

# Wheatland School District Mission Statement

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

## **Board of Trustees**

Robin Bogdanoff    Nicole Crabb    Kristina Stineman  
Raegean Waltz    Taylor Zapata    Beale Air Force Base Liaison, Col James Peterson

## **District Administration**

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

## **Special Services Personnel**

Craig Guensler, Director of Preschool, Director of Food Service, Director of Maintenance  
Jen Minton, Chief Business Officer  
Tara Aroz, After School Director  
Anita Burns, Transportation Director  
Chad Swaim, Technology Director  
Angela Waltz, District Nurse

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> and  
<https://www.facebook.com/Wheatland-School-District-16665322732790/>

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

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

Wheatland Elementary School Website: <http://wes.wheatlandsd.com> and  
[www.facebook.com/Wheatland-Elementary-School-139307352773794/](http://www.facebook.com/Wheatland-Elementary-School-139307352773794/)

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 is 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.

<b>GENERAL INFORMATION</b>
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**Arrival and Departure Times**

Supervision for students arriving for breakfast at school begins at 7:45 a.m. Students are not to be on campus prior to 7:45 a.m.

Wheatland School District students arriving after the school start time 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 EI	Grade	Begins	Ends	Minimum Days
	TK – 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
	TK – 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. Do not cut through school parking lots or roadways. Use designated crosswalks and walkways.
4. 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.
5. Notify the teacher of any injuries on the way to or from school.
6. Parents should report any serious problems to the school office.
7. Do not accept rides from any one a parent has not authorized.
8. Skateboards, rollerblades, skate shoes and any motorized method of such travel are not allowed on campus.
9. Students riding scooters or bicycles to and from school are to wear helmets (CA VEH Code 21212). Students are to walk and not ride on campus.

## **Emergency Conditions – Distance Learning**

If instruction or services, or both, cannot be provided to the students either at the school or in person for more than 10 school days due to emergency conditions caused by fire, flood, impassable roads, epidemic, earthquake, imminent major safety hazard as determined by local law enforcement, a transportation services strike by non-school entity, or other official order issued to meet a state of emergency or war, instruction will be provided by means of "distance learning" to the greatest extent possible, as determined by the district's learning plan (i.e. full distance learning or hybrid instruction model), in light of the emergency circumstances.

"Distance learning" means instruction in which the student and instructor are in different locations. "Distance learning" may include, but is not limited to, all of the following:

- (1) Interaction, instruction, and check-ins between teachers and students through the use of a computer, telephone or other communications technology.
- (2) Video or audio instruction in which the primary mode of communication between the student and certificated employee is online interaction, instructional television, video, tele-courses, or other instruction that relies on computer or communications technology.
- (3) The use of print materials incorporating assignments that are the subject of written or oral feedback.

## **Bicycles**

Children are permitted to ride bicycles or scooters to/from school. Please see that your child is provided with a sound lock and is instructed to park and lock the bicycle/scooter at one of the racks provided. The school is not responsible for lost, damaged or stolen locks, helmets or bicycles. Consistent with the state law, students riding bicycles/scooters **are required to wear a bike helmet**. Please label your child's helmet. Bicycle/scooter riding on the walkways and grass is not permitted at any time. Violation of these safety requirements may result in the restriction of the child's riding a bicycle/scooter to school. Skateboards, rollerblades, skate shoes and any motorized method of such travel are not allowed on campus.

## **Closed Campus**

Our schools are closed campuses. 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

### **Data Confirmation for Returning Students**

You will receive a verification code before Data Confirmation is required. before the end of your child's first year enrolled in Wheatland School District that will allow you to create your child's Aeries account. If you do not receive your verification code before the last day of school, please contact the school office, as you will need this information in order to complete Data Confirmation in July. Emergency cards are updated each year through the parent portal at Data Confirmation time and are to be completed prior to the start of the school year. Data confirmation can be completed anytime between May 5 and the first day of school. notices are sent annually prior to the start of school and must be completed by the first day of school. Families who do not complete data confirmation by the first day of school will be contacted by district staff. During the school year, please notify the office for any of the following changes that may occur after data confirmation 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

### **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. 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. Students may NOT be picked up before the end of the school day, unless there is a medical appointment or the student becomes ill at school.
3. The student will maintain a positive and respectful attitude toward all adults and students on campus.
4. The student will maintain a GPA of 2.0 or above for each grading period.
5. Transportation to and from school is the responsibility of the parent/guardian.
6. All lunch or After School Program fee shall be current and not fall into negative balance.
7. If class size reaches capacity under the district/state criteria, students on attendance agreements may have to return to their school/district of residence.
8. Parent(s)/Guardian(s) should maintain a positive and respectful attitude toward all adults and students on campus

### **Custody Concerns and School**

Custody and visitation 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 court documentation of restraining order applicable to school or court documentation severing a parent's legal right to the student must be 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.

### **Teacher Requests**

Requests are accepted by email to the school administrator or by completing a form in school office from April 18 (or the business day preceding if April 18 falls on a weekend or holiday) to June 18 (or the business day preceding if June 18 falls on a weekend or holiday) annually. Administration will review requests and certainly consider requests when building classes, however requests are not assured, guaranteed or negotiable.

### **Classroom Changes**

Classroom assignment changes do not occur because a request was not met. Further, classroom changes any time in the school year are rare and discouraged. Administration will work with families and staff to resolve concerns in the classrooms they are assigned.

### **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 530-633-3135, WE 530-633-3140 or LT 530-788-0248)
  - Sending a fax to the office (BR 530-633-3142, WE 530-633-2367 or L.T. 530-788-0518)

**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 and office 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 and send notices home regarding 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:
  - Student's illness, mental health, medical appointment, dental appointment, or quarantine
  - Court appearance where student is required to attend
  - Funeral and grief support of immediate family member (up to 5 days)
  - Student's naturalization ceremony.
  - 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 required.**

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, 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).
3. Unexcused tardies are unexcused for the same reasons as absences. Tardies of thirty (30) minutes or more, when combined with unexcused absences, are considered for truancy.
4. Early check out (before dismissal). 3 early check outs = 1 unexcused absence when considered for truancy.

Letters generate from our attendance system and are sent to families after three unexcused absences or tardy arrivals to school. If absences, early check outs or tardy arrivals become a concern, the school will schedule a meeting with the family and may refer to a School Attendance Review Team (SART) meeting at the school level.

Wheatland School District works in conjunction with the South 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).

~~Per SB98 and Ed Code 43504(e) Teachers will keep a weekly engagement record when any part of the school day, in part or in whole, consists of distance learning. Per SB98 and EdCode 43504 (f)(2) the district will keep a current Attendance and Learning Plan for reengagement of students during distance learning and with transition to in-person instruction.~~

### **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.

### **Tardy/Late Arrival to School**

Students arriving to school after the school start time must check into the office before entering class.

### **Independent Study – Short Term**

The district has the right to suspend the offer of Independent Study and may do so under certain conditions (i.e. Hybrid Instruction Model)

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 and school office at least 3 days in advance to allow sufficient time to get the independent study contract 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. No independent study contracts will be approved for dates after or inclusive of March 31 for TK – 7<sup>th</sup> grade, with the exception of a school sponsored trip (i.e. Washington DC). Independent study attendance will not be considered for perfect attendance honors or award by the school and/or district. A student must return to school, be enrolled, for at least five (5) school days following an independent study.

### **Cafeteria**

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

### **Meal Accommodations**

A signed Medical Statement is required for all Special Meal Accommodations must be completed annually on or after July 1 in order to apply to the upcoming school year. 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. You may obtain the form from your school office or <http://www.wheatlandsd.com/Forms>.

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

### **Meal Application**

The District is in Provision 2 with the state which means we do not have to have families fill out the free/reduced meal application every year. Families will be required to fill out an Income Verification Form in Aeries for Online Enrollment (new students) and Data Confirmation (returning students).

### **USDA Nondiscrimination Statement**

U.S. Department of Agriculture (USDA) nondiscrimination statement for child nutrition program participants.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a [Form AD-3027, USDA Program Discrimination Complaint Form](#) (PDF), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA.

### **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.**

### **Cellular Phones**

Cell Phones are not to be seen or used during school hours. (per Ed. Code 48901.5) Students who choose to bring cell phones on campus are doing so at their own risk. Cell phones are to be in the "off" position and stored in a backpack (and not on their person nor in their pockets) before the first bell rings. Cell phones used during regular school hours will be confiscated. The first offense, student receives a warning. The second offense, parent is notified and a referral may be written. If there is a third offense, the cellular device will be confiscated and the parent will be required to come to school to pick up the device from the office.- The student may receive another referral which could include additional discipline. Parents, please do not text or call your student during the school day.

Students who use a cell phone to film conflict between other students before, during, or after the school day will receive, at minimum, a one-day suspension. Additionally, students who distribute video and/or pictures of conflict between students before, during, or after the school day will receive, at minimum, a one-day suspension. Text messages of confiscated cell phones may be read by an adult similar to passed notes in class. Electronic devices can be used as an instructional tool as long as the use is supervised and facilitated by a teacher. Wheatland School District is not responsible for the replacement or repair of stolen or lost cell phones and other digital devices, even if the item is lost at or during school.

### **iPads / Kindles / Digital Watches / Laptop Computers (Tablet Technology)**

WSD recognizes that our students are growing up in a 21st learning environment and regularly have access to and use digital learning and reading devices. Such devices are allowed on campus for reading and/or educational purposes for students in 4<sup>th</sup> – 8<sup>th</sup> grades. Students who choose to bring these devices on campus are doing so, at their own risk. These devices are to be in the "off" position and stored in a backpack before the first bell rings. Tablets can be used as an instructional tool during class time as long as the use is supervised and facilitated by a teacher. Usage of tablet technology during break or lunch is permitted with teacher approval; students are reminded that abuse (Internet use, playing electronic games or applications, texting, etc.) of these devices could result in loss of the privilege to bring such items to school.

Note: Tablet usage during break or lunch is limited to reading, similar to bringing a pocketbook novel to read during these designated times.

Digital watches and other digital wearables must be in “airplane mode” during the school day or off and in the backpack. These devices may not be worn during any state testing and must be off and in the backpack at those times. Students who choose to bring these devices on campus are doing so, at their own risk. Students who text, Internet use or make/receive calls from their watch will be asked not to wear the watch at school and referrals can result from this activity. Student are reminded making calls, texting, etc. during school hours on these devices could result in loss of the privilege to bring such items to school.

### **Cyberbullying and Sexting**

Cyberbullying is defined as “sending or posting harmful or cruel texts or images using the Internet or other digital communication devices.” 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. This includes victims of bias or bullying based on religious affiliation.

“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.

### **Title IX**

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. Please contact the District Superintendent if you have a grievance or complaint with regard to Title IX.

### **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.

### **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 Wheatland Elementary 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.

- You're expected to dress appropriately for daily attendance to school.
- Your style of clothing is to be individual and personal yet NOT be inappropriate for school or unsafe.
- If a student is participating in any school activity (sports, dances, field trips, & ALL EIGHTH GRADE PROMOTION ACTIVITIES), they should follow the school-approved uniform/outfit for said activity; absent these expectations, students should adhere to the dress code detailed below. The following examples of inappropriate clothing apply to all students and include:
  - **HEAD COVERINGS:** Hoodies must be removed indoors. Hats and/or beanies may be worn in classrooms with teacher permission. Hats and/or beanies may be worn indoors/outdoors in all common spaces. If a hat or beanie is impeding the view of others or distracting/impeding student learning, a teacher will ask the student to remove. Hats/Beanies/Hoodies will need to be removed during flag salutes whether held indoors or outdoors unless the head covering is a religious covering.
  - **ACCESSORIES:** No studs or safety pins are allowed. Jewelry, clothing and accessories (i.e. backpacks and binders) must be free of writing, pictures or any insignia which are crude, vulgar, profane, sexually suggestive or which advocate prejudice and/or suggest violence, the use of drugs, tobacco or alcohol, or insinuate gang affiliation. Sunglasses must be removed indoors.
  - **SHIRTS:** Clothing in which the torso, midriff or cleavage is exposed, such as tube tops, half shirts, muscle shirts, halters, or see-through clothing is not allowed. In addition, off the shoulder and backless clothing are not allowed.
  - **PANTS:** No bagging/ sagging pants, sweats, and shorts. Pants must be appropriate in size and must be worn around the waist. Pants should also be able to stay up without a belt. No undergarments should show. Pajama pants are only permitted on designated spirit days.
  - **SKIRTS/DRESSES/SHORTS:** The hemline of skirts, dresses and shorts (for all genders) should be no shorter than mid-thigh and worn in good taste.
  - **SHOES:** Shoes must ensure student safety. Bedroom shoes/slippers are not permitted. Appropriate footwear MUST be worn for P.E. participation.
  - **EVENTS:** For any spirit days or holiday, students are expected to adhere to the dress code given out for the event.
  - 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. If they have symptoms of illness, they will be sent to the office to go home. Please send your child's teacher a doctor's note if they are not to participate in P.E. due to health reasons.

#### **Illnesses**

When a contagious medical illness is reported and administration determines, with the assistance of the Health Aide/District Nurse, 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.

A student will be sent home for symptoms of illness to include, but not limited to: fever, diarrhea or vomiting, rash or cough and congestion.

A student can return once they be fever free with no fever reducing medication (ex. Tylenol or Motrin) for 24 hours and they MUST also be free of vomiting and diarrhea for 24 hours.

There are additional health protocols that are in place for the health and safety of children. They are as follows but not limited to:

- Hand Foot and Mouth Disease (coxsackie virus): Student may return to school when student is fever free for 24 hours without fever reducing medications and the lesions are gone.
- Impetigo: Students will need to remain home if blisters are draining, crusting, and unable to be covered.
- Pink Eye (conjunctivitis): Student must stay home when there is active drainage from the eye/s and if antibiotics are prescribed, they need to remain home until they have been administered for at least 24 hours.
- Strep Throat: Student must be fever free for 24 hours without fever reducing medications and be on antibiotics for 24 hours before return to school.

The District will follow all necessary State and Local Health Department Guidelines for Infectious Diseases.

#### **Head Lice**

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

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

If a student is found with active, adult head lice then the parent/guardian will be contacted to come to school and pick up their child. The parent or guardian of any such student shall be given information about treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family.

Students that have live lice are to be excluded from school until the live lice are no longer present.

When the student returns to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with live head lice, the school nurse or designee shall call the parent to pick the child up and will again discuss treatment.

When the student returns to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student no longer has live head lice, the student will be sent to class.

Students with nits (no live/active lice) WILL NOT be excluded from class. Education can still be provided to help eliminate lice and nits. These students should also have a hair check every day until no nits are found.

When it is determined that multiple students in class are infested with live lice, the administration or school nurse may, at his or her discretion, notify all parent/guardians of the students in that class or school and provide them with information about the detection and treatment of head lice.

We will not be doing random classroom lice checks. Research shows that doing so does not reduce the amount of lice cases and it is a disruption in educational learning opportunities. Staff shall make every effort to maintain the privacy of students identified as having head lice and excluded for treatment.

### **Immunizations**

State Law requires immunizations. In order for your child to attend school, you must show evidence that he/she has been immunized. The following information is per California Department of Public Health (CDPH). Requirements for school are updated per CDPH and can change at any time during the school year. The following is per the CDPH 2/1/2022. See <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/shotsforschool.aspx> for more information.

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**  
(4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.) For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) — 4 doses**  
(3 doses OK if one was given on or after 4th birthday)
- **Hepatitis B — 3 doses**  
(not required for 7th grade entry)
- **Measles, Mumps, and Rubella (MMR) — 2 doses**  
(Both given on or after 1st birthday)
- **Varicella (Chickenpox) — 2 doses**
- **Additionally, Yuba County Public Health Tuberculosis Risk Assessment for School Entry**

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. 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.)*

### **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.

### **1<sup>st</sup> 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.

### **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, eye drops, 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 office or <http://www.wheatlandsd.com/Forms>.

- Medication forms must be signed annually by the physician on or after July 1 to apply to the upcoming school year.
- Students will only be able to self-carry under special circumstances approved by the doctor, parent and District Nurse (applicable for EpiPen and rescue inhalers).

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 backpack. All medications must be turned in and administered through the office.**

### **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.**

### **Pets**

For the safety of our staff and students, pets are not allowed on the school campuses while students are present. Please leave all pets at home during school hours and during drop off and pick up unless permission granted by administration for special events.

### **Fire, Earthquake and Intruder Drills**

There will be at least one drill per month. During the drills, students, staff and parent volunteers are required to follow safety procedures. 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 or earthquake 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 evacuation area. At the conclusion of the 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.

### **Transfers and Records**

Students who are transferring 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. The office will give the exiting family a copy of proof of enrollment on the student's last day after lunch and once the clearance slip is complete with any charges paid. The student's report card will be placed in the cumulative folder for transfer to the new school if not available on that day.

When a student transfers to another District:

- prior to May 10, no indication as to promotion/retention will be made on the report card
- from May 10 to the third 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.

### **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 authorized parents/guardians/other family members in classrooms and on field trips. Please refer to fingerprint policy below. 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.

All volunteers must complete a Request for Live Scan Service form that is located in the school office. This completed form must then be taken to a Live Scan provider. 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. In order for your student to ride the school bus, a transportation form must be completed and submitted to the school office before your child rides the bus. Please refer to the bus schedule, bus rules and the bus rider form on the district website,

<https://www.wheatlandsd.com/District/Departments/Transportation/index.html>.

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. If you have an emergency situation that requires a change

in your child's stop, please notify the school office prior to school day dismissal. If you have any questions about bus transportation, **please call the transportation office at 530-633-3134.**

## **Bus Rules**

### ***Be Safe ~ Be Respectful ~ Be Responsible***

1. Be at your bus stop at least 5 minutes before the bus arrives. Everyone needs to stand in line (hands and feet to yourself) and wait for the bus driver to open their door before approaching the bus. (The bus will stop back at least 12 ft from the nearest student). 13 CCR 1238
2. Once you are seated you are to REMAIN in the same seat. Let the driver know if you are feeling sick or being annoyed by another student. The driver can then assist you in changing your seating. (Never change seat while the bus is in motion).
3. Be responsible for your safety and the safety of others. Keep all parts of your body and all belongings inside the windows and out of the aisles at all times. If you have a large bag or instrument it can go under the bus. PLEASE LET THE DRIVER KNOW BEFORE LOADING OR UNLOADING ITEMS UNDER BUS. (This area is a Danger zone).
4. Face the front while seated. IF YOUR BUS IS EQUIPPED WITH SEAT BELTS PLEASE BUCKLE UP (click it or ticket) 13 CCR 1224
5. If it does not belong to you: LEAVE IT ALONE.
6. NO BULLYING – This will be an automatic loss of bus privileges for 5 days (next referral will be automatic 10 days)
7. PROFANITY, WHISTLING, YELLING, SCUFFLING, THROWING or any other DISRUPTIVE behavior is not permitted.
8. FOOD, DRINKS, GUM AND CANDY are not to be eaten or drank on the bus. Water in plastic bottles are allowed.
9. If you cause physical damage to a bus you will be held financially responsible.
10. GLASS ITEMS such as bottles/flower vases are not permitted on the bus.
11. ANIMALS: alive or dead (including bugs) are not permitted on the bus. 13 CCR 1216
12. RADIOS, PHONES and VIDEO GAMES are permitted on the bus but are to remain in the student's possession (When using ear devices please only use in one ear. You need to be able to hear the driver). The driver has the authority to ask all students to turn off or put devices away if they are being disruptive, taking pictures, not using an ear piece or watching/sharing inappropriate items such as Twitter, TikTok videos or anything else that a driver feels is inappropriate.
13. NO CAMERAS are to be used on the bus, including phone cameras. Students are not allowed to take pictures or video of other students.
14. ALL BELONGINGS ARE TO REMAIN IN BACKPACKS OR BAGS AT ALL TIMES (ex: balls, blankets, pillows, lunches).
15. PERSONAL GROOMING IS TO BE DONE BEFORE YOU ENTER THE BUS.
16. RAILROAD CROSSINGS: No talking at all Railroad crossings while the bus is stopped (silent bus). 22452 VC
17. RED LIGHT CROSSINGS: Any student that needs to cross the road WILL be red light crossed with the bus driver's assistance. Never go behind the bus to cross the street. 22112 (d) (1) VC
18. Permission to leave or board the bus at any location other than your normal stop is to be cleared with the principal or designee. WRITTEN PERMISSION must be presented to the driver (transportation will be denied if not cleared through the office).
19. Show respect to self and others, including all adults. Remember the driver has the final authority on the bus, a power granted by the California Highway Patrol in order to ensure the safety of all.

20. CALIFORNIA ADMINISTRATIVE CODE Title 5 CCR 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”.*

**Bus Discipline Policy**

Referrals given on the bus are communicated with school administration and may affect student’s merit count.

1<sup>st</sup> referral – warning

2<sup>nd</sup> referral – three-day loss of bus privileges.

3<sup>rd</sup> referral – ten-day loss of bus privileges

4<sup>th</sup> referral – permanent loss of school bus transportation privileges.

**Automatic five-day loss of bus privileges.** (Fighting, Bullying or overt challenge of the bus driver’s authority. Next referral will be ten-day loss of bus privileges).

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. Progress reports are issued midway through each trimester. Parents can check the school calendar for the trimester dates.

**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 three (3) calendar days. Parent notes are valid for up to a three (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. 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 a year for students who have been enrolled for at least 20 days of the trimester. Conferences with parents and teacher will be held as needed or requested by the parent. Parents can check the school calendar for the trimester ending dates. If parents have any questions, please contact the appropriate teacher.

### **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.

### **8<sup>th</sup> Grade Promotion Ceremony at Bear River School**

Eighth grade promotion is held at the end of each year. Bear River Middle School has established standards in order for a student to participate in the eighth-grade promotion ceremonies. 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 must maintain 80 merits during the school year. Merits may be made up to meet the requirement for 8<sup>th</sup> grade promotion. **Students must have a minimum of 90% attendance to school at time of promotion.**

### **8<sup>th</sup> Grade Activities/Celebrations/Dance**

- If a Parent committee is established to put on a promotion celebration/dance. The celebration/dance will be held off site. All 8<sup>th</sup> grade students would be allowed to

attend even if they were not eligible to attend the Promotion Ceremony as this celebration is not a school sponsored event.

- If NO Parent Committee is established and the school is in charge of the celebration/dance then the celebration/dance will take place on campus and the same standards listed for the promotion ceremony (i.e. Students must achieve a minimum of a 2.0 cumulative GPA or better during their 8<sup>th</sup> grade year. Students must maintain 80 merits during the school year. Merits may be made up to meet the requirement for 8<sup>th</sup> grade promotion) will be enforced as it is now a school sponsored event.
- All 8<sup>th</sup> grade activities that are on campus will adhere to the same standards listed for the promotion ceremony (i.e. Students must achieve a minimum of a 2.0 cumulative GPA or better during their 8<sup>th</sup> grade year. Students must maintain 80 merits during the school year. Merits may be made up to meet the requirement for 8<sup>th</sup> grade promotion)

## **STUDENT SUPPORT SERVICES**

### **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, counselor, 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
- Meeting notes will be taken and provided to the parents after the meeting.
- 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 contact the speech 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. Consultation with parents whose children may be experiencing school problems.
2. Conferences with teachers to plan classroom adjustments based on psychometric information.
3. Identification and placement of pupils with specific learning disabilities.
4. 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 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 participate in the Accelerated Reader Program which will promote development 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 may 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.

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

**PG, PG-13** Occasionally, PG/PG-13 movies will be shown only with parental permission.

### **Shady Creek Outdoor Education**

Bear River, Lone Tree School and Wheatland Charter Academy'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. **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 1, 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 same expectations will be held for student spectators at these events. Students are only allowed to stay at afterschool events if they maintain appropriate attendance (see "Attendance" in Part 1, General Information), a minimum 2.0 or C grade point average with no more than one F grade and 80 merits. Good sportsmanship and positive behavior are expected to be maintained at all events. Any student who is asked to leave an event for inappropriate

behavior will lose the privilege of attending afterschool events for the remainder of the trimester in which the infraction occurred.

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' volley- ball, 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. 1111) 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.

## **Restorative Practices**

Our continued interest is a safe environment for all with an opportunity to learn in an atmosphere of respect, free from negative influence or disruption. Each student and staff member have a responsibility to do their part in fostering and growing a respectful, safe and enriching learning environment. We realize that there will be times when individuals disregard their responsibility, demonstrate an error in judgement or are temporarily unwilling to be cooperative. Our teachers and administration will be working with Restorative Practices that may include informal conferences with teacher and/or administration and/or formal conferences with all parties in agreement. The basis of the conversation is talking through the situation that caused harm, finding resolution, and communicating this with parents via a phone call, a classroom messaging system, email or notice home. Other discipline measures may also apply and is situation dependent. Restorative Practices provides a lifeskill problem solving opportunity for students. The goal of this communication process with students is to restore both a safe and stimulating environment and restore those who are negatively impacted by the misbehavior. Additionally, teachers are encouraged to hold regular communication circles in their classrooms for social development, group trust and as a method for building community where students feel connected. Wheatland School District is participating in a Multi-Tiered System of Support (MTSS), Positive Behavioral Interventions and Supports (PBIS) and Restorative Practices is an element to that system.

## **Rules and Consequences**

The Wheatland School District Rules are:

- Be Safe
- Be Responsible
- Be Respectful

## **Sales/Distribution**

Students are not to supply, distribute, sell, share or trade items of any value at school without prior administrative permission.

## **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 is a 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.

## **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 (tablets, cell phones and wearable devices) have use limitations as otherwise specified in this handbook.
- 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, inline skates, skate shoes or any motorized device may not be ridden on campus. Bikes and scooters may be used for travel to/from school with helmet and must be parked and locked at designated 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.**

### **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. Students in violation must complete cessation modules. Continued offenses will require enforcement of California Education Code Section 48900 (h).

### **Behavior Consequences**

Teachers communicate with students and parents to encourage and assist positive responses and choices by students.

- A behavior referral **may be written** after a student **has received previous** warnings and redirection of behavior.
- A behavior referral **or school suspension** will be written directly if an action is harmful to self or others.
- **A behavior referral may be written at administrative discretion.**
- In the case of severe infractions of school rules, students will be sent to the office.
- **Behavior incidences or referrals may escalate** to further discipline (i.e. Lifeskills assignment, parent/teacher/admin team meeting for behavior agreement, loss of privileges, In-House and if applicable, review/revocation of interdistrict agreement).

### **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. Police K9 dogs will make randomly selected site searches on all campuses throughout the school year. In addition, Wheatland School District contracts with an agency to perform random searches at the middle school using detection dogs to ensure ongoing safety of all students.

### **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).

### **Merit Policy TK – 5<sup>th</sup> Grades**

Students will begin working on a positive merit system to better track their behavior. Each student will begin each new trimester 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). Those students who maintain their 100 merits each trimester will be eligible to participate in the positive merit activity. Students who receive a referral may have the opportunity to earn back up to 5 merits in a trimester, depending on the severity of the referrals, by working with a member of the school staff through Restorative Practices (school administration will determine how much time/activity earns back merits) in order to return to 100 merits and be eligible for the merit activity. Students who receive a suspension (15 demerits) or who have more than 5 demerits will not have the opportunity to earn back up merits during the trimester but will start fresh for the next trimester. All referrals will be reviewed and approved by the Administration.

### **Merit Policy 6<sup>th</sup> – 8<sup>th</sup> Grades**

Students will begin working on a positive merit system to better track their behavior. Each student will begin each new trimester 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). Those students who maintain their 100 merits each trimester will be eligible to participate in the positive merit activity. Students will not be allowed to earn back up merits for the merit activity during the trimester but will start fresh with 100 merits at the beginning of the next trimester. All referrals will be reviewed and approved by the Administration.

### **Merit Activities for TK – 8<sup>th</sup> Grade**

Students must also have good attendance, less than three (3) unexcused absences, OR a 3.0, or standards based equivalent GPA along with 100 merits in order to be invited to the Merit Activity.

### **Suspension**

Suspension may be used for more serious offenses. Severe school offenses, such as fighting, may result in 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. Harassment

**\*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.

### **Video Surveillance**

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