



# Westlake

## CHARTER SCHOOL

**Home of the Explorers**

2017-2018 Family Handbook

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Sacramento, CA, 95835



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## **HANDBOOK DISCLAIMER**

Westlake Charter School will comply with all applicable laws to the extent required by such law. To assist families in understanding their rights, Westlake Charter School has included summaries of some current laws in this handbook. Of course, as those rights change due to revisions in applicable law, Westlake Charter School will comply with the revisions in applicable law. This handbook will be deemed to be revised to be consistent with applicable legal revisions whenever such legal revisions become effective even though the handbook language has not been changed. This handbook does not create rights beyond those required by applicable law.

This handbook refers to many Westlake Charter School board policies. Some of the board policies are included in this handbook. To view the board policies in their entirety please refer to the Westlake Charter School website at [www.westlakecharter.com/board\\_docs.policies.php](http://www.westlakecharter.com/board_docs.policies.php).

### **Westlake Charter School Mission Statement:**

We demonstrate what is possible when school and community collaborate to create inspiring adults with the academic and social-emotional readiness to lead as Global Citizens.

### **Home of the Explorers**

At Westlake Charter School, we place great value in the development of our school community. Our school's mascot is the Explorer, which helps to define the core purpose of our school. We expect our Explorer students, staff and families to explore what is possible. Throughout this handbook you will often see the term Explorer used interchangeably with the word student or used to identify members of our community such as Explorer Staff, Explorer Families, etc.

## **SCHOOL DESIGN PILLARS**

Westlake Charter School identifies four pillars of a successful school community. These values play an important part in building and supporting the school's culture. By focusing our school on these principles, our school creates a learning community in which students can develop the skills necessary for future success in any endeavor.

### **1. Our Place in a Global World**

Westlake Charter School focuses on *Our Place in a Global World* by providing our students, whom we often refer to as Explorers, with the skills necessary to embrace cultural diversity. We use the strength of our families and their cultures to enrich the learning that happens in class. Students are involved in a spirit of mutual respect on and off campus. Community members are actively involved in discussing and understanding current events and global topics. Students at Westlake Charter School are citizens of the world and are empowered to embrace the mindset that they can make a difference in the world.



## **2. Enriched Educational Opportunities**

Westlake Charter School focuses on *Enriched Educational Opportunities* by recognizing that all Explorers benefit from experiences that go beyond the core subject areas. We provide art, physical education, and Spanish instruction through specialized teachers. Classroom teachers also implement lessons that integrate character traits and social development. We offer quality after school enrichment programs and provide activities that are hands-on, technology infused, and Explorer centered. These enhanced educational opportunities cultivate globally minded, reflective Explorers.

## **3. Personalization**

Westlake Charter School focuses on *Personalization* by providing a rigorous and challenging program for all Explorers based on their individual academic and social needs. Our teachers have a vested interest in the development of each Explorer and strive to incorporate a wide array of teaching techniques to support individual learning. Explorer assessment data is used to guide instruction. Teachers incorporate small and collaborative grouping to modify activities for individual Explorers. We utilize the skills and talents of our parent volunteers to support differentiation within our classrooms. Our program is Explorer centered, thematic, and project based.

## **4. Teachers as Designers**

Westlake Charter School focuses on *Teachers as Designers* by empowering shared leadership among its staff in order to build a culture of high expectations. Within a collaborative work environment teachers strive to ensure the success of each Explorer. Teachers are expected to be reflective practitioners and work in Professional Learning Communities to develop an innovative, authentic, and rigorous learning environment. Through thoughtful instructional design, teachers create curriculum and learning opportunities that support Common Core Standards while incorporating a thematic and project based approach.

### **Core Values:**

At Westlake Charter School we use our Core Values as the fabric that weaves together the demand for academic and social emotional readiness called for in our mission statement. Each month our students and staff focus on a Core Value of the Month, and during this time, instruction is designed to help students realize each Core Value: Academically, Personally, Within our Community and as a Digital Citizen. After initial instruction of each core value, our staff spend time celebrating our students for their work toward bringing these values to life within our community. Many of our instructional, reinforcement and celebration videos can be found at [www.wcscorevalues.com](http://www.wcscorevalues.com).



## Core Value Definitions

<b>Core Value Month</b>	<b>Academically</b>	<b>Personally</b>	<b>Within the community</b>	<b>Digital Citizenship</b>
<b>Respect: September</b>	Allowing teachers to teach & students to learn.	Keeping quiet lines, walking feet, and listening to all adults.	Having safe bodies and safe words.	Showing positive online communication
<b>Excellence: October</b>	Trying my best.	Working well with others.	Leading by example.	Using devices correctly
<b>Responsibility: November</b>	Completing all my work.	Thinking ahead.	Cleaning it up.	Keeping personal information secure
<b>Gratitude: December</b>	Participating during lessons.	Thanking those who help you.	Helping others.	Recognizing privacy policies
<b>Inquisitive: January</b>	Digging deeper into your studies, wondering what you'll learn next.	Wondering how you can improve in all aspects of life.	Learning more about your surroundings.	Searching digital resources well.
<b>Joyful Learning: February</b>	Having a growth mindset towards learning.	Showing excitement for new things.	Showing pride for our school.	Knowing how to search and give credit in the proper ways.
<b>Global Perspective: March</b>	Discovering knowledge from every corner of the globe.	Being proud to tell the story of your culture.	Appreciating the diversity of your neighborhood.	Collaborating with others worldwide in a safe manner.
<b>Stewardship: April</b>	Doing your best to represent your school.	Making healthy choices for your body and mind.	Solving problems by lending a helping hand.	Creating a positive online identity
<b>Perseverance: May</b>	Trying your best, no matter what.	Realizing you can do anything when you try.	Being accepting of change.	Staying true to yourself online.
<b>Reflective: June</b>	Learning from past challenges and successes.	Understanding your strengths.	Putting yourself in someone else's shoes.	Understanding your rights and responsibilities.



## Communication

Respect – Excellence – Responsibility – Gratitude – Inquisitive – Joyful Learning – Global Perspective – Stewardship – **Perseverance** – Reflective

Westlake Charter School demonstrates the Core Value of Perseverance through our clear and consistent communication. We know that each family desires to be connected to the school community, and our communications are designed to make that easy.

### Westlake Weekly

The Westlake Weekly is a school communication which is posted to our website each week. Once the Westlake Weekly is posted, each Westlake Family will receive a weekly phone call and email, directing you to access the Westlake Weekly. Please contact the front office if you are not receiving the weekly phone call and/or email.

### Teacher Newsletters:

All classroom teachers send out a newsletter with updates from their classroom at least once every two weeks. Specialty teachers each have a website which will be updated with classroom information at least once a month. Links to all teacher websites can be found on our school website under the teacher tab. If you are not receiving consistent communication from your classroom teacher(s), you are encouraged to reach out to the teacher directly or communicate with anyone on our administrative team.

### Social Media

Westlake Charter School uses social media such as Twitter, Facebook and Instagram to celebrate our students, staff and programs. We hope that you will follow our communications using these mediums and help to promote our school in a positive manner. Just as we teach the students the value of a positive online presence, our school models positivity online and expects our entire Explorer Community to model appropriate social media use as well.

### Who to contact for what:

Classroom Teacher(s)	First Contact for all academic or social-emotional concerns and any questions regarding your student's academic progress
Specialty Teacher	First Contact for all academic concerns in the areas of PE, Spanish, or Art
Dean of Students	Contact for office referrals and attendance concerns
Principal	Contact for student and staff concerns and questions regarding school policies and day to day operations



Director of Student Support Services	Contact for questions about Special Education, Section 504 Plans, Student Study Teams, Multi-tiered Systems of Support (including, but not limited to ROAR, Intervention, Summer School, etc.), English Language Learners, and GATE
Director of Curriculum and Instruction	Contact for questions related to NWEA testing and CAASPP testing
Executive Director	Contact for questions related to the Board of Directors

### **Dispute Resolution**

After seeking resolution to any concern by following the communication chain outlined above, if there is no acceptable resolution, the parent/guardian may file a formal complaint. Please see the Uniform Complaint Policy and Procedures #08-01 and Dispute Resolution Policy and Procedures #08-03.

### **Non-Disclosure Policy**

Student and family contact information (telephone number, address, and email) will not be released according to applicable law.

## **Attendance**

Respect – Excellence – **Responsibility** – Gratitude – Inquisitive – Joyful Learning – Global Perspective – Stewardship – Perseverance – Reflective

Westlake Charter School families and staff demonstrate the Core Value of Responsibility by using the academic calendar and bell schedule to ensure that their Explorer is in every class, on time and ready to learn every day.

### **Attendance**

When your child is going to be absent OR tardy, please contact the school office before 8 am and leave a message on the Attendance Line (916-567-5760 ext.4) or email [attendance@westlakecharter.com](mailto:attendance@westlakecharter.com) with the following information:

1. Student's first and last name
2. Teacher's name
3. Your relationship to the child
4. Reason for absence or tardy
5. When your child returns to school, please send a written excuse. If your child is marked absent and you have not contacted us by telephone, the office will contact you for verification and the reason for the absence. Excused absences are defined by the California Department of Education as student illness, bereavement of an immediate family member or an student's



medical appointment. Any other reason for your Explorer's absence is recorded as an unexcused absence.

### **Tardies**

Explorers are required to be in class by start time. Those who arrive after start time must report to the office for an admit slip. If the tardiness is due to an appointment, a note from the doctor's office is required. Please take this seriously and organize your mornings so that your child is on time every day.

### **Early Dismissal**

If your child must leave school early because of a health appointment, please notify the classroom teacher in advance and upon picking up, please sign your child out in the office. Please try to schedule appointments during non-school hours whenever possible. A student cannot be called to the office prior to the parent/guardian's arrival in the office.

### **Independent Study**

If your child will be out of school for three or more consecutive days, Independent Study (IS) contracts are available so that the Explorer is still able to get credit for attendance. In order for an IS to be approved, a Request for Independent Study must be submitted to the office at least five school days prior to the start of the IS. This allows the teacher time to gather work and the parent/guardian and Explorer time to sign the Master Agreement. All work must be completed and turned in the FIRST day that the child returns to school, or the contract will be invalid. Please contact the office for more information. For more detailed information, please refer to Independent Study Policy #07-32 and/or #07- 32WCMS .

## **Academics**

Respect – **Excellence** – Responsibility – Gratitude – **Inquisitive** – Joyful Learning – Global Perspective – Stewardship – Perseverance – Reflective

Westlake Charter School demonstrates the Core Value of Excellence by providing a unique educational opportunity to each student based on our four educational design pillars.

Westlake Charter School demonstrates the Core Value of Inquisitive by leading Explorers to dig into their studies and to guide them to wonder, through thematic units and project-based learning opportunities. The vision that guides the Westlake Charter School academic program is documented in the WCS Charter that is regularly reviewed and approved by both the Westlake Charter and Natomas Unified School Boards.

### **Progress Reports**

Explorers receive a progress report halfway through each trimester. Families will review their Explorer's progress report, sign the 2nd copy and return it to school with their Explorer. Any



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questions regarding scores on the progress report should be directed to the classroom or speciality teacher.

### **Conferences**

Every family will attend a conference to discuss the Academic and Social Emotional progress of their Explorer during the first and second trimester. Refer to the academic calendar for conference week dates. Information for scheduling conferences will be shared in the Westlake Weekly.

### **Report Cards**

Explorers receive a report card three times a year, at the end of each trimester. First and second trimester report cards are distributed during conferences. Third trimester report cards are distributed on the last day of school.

### **ROAR**

Westlake Charter School provides a targeted and remedial instruction time called ROAR (Reaching Outstanding Achievement Results) Club to Explorers who need targeted intervention in reading. ROAR Club is organized twice a year and is offered to Explorers in Kindergarten through 8th grade. Referrals to ROAR are made by the classroom teacher(s) in collaboration with Student Support Services.

### **GATE**

The goal of Westlake Charter School's GATE (Gifted and Talented Education) Program is to provide differentiated learning opportunities during the regular school day for identified students. Differentiation is an effective approach to teaching and learning. It modifies the curriculum content and/or teaching methodologies used with the core curriculum so that Explorers may learn at their own ability levels and at their own pace. Differentiation is not a new concept, but is based on best practices in education. Strategies used may include, but are not limited to, flexible grouping, acceleration, in-depth study, complexity and novelty. Promoting academic excellence, independent thinking, student responsibility and self-confidence are key components of our program.

### **8th Grade Promotion**

For Explorers in 8th Grade to Promote they must meet the following requirements:

#### **Academic:**

- Maintain a minimum of 60% overall average or higher during the 3rd trimester on grades
- No more than one Incomplete (IN) grade during 3rd trimester of the 8th-grade year



### **Campus Culture:**

- Community Service - 7 hours completed
- Positive participation in Advisory

### **Behavior Achievement:**

- No suspensions during the 8th grade year
  - Any 8th grader who receives a suspension will need to enter a behavior contract with administration and teaching team.
- No more than six class suspensions during the 8th grade year.

### **Events for 8th Grade Promotion:**

- 8th Grade Dinner - all 8th graders invited
- Optional 8th Grade Field Trip to Washington DC. While this is not a school program, it is organized with the help of staff. If you would like your student to participate in this fee based program, please contact our principal.
- 8th Grade Santa Cruz Trip takes place during the last week of school - *Promotion requirements must be met prior to attending*
- Promotion will take place on the final school day at 4pm - *Promotion requirements must be met prior to attending*

## **School Culture**

Respect – Excellence – Responsibility – Gratitude – Inquisitive – **Joyful Learning** – Global Perspective – Stewardship – Perseverance – **Reflective**

Westlake Charter School demonstrate the Core Value of Joyful Learning through Responsive Classroom practices in all of our K-8 learning spaces which focus on building a safe learning community for all of our Explorers.

Westlake Charter School demonstrates the Core Value of being Reflective through guiding Explorers to learn from past experiences and successes, by regular celebration of Explorers' accomplishments and with logical consequences as a response to misbehavior.

### **Responsive Classroom**

The Responsive Classroom Model is used in all of our classrooms, Kindergarten-8th grade. Responsive Classroom is an approach to elementary and middle school education that emphasizes social, emotional and academic growth in a safe school community.



***What you will see in a Responsive Classroom Learning Space:***

**Morning Meeting K-5:** Each class meets each morning at 8:30 AM to greet one another, share news and participate in an activity. The practice of Morning Meeting builds the community in the core K-5 classroom. Throughout the year it gives each Explorer a place to feel safe and show their true self.

**Advisory 6-8:** Every Explorer in 6th-8th grade will meet with their advisory teacher each morning at 8:15. Advisory classes will stay together as a group for all three years. Advisory promotes communication and coordination between home and school. Families will also meet twice a year with their Explorer’s advisory teacher for the 1st and 2nd trimester Explorer-led conferences.

**Rule Creation:** Explorers help create classroom rules that allow all members of the classroom community to reach their learning goals.

**Interactive Modeling:** Explorers are explicitly taught to notice and practice expected behaviors in order to demonstrate and internalize them.

**Positive Teacher Language:** Adults use carefully selected, respectful words and tone to promote active learning and self-discipline.

**Logical Consequences:** Adults respond to misbehavior in a way that respects children, guides them to recognize the effects of their actions, and helps them develop internal controls.

**Behavior Management:**

The Response to Misbehavior Model in practice at Westlake Charter School is in line with our Responsive Classroom practices and relies upon clear logical consequences for all levels of misbehavior.

<b>Low</b>	<b>Possible Consequences</b>
<p>Examples of low level misbehavior include:</p> <ul style="list-style-type: none"><li>● Interrupting</li><li>● Disregarding/not following directions (more isolated, non-recurring cases)</li><li>● Inappropriate language</li><li>● Disrespect of peers</li><li>● Distracting others</li></ul> <p>Note: Recurring low-level behavior issues might result in doing further assessment/gathering resources to support</p>	<ul style="list-style-type: none"><li>● Proactive strategies (reinforcing 6:1, redirection, reminding)</li><li>● Verbal warning</li><li>● Natural/logical consequence</li><li>● Loss of privilege</li><li>● Time in a buddy/neighboring classroom</li><li>● Parent conference</li><li>● Develop behavior chart/contract to be implemented by home and school</li></ul>



that Explorer	
<b>Medium</b>	<b>Possible Consequences</b>
<p>Examples of medium level misbehavior include:</p> <ul style="list-style-type: none"> <li>● Regular and outward defiance &amp; disrespect of staff and peers</li> <li>● Taking of others' belongings or school property without permission</li> <li>● Emotional disrespect (i.e. repeated exclusion, teasing)</li> <li>● Encouraging or engaging in physical disrespect (i.e. intentional pushing, tripping, challenging someone to fight, encouraging others to fight)</li> <li>● Persistent play fighting</li> <li>● Signs of early patterned bullying (i.e. threats, intimidation)</li> <li>● Low level vandalism/destruction of property</li> <li>● Recurring disruptive emotional outbursts</li> </ul> <p>Note: Recurring medium level referrals may result in an individual behavior management plan and/or the triggering of further assessment/resources with our MTSS team. Several recurring medium level referrals may be escalated to a severe designation if not remediated.</p>	<p>Office referral:</p> <ul style="list-style-type: none"> <li>● Referral form completed by staff sending Explorer to the office</li> </ul> <p>Situation remediated by office through:</p> <ol style="list-style-type: none"> <li>1. Investigating and defusing the incident</li> <li>2. Identifying and implementing corrective action with Explorer</li> <li>3. Notifying and engaging parents in corrective action</li> <li>4. Referral form completed by office and returned to referring staff</li> <li>5. Explorer directed to make amends for situation before returning to instruction</li> <li>6. In some cases, this might include being sent home immediately after an unsafe incident as an extended cooling-off period before returning to instruction</li> <li>7. As Explorer returns to instruction, a loss of choice or privilege might be implemented, if appropriate, to maintain the safety of all</li> </ol> <p>Note: All office referral forms will be kept on file in the WCS office. For other Explorers involved in an incident or on the receiving end of disrespectful behavior, WCS Staff will call families to inform them and to describe the action plan to support their child moving forward.</p>



Severe	Possible Consequences
<p>Examples of severe misbehavior include:</p> <ul style="list-style-type: none"> <li>● Willful violence/fighting resulting in physical injury</li> <li>● Possession of drugs, alcohol, tobacco</li> <li>● Robbery/theft</li> <li>● Property damage/vandalism</li> <li>● Severe disruption/defiance/obscenity/profanity/harassment</li> <li>● Bullying</li> <li>● Hazing</li> <li>● Witness harassment or intimidation</li> <li>● Possession and brandishing of a dangerous object (including imitation firearms)</li> <li>● Hate violence</li> <li>● Terroristic threats</li> <li>● Inappropriate sexual behavior</li> </ul>	<p>Office referral</p> <ul style="list-style-type: none"> <li>● Referral form completed by staff sending Explorer to office</li> </ul> <p>Situation remediated by office through:</p> <ol style="list-style-type: none"> <li>1. Investigating and defusing the incident</li> <li>2. Identifying and implementing corrective action with Explorer</li> <li>3. Notifying and engaging parents in corrective action, likely including a conference with administrator(s), teacher(s), and family.</li> <li>4. Referral form completed by office, returned to referring staff, copy placed in Explorer's file and copy sent home to parents for signature</li> </ol>

**Harassment, Intimidation, Discrimination, and Bullying**

All Explorers have the right to a safe and civil learning environment. Discrimination, harassment, intimidation, and bullying are all disruptive behaviors which interfere with Explorers' ability to learn, negatively affect Explorer engagement, diminish school safety, and contribute to a hostile school environment. As such, WCS prohibits any acts of discrimination, harassment, intimidation, and bullying related to school activity or school attendance. Please see our Harassment, Intimidation, Discrimination & Bullying Policy #0812- 01 in the Board Policies Section of this handbook for additional information.

**Uniform**

The uniform policy of WCS was adopted as a means of enhancing positive interaction between students and eliminating issues surrounding attire. Uniforms are to be worn Monday through Thursday. On Fridays, blue jeans and a spirit shirt or a college-logo printed shirt can be worn. Uniform clothing must be kept clean and in good repair, free of rips and tears. Patches for holes and any reinforcement must be on the inside of the garment.

**Field Lessons**

Field Lessons are used to enhance the learning in the classroom. Grade levels will share a schedule of potential field lessons during Back to School Night. All adult chaperones must have fingerprinted clearance before chaperoning a field lesson. Adult chaperones will need to have a clear TB test prior to chaperoning overnight field lessons.



## Birthdays

Birthdays are an important celebration. Explorers can be celebrated in their classroom with a birthday bag. The birthday bag is a sealed bag brought in on their birthday with a non-food treat for the birthday boy/girl, or the entire class.

Balloons, flowers, or other gifts cause a distraction in the classroom and cafeteria. These items should not be sent to school. Any such deliveries will be held in the office until dismissal time.

Birthday treats (cake, cookies, cupcakes, pizza, etc.) are not allowed in the classroom or cafeteria. Please check with your child's teacher for individual grade level traditions to honor Explorers.

## Get Involved

Respect – Excellence – Responsibility – **Gratitude** – Inquisitive – Joyful Learning – Global Perspective – **Stewardship** – Perseverance – Reflective

The Westlake Charter School community demonstrates the core value of Stewardship by volunteering with our W.A.V.E. parent group and in our classrooms.

Westlake Charter School demonstrates the core value of Gratitude by helping others in our community to make our school a better place for our Explorers to learn.

### **W.A.V.E. (Westlake Association of Volunteer Explorers)**

All families are part of WAVE. WAVE works hand in hand with the school administration and the WCS board in fulfilling the stated mission of our school. Since WAVE recommends that all families volunteer a minimum of thirty hours per year, WAVE offers a conduit through which parents can connect to the many volunteer needs of the school. Opportunities include leadership roles within the WAVE, as well as within various committees, such as Fundraising, Hospitality, Communications and Parent Participation. Families can also easily earn hours by attending field trips, helping in the classroom, volunteering at WCS events, attending meetings and more.

### **Volunteering at Westlake Charter School**

WCS values our family volunteers. The needs of each classroom teacher differ when it comes to classroom volunteers. Please follow these guidelines when planning to support your classroom or speciality teacher:



1. Connect with your classroom teacher at least 24 hours prior to coming in to volunteer in the classroom. This will give the teacher a chance to be prepared and make your volunteer time as efficient as possible.
2. Check in at the front office to receive a volunteer badge.
3. If volunteering in a classroom, support all Explorers in the classroom, or your group, as instructed by the classroom teacher.
4. If volunteering to prepare materials, please respect the teacher workroom shared space.

All volunteers are asked to wait until after the first eight days of school are completed before coming on campus to volunteer. This allows our Explorers and their teachers to build community within their classroom spaces.

## Student Technology Use Guidelines

Respect – Excellence – Responsibility – Gratitude – Inquisitive – Joyful Learning – **Global Perspective** – Stewardship – Perseverance – Reflective

WCS demonstrates the core value of Global Perspective through our use of technology as a tool to develop 21st-century skills in our Explorers, which will allow them to lead as Global Citizens.

### Internet Acceptable Use Policy

Families are asked to sign an acceptable use agreement each year. The acceptable use agreement states the following. The acceptable use agreement will be sent home separately from the handbook at the start of the school year.

In addition, my use of any technology issued by the school will be for educational purposes only.

1. I will not misuse the technology issued by the school.
  - a. I will not download inappropriate “Apps” on the technology issued by the school. This means Apps that are not academically related and/or approved by my Teacher, Principal or the Executive Director of Westlake Charter School.
  - b. Although my email account can only communicate with staff email accounts, I will not send emails other than for school related purposes.
  - c. I will not browse websites that are inappropriate or contain inappropriate content. This includes websites that are harmful to the technology issued by the school, offensive to other students, or that are not academically related.
  - d. I will not take or keep inappropriate videos/pictures on the technology issued by the school. This means videos or pictures that are not academically related and/or approved by my Teacher, Principal or the Executive Director of Westlake Charter School.
2. I will surrender any technology issued by the school to any staff member of Westlake Charter School at any time for inspection.
3. The penalty for violating either items 1 or 2 will include appropriate school consequences, beginning with communication between the school and Parent/Guardian.



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## Health & Safety

**Respect** – Excellence – Responsibility – Gratitude – Inquisitive – Joyful Learning – Global Perspective – Stewardship – Perseverance – Reflective

Westlake Charter School demonstrates the Core Value of Respect in our response to the health and safety needs of our Explorers. The health and safety of our Explorers is the priority in all areas of campus and our policies regarding health and safety mirror that belief.

### **Nut Caution Zone**

At WCS we ask families to pack lunches and snacks for their Explorers that are peanut free. We also limit the food that is kept in the classroom during the school day. In classrooms where there are more severe allergies, extra precautions may be put in place.

### **Medication at School**

Explorers needing medication during school hours must have a Physician's Authorization for Medication at School form signed by their doctor, on file in the health office.

### **Emergency Procedures**

In the event of an emergency (fire, earthquake, storm, etc.), WCS staff will follow the safety guidelines outlined in the WCS Safety Plan. This plan can be produced upon request in our front office. Typically, during a safety emergency, all staff will remain at the school until all children have safely exited the site, in a place of safety, or released to parents/guardians, unless directed otherwise. Teachers will keep their classes in their rooms unless directed otherwise by an administrator or designee. Teachers will remain with their classes and are responsible for accounting for each child in their class. Teachers will be responsible for signing out children to parents/guardians or other designated adults.

### **Westlake Charter School's Governing Board**

The Board meets every month. Meetings are open to the public except during closed session. All parents/guardians are invited to attend board meetings and to address in person or in writing any concerns, questions, or feedback concerning the governance of the school. Agendas and minutes of all meetings are posted on the school bulletin board located outside the school office and on [www.westlakecharter.com](http://www.westlakecharter.com).



### **Suicide Prevention**

WCS recognizes that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, WCS has developed strategies for suicide prevention, intervention, postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. Please refer to WCS Board Policy #INSERT for more information.

### **Our Relationship with the Natomas Unified School District**

Westlake Charter School is a California public charter school operating under the sponsorship of the Natomas Unified School District. Westlake Charter School is a non-profit public benefit corporation and adheres to the laws governing nonprofit corporations in the state of California.