



# WITTER RANCH

## ELEMENTARY SCHOOL

### **Witter Ranch Elementary**

STUDENT/FAMILY HANDBOOK

3790 Poppy Hill Way

Sacramento, CA 95834

916-567-5620

<https://wre.natomasunified.org/>

### **Witter Ranch Elementary Mission**

Staff, parents, and children work cooperatively at Witter Ranch Elementary in a safe and positive environment where all children can learn, be successful, and prepare themselves to be lifelong learners. Our goals for our students include:

- Being grade level proficient
- Developing good problem solving skills
- Developing good communication skills
- Developing a sense of responsibility
- Working cooperatively with other students
- Being respectful to others
- Make good choices for a positive lifestyle
- Developing an appreciation for their community



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## Section 1: School Site Information

### Contact Information

Office Hours Monday - Friday, 7:15-3:30

Main Office 916-567-5620

Attendance 916-567-5621

### Administration Contact Information

Name Erik Jones

Role: Principal

Email [ejones@natomasunified.org](mailto:ejones@natomasunified.org)

Number: 916-567-5620

Name Rachel Torres Pickett

Role: Assistant Principal

Email: [racheltorres@natomasunified.org](mailto:racheltorres@natomasunified.org)

Number: 916-567-5620

### Teacher Contact Information

To contact your student's teacher, please refer to the school [website](#) or ParentSquare.

Witter Ranch Elementary teachers can be contacted through email or phone. To find your teacher's email address, please refer to the school [website](#) or call the school office at 916-567-5620 and let the office staff know you would like to leave a message for the teacher.



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### Witter Ranch Bell Schedule

2026 - 2027

| Start Time                       | End Time           | Period                                                                                                                                    |
|----------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 7:43am                           | 7:45am             | First Bell                                                                                                                                |
|                                  | 7:45am             | Instruction Starts                                                                                                                        |
| *****AM RECESSES*****            |                    |                                                                                                                                           |
| 8:25am                           | 8:40am             | SDC @ K playground                                                                                                                        |
| 8:50am                           | 9:05am             | Carpenter & Derrick @ K Playground                                                                                                        |
| 9:10am                           | 9:25am             | TK @ K Playground                                                                                                                         |
| 9:30am                           | 9:45am             | Jones & Farias @ K Playground                                                                                                             |
| 9:30am                           | 9:45am             | AM recess: 1st grade, 2nd grade @ Main Playground                                                                                         |
| 9:50am                           | 10:05am            | AM Recess: 3rd grade, 4th grade, and SES @ Main Playground                                                                                |
| 10:00am                          | 10:30am            | AM Preschool and SDC preschool @ K Playground                                                                                             |
| 10:10am                          | 10:25am            | AM Recess: 5th and 6th Grades @ Main Playground                                                                                           |
| *****LUNCHES*****                |                    |                                                                                                                                           |
| 10:45am<br>11:05am               | 11:05am<br>11:20am | <b>Lunch: 1st Grade, 2nd Grade, &amp; SDC K class @ Cafeteria</b><br>Recess: 1st grade & 2nd grade@ Main Playground<br>SDC @ K playground |
| 11:15am<br>11:35am               | 11:35am<br>11:50am | <b>Lunch: TK &amp; Kinder Class @ Cafeteria</b><br>Recess: TK @ K Playground<br>Recess: Kinder @ Main Playground                          |
| 11:40am<br>12:00pm               | 12:00pm<br>12:15pm | <b>Lunch: 3rd and 4th Grades + SDC 3rd @ Cafeteria</b><br>Recess: 3rd grade & 4th grade@ Main Playground<br>Recess: SDC @ Main Playground |
| 12:05pm<br>12:25pm               | 12:25pm<br>12:40pm | <b>Lunch: 5<sup>th</sup> and 6th Grades +SES class @ Cafeteria</b><br>Recess: 5 <sup>th</sup> and 6th Grades +SES class @ Main Playground |
| *****PM RECESSES/DISMISSALS***** |                    |                                                                                                                                           |
| 11:55am                          | 12:10pm            | PM recess: Farias, Derrick, Jones@ K Playground                                                                                           |
| 12:50pm                          | 1:05pm             | PM recess: 1st Grade, 2nd grade                                                                                                           |
| 12:55pm                          | 1:10pm             | PM recess: TK @ K Playground                                                                                                              |
| 1:10pm                           | 1:25pm             | PM recess: 3rd Grade @ Main Playground<br>SDC classes @ K Playground                                                                      |
|                                  | 1:38pm             | Dismissal: TK and K - SDC @ K Playground                                                                                                  |
|                                  | 1:55pm             | Dismissal: Grades 1-6                                                                                                                     |
| 2:00pm                           | 2:15pm             | PM Preschool PM Recess @ K Playground                                                                                                     |
|                                  | 3:00pm             | PM Preschool Dismissal                                                                                                                    |

**\*Minimum Day Schedule is the same except for dismissal times:**

TK-K dismissed at 12:18pm

1st - 6th dismissed at 12:35pm

5th and 6th grade will be dismissed from the playground at 12:35pm



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### Procedures for Notifying School of Absences

Parents/guardians must clear all absences in advance of the absence or upon return to school by calling the attendance office at (916) 567-5620, or by reporting the absence [here](#).

Include the following information:

- Student's full legal name (please print name clearly)
- The day(s) and date(s) of absence(s)
- Reason for the absence
- Parents/Guardian name and the relationship to the student
- Home and work phone numbers

### Arrival Procedures/Dismissal Procedures

- Gates open at 7:15 am —In order to ensure student safety, unaccompanied students or students not enrolled in 4th R should not be on campus prior to 7:15 am unsupervised.
- Breakfast begins at 7:15 and will be served until 7:45 am. students are not allowed to be on chromebooks or cell phones in the cafeteria at any time. Students going to breakfast will need to enter the gate and go to the cafeteria line to get breakfast.
- After breakfast students will line up at the teacher designated line up location.
- Students not eating breakfast will go straight to their teacher designated line up location after entering the main entry gate. Staff supervision outside of the cafeteria begins at 7:30

### Student Pickup/Drop off (Parking Lots)

Student drop-off is through the parking lot entrance on Poppy Hill Way. The lot is designed to be a one-way loop. All vehicles will follow the coned path. The path splits, and one lane is to exit, while the second lane will lead cars to the drop-off area in front of the school. Cars are not to be left unattended in the drop off lane. If you need to leave your vehicle you must park in a designated spot.

### Witter Ranch campus is closed from 7:45 am to 1:55 pm.

Parents are not allowed to enter campus at drop off as part of our continued effort to increase security and safety. TK and K students will be met at the TK/K gate (main gate to the right of the office) and taken/directed to the line-up location prior to the start of class. All students will enter through the main gates unless they ride the school bus. Parents may not enter campus to drop off their student unless they have signed in at the front office first.



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### **Traffic Safety**

For everyone's safety, please drive 15 mph around the school when children are present and follow all traffic signs. Do not leave your car unattended in drop-off zones or drive in fire/bus lanes. Use crosswalk flags to stay visible, and follow all traffic signs and staff directions. Help us ensure a safe and smooth arrival and dismissal for all students.

### **Parent Opportunities for Involvement**

- School Site Council (SSC)
- English Learner Advisory Committee (ELAC)
- Parent Teacher Association (PTA)
- Parent Volunteer

### **Visitor/Volunteers**

We welcome parent and community volunteers! To ensure student safety and minimize disruptions, all volunteers, whether short-term or ongoing, must complete the required screening as outlined by Board Policy and Education Code.

**Schedule Classroom Visits** 24 hours advance notice must be given prior to authorization by the principal or designee.

- **Check in** at the front office upon arrival and wear provided identification.
- **Volunteers** must complete an application, TB test, fingerprint/background check, and Code of Conduct. A volunteer application can be accessed [here](#).

All visitors must behave respectfully while on campus. Thank you for helping us keep schools safe and supportive for all students.

### **Civility Policy - BP 1313**

Natomas Unified School District is committed to ensuring a safe, orderly, and respectful environment at all District facilities and during all District events and meetings. This policy is intended to promote a positive environment where behavior and communication is based on mutual respect, civility, and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of their constitutionally protected freedoms. It is intended to ensure an orderly, civil, and harassment free place for students, employees, parents, and the public to participate in the District's programs and activities. The District encourages students, employees, parents, and the public to communicate in a positive, calm, respectful and productive manner and to avoid hostile, aggressive, and confrontational behavior. If a student, employee,



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parent, or member of the public believes that another person is violating this policy, they should report this concern to the school site principal or designee and if that does not resolve the issue then to the superintendent or the superintendent's designee.

### **Classroom Visitation**

A parent or guardian has the right to observe instruction and other school activities that involve his or her child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the governing board of the school district. Upon written request by the parent or guardian, school officials shall arrange for the parental observation of the requested class or classes or activities by that parent or guardian in a reasonable timeframe and in accordance with procedures determined by the governing board of the school district. [E.C. 49091.10(b)] In lieu of a written request by the parent or guardian, the principal, upon his or her discretion, may grant a classroom visit with a verbal request.

### **Use of E-Visitor**

Parents/Guardians who are interested in visiting the classrooms or walking their students to class must first report to the front office to obtain an E-visitors badge. At this time, you will be asked to present an ID (Drivers license, passport, or military ID) and to sign in on the iPad through Raptor. The Raptor system will then take a picture of you and print a badge. The badge must be worn visibly while on campus. Once you are done with the visit, parents/guardians return to the office and sign out. The purpose of this badge is to make visitors to school sites and District offices easily identifiable, which will increase safety for all.

### **Field Trips**

All students and parent chaperones who attend field trips must complete a field trip permission slip. Field trip permission slips are to be returned to the teacher by the designated due date assigned by the teacher. Field trip permission slips will not be accepted on the day of the field trip. All adult volunteers attending field trips must also complete the volunteer process. Please ask your child's teacher or the school office for a Volunteer Registration and Screening Information Form. This must be completed prior to the field trip (allow two weeks or more for processing).

### **Pathway to Successful Communication**

- Address the matter with the site staff member directly (teacher, coach, etc.) or by scheduling an appointment 24 hours in advance
- If unresolved, please contact the school administrator(s)
- If unresolved, contact Constituent and Customer Services for informal resolution at (916) 561-5253



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- If unresolved, a formal complaint form is available through Constituent and Customer Services

### Nutrition Services

For information regarding school menus; applying for free/reduced price meals, online lunch payments please visit the Nutrition Services Department page on the Natomas Unified School District website at <https://www.natomasunified.org/departments/nutrition-services>

### Nutrition Service Hours of Operation

- **Breakfast:** 7:15-7:45 in the cafeteria
- **Lunch:** Lunch times are listed below. Food deliveries are not allowed and will be turned away unless brought to the office by the parent/guardian.

|          |                                     |
|----------|-------------------------------------|
| 10:45 AM | <b>Lunch: 1st Grade, 2nd Grade</b>  |
| 11:15 AM | <b>Lunch: TK &amp; Kinder Class</b> |
| 11:40 AM | <b>Lunch: 3rd and 4th Grades</b>    |
| 12:05 PM | <b>Lunch: 5th and 6th Grades</b>    |

- **Supper Meal:** Supper for TK and K meals will be delivered to the student rooms at the end of the day for students to take with them. Parents will need to indicate if they want their child to receive supper for the year. A form will be sent home on enrollment or the first days of school for parents to indicate that their child will need supper.
- For all other grades, students will be dismissed from class at the end of the day and have the option to get a meal from the cafeteria to take home with them. They will then exit the main gates to the parking lot to connect with parents.
- Students in the afterschool program will also get their meal after dismissal and then connect with their afterschool program coordinator in the cafeteria.

### Nutrition Services Expectations/Rules

- Outside food delivery is prohibited.
- Selling outside food on campus is prohibited without administrative authorization

### Late Policy: Late Arrival to School or Class

As a school we want students to know and learn the value of being on time, the decency of it, and the expectation of being ready to engage, and of honoring the professional relationship between teacher and student. It is critical that students practice and learn the habits and life lessons of punctuality and commitment because they are essential as students move onto college, a career, and



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life as a part of a larger community. As a school dedicated to educating young people, students deserve a clear, consistent practice.

Students who are less than 30 minutes late to class will be marked tardy. Students who are more than 30 minutes late to class will be marked truant. The following is the site Late and Absence Policy:

### Excused Absences

The Education Code lists the following as the only legal excuses for absences from school:

- **Personal Illness:** The school may require certification from a doctor if it is deemed advisable. (After 3 or more consecutive days of absence due to illness, a note from a doctor is required and/or prior to 84 period absences.)
- **Quarantine in the Home:** An absence arising from this condition is limited to the length of quarantine as fixed by county or city health officers.
- **Death of a Relative:** For the purpose of attending the funeral services of a member of the immediate family (mom, dad, grandma, grandpa, brother, sister). One (1) day for in state, and three (3) days for out of state.
- **Religious Reasons:** (3 days allowed per semester)
- **Counseling Appointment:** Any student absence due to a counseling appointment must be cleared with written proof of the appointment from the counselor's office.
- **Medical Appointment:** Services rendered include medical, dental, optometry or chiropractic. Any student absence due to a doctor or dental appointment must be cleared with written proof of the appointment from the doctor or dental office.
- **School Activity:** This includes field trips, or other school sponsored activities.
- **Probation Appointment:** Must be verified by a note from the probation officer.
- **Court Appearance:** Copy of court document required to be considered excused.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. A student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (CA Ed. Code 48205 )

### Chronic Absence and Truancy - AR 5113.1

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)





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Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Parents of chronically truant students are asked to attend a Truancy Prevention Program meeting to address truancy. If truancy continues, students can be referred to the Student Attendance Review Board. Parents of chronically truant students can have serious sanctions including the withholding of public assistance, \$2,500 fines, and/ or one year of incarceration. Parents will receive notice when their child is identified as truant by mail after the student meets the threshold for truancy.

### **School Attendance Review Board (SARB) - BP 5113.12**

The Governing Board recognizes that poor school attendance and behavior problems negatively impact student achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

School Attendance Review Board (SARB) reviews student attendance and disruptive behavior at the district level. Students may be referred to SARB for habitual truancy and/or irregular attendance:

- SARB may involve the district attorney or the county probation department in a student's case.
- SARB may transfer the student to another school or to an alternate education program

### **Early Dismissal**

Attending school is vital to student success. Please ensure that appointments are made outside of school hours whenever possible. Early dismissal can negatively impact a student's grade. Please be aware of when testing is happening and make every effort to ensure that students are present to take their assessments.

If a student needs to be picked up early, please follow these procedures:

- Only listed parents or guardians are allowed to pick up students, UNLESS a parent/guardian has notified the school of other arrangements. Emergency contacts ARE NOT allowed to pick up students without notification from a listed parent/guardian.
- **Appointments:** To leave the school during class time or between classes, a student should bring a note from the parent/guardian, prior to the beginning of the school day, stating the



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reason for leaving and the time to be dismissed from school and the school staff must be able to reach the parent/guardian by phone in order to secure permission to leave school.

- **Unscheduled Early Dismissals:**

- A parent/guardian listed on the student's emergency card, must be present to sign out a student from the front office.
- Inform the front desk that you are picking up a student for early dismissal
- Have a valid I.D. ready for verification
- The front desk will contact the classroom and the teacher will send the student up to the office
- Complete the "Sign Out" sheet with parent information, student name, and check out time

- **Illness at School:** Check out with the Health Office; the school will call home to obtain permission for the student to leave. The student will remain at school until a parent/guardian is contacted to take responsibility for the student. Students are not to call a parent to alert them of an illness before meeting with the Health Clerk. Please obtain a pass from your teacher to make this call from the Health Office. Students who leave campus without obtaining clearance as described above will receive a "cut" for each period missed.

**Please help school staff keep all students safe and accounted for by following the check-out procedure.** Students should not be called out of class by an adult via student cell phone. Students should always exit campus through the front office instead of through a gate to meet a parent. Students who exit campus without being properly checked out will receive a "cut" (unexcused absence) for each period missed.

**Early Dismissals during Lunch or PE:** Pulling a student from PE or lunch can take 20 to 30 minutes. If a student needs to be checked out of school during their PE class or lunch time they should come to the Front Office before going to PE or lunch and wait in the office for their parents to check them out.

### **Before and After-School Care**

Our gates open at 7:15 AM. Students are not allowed on campus prior to that time. Students that are attending the 4th R program may be dropped off according to the time schedules for the 4th R and at their designated location.

After final dismissal, students should not remain on campus unless they are under the supervision of one of our afterschool programs and or athletics. All students on campus must be supervised at all times. Students should be picked up within 15 minutes of the end of the day.

**4th R:** The 4th "R" offers year-round child care for TK through 6th grade children. We offer a safe, well supervised, comfortable, and supportive environment for your child.



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Use the following link to register or get more information [SCOE 4th R Program](#)

**LEAP:** The Expanded Learning Opportunities program is an educational initiative that provides students with additional learning experiences outside of the traditional school day. “Expanded learning” means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interest of pupils through hands-on, engaging learning experiences. It is the intent that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.”

[LEAP Afterschool Program Information/ Registration](#)

### Lost and Found

Please put your student’s name and/or initials in your child’s coat, jacket, sweatshirt, lunchbox, hat and other items that may be taken off and forgotten. These items will be placed on or near a rack outside the multi-purpose room. We will periodically go through the items and return those with identification. Small items such as keys and glasses will be kept in the office. We suggest parents and their children check the rack periodically for misplaced items. Items not picked up will be donated to Goodwill.

### Student Photo Identification Cards

N/A

## Section 2: Site-Specific Programs and Student Support

### Examples of Site Specific Programs and Info

#### Advancement Via Individual Determination (AVID)

Witter Ranch is working to become an AVID school. We will be entering our second year of implementation. By teaching and reinforcing academic behaviors and higher-level thinking at a young age, AVID Elementary teachers create a ripple effect in later grades. Elementary students develop the academic habits they will need to be successful in middle school, high school, and college, in an age-appropriate and challenging way. Children learn about organization, study skills, communication, and self-advocacy. AVID Elementary students take structured notes and answer and ask high-level questions that go beyond routine answers.

The strong college-going culture on an AVID Elementary campus encourages students to think about their college and career plans. Schools cover their walls with college pennants and banners, and educators speak about their college experiences. College and careers are no longer foreign concepts, and teachers provide the academic foundation students need to be on a path for college and career success. AVID Elementary closes the opportunity gap before it begins.



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### **Gifted and Talented Educated (GATE)**

If you are interested in having your child tested for the Gifted And Talented Educated (GATE) program, please fill out a GATE referral form from our school office. Qualification for the GATE program includes students demonstrating a mastery level of academic content standards as measured by Common Core Standards. GATE students are a cluster grouped in grades 2-5 at Witter Ranch. More information about the GATE program can be provided online <http://www.natomasunified.org> and by calling the District office (916) 567-5400.

### **Positive Behavior Interventions and Supports (PBIS)**

The purpose of our PBIS team is to support Witter Ranch Elementary in being an effective, safe, healthy, nurturing, equitable and respectful learning environment for all students. We will provide this through:

- Developing clearly defined and consistent student expectations which reflect our core values of being responsible, respectful, and problem-solvers.
- Maintaining an open-ended flexible approach through the use of a data driven informational system.
- Using educationally sound methods that foster student character, safety, academic excellence, and individual citizenship.
- Recognizing students for doing the right thing (students earn Panther Bucks, award ceremony inclusion, events, etc.)

### **Academic Support**

Students identified as in need of academic support will be provided a Student Study Team (SST) meeting. The purpose of that meeting will identify what the student needs and the timeline for support. This may then lead to follow-up SST meetings or possible IEP evaluations based on the outcomes of interventions used from the prior SST meeting. Some teachers at Witter offer extended day intervention for 6-week intervals throughout the school year. Tutoring may also be available for targeted students in English and Math.

### **Instructional Time**

During the school day, students are expected to be in their assigned classrooms on time and remain for the entire instructional class. Attending school is vital to student success. Please ensure that appointments are made outside of school hours whenever possible. If a student needs to be picked up early, please follow these procedures:

- Only parents or guardians that are listed in Infinite Campus are allowed to pick up students, UNLESS a parent/guardian has notified the school of other arrangements. Emergency contacts ARE NOT allowed to pick up students without notification from a listed parent/guardian.
- **Unscheduled Early Dismissal:**
  - o A parent/guardian listed on the student's emergency card must be present to sign out a student from the front office.
  - o Inform the front desk that you are picking up a student for early dismissal



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- o Have a valid ID ready for verification - Driver's License, Passport, Military ID
- o The front desk will contact the classroom, and the teacher will send the student up to the office
- o Complete the "Sign Out" sheet with the parent information, student name, and check out

## Section 3: Behavior Expectations

### NUSD Behavior/Discipline Protocols and Guidelines

The NUSD Behavior/Discipline Protocols and Guidelines describes the range of consequences for violating California Education Codes pertaining to student conduct. The range of consequences include, interventions, suspension (other other means of correction if applicable), expulsions, and/or arrest by law enforcement. Please click on the link below to see the updated NUSD Behavior/Discipline Protocols and Guidelines.

### Academic Integrity - BP 5131.9

The Governing Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others. NUSD expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. NUSD expects that students will not cheat, lie, or plagiarize. Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized.

### Absences and Late Work

According to Board Policy 5121(a), whenever a student misses an assignment due to either an excused or unexcused absence, he/she shall be given full credit for subsequent satisfactory completion of the assignment or assessment.

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the students grade for nonperformance.

### Homework - BP 6154

The Governing Board recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding. Homework assignments shall be reasonable in length and appropriate to the grade level and course.



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The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

### **Computer and Internet Policy - AR 6163.4**

Parents and students should read and understand the provisions of the Natomas Unified School District Student Use of Technology Board Policy 6163.4 and the Administrative Regulation 6163.4, which states that: (1) Students shall use the district's system safely, responsibly and primarily for educational purposes and (2) Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

By using any District Technology or otherwise accessing the District Network students understand and agree to abide by the provisions and conditions of this policy as well as with any and all District policies and rules which may relate to usage of District Technology and/or District Network. Students also understand that they are not guaranteed any rights to privacy with respect to use of the District Technology, including use of District-Owned Devices and the District Network.

Also, the District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through District Technology will be error-free or without defect. The District will not be responsible for any damage or harm users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to harmful or inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through the District Network.

Families can read the entire District Student Use of Technology Board Policy 6163.4 and the Administrative Regulation 6163.4 by visiting our district website at:  
<http://natomasunified.org/board-of-trustees/board-policies-and-administrative-regulations>.

### **Safe and Welcoming Learning Environment**

#### **Positive Behavior Interventions and Supports (PBIS)**

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS





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focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate. Students in need of support beyond the PBIS Matrix will be identified through the SST process and a plan will be developed and implemented to provide Social Emotional Learning for students in need.

The purpose of our PBIS team is to support Witter Ranch in being an effective, safe, healthy, nurturing, equitable and respectful learning environment for all students. We will provide this through:

- Developing clearly defined and consistent student expectations which reflect our core values of being responsible, respectful, and problem-solvers.
- Maintaining an open-ended flexible approach through the use of a data driven informational system.
- Using educationally sound methods that foster student character, safety, academic excellence, and individual citizenship.
- Recognizing students for doing the right thing (students earn HAWK Bills, Extra Recess, events and assemblies)

### Why do we have School-wide Expectations?

Having a few simple, positively stated expectations facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on four simple expectations it is easier for students to remember. It is also important for staff because instruction focusing on a few simple expectations will improve teaching and consistency across staff through the use of a common language.

Positively stated expectations are important, because research has shown that recognizing students for following the expectations is even more important than catching them breaking the expectations. By stating expectations positively, the hope is that staff will be more likely to use the expectations to catch students engaging in the appropriate behavior.

By selecting only a few expectations it is important that the expectations are broad enough to talk about all potential problem behaviors. With the expectations selected, the PBIS team believes that we can then teach all specific behavioral expectations across all school setting according to these simple expectations, for example:

- Thank the class for being **Considerate** by raising their hands to speak and listening to what everyone else had to say about the story.
- Students are **Achieving** when they try their best on a classroom assignment or a test.
- Cleaning up your spills in the cafeteria is an example of being **Responsible** because someone could slip on the spill and get hurt.
- You were being **Encouraging** when you asked your classmate to walk in a straight line in the hallway.



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### C.A.R.E.: Considerate Achieving Responsible Encouraging

#### Multi-Tiered Student Support (MTSS)

A Multi-Tiered System of Supports (MTSS) is a systemic framework that effective schools use to ensure continuous improvement in academics and social-emotional support for students. In this tiered system of Universal, Targeted, and Intensive Supports, our team meets once a week to engage in data-based problem solving and decision making in order to identify the best academic and social-emotional supports for students. Interventions may be provided by classroom teachers, education specialists, our school psychologist, or our school social worker.

#### School Safety Preparedness

The safety of our students is of critical importance at Witter Ranch School. All faculty and staff are trained with the district's "Emergency Management Plan,". Per Education Code 32280 -32289.5, Witter Ranch School Comprehensive School Safety Plan is reviewed and updated March 1 annually. In addition, in alignment with required safety drills the following are practiced throughout the school year, following.

- **Lockdown:** A response to a situation that presents an immediate and ongoing danger to the safety of students, faculty, staff, and visitors by a person using firearms or other types of weapons or engaging in behaviors deemed to pose a threat to the safety of the school.
- **Earthquake/ Drop-Cover-Hold Drill:** A standard response to earthquakes. Drop where you are onto your hands and knees. Cover your head and neck with one arm and hand. Hold on to the shelter, and to head and neck until shaking stops.
- **Evacuation:** The immediate and urgent movement of students, faculty, staff, and visitors away from a threat or actual occurrence of a hazard due to fire, explosion, violent incidents, or other threats to immediate or local surroundings.
- **Shelter-in-place:** An action for all students, staff, and visitors to take shelter in a safe location indoors until there is an "all clear" release or direction to evacuate due to chemical, radiological, or environmental threat, active aggressor/shooter, severe weather, or other threat.
- **Other School-Wide Emergencies:** Comprehensive school plans allows for multiple response options depending on the nature of the emergency; based on situational awareness, staff may determine the best option or response such as lockdown, evacuate/escape, drop-cover-hold, or other.

In addition, as part of the Comprehensive School Safety Plan the district has a Reunification Process for Families. Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.





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Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

- **Notification:** Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*
- **Parent/Guardian Expectations** - If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.
- **How It Works** - For students, the school asks that students be orderly and quiet while waiting. For parents, there will be a path for parents to drive through the parking lot as if dropping students off. They will be handed a reunification card to be filled out and will be asked for an ID. The parent will then drive to the reunification pull up where they will turn in their card, and show their ID again. The student will be brought up to the reunification point to be picked up. Students are also asked not to call or send other text messages either in or out of the school during the reunification process. Keeping the cellular network usage at a minimum may be important during a reunification

### Dress Code

**Board Policy 5132(a)** : The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing may not present a health or safety hazard or create a distraction which would interfere with the educational process. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the year and whenever these standards are revised.

- All clothing must be clean, suitable, and appropriate for school activities, including PE and recess.
- Shirts should be long enough to cover bellies when hands are raised. No tank tops- Shoulder straps should be 2 inches wide or more.
- Undergarments should not be visible
- Pants, shorts and skirts must be fit around the waist; no sagging. Shorts and skirts should not be inappropriately short (longer than fingertips when arms are hanging at sides).



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- Shoes must be tied or strap-on and suitable for running and other recess or PE activities. Flip Flops are not allowed.
- Hats may be worn for sun protection outside; hats are to be removed inside all buildings.
- All clothing should be free of “put downs” or other forms of language contrary to supporting academics and student success. Clothing that contains images of violence, is known by local law enforcement to be gang related, is distracting to the learning environment, promotes or glorifies drugs or violence is strictly prohibited. Students wearing such clothing will be asked to call home for a change of clothes or required to change into clothing provided by

When a student wears unacceptable clothing at school, the student’s parents will be called and requested to bring the appropriate clothing to school. During the interim, the student may be loaned alternate clothing, when available and appropriate. Please ensure your child has appropriate athletic shoes when your child will be participating in PE and fitness.

**Spirit Day Dress Code:** The dress for these specialized events or time frames will be shared with students and families prior to the events. Please note the overall dress code is still the rule to follow with any spirit day.

## Progressive Student Discipline

Maintaining a safe and orderly campus is a necessary component to student learning. There are occasions when students break school rules and behavior expectations. These types of behaviors will be addressed with the following progressive steps and interventions. Serious infractions may result in an advanced progression through steps based upon severity and previous behaviors.

### Tier 1 Procedure and Related Consequences

- Give Warning, problem solve with student, reteach expectations, student reflection, remind student of consequences, parent is contacted, student check in, loss of recess

### Tier 2 Procedure and Related Consequences

- In class self-reflection, cool off area/time-out, visit buddy class, support check-in, Check-in-Check out, behavior referral submitted, parent contacted, Mentor assigned , SST set up, Parent teacher meeting, loss of play time in athletics, community service, restorative meeting.

### Tier 3 Procedure and Related Consequences

- 1:1 with school psychologist or social worker, Administrative meeting with parent, conference with student community service, loss of privilege (sports, field trip, school



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events), Lesson completing on changing behaviors (bullying, anger management etc.), suspension, expulsion

## Witter Ranch Student Expectations & Rules

### Aerosol Sprays/Perfumes

Students are not allowed to possess any aerosol spray/perfume/deodorant containers on campus or at school sponsored events.

### Baked Goods

Baked goods, such as cakes, cupcakes, brownies, etc. are NOT allowed on campus and will be confiscated. Baked goods, for the use of celebrations, must be approved by administration and provided directly to the class by the teacher.

### Bullying - BP 5131.2

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, students can report threats or incidents confidentially and anonymously by go to NUSD Report Bullying Webpage at <https://natomasunified.org/bully-prevention/>

### Controlled/Illegal/Imitation Substances (Possession/Use/Intent to Sell)

#### Possession of Controlled/Illegal/Imitation Substance with Intent To Sell

Students who arrange the sale/distribution of alcohol or drugs will receive a five (5) day out of school suspension and shall be recommended for expulsion (Education Code 48915).

#### Possession/Use of Controlled/Illegal/Imitation Substance

Students in possession and/or under the influence of drugs or alcohol will be subject to the following actions:

- The drug(s)/alcohol will be confiscated.
- Students will be removed from class or school activity.
- Parents/guardians will be asked to come to the school.
- Law enforcement officials will be contacted and facts reported.
- Home suspension and possible recommendation for expulsion.



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### Possession/Use of Tobacco Products

The term “tobacco products” includes, but is not limited to, cigarettes, cigars, pipes, chewing tobacco, electronic cigarettes, smokeless tobacco, “Swishers” and snuff. Possession and/or use of tobacco products by students are prohibited by State Law (Education Code 48900) and a violation of Natomas Unified School District policy. Students in possession and/or use of tobacco products can be subject to disciplinary actions, including, but not limited to suspension.

### Applicable Board Policies and Administrative Regulations

The District’s nondiscrimination policy, sexual harassment policy, and Title IX grievance procedures can be located at <https://www.natomasunified.org/title-ix>

### Reporting Conduct/Filing a Complaint

All individuals are encouraged to report conduct that may constitute sex discrimination, including but not limited to sex-based harassment.

All employees, except for designated confidential employees, are *required* to report conduct that may constitute sex discrimination, including but not limited to sex-based harassment, within one day of learning of the same.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the District’s Title IX Coordinator.

### Additional Resources

Additional resources may be found at:

- California Department of Education (“CDE”):  
<https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>
- California Civil Rights Department (“CRD”): [CRD | Civil Rights Department \(ca.gov\)](#)
- U.S. Equal Employment Opportunity Commission (“EEOC”):  
<https://www.eeoc.gov/sex-based-discrimination;>  
<https://www.eeoc.gov/sexual-harassment>
- United States Department of Education Office for Civil Rights:  
<https://www2.ed.gov/about/offices/list/ocr/index.html>
- United States Department of Education Office for Civil Rights Complaint:  
<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
- United States Department of Education Office for Civil Rights Contact Information:  
1-800-421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov)



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## ELEMENTARY SCHOOL

### **Harassment**

The Board of Trustees is committed to maintaining an educational environment that is free from harassment.

### **Sexual Harassment- BP 5145.7**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint, testifies about, or otherwise participates in district complaint processes. The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee.

Types of conduct which are prohibited in the district and may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, notes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class.
7. Massaging, grabbing, fondling, stroking or brushing the body.
8. Touching an individual's body or clothes in a sexual way.
9. Purposefully cornering or blocking normal movements.
10. Displaying sexually suggestive objects.

### **Nondiscrimination- BP 5145.3**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying targeted at any student by anyone based on the student's actual race, color, ancestry, national origin, nationality, ethnicity, 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.



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### Language Policy

Appropriate language for a professional educational environment should be used at all times while on campus. Use of vulgar or profane language is a violation of Educational Code 48900(i) and is a suspendable offense.

### Mutual Combat (Fighting)

Mutual combat—students striking, pushing, or shoving each other—will not be tolerated. Under the Education Code and Penal Code, once a student decides to strike another student even if the other student started it or struck first it is considered Mutual Combat and not Self-Defense.

#### Self-Defense

A student who engages in self-defense is one who has tried EVERYTHING in his/her power to remove himself/herself from a situation that may result in physical blows. This includes refusing to engage in verbal threats or confrontations, walking away from the situation, seeking assistance from school personnel, and not striking back due to being hit by another person (grabbing, holding, or restraining one to prevent them from striking is self-defense). Students who are intimidated or harassed by another student should report the problem to a teacher or administrator.

#### Consequences for Mutual Combat (Fighting)

Students who engage in mutual combat (fighting) may be immediately suspended from school in accordance with California Education Code 48900 and Board Policy. Students who engage in mutual combat may be required to participate in restorative activities, such as mediation, detention, or No Contact Contracts. Students who engage in mutual combat multiple times in one school year may be recommended for expulsion as a continuing danger where other forms of intervention have not been successful.

#### Instigating Mutual Combat (Fighting)

Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight, watch or run to a fight, record and/or encourage a fight) submit themselves to the same penalties as those who are involved in the fight. Students who encourage Mutual Combat (fighting) by gathering around, recording, joining in the fight, yelling encouragement, and/or hindering and disregarding school officials, can be subject to disciplinary actions, including, but not limited to suspension.

### Prohibited Items

Items that are not allowed on the campus or school sanctioned events include, but are not limited to:

- Dangerous Objects such as knives, explosives, firearms, imitation firearms, pellet guns, airsoft guns, brass knuckles, or any other item considered a weapon.
- Laser devices (*Penal Code 417.27*)



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- Tobacco and Tobacco Products, Vaping Devices & Products, Controlled/Illegal/Imitation substances, Alcohol, Lighters
- Items related to violence, gangs, or deemed discriminatory or offensive
- Items that make loud or excessive noise (air horns)
- Items of no reasonable use to the student at school
  - o Firecrackers, Stink bombs, Screwdrivers, Water guns, Water balloons, External Speakers, Gambling Devices, Aerosol Sprays

### **Public Displays of Affection (PDA)**

Witter Ranch is focused upon creating a positive learning environment. Behavior expectations should mirror business-professional standards, and inappropriate displays of public affection are to be avoided.

### **School Property**

Students are expected to take care of school property, including books, paper, supplies and other necessary materials used to enhance learning. Students must pay for damaged or lost items.

Parents/guardians have a responsibility to the community for damages caused by their children to school property during or after school. The California Education Code 48909 states that any student who willfully cuts, defaces or otherwise injures in any way property belonging to the school district is liable may be subject to disciplinary actions, including, but not limited to suspension or expulsion. Parents or guardians shall be liable for all damages so caused by the student. The parent or guardian of a student shall be liable to a school district for all property belonging to the school district loaned to the student and not returned on demand.

### **School Responsibility for Students To and From School**

According to the California Education Code 44808, no school district, city or county board of education, county superintendent of schools, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any student of the public schools at any time when such student is not on school property, unless such district, board or person has undertaken to provide transportation for such student to and from the school premises or in a school-sponsored activity.

### **Selling/Buying Personal Property**

Students may not arrange the buying and selling of any personal property, including food, on a school campus. Students found doing this will be subject to appropriate consequences and the items and money involved being confiscated by administration and returned to parents once determined the items involved are not illegal or stolen.





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### **Student Search and Seizure - BP 5145.12**

The Board of Trustees is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law.

Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices. Please note reasonable suspicion is not the same as Law Enforcement's probable cause.

### **Title IX (Prohibition of Sex Discrimination)**

Title IX of the Education Amendments of 1972 ("Title IX"), implemented at 34 C.F.R. § 106 *et seq.*, provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by an entity, including a K-12 school district, that receives federal financial assistance. Sex discrimination includes discrimination based on sex stereotypes; sex characteristics; pregnancy or related conditions; parental, family or marital status; and sexual orientation. (34 C.F.R. §§ 106.10; 106.20.)

In compliance with Title IX, the Natomas Unified School District ("District") prohibits sex discrimination in any education program or activity that it operates, including but not limited to student programs and/or activities and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

### **Title IX Coordinator**

The following is the contact information for the District's Title IX Coordinator(s):

Shannon Henry - Student-Related  
Director of Safety and Safe Schools  
1901 Arena Blvd. Sacramento, CA 95834



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(916)567-5501

Sarah Laws - Employee-Related  
Coordinator III - Human Resources  
1901 Arena Blvd. Sacramento, CA 95834



(916)561-5211

Laura Westlake - Employee-Related  
Coordinator III Human Resource  
1901 Arena Blvd. Sacramento, CA 95834



(916)567-5720



# WITTER RANCH

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### Witter Ranch Elementary School-Parent Compact

Witter Ranch Elementary School receives funding under Title 1, Part A of the Elementary and Secondary Act (ESEA) and must develop a written school-parent compact jointly with parents for all children participating in Title 1, Part A activities, services and programs. The compact is part of the school's written parental involvement policy developed by the school and parents under section 1118(b) of the ESEA. This compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help the students achieve the State's high academic standards.

#### As a Parent I will...

- Attend personalized learning conferences (Parent Teacher Conferences) for my child and then carry out my part of the plan with my child at home. Specific academic strategies will be discussed at the personalized learning conference.
- Read the materials my child brings home and return all requested correspondence.
- Send my child to school regularly and on time.
- Expect my child to follow school rules and support the school's efforts to ensure a safe learning environment.
- Provide a safe and supportive environment for the student to grow and develop.
- Discuss report cards, behavior reports, and other assessments of performance or achievement with my child.
- Attend quarterly school functions to show support and commitment of my child's education.
- Become actively involved in the school through volunteering in my child's classroom, PTA, and attending parenting workshops and family night activities.

#### As a Student I will...

- Always do my best in my work and in my behavior.
- Attend school regularly and arrive on time.
- Bring needed materials to class and complete assignments on time.
- Assist in keeping my school safe and clean.
- Respect the personal rights and property of others.
- Demonstrate life skills by being safe, being kind and being productive in all areas of my academics and school, that is the Witter Hawk Way.
- Make sure to give important papers/documents to my parents and return items to my teacher that require parental signatures.

#### As a Teacher I will...

- Know the content standards that students must master in my class for on-grade level performance.
- Use instructional models and teaching strategies to meet the needs of all learners in my class.



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- Assess student achievement regularly and communicate progress of areas of concern to students and parents through frequent progress reports, interim reports and report cards.
- Parents will have access to me before school, during my planning time, after school, by telephone, or email.
- Provide a print-rich environment in my classroom.
- Create conditions for learning in my class and establish procedures for effective classroom management. Help each child grow to his or her potential.
- Show respect, care, and concern for each student.
- Demonstrate professionalism in all areas of my work.
- Take an active role in communicating with parents and engaging them in their child's learning.
- Enforce class and school rules fairly and consistently.
- Encourage parents to attend quarterly activities at the school with their children.
- I will provide classroom activities that engage parents in student learning both during and after school hours.

As a Principal I will...

- Provide staff with the proper tools needed to help move children in their academic development and success to be college and career ready..
- Provide staff development and training for all staff members in academics, discipline and parental involvement.
- Be an active presence in classrooms.
- Monitor students' progress reports, interim reports, and report cards.
- Make sure parents have reasonable access to the administrative team as well as all staff members.
- Encourage and provide parents with quarterly activities at the school to participate in with their children.
- Encourage community involvement within the school and foster networks with local businesses to help enrich the school environment.

Teacher's Signature:

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Principal's Signature:

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Parent/Guardian's Signature:

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Student's Signature:

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# WITTER RANCH

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### Witter Ranch Elementary School Student and Family Handbook Received Acknowledgement Form

This document is available on our school website, and we will always have additional copies in the front office as well. To save printing costs, we will not be printing the document for every student, but we ask that you **sign and return this “Witter Ranch Elementary School Student and Family Handbook Received Acknowledgement Form”** after your family has had a chance to review and discuss the information. Students will be held accountable for the expectations outlined in this handbook. Therefore, teachers will also review the handbook during the first 3 days of school and again in January 2026. However, to ensure clear communication, it is important that the family also review the handbook with your student.

My student and I have reviewed the 2026-2027 Witter Ranch Elementary School Student and Family Handbook, and we understand and agree to follow the Policies and Procedures established by the school.

Student Name (Print) \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_ Relationship: \_\_\_\_\_

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