



Parent Guidebook 2016-2017



August 2016

Welcome to the 2016-2017 School Year

Dear Parents and Guardians of Washington Unified School District,

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

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

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

Also included in this packet is a form that must be signed by the parent/guardian **and** the student indicating that you both have reviewed the annual information. Please return the signed form back to your school.

Thank you for the privilege of educating your student and your trust and confidence in our District. We are making great strides moving forward, and together we will make a huge difference in the educational journey of our students.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Linda C. Luna', is positioned below the 'Sincerely yours,' text.

Linda C. Luna
Superintendent

Board of Education

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Sarah Kirby-Gonzalez, Vice President
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Amber Lee, Assistant Superintendent of Educational Services – Elementary
Andy Parsons, Assistant Superintendent of Educational Services - Secondary
Scott Lantsberger, Assistant Superintendent of Business Services
Michael Reed, Assistant Superintendent of Human Resources

AFFIRMATIVE ACTION POLICY

The Washington Unified School District is committed in all its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, color, national origin, ancestry, religious creed, age, marital status, physical or mental disability, medical condition, veteran status, gender or sexual orientation.

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PREFACE

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

Parent/Guardian Rights

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

Parents have the right to:

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

- Receive information on all psychological testing recommended for their child.
- Attend and/or participate as a member of any of the following in accordance with established rules and regulations for membership:
 - parent advisory committee
 - parent/teacher organization meeting
 - school-site council
 - English learner advisory committee
 - site-based management leadership team
 - district curriculum council
 - district budget committee
 - district bond oversight committee
- Advocate that the governing board of the school district adopt a jointly created policy that outlines how parents and guardians, school staff, and students may share the responsibility for the intellectual, physical, emotional, social development, and well-being of their students.

Parent/Guardian Rights in Title 1 Schools

(Please note that only parents of students at designated Title I schools would have these rights. If you are not sure whether the school your child attends is a Title I school, contact the school principal.)

- The right to participate in the development of a written parent involvement policy that is incorporated into the district’s plan.
- The right to be involved in decisions regarding how Title I funds are spent.
- The right to an annual meeting, at a convenient time, to explain the school’s participation in Title I and parents’ rights to be involved.
- The right to timely information about the programs including a description and explanation of the curriculum in use at the school.
- The right to school performance and individual student performance profiles.
- The right to timely responses to suggestions made by parents.
- The right to receive information about language program choices for English learners including the right to not enroll in any such program.
- The right to know whether the school is a Program Improvement school (has not made adequate yearly growth).

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

PARENT/GUARDIAN ENGAGEMENT & PARTNERSHIP

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

PARENT/GUARDIAN LEADERSHIP OPPORTUNITIES

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

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

School Advisory Committee: Schools that receive state Economic Impact Aid-School Compensatory Education (EIA-SCE) funding must have an elected group of parents and staff representing students with academic needs on a School Advisory Committee. The SAC may also include the principal, teachers, other staff, and/or community representatives elected by the parents of students identified as “educationally disadvantaged youth” per data indicating great academic need. The SAC provides advice to the principal and the SSC on how to best use EIA-SCE funding to aid students requiring academic assistance.

English Learner Advisory Committee: Schools with 21 or more English Learner (EL) students must hold an election voted by parents of EL students to form an English Learner Advisory Committee (ELAC). The ELAC must include a percentage of parents of EL students equal to or greater than the percentage of EL students of the school population. Others on the ELAC may include the principal, teachers, other staff, and/or community representatives elected by the parents of EL students.

The ELAC is responsible for advising the principal and staff on how to address the issues of EL students at that school. An ELAC should also advise the SSC on the best use of EIA-LEP (Limited English Proficient) and other targeted English Learner funds, including the use of Title I funds in schools where applicable.

District-level Advisory Committees: The WUSD Board of Education creates advisory committees for the purpose of meeting legal requirements and/or for providing advice and involvement in matters of interest to the District.

ENROLLMENT INFORMATION

School Registration Requirements

Registration occurs at your neighborhood school. If you do not know the name of the school, please call the Director of Student and Family Support Services at (916) 375-7600 ext. 1371 for information. When you register, the following documents must be presented:

Student’s birth certificate

Student’s immunization records including T-dap

A copy of a utility bill for address verification

Proof of physical for children entering kindergarten (must be dated within 12 months prior to enrollment date)

The student will not be registered if immunizations are not up-to-date. If you need assistance with immunizations, please contact the school nurse.

Emergency Information

For the protection of a student’s health and welfare, the school district requires emergency information on each student. This information includes current family address and phone number; business address and phone numbers of parents/guardians; names, addresses, and phone

numbers of relatives and/or friends authorized to care for the student if the parents/guardians cannot be reached; and medical provider information. (Education Code 49408)

Enrollment Options

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

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

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

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

Charter: West Sacramento Early College Prep Charter School (6-12)
Sacramento Valley Charter School (K-6)
Lighthouse Charter School (K-2)

Intra-District School Choice

Students who reside within the district attendance area may apply for enrollment in any district school, providing the school of choice has space available. Parents must provide transportation unless a child is eligible and chooses to transfer out of a "Program Improvement" school.

No student currently residing within a school's attendance area shall be displaced by an intra-district transfer student (Education Code 35160.5).

Intra-District Transfer Procedures

All students making a first request for an intra-district transfer must first enroll at their school of residence. Once enrolled, the parent/legal guardian may apply for an intra-district transfer. Parents/guardians are required to fill out an application and return the form to the Director of Student and Family Support Services. Priority will be given to students whose parent/legal guardian is assigned to that school as his/her primary place of employment.

All students who submit applications to the district no later than the date designated by the Superintendent *shall be considered* for admissions to their school of choice the following school year under the district's open enrollment/school choice policy.

If the intra-district transfer applicant pool exceeds available space in a school of choice, approval shall be determined by lottery from the eligible applicant pools and a waiting list shall be

established to indicate the order in which students may be accepted. Late applicants may be added to the waiting list in the order in which they apply.

Applicants will be informed by mail as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

An applicant whose intradistrict transfer is approved may be displaced to their school of residence if an incoming resident student enrolls and no space is available.

Except as required by 20 USD 6316 for transfers out of Title 1 program improvement schools, the district shall not be obligated to provide transportation for students who attend outside their attendance area. However, upon request, the Superintendent or designee may authorize transportation contingent upon available space and funds. Priority for any such transportation shall be based on demonstrated financial need. (Board Policy 5116.1)

Employment-based Attendance Options

The provision allows elementary students to be considered residents of the school district in which their parent(s) or guardian(s) work. (Education Code 48204).

ATTENDANCE REQUIREMENTS

California Education Code 48200 requires all students between the ages of 6 and 18 years of age attend school full-time in the area where either the parent or legal guardian resides.

Excused Absences

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

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

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

Excessive Absences

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

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

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

Tardiness/Truancy

State law requires that any student, who has been absent without valid excuse more than three days or tardy in excess of 30 minutes for three or more days in one school year, shall be reported as a truant to the Director of Student and Family Support Services. The following procedures will be used when a student is classified as truant.

School Attendance Review Procedures

Letter 1 will be sent to any student with 3 unexcused or 10 total absences. Parents will be notified of truancy via home visits and/or phone calls.

Letter 2 will be sent to students with 4 unexcused absences or 14 total absences. A school Attendance and Review Team (SART) or Student Study Team (SST) meeting will be scheduled to address the attendance concerns. School and parents will meet to discuss truancy. Interventions will be established in a contract stating all parties' responsibilities.

Letter 3 will be sent to students with 5 unexcused absences or 15 total absences. Letter 3 will result in referral for a School Attendance Review Board (SARB) meeting. The parent and student will be required to attend this site meeting and enter into an agreement with the school to correct the attendance.

If the absence from school continues after the SART intervention, a referral will be made for a School Attendance Review Board (SARB). A SARB Hearing or Truancy Mediation with the Yolo County District Attorney will be scheduled and a SARB Hearing Notification letter, indicating the date and time of the hearing, will be sent to the parents.

A hearing is held to address existing problems and solutions will be recommended. A contract will be developed highlighting recommendations of the Board, and the parents will be informed of their obligations and the consequences for violating the contract.

School Attendance Review Board/Truancy Mediation Violations

The Director of Student and Family Support Services will notify the District Attorney requesting that court action be taken. A copy of the notification will be sent to the parents.

PROGRAMS STUDENTS MAY BE EXEMPTED FROM

Family Life Education

A parent or guardian of a student has the right to excuse their student from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education by informing the school upon enrollment (Education Code 51938).

Physical Examination

A physical examination may not be required of a child whose parent has filed an objection for that specified school year. However, the student may be sent home if, for good reason, it is believed that he/she is suffering from a recognized contagious or infectious disease (Education Code 49451).

Health Screenings

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

Animal Use

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

Student Testing

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

MANDATED NOTIFICATIONS

Minimum and Pupil-Free Staff Development Days

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

Uniform Complaint Procedure

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

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

A discrimination complaint must be written and filed within six months of the occurrence or when knowledge was first obtained.

Programs and services covered by Uniform Complaint Procedures include: adult education, general and basic education, preschool, state and federal programs, special education, ROP, nondiscrimination, gender equity requirements, and civil rights guarantees. Board Policy 1312.3 has established the Uniform Complaint Procedures.

Williams Case

Pursuant to California Education Code Section 35186, parents/guardians are hereby notified that:

- There should be sufficient textbooks and instructional materials. This means that each pupil, including English learners, must have textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments.
- School facilities must be clean, safe, and maintained in good repair.
- There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English Learners, if present.
- Pupils shall not be charged fees, including security deposits, or be required to purchase materials or equipment, to participate in a class or an extracurricular activity.
- Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12th grade, are to be provided the opportunities

to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.

Williams complaints must be resolved within 60 days of receipt.

A Williams Complaint form may be obtained at the school sites, district office, or downloaded from the district's website at www.wusd.k12.ca.us. You may also download a copy of the California Department of Education complaint form from www.cde.ca.gov/re/cp/uc/.

Title IX—Non Discrimination

The Washington Unified School District strives to comply with Federal Title IX gender equity laws. Any concerns, questions, or complaints regarding Title IX should be addressed to the Assistant Superintendent of Human Resources, 930 Westacre Road, West Sacramento, CA 95691. The telephone number is (916) 375-7600 ext. 1045.

Fingerprint Clearance

The district has established a policy requiring a person to pass a fingerprint clearance from the Department of Justice before he/she can be granted employment in the district. Education Code 48980 (f).

California High School Exit Exam (CAHSEE)

Each pupil completing the 12th grade will be required to successfully pass the California High School Exit Exam. The examination will be given in July, October, December, March, and May of each school year to designated groups. Students are required to demonstrate a level of proficiency, as determined by the State, in the areas of language arts and mathematics. Students not demonstrating an acceptable level of proficiency will not be granted a high school diploma (Education Code 48980(e)) and are not eligible to participate in high school graduation ceremonies. For more information please contact the school's counseling office.

Medication at School

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

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

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

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

Continuing Medication Regimen for Chronic Conditions

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

Home and Hospital Instruction

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

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

Accident Insurance

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

Nutritious Meals

Nutritious meals are served every school day. Breakfast is served at all schools. Free and reduced cost lunches will be provided for those students who are determined to be in need. Applications for free and reduced cost lunches may be obtained at your school office. (Education Code 49510)

Pesticide Application Notification

The district participates in an Integrated Pest Management program. Inherent in this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, it will only be used as a last resort.

You have the right to be informed prior to any pesticide application that might be necessary at your student's school. In an emergency, pesticides may be applied without prior notice; however, notice will be provided following any such application. To receive notifications, please inform your student's school by submitting a letter, which includes your name, student's name, address, and day/evening phone. Please indicate whether you would like to be notified when any scheduled major pesticide application is made or if you also want notification when an ant trap, small bait application, or other least toxic application is made. Education Code 48980.3

Investing in Your Student's Future

Parents are encouraged to invest for future college or university education for their student(s). Investment options should include, but not be limited to, United States Savings Bonds. (Education Code 48980(d)).

OTHER STATEMENTS OF PARENTAL INTEREST

Promotion and Retention

California Education Code 48070 requires that the governing board of each school district and each county superintendent of schools shall adopt policies regarding pupil promotion and retention. Decisions about promotion and retention of students are made on the basis of grade level English language arts and mathematics standards, test scores, and other indicators of academic achievement designated by the Board of Trustees.

The Board believes that upholding high standards for participation in promotion exercises will improve student academic performance, conduct, and attendance.

In order to be eligible to participate in end of year activities and the promotion exercises, 8th grade students must meet the following academic standards during second semester at all four reporting periods, including quarter and semester grades and progress reports.

- 2.0 grade point average
- No F grades in any classes
- 95% Attendance
- No suspensions or excessive discipline referrals

A student with an Individualized Educational Plan (IEP) may be required to meet differential standards specifically stated in his/her IEP instead of the 2.0 grade point average.

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

Psychological Testing

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

Reporting to Parents

Individual teachers are to communicate, in writing, the classroom grading policy to students and their parents at the beginning of the school year. The policy shall include homework requirements, make-up procedures, the weighing of course work as it pertains to the calculation

of the final grade, and course expectations. Every effort is made to remain in contact with parents throughout the school year.

Safety and Protection of Students

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

Volunteers and Visitors

School principals encourage volunteers at the school sites. Interested persons will receive an orientation, including training in appropriate behavior, dress, language and confidentiality. Volunteers on school campuses are identified in two categories:

Examples of Category 1: Room parents, carnival volunteers, science fair volunteers, dance chaperones, day field trip chaperones, one time classroom volunteers/presenters, high school student volunteers/tutors. Category 1 volunteers must provide the following: Volunteer application, TB clearance, emergency card, and read the Volunteer Orientation Handbook.

Examples of Category 2: Classroom volunteers or chaperones without teacher supervision, campus monitors, club sponsors, overnight field trip chaperones, mentoring students. Category 2 volunteers must provide the following: Volunteer application, fingerprints, background check (district approved), TB clearance, emergency card, photo ID, and read the Volunteer Orientation Handbook.

All visitors, including parents, must sign in at the site office and receive proper authorization to be in the school. Visitors may be asked by the school site staff to display their passes as requested. The school site administrator/principal may deny or withdraw access to the school if the visitor willfully disrupts the orderly operation of the school; commits an act likely to interfere with the peaceful conduct of school activities; or reasonably appears to have entered the school for the purpose of committing any such act. (Penal Code 626.4, 626.7) Visitors should make advance arrangements to meet with school staff to avoid the interruption of instructional time and work responsibilities.

Homelink

Homelink is an easy-to-use web based tool for communication between parents and teachers. It gives parents and students online access to assignments and attendance as well as links to the online grade book. Site administrators provide direction for parents and students on access to Homelink.

Parents/caregivers can use Homelink to:

- Email their student’s teachers
- View progress reports, grades and attendance
- Keep track of assignments and upcoming tests
- Receive email and alerts about assignments and tests

Tobacco Free Campus

Washington Unified School District prohibits the use of tobacco products at all times on district grounds. The prohibition applies to all employees, students and visitors at any activity or athletic event. Students shall not smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or while under the supervision of district employees.

Individuals with Disabilities

In accordance with federal and state laws, the school district does not discriminate against individuals with disabilities in its programs and activities. If your child needs special accommodations, please contact the school or the district.

Elementary and Secondary Dress and Grooming

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

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

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

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

Clothing worn should correspond with the demands and attributes of the activity in which students participate. Footwear standards are concerned with prevention of accidents and injury. Shoes

shall be worn at all times except under specified conditions. Students must also consider physical education requirements in their selection of shoes.

Elementary School Uniforms

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

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

Uniforms are required for students in grades K-8 at the following schools:

- | | | |
|------------------------------|-----------------------|-------------------------------|
| •Bridgeway Island Elementary | •Riverbank Elementary | •Westfield Village Elementary |
| •Elkhorn Village Elementary | •Southport Elementary | •Westmore Oaks Elementary |
| •Evergreen Elementary | •Stonegate Elementary | |

Questions about uniforms?

Please contact your school's principal about the uniform policy for answers to specific school questions. For district level questions, call the Office of Student and Family Support Services at (916) 375-7604, ext. 1371.

Uniform Standards

- Tops: solid white or navy with collar, no logos or writing except unobtrusive stitched polo shirt logos; official school logo shirts
- Dresses, jumpers, skirts, skorts, and scooters; solid khaki or navy (appropriate length)
- Pants and shorts; solid khaki or navy (no jeans)

Uniform Suppliers

Locally, many WalMart and Target stores carry uniforms, although it is a good idea to call before you shop because not all stores have uniforms. There are also many online uniform suppliers. Some have been listed here as a sample of suppliers who carry uniforms that meet the WUSD uniform code. Use the WUSD website for a link to the supplier and use the site's search function to look up school uniforms.

- **Children’s Wear Outlet**
- **French Toast**
- **Land’s End**
- **JC Penny**
- **Target**
- **WalMart**

Parent Involvement

The Governing Board in Board Policy 6020 recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

Title I Schools

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

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

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

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

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of

parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502.

Special Education

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

Education of Children & Youth in Homeless Situations

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

- Attend school, no matter where they live or how long they have lived there.
- Choose between the local school where they are living, the school they attended before they lost their housing, or the school where they were last enrolled.
- Enroll in school without proof of residency, immunizations, school records, or other documents.
- Be provided transportation back to school of origin from current residence.
- Be provided all the school services they need.
- Be free from harassment and isolation.
- Have disagreements with the school settled quickly.

For more information, please contact the Director of Student and Family Support Services at (916) 375-7604 ext 1371

Vandalism

All parents and guardians are asked to help prevent vandalism by impressing upon their student the seriousness of destroying school property. Citizens living near the schools are requested to report any acts of suspected vandalism to the proper authorities.

West Sacramento Police Dept. Main: (916) 617-4900

Dispatch: (916) 375-6474

Note: The 911 emergency telephone number will quickly summon emergency service in a crisis situation. This number may be used to contact the local fire department, sheriff's office, police department, or the highway patrol.

Personal Property

Washington Unified School District is not responsible for loss or theft of personal property. Students are discouraged from bringing non-instructional items to school, such as toys of any kind, electronic devices, skateboards, etc. Please refer to the student/parent handbook from your students' school for more specific rules.

Suicide Prevention

If school personnel suspect that a student is suicidal, the school will immediately contact the parents/guardians. Also, if a parent/guardian feels the student is suicidal, the parent/guardian may notify the school nurse or school administrator. The school must maintain a documented record of such parent/guardian notifications. Families concerned about their child's mental health may contact the following agencies:

Yolo County Crisis Mental Health (888) 965-6647
24-hour Suicide Prevention Crisis Hotline (916) 372-6565

DISCIPLINE

Discipline Procedures

In accordance with California Education Code 35291, the Board of Education adopted procedures governing student discipline and are available in your student's school office upon request. These provisions include, but are not limited to, detention, parent conferences, suspension, expulsion, and other educational alternatives. (Education Code 48900 (a-o))

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

Suspension

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

Suspension by Principal

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

Suspension by Teacher

A teacher may suspend any student from the class for the day of the suspension and the day following for an act stated in Education Code 48900. A "day" in secondary school is defined as an instructional period; a day in elementary school is defined as a calendar day. If the student has more than one teacher, the student is only precluded from attending the suspending teacher's class. Prior to excluding a student from the classroom, the teacher must inform the student which district policy was violated, that the teacher intends to suspend, and that the student has the opportunity to respond to the charges. As soon as possible, the teacher shall request a parent/guardian conference at which time the circumstances of the suspension and the data will be presented. (Education Code 48910 (a) (b) and 48911)

Classroom Visitations

Current state law authorizes teachers to provide time for a parent/guardian of a student, who has been suspended for reasons stated in Education Code 48900, to attend a portion of a school day in the student's classroom. The principal will provide appropriate notification to a parent/guardian by the following day regarding the classroom visitation. (Education Code 48900)

Teacher Referral

A teacher may refer a student, for any of the acts stated in district policy, to the principal or to a certificated employee designated by the principal for consideration of suspension from school. (Education Code 48910 (c))

Emergency Suspension

A principal or designee may suspend a student without affording that student an opportunity for a conference only if the principal or designated employee determines that an emergency situation exists. (Education Code 48911)

Expulsion

An expulsion is the removal of the student from all schools in the district for violating California Education Code as ordered by the Board of Education. The district is required to provide some alternative programs of study (Education Code 48925). The expulsion is for a defined period of time, but an application for re-admission must be approved before the student is permitted to return to the district. State law provides for full due process and rights to appeal any order of the

expulsion.

State law mandates the Board of Education to expel students as indicated in the Education Code for 48915 (c) for:

- Sale, possession or furnishing of a firearm.
- Brandishing a knife at another person.
- Selling a controlled substance.
- Sexual assault or battery.
- Possession of explosives.

California Education Code requires a school administrator to recommend expulsion if a student commits one of the following offenses:

- Causing serious physical injury to another person except in self-defense.
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any drug except for the first time offense of possession of not more than one ounce of marijuana.
- Robbery and/or extortion.
- Assault or battery upon a school employee.

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

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

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

Expulsion of Special Education Students

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

Mandatory Expulsion E.C. [48915(c)]	Alternative to Suspension	Shall Suspend	Shall Expel	Contact Law Enforcement
c1 Sale, possession or furnishing of a firearm	No	Yes 5 days	Yes	Yes
c2 Brandishing a knife at another person	No	Yes 5 days	Yes	Yes
c3 Selling a controlled substance	No	Yes 5 days	Yes	Yes
c4 Sexual assault or sexual battery	No	Yes 5 days	Yes	Yes
c5 Possession of explosives	No	Yes 5 days	Yes	Yes
Mandatory Recommend to expel E.C. [48915(a)]	Alternative to Suspension	Shall Suspend	Shall Expel	Contact Law Enforcement
a1 Causing serious physical injury to another person, except in self-defense.	No	Yes 5 days	Yes	Yes
a2 Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.	No	Yes 5 days	Yes	Yes
a3 Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana.	No	Yes 5 days	Yes	Yes
a4 Robbery or extortion	No	Yes 5 days	Yes	Yes
a5 Assault or battery upon a school employee	No	Yes 5 days	Yes	Yes

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

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

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

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

RELEASE OF INFORMATION

Definition of Pupil Record

Pupil record is any item of information other than directory information that is directly related to an identifiable student and is maintained by the district or required to be maintained by an employee in the performance of his or her duties.

Notification of Privacy Rights of Students

Federal and state laws grant certain privacy rights and rights or access to pupil records to students and to their parents/guardians. Full access to all personally identifiable written records maintained by the school district or county office must be granted to:

Parents/guardians of students age 17 or younger.

Parents/guardians of students age 18 or older, if the student is dependent for tax purposes.

Students age 16 or older who have completed the 10th grade.

Parents/guardians may review individual records by making a request to the principal. At each school, the principal or designee shall act as custodian of records. The principal will see that explanations and interpretations are provided, if requested. A parent or guardian has the right to question and receive an answer regarding an item on their child's record that appears inaccurate, inappropriate or misleading. The item may or may not be removed by the Superintendent or his/her designee. A log or record of the maintenance of each pupil record of enrolled students shall be kept in the school office.

In addition, parents or guardians of eligible students may receive a copy of any information in the pupil's records at a reasonable cost per page. School district policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, access by other persons, review, and how to challenge the content of records is available through the principal or his or her designee. Parents may contact the school to review the log listing of those who have requested or received information from a pupil's file, as required in Education Code 49064.

Access to a pupil's records will only be granted to those with legitimate educational interest who are officials or employees whose duties and responsibilities to the district, whether routine or as a result of a special circumstance, require that they have access to pupil records. School officials may be authorized to inspect student records if a legitimate educational interest exists. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her responsibilities. A school official is a person employed by the District as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the governing board, a person or company with whom the District has contracted to perform a special task, (such as an attorney, auditor, consultant, or therapist), or a parent or student serving on an official committee, (such as a disciplinary or grievance committee, or assisting another school official in

performing his or her tasks. (FERPA, 34 Code of Regulations (C.F.R) Part 99.7(a) (3) (iii) and 99.31(a) (1) and Education Code 49063(d), 49064 and 49076.

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

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

BULLYING

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

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

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

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

1. Physical violence and attacks;
2. Verbal harassment or taunts, name-calling and use of disparaging language, including disability-, ethnically- or racially-based verbal abuse and gender-based disparaging language;

3. Sexual harassment including unwanted sexual attention or insulting or degrading sexual remarks or conduct;
4. Harassment, threats and intimidation;
5. Extortion or stealing of money and possessions;
6. Exclusion from the peer group; and/or
7. Using the Internet as a means of harassment and intimidation (i.e., Cyber-bullying).

Definitions:

“Bullying” is defined as the repeated use by one or more students of a written, verbal, or electronic communication, such as cyber bullying, or a physical act or gesture directed at another student in the same school district that: (A) Causes physical or emotional harm to the student or damage to the student’s property, (B) places the student in reasonable fear of harm to himself or herself, or of damage to his or her property, (C) creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate), (D) infringes on the rights of the student at school, or (E) substantially disrupts the education process or the orderly operation of a school. This definition of “bullying” includes, but is not limited to, written, verbal, or electronic communications, or physical acts or gestures that are based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

“Cyber bullying” - Any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices, or any electronic communications. In order for it to be identified as “cyber bullying” requiring school/program intervention, the students involved must attend school in the same district.

"Electronic communication"- means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system.

"Hostile environment" - means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

"Mobile electronic device" - means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

"Outside of the school setting" - means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

"Prevention and intervention strategy" - may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

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

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

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

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

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

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

SEXUAL HARASSMENT

The governing board is committed to maintaining a learning environment that is free of harassment. The board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The District is committed to taking serious, immediate, and appropriate action with respect to violations of this sexual harassment policy. Students shall be reassured that they need not endure any form of sexual harassment. They shall further be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional well-being at school. Should a student believe that he/she has been subjected to sexual harassment, he/she should file a complaint in accordance with the guidelines outlined under the Uniform Complaint Procedures earlier in this packet. Students can be assured that the District will not tolerate retaliation as a result of the filing of a complaint. Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action defined in California Education Code 48900.2. (WUSD Administrative Regulation 5145.7)

Types of Prohibited Conduct

California Education Code 212.5 defines sexual harassment as: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Report violations to your supervisor or site administrator for initial attempts at resolution or contact the District Title IX Compliance staff.

Student Related Issues:

Director, Student and Family Support Services
(916) 375-7604 Ext. 1371

Employee Related Issues:

Assistant Superintendent, Human Resources
(916) 375-7604 Ext 1045

SUBSTANCE ABUSE

The intent of district policy is to establish an atmosphere that will promote understanding of the use, abuse, and misuse of drugs, including alcohol and tobacco.

To that end, a substance abuse education, prevention and intervention program is established to motivate individuals to make responsible choices with respect to the use of drugs, alcohol, and tobacco. Curricula shall be course-specific, as well as appropriately infused into various content areas.

Prevention/Intervention

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

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

STUDENT USE OF THE INTERNET AND ONLINE SERVICES

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

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

Acceptable Use of Internet Technology

Washington Unified School District has taken reasonable steps to ensure that its technological resources are used only for activities that support the curriculum or one's professional role. Users should not expect privacy through e-mail, internet usage, or created documents. Washington Unified School District will monitor individual use of all technological systems as needed. However, total security on such a far-reaching system is imperfect and impossible to achieve. Realistically, school computers and other technological resources can be used inappropriately, if one is persistent. Using any technological system is a privilege that may be revoked at any time for unacceptable conduct. Unacceptable conduct includes the following:

- Using technological resources for illegal or unethical activities, including plagiarism, copyright, or contract violations.
- Using technological resources for financial or commercial gain.
- Using technological resources for advocating for ballot measures or political candidates without Board approval.

- Accessing or exploring on-line locations, materials, or on-line games that do not support the curriculum and/or are inappropriate for school-related work.
- Downloading, installing, or executing unlicensed or unauthorized software including viruses.
- Vandalizing and/or tampering with equipment, programs, files, system performance or other components of the network, including copying, distributing, or modifying copyrighted software.
- Causing congestion on any technological system or interfering with the work of others, e.g., engaging in chain letters or in peer-to-peer networking applications.
- Attempting to infiltrate, or “hack”, into any technological system or interfering with another person’s ability to use that system, including password sniffing and/or port scanning.
- Sending or receiving materials that are pornographic, obscene, or x-rated.
- Using unauthorized fee-based services on the internet.
- Intentionally wasting finite resources, e.g., on-line games, instant messaging.
- Gaining unauthorized access to any technological system.
- Revealing the home address or phone number of another person; or, if a student, revealing one’s own home address or phone number.
- Invading or violating the privacy of other individuals and/or their information.
- Using another user’s account or user name or allowing another user access to one’s own account or user name.
- Sharing one’s password either knowingly or carelessly, or failing to confirm to WUSD directives for password change and creation.
- Coaching, helping, observing, or joining any unauthorized activity on any technological system.
- Using e-mail, as a student, for other than school-related purposes.
- Posting anonymous messages, unapproved web pages, or unlawful or libelous information on the system.
- Encrypting files or restricting files through unauthorized password protection.
- Engaging in sexual harassment or other objectionable activities in public or private messages. e.g. activities that are abusive, sexually explicit, threatening, demeaning, or using objectionable language.
- Falsifying permission, authorization or identification documents.

Violations of Acceptable Use, or any willful act designed to disrupt any technological system, will result in disciplinary or legal action and may result in a loss of access to the system.

Internet Usage Permission Information

Washington Unified School District provides students with access to computer equipment and the internet. These valuable educational tools are part of the wide range of resources that support our educational program.

While staff will ensure that high-quality on-line materials are available and promoted, it is possible that your child may encounter inappropriate material while using these resources. The District has established a Computer Rules and Responsibilities Policy that all students are asked

to sign. This policy outlines the rights for students and responsibilities expected of them. The District and the California Department of Education firmly believe that the benefits of using computers and the internet far outweigh the risks.

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

SCHOOL BUS SAFETY/RULES/REGULATIONS

Safety

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

School Bus Driver Training

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

Pick Up Procedure

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

Drop Off Procedure

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

Bus Riding Rules and Regulations

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

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

- Students will be at the bus stop 5 minutes prior to scheduled pick up time.
- The school bus driver shall stop the bus 10 feet from the waiting students.
- Students shall not walk towards the bus until the bus comes to a complete STOP and the

door opens.

- Students shall walk toward the bus in an orderly manner and in a single file.

Bus Rules

- Students are to be ready for pick up 5 minutes prior to the scheduled pickup time.
- Students are to line up in an orderly manner at the bus stop. No pushing or other dangerous conduct will be tolerated.
- Students will load and unload in an orderly manner.
- Seat belts are required while bus is in motion. (If provided.)
- Students will remain seated, facing forward in their seats at all times. Legs, feet, or other objects are not to obstruct the aisle.
- Students will always exit through the front door and not through emergency doors, windows, etc., except in case of emergency.
- Students will be respectful and courteous to the driver and other passengers at all times.
- Students will not smoke or light matches on the bus at any time.
- Students will not fight, create excessive noise, litter, tamper with bus equipment, or deface property. *Parents/guardians will be held responsible for any damage caused by their student.*
- No eating or drinking while on the bus.
- Students will not bring live animals, reptiles, insects, glass containers, or other hazardous objects on the bus.
- Students will never use abusive language or obscene gestures on or near the bus.
- Students will never extend any part of their body or any of their possessions out of the window of the bus.
- Students will board and be discharged only at their designated bus stop, unless they have written permission from their parent/guardian signed by school personnel.
- Students will not throw objects out the bus windows.

Denial of Transportation

Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient reason for a student to be denied transportation.

First Violation may result in a range of consequences, including a warning, in or out of school suspension, bus suspension depending on the behavior. Parent or guardian will be informed by the site administrator of a bus referral and will assign the appropriate consequence.

Second Violation may result in a range of consequences, including detention, in or out of school suspension, or loss of bus privileges, Parent/guardian will be informed by the site administrator of a bus referral and will assign the appropriate consequence.

Third Violation may result in a range of consequences, including school suspension, or loss of bus privileges. Parent or guardian will be informed by the site administrator of a bus referral and

will assign the appropriate consequence.

*Please contact the Transportation Department with any further questions or concerns.
(916) 375-7688*

DISTRICT WEBSITES

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

**PLEASE RETURN THIS PAGE TO YOUR STUDENT'S SCHOOL
PARENT PERMISSION PAGE**

**Acknowledgement and Receipt of Annual Parent/Guardian Rights, Responsibilities, and
District Notifications**

The Board of Education is required by law to notify parents/guardians of certain rights and responsibilities. This annual notification of Parent/Guardian Rights, Responsibilities, and District Notifications contains a summary of such rights and responsibilities.

Please contact the principal of the school your student attends if there are questions regarding the information enclosed in this handbook.

Please acknowledge receipt of this information by signing below and returning this page to your student's school office.

We have read and reviewed the handbook contents. We understand it is our obligation to meet the standards enclosed in this handbook.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____ School: _____

Student Technology Use Agreement

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

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

Parent/Guardian Signature: _____ Date: _____

Directory Information

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

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

Student Photographs for Public Release

Washington Unified School District is proud of the many accomplishments of our students and staff. These accomplishments may draw the attention of newspapers, television stations, or other media who visit our schools to photograph or film students and staff during various activities. In addition, we use pictures of our students in district publications such as newsletters, school bulletins, and informational brochures. This student photograph release does not include classroom displays or year book photos. If you do not want your student in a yearbook, please contact your school principal.

___ Yes, my student’s image may be published ___ No, my student’s image may never be published

WUSD Website

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

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

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

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

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

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

Parent/Guardian Signature: _____ Date: _____

PLEASE RETURN THIS PAGE TO YOUR STUDENT’S SCHOOL