

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.

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 6th. 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 18th 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 20th, 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 29th.
- ✓ **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.

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.

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

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 and 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 checked="" 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 29th. 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**

**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		\$
Total Due			\$

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

Art Docent Program	<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
Box Tops for Education	<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
Coaches & Assistants for Afterschool Sports Programs at SBMS	<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
Dance Chaperone	<input type="radio"/> Chaperone SBMS dances, usually on Friday nights
Dance Festival	<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
End of Year BBQ	<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
Graduation for SBMS	<input type="radio"/> Help plan 8th grade grad ceremony (6/4/15 @ 4pm), dance, and end of year festivities
Guest Reader	<input type="radio"/> Read books to classes during library period at Toro Park School
Ice Cream Sales	<input type="radio"/> Distribute ice-cream on Fridays at Toro Park School from 11:50am-12:30pm
Just Run	<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
Library Assistant	<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
Magazine Drive	<input type="radio"/> Assist SBMS Student Council with annual magazine sales to pay for student activities
Music Program	<input type="radio"/> Assist with Fundraiser <input type="radio"/> Coordinate concert refreshments
P.E. Assistant	<input type="radio"/> Assist with P.E. for 4th and 5th grade classes after lunch (approx. 12:25pm - 2pm)
Student Council Snack & Lunch Help	<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
Tico's Tacos Fridays	<input type="radio"/> Pick up and deliver tacos from Tico's Tacos to SBMS to be sold at lunch on Fridays
Yearbook Assistant	<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		
		Total Amount Due:	



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 Szaszy

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

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.*



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 (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

Classified

10 month employees:
 Work all student days.
 Do not work holidays (H) or vacation days.

12 month employees:
 No work on 13 holidays (H) and individually scheduled vacation.

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

Legend:	
Collaboration Day	
Minimum Day	
Parent/Teacher Conferences	

	Month	M	T	W	Th	F	COMMENT	
	JULY		1	2	3	4H	July 4: Holiday	
		7	8	9	10	11		
		14	15	16	17	18		
		21	22	23	24	25		
		28	29	30	31			
	AUGUST					1		
		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	
		8	25	26	27	28	29	Aug 20: First Day of School
	SEPT	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		
		21	29	30				
	OCT			1	2	3		
		6	7	8	9	10	Oct. 6-10: Parent/Teacher Conferences	
		13	14	15	16	17		
		20	21	22	23	24		
		23	27	28	29	30	31	Oct. 29: Minimum Day
	NOV	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	
		14						
	DEC	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	
		15						
	JAN				1H	2	Jan 1: New Year's Day Holiday	
		5	6	7	8	9	Jan. 5: Teacher Work Day	
		12	13	14	15	16	Jan. 6: Classes Resume	
		19H	20	21	22	23	Jan 19H: Martin Luther King, Jr. Holiday	
		26	27	28	29	30		
		18						
	FEB	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	
		19						
	MARCH	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					
		20						
	APRIL			1	2	3H	April 3: Easter Holiday	
		6H	7	8	9	10	April 6: Holiday	
		13	14	15	16	17	April 7: Classes Resume	
		20	21	22	23	24		
		27	28	29	30			
		18						
	MAY	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	
		20						
	JUNE	1	2	3	4	5	June 4: Eighth Grade Graduation	
		8	9	10	11	12	June 4: Last Day of School (Min. Day)	
		15	16	17	18	19	June 5: Teacher Work Day	
		22	23	24	25	26		
		4	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.



AQUA TERRA kids!:

AQUA TERRA *kids!* is dedicated to providing wholesome, delicious school lunches that will inspire a lifetime of healthy habits. Our nutritionally balanced meals are made from scratch daily, and our menu design process places a focus on fresh and seasonal ingredients. We help families provide the best for their kids by taking on the task of preparing and supplying lunch every day, and we partner with local schools to guide all students to develop a deeper understanding and connection with their food and the environment.

Our menu is written and posted on a monthly basis. Using our online ordering system, families can log in to their private account and place their order for the month. Each day, our chefs prepare and package the proper amount of food for each school. Lunch is then delivered to the school, along with any equipment needed to serve the lunch. In an effort to promote environmentally friendly practices, we feature reusable trays and cutlery. At the end of lunch service, dirty dishes are returned to our central kitchen for sanitation and reuse.

How to order:

Visit our website at www.aquaterrakids.com. Click the "Order Now" link and click on Washington Union School. Register for an account by filling in the information on the right side of the page. Add student(s) by following the directions on the page. Be sure to select the correct school and grade. Click on the name(s) in the **blue bar across the top of the page** to pull up the menu. Select lunches, add to cart, and proceed to checkout. Checkout is complete when you receive a receipt page and confirmation. Please select and pay the **set-up fee** with your first order.

Set-up fee:

AQUA TERRA Culinary charges each customer a one-time set-up fee of \$25 to cover the cost of equipment and administrative efforts to set up the program. This is a one-time fee that should be selected and paid along with your first order.

Fundraising:

For each meal sold, AQUA TERRA will donate \$0.45 back to Washington Union School to assist with fundraising efforts. Funds will go toward technology and playground equipment.

Vegetarian & Dietary Restriction Lunches:

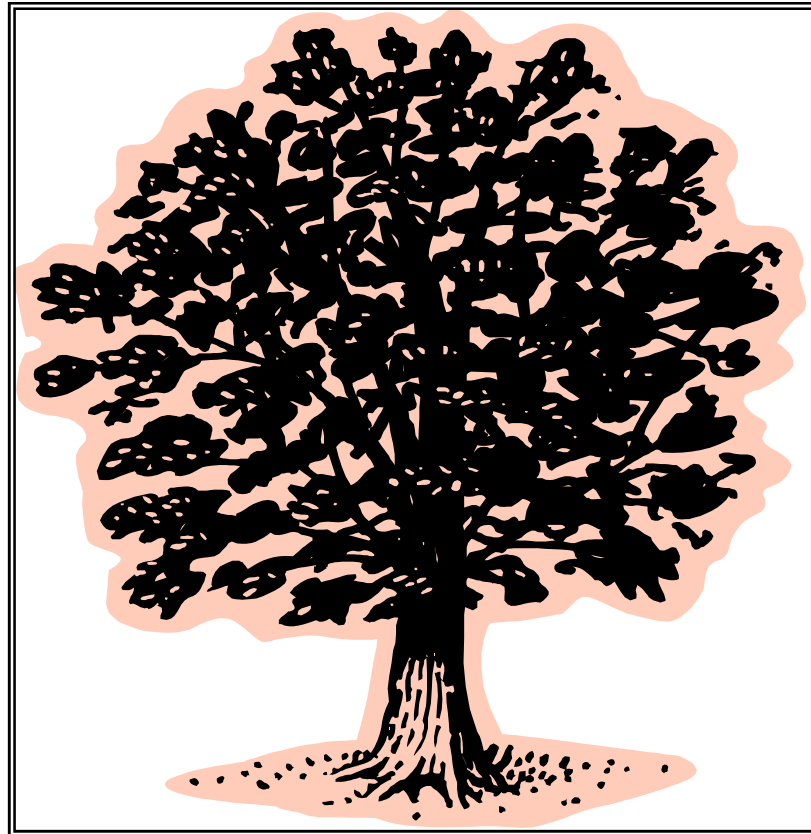
Along with our main entrée for each day, we offer a vegetarian option, which is listed on the menu, and a "dietary restriction" option, which is created on a case-by-case basis each day. We can accommodate various dietary restrictions and make meals that are gluten-free, dairy-free, etc. We do not use common allergens such as shellfish or nuts in our entrées, but please notify us of any allergies as a precautionary measure.

Contact:

Please visit our website- www.aquaterrakids.com - for more information. If you have any further questions or need assistance, please contact our School Lunch Program Director, Susan Castello, at susan@aquaterraculinary.com or 831-402-4094.

Washington Union School

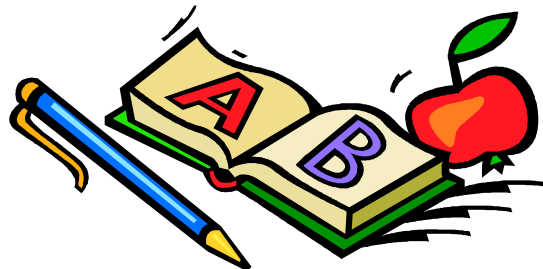
Nurturing Personal, Social and Academic Growth



Student and Parent Handbook
2014-2015

Table Of Contents

Welcome	3
Staff Information	3
Minimum And Collaboration Day Schedules	4
Emergency Cards	5
Campus Safety	5
Attendance	5
Transportation	6
Bus Behavior	6
Bicycles	6
Medication and Health Aide Information	6
Pick-up and Drop Off Procedures	7
Parent Involvement and Volunteering	7
Telephone Use	8
Cell Phones, Electronic Devices, and Toys	8
Lunch and Snacks	9
Ice Cream Fridays	9
Birthday Celebrations	9
Dress Codes	9
Just Run	9
Lost and Found	10
Academic Performance	10
Homework	10
Washington Union Discipline Plan	11-18
Character Counts!	11
Student Respect	12
Academic Honesty	12
Student Behavior Expectations	13
School Rules and Consequences	14-18
Category One Infractions	14
Category Two Infractions	15
Category Three Infractions	16
Disciplinary Actions	17-18
Acknowledgment Slip (Signature Page)	19



WASHINGTON UNION SCHOOL

HANDBOOK

2014-2015

Dear Parents and Students,

Welcome to the 2014-2015 school year. We look forward to providing you with an outstanding year of education, growth and exciting experiences. Please check our website at www.washingtonusd.org for our calendar, which includes Collaboration Days, monthly newsletters and other important information. Also, please register for e-alerts that will be sent when important information is forthcoming.

Washington Union School has a long and excellent tradition for being one of the best schools in the area because of its dedicated and committed teachers and staff. The teamwork and positive communication between parents and teachers are an essential factor for the success of students.

The intent of this Handbook is to furnish all parents and students with vital information of key policies and procedures. **It is important for you and your child to carefully review and understand all pupil responsibilities and regulations.** The Handbook will also serve as a resource for you the entire year.

Please remember we are all here to help, so call us at 484-1331 when the need arises to answer questions or resolve problems.

Sincerely,

Nancy J. Hayes
Principal

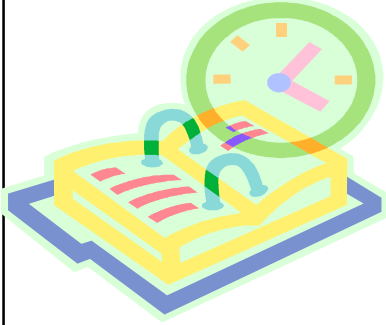
Washington Union School Staff

Nancy Hayes	Principal
Ida Silva	Secretary

Teacher	Grade	Room
MaryAnn Franscioni	Fourth Grade	1
HollyAnn Isaac	Fourth Grade	2
David Doolittle	Fourth Grade	3
Susan Zahnlecker	Fourth Grade	4
Steve Keller	Fifth Grade	8
Peter Preston	Fifth Grade	10
Colleen Meyenberg	Fifth Grade	11
Elizabeth Carpenter	Fifth Grade	12
Mary Julian	Special Education Teacher	
Vicki Madigan	Speech / Language Specialist	
Jeffrey Osarczuk	Music Teacher	

Support Staff

Lori Russo	Health and P.E. Aide
Jymi Friday	Special Education Aide
Nancy Getris	Special Education Aide
Lori Mandon	Special Education Aide
TBA	Library Inst. Assistant
Mary Sandoval	Computer Lab Inst. Aide
Jay Davison	Day Custodian
Tony Guardardo	Night Custodian



Washington Union Minimum Day Schedules 2014-2015

Minimum Days and Collaboration Days

Certain days have been set aside during the school year for parent conferences and collaboration. On minimum days students are dismissed at **12:15 p.m.** On Collaboration Day students are dismissed at **1:30 p.m.** You will be notified of all minimum and collaboration days in advance.

Parent/Teacher Conferences - 7 Days 12:15 Dismissal

October 6-10, 2014

March 19&20, 2015

Minimum Days - 5 Days 12:15 Dismissal

October 29, 2014

November 12, 2014

March 4, 2015

May 29, 2015

June 4, 2015

Collaboration Days - 16 Days 1:30 Dismissal

September 3 and 17, 2014

October 1 and 15, 2014

November 5 and 19, 2014

December 3 and 17, 2014

January 7 and 21, 2015

February 4 and 18, 2015

March 18, 2015

April 15, 2015

May 6 and 20, 2015

Parent Information for Attendance, Health, and General Information

Emergency Cards

Please call the school anytime there is a change of home phone number, employment, babysitter, or emergency numbers. In an emergency situation it is extremely important that this information is current.

Campus Safety

All school gates, except by the main office, are locked during the school day. In order to provide a safe and secure learning environment, **all** visitors must sign in at the office. If you pick up your child at the end of the day, please wait for him/her in the pick-up/drop-off area located at the west end of the school. **Please do not park in the main parking lot during drop-off and pick-up times.**

Attendance

Fourth and fifth grade curriculum is challenging and rigorous. It is important that students are in school, rested and ready to learn each day. **Please plan vacations during non-school days. Excused absences are student illnesses, students attending funerals, or student court appearances.** Students with three unexcused absences and/or tardies over 30 minutes will receive a truancy letter. Students will pick up their missed work when they return. **Please call the Washington Union Office at 484-1331 if your child will not be attending school for any reason.**

Independent Study Contracts

The Washington Union School District receives revenue from the state, local property taxes and personal donations. The State of California **funds schools \$45.00 per day for students who are in class only.** If your child is absent from school five or more consecutive days, an **Independent Study Contract** will provide your child the needed classroom work to keep them up-to-date. The **Independent Study Contract** also financially benefits our school through ADA apportionment.

Late to School

It is very important for your child to arrive on time to class. Within the first few minutes of class, the teacher informs the students of the day's events. When a child arrives late to school, they may miss important information about the day or their assignments. If your child will be late to school, please call the school office to advise us of your child's delay. You will need to **come into the school office** and sign your child in on the Parent sign-in/sign-out sheet.

Early Release from School

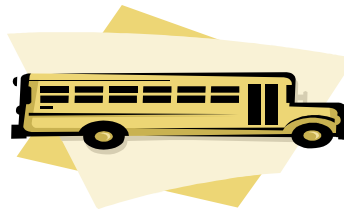
Whenever your child will be picked up early, please send a note to school with your child noting the time you need your child in the office. You will also need to come to the school office to sign your child out on the Parent sign-in/sign-out sheet.

A Change to Your Child's Normal Departure Routine from School

Whenever your child will change from their regular departure routine, please send a note to school with your child noting the date, the change in routine, and your signature. (If it is a regularly scheduled event, such as a Girl Scout meeting every Wednesday, one note for the whole school year will be sufficient.) If the change includes riding the bus, which your child doesn't normally do, a sheet with 10 one-way bus passes is available to purchase for \$15.00 from the school office. Please attach the bus pass to the note. This note will eventually be given to the bus driver. **If there is room on the bus** your child will be allowed to ride it. If there is not enough room on the bus, you will be notified, so you can make other plans.

Transportation

Only students who have paid the bus fee or have purchased a bus pass are authorized to ride a specific bus and be dropped off at a specific bus stop.



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 study 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 student seats when necessary. He or she 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.

Bicycles

Corral de Tierra is a very dangerous road and riding a bike to school is not advised, but if you choose to have your child ride a bike to school, they must follow these guidelines. Students must wear protective **helmets** and are expected to lock their bike during the day. The school and district assume no responsibility for damage or theft of bicycles ridden to school.

Medication and Health Aide Information

Injuries and Illness

If your child is injured or becomes ill at school, the parents will be notified by the health aide or secretary. Therefore it is **very important** that **your child's emergency card information** be kept up-to-date with home, work, and cell phone numbers. Please call the school anytime there is a change of home phone number, employment, babysitter, or emergency numbers. In an emergency situation it is extremely important that this information is current. If parents are not available, and the situation is serious, the person(s) designated to be contacted in case of emergency will be notified.

Over-the-Counter and Prescription Medication

Medical authorization and parental permission are required for all medication administered by the Health Aide or secretary at our school. In the event that a **Medication Consent Form** is not yet signed by both the student's physician and parent/guardian, the student's parent/guardian will need to administer the medication at school. ***School personnel may not administer any medication without the signed Medication Consent Form.*** Students may not keep any medication in their possession while at school. If it is necessary that a medication be given during school hours, the following regulations must be followed:

- The Medication Consent Form is on file with the health aide with appropriate signatures.
- Medication must be brought to school in the original container labeled by a pharmacist. The label is to include the student's name, medication, strength, dosage and time(s) the medication is to be given.
- Any changes to the medication will require another **Medical Consent Form** to be completed.

General Information

Student Arrival and Departure

Students should not arrive at school before **7:55 a.m.** No supervision is provided until that time. Parents picking up children should do so within 10 minutes of the **2:45 p.m.** dismissal time.

Student Drop Off and Pick Up

Because of safety concerns in the parking lot, a special area has been designed for dropping off or picking up students. It is located at the west end of the school. Please use the circular drive before and after school for pick-up and delivery. If you are picking up or bringing a student to school during school hours, please park in the parking lot and check the student in or out through the office.

Parent Involvement and Volunteers

Parent volunteer services are a valuable part of our school program. Each time you volunteer at the school, to work in a classroom or on a special project, **you must** stop by the office and sign in on the volunteer sign-in sheet and pick up a volunteer badge. The volunteer sign-in sheet and volunteer badges are kept on the office counter. If you do not check in at the office you will be asked to return to the office to sign-in.

School Site Council

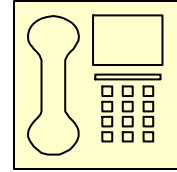
The Washington Union School Site Council meets monthly to monitor and provide input to the school program. Each month, October through May, the SSC meets after school at WUS. Elected parents, staff members and others participate in monthly curricular presentations. Opportunities are available parents to provide suggestions for instructional improvement.

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.

Each year the SSC presents to the Board of Trustees an annual report. This report reviews the accomplishments of the Single School Plan Goals during the year.

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 urgent 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.



Cell Phones, Electronic Devices, Toys, and Sports Equipment

Non-school items - such as toys, i-pods, cell phones, sports equipment and any other electronic devices are not allowed at school without the permission of the teacher. Any unauthorized item will be kept by the teacher until the end of the school day. A further incident may require parents to retrieve item from the Principal. When students have permission to bring items from home, the item should be clearly labeled with the student's name. ***The school will assume no responsibility for the loss of any personal item brought to school under any circumstance.***

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 were 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.

Lunch/Snack

Students need to bring their lunches to school. At lunchtime students can purchase **milk or bottled water for \$.50 each**. Students may also bring a snack to eat during the morning recess.

During lunch the following rules are to be observed:

- Sit at your assigned table, on the bench with your feet under the table.
- For safety reasons, food **must** be eaten at the picnic table only.
- Do not throw food.
- Clean up your space after eating. (No littering)
- Table Monitors will come around to collect all recycling and/or trash.
- All uneaten food **must** be taken home.
- Talk quietly with your friends.
- Listen and follow directions of the yard duty supervisors.

Ice Cream Fridays

Ice Cream is available from Student Council on Fridays at a cost of \$1.00



Birthday Celebrations

While we realize that each child needs to have his/her birthday recognized, we ask that you **do not send overly sweet treats to school**. All treats should be within the 175 calorie limit. If you would like to celebrate your child's birthday with a book for the library, all of the students can sign it and it can be a remembrance of his/her birthday for years to come.

Dress Code

- Students should wear comfortable clothes, that allow them to be “active learners”.
- **Athletic shoes will be worn every day.** Sandals are not allowed.
- Hats, shirts, or jackets with inappropriate pictures or words are not allowed at school.
- Undergarments are to be appropriately covered at all times. No spaghetti straps, halter or crop tops allowed.
- **If the dress code is not adhered to, you will be called to bring the necessary items for your child.**

Note: Straps over the shoulder must be at least two inches wide.

Shorts must be as long as fingertip length when arms are at student's sides.



Just Run

We are proud to be a partner in the Big Sur Marathon Just Run program. Students work individually and as a class to accumulate miles throughout the year to “reach” Boston for the Boston Marathon. During the school year, there are local events where students can participate sponsored by the Big Sur Marathon. Students earn pencils, bumper stickers, and shoelaces as they accumulate their miles.

Lost and Found

The Lost and Found is located in the hallway between the auditorium and the fourth grade restrooms. Please urge your child to check it often. Unclaimed items will be donated to charity in December and June. "Found" items that are labeled with your child's name can be easily returned. **Please clearly label ALL** sweaters, sweatshirts, jackets, lunch bags and boxes, backpacks, and other items your child brings to school. Labels should include your child's first initial and last name.

Academic Performance

Report cards will be provided three times during the school year. The report card will reflect academic performance related to the district and state standards. Teacher conferences will be held for every student during the week of **October 6, 2014**. Conferences will also be held during the third trimester as needed or requested on **March 19 and 20, 2015**. Academic Performance is a reflection of class work and homework completed during the trimester. The following Academic Performance scale is used:

- 4 = Student demonstrates **thorough** understanding of grade level standards
 - 3 = Student demonstrates **sufficient** understanding of grade level standards
 - 2 = Student demonstrates **partial** understanding of grade level standards
 - 1 = Student demonstrates **minimal** understanding of grade level standards
- (District Writing is scored on a 5-point scale)

Homework

In order for students to develop good study habits and practice skills, homework is assigned by every teacher. Students are expected to do 45 minutes to one hour of homework Monday through Thursday. This work consists of written assignments, projects, and reading.



Washington Union School Discipline Plan

The intent of this plan is to provide a positive climate that promotes wholesome pupil behavior in the school and in the individual classrooms. The goals of our discipline plan are:

- develop the habits of good character represented by the six pillars of **Respect, Responsibility, Trustworthiness, Caring, Fairness, and Citizenship.**
- provide instructional time that is free from disruption.
- ensure a safe learning environment

Standards of Good Character*

Trustworthiness

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

Caring

Be kind • Be compassionate and show your care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

***Copyright Character Counts Program**

Student Respect:

Students must show respect and courtesy to all adults, peers, and self. In addition, students must treat ALL property and equipment with respect. Students are expected to follow directions the first time they are given.

Bullying will not be tolerated at WUS. This includes verbal, physical, and electronic bullying.

WUSD Definition of Bullying:*

“Purposely hurting others through words or actions.”

Whether physical, verbal, or electronic, bullying is often specifically defined by the following:

1. It is intentional
2. It is repeated
3. There is an imbalance of power between the bully and the target (physical size, social status, etc.)

Harmful behaviors that may or may not fully qualify as bullying:

1. Physical – hitting, kicking, tripping, and other forms of assault
2. Verbal – teasing, insults, name calling, spreading rumors
3. Non-verbal/emotional – social exclusion, taking or damaging possessions, intimidating gestures
4. Cyber – sending unkind, hostile, or threatening messages via email, text, or social networking sites

Copyright Character Counts Program*Academic Honesty:**

Cheating is taken very seriously at Washington Union 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 one infraction. Students caught cheating will receive a 0(zero) on the assignment. Parents will be contacted. 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.

Student Behavior Expectations

Students must show **respect** and **courtesy** to all adults and peers.

Treat **ALL** property and equipment with respect.

Students are expected to follow directions the first time they are given.

Student Respect

- Bullying will not be tolerated. This includes verbal, physical, and electronic bullying.
- Stealing will not be tolerated.

Bus Guidelines

- Follow rules of safe conduct on the bus.
- Electronic devices on bus must be used with respect.

Before School Guidelines

- Upon arrival all students will go directly to the playground.
- If the bus is early, students will wait near the bridge until the teacher on duty arrives.
- Backpacks, lunches, etc. will be placed on assigned tables.

General School / Playground Rules

- For safety, walk to and from the playground on the sidewalk.
- Students **must** have a hall pass when they leave the classroom and/or the playground for any reason.
- Use only appropriate language in class, on the playground, and on electronic devices on the bus.
- Play that endangers you or others is not allowed. This includes, but not limited to:
 - Using martial arts, pushing, kicking fighting or play fighting.
 - Throwing bark, rocks, sticks, or any harmful object.
 - Playing in trees, hanging on low branches or going in the creek area.
- Hats may not be worn inside the building.
- Appropriate shoes must be worn for P.E.
- Students must adhere to the dress code.
- Gum is not allowed on the school grounds nor on the bus.
- When the bell rings, all play stops and students wait for instructions.

Lunch/Snack Rules

- Stay seated at assigned table.
- Food will not be traded.
- Sit on the bench with feet under the table.
- Clean up your space after eating. (No littering)
- For safety reasons, food **must** be eaten at the picnic table only.
- Do not throw food.

Equipment Rules

- Footballs, soccer balls, and softballs may only be used on the field, not on the blacktop.
- Only school softballs and bats are allowed at school.
- Walk on the blacktop
- No "tag" or running in the box.
- Use play equipment properly:
 - Slide and Zip-line - one student at a time and exit promptly.
 - Go up the ladder and down the slide, feet first.
 - Bars - No jumping or swinging.
 - No "chicken fights" or "cherry bombs".
 - No jumping or swinging from the box edge.
 - Personal, valuable items are not allowed at school without special permission.

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 staff reserves the right to make decisions that may include, but is not limited to the infractions and actions in the discipline plan.***

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 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 severe (Category III).

Category I ***Infractions***

- Chewing gum, eating in class, throwing objects, littering
- Inappropriate language or behavior
- Disrespectful language or behavior
- Using a cell phone, ipod, MP3 player, laser pointer, or other unnecessary device during school
- Not adhering to Behavior Expectations

Actions

Consequences may include:

- Verbal warning
- Written behavior warning
- Written citation
- Loss of recess
- Classroom suspension
- Detention
- Parent/Teacher Conference
- Suspension

Category II
Infractions

- Harassment
- Defiance of authority
- Truancy
- Bus citations
- Profanity
- Inappropriate behavior in the bathroom

Actions

Consequences may include:

- Written citation
- Loss of recess
- Classroom suspension
- Detention
- Parent/Teacher Conference
- Parent/Principal Conference
- Loss of bus privileges
- Suspension

Bus drivers will give students fair warning for their 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. See Washington Union School Handbook for Bus Behavior guidelines.

Category III

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

Infractions

- Drugs/Alcohol possession or use
- Fireworks
- Fire Alarm tampering
- Theft/extortion
- Smoking/tobacco
- Fighting/Assault
- Vandalism
- Possession of a weapon
- Sexual misconduct

Actions

Consequences may include:

- Suspension
- Referral to law enforcement
- Cost of repairs
- Expulsion
- Counseling referral

Actions

Behavior Warning:

A written behavior warning will be given to a student's teacher if the student breaks a school rule in Category I. These warnings will advise the teacher if a student has multiple infractions in a short period of time. If a student receives 3 warnings within 5 school days, the teacher will write the student a citation, and the student will lose one day of recesses.

Classroom Suspension:

If at anytime 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. The student will be sent out of the classroom to the office. This type of suspension may last a specific amount of time or the remainder of the day. Parents will be contacted and the student will be responsible for any missed assignments. If a student incurs 3 classroom suspensions in a trimester, after a parent/teacher/principal conference an appropriate action will be administered.

Citation:

A citation is a written form that contains a section that will be completed by a staff member and reviewed with the student. The student will call parents and advise them of the behavior infraction. The student will complete their sections of the form at school, and will take the form home for a parent signature. A student who receives a citation will also lose one day of recesses. Students will be benched for every recess if they fail to return signed citations.

Repeated Citations:

When a student has received **THREE** citations of any kind, the student will be issued a Notice of Detention, and required to attend a one hour after-school detention, supervised by the principal. Student will call home and advise parents of the behavior infraction. The Notice of Detention must be signed by a parent and returned the next day. Students will be benched for every recess if they fail to return the signed notice.

Detention:

Detention is held after school and supervised by the principal. Students are to report to the detention area at 2:45PM and are expected to remain there until 3:45PM. Students may not do homework, read, and write, etc. during detention. No talking or social interaction is permitted. The principal will contact the parent to notify him or her of the date detention is to be served. Students who choose not to show up for detention, interact socially, or behave inappropriately during detention will be given an additional detention.

Repeated Detentions:

After a student receives two detentions, a conference with the teacher, principal, and parents will be scheduled.

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 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 3rd detention. Probation lasts for 5 school days and ends at the close of the 5th day. School days include after school activities. Students are informed of their probation status both in person 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 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.

**Washington Union School Parent/Student Handbook
ACKNOWLEDGMENT SLIP**

We have read the Washington Union School Parent/Student Handbook. We understand and agree to abide by the rules and regulations as established by the administration and staff. We also understand that failure to abide by the rules and regulations set forth in this handbook may result in disciplinary action.

Student Signature

Teacher Signature

Parent Signature

Date

PLEASE SIGN THIS FORM AND RETURN TO THE OFFICE.

This form will remain on file in the office.