

## **PRINCIPAL'S MESSAGE**

**Dear Whitmore Charter Students and Families, On behalf of the Whitmore Charter Staff, I would like to extend a warm welcome to all new and returning families to the WCS community. It is our hope that this year will be the best ever for your child, filled with academic success and discovery.**

**As we open our doors to the 2018-2019 school year, the core belief of our staff has not changed. We believe that all children are special and capable of learning. The goal of our school is for every child to be successful, learning in a respectful, safe environment. The talented and passionate staff of WCS has been busy planning a year that opens the door to exciting learning opportunities while building collaborative relationships with our great families. We are looking forward to the year ahead, and are so glad that you chose WCSAT as your "home".**

**By working as a team with you, we will be able to offer the best to our children. Our school success wouldn't happen without you! Volunteering at the school is a wonderful way to get involved. Working together, we can help each individual child strive for excellence and help to develop positive self-esteem.**

**We know that our communication with families plays a vital role in the success of our students. Each student will have a welcome packet on the first day of school which will include the school calendar and important classroom information. Please acquaint yourself with the information found in the packet. This handbook will provide more information about our school's mission, awards, discipline, communications, curriculum, grading, as well as motivational plans and health and safety guidelines. In September, start looking for our Monthly Newsletters. They will be full of interesting items, school activities, and upcoming events.**

**With all of this in mind, I want to welcome you again to another year of discovery and the unveiling of incredible potential. We are truly excited for this new year and look forward to working with you. If you ever have any concerns, questions, or suggestions, please do not hesitate to call me at (209) 556-1610.**

*Sarah Olson, Principal*

## **Mission Statement**

### **Our Mission**

We are committed to the support of families and students in meeting rigorous academic standards, to promoting experiential, life-long learning skills, and to building a unique learning community which recognizes that parental involvement and partnership in education are critical for student success. Our goal is to provide all students with a challenging, technology and arts infused curriculum which emphasizes critical thinking skills and practical applications through student-centered instructional delivery methods that engage the mind and meet the unique learning needs of individual students. We are committed to promoting academic excellence, accountability, character development, and the personal responsibility of each student for their own education. Graduates of the Whitmore Charter School of Technology are prepared to enter the 21st Century as self-motivated, independent, critical thinkers and decision makers who understand how to use technology as a valuable tool for learning, creativity and productivity, and who recognize that education is a life-long process.

### **WCS School Site Council**

The Whitmore Charter School Site Council, which is made up of parents and staff, meets bimonthly at 3:15 p.m. on the WCSAT campus. Parents, teachers, and community members are encouraged to attend. SSC meeting schedules, minutes, and upcoming agendas are available in the school office. Please feel free to share any questions or items of interest with the School Site Council members.

### **WCS Booster Club**

The Whitmore Charter Schools Booster Club meets monthly in the WCSAT Staff Room, unless otherwise arranged. The focus of the Booster Club is to support WCSAT in its commitment to providing quality educational experiences for all students. All WCSAT parents are encouraged to join and participate!! Children are welcome.



## CUSD Life Skills for School/Work Success

RESPECT	To show regard for self and others.
RESPONSIBILITY	To be accountable for one's actions and to follow through on tasks
HONESTY	To be truthful and fair in dealing with others.
INTEGRITY	To conduct oneself according to a sense of what is right and wrong.
COOPERATION	To work with others towards a common goal or purpose.
EFFORT	To be willing to work one's hardest.
WORK ETHIC	To understand the importance of doing one's best.
PERSEVERANCE	To continue in spite of difficulties.
COMMON SENSE	To use good judgment.
ORGANIZATION	Plan, arrange and implement in an orderly manner.
PROMPTNESS	To be on time.
COMMITMENT	To devote oneself to completing a task.

## Visitors, Chaperones and Parent Volunteers

All visitors and volunteers must sign in at the office before coming on campus. We encourage volunteers in the classroom and we hope you will set aside some time during the year to support your child's classroom teacher. Visitors, chaperones and volunteers on campus must observe the following procedures:

1. Visitor or Parent Observer: *Sign in and out at the office.*
2. Volunteer working with students under direct teacher supervision and field trip chaperone; *Volunteer Assistance Program Application, TB clearance, sign in and out at the office.*
3. Volunteer working with students without teacher supervision: *Fingerprints, TB clearance, activity plan approved by principal, sign in and out at the office.*

Please note: A TB Test is required for all school volunteers. These may be obtained through the District Office on specific dates. Please call the school for more information. In order to ensure that your time with the class is maximized, please observe the following:

- Younger children **should not** accompany you during your volunteer time.
- **All cell phones must be turned off, or put on "meeting mode" when in the classroom.**
- Animals should not be in the classroom unless prior arrangements have been made.

*Please note that additional information and guidelines will be available.*

## A Word to Students

It is important that every child has the opportunity to achieve to his or her greatest potential. School is a place to belong, to make and keep friends, and to learn about yourself and others. School is a place where all persons should feel safe. For this to happen, our school will not allow threats of any kind. This includes put-downs, racial slurs, and name calling. These are words used to pick on, make fun of, threaten, harass, insult, hurt, or leave out another person because of their color, religion, race, disability, national origin, or ancestry.

Being different is what makes you unique. Always be careful of what you say, because no one wants his or her feelings hurt. It is hard to take back mean, hurtful, or embarrassing words or actions. All students deserve to be respected. Saying that you are "just kidding" or "playing around" will not excuse you. All students at WCSAT are responsible for their own actions. Make sure that you make right decisions, even if it means that your friends do not agree with you. Making a right decision takes courage but helps you to establish a lifelong habit of making right decisions. And...you never know who is watching you, who admires you, and who wants to be just like you. Be a true leader...make kind, right decisions.

All school staff will take acts or rumors of violence, bias, or harassment seriously and appropriate discipline will be administered. We are dedicated to providing a safe, healthy environment for all students, and will be actively promoting tolerance and respect in every aspect of school life.

## Transportation and Field Trips

Home to school transportation is not provided by Whitmore Charter Schools. Each family is responsible to provide transportation for their children to and from school each day, to be on time for the start of school, and to be punctual in picking up their children at the end of the school day.

When appropriate, school buses will be used for field trips. Parental consent forms are required of all students attending school-sponsored field trips, and all school rules apply while on field trips. In most cases, parents may participate as chaperones on field trips, but may not transport children separately on the trip without prior school approval.

## Regular Daily Schedule

### Grades K-5

8:00 A.M.	School Begins
9:30 A.M.	Morning Recess (K)
9:35 A.M.	Morning Recess (1-2)
10:00 A.M.	Morning Recess (3-5)
10:50 A.M.	Kindergarten Lunch
11:05 A.M.	1 <sup>st</sup> -3 <sup>rd</sup> Grade Lunch
11:20 A.M.	4 <sup>th</sup> -5 <sup>th</sup> Grade Lunch
1:30 P.M.	Afternoon Recess (K)
1:45 P.M.	Afternoon Recess (1-2)
1:55 P.M.	Afternoon Recess (3-5)
3:00 P.M.	Dismissal

### Grades 6-8

8:00 A.M.	Homeroom
8:57 A.M.	Block 2
9:50 A.M.	MS Break
10:00 A.M.	Block 3
10:45 A.M.	Block 4
11:35 A.M.	MS Lunch
12:23 P.M.	Block 5
1:16 P.M.	Block 6
2:09 P.M.	Block 7
3:00 P.M.	Dismissal

## Student Arrival/Pickup Times

Please note that students **may not be on campus before 7:30 a.m.** There is no supervision prior to that time. Students **must be picked up by 3:00 pm** (or within 15 minutes of dismissal) unless they are participating in a school sponsored activity. *Please do not park by red curbs or in areas marked "No Parking", this includes residential and private property that surrounds the school.*

WCSAT uses a minimum day schedule for **parent/teacher conference days**. Parent Conferences are scheduled for **October 23<sup>rd</sup> - October 26<sup>th</sup> in the Fall and March 28<sup>th</sup> - March 29<sup>th</sup> in the Spring**. On these days, students will be dismissed at **12:45 p.m. and must be picked up immediately**. Students will follow a regular lunch schedule on these days. We will also have **ten (10) early release** days this year with a **dismissal time of 2:05**. Please check the school calendar for this year's minimum and early release days. This will allow you to have sufficient time to make prior child care arrangements if you will be unable to pick up your child on time.

## Cafeteria

Students may purchase hot lunch in the cafeteria. Parents are encouraged to pay for lunches a week or a month in advance, to avoid accumulating unpaid cafeteria balances. Please help us avoid this very difficult situation by sending money for lunch each day or week. Lunches are to be paid for **before school** in the cafeteria. Students will be issued a student identification number, and are responsible for memorizing this code.

## Prices

Daily Student Breakfast: \$1.50

Daily Student Lunch for K-5 is \$2.35 and \$2.85 for grades 6-8.

Milk may be purchased by students bringing their own lunch for \$.40. **Free/Reduced Lunch** Applications are available from the school office. We ask that all families complete an application, whether or not you will be participating in this program, as it helps our school with funding in many other areas as well.

**Options for payment:** Current charges can be paid at the school site or Child Nutrition office. Past year's delinquent debt can be paid at the Child Nutrition Office only. *Payment can be made on-line through the Child Nutrition tab on the CUSD website. Credit Card and Debit Card payments can be made at the Child Nutrition office.*

## Debt Collection

**Current-year balance:** Billing is sent/mailed home weekly. Phone calls are made from the Child Nutrition office on high balances (over \$50). **Unrecovered/Delinquent Debt:** School sites make calls home to recover previous year's debt.

**Implication of unpaid debt:** Student can be prevented from participating in **non-curricular activities**. Examples: Winter formal, Senior Prom, Senior Trip 8<sup>th</sup> grade trip, walking the stage at graduation, etc.

**Non-discrimination for failure to pay, including protection from overt identification:** Regardless of meal status, students are **not** served an alternative meal (something different than what is on the menu).

**Annual Notifications to Parents/ Guardians:** Annual mailing- sent out to household in mass mailing with application packet each school year. Location on website- currently on the district website under the Child Nutrition tab. Student Handbooks- Policy information will be provided in school site student handbooks beginning with the 18-19 school year.

## Cafeteria Rules

1. Follow directions the first time
2. Speak softly
3. Keep hands, feet, and food to yourself
4. Clean up and put away your own trash
5. Raise hand and wait to be excused
6. Use appropriate school language
7. Walk at all times

*Please note: Parents may not eat their children's food, or take it from the cafeteria.*

**Energy drinks are not allowed.**

## Nutritious Snacks

At the first recess, students may eat snacks brought from home.

1. Only nutritious snacks are allowed (**no candy, energy drinks, and sodas, please.**)
2. Eat snacks only in designated areas.
3. Clean up all messes before going to play
4. Do not share snacks.

Nutritious snacks include fresh fruit, fresh vegetables, trail mix, and shelled nuts. Sugary foods and empty calorie/greasy foods (chips) are not healthy and do not constitute a nutritious snack.

## Dress Code

### Dress and Grooming

The parents/guardians of the Ceres Unified School District are charged with the responsibility of dressing their children in a manner appropriate for a school setting. In addition, under normal circumstances, no student will be sent to school wearing any kind of clothing, costume, and/or hair style which will tend to interrupt, disturb, or interfere with the normal educational program being carried on, either on the campus or in the classroom, or negatively affect the health and safety of individuals. The students must dress in such a manner that demonstrates good taste. Explicit or implied profanities and/or obscenities are not acceptable. Any items of clothing, jewelry, foot gear, or head gear which would be injurious or potentially disruptive to the normal educational program or to any person or school district property are prohibited. (cf 6136 Gangs)

1. Hair nets or other types of gang related head coverings are not allowed.
2. All clothing, including jackets and shoes, with Old English style or other writings that may be determined to be gang related are not allowed.
3. Accessories, such as jewelry, belts, bandanas, purses, and sunglasses with logos, insignias, color, or writings depicting gang related activities are not allowed.
4. Attire that is worn or altered in such a way as to identify students with gangs is not allowed. This includes, but is not limited to: sagging pants (pants must be waist-high and remain at the waist without the aid of a belt), unhemmed cut offs, cut off shorts with knee high socks, hanging belts, suspenders off the shoulders, gang related initials on belt buckles, unhemmed garments of any lengths, etc. are not allowed.

5. Pants must fit at the waist and not be more than one size too large or one size too small. If belts are worn, they must not be more than one size too large.
6. Attire which is sexually suggestive or extremely brief is not allowed. This includes, but is not limited to: **low-cut garments, strapless or off the shoulder tops, racer back tanks, shoulder straps less than 2 inches wide, bare midriffs, tank tops or muscle shirts, undershirts, fish net tops, shorts which are shorter than finger-tip length, dresses or skirts which are shorter than three inches above the knee or that do not cover undergarments.**
7. Attire that advocates or advertises any type of alcohol, drugs, tobacco or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
8. Shoes must be worn at all times. Thong-styled shoes, socks, or sock-like footwear and slippers are not safe or appropriate for school and are not allowed. **Students must wear tennis shoes or similar footwear for P.E. activities.** Sandals are generally not appropriate for P.E. and backless shoes are not to be worn by students on campus at any time.
9. Clothing, jewelry, and other accessories, which present a safety hazard to the wearer or others are not allowed.
10. Make-up must be age appropriate. In grades K-6, make-up is not allowed. In grades K-8, non-natural hair color is not allowed.
11. In accordance with Educational Code 35183.5 hats or other head coverings may be worn at school. Such hats or head coverings must be school appropriate and follow the various guidelines enumerated in this policy.
12. Sunglasses may not be worn inside any school buildings.
13. No attire with writing, graphics, or logos that are offensive or sexually suggestive, or that communicate negative or disrespectful attitudes may be worn to school, or to any school function. Administrative discretion will be used to determine whether specific articles of clothing are in violation of this standard.

## Consequences for Dress Code Violations

### Dress Code Violation (E.C. 48900[k])

First Offense - Warning, possible parent contact, change attire

Second Offense – 30 minute Detention, parent contacted, change attire, possible 1-3 day suspension.

Third Offense – Parent contacted, change attire, possible 1-3 day suspension.

### **School Wide Discipline Procedures**

Whitmore Charter School has a school-wide discipline policy that supports each teacher's classroom plan and provides a safe and orderly environment within which students can study, learn and grow. We expect proper conduct from all students. If your child has any problems whatsoever, you or your child should contact a school staff member so that we may help. We appreciate the cooperation and support of parents during the often difficult process of student discipline. A positive and effective home/school partnership helps bring about the best possible outcome for everyone involved.

The CUSD Board-approved conduct Codes for grades K-6 and 7-12 serve as the basis for the WCS school-wide rules, as listed below. Whenever a student is having difficulty following school or classroom rules, parents will be contacted. This contact ensures that together we can help our students become successful and productive.

### **School Rules**

1. Treat people and property with respect.
2. Follow directions from staff the first time given.
3. Stay in designated areas.
4. Use equipment properly and safely.
5. Use appropriate school language. Foul language, name calling and putdowns are not allowed.
6. Do not use inappropriate body contact, or any contact that could hurt yourself or others.
7. Do not play in or around the restrooms, bicycle racks, school buildings, ramps, or trash enclosures.
8. Always walk on designated pathways. Running is only allowed on playgrounds and playing fields. Remember the rule: "Walk on White!"
9. Gum can be very messy and destructive on campus. **Students should not have gum or candy at school.**

### **Cell Phones**

The office phone is for emergency use ONLY. Students will not be called out of class to receive phone calls. Please make all plans and arrangements before the start of school. Cell phones must be turned off during the school day. Students may use their cell phones outside of the school gates before or after school only.

Phones out or on during the school day may be confiscated. Confiscated cell phones WILL NOT be returned to the student. A parent or guardian must come in to pick up the phone. Unclaimed phones will be disposed of at the end of the school year.

### **Cameras**

Cameras, including cell phone cameras, are not allowed, and students taking pictures on campus will be subject to discipline. Cameras will be confiscated and will be released to a parent or guardian only.

### **Electronic Devices (E.C. 48901[5]), Electronic Devices (E.C. 51512)**

First Offense - Warning, confiscation, parent notification

Second Offense – 30 minute detention, confiscation, meeting with administrator

Third Offense - possible 1-5 days suspension, confiscation

### **Consequences**

Time-out: A student is placed in time out when that student has been a problem on the yard and needs immediate disciplinary action to reinforce a rule. Any student who leaves the timeout area without permission, refuses to do timeout, or is talking with other students in the timeout area may be given detention or possibly a suspension for defiance, depending on the severity of the behavior.

Detention: Detention can be issued as a consequence to a student by a teacher or administrator. Detention is served after school from 3:05 to 3:35 p.m. on Tuesday and Thursdays. Detention duty is rotated among the teaching staff. Students who are to serve detention will be picked up in front of the school library immediately after school by the assigned detention teacher. **Three detentions in one month or repeated detentions on a month-to-month basis are an indicator of a habitual discipline problem, and parent contact may be made and suspension imposed.** When issuing a detention, a minimum of one day from the offense will be given prior to the serving date to allow for parent notification and return of the detention slip. Parents are responsible for student transportation. **Failure of a student to serve detention, or inappropriate behavior during detention, will result in one additional detention or suspension.**

Student/Yard Referral: Referrals are issued to students who have reached a level of behavior that warrants their removal from the classroom or yard to the office for sterner disciplinary measures, i.e.,

detention, parent telephone call, suspension, or investigation for suspension.

Suspension from School: Suspensions from 1 to 5 days are issued for severe cases, especially Education Code violations. The Ceres Unified School District conduct code for Grades K-6, and Grades 7-12 provide detailed listings of violations and penalties.

Expulsions: Expulsions are considered in extreme discipline cases as outlined in the Education Code and the Ceres Unified School District Conduct Codes for Grades K-6, and Grades 7-12.

Classroom Discipline: Teachers will send home a copy of their classroom rules during or before the first week of school. Each teacher has developed a plan that works for him/her. While rules, consequences, and rewards vary from classroom to classroom, the basic premise is always the same: Every student deserves a quality educational experience, and no student has the right to prevent a teacher from teaching or students from learning.

### **Suspensions**

The staff and administration of Whitmore Charter Schools will take appropriate disciplinary measures, including suspension or expulsion, when it is appropriate and in the best interests of the students involved and the other students in the school. The following behaviors will result in automatic suspension from school and could lead to expulsion:

#### Automatic Suspension Law (State Law 48900)

1. Physical injury to another person – actual or threatened\*
2. Disruption of school activities or defiance of school authorities.
3. Commission of obscene acts or engagement in habitual profanity or vulgarity.
4. Damage to, or theft of, school or private property.
5. Possession or sale of weapons.
6. Possession or sale of drugs, alcoholic beverages, or intoxicants.
7. Possession or use of tobacco.
8. Sexual harassment.
9. Possession of an imitation firearm.
10. Hate violence.
11. Harassment, threats, or intimidation.
12. Forgery.

\*Retaliation may also result in suspension or expulsion.

### **Student Expectations Agreement**

In order to provide an optimal learning environment for every student, WCSAT utilizes a ***Student Expectations Agreement*** which focuses on three areas of student conduct: ***Attendance, Academic Effort, and Behavior***. Every student and parent is required to read, agree to, and sign a copy of this agreement as a condition of enrollment at WCSAT. Violations of the standards in this agreement will result in a Notification of Concern (NOC). ***One NOC*** will result in the loss of a quarter or semester extra-curricular activity. ***Three NOCs*** in one year will lead to ***loss of non-academic privileges, including year end activities***, at WCSAT.

### **MS Sports Policy**

Students-athletes will abide to the CUSD and WCS Sports Policies at all times. Failure to do so may result in removal from the respective sport for the duration of the season. WCS Sports Policies will be distributed to student-athletes at the time the respective sport takes place.

### **Technology**

Technology provides students with access to people and material from all over the world. We believe that information and interaction promotes educational excellence and is consistent with the goals of the school and the district. The Internet, however, does include some materials that are not appropriate for students. Every effort is taken to protect students from inappropriate materials, but it is impossible to completely protect students from materials that are not consistent with WCSAT and CUSD goals. Students will be using the Internet within educational activities, such as performing research, developing projects, and disseminating information. An "Acceptable Use Policy" is to be signed by each student upon registration. Students will not be allowed to use the Internet until the contract is signed. The use of the Internet is a privilege, not a right. **The privilege will be withdrawn if it is not used responsibly.**

### **Enrollment Lottery Procedures**

An annual lottery for available Kindergarten spots for the following school year will be held in March. Sufficient public notice of the date, time, and location of the annual Kindergarten enrollment lottery will be made through an appropriate public venue. Applications received after the submission deadline for the annual Kindergarten enrollment lottery will be included in the next monthly lottery.

A monthly enrollment lottery for all grade levels will be held on the first Tuesday of every month at 10:00 a.m. at the WCSAT office. If the first Tuesday of the month falls on a holiday or other non-work day, the lottery will be held on the next available Tuesday at 10:00 a.m. at the WCSAT office.

Each monthly lottery will apply to all applications for enrollment received subsequent to the previous lottery. The newly lotteried applications will then be added (in the order assigned by the lottery) to the end of the sequential list of previously lotteried applications for the appropriate grade level.

Each enrollment lottery at Whitmore Charter School is a three-stage lottery, with siblings of students who are currently enrolled at Whitmore Charter School having first priority, residents of Ceres Unified School District having second priority, and non-sibling/non-residents having final priority.

Any applicant may contact the Whitmore Charter School office to find out their position on the sequential list of applicants generated through the enrollment lottery procedure.

### **When Your Child is Absent**

Whitmore Charter School is using a computerized attendance system which enables us to keep up-to-date, accurate records. Your assistance is needed if this program is to work efficiently.

1. Make every effort to have your child in school, on time, every day.
2. If your child is absent, contact the school by phone (556-1610) before 9:00 a.m. or send a note on his/her return.
3. If your child is going to be out for reasons other than illness (family emergency, trip, etc.) contact the school to arrange for independent study (see "Independent Study").

### **Reminders:**

- A student will be marked truant if they are absent from school without a valid excuse for three or more days in one school year.
- A student will be marked truant if they are tardy in excess of 30 minutes on each of three(3) or more days in one school year.
  - Leaving 30 minutes early, unexcused, results in a reverse tardy.
- Tardies count towards our NOC policy.

### **Independent Study**

When your child must be absent for reasons other than illness, such as family emergencies, trips, etc., arrangements can be made to complete studies through assigned work. Your child will be given credit for the days absent and the school will receive state funds. **Arrangements for Independent Study must be made with the teacher and an administrator at least two weeks in advance of the absence.** A meeting with an administrator must be held for I.S. approval. The I.S. Contract will be written for no less than 5 days, and no more than 10 school days. If a student is gone for longer than the duration of the contract, absences beyond the contract will be considered unexcused and the student may be dropped from enrollment.

### **Security Procedures**

The following information is very important for the safety and security of your child while at school

**Visitors: Adult volunteers and visitors must check in at the office prior to going to the classroom.** When visitors come to the school for any reason, they are to check in at the office first. Parents must check students out through the office. They must have a picture ID, and his/her name must be on the student's enrollment card for the student to be released to them. If you send someone to pick up your child and his/her name is not on the card, the office will not release your child to that person. If someone other than the people listed is to pick up your child, advance arrangements will have to be made with the office. The office will issue a Student Checkout form for the classroom teacher. No child will be released directly from the classroom without the office form.

### **Library Services**

Each student will be checking out books from the school library. Students are responsible for the materials that they check out. Books are to be returned promptly and in good condition. If a book is lost or damaged, it needs to be paid for before a student may check out any other materials. Students who owe the library fines or books will not be given their report card at the end of the year. Reading is an exciting adventure! Please do your part to make sure that books are returned for other students to enjoy.

### **Academic Intervention Program**

Whitmore Charter Schools utilize promotion/retention criteria in compliance with the legal policies mandated by the California State Legislature. Students who do not meet these criteria are considered “at risk” for retention. Students must meet required levels of achievement in reading, writing, and mathematics, and must have satisfactory school attendance to qualify for promotion to the next grade level.

We strongly recommend that you contact your child’s teacher or an administrator about the Academic Intervention Program if your child is at risk for not moving on to the next grade. The objective of this program is to strengthen your child’s educational progress, giving him/her the opportunity to successfully complete each grade level. The Academic Intervention Program (AIP) consists of Academic Extended Day and Summer School. These programs are designed to give students who are below grade level the extra academic skills they need to be successful.

You will be notified if, or when, your child is placed on the AIP list. You will receive a letter telling you when and where your child is to take part in the Academic Extended Day and/or Summer School. The goal of the Academic Extended Day and Summer School programs is to improve your child’s academic skills so that he/she may return to the regular classroom more confident and secure. If you have questions, please feel free to call the AIP office at 556-1550.

### **Student Success Team**

Whitmore Charter School of Arts and Technology has a Student Success Team, which consists of a variety of professionals from our school and district. Parents, teachers, and/or administration may refer students to the Student Success Team if any problems exist that interfere with the child’s learning. The team will make recommendations to help each student be successful. Students may be recommended for behavior, academic concerns, speech, language development, testing, resource, or any other concerns.

### **Learning Center**

The Learning Center is designed to provide educational services for students of all grade levels who face specific learning challenges.

These services are provided during the regular school day, and students receive services for a length of time that is appropriate for

their needs as determined by their IEP. The Learning Center team includes an Educational Specialist, an Instructional Paraprofessional, a Speech Pathologist, and a School Psychologist.

### **Retention Policy**

The WCSAT promotion/retention criteria will be distributed to parents at the fall parent/teacher conferences. Students may be identified as “at risk” of retention based on prior year standardized test scores or other specific criteria as measured by the school. Students who are at risk of retention may earn points toward promotion through test scores, academic grades, consistent participation in the Academic Intervention Program, and excellent attendance at school. Parents of students to be retained will be notified of the retention by the end of the school year.

### **Promotion Requirements**

Promotion from the 8th grade class of Whitmore Charter School of Arts and Technology includes the following requirements.

1. 75 points towards promotion (based on 8th grade criteria)
2. 1.75 cumulative GPA (8th grade year)

Eligibility for participation in the promotion ceremony and all related activities is contingent upon the following requirements:

1. 75 points towards promotion (based on 8th grade criteria)
2. 2.0 cumulative GPA (8th grade year)
3. No failing grade (“F”) in any core class in the last quarter of the school year.
4. No suspensions during the last 20 school days of the school year
5. Purchase of a promotion gown (for ceremony participation). The cost of the gown, 8th grade trip, and other related expenses are non-refundable, even if the student becomes ineligible to participate. *You may choose to borrow a promotion gown from the school if you choose not to purchase one.*

### **Bicycle Rules**

Bicycles may be ridden to school. They must be kept in the bike racks in the fenced-off area of the school.

1. Bicycles should not be brought to school without locks.
2. Bicycles are prohibited on the playground.
3. Only one person may ride a bicycle at a time.
4. Bicycles must be walked on/off of the school grounds.
5. Students must follow California Law and wear a bicycle helmet.

### **Student Responsibility for Materials**



At the beginning of the school year, students are issued books, Chromebooks and other materials and supplies. They must maintain these materials in good condition and return them when asked or else pay for any loss or damage. Report cards will be held until all fees and fines are paid.

### **Tobacco Free Zone**

Ample evidence has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in accordance with state and federal law, as well as Ceres Unified School District policy, Whitmore Charter School prohibits the use of tobacco anywhere or anytime on school or district property.

### **Comprehensive Sexual Education**

In accordance with Education Code section 51933, 51934, and 51938, students in grades 7-12 will receive comprehensive sexual health education and HIV/AIDS prevention education. This instruction will be provided by the classroom teacher. Please contact the teacher if you would like to preview the instructional materials and/or if you have questions about the instruction to be provided to students.

### **Personal Property**

Whitmore Charter School and the Ceres Unified School District, its officers, agents or employees shall not be responsible, in any manner, for the loss, theft, damage, or destruction of any personal property brought on to school or District premises by students, for any reason whatsoever, including, but not limited to, a request by a staff member. Students who bring personal property on to school premises assume all risk of loss, theft, damage or destruction of the personal property which may occur. All bikes/scooters must be locked in the bike rack; they may not be kept in the office or in the classrooms. Skateboards may not be ridden on campus, or kept in students' possession during school hours.

### **Reporting to Parents**

Report Cards will be sent home to parents at the end of each semester. In addition to these report cards, teachers will be issuing mid-semester progress reports to keep parents informed of their students' academic progress. Parent conference times are scheduled twice during the year: The weeks of October 23-26 and March 28-29. Parents with questions or concerns are encouraged to contact the teacher at any time during the school year.

Teachers will often phone home or send notes with good news, as well as during times when parent support is needed to solve a problem. We believe effective schools provide regular and frequent communication with the home. Our goal is to be the most effective school possible.

### **Child Care**

The After School Education and Safety Program (ASES) is a program that is available to our students for after school care. This program is housed in the WCSAT multi-purpose room, and is prepared to serve our students from 3:00-6:00 p.m. For more information about this program and its fees, please call 556-1550 or contact the WCSAT office.



### **Helpful Phone Numbers**

City of Ceres Parks and Recreation ..... 538-5782  
Ceres Youth Baseball ..... 538-8326  
Ceres Youth Football ..... 537-7523  
Ceres Youth Soccer ..... 538-4717

### **Libraries**

Ceres-2250 Magnolia, Ceres ..... 537-8938  
Stanislaus County – 15th and I, Modesto ..... 558-7814



## School Administration

Sarah Olson, Principal  
Matthew Hutsell, Assistant Principal  
Nicole Aguiar, Learning Director

## School Staff

Colleen Armstrong, Office Manager  
Katie Crawford, Secretary  
Cheri Searl, Secretary  
Leslie Hermosillo, Office Clerk  
Megan Callahan, Kindergarten Teacher  
Korin Lawson, Kindergarten Teacher  
Cristy Hansen, 1<sup>st</sup> Grade Teacher  
Nicole Sousa, 1<sup>st</sup> Grade Teacher  
Patty Fischer, 2<sup>nd</sup> Grade Teacher  
Michelle Lewis, 2<sup>nd</sup> Grade Teacher  
Kayla Acierto, 3<sup>rd</sup> Grade Teacher  
Amanda Crawford, 3<sup>rd</sup> Grade Teacher  
Rebecca Davenport, 4<sup>th</sup> Grade Teacher  
Kristin Taylor, 4<sup>th</sup> Grade Teacher  
Lynae DeGravelles, 5<sup>th</sup> Grade Teacher  
Amy Robbins, 5<sup>th</sup> Grade Teacher  
Kim Bertolotti, Learning Center Specialist  
Kathie Knudsen, MS Language Arts Teacher  
Tara Younker, MS Language Arts Teacher  
Craig Bernardi, MS Social Studies Teacher  
Ramina Isaac, MS Math Teacher  
Autumn Sherwood, MS Science Teacher  
Claudette Casillas, MS Spanish Teacher  
George Somers, MS Technology Teacher  
Lauren Moraca, K-5 Technology Teacher  
Myranda Price, Dance Teacher  
Ashlee DeAnda, Art Teacher  
Marcos Rivera, Music Teacher  
Gail Benge, Drama Teacher  
Chris Caulkins, Physical Education Teacher  
Briona Mendes, Library Media Clerk  
Priscilla Ortega, Instructional Paraprofessional  
Carmen Rivas, Instructional Paraprofessional  
TBD, Instructional Paraprofessional

Puja Rani, Instructional Paraprofessional  
TBD, Instructional Paraprofessional  
Melissa Hendrix, Student Supervision Assistant  
Mary Lou Fletcher, Student Supervision Assistant  
Lisa Watts, Student Supervision Assistant  
Stephanie Ulrich, Student Supervision Assistant  
Carly Stone, Speech Pathologist  
Evelia Tapia, School Psychologist  
TBD, Social Skills Facilitator  
TBD, School Nurse  
Anayency Fontes, Health Clerk  
Louie Thomas, Campus Supervisor  
Jose Diaz, Head Custodian  
Joel Culver, Custodian  
Michael Arroyo, Custodian  
Shannon Washburn, Cafeteria Manager  
TBD, Cafeteria Clerk

# Whitmore Charter School of the Arts and Technology



*Student Handbook*

**2018-2019**

**3435 Don Pedro  
Ceres, CA 95307  
209.556.1610**

<http://cereswcs.sharpschool.net/>

**District Information**  
**Ceres Unified School District**

2503 Lawrence Street  
Ceres, CA 95307  
209.556.1500  
[www.ceres.k12.ca.us](http://www.ceres.k12.ca.us)

**BOARD OF TRUSTEES**  
Faye Lane, President  
Jim Kinard, Clerk  
Mike Welsh, Board Member  
Betty Davis, Board Member  
Valli Wigt, Board Member  
Lourdes Perez, Board Member  
Teresa Guerrero, Board Member

**District Administration**

Scott Siegel, Ed.D., Superintendent  
Denise Wickham, Ed.D., Deputy Superintendent, Personnel  
Amy Peterman, Ed.D Assistant Superintendent, Curriculum  
Dan Pangrazio, Assistant Superintendent, Business Services  
Jay Simmonds, Assistant Superintendent, Student Support Services

