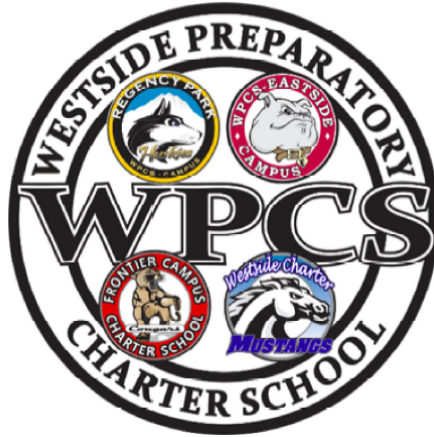


Westside Preparatory Charter School



Student Name: _____

Student ID#: _____

School Website: <http://wpcs.twinriversusd.org>

Aeries Parent Portal: <http://aeries.trusd.net/parent>

**Twin Rivers Unified School District
Westside Preparatory Charter School
National Blue Ribbon School
California Distinguished School 2006, 2008, & 2021
Title I Academic Achievement School
California Honor Roll School
6537 W 2nd St Rio Linda CA
(916) 566-1990**

Westside Preparatory Charter School: Westside Campus Staff

Kristina Jordan	Principal	kristina.jordan@trusd.net
Tiffany Hunt	Guidance Learning Specialist	tiffany.hunt@trusd.net
Kristina Planting	Teacher- 7th Grade ELA/SS	kristina.planting@trusd.net
Shannon Summers	Teacher- 7th Grade Math/Science	shannon.summers@trusd.net
Thomas Cope	Teacher- 8th Grade ELA/SS	thomas.cope@trusd.net
Jared Lesa	Teacher- 8th Grade Math/Science	jared.lesa@trusd.net
Mario Ramirez	Teacher- 7th and 8th Grade PE	mario.ramirez@trusd.net
Leisa Machado	Counselor	leisa.machado@trusd.net
Kelly Pruitt	Charter Clerk	kelly.pruitt@trusd.net
Sara Rowlett	Office Manager	sara.rowlett@trusd.net

Welcome

The Westside Preparatory Charter School welcomes students to the 2026-2027 school year. In choosing Westside Preparatory Charter School, students and families have committed to working in partnership with us to provide an alternative to the traditional junior high experience. Our goal is to offer students an instructional program with high academic standards in a safe environment. To accomplish our goal, we must hold students accountable for appropriate behavior. The success of our program rests on the partnership between students, parents/guardians, and our staff. If students have questions not answered in this planner, please call the school or speak to one of our staff members.

Dear Westside Preparatory Charter School: Westside Students and Families,

Welcome to a new school year at Westside Preparatory Charter School: Westside! It is my pleasure to welcome both our returning families and those joining our school community for the first time. We are excited to partner with you as we begin another year of learning, growth, and achievement.

Middle school is an exciting time filled with opportunities to discover new interests, build meaningful friendships, strengthen academic skills, and develop the confidence to pursue future goals. At WPCS: Westside, we believe every student has unique strengths and unlimited potential. Our mission is to provide a safe, supportive, and engaging learning environment where all students are challenged to think critically, lead with integrity, and achieve their personal best.

To our students, I encourage you to approach each day with curiosity, determination, and a positive attitude. Challenge yourself to try new things, ask questions, participate in class, and become involved in school activities. Show kindness, respect, and responsibility in all that you do. Remember that success is not about being perfect. It is about working hard, learning from mistakes, and continuing to grow.

To our families, thank you for entrusting us with your child's education. Your encouragement, communication, and partnership are essential to student success. When schools and families work together, students are empowered to thrive academically, socially, and emotionally. We value your involvement and look forward to working alongside you throughout the school year.

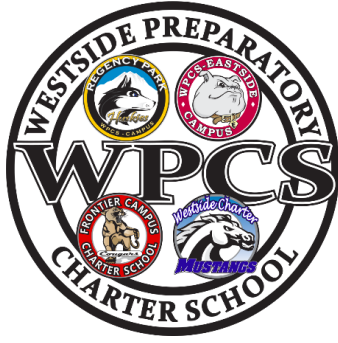
Together, we will build a school community where every student feels welcomed, valued, and inspired to reach their fullest potential. I am excited to celebrate your accomplishments, support you through challenges, and make this school year one of meaningful learning, personal growth, and lasting memories.

I look forward to an outstanding year at WPCS: Westside. Let's make it our best year yet!

Kristina Jordan

Principal

Westside Preparatory Charter School: Westside Campus



Vision

Westside Preparatory Charter School implements 21st century skills and develops attitudes that foster student learning both within and beyond the classroom.

Mission

The hard work and dedication of Westside Preparatory Charter School (WPCS) stakeholders create an atmosphere of educational excellence for all students.

Dates and Deadlines

First Trimester – August 18, 2026 to November 6, 2026

<u>September 9</u>	Field Study Plan due
<u>September 11</u>	Field Study Day
<u>September 18</u>	Field Study Day Report due
	Progress Reports
<u>November 2</u>	Parent Participation Hours Report & Community Service Log due
<u>November 4</u>	Field Study Plan due
<u>November 6</u>	Field Study Day

Second Trimester – November 9, 2026 to February 26, 2027

<u>November 13</u>	Field Study Report due
<u>November 19-20</u>	Student/Parent/Guardian Conferences
	Progress Reports
<u>February 22</u>	Parent Participation Hours Report & Community Service Log due

Third Trimester – March 1, 2027 to June 4, 2027

<u>March 3</u>	Field Study Plan due
<u>March 5</u>	Field Study Day
<u>March 12</u>	Field Study Report due
	Progress Reports
<u>May 12</u>	Field Study Plan due
<u>May 14</u>	Field Study Day
<u>May 18</u>	Parent Participation Hours Report & Community Service Log due
<u>May 21</u>	Field Study Report due
<u>June 4</u>	8 th Grade Promotion
<u>June 4</u>	Report Cards/Last Day of School/Minimum Day

***All Parent Participation Hours reports and Community Service Logs must be submitted prior to May 18, 2027 to provide staff ample time to complete end-of-year paperwork. Parent Participation Hours earned after that date may be claimed in advance.**

Entering and Leaving School Each Day

School Hours

Monday, Tuesday, Thursday, and Friday: 8:00 a.m. – 2:42 p.m.

Wednesday: 8:00 a.m. – 12:42 p.m.

Minimum Days (12/18/26 and 6/4/27): 8:00 a.m. - 1:12 p.m.

Students may enter the school grounds for breakfast at 7:30 a.m.

Adult supervision on the playground begins at 7:45 a.m.

Arrival

We have strict arrival times to ensure student safety and proper supervision. Students who are eating breakfast or riding the bus are welcome in the cafeteria starting at 7:30 a.m. During this time, students should not drop off backpacks at the classroom or go elsewhere on campus. From the cafeteria, students will be dismissed to morning recess and supervised on the playground.

All other students should arrive after 7:45 a.m. No supervision is provided on the playground before 7:45 a.m. Instruction starts at 8:00 a.m. Students arriving after 8:00 a.m. must obtain a late slip from the front office before heading to class. This late slip checks them into school and ensures we know they are safely on campus.

For safety, all students must not arrive prior to 7:30 a.m.

Dismissal

When school ends, students are expected to leave campus and go directly home unless participating in an authorized after-school activity. Students must be picked up when the bell rings. Parents meeting their children should wait outside the fence/gate and stay clear of the walkway to ensure a safe and clear exit for students.

Students living within walking distance are expected to go directly home or to their childcare provider at dismissal. Students are not permitted to “hang out” on campus after school.

Transportation Responsibility

Transportation to and from school is the responsibility of the parent/guardian. All students enter and exit via the front of the school by the elementary school’s office. Please follow directional arrows when entering the parking lot and use the designated student drop-off/pick-up area. The fire lane behind the school is for authorized emergency and TRUSD personnel only.

Release of Students During School Hours

If your child must leave school early, please send a note to the classroom teacher in the morning so staff are prepared. All parents/guardians must sign their child out in the office and present a photo ID for verification. Students will not be released to anyone not listed in the Aeries Portal. Parents with court-ordered custody should provide current court orders to the office to prevent confusion. No student may leave campus without office approval. Please allow extra time for your child to be located if they are not in the classroom.

Closed Campus

Westside Preparatory Charter School is a closed campus. Students may not leave once they arrive unless signed out in the office by a parent or guardian. All students are expected to leave campus at the end of the school day unless prior arrangements have been made with staff.

Guests and Visitors

All visitors must enter through the school office, sign in, and wear a visitor badge for identification. Students from other schools are not permitted on campus at any time. We appreciate your cooperation in helping us maintain a safe environment for all students.

Bicycles, Scooters, and Skateboards

Students may ride bicycles, scooters, or skateboards to and from school, obeying all traffic laws, including helmet requirements. Upon arrival, students must walk their bicycles to the bicycle rack, and all bicycles must be locked. Bicycles, scooters, and skateboards cannot be ridden on school grounds.

Parking Lot & Traffic Guidelines

The parking lot in front of the school is very busy. Cooperation is required to ensure safety:

- Keep the bus lane clear at all times
- Remain in your vehicle, stop, and let your child get in or out safely
- If you do not see your child, do not block traffic; instead, park in a designated space
- Pull forward behind the car in front of you to allow buses to enter
- Do not park or leave your car unattended in any lanes
- Do not leave children unattended in vehicles
- Drive slowly and courteously around children; there are approximately 400 students entering and exiting each day

Traffic Concerns

- Buses have priority; no vehicle movement is allowed during loading/unloading
- Do not double or triple park; it obstructs traffic flow and student visibility
- Students and parents must cross the street only at crosswalks; jaywalking is dangerous
- Do not park in the red zone; TRUSD police will ticket violators
- Leave crosswalks clear for safe student crossings and bus maneuvering

Your adherence to these guidelines ensures the safety of all students, staff, and visitors during arrival and dismissal times.

School To Home Communication

Communication between students, family, and our staff may be done via email, by telephone, or in person. Frequently, notices are sent that require a signature. This allows school staff to verify that these notices have reached parents/guardians. For grades and school activities, we encourage students and parents/guardians to visit Aeries and our website on a regular basis.

Administration and/or teaching staff will communicate with families in a timely manner regarding significant student concerns, safety matters, disciplinary issues, or other situations that may impact a student's school experience.

Aeries ParentSquare

ParentSquare is an app available on iPhone and Android devices that allow communication between parent and teacher, the school site and the district. Information and general school wide reminders are shared on Parent Square. Please make every attempt to sign up and register. You will miss vital information if you do not sign up for this free application.

The Twin Rivers Unified School District website contains information and valuable district and school information as well as many community resources. Visit www.trusd.net or <https://wpcs.trusd.net/>

Email Communication With Staff

Open communication between educators and parents is vital for a student's success. Should you have any questions or concerns, please reach out to your student's teacher utilizing email, or the protocols shared by the teacher with families. Our staff will do our best to respond within a timely manner. Thank you in advance for keeping all communication professional.

School Meals

Westside Preparatory Charter School provides free meals for all students. Students may also choose to have breakfast at home or bring a sack lunch from home. Our cafeteria often offers an optional Healthy Choice bar in addition to the traditional hot lunch. Students may bring a cold lunch from home, but parents may only bring lunch for their own child. Any lunch dropped off for a student must be delivered to the front office, properly labeled with the student's name, and before their lunch period. Students will pick up their lunch on the way to the cafeteria, not during class time. No lunches from outside vendors will be delivered for students. All food served to a student may only be eaten by that student; students may not share or trade food. Glass containers are not allowed, and soda and sweets are requested to be limited.

TRUSD and WPCS Attendance Requirements

Westside Preparatory Charter School has placed a strong emphasis on regular school attendance since its founding. We believe that students learn most effectively when they are present in class, and that any absence hinders their ability to fully engage with instruction and increases the risk of falling behind academically.

When families submit a completed application to attend Westside Preparatory Charter School, students and their parents or guardians formally agree to follow the school's attendance requirements. The application explicitly requires students to maintain a minimum attendance rate of 85%, with this calculation including all late arrivals, absences (excused or unexcused), and early dismissals. As part of the enrollment process, parents or guardians reviewed, dated, and initialed the attendance checklist to confirm their understanding and agreement to these standards.

A student is considered truant if they are absent without a valid excuse for three full school days

in one school year, or if they are tardy or absent for more than 30 minutes without a valid excuse on three occasions in one school year, or through any combination of these situations (Education Code §48260). A student becomes classified as chronically truant if they miss 10% or more of school days without a valid excuse in one school year (Education Code §48263.6). In cases of chronic truancy, the school will schedule a School Attendance Review Team (SART) meeting to explore interventions and provide support to improve attendance.

Parents or guardians must notify the school whenever a student is absent. The preferred method is to call the attendance line, which is available 24 hours a day, seven days a week. Please call each day the student is absent and provide the reason. Alternatively, absences may be verified by sending a written note with the student upon their return, emailing the school, or visiting the office in person. All absences must be cleared within five school days; any uncleared absence will be marked as unexcused and truant.

Students arriving after 8:00 a.m. must check in at the office first to receive a tardy slip before going to class. Five or more absences or tardies are considered excessive and will prompt a notification letter. Tardiness not only causes the student to miss important instruction but also disrupts the learning environment for others. Repeated tardiness may lead to truancy classification and additional letters sent home.

To remain eligible for extracurricular activities, students must maintain at least 85% attendance. This threshold accounts for all absences, tardies, and early dismissals, regardless of whether they are excused. If a student's attendance drops below 85%, they will be ineligible to participate until the percentage improves. The school carefully tracks attendance in full compliance with district and state regulations.

Attendance deductions can add up quickly and substantially lower a student's overall percentage. Whenever possible, families are strongly encouraged to schedule medical appointments, family commitments, or other obligations after school hours or on non-school days. Thank you for your partnership in prioritizing regular attendance to support your child's academic success.

Independent Study Contract

Parents should proactively notify the school of any illness or family emergency that may result in a prolonged absence. If a student will be absent for three or more consecutive days, the family may request an Independent Study Contract. Participation in Independent Study requires teacher approval and teachers may deny a request. Teachers must be given at least two weeks' notice to prepare assignments. All assigned work must be submitted to the teacher on the return date listed on the contract, even if the student does not physically return to school on that date. If work is submitted late or incomplete, the student will be considered truant. The deadline to request Independent Study is March 26, 2027.

Academics

Homework

Our students are expected to complete all assignments and meet all assignment deadlines. Homework may include daily assignments and/or long-term projects. *Late or missing assignments will result in students being required to complete an Action Plan. The purpose of the*

Action Plan is to help the student correct his/her behavior and communicate with parents/guardians. Accumulation may result in not being able to participate in extracurricular activities.

If students are absent, assignments which were due on the first day of the absence must be turned in immediately upon return. One day is given for make-up work for each day of absence. It is the student's responsibility to find out what was missed during absences.

All homework assigned is intended to provide students with additional practice on concepts taught in the classroom setting. Oftentimes, if a student does not complete work during class time, they may be asked to complete the work at home. Time management and being held accountable are two life skills that are important for everyone to learn. If you have any questions regarding the rigor of work or wish to ask any clarifying questions, please reach out to your student's teacher via email.

If a student has forgotten his/her homework assignment or personal items in the classroom at the end of the school day and the door has been locked, school personnel will not be able to unlock classrooms due to safety and security reasons. The student may pick up forgotten items the following school day.

Extra credit is designed to enrich learning and will not be offered solely to improve low grades at the last minute.

Students will have access to books in the library and in the classroom. You must return all books in good condition or pay to replace the damaged or missing book(s).

If a family has internet access, students and parent/guardian may monitor student's academic progress through [Aeries Parent Portal](#).

Students are graded according to the following guidelines:

- 100% - 90% represents an A, exceptional achievement;
- 89% - 80% represents a B, above average achievement;
- 79% - 70% represents a C, average achievement;
- 69% - 60% represents a D, below average achievement; and
- 59% and below represents failing achievement.

Academic Honesty-Honor Code

Students of Westside Preparatory Charter School are provided a fair, respectful academic learning environment. Honesty is demonstrated through the consistent submission of original academic work, and respect is shown among all members of the educational community.

Students are expected to:

- Complete and submit original academic work that reflects their own learning
- Support a culture of honesty by encouraging peers to uphold academic integrity
- Communicate with staff when questions or concerns about academic integrity arise, including concerns involving themselves or others

- Represent the truth accurately through words, actions, and academic work, including authentic signatures
- Care for and use personal and school property responsibly

Academic integrity is demonstrated when students:

- Act honestly and respectfully toward the work and property of others
- Give appropriate credit to authors, artists, and creators when using information, artwork, or music
- Complete assignments and assessments independently unless collaboration is clearly permitted
- Use only authorized materials, resources, and technology during exams and assignments
- Maintain the security of exams, assignments, grades, and academic records
- Communicate appropriately and only when permitted during exams or assessments
- Use school technology, software, and materials responsibly and as intended

Student Behavior Expectations

Students are expected to demonstrate respect for the rules, routines, and community of both schools while on campus.

Students are expected to:

- Remain on school grounds unless given permission to leave
- Stay in designated areas at designated times and carry a pass when approved by supervising staff
- Keep cell phones powered off and stored in backpacks throughout the school day
- Use hallways, classrooms, and common areas safely and appropriately
- Respond promptly to bells by stopping activities, lining up quickly, and transitioning appropriately
- Be seated, prepared, and ready to learn when the final bell rings
- Respect the rights, feelings, and property of others
- Follow school guidelines regarding food and personal items, including maintaining a gum-free campus
- Plan restroom use before school, during passing periods, lunch, recess, or whenever possible as needed.
- Follow classroom procedures and expectations set by teachers and staff

Problem-Solving Strategies

Students are encouraged to solve problems peacefully and independently using strategies such as:

- Talking it over
- Walking away
- Saying “I’m sorry”
- Choosing a different activity
- Taking turns
- Sharing
- Ignoring minor issues
- Asking for help

- Talk to an adult on campus

Students are expected to use these strategies to resolve conflicts respectfully and responsibly. All students are expected to follow school rules and classroom expectations established by teachers, contributing to a safe and supportive learning environment where everyone feels valued and respected.

Steps for Parent Intervention in Problems

Westside Preparatory Staff tries to deal with the problems that the students have at school, but occasionally a problem may arise on the playground, or while students are going to and from school, that is not settled at school. If your child tells you of a problem he/she has had with other children that has not been addressed, please follow these steps.

- Make sure your child has reported the incident to his/her teacher or the yard duty supervisor. We can't help if we don't know about the problem.
- Write a note to your child's teacher explaining your concerns.
- Make an appointment to see your child's teacher and discuss the situation personally with him/her.
- Call the school and explain your concern to the principal.
- Do not use Facebook or other social networks to discuss the problem.

Harrassment

Westside Preparatory Charter School, in alignment with Twin Rivers Unified School District and California law, is committed to maintaining a learning environment free from harassment. Students are expected to treat all members of the school community with dignity and respect at all times.

All concerns related to sexual harassment are taken seriously and are addressed promptly in a manner that respects the privacy of all parties involved. Retaliation related to any complaint is prohibited. The school works collaboratively with students, families, and staff to ensure a safe, inclusive, and supportive environment for all.

Student Behavior Consequences

At Westside Preparatory Charter School, we are committed to providing a safe, respectful, and positive learning environment through our Positive Behavioral Interventions and Supports (PBIS) program. We encourage all students to be their B.E.S.T. by Being Kind, Engaged, Safe, and Taking Responsibility.

Students are recognized throughout the school year for demonstrating our B.E.S.T. expectations through positive feedback and school incentives. These recognitions encourage students to make positive choices and contribute to a supportive school community.

When students do not meet school expectations, a behavior reporting form may be completed and the behavior documented by teachers and staff in Aeries. Behaviors are generally categorized as either Minor or Major. Minor behaviors serve as warnings and may be communicated to families. Repeated Minor behaviors for the same offense may result in parent/guardian communication and additional consequences. Major behaviors are more serious

and may require administrative involvement. Major behavior incidents may result in the loss of access to extracurricular activities, school incentives, or other school privileges which will be communicated to parents/guardians within a reasonable time frame.

Students who need additional behavioral support may be referred to the Student Support Team to determine appropriate interventions, such as restorative practices, counseling, Check-In/Check-Out (CICO), or other support services. Families are encouraged to partner with the school throughout this process.

The school will make reasonable efforts to communicate with parents/guardians in a timely manner regarding significant behavior concerns, formal disciplinary actions, or changes in a student's school status. Formal disciplinary actions will be communicated with parents/guardians within 36 hours. By working together and following our B.E.S.T. expectations, we can help every student feel safe, supported, and successful.

Suspension

Westside Preparatory Charter School uses the California Education Code (48900) and the Twin Rivers Unified School District Policy when making decisions regarding student suspensions. A copy of the suspension will be given to the parent/guardian or mailed to the address of record.

Behavior Committee

Westside Preparatory Charter School will follow all TRUSD Discipline Policies to include district-wide discipline guidelines. When chronic behaviors have exhausted all of the interventions available at the site, the principal may refer a student for an impartial review by the Behavior Committee. During this review the student's behavior, academic performance, and past interventions will be evaluated to determine if the student should continue to be enrolled at WPCS. If it is determined that the student will lose their Charter privileges, they must be immediately disenrolled from WPCS and enrolled into their home school.

Causes for Expulsion

Expulsion will be recommended only for very serious offenses, such as possession of a weapon or dangerous object, causing physical injury to another person, furnishing and sale of a controlled substance, robbery, extortion, sexual assault, battery, or accumulating too many days of suspension. If expulsion is recommended, the student will have an administrative hearing or an alternative. If expelled, a student may not attend any school activity. Expelled students will be placed in another educational program. Our Board of Trustees makes the final decision to expel a student. During the expulsion process, a student may be placed in another school program or be out of school for up to 40 school days (EC 48915-48918) TRUSD Student/Parent Handbook.

WPCS B.E.S.T. Expectations

	BE KIND	ENGAGED	SAFE	TAKE RESPONSIBILITY
Hallways	*Use low voices *Use kind words and actions	*Allow others to pass *Recognize that other classes are in session when passing	*Stay mindful of personal boundaries *Keep hands, feet, and objects to self *Stay in designated areas *Walk with purpose	*Have hall pass with students *Go straight to your destination *Carry all equipment *Keep pace with your class/group
Cafeteria	*Use indoor voices *Follow instructions given by cafeteria workers *Use kind words and actions *Use good manners	*Be mindful of classrooms as students are dismissed to break *Stay in your seat until dismissed and raise your hand if students need to get up *Keep your food in front of students *Practice positive social skills	*Walk in and out *Only touch and eat your own food *Use benches and tables appropriately *Keep all body parts to self	*Wait your turn in line *Sit in your assigned area *Clean up your area and throw your trash away
Arrival	*Use the sidewalks and crosswalks *Keep personal space *Follow staff instructions in a respectful manner *Treat others kindly	*Proceed immediately to the waiting area or cafeteria for breakfast	*Stay in designated areas *Walk scooters and bikes *Keep hands and feet to yourself *Walk *Look both ways	*Arrive to campus before school starts *When the bell rings, go directly to your class line *Turn off cell phone and put in backpack upon arrival *Use the restroom before school starts
Dismissal	*Keep personal space *Treat others kindly *Follow staff instructions in a respectful manner *Be aware of your surroundings *Be extra respectful to small children and families. *Use sidewalks and crosswalks	*Wait for teacher dismissal *Leave campus immediately and go directly home *Phones remain in backpacks until students have left campus	*Stay in designated area in front of school that has supervision *Walk scooters and bikes *Keep hands and feet to yourself *Walk *Look both ways	*Have a ride home arranged before dismissal *If students have siblings to pick up, wait in designated area *Go directly home

Recess/ Break Area	*Share the break area with others *Use kind words *Demonstrate positive sportsmanship *Use school appropriate language	*Be aware of your surroundings *Follow staff directions in a respectful manner *Put garbage in the garbage can *Include others	*Remain inside boundaries. *Stay on the blacktop when the field is wet *Keep hands and feet to self	*Return equipment *Balls are returned to designated spot when bell rings *Hold all equipment *Eat snack in designated area only *Throw away trash *Line up immediately in your line after the bell rings
Restroom	*Respect the privacy of others *Take turns	*Use the facilities appropriately *Go, Flush, Wash, Leave *Report any problems *Return to class promptly *Use indoor voices	*Obtain permission and sign out/in *Wash your hands *Throw your trash away *Keep all body parts to self *Use toilet and sink appropriately *Walk	*Flush after use *Clean up after yourself *Throw trash in the garbage *Report when something needs to be fixed
Library	*Voices off *Keep personal space	*Use your checkout time wisely *Wait patiently in line *Follow librarian instructions *Clean up after yourself and others	*When browsing, return the book where students found it (use placeholder) *Keep all body parts to self *Treat books well	*Return books by designated date
Office	*Wait for staff member to greet students *Indoor voices *Wait patiently to be helped	*Be clear about your purpose for visiting the office *Follow staff instructions	*Walk in and out *Show office/nurse pass *Keep all parts to self	*Be respectful of the work space *State your purpose politely
Assemblies	*Voices off *Give appropriate applause *Remain quiet until asked to participate *Focus on presentation	*Be attentive to speaker(s) and participate when asked *Clap at appropriate times	*Follow directives for seating and dismissal *Keep all body parts to self *Stay seated	*Maintain good sitting posture *Make a good choice about where students sit *Wait for dismissal *Stay with your class

Dress Code

We at Westside Preparatory Charter School believe that appropriate dress and grooming contribute to a productive learning environment. The purpose of the Dress Code is intended to create a positive school climate of respect for self and others. Appropriate dress and appearance projects a positive image of seriousness and reflects respect for teaching and learning. Being mindful of one's appearance is preparation for future school, work and career success (TRUSD Student/Parent Handbook). The major responsibility for dress and grooming is placed upon the student and the student's parents/guardians. Certain exceptions to the dress code may be accepted during official school spirit/dress up days. These exceptions are at the discretion of the classroom teacher and/or site administration.

In addition to the TRUSD dress code, WPCS students are required to dress for success, safety, and physical activity, which includes:

- All clothing shall fit, be neat and clean, and conform to standards of safety, good taste, and decency.
- Tops shall have a front, back, and straps.
- Undergarments must not be visible.
- Students must have athletic shoes for PE.
- Hats and hoods should be off when asked.

Due to frequently changing styles of clothing, WPCS reserves the right to adjust the dress code as needed.

Cell Phone and Electronic Devices Policy

The staff at WPCS Campus realize that we are living in the 21st Century and that many technologies, including cell phones, are readily available to our students. In order to make the best use of these technologies, while maintaining a rigorous educational environment, the following guidelines are to be used with all cell phones and electronic devices in reference to TRUSD Board Policy 5131.8.

- Phones are to be turned off during the entire instructional day, NOT in vibration or silent mode, but turned entirely off.
- The phone should be turned off and put away before entering campus in the morning and should not be taken out until leaving campus at the end of the school day.
- Family or friends texting or calling during instructional time negatively impacts student learning and takes away from instructional activities.
- Students may be reached via the office phone should parents or family wish to leave a message.
- Should there ever be an emergency, the office will immediately communicate with families via our phone outreach program.
- Students may use cell phones beginning at dismissal time once they are off of our campus.
- Students may use cell phones with staff permission.
- Phones are turned off when entering campus and should remain off. If a student needs to contact a parent, a student may ask for permission to use a school phone.
- If students do not follow electronic device and cell phone policy a warning will be given.
- Cell phones will be turned in and given back to students at the end of the day as a result

of the second infraction of these guidelines.

- If your child's cell phone is turned in for a third time, the classroom teacher shall place the cell phone in a secure area. Arrangements will need to be made between the parent or guardian and the classroom teacher in order to retrieve the cell phone.
- If infractions continue, staff members will conference with the student and family and make other arrangements for the cell phone.
- Utilizing phones to photograph, video tape, or communicate with peers or adults is not necessary during the instructional school day. We want to prioritize education for our students while on site.
- **The school, staff, and district are NOT responsible for any lost, damaged, or stolen personal cell phone or electronic devices.** The responsibility totally rests with the student should they bring a cell phone to school. In addition, NO other electronic devices such as PSP's, Nintendo DS's, iPODS, iPADS, tablets, etc. are to be brought to school without specific staff permission. Once again, the school and staff will NOT be responsible for lost, damage, or theft of any such items.

Extracurricular Activities

Extracurricular activities play an important role in a student's middle school experience. Extracurricular activities are defined as any activity that Westside Preparatory Charter School sponsors outside the school day including dances, hangouts, sports, extracurricular field trips, etc. To be able to attend/participate in extracurricular activities, students must meet the following requirements:

- No F's
- Minimum 2.0 G.P.A.
- No more than 2 Majors between events (i.e. repeated offenses, ed code violations, classroom disruptions, administrative discretion, etc.)
- No Suspensions between events.
- Community service logs are up to date
- Field Study Day requirements completed
- 85% attendance rate
- Be picked-up at the time the activity is scheduled to end

The charter staff reserves the right to alter this policy as needed.

Incentive Activities

Incentives celebrate students who consistently demonstrate positive behavior and make responsible choices. To participate in school incentive activities, students must meet the following behavior expectations between activities:

- No more than 1 Major
- No more than 2 Minors (or any combination totaling no more than two behavioral infractions)
- No suspensions

The charter staff reserves the right to alter this policy as needed.

Off Campus Fund Raisers (i.e. Skate Night)

This is a school function and students are expected to follow BEST expectations. Students must obtain permission to attend via parent/guardian signed permission slip. Parents/guardians are responsible for dropping off and picking up on time. Students that are not picked up on time will not be able to attend the next off campus fund raising event.

The charter staff reserves the right to alter this policy as needed.

Field Study Days

Field Study Days provide students with an opportunity to enrich their educational experience by designing their own meaningful curriculum for the day. The day should be spent on an activity that extends students' learning environment from the classroom into their home and community. Students are required to choose a different activity for each Field Study Day.

Students must return an accounting of the educational experience he/she has on Field Study Day. Failure to complete this requirement will result in him/her being considered truant. Eighth grade students who do not complete the required number of Field Study reports may not participate in the promotion ceremony at the end of the school year.

Dates have been set for Field Study Days. While every effort is made to keep these dates, a need may arise during the school year that causes a change. Any changes will be communicated through a newsletter, flier, or email sent home.

Ideas for Field Study Day:

- Visit a museum – Crocker Art Museum, Railroad Museum, Discovery Museum, The Museum of Natural History, Exploratorium, McClellan Aviation Museum, etc.
- Job shadow someone – learn about different professions
- Work in a classroom or library - students may use this for one Field Study Day only.
- Visit and learn about historical sites – guided tours of Folsom Dam, Nimbus Fish Hatchery, State Capitol, Coloma, Sutter's Fort, Davis Arboretum, etc.
- Visit a College or a University – arrange for a guided tour of American River College, Sierra College, Sacramento State University, U.C. Davis, etc.
- Attend a cultural activity such as a play or symphony
- Research – work on long-term school project; go on-line to explore the Internet; or visit the library to read more about a topic of interest to students - *(students may use this for one Field Study Day only)*
- Community Service – students may complete community service, although Field Study Day activities are not automatically community service – check with the teacher for approval

Community Service

It is the philosophy of the Westside Preparatory Charter School that vital to a student's education is an awareness of his/her larger community. In order to help facilitate this awareness, students are required to volunteer five hours per trimester of community service at/for a non-profit organization. While students may complete more than the required hours, those hours do NOT

carry over to the next trimester. A sustained and continued involvement throughout the year is required.

Good opportunities for community service include, but are not limited to the following:

- Work at a homeless shelter or soup kitchen
- Arrange to help a former teacher
- Work at an event sponsored by the local park and recreation district
- Volunteer to work at a church
- Help a coach with a sports team
- Volunteer for Creek Week Clean-ups
- Help a scout leader

In the past, these campus-sponsored events provided community service opportunities:

- Sacramento Food Bank Canned-Food Drive
- Pennies for Patients

Some things that do not count as community service include:

- Working in the yard or that of a relative
- Babysitting for a friend
- Making decorations for a school function

Students can perform a maximum of two (2) Community Service hours per trimester by working independently with activities such as trash clean up at a neighborhood park. All other Community Service hours must be performed with a group or organization that can sign for the hours completed. Students will complete a total of fifteen hours at the end of the school year.

Parent/Guardian Involvement

Research shows that a parent's/guardian's involvement at school has a positive impact on a student's education. All parents/guardians are requested to contribute 30 hours a school year, per household. These hours can be earned by volunteering at school, at school functions, or at home doing school related work (grading papers, fund raising, etc.). The donation of instructional supplies, food items, or decorations for a school function can fulfill some suggested parent/guardian hours. Receipts must be attached to the Parent/Guardian Participation Hour Report form.

Parents/Guardians are to submit a detailed list of hours/activities to their home room teacher prior to the end of each grading period.

The homeroom teacher will be in charge of tracking the parents'/guardians' hours. A general report will be made to the School Site Council after each trimester. Hours can be accumulated through the school year, but not held over to the following year.

Volunteers

The Twin Rivers Unified School District Volunteer Policy states that every parent (or other adult) who will come in contact with school students while volunteering, attending a field trip, or providing transportation for students must submit a Frequent Volunteer Application which will

be processed through either Sacramento Department of Justice (DOJ) and/or the Federal Bureau of Investigation (FBI). Parents/Guardians wishing to transport students must also complete a Volunteer Driver Packet. All forms required can be found at the school office.

Volunteers must complete protocols on the TRUSD website:

www.trusd.net/Departments/HumanResources/VolunteersChaperones/index.html

All visitors must report to the front office to sign in and must have their TRUSD approved volunteer badge prior to entering campus. Please contact the front office for additional information.

Medication

Medication may be administered to a student during the school day only when all required documentation has been provided to the school in accordance with California Education Code 49423. This includes written authorization from the student's parent/guardian requesting that school staff assist with administering the medication, along with written instructions from the student's licensed healthcare provider, or the medication in its original prescription container with the pharmacy label clearly identifying the student's name, medication, dosage, and administration instructions.

Students are not permitted to carry medication on campus unless authorized by law or documented through an approved health plan. All medication must be kept in the health office in its original prescription or manufacturer packaging with the label clearly visible. Families should contact the site nurse for medication procedures, required forms, and questions regarding the administration of medication at school.

Admittance to the Eighth Grade

According to the Westside Preparatory Charter School Bylaws, seventh grade students will automatically transfer to eighth grade if they are in good standing. The following criteria must be met:

- Students on IEPs need to meet or be working towards the goals of their IEP.
- The student must have completed all 15 Community Service hours before the last day of school.
- The student must have submitted every Field Study Day report.

Eighth Grade Promotion Standards

According to the Westside Preparatory Charter School Bylaws, current eighth grade students must meet the following criteria in order to participate in the Eighth Grade Promotion Ceremony.

- Students must achieve a minimum GPA of 2.0 per trimester or be working at ability level.
- Students must earn credits by passing classes with grades of A, B, C, or D.
- No "F's" in the 3rd trimester.
- Students on IEPs need to meet or be working towards the goals of their IEP.
- Students must complete all 15 Community Service hours before promotion.
- Students must submit every Field Study Day report.
- Students may not have any suspensions in the 3rd trimester.
- No more than 5 unexcused absences in the 3rd trimester
- Students may not have any unpaid fines or fees.
- Return the 8th Grade Promotion Letter signed by both the student and parent/guardian.

Westside Preparatory Charter School

Parent Participation Log

(Note: This is for use at home. DO NOT TURN THIS IN!)

Date	Description	Hours Earned**	\$ Spent (if any)*
Total:			

Total:

* For every \$10 students either donate to or spend on something that is donated, students earn 1 hour. Receipts are required for verification.

**** A student's parent(s)/guardian(s) are encouraged to earn a total of 30 hours by the end of the school year.**

Westside Preparatory Charter School
National Blue Ribbon School
California Distinguished School

Student Community Service Log - Trimester 1

Student Name _____
Homeroom _____

Please keep track of community service time. This log should be turned in each trimester on or before the posted deadline.

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Total Hours _____
Parent's/Guardian's Signature _____

Westside Preparatory Charter School
National Blue Ribbon School
California Distinguished School

Parent Participation Hour Report Form- Trimester 1

Student's Name: _____

Homeroom: _____

Parent's/Guardian's Name: _____

All parents are encouraged to contribute a minimum of 30 hours per year, per household. Parents are encouraged to submit a detailed list of hours each grading period.

Hours may be submitted on this reporting form at any time during the grading period. However, all forms must be turned in by **the date noted on page 3**. If students are working at events taking place after the due date, please include that event on the second trimester reporting form. Please request additional report forms if needed.

If exchanging hours for donations, please list all donated items. Receipts for donations must be attached. For every \$10 spent, students will receive 1 parent hour with a maximum of 10 hours exchanged for donations per year (\$100 = 10 hours).

DATE	DESCRIPTION OF ACTIVITY OR DONATION	# ACTIVITY HOURS WORKED	\$ VALUE OF DONATION	PPC USE activity hrs	PPC USE donation hrs	PPC USE total hrs

FIRST TRIMESTER TOTALS						
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Westside Preparatory Charter School
National Blue Ribbon School
California Distinguished School

Student Community Service Log - Trimester 2

Student Name _____
Homeroom _____

Please keep track of community service time. This log should be turned in each trimester on or before the posted deadline.

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Total Hours _____
Parent's/Guardian's Signature _____

Westside Preparatory Charter School
National Blue Ribbon School
California Distinguished School

Parent Participation Hour Report Form- Trimester 2

Student's Name: _____

Homeroom: _____

Parent's/Guardian's Name: _____

All parents are encouraged to contribute a minimum of 30 hours per year, per household. Parents are encouraged to submit a detailed list of hours each grading period.

Hours may be submitted on this reporting form at any time during the grading period. However, all forms must be turned in by **the date noted on page 3.** If students are working at events taking place after the due date, please include that event on the second trimester reporting form. Please request additional report forms if needed.

If exchanging hours for donations, please list all donated items. Receipts for donations must be attached. For every \$10 spent, students will receive 1 parent hour with a maximum of 10 hours exchanged for donations per year (\$100 = 10 hours).

DATE	DESCRIPTION OF ACTIVITY OR DONATION	# ACTIVITY HOURS WORKED	\$ VALUE OF DONATION	PPC USE activity hrs	PPC USE donation hrs	PPC USE total hrs

SECOND TRIMESTER TOTALS						
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Westside Preparatory Charter School
National Blue Ribbon School
California Distinguished School

Student Community Service Log - Trimester 3

Student Name _____
Homeroom _____

Please keep track of community service time. This log should be turned in each trimester on or before the posted deadline.

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Name of Non-Profit Organization _____
Contact Person _____
Phone _____
Date of Service _____
Type of activity _____
Start Time _____ Finish Time _____
Total Hours _____

Total Hours _____
Parent's/Guardian's Signature _____

Westside Preparatory Charter School
National Blue Ribbon School
California Distinguished School

Parent Participation Hour Report Form -Trimester 3

Student's Name: _____

Homeroom: _____

Parent's/Guardian's Name: _____

All parents are encouraged to contribute a minimum of 30 hours per year, per household. Parents are encouraged to submit a detailed list of hours each grading period.

Hours may be submitted on this reporting form at any time during the grading period. However, all forms must be turned in by **the date noted on page 3**. If students are working at events taking place after the due date, please include that event on the second trimester reporting form. Please request additional report forms if needed.

If exchanging hours for donations, please list all donated items. Receipts for donations must be attached. For every \$10 spent, students will receive 1 parent hour with a maximum of 10 hours exchanged for donations per year (\$100 = 10 hours).

DATE	DESCRIPTION OF ACTIVITY OR DONATION	# ACTIVITY HOURS WORKED	\$ VALUE OF DONATION	PPC USE activity hrs	PPC USE donation hrs	PPC USE total hrs

THIRD TRIMESTER TOTALS						
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**Please tear this page out and
turn it in to your homeroom teacher**

Technology and Equipment Responsibility Contract

By signing below, I (and my family) am aware that I am fully responsible for all Westside Preparatory Charter School technology equipment and other equipment that is checked out under my name.

I understand if any equipment is broken while in my possession, I will be expected to replace or repair that item. If this form is not on file or an item is in need of repair/replacement, I, _____, (student name) will not be able to check out any school equipment until the form is on file or the repair/replacement is satisfactorily completed.

I also understand that if I bring my **personal** equipment (cell phones, ipods, laptops, tablets, cameras, etc.) to use for a class, the school is not responsible for the care of that item. Students bring these items at their own risk, and the school is not liable or responsible for the item being lost, stolen, or damaged.

Students are not to use these items except when given the explicit permission of the teacher in that class. While being used, the student is still required to follow the rules of the Twin Rivers Unified School District Electronic User Agreement signed at the beginning of the year with the Student Emergency Card. Unacceptable use of private equipment will result in the same consequences of using school equipment inappropriately. All personal electronic equipment used inappropriately may be confiscated by staff and must be claimed by an adult family member. An Action Plan or consequence may be issued.

Student Signature

Date

Parent/Guardian Signature

Date

**Please tear this page out and
turn it in to your homeroom teacher**

8th Grade Promotion Requirements Contract

According to the Westside Preparatory Charter School Bylaws, current eighth grade students must meet the following criteria in order to participate in the Eighth Grade Promotion Ceremony.

- Students must achieve a minimum GPA of 2.0 per trimester or be working at ability level.
- Students must earn credits by passing classes with grades of A, B, C, or D.
- No “F’s” in the 3rd trimester.
- Students on IEPs need to meet or be working towards the goals of their IEP.
- Students must complete all 15 Community Service hours before promotion.
- Students must submit every Field Study Day report.
- Students may not have any suspensions in the 3rd trimester.
- No more than 5 unexcused absences in the 3rd trimester
- Students may not have any unpaid fines or fees.
- Return the 8th Grade Promotion Letter signed by both the student and parent/guardian.

Student Signature

Date

Parent/Guardian Signature

Date

**Please tear this page out, complete both sides, and
turn it in to your homeroom teacher**

Cell Phone Policy

The staff at WPCS Campus realize that we are living in the 21st Century and that many technologies, including cell phones, are readily available to our students. In order to make the best use of these technologies, while maintaining a rigorous educational environment, the following guidelines are to be used with all cell phones and electronic devices in reference to TRUSD Board Policy 5113.8.

- Phones are to be turned off during the entire instructional day, NOT in vibration or silent mode, but turned entirely off.
- The phone should be turned off and put away immediately upon entering campus in the morning and should not be taken out until leaving campus at the end of the school day.
- Family or friends texting or calling during instructional time negatively impacts student learning and takes away from instructional activities.
- Students may be reached via the office phone should parents or family wish to leave a message.
- Should there ever be an emergency, the office will immediately communicate with families via our phone outreach program.
- Students may use cell phones beginning at dismissal time once they are off of our campus.
- Students may use cell phones with staff permission.
- Phones are turned off when entering campus and should remain off. If a student needs to contact a parent, a student may ask for permission to use a school phone.
- If student;s do not follow electronic device and cell phone policy a warning will be given.
- Cell phones will be turned in and given back to students at the end of the day as a result of the second infraction of these guidelines.
- If your child's cell phone is turned in for a third time, the classroom teacher shall place the cell phone in a secure area. Arrangements will need to be made between the parent or guardian and the classroom teacher in order to retrieve the cell phone.
- If infractions continue, staff members will conference with the student and family and make other arrangements for the cell phone.
- Utilizing phones to photograph, video tape, or communicate with peers or adults is not necessary during the instructional school day. We want to prioritize education for our students while on site.
- **The school, staff, and district are NOT responsible for any lost, damaged, or stolen personal cell phone or electronic devices.** The responsibility totally rests with the student should they bring a cell phone to school. In addition, NO other electronic devices such as PSP's, Nintendo DS's, iPODS, iPADS, tablets, etc. are to be brought to school without specific staff permission. Once again, the school and staff will NOT be responsible for lost, damage, or theft of any such items.

Please sign below and return to school to acknowledge the student and parent/guardian have read and received this document.

Student Signature

Date

Parent/Guardian Signature

Date

Westside Preparatory Charter School

Student Contract

Dear Families,

Throughout the school year, we will have several fun events. These events are privileges that students must earn in order to attend. Many behaviors, including respect, responsibility, following rules, truthfulness, and concern for safety procedures are important for these activities to be successful. We also feel that a student's effort to perform academically to his/her ability is another factor that we must consider in order for a student to attend these functions.

To be able to attend/participate in extracurricular activities, students must meet the following requirements:

- No F's
- Minimum 2.0 G.P.A.
- No more than 2 Majors between events (i.e. repeated offenses, ed code violations, classroom disruptions, administrative discretion, etc.)
- No Suspensions between events.
- Community service logs are up to date
- Field Study Day requirements completed
- 85% attendance rate
- Be picked-up at the time the activity is scheduled to end

The Charter Staff has the right to alter this policy as needed.

By signing this, students agree to adhere to this contract. Every student **MUST** have this signed and returned in order to participate in any of the activities. We invite parents/guardians to contact their child's teacher if students have any questions or concerns.

Student Signature

Date

Parent/Guardian Signature

Date

Action Required:

By signing below, my child and I acknowledge that we have read and understood the student expectations:

_____ (Print Student's Name)

Student Signature

Date

Parent/Guardian Signature

Date

Please tear this page out and return to your teacher no later than
Friday, August 21, 2026