



A California Distinguished School

Wheatland Charter Academy offers a quality, tuition-free, State-Standardized,
Montessori-blended education.

**Parent Handbook
Montessori-based
Education
2014-15**

Wheatland Charter Academy Handbook

2014-15 Table of Contents

5	Family Welcome Letter
6	District Calendar
6/7	Wheatland School District Pledge
8	Wheatland School District Mission Statement
8	Contact Information for School and District
9	Academic Overview
10	Arrival and Departure from School
10	Leaving School
11	Bicycles
11	Closed Campus
11	Skateboards/Rollerblades/Skate Shoes (Heelies)
11	Students Out of Class
11	Student Check-Out
11	Emergency Cards
12	Custody Concerns and School
12	Dress Code
13	Health
13	Head Lice
14	Medication
14	Energy Packs and Beverages
14	Immunizations
15	1st Grade Health Screening
15	Oral Health
16	Transportation
16	Bus Regulations
17	Bus Rules
17	Bus Discipline Policy
18	Cafeteria Procedures
18	Academics
18	Trimester System
18	Academic After School Intervention and Gifted and Talented/Enrichment Program
18	Shady Creek Outdoor School
19	Field Trips
19	Accelerated Reader
19	Acerbated Math/Math Facts in a Flash
19	Library
19	Technology

20	Video Selection
20	Physical Education
20	Student Support Services and Activities
20	Special Education
20	Student Study Team
20	Speech and Language Therapy Program
21	Psychological Services
21	English as a Second Language
21	Early Academic Intervention
21	Response to Intervention
21	Counseling
22	Family Resource Center
22	Lifeskills
22	Positive Discipline and Behavior Guidelines
22	Wheatland Charter Academy's Philosophy Regarding Student Behavior
23	Basic School Behavior Expectations
24	Lifeskills Program
25	Suspension
25	Expulsion
25	Zero Tolerance
25	Smoking and Possession of Tobacco/Related Products
25	Searches
26	Individual Searches
26	Grading and Promotion
26	Homework and Make-up Work
26	Progress Reports
27	Report Cards and Parent/Teacher Conferences
27	Promotion Policy
27	Transfers and Records
28	Campus Recognition Programs
28	Renaissance
28	Perfect Attendance
28	Honor Roll
28	Renaissance Bucks
28	Friday at the Flagpole
28	Family/School Partnership
29	Non-School Siblings

29	Parent-Teacher Conferences
29	Classroom/Campus Volunteer Opportunities
29	District English Learner Advisory Committee (DELAC)
30/31	Attendance Policies
32	Saturday School
32	Independent Study
32	Websites/E-Mail/Newsletters
33	Calendars and Teacher Websites
33	School Notices/Daily Planners
33	Field Trips
33	Safety
33	Visitors and Volunteers
34	Fingerprinting Policy
34	Phone Usage
34	Cyberbullying and Sexting
35	Storm Emergency Days
35	Fire and Intruder Drills
35	Pets
35	Parking Lot
36	Other Information
36	Lost and Found
36	Birthdays and Sharing
36	Toys at School
36	Mid-morning Snacks
36	Returned Checks
36	Terms, Conditions, and Procedures of Enrollment
37	Dispute Resolution Process
38	Campus Map
39	Parent Notification - Please sign and return to school

Wheatland Charter Academy

Wheatland Elementary School District
123 Beale Highway, Beale Air Force Base, California 95903
Phone: (530) 788-0248 – Fax: (530) 788-0518

Craig Guensler
Superintendent

Justin Guzman
Director

Dear WCA Family,

We welcome you and your student to the 2014-15 educational journey that you have selected with Wheatland Charter Academy. In 1907 an Italian physician named Marie Montessori began an educative process that today bears her name. The *Montessori Method* of education is designed for children to explore and educate themselves through a carefully prepared environment in which the teacher is the facilitator of learning opportunities. The Wheatland Charter Academy offers an alternative education to the Wheatland community by blending State Standards with Montessori and State Curriculum. We are pleased that you have chosen the Wheatland Charter Academy to meet your child's educational needs.

The philosophy that directs the Montessori-blend program is as follows:

- Respect for the individual child and their learning process.
- Appreciation for cultures.
- Development of independence, critical thinking, perseverance, self-discipline, self-direction, and caring for the world around us.
- The teacher as a facilitator of knowledge through a prepared learning environment.

We are committed to providing the best possible education for every student. We thank you for your cooperation and assistance throughout the year as our common goal is for your student to have a successful and enjoyable year.

This handbook was designed to answer questions or expectations you may have of the Wheatland Charter Academy program and the program within the Wheatland School District. Please take the time to review this guide, sign the Parent/Student Handbook attachment, and return the page to your child's teacher.

Sincerely,

Justin Guzman
Director, Wheatland Charter Academy
jguzman@wheatland.k12.ca.us
(530) 788-0248

A California Distinguished School

2014-2015
Wheatland School District Calendar

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-3rd, 30 minutes for 4th and 5th). 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?

*** Note: The school is not responsible for student property that is damaged, lost, or stolen.*

Wheatland School District Mission Statement

Key

Instruction for the
Development of
Student learning and growth.

The Wheatland Charter Academy offers an environment with the materials and programs to enable students to develop skills and accountability with freedom for individual progress within the academic framework. We seek to inspire and prepare each child to be responsible, reflective, and resourceful contributors to society with reverence to the unique qualities and aspirations of each child.

We are housed on a host campus with Lone Tree School, a K – 5 traditional school. Together, with Lone Tree School, we are known as Team Lone Tree, each with our unique qualities as schools along with our combined services and student-focused approach. Our unified school mascot is a jet and our school colors are red, white, and blue. We share a school administrator and school office. Preschool programs and an after school program are also located on the campus. Wheatland Charter Academy is a school within Wheatland School District.

Administration

Craig Guensler, Superintendent, Wheatland School District
Justin Guzman, Principal, Team Lone Tree

School Office

Heather Panteloglou, Secretary, Team Lone Tree
Trish Craig, Secretary, Team Lone Tree

Wheatland Charter Academy Governance Council

<i>Open (Teacher)</i>	Justin Guzman	Ish Medina
Craig Guensler	Clarence Lee	Vonetta Roseman

Wheatland School District Board of Trustees

Wayne Bishop	Nicole Crabb	Oscar Magana
Denis O'Connor	Barbara Warren	Beale Air Force Base Liaison

Special Services Personnel

Tara Aroz, After School Director
Kathy Ellison, Transportation Lead
Gary Hawk, Maintenance Lead
Alicia Stokes, School Counselor, Team Lone Tree
Rolf Keltner, Speech Pathologist, Team Lone Tree
Karen Willis, Food Services Director

*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.

Academic Overview

The following is an overview of our philosophy related to our elementary age Montessori-based program. We look forward to working with your child(ren) and your family. The success of the learning environment is a collaboration of students, families, the school faculty, and the community. We thank you, in advance, for your dedication and support of your child(ren)'s education.

Our Montessori program is based on the philosophy originally developed by Dr. Maria Montessori in the late eighteen, early nineteen hundreds. Montessori's teaching system is based on an integration of child observation, practical hands on activities, and a progression towards independent learning. The materials offer learning experiences in a clear, concrete manner. Students are encouraged to use motor and intellectual discovery when working with the Montessori materials. As a public Montessori-blend program, we embrace the Montessori philosophy and integrate it with the state-adopted curriculum.

Key elements of our Montessori program:

- ★ The prepared environment is arranged in a logical sequence of skill acquisition and concept building. In this way, the students observe and experience a movement toward achieving goals. The materials initially isolate knowledge to one concept at a time in a concrete manipulative style. Prepared Environment is a combination of teacher instruction, an ordered environment with materials for student exploration, and a respectful interaction between students.
- ★ Focus on fostering and developing students as independent learners.
- ★ Teacher's role is as facilitator to guide the student through Montessori work plans interwoven with state-standard curriculum.
- ★ Multi-age grouping, activities, and prepared classroom setting. The integration of varied age spans allows confidence-building experiences.
- ★ Teaching control of movement, grace, and courtesy.
- ★ Teaching respect of self, others, and environment.
- ★ Focus of moving the students from processing concrete concepts to the abstract.
- ★ A classroom with developmental tasks prepared with a balance of differentiation and structure.
- ★ Conduct district assessments and state-standardized testing.

The Wheatland Charter Academy (WCA) provides a Montessori-blend curriculum for students ranging from Kindergarten through fifth grade; five through twelve years of age. The Wheatland Charter Academy is committed to the best interest of the students and close communication with parents supports this commitment. Parents and teachers meet to discuss the success of the child through their experience with Montessori's developmental philosophy and state academic standards. It is our intent to provide the students with a safe, nurturing, and challenging environment to support and encourage their natural love for learning.

School activities and events may be posted on the marquee in front of the school, on the school web site, and monthly newsletter.

Wheatland Charter Academy Website: <http://charter.wheatlandsd.com>

Arrival and Departure

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

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

Wheatland School District students arriving after the school start time (see below) are considered tardy and are to report to the office for an admit slip. Minimum days end one hour earlier than the regular dismissal day. At dismissal, students are expected to go directly home or to their child care provider (including after school program). Students not taking the bus should be picked up at the shelter 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, such as the end of academic intervention class.

Team Lone Tree School Hours

Breakfast	7:45 – 8:20
4 th /5 th Grade Classroom Opens	7:55
4 th /5 th Grade Class Begins	8:10
Kdg.–3 rd Gr. Classrooms Open	8:15
Kdg.–3 rd Gr. Classes Begin	8:30
School Dismisses for K-5 th	2:15
School Dismisses for K -5 th – Minimum Day	1:15

Arrival/Departure Safety

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

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

Leaving School

If it becomes necessary, for any reason, for a student to leave school during the school day, it is the responsibility of the parents to:

1. Notify the teacher in writing when possible (e-mail is acceptable).

2. Notify the campus office (788-0248).
3. Sign the student out from the campus office before picking him/her up.

Bicycles

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

Skateboards/Rollerblades/Skate Shoes (Heelies)

For safety reasons, skateboards, rollerblades, skate shoes, and scooters are not allowed on campus.

Closed Campus

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

Students Out of Class

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

- Library or computer research
- Emergency bathroom use
- Being sent for by the office or other staff members
- Travel to another classroom for 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. **Students arriving to school late must check in the office before entering class.**

Emergency Cards

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

- Address and phone numbers
- Work place and/or work phone number
- Health information

- Names of people we may leave your child with or to whom we may release your child/children

Custody Concerns and School

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

If you have specific information regarding custody, restraining orders, etc. that may be helpful to us, please provide the office with a copy.

Dress Code

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

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

paraphernalia, or accessories that pose a threat to the physical and/or emotional well-being and safety of the student or others on campus, or cause disruption of school activities.

10. No facial piercings.
11. Any clothing item, accessory or personal belonging which:
 - a. Is intended to denote gang allegiance; or
 - b. Is intended to promote the use of alcohol, tobacco, or other drugs; or
 - c. Is intended to encourage violence or to advocate racial, ethnic or religious prejudice; or
 - d. Carries an obscene, profane, vulgar or sexually suggestive image or message; or
 - e. Might be used as a weapon; or
 - f. Creates a distraction which would interfere with the educational process, or disrupts school activities.
12. Rule of thumb: Dress for success. Maintain a clean, neat appearance.

Consequences for violation of the dress code:

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

Health

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

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

Head Lice

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

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

Students who have been excluded must be accompanied by a parent/guardian when returning to school and be reexamined by the school designee. The student must be free of all pests and nits. The parent/guardian must bring a signed statement verifying that proper treatment has begun, as well as sterilization of clothing, etc., and that the parent/guardian will retreat in ten days.

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

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

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

Medication

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

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

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

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

Energy Packs and Beverages

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

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

Immunizations

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

<u>DTP</u>	4 doses, but one more dose is needed if the last dose was given before the fourth birthday.
<u>POLIO</u>	3 doses, but one more dose is needed if the last dose was given before the fourth birthday.
<u>MMR</u>	(Measles, Mumps, Rubella) 2 doses required, with 1st dose given on or after the first birthday, followed by a 2nd dose prior to school entry.
<u>Hepatitis B</u>	3 doses
<u>Varicella</u>	1 dose required, <i>or</i> documentation from a health-care provider that student has (Chickenpox) had the chickenpox disease.
<u>TB</u>	Kindergarten students are required by local health code to provide a completed TB test dated less than 12 months from the date of school entry. All other students entering Yuba County schools for the first time are required to show proof of completed TB test with no specific date.
<u>Tdap</u>	Students entering or advancing into Grade 7 are required to have a booster immunization.

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

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

1st Grade Health Screening

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

Screenings and Certifications for school entry may be received from your physician or from the Sutter-Yuba Health Department. Certifications will be collected by your school at registration.

Parents who do not wish their children to participate can request waivers of the screening requirements.

Oral Health

California Ed Code 49452.8 requires that a child have an oral health assessment (dental checkup) by May 31 either in Kindergarten or first grade, whichever is his/her

first year of attendance in public school. Assessments that have occurred within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be conducted by a licensed dentist or other licensed or registered dental health professional. Forms are available in the campus office for you to take to the appointment.

Transportation

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

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

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

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

Bus Regulations

1. The bus driver shall have absolute jurisdiction over the conduct of all students while riding the bus.
2. The parent of the student requesting a new bus assignment must make a request for a bus change.
3. With written permission from parents and approval of Administration, students authorized to ride the bus may request to be dropped at an approved bus stop other than their regular stop. These stops cannot be of a personal nature; for example, to visit a friend. Students who are not bus students are not allowed to ride buses. Any exception to this regulation must have approval of the administration.

4. If the bus is late for any reason, accident, breakdown, etc., the district will send another bus in its place.
5. If at any time during the year you have any questions about the busing, please contact the Wheatland School District bus shop at 633-3134.
6. Students are responsible for following bus rules.

Bus Rules

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

Bus Discipline Policy

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

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

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

Cafeteria Procedures

Breakfast is available at no charge and students may purchase lunch with cash or with a prepaid account. Many parents prepay a week, month, or quarter in advance. Wheatland School District offers an On-Line Payment Service called My School Bucks. This program allows parents to check their children's balances and prepay on-line. Please visit the District Website at <http://wheatlandsd.com> to register for this service. Reduced and free lunches are available to qualifying families. Applications for the Reduced and Free Lunch program are available in the school offices.

Students who have forgotten their money or whose prepaid accounts have run out, may charge no more than 10 meals or a total of \$27.50 for paid lunch or \$4.00 for reduced lunch. Once the cap has been reached, students will not be allowed to charge, and will be offered an "alternate" lunch. No charges will be permitted in the last 10 school days of the school calendar year. Parents will be notified of their child's lunch status using the District All Call System. All charges need to be paid in order for students to receive their report cards at the end of the year, or to check out if transferring to another school.

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.

If you need specific information concerning cafeteria program procedures, you may call Karen Willis, Food Services Director (633-3133).

Academics

Trimester System

The Wheatland School District uses a trimester system. Progress reports are issued at the midpoint mark of each trimester.

Academic After School Intervention and Gifted and Talented (GATE)/Enrichment Program

We strive to offer Academic After School Intervention and Gifted and Talented Education/Enrichment as after school opportunities, but do not guarantee their availability. After school intervention and enrichment programs are taught by selected instructors. Transportation following these activities is not available.

Shady Creek Outdoor School (Previously known as Woodleaf Outdoor School)

Fifth grade students across the District 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. Students must demonstrate appropriate behavior during the school year to be eligible to attend Shady Creek.

Field Trips

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

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 students will be given the opportunity to participate in the Accelerated Reader Program which will promote this variety of reading. This computerized reading program will encourage students to participate in a nightly motivational reading program to increase reading achievement, fluency and comprehension. Library books can be checked out regularly.

Accelerated Math/Math Facts in a Flash

These are computerized systems that are in place across our District to support grade-level standards and student practices to gain, retain, and reinforce math skills.

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.

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

Technology

The campus has two completely equipped computer labs. This provides the opportunity for computer education for all children in all classes. At present, there are computer banks with PCs in every class. We are continually adding to our technology program through the purchase of equipment and software.

Video Selection

G-rated videos may be shown if they connect with curriculum, incentive programs, or on other appropriate occasions. On occasion, PG-rated videos may be shown only with parental permission. Parents are invited to review approved videos in the school library.

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 three (3) calendar days only.

Student Support Services and Activities
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Special Education

The Wheatland Charter Academy, in agreement with the Wheatland Elementary School District, shall serve the needs of students diagnosed with learning disabilities by complying with applicable state and federal laws and regulations. Two resource specialist teachers provide remedial support for pupils in the regular classroom and in specially designed out-of-class instruction based on services outlined in an Individual Education Plan (IEP). Parents may request to have their children evaluated for admission to the special education program. The classroom teacher and the director will assist parents in making this request.

Student Study Team

The WCA will uphold the policies of review that the Wheatland School District requires for a Student Study Team process. The team, which may include the director, program specialist, referring teacher, parents, school psychologist, and other staff as appropriate:

- Meet to plan and review each referred student's program of instruction.
- Share both initial and ongoing assessment data between the general education classroom teachers and specialist staff and parents.
- Meet and share information about the student's progress.
- Plan instructional and support services with classroom teacher, specialized staff members and parents.
- Involves parents in the educational planning for their child(ren).
- Recommends additional services as appropriate.

Speech and Language Therapy Program

Students may be referred by classroom teacher or the director for screening by the Speech and Language Specialist. A parent concerned with their child's speech or language development is urged to make contact with the specialist for potential screening. Students exhibiting difficulties which are not considered to be developmental may be enrolled in the Speech and Language Program with parental approval after approved testing has indicated a need. The students receiving speech and language services are seen one to three times per week. Speech difficulties may be in the area of articulation, voice, or fluency. Language difficulties may be in the area of auditory processing, grammar, vocabulary, and/or understanding and expressing ideas.

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

Psychological Services

The services of the Wheatland School District psychologist are available to parents and pupils at Wheatland Charter Academy. Among the psychological services offered are the following:

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

Children are referred for psychological services on the basis of requests by physicians, teachers, parents, or administrators.

English as a Second Language

Children whose first language is other than English are provided with special materials and instruction to improve their skills in English. A language census is taken at the time of enrollment, and children who need additional opportunities in English are given listening and speaking activities appropriate for their assigned grade levels.

Early Academic Intervention

We believe every child can learn. To help support this belief, our campus staff has designed an early academic intervention program (EI). This program enables 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 program is to help prevent students from falling through the cracks and maintain their growth towards grade level standards.

Response To Intervention

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.

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

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. See the FRC link on the school website or call 530-788-0248 ext. 6200 for the Lone Tree/Wheatland Charter Academy FRC.

Lifeskills

Lifeskills is located in Room 20. This room is designed as a time-out room. On certain occasions, students need a quiet place to reflect on their behavior and regroup themselves, or to complete unfinished class work. Teachers may send students to this supervised location for these reasons. Lifeskills Class is an extremely positive approach to discipline. The student is provided with a quiet classroom environment to reflect, discuss, and come up with some positive strategies for making better choices. An instructional para-educator helps to brainstorm strategies, role model, and provide helpful tools for making better choices in future situations. Self-esteem is top priority in the above procedures. Lifeskills may also be assigned by administration as a class/location as noted below in Positive Discipline and Behavior Guidelines.

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

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

Rules

The Wheatland School District Rules are:

1. Be Safe
2. Be Responsible
3. Be Respectful

Wheatland Charter Academy's Philosophy Regarding Student Behavior

- ♦ The Wheatland Charter Academy has rules that each class establishes with students within the first few weeks of the school year. It is the expectation that once those rules are set, they are set with the understanding that everyone will

respect and follow them. This definition provides the child with ability to reason and think for herself/himself.

- ♦ Accountability is a realistic expectation. Through our class environments, this process is evolutionary. Working along with parents, the child (student) can be reinforced to understand the guidelines, limits, as well as the freedom of choice.
- ♦ We encourage consistent parent/teacher communication regarding student progress.
- ♦ The Montessori approach emphasizes the need to encourage the students to create his/her own self-discipline through observation of role models, both with peers and adults. This is established through the teacher's role in positive discipline and redirecting in a manner that encourages positive communication with the child.
- ♦ If a student does not respect the school rules and disregards the verbal reminder(s) from staff, the following consequences can be expected:
 - Appropriate time out, communication with student for revising the behavior, and making expectations of behavior clear – may include being sent to Lifeskills.
 - Behavior Referral written and sent home for parent signature. Teacher will make contact with parent regarding referral. Student may be referred to the Director if behavior requires this level of intervention.
 - After three (3) Behavioral Referrals in a single trimester, parents will be contacted by the Director and the student will be assigned to Lifeskills Class. In case of severe infractions to school rules, student may be sent to see the Director prior to three behavior referrals.

Consequences for ongoing behavior referrals within the same trimester may result as follows, however the Director will be in contact with parents regarding student's behavior and an action plan:

- 3rd behavior referral:
Referred to office and assigned to Lifeskills
- 4th behavior referral:
One day in-house suspension
- 5th behavior referral:
Two days in-house suspension
- 6th behavior referral:
Three days in-house suspension

Severe incidents or continued disregard of the rights of others may result in suspension (Ed Code 48900-48923).

Basic School 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 to school and to all classes.
- Leave personal items at home. Electronic devices, with the exception of cell phones, are not allowed at school. Cell phones must be turned off during school hours and are available for emergency use only.

- Consume food in specified areas and at designated times only.
- Gum chewing is not permitted on campus or in class. The only exception is a special function that includes teacher or administrative approval and no gum on playground or common areas.
- Remain in supervised areas.
- Bicycles, skateboards, scooters etc. may not be ridden on campus. Bikes must be left locked at bike racks.
- Follow directions the first time given.
- Keep hands, feet, and objects to oneself.
- Finish class and homework on time.
- Listen quietly to adults in charge.
- Always treat others with respect and kindness in your words and actions.
- Follow the dress code.
- Follow all school rules.

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

Lifeskills Program

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

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

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

In grade K-2nd, the Second Step Program is taught. This is a research based, scripted, character development program which teaches communication, empathy and friendship. The instructional program is expanded to Steps to Respect in the 3rd through 8th grades which is a researched based, scripted, bullying prevention program. Additionally in 4th through 8th grades, Too Good for Drugs is taught as a drug, alcohol and tobacco prevention program. Since gang affiliations and bullying are precursors to substance abuse, this program has a friendship, and anti-bullying component. Substance abuse is a systemic issue that occurs most often in high risk groups of children who are discouraged and lack positive social contact. The Second Steps and Steps to Respect programs were developed for children as ground floor programs

which encourage the development of healthy peer relationships and communication skills to prevent substance abuse.

Suspension

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

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

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

Expulsion

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

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

Zero Tolerance

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

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

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

Smoking and Possession of Tobacco/Related Products

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

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.

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)

Grading and Promotion

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 3rd – 8th 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 **excused 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 3rd - 8th 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.

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/Teacher Conferences

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

Promotion Policy

Demonstration of individual student learning growth is measured by:

- Teacher grades in Reading/Language Arts and Math
- District Standards Assessment in Reading/Language Arts and Math
- District Writing Assessment
- CST 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.

Transfers and Records

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

If a student transfers:

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

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.

Campus Recognition Programs

Renaissance

- Wheatland School District has implemented programs that honor student achievements in academics, athletics, citizenship and overall improvement.
- Renaissance Rallies
- Academic and community assemblies may be held throughout the year to enrich the students' learning.

All parents and family are invited to attend all recognition assemblies.

Perfect Attendance

We will recognize students periodically for coming to school regularly. This may include an extra recess, certificates, and recognition at our Renaissance Rallies. We appreciate excellent attendance and want students to know that their efforts are valued.

Honor Roll

Fourth and fifth grade students are given certificates at the end of each trimester to recognize:

- Honor Roll – 80 – 89% average overall.
- Principal's Honor Roll – 90% or higher average overall.

Renaissance Bucks

Students have the opportunity to earn Renaissance Bucks for caught being safe, responsible, and/or respectful. The Bucks are awarded to students by any member of the staff.

Students will have the opportunity to trade in their Renaissance Bucks each Wednesday for either a snow cone, popcorn or hot chocolate depending on the snack offered that week.

Friday at the Flagpole

A school-wide patriotic observance is held regularly, typically on the first Friday of each month, weather permitting. This observance is conducted at the flagpole in the middle of the school and may include special guests. After taking attendance and reading the daily bulletin, teachers take their classes to the sidewalks surrounding the flagpole. Flagpole dates will be noted in our monthly calendar.

Family/School Partnership

The Wheatland Charter Academy believes very strongly that to be effective educators, we must strive toward excellence in communication skills, both as conversationalists as well as role models with students, parents and teachers. We also believe in the importance of providing a sense of consistency in schedules and discipline. It is important to develop a sense of understanding between the adults that the child looks to for affirmative support. In accomplishing these challenging tasks, the school will be

able to cultivate an atmosphere of “extension of the home” as well as the home enhancing the qualities and consistencies of the school. Should a concern arise, please contact the teacher immediately by phone or e-mail for an appointment to discuss the concern to gain more information or resolve the situation.

Non-School Siblings

Non-school siblings are not to accompany their volunteer parents for classroom volunteering activities or when parents chaperone field trips.

Parent-Teacher Conferences

Parents will be notified of a conference schedule by the teacher for the end of Trimester 1. Spring conferences, held at the end of Trimester 2, are reserved for an as-needed basis and to discuss at-risk for retention. A parent or teacher may request a conference at any time by contacting the teacher in advance. Teachers will send a note home, call the parent, or e-mail to request a conference. We ask that parents do the same when requesting a conference.

Classroom/Campus Volunteer Opportunities

(Please see Safety section regarding fingerprinting)

All families enrolled in the WCA are encouraged to participate in their child(ren)’s education. Special opportunities can be arranged for parents to work in the classroom with our staff, on field trips, participate with themes, come as guest speakers, or take part in parent volunteer committees that arise throughout the year. Parent participation is appreciated. A Parent Involvement Policy is posted on the school website and is available through the school office in both English and Spanish. Parents are encouraged to be partners in their child’s education, volunteer and participate at school, and attend informational meetings.

Fund raising activities will be scheduled throughout the year for the purpose of student-centered enrichment programs. Parental support will be critical for the achievement of financial goals in these areas.

Special units of study are an important part of our Montessori curriculum. If parents have special talents in the areas outlined in the monthly newsletter, please let your classroom teacher know so that we may schedule your participation into the curriculum unit. Students always enjoy sharing their parents and their careers and/or hobbies and interests.

If you want to observe your child's school day, please speak to your classroom teacher regarding the goal of the visit and to schedule a time so as to foster the family/school common goal of providing the best learning environment and alleviate scheduling conflicts. Remember to write down any questions or concerns prior to your visit.

District English Learner 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). Wheatland School District combines the ELAC* and DELAC meetings. The DELAC advises the district’s governing board on programs and services for English learners at regular Board meetings. ELAC/DELAC meet up to 4 times a year at Bear River School.

*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.

Attendance Policies

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 or accompany your child to the office for an admittance slip.
2. If your child misses a day or more of school, please make sure you notify the school, giving the date(s) and an explanation for the absence by:
 - Sending a signed note to the teacher or
 - Stopping by the office and filling out an absence note or
 - Calling the school offices (BR 633-3135, WE 633-3140 or LT 788-0248). We have a 24-hour absence notification line.
 - Sending a fax to the office (BR 633-3142, WE 633-2367 or L.T. 788-0518)

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

1. Try to schedule activities such as medical and dental appointments, shopping trips, etc. for after-school hours.
2. 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 school days in length and a contract must be signed prior to student leaving school. Contact the teacher at least 3 days in advance to allow them time to get the independent study program together and for you to sign the contract. If all assignments are completed and turned in the day the student returns, the absence will be classified as "excused." Satisfactory completion of independent study does not count towards perfect attendance award.
3. 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.

4. 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.

If you have any questions or concerns about attendance, please call the office.

State law mandates that schools keep a record of absences. Students are considered truant after the third unexcused absence.

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

Excused absences are, for example, those due to:

- Illness, medical appointment, dental appointment, or quarantine
- Court appearance
- Funeral of immediate family member (3 days out of state, 1 day in)
- Observance of a religious holiday or ceremony (needs prior contact with administrator)
- Military family morale and welfare. If an active duty custodial parent or guardian is serving an out of duty station combat zone or in support of a combat zone for 30 days or more, the parent may notify the school to excuse absence for his/her child(ren) for up to three (3) school days preceding or following the deployment. These dates may not be used as an early withdraw from the school year. The student will have the opportunity to make up missed work that is to be complete and turned in no later than five days beyond the absences from school for this purpose. The student will not be eligible for any perfect attendance school incentives, as with any other excused or unexcused absence. A family is always encouraged to request an Independent Study (see section in handbook) for absences that will be five (5) consecutive days or more in duration.

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

Unexcused absences are those due to:

- Unconfirmed absences for which we have no verification from you
- Personal reasons such as trips, non-medical appointments, missing the bus, etc. However, if you make advance arrangements for an independent study program, these absences may be considered excused (see Independent Study section).
- Students may be required to attend Saturday School to account for unexcused absences (see section on Saturday School).

- Students attending Saturday School will receive credit for 1 day of attendance within the same attendance reporting month.

Unexcused tardies are unexcused for the same reasons as absences.

- Tardies of 30 minutes or more, when combined with unexcused absences, are considered for truancy
- 3 tardies of less than 30 minutes = 1 unexcused absence when considered for truancy

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

Saturday School

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

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

Independent Study

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

Websites/E-mail/Newsletters

Calendars and Teacher Websites

The school website contains a calendar where upcoming events will be posted monthly, along with a calendar that will be sent home monthly. This calendar may not include every classroom specific activity, but rather campus-wide activities. Please check with your classroom teacher regarding information for classroom-specific activities. All teachers maintain and update classroom websites on a regular basis.

School Notices/Daily Planners

The school office sends out memos of upcoming events, school-wide field trips, school-wide programs, and a monthly calendar. Community fliers may also be sent home. Your classroom teacher will regularly send home notes or memos for your attention. Each classroom has a system for a binder, notebook, planner, calendar, or folder to carry home these materials. Please plan a process for assisting your child with going through these informative pieces as they may come home on any day.

The classroom teacher will set forth an expectation for parents regarding the nightly review of homework and the student planner; many teachers ask for nightly parent signature.

Field Trips

Please see the fingerprint policy in the Safety Section regarding parent volunteers for field trips. Parents will be notified of field trips by a permission form sent home for parental consent for their student to participate.

Chaperones – all volunteers on a field trip must be fingerprinted.

Field Trip Transportation by Bus – a bus field trip requires the student to ride on the bus unless the parent signs the student out from school for parental transportation.

Siblings – Please understand that siblings may not attend a field trip.

Safety

Visitors and Volunteers

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

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

All visitors and volunteers must sign in at the office upon their arrival to receive a visitor's pass and sign a confidentiality agreement. If parents wish to talk with a teacher regarding their child, they are asked to write a note or call the teacher for an appointment. Other siblings may not visit the classroom with parents or students.

Fingerprinting Policy

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

The following volunteers do need to be fingerprinted:

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

The following volunteers do not need to be fingerprinted:

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

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

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

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

Phone Usage

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

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

Cyberbullying and Sexting

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

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

Storm Emergency Days

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

Fire and Intruder Drills

There will be at least one fire or earthquake drill per month. All children will walk quickly and in an orderly manner to designated areas. The teachers are the last to leave their classrooms during a fire drill, and it is their responsibility to see that no students remain in the room. Each teacher takes roll after the children have arrived at the fire evacuation area. At the conclusion of the fire drill, all children return to the classroom.

Intruder drills will also be conducted during the course of the school year. During an intruder drill the staff and students are directed to practice emergency preparedness as stated in the emergency handbook.

Pets

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

Parking Lot

Please do not drive through the parking lot to drop off or pick-up near classrooms or playgrounds. The upper section of the parking lot is not a drop off or pick up area. Please use the shelter area for all drop off and pick up. All staff has been asked to help remind all families of this procedure for the safety of all. Visitor parking is located in the front portion of the lot.

If you observe a driver failing to observe safe parking rules, you are encouraged to advise security by calling 634-2131. Please give them the license number of the car and description of the incident. While you may feel badly reporting fellow parents, this practice will safeguard our children.

Sometimes traffic becomes backed-up and must be diverted. Please respectfully follow the requests of the teachers and staff on duty as they are doing their job to

maintain safety and order. We know the parking lot can cause frustrations, but your ongoing cooperation and patience is greatly appreciated.

Other Information

Lost and Found

In the event that a piece of clothing, etc. is lost, there will be a lost and found rack located in the campus multi-purpose room. Unclaimed items are donated at the close of each trimester.

Birthdays and Sharing

Each WCA teacher will inform families of the classroom birthday procedure and any share day/time procedures at the beginning of the school year.

Toys at School

Outside of classroom share day, toys should be kept at home or in the car, as it often creates power struggles between other students when they are brought to school. Another suggestion may be that if your child wants to share a toy with a friend, you invite this friend to your home. This develops the beginning of long lasting friendships. Please consult your child's teacher as to the classroom procedure for share time. Toys brought to school outside of a classroom scheduled share time will be kept by the teacher and the parent will be contacted regarding return of the toy.

Mid-morning Snacks

Each WCA teacher has a classroom snack plan that will be shared with families at the beginning of school.

Returned Checks

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

Terms, Conditions, and Procedures of Enrollment

Students will be considered for admission without regard to ethnicity, national origin, gender and disability or achievement level. Admission will not be determined according to the place of residence of the student or parents, except as limited by law.

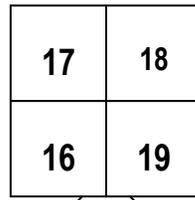
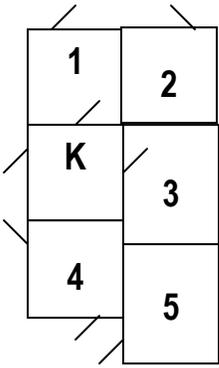
In the event that the number of students who wish to attend the school exceed the school's capacity, a lottery system will be used to determine enrollment. Admission preference will be given to siblings of current students and to those students residing within the District's boundaries. The Charter School shall comply with all laws establishing minimum age for public school attendance.

The alternative form of instruction at WCA is not necessarily appropriate for all students. Some do not possess the prerequisites for success when studying independently; consequently, all new students and their parents will be counseled as to expectancies prior to enrollment. After a one month trial period each student and parent may participate in a formal review to determine if the educational program is appropriate. At that time the student and/or the school may choose to extend or terminate that student's participation in the program.

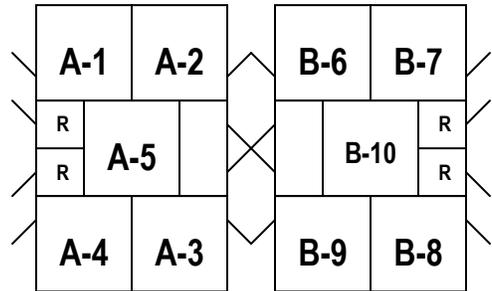
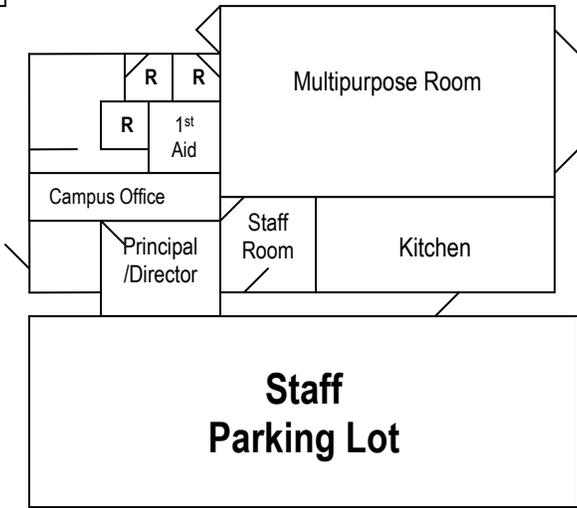
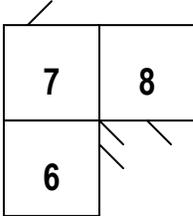
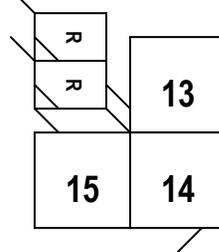
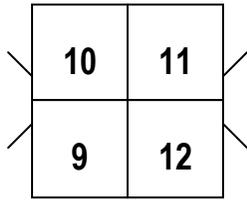
Student behavior that is unsafe for students and/or staff or disruptive to the learning environment of the student or others and is not remedied by support of the student by the school and/or communication with the parent will be reasonable action for the school to end enrollment of the student and refer the student to his/her school of residence. This action is to provide a safe, productive learning environment for all students enrolled in WCA.

Dispute Resolution Process

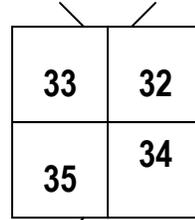
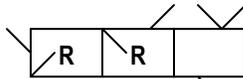
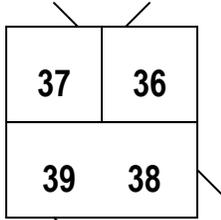
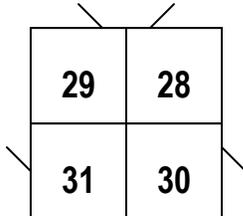
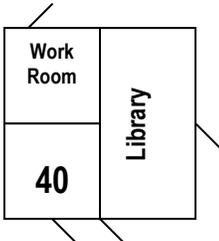
Open and timely communication is imperative to solving issues quickly. If you have a concern with something regarding your child's classroom, please contact the teacher directly. We ask that you start with the teacher and see if you can find the clarity and resolution you are seeking before bringing your concerns to the director. The home-school relationship of trust and communication needs to be built first with communication between parents and teacher. Please contact the director if you feel that you have not satisfied your concern or if this is a school-wide concern. A copy of the WCA dispute resolution process is available upon request.



Lone Tree School
and
Wheatland Charter Academy
Beale AFB, CA



BEALE HIGHWAY



Wheatland Charter Academy

Wheatland Elementary School District
123 Beale Highway, Beale Air Force Base, California 95903
Phone: (530) 788-0248 – Fax: (530) 788-0518

Craig Guensler
Superintendent

Justin Guzman
Director

Wheatland Charter Academy Parent Notification of Policy and Procedures

(You may complete one of these signature pages for all children attending school at Wheatland Charter Academy)

My child(ren) _____ and I have reviewed the Wheatland School District Compact and will support this pledge. ***I have also reviewed the Wheatland Charter Academy Handbook for Parents, Student Planner*** pages, and the Annual Notification to Parents and Guardians with my child. ***We are also aware of the Wheatland School District’s “Zero Tolerance Policy” regarding student discipline.***

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment.

By signing below, I am neither giving nor withholding consent for my child(ren) to participate in any program. I am merely indicating that I have received and read the booklet with notices regarding my rights relating to activities which might affect my child(ren).

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Printed Name of Student

Printed Name of Student

Printed Name of Student

Date

(If there are more than 3 students in your family, they may print their name(s) below.)

PLEASE RETURN THIS PAGE TO SCHOOL BY AUGUST 23, 2013.