

August 2014

Dear Parents,

Dee Baker  
District Superintendent

43 San Benancio Road  
Salinas, California  
93908

(831) 484-2166  
(831) 484-2828 - FAX

I would like to welcome you to another school year in our district. I know it will be a positive and successful year for all.

All Back to School Forms and information are posted on the web site, [www.washingtonusd.org](http://www.washingtonusd.org).

To access the forms and information follow these steps:

- click on the "Back To School Forms" under Announcements
- click on the name(s) of the school your child/children will be attending, complete **ALL** District and school required forms.

Board of Trustees  
Kathy LaGrandeur  
Tom Mallett  
Suzanne du Verrier  
John Vorwerck  
Emily Hull-Parsons

All forms can be completed on-line and printed. Forms cannot be saved so printing must be done at the time you fill in the form. Please choose the school where your child will be attending for the information and forms. All forms must be completed and returned the first day of school, August 20th.

San Benancio Middle School  
Grades 6-8  
Gina Uccelli, Principal

Washington Union School  
Grades 4-5  
Nancy Hayes, Principal

Toro Park School  
Grades K-3  
Carissa Edeza, Principal

Directions for registering and subscribing for specific information on the District's web site are included. We strongly encourage all families to complete this process. It will allow the district and each school to send families e-alerts to keep up-to-date on new information. It will also provide a way to send e-broadcasts in the event of an emergency.

The other side of this letter is a checklist, which includes directions for completing the Back to School forms and all the details you need to start the school year. There is material about our schools and our district.

- ✓ Paper packets will be available at the school sites for families who do not have internet access beginning Wednesday, August 6<sup>th</sup>. Please pick up the information at the school your child will be attending.
- ✓ Parents' Club will be sending out an email with information about ordering Emergency Packs.
- ✓ Your child's class assignment will be posted at all three schools on Monday, August 18<sup>th</sup> after 4:00pm.

If you have any questions regarding the completion of the forms or the instructions for return, please call the District Office at 484-2166.

Sincerely,

*Dee Baker*

Dee Baker  
Superintendent





WASHINGTON UNION SCHOOL DISTRICT  
2014 - 2015  
BACK TO SCHOOL - WELCOME



**DISTRICT FORMS**

**ONE PER STUDENT - RETURN WITH CHILD THE FIRST DAY OF SCHOOL**

- ✓ **EMERGENCY INFORMATION FORM** – Please complete the form online and print out. Return this form on August 20<sup>th</sup>, the first day of school.
- ✓ **TECHNOLOGY AND INTERNET AGREEMENT** – Please review and sign the Internet and Technology Agreement with your student.
- ✓ **ONE PER FAMILY - RETURN WITH YOUNGEST CHILD THE FIRST DAY OF SCHOOL**
- ✓ **SCHOOL BUS APPLICATION** - If you intend for your child to ride the school bus, complete the bus application and return with payment.
- ✓ **BUS RIDING GUIDELINES** - Please review the Bus Riding Guidelines with your student. It is important they know and obey safety rules.
- ✓ **FREE/REDUCED LUNCH/MILK PROGRAM** - Fill out the appropriate form and return, even if you do not qualify. If you do qualify please attach the supporting documentation.
- ✓ **ANNUAL NOTIFICATION TO PARENTS BOOKLET** – This booklet is included in the mailing and must be reviewed by both parent and student, a signature is required on the Emergency Information Form. Also please complete and return the inside front cover of the booklet.
- ✓ **PARENTS CLUB INFORMATION** - Please read through this information and fill out the appropriate forms.
- ✓ **WUEF** – Complete donation information and return the first day of school or mail to WUEF.

**INFORMATION ONLY: FORM NOT INCLUDED**

- ✓ **MEDICATION DURING SCHOOL HOURS** - These forms will be available at your child's school. If you have a child who needs to take any kind of medication, whether prescription or over the counter, we need a doctor's release form on file in the office. THIS IS A STATE LAW.
- ✓ **STUDENT ACCIDENT AND HEALTH INSURANCE** – Included in this mailing. If you wish the additional insurance, fill out and return with payment to the insurance company. Also, please sign the acknowledgment of notification on the Emergency Information Form.
- ✓ **DISASTER EMERGENCY PACK** – Must be turned in by August 29<sup>th</sup>.
- ✓ **SCHOOL CALENDAR 2014-2015** - Important dates are on the District's calendar, available on the website.

**SCHOOL SPECIFIC FORMS**

**TORO PARK SCHOOL**

- ✓ **TORO PARK ACKNOWLEDGEMENT SLIP** – Please read with your child. Student and parent signature required. Return signature page (Page 2).
- ✓ **LEARNING IS FUN** – Grade level donation (Page 31).
- ✓ **FOUR YEAR OLD KINDERGARTEN STUDENTS** – All four year olds must have the Playground Structure Waiver on file. Return signature page (Page 34).

**WASHINGTON UNION SCHOOL**

- ✓ **WASHINGTON UNION SCHOOL HANDBOOK** – Please read with your child. Student and parent signature required. Return acknowledgement slip (Page 19)

**SAN BENANCIO MIDDLE SCHOOL**

**PARENT/STUDENT HANDBOOK**

- ✓ **ATHLETIC PARTICIPATION AGREEMENT** - (Page 18). Please review with your student. Student and parent signature required.
- ✓ **NO HARASSMENT POLICY** - (Page 19) Please review with your student. Student and parent signature required.
- ✓ **PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT** - (Page 20) Please review with your student. Student and Parent signature required.

Return your completed information to **your child's school August 20th, the first day of school**.

Thank you for taking the time to complete all forms and to return them the first day of school. We look forward to another successful year.

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Washington Union School District  
Back-to-School Opportunities

August 14, 2014

New Parent Information Meeting

Washington: 3:00-4:00

Toro Park: 4:30-5:00

August 19, 2014

Teacher Meet and Greet: Drop off supplies and meet your teacher

Washington: 2:00-3:00

Toro Park: 2:30-3:15

August 21, 2014

New Parent Information Meeting

San Benancio: 6:00pm

August 21, 2014

San Benancio Middle School

Sports Information Parent Meeting

San Benancio: 6:30pm

If your child is playing any sport at San Benancio Middle School this year we invite you to attend the Sports Parent Meeting.

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**EMERGENCY INFORMATION FORM**

**PLEASE PRINT LEGIBLY**

**PLEASE FILL IN ALL INFORMATION**

**IF ANY CHANGE FROM LAST YEAR'S INFORMATION PLEASE PLACE A CHECK IN THE BOX**

Name \_\_\_\_\_ Grade \_\_\_\_\_ Rm \_\_\_\_\_ Teacher \_\_\_\_\_  
Last First M

Birthdate \_\_\_\_\_ Birthplace \_\_\_\_\_ Entrance Date \_\_\_\_\_ Exit Date \_\_\_\_\_

Home Address \_\_\_\_\_  City \_\_\_\_\_  Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_  City \_\_\_\_\_  Zip \_\_\_\_\_

Child Lives With \_\_\_\_\_  Home Phone \_\_\_\_\_

Name of Parent(s)/Guardian(s) \_\_\_\_\_  Home Phone \_\_\_\_\_

Employment/Father \_\_\_\_\_  Business # \_\_\_\_\_  Cell # \_\_\_\_\_

Military?  Yes  No

Employment/Mother \_\_\_\_\_  Business # \_\_\_\_\_  Cell # \_\_\_\_\_

Military?  Yes  No

Father's Email \_\_\_\_\_  Mother's Email \_\_\_\_\_

Names of Siblings	Grade/Room	School
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Transportation School to Home/Home to School (Circle all that apply)**

Bus Private Auto Walk Transit Other \_\_\_\_\_

**IMPORTANT: PLEASE INFORM OFFICE/TEACHER OF ANY CHANGES DURING THE SCHOOL YEAR**

**Emergency Medical Release Authorization**

*In accordance with the new federal guidelines of HIPPA (Health Insurance Portability and Accountability Act), I authorize my child's health information to be shared with school staff.*

Name of Family Physician/Clinic \_\_\_\_\_ Phone \_\_\_\_\_

Child's insurance:  MediCal  Healthy Families  Other  None Member ID# \_\_\_\_\_

**Does your child have any of the following: Answer: Yes or No**

Allergies \_\_\_\_\_ EpiPen \_\_\_\_\_ Mild \_\_\_\_\_ Moderate \_\_\_\_\_ Serious \_\_\_\_\_ Life Threatening \_\_\_\_\_

Asthma \_\_\_\_\_ Inhaler \_\_\_\_\_ Seizures \_\_\_\_\_ Diabetes \_\_\_\_\_

Glasses \_\_\_\_\_ Hearing Aids \_\_\_\_\_ Other Health Conditions (list): \_\_\_\_\_

A physical condition preventing him/her from taking part in physical activities?

(List): \_\_\_\_\_

Medications he/she takes daily or seasonally: \_\_\_\_\_

Medications needed at school: \_\_\_\_\_

**Medications needed at school (including inhalers) require a parent/MD medication consent form kept on file**

Yes  No Permission is granted for my child to be interviewed / photographed for media purposes

Name \_\_\_\_\_ Grade \_\_\_\_\_ Rm \_\_\_\_\_ Teacher \_\_\_\_\_  
Last First M

In case my child becomes ill or injured at school and parent contact cannot be made, you may contact or release my child to the following:

Name \_\_\_\_\_ City \_\_\_\_\_ PH# \_\_\_\_\_ Cell# \_\_\_\_\_

Name \_\_\_\_\_ City \_\_\_\_\_ PH# \_\_\_\_\_ Cell# \_\_\_\_\_

Name \_\_\_\_\_ City \_\_\_\_\_ PH# \_\_\_\_\_ Cell# \_\_\_\_\_

Family Physician \_\_\_\_\_ Address \_\_\_\_\_ PH# \_\_\_\_\_

I understand in an emergency when we cannot be contacted the school authorities will use their best judgment in the interest of our child's health and welfare. The school assumes no financial responsibility. If emergency service involving medical action or treatment is required and neither parent/guardian nor the family physician can be reached for consent the district will call 911. In this circumstance emergency service personnel will be responsible for determining what type of care is required.

Signature \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Medical Insurance \_\_\_\_\_ Policy/Member ID# \_\_\_\_\_

#### FIELD TRIPS

My child has my permission to participate in all school authorized field trips.

Signature \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

#### PARENTS AND PUPIL RIGHTS

I have received the Parents'/Guardians' Notification of Rights and Responsibilities.

Signature \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

In case of an accident at school, if contact cannot be made, can we take your child to a local physician/hospital?

Signature \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

I understand that the Washington Union School District does not provide accident medical insurance for students for school related injuries but does offer student insurance for voluntary purchase through Myers-Stevens & Toohey & Company, Inc.

Signature \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

I understand that falsifying any information on this card could result in the immediate transfer of my child to another school district.

Signature \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

#### DISASTER PREPAREDNESS INFORMATION

In case of a school emergency, natural disaster, or other situation where students must be released to another adult besides myself, I authorize the school to release my student to the following person from my neighborhood.

LIST NO LESS THAN THREE (3) PEOPLE FROM YOUR NEIGHBORHOOD WITH PHONE NUMBERS:

NAME	HOME PHONE #	CELL PHONE #	WORK PHONE #

Remember that it may be difficult to get to the school in some emergencies, so please do not list people out of the district area

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## Technology and Internet Responsible Use Policy\*

1. I will use technology in an appropriate, responsible, and ethical manner.
2. I will not access the control panel, system folder, or alter any other setting on public computers without explicit permission from an adult supervisor.
3. I will log in and out each time I use the computer.
4. I will accept responsibility for any damage to the computer caused by my misuse of the equipment.
5. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.
6. I will tell my parents right away if I come across any information that makes me feel uncomfortable.
7. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
8. I will never send a person my picture or anything else without first checking with my parents.
9. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away so that they can take appropriate action.
10. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules.
11. I will not give out my internet passwords to anyone (even my best friends) other than my parents.
12. I will check with my parents before downloading or installing software or doing anything that could possibly hurt our computer or threaten my family's privacy.
13. I will be a good online citizen and not do anything that hurts other people or is against the law.
14. I will try to spell everything correctly.
15. I will help my parents understand how to have fun and learn things online and teach them things about the Internet, computers and other technology.

\*Many policies adapted from [www.safeteens.com/kids-rules-for-online-safety](http://www.safeteens.com/kids-rules-for-online-safety) and [academyofdiscovery.wikispaces.com/Internet+Safety#toc3](http://academyofdiscovery.wikispaces.com/Internet+Safety#toc3)

**Additional Guidelines for Middle School\***

- 16. I will not plagiarize. Instead, I will expand on others' ideas and give credit where it is due.
- 17. I will use language appropriate for school.
- 18. I will not insult my fellow students or their writing.
- 19. I will not bully others in my blog posts or in my comments or emails.
- 20. I will never access another student's account in order to pose as them or look at their personal content.
- 21. I will not spam (including, but not limited to meaningless messages, mass messages, and repetitive messages.)
- 22. I will respect the public nature of online information, and in doing so, I will respect the wishes of my fellow students for keeping their information private.
- 23. I will only post or email things that I am comfortable with everyone seeing; other things I will keep as drafts.
- 24. I will not use my public writing (blog posts, comments, discussion topics) as a chat room.
- 25. I will use my school online content as an extension of the classroom. In doing so, I will not say anything online that would not be said in the classroom.

**WE have read and understand the Technology/Internet Responsible Use policy.**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Teacher** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*Many policies adapted from [www.safeteens.com/kids-rules-for-online-safety](http://www.safeteens.com/kids-rules-for-online-safety) and [academyofdiscovery.wikispaces.com/Internet+Safety#toc3](http://academyofdiscovery.wikispaces.com/Internet+Safety#toc3)

**Washington Union School District**  
**43 San Benancio Road**  
**Salinas, California**

Bus Riding Guidelines

The following rules of conduct shall apply to all students who ride the school buses of the Washington Union School District:

1. Student shall obey and show respect to the bus driver at all times.
  - a. Students must respond promptly to the directions of the bus driver.
  - b. Students must give proper identification when requested by driver.
2. Students are not to move toward the bus until the bus comes to a complete stop and the doors open.
3. Students must remain seated facing the front of the bus and shall not change seats while bus is in motion or without permission of bus driver.
4. Students shall not litter, eat, drink, except for water, or chew gum while riding a school bus. Students who are diabetic may eat food on the bus.
5. The following distracting disturbances and/or acts of vandalism are prohibited at the bus stop and while riding the bus:
  - a. Bullying or verbal abuse.
  - b. Abusive body contact (slapping, hitting, tripping, poking, shoving, pulling hair, and the like) in or when loading or unloading bus.
  - c. Using profane language or obscene gestures.
  - d. Putting any part of body out of bus window at any time.
  - e. Creating excessive noise inside the bus and yelling at people outside the bus.
  - f. Unauthorized opening, closing or tampering of any kind with bus doors or emergency exits.
  - g. Any type of damage or defacing of bus.
  - h. Lighting of matches and cigarettes or smoking on bus.
  - i. Throwing any objects in, out of, or at the bus.
  - j. Transporting live animals, reptiles or insects on a school bus , except for guide, signal or service dogs.
  - k. Tampering with radio or bus controls.
6. Students must not wear hats or caps while riding on the school bus.
7. Students must use their regularly assigned bus stop going to and from school.
8. During a red light pick up, after the bus comes to a complete stop and the driver has stopped traffic in both directions the driver will tell the students to walk, not run as they cross the street. The students must cross the roadway between the driver and the front of the bus, never behind the driver or to the rear of the bus.
9. During a red light drop off the students will remain seated until the bus comes to a complete stop. When the driver tells the students to exit the bus, the students will wait at the right front corner of the bus. The driver will tell the student when it is safe to cross. The students must cross the roadway between the driver and the front of the bus, never behind the driver or to the rear of the bus.



**WASHINGTON UNION SCHOOL DISTRICT  
APPLICATION FOR SCHOOL BUS  
TRANSPORTATION**

Dear Parents/Guardians of Washington Union School District:

If you wish to apply for bus transportation for your child/children, please complete the form below and return it to your school office with a check for the appropriate amount. Please do not send cash. Make your check payable to the Washington Union School District. Your canceled check will serve as your receipt.

If there are any questions, please call Tracie Corpuz or Dee Baker at the District Office (484-2166) for further information. **Fee must be paid by September 12, 2014.**

**BUS TRANSPORTATION REQUEST**

<u>Student</u>	<u>Last Name</u>	<u>First Name</u>	<u>Grade</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

\$235.00 = 1 Student      \$398.00 = 2 Students      \$470.00 = 3 or more Students

Parent

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Total Amount Enclosed \$ \_\_\_\_\_ (Required)

Parent Signature(Required) \_\_\_\_\_

For Office Use Only:

Date Paid \_\_\_\_\_ Amount Paid \_\_\_\_\_

WASHINGTON UNION SCHOOL DISTRICT  
Application for Free School Bus Transportation

Dear Parents/Guardian:

To apply for free school bus Transportation service you must return a completed and signed application to your child's school.

I hereby apply for a free school bus pass for:

	<u>Last Name</u>	<u>First Name</u>	<u>Grade</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

I certify that we are qualified for a free bus pass based on the following:

Check one

- Foster Child  
 AFDC Recipient      AFDC#: \_\_\_\_\_  
 Food Stamp Eligibility food Stamp#:..... \_\_\_\_\_  
 Requirement of IEP  
 Income at or below the following levels:

Please attach a copy of the above checked documentation.

**Free Eligibility Scale**

Family Size	Gross Income Weekly	Gross Income Monthly	Gross Income Yearly
1	292	1265	15,171
2	394	1705	20,449
3	495	2144	25,727
4	597	2584	31,005
5	698	3024	36,283
6	800	3464	41,561
7	901	3904	46,839
8	1003	4344	52,117

1. Total number in family now living in this household. \_\_\_\_\_
2. Total family Income before deduction:  
 Yearly • \_\_\_\_\_ Monthly, \_\_\_\_\_ Weekly : \_\_\_\_\_ Other \_\_\_\_\_

I certify that the above information is true. Please attach required documentation.

Signature

\_\_\_\_\_   
Print Parent Name

Date

\_\_\_\_\_   
Address

**Income Eligibility Guidelines  
 for Free and Reduced-Price Meals or Free Milk  
 in Child Nutrition Programs  
 (Effective from July 1, 2014, to June 30, 2015)**

Participants from households with incomes at or below the following levels may be eligible for free and reduced-price meals or free milk:

Household size	Free Eligibility Scale for Lunch, Breakfast, and Milk					Reduced-Price Eligibility Scale for Lunch and Breakfast				
	Year	Month	Twice per Month	Every Two Weeks	Week	Year	Month	Twice per Month	Every Two Weeks	Week
1	\$ 15,171	\$ 1,265	\$ 633	\$ 584	\$ 292	\$ 21,590	\$ 1,800	\$ 900	\$ 831	\$ 416
2	20,449	1,705	853	787	394	29,101	2,426	1,213	1,120	560
3	25,727	2,144	1,072	990	495	36,612	3,051	1,526	1,409	705
4	31,005	2,584	1,292	1,193	597	44,123	3,677	1,839	1,698	849
5	36,283	3,024	1,512	1,396	698	51,634	4,303	2,152	1,986	993
6	41,561	3,464	1,732	1,599	800	59,145	4,929	2,465	2,275	1,138
7	46,839	3,904	1,952	1,802	901	66,656	5,555	2,778	2,564	1,282
8	52,117	4,344	2,172	2,005	1,003	74,167	6,181	3,091	2,853	1,427
For each additional family member, add:										
	\$ 5,278	\$ 440	\$ 220	\$ 203	\$ 102	\$ 7,511	\$ 626	\$ 313	\$ 289	\$ 145

**National School Lunch and School Breakfast Programs:**

- Both of the above **Free and Reduced-Price Eligibility Scales** must appear in the **Sample Media Release**.
- Only the **Reduced-Price Eligibility Scale** may appear in the **Letter to Households**.

**Milk Sponsors:**

- Only the **Free Eligibility Scale** may appear in the annual **Sample Media Release** and **Letter to Households** for **Special Milk Program** participants that offer free milk to income-eligible students.

\*\*\*\*\*USE BLACK OR BLUE INK AND PRINT NEATLY WITHIN BOXES\*\*\*\*\*

(Complete ONE Application per Household)

**SECTION A. CHILDREN INFORMATION** All Households Complete This Section. Enter all children's personal (earned) gross income, by amount, and how often received by placing a circle around the correct Income Codes: W=Weekly, E=Every 2 Weeks, T=Twice a Month, M=Monthly, Y=Yearly.  
**Racial and Ethnic Identities (optional)** 1. Circle one Ethnic Identity: N=Not Hispanic/Latino or H=Hispanic/Latino 2. Circle one or more racial identities: (Regardless of ethnicity) A=Asian, W=White, B=Black or African American, I=American Native or Alaska Native, P=Native Hawaiian or other Pacific Islander

LAST NAME, FIRST NAME	SCHOOL (Write "NONE" if not in school)	GRADE	Date of Birth (Optional)	Racial and Ethnic Identities: (Optional)		MARK "X" If Foster Child	Mark "X" if No Income	Child's Personal Earned Income	Source of Income (Work)?	Paid How Often? (Circle)	ENTER Benefit Type: CalFresh, CalWORKs, Kin-GAP, FDIPIR	ENTER Benefit Case Number
				Circle One Ethnic Identity	Circle one or more							
①				N OR H	A W B I P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$		W E T M Y		
②				N OR H	A W B I P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$		W E T M Y		
③				N OR H	A W B I P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$		W E T M Y		
④				N OR H	A W B I P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$		W E T M Y		
⑤				N OR H	A W B I P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$		W E T M Y		

If the child you are applying for is Homeless, Migrant, or Runaway, contact the school and CIRCLE appropriate letter: H M R

Households submitting an application with a Benefit Case Number for CalFresh/CalWORKs for EACH child or an Adult household member, please skip to Section C and complete.

A Foster Child that is under the legal responsibility of a foster care agency or court, is eligible for free meals. This eligibility is not extended to non-foster children in the household.

**SECTION B. ALL OTHER HOUSEHOLD MEMBERS:** Enter Gross Income Under Each Income Type each Household Member Receives and "How Often" the Income is Received by using the following Income Codes: W=Weekly, E=Every 2 Weeks, T=Twice a Month, M=Monthly, Y=Yearly. If No Income, You MUST Mark the "No Income box." DO NOT Leave Blank.

Adult's Full Name (Do not repeat names from Section A)	MARK "X" if No Income	Gross Earnings from Work Before Deductions, Include All jobs	Paid How Often?	Indicate Pay from Pensions, Retirement, Social Security, VA benefits	Income Source?	Paid How Often?	Welfare Benefits, Child Support, Alimony Payments	Income Source?	Paid How Often?	Any Other Income, Including Temporary Income	Income Source?	Paid How Often?	Enter Benefit Type: CalFresh, CalWORKs, Kin-GAP, FDIPIR	Enter Benefit
Richard, Larath	<input type="checkbox"/>	\$ 199.98	W	\$ 141.65	Pension	Y	\$ 99.99	Child Support	M	\$ 550.00	Rental Income	M		
①	<input type="checkbox"/>	\$		\$			\$			\$				
②	<input type="checkbox"/>	\$		\$			\$			\$				
③	<input type="checkbox"/>	\$		\$			\$			\$				
④	<input type="checkbox"/>	\$		\$			\$			\$				
⑤	<input type="checkbox"/>	\$		\$			\$			\$				

**SECTION C. CONTACT INFORMATION, CERTIFICATIONS, AND SIGNATURE:** Education Code 49557(a): Applications for Free and reduced-price meals may be submitted at any time during a school day. Children participating in the National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means. I certify (promise) that all of the above information is true and correct and that all income is reported. I understand that this information is given in connection with the receipt of federal funds that school officials may verify the information on the application at any time, and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and federal laws.

Printed name of adult household member completing this form \_\_\_\_\_ Signature of adult household member completing this form \_\_\_\_\_ Date \_\_\_\_\_ Last 4 digits of Social Security Number (SSN) \_\_\_\_\_  I do not have a SSN.

Federal Information Statement on letter to households

Street Address, Apt #, etc. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**DO NOT Write Below This Line-For School Use Only:**

Application Approved: \_\_\_\_\_ HSLD Size: \_\_\_\_\_ HSLD Annual Income: \$ \_\_\_\_\_ Determining Official's Signature & Date \_\_\_\_\_  
 Free based on:  CalFRESH  CalWORKS  KinGap  FDIPIR  Direct Certification  Direct Certified as: H M R  Household Income  Zero Income  Foster Child Only  Denied based on:  Income Too High  Incomplete  Reduced based on:  Household Income  
 Confirming Official's Signature & Date \_\_\_\_\_  
 Verification Official's Signature & Date \_\_\_\_\_  
 Annual Income Conversion Factors: Weekly X 52, Every 2 Weeks X 26, Twice A Month X 24, Monthly X 12

The USDA and the CDE are equal opportunity providers and employers

# WASHINGTON UNION SCHOOL DISTRICT

## Disaster Preparedness Information

Dear Parents:

Washington Union School District is continuing to monitor and expand its Disaster Preparedness Plan. Student emergency bags are an element of that plan. Each year we collect supplies and information which will enable our schools to be more prepared to care for our students in the event of an emergency.

Please complete the Disaster Preparedness Information on the bottom of the Emergency Information Form. This is special release information to be filled out for your child. This information will be used **only** in the event of a major earthquake or other disaster; it does not replace the additional "Emergency Information" which is used when your child is sick or injured. In the event of a disaster, the staffs of the three schools in the Washington Union School District will release your child only to those individuals whose names are listed in the "Disaster Preparedness Information" section. Please consider carefully, local individuals to whom you wish to entrust your child, as well as each individual's ability to reach the school in the case of damage to roads and/or power lines. Please consult with these individuals/families prior to listing their names on your child's form. It is important that no one individual/family be responsible for more children than would be appropriate in an emergency situation.

**Remember that under no circumstance will your child be released to any individual who is not named in the "Disaster Preparedness Information" section of the Emergency Information form.**

A comprehensive Disaster Preparedness Plan must consider our student's safety, food, water, medical needs and sanitation. Obtaining and storing food that will be familiar and appealing to the children, that has a long shelf life and requires no preparation is a difficult task. In an attempt to design a plan that will create the most normal and familiar environment for our students, we are asking parents to provide an emergency "food bag" for each child enrolled. This bag should contain foods that your child will enjoy from the attached list. Your child's bag will be stored in his/her classroom until the end of the school year, at which time it will be returned to you for your own use.

Please select your child's "meal" from the following list and place the items in a zip-lock bag labeled with his/her full name, grade and teacher. Place the label facing out. Please include in the bag any medications your child would require in a 24 hour period and an extra pair of glasses (if you have them) if your child cannot see without his/her glasses. A comforting note written by you for your child would be a helpful addition.

For your convenience, you may order your child's Emergency Food Bag from Parents' Club. The enclosed form which is included in this packet needs to be completed by Friday, August 29<sup>th</sup>. A basic emergency "food bag" will be delivered directly to your child's classroom. If your child attends "Time for Me", an additional emergency "food bag" will also be required. Please note that only the basic items will be provided in the purchased emergency bags. Once school begins, please give your child's teacher any medications or eye glasses (if needed) and a comforting note from you to your child, if you desire. If your child has any special dietary needs, you may want to provide your own emergency "food bag" as recommended below.

**ALL FOOD ITEMS SHOULD HAVE PULL-TOP LIDS AND BE EASY TO OPEN; NO FOODS SHOULD REQUIRE A CAN OPENER.**

The following is a list of recommended items to include in the emergency “food bag”:

1. One or two of the following:  
Pull-top can (3-4 oz.) of tuna or chicken (packed in water)  
Small package of processed cheese (non-refrigerated type)  
Small package of unsalted nuts or trail mix
2. One or two of the following:  
Pull-top can of fruit or pudding  
Small package of dried fruit or fruit roll
3. One or two of the following:  
Granola bar (without chocolate coating)  
Small package crackers (unsalted or low salt)
4. 16 oz. water bottle
4. A spoon
5. Medications/eye glasses (if needed)
6. A comforting note from you to your child
7. Name label facing out (child’s name, grade and teacher)

**PLEASE INCLUDE ONLY NON-PERISHABLE FOODS IN YOUR CHILD’S EMERGENCY “FOOD BAG”. AVOID SALTY FOOD, FOODS THAT REQUIRE ADDING WATER, FOODS THAT REQUIRE HEATING, FOODS THAT HAVE BEEN REFRIGERATED OR FROZEN, AND ESPECIALLY ANY FOODS THAT YOUR CHILD WILL NOT EAT!**

**PLEASE RETURN YOUR CHILD’S EMERGENCY “FOOD BAG” TO HIS/HER TEACHER NO LATER THAN FRIDAY, AUGUST 29th. If you choose to order from Parents’ Club, your bag will be delivered directly to your child’s classroom.**

Thank you for your help and support. Please be assured that the safety of your child is our greatest concern and that we will do whatever is necessary and possible to ensure his/her safety in the event of an earthquake or other major disaster occurring during school hours.

Our district’s Disaster Preparedness Plan is updated annually and we coordinate with the County and State Offices of Emergency Services to conduct drills on a regular basis.

If you are ordering your emergency “food bag” from Parents’ Club please fill in the information below:

Should you have any questions, please contact your school principal.

Sincerely,  
Dee Baker  
Superintendent

# A Parents' Club Service

## Classroom Emergency Bags

In the event of an earthquake or other unforeseen emergency where your child must remain on the school site for an extended time, the state requires that every school have an emergency plan in place. Part of this plan includes having non-perishable food and water for each child. Parents' Club provides emergency bags for you to purchase for the 2014-2015 school year. Please see letter from Dee Baker, Superintendent for more information.

**Emergency Bags are \$10.00 each**

### **Please fill out a separate form for each child**

Please fill out the form below and return this page to any of the schools with a

**Check made payable to Parents' Club by**  
**Friday, August 29th!**

Please add your "Total Due" to Parents' Club Annual Membership Drive Form.

**We are not able to accommodate for allergies at this time.**

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Time for Me Bag: \_\_\_\_\_

\_\_\_\_ Yes! I would like to help assemble the bags, please contact me:  
Name, Phone & E-mail:

---

**Any questions or concerns please contact**  
**Diane Malik at [Adkmalik@comcast.net](mailto:Adkmalik@comcast.net)**

**WUSD Parents' Club 2014-2015  
Directory Listing & Purchase Form  
One Form Per Family. Due August 29th**

If you wish for your contact information to be included, please sign, complete and submit this form by Friday, August 29th. To **purchase** the directory, please complete the information in Steps 1-4 of this form and submit with payment. The directory will be distributed in early October to your **youngest child's** classroom.

**Step #1—Signature Required for Directory Listing**

**Please indicate:** (a) Directory Listing & Purchase \_\_\_\_\_ (b) Directory Listing Only \_\_\_\_\_

I hereby release the following information for inclusion in the 2014-2015 WUSD School Directory. If purchasing, I agree to abide by the WUSD School Directory Use Restrictions stated as follows:

"The WUSD School Directory contains private and personal information about students and families. Recipients of the Directory agree to use the WUSD Directory only to facilitate functions and activities of the WUSD and its students; agree not to disseminate or disclose the contents of the WUSD Directory to any third party individuals or organizations; and agree not to use the WUSD Directory for business or commercial purposes or for solicitations."

X \_\_\_\_\_  
Signature Printed Name Phone Number Date

**Step #2—WUSD Student Information**

List Youngest to Oldest

Last Name	First Name	Grade	Last Name	First Name	Grade

Youngest WUSD Child's Teacher: \_\_\_\_\_

**Step #3—Household Information (Entries Optional)**

	Primary Household	Alternate Household
Parent's Names		
Street Address		
City, State, Zip		
Home or Primary Phone		
Secondary Phone		
E-mail Address		

**Step #4—Directory Purchase Order**

Please add your "Total Due" to Parents' Club Annual Membership Drive Form.

Size	Price	Qty	Total Amount
Package Deal—1 Booklet & 1 Pocket	\$15.00		\$
Booklet 8.5" X 7" Only (Only booklet contains email addresses)	\$12.00		\$
Pocket Book Only	\$7.00		\$
<b>Total Due</b>			\$

For Parents Club Use Only

Date Received: \_\_\_\_\_ Paid by: \_\_\_\_\_ Entered: \_\_\_\_\_ Verified: \_\_\_\_\_ Comments: \_\_\_\_\_



## Parents' Club Annual Membership Drive 2014-2015

**All parents are truly members of Parents' Club!** - A district-wide organization made up of parents and teachers who share the common goal of fostering and facilitating a strong sense of school & community spirit. Please show your support for the many Parents' Club sponsored activities by volunteering below and including your annual \$20 donation with your back-to-school paperwork. With your donation Parents' Club is able to:

- provide monetary gifts to teachers twice per year to use for their specific classroom needs;
- host wonderful family events such as the Harvest Carnival, Holiday Arts Fair, and Open House Dinners;
- sponsor a variety of educational and informational speakers;
- offer district-wide services including the school directory, spirit wear and emergency bags;
- show appreciation for our amazing teachers and secretaries with annual luncheons.

Parents' Club Annual Membership (only one per family).....	\$20.00
Emergency Bag- \$10.00 per bag or provide your own bag. (See WUSD letter from Dee Baker)...	\$ _____
Harvest Carnival Donation.....	\$ _____
Directory Order (please attach order form).....	\$ _____
Spirit Wear Order (please attach order form).....	\$ _____

**For your convenience, please write one check for the total amount to "Parents' Club".....Total \$ \_\_\_\_\_**

**Volunteering makes a difference!** Parents' Club needs volunteers to make all of our activities successful. Research shows grades go up, test scores rise and behavior improves when parents are involved. Please sign up for as many committees as you can. Thank you for your support and we look forward to working with you.

### Parents' Club Sponsored Activities

School Directory	Aug./Sept.	<input type="radio"/> assist with proofreading, sorting and distribution
Harvest Carnival	Oct. 18, 2014	<input type="radio"/> set-up/clean-up <input type="radio"/> chair a committee <input type="radio"/> help day of event
Holiday Gift Fair	Dec. 14, 2014	<input type="radio"/> set-up (12/13) <input type="radio"/> assist day of event <input type="radio"/> clean-up (12/15)
Hospitality Committee	August May	<input type="radio"/> help with fall "welcome back" and/or <input type="radio"/> spring "appreciation" luncheons for teachers and secretaries
Baking and/or fruit or vegetable donations	as needed	Provide <input type="radio"/> home baked goodies <input type="radio"/> fresh fruit <input type="radio"/> veggies for variety of functions as needed throughout the year

**Mark your calendars...our first Parents' Club Meeting of the new school year is scheduled for Monday, September 8, 2014 at 4pm in Room 10 at San Benancio Middle School - right next to the office.**

Name \_\_\_\_\_ Phone# \_\_\_\_\_

E-Mail \_\_\_\_\_

Child(ren)'s Name(s) \_\_\_\_\_

Teacher's Name \_\_\_\_\_

**PARENT VOLUNTEERING** - The variety of activities and opportunities for involvement available to our families is part of what makes Washington Union School District so special. Many of these activities are made possible through the dedication of parent volunteers. Please return this form with your back-to-school paperwork.

Name: \_\_\_\_\_ Phone: # \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please take a minute to select a few ways you can volunteer by marking the bubbles below**

<b>Art Docent Program</b>	<input type="radio"/> Hands-on (work directly with the children on monthly art projects as directed by Coordinator) <input type="radio"/> Picture of the Month (Give presentations on famous artists and their work) <input type="radio"/> Toro Park <input type="radio"/> Washington Union <input type="radio"/> San Benancio
<b>Box Tops for Education</b>	<input type="radio"/> Promote and publicize the collection of box tops as well as perform basic paperwork <input type="radio"/> Toro Park <input type="radio"/> Washington Union <input type="radio"/> San Benancio
<b>Coaches &amp; Assistants for Afterschool Sports Programs at SBMS</b>	<input type="radio"/> Fall Soccer <input type="radio"/> Fall Volleyball <input type="radio"/> Winter Basketball <input type="radio"/> Spring Track <input type="radio"/> Spring Tennis <input type="radio"/> Spring Golf <input type="radio"/> General Sports Fundraising
<b>Dance Chaperone</b>	<input type="radio"/> Chaperone SBMS dances, usually on Friday nights
<b>Dance Festival</b>	<input type="radio"/> Help with Toro Park School's end of year dance festival on 6/3/15 <input type="radio"/> Help with Snack Bar
<b>End of Year BBQ</b>	<input type="radio"/> Help with 6th or 7th grade BBQ at Toro Regional Park (Same day as Dance Festival) on 6/3/15 <input type="radio"/> Set-up <input type="radio"/> Supervise activities <input type="radio"/> Clean-up <input type="radio"/> Food Donation
<b>Graduation for SBMS</b>	<input type="radio"/> Help plan 8th grade grad ceremony (6/4/15 @ 4pm), dance, and end of year festivities
<b>Guest Reader</b>	<input type="radio"/> Read books to classes during library period at Toro Park School
<b>Ice Cream Sales</b>	<input type="radio"/> Distribute ice-cream on Fridays at Toro Park School from 11:50am-12:30pm
<b>Just Run</b>	<input type="radio"/> Help coordinate this Big Sur Marathon sponsored event that promotes health, fitness, good citizenship and fun! <input type="radio"/> Toro Park <input type="radio"/> Washington Union
<b>Library Assistant</b>	<input type="radio"/> Toro Park - assist with Book Fair Volunteers <input type="radio"/> WU - varied <input type="radio"/> SBMS - assist in library during lunch (12-12:45 pm) and after school (3-4pm) for library to remain open
<b>Magazine Drive</b>	<input type="radio"/> Assist SBMS Student Council with annual magazine sales to pay for student activities
<b>Music Program</b>	<input type="radio"/> Assist with Fundraiser <input type="radio"/> Coordinate concert refreshments
<b>P.E. Assistant</b>	<input type="radio"/> Assist with P.E. for 4th and 5th grade classes after lunch (approx. 12:25pm - 2pm)
<b>Student Council Snack &amp; Lunch Help</b>	<input type="radio"/> Assist Student Council with Snack &/or Lunchtime Sales <input type="radio"/> WU <input type="radio"/> SBMS <input type="radio"/> Assist with Costco Runs to purchase snack bar food as needed
<b>Tico's Tacos Fridays</b>	<input type="radio"/> Pick up and deliver tacos from Tico's Tacos to SBMS to be sold at lunch on Fridays
<b>Yearbook Assistant</b>	<input type="radio"/> Help with yearbook production at Washington Union

Child(ren)'s Name(s) \_\_\_\_\_

Teacher's Name \_\_\_\_\_

# Parents' Club Sponsored!

## \*\*WUSD Embroidered Spirit Wear\*\*

Show school pride and wear your Washington Union School District spirit wear! Complete the order form below and return it to a Parents' Club representative, at any of the schools when you find out your child's classroom assignment, with a check made out to Parents' Club. NO RETURNS OR EXCHANGES! Any questions please contact Chris Larson at 601-3789. Thank You!

.....clip and return.....

### EMBROIDERED SPIRIT WEAR ORDER FORM

CHILD'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_

PARENT NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

YOUTH ITEMS	Cost	X-small size 2-4	Small size 6-8	Medium size 10-12	Large size 14-16	X-large size 18-20	Color Pink, grey, navy, green	Indicate Logo (WUSD, SBMS, WU, TP) Personalize-Add \$5	Extended Price
CREW SWEATSHIRT	\$23								
HOODED SWEAT	\$28								

ADULT ITEMS	Cost	Small	Medium	Large	X-Large	XX-Large	Color: pink, grey, navy, green,	Indicate Logo (WUSD, SBMS, WU, TP) Personalize-Add \$5	Extended Price
CREW SWEATSHIRT	\$25								
HOODED SWEAT	\$30								

GREAT FOR SCHOOL EVENTS: (Gold Rush, Science Camp, Dance Festival Picnic)	Cost	Indicate School Logo Personalize-Add \$5	Extended Price
Blanket (green with white lining)	\$35		
Duffle Bag (green)	\$35		
		<b>Total Amount Due:</b>	



# Washington Union Educational Foundation

*Created to support and enhance the educational programs of the  
Washington Union School District.*

## *President*

Amanda Campion

## *Vice-President*

Tanya Reinhardt

## *Treasurer*

Stephanie Schoeder

## *Secretary*

Jennifer McVay

## *Board Members*

Carli Chasen

Jennifer Dickson

Jaymie Findley

Debra Josue

Ashley McDonnell

Jennifer McVay

Lisa Milburn

Julie Pavek

Allie Szasz

Francesca Singh

Trihn Retterer

Melissa Young

## **Why do we need an Educational Foundation?**

Our school district receives most of its funding from the State of California. Significantly reduced state funding has impacted our district by cutting into our already limited classroom budget. Many of the programs that enhance the educational programs in our district are made possible by WUEF donations. Your donations are even more critical in these lean budget years.

## **Where does your money go?**

WUEF provides almost \$200,000 per year in grants to the district that allow funding for:

- Our award winning Art Docent program in full
- Vocal music teachers at every grade level in full
- Our award winning Instrumental Music program in the upper grades in full
- New document scanners, printers, digital cameras, and other technology needs for the classroom
- New computers for the computer labs on each campus

## **Just \$185 per student**

The cost to provide art and music each year is approximately \$185 per student, or \$15.42 per month. \$15.42 per month for a year of art and music? Think about how much you spend each month on gym memberships, gymnastics, karate, or Starbucks. Our online option allows you to pay using a credit card through our secure website and you can even spread your payments out over the school year!

[wuef.ejoinme.org/donate](http://wuef.ejoinme.org/donate)

## **We want everyone to participate**

Our goal is to have 100% of the families in our district participate in the Fall Campaign because 100% of the students in our district benefit from funds raised by WUEF. **If you cannot donate \$185 per child, please donate what you are able to give. No amount is too small!** All donations are tax deductible to the extent allowable by law.

*Thank you in advance for your generous support!  
With your help, our district continues to stand out among the rest.*

820 Park Row, Box 473 Salinas, CA 93901  
WUEF is a non-profit 501(c)(3) organization.  
Tax ID #77-0037407



## Yes! Our family supports Art, Music, and Technology!

- We support Art, Music and Technology. \$ \_\_\_\_\_
- We support Art, Music and Technology for one student. \$185
- We support Art, Music and Technology for two students. \$370
- We support Art, Music and Technology for three students. \$555

WUEF is a non-profit 501(c)(3) organization. Tax ID #77-0037407 All donations are tax deductible to the extent allowable by law.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Child Name/s: \_\_\_\_\_

Teacher/s: \_\_\_\_\_

**Make a credit card payment online through our secure website:**

**[wuef.ejoinme.org/donate](http://wuef.ejoinme.org/donate) (do not add "www")**

**We are also happy to process your credit card payments when you provide the following information:**

VISA

MasterCard

Discover

American Express

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Security Code: \_\_\_\_\_ Signature: \_\_\_\_\_

I would like to make a one-time donation in the amount of \$ \_\_\_\_\_.

I would like to make a *monthly* donation in the amount of \$ \_\_\_\_\_ per month for \_\_\_\_\_ months.

**Please return this form with your check or credit card info on the first day of school or mail to:**

**WUEF  
820 Park Row, Box 473  
Salinas, CA 93901**

For questions or more information, please contact Missy Young (277-9995) or Kori Lukasko (229-0985).

**Thank you in advance for your generous support!**

# Washington Union School District

## 2014-15 District Calendar

## 2/12/2014

**43 San Benancio Road**  
**Salinas, CA**  
**831 484 2166**

**Superintendent**  
 Mrs. Dee Baker  
**Administrative Manager**  
 Ms. Tracie Corpuz  
**Fiscal Analyst**  
 Ms. Kay Weldon

**Board of Trustees**  
 Ms. Suzanne du Verrier  
 Mrs. Kathy LaGrandeur  
 Mr. Tom Mallett  
 Mr. John Vorwerck  
 Ms. Emily Hull-Parsons

**Schools**  
 Toro Park Elementary  
 484-9691  
 Washington Union Elementary  
 484 1331  
 San Benancio Middle School  
 484 1172

**Teacher Work Days  
 (Non-Student Days)**  
 The following teacher work days will be used for training or preparation as described in the district and school staff development plans. These are non-student days.  
*Mon. & Tues., Aug. 18 & 19*  
*Monday, January 5*  
*Friday, June 5*

<b>Classified</b>	
<b>10 month employees:</b>	
Work all student days.	
Do not work holidays (H) or vacation days.	
<b>12 month employees:</b>	
No work on 13 holidays (H) and individually scheduled vacation.	

Student Days Taught:	180
Teacher Work Days	4
<b>TOTAL:</b>	<b>184</b>
Classified/Mgmt. Holidays:	13

<b>Legend:</b>	
Collaboration Day	
Minimum Day	
Parent/Teacher Conferences	

		Adopted					
Month	M	T	W	Th	F	COMMENT	
<b>July</b>	1	2	3	4H	5	July 4: Holiday	
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31			
	<b>August</b>	4	5	6	7	8	
	11	12	13	14	15	Aug 15: New Teacher Training Day	
	18	19	20	21	22	Aug 18 & 19: Teacher Work Days	
	25	26	27	28	29	<b>Aug 20: First Day of School</b>	
<b>September</b>	1H	2	3	4	5	Sept 1: Labor Day Holiday	
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30					
<b>October</b>			1	2	3		
	6	7	8	9	10	Oct. 6-10: Parent/Teacher Conferences	
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31	Oct. 29: Minimum Day	
<b>November</b>	3	4	5	6	7	Nov 7: End of First Trimester	
	10	11H	12	13	14	Nov 11: Veterans Day Holiday	
	17	18	19	20	21	Nov 12: Minimum Day	
	24	25	26	27H	28H	Nov 24-28: Thanksgiving Break	
<b>December</b>	1	2	3	4	5		
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25H	26	Dec. 22-Jan. 2: Winter Break	
	29	30	31H			25 & 31: Christmas Holiday	
<b>January</b>				1H	2	Jan 1: New Year's Day Holiday	
	5	6	7	8	9	Jan. 5: Teacher Work Day	
	12	13	14	15	16	<b>Jan. 6: Classes Resume</b>	
	19H	20	21	22	23	Jan 19H: Martin Luther King, Jr. Holiday	
	26	27	28	29	30		
<b>February</b>	2	3	4	5	6		
	9	10	11	12	13		
	16H	17	18	19	20	Feb 16: Presidents' Day Holiday	
	23	24	25	26	27	Feb 27: End of Second Trimester	
<b>March</b>							
	2	3	4	5	6	Mar 4: Minimum Day	
	9	10	11	12	13		
	16	17	18	19	20	Mar 19 & 20: Parent/Teacher Conferences	
	23	24	25	26	27		
	30	31					
<b>April</b>							
	6H	7	8	9	10	April 3: Easter Holiday	
	13	14	15	16	17	April 6: Holiday	
	20	21	22	23	24	<b>April 7: Classes Resume</b>	
	27	28	29	30			
<b>May</b>							
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22	May 25: Memorial Day Holiday	
	25H	26	27	28	29	May 29: Minimum Day	
<b>June</b>							
	1	2	3	4	5	June 4: Eighth Grade Graduation	
	8	9	10	11	12	<b>June 4: Last Day of School Min. Day</b>	
	15	16	17	18	19	June 5: Teacher Work Day	
	22	23	24	25	26		
	29	30					

Washington Union School District  
District Calendar  
2014-2015

**Back-to School Nights**

Kindergarten- Toro Park School	8/21/14
San Benancio Middle School	8/26/14
Washington Union School	8/28/14
First-Third-Toro Park School	9/2/14

**Open Houses**

Washington Union School	5/14/15
Toro Park School	5/19/15
San Benancio Middle School	5/21/15

**End of Trimester**

November 7, 2014  
February 27, 2015  
June 4, 2015

**Report Card Home**

November 21, 2014  
March 13, 2015  
June 4, 2015

**Parent Conferences 7 Days**

October 6-10, 2014  
March 19 & 20, 2015

**School Dismissal Time/ Parent Conferences**

Toro Park School	12:45
Washington Union School	12:15
San Benancio Middle School	11:45

**Minimum Days 5 Days**

October 29, 2014  
November 12, 2014  
March 4, 2015  
May 29, 2015  
June 4, 2015

**School Dismissal Time on Minimum Days**

Toro Park School	11:45
Washington Union School	12:15
San Benancio Middle School	12:45

**Collaboration Days - 16 Days**

Sept. 3 & 17, 2014	Jan. 7 & 21, 2015
Oct. 1 & 15, 2014	Feb. 4 & 18, 2015
Nov. 5 & 19, 2014	Mar. 18, 2015
Dec. 3 & 17, 2014	April 15, 2015
	May 6 & 20, 2015

**School Dismissal Time-Restructured Days**

Toro Park School	12:45
San Benancio Middle School	1:05
Washington Union School	1:30

**Testing Make-up s**

TBD

**Graduation**

June 4, 2015 @ 4:00 P.M.

# San Benancio Middle School

*“Character Counts – Everywhere, All the Time”*

[www.washingtonusd.org](http://www.washingtonusd.org)

Parent/Student  
Handbook

2014-2015



**Washington Union School District**



# TABLE OF CONTENTS

<b>FACULTY AND STAFF .....</b>	<b>3</b>
<b>IMPORTANT PHONE NUMBERS.....</b>	<b>3</b>
<b>DAILY BELL SCHEDULES .....</b>	<b>4</b>
<b>ATTENDANCE .....</b>	<b>5</b>
<i>Homework/Assignments during an absence.....</i>	<i>5</i>
<i>Independent Study Contracts.....</i>	<i>5</i>
<b>SUPPLY LIST.....</b>	<b>6</b>
<b>TECHNOLOGY.....</b>	<b>7</b>
<i>Computer Lab Rules.....</i>	<i>7</i>
<b>ACADEMIC REQUIREMENTS .....</b>	<b>8</b>
<b>SCHOOL RULES AND CONSEQUENCES .....</b>	<b>9</b>
<b>SAN BENANCIO MIDDLE SCHOOL DRESS CODE .....</b>	<b>12</b>
<b>TOYS, ELECTRONIC DEVICES AND OTHER UNNECESSARY ITEMS .....</b>	<b>13</b>
<b>BICYCLES .....</b>	<b>13</b>
<b>TELEPHONE USE.....</b>	<b>13</b>
<b>HALL PASSES.....</b>	<b>13</b>
<b>OUT OF BOUNDS.....</b>	<b>13</b>
<b>BUS BEHAVIOR .....</b>	<b>14</b>
<b>ACADEMIC ADVISEMENT AND GUIDANCE.....</b>	<b>14</b>
<i>School Recommendation Procedure.....</i>	<i>14</i>
<b>EXTRA CURRICULAR ACTIVITIES .....</b>	<b>15</b>
<b>PARENT INVOLVEMENT AND PARTICIPATION .....</b>	<b>17</b>
<b>ATHLETIC PARTICIPATION AGREEMENT.....</b>	<b>18</b>
<b>HARASSMENT POLICY.....</b>	<b>19</b>
<b>SAN BENANCIO MIDDLE SCHOOL PARENT/STUDENT HANDBOOK .....</b>	<b>20</b>

## Faculty and Staff

Principal: Mrs. Gina Uccelli

Secretary: Mrs. Diana O'Mary

Head Custodian: Mr. Jesus Zapata

Custodians: Mr. Felix Atrisco, Mr. Jose Hernandez, Mrs. Susan Gonzales

### Teachers:

Mrs. Denise Andico	6 <sup>th</sup> Grade Core and Science
Mrs. Lynne Reineking	6 <sup>th</sup> Grade Core and Math
Mrs. Ann Peacock	6 <sup>th</sup> Grade Core and Math
Mrs. Angela Lutkus	6 <sup>th</sup> Grade Core and Science
Mr. Ralph Wege	7 <sup>th</sup> Grade Math and Science
Ms. Jennifer Frazier	7 <sup>th</sup> Grade Language Arts and Math
Ms. Julie Chiappe	7 <sup>th</sup> and 8 <sup>th</sup> Grade Language Arts
Mr. Derek Yonekura	7 <sup>th</sup> and 8 <sup>th</sup> Grade Science
Mrs. Lulu Brigham	7 <sup>th</sup> and 8 <sup>th</sup> Grade History
Mrs. Lynn Yee	7 <sup>th</sup> Grade History and Language Arts/8 <sup>th</sup> Grade History
Mrs. Diane Belli	7 <sup>th</sup> and 8 <sup>th</sup> Grade Math
Ms. Charea Batiste	7 <sup>th</sup> and 8 <sup>th</sup> Grade Language Arts
Ms. Jana Ahl	Physical Education
Mr. Phillip Snell	Physical Education
Ms. Cherie Gill	Special Education
Mr. Jeff Osarczuk	Music
Mrs. Linda Jang	Art Docent Coordinator
Mrs. Vicki Madigan	Speech and Language Therapist

### Instructional Assistants:

Ms. Abby Alvarado	Office Assistant/Nurse Aide
Mrs. Teena Varela	Instructional Aide/Noon Duty
Mrs. Carol Thayer	Instructional Aide/Noon Duty
Mrs. Kathy Griffin	Instructional Aide
Miss Claire Linney	Library Aide/Noon Duty
	Computer Lab Aide

### District Transportation and Maintenance:

Pat DeBerdT Maintenance and Transportation Director

## Important Phone Numbers

San Benancio Middle School Office	484-1172
FAX Line	484-6509
Attendance/Absence Reporting Line	484-0972
Transportation Services	484-2376
Art Docent Coordinator	484-2540

# Daily Bell Schedules

## Regular Day

8:10-8:25	Campus Open
8:30-9:21	1 <sup>st</sup> Period
9:24-10:14	2 <sup>nd</sup> Period
10:14-10:24	Break
10:27-11:17	3 <sup>rd</sup> Period
11:20-12:09	4 <sup>th</sup> Period
12:09-12:44	Lunch
12:49-1:39	5 <sup>th</sup> Period
1:42-2:32	6 <sup>th</sup> Period
2:35-3:10	Activity
3:25	Campus Closed

## Collaboration Day\*

8:10-8:25	Campus Open
8:30-9:12	1 <sup>st</sup> Period
9:15-9:55	2 <sup>nd</sup> Period
9:58-10:38	3 <sup>rd</sup> Period
10:38-10:58	Break
11:01-11:41	4 <sup>th</sup> Period
11:44-12:24	5 <sup>th</sup> Period
12:27-1:05	6 <sup>th</sup> Period
1:05	Dismissal

## A.M. Assembly Schedule

8:10-8:25	Campus Open
8:30-9:17	1 <sup>st</sup> Period
9:20-10:07	2 <sup>nd</sup> Period
10:07-10:17	Break
10:20-11:07	3 <sup>rd</sup> Period
<b>11:11-12:11</b>	<b>Assembly</b>
12:11-12:41	Lunch
12:46-1:32	4 <sup>th</sup> Period
1:35-2:21	5 <sup>th</sup> Period
2:24-3:10	6 <sup>th</sup> Period

## P.M. Assembly Schedule

8:10-8:25	Campus Open
8:30-9:17	1 <sup>st</sup> Period
9:20-10:07	2 <sup>nd</sup> Period
10:07-10:17	Break
10:20-11:06	3 <sup>rd</sup> Period
11:09-11:55	4 <sup>th</sup> Period
11:55-12:25	Lunch
12:30-1:16	5 <sup>th</sup> Period
1:19-2:05	6 <sup>th</sup> Period
<b>2:10-3:10</b>	<b>Assembly</b>

## Parent-Teacher Conferences

8:10-8:25	Campus Open
8:30-9:00	1 <sup>st</sup> Period
9:03-9:31	2 <sup>nd</sup> Period
9:34-10:02	3 <sup>rd</sup> Period
10:02-10:12	Break
10:15-10:43	4 <sup>th</sup> Period
10:46-11:14	5 <sup>th</sup> Period
11:17-11:45	6 <sup>th</sup> Period

## Minimum Day Schedule

8:10-8:25	Campus Open
8:30-9:09	1 <sup>st</sup> Period
9:12-9:49	2 <sup>nd</sup> Period
9:52-10:29	3 <sup>rd</sup> Period
10:29-10:44	Break
10:47-11:24	4 <sup>th</sup> Period
11:27-12:04	5 <sup>th</sup> Period
12:07-12:45	6 <sup>th</sup> Period

**\*The following are the Collaboration Days for 2014-2015:**

September 3	September 17	October 1	October 15
November 5	November 19	December 3	December 17
January 7	January 21	February 4	February 18
March 18	April 15	May 6	May 20

## **Attendance**

Consistent, regular attendance is expected of all students. Students are to be in class on time and ready to work each day. When students must be absent, parents are required to account for the absence. Excused absences include illnesses, medical procedures, and family emergencies. Absences for any other reason are considered to be unexcused.

**WHENEVER A CHILD IS ABSENT, REGARDLESS OF REASON, PARENTS MUST CONTACT THE SCHOOL ATTENDANCE CLERK AT 484-0972 ON THE DAY OF THE ABSENCE BEFORE 9 A.M. THIS NUMBER IS SPECIFICALLY FOR REPORTING ABSENCES AND HAS AN ANSWERING MACHINE, SO PLEASE LEAVE A MESSAGE.**

### **Homework/Assignments during an absence**

Homework and class assignments will only be given when a student has been absent for 5 or more consecutive days. For absences of 3 or fewer days, students should contact a classmate for assignments. Students are encouraged to set up a `network\_ early in the school year to cover for one another during absences and keep track of assignments on the school's website, [www.washingtonusd.org](http://www.washingtonusd.org).

Teachers generally give students a reasonable amount of time (one day for each day absent) to make up any assignments missed during the absence.

### **Independent Study Contracts**

Under certain circumstances, students are eligible to continue their studies while away from school using an Independent Study Contract. These contracts give students an opportunity to receive credit toward meeting the regular course of student requirements for each of their classes while away from school. A student must apply for an Independent Study Contract a minimum of one school week (5 school days) ahead of the date that the contract will begin. Students must turn in all assigned work the day they return to regular attendance to receive credit for work completed.

**Independent Study Contracts are only given when a student will be away from school for 5 or more consecutive days.**

### **Character and Citizenship**

Students at San Benancio participate in the Character Counts program by recognizing one of the 6 pillars of character each month: Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship ([www.charactercounts.org](http://www.charactercounts.org)). Teachers administer classroom lessons and students participate in a variety of activities throughout the school year, all designed to develop positive character in each student and promote a positive climate at school. Good citizenship is essential to positive social and academic development and citizenship is an important part of the overall program at San Benancio. In addition to Character Counts, students are recognized for acts of kindness and compassion through our Kindness Corner. In addition to daily recognition of identified students, students are recognized at periodic assemblies that highlight good behavior and good citizenship.



In planning for the beginning of the 2014-2015 school year, we request that you acquire the following supplies necessary at San Benancio Middle School:

- ✓ 1/4\_ Graph Paper (for home and school)
- ✓ 3-Hole Binder paper - College Rule - an ample supply that can be used to
- ✓ replenish throughout the school year (Keep the excess at home until needed please)
- ✓ School scissors (4-5\_ with rounded tip)
- ✓ Mini stapler and staples
- ✓ 2 boxes of Kleenex
- ✓ 1 ream of 8 ½ x 11 white and colored copy paper for classroom use
- ✓ 1 set of low odor Expo Markers - thick chisel tip

*A Supply Pouch with the following supplies (which are to be replenished on a regular basis):*

- # 2 Pencils
- Ball Point Pens (black, blue and red)
- Colored Pencils - 1 set - sharpened please!
- Erasers
- Glue stick
- Highlighter pens (yellow)
- A Scientific calculator
- An inch/centimeter ruler
- A set of felt tip (non-toxic) marking pens (NO SHARPIES)

**In addition to the above supplies, these grade levels are also requesting the following:**

### **6<sup>th</sup> Grade**

1- 1\_ three ring binder for math  
Four college rule spiral notebooks (50-70 pages)  
Two ultra-fine black felt non-toxic Sharpie pens  
Disinfectant wipes  
1 - 2\_ three ring binder

### **7<sup>th</sup> Grade**

Three single subject spiral notebooks  
½ inch binder  
Four dual pocket folders with brads  
One GB Flash drive memory stick  
Correction tape - no liquid white-out  
3x5 index cards - any color

### **8<sup>th</sup> Grade**

1 GB Flash drive memory stick  
1 - 1.5\_ binder  
Three single subject spiral notebooks  
Correction tape- no liquid white-out  
3x5 index cards - any color

# Technology

It is our goal that every student will leave San Benancio Middle School with basic technological skill and understanding necessary for future success in high school, college, and career settings.

All academic classrooms at San Benancio are connected to the internet. This provides students and teachers with opportunities to access information generally unattainable in a non-networked classroom. The computer lab is available to all students for a variety of purposes including word processing, computer-assisted instruction, and the learning of basic technology skills.

San Benancio also has Chromebooks available for classroom use and teachers will use them to enhance classroom instruction through the use of technology, whether through internet research, Google Apps for Education, or related technology tools and skills. All students are expected to sign a statement agreeing to adhere to a standard of responsible and ethical computer use. Violation of this agreement may result in suspension of computer privileges at school. Access to inappropriate web site is limited by both programs installed here at school and through the Monterey County Office of Education (our internet service provider).

**Parents or volunteers who would like to assist us in keeping the computer lab open during lunch or at other times when our computer lab aide is unavailable may contact the school at 484-1172.**

## Computer Lab Rules

- No eating or drinking in the lab.
- No inappropriate web surfing or game playing allowed. **No violence of any kind!**
- Listening to music is not allowed, even with headphones.
- No downloading from the web or installation of any kind.
- Do not abuse the equipment or reset the computers in any way. Unplugging the computers and mice is considered an abuse of the equipment.
- Do not move or rearrange the computer monitors.
- Exit completely out of any programs you are using. To do this, you must exit the application and quit the program.
- Remove any trash and belongings and push to chairs in when you leave.
- Only one (1) person per computer.
- No backpacks in the lab, they must be left outside.
- **No Talking!** The Computer Lab should be quiet at all times unless directed otherwise by a teacher or aide.

Failure to follow these rules will result in a detention and/or loss of computer lab privileges.

## Academic Requirements

6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders take two periods of English Language Arts curriculum each day; one period of Literature and one period of Grammar/Composition. All students take full-year courses in Science, Social Studies, Mathematics, and Physical Education. Students also take part in a 35 minute Activity class. These activities may include technology, music history, cross-age tutoring, leadership, band, choir, tumbling, and more. Information about activity classes is available at the beginning of the school year and a flyer will be sent home with information about class choices. 6<sup>th</sup> grade students have a rotation of classes specifically designed for them and will rotate between all four 6<sup>th</sup> grade teachers to get a variety of activities. 7<sup>th</sup> and 8<sup>th</sup> graders who are experiencing difficulties in Language Arts or Math will be assigned to a Support class to receive interventions and support in order to be more successful in those subjects.

All students are expected to maintain a 2.0 or better grade point average for all their course work including Activity classes and P.E. Students who fall below those criteria may be suspended from participating in extra-curricular activities until grades are brought up to the minimum of 2.0.

8<sup>th</sup> grade students must maintain passing grades (D or above) in each subject during the year and in order to participate in graduation activities. Graduation activities include the Graduation ceremony, the Graduation Dance, and the annual 8<sup>th</sup> grade Picnic and Swim Party.

Homework is a regular part of the San Benancio academic program. Homework comes in a variety of forms, including basic skills practice, concept review, reading, researching, studying for exams, and preparing for class demonstrations or presentations. To estimate the approximate time your child should spend on homework each night, multiply his or her grade level by ten; that is the approximate number of minutes he or she should spend on homework. Most teachers also give long-term assignments such as book reports, projects, or theme papers. These types of assignments will be given with a timeline for completion.

All students will receive an agenda at the beginning of the school year. We encourage parents to communicate with their children regarding their agendas and check to make sure they are being used. Teachers will direct students to write down their assignments in their agendas; students who keep their agendas up to date tend to be able to keep track of and turn in assignments in a more timely and organized manner.

Grades are given at the end of each trimester. Students receive a grade in each class and students with a grade point average (GPA) of 3.0 or above receive Honor Roll Recognition.

# School Rules and Consequences

The intent of the Code of Conduct is to give all students, staff and parents a common set of rules and consequences to expect when inappropriate behavior occurs. Each incidence of inappropriate behavior is reviewed carefully, and consequences are given accordingly.

The Code of Conduct is enforced from the time students leave home in the morning until they arrive home in the afternoon and at all school sponsored activities including dances, field trips, and any other school-related activities. Students should be aware that behavior at school bus stops is also covered by the school's Code of Conduct. Categories are in order of severity of infractions, from minor (Category I) to serious (Category III)

<b><u>Category I</u></b>		
<b>Infraction</b>	<b>Teacher/Supervisor Action</b>	<b>Consequence</b>
Chewing gum, eating in class, throwing objects, littering	Warning. Repeated misconduct subject to progressive discipline	Teacher discretion: detention, work detail, suspension
Repeated tardies (4)	Parent contact	Detention
Disrespectful behavior	Parent contact	Teacher discretion: Parent/teacher conference, detention, suspension
Use of Ipod, cell phone, laser pointer or other unnecessary device (electronic or otherwise)	Parent contact	Confiscation
Out of bounds	Warning (1)	Detention
Out of class without permission	Parent contact	Detention

<b><u>Category II</u></b>		
Disrespectful behavior	Parent contact	Parent/teacher conference, detention, suspension
Cheating	Parent contact	Parent/teacher conference, no honor roll, fail assignment
Harassment	Referral to office	Detention, 1-3 day suspension
Defiance of authority	Referral to office	1-3 day suspension
Truancy	Parent contact	Detention, referral to District Attorney
Gambling	Parent contact	Detention, 1-3 day suspension
Bus citations	Parent contact	Loss of bus privileges
Profanity	Referral to office	Detention, 1-3 day suspension

- Bus drivers will give students fair warning for misbehavior. If inappropriate behavior continues, a bus citation will be issued. A second bus citation within a twenty day period will result in a 5 day suspension of bus riding privileges. Further citations may result in suspension of bus privileges for the remainder of the school year.



### **Category III**

(All category III infractions will require parent involvement before reinstatement to school attendance)

<b>Infraction</b>	<b>Teacher/Supervisor Action</b>	<b>Consequences</b>
Disrespectful behavior/harassment	Parent contact Referral to office	Parent/teacher conference, detention, suspension
Drugs/Alcohol possession or use	Parent contact Referral to office	3-5 day suspension; referral to Sunrise House; referral to law enforcement
Fireworks	Parent contact Referral to office	3-5 day suspension; referral to law enforcement
Fire alarm tampering	Parent contact Referral to office	2-4 day suspension; referral to law enforcement
Theft/extortion	Referral to office Parent contact	3-5 day suspension; referral to law enforcement
Smoking/tobacco	Referral to office Parent contact	3-5 day suspension; referral to law enforcement
Fighting	Referral to office Parent contact	2-5 day suspension
Vandalism	Referral to office Parent contact	2-5 day suspension plus cost of repairs
Possession of a weapon	Referral to office Parent contact	3-5 day suspension; possible expulsion
Sexual misconduct	Referral to office Parent contact	3-5 day suspension; counseling referral

### **Detention:**

Detention is held after school and supervised by a certificated staff member. Students are to report to the detention area at 3:15 p.m. and are expected to remain there until 4:00 p.m. Students may not do homework, read, write, etc. during detention. No talking or social interaction is permitted. The assigning teacher will contact the parent to notify him or her of the date detention is to be served. Students who do not show up for detention, interact socially, or behave inappropriately during detention will be given an additional detention which will automatically put them on Behavior Probation.

### **Repeated Detentions:**

Students with repeated detentions may be suspended from regular attendance as permitted by the California Education Code and the District Board of Trustees. If the above discipline plan including detentions, suspensions, and counseling fails to bring about proper conduct, or when the student's behavior presents a continuing danger to himself or others, expulsion will be considered.

### **Classroom Suspension:**

If at any time a student's behavior becomes so severe that a teacher feels that he or she may not be able to conduct the class constructively, a Classroom Suspension may be administered. This type of suspension may last the remainder of that period and, in some cases, that same period the next school day. Parents will be contacted by the teacher administering the suspension.

### **School Suspension:**

Students may be suspended from school attendance for specific violations of the Board of Trustee adopted Code of Conduct, a provision of the Education Code, the Penal Code, or the Health and Welfare Code. Suspensions range from 1 to 5 days at a time depending on the severity of the violation. Students may be suspended up to 20 days during a single school year. All suspensions are administered within the provisions outlined in the Education Code (EC 48000). Parents are always involved and informed when a suspension is administered.

During the suspension, the student may be held accountable for homework and other assignments by individual classroom teachers. Teachers will give the student a reasonable amount of time to make up any missed assignments.

Parents are required to attend a readmission conference before a student will be allowed to return to regular attendance.

### **Behavior Probation:**

Behavior Probation occurs when a student receives a third detention within a period of 20 school days. The probation begins the day after the issuance of the 3<sup>rd</sup> detention. Probation lasts for 5 school days and ends at the close of the 5<sup>th</sup> day. School days include after school activities such as sports and dances. Students are informed of their probation status both in person and in writing. A copy of the written notification is mailed home stating the day the probation will be lifted. If the student receives another detention during the probation period, the probation will be extended additional school days from that detention depending on the level of unacceptable behavior. The number of days will be progressive (5-10-15-20) depending on the behavior.

### **Tardies:**

A student is considered tardy when he or she is not in his or her assigned seat when the bell rings. When a student receives his or her 4<sup>th</sup> tardy, a detention will be assigned. First period tardies count the same as other periods. When buses are late, tardies are not given during first period. Parents who bring their children to school are expected to deliver them to school on time.

### **Academic Honesty:**

Cheating is taken very seriously at San Benancio Middle School. Cheating includes copying work from others, plagiarism, assisting others with information about examinations inappropriately, misrepresenting work done by others as one's own work, changing answers/ grades to improve a grade, and any other behavior that would lead to a student receiving a grade not earned.

As stipulated in the Code of Conduct, cheating is a Category II infraction. Students caught cheating will receive a 0 (zero) on the assignment and will be omitted from any Honor Roll recognition during that trimester. Parents will be contacted immediately.

When a student cheats, he or she violates the trusting relationship between student and teacher essential for a positive and constructive classroom experience. Rebuilding a trusting relationship will take time and effort. The distrust resulting from a cheating incident may be a more severe consequence than the formal consequence required by the Code of Conduct.

# San Benancio Middle School Dress Code

## Students should be dressed and groomed in good taste for school.

1. No hats, scarves, or other headgear may be worn in classrooms or other instructional settings without specific permission from the instructor.\*
2. No T-shirts, sweatshirts or other clothing articles (including backpacks) depicting alcohol, tobacco, drugs or other subjects deemed offensive by the school staff may be worn at school or at after-school activities or events.
3. Clean and neatly combed hair is expected of all students. No hair dyes or styles that are disruptive to the school environment (Mohawks, bright colors, etc.)
4. **Clothes shall be sufficient to conceal undergarments at all times.** This applies to both boys' and girls' clothing styles. **NO** ripped or torn jeans or pants.
5. Tights or leotards **MUST** be paired with an accompanying garment that meets the dress code standard of mid-thigh in length, no more than 4 inches above the knee. *This includes tights, leggings, yoga pants and any other garment made of spandex or elastic material.*
6. Shorts and skirts must reach mid-thigh in length and be **no more than 4 inches above the knee. (No short shorts)**
7. **No tank tops**, spaghetti strap tops, see-through or fishnet fabrics, halter tops, off-the-shoulder or low cut tops or bare midriffs.
8. For safety reasons, appropriate shoes must be worn at all times to protect the feet. Flip-flops may not be worn at school and all shoes must have a back strap. (No add-on straps)
9. Students are expected to comply with dress standards for physical education as required by the P.E. teachers.
10. Students are not to write on their hands, arms, or other body parts with any writing instrument.
11. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports or classes.

\* *Hats are not allowed in assemblies. They will be confiscated at the door and returned to the student at the teacher's discretion.*

We suggest that you carefully monitor your child's school clothing to ensure that he or she is compliant with school's dress code. If you are not sure about a particular item of clothing, feel free to contact one of your child's teachers or the school office.

If your child is non-compliant with the dress code, you may be contacted and asked to bring appropriate clothing to school before your child may return to class. In some cases the situation may be handled at school by asking students to change into their P.E. clothing.

**STUDENTS WHO REPEATEDLY VIOLATE THE DRESS CODE WILL BE GIVEN A DETENTION AND BE SUBJECT TO PROGRESSIVE DISCIPLINARY MEASURES.**

## **Toys, Electronic Devices and Other Unnecessary Items**

Students are not to bring toys, electronic devices (including ipods, ipads, laser pointers, cameras, etc.) to school. The school will assume no responsibility for the loss of any personal item brought to school under any circumstance.

When items of this type are brought to school, they are the sole responsibility of the student. Laser pointers are not allowed at school under any circumstance and will only be returned to a parent. Technology related items can be brought with proper permission and only used under circumstances where permission has been granted and there is specific purpose.

**While the school recognizes that many students carry cell phones for personal use, they are to be turned off and put away in backpacks or lockers during the school day. The first time a student violates this rule; the phone will be taken away and returned at the end of the school day. The second infraction will result in confiscation and the phone will only be returned to a parent. A third infraction will result in the loss of the privilege of carrying a cell phone on campus.**

Replicas of weapons, particularly guns, are treated with utmost seriousness. Toy guns can look much like the real thing, and we will treat situations with replicas as if they are real to protect the safety of students and staff. The Monterey County Sheriff's Department may be involved in such situations. Replicas of weapons will not be returned to students under any circumstances.

## **Bicycles**

Students are permitted to ride bicycles to and from school. Students must wear protective helmets and are expected to lock their bike to the racks located on the west side of the Science building. The school and the district assume no responsibility for damage or theft of bicycles ridden to school.

## **Telephone Use**

Telephone use during instructional time is limited to phone calls related to instructional needs only. A phone is available in the office for students to make emergency calls. Students may not use the office phone to make last-minute arrangements for after-school activities. Such arrangements should be prearranged before the start of the school day.

## **Hall Passes**

A student must have a valid pass from a teacher any time he or she is out of class during instructional time. Teachers will give a pass to a student if he or she has an acceptable reason to be out of class. Students out of class without a valid pass may be considered truant and assigned a detention.

## **Out of Bounds**

Students are expected to remain on the school grounds during the entire school day. The school day starts when the students arrive on campus. Students riding the bus must immediately proceed to the locker area or the courtyard upon their arrival at school. They are not to leave without checking out through the school office. A parent must always give permission before a student is permitted to leave. Parents and students must sign out before leaving. Certain areas of the campus are out of bounds to students. If a student is found in one of these areas or in a classroom without an adult supervisor he or she may be given a detention or suspension.

## **Bus Behavior**

All students who ride the bus to and from school or for any school activity are expected to behave according to the established bus behavior rules. While riding the school bus, students are expected to follow the directions of the driver. The driver has the responsibility to transport students to and from school and on field trips safely. This is a huge responsibility, and students need to cooperate with the driver in order to accomplish this task. The bus driver has the authority to assign seats to students when necessary. He or she also has the authority to stop the bus if a student or students are behaving in a manner that restricts his or her ability to transport students safely.

When a driver feels that a student is behaving in a manner that could lead to an unsafe condition, he or she may issue a bus citation. In most cases a bus citation is a formal warning that bus behavior is unacceptable. A second citation will result in a suspension of bus riding privileges for 5 school days. Additional suspensions may lead to suspension of bus privileges for the remainder of the school year. Such a suspension is an extreme measure, but when comes to student safety, extreme measures are merited.

## **Academic Advisement and Guidance**

All staff members are committed to providing an academic program that will help each student reach his or her full potential as a student and as a person. While teachers do not have regular office hours, most make themselves available to assist students at convenient times before school, after school and during the noon hour.

Teachers will often provide study sessions to assist students to prepare for examinations or to provide additional opportunities for students to master the content of the curriculum. Teachers and other staff members also make themselves available to students for guidance with problems of a personal nature. When problems of a serious nature are brought to their attention, teachers and other adults employed at the school are obligated to contact the parents and/or the administration.

## **School Recommendation Procedure**

Many of our 8<sup>th</sup> grade students apply to and are accepted by private high schools. It is the student's responsibility to provide the necessary recommendations that are honest and fair. It is in the best interest of students seeking recommendations to make sure that the recommending teacher/administrator has ample time to complete the recommendation. All students seeking recommendations from staff members must provide each staff member with an autobiography that includes a summary of their educational experience their future goals (both educational and personal) and involvement in community affairs and organizations. Students will also be required to provide the office with a signed permission and a self-addressed stamped envelope to send transcripts to the schools to which they are applying. **Information will also be available through 8<sup>th</sup> grade teachers and on the website.**

Recommendations are private and privileged information and will not be shared with students or parents. If it comes to our attention that recommendations are being shared by private school admissions staff or administrators, we will no longer participate in the recommendation process for that particular school.

## **Extra Curricular Activities**

San Benancio Middle School offers a variety of extra-curricular activities to students. These activities range from music to sports to accelerated instructional programs. The goal of extra-curricular activities is to provide students with opportunities to experience alternative ways of learning beyond the regular classroom curriculum.

### **Music**

San Benancio provides an instrumental music program. All students will be given the opportunity to participate in music. A credentialed teacher will conduct these programs.

As with any music program, there will be additional practice and performance time beyond the regular school day. Students choosing to participate in these activities should be aware that their participation is contingent on meeting the academic and behavioral standards expected of any student involved in extra-curricular activities.

More information regarding the music program will be available during the first week of school. If you have questions, please contact the school office or the music teacher.

### **Dances**

The San Benancio Student Council holds several dances throughout the school year. These dances are held in the multi-purpose room on Friday evenings from 5:00-7:00 p.m. Dances are chaperoned by teachers and parent volunteers. Music is provided by a D.J. Parent volunteers provide refreshments. Dance dates will be determined at the beginning of the school year.

During the fall, only 7<sup>th</sup> and 8<sup>th</sup> graders are permitted to attend the dances. In the winter and spring, 6<sup>th</sup> graders are allowed to attend. The Code of Conduct and Dress Code are fully enforced at all dances. Students are not permitted to bring guests from other schools. If a student misbehaves or is dressed in a manner that is noncompliant with our Dress Code, his/her parents will be called and will be expected to pick up their child immediately.

Students on Behavior Probation, Academic Probation, have an F in any class, or have overdue library books are not permitted to attend dances.

### **Dance Rules**

The Code of Conduct and Dress Code as outlined in the Parent/Student Handbook are fully enforced at all school dances. The following is a list of specific unwanted student behaviors; violation of these rules will result in the student being removed from the dance.

- Public displays of affection
- Running on the dance floor.
- Groupings of four or more students so that chaperones are prevented from walking through the dancers.
- Inappropriate dancing or placement of hands on inappropriate places.
- Throwing objects.
- Standing on, jumping from, or dancing on the stage.
- Leaving the dance area except to use the restroom.
- Clothing that violates the dress code policy.

Violation of any of the dance rules may result in one or more of the following actions:

- A temporary suspension from the dance.
- Call parents to pick up the student.
- Suspension from the next activity or dance.
- Suspension from all dances.
- Suspension from school.

## **Sports**

San Benancio students may be involved in a variety of after school team and individual sports. These sports include soccer, volleyball, basketball, tennis, golf, and track and field. We emphasize sportsmanship and fair play at San Benancio. Winning is secondary. Students and coaches are expected to demonstrate that sportsmanship comes first. Students are taught athletic skills and given opportunities to practice those skills during the sanctioned activities. We keep the level of play in perspective and understand that middle school is a time to be exposed to new activities and develop skills in a positive and encouraging environment. Parents are expected to be supportive and encouraging to all players and coaches. If a parent has a concern or suggestion, he or she should handle it privately with the coach, away from student participants.

Parents are encouraged to volunteer as coaches. As with any school volunteer, certain requirements (TB Test, fingerprint check, etc.) must be met for the protection of the students. Coaches and athletes are expected to adhere to the following code of conduct:

***We at San Benancio Middle School strive to promote the highest ideals of sportsmanship and conduct on and off of the athletic field as espoused by the Central Coast Section of the California Interscholastic Federation and the Mission Trails Junior Athletic League.***

***We agree to:***

- 1. Treat the teams and spectators of visiting schools as our guests with the respect and support that we would expect upon visiting their schools.***
- 2. Avoid rowdyism, profanity or inappropriate actions of any nature.***
- 3. Respect the skillful and courageous performances of all athletes participating in the contest.***
- 4. Respect the integrity and judgment of the officials.***
- 5. Be modest in victory and gracious in defeat.***
- 6. Remember whom we represent: our school and our community, by exhibiting exemplary conduct and sportsmanship.***

*While some sports require coaches to make cuts, others are open to all students who are academically and behaviorally eligible. Cutting a student from a team is a difficult thing, and is only done when the number of students trying out far exceeds the number of students the coach is able to supervise effectively.*

## **Field Trips**

Students participating in all school field trips must demonstrate appropriate behavior, a positive attitude and good citizenship. The staff and administration have high expectations for students who participate in these special activities and expect students to adhere to the code of conduct for each trimester. *From the start of each new trimester*, your students will be denied the privilege of participation in field trips for any of the following:

- Received more than 2 detentions
- Suspended from any class with a Classroom Referral
- Suspended from school for any reason

## **Parent Involvement and Participation**

San Benancio welcomes parent involvement and participation in school and community activities. Parents are encouraged to join the Parents' Club, participate in WUEF (Washington Union Educational Foundation) activities, be an Art Docent and be an active member of the School Site Council. We also welcome parents as volunteers for school dances, field trips, and noon-time activities, including library and computer lab supervision. Teachers welcome parents who are interested in assisting with class activities.

One of the strengths of the Washington Union School District and San Benancio is strong and supportive parents. We believe that all parents can find a way to support their children's education through the variety of opportunities available.

### **School Site Council**

The San Benancio Middle School Site Council meets monthly to monitor and provide input to the school program. Each month, October through May, the SSC meets after school in the San Benancio Library. Elected parents, staff members, and others participate in monthly curricular presentations. Opportunities are available for parents to provide suggestions for instructional improvement. The School Site Council is also responsible for monitoring the expenditures of the school's Single Site Plan budget. The SSC works with the staff to develop a school plan that will provide a guide for instructional programs, both regular education and special education, and student services. Each spring the District conducts an annual survey to determine satisfaction with the school program. Results of these surveys are available for public review in the school office.

### **Art Docents**

San Benancio students are privileged to enjoy the services of the program. The Washington Union Art Docent program is one of the most outstanding examples of such programs statewide. This program (funded by WUEF) provides high quality art programs for all students in the district. Docents are trained to work with students in a variety of art media including paint, clay, textiles, and weaving, and typically work in teams and specialize in a particular grade level. Each year the Art Docents present a district wide art show. This outstanding event is a "must see" for every parent.



# Athletic Participation Agreement

Participation in sports provides an exceptional opportunity for every individual to experience growth and development physically, socially, and psychologically. As a part of this learning experience, we will uphold the highest standard of sportsmanship both on and off the playing field or court.

For students and coaches, the following types of unsportsmanlike conduct will be considered grounds for suspension from participation:

- Vulgar actions or the use of profane language
- Arguing with a decision made by a coach or referee
- Emotional outbursts or fighting with others
- Making uncomplimentary remarks to anyone

The following team rules will apply to all sports at San Benancio:

- ALL PARTICIPANTS MUST ATTEND SCHOOL FOR AT LEAST HALF (3 PERIODS) OF THE DAY OF THE EVENT IN ORDER TO PARTICIPATE. If a contest is to take place on a Saturday, the rule will apply to Friday preceding the event.
- All participants will adhere to a coach's discretion during practice and at all competitions.
- All participants must maintain a 2.0 grade point average.
- Participants will notify the coach if they cannot attend a practice or game.
- Participants must be in full uniform and may not wear jewelry during a competition

*We, students and parents, will always conduct ourselves according to the rules of fair play; we will demonstrate courtesy to others at all times; we will be gracious in victory and defeat.*

This form must be signed and returned prior to the beginning of practice for all sports.

\_\_\_\_\_  
Student Name (please print)                      Signature                      Date

\_\_\_\_\_  
Parent Name (please print)                      Signature                      Date

**PLEASE SIGN THIS FORM AND RETURN TO THE OFFICE.**

This form will remain on file in the school office.

# Harassment Policy

San Benancio has adopted a policy for personal and sexual harassment. Students need to know that harassment violates human and civil rights. We take a serious stand on this issue; violators will be dealt with properly and with consequences.

## Here is how San Benancio describes harassment:

1. Harassment has an intent and/or effect of putting down, abusing, or hurting someone, and thus creates an intimidating, hostile, and offensive school and learning environment.
2. Personal harassment is any behavior, verbal or non-verbal, that is hurtful or humiliating to another person.
3. Sexual harassment is any unwanted verbal or non-verbal behavior that is sexual in nature.

## Types of behavior which constitute personal and/or sexual harassment:

1. Unwelcome remarks, jokes, and innuendos, re: age, national or ethnic origin, gender, disability, appearance, or race.
2. Gestures or staring of an intimidating nature.
3. Any other kind of intimidation or threats.
4. Unwelcome remarks, jokes or innuendos, re: body, attire, or behavior.
5. Leering or gestures of a sexual nature.
6. Intimidation with sexual overtones.
7. Unnecessary physical contact such as touching, pinching or fondling.

*\*ALL definitions in this section pertain to any harassment either in person or through electronic means such as email or social media (Facebook, Twitter, Snapchat, etc.)*

## Physical or Verbal Abuse

Under no circumstance will physical or verbal abuse towards anyone at the school be tolerated. For effective education to occur, school must be considered a safe place, and those who work towards destroying that `safe\_ atmosphere will not be allowed to remain at the school.

## Action to be taken:

1. Tell the offender to stop.
2. Advise your teacher or another trusted adult of the problem immediately.
3. Administration/parents will be notified of the problem.
4. If the complaint is substantiated, immediate disciplinary action will be taken.

## WE have read and understand this policy.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE SIGN THIS FORM AND RETURN TO THE OFFICE.**

This form will remain on file in the school office.

# San Benancio Middle School Parent/Student Handbook

I have read the San Benancio Parent/Student handbook. I understand and agree to abide by the rules and regulation as established by the administration and staff. I also understand that failure to abide by the rules and regulations set forth in this handbook may result in disciplinary action and/or loss of privileges.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE SIGN THIS FORM AND RETURN TO THE OFFICE.**

This form will remain on file in the school office.