



**WASHINGTON
UNIFIED
SCHOOL
DISTRICT**
WEST SACRAMENTO

Parent Guidebook 2019-2020

**PLEASE RETURN ATTACHMENTS A, B, C, D AND E TO YOUR STUDENT'S
SCHOOL**

Washington Unified prohibits discrimination and/or harassment based on any legally protected characteristics, actual or perceived, including but not limited to race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression. Policies on student participation and selection criteria for athletics/competition, extracurricular and co-curricular activities indicating availability of programs, activities and clubs are open to all students.

BOARD OF EDUCATION
Jackie Thu-Huong Wong, President
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SUPERINTENDENT
Linda C. Luna



WASHINGTON
UNIFIED
SCHOOL
DISTRICT
WEST SACRAMENTO

DISTRICT OFFICE
930 Westacre Road
West Sacramento, CA 95691

TEL (916) 375-7600
FAX (916) 375-7619

www.wusd.k12.ca.us

August, 2019

Welcome to the 2019-2020 School Year

Dear Parents, Guardians and Caregivers of Washington Unified School District,

Welcome to a new school year filled with great opportunities and exciting learning experiences for our students in Washington Unified! The District has adopted many programs and systems that will increase our partnership together to ensure *all* students receive an exemplary education preparing them for college and career opportunities.

Attached in this particular packet are important documents and notifications that are required for all our families to be well-informed of expectations, responsibilities, Parent/Guardian/Caregiver rights and other information materials that will be helpful for present and future reference. This is our annual notification to our families.

Please take some time to read through this packet thoroughly. More importantly, please review and discuss the information with your family. If you have any questions, please be sure to first speak to our student's classroom teacher(s) and your school principal.

Also included in this packet is a form that must be signed by the parent/guardian/caregiver *and* the student indicating that you *both* have reviewed the annual information. The blue card found in the back of this packet is critical information regarding your student, your phone number, and your email address in case of emergency. Please return the signed forms back to your school as soon as possible. Without this important information, we do not know how to get ahold of you in case of an emergency. Thank you for helping us with this critical information!

Thank you for your partnership and the privilege of educating your student. Thank you for your trust and confidence in our District. We are making great strides moving forward, and *together* we will become *the gateway to extraordinary possibilities* in the educational journey of our students.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Linda C. Luna".

Linda C. Luna
Superintendent

Student Technology Use Agreement

The district will provide reasonable supervision of students using its access to the internet and attempt to do what is technologically reasonable with filtering software to prevent students from obtaining access to harmful matter as defined by state and federal law. Students using the district's internet access and technology resources shall have no right of privacy in their use of those systems. Staff may monitor or examine all system activities a student takes part in to insure proper use of the system. Students who fail to abide by district policies and guidelines may be subject to disciplinary action, revocation or their privilege to use the systems, or legal action, as appropriate. Any assertions of student wrongdoing will be carried out according to WUSD disciplinary policies.

I have read and understand the above. I hereby give _____ permission to use Washington Unified School District facilities and hardware for internet access.

Parent/Guardian Signature: _____ Date: _____

Directory Information

The district may make student directory information available in accordance with state and federal laws. The directory information may include each student's name, address, birth date, participation in school activities, dates of attendance, major field of study, height and weight (if member of athletic team), awards, and the school most recently attended, and may be released to agencies such as school/parent organizations, recruiting officers for the armed services (high school seniors), prospective employers, representatives of the news media, or colleges and universities. The school district will deny the release of specific categories of directory information to any public or private non-profit organization if the release of such information is contrary to the best interest of the student.

___ Yes, directory information may be released ___ No, do not release directory information

WUSD Website

In accordance with district policy on site/district websites, student work and/or pictures published on the web may not be accompanied with a full student name or any specifically identifying information.

___ Yes, my student's work or photo may be published on a site/district website

___ No, I do not wish for my student's work or photo to be published on a site/district website

Authorization for Consent to Bill and Release of Information and Other Health Coverage Inquiries

This information is necessary for the school district to participate in the LEA medical billing option.

___ Yes, I authorize ___ No, I do not authorize

Parent/Guardian Signature: _____ Date: _____

PLEASE RETURN THIS PAGE TO YOUR STUDENT'S SCHOOL



Digital Media Authorization Form

The Washington Unified School District policy regarding the use of students in photos and videos states that unless notified in writing by a parent or legal guardian, the student's likeness and/or name may be used in district-produced materials such as print publications, promotional brochures, posters, and miscellaneous materials, broadcast or internet media, such as newspapers, radio and television stations and news websites.

Parents, legal guardians, or students of age 18 have the opportunity to opt-out of having their student's and/or names shared on the above mentioned district produced materials. In order to do so please complete and return this form to your school's main office.

Please be aware that Digital Media Authorization Forms are valid only for the current school year and must be renewed at the start of the next school year. You may change your selection at any time by completing a new form and submitting to your school's main office.

I hereby request the Washington Unified School District NOT use my child's photograph or video footage in any of the above mentioned materials.

I understand that this request is valid only for the current school year and must be renewed at the start of the next school year.

Date: _____ Student ID #: _____

Student's Name (Print): _____

Parent or legal guardian (Print): _____

Parent or legal guardian (Signature): _____

PLEASE RETURN THIS PAGE TO YOUR STUDENT'S SCHOOL

ATTACHMENT C

WASHINGTON UNIFIED SCHOOL DISTRICT EMERGENCY CARD

Date _____ Grade _____
Home Language _____
Sex _____ Birthdate _____

Student's Full Legal Name _____
(Last) (First) (Middle)

Student Lives With: Mother Father Both Grandparent Foster Parent Guardian

Home Phone _____ Residential Address _____
Number Street Apt# City Zip

Parent 1/Guardian _____ Cell# _____ Work# _____ Email _____

Parent 2/Guardian _____ Cell# _____ Work# _____ Email _____

If my child is ill, has an emergency, or is suspended and I cannot be reached, please call and release my child to:

Name _____ Cell# _____ Home# _____
(Circle: Relative, Friend, Childcare Provider)

Name _____ Cell# _____ Home# _____
(Circle: Relative, Friend, Childcare Provider)

Please Check One:

- In the event of an emergency, when a parent or guardian is unavailable, I authorize school personnel to make arrangements for my child to receive medical/hospital care, including necessary transportation in accordance with their best judgment. I authorize the physician named above to undertake such care and treatment as is considered necessary. In the event said physician is unavailable, I authorize such care and treatment to be performed by a licensed physician and surgeon. I agree to pay all costs incurred as a result of the foregoing.
- I do not choose the above statement and desire the following action in the event of an emergency: _____

Parent/Guardian Signature _____ Date _____ Parent/Guardian Signature _____ Date _____
5119-6 Rev. 5/2015

PLEASE READ: California Education Code §49408 indicates that for the protection of a pupil's health and welfare, the governing board of a school district may require the parent or legal guardian of a pupil to keep current at the pupil's school of attendance, emergency information including the home address and telephone number, business address and telephone number of the parents or guardian, and the name, address and telephone number of a relative or friend who is authorized to care for the pupil in any emergency situation if the parent or legal guardian cannot be reached.

PERTINENT MEDICAL INFORMATION REGARDING STUDENT

Physician's Name _____ Phone _____ Insurance _____ ID# _____

- Allergies: Yes No If yes, type off allergy(s) _____
- Asthma: Yes No If yes, medications taken, if any _____
- Diabetes: Yes No If yes, and on insulin, type and amount _____
- Seizures: Yes No If yes, type and medication taken, if any _____
- Wears glasses: Yes No
- Contact lenses: Yes No
- Hearing loss: Yes No

Medication(s) taken regularly: _____

Other medical problems and/or restrictions: _____

SUPPLEMENTAL FAMILY INFORMATION

List Brothers and Sisters

Indicate School of Attendance/Grade



Washington Unified School District
McKinney-Vento Assistance Act

CONFIDENTIAL FORM

The McKinney-Vento Act defines the term "homeless children and youth" as individuals who lack a fixed, regular and adequate night time residence.

Students and Families that are doubled up with other families due to economic hardship, living in shelters, motels or vehicles may qualify for services. We may offer help with school supplies, clothing, food and connecting families with resources in our community. These services are in response to federal legislation which is designed to provide educational services and protect the educational rights of students considered homeless. This form assists school personnel in complying with the legal guidelines for school enrollment for children who meet the eligibility criteria for services.

Please Print:

Date: _____ Name of School: _____

Student's Name: _____ Grade: _____
(Last Name) (First Name)

Student's Date of Birth: _____
(Month) (Day) (Year)

Parent/Guardian Name: _____
(Last Name) (First Name)

Address: _____

Telephone Number: () _____

Please Check ONE living situation that applies to the student:

- A shelter or assisted housing program (Program Name) _____
- Hotel or Motel (Hotel or Motel Name) _____
- A campground, park, or car (Please explain) _____
- Awaiting foster care placement.
- Other circumstances (Please explain) _____
- Due to economic hardship or loss of housing now renting or sharing with others. (Please explain) _____
- Sharing or renting home/apartment with others by choice
- In own home, rented home, or apartment (one family)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Providing false information could result in the immediate disenrollment of the above named student from the school.

Parent Signature: _____ Date: _____

Received by: _____ District Office Review:



Library Permission Slip

2019-2020

The Washington Unified School District provides a variety of books and materials available for students to check out and take home. Students need parent permission in order to be able to check out books. The board of Education has established rules and responsibilities for all students to follow.

1. - Books need to be returned on time. Notice will be sent to students with outstanding books or fines. We would greatly appreciate a response as soon as possible so that we can clear our records and students can regain their library privileges.
2. - Students are responsible for the care and condition of library materials in their possession. If materials are not returned or paid for at the end of the school year, the district may withhold the students' grades, diploma and transcripts in accordance with law, Board policy, and Administrative Regulation.
3. - Parents/Guardians will be responsible for paying for any lost or damaged books and/or materials.

Please sign and return the following permission slip for your child.

LIBRARY PERMISSION SLIP (2019-2020)

Student Name _____
School Name _____ Grade _____
Parent Signature _____
Date _____

Board of Education

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Sarah Kirby-Gonzalez, Trustee

Norma Alcala, Trustee

Preston Jackson, Clerk

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Marco Baeza, Director II of Technology

Stan Mojsich, Director II of Curriculum, Instruction, and Professional Learning

Giorgos Kazanis, Administrator of Comm. & Community Outreach

Terry Souza, Director II of Maintenance, Operations and Transportation

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PREFACE

The purpose of this booklet is to provide a basis for communication to students, parents, and teachers and to serve as a reference. Should questions arise about a specific policy or procedure, please refer to the complete text of current policies available in the principal's office, the district office, and on the district website at www.wusd.k12.ca.us.

Parent/Guardian Rights

Under state law, parents/guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in the Education Code, Chapter 864, and Statutes of 1998.

Parents have the right to:

- Have their child receive a free public school education as provided by law.
- Observe the classroom of their child to observe activities. (The time and date of the visitation must be arranged in advance with the school.)
- Request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.
- Volunteer time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.
- Be notified in a timely manner if their child is absent from school without permission.
- Be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests.
- Request that their child be enrolled in any school in the district. The district is not required to grant the request.
- Obtain assurance of a safe and supportive learning environment for their child, free of harassment, bigotry and discrimination based on actual or perceived age, race, creed, color, gender expression, religion, national origin, citizenship/immigration status, sexual orientation, physical and/or emotional condition, disability, marital status, and political beliefs.
- Examine the curriculum materials of the class or classes in which their child is enrolled.
- Be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.
- Follow their child's progress by having the Internet based grade book Homelink updated as often as possible.
- Access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy.
- Receive information regarding the academic standards their child is expected to meet.
- Receive written notification of school rules, attendance policies, dress codes, and procedures for school visitations.
- Have a child with a suspected disability evaluated and, if found to be in need of special education, receive a free, appropriate education from age 3 through age 21, in accordance with applicable laws and regulations.

- The right to transfer out of the school that is a Program Improvement school into one that is not a Program Improvement school.
- The right to supplemental educational services from approved providers outside of the school district for children enrolled in schools that continue to not make adequate yearly progress.
- The “Parents Right to Know,” in which parents have the right to request the professional qualifications of the teacher of their child.
- The right to receive in an understandable and uniform format and, to the extent practical, provided in a language that the parents can understand annual state and district report cards that explain the academic achievement levels of all students.
- The right to have comments about dissatisfaction with the school or district plan included along with the plan when it is submitted to the district or the state.

PARENT/GUARDIAN ENGAGEMENT & PARTNERSHIP

As a parent/guardian of a student in our school district, you are encouraged to be directly involved in the education of your children. Early and consistent family involvement helps children succeed in school. Along with volunteering in your child’s school, there are other valuable ways to be involved with your child’s education. To find out more about volunteering and about the information below, speak with your school’s teachers, principals, staff, call the District Office (375-7600), or go to www.wusd.k12.ca.us.

PARENT/GUARDIAN LEADERSHIP OPPORTUNITIES

We have ambitious goals for the public school students of West Sacramento. We believe that the collective and collaborative work of all stakeholders will achieve academic success for all students. School Site Councils (SSCs) and parent/community advisory committees, such as the School Advisory Committees (SACs) and English Learner Advisory Committees (ELACs,) play a critical role in raising expectations for student achievement.

School Site Council: The School Site Council (SSC) represents the whole school community, including parents, teachers, principals, and other school staff. California law requires that a School Site Council develop a “single plan for student achievement” if a school receives state or federal supplemental funding. Since all schools in Washington Unified School District (WUSD) receive such funds, SSCs at every school in our district must approve the plan, recommend it to the local governing Board for approval, monitor its implementation, and evaluate the effectiveness of the planned activities at least annually. SSC members are elected by their peers to represent all members of a school community. Their primary role is to guide the site planning process to ensure that the needs of all students are specifically addressed and to oversee the supplemental funding budget. (e.g. Title I).

property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Students are not required to have immunizations if they attend home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunization records for these students to their schools.

A student not fully immunized maybe temporarily excluded from a school or other institutions when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

Emergency Information

For the protection of a student's health and welfare, the school district requires emergency information on each student. This information includes current family address and phone number; business address and phone numbers of parents/guardians; names, addresses, and phone numbers of relatives and/or friends authorized to care for the student if the parents/guardians cannot be reached; and medical provider information. (Education Code 49408)

Enrollment Options

The Washington Unified School District includes the followings schools for enrollment:

Elementary: Bridgeway Island Elementary School (K-8)
 Elkhorn Elementary School (K-8)
 Riverbank Elementary School (K-8)
 Southport Elementary School (K-8)
 Stonegate Elementary School (K-8)
 Westfield Village Elementary School (K-5)
 Westmore Oaks Elementary School K-8

High School: River City High School (9-12) (Independent Study)

Alternative: Alyce Norman Education Center (Preschool)
 Evergreen Elementary School (4-6)
 Yolo Education Center (Evergreen Opportunity, Yolo Continuation High School,
 Adult Education)

Charter: Washington Middle College High School (9-12)

Excused Absences

A student shall be excused from school when the absence is:

- Due to his/her illness.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having a medical or dental appointment.
- For the purpose of attending funeral services of an immediate family member, so long as the absence is not more than one day, if the service is conducted in California, and for not more than three days, if the service is conducted outside California.
- For the purpose of jury duty in the manner provided for by law.
- Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent.
- For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his/her religion, attendance at religious retreats, or attendance at an employment conference, when the student's absence has been requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class from which a student is absent shall determine the tests and assignments reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence (Education Code 48205).

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Excessive Absences

Excessive absences and/or tardies are defined as patterns of student non-attendance at school due to prolonged or repeated illnesses/truant tardiness, as reported by the parent or guardian, including but not limited to:

- Absences/Truant tardiness of 10 or more days in a school year for illness without written verification by a medical professional; AND/OR
- Any pattern of repeated absences and/or truant tardiness that adversely affects the student's academic progress.

If a student falls within one of these categories, the only method that may be used to verify that the student's absence and/or tardies are excused shall be a written note from a medical professional.

Health Screenings

All students enrolled in first grade must receive a health screening before the end of the first grade. A student may be excused from school for not more than five days if the parent/guardian does not provide a health screening certificate or a waiver on or by the 90th day after the student's entrance into first grade. (Health & Safety Code 124105).

Animal Use

This provision for animal use requires that the school district observe a student's right to refrain from harmful or destructive use of animals, such as dissecting or experimenting on animals. The student must notify the teacher of his/her objection. (Education Code 32255).

Student Testing

Parent/guardians may request, in writing, that their student not participate in the statewide tests. (Education Code 60615).

MANDATED NOTIFICATIONS

Minimum and Pupil-Free Staff Development Days

The district has scheduled minimum and pupil-free staff development days. These dates are included in your school's information packet and are included in the district calendar. If additional days are scheduled, parents will be notified of such days at least one month before the scheduled minimum or pupil-free days. (Education Code 48980 (c))

Uniform Complaint Procedure

The Board of Education recognizes that parents, guardians, students, employees, advisory committee members, or other members of the community may have questions, seek information, desire to make requests, and express complaints regarding district policies and procedures of state and federal programs. A complaint in this sense is a request for action to resolve a conflict. The complainant is the person affected or represents the person affected. A parent complaint about a student must first be discussed with the teacher and then with the Principal of the school. If the complaint is not satisfactorily resolved, the next step is to complete the Complaint form. This form can be obtained from either the Director of Student and Family Support Services at (916) 375-7604 ext 1371 or is available online.

Any person may file a complaint alleging non-compliance with state and federal laws and regulations or unlawful discrimination. Once a complaint is filed, the complainant should expect a phone call from the appropriate administrator within two (2) business days. District staff will attempt to resolve the complaint within thirty (30) days. If there is a prolonged investigation, the process may take up to a maximum of sixty (60) days. If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education (CDE) within 15 days of receiving the district's decision. The appeal must include a copy of the complaint filed with the district and a copy of the district's decision. (5 CCR 4632). If the CDE is unable to resolve the complaint, the complainants may seek local civil law remedies such as local mediation centers and legal assistance agencies.

Medication at School

Any student who is required to take medication prescribed to him/her by a physician during the regular school day may be assisted by the school nurse or other designated school personnel, if the school district receives, in accordance with law:

- A written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, AND
- A written statement from the parent/guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician's statement.

Over-the-counter medication may also be administered by the above staff, but also requires approval by the physician and parent (Education Code 49423). A "Medication in School" form should be completed.

For the protection of all students, medications are not allowed to be carried at school. Asthma inhalers are the only exception to this rule. Students with a doctor's authorization and parent/guardian permission may carry asthma inhalers. The "Medication in School" form must be completed and be on file in the school office before the inhaler is brought to school.

Continuing Medication Regimen for Chronic Conditions

The district is required to inform parents of requirements to notify school staff when their student requires daily medication, including medication being taken, current dosage, and the name of the supervising physician. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects, and may counsel school personnel regarding the possible effects of the medication on the student's physician, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Home and Hospital Instruction

Services may be provided to students who are temporarily disabled and unable to attend regular classes or alternative education programs due to verified physical, mental, or emotional disability. Parents may apply, in writing, to the school nurse, attaching the doctor request, for home teaching services for their student at the school in which the student is enrolled. (Education Code 48206)

When a student is hospitalized or in a residential health facility located outside the school district, it shall be the primary responsibility of the parent to apply for instruction at the school district in which the hospital is located. (Education Code 48207 and 48208)

Accident Insurance

The district does not insure students for injuries sustained while at school. The district provides a voluntary student insurance application, available at school sites, at the beginning of each school year. If a student wishes to participate in athletics (grades 6-12), the student must show evidence of medical insurance as well as have obtained a physical within the previous twelve months. (Education Code 49470 and 49471).

Students denied the opportunity to participate in promotion exercises will be given a written notice stating the grounds for the denial, and a description of the appeals process. Appeals of exclusion from promotion activities will be considered by a School Review Team. The team includes a site administrator and two teachers, who hold appeals hearings where the student and his/her parents or guardians have the opportunity to respond to the denial and to explain why the student should be able to participate in promotion exercises despite not having met the criteria established above. The decision of the School Review Team is final.

Psychological Testing

A parent or guardian has the right to receive information about psychological testing involving their child and to deny permission to give the test (Education Code 51101).

Reporting to Parents

Individual teachers are to communicate, in writing, the classroom grading policy to students and their parents at the beginning of the school year. The policy shall include homework requirements, make-up procedures, the weighing of course work as it pertains to the calculation of the final grade, and course expectations. Every effort is made to remain in contact with parents throughout the school year.

Safety and Protection of Students

To provide for the protection and the safety of students, teachers, employees, and school property, the public (except those persons exempted) is required to register in the school office prior to entering or remaining on the school premises during school hours. Signs are posted at each school entrance indicating the location of the school office (place of registration) and penalties for failure to comply. Each school also has a comprehensive safety plan on site. The plan is available to view at the school site.

Volunteers and Visitors

The Washington Unified School District is seeking volunteers who assist our mission to support students in a community promoting family involvement, strong partnership, and school pride.

Volunteer assistance in schools can significantly enrich the educational program, improve supervision of students, contribute to school safety, and strengthen relationships.

Community involvement is essential to the success of the District. We believe that volunteer efforts support our belief that individuals require community to thrive and we build responsibility through participation and service. We welcome all volunteers ready to contribute to the success of school events, activities, and daily learning experiences. For the safety and well-being of students, the District requires all volunteers to complete the outlined process including a background clearance.

Required Steps to become a volunteer...

1. Begin at the school site where you plan to volunteer. The school will provide you with a **Volunteer Packet**. Complete the form titled **Volunteer Status Request Form** and submit it to school administration for review and approval. Once approved the form will be returned to you.

2. Next, gather and submit (in person) all the required documents (listed below) to the Human Resources Department (located at 930 Westacre Road, West Sacramento, CA 95691. Open 8:00 am - 3:30 pm).

***Required documents to be considered for volunteer clearance:**

- a. Volunteer Status Request Form (signed by your school Administration).
- b. Completed Volunteer Emergency Card (in Volunteer Packet)
- c. Current Negative TB Clearance or Chest X-Ray (dated within the past 60 days)
- d. A copy of a state issued identification.

Elementary and Secondary Dress and Grooming

The Board of Education developed Board Policy 5131 as it believes that the development of attitudes and behavior patterns in dress and grooming should be a part of each student's total educational experience. Dress, hair style or makeup which are of a distracting nature or interfere with the study habits of students in the class or school, shall not be acceptable.

The district is legally and ethically responsible for the establishment of classroom and campus atmosphere which creates the proper conditions and practice of orderly study. The grooming standards that follow are directed towards the fulfillment of this obligation, attending to the concerns of health and safety but granting, where possible, a reasonable expression of individual taste. Reflected with these standards is an appreciation of the current trends in style or fashion, but tempered with restrictions regarding extremes that are distracting, dangerous or simply out of place at school.

No restrictions on freedom of dress or adornment shall be imposed by the District which may violate a student's civil rights, which impose particular codes of morality or religious tenets, which attempt to dictate style or taste, or which do not fall within the direct or implied powers of the Board of Education.

Periodic review of these standards of personal appearance should involve parents/guardians, teachers, administrators and student representatives.

Clothing worn should correspond with the demands and attributes of the activity in which students participate. Footwear standards are concerned with prevention of accidents and injury. Shoes shall be worn at all times except under specified conditions. Students must also consider physical education requirements in their selection of shoes.

Elementary School Uniforms

The district has a consistent uniform policy for elementary schools for the following reasons:

- Districts that have implemented district-wide uniform policies have found that there is a decrease in behavior that negatively impacts the school and classroom learning environments.
- Districts that have implemented district-wide uniform policies have found that uniforms shift the focus from what children are wearing to what students are learning.
- When a child moves from one district school to another, the same basic uniform will be appropriate at the new school.
- Consistent policies across the district create common expectations that focus on creating powerful learning environments on all campuses.
- A common policy at every site makes families feel they are being treated more fairly and consistently because each site does not have a different policy.
- A common policy creates a common expectation across the district for everyone who comes into daily contact with our children.

barriers that may inhibit parent/guardian participation.

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502.

Special Education

Parents and guardians have a right to be informed of the district programs for students with exceptional needs and to be consulted about the assessment and appropriate placement of their child. Students with exceptional needs have a right to a free and appropriate public education (Education Code 56000et seq.)

Education of Children & Youth in Homeless Situations

The federal McKinney-Vento Act protects the rights of children and youth in homeless situations and the right to attend and succeed in school, including preschool. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular and adequate residence, including children and youth who are: staying with friends or relatives because they lost their housing; awaiting foster placement; or living in emergency or transitional shelters, motels, domestic violence shelters, campgrounds, inadequate trailer parks, cars, public spaces, abandoned buildings, and bus/train stations. Children and youth in homeless situations have the right to:

the district website under “Student Behavioral Expectations” (Student Services Department). These provisions include, but are not limited to, detention, parent conferences, suspension, expulsion, and other educational alternatives. (Education Code 48900 (a-o))

Washington Unified School District recognizes that to maximize the learning potential of each student, the school environment must be safe, secure and peaceful. In accordance with Education Code 48900 and 48915, behavior rules and guidelines are enforced district-wide in a uniform and consistent manner to ensure that each school site meets the criteria of a safe school. It is the intent of the district to provide alternatives to suspension and expulsion for tardiness and truancy. (Education Code 48900(2) (v)). It is the intent of the district to provide alternatives to suspension and expulsion for first time offenders and for minor offenses when those alternatives do not jeopardize school safety. (Education Code 48900(2) (u), 48900.5, and 48900.6.) Therefore, the District discipline plan is progressive and includes both behavioral support interventions for less serious offenses and increasing consequences for repeated or more serious violations. (WUSD Administrative Regulations 5145.7)

Suspension

Suspension shall be imposed only when other means of correction fail to bring out proper conduct. However, a student may be suspended upon first offense, if the principal or superintendent determines that the student has violated Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7, 48915, or that the student’s presence causes a danger to persons or property or threatens to disrupt the instructional process. Education Code 48903 states that the total number of days for which a pupil may be suspended from school shall not exceed 20 school days in any school year.

Suspension by Principal

Suspension by the principal or designee shall be preceded by an informal conference. At that conference, the student shall be informed of the reasons for the disciplinary action and the evidence against him/her. In addition, the student shall be given the opportunity to present his/her version and evidence in his/her defense. At the time of the suspension, the principal or designee shall make a reasonable effort to contact the student’s parent or guardian in person or by telephone. Whenever a student is suspended from school, the parent or guardian shall be notified in writing of the suspension. The notice shall contain a statement of the facts leading to the decision to suspend, the date and time when the student will be allowed to return to school, and a request that the parent or guardian attend a conference upon the student returning with school officials, including notice the state law requires parents or guardians to respond to such request without delay. (Education Code 48911)

Suspension by Teacher

A teacher may suspend any student from the class for the day of the suspension and the day following for an act stated in Education Code 48900. A “day” in secondary school is defined as an instructional period; a day in elementary school is defined as a calendar day. If the student has more than one teacher, the student is only precluded from attending the suspending teacher’s class. Prior to excluding a student from the classroom, the teacher must inform the student which district policy was violated, that the teacher intends to suspend, and that the student has the opportunity to respond to the charges. As soon as possible, the teacher shall request a parent/guardian conference at which time the circumstances of the suspension and the data will

A student shall not be disciplined, suspended, or recommended for expulsion unless the Superintendent, a designee, or the principal of the school in which the student is enrolled determines the student has violated one or more parts of the Standards of Behavior, District policies, or the Education Code 48900.

A student may be disciplined, suspended for a maximum of five consecutive days, or expelled for acts specified in the Standards of Behavior that are related school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following: (Education Code 48900(s))

- While on school grounds
- During the lunch period whether on or off campus
- During, going to, or coming from a school sponsored activity.

Expulsion of Special Education Students

The procedures for expelling a student with exceptional needs differ from the procedures for other students in that an Individualized Education Program (IEP) team would first meet to consider whether the misbehavior leading to the expulsion consideration is a manifestation of the student's disability and whether the student was inappropriately placed at the time the incident occurred. These issues must be ruled out prior to a recommendation for expulsion. Parents must be notified at least 48 hours in advance of the IEP meeting and may request a postponement of an additional three school days. (Education Code 48915.5)

STUDENT SUPPORT STRATEGIES (may not be available at all sites)

- Character Education
- Community Service
- Community Service on Campus (cafeteria duty, campus cleanup)
- Conflict Resolution
- Counseling
- Counseling Groups
- Detention
- Extended Day
- Home Visitation
- Intervention Meetings
- Meetings
- Mentoring
- Parent Conferences
- Referrals for Academic Assessment
- Restorative Practices
- Student Study Teams
- School Exchange
- Shortened Day
- Site Level Behavior Contracts
- Student Conference
- Student Court
- Transfer Classes
- Voluntary Short Term Independent Study

COMMUNITY SERVICES AVAILABLE BY REFERRAL TO THE OFFICE OF STUDENT AND FAMILY SUPPORT SERVICES:

- Anger Management
- Parent/Teen Workshops
- Alcohol/Substance Abuse Counseling
- Individual, Group or Family Counseling

When a student moves to a new school district, records, including disciplinary records, will be forwarded upon request of the new school district. At that time, the parent or an eligible student may challenge, review, or receive a copy, at a reasonable cost per page of the requested records. Parents or guardians may contact the school district or county office for any policy regarding the review and expunging of pupil records. If you believe the school district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education at the following address: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW Washington D.C. 20202-5920

The school district also makes certain that student directory information is available in accordance with state and federal laws. This means that each student's name, birthday, birthplace, address, telephone number, major course of study, participation in school activities and sports, dates of attendance, degrees and awards, and the most previous public or private school of attendance may be released to certain specified agencies. In addition, height and weight of athletes may be made available.

BULLYING

Should a student, parent or staff member believe that any student has been subjected to bullying, or harassment, he/she should file a Suspected Bullying Report with the school. The administrator will conduct an investigation to determine if the act fits the definition of bullying. If so, the site administrator will take the appropriate disciplinary and intervention steps. Students can be assured that the District will not tolerate retaliation as a result of the filing of Suspected Bullying Report. Forms can be accessed at the school sites or downloaded from the school or district website.

The board recognizes that it is the responsibility of program personnel to maintain a secure and safe school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior in school, school-sponsored activities on or off school grounds, and transportation to and from school. Therefore, bullying behavior, of any form, will not be tolerated.

Consistent with legislative requirements the principal is authorized to develop and implement a Safe Schools Plan outlined in Section 32280 of California Education Code.

Bullying takes many forms and may include many different behaviors, such as, but not limited to:

1. Physical violence and attacks;
2. Verbal harassment or taunts, name-calling and use of disparaging language, including disability-, ethnically- or racially-based verbal abuse and gender-based disparaging language;
3. Sexual harassment including unwanted sexual attention or insulting or degrading sexual remarks or conduct;
4. Harassment, threats and intimidation;

appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

“School-Sponsored Activity” - shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

“School Climate” - The quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

“School Employee” - A teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by a local or regional board of education or working in a public elementary, middle, or high school; or any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to, or on behalf of students, enrolled in a public elementary, middle, or high school, pursuant to a contract with the local or regional board of education.

“Off Campus Bullying” - The new law explicitly requires school districts to prohibit bullying which occurs outside of the school setting if such bullying 1) creates a hostile school environment for the victim; 2) infringes on the rights of the victim at school; or 3) substantially disrupts the education process or the orderly operation of a school.

“Harassment” – Any physical or verbal hostility toward someone with legally protected status. Such status pertains to race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (Including past or present history of mental disability), physical disability, learning disability, mental retardation, genetic information, prior criminal conviction, or other lawfully protected status. Such hostility can be severe, persistent, or pervasive.

Any student who engages in the bullying of anyone at school or a school-related activity shall be subject to disciplinary action according to District guidelines.
(WUSD Administrative Regulation 1314.2)

SEXUAL HARASSMENT

The governing board is committed to maintaining a learning environment that is free of harassment. The board prohibits the unlawful sexual harassment of any student by any employee,

Prevention/Intervention

For the protection of students, school employees will make every effort to prohibit the flow of drugs in the schools. When substance abuse incidents occur, school staff will:

- Provide emergency medical assistance.
- Require parental involvement.
- Enforce the laws regarding use and distribution of illegal substances.
- When appropriate, discipline students.
- Provide assistance to student seeking help, in accordance with established rules and regulations.

STUDENT USE OF THE INTERNET AND ONLINE SERVICES

The District provides access for students to the internet as an educational tool. Because the internet is uncensored and can be misused, no student shall be allowed to use the District's access to the internet unless the student and the student's parent/guardian have signed the District's Student Technology Use Agreement. This agreement is attached to the back of this handbook.

As part of the agreement, parents will have the option of electing not to allow their students to use the internet at school. If parents decide not to allow their child internet use at school and an assignment is such that it requires internet use, an appropriate alternative assignment will be provided to the student with no penalty. Students who use District resources agree to abide by all district policies and guidelines for their legal use. (Administrative Regulation 6163.4 (a) and Board Policy 6163.4)

Acceptable Use of Internet Technology

Washington Unified School District has taken reasonable steps to ensure that its technological resources are used only for activities that support the curriculum or one's professional role.

Users should not expect privacy through e-mail, internet usage, or created documents.

Washington Unified School District will monitor individual use of all technological systems as needed. However, total security on such a far-reaching system is imperfect and impossible to achieve. Realistically, school computers and other technological resources can be used inappropriately, if one is persistent. Using any technological system is a privilege that may be revoked at any time for unacceptable conduct. Unacceptable conduct includes the following:

- Using technological resources for illegal or unethical activities, including plagiarism, copyright, or contract violations.
- Using technological resources for financial or commercial gain.
- Using technological resources for advocating for ballot measures or political candidates without Board approval.
- Accessing or exploring on-line locations, materials, or on-line games that do not support the curriculum and/or are inappropriate for school-related work.
- Downloading, installing, or executing unlicensed or unauthorized software including viruses.

Student work and photos may be published on the internet for a worldwide audience via WUSD net with the consent of the student and the parent/guardian.

SCHOOL BUS SAFETY/RULES/REGULATIONS

Safety

School bus transportation requires drivers to have a high level of competence and skills to ensure the safe transportation of students.

School Bus Driver Training

To ensure safe school bus drivers for the students, Washington Unified School District and the State of California require that all drivers attend regularly scheduled safety meetings and in-service training programs to improve their skills. In addition, state law requires each driver to obtain traffic and criminal clearances, pass a physical examination, go through an extensive training process, and must qualify for a valid School Bus Driver Certificate. First Aid training and testing are also required.

Pick Up Procedure

Students will be picked up at the closest bus stop to their home. Students must be ready at their bus stop *5 minutes* prior to the scheduled pick up time. This time may vary due to traffic and unforeseen circumstances.

Drop Off Procedure

Students are dropped off at the bus stop closest to their home. If the student needs to go to a different bus stop, the student must have a note from the parent/guardian and signed by the school personnel.

Bus Riding Rules and Regulations

All of the transportation staff shall be subject to the appropriate provision and policies of the California Education Code, California Administrative Code, and Washington Unified School District. Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for orderly conduct of the students while they are on the bus or being escorted across a street. ***STOP WHEN RED LIGHTS FLASH!!!!***

The Washington Unified School District will not use the flashing red lights when loading or unloading any student that need assistance. All students who do not need assistance will follow the procedure below:

- Students will be at the bus stop 5 minutes prior to scheduled pick up time.
- The school bus driver shall stop the bus 10 feet from the waiting students.
- Students shall not walk towards the bus until the bus comes to a complete STOP and the door opens.
- Students shall walk toward the bus in an orderly manner and in a single file.

Bus Rules

DISTRICT WEBSITES

- Washington Unified School District (www.wusd.k12.ca.us)
- Bridgeway Island Elementary (<http://bridgeway.wusd.k12.ca.us>)
- Elkhorn Village Elementary (<http://www.wusd.k12.ca.us/elkhorn>)
- River City High School (<http://rivercity.wusd.k12.ca.us>)
- Riverbank Elementary (<http://riverbank.wusd.k12.ca.us/riverbank>)
- Southport Elementary (<http://southport.wusd.k12.ca.us>)
- Stonegate Elementary (<http://stonegate.wusd.k12.ca.us>)
- Westmore Oaks Elementary (<http://westmore.wusd.k12.ca.us>)
- Washington Adult Education School - Yolo Education Center
(http://wusd.k12.ca.us/Schools/Washington_Adult_School/adulted1.mht)
- Westfield Elementary (<http://www.westfield-wusd-ca.schoolloop.com>)
- Yolo High School (<http://yolo.wusd.k12.ca.us/>)