



**2022-2023**

# **Parent/Student Handbook**

Weed Elementary School

575 White Ave.

Weed, CA 96094

530-938-2715 Phone

530-938-2973 Fax

[www.weedelementaryschool.com](http://www.weedelementaryschool.com)



## THE OFFICE

Our office is open Monday through Friday from 7:30 am to 4:00 pm.

**Administrative Assistants:** Darcy Lee & Terry Brewer

**Business Manager:** Tara Willis

**Human Resource Director:** Stephanie Aquila

**Office Aide:** Layla Loewen

**Certified Coaching Staff:** Arden Carr, Anna Christie, Mercedes Billingsley,  
Zack Thomas, Carrie Williams

## WES CERTIFICATED STAFF

**Transitional Kindergarten:**

Rachel Oates

**Kindergarten:**

Nicole vonBuelow

Danielle Dewhurst

**First Grade:**

Jaci Truttman

Kim Harrison

**Second Grade:**

Heather Cervantes

Kristi Wilson

**Third Grade:**

Pamela Church

Megan Spaulding

**Fourth Grade:**

Hud Oates

William Hartwick

**Fifth Grade:**

Rebecca Oberg

Juliette Charter

**6, 7 & 8th Grade Academic**

**Team:**

Bobbie Hall

Ken Lemos

Dave Schmidt

Jose Robles

**Resource/Title I:**

Nathan Solus

Suzanne Jordan

**ELD Teacher**

Lisa Morris

## **BOARD MEMBERS**

**President:** Deborah Goltz      **Clerk:** Debbie Moser  
**Trustee:** Michael Carpine      **Trustee:** Caleb Cordes  
**Trustee:** Garrett Greene

## **ADMINISTRATION**

**Superintendent / Principal:** Jon Ray  
**Assistant Principal:** Allison Blankenship

**SCHOOL COLORS:** GREEN, GOLD & WHITE  
**MASCOT:** COUGAR CUB

## **CONTENTS OF THIS PACKET**

Vision Mission Statement  
Vision for a Systematic Approach  
Cafeteria  
Early Morning and Lunch Procedures  
Bulletin  
Cub Power  
Site Council  
School Accountability Report Card  
Family Support Team (FST)  
Enrollment/ Immunizations  
Earned Income Tax Credit Information Act Communication  
Attendance & Excuses  
Policy on Homework and Assignments  
Student Record Rights  
Closed Campus  
Leaving Campus for Lunch  
Picking Students Up  
Dropping Students Off  
Change of Plans  
Bus Rules  
School Visitors/Classroom Visitation  
Use of Telephone  
Technology/ Cell Phone  
Emergency School Closure Plan  
Fire Drill/Other Emergency Drills  
Emergency Evacuations Off Campus  
Pesticide Notification  
Asbestos Notification  
Medical Information at School  
Internet Technology Procedures  
Dress Code/ Consequences for Noncompliance  
Student Conduct Education Code  
Field Trips  
Smoking  
Drugs and Alcohol  
Weapons and Dangerous Instruments  
School Policies

- Wellness Policy
- School-Wide Discipline Plan
- School Wide Behavior Policy
- Wellness Center
- Notification Procedures for Promotion/Retention
- Standards for Promotion/Graduation & 8th Grade Trip
- Athletic Behavior Policy
- Parent Rights and Responsibilities
- Attendance Policy
- Tobacco Free Schools
- Transportation Safety Plan
- Transportation For School-Related Trips
- Student Use Of Technology
- Conduct
- Athletic Behavior

- Annual Notifications

## **THE CAFETERIA**

The cafeteria will try their best to serve attractive, low cost tasty meals. Menus are planned with good health and sound bodies in mind. While in the cafeteria all students will be expected to observe the following: 1) good manners, 2) courtesy, 3) responsible and proper behavior and disposal of trash.

The cafeteria is an exceptionally fine and well-equipped building. It must be kept sanitary and neat. Its furnishings must be kept in good order and given proper respect and care. All students enrolled in Weed Elementary School will receive breakfast, lunch and SAFE supper for free, regardless of income.

## **EARLY MORNING AND LUNCH RECESS PROCEDURES**

Classroom instruction begins at 8:15 a.m. for 4th through 8th grade, 8:45 am for 1st through 3rd grade, and 9:00 am for Transitional Kindergarten and Kindergarten. 8th through TK, or all grades are released at 3:00 p.m. The first bus arrives at the school around 7:35 a.m. Students on the first bus may eat breakfast and then report to the gym. **All other students may not arrive on campus until 7:45 a.m.** Upon arrival they need to report to the cafeteria for breakfast or go directly to the gym. **School supervision will be provided beginning at 7:30 a.m.** Please do not have students report prior to this time, unless arrangements have been made.

## **BULLETIN**

Make sure you sign up to receive the bulletin via email and Aeries Parent Communication, it is also posted on our website. <http://www.weedelementaryschool.com/>. The Bulletin contains important announcements, a weekly activity calendar, the breakfast/lunch menu, and information regarding all school activities and meetings. Parents should carefully read the bulletin as it will keep families updated on all new information, important dates and activities.

## **CUB POWER**

Cub Power is Weed Elementary School's Parent Teacher Organization. It's important to us that you know that this is not a "club" or a "click" of any kind. This is an opportunity for you to share feedback about your child's school experience and to help support your school, students, other parents and teachers! Cub Power aims to support our teachers in their efforts to make Weed Elementary the BEST and raise a little money to add to our kids' school experience.

## **SITE COUNCIL**

The Site Council is a group of parents, teachers, and other school employees that advise the school leadership on various aspects of elementary education. The Site Council is responsible for overseeing the use of Title I and other funds received from both the state and federal government. They are responsible for guiding the LCAP with the school's vision and mission in mind. If you are interested in serving on or being a part of Site Council, please contact the school office.

### **FAMILY SUPPORT TEAM (FST)**

Family Support Team meetings are every Tuesday from 3:15-4:30. There are approximately eight members on the team (a coordinator, three teachers, resource teacher, principal, behavior supervisor and sometimes the school psychologists or other specialists). We meet with the parents and sometimes the student as a whole team to work together for a successful plan for the student. Most of the time an FST meeting is requested by the teacher when there are academic or behavioral concerns. **As a parent if you have concerns and you have already met with your child's teacher you may request an FST meeting, however, this must be done in a written request and either mailed or dropped off in the office.**

### **ENROLLMENT/ IMMUNIZATIONS**

A copy of an original birth certificate and immunization records must be presented for all students who enroll in school. All California immunization requirements must be met before the student begins school. All incoming 7th grade students must have a Tdap immunization and be current on all other immunizations before school starts. Current California law no longer permits parents to opt out of immunizing their school age children for personal reasons. For an exception to be considered, it must be accompanied by a medical doctor's verification.

### **EARNED INCOME TAX CREDIT INFORMATION ACT COMMUNICATION**

Below is the specific language that LEA must include when notifying households about the EITC. This language is in *RTC* Section 19854:

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice

797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its Web site at [www.irs.gov](http://www.irs.gov).

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its Web site at [www.ftb.ca.gov](http://www.ftb.ca.gov).

There are many options for notifying households about the EITC which may include in-person, electronic, mail, flyers, or by phone.

For additional information, refer to the IRS EITC Web page at <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit> or the California EITC Web page at <https://www.ftb.ca.gov/individuals/faq/net/900.shtml>.

## **SCHOOL ACCOUNTABILITY REPORT CARD**

By February 1<sup>st</sup> of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. You can find a copy of our SARC on the Weed Elementary School website or a copy can be requested from the office.

## **ATTENDANCE AND EXCUSES**

### **Absences**

State law requires the school to keep an accurate record of each student's attendance. **If your child will NOT be at school, it is the parent's responsibility to notify the school by 9:00 a.m.** For all unverified absences our attendance monitor will call to verify your child's absence. Please refer to the attached "Weed Elementary School Attendance Policy".

### **Truancy and Habitual Tardiness**

Promptness to class is very important. Students are expected to be in their places ready for work at the bell (or specified time). In addition, any pupil subject to compulsory full-time education who is absent from school without a valid excuse is truant. Once you have received the first Truancy Notification Letter, our Truancy Officer will follow up on attendance. Truancy and tardiness will be dealt with as follows:

- 1<sup>st</sup> Truancy Notification Letter will be sent after 3 unexcused absences or 30 minutes of tardiness without a valid excuse. A copy of the truancy notification will also be sent to Siskiyou County Human Services Department.
- 2<sup>nd</sup> Truancy Notification Letter will be sent after the 4<sup>th</sup> unexcused absence or tardiness of 30 minutes or longer without a valid excuse. Copies of the truancy notification will also be sent to Siskiyou County Human Services Department, Probation and District Attorney. Parents will be required to contact the school within five days of receipt of the notification to set up a meeting with the School Principal.
- 3<sup>rd</sup> Truancy Notification Letter will be sent after the 5<sup>th</sup> unexcused absence or tardiness. This will classify your child as a **habitual truant**. A mandatory hearing date will be set with the “Student Attendance Review Board” (SARB) to review and sign the Truancy Mediation Site Contract. Failure to attend the meeting results in a call to the Siskiyou Attendance Review Board.
- If your child has been sent to the Student Attendance Review Board and a Site Contract is broken, the review board will meet with local law enforcement, behavioral health, human services, probation department, Child Protective Services, school nurse, school psychologist, and the District Attorney’s Office. The possible outcome of this meeting may result in a fine, imprisonment, or placement in the Opportunity Class.

## **POLICY ON HOMEWORK ASSIGNMENTS**

Homework assignments are considered to be of value when they provide reinforcement or an enrichment of the day’s learning activity. The staff feels that diligence, neatness, and responsible correctness in homework assignments should be figured in when an overall grade is calculated for a student’s report card. Please make sure you are aware of your child’s class policy on homework

## **STUDENT RECORD RIGHTS**

Provisions to California Educational Code have authorized parents, in consultation with school personal, to inspect the school records of their children. Recent federal legislation further emphasizes the parents’ right to review their children’s school records. If, at any time, you wish to inspect the school records of your child, please contact the principal. If, after review, you feel that any information contained in the record is inaccurate, misleading, or otherwise inappropriate, you will be given an opportunity to file a written request with the principal of the school district to remove the objectionable information. Other provisions of the federal and state law protect your rights by restricting the release of information from student records. Only specified individuals and agencies have access to such information from under the law, and any person reviewing the record must sign a statement indicating the purpose of the review and restricting any further release of information. Other persons may be permitted to review the records with the written consent of the parents or the student who is 18 years or older.

## CLOSED CAMPUS

Weed Elementary School maintains a closed campus. Students entering campus in the morning are not to leave grounds once they have arrived. All parents must sign their child out from the office if they leave during school hours. If a student intentionally leaves campus without permission, the police will be called and that student will be suspended.

## LEAVING CAMPUS FOR LUNCH

For middle school students who plan to go home for lunch, the rule is: a parent must come to the office to sign their child out for lunch. A parent must also bring the child back and sign into the office. A parent may only take his/her child home for lunch. This privilege may be revoked if your child becomes tardy.

## PICKING STUDENTS UP

If a student needs to be taken out of class during regular school hours, parents are required to come to the school office and sign their child out. Students will be called out of class at that time. **Parents picking up children after school are requested to remain in the parking lot in a designated parking space to wait for their children to be released. PLEASE DO NOT PARK IN THE CENTER OF THE PARKING LOT OR IN THE BUS LANE.** All bus rider students will be dismissed first to leave campus, then walkers, riders, and SAFE students will be dismissed. Students who are waiting for parent pick up will be asked to wait behind the red line at the end of "The Avenue." Once a child sees their parent, a WES staff member will safely allow the student to walk to their parent's car. This is a huge safety issue in which we are committed to enforcing.

## DROPPING STUDENTS OFF

Please do not drop students off before **7:30 am**. There is not adequate supervision at this time, and the cafeteria does not serve breakfast until 7:30am. All adults dropping children off are requested to **pull into a designated parking slot or at the end of The Avenue before the parking lot exit to give children a safe way to exit the vehicle. Please do not drop your children off in the bus lane or the middle of the parking lot and let them run across the parking lot and/or bus lane.** Thank you for your cooperation in these important safety matters.

## CHANGE OF PLANS

**We need you to send a note with your child if their after-school plans have changed.** Please have your child give this note to their teacher. In situations where your child's plans change during the school day, you will need to contact the school as soon as possible. In order to guarantee that we let your child's teacher know we will need you to contact the school

at least **45 minutes** prior to the time your child is released (**prior to 2:15 PM**). We understand that emergency situations arise and we will do our best if occasionally you contact the school after these hours to change after school plans.

It is mandatory that the school office has a working phone number for emergency reasons on file and is updated in the office if changed. If we can't reach a parent in case of an emergency or important situation that needs to be handled because we do not have a working number we will call the Weed Police Department to help locate parents if needed.

## **BUS RULES**

Safe and orderly School Bus Transportation is a priority for the Weed Union Elementary School District. These Rules give Parents/Guardians and their Students specific information, along with the understanding that District Transportation is a privilege and not a right. Every student is completely responsible for 100% of their behavior at all times, and students unwilling or unable to follow these Rules may lose the privilege of being transported.

### Student Responsibility:

1. **All students are directly responsible to the School Bus Driver for their actions, and the Driver's directions and instructions must be promptly followed. Students are expected to be respectful and courteous at all times.**

### Bus Stops:

1. No stop shall be made to load or discharge students except at regularly scheduled Bus Stops which have been designated and approved by the WUESD Superintendent/Principal, and/or the California Highway Patrol.
2. Students should be lined up at each Bus Stop at least five minutes prior to the scheduled bus arrival time. Students K-8 arriving after the bus who need to cross the road must wait to be escorted by the Bus Driver.
3. Students must behave in an orderly and respectful fashion while waiting at bus stops. Students must remain at least 12 feet from the bus until the Bus Driver opens the door and signals them to approach the bus.
4. Parents/Guardians must park on the Bus Stop side of the street when dropping off or picking up students.
5. Permission to leave the bus at any stop other than a student's regular Bus Stop requires a phone call or note from a Parent/Guardian before 2:00 pm the day the change is being made, or the request may not be honored.
6. If a student is not present at their Bus Stop for 10 days without parent contact the stop may be discontinued.
7. The Bus Driver will supervise the boarding and exiting of students, and will escort all K-8 students required to cross. Students remaining on board must follow all Bus Rules while the driver leaves the bus for an escort. Students crossing the street with an escort must always cross in front of the bus, between the bus and driver.
8. Students in grades K-3 will only be released from the bus with a designated adult present at the Bus Stop.

### Rules of Conduct:

1. Student seating preference is under the authority of the Bus Driver and may be adjusted based on behavior.
2. State Law requires students to use the restraint systems at all times while riding buses that are so equipped.
3. Students must remain seated, facing forward at all times, until they are exiting the bus or they are otherwise directed by the Bus Driver. No student is ever allowed to leave or change their seat while the bus is in motion.
4. Loud talking or yelling, offensive or foul language, and excessive noise or confusion are unacceptable at all times. These unnecessary distractions can divert the Bus Driver's attention and create a serious safety issue.
5. Students must keep their hands and feet to themselves. Horseplay and fighting are absolutely not permitted.
6. Students are not allowed to eat food or drink on the bus except with the Bus Driver's special permission, and breakable containers are not allowed. Students who violate this rule may have their food or drink confiscated.
7. Students must keep all parts of their body, including hair, inside the bus at all times. Windows may only be opened with the Bus Driver's permission. Nothing is ever to be thrown inside the bus or out of a bus window.
8. For health and safety reasons, shoes and shirts must be worn at all times while riding the School Bus.
9. Transportation of live animals (including insects) or potentially dangerous objects is not allowed at any time.
10. Students must not damage the bus in any way. They should promptly report to the Bus Driver any existing damage to their seats or other bus equipment, as well as any garbage or items found where they are sitting.

### Emergency Procedures:

1. State Law requires Passengers to remain SILENT at all Railroad Crossings. This is a critical safety issue and no exceptions will be made. Students are also to remain quiet at all Bus Stops and School Loading Zones.
2. Students are never to operate any Emergency Door or Window, except in an actual emergency situation.
3. The Bus Driver shall provide instruction in Emergency Procedures to all students throughout the school year.

Disciplinary Action: Note: The Bus Driver and the Principal will review the Bus Camera Recordings as needed.

Consequences for violations of the Bus Rules will be determined based on the severity of the student's behavior.

1. **VERBAL WARNING:** Students who violate these rules by demonstrating any inappropriate or unacceptable behavior will be warned by the Bus Driver to stop the behavior. Students must stop immediately, and must not repeat the behavior. Any rudeness, disrespect and back-talking to the Bus Driver will not be tolerated.

2. **FIRST OFFENSE:** If a student ignores the Driver's warning and fails to stop the negative behavior, a First Offense Referral will be written by the Driver and reviewed by the Principal. The Parents/Guardians will be notified and an appropriate consequence will be imposed, including possible suspension of bus privileges.
3. **SECOND OFFENSE:** Parents/Guardians will be notified and a suspension of bus privileges may be imposed for a period of 5 days, along with other possible consequences to be determined by the Principal's office.
4. **THIRD OFFENSE:** Parents/Guardians will be notified and a suspension of bus privileges may be imposed for a period of from 10 days up to remainder of the trimester or year, along with other possible consequences.

PLEASE REVIEW THE BUS RULES WITH YOUR CHILD(REN). THEN SIGN THE POLICY PAGE PERTAINING TO THE BUS RULES TO BE RETURNED TO YOUR CHILD'S TEACHER.

### **SCHOOL VISITORS/CLASSROOM VISITATION**

Parents and community members are needed to help in the classroom, serve as chaperones, read with students, prepare materials, and provide many other valuable services. If you would like to volunteer please contact your student's teacher. All volunteers must sign in at the office. This way you can get a visitor's pass and personnel will recognize that you are authorized to be on the grounds. You will then be escorted to the classroom. **To keep classroom disruptions to a minimum, it is important that visitors have prior approval from the teacher and must check with the office before entering a classroom.** Unauthorized school visitors will be asked to leave the school premises and may be referred to the Weed Police Department. If parents drop off items, the office staff will deliver items or, if necessary, call students to the office. Chaperone adults are often needed to provide adequate supervision of students involved in school activities such as dances and field trips. Chaperones must be 21 years of age and approved by the principal. All chaperones will participate in a discussion with the teacher in charge of their responsibilities prior to the activity.

### **USE OF TELEPHONE**

Every classroom has a telephone with an outside line and direct line. Students are encouraged to use the classroom telephone with the permission of their teacher. The office telephone is to be used only in case of real necessity, not for personal business. The school is a place of business and we cannot process important incoming calls if the office lines are tied up. We appreciate your understanding.

### **TECHNOLOGY/ CELL PHONE**

It has been Weed Elementary School's policy to not allow electronics of any kind to be out or used during school hours. However, with the increased use of technology in the classroom some classes might allow students to use some devices. Please note that electronics of any kind that students bring to school can only be used when directed by teachers or in the

technology zones on the playground for students only in 5<sup>th</sup>-8<sup>th</sup> grade. Parents please understand if you allow your child to bring ANY technology device to school; Weed Elementary School is not responsible for any lost, stolen or damaged device. Please be advised that the acceptable use policy/internet safety policy must be read and signed and is still in effect for students bringing their own devices. Students may check any device into the office for safe holding.

1. Students may bring cellphones to school for emergencies, but from the time students arrive in the morning to the end of the school day or SAFE, cell phones need to be turned off and stowed in their backpacks. The only exception is if a teacher permits the use of the phone during instruction for, say, use as a calculator.
2. Cell phones are not to be used or out during classroom instruction or on trips to the restroom.
3. Parents needing to deliver messages to their student during the day, are asked to call the school office rather than texting or calling their student during the school day.
4. In addition, students and parents are asked to make after school arrangements the day before.
5. If a student has his or her cell phone out without permission, WES staff will follow our discipline policy to help correct the behavior. If it becomes a habitual issue for a student, then Administration will work closely with the family regarding this issue. Again, the District does not take any responsibility for lost or stolen electronic devices and will not conduct searches.

### **EMERGENCY SCHOOL CLOSURE PLAN**

**NO SCHOOL ANNOUNCEMENT** – If necessary to close school because of inclement weather, dangerous road conditions or any other emergency which might arise, a “NO SCHOOL ANNOUNCEMENT” will broadcast over the following radio stations: KSYC 1490 AM or 103.9 FM; KZRO 100.1 FM, as well as posted on our school website and sent out via Aeries Communication. The announcement will be made between 6:30 a.m. and 7:30 a.m. These announcements will also be made concerning the next two types of closures.

**LATE START ANNOUNCEMENT** – In the event that we are at the tail-end of a storm and the weather is due to clear, we will announce a “LATE START”. School will begin at 10:00 a.m. The buses will arrive at each bus stop approximately two (2) hours later than usual.

**EARLY DISMISSAL ANNOUNCEMENT** – In case of an emergency dismissal, an announcement will be made over the same radio stations. It is very important that parents plan with their children as what they are to do if dismissed earlier than the regular time. If it should be necessary to have any emergency dismissal, we will make every effort to contact all parents. Bus transportation will be provided for ALL students. **It is very important to have a working phone number on file in case of an emergency.**

## **FIRE DRILL/OTHER EMERGENCY DRILLS**

### **FIRE DRILLS**

1. A fire drill will be held each school month. Each fire drill should be conducted with impressive seriousness. There will be no running, pushing, talking or playing during the drill.
2. At the sound of the fire alarm bell, the teachers will direct students to their assigned location.

### **OTHER EMERGENCY DRILLS**

Weed Elementary will also hold earthquake, A.L.I.C.E. and evacuation drills as required by local policy.

## **EMERGENCY EVACUATIONS OFF CAMPUS**

If WES students and staff need to evacuate the school for an emergency please do the following:

1. Remain calm - we will evacuate all of our students safely.
2. Please let us get all students to the evacuation sight and meet us there to sign out and pick up.
3. As soon as possible you will be notified with information if we need to evacuate.

If we are evacuating off campus and remaining in the uptown area of Weed please meet us at Son's Field by the high school or the Holy Family Catholic Church. If we are evacuating off campus to the downtown area, pick up will be on Alamo by the train depot or the Weed Museum.

If you would like more information regarding our evacuation plans please contact our Superintendent, Jon Ray.

## **PESTICIDE NOTIFICATION**

The Healthy Schools Act of 2000 was signed into law in September 2000. This requires that all schools provide parents or guardians with annual written notification of expected pesticide use on school sites. We currently are not using any pesticides at Weed Elementary School. Parents will be notified through written communication if pesticides are use. For further information on the pesticides you may go to <http://www.cdpr.ca.gov>

## **ASBESTOS NOTIFICATION**

Per the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA), an inspection for the presence of asbestos-containing building

materials has been completed and an asbestos management plan developed for Weed Elementary School.

The inspection report and asbestos management plan file are available for review in the school office during normal school/office hours. Upon request, copies will be provided for reasonable charges. As required by the USEPA, periodic re-inspections of the school are conducted every six months and a complete re-surveillance performed every three years.

### **MEDICAL INFORMATION AT SCHOOL**

In the event that your child needs to take medication at school, whether for a long term or a brief period, the following procedures must be taken:

1. Both the physician and the parent must complete the "Pupil medication Form" before the medication can be given. (Forms are kept in the school office and local physicians have them in their offices)
2. All medication is to be kept in the school office and **not in the classrooms with the students**. There is a specific medication release form allowing asthmatic students to carry an inhaler on their person or to keep in their locker. Please do not keep your child's asthma a "secret".
3. All medication must be in the prescription bottle or the proper container, if not a prescription drug.
4. The child's physician and parents must renew all orders for medication at the beginning of each school year.
5. If there is any change in medication or dosage, a new form should be completed and brought to school.

If you have any questions please feel free to call the school at 938-2715.

### **INTERNET/ TECHNOLOGY PROCEDURES**

Weed Elementary School teachers and students use the Internet/Sisnet electronic information services. In order for all students to access and be able to use the Internet here at school, they must first read the Acceptable Use Policy/Internet Safety Policy with their parents.

PLEASE REVIEW INTERNET/ TECHNOLOGY PROCEDURES WITH YOUR CHILD(REN). THEN SIGN THE POLICY PAGE PERTAINING TO THE ACCEPTABLE USE POLICY/ INTERNET POLICY TO BE RETURNED TO YOUR CHILD'S TEACHER.

### **DRESS CODE**

Students should wear clean and comfortable clothing and shoes, which allows full participation in classroom, playground and physical education programs.

NOT ALLOWED:

1. Clothing which because of the cut, fit, or transparency is too revealing (this includes, but is not limited to, tank tops with long, open sides; spaghetti straps which do not completely cover bra straps; visible sports bras; tops which expose midriff; short shorts).
2. Clothing inscribed with messages or images that are judged by school administration to show or promote the use of weapons, violence, drugs, alcohol, tobacco, spray cans, lewd and sexually degrading images, or racial or ethnically offensive messages.
3. Loosely fitted trousers or shorts worn below the waist; sagging; exposed underwear.
4. Students may not wear open-backed shoes such as flip-flops, clogs or sandals without a back strap.
5. Pajama pants are not allowed.
6. Students may not wear their hair in a way that is deemed distracting to the learning environment.
7. Students may not wear any body piercing that is deemed distracting to the learning environment.
8. Hats will not be permitted inside any school facility.
9. Questionable clothing styles, not covered by 1, 2 or 3, will be determined acceptable or unacceptable by the principal.

### **CONSEQUENCES FOR NONCOMPLIANCE WITH DRESS CODE**

The parent will be called and the student will either be sent home to change to acceptable clothing, or the parent may bring a change of clothes to school. Habitual dress code violations may result in more severe consequences.

### **STUDENT CONDUCT EDUCATION CODE**

Pupils may be suspended or expelled for misconduct. Causes for suspension or expulsion include: habitual profanity or vulgarity; possession or use of alcohol, drugs, or tobacco; defacing or otherwise injuring school property; causing, attempting to cause, or threatening to cause physical injury to another person; unauthorized possession of firearms, knives, explosives, or other dangerous objects; stealing or attempting to steal school or private property; and engaging in sexual harassment. Please refer to the attached policy on Suspension and Expulsion Due Process. Parents and suspended students are expected to meet with administration prior to the start of the school day upon return.

### **FIELD TRIPS**

Each year students participate in field trips. Teachers take classroom trips and participate in county-wide activities. Students may lose their eligibility to participate in field trips due to poor grades or behavior. Teachers will send home a permission slip which needs to be signed and returned by the parent in order for the student to participate. (This must be done prior to the day of the trip and in some cases phone permission will not be allowed). Students will remain

at school under the supervision of a staff person if a signed permission slip is not received. Transportation will be provided by the school bus or by private vehicles. Each year parent drivers are required to fill out a driver application and provide a copy of their driver's license and current insurance card at least one week before a field trip.

### **SMOKING**

California Education Code states, "Smoking or having tobacco on school premises constitutes good cause for suspension or expulsion of a pupil." This also includes any type of vaping or vaping device. It should be clearly understood that any student in our school who violates the above code by possessing or using tobacco on school premises, or while going to and from school, **will be suspended.**

### **DRUGS AND ALCOHOL**

Students using or possessing drugs and/or alcohol will be suspended or expelled and turned over to the local police in accordance with state law. The policy prohibits the use of tobacco products anywhere and anytime on district property or district vehicles.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

The board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at a school-related or school-sponsored activity away from school, or while going to and from school. The board encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reported such activity shall remain confidential to the extent permitted by law.

### **WELLNESS POLICY**

The Board of Trustees recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students.

To this end the Board adopted policy BP 5030 which:

- Outlines goals for a nutrition education program that is based on research, consistent established state curriculum, frameworks, and is designed to build skills and knowledge that all students need to maintain a healthy lifestyle.
- Provide a nutrition education program that includes, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health.

- Integrate, as appropriate, the health education program into other academic subjects in the regular educational program, after-school programs, and school garden programs.
- Prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, and school supplies, advertisements in school publications, coupon or incentive programs, free giveaways, or other means.
- All foods and beverages sold to students at district schools should support the health curriculum and promote optimal health.
- Encourages school organizations to use healthy food items or non-food items for fundraising purposes.
- Encourages parents/volunteers to support the district's nutrition education program when selecting any snacks which will be donated for the occasional class celebration.
- Commits to class parties or celebrations being held after the lunch period whenever possible.

### **SCHOOL-WIDE BEHAVIOR PLAN**

Weed Elementary School's school-wide behavior policy supports every student's right to a quality educational experience, in a safe environment, where no student has the right to prevent a teacher from teaching or students from learning.

Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with a safe, secure, peaceful campus or interferes with the rights of other students or staff is prohibited.

It is expected that all students at Weed Elementary School will respect themselves, respect others, and respect both school and personal property.

**Disciplinary action taken by school officials is merely a consequence or result of the action already taken by the student. A student should be aware of all consequences whenever making decisions. Students are responsible for their own behavior.**

**WES**  
**Expected School-Wide Behaviors**

| Location   | Be Safe  | Be Kind                                       | Be Responsible   | Follow Directions   |
|--|--|---|--|---|
| <b>Bathroom</b><br>                                   | 1. Keep water in sink & toilet<br>2. Wash hands<br>3. Hands & feet to ourselves        | 1. Give people privacy<br>2. Respect property | 1. Report problems<br>2. Keep clean  | 1. Ask for permission<br>2. Leave promptly  |
| <b>Cafeteria &amp; Eating Areas</b><br>               | 1. Walk at all times<br>2. Report all spills<br>3. Hands & feet to ourselves           | 1. Use good manners                           | 1. Inside voices<br>2. Wait patiently in line  | 1. Single-file black line<br>2. Quickly follow directions from staff              |
| <b>Gym &amp; Playground</b><br>                       | 1. Walk out / walk in<br>2. Hands & feet to ourselves                                  | 1. Anyone can play<br>2. Use kind words       | 1. Appropriate use of equipment<br>2. Walk-Talk R.P.S.   | 1. Stop on whistle (Walk on 2nd)<br>2. Quickly follow directions from staff       |
| <b>Hallways / Breezeways</b><br>                      | 1. Walk at all times<br>2. Hands & feet to ourselves                                   | 1. Demonstrate Cub Character                  | 1. Appropriate language and voice volume   | 1. Ask an adult for directions<br>2. Quickly follow Directions from staff         |
| <b>Lockers</b><br>                                  | 1. Close lockers quietly and safely<br>2. Hands, feet and objects to ourselves         | 1. Be considerate of Others time and space    | 1. Clean-up after yourself<br>2. Appropriate language and voice volume<br>3. Get materials quickly | 1. Be prepared and on time<br>2. Quickly follow Directions from staff             |
| <b>Off Campus (Fieldtrips &amp; Assemblies)</b><br> | 1. Walk at all times<br>2. Hands, feet and objects to ourselves                        | 1. Demonstrate Cub Character                  | 1. Act like a guest<br>2. Appropriate language and voice volume                                    | 1. Active listening<br>2. Participate<br>3. Follow directions from representative |
| <b>Bus</b><br>                                      | 1. Remain in seats and forward at all times<br>2. Hands, feet and objects to ourselves | 1. Help others in need                        | 2. Appropriate language and inside voices  | 1. Comply with bus rules<br>2. Quickly follow Directions from staff               |

**SCHOOL-WIDE BEHAVIOR POLICY**

District wide Behavior Program-----

In the Weed Union Elementary School District, there are only three (3) rules. They are:

- Be Safe  
Be Respectful  
Be Responsible

Students who apply these three rules to their academics, social and physical

interactions with students and staff will be rewarded for their effort in the following ways:

Positive Behavior Recognition

“CAUGHT YOU BEING GOOD” forms

Nominated by the classroom teacher as “STUDENT OF THE WEEK” for their effort/achievement (certificate) at the weekly assembly

Eligibility to participate in “QUARTER/SEMESTER ACTIVITIES” on and/or off campus for students who meet behavior criteria set by their teacher

Eligibility to participate in “STUDENT COUNCIL ACTIVITIES”

5 Step Color Card System:

1. green: Great Work!!!

2. yellow: Warning

3. blue: Loss of recess with a Behavior Action Plan

4. Orange: Formal Time Out

Student referred to the office to call home and receive a written referral

Student will complete a “Time-Out” sheet in their “Time-Out” room

Student will then return to class

5. Red: Suspension

Suspensions:

#1 Suspension: 1 day suspension

#2 Suspension: 2-3 days suspension plus Behavior Support Plan

#3 Suspension: Modifications and 3-5 days suspension plus referral to SARB

#4 Suspension: Referred to WUESD Board of Education for recommended expulsion

Severe infractions may result in an immediate referral to the office.

These infractions may include but not limited to;

1. Physical attack or injury to another student
2. Assault with anything that can be used as a weapon
3. Bringing a weapon (knives, guns, etc.) to school
4. Possession or use of any controlled substance
5. Intentional damage to school or other’s property
6. Engaging in an act of bullying

## TYPES OF STUDENT BEHAVIOR/CONSEQUENCES

\*Discipline may include any or all of the listed consequences. Detentions may range from ½ hour to 2 hours. Suspensions may range from 1-5 days, depending upon the severity of the offense and past disciplinary infractions.

|  | 1 <sup>st</sup> Offense | 2 <sup>nd</sup> Offense | 3 <sup>rd</sup> Offense |
|--|-------------------------|-------------------------|-------------------------|
|  |                         |                         |                         |

|   |   |  |  |
|---|---|--|--|
| ARSON<br>(E.C. 48900 f.)  | *Parent conference<br>*5 day suspension<br>*Notify law enforcement<br>*Notify fire department<br>*Possible recommendation for expulsion<br>*Restitution   | *Parent conference<br>*5 day suspension<br>*Recommendation for expulsion<br>*Notify law enforcement<br>*Notify fire department<br>*Restitution                     |  |
| BUS CONDUCT<br>(DEFIANCE OF SCHOOL RULES/<br>AUTHORITY)<br>(C.A.C. Title 13, Sec. 1403)<br>(E.C. 48900 k.)  | *Parent notification<br>*Pupil warning/citation<br>*Possible suspension of bus privilege  | *Parent notification<br>*Pupil warning/citation<br>*Suspension of bus privilege (5 days)   | *Parent notification<br>*Pupil warning/citation<br>*Suspension of bus privilege (5 days-rest of year)  |
| CAFETERIA CONDUCT<br>(E.C. 48900 k.)  | *Pupil warning<br>*Cafeteria clean-up<br>*Possible parent notification<br>*Possible suspension of cafeteria privilege<br>*Possible suspension from school | *Parent conference<br>*Cafeteria clean-up<br>*Suspension of cafeteria privilege (5 days)<br>*Possible suspension from school                                       | *Parent conference<br>*Loss of cafeteria privileges (30 days)<br>*Suspension   |
| CLASS DISRUPTION<br>(failure to follow classroom rules, after classroom levels followed by teacher)<br>(E.C. 48900 k.)  | *Parent contact<br>*Pupil warning/citation<br>*Possible detention<br>*Possible suspension   | *Parent conference<br>*Pupil warning/citation<br>*Detention<br>*Possible suspension  | *Parent conference<br>*Suspension  |
| COMPUTER ACCEPTABLE USE   | *Parent contact   | *Parent conference   | *Parent conference   |
| POLICY VIOLATION<br>(E.C. 48901.5)  | *Possible loss of computer privileges<br>*Possible detention<br>*Possible suspension  | *Suspend computer privileges (remainder of quarter)<br>*Detention<br>*Possible 1-5 day suspension  | *Suspension<br>*Possible recommendation for expulsion or placement in alternative education<br>*Loss of computer privileges  |
| DEFIANCE OF AUTHORITY/<br>DISRUPTING SCHOOL ACTIVITIES<br>(E.C. 48900 k.)   | *Parent contact<br>*Possible detention<br>*Possible suspension  | *Parent conference<br>*Detention<br>*Possible suspension   | *Parent conference<br>*Suspension<br>*Possible recommendation for expulsion or placement in alternative education  |
| DESTROYING, DAMAGING, OR DEFACING<br>PROPERTY/GRAFFITI<br>(E.C. 48904; 48900 f.)  | *Parent conference<br>*Possible suspension<br>*Possible notification of law enforcement<br>*Restitution   | *Parent conference<br>*Suspension<br>*Notification of law enforcement<br>*Restitution<br>*Possible recommendation for expulsion or alternative education placement | *Parent conference<br>*5 day suspension<br>*Notification of law enforcement<br>*Restitution<br>*Possible recommendation for expulsion or alternative education placement |
| DRESS CODE VIOLATION<br>(E.C. 48900 k.)   | *Conference w/student<br>*Require student to meet policy before returning to class  | *Parent contact<br>*Require student to meet policy before returning to class<br>*Possible detention  | *Parent conference<br>*Require student to meet policy before returning to class<br>*Detention<br>*Possible suspension  |
| DRUGS/ALCOHOL (possession, use, or sale of alcohol, drugs, or paraphernalia)<br>(E.C. 48900 b, c, d, j)<br>(H.&S.C. 11350; 11357; 11007; 11351-11355; 11364; 11014.5)<br>(P.C. 25608) | *Parent conference<br>*5 day suspension<br>*Possible recommendation for expulsion<br>*Notify law enforcement<br>*Recommendation to diversion counseling   | *Parent conference<br>*5 day suspension<br>*Recommendation for expulsion<br>*Notify law enforcement<br>*Recommendation to diversion counseling                     | *Parent conference<br>*5 day suspension<br>*Recommendation for expulsion<br>*Notify law enforcement  |

|   |   |  |   |
|---|---|--|---|
| ELECTRONIC SIGNALING DEVICES (including cell phones) (E.C. 48901.5)   | *Informal conference<br>*Removal of device<br>*Possible detention/suspension/expulsion<br>*Possible notification of law enforcement | *Parent contact<br>*Removal of device<br>*Detention<br>*Possible suspension/expulsion<br>*Possible notification of law enforcement                 | *Parent conference<br>*Removal of device<br>*Detention<br>*Possible suspension/expulsion<br>*Possible notification of law enforcement             |
| EXPLOSIVE DEVICES/FIREWORKS (E.C. 48900 b; 48915) (P.C. 453)  | *Parent conference<br>*Suspension<br>*Possible notification of law enforcement  | *Parent conference<br>*Suspension<br>*Notification of law enforcement<br>*Possible recommendation for expulsion or alternative ed.                 | *Parent conference<br>*Suspension<br>*Recommendation for expulsion or alternative ed.<br>*Notification of law enforcement                         |
| EXTORTION, ROBBERY, or THEFT (E.C. 48915 a [4]; 48900 e.) (P.C. 518, 211)   | *Parent conference<br>*Restitution<br>*Possible suspension<br>*Possible notification of law enforcement                             | *Parent conference<br>*Restitution<br>*Suspension<br>*Notification of law enforcement<br>*Possible recommendation for expulsion or alternative ed. | *Parent conference<br>*Restitution<br>*Suspension<br>*Notification of law enforcement<br>*Recommendation for expulsion or alternative education   |
| FIGHTING (including attack on another student, attack on school personnel, and mutual combat) (E.C. 48900 a1, a2, a2.7; 48915 a1; 44014) (P.C. 242) | *Parent conference<br>*Suspension<br>*Possible notification of law enforcement  | *Parent conference<br>*Suspension<br>*Possible recommendation for expulsion or alternative ed.<br>*Possible notification of law enforcement        | *Parent conference<br>*Suspension<br>*Recommendation for expulsion or alternative education<br>*Notification of law enforcement                   |
| FORGERY (P.C. 470)  | *Parent contact<br>*Informal conference with student<br>*Possible detention   | *Parent conference<br>*Detention<br>*Possible suspension   | *Parent conference<br>*Suspension   |
| GANG RELATED ACTIVITY (E.C. 35183; 48900 k.)  | *Parent conference<br>*Suspension<br>*Possible notification of law enforcement  | *Parent conference<br>*Suspension<br>*Notification of law enforcement  | *Parent conference<br>*Suspension<br>*Recommendation to alternative education<br>*Notification of law enforcement                                 |
| HARRASSMENT( INCLUDING RACIAL/SEXUAL) HOSTILE EDUCATIONAL ENVIRONMENT (E.C. 48900 n; 48900.2; 48900.3; 48900.4) (B.P. 5145.7)                       | *Parent conference<br>*Possible detention<br>*Possible notification of law enforcement<br>*Possible suspension                      | *Parent conference<br>*Detention<br>*Possible suspension<br>*Possible notification of law enforcement  | *Parent conference<br>*Suspension<br>*Possible recommendation for expulsion or alternative education<br>*Possible notification of law enforcement |
| HATE VIOLENCE (E.C. 48900.3)  | *Parent conference<br>*Suspension   | *Parent conference<br>*Suspension<br>*Possible recommendation for expulsion or alternative ed.   | *Parent conference<br>*Suspension<br>*Recommendation for expulsion or alternative ed.   |
| PLAGARISM/CHEATING  | *Parent contact<br>*Student warning<br>*Possible detention  | *Parent conference<br>*Detention<br>*Possible suspension   | *Parent conference<br>*Suspension   |
| POSSESSION OF STOLEN PROPERTY (P.C. 496)  | *Parent contact<br>*Informal conference<br>*Restitution<br>*Possible Detention  | *Parent conference<br>*Restitution<br>*Detention<br>*Possible suspension<br>*Possible notification of law enforcement                              | *Parent conference<br>*Restitution<br>*Suspension<br>*Possible notification of law enforcement  |

|  |   |  |   |
|--|---|--|---|
| PROFANITY, CURSING, OBSCENE BEHAVIOR, LANGUAGE, OR GESTURES (E.C. 48900 i.)  | *Possible parent contact<br>*Student warning<br>*Possible detention   | *Parent contact<br>*Detention<br>*Possible suspension  | *Parent conference<br>*Suspension<br>*Possible recommendation for expulsion or alternative ed.  |
| TARDINESS (C.A.C. Title 5, Section 300)                                      | *Informal conference<br>*Possible parent contact  | *Parent contact<br>*Possible detention<br>*Possible referral to SARB   | *Parent conference<br>*Possible detention<br>*Possible referral to SARB   |
| THREATENING ANOTHER PERSON (E.C. 48900 a1)                                   | *Parent conference<br>*Suspension<br>*Possible notification of law enforcement<br>*Possible recommendation for expulsion or alternative ed.         | *Parent conference<br>*Suspension<br>*Notification of law enforcement<br>*Possible recommendation for expulsion or alternative ed. | *Parent conference<br>*Suspension<br>*Notification of law enforcement<br>*Recommendation for expulsion or alternative ed.                                     |
| TOBACCO (Possession or use) (E.C. 48900 h.)                                  | *Parent conference<br>*Suspension   | *Parent conference<br>*Suspension  | *Parent conference<br>*Suspension   |
| VERBAL OR WRITTEN ABUSE/HARRASSMENT  | *Informal conference w/student<br>*Possible detention   | *Parent contact<br>*Detention<br>*Possible suspension  | *Parent conference<br>*Suspension   |
| WEAPONS/DANGEROUS OBJECTS (E.C. 48900 b; 48915; 49330) (P.C. 417; 626.10 a.) | *Parent conference<br>*Confiscation of weapon<br>*Suspension<br>*Possible recommendation for expulsion<br>*Possible notification of law enforcement | *Parent conference<br>*Confiscation of weapon<br>*Suspension<br>*Recommendation for expulsion<br>*Notification of law enforcement  |   |
| WEAPONS (replicas/imitations) (E.C. 48900 k, m; 35183)                       | *Parent conference<br>*Confiscation of weapon<br>*Possible detention<br>*Possible notification of law enforcement                                   | *Parent conference<br>*Confiscation of weapon<br>*Detention<br>*Possible suspension<br>*Notification of law enforcement            | *Parent conference<br>*Confiscation of weapon<br>*Suspension<br>*Possible recommendation for expulsion or alternative ed.<br>*Notification of law enforcement |

## Wellness Center

The Wellness Center is a year-round, on-campus, Wellness Center solution. This inclusive and diverse program is comprised of innovative modernization prevention, early intervention, and treatment strategies to begin to address and provide developmental support for the COVID/OMICRON/family and Trauma Tsunami for TK through 8<sup>th</sup>-grade students, parents/guardians, and our Community. This required WUESD staff to look at a cultural change. This change meant that WUESD does not want to be “in” the community, we want to be “a part” of the community

Through this extensive feedback and WUESD Task Force process, the Weed Union Elementary School/community is committed to providing a year-round social, emotional, mental, medical, dental **Wellness Center** with innovative support services that are located on campus.

- 1) WUESD student, family mental health triage, screening, assessments, and treatment services.

- 2) Mental health, social and emotional first aid training to parents and students.
- 3) Immediate access with fewer barriers especially for students with disabilities, parents, teachers, and/or staff.
- 4) Social and emotional wellness coaching training for students, parents, and teachers.
- 5) **The only intake criteria: YOUR student attends Weed Union Elementary School.**

Weed Elementary School does not want to be an education facility IN the community. Our school wants to be an **integral part of the community fabric** by building special relationships and partnerships with the Weed parents, guardians, community members, businesses, and the College of the Siskiyous. Weed Elementary School needs parents, guardians, grandparents, community businesses, and the College of the Siskiyous to be team members of our on-campus or in-home delivery system that provides innovative supportive social and emotional wellness learning environment on and off-campus.

**Our goal at Weed Union Elementary School is to modernize mental health treatment and social and emotional support services through decentralized state/community school direct funding and grants.**

## **Innovative Emotional and Social Mental Health Wellness Services:**

### **Trauma-Informed Wellness Coaches – instead of one Licensed clinical staff “visiting on campus to see 3-4 students”.**

In response to our state-wide therapeutic licensed workforce shortage in our school, we have hired local community Wellness Coaches. These community members who are ethnically and gender-friendly have been trained as Trauma-Informed Wellness Coaches. These cost-effective coaches will be able to meet with, connect and secure one **action plan** that is student-developed, within 10-30 minutes, which will move them forward towards their educational, mental health, social and emotional goals. This focused approach encourages students, parents, and teachers to **SEE** where they are at and where they want to **BE** and develop 1 action plan they can **DO** to focus on the present and moving forward utilizing creative and risk-taking actions. This growth mindset encourages one to take a risk and accept and utilize failure as a tool to grow forward with resiliency.

This four-member team triages students based on the medical model of 3 tiers. **Tier 1** is our immediate emergency responders initiated by Teachers and or staff. **Tier 2** will provide intense coaching and follow-up. **Tier 3** is provided by the Board of Behavioral Sciences Licensed Clinical staff and/or the County Behavioral Health Department.

The Trauma-Informed Wellness Coaches promote exploration, reflection, and discovery through conversations around the following five categories and twenty topics:

| Identity & Purpose               | Self- Evaluation         | Problem Solving         | Managing Fear                      | 100% Effort                  |
|----------------------------------|--------------------------|-------------------------|------------------------------------|------------------------------|
| Knowing who you are              | Self-Respect             | Effective Communication | Confronting Fear                   | Commitments & Choices Matter |
| Connecting to your purpose       | Self-Talk                | Owning up and Forgiving | Conquering Avoidance               | Keeping Your Agreements      |
| Courage to be you                | Regulating your emotions | Learning from Conflict  | Embracing Failing (Growth Mindset) | Grit and Resilience          |
| Understanding your relationships | Positive and Grateful    | Honoring Others         | Dealing with Criticism             | Law of Action                |

### **Cub Connections Clubs**

These experiential and social and emotional learning clubs are organized around four categories: Fit Club, Create Club, Build My Future Club, and Outdoor Club. These clubs will be partnering with parents/grandparents, community organizations, and businesses such as College of the Siskiyous, Chamber of Commerce, Siskiyou Media Council, Forest Service, Weed Community Center, HealTherapy, Mount Shasta Trail Association, YMCA, JEDI, SBA, Youth Empowerment Siskiyou, Great Northern Services to just mention a few.

### **Summer and school break activities.**

The summer and school break activities are designed to provide relationship-building and experiential opportunities for students and parents. These activities included Equine Training for students and their parents/guardians, Wildlife Safari, Waterworks Park, cooking and baking classes as well as craft classes, and a Thanksgiving dinner, with all the trimmings for families. We are looking at expanding these activities to possibly include Culture Week for honoring Hmong, African American, Latino, Native American and Asian families.

### **WUESD developed Social and Emotional Survey**

This Wellness Center developed survey collects individual student data which will be discussed and available to the Teachers at the quarterly **Coordination of Our Programs (COoP)**. COoP's are administered at least 3 times a year. **This survey collects student snap-shot information on neighborhood comfort levels, friendships, conflict and bullying**

**responses, levels of connection to adults on campus, abilities to identify and communicate emotions, impacts of change, and levels of depression, sleep, and eating concerns. This survey also informs our Cub Connection classes and club's topics and activities.**

This 6<sup>th</sup> grade through 8<sup>th</sup> grade, 18-question social and emotional wellness survey will be administered at least three times each school year. This user-friendly survey was developed with student, teacher, and administrative staff input and suggestions.

**WUESD Social and Emotional Survey (Please click on the link below).**



### **Peer Coaching/Counseling Team**

In the last three years our school has implemented a peer coaching/counseling team. The participating students submitted applications, received teacher referrals, interviewed, and were provided ongoing weekly training and supervision. Nearly 20 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>-grade students participated in this program. These students provided confidential coaching and counseling and as appropriate, therapist referrals.

### **Coaching Solutions for Parents (parents coaching parents).**

This interactive, non-lecture 9–12-week Journey is facilitated by two Trauma-Informed Coaches. This Journey allows parents, grandparents, and guardians to pick their **PERSONAL, PARENT, and/or PARTNER** coaching goals. In addition, the participants are given the opportunity to learn how to coach not only the other parents on the Journey but are encouraged to begin coaching their students as the students try to meet their education, social and emotional goals at home and at school.

### **Parent-Teacher-Learning Partnerships Teams**

Our Certified Parent Team members will revitalize and redefine the role of parents of the Weed Elementary School education delivery system through training, identifying, and utilizing, and our parent/guardian's strengths and their role within the school learning environment to meet our local, state, and federal education goals.

### **WE Parent Academy**

WE Parent Academy is Our Bi-Lingual Parent Certification Training program. It will be delivered in partnership with the local and regional colleges such as College of the Siskiyou located in Weed, Ca and Yreka, Ca; Shasta College located in Redding, Ca; and Butte College located in Chico, Ca. This education and social and emotional wellness training will be provided in person, and through video distance learning, virtual reality learning and will include Coaching training by Wellness Coaches and the Licensed Clinical staff and local community members. This training will also include MAP Testing, Edgenuity, K-12 Online learning Solutions, ST Math, Google Meet, and Google Classroom training. Our goal is to have between 10 and 20 WE Parent Academy Certified parents from which the Teachers could choose to assist with the Cooperative Learning pods.

### **Teacher Supervised WE Parent Academy Certified Parent and Wellness Coaching assisted Cooperative Learning Pods**

This innovative certified parent partnership Cooperative Learning model is designed to utilize and build parent's strengths for "Pod Cooperative Learning Experiences" for students. This model focuses on homogeneously grouped one-on-one learning that creates and supports individual learning pathways for every student. These homogeneous groups will move through the classroom visiting 4 pods. The first **Teaching POD** is the Teaching Pod led by the teacher. The second **Skill Practice POD** is where the students get to practice, with Certified Parent support, the new information delivered by the Teacher in the first POD. The Third **Special Resource POD** will have Resource Teachers, EL staff, and Certified Coaches offering specialized education, social and emotional coaching, and training. The fourth **Skill Integration POD** will be led by Certified parents and will focus on how the new skill could be integrated into their lives immediately and as adults.

### **Specialized social and emotional wellness services**

#### **TK through 8<sup>th</sup> Grade inclusive supports.**

- 1) Coaching, training, and support for students with challenging behaviors.
- 2) Early Intervention for students who show a potential need for additional academic support.
- 3) Referral to the IEP Resource team for screening and testing as appropriate.
- 4) Parent and Teacher education, coaching, and support with students with challenging behaviors.
- 5) Parent 101 Workshops about Math, grammar, and reading through the Innovative **WE Parent Academy** held on campus.

- 6) Family and Child Development Conference: How to Support Transitions for Successful Integration into the Education Environment, Grounding Techniques for Anxiety, Hygiene (Enuresis and Encopresis) support
- 7) Transportation for school, medical, dental, and counseling appointments

### **Grade specialized services.**

#### **1) TK, K, and 1<sup>st</sup> Grade**

- a) Kindergarten Round-Up - Integrating your child into the school learning environment.
- b) Washer and dryers and new/used clothes.

#### **2) 1<sup>st</sup> and 2<sup>nd</sup> Grade**

- a) Playground transition to the big playground

#### **3) 7<sup>th</sup> and 8<sup>th</sup> grade**

- a) "Brain Impacts of Social Media and Online Apps"
- b) "On-line Safety Education, Sexting, Snap Chat, Negative Impacts of Adult Content"
- c) Relationship Building Strategies: "Respect for Self", "No One Owns You", "How to Break Up", "No-one Can Define You"
- d) "Hormonal Impacts on Learning"
- e) "Self-Respect and Setting Emotional Boundaries with Negative Self-Talk and Negative Feedback"
- f) Peer, topical support groups.
- g) Tutoring and technology training for students and their parents
- h) Leadership roles within the home and juggling education goals
- i) College and Trade School Career goal development and exploration.
- j) Small group Education Motivation Coaching
- k) Small Coaching classes about caring about life and others

### **S.A.F.E.**

- a) Tutoring.
- b) Certified parent-led special interest hobby classes for students.
- c) Certified parent-led Genius research hour.
- d) Virtual Reality learning and sensory activities.
- e) Virtual Reality simulated trade skills education.

### **Parents**

- a) Navigating Google Meet, Google Classroom, Zoom training
- b) Transportation to medical, psychological, dental appointments

- c) Family Crisis Response Hotline
- d) In-home support activities around person, parent, and partner goals
- e) COVID 19 friendly Family Activities Packets
- f) Coaching Solutions for Parents, Grandparents, and Guardian;  
Parent/Guardian can choose one of the following goals: Person, Parent, and/or Partner
- g) Off-Campus Outreach activities
- h) COVID 19 Transitions and Stress Management education and support groups
- i) Family Development 1 -3-day Conferences
- j) Parent recognition activities
- k) Tutoring Classes: Math, English, Grammar, Reading, Science
- l) Family play nights/Workshops on communication, setting boundaries, and structure.
- m) Play night and date night support and childcare activities

### **Grandparent/Guardian Support**

- a) Support groups - dinners
- b) Grandparents passing and family transitions.
- c) Respite care – date nights
- d) Engaging volunteers to teach hobby classes to after-school students.

### **Pre-Individualized Education Plan (IEP) Tutoring and Support Services**

These tutorials, social and emotional support services, provided by the Trauma-Informed Coaches will be available to all students who currently do not meet the intake criteria due to age and/or testing requirements but need the support to be successful.

### **Acquired Childhood Experiences (ACE's) Screening**

Weed Elementary school will be administering the ACE Screening to every student at the beginning of each school year. This information will inform the individual Mental Health and emotional and social delivery support services planning, communication, coordination, and collaboration.

## **NOTIFICATION PROCEDURES FOR PROMOTION/RETENTION**

Procedures for informing both students and parents when a student's performance is not an appropriate standard are as follows:

1. During the first few weeks of school, parents and students will receive information regarding standards for promotion and for graduation.
2. Progress reports will be sent home mid-quarter for students in grades 4th-5th.
3. Progress reports and missing assignment reports for grades 6th through 8th will be sent home bi-weekly. \*Please have accurate email addresses on file with the office.
4. Report cards will be mailed home for 4th-8th grade at the end of each quarter.
5. A parent/teacher conference for all WES students is scheduled at the end of the 1st quarter. At this time, parents will be notified in person if their child is being considered for promotion/retention.
6. A second parent/teacher conference will be requested at the end of the 2nd quarter if the student is in danger of being retained or not graduating. (This could be in the form of an Family Support Team Meeting)
7. A third parent/teacher conference will be requested at the end of the 3rd quarter if the student is in danger of being retained or not graduating.

\*WUESD is committed to using multiple measures to determine students' progress and success. Data measures include classroom assessments, nationally normed diagnostic tests (NWEA MAP Benchmark Tests), State Testing (CAASPP), and parent and staff input.

#### Teacher Responsibilities

Each Teacher Shall:

1. Explain the Standards for Promotion and Graduation to his/her students at the beginning of each school year.
2. Post a copy of the Standard for promotion and Graduation in his/her classroom.
3. Keep Aeries (web based) grades current weekly.
4. Be available to conference with the parents of each student who is failing his/her class at the end of the 1st, 2nd and 3rd quarters.

\*Please refer to Board Policy 5123

#### Parent Responsibilities

Parents play a very important part in the success of their children at school. Parents are requested to assist in the following ways:

1. Ensure their child attends school on time on a regular basis.
2. Assist teachers by having their child complete homework and other assignments.
3. Attend all requested parent/teacher conferences.
4. Request conferences when the need arises.
5. Sign up for: daily bulletin, Aeries login to child's grades, Remind App
6. Encourage their child to:
  1. Cooperate with school staff
  2. Participate in school activities and
  3. Excel to the best of their abilities

## **STANDARDS FOR PROMOTION/GRADUATION & 8<sup>TH</sup> GRADE TRIP**

### **Graduating on Stage:**

- To receive a diploma from Weed Elementary School a student must maintain a minimum grade point average (G.P.A) of 2.0 in core subjects (language arts, math, social studies, science and physical education); no final overall “F” grades in any core course work at WES during the 8th grade year.
- Final G.P.A’s shall be determined no later than the Friday before the last week of school.
- Behaviorally eligible-no suspension four (4) weeks before graduation.
- All school debts paid prior to the Monday before graduation.

### **Eligibility to attend the 8th grade trip**

- **Academics:**
  - Academically eligible to graduate.
- **Behavior:**
  - No more than a cumulative of four (4) days of suspension throughout the current school year.
  - No suspension during the month of April, May or June.
- **Attendance:**
  - No more than (10) excused, unexcused absences or tardies for the current school year.
    - If a student is absent more than (10) days due to an extenuating situation a parent may write a letter by April 1 to the Superintendent requesting a review and panel decision.
  - In order to graduate on stage all graduates must be in attendance the last two weeks of school (unless doctors note is provided)
  - A student must be enrolled by March 1 of the current year

### **Placement to 9th Grade Without a Diploma**

- A student who has not met the criteria for receiving a diploma may be placed in 9th grade. Such placement will be based on, but not limited to, such factors as age, maturity, and physical size.

### **Notification**

- Notification of parents regarding students in danger of not receiving a diploma or not graduating on stage will be made according to the guidelines of Notification Procedures included in Cub Handbook.

### **Special Notes**

- Final decision regarding the above will be made by the administration at Weed Elementary School.

## **ATHLETIC BEHAVIOR POLICY**

Weed Elementary School holds all students to high behavioral standards. If you are a student athlete, you are held to an even higher standard as we trust in your behavior enough to take you to games, where you represent not only your own character but that of your team and school. Therefore for all sports the following policy will be followed for behavior. If you have any questions, please call to set up an appointment with our athletic director.

Our middle school behavior policy follows the procedure of refocuses leading to negative incident reports (Please see policy in back to school packet).

First Negative Incident Report during the season will result in the following:

- Coach, athlete and teacher conference
- Athlete can still practice

Second Negative Incident Report during the season will result in the following:

- Suspended for next 2 games (home or away or tournament)
- Athlete can still practice

Third Negative Incident Report during the season will result in the following:

- Off the travel team
- Must attend practice for conditioning only and games, not dressed down to support the team

Fourth Negative Incident Report during the season will result in the following:

- Completely off the team

\*\*A Severe Incident Report or Suspension during the season could result in removal from the team.

## **STUDENT ATHLETE ACADEMIC REQUIREMENTS**

### **Volleyball and Cross Country**

Fourth quarter grades must reflect a 2.0 and no F's. If a student-athlete doesn't meet this requirement they will be put on academic probation until first quarter progress reports. At that time they must have a 2.0 and no F's. Academic probation means that a student must still practice with the team, but will not be issued a uniform or be able to attend away games or play in home games. If a student-athlete doesn't meet the requirements at first quarter progress reports they are off the team and can not practice or play.

### **Basketball and Cheer**

First quarter grades must reflect a 2.0 and no F's. If a student-athlete doesn't meet this requirement they will be put on academic probation until second quarter progress reports. At that time they must have a 2.0 and no F's. Academic probation means that a student must still

practice with the team, but will not be issued a uniform or be able to attend away games or play in home games. If a student-athlete doesn't meet the requirements at second quarter progress reports they are off the team and can not practice or play.

#### Track

Third quarter grades must reflect a 2.0 and no F's. If a student-athlete doesn't meet this requirement they will be put on academic probation until fourth quarter progress reports. At that time they must have a 2.0 and no F's. Academic probation means that a student must still practice with the team, but will not be issued a uniform or be able to attend away games or play in home games. If a student-athlete meet the requirements at fourth quarter progress reports they are off the team and can not practice or play.

In order for an athlete to may remain on the team they may miss no more than four practices.

**WEED UNION ELEMENTARY**

**SCHOOL DISTRICT**

**REQUIRED ANNUAL**

**PARENT/GUARDIAN**

**NOTIFICATIONS**

**AUGUST 2022**