

STUDENT HANDBOOK



**West Campus High School
A College Preparatory School**

**5022 58th Street
Sacramento, CA 95820
(916) 277-6400
westcampus.scusd.edu**

2024-2025

**John McMeekin, Principal
Euniceann Roland, Assistant Principal**

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MISSION AND PHILOSOPHY

The mission of West Campus High School is to provide a safe and supportive school environment that fosters social and emotional well-being; presents students with a challenging curriculum focused on college and career readiness; and promotes the development of lifelong learners and contributing citizens. We are a small, public college-preparatory high school serving academically motivated students who reside in the culturally and economically diverse neighborhoods of Sacramento.

West Campus Student Learner Outcomes (SLO#2). We are college and career ready through:

- A-G Requirements for UC/CSU
- SAT/ACT Success
- Challenging curriculum
- Career exploration

West Campus Student Learner Outcomes (SLO#3). We are effective communicators through:

- Presentations (inside and outside of the classroom)
- Group collaboration
- Written expression

West Campus Student Learner Outcomes (SLO#4). We are contributing citizens through:

- *Community Service (within the school and the surrounding community)*
- *Global and Cultural Awareness*
- *Community service-based senior projects*
- *Opportunities for domestic and international travel and service*

As a non-comprehensive, college-prep high school, the West Campus Community welcomes all students and parents or guardians who are committed to a quality educational program. A student who is willing to make a sincere and sustained academic effort and who, with the parent and guardian, is willing to pledge full cooperation with conditions of enrollment will experience an exciting, educationally viable program. We ask that both the student and the parent or guardian take the time to review carefully the conditions of enrollment which were agreed upon when they signed the parent/student/school contract, as follows:

1. All students are required to maintain a cumulative 2.5-grade point average. Each semester grade point average must exceed 2.0 with satisfactory citizenship marks in all classes. See details in Academic Policy below.

2. Students shall not be excessively absent or tardy to classes. Students with truancy problems will be assigned Saturday School or referred to the district SART/SARB process. The school reserves the right to return students, with less than 95% attendance, to their school of attendance.
3. Strict adherence to the closed campus policy, dress code, and defined code of conduct while on campus or at any school-related activities, both on and off campus.
4. Completion of homework and having the necessary materials in class daily to achieve academic success.
5. Demonstrate pride and care of all school property and grounds, most importantly, the student lockers.
6. Annual participation for all student families of parent participation, or community service fundraising.
7. Meeting the school community service requirements.

Students accepting the privilege to attend West Campus have made a commitment to their academic progress and future. All students attending West Campus will work diligently and uncompromisingly to prepare themselves to attend a quality university.

The Sacramento City Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment), or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. To report any concerns of violations of this policy, please contact Principal, John McMeekin - john-mcmeekin@scusd or (916) 395-5170.

WEST CAMPUS BELL SCHEDULE

| Regular Schedule (MTWF) | |
|-------------------------|---------------------|
| Period 0 | 7:20 am - 8:15 am |
| Period 1 | 8:30 am - 9:27 am |
| Period 2 | 9:34 am - 10:31 am |
| Period 3 | 10:38 am - 11:35 am |
| Period 4 | 11:42 am - 12:43 pm |
| Lunch | 12:43 pm - 1:22 pm |
| Period 5 | 1:29 pm - 2:26 pm |
| Period 6 | 2:33 pm - 3:30 pm |
| Tutoring (M, Tu, W, F) | 3:30 pm - 4:30 pm |

| Regular Schedule (Thursday only) | |
|---|---------------------|
| Period 0 | 7:30 am - 8:17 am |
| Period 1 | 8:30 am - 9:17 am |
| Period 2 | 9:24 am - 10:11 am |
| Period 3 | 10:18 am - 11:05 am |
| Period 4 | 11:12 am - 12:03 pm |
| Lunch | 12:03 pm - 12:42 pm |
| Period 5 | 12:49 pm - 1:36 pm |
| Period 6 | 1:43 pm - 2:30 pm |
| No Tutoring due to Collaborative Teacher Time | |

| Minimum Day Schedule | |
|----------------------|---------------------|
| Period 0 | 7:50 am - 8:20 am |
| Period 1 | 8:30 am - 9:05 am |
| Period 2 | 9:12 am - 9:47 am |
| Period 3 | 9:54 am - 10:29 am |
| Period 4 | 10:36 am - 11:11 am |
| Period 5 | 11:18 am - 11:53 am |
| Period 6 | 12:00 pm - 12:36 pm |

| Rally Day Schedule | |
|---|---------------------|
| Period 0 | 7:30 am - 8:17 am |
| Period 1 | 8:30 am - 9:17 am |
| Period 2 | 9:24 am - 10:11 am |
| Period 3 | 10:18 am - 11:05 am |
| Rally | 11:05 am - 12:09 pm |
| Lunch | 12:09 pm - 12:48 pm |
| Period 4 | 12:55 pm - 1:42 pm |
| Period 5 | 1:49 pm - 2:36 pm |
| Period 6 | 2:43 pm - 3:30 pm |
| Tutoring on Mondays, Tuesday, Wednesday, Friday 3:30 pm - 4:30 pm (through ASSETS) Tutoring on Thursday 2:30 - 3:30 pm (through ASSETS) Please review the WCHS After School Tutoring for more information | |

NOTE: Parents are encouraged to not drop students off before 7:00 A.M. due to a lack of supervision. Students frequently leave campus when dropped off too early, causing a supervision issue. Students are not allowed to be on campus without supervision. School ends

at 3:30 pm and students that remain on campus are either in after-school tutoring or at practice with a coach.

Add the Staff Directory

ADMINISTRATION

The principal and assistant principals facilitate student progress toward college and career readiness by overseeing day-to-day activities. These activities include solving conflicts, providing academic, social, and behavior counseling, overseeing appropriate and timely interventions, hearing and resolving complaints from students, parents, staff, and the school community, applying discipline when necessary, etc. The goal is to create a safe environment where students can easily identify and gain access to all available support programs.

Principal: John McMeekin (john-mcmeekin@scusd.edu)

Assistant Principal: Euniceann Roland (euniceann-roland@scusd.edu)

COUNSELING OFFICE

The staff in the counseling office is responsible for coordinating a comprehensive system of support that will promote student connectedness to our academic program, extracurricular activities, work-based learning, academic peer counseling, and health services. All the counselors are available via appointment. Referrals from parents, staff, or caring peers are encouraged.

- Counselors
 - Ray Navarette (Ray-Navarette@scusd.edu) Students with last names A - L
 - [Click here](#) to request an appointment with Mr. Navarrete
 - Teresa Anderson (Teresa-Anderson@scusd.edu) Students with last names M-Z
 - [Click here](#) to request an appointment with Ms. Anderson.
 - Rita McNamara (Rita-McNamara@scusd.edu)
- College and Career Tech
 - Vacant

FRONT OFFICE STAFF

- Office Manager
 - Leslie Ishikawa (Leslie-Ishikawa@scusd.edu) (916) 395-5170 ext 509001
- Office Clerk
 - Abdul Mujeeb Noorzad (Abdul-Noorzad@scusd.edu) (916) 395-5170 **ext 509**
- Attendance Tech
 - Lynette Meighan (Lynette-Meighan@scusd.edu) (916) 395-5170 ext 509030
- Registrar
 - Vacant
- Controller

- Debra Durazo (Debra-Durazo@scusd.edu) (916) 395-5170 ext 509020

CALENDARS

[2024-2025 District Student Calendar](#) and [2024-2025 West Campus Event Calendar](#)

GENERAL INFORMATION

CLOSED CAMPUS and SCHOOL MAP

West Campus is a closed campus. Students are not permitted to leave campus at any time during the school day except with administrative permission granted through the attendance office. Students may not leave campus to retrieve items from cars parked off campus. Early dismissals must be obtained before the student can leave. ([SCUSD BOARD POLICY 5112.5](#))

VISITORS ON CAMPUS

Visitors must always report to the Main Office to sign in and request a visitor's pass. Alumni are not allowed on campus during the school day for any reason unless granted permission in advance by the Principal. Students under the age of 18 are not allowed to visit the campus for any reason unless accompanied by a parent or guardian who is on campus due to West Campus Freshman Orientation or West Campus School Tour or other school official business.

LUNCH and DOORDASH/DELIVERY

West Campus has a full cafeteria and snack bar facilities. Students may bring their own lunches. Additional lunch items are frequently sold by clubs throughout the year. Students are responsible for cleaning up after themselves and their lunch area.

Parents bringing food to school are to leave it in the office. However, the use of any food delivery services including but not limited to uber eats, Postmates, Doordash, etc. are strictly prohibited.

LOCKERS

West Campus has lockers that should be treated with pride and care. The school office manager will assign lockers to all interested students during Student Orientation. Students will not share lockers. You are required to sign a Locker Agreement, use a school-assigned lock, and maintain your locker at all times. No lock substitution is allowed. It is important to note, lockers are school property and if deemed necessary, may be searched or opened without student or parent consent. [Link the Locker Agreement Form](#)

LOST AND FOUND

Lost and Found items are located at the front office. After each month, any items not claimed will be donated. *The district and school are not liable for lost or stolen personal property.*

LIBRARY (Ask Hilary)

TEXTBOOKS

West Campus provides all textbooks for student use. Students are charged for lost, stolen, or damaged text and library books. Students are required to pay for a textbook before a second book will be issued.

SCHOOL PROPERTY

Students will be required to pay for any damages to school property, including lockers and textbooks. All debts incurred by the student must be cleared before the end of the school year. Students will not be allowed to participate in extracurricular activities with outstanding debts from the previous school year.

PROTECTION OF PERSONAL PROPERTY

Because of theft and damage to personal property, valuable personal items should not be brought to school. The school will not accept responsibility for any personal items brought onto campus by students. This includes large amounts of money, electronic devices, and/or expensive clothes or shoes. Students should keep their personal items secured.

STUDENT PARKING LOTS AND PARKING PERMITS

Register your student vehicle using this [form](#) and contact the office manager, Ms. Leslie Ishikawa (Leslie-Ishikawa@scusd.edu) to get your student placard. This placard needs to be visible on your dashboard.

All students must observe the California Vehicle Code as well as the following parking and driving rules. Parking on campus is a privilege. It may be revoked at administrative discretion.

- Student parking is located in the **front lot** of the campus.
- Students **may not** park in any staff-designated parking spaces.
- Students are not permitted to be in the parking lot at any time of the day except for arrival and departure times. Reminder: [West Campus is a closed campus](#).
- Once parked, students are prohibited from going to the vehicle at any time during the school day without permission from an administrator.
- All students must **register their vehicle** with the school office, which requires proof of license and insurance.

- Due to the limited number of spaces, Student Parking Permits will only be issued to 11th and 12th grade students on a first-come first-served basis. Possession of a student parking permit does not guarantee a parking space.
- Failure to register your vehicle or follow the contract guidelines will result in a student losing parking privileges for the current school year.
- Parking permit enforcement begins on October 1, 2024.
- Students in violation of the parking policy will be warned three times during each school year. If they have continued parking problems, they will no longer be allowed to park on campus.
- Students who lose their parking privileges but persist in parking on campus will have their vehicles towed.
- Students driving recklessly may have their parking privileges immediately revoked.
- We request students be considerate of the school's neighbors in their driving and parking habits, with the volume of their music, and by not littering.
- The school is not responsible for the theft of (including the contents) or vandalism to any vehicle parked on campus.

WORK PERMITS

West Campus understands that our students will want or need to have jobs for a variety of reasons and will support them through a work permit when within reason and when it does not interfere with school. [Work permits](#) may be obtained from the [WCHS Website](#) or the Controller, Ms. Debra Durazo, and will be signed by Vice Principal, Mrs. Roland once completed by the prospective place of employment. Work permits must be renewed each year. Work permits will NOT be issued or WILL BE REVOKED for the following reasons:

- Academic (below 2.0 gpa), attendance (below 97%), or behavioral probation
- A grade of two "D's" or an "F" on any report card or deficiency notice
- Failure to serve assigned Saturday school (school first!)

SKATEBOARDS/ROLLERBLADES/BICYCLES

Skateboards, rollerblades, and bikes may not be ridden on the campus at any time. Students using these items for transportation to school must secure them in the front office, hall locker, or bike rack.

FLOWERS AND BALLOONS

Refrain from bringing flowers, balloons, and/or other gifts to students during the course of the school day. Students are not permitted to have flowers or balloons in the classroom or hallways because they are a distraction, may cause allergic reactions, and have no educational purpose. If flowers and/or balloons are brought or received during the school day, they will be held in the

office until the end of the school day. The school is not responsible for the damage and/or theft of these items.

REGIONAL TRANSIT/BUS SERVICE

The Sacramento City Unified School District does not provide transportation to West Campus. It is the responsibility of each student to find their own means of transportation to and from school. Regional Transit provides general bus service from all surrounding areas. Call 321-BUSS for further information.

CLUBS

West Campus has many active clubs on campus. Information regarding beginning or joining a club may be obtained from Ms. Moore, Student Activities Director, Room #62, or [check the WCHS Website](#).

INTERSCHOLASTIC ACTIVITIES

West Campus participates in the CIF- Sac-Joaquin Section, Greater Sacramento League (GSL).

Seasons of Sport:

- Fall (July - November)
 - Cross Country
 - Women's Volleyball
 - Women's Golf
- Winter (October - March)
 - Men's/Women's Basketball
 - Men's/Women's Soccer
 - Men's/Women's Wrestling
- Spring (February – May)
 - Baseball (January 2025 start date)
 - Men's Golf
 - Softball (January 2025 start date)
 - Men's/Women's Swimming
 - Men's/Women's Tennis
 - Track and Field
 - Men's Volleyball

Cheerleading is offered and is a year-long program beginning in August. West Campus also participates in a variety of musical competitions via the Marching Band.

ATHLETICS AND ELIGIBILITY

Athletics is an important part of the overall educational program at West Campus High School. Participation in athletics is a privilege available to all eligible students. This privilege carries with it serious personal responsibilities to the school and the community that the athlete represents. Student-athletes will understand that an emphasis on academic achievement is of primary importance and that athletic achievement is secondary to this responsibility.

- [Required Team Sports Forms](#) link

To maintain eligibility, all student-athletes must maintain a minimum 2.0 GPA and pass 5 of 6 classes with a C grade or better during all progress reporting periods. *Please note that students who earn under a 2.5 GPA will be placed on academic probation.*

During a quarter/semester grading period report, a student not meeting minimum eligibility requirements will not be allowed to participate in any game.

All student-athletes and their parents are required to complete the Athletic Clearance Packet, which includes a Sports Physical and concussion form annually, prior to tryouts. A Concussion Baseline Exam must be completed if they are chosen for the team (for the required contact sports).

For further information or inquiries regarding our sports, contact the Athletics Director, Ms. Mary Lucca (Mary-Lucca@scusd.edu).

STUDENT BODY CARDS

West Campus provides students with their student body identification cards. Purchasing an additional student body sticker from the Controller, Ms. Debra Durazo, allows students reduced admission to athletics events, dances, and many other school events.

ASSOCIATED STUDENT BODY

Student government consists of elected and staff-appointed representatives from each grade level who participate in organizing all student activities and in the government of the school. If interested, see Ms. Moore, Student Activities Director, Room #62.

TECHNOLOGY

West Campus makes use of a variety of software programs and internet services that require student email. Students are issued a district email address that they are expected to check daily.

West Campus also has an established **Acceptable Use Policy**. This policy will be sent home on the first day of school and outlines procedures for the use of technology. If you do not want your student to have access to the internet, please sign and return the document included with the acceptable use policy.

SCUSD has provided Chromebooks for every student. If there is an issue with your Chromebook, please bring it to the school for repair or replacement. Parents are responsible for the care and maintenance of this equipment as if they were checking out a textbook. Parents are responsible for repairing or replacing lost, damaged, or stolen equipment.

SCHEDULES

Student schedules are given for the entire school year and are based on student requests and graduation requirements. Students are expected to honor the commitments that they make when they sign up for a class, particularly in Advanced Placement (AP) and Honors classes. Students who pass AP exams will typically satisfy college and university course requirements. For further information or inquiries, reach out to [Counseling Office](#).

COURSE SCHEDULE ISSUES

A student who drops a class after the first six weeks of the course shall receive an F grade on their permanent record unless otherwise decided by the principal based on extenuating circumstances ([SCUSD Board Policy 5121](#)).

Students will receive transcript grades for any course they are enrolled in the last four weeks of the semester ([School Board Policy 5121](#)).

All students must be enrolled in six classes each semester until the second semester of their senior year when they must be enrolled in at least five classes ([California Education Code](#)).

Seniors can take community college classes and replace classes in their regular day schedule to meet the six-class minimum in the first semester of the senior as well as the five-class minimum in the second semester of their senior year.

SCHEDULE CHANGES

All schedule changes must be made by a counselor on behalf of the student. Teacher and/or parent permission may be required when adding or dropping an honors or AP course. All schedule changes must be approved by an administrator and should be requested for serious and compelling reasons only: a prerequisite has not been met, an incorrect grade level course, and/or an incomplete schedule. We will not honor schedule change requests for teacher

change unless a student has failed a class with that teacher in prior years. For further information and inquiries, reach out to the [Counseling Office](#).

TRANSCRIPTS

Student transcripts list all of the courses taken and credits earned. Students can request a copy of their transcript through the Registrar's Office.

ADVANCED PLACEMENT (AP) PROGRAM

Advanced Placement (AP) college-level courses and exams offer high school students the opportunity to earn college credit, stand out in the competitive college admission process and prepare for the rigors of college through challenging classes. AP courses emphasize the skills and habits needed to be successful in higher education, including demanding writing skills, problem-solving abilities, time management discipline, and sharpened study habits. Most four-year colleges in the United States and colleges in more than 60 other countries give students credit, advanced placement, or both on the basis of AP Exam scores. By entering college with AP credits, students have the time to move into upper-level courses, pursue a double major or study abroad.

West Campus offers Advanced Placement coursework in English, Mathematics, Science, Social Science, and World Languages. AP tests are an important indication of the academic performance level of West Campus High School students. For more information, please visit [SCUSD Advance Placement Course](#) and/or [College Board AP Program](#) . Contact our AP Coordinator, Vice Principal Mrs. Roland (euniceann-roland@scusd.edu) 916-598-7817.

PEER TUTORS AND SCIENCE LAB ASSISTANTS

PROGRESS REPORTS AND REPORT CARDS

The report card information will be available online through our [Infinite Campus parent portal](#). You can access this information in real-time and from your home. Progress Reports and/or Report Cards are issued on a quarterly basis (every nine weeks). The first-quarter and third-quarter report cards are progress reports only. It serves to inform parents and students of the academic progress and is NOT reflected on the transcripts.

SENIOR PROJECT

The [Senior Project](#) is designed to provide students with the opportunity to apply all that they have learned in twelve years of school and focus it on a community outreach project and presentation. Senior Project has the following components: Senior Project Approval Form, Senior Project Proposal, and Senior Project Presentation. For more information about Senior Projects, reach out to the WCHS English Department.

- Examples of Senior Projects

GRADUATION CEREMONY ELIGIBILITY

Per SCUSD Board Policy, “High school graduation ceremonies shall be held to recognize those students who have successfully completed the requirements for graduation, passed all proficiency standards, and thereby earned the right to receive a diploma. Only those students who have successfully completed all required coursework for graduation may participate in graduation ceremonies.” ([AR 5127](#))

Understand that participation in the graduation ceremony is a **PRIVILEGE**, is voluntary, not a right. The administration may exclude a student from graduation ceremonies because of, but not limited to disciplinary referrals, suspensions, and/or unpaid fees. Excessive absences may also disqualify a student from participation.

Check out the annual [SCUSD and West Campus Graduation Ceremonies](#) for more information.

OUTSTANDING DEBTS

Students must pay all outstanding debts at the end of the school year or they will not be eligible to participate in extracurricular activities the following school year. Seniors will not be allowed to participate in the graduation ceremony until all outstanding debts are paid.

GRADUATION REQUIREMENTS

To graduate, a student must earn a minimum of 225 credits in a specific subject area and complete a Senior Project. All students will complete three years of mathematics and sciences and a fourth year in either or both.

TYPICAL CLASS OFFERINGS BY GRADE LEVEL

| Grade 9 | Grade 10 | Grade 11 | Grade 12 |
|--|----------------------------------|-----------------------------------|--|
| English | English, Honors English | English, AP English Lang | English, AP English Lit, AP English Lang |
| Math 1 | Math 2, Math 2+ | Math 3, Math 3+ | Precalculus, AP Calculus AB or BC, AP Statistics |
| Geography, AP Geog / Ethnic Studies; Band; Engineering | World History, World History AP | US History AP US History | Gov't/Econ AP Gov |
| Biology | Chemistry, Physics, AP Physics 1 | AP Biology, Physics, AP Physics 1 | AP Biology, Physics, AP Physics 1, AP Physics 2, Human Anatomy |
| Spanish I & French I | Spanish II & French II | Spanish III & French III | AP Spanish IV, AP French IV |

| | | | |
|----|-----------------------|---|--|
| PE | PE; Engineering; Band | PE; Engineering; Band; Peer Tutoring; Art; Music Appreciation | PE; Engineering; Band; Peer Tutoring; Art; Music Appreciation; Community College Course |
|----|-----------------------|---|--|

ELECTIVES









































College Prep (meets one of the A-G UC requirements)

| College Prep (meets the “g” UC requirement) | Non-College Prep |
|---|---|
| Science – Chemistry, Physics, Anatomy, AP Physics, AP Chemistry, AP Biology, AP Environmental Science World Lang. – Spanish and French Courses (3 rd /4th-year courses) Math – 3 rd > 4th-year advanced math (Pre-Cal, AP Calculus, AP Statistics) Visual and Performing Arts – Band & Art (2 nd year and beyond) Social Science – AP US History, AP American Government, Engineering Yearbook Music Appreciation | Psychology Student Govt Science Lab Assistant PE Peer tutoring |

Counselors are available to explain, plan, and review student progress towards the completion of graduation and college requirements. West Campus has a proud tradition of students going on to either a four-year university or a two-year college. It's your responsibility to carry on this tradition and become the next college-bound West Campus student. For more SCUSD Graduation requirements visit this [link](#).



College Entrance & Graduation Requirements

| UC/CSU A-G Requirements | | | SCUSD Graduation Requirements | |
|-------------------------|--|---|--|---|
| Area | Subject | Years of Study | Subject | Years of Study |
| A | HISTORY/SOCIAL SCIENCE 2 years Required 1 year of U.S. History 1 year of World History |   | HISTORY/SOCIAL SCIENCE 4 years Required 1 semester of Ethnic Studies 1 semester of Geography 1 year of World History 1 year of US History 1 semester of Government 1 semester of Economics |     |
| B | ENGLISH 4 years required |     | ENGLISH 4 years required |     |
| C | MATHEMATICS 3 years required 4 years recommended |    | MATHEMATICS 2 years required 1 year Integrated Math 1 1 year Integrated Math 2 |    |
| D | LAB SCIENCE 2 years required 3 years recommended |   | SCIENCE 2 years required 1 year Biological/Life 1 year Physical |   |
| E | LANGUAGE OTHER THAN ENGLISH 2 years required in the same language 3 years recommended |   | LANGUAGE OTHER THAN ENGLISH 1 year required |  |
| F | VISUAL AND PERFORMING ARTS 1 year required |  | VISUAL AND PERFORMING ARTS 1 year required |  |
| G | COLLEGE PREPATORY ELECTIVES 1 year required 1 year in any A-G coursework |  | ELECTIVES Sixty five credits |         |
| | | | Other Requirements: Physical Education 2 years Proficiency in technology literacy Service learning or senior project |   |

INFINITE CAMPUS

Infinite Campus is a web-based Student Information System (SIS) that provides parents and/or guardians with read-only access to student data on any computer with Internet access and a web browser. Using confidential login credentials, it provides a secure way to access information, progress reports, unofficial transcripts, standardized testing results, and important email links to teachers, counselors, and administrators.

Click on one of the following links to access Infinite Campus.

- [Infinite Campus Staff Portal](#)
- [Infinite Campus Parent and Student Portal](#)

How to log in

Students:

- Log in to Infinite Campus with your District email account and password.
- Your email format is firstname-lastname@student.scusd.edu

Parents:

- You must register for an Infinite Campus account at your student's school. Please make sure to bring a current photo ID. Each parent will have their own account.

PARENT SQUARE

Sac City Unified uses ParentSquare for district communication, primarily with email, text and app notifications. Many of our school sites also use ParentSquare for school communication, including direct communication with your student's teachers and site administrators.

ParentSquare automatically generates an account for each parent, using their email address and phone number. We encourage parents to access their accounts to download the mobile app and update their preferences for when and how they are notified. Make sure your contact information is up-to-date by logging into Infinite Campus or asking your school's office staff.

Here's what you can do with ParentSquare:

- Receive messages via email, text or app notification
- Choose to receive information as it comes or all at once with a daily digest at 6pm
- Communicate in your preferred language

Download the Parent Square App!

Stay in the loop with SCUSD updates and alerts



Opt-Out

We promise to only send you information related to your school and community. You can opt-out at any time. Download, print and fill out one of the opt-out forms by going to this [link](#).

You can also opt-out of:

- Emails: Click the Unsubscribe link in any email you receive.
- Text Messages: Click the Opt-Out link in the first text message you receive from ParentSquare. You can also reply STOP to any subsequent text you receive.
- Phone Calls: Contact the district Support Desk at (916) 643-9043.

If you are not a parent or guardian and are receiving notifications in error, please contact the district Support Desk at (916) 643-9043.

504 PLANS

Our 504 Coordinator is the Vice Principal Ms. Roland. Please contact her with any 504 questions or concerns. She can be reached at euniceann-roland@scusd.edu or (916) 395-5170 ext 509021.

EMANCIPATION

An emancipated minor is a pupil whose residence is located within the boundaries of that school district and whose parent or legal guardian is relieved of responsibility, control, and authority through emancipation. [Education Code § 48204 (B4)].

Only students with a valid Emancipation card on file with the attendance office may write their excuse notes if they are under 18. 18-year-old students may sign their own notes.

WEST CAMPUS EXPECTATIONS AND POLICIES

(Summary of policy facts)

Students are empowered to use their best judgment in choosing effective behaviors. West Campus students are required to know all attendance, academic, and behavior policies so that they may promote educational success for themselves and other students. The more students are productively involved in school life and learning, the more they will optimize their abilities and character. Students, who genuinely share this common purpose and value, choose behaviors that guide them to the accomplishment of their goals and best interests.

ACADEMIC POLICY

Any student who has a grade point average below 2.0 in any semester or a cumulative grade point average below 2.5 will be immediately placed on **academic probation**. While on probation, if a student has a semester grade point average below 2.5, that student may be involuntarily disenrolled from West Campus High School.

All students on academic probation will be offered specific support services.

ACADEMIC INTEGRITY

Cheating: the use of notes, documents, or answers during tests, the copying of one student's completed assignments or answers by another, or allowing another to do the same. Having access to information such as formulas or calculations, notes, etc., except where expressly allowed, and/or providing aforementioned to another student.

Plagiarism: the use of another's words, ideas, or creative productions without assigning credit to the original source.

- **1st Offense:** Consequences for infractions may include a failing mark on the assignment, forwarding the information to colleges if requested, and/or denial of a request to write college recommendations. Students may be assigned a Saturday School (or comparable alternative). Students will be placed on academic probation. During the period of this probation, any further violations may result in involuntary dis-enrollment at WCHS.
- **2nd Offense:** The same as above and the student may be involuntarily disenrolled from West Campus at the end of the school year.

HOMEWORK POLICY

With the intention of allowing students and families to honor school breaks for rest and recharging, the West Campus Faculty has approved the following homework policy to go in to

effect for the Spring Semester of the 2022-2023 school year. This policy will remain in effect until updated or altered:

Teachers will not assign homework that is intended to be completed during a designated holiday break:

- First possible due dates for assignments will be the third day back from a break (example: school is back in session on a Monday, the first due date would be the Wednesday)
- New assignments must be assigned prior to the day before a break (example: final day before a break is Friday, assignments must be given by Thursday)
- Specified breaks that are included in this policy:
 - Thanksgiving Break
 - Winter Break
 - Spring Break

ATTENDANCE POLICY

According to SCUSD's Vision for Student Attendance and Engagement, "Authentic relationships with students, families, and the community are at the core of our work to reduce chronic absence, increase student engagement and ensure academic success for ALL students, especially our most vulnerable."

Moreover, to become college and career-ready, students must attend each of their classes every day on time. All studies regarding student attendance point toward the same result that good attendance has a strong correlation with student performance! Another important consideration is California's policy of positive attendance reporting. West Campus High School is funded in large part by the Attendance Daily Average (ADA). Truant students reduce the amount of funds available to our school site. Truant students not only jeopardize their own personal success and future but also cause financial harm to all stakeholders of our learning community.

Parents are highly encouraged to check their student's attendance status online via [Infinite Campus](#). For inquiries regarding Infinite Campus, or if an Infinite Campus password is needed, please feel free to contact the office at 916-396-5170.

CLEARING ABSENCES

If a student needs to remain at home, the parent/guardian must do one of the following:

- 1. Call, speak to staff in person, or email the Attendance Clerk
 - Ms. Lynette Meighan (916)-395-5170 ext 509030
 - Lynette-Meighan@scusd.edu

- identifying themselves as the parent/ guardian of the student.
- 2. Write a note explaining the reason for the absence and send it with the student when they return to school.
- Submit Report an Absence form, found on the school's website.

All of the methods above must include the following information and be documented in Infinite Campus:

- | | |
|------------------------------|---------------------------|
| ● Name of student | * Name of parent/guardian |
| ● Name of verifying employee | * Date(s) of absence |
| ● Reason for absence | |

Please refer to [SCUSD Annual Parent and Student Rights Notification](#) pg 7 through pg 9 [Student Attendance and Engagement](#) section and [SCUSD Board Policy 5113](#) for more information:

ENGAGEMENT SUPPORT PLAN (ESP)

ESP is a School Site Team also known as Student Attendance Review Team (SART). It includes the student, family members, School Administrator, and other school staff. The goal of this team is to identify possible solutions and strategies to improve the student's school attendance. At this meeting, the student, guardian, and school sign a contract agreeing to abide by the directions outlined in the ESP.

RESTORATIVE STUDENT ATTENDANCE REVIEW BOARD (R-SARB)

R-SARB is a community-based effort to bring together resources to assist families with attendance and truancy issues. The Board is comprised of community members, volunteers, and district staff who can provide resources and assistance to families with identified attendance issues. The R-SARB level is the district's last chance to keep students and families out of the court system. At this meeting, the student, guardian, and school sign a contract agreeing to abide by the directions of the R-SARB.

SATURDAY SCHOOL (Attendance)

Should a student wish to clear absences and avoid further consequences, Saturday School may be an option. Attending Saturday school to clear an **UNEXCUSED absence** is entirely voluntary. One four-hour Saturday School session will clear SIX (6) missed periods. To find out more information and/or sign up for Saturday School, contact Vice Principal Ms. Roland at 916-395-5170 ext 509021 or euniceann-roland@scusd.edu

EARLY DISMISSAL

Can be done via email, note, phone call, or in person. Provide to our Attendance Technician, Ms. Lynette Meighan (916-395-5170 ext 509030) the following information:

- Student's first and last name
- Parent's and/or guardian name with contact information
- The date of the early dismissal
- The reason for the early dismissal
- The time and pick-up instructions. The student must pick up the Early Dismissal Form from the main office.

ATTENDANCE HANDOUTS FOR FAMILIES

[Attendance Information for Families](#)

[High School Codes](#)

[Special COVID Codes](#)

[NEW!! District-wide Absence Process](#)

[Initial Absence Letter \(Chronic Absence\)](#)

[Attendance Resource Guide 2020-21](#)

[My Student's Attendance Success Plan](#)

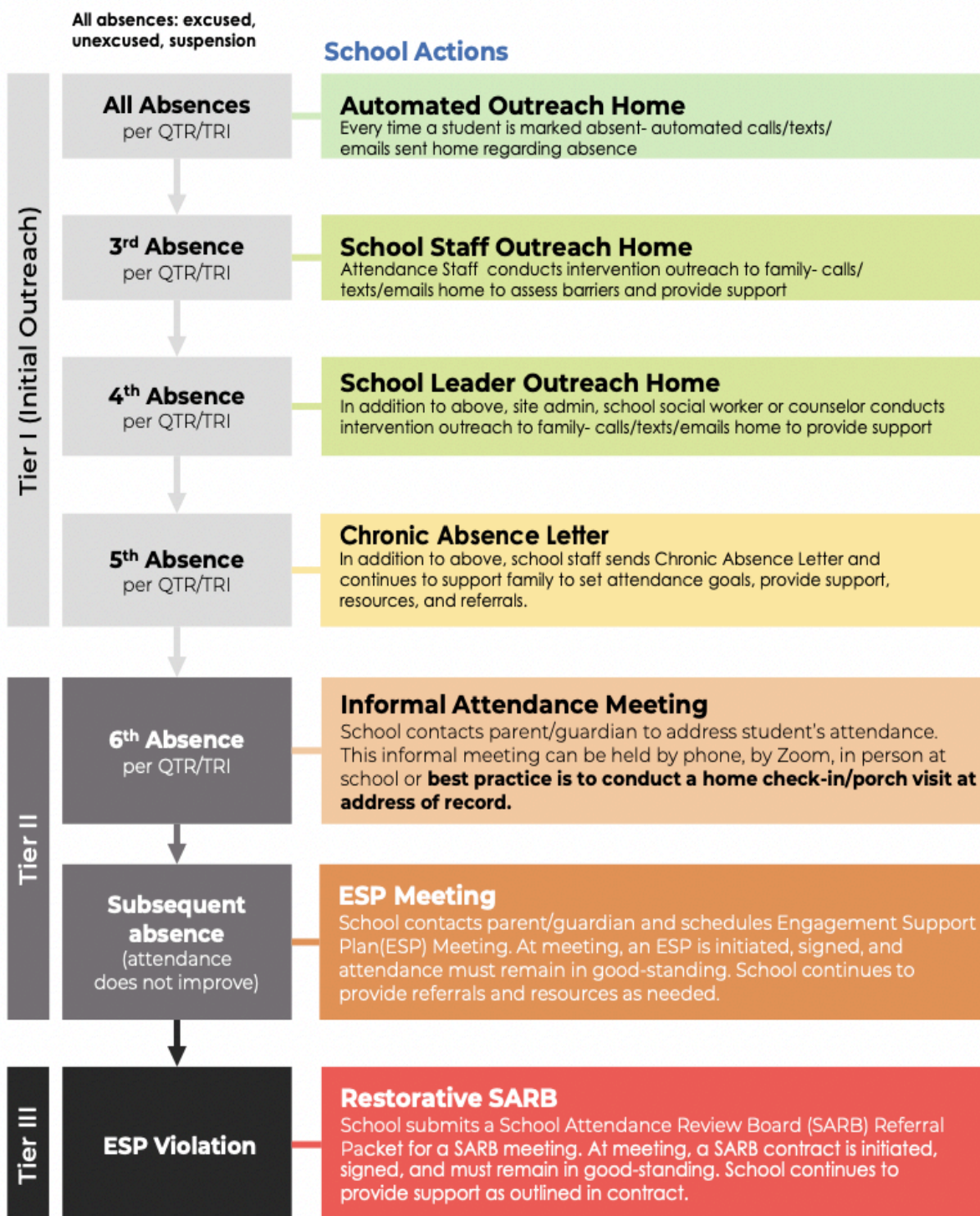
TARDY POLICY

Per California Educational Code, a tardy is defined as lateness to class equal to less than 30 minutes. Habitual tardiness not only affects your student's education but also disrupts other members of the class. Teachers often have to stop in the middle of their lesson to address a student who is tardy. Administrators, counselors, and teachers are making every effort to ensure that your student gets the education she/he/they/them deserves. Let us work together to accomplish this. If there is a problem in getting your student to school on time, let us know, so that we can help your student succeed.

Any student found tardy during the school day may be assigned a 15-minute lunch detention the same day or the following day by the teacher or administration. If a student did not serve detention, student will be assigned an extra 15 mins. If a student accumulated FIVE detentions, a phone call will be made by administration. If 10 or more detentions are accumulated, a SART meeting will be held and may be assigned progressive discipline (such as Saturday School or ineligibility for any school-sponsored activities for the remainder of the semester or at least 90 days).

SCUSD ABSENCE PROCESS

SCUSD Absence Process



CELL PHONES POLICY (ELECTRONIC SIGNALING DEVICES (BP 5131.2))

The Governing Board believes that the unauthorized use of electronic signaling devices adversely affects students' ability to achieve academic success, is disruptive to effective classroom discipline and management, and can lead to an invasion of staff and student's safety and privacy. (Education Code § 48901.5) (Administrative Regulation 5131.2)

Students shall be permitted to use electronic signaling devices, such as cell phones, before and after school hours only. Such devices shall not be turned on or used from the time school starts until the end of school, including non-instructional time and extracurricular activities unless given authorization from site administration. During an emergency declared by the school, text message scripts will be posted for students so they may provide updates of the situation to their parents/ guardians. It is important that cell phones and other devices be used sparingly so that emergency services have priority to assist students and staff on site.

West Campus administration shall use a progressive consequence plan when students are found using electronic signaling devices during school hours and without permission, and the device may be confiscated. Check out Electronic Device (below for example of progressive discipline.) In the event there is reasonable suspicion that the electronic device has been used in violation of a school rule or district policy, such as cheating or bullying, taking pictures in locker rooms, or for committing an actual crime, or out of concern for the health and safety of the student or others, West Campus administration is authorized to review contents of the device consistent with legal standards.

ELECTRONIC DEVICES (Summary)

- Electronic devices are defined as cell phones, tablets, music players, cameras, laptops, and anything else electronic in nature
- During passing periods and lunch these devices are allowable for school-related usage, however, they must be silenced and should not produce sounds
- During class, these devices are not allowed unless explicitly approved by the teacher for specified classroom activity
- Violation of the classroom policy will result in confiscation and/or two days lunch detention for the first offense; second offense will be five days of lunchtime cleanup, Saturday School, or equivalent; third offense can be three days of suspension or equivalent.
- Please note that all early dismissal and readmit phone calls must go through the main office

*** Refer to [SCUSD Parent and Student Rights Notification and Handbook](#)

DRESS AND GROOMING POLICY

West Campus High School is committed to providing a safe and secure campus so that students are free to learn and do not discriminate based on gender, race, color, creed, sexual orientation, or any other protected class.

Students and staff worked collaboratively to craft the dress code policy. The Dress Code Committee consists of students, staff, and administration and reserves the right to modify this policy to ensure a safe campus for all students. Students are expected to dress appropriately to attend school. It is recommended that attire be comfortable and appropriate for a learning environment.

STUDENTS MUST WEAR:

- Clothing that covers the skin from armpit to armpit and must have straps.
- Face covering optional. (Mask related to COVID protocols)
- WCHS allows students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)
- Clothing must be sufficient to conceal top and bottom undergarments at all times. Cover your butt. Showing bra straps is *not* a violation.
- Tank tops must have straps.



Drawing by Evelyn Clow

- Shoes must be worn at all times.
 - PE and science classes may have more specific guidelines that must be followed for shoes and/or jewelry/attire based on presentations and safety.
 - For example.
 - Image A: Shoes worn appropriately in Science
 - Image B: Shoes worn inappropriately in Science



Drawings by Sienna Mazzera

STUDENTS CANNOT WEAR CLOTHING (WITH):

- Violent language or images.
- Images of language or images depicting drugs or alcohol (or any illegal item or activity) or use of the same (BP 5132).
- Hate speech, profanity, and/or pornography.
- Gang symbols or references.

- Images and/or language that create a hostile or intimidating environment or that represent gangs based on any protected class.
- Visible underwear or bathing suits (*not* including bra straps).
- Cutoff tank tops that show the sides of the stomach.
 - For example



Drawing by Evelyn
Clow

- Helmets and other headgear that covers the face (*except* as a religious observance or medical requirement).

DRESS CODE PROCEDURES:

- Staff members will fill out a referral form using Infinite Campus and/or inform Vice Principal Roland
- All conversations between staff members and students will be in a confidential manner with respectful and professional language.
- Staff members and administrators will honor the teaching/learning session (in other words do not pull students out of class) except where there is a hazard to the student (such as in a laboratory environment e.g. science and engineering). Students will be pulled out of the last 3-5 minutes of class.
- If the student feels uncomfortable with the way they're dress-coded or feel that it doesn't follow the set dress code rules, they have the ability to do the following:
 - Request to meet with the Dress Code Committee
 - Grade-level representatives
 - Teachers, Staff, and Administration
 - File a formal complaint using the [SCUSD Uniform Complaint Procedures](#).
 - [Refer to Parent and Student Rights Handbook](#)
 - [Refer to SCUSD Board Policies](#)
 - [Refer to California Educational Code](#)
 - Meet/speak with Vice Principal Ms. Roland (euniceann-roland@scusd.edu) or Principal Mr. Mcmeekin (john-mcmeekin@scusd.edu).

CONSEQUENCES:

- Students in violation will be referred to the administration for appropriate counseling and disciplinary action including parent contact.
 - For example:
 - 1st Offense: Warning with a change of clothes or shoes
 - 2nd Offense: Lunch Detention with a change of clothes or shoes
 - 3rd Offense or more: will result in one or more of the following actions:
 - Meeting with Admin, Parent, and Student
 - Behavioral probation
 - Ineligibility for any school-sponsored activities for the remainder of the semester or at least 90 days
 - For any students who engage in additional behavior that violates the Educational Code 48900, the administration will follow the [WCHS Student Handbook Behavior Policy](#) and [SCUSD Student/Parent Handbook](#).

UNIFORM COMPLAINT PROCEDURE

Sacramento City Unified School District

Goal: The Governing Board recognizes that the District is responsible for ensuring that it complies with State and Federal laws and regulations governing educational programs. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam-era veteran status, actual or perceived sexual orientation, or for any other reason in any program or activity that receives or benefits from State financial assistance. The District shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with State or Federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational educational education, childcare, and development programs, child nutrition programs, and special education programs. (Board Policy #1312.3(a)). The Board encourages the early, informal resolution of complaints at the site level. The program or site administrator should serve as the intermediary to resolve concerns whenever possible.

Responsibility for Uniform Complaint Procedures: The Administrative Assistant to the Superintendent will receive and investigate complaints and ensure District compliance with the law. The Administrative Assistant to the Superintendent will also assist complainants in understanding that they may pursue other remedies including actions before civil court or other public agencies.

Dissemination: 1. Who: This document will be disseminated annually to students, employees, parents/guardians, staff, and volunteers, all District Advisory Committees, and other interested parties. 2. How: This document will be distributed to all offices, included in the Parents Rights Packets, at General Staff meetings, Advisory Council meetings (School Site Council, District Advisory Committee, English Learner Advisory Committee), volunteers, etc.

Who May File a Complaint: A complaint may be filed by an individual, including a person's duly authorized representative or any interested third party, public agency, or organization. Individuals who may file complaints include District students, employees, and parents or guardians. The District provides assurances regarding protection against retaliation and provisions of confidentiality.

Filing a Complaint and Timeline: Step 1: Filing a Complaint: Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the District. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally

suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4600). Step 2: Mediation-Seeking Informal Resolution: Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of the law, the compliance officer shall proceed with his/her investigation of the complaint. Step 3: Investigation of Complaint: The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the District's representative shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (Title 5, Section 4631) Step 4: Response: Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step #5. (Title 5, Section 4631) Step 5: Final Written Decision: The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant

SCUSD STUDENT USE OF TECHNOLOGY

When you use [school technology](#), computers, and electronic devices you agree to:

1. Follow the directions of teachers and school staff.
2. Abide by the rules of the school and school district.
3. Obey the rules of any computer network you access.
4. Be considerate and respectful of other users.
5. Use school computers for school-related purposes only

Use of school technology, computers and access to the Internet is a privilege. If you do not follow the rules you may be disciplined and lose your computer privileges.

Do not produce, distribute, access, use, or store information, which is:

1. Unlawful
2. Private or confidential.
3. Copyright protected.
4. Harmful, threatening, abusive, or denigrating others.
5. Obscene, pornographic, or contains inappropriate language or contents.
6. Interferes with the work of others.
7. Causes disruption or damage to systems.

Protect your password! Do not allow anyone else to use your password and do not use anyone else's password.

E-mail etiquette:

1. Give only your e-mail address for communication
2. Never give out personal information about yourself or anyone else
3. Check your e-mail frequently, and delete unwanted messages
4. End e-mail messages with a well-formatted signature:
 - a. Your Name
 - b. School name
 - c. Sacramento City Unified School District
5. Follow basic guidelines for good writing:
 - a. Be concise and brief by using use descriptive titles
 - b. Summarize your responses and use normal punctuation
 - c. Check your spelling
 - d. Do not use all capital letters

[Student Acceptable Use of Technology Agreement\(English\)/\(Spanish Version\)](#)

BEHAVIOR POLICY

Annual Parent and Student Rights Notification and Standards of Behavior Handbook

All students are required to make behavioral choices that promote educational success and the safety of themselves, other students, staff members, and visitors. At West Campus High School, we follow a progressive discipline approach depending on the nature and circumstances of the offense, and the student's behavior history. The standards of the school discipline policy are set by the California Education Code and board policies of the Sacramento Unified School District. The maintenance of effective school discipline is an important part of the educational process and is necessary for reaching our goal of meaningful learning experiences for all students.

- Per California Education Code, a pupil may face disciplinary action up to and including suspension and/or expulsion for acts that are related to a school activity or school attendance that occur at any time including but not limited to the following:
 - While on school property
 - While in route to or from school
 - During lunch period
 - In route to or from and during a school-sponsored activity
- Possession, selling, or being under the influence of drugs or alcohol/harassment of any kind ((cyber)bullying, sexual, etc.) / theft or vandalism /possession of weapons or dangerous objects or threats and acts of violence will result in one or more of the following actions:
 - Referral to Counselor for Behavior Plan and/or Social Emotional Counseling
 - Student Study Team (SST) meeting (student, parent, counselor, administrator, teachers)
 - Restorative conferences
 - 3-5 day suspension
 - Ineligibility for any school-sponsored activities for the remainder of the semester or at least 90 days.
 - Referred to District Office for Behavior Hearing or Expulsion
 - Disenrollment from West Campus
- Any student who engages in any behavior that violates E.C. 48900 (besides the above mentioned) will be placed on behavioral probation for 1 to 3 months, which means no participation in any school-sponsored extracurricular activities.

- Please refer to the [District Standards for Behavior](#) sent home on the first day of school for additional information.

CELL PHONES

DANCE

To attend any dance, a student must meet two criteria:

- Be in good academic standing AND have 9 or fewer instances of unexcused tardies/lates/absences in the designated quarter.
- Dance Rules:
 - All students and approved guests MUST possess student identification or picture I.D. for admittance.
 - Guest must be enrolled in at least 9th grade, and may not be older than 20 years of age.
 - WCHS students may apply for ONE guest pass per dance.
 - Once inside the dance, no in-and-out privileges will be granted. Once a student has left the dance, they may not return.
 - Purses and bags are subject to search.

DETENTION

Detention: The definition of detention is keeping, i.e. detaining, student(s) after school hours or during the lunch period for a violation of a school rule.

Detention can be given for reasons of attendance (tardies, truancy) and/or poor behavior choices. Teachers may hold students for one hour after school with parent notification or the following day if no parent can be contacted and the student requests it, though the administration suggests immediately informing parents of issues requiring detention.

STUDENT PROBATION

Any student who is placed on academic, attendance, or behavior probation may not be allowed to participate in any school-sponsored extracurricular activities, which include athletics, student performances, rallies, dances, etc. They are also ineligible for work permits.

SUSPENSION

Suspension from school occurs as a result of a violation of section 48900 of the California Education Code. Students whose attitude or behavior warrants a suspension will be placed on probation for the remainder of the school year and may be disenrolled at the end of the school year. Due Process rights will be acknowledged and explained in the case of a suspension.

MANDATORY EXPULSIONS per CALIFORNIA DEPARTMENT OF EDUCATION CODE (48915c)

1. Sale, possession, or furnishing of a firearm
2. Brandishing a knife
3. Selling or offering to sell a controlled substance
4. Sexual assault and/or sexual battery and 5. Possession of explosives

PROHIBITED, ILLEGAL AND DANGEROUS ITEMS

Because of student safety and/or possible classroom disruption, the following items are prohibited from this campus

- All firearms
- All explosive devices including, but not limited to firecrackers and smoke/stink bombs
- All knives, razors, or other sharp-edged items
- Any controlled substance as defined in Section 11007 of the Health and Safety Code, alcoholic beverage or intoxicant of any kind
- All alcohol, marijuana, other drugs or related paraphernalia
- All martial arts implements or chains of any kind, including wallets or belts
- Other prohibited items are: Radios, laser pointers, video cameras, shock toys/zappers, electronic games, toys, water toys, and other electronic devices deemed disruptive or unsafe to the school environment.

Any confiscated item, except illegal items or those used as evidence in criminal violations, may be returned to the parent or guardian of the student at the school administration's discretion upon the request of the parent or guardian.

APPEALS

Extenuating circumstances will be decided by the school administration. An example of such a circumstance would be a severe illness or other traumatic event requiring time away from school.

WELLNESS POLICY

A [Wellness Policy](#) is an essential tool for parents, educational agencies, and school districts in promoting student wellness, preventing and reducing childhood obesity, and assuring that school meal nutrition guidelines meet the minimum federal school meals standards. It contains goals specifically for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.” –USDA

CLASSROOM CELEBRATION IDEAS

SCUSD employees, parent organizations, and outside organizations will not use any food or beverage as a reward, incentive, or punishment for academic performance or good behavior. Schools can promote a positive learning environment by shifting the focus from food during classroom celebrations and striving to have non-food celebrations or healthy non-allergenic food. Food must be compliant with Competitive Foods regulations.

Healthy Snack Options:

| | | |
|--------------------------|--------------------------------------|---|
| Fresh fruit or smoothies | Frozen bananas with shredded coconut | Vegetables with a variety of healthy dips (hummus, guacamole, salad dressing) |
|--------------------------|--------------------------------------|---|

Awesome Celebration Ideas:

| | | |
|-----------------------|---------------------|-----------------------|
| Games, such as relays | Hold class outdoors | “Free choice” time |
| Stickers/pencils | Balloons/bubbles | Art supplies/projects |
| Read a story | Movie day | |

Food Allergy Notification

As we begin the 2024-2025 academic year with classroom celebrations and school-wide events including field trips, please take a moment to read this message.

This communication is to inform you that there are students on this campus who have food allergies listed below. A person with a serious food allergy can have a life-threatening reaction by eating or touching that food. To keep all students safe do not eat any foods containing the ingredients listed below while in the classroom or in other common areas where signs are posted.

Keeping students safe and healthy is our top priority. If you would like more

information regarding our Wellness Policy please go to: [SCUSD Wellness Policy](#)

The list below reflects the allergens that may cause a severe reaction in one or more students on our campus:

1. *Peanuts*
2. *Tree Nuts*
3. *Soy*
4. *Sesame seeds*
5. *Fish*
6. *Shellfish*
7. *Eggs*
8. *Mango*
9. *Berries*

Thank you!

NON-DISCRIMINATION POLICY

The [Sacramento City Unified School District](#) prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

ANTI-BULLYING PROHIBITION ON BULLYING

[SCUSD Anti-Bullying Prohibition on Bullying](#) states that a student shall not be harassed, intimidated, or bullied based on his/ her actual or perceived characteristics as set forth in Penal Code section 422.55 and Education Code sections 220 and 234.1, which includes but is not limited to disability; gender; gender identity; gender expression; nationality; race or ethnicity; religion; sexual orientation; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 5145.3 – Nondiscrimination/Harassment/Intimidation/Bullying) (cf. 5145.4 – Anti-Bullying)

For purposes of Board Policy 5145.4 and this Administrative Regulation, bullying is defined as, and includes, but is not limited to abusive action or conduct, which can be physical, verbal, written, psychological, or sexual in nature. Examples of bullying in these different forms include but are not limited to

1. Physical: hitting, kicking, spitting, or pushing
2. Verbal or Written: teasing, threatening, or name-calling
3. Psychological: social isolation, manipulation, spreading rumors, or intimidating

4. Sexual: touching, assault, exhibitionism, or many of the actions listed above.

Normally, bullying is a pattern of conduct or conduct that is repeated over a period of time, but may, in some instances, take the form of one severe or egregious act.

CYBERBULLYING

Bullying may also take place through the Internet or through other forms of technology or electronic acts. “Cyberbullying” includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation.

For purposes of student suspension or recommendation for expulsion from a school, Education Code section 48900® defines “electronic act” as the creation and transmission originated on or off the school site, by means of an electronic device, of electronic communication.

(cf. 5144.1 – Suspension and Expulsion/Due Process) Student Discipline for Bullying

For purposes of student discipline, the definition of bullying is governed by Education Code 48900® and district Administrative Regulation 5144.1, and is as follows: bullying means severe or pervasive physical or verbal act(s) or conduct, including communications made in writing or by means of an electronic act, as defined in Education Code 48900®(2), and including one or more acts committed by a student or group of students, directed towards one or more students that have or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student(s) in fear of harm to that student or a group of student’s person or property
2. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health
3. Causing a reasonable student to experience substantial interference with his or her academic performance
4. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided in school

A reasonable student shall have the same meaning as a “reasonable student” as defined in Education Code 48900®(3).

For more information about [Cyberbullying and Social Media Safety](#), check out this [link](#).

REPORTING PROCEDURES

Staff, faculty, administrators, parents/guardians, and students are expected to report bullying behavior. Reports may be made to any school employee either verbally, in writing, or through electronic communications such as email. Reports may also be made by completing the district [Report of Suspected Bullying Form](#) and submitting it to the school site principal or designee or district office. Reporting can also be done anonymously, by using the WeTip Bullying Reporting Hotline at **1-855-86-BULLY**.

Bullying and Cyberbullying may occur while the student is at any school activity or is attending a school that is under the jurisdiction of the superintendent of the district, including but not limited to a school-sponsored function, in a school vehicle, during the instructional day; or conduct which occurs after school hours and off district property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance.



Students learn best when they feel safe and supported.

At SCUSD the physical and social/emotional safety of students is a top priority. Research and media coverage alike have shown that bullying can be a real threat to student safety and academic success. In response, SCUSD has developed a comprehensive approach to preventing, addressing, and intervening in bully behavior, helping keep students safe and ensure a healthy learning environment.

Vision

Our vision is to serve all students with compassion and care, ensuring families have equitable access to systems of support that promote hope, resilience, empowerment, physical and mental wellness, and educational success.



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SCUSD does not discriminate against any student based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

04/2018



School Climate & Bullying Prevention



Promoting learning by supporting the health and well-being of all students

What is Bullying?

Bullying is a specific behavior that includes each of the following components:

- Intent to do harm
- Repeated over time
- Imbalance of power

Bullying is further defined by the Sacramento City Unified School District as: any severe or pervasive act committed by a single student or group of students, against one or more students, and that can be reasonably predicted to impact one or more of the following:

- reasonable fear of harm to person or property;
- substantially detrimental effect on physical or mental health;
- substantial interference with academic performance;
- substantial interference with the ability to participate or benefit from services, activities or privileges provided in school.

For more information and additional resources, visit: scusd.edu/BullyFree

School Climate, Bullying Prevention and Intervention Programs

School Climate Collaborative

The School Climate Collaborative includes community, government, nonprofit, and individual partners. The Collaborative reviews and discusses emerging best practices in positive school climate, bullying prevention and intervention, and supports this work in SCUSD schools.

Outreach

Outreach includes getting the word out about positive school climate and bullying prevention by participating in community- and school-based rallies, assemblies and other gatherings.

Education

Formal trainings, small groups, and other education forums help all members of the SCUSD community understand the definition, impact, reporting procedures, and effective interventions around bullying and positive school climate.

Consultation and Mediation

We provide preventative, intervention, and postvention support to school staff, administrators, parents and guardians.

Reporting

Anyone who witnesses or suspects bullying behavior has the power to help stop it, by reporting!

Reports may be made using one of the following two processes:

1. Report Form and Administrator

Contact: Visit our website at scusd.edu/BullyFree, and download the "Report of Suspected Bullying" form. Complete the form and deliver to the school administrator (principal).

2. WeTIP System:

Call 1-855-86-BULLY to report by phone anonymously.

All reports may be made anonymously. Reporters who choose to share their name may be contacted for additional information, but their identity will remain strictly confidential.

If you see something, say something. Be an UPstander!

Research shows that bystanders can stop bullying within 10 seconds of intervening — so, what are you waiting for? Be the change!

FREQUENTLY ASKED QUESTIONS

What may be served and sold on campus?

Foods and beverages served and sold in schools must meet strict federal and state regulations for calories, saturated fat, sodium, sugar, and trans fat. For an easy-to-use list, visit www.scusd.edu/wellnesspolicy.

When are these regulations in effect?

PreK-8th grade: Regulations are effective from midnight to a half hour after the school day or expanded learning (whichever is later).

High schools: Regulations are effective from midnight to a half hour after the school day.

How can you tell which foods are compliant?

Other than fresh fruits and vegetables, which are always compliant, food compliance varies widely. Use the California Project Lean calculator to determine compliance of items: www.californiaprojectlean.org

To whom do these regulations apply?

These federal and state regulations apply to Non-Charter Public Schools participating in the National School Lunch Program.

Can I bring snacks for the class on my child's birthday or a general classroom celebration?

Yes, as long as the snack meets state and federal regulations for food served during the school day, such as fresh fruit, 100% fruit juice, and whole grain snacks. Most cupcakes/cakes do not meet these requirements. Other non-food-related options are possible, including but not limited to pencils, erasers, or other small items.

Do these regulations apply to food items that students bring from home for their own personal consumption?

No – Parents may decide what food items they want their own child to have.

May teachers give students candy/food as a reward for good behavior?

No – BP 3050 Student Wellness Policy restricts the use of food for rewards. The district as a whole wants to limit access to unhealthy items during the school day that decays teeth and teach unhealthy lifelong habits.

Do these regulations apply to sports games and parent-sponsored events?

Concessions sold at a sporting event may begin 30 minutes after the school day ends at any grade level.

The regulations do not apply to food sold to adults. These regulations do not apply to food sold at events held in the evenings or on weekends.

FUNDRAISING

School student organizations must comply with all food and beverage standards. This includes how many items they can sell, pre-approval of the items when they can sell, how many sales can be done per year, and more.

The regulations apply to food sold and served to students before school, during the school day, and until 30 minutes after the conclusion of any extended learning program for EK – 8th-grade schools.

These regulations apply to food sold and served to students before school, during the school day, and until 30 minutes after the conclusion of the standard school day for 9-12th grade schools.