

WOODSIDE WOLVES



Every Student Matters, Every Moment Counts!

Parent Handbook

WOODSIDE ELEMENTARY SCHOOL

761 San Simeon Drive

Concord CA 94518

925-689-7671—Telephone

925-689-4974—Fax

Dear Wolfpack Community,

Welcome to the 2020-21 school year! My name is Joseph Alvarez and I am your new principal. During these uncertain times, what you can be certain of is that the staff would very much like to see all the students' bright and shining faces in person. Unfortunately, we must start this school year with distance learning to help ensure we keep everyone safe. Another certainty is that our fantastic teaching staff is preparing and is ready to execute a great plan of action, where your student will be engaged in learning and continuing our rich tradition of excellence in all.

I am so very excited to be here at Woodside and I would very much like to meet each and everyone of you. I will be holding virtual meetings throughout the school year to help ensure I am meeting the needs of our students. Please do not hesitate to contact me if you have any questions or concerns. Woodside is a school that has built a strong foundation through our excellent community. You can follow our twitter handle at @WoodsideEL and our school website for more information and updates

My belief is that all students have the opportunity to learn and be successful. My role as principal is to ensure that opportunities and needed interventions are implemented and support all students where they need it. Our Woodside TK-5 graduate profile consists of citizenship, integrity, resilience and academic progress. We will continue to create a system that ensures all our students earn this graduate profile and always remember their time in elementary school as one that helped them define and create a strong foundation for lifelong learning.

This year is like no other, but we will get through this together and stronger because of it!

Let me hear that Wolf Pack roar!

In Community,

Joseph G. Alvarez

Policies and Procedures

Woodside Policy Dress Code

Woodside's policy is based on the idea that elementary students and their parents share the primary responsibility for proper attire and appearance. Attire should be reflective of an environment dedicated to learning and free from distractions.

School Board Policy 5132(a), and Administrative Rule 5132 (a) applies to the dress code



For All Students:

No halter tops, midriffs, tank tops with large arm holes or spaghetti straps

Shorts must be fingertip in length

Footwear such as sandals, flip flops, high heels, clogs are not allowed

Apparel with inappropriate language or images are not allowed

Face make up is not allowed

Hats must be off inside in common school spaces unless worn for religious reasons. Classroom teachers may make a determination regarding the wearing of hats in their classroom. We ask that all people on campus abide by this procedure.

Due to changes in fashion, the principal reserves the right to determine appropriate dress.

Daily Schedule

Monday, Tuesday, Thursday, Friday

1-5 8:05-2:45

K am 8:05-12:15 pm 10:05-2:15

Wednesday

1-5 8:05-12:35

K am 8:05-11:10 pm 9:10-12:17

Attendance Policy

Regular attendance at school is extremely important for each student's learning. Please schedule medical and other appointments after the school day. Should your child be absent, please contact our school office at 689-7671 or send an email to woodsideattendance@mdusd.org

According to the law we need notification of a student absence. Only illnesses and medical appointments are excused absences, everything else is unexcused. Students out for 5 days or more can apply for an independent study contract and be given work, we need a minimum of 5 days to put this work together before leaving.

Students who arrive at school after 8:08 are considered tardy. Tardy students should report directly to the office. Only doctor or dental appointments are "excused" reasons for being tardy. Sleeping late and family emergencies are not excused. If students are checked out of school early, it is also a tardy. A tardy is defined as not a full day of school. Students are at a disadvantage when arriving late, class has started and they have missed important instruction.

Arrival Procedures

Children should not arrive at school prior to 7:50 a.m. because there is no supervision.



Before School, Recess, and Lunch Periods:

Before School - Students are to gather in the court yard in front of the office. Students are not allowed on the playground prior to 7:55 a.m. At 7:55 the teacher on yard duty will dismiss the students to the playground. Students are to WALK out to the playground.

Dismissal Procedures

Students should always know how they are expected to get home. They will be dismissed from classrooms and are expected to wait in front of the multi-use room for car pick up. If an adult comes to pick them up, they may meet them in the courtyard in the front of the school. Any student not picked up by 3:00 is moved to the courtyard for pick up. Please pick up your child in a timely manner, students get very anxious when they are left waiting.

FOOD SERVICES

Hot lunches, including milk and a salad bar are sold daily. Milk is also available for those students bringing bag lunches. Menus are available each month. District policy states that those children who forget their lunches or money will be issued a carton of milk and fruit. The cafeteria cannot give credits to students who forget their lunch. Make checks payable to *Mt. Diablo Food Services*. **Make sure the child's full name and room number is on the check.**

Policies and Procedures

School Lunches and Snacks

Students should bring a nutritious lunch from home or plan to purchase a lunch at school. Students may bring a snack to school. Snack will be eaten during the a.m. recess, only in designated areas. Large bags of snacks are not allowed, these too, should be healthy. Gum and candy are not allowed at school. Soda cans are not allowed.

No food will be consumed on the blacktop play area.

Free or reduced price lunches are available to qualifying families. Please ask for more information or visit the district website at www.mdusd.org



Since School is dismissed at 12:35 on Wednesdays, we have “brunch” on Wednesdays instead of lunch. If you want your child to eat lunch during this 30 minute break, they are able to do so in the lunchroom and then play. If you would prefer your child to eat at home on Wednesday, you can send them with a healthy snack; they can eat it out on the benches or in the multi-use room and then play.

Noon Supervision

Noon supervision is by playground supervisors, under a district-developed program. On rainy and inclement days, children stay in their classrooms after eating lunch in the Multi-Use Room.

Visitors

Visitors are required to sign-in at the office and receive a visitor’s ID pass. Please state your reason for visiting and make sure the teacher is expecting you. Do not drop by another classroom unannounced, this interrupts instructional time. For students and employees safety, it is imperative that we know who is on campus at all times. Visitors must sign out before leaving campus. On occasion, visitor passes will be handled by the classroom teacher. For safety and supervision purposes, no visitors are allowed on the playground unless it is a prearranged activity with permission. **Siblings (not enrolled at Woodside) are not allowed on campus during classroom time throughout the school day.** We also do not allow ex-students to be on campus during the school day. All volunteers having contact with students will be required to have their fingerprints taken and show proof of a clear tuberculosis test. Please see the office for more information on this.

Board Policy 1240

Emergency Information

An Emergency Card with up-dated information is required for each child enrolled in the school. If a child becomes ill or is injured, the office needs the names, addresses and telephone numbers of two persons who can be contacted locally if the parents cannot be reached. Keep this information current by notifying the school office of any changes in employment, addresses, telephones, etc. We cannot release a child to someone for pick up during the school day if they are not listed on the Emergency Card. **Please have**

your child memorize your phone number for safety reasons!

HEALTH

Student Illness

If children become ill at school, parents will be telephoned. Ill children need to go home in a timely manner. There are no facilities available for students to stay for long periods of time in the office. Woodside Elementary School follows the State and Mt. Diablo Unified School District policies regarding public health issues.

Medication at School

If a student has a medical condition or need, it is imperative that school be notified in writing. All information will remain confidential. In order to ensure the safety of your child, school policy requires written doctor’s permission for all medication to be given during school hours. We must have a complete and signed district medical form, medication must be brought in its original labeled container, all medication must be left at school (it cannot travel back and forth).

Notification of Communicable Diseases

Parents must notify the office immediately for students displaying symptoms of, or known to have, a communicable disease/illness. This would include, but is not limited to; head lice, strep throat, pink eye, strep infections, ring worm, and slap cheek. Once informed, the office will send notification home to each student’s family in the class affected.

Immunizations

California law requires that at the time of first enrollment in California Schools, students shall have had all of the required immunizations.

Physical Examinations

California law requires a physical examination for all first grade students. It can be done up to 18

Policies and Procedures

months before entry into grade 1; must be done by 6th birthday. A Report of Health Exam form must be on file prior to entering the first grade.



Office Procedures

Change of Address

Changes of address, telephone numbers, family health advisor, or emergency contact information should be reported to the office as soon as possible. For your child's safety we need current contact information.

Office Telephone

The office telephone is for the purpose of school business. In case of an emergency or illness, students may use the telephone. It may not be used to call home for parents to bring books, money, lunches, arranging to be picked up, etc.



Phone Calls to School Personnel

If you find it necessary to talk with your child's teacher during the day, please call either prior to school starting or after school is out. Teachers are unable to take calls during the school day except during their prep periods. All other school personnel are available between

8:00 am – 3:00 pm. You may call to leave a message for a teacher to return your call after students are dismissed. Please do not hesitate to call the school office during these hours.

Messages to Students

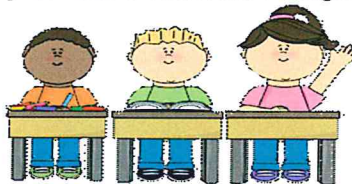
To protect our precious instructional minutes, we request your cooperation in limiting messages to emergencies only.

GENERAL INFORMATION

Classroom Structure

Providing your child with the most appropriate classroom placement in order to maximize learning opportunities is valued at Woodside School. Parents are an important source of information and a part of this process. Therefore, parents are provided the opportunity to give the staff information regarding their child's placement for next year.

The Student Information Forms will be available in the office in the spring. Please remember that student enrollment changes over the summer. Flexibility must be maintained in order to readjust class placements to reflect these changes.



Damage to School Property

Even though the State of California provides school materials, we do expect and want children to develop pride in the care of school property. Students who damage school property, including books, will be expected to pay for repair or

replacement.

Lost and Found

Lost and found articles are kept in storage at the school. Valuable articles such as money, wallets, charms, glasses, etc. are kept in the office. Parents are urged to carefully label all clothing items such as sweaters, hats, jackets, etc. so that they can easily be returned. Students should accept responsibility for the care of their articles. Articles left unclaimed are given to a charity organization at the winter break, spring break, and close of the school year. Items brought to school are the responsibility of the student and the parent. This includes, but is not limited to: clothing, electronics and any other personal items.

Restrooms

Restrooms are available throughout the school day. We ask everyone to do their part in keeping the restrooms clean and remember to wash their hands after every use. Students are often sent to the restroom accompanied by a buddy, as per classroom policy and age of student. Students who have been found vandalizing the restrooms will be appropriately disciplined. Students will have access to restrooms as needed. The teacher will explain his/her classroom restroom policy. If a problem arises with a student using the restroom, during instructional time, the teacher will confer with the parent.

Classroom Parties

No more than three classroom parties are held each year. These parties are under the direction of the classroom teacher. No balloons may be brought to school for any event, including parties and birthdays.

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The Parent Faculty Club normally meets the 3rd Tuesday of each month from 7:00 – 8:00 p.m. to offer support for the Woodside program. In addition, you may participate in any of the parent club activities.

Student Progress Reports

Student Progress Reports are issued at the close of each trimester. They are intended to give you a report of your child's achievement, meeting standards, and progress. Students are also evaluated on 21st Century Skills including citizenship, attitude, effort and study habits.

Celebrations and Personal Invitations

Invitations to birthday parties, overnight stays, etc, are not to be delivered to school. Please use regular mail for this purpose. Gifts, balloons, and/or flowers will not be delivered to classrooms, they will be held in the office until after school is dismissed.

Transfers

If you are moving and are withdrawing your child from this school, please call or come by the office a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork and collect textbooks and other school items.

SUPPORT SERVICES

Woodside Elementary offers a variety of programs that serve students: Speech services, English Language Learner support, the Resource Specialist program, and Special Education

Additional Programs Include:

Library

Music Program

Computer Lab

The Student Study Team (SST)

English Language Learners (ELL)

Special Education Program

Speech Therapist

School Psychologist

Special Day Class

School Counselor

Parent Involvement

Parents play an extremely important role at Woodside School. We continuously encourage parents to help and support Woodside students and programs. We encourage positive communication between school and home and we always welcome parent input.

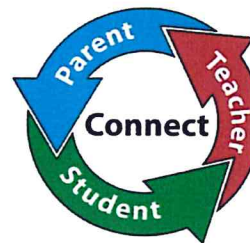
Parents have many opportunities to get involved:

Parent Faculty Club

Site Council

Advisory Committees, and

Responding to teachers' requests



SCHOOL SITE COUNCIL

School Site Council provides parents and teachers the opportunity to participate in a leadership role at the school. Your involvement contributes to the effectiveness of a school wide improvement program. School goals are discussed and progress toward these goals is monitored.

The Woodside Site Council is made up of ten members, five of whom are parents. The role of the Site Council is to analyze and make suggestions for program improvement and to monitor the School Improvement Plan. The council meets at a mutually agreed upon date and time in the library. The agenda for each meeting will be posted on our website the Wednesday prior to the meeting.

We are always looking for parents who want to take an active part in their children's education and for various ways to allow that to happen. Principal newsletters and monthly Parent Faculty Club Newsletters, phone calls, and teacher notices are but a few of the means we use to invite parent involvement.

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SINGLE PLAN FOR STUDENT ACHIEVEMENT (SPSA)

The purpose of the School Site Council is to monitor and evaluate the SPSA Plan. This plan sets our goals for the year and determines if specific funds were used to meet these goals. SPSA funds cannot be used for capital improvements as mandated by the Board of Education.

PARKING LOT

School safety is one of our major concerns. We request your help and support to make entering and exiting our school a safe function of the school day:

Please observe the speed limit, so we can provide a safe environment for the students, staff, and parents of Woodside.

The lot is reserved for use by Woodside staff, including teachers, support staff and district personnel. Visitors/parents doing business at the school should **park on the street**. No parking or stopping at any time in the red and yellow zones. The red zone is a fire lane for emergency vehicles. The yellow zone is for buses.

As per State law - Vehicles **may not** pass buses in either direction when the red lights are flashing.

Load and unload students behind the bus area. Never leave your car unattended.

When you are waiting in the loading/unloading zone, keep moving forward as cars in front of you leave.

Never double park in the lot or ask your children to cross in front of cars or between to meet you. Students are not allowed to cross through the parking lot without an adult accompanying them.

Never park in the red zones and the side driveway behind the kindergarten classrooms. These areas **must** be left clear for emergency vehicles.

If you wish to park and leave your car, park on the street. This rule pertains to everyone, including the YMCA Kid's Connection and kindergarten parents.

Save your cell phone use for after you have exited our parking lot.

Full attention needs to be paid to students and traffic at this time. Please abide by the hands free law effective 7-1-08. This includes texting!

Student should always exit the vehicle on the curb side!

We have teachers at dismissal times directing traffic in the parking lot. *Please* give these wonderful people a friendly smile - remember they are helping to protect your child.



GENERAL RULES

Recess - Upon dismissal from the classroom, all students are to **WALK** directly to the playground, with all activities taking place beyond the double yellow lines.

Lunch - Upon classroom dismissal, all students are to walk directly to the eating area. Courtesy rules during lunch: behave as you would when eating at a dinner table at home. All food is to be eaten in the Multi-Use Room or on the benches in front of the library if it is an outside eating

day. No food is to be eaten on the blacktop, or on the field.

Bicycles and Scooters at School:

California law requires children to wear a helmet while riding a bike or scooter. **Do not let your child ride his/her bike to school without a helmet.**

Bicycles/scooters must be **walked** in corridors and parking lot; no bicycles on playground from one-half hour before school and one-half hour after school.

When you enter school property, **WALK** your bike/scooter to the bike rack.

All bicycles must be locked in the bike racks.



Walking:

If you are walking to school, it is important to obey traffic rules. Be certain it is safe to cross before proceeding.

If you walk with your friends, make sure there is room on the sidewalk for others to pass by.

Respect private property. Stay on sidewalks and don't take shortcuts across lawns.

Here are some things to remember to help you get to school and back home safely:

Whenever possible, walk or ride your bike with friends. Go directly to and from school. Don't change your plans by

Policies and Procedures

stopping somewhere unless your parents have given their permission.

Don't accept a ride with anyone unless your parents have given their permission.



Animals at School

Animals may not be brought to school. Individuals may be allergy sensitive. Animal behavior may be very unpredictable. This includes before and after school times. This also includes field trips. **No animals are allowed at school or school functions.** If you must bring your animal to pick up your child, you will need to remain in the car with your animal or wait for your child off campus. This is a safety issue.



SAFETY

Drills

As required by law, schools are to conduct one fire drill monthly. When this drill procedure is conducted, all occupants of the school are required to vacate the buildings. Every student is directed to a particular place on the campus during this drill.

The school has special supplies set aside for use in case of an emergency.

During the drill, we ask that students:

Follow the directions of the supervising adult

Walk quietly to your designated area.

Calmly await further instructions.

Parents- we need your help in keeping everyone and everything calm during emergency situations!

Children Leaving Campus

We are responsible for children once they arrive at school. If it is necessary for you to take your child out of school for any reason during the school day, please send a note and check in at the office (a child will not be released with just a telephone call). Your child will be called to the office when you have signed the child out. **We will not release a child to any adult who is not on the emergency card - no exceptions.**

HOMEWORK

Mt. Diablo Unified School District Homework Policy Policy 6154

The purpose of homework is to reinforce skills, teach good study habits, responsibility and self-discipline. Homework is an assignment to be completed by the student with parent assistance only as needed. Homework is an important part of a child's total education. Assignments may be different by grade level, teacher, and/or individual student. The home will be contacted if homework is not consistently completed.

Before leaving class for the day, your child should be sure he/she has everything they need to complete the homework. It is a good idea for

your child to find someone in the class to exchange phone numbers with to call for homework directions.

Homework Policy

Please see added page that addresses homework.

At the elementary level, homework should not be assigned over weekends or school breaks except in case of long-term projects assigned well in advance.



Makeup Work

Education Code 48205, Education Code 48913

It should be noted that assigned makeup work will extend the time spent on homework as indicated in the grade level areas in the previous section, Guidelines for School Site Homework Plan.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

Teachers may assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

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Corrective Action Plan

A Corrective Action Plan for unacceptable behavior will be sent home for parents to see, discuss and sign for return. Students cited with several Corrective Plans will be sent to the principal for a conference and home contact. Some behaviors are cause for an immediate suspension. The principal holds the right to decide consequences related to discipline matters.

A corrective action plan is issued when severe and/or repeated misbehavior occurs. Parents are asked to accept this notification as a sign that home intervention is necessary.

When a student is sent to the office the following will occur.

1. The student explains behavior to the principal. An action plan is sent home and filed at school. Appropriate consequences will be assigned.
2. If behavior continues, the parents, teacher, student and principal may meet to discuss difficulties. Appropriate consequences will be assigned.
3. In accordance with the Board Policy and the California Education Code, more serious misbehavior or continued misbehavior can result in periods of suspension.

The Mt. Diablo Unified School District has Student Behavioral Expectations; The Elementary Discipline Matrix will be available for parents.

Sexual Harassment and Bullying Policy

Harassment of any form will not be tolerated. If you are being harassed

by anyone, please report all incidents to an adult. We follow all MDUSD policies regarding harassment.

Learning Without Distractions

Learning is best when you are free from danger and distraction. For this reason please take note of the following :

Cell phones must be turned off and out of sight during the school day.. Phones and text messaging may not be used on campus at any time during school hours. Students who use or have their cell phones out on campus during school hours will have the phone confiscated by school personnel and it will only be returned to the parent. Cell phones are the responsibility of the child and the parent. Lost and/or damaged cell phones will not be replaced by the school. This procedure applies to all electronic devices including, but not limited to, tablets.

No toys of any kind are allowed during the school day. If students bring these items, they will be taken by school personnel and returned to a parent. If a student brings an item not allowed and loses it or it becomes missing, it is the responsibility of the student.



School Wide Rules

The school-wide rules are posted around the school and apply to different areas of the school. Our general rules for all areas are:

Be Safe

Be Respectful

Be Responsible

Be Kind

While we want to emphasize positive behavior, we do recognize the need for common expectations and consequences. The staff has worked as a team to develop our expectations.

Discipline Policy

Woodside Elementary School has established rules to create a safe learning environment and protect the rights and safety of all. Discipline is fair and consistent. Students receive an orientation to the school rules yearly. Each teacher posts their individual classroom rules.

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