

Weitchpec Yurok Magnet Elementary



Parent Handbook

2022-2023

Weitchpec Yurok Magnet Elementary
444 Upper Weitchpec School Road
Hoopa, CA 95546
530 625-5600 ext. 4021

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Klamath Trinity Joint Unified School District Mission Statement

Core Values

We believe that

- Our children, the students, are our greatest natural resource.
- Every person is unique and has equal worth.
- Education is a shared responsibility of students, families, teachers, staff, and community.
- Our behavior should model a shared consciousness for social, economic, and environmental responsibility.
- Diversity is a valuable asset that enriches our worldview and strengthens our community.
- People learn in different ways and at varied paces.
- School staff, families, and community must provide nurturing relationships and healthy environments that support student success.
- Personal development and community well-being depend on individual responsibility, mutual respect, and a strong sense of self-worth.
- Every person can and will learn.

Vision

Healthy rivers connect healthy communities, and bridges bring diverse communities together. We grow with an understanding of the past and educate for the future. Our communities are a unique part of the ever-changing world. We motivate and teach our students to prepare for the world, yet cherish our home.

Mission

The Klamath-Trinity Joint Unified School District values quality education that nurtures student self-knowledge, fosters intellectual and emotional growth, promotes physical well-being, and cultivates lifelong learning.

Weitchpec Elementary Bell Schedule

Tuesday, Wednesday, Thursday, and Friday
8:00 a.m. – 2:00 p.m.

Monday
8:00 a.m. – 1:00 p.m.

Minimum Day 8:00 a.m. – 1:00 p.m.

Breakfast served from 8:45 a.m.– 9:00 a.m.
Lunch served from 11:45 a.m.– 12:15 p.m.

Accidents

If a child is seriously injured at school, WYMES calls the parents immediately. If we cannot reach parents, we contact the persons listed on the emergency form. It is extremely important that we have accurate information. PLEASE KEEP THIS INFORMATION UPDATED by notifying us of any changes on your child's Emergency Form; we especially need accurate addresses and home, work and/or cell phone numbers.

Attendance Policy

Regular and punctual attendance is required for successful school participation. Students at Weitchpec Yurok Magnet Elementary School are expected to be in school except in cases of emergency, or for reasons explained below. It is the responsibility of the students and parent/guardian to clear all absences. Any unverified absences will be regarded as truancy for attendance referral to SARB (School Attendance Review Board).

Legal Excuses

- Personal Illness – The school may require a doctor certification.
- Dental/Medical appointment.
- Bereavement of an immediate family member.

Justifiable Absences

Per Ed. Code 48205 the following are justifiable excused absences when requested in writing by a parent or guardian and approved by the principal. Students can make up all work and tests if work is completed in a reasonable amount of time.

- Court appearances
- Religious observances
- Family emergencies

Unexcused

The following are considered unexcused absences from school. Class work may or may not be granted by teachers. Any unverified absences will be treated as truancy and referred to the School Attendance Review Board.

- Truancy (cutting class)
- Personal business.
- Suspension.
- Trips without prior notice.
- Leaving school without obtaining permission.

Steps to follow when absent:

1. Have a parent or guardian phone the school and inform the office of the absence before 10:00 a.m. on the day of the absence. Call 530-625-5600 EXT 4021 or have a parent or guardian write an excuse giving name, days of absence, and his or her signature.
2. Ask the teacher for makeup assignments. Assignments that are not made up may affect grades. It is the student's responsibility to turn his or her make up work in to the teacher.

Late Arrivals and Absences

Please ensure that your child arrives at school early enough to be ready to start school on time. When your child will be absent or late, please call us at 530 625-5600EXT 4021 by 8:30 am each day. When you call, we also will need to know the reason for the late arrival or absence, especially when the child has been ill.

If your child arrives after class has started, please follow this procedure:

- Escort your child to the office.
- Your child will pick up a tardy slip and go to class.

Behavior Guidelines – Be Respectful, Be Responsible, Be Safe

Our goal is to provide a learning environment that is safe, supportive and nurturing for every student. Each classroom will develop and implement a specific management plan with clear expectations that is taught to students and explained to parents at Back to School Night.

In short, Weitchpec Yurok Magnet Elementary Staff is concerned about safety and underscores appropriate behavior of each student. Our strict code of conduct prohibits hitting, kicking, biting, scratching and/or fighting. We also expect appropriate language at all times and respectful interactions with every member of our school community: teachers, students and visitors. We are constantly on the watch for bullying behavior; verbal, physical and cyber. Bullying will not be tolerated.

Disruptive Behavior Policy

To help us maintain a peaceful and respectful environment, each parent is encouraged to become familiar with our behavior policy.

When a child exhibits **excessive disruptive behavior**, the following procedures are followed:

1. After the first occurrence, we review with the child and/or parent the behavior we expect, and we send a report of the incident home to the parents.
2. When a child is excessively disruptive a second time, we immediately schedule a conference with the parents to again review the behavior we expect and/or to require the parent to pick up the child within one hour.
3. The third time the child engages in the prohibited behavior, we call the parents, and the child is required to leave school for the rest of the day.
4. After the fourth disruptive event, our principal will schedule a meeting with the parents, teacher and student to discuss alternative measures.

*For the safety of all staff and students, if any child instigates **dangerous behavior**, we will go directly to step 4.

Breakfast and Lunch

Breakfast and Lunch are provided to every student at WES free of charge. We will start serving breakfast when the bus arrives in the morning and the last breakfast will be served no later than 9:00 a.m. We will start serving lunch at 11:45 a.m. each day and the last lunch will be served at 12:15. This ensures that students have adequate time to eat their meal and be on time for class. Students are welcome to bring their own meals; however, we ask that no sweetened or caffeinated drinks or candy be sent in a student lunch.

Communication

Weitchpec Yurok Magnet Elementary offers many lines of communication to keep you updated on school events, classroom curriculum and your child's progress. You will receive monthly calendars that will highlight the upcoming events for the current month. You will receive weekly reminders of upcoming events. The office staff and teachers will communicate with parents through e-mail, texts, Facebook private messaging and our Facebook page as well. To contact a staff member by phone, please call the school office at 530 625-5600 EXT 4021. Office staff will deliver the message, and your child's teacher will return your call at the end of the school day. Your child's teacher will also be available to meet with you to review your child's progress report during our fall and spring parent/teacher conferences.

Daily Drop-Off and Pick-Up Procedures

Bus drop-off 7:55 a.m.

Walkers and car drop off – no earlier than 7:30 a.m.

Pick-up Authorization Requirements:

Anyone picking up a child is required to have written consent from parents.

Dangerous Weapons Policy

The safety of Weitchpec Yurok Magnet Elementary students and staff is paramount, and to protect them as much as possible, we absolutely prohibit dangerous and illegal weapons on our property. Any student, parent, or staff member in possession of a weapon, or a replica of a dangerous weapon, shall be subject to immediate expulsion from the school and possible criminal prosecution under California state law. Dangerous weapons are defined as firearms, slingshots, hand clubs, metal knuckles, certain knives, and air guns, including BB guns. Any other weapons capable of producing bodily harm are also prohibited on school grounds.

Drug-Free Policy

Under the Drug-Free Schools and Communities Act, this school is required by law to be free of unlawful drugs and alcohol. No one is allowed to possess, use or distribute controlled drugs or alcohol while at school or while taking part in any school activities. Violations will result in disciplinary action according to the law, which can include prosecution for illegal acts as well as expulsion for students and dismissal for school employees.

Emergency Drills

Weitchpec Elementary conducts emergency drills throughout the year. Learning safe, orderly and controlled conduct is the primary purposes of emergency drills. Emptying the building quickly is certainly an important goal but is secondary to the maintenance of proper order and discipline. The first few drills of the year are announced in advance to allow students to learn to conduct themselves appropriately. All remaining drills are unexpected and are conducted at different times of the day to get students accustomed to conditions of a real emergency.

Field Trips

Field trips are a valuable part of Weitchpec Yurok Magnet Elementary programs, and parent drivers make these wonderful opportunities possible. *We recommend* that parents who volunteer to drive have Certificates in First Aid and CPR. Drivers also are *required* to provide the Transportation Department with a copy of insurance, a current California State driver’s license, and a vehicle inspection if using a personal vehicle. In addition, California state law *requires* completion of a criminal history and a background check. State law also mandates the use of car seats or booster seats for all children under the age of eight unless the child is at least 4 feet 9 inches tall. A current negative TB test will also be required.

Illness at School

We are looking forward to having students back on campus for full-day instruction. We realize that Covid-19 still poses a risk; therefore, we will follow our layers of protection that we instituted last year while also following the guidance of CDPH, Humboldt County Public Health, and our local health experts. We know more about Covid-19 than we did at the beginning of the pandemic, and we believe that these layers of protection will help us to open school safely: **staff being vaccinated or tested weekly, at home self-check, health screening checkpoint upon arrival at school, masking, sickroom isolation, hand hygiene, distancing, more outside time, MERV8 ventilation filters, reporting and contact tracing, testing, and daily facility cleaning.**

When a child becomes ill at school, WYMES contacts the parents immediately so that the child can be picked up within one hour whenever possible. This ensures prompt medical attention, when necessary, and minimizes the spread of infection and communicable diseases.

Please keep contact information updated on school records, to include current phone numbers for your home, work, cell, or a nearby friend or relative.

Contagious diseases are a rare occurrence; however, if there is evidence that your child may have been exposed to a communicable disease, WYMES will notify you. To prevent the spread of illness, we request you keep children at home if any of the following symptoms are present:

- **Fever** of 100° F or greater.
- **Vomiting** on two or more occasions within the past 24 hours.
- **Diarrhea** with three or more watery stools, or any bloody stool, within the past 24 hours.
- **Rashes**, especially with fever or itching.
- **Eye discharge or conjunctivitis (pinkeye)** if eye isn't clear or 24 hours has not passed since antibiotic treatment began.
- **Change in behavior, such as** child expresses not feeling well, and/or is not able to keep up with program activities.
- **Open or oozing sores** are not properly covered and antibiotic treatment has not been underway at least 24 hours if antibiotic treatment is necessary.
- **Head Lice** until no nits are present or **Scabies** if treatment has not begun.

Immunization

California State Law requires that every child attending school meets immunization standards. "The attendance of every child at every public and private school shall be conditional upon presentation of each child's first day of attendance at school with proof of either (1) full immunization, (2) the initiation or compliance with the schedule of immunization as required by law, or (3) a certificate of exemption."

Medication

In order for any medication (prescription, over-the-counter medicines and topical creams or ointments) to be administered at school, a parent must complete a Medication Authorization Form, available in the front office. All medication must be in the original container with the appropriate pharmacy label.

- Whenever possible, medication prescribed three times daily (antibiotics) should be given at home, e.g., at breakfast, after school and at bedtime.
- No medication of any kind (including over-the-counter products, such as antacids, cough drops, pain relief, etc.) is to be applied or administered by a child, nor should any of these be placed in lunch boxes, backpacks or pockets.

Natural Disasters

In the event of a natural disaster and if phone lines are down, Weitchpec Yurok Magnet Elementary Staff will post directions on the front door of the school. When practical we will shelter in place and parents or designated others may pick their students up at the school.

Parent Visits

Parents are welcome to visit the school to observe classes or volunteer but due to the Covid-19 pandemic WYMES is limiting public access to our students. Because classroom visits during the school day can be disruptive to the learning environment, we request that you arrange a time in advance to meet with the teacher/principal to schedule your visit.

Parent Volunteer Opportunities

One of Weitchpec Yurok Magnet Elementary School core values is partnering with parents and community. To build a strong bond with parents and their children, we welcome your participation in your child's classroom and special school events but due to the pandemic WYMES is limiting public access to students. We need to ensure the safety of our students and staff. Your volunteer activities demonstrate to your child that you value their education and allows you to see your child in their classroom setting with their peers. Your child's teacher will discuss possible opportunities at Back

to School Night. Thank you in advance for your understanding.

Playground Safety

Basic Safety Rules

All students must:

- Keep hands to themselves unless physical contact is appropriate to the activity. Inappropriate physical contact, such as pulling on another child's clothing, hitting, wrestling and biting will not be tolerated.
- Not toss anything over the fences, against the building or over the roof of the school
- Use equipment correctly.
- Leave rocks on the ground.
- Stay in supervised areas at all times.

Play Equipment

All students must:

- Sit on the slide and slide down feet first.
- Sit—not stand, on the swings.
- Limit swinging to forward and back motion, no twirling or twisting.
- Wait until the swing comes to a complete stop before getting on or off.
- Take turns on the monkey bars/slide, with just one student at a time.

Testing

The CAASPP, Standardized Testing and Reporting, system is used to assess students' progress in May of each year. Results of this test are mailed home in the summer and your student's teacher will include discussion of the results at the first Parent - Teacher Conference. Each grade level will also be assessed with our District Performance Assessments 3 times per year prior to the CAASPP test. These assessments assess all core subjects for alignment with the California State Standards Exams.

Tobacco-Free Policy

KTJUSD prohibits the use of tobacco products on school property. This prohibition applies to any person on school property and includes the use of any kind of lighted pipe, cigar, cigarettes, or any other lighted smoking material, or the chewing of a tobacco product.

Visitors

We have an open-door policy here at Weitchpec Yurok Magnet Elementary School. Parents, guardians and community are welcome to come in at any time to visit the school including office areas, library, classrooms, and play areas. We ask that you check in at the office before entering the school grounds. We do not allow non-school children or others without school business on the premises during the school day.

DRESS CODE

Philosophical Statement: Appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, which must not interfere with the educational process. The following guidelines shall apply to all regular & extra-curricular school activities:

1. Shoes or sandals must be worn at all times. Students may wear flip-flops or backless sandals as long as appropriate shoes are available for P.E. class.
2. Clothing, jewelry and personal items (backpacks, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps, and sweatshirt/jacket hoods shall not be worn indoors. (Teacher's discretion)
4. No sagging pants are allowed. Pants are to fit appropriately at the waist. Overalls must be strapped over the shoulders. Inappropriately placed holes in clothing are not allowed.
5. Writing/drawing on the body or parts of the body is not allowed.

For Student in 4th-8th Grades:

6. Clothes shall be sufficient to conceal cleavage (for female students) and undergarments (for male and female students) at all times. See-through or fishnet fabrics, halter tops, tube tops, strapless tops, off-the-shoulder or low-cut tops, tops with holes (front, sides, or back), bare midriffs or short length tops. Spaghetti strap dresses or halter dresses may be worn only to school semi-formal dances and 8th grade graduation ceremonies if modestly cut (no undergarments or cleavage showing) and must have a back no lower than bra-line (a fully covered bodice). Strapless garments are NOT allowed at any time.
7. All skirts and dresses must be long enough to cover the legs, down to mid-thigh. Shorts must have an inseam of at least 3 inches.
8. Holes in clothing are not allowed above the 3 inch inseam of pants/shorts.

If a student is inappropriately dressed, school staff will provide appropriate attire or contact parents.

Staff List

Jason L. Henderson-Principal EXT 4021

Tanisha Doolittle-Secretary/Librarian EXT 4021

Dawnine Dolf- K-3rd Grade Teacher EXT 4802

Tina Milligan-Literacy Paraprofessional

Raelyn Mclaughlin-Cook/Custodian