

THE PANTHER WAY

204 L Street, Lincoln, CA 95648
Office (916) 645-6370
24 Hour Attendance Hotline (916) 645-6581
Fax (916) 645-6379
Website <http://gems.wpusd.org>

Principal: Ana Castillo
Assistant Principal: Jessica Fernandez

This Student Agenda Belongs To: _____

TABLE OF CONTENTS

Teachers and Staff	2
Bell Schedules	3
General Information	4
Student Handbook/Agenda	
Student Schedule	
Student Materials	
Textbooks	
Homework & Grades	
Progress Reports & Report Cards	
Parent Conferences	5
Classes & Courses	
Messages/Deliveries	
Dress Code	
Backpacks	6
Prohibited/Inappropriate Items	
Attendance	6
Appointments	
Travel Study	
Withdraws/Transfers	
School Attendance Review Board (SARB)	7
Tardies	
Support Services	8
Health Services	
Medication	
Insurance	
Board Policies & Tobacco Free Schools	8

TEACHERS AND STAFF

Administration Team

Ana Castillo	Principal
Jessica Fernandez	Assistant Principal

Office/Support Team

Jenifer Freymond	Secretary
Chelsea Alvarez	Clerk
	Clerk
Janell Goldsmith	Health Clerk
Kelle LeBeau	Library Tech
Gus Nevarez	Custodian
Zachariah Swarat	Custodian
Edgar Mendoza	Custodian
Courtney Campbell	Campus Supervisor
Hunter Dora	Campus Supervisor
Kathleen Hart	Campus Supervisor
Ashley Vantrease	Campus Supervisor

Enrichment Team

Sandie Mullen	Leadership
Nick Harrigan	AVID/Sport Lit-Movies
Phil Otte	Drama
Lisa Ward	Art/Ceramics
Robyn Harp	Music/Band
Jason Noonan	Technology
Ramey Rayos	ELD/AVID

Language Arts Team

Jackie Banderas	Teacher
Diane Mahan	Teacher
Georgia Offner	Teacher
Dennis Santos	Teacher
Melissa Hargis	Teacher
Erin Davina	Teacher
Nick Harrigan	Teacher

Support Team

Cecilia Sanchez	Parent Liaison
Skyeler Tang	Counselor
Lilia Gonzalez	Counselor
Isaac Larson	Psychologist
Michelle Clark	Speech Pathologist

Math Team

Kelly Ransford	Teacher
Rick Smith	Teacher
Laura Sliepen	Teacher
Laura Koerner	Teacher
Balkar Johl	Teacher
Cristina Alonso	Teacher

Physical Education Team

Ada Baracosa	Teacher
Sandie Mullen	Teacher
Todd Colson	Teacher
Ryan Smith	Teacher

Science Team

Mike Agrippino	Teacher
Bill Trueman	Teacher
Jada Saul	Teacher
Afton Stolesen	Teacher
Ryan Kent	Teacher
Rebecca Simko	Teacher

Social Science Team

Dave Luci	Teacher
Anastasia White	Teacher
Pat McAdam	Teacher
Jennifer Law	Teacher
Travis Hunt	Teacher
Phil Otte	Teacher

Special Education Team

Jeff McClaskey	Resource
Deborah Butler	Resource
Jennifer Pizzo	Resource
Sarah Villanueva	Special Day
Elizabeth Bollington	Instructional Aide
Theresa Palos	Instructional Aide
Maha Petersen	Instructional Aide
Donna Salsberry	Instructional Aide
	Instructional Aide

Email Addresses

Staff email addresses are the first initial and last name followed by @wpusd.org

For example: the email address for John Smith is jsmith@wpusd.org

Teachers are available to accept phone calls or to meet before school, during their prep period, or after school.

Please call or email to schedule an appointment or classroom visit.

BELL SCHEDULE 2023-2024

Early Release- 6th Grade (Monday)			PAW- Tuesday-Friday		
Period	Time		Period	Time	
1	8:15-9:07 (52 min)		PAW	8:15-8:43 (28 min)	
2	9:11-9:57 (46 min)		1	8:47-9:39 (52 min)	
3	10:01-10:47 (46 min)		2	9:43-10:35 (52 min)	
Lunch	10:47-11:25 (38 min)		Lunch	10:35-11:11 (36 min)	
4	11:29-12:15 (46 min)		3	11:15-12:07 (52 min)	
5	12:19-1:05 (46 min)		4	12:11-1:03 (52 min)	
6	1:09-1:55 (46 min)		5	1:07-1:59 (52 min)	
			6	2:03-2:55 (52 min)	

Early Release- 7th Grade (Monday)			PAW- Tuesday-Friday		
Period	Time		Period	Time	
1	8:15-9:07 (52 min)		PAW	8:15-8:43 (28 min)	
2	9:11-9:57 (46 min)		1	8:47-9:39 (52 min)	
3	10:01-10:47 (46 min)		2	9:43-10:35 (52 min)	
4	10:51-11:37 (46 min)		3	10:39-11:31 (52 min)	
Lunch	11:37-12:15 (38 min)		Lunch	11:31-12:07 (36 min)	
5	12:19-1:05 (47 min)		4	12:11-1:03 (52 min)	
6	1:09-1:55 (46 min)		5	1:07-1:59 (52 min)	
			6	2:03- 2:55 (52 min)	

Early Release- 8th Grade (Monday)			PAW- Tuesday-Friday		
Period	Time		Period	Time	
1	8:15-9:07 (52 min)		PAW	8:15-8:43 (28 min)	
2	9:11-9:57 (46 min)		1	8:47- 9:39 (52min)	
3	10:01-10:47 (46 min)		2	9:43-10:35 (52 min)	
4	10:51-11:37 (46 min)		3	10:39-11:31 (52 min)	
5	11:41-12:27 (46 min)		4	11:35-12:27 (52 min)	
Lunch	12:27-1:05 (38 min)		Lunch	12:27-1:03 (36 min)	
6	1:09-1:55 (46 min)		5	1:07-1:59 (52 min)	
			6	2:03-2:55 (52 min)	

GENERAL INFORMATION

Student Handbook/Agenda

This student handbook (agenda) is essential to your child's success in school. Students will keep track of their homework in this agenda and it can be used to communicate with teachers. It will also serve as your child's hall pass. NO STUDENT WILL BE ALLOWED OUT OF CLASS FOR NON EMERGENCY SITUATIONS IF THEY DO NOT HAVE THEIR AGENDA WITH THEM AND SIGNED BY A TEACHER.

Student Schedule

The daily schedule is divided into seven periods, which include language arts, math, science, social studies, physical education, elective or intervention and a PAW period.

Student Materials

- Backpack
- Student Agenda
- Binder Paper
- Pen/Pencil
- Chromebook (Charged)

Note: Individual teachers may require additional or alternative materials. Permanent pens or markers are not allowed.

Textbooks/Chromebooks

Textbooks, chromebooks and library materials issued are the student's responsibility. Students will be expected to pay for any lost or damaged books. Students who do not return library books will not be allowed to check out additional books until books are returned or replacement fees are paid. Students will not be issued report cards and will be denied participation in end-of-year activities (including Promotion activities) until fines are paid.

Homework & Grades

In order for students to be successful, they must complete all class and homework assignments on time with high quality and accuracy. Grades are calculated on the completion and accuracy of class work, homework, projects, quizzes and tests. Grades are computed as follows:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	59% and below

Students can expect one hour of homework every night. Homework is an integral part of a student's grade. Families can assist their student by checking the agenda daily for homework assignments and/or the GEMS on-line Parent Portal (Schoolology).

If a student is absent for three or more consecutive days, parents may call the office to request homework. Homework will be available in the office to be picked up after 2:55 p.m. the following day. Additionally, it is important to know each teacher's policies and procedures regarding grading, behavior, and classroom expectations.

Progress Reports & Report Cards

Progress reports will be sent home via Parent Square on the following dates during each semester: October 19, 2023 (Qtr.1) and March 21, 2024 (Qtr.3).

Report cards are mailed home no more than two weeks after each semester. The report card will also be sent digitally through ParentSquare and parents MUST have authenticated to the program to open it. Parents should contact the school office if they are not receiving progress reports or report cards.

Parent Conferences

One of the responsibilities of the teacher is to monitor student progress in academics and behavior. If a student is struggling in either area, the teacher may contact you to set up a conference. Parents may also request a conference by e-mailing the teacher directly or leaving a message in the office. The teacher will contact the parent within 24 hours after receiving the message. Back to School Night, Parent Conferences, and Open House are events all parents should plan to attend for essential information related to their child's academic progress.

Classes/Courses

For detailed information about Classes and Course Descriptions, please see our Course Catalog posted on our website.

Messages/Deliveries

Families need to make arrangements with their students before they leave for school regarding appointments, supplies, and lunch. The office will not accept deliveries of: flowers, balloons, door dash/uber eats, whole pizzas or student projects. **Do not text or call your child directly during school hours as this violates the student cell phone policy.**

Dress Code

The expectation of the administration and staff is that each student and staff member will follow the dress code during school hours, athletic events, and any school event. Guidelines for appropriate dress include but not limited to the following. See the Board Policy below for further clarification:

- Clothing, jewelry, or accessories that degrade religion, race, or sexual orientation and clothing that references alcohol, drugs, violence, sex, offensive language, or gang references is prohibited.
- Jewelry that is deemed offensive or unsafe (sharp edges, spiked tips, etc.) to either the wearer or other students is not allowed and must be removed or safely covered when asked.
- No red or blue hats unless Lincoln-related

BP : Regulation 5132: Dress And Grooming

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board of Trustees policy and administrative regulations. These school dress codes shall be regularly reviewed. The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures or any other insignia which is vulgar, lewd, obscene, profane or sexually suggestive or which promotes the use of alcohol, drug, tobacco or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Clothes shall be sufficient to generally conceal undergarments and abdomens.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

Backpacks

Backpacks, book bags, purses, and contents, including cell phones and electronic devices, are the responsibility of the student. The school accepts no responsibility for lost articles or books. **Keep your backpack with you at all times.**

Prohibited/Inappropriate Items

The following items are prohibited at school: Metal water bottles/metal bottles, gum, smarties, laser pointers, permanent markers, water or toy guns, weapons, firearms, aerosol cans, smoke or stink bombs, matches, lighters, knives, fireworks, vape pens, tobacco products and other items that disrupt the learning environment or are unsafe at school. Bicycles, Skateboards, and Scooters are NOT ALLOWED to be used on campus and must be locked in the bike rack area. Roller shoes and roller blades are not allowed on campus with the exception of roller hockey participants on game days afterschool during the roller hockey season. GEMS is not responsible for lost, stolen, or damaged personal property and will not investigate or search for such items.

For detailed discipline information, please refer to the discipline matrix located in the online handbook on our school website.

ATTENDANCE

Parents, please make a concerted effort to have your child arrive to school on time and attend school for the entire day. Schools receive state funding based on Average Daily Attendance.

To report an absence, call the 24 Hour Attendance Hotline at 916-645-6581. If phone access is not available, please send a note with the student the first day they return to school. Any absence not cleared within three school days will be marked as unexcused.

When a student returns to school from an absence, they must report to the office before school and obtain an "Admit to Class" slip. Students are not permitted to return to classes without first clearing the absence at the office.

Appointments

If a student needs to check out of school early for an appointment, a note should be brought to the office **before school** to receive an Early Dismissal Slip. This procedure will allow the student to meet their parent in the office without delay. Any student leaving school before the end of the school day with parental permission must be signed out through the front office by the parent, guardian or other adult listed on the student's emergency card.

Travel Study

Travel study during the school year is **strongly discouraged**. Students miss valuable instruction and experiences, which cannot be replaced. Any request for travel study must be made at least two weeks in advance and be for a minimum of 5 school days. Travel Study Requests will not be accepted after May 17th, 2024. The student, a parent/guardian, and an administrator must sign the contract. All work is due on the day the student returns to the school office. To qualify for Travel Study, a student must meet academic and attendance requirements. Administration may deny a travel study request if requirements are not met.

Withdraw/Transfers

In order for all necessary records to be complete, families must notify the Clerk at least two days before a student can transfer or withdraw to another school.

On their last day of attendance, students should report to the office upon arrival to school and obtain a Withdraw Form. They will then follow their regular schedule and complete the checkout process with each teacher during each class period. (*i.e. return textbooks, library books, PE locks, fees/fines, obtain grades, etc.*)

Final clearance must be made with the Clerk during the student's last period of the day by turning in the Withdraw Form to the office. A forwarding address, with zip code and parent signature must be left and a copy of the Withdraw Form will be provided to the parent. Failure to do so could result in delayed enrollment into the next school of attendance.

School Attendance Review Board (SARB) / Pursuant to Ed Code 48205

The School Attendance Review Board (SARB) brings together parents, students, school personnel, law enforcement, county probation and other agencies to review cases of students who are referred for irregular attendance. Students and their families are referred to SARB for the following reasons:

1. **Attendance:** The student and family will be summoned to appear before the SARB Board if the student has been declared habitually truant or has excessive absences or tardies. More than nine absences per year is considered chronically absent.
2. **Behavior:** A student who exhibits chronic misbehavior that requires suspension from school for a total of ten school days or more may result in a hearing by the SARB. The administrator may recommend, at any time, that a SARB hearing be convened if a student overtly or flagrantly interferes with the smooth operation of the school or in any way jeopardizes the health or safety of any individual or group.

The Assistant Principal and Attendance Clerk will send information to the student's home if the student has excessive tardies, excused absences, or unexcused absences. The letters will be sent according to the following guidelines:

Excused for Illness	Action	Unexcused Absence	Action
5 th excused absence	Excused Illness Letter #1	3 rd Unexcused	1 st letter
10 th excused absence	Excused Illness Letter #2	4 th Unexcused	2 nd letter and an SST scheduled w/contract
14 th excused absence	Excused Illness Letter #3		3 rd letter; Student Declared Habitual Truant; Referral to SARB Hearing
15 th excused absence and each absence thereafter will REQUIRE a Doctor's Note	No Doctor's note=unexcused absence	5 th Unexcused	

A SARB hearing results in a contract with the student and family requiring regular school attendance and appropriate school behavior. Violations of the contract will result in a referral to Community School or a petition on behalf of the minor child to the County Juvenile Court. In addition, if your family is on welfare and your child is delinquent, your Welfare Check may be reduced. CalWORKS requires that all school-age children must attend school regularly and on time.

Tardies

Students are more successful in school when they arrive on time and are prepared for class. A student is considered tardy if not seated **by the time the bell rings**. Tardies will be tracked by teachers and reset each semester. Tardies are cumulative throughout the student class schedule. Students who are tardy without a valid excuse will receive the following consequences:

- 1st & 2nd tardy = Teacher warning
- 3rd & 4th tardy = Parent contact and Log Entry put into Power School
- 5th tardy = 10-minute teacher detention, parent contact, and Log Entry put into Power School
- 6th + = Referral to administration, Log Entry put into PowerSchool, Administration takes over consequences and a support plan is developed.

*** Students who arrive at school after 8:25 a.m. must report to the attendance office for tardy slip.**

SUPPORT SERVICES

Health Services

The District Nurse serves students on a scheduled basis. A school clerk is also available to assist students. Health services at GEMS include vision, hearing and scoliosis screening. Students who are feeling ill may request a pass from their regular teacher to the office for assistance. Students may not be checked out unless a parent or other adult named on their emergency card arrives in the office with proper identification and with parental permission to sign the student out.



Medication

Students **may not carry prescription medication** at school unless they have a signed note on file in the office from a doctor. This includes asthma inhalers. Students **may not carry non-prescription medication** (such as aspirin, Tylenol, etc.) on their person, purses, or backpacks **at any time**.

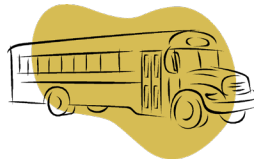
All prescription and non-prescription medication requires parents and the physician to complete a **Medical Authorization Form**, which is filed in the office. Medication must be kept in its original container with complete instructions and will be dispensed by school personnel to the student as directed by the doctor's orders. **The school cannot administer any medication without a completed Medical Authorization Form.**

Insurance

An application for optional student insurance is available in the office. Students participating in after-school sports must carry some form of health insurance and be able to offer proof of insurance to the school.

BOARD POLICIES & BUS RIDING

(Please refer to the District Website for current Board Policies)



TOBACCO-FREE SCHOOLS

In the best interest of students, employees and the general public, the Governing Board therefore **prohibits the use of tobacco products at all times on district property** and in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic events. It applies to any meeting on any property owned, leased, and rented by or from the district. It also includes e-cigarette and vapor pens. The superintendent or designee shall inform students, parents/guardians, employees and the public about this policy. All individuals on district premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations.

Western Placer Unified School District desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.