

2010 - 11

# *The Parent / Student Handbook*



*43109 Highway 49, Ahwahnee, CA 93601  
(559)642-1585 Fax (559)642-1594*



### Introduction

HELLO once again to our returning students and welcome to our new students for the 2010-2011 school year. We are happy to have you as members of the Wasuma family.

Wasuma continues a strong tradition of providing a quality educational program for its students. Parent involvement is encouraged through PTA activities, volunteering to work in and out of classrooms, and chaperoning field trips and class activities. There are many opportunities that await you during the coming year, so take advantage early and reap the benefits of being a part of your child's education.

This handbook is to be used as a tool for you throughout the year and will answer many of the questions regarding Wasuma School. We suggest you print a copy keep it in a convenient location for easy access and use throughout the year. You are encouraged to contact the school if you have any questions.

Our goal is to provide your child with the best education possible! With your help and support we can make this another successful year.

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**MAKE YOUR CHILD'S EDUCATION YOUR #1 PRIORITY**



**BASS LAKE DISTRICT MISSION STATEMENT**

**EVERY CHILD.... A PROMISE**

We will provide an education that emphasizes reading, mathematics, communications skills, fine arts and a broad based exposure to many academic disciplines.

This education will be achieved in an environment, which enhances integrity, respect, responsibility, and compassion for others. We recognize that these values are best learned when modeled by all adults and children.

**WASUMA SCHOOL/BASS LAKE DISTRICT**

The Bass Lake Elementary School District is comprised of Oakhurst Elementary, Oak Creek Intermediate, Fresno Flats Community Day School, and Wasuma Elementary School.

The district business office is located in Oakhurst by the District Office. All district functions are handled in that office.

**BOARD OF TRUSTEES**

The Bass Lake Board of Trustees meets in regular session on the second Wednesday of each month at 6:00 P.M. Members of the community are encouraged to attend board meetings. Please feel free to call the school to confirm dates and times.

**TRUSTEES**

Ron Bucheger  
Bill Freed  
Cindy Jones

Diane Peterson  
David Read  
Joe Smith

**BASS LAKE SCHOOL  
DISTRICT PHONE  
NUMBERS**

District Office 642-1555  
Business Office 642-1565  
Wasuma School 642-1585  
Wasuma FAX 642-1594  
Wasuma Transportation 642-1590



## WASUMA MISSION STATEMENT

**I**t is the mission of our school to provide a safe, positive, rewarding environment. We will promote responsibility as well as academic, social, emotional, and physical growth so that all students have an opportunity to reach their fullest potential.

### WASUMA SCHOOL SITE COUNCIL

The Site Council is composed of 4 parents elected by the school community, two Faculty members elected by the faculty, one classified staff representative elected by CSEA, and one administrator. The council is responsible for input into the School Site Plan and in recommending categorical program expenditures.

### ARRIVAL TIME ON CAMPUS IS AT 8:00 AM

Those students who walk, ride bicycles or are brought to school other than by the bus are allowed to arrive on campus **no earlier than 8:00 am** in the morning. Campus supervision is only available starting at 8:00 am.

### AFTER SCHOOL REGULATIONS

It is important that each child either walks, rides the bus, or has a ride waiting for them at 2:30 PM. **There is no supervision provided for students after school.** Students are only allowed to remain on campus if they are involved in a program that is being supervised by a teacher (i.e. school sports team, drama, study hall, homework center, etc.). Because of supervision and safety reasons, **students are not allowed** to wait after school for outside sponsored activities (i.e. soccer, baseball, etc.).

### CLOSED CAMPUS

Wasuma is a closed campus, which means once students arrive at school; he/she shall not leave until school is out or until the student has been cleared through the front office for leaving school early.

## DAILY SCHEDULES

### **REGULAR SCHEDULE**

8:10-2:35

### **EARLY RELEASE DAY SCHEDULE**

The **second** and **fourth** Monday of each month will be an early release day for all students in all grades.

8:10-1:35



Following is a list of the dates for **Minimum Days for the 2010-2011 school year.** Please mark them on your calendars.

Sept. 13, Sept. 27  
 Oct 11 – 15 (Parent Conf.)  
 Nov. 8, Nov. 22  
 Dec. 13, Dec. 17 (12:30)  
 Jan. 10, Jan. 24  
 Feb. 14, Feb 28  
 Mar. 14, Mar. 28  
 April. 4 - 8 (Parent Conf.)  
 April 11,  
 May 9 - 13 (STAR testing),  
 May 23  
 June 9 (Last day of school)

## ATTENDANCE PHILOSOPHY

At Wasuma School we feel very strongly that attendance is a crucial part of the learning process. Book work and paper & pencil tasks are merely a small portion of the overall education your child receives. To that end we believe every possible effort must be made to get our children to class on time and ready to learn. The few precious hours we have with them during the day are filled with many activities and programs that cannot be retrieved in any other fashion. Our joint cooperation in this effort is critical to the educational success of your child. Students who have attendance problems will be referred to the Eastern Madera County School Attendance Review Board.

Good attendance will be rewarded at quarterly assemblies. Perfect Attendance means 0 absences and 0 tardies during the quarter. Excellent Attendance allows 3 absences OR 3 tardies during the quarter. A number of incentives have been put into place to encourage good attendance.

### ATTENDANCE PROCEDURES

The state laws of California require attendance of every person under eighteen (18) years of age. The law states that an absence may be **excused** if the absence is due to Illness, Doctor or Dental appointment, Death in the immediate family, Funeral for member of immediate family and Quarantine.

1. When a student is absent from school, a telephone call from the parent or guardian **by 9:00** am that day is required with the following information:
  - a. Student's name
  - b. Reason for absence
  - c. Anticipated duration of absence
2. If a student has been absent and no call has been made, then the student must bring a written note to the front office with the following information when he/she returns to school.
  - a. Date of note and date(s) of absence(s)
  - b. Reason for absence
  - c. Signature of parent or guardian



**Note:** Students who arrive after the school day starts must check into school through the front office. If your child is absent in the morning, but will be on campus before lunch, and will be eating in the cafeteria, please call the school office by 9:30 am so we can prepare for your child's lunch that day.



Handbook Spotlights



**Make sure you check in the school office for:**

Students arriving late

Students leaving early

Absences

Visiting on campus



Make sure the Office

always has a **current phone number** in case of emergencies and to keep you better informed!

**LEAVING SCHOOL EARLY**

Students who must leave campus early need to follow the procedures listed below.

1. Bring a note from home indicating the **reason for leaving**, the **time they need to leave** and **who will be picking up** the student.
2. Parents who wish to pick-up their child during school hours need to check in at the front office before taking their student.
3. Sign out your child with the secretary before leaving campus.

**INDEPENDENT STUDY CONTRACTS**

Students who, due to family emergencies or unexpected business will be absent from school for more than 5 days are allowed to complete Independent Study Contracts. Please follow the following procedures for ISC's:

1. Obtain the contract at least 3 days in advance from the classroom teacher. (More time is preferred).
  2. Complete the form and return it to the teacher so work can be obtained in advance.
  3. All work must be completed within 5 days upon your student's return to school, to obtain credit and an excused absence.
  4. ISCs must be requested and signed by the school PRIOR to the absence. NO credit can be given towards attendance during or following the absence.
- \* ISC's do not count towards a perfect attendance certificate.

**BAD WEATHER – SCHOOL DELAYS**

If there is a need to delay the start of school all times will be adjusted by one hour increments. A **ONE HOUR DELAY SCHEDULE** means busses will run one hour later than their normal time. **TWO HOUR DELAY SCHEDULE** means busses will run two hours later than their normal time. If it becomes necessary to delay more than two hours, we will cancel school for the day. **A phone message will be left at the home of each Wasuma family to alert them of any school delays or cancellations.** Since an automated phone system is used for inclement weather notifications and emergencies it is critical that you notify the school if your home phone number changes Buses will run at the normal times in the afternoon unless conditions described above exist.

## STUDENT BEHAVIOR

Students are expected to display appropriate conduct both in the classroom and on the playground towards fellow students, adults and staff members. Every student has the right to learn in an environment free from distraction. Since the classroom is where most learning takes place students will respect the rights of others and the learning environment.

Examples of student misconduct includes:

1. Disruptive noise.
2. Disrespect toward adults and peers.
3. Constant roaming around the classroom.
4. Physically aggressive contact.
5. Talking while the teacher is instructing.
6. Disobedience.
7. Harassment.

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### K-3 DISCIPLINE PHILOSOPHY

Each teacher works to establish a positive atmosphere that is conducive to learning by emphasizing respect for others, compliance with classroom and school rules, and completion of assigned class work. When a child's behavior interferes with the educational environment the following steps are taken.

Step 1:

The teacher will handle normal minor discipline problems.

Step 2:

Parent contact is made by either the teacher or the principal. Student is removed from class for a period of time.

Step 3:

Repeated offenses or extreme or dangerous behavior will lead to suspension.

Suspension will normally be handled by the principal. There are some cases where off campus suspension is needed based upon the seriousness of the offense or the frequency of a particular behavior.

### GOOD BEHAVIOR AND ACADEMIC SUCCESS STARTS AT HOME

One of the best and easiest way to help your child be successful in school is to make sure they get plenty of rest and start each day off with a nutritious breakfast. Doctors suggest 10 to 11 hours of sleep for grade school children and a recent study showed that students who lacked enough sleep were twice as likely to suffer from ADHD.



## WASUMA 4TH - 8TH DISCIPLINE POLICY

Teachers will deal with normal classroom management by working with the child through requests, warnings, conferences, and assign sentences to write that define the inappropriate behavior. Students may lose privileges as a classroom management tool prior to being sent to the Principal's office.

California Education code section 48910 gives teachers the right to suspend students from their class for the remainder of that day plus one additional day. In the event a student is suspended from a class they will:

1. Be sent to the principal's office.
2. Be required to complete all assignments while in the office
3. Be required to contact their parent/guardian and explain their actions.
4. Lose all recess privileges including lunch recess for those days.

Other interventions could include Student Study Teams (SST), Behavior contracts, and special arrangements on campus such as on-campus suspension. Additionally the district has developed an alternative school setting to assist with some of these discipline problems.

## GROUNDNS FOR SUSPENSION

SECTION 48900 CALIFORNIA EDUCATION CODE: A PUPIL SHALL NOT BE SUSPENDED FROM SCHOOL UNLESS THE PRINCIPAL DETERMINES THAT THE PUPIL (1) WHILE ON SCHOOL GROUNDS (2) WHILE GOING TO OR COMING FROM SCHOOL (3) DURING LUNCH PERIOD WHETHER ON OR OFF CAMPUS (4) DURING OR WHILE GOING TO OR COMING FROM A SCHOOL SPONSORED ACTIVITY:

- (A) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (B) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (C) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

## JR. HIGH CHEATING POLICY

The staff of the Wasuma Junior High are concerned about an on-going problem with cheating by our seventh and eighth grade students. To more effectively and consistently deal with this problem we have drafted the following policy.

Cheating will be defined as:

1. Copying the work of another student
2. Giving answers during a test
3. Misrepresenting grades when grading papers

Consequences for violations of this policy will be as follows:

- First Offense – A failing grade for all parties involved
- Second Offense – A failing grade for all parties involved Suspension from the class in which The incident took place
- Third Offense – A failing grade for all parties involved School suspension

Violations of the cheating policy in any class will add to a cumulative total. For example, violating the policy in Math and then in Science will equate to a second offense.

This policy has been reviewed with all seventh and eighth grade students at Wasuma. We ask that you further review this policy with your child at home.



### **GUM CHEWING POLICY**

Chewing gum at school is against the rules. The staff is concerned about gum chewing in class and on the grounds. To more effectively and consistently deal with this problem we have drafted the following policy.

- First Offense - 100 sentences assigned
- Second Offense - 200 sentences assigned
- Third Offense - School suspension (in or out of school)

## **GROUNDS FOR SUSPENSION (continued)**

- (D) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (E) Committed or attempted to commit robbery or extortion.
- (F) Caused or attempted to cause damage to school property or private property.
- (G) Stolen or attempted to steal school property or private property.
- (H) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (I) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (J) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (K) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teacher, administrators, school officials, or other school personnel engaged in the performance of their duties.
  - K-1 Committed verbal abuse of a supervisor, teacher or administrator.
  - K-2 engaged in disruptive behavior on the campus, in the classroom, at a student body activity, on a school bus, at a school bus stop, at a club, or other supervised activity.
  - K-3 engaged in gambling.
  - K-4 engaged in hazing other pupils or school personnel.
  - K-5 immoral behavior, possession, possession for sale of pornographic materials.
  - K-6 leaving school during the school day without permission of school authorities or being in a restricted area on campus.
  - K-7 truancy (second offense).
  - K-8 violated any governmental statute, ordinance and or regulation.
  - K-9 committed an action in violation of the Dress Code, closed campus or any other Bass Lake School District Governing Board Policy and/or school regulations.
- (L) Knowingly received stolen school or private property.

## STUDENT DRESS AND GROOMING

We believe it is essential that students are dressed properly and come to school in a neat and clean condition. This not only helps with their own self-esteem but also provides a safe, clean environment for students and staff.

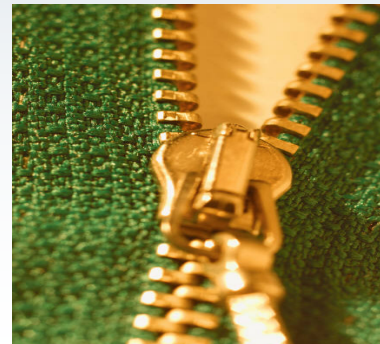
Clothing is restricted in the sense that student dress is appropriate, neat, clean, and is not a distraction to the learning environment. Examples of restrictions for clothing are listed below to describe some of the cases of inappropriate dress.

### **Students are not allowed to wear or bring any of the following:**

1. T-shirts, hats, jackets and other objects advertising tobacco, drugs or alcohol.
2. Comment clothing (profanity, inference to sexual conduct, drugs/alcohol, etc.).
3. Inappropriate shorts (i.e. holes, too tight, side slit, too short, cut-off not hemmed, etc.) Parents can help by using the following standard with their child before they leave for school. The gauge we will use is when arms are put to their side, the hem of the skirt/shorts/culottes; etc. is at the index fingertip or longer.
4. Tank tops with straps narrower than 2 inches.
5. Shirts that expose the midriff. When arms are raised the shirt/blouse/top, etc. does not expose any of the midriff. Shirts that are too tight and/ or revealing.
6. Clothes that expose any undergarments.
7. Gang related attire or accessories.
8. Chains of any length, spiked collars/wristbands
9. Hats, caps, or beanies or any other head covering garment are not to be worn inside buildings. Baseball caps must be worn with the bill facing forward while on school Grounds.
10. Pants and shorts must fit at the waist so that a belt is not needed to keep pants up. No sagging. Low rise pants, shorts, or skirts that expose undergarments while standing or sitting are prohibited.
11. Shoes must always be worn at school including on the playgrounds. Sandals may be worn if they have a fastener on the back, but flip-flops are not allowed.
12. Students must wear clothing appropriate for physical education.
13. Ear piercings will be allowed. All other body piercings are prohibited.
14. Hair styles must not cause undue attention or cause a distraction
15. The administration maintains the right to address any other issue related to appearance or dress not mentioned here. Students found to be in violation of the dress code will be provided alternate clothing to wear during the day.

### **LOST AND FOUND**

Throughout the year students will lose or misplace items either on the playground or elsewhere. Usually, articles are brought to the office and students can check the front office for their missing items. Items collected will be kept until the end of each semester (January and June) and displayed for a period of time so children can claim lost possessions. After displaying these articles, they will be donated to a good will organization.



## ACADEMIC STANDARDS

Wasuma School has a grading system that reflects high but realistic expectations for student learning. Parents are notified periodically of their student's academic progress and if there is a question at any time the faculty is willing to discuss your child's effort.

**GRADING SCALE:**

100 - 90 =	A
89 - 80 =	B
79 - 70 =	C
69 - 60 =	D
59 - 0 =	F

Grades are averaged using the following scale:

**POINT SYSTEM:**

<b>A</b>	=	<b>4</b>
<b>B</b>	=	<b>3</b>
<b>C</b>	=	<b>2</b>
<b>D</b>	=	<b>1</b>
<b>F</b>	=	<b>0</b>

### REPORTING PERIODS

Wasuma School has four separate grading periods. Reports are sent to parents twice per grading period (a progress report and an official report card each grading period) for a total of eight (8) times per year the parents are officially notified by the school about your child's progress.

The first report each grading period is called a **PROGRESS REPORT** and is issued about half way through the grading period, usually between the 4th and 5th week. This report is designed to give you information as to your student's progress to that point. It is not a grade for the quarter, just a half-way report to let the parents know how their child is progressing.

The second notification is the **REPORT CARD** itself. These grades are the culmination of your student's effort for that grading period and are recorded on the student's transcripts. In the case of eligibility for extra-curricular activities, etc., these are the grades that are used to determine a student's status.

**A caution to parents about grades! It is not uncommon for a student to appear to be doing acceptable work at the progress report and then be "surprised" at the quarter with lower grades. This happens frequently when a student slacks off or stops working in the period of time between the progress report and the quarter grades.**

### Handbook Spotlights



### Report Cards

**A report card is completed for every student at the end of each quarter**

- October 8  
1st grading period ends
- October 11 - 15  
Parent Conference week  
- report cards given out
- January 14  
2nd grading period ends
- January 21  
Report Cards sent home with students
- Apr. 1  
3rd grading period ends
- Apr. 4 - 8  
Parent Conference week  
- report cards given out
- June 9  
4th grading period ends  
- report card given out

**BASS LAKE SCHOOL DISTRICT PARENT/STUDENT RIGHT OF PRIVACY**

**Dear Parent/Guardian:**

It is not legal for a school or school districts to print a list (or picture) of students who are special in any way for distribution or publication. An example of what this law means to us is that it will prevent us from printing the names and pictures of our honor roll students in the newspaper without parental permission. This is a practice we would like to continue. We are asking you to please sign the waiver located on the students Emergency Procedure Card giving us permission to publicly acknowledge your child/children for outstanding achievement: Honor Roll, Sports Teams, Spelling Bee, etc.

**HONOR ROLL REQUIREMENTS**

Each student in the 4th through the 8th grade is eligible to receive Honor Roll status in Academics. Honor Roll is determined each grading period and is awarded to those students who attain a 3.5 average on a 4.0 scale in the following subjects;

**Reading/Language, Math, Science, and Social Science.**

**BLOCK "W" AWARDS**

The Block "W" award is earned by students in the 6th-8th grade who have demonstrated over the year their ability to attain high achievement in Academics, Citizenship, Community Service and participation in co-curricular activities. The major emphasis is academic effort but co-curricular achievement is necessary also. Each student maintains the record of his or her effort throughout the year on a form kept by the principal. Students are rewarded with a Block "W" at the end of the year if they accumulate 100 or more points during the school year.

**8th GRADE GRADUATION REQUIREMENTS**

The following requirements and standards have been set forth by the Bass Lake Elementary School District for students to attain an eighth grade diploma:

1. Maintain a C (2.0) average in EACH of the following subjects:
  - a. Math
  - b. English
  - c. Science
  - d. Social Studies
  - E. Physical Education

If the above minimum requirement is not met, a student must revert to the following Alternative Criteria in order to receive a diploma:

**Alternative Criteria:**

Pass the current CAT test with a score at or above the 50th percentile in the areas of Reading, Mathematics, and Language. This test is administered at the beginning of the 4th quarter of school.

## **GRADUATION TRIP REQUIREMENTS**

In order to be eligible for the 8<sup>th</sup> Grade Graduation trip, the regular (not Alternative Criteria) diploma requirements must be met.

## **DANCES**

Dances are offered to the 6<sup>th</sup> - 8<sup>th</sup> grade students during the year. Students must be eligible to attend these dances and must be present at school that day to participate that evening. Students should check their eligibility status prior to attending the dance to avoid being refused entry to the dance.

## **ASB OFFICERS**

Wasuma offers a student government program to allow for student input into school procedures. Elections are held for Associated Student Body Offices in the following positions: ASB President, ASB Vice-President, ASB Secretary, ASB Treasurer. In addition each 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade class elects a Representative to the ASB Council each quarter so information can be collected and disseminated to the students. ASB officers are responsible for planning student activities such as dances, rallies, fun days and other student events.

## **ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES**

### **4<sup>th</sup> through 8<sup>th</sup> grade**

Students who wish to participate in co-curricular activities (including ASB sponsored dances) must maintain eligibility status. Eligibility is determined by letter grades given each grading period (about every nine weeks). If a student becomes in-eligible, they are not allowed to participate until after the next report card period (about nine weeks), provided they improve to the required standard during that next grading period.

1. Students must average a C (2.0) grade in all subjects
2. Students with any failing grades (F) are ineligible
3. Students may lose their participation privileges based on their conduct and for disciplinary reasons they may be "ineligible" for a period of time based on the seriousness of the act (usually a minimum of one week is imposed). Parents will be notified in such cases.



## **ATTENDANCE REQUIREMENT FOR PARTICIPATION IN ACTIVITIES**

Students are required to be in attendance for at least half of the school day in order to be eligible to participate in school and classroom activities that day. (Some examples are plays, class productions, field trips, etc.)



## SKI PROGRAM

The ski program is offered to 4th - 6th grade students on pay to participate basis. Instruction is provided for beginners through advanced levels and is open during the ski season at Badger Pass. More information on this program will be coming as ski season approaches. Attendance Friday through Thursday prior to the ski day is mandatory in order to participate in that weeks ski trip.

**Students must verify that they have insurance to participate.**

## TELEPHONE USE BY STUDENTS

**The school phone is for business only** and students will only be allowed to use the office phone if their teacher has given them permission. Teachers will give permission based upon an established need. **The phone will not be used for personal business.**

## FIELD TRIPS

Parents must consent to their child's voluntary participation each time there is a field trip. The instructor will be issuing a permission slip to your child in advance of every field trip taken. This permission form must be on file for your child to participate.

## TEXTBOOKS

All textbooks are provided by the school district and will be issued to students by their classroom teacher. Textbooks are numbered and given a "condition" prior to being issued to the student. Textbooks are to be covered in order to prevent excessive wear and tear.

**Students and parents will be responsible for the cost of replacement or repair to books that are lost or stolen or for books showing excessive wear and tear (i.e. torn pages, writing inside or on the cover, water damaged, etc.). Please be aware that it not uncommon for student text books to cost more than \$60.00 each.**

Students must return the book that was issued to them at the beginning of the school year. Students having obligations for lost or damaged books or materials, or damage of school property, will not be allowed to participate in co-curricular activities.

## INSURANCE

The school does not offer playground insurance; however, there is insurance available from an outside company that can be purchased at any time during the school year. This coverage can be for a 24-hour period if you so choose to purchase that type of coverage.

For further information about outside insurance, please call Linda Brooks at 642-1585 or the Business Office at 642-1565.

**WE STRONGLY ADVISE  
YOU TO CONSIDER  
THIS INSURANCE!**



## SODA MACHINE

There is a soda machine in the staff lounge that is available to students **AFTER 3:00 PM** each day unless there is a meeting or other staff function. Students are allowed to purchase sodas provided the campus is kept free of plastic bottles, they do not interrupt any staff member working in the lounge, and they do not purchase sodas at any time other than after 3:00 PM. Students who purchase a soda prior to 3:00 or without permission will have the soda confiscated and not returned.

## CELL PHONE USAGE

Cell phones are allowed on campus, HOWEVER, they must be powered down (TURNED OFF) and be in a backpack, pocket, purse or be otherwise concealed. The rule on campus is "If we see it, we'll take it". Text messaging is absolutely prohibited. Cell phones should only be used in the case of a school emergency. Should the student need to contact a parent or guardian during school hours in case of illness, the office phone will be used. Please do not call your student on their cell phone during school hours. This presents a disruption to classroom activities. Cell phones that are exposed during school hours, used for text messaging, phone calls, gaming or any other activity will be confiscated and turned into the office. Consequences for not following these guidelines are as follows:

1st Offense = Student may retrieve the phone after school from office

Repeated Offense = A parent must retrieve the phone from the office.

*\* If there are continual offenses the student's cell phone privileges will be suspended.*

***Students who use their cell phones for any type of harassment while on campus will be suspended.***

## PERSONAL PROPERTY ON CAMPUS

Personal property brought to campus is the sole responsibility of the person who brings these items. If any personal items are lost, stolen or misplaced, the school is not responsible. Remember these items were brought on campus by choice.

It is best to leave large sums of money; expensive items (i.e. sunglasses, expensive clothing, hats, etc.) and any other items of sentimental value at home. IPods, Radios, Electronics, Battery Operated Toys, Cars etc. will not be allowed on campus or on the buses.



## FIRE DRILLS

There are monthly Fire Drills designed to ensure our staff and students are fully prepared to orderly evacuate either the buildings or the campus in case of an emergency.

These drills are planned in advance and students are instructed as to the procedures they should follow in case of an emergency.



**PARENT/TEACHER  
ASSOCIATION**

Wasuma is proud to have a very supportive PTA. Their main function is to provide support to all classroom and co-curricular activities on the Wasuma campus.

There is always a need for parent participation and we encourage each of you to do your part in making your child's education complete. If you would like to assist please call the school and we can provide the necessary information to get you started.

**LUNCH PROGRAM**

Wasuma School has an outstanding lunch program providing a Class A hot lunch. The cost of a lunch is \$3.00 for grades K-8. Extra milk can be purchased for .25 cents per carton.

Students who plan to eat a school lunch need to bring their money on that day. For 4th-8th grade students, money is collected in the morning before school starts or at morning recess. K-3 students give their money to their teacher in the morning. Parents are encouraged to pay for their child's lunch in advance, either by the week or by the month. **Parents are responsible for keeping track of their student's lunches.**

**There are NO LUNCH OR MILK CHARGES ALLOWED.**

**MILK ALLERGIES**

The State of California requires a doctor's certificate stating your child is allergic to milk in order to receive a replacement juice.

**YOU ARE WELCOME** to join us for lunch when you visit school. Please call us by 9:30 am on the day you want to come so we can plan for your lunch. The cost of an adult lunch is \$4.00.

**FREE AND REDUCED LUNCHES**

Forms are available in the school office for those students who qualify for free or reduced price lunches. Please allow us to help you fill out these forms and determine whether you are eligible for this service. All information submitted is strictly confidential.

**LUNCH WORK PROGRAM**

Students in the 4th-5th grade who wish to work in the cafeteria during the lunch period may do so by asking their teacher. Students must be in good academic and behavior standing to qualify for this program. Each student who completes his or her cafeteria assignment is given a free lunch for that day or credit towards a cafeteria lunch on another day.

**Lunch Menus are sent home monthly.  
They are also available in the office.**

## Handbook Spotlights

## HEALTH INFORMATION

### FIRST AID AND ILLNESS DURING THE SCHOOL YEAR

First aid is administered in case of minor injuries. If illness or a serious accident occurs during the school day, an attempt is made to notify the home at once. For this reason the school requires an emergency number to call when parents are not at home. If the parent cannot be reached, the school will send the child to the hospital when necessary. It is important that the school be notified immediately of any changes in phone number for the benefit and welfare of the child.

### MEDICATION

California State Law states that **MEDICATION**, over the counter and prescription, **MAY NOT BE DISPENSED** by school personnel without a **PHYSICIAN'S ORDER** and written permission from the parent. Occasionally a child under medical care may continue to attend school. In these special cases, school personnel may administer medication when parents provide a **PHYSICIAN'S ORDER** which includes name(s) of the medication, dosage, time(s) and duration that the medication is to be given to the child. **The medication MUST be sent to school in original container from the pharmacy.** At the beginning of each school year or upon entry to school a "Medication at school" form must be completely renewed including a new physician's order.

### COMMUNICABLE DISEASES

If your child complains of stomach ache, earache, sore throat, cold symptoms, or has not been free of fever for at least 24 hours, he/she should be kept at home for observation. If your child is absent because of one of the following diseases, please notify the school office: strep throat, scarlet fever, chicken pox, mumps, red measles (Rubella), German measles (Rubella), impetigo, pink eye, ringworm, scabies, and lice.

### SICK ROOM POLICY

Wasuma School does not have a nurse on daily duty. Students who become ill will need to check in at the office and call their parent or guardian to be taken home. **The sick room is for emergency use only.**

**Any child with a temperature of 99.4 or over (orally)  
will be sent home.**

#### **A Word about Lice:**

People in all walks of life may be bothered with lice. Having head lice does not mean a person is "dirty". Transmission can occur quite easily from one infested individual to another. Children should be instructed not to share combs, brushes, hats, scarves, coats, and sweaters.



Treatment is shampooing with a special medicated shampoo. It is recommended that all members of the family be treated. All bed linens should be washed in hot soapy water (60c or 140F) and dried in a hot dryer for at least 20 minutes. Clothing, combs, and brushes should be cleaned. Carpets, upholstery and mattresses should be vacuumed thoroughly.

## HEALTH INFORMATION (continued)

### COMMUNICABLE DISEASE POLICY

<u>Disease</u>	<u>Incubation</u>	<u>May return to school</u>
Chicken Pox	14-21 days	Minimum days after appearance of pox and all crusts are dry
German Measles	14-21 days	When rash is gone usually 18 days (Avoid contact with immune pregnant women).
Impetigo	Within 5 days	Must be under treatment and visible lesions covered.
Influenza	1-3 days	On complete recovery.
Measles	10 days	Minimum 4 days before appearance of rash and until 7 days after appearance of rash. (Strict isolation from children under 3 years).
Mumps	12-26 days	Until swelling of the salivary glands has subsided, usually about 10 days
Ring worm	Unknown	Must be under treatment and visible lesions covered.
Scabies (itch)	24-48 hours	Must remain at home until completely cleared.
Scarlet Fever	2-5 days	May return when fever, sore throat and rash are gone after being treated with an antibiotic.
Whooping Cough	7-10 days	At least 21 days after appearance of typical cough and on recovery.

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Handbook Spotlights



**Keeping hands clean is one of the most important ways to prevent the spread of infection and illness.**

Hand washing can prevent infection and illness from spreading from family member to family member and, sometimes, throughout a community.

The basic rule is to wash hands before preparing food and after handling uncooked meat and poultry, before eating, after coughing, sneezing, or blowing one's nose into a tissue, after using the bathroom, and after touching animals and anything in the animal's environment.

## HEALTH INFORMATION (continued)

### IMMUNIZATION

#### **Vaccines - Required for Kindergarten**

- Polio- At least 3 doses. If the third or last dose was administered before two years of age, one additional dose is required.
- DPT/TD - At least 4 doses. If the fourth or last dose was administered before two years of age, one additional dose is required.
- Measles (MMR) -2 dose of each, separately on or after 1st birthday. Mumps/Rubella Almost always given as MMR.
- Chicken Pox / Varicella - 1 dose or proof of disease
- TB Test- The skin test must be given within 90 days prior to school entrance for the following students:
1. Pre-school children
  2. Kindergarten children and first year in district students.
  3. Out of country students.

The test must be given by a physician or medical clinic and must be read within the required time limit by a qualified person. There must be written verification of date given **AND** results (negative or positive).

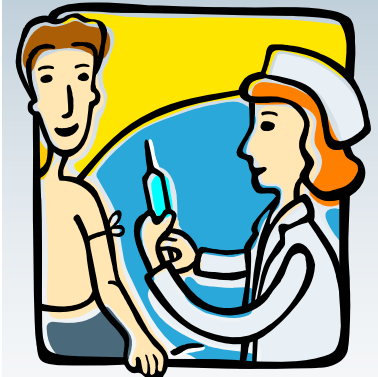
#### **Required for 7th Graders**

Hepatitis B 3 doses – required to begin prior to the start of 7<sup>th</sup> grade HIB Meningitis This vaccination is highly recommended. See your physician for recommended vaccination dates.

1. Parents or guardian must provide the dates (month, day, and year) of each immunization received.
2. A physician's signature, including month and year of occurrence, is necessary to document the disease of measles, mumps, or rubella in lieu of immunization. If this is not possible, immunization is required.
3. While parent signature will suffice to claim a religious or philosophical exemption to these regulations, a physician's signature is exempt and if there is an outbreak of any one of these diseases, the child may be temporarily excluded from school for his/her protection.
4. Students not meeting standards and not claiming exemptions must initiate a schedule of immunization within 10 working days of school entrance or be excluded from school by authorization of the health department.

#### **Who Should Be Immunized?**

.....**Infants and young children.** They are especially susceptible to disease and complications can be more severe. Inoculations should be started at the age of two months-not delayed until school age.



#### **REMEMBER:**

Accidentally missing even one inoculation means that the individual is unprotected.

## TRANSPORTATION BUS POLICY

### SCHOOL BUS RULES AND REGULATIONS

Student conduct on school buses, as part of the school environment, follows all the requirements and provisions as outlined in the code. Disciplinary action removing a student's privilege to ride a school bus must be the result of behavior serious enough to warrant suspension from riding the bus, school, or both.

The privilege of any student to ride a school bus is conditioned upon his good behavior and observance of the following rules and regulations. There is not room for variance from the rules and regulations, as any variance could endanger the safety and welfare of several children.

#### **Education Code**

Section 14263 – of Regulations and Laws relating to Pupil Transportation in California reads as follows: Authority of Driver. (a) 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 the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destination. (b) Boards of trustee shall adopt rules and regulations to enforce this section. These regulations shall include, but not be limited to, specific administrative procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

### BUS RULES AND REGULATIONS–Prior to Loading (on the road / at School)

Students shall be at the bus stop 5 minutes before the scheduled time of pick up. The bus cannot wait for those who are late. Students are to wait until the bus has come to a complete stop before moving toward the bus and attempting to board. At the bus stop, students shall remain in an orderly line at least 6 feet away from the bus without engaging in horseplay or other disruptive activities while they are waiting.

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Handbook Spotlights



**The driver is in full charge of the bus and students.  
Students shall comply fully and promptly with the driver's instructions and without arguing viewpoints.**

## TRANSPORTATION BUS POLICY

### BUS RULES AND REGULATIONS – While On the Bus

- Upon boarding the bus, students shall immediately be seated, facing forward, and remain in that seat for the remainder of the route, unless given permission by the driver to change seats. Lying down in the seat or sitting on the floor is not acceptable.
- The driver may assign seats on the bus, and students shall sit in their assigned seat.
- Students shall be courteous to the driver and to fellow students.
- Students shall not mar or otherwise deface the bus.
- Students are not to tamper with mechanical equipment, accessories or controls of the bus which can divert the driver's attention and may result in an accident.
- Students are to keep their hands to themselves.
- Students shall assist in keeping the bus safe and clean at all times.
- Students are not to throw litter of any kind on the floor of the bus as a bag or box is provided for trash.
- Students shall keep all body parts and clothing inside the bus at all times.
- Students shall never leave the bus through the rear door, except during an emergency situation.
- The driver will not let students off the bus at places other than the regular bus stop at home or at school unless by written authorization of the parent signed by the principal or school secretary. Phoned in bus changes shall not be honored except in emergency situations.
- In case of a road emergency involving the bus, or the bus and another vehicle, the students are to remain in the bus, unless given other instructions by the driver.
- Eating and drinking on the bus are prohibited.

### BUS RULES AND REGULATIONS – Leaving the Bus

Students are to remain in their seats until the bus has come to a complete stop before standing, entering the aisle, and attempting to leave the bus at school or at their bus stop.



**Note:**  
When a student brings home a "Bus Conduct Report to Parents", the parents must sign and return the form to the bus driver.

## TRANSPORTATION BUS POLICY

**The following improper behaviors can result in suspension of riding privileges and suspension from school.**

1. Insolence, not following driver's instructions, vulgar actions or gestures, obscene or profane language, fighting, pushing, shoving, other disruptive and disturbing actions, and unacceptable items (radios, iPod type devices, video games, lighter, matches, etc.)
2. Possession of or use of any tobacco product.
3. Throwing articles or objects in or from the bus.
4. Obstructing the aisle in any manner.
5. Occupying more space in a seat than is needed, and refusing to allow other passenger to sit down. Students shall not have in their possession any weapons, fireworks, glass containers, live animals, water guns, squirt bottles, or helium filled balloons.

### **BUS RULES AND REGULATIONS – Video Cameras**

Video cameras may be in use to record student activities on the bus, and the tape will be used as evidence in disciplinary hearings.

### **BUS RULES AND REGULATIONS – Extra Curricular Trips**

Bus discipline rules and regulations apply to any trip under school sponsorship. Students shall comply with requests of a competent chaperone appointed by the school or the driver



### **BUS LANES**

Parents,

**Remember when you are dropping off or picking up from school to not block the bus lanes. One car, stopped in the wrong location, can hold up an entire class worth of kids**

## TRANSPORTATION BUS POLICY

### **BUS RULES AND REGULATIONS – Disciplinary Actions**

The following proposals have been drawn up concerning the disciplinary actions of students involved in discipline problems on school buses. The punishments stated constitute the possible penalty in each case. More severe punishments may be administered at the discretion of the administrator involved. Other bus regulations, not specifically covered, may be governed by the minimum penalty of the category in which they are placed.

#### **Warning Citations may be issued at the discretion of the driver.**

**A. Throwing items**

- 1<sup>st</sup> offense – 3 days off bus
- 2<sup>nd</sup> offense – 5 days off bus
- 3<sup>rd</sup> offense – 10 days off bus

**B. Refusal to sit in assigned seat**

- 1<sup>st</sup> offense – 3 days off bus
- 2<sup>nd</sup> offense- 5 days off bus
- 3<sup>rd</sup> offense – 10 days off bus

**C. Insubordination and/or Weapons**

- 1<sup>st</sup> offense – 3 days off bus
- 2<sup>nd</sup> offense – 5 days off bus
- 3<sup>rd</sup> offense – 10 days off bus

**D. Possession/Use of Controlled Substances**

- Immediate referral to Principal

**E. Fighting on bus or at bus stop**

- 1<sup>st</sup> offense 5 – 10 days off bus
- 2<sup>nd</sup> offense – remainder of school year

**F. Abusiveness (verbal)**

- 1<sup>st</sup> offense 5 – 10 days off bus
- 2<sup>nd</sup> offense – remainder of school year

**G. Obscene language and /or gesture**

- Each offense 3-10 days off bus

**H. Abusiveness to driver (physical)**

- 1<sup>st</sup> offense off bus remainder of school year

**I. Having body parts and/or other items out of windows**

- Each offense – 3 days off bus

**J. Destruction of school bus**

- 1<sup>st</sup> offense 5 – 10 days off bus plus damages
- 2<sup>nd</sup> offense –Remainder of year plus damages

**K. Excessive noise/mischief which might interfere with the driver's concentration or ability to hear emergency vehicles**

- Each offense 3 –5 days off bus

**L. Unacceptable items on bus (radios\*, iPod type devices\*, videogames\*, lighters, matches, etc.) \*Subject to driver's discretion on field trips**

- Each offense 3 days off bus

**M. Multiple violations of any or all of the above**

- Off bus for remainder of school year

If a student is suspended from one school bus, he/ she is suspended from all other buses as well including ski trip/ field trip school buses.

A school bus suspension is not an excused absence from school. Students will be expected to be at school each day of their bus suspension.



## TRANSPORTATION BUS POLICY

### **BUS RULES AND REGULATIONS – Kindergarten Students**

All of the above listed items also apply to Kindergarten Students. In addition, it is necessary for the safety of all that the child is capable of sitting in his/her seat for the entire bus ride to his/her destination. A parent or other adult (designated in writing) must meet the child at his/her bus stop. If no adult is present when the bus arrives at the child's stop, the driver will have to take the child back to the school office. The parent or designated adult will then have to come to the school office to pick up the child.

### **BUS RULES AND REGULATIONS – Responsibilities, Penalties, and Due Process**

Any complaints of students, parents, or drivers not specified in these regulations shall be reported to the Principal or Director of Transportation. When actions taken by the driver or other school employees are not supported by the parent or guardian, the proper channel for the hearing of the issues shall be as follows:

At the request of the parent or guardian, the Principal will schedule a meeting to review the facts and to hear the various view points, the Principal will make a decision as to the disposition of the case. Should the parent or guardian feel that a fair decision was not made, an appeal may be made to the Director of Transportation, who will review the case and make recommendations to the Superintendent for final decision.

