet individual needs in terms of interest and ability. Students are taught how to use the library to find information and how to care for all library materials. Library services for parents are available before and after school on a scheduled basis. Please contact each school office for library hours.

Students are responsible for all materials they check out of the library. If materials are lost or damaged, parents will be notified of the appropriate charges. Lost items which later appear may be taken to the library, and parents will be reimbursed for any charges paid. Students with outstanding library books or charges will not receive their report cards on the last day of attendance.

### **Student Government/Leadership (6<sup>th</sup> – 8<sup>th</sup> only)**

The operation of many student activities is the responsibility of the student council and student body officers. Student Body Officers are elected by the student body in the spring for the ensuing year. Homeroom representatives in grades 6, 7 and 8 are recommended by homeroom teachers and interviewed by the Leadership teacher prior to selection. Leadership students are to maintain a 2.5 G.P.A. or higher and have less than 3 referrals per trimester throughout the school year or they will become ineligible to participate in leadership activities. It is the responsibility

of homeroom representatives to keep their class informed of decisions and plans made by student government.

### **Technology**

Wheatland School District has completely equipped computer labs. This provides the opportunity for computer education for children in all grade levels. Every classroom has student computer banks or mobile carts with tablets/laptops. Many classrooms operating with one-to-one devices for classroom use, while 6<sup>th</sup> – 8<sup>th</sup> grade students have one-to-one devices for school and home use. Every classroom has a LCD or equivalent projector mounted for teachers to use during instruction. We are continually adding to our technology program through the purchase of equipment, software, programs to support student learning.

### **Video Selection Policy**

***G*** Videos may be shown if they connect with the curriculum, incentive  
***PBS Educational*** programs, or on other appropriate occasions

***PG, PG-13 & R*** Videos with these ratings are not allowed to be shown at our school sites. Occasionally, PG movies will be shown only with parental permission.

- For Back-To-School Night, teachers will explain their video viewing policy in regards to how videos are used in their classroom.
- Parents concerned about videos shown at school are invited to review our approved video list in the library. Viewing a specific video at school is also an option for parents.

### **Alternative Education (Opportunity Class)**

An alternative education classroom (Opportunity Class) is offered at Bear River School and will be housed at Bear River. The purpose of this classroom will be to educate students who are unable to be successful in a regular educational setting. A student may be placed in alternative education for academic, attendance, or behavioral reasons. Placement in this Opportunity Class is determined upon the recommendation of a school team. Students placed in the opportunity classroom will remain in the program for an undetermined time dependent upon academic student progress and the implementation of his/her behavior contract. A student being returned will slowly be mainstreamed into regular classes as deemed appropriate by the Student Study Team. If, in the opinion of the teachers and the Student Study Team, a child has not demonstrated success in the opportunity program, a referral will be made by the Site Administrator to the Superintendent for possible expulsion from the Wheatland School District. Once a student is placed in the Opportunity Class they become ineligible from Bear River School activities to include but not limited to: dances, promotion, athletics, and any other extracurricular activities.

### **Shady Creek Outdoor Education**

Bear River and Lone Tree School's fifth grade students have the opportunity to attend **Shady Creek Outdoor School** as part of their Science curriculum. Shady Creek's curriculum is aligned to the fifth grade State Science content standards. In addition to addressing earth science standards, the Shady Creek experience teaches students an appreciation of nature, conservation, and ecology. Fifth grade students begin receiving information about the program early in the school year. Parents who would like to start monthly payments toward the tuition fee in September should contact the school office. Arrangements can be made for students who require medication while there or for those with special dietary restrictions. Permission and health forms will be sent home approximately two months before the scheduled camp. Those who would like additional information can view the website at [www.shadycreek.org](http://www.shadycreek.org). Students must demonstrate

appropriate behavior during the school year and leading up to camp date in order to be eligible to attend Shady Creek.

### **Dances**

Bear River School has dances during the school year sponsored by various organizations. Dances are open to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade Bear River students who attend school that day, maintain 80 merits, have a minimum 2.0 grade point average, and appropriate attendance (see “Attendance”). Once students arrive at a dance, they must stay under school supervision until the end of the dance or until a parent picks them up. There is no bus transportation. Students who need transportation home need to make prior arrangements to be picked up immediately after the dance is over. If a student is not picked up within 15 minutes after the dance ends, they will not be able to attend the next dance. **NOTE: There is to be NO CELL PHONE USE during the dance.**

### **6<sup>th</sup> – 8<sup>th</sup> Extracurricular Activities – Sports/Athletics Program**

Extracurricular activities are an important part of the students’ education. Membership in clubs and participation in sports and student body activities make school life important as well as educational. Those participating in activities held at Bear River School are not permitted to leave the campus.

In order to be eligible for participation in extracurricular activities, a student shall maintain appropriate attendance (see “Attendance” in Part I, General Information), a minimum 2.0 or C grade point average with no more than one F grade and 80 merits. Students’ grade point average shall be based on the previous grading period.

The Bear River Middle School sports/athletics program focuses on the teaching of athletic skills, sportsmanlike conduct, team encouragement and cooperation, and the mental skills of focusing and showing responsibility. After-School sports may include boys’ flag football, girls’ volleyball, co-ed cross country, girls’ basketball, boys’ basketball, wrestling, and track and field. Certain sports are available to specific grade levels. Physicals are not required for team participation. The parents must arrange transportation from Bear River School, and student must be picked up within 15 minutes after a game or practice. A parent information packet will be sent home with all students who are interested. See above paragraph for eligibility.

### **Field Trips**

Students take field trips to enhance their educational experience. Permission slips must be signed by the parent/guardian for students to attend. Students meeting specific criteria developed by the trip supervisor are invited to go on trips. All school site rules, expectations, and discipline policies are enforced on field trips. Students going on field trips may be removed from participation or parent may be required to attend a field trip with the student if behavior has been unsatisfactory and at the discretion of the school principal. All field trip fees must be paid in advance. **Any parents attending field trips must be fingerprinted through the Wheatland School District Office.** Parents should contact 633-3130 (ext. 1117) for more information regarding the fingerprinting process.

### **Parent Involvement**

A Parent Involvement Policy is posted on the school website and is available through the school office in both English and Spanish. The policy is amended as appropriate and approved by the School Site Council at least once a year. Parents are encouraged to be partners in their child’s education, volunteer and participate at school, and attend informational meetings.

# DISCIPLINE

Wheatland School District believes that one of the major functions of the public school is the preparation of youth for responsible citizenship. The schools shall foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

In order to maintain an environment conducive to attaining the highest quality of education, there must exist, certain disciplinary policies and regulations relating to student conduct which delineates acceptable behavior and provides the basis for sound disciplinary practices. These policies and regulations will be enforced fairly, uniformly, and consistently without regard to race, creed, color, or sex. The administration, teachers, and classified staff share the mutual responsibility for student conduct and safety and the enforcement of school policies and regulations. The Administration shall give reasonable support and assistance to all employees with respect to student discipline.

## **Rules and Consequences**

The Wheatland School District Rules are:

- Be Safe
- Be Responsible
- Be Respectful

## **Lifeskills Program**

The Lifeskills room is designed as a time-out room. On certain occasions, students need a quiet place to reflect on their behavior and regroup themselves, or to complete unfinished class work. Teachers may send students to this supervised location for these reasons. Lifeskills Class is an extremely positive approach to discipline. The student is provided with a quiet classroom environment to reflect, discuss, and come up with some positive strategies for making better choices. An instructional para-educator helps to brainstorm strategies, role model, and provide helpful tools for making better choices in future situations. The campus utilizes Second Steps curriculum. Self-esteem is top priority in the above procedures.

The Lifeskills Program addresses character development and achievement recognition, and consequences for misbehavior. It includes the following components (*each are discussed more fully in the sections that follow*):

1. Character Development in the classroom.
2. Students referred to the office for multiple behavior infractions or for a more serious infraction may be assigned up to three days of Lifeskills.
3. Individual students referred to Lifeskills through the Principal or vice-Principal can receive support from a caring adult.
4. Students with two or more Lifeskills referrals in a trimester can be required to attend Saturday School at the recommendation of the Principal or Vice-Principal.

In grades K-2<sup>nd</sup>, the Second Step Program is taught. This is a research based, scripted, character development program which teaches communication, empathy and friendship. The instructional program is expanded to Steps to Respect in the 3<sup>rd</sup> through 8<sup>th</sup> grades which is a researched based, scripted, bullying prevention program. Additionally in 4<sup>th</sup> through 8<sup>th</sup> grades, Too Good for Drugs is taught as a drug, alcohol and tobacco prevention program. Since gang affiliations and bullying are precursors to substance abuse, this program has a friendship, and anti-bullying

component. Substance abuse is a systemic issue that occurs most often in high risk groups of children who are discouraged and lack positive social contact. The Second Steps and Steps to Respect programs were developed for children as ground floor programs which encourage the development of healthy peer relationships and communication skills to prevent substance abuse.

### **Distinguished Student Lunches**

Principals honor their Distinguished Students through a lunch where families are invited to celebrate their student's success. These students are selected by their teacher based on character and academic achievement and receive a special lunch with the Principal. Parents are notified of their student's success through a letter and/or phone call from the Principal.

### **Behavior Expectations**

Wheatland School District students are expected to display good citizenship and appropriate behavior on the way to and from school as well as throughout the school day. Behavior expectations include the following:

- Respect ALL school property, including keeping campus clean.
- Walk in hallways and patio areas.
- Cooperate with school authorities and with other students.
- Be on time.
- Leave personal items at home. Electronic devices, with the exception of cell phones, are not allowed at school. Cell phones must be turned off during school hours and are to be used for emergency use only.
- Consume food in specified areas and at designated times only.
- Gum chewing is not permitted on campus or in class. The only exception is a special function that includes teacher or Admin approval and no gum on playground or common areas.
- Remain in supervised areas.
- Bicycles, skateboards, scooters, etc. may not be ridden on campus. Bikes must be left locked at bike racks.
- Follow directions the first time given.
- Keep hands, feet, and objects to oneself.
- Finish class and homework on time.
- Listen quietly to adults in charge.
- Always treat others with respect and kindness in your words and actions.
- Follow the dress code.
- Follow all school rules.

**Personal property should be kept at home as the school is not responsible for lost, damaged or stolen materials.**

### **Behavior Plan**

<b>Teacher</b>	<b>Principal/Vice Principal</b>
<b>1<sup>st</sup> Step</b> Talk with student using their individual management techniques.	<i>Student sent to office with three behavior referrals in the same trimester:</i> Principal or Vice Principal calls parents and assigns Lifeskills Class to student for up to three days.

<p><b>2<sup>nd</sup> Step</b> Behavior Referral Teacher notifies parents of the Behavior Referral. Students take home for parents to sign and return.</p>	<p>1<sup>st</sup> Day – Review why student received behavior referrals.</p> <p>2<sup>nd</sup> Day – Develop Individual Plan to make appropriate choices.</p>
<p><b>3<sup>rd</sup> Step</b> Three Behavior Referrals Once three referrals have been collected, the child will be referred to the office.</p>	<p>3<sup>rd</sup> Day – Reflect on plan by visual, kinesthetic, auditory processing.</p>

**\*In case of severe infractions of school rules, students may be sent to the office before 3 referrals. Ongoing behavior incidences or referrals may result in In-House Suspension, parent/teacher/admin team meeting for behavior agreement, and if applicable, review/revocation of interdistrict agreement.**

**4<sup>th</sup> – 8<sup>th</sup> Grade Discipline Policy (Bear River School)**

Students in the 4<sup>th</sup>-8<sup>th</sup> grades will begin working on a positive merit system to better track their behavior. Each student will begin the school year with 100 positive merits in their personal bank. Demerits will be applied to student’s banks in the case that they receive a referral (5 demerits) or suspension (15 demerits). Students with zero behavior referrals each trimester will be eligible for the positive merit activity. Eligibility for the merit activities start over each trimester. Students who receive a referral will have the opportunity to earn back 5 merits by working for one supervised hour with a member of the Bear River staff. Students falling below the 80 merit mark will not be eligible to participate in after school sports, school dances or graduation ceremonies. Students will have the opportunity to earn back as many merits as they would like during the school year, but will not be eligible for merit activities during the trimester in which the infraction occurred.

Consequences for ongoing behavior referrals for lack of safety or respect are as follows:

- 3rd behavior referral
  - Referred to office and assigned to Lifeskills
- 4th behavior referral
  - One day In-School Suspension (ISS)
- 5th behavior referral
  - Two days In-House Suspension (ISS)
- 6th behavior referral
  - Three days In-House Suspension (ISS)
- 7th behavior referral
  - Recommendation for Opportunity Program or possible recommendation for expulsion.

**Merit Activities (6<sup>th</sup> – 8<sup>th</sup> only)**

Three blue slips will equal one behavior referral. Students with 0 behavior referrals each trimester will be eligible for Merit Activities.

**Searches**

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or District property under their control, and may seize illegal, unsafe and prohibited items. In addition, K9 dogs will make randomly selected site searches on all campuses throughout the school year.

### **Individual Searches**

School officials may search individual students, their property and District property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board Policy, Administrative Regulation, or other rules of the district or the school.

Employees shall not conduct strip searches or body cavity searches of any student (Education Code 49050). Searches of individual students shall be conducted in the presence of at least two district employees. The Principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search (Education Code 5145.11 – Questioning and Apprehension).

### **Suspension**

Suspension may be used for more serious offenses. NOTE: Severe school offenses, such as fighting, will result in MANDATORY SUSPENSION for all responsible parties. Suspendable offenses include, but are not limited to:

- a. Threatening, attempting, or causing physical injury
- b. Theft or damage of property
- c. Obscenity
- d. Defiance of school authorities
- e. Disrupting school activities
- f. Harassment

**\*California Education Code 48900(r): During a student's suspension, the student is to remain away from the school campus and school sponsored activities including community-based activities/sports events unless he/she is authorized to be there by school officials.**

### **Expulsion**

Recommendation for expulsion is reserved for the most serious of violations. These shall include, but not be limited to:

- a. Serious physical injury
- b. Possession of weapons
- c. Controlled substances, both possession and/or sale
- d. Robbery or extortion

### **Zero Tolerance**

The State of California has a "zero tolerance" for weapons of any kind, (real or look-alike), and possession and/or sale of drugs or drug paraphernalia, regardless of the quantity or type. California Education Code Section 48900 (b) identifies possession of a weapon or alcohol/intoxicant/controlled substance as a reason for suspension. California Education Code 48915 (c) requires a mandatory recommendation for expulsion to the Board of Trustees for these offenses:

- c.1 Sale, possession, or furnishing of a firearm
- c.2 Brandishing of a knife at another person
- c.3 Selling a controlled substance
- c.4 Sexual assault or sexual battery

Please discuss this policy with your child. Should your student come upon a weapon, controlled substance, or drug paraphernalia, they must report the location of the item to the nearest adult.

**Smoking and/or Possession of Tobacco Products**

The Wheatland School District prohibits the use or possession of cigarettes, other forms of tobacco, electronic smoking devices, or tobacco related items (including lighters) on all District property. California Education Code Section 48900 (h) identifies the use or possession of tobacco as a reason for suspension.

**Video Surveillance**

The Wheatland School District utilizes 24 hour video surveillance at all school sites.