Woodside K-8 School
In the San Juan Unified School District
8248 Villa Oak Drive
Citrus Heights, CA  95610
Tel: (916) 971-5216
Fax: (916) 726-7169

Parent Handbook
2014-2015

“Home of the Cougars”

www.sanjuan.edu/woodside
Woodside K-8 School

Mission Statement

The mission of Woodside K-8 School, a 21st Century Learning Community, is to inspire and challenge each student to achieve his/her potential as confident, responsible, self-reliant life-long learners, through innovative technology and rigorous academics in a safe, positive environment where students feel connected to their community.
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Dear Parents and Students:

Welcome to a new year! The Parent Handbook is a vital part of understanding Woodside K-8 School programs, academic information, and policies/procedures of our school. I urge you to take a few minutes to carefully read this handbook as it goes into a lot of detail about our programs and extremely important policies that both students and parents need to know. Some things change from year to year, so please be sure to review. It’s also very helpful to keep it in a convenient place for future reference.

Please be sure to review this information with your student, regardless if you’re new to Woodside or have been here for years. It contains a number of expectations we have of all students, both in and out of the classroom. Additionally, please be sure to sign and return the “Parent Handbook/School Rules Signature Page” by the end of the first week of school.

On behalf of the entire Woodside team, I would invite you to visit our beautiful campus, attend your child’s classroom, and become an active member in our PTO and parent volunteer programs. Our goal this year is to ask each parent to volunteer at least five-hours per month in some way. We are very excited to have you and your child with us at Woodside K-8 School. I’m looking forward to working with you to create a learning environment where your child can reach his/her full potential.

Sincerely,

Greg Barge
Principal

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### 2014-2015 SCHOOL YEAR CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>August 13</td>
<td>Teacher Workday (No School)</td>
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<tr>
<td>August 14</td>
<td>First Day of School</td>
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<tr>
<td>August 27</td>
<td>Back to School Night (Minimum Day Schedule)</td>
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<tr>
<td>September 1</td>
<td>School Holiday (Labor Day)</td>
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<tr>
<td>October 6-10</td>
<td>“Progress Towards Standards” Report Issued</td>
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<tr>
<td>November 11</td>
<td>School Holiday (Veteran’s Day)</td>
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<tr>
<td>November 12</td>
<td>End of First Trimester</td>
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<tr>
<td>November 12</td>
<td>Non-Instructional Day (No school-students)</td>
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<tr>
<td>November 17-21</td>
<td>Minimum Days for Parent Conferences</td>
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<tr>
<td>November 21</td>
<td>Report Cards Issued</td>
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<tr>
<td>November 24-28</td>
<td>Thanksgiving Recess</td>
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<tr>
<td>December 22-January 2</td>
<td>Winter Recess</td>
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<tr>
<td>January 19</td>
<td>School Holiday (M.L. King Day)</td>
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<tr>
<td>February 16-20</td>
<td>School Holiday (President’s Week)</td>
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<tr>
<td>March 6</td>
<td>End of Second Trimester</td>
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<tr>
<td>March 11, 12, 13</td>
<td>Minimum Days for Parent Conferences</td>
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<tr>
<td>March 30-April 3</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>May 25</td>
<td>School Holiday (Memorial Day)</td>
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<tr>
<td>June 4 (Thursday)</td>
<td>Last Day of School (Min. Day Schedule)</td>
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</tbody>
</table>
Woodside K-8 School Rules: All Grades

PHILOSOPHY
The staff at Woodside School believes that appropriate behavior is critical for maintaining a positive and effective learning environment. Our goal is to help students develop self-discipline and to accept responsibility for their own actions. Emphasis is placed on positive recognition of appropriate behavior and helping students to learn from their mistakes. When consequences for inappropriate behavior are necessary, the consequences will be logical, fair, and consistent.

BELIEFS
We hold the following beliefs:
- Every student has the right to learn and every staff member has the right to facilitate that learning without undue interference.
- Every student is capable of appropriate behavior.
- Every student has the right to be treated with dignity, respect, and equality.
- Every student should be held accountable for his/her actions.

STUDENT RIGHTS
We feel that students and parents have the right to expect school to be a safe and positive environment in which to learn. Therefore, we believe students have the right to:
- A safe environment (both physical and psychological)
- Positive peer interactions that are free from bullying or harassment
- Freedom from slurs that are demeaning to a person’s race, ethnicity, religion, disability or sexuality
- Respect from adults and peers
- Fair treatment
- Freedom to express their opinions and beliefs in an appropriate manner
- Learn in a quiet and disciplined classroom
- Competent teachers, appropriate materials and adequate facilities
- Know and understand the rules
- Privacy (including restrooms)

SPECIAL NOTE TO PARENTS
The connection between school and home is viewed by all staff members as a partnership in learning for all students. We believe that consistent communication between school and home is a vital element in this partnership. When a student has made an inappropriate choice and is facing disciplinary consequences (i.e. loss of privileges, conference with supervising adult, etc.), it is important for a parent to listen carefully to their child’s description of a problem. If a parent needs further clarification or has questions, we strongly encourage parents to contact their child’s teacher first.

We recommend the following responses to the child’s concern:
1. Help the child clarify the problem;
2. Help the child clarify his/her role in the problem and in the solution; and
3. If concerned, call the school and gather more information from the teacher or appropriate adult.

We believe this philosophy helps develop a positive relationship between school and home. Our role as parents and educators is to help students learn to make responsible choices.
STUDENT RESPONSIBILITIES
In a society, rights are accompanied by responsibilities. **At Woodside School, we want to hear student:**

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<tr>
<td>Respectful</td>
<td>Organized</td>
<td>Accepting</td>
<td>Responsible</td>
<td>Safe</td>
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Specifics regarding ROARS will be rolled out during the 2014-15 school year.

POSITIVE RECOGNITION
The emphasis at Woodside School is on positive recognition for safe and appropriate school behavior. The following is a description of the major components of our positive recognition program.

- Students receive positive recognition from school personnel on an on-going basis.
- K-5 Citizen of the Week Awards are presented on Friday of each week at a special assembly. Citizens of the Week are granted special classroom privileges the following week.
- Spirit Rallies are held four to five times per year for students in grades 6th through 8th.
- As part of our new Positive Behavior Intervention and Support (PBIS) program, in addition to verbal praise and other classroom recognition, students may earn Cougar Cash for demonstrating positive behavior and good decision making. Students will be able to buy things in our student store with their Cougar Cash.

LEARNING FROM MISTAKES
All mistakes become learning experiences and an opportunity to grow. There is a progression of steps the staff follows to help students learn to be accountable for appropriate behavior. We expect and appreciate parental support of this process. Each grade level has a consistent and fair system for dealing with infractions within the classroom. In addition, the staff has clear expectations for behavior outside of the classroom setting including P.E., the Computer Lab, the Media Center, the cafeteria, and the playground. Actions/consequences taken at the classroom level include (but are not limited to) student-teacher conference, parent-student-teacher conference, recess time-out, loss of classroom privileges, or class suspension. Communication from the teacher is expected, either in writing (hand or email) or by phone. Continued poor decision making by the student may result in increased consequences and a referral to the principal.

Infractions such as fighting, participating in other activities that could cause injury to another student, or being extremely disrespectful or defiant towards an adult, bullying, harassment, threats, theft, vandalism & profanity will be dealt with by the principal. Actions/consequences at the administrative level may include (but are not limited to) principal-student conference, principal-parent-student conference, time-out, class suspension, exclusion from field trips/school activities, or on-site suspension. The principal will contact the parents in order to inform them of the incident and to discuss the consequences that will be used to help the student learn to make more appropriate choices in the future.
FIELD TRIP DISCIPLINE POLICY

Field trips are an extension of the classroom learning environment in a less structured setting. Therefore, it is important that students participating in field trips conduct themselves in an appropriate manner that will ensure their safety and the safety of others. Students’ behavior must be appropriate to the setting to allow all participants the opportunity to see, hear and learn.

During a field trip, a student will be expected to follow school rules. If a student’s behavior endangers his/her safety or the safety of others or requires a significant amount of teacher/chaperone time, the student will be removed from the site of the field trip. The parent will be called to come to the site to take the child home.

A student may be excluded from taking part in a field trip if the student has behaved at school or on a previous field trip in a way that could endanger the student or the safety and well-being of others while on the trip. Also, the teacher and/or principal may exclude a student up to the day of the field trip if the student receives a behavioral referral. If a teacher feels a student is sufficiently behind in work completion, the teacher may exclude the student from the field trip.

Possible exclusion will be reviewed with the principal and the parents prior to any decision being made. The final decision regarding exclusion will be made by the principal. If the principal decides that the student should be excluded from the trip, there may be situations where the parent will be given the option of accompanying and supervising their child on the trip.

If the decision is made to exclude a student from a field trip, the student is to attend school and the teacher will be responsible for providing appropriate assignments for the student to complete in another teacher’s classroom during the duration of the trip.
Woodside K-8 School Rules: 6th-8th Grades

In addition to the previously mentioned rules and expectations, the following information applies to students in grades 6th through 8th.

Students are expected to follow all school and district policies in addition to general school rules including individual classroom teacher’s procedures. Experience has shown that a clear understanding of the school’s expectations, along with wise choices regarding these matters on the part of students, contributes to a safe environment that fosters learning and success.

All students are entitled to the opportunity to learn in a safe environment with minimal disruptions or distractions. Persistent behavior problems interrupt quality teaching and learning. School rules and policies are designed to provide guidelines for appropriate behavior that supports a learning environment. Students who choose to violate school rules or policies will be subject to progressive disciplinary action that may result in any of the following consequences:

- Warning
- Conference with teacher or staff member
- Phone calls/email/letter home to parents/guardians
- Conference with parents/guardians
- Detention
- Class Suspension
- P.A.S.S. (on-site suspension with a supervising teacher)
- Home Suspension
- Expulsion
- Police intervention

Students receiving an excessive amount of discipline referrals, hours of detentions, days in P.A.S.S., or suspensions will be excluded from participating in rallies, dances, field trips, and end-of-year celebrations or class trips. Each disciplinary action is reviewed on a case by case basis for the student who is committing the act requiring discipline. Violations that require immediate suspension and/or expulsion are clearly outlined in the district’s discipline policy, which is distributed at the beginning of the year. Each time a student is referred to the office, an official entry is made in the Zangle Student Information System and becomes part of the student’s permanent record.

R.O.A.R.S. – Let’s Hear It Students!
The following sections provide a more detailed description of how student ROARS can be heard and seen with respect to specific campus activities and/or locations.

Assemblies
Assemblies are usually held in the MP Room. Students should quietly accompany their classroom teacher to the MP Room and quickly be seated on the floor facing forward. Out of respect to the person(s) leading the assembly, students should remain seated on the floor facing forward and they should be quiet during the presentation. It is inappropriate to turn and face away from the presenter(s), to talk or call out unless requested to do so, to play with other’s hair or clothing, or to lie down. At the end of the assembly, students should quickly and quietly return to their classrooms.

Classrooms
Individual teacher’s classroom expectations and procedures are an important part of creating an environment suitable for learning. Students are to be respectful of individual teacher’s classroom rules even when they differ from other teacher’s rules and students are to be responsible and come to class on time with completed assignments and the necessary supplies (paper, pencils, grading pens, etc.).
Cafeteria/MP Room
Students are expected to walk safely to the MP Room for lunch each day and line up in the designated locations. Out of respect for others, students may not cut in front of others already in line. It is the responsibility of all students to clean up after themselves and deposit all trash in the containers provided in the MP Room before exiting the MP Room. All food is to be consumed in the MP Room or Quad area, unless a student has a pass to return to another room on campus for lunch. When students are finished eating they may use the designated walkway or ramp to exit outside to the blacktop. Students should be either on the blacktop or field during lunch recess.

Cheating/ Forgeries/Plagiarism
Simply put: if it’s not yours, don’t use it as yours! Cheating is not just taking answers from someone else, but also giving answers to another student – even if it is just homework! Students should be responsible and do their own work and be respectful of other student’s effort and hard work by not copying their work. Writing a note and forging your parent’s signature (or initials) on any school document is disrespectful not only to your parents, but also to the person you are giving the note or document to. Students need to take responsibly for not having the necessary signature when required and accept any consequences (loss of credit/points, privileges, etc.). Cutting and pasting information from the internet into your own paper and submitting it as your own work is plagiarism. Be responsible and follow the guidelines given in class regarding the use of the internet and other sources. Be proud of your work and make it your own! Students who cheat, plagiarize, or forge signatures will be subject to disciplinary action.

Dances
School dances can be a fun part of our middle grades. Woodside dances are for current Woodside 6th through 8th grade students only. Students must have a 2.0 GPA and no home suspensions from school to attend the dance. These expectations are from dance to dance. Tickets are purchased in advance during lunch in the Quad. Students must have their ID card and ticket/permission slip containing parent signature and phone numbers to be admitted to the dance. Dances start at 6:00 p.m. and end promptly at 8:00 p.m. Students arriving after 6:30 p.m. or leaving before 8:00 p.m. must be checked in or out by a parent. All campus rules and policies including dress code are in effect at dances. Students who engage in sexually suggestive (freak or dirty dancing, etc.) or unsafe dancing (moshing, break, etc.) will be removed from the school dance, have a parent contacted, lose dance privileges for the remainder of the year, and be subject to additional disciplinary actions. Out of respect for your dance partner and others at the dance, you are expected to face your partner while dancing and maintain 4 – 6 inches of space. Leg wrapping, moshing, grinding or body surfing are also not appropriate behaviors.

Dress Code
School is a place of learning where all students are entitled to be educated in a safe environment free from distraction. The school dress code is written to define guidelines on appropriate dress for students that is safe and respectful. It is the student’s responsibility to follow these guidelines during regular school hours as well as after school on and off campus activities. (See Dress Code, page 19)

Field Trips/Off-Campus Special Activities
Students on off-campus field trips are representatives of our school and are expected to be on their best behavior. Students need to be respectful of the teachers, parent chaperones, presenters, and performers. Classroom teachers will expand on the expected behaviors depending on the nature of the field trip. All campus rules and policies will be in effect.

Hall Passes
Students are not permitted outside the classroom during class periods unless they have a hall pass in their possession or are accompanied by a teacher. If a student needs to see a teacher at lunch, he/she must get a pass from that teacher prior to that lunch period. It is the student’s responsibility to ask for a hall pass and carry it. Hall passes may only be used with a teacher or administrator’s permission.
Littering
We want to be proud of our school and one thing that makes us proud is how our school building and classrooms look. Students are responsible for picking up after themselves and placing all trash in the appropriate containers. This includes the hallways, blacktop, MP Room, Quad, and individual classrooms. It is not the teacher’s or custodial staff’s job to pick up after you.

Manners
Students are expected to act respectfully toward students and all adults (teachers, administrators, aides, support staff, & visitors) on campus and use manners. Please and thank you are always the polite things to say and often omitted. It is also disrespectful for students to question why they need to do something an adult on campus instructs them to do – you just need to do it.

Note Taking and Homework
A common question for middle grade students to ask is “Why do I have to take notes and do homework?” And there are several good reasons! There are 3 basic learning styles: auditory (hear it), visual (see it), and kinesthetic (do it). Although many people may have a preference to one learning style, we all learn best from a combination of styles. So, each day in class, the teacher talks about the lesson (you hear it), the teacher writes notes and examples on the board (you see it), and you take notes and do homework (you do it). By eliminating any one of the 3 styles, you significantly reduce your learning! Students are expected to take notes and do their homework daily for each class.

Passing Period
There are 3-minutes given to pass from class to class. During this time, students are to be courteous and respectful of others and of school property. Students are also expected to be responsible and arrive to the next class on time. Safety is also a priority. Running, pushing, linking arms, holding hands, hugging or other public displays of affection, yelling, stopping in the halls, etc. are inappropriate behaviors. When the tardy bell rings, no one should be outside- you should be in your class, seated and ready to learn.

Test Taking
Tests and quizzes are an opportunity for you to show what you have learned and all students are entitled to a quiet, distraction free testing environment. Students need to be respectful of others who may still be testing and remain SILENT until all students have finished the test or quiz. A responsible Student would bring a reading book along in case he or she finishes early.

Time Out
On occasion your teacher may find it necessary to remove you temporarily from the classroom as a time out due to your inappropriate classroom behavior. Students should use this time to SILENTLY reflect on their actions and develop a plan for improving behavior to always be Responsible, Organized, Accepting, Responsible, and Safe. It is inappropriate for students who have been sent outside to talk or make other noises, walk around, or disturb classes. Students who are sent outside on a time out and continue to display inappropriate behavior will be subject to further disciplinary action.

Cell Phones
Phones must be turned OFF during school hours and may not be used during classes, breaks, or lunches at school. Phones should not be seen or heard for any reason during school hours. Parents, please do not ask students to leave phones on to receive a message from you. Any phone that is seen or heard during the school day will be taken and students will be subject to disciplinary action- detention, P.A.S.S., or home suspension.

Other Electronics
All electronics such as iPods, MP3 players, video games, cameras, laser pointers, personal digital assistants (PDA), and CD players should not be brought to campus. The school will not be held responsible for any of these valuables should they become missing and will not spend time investigating
the issue. These items are your property and should not be brought to school. Use of any of the above or similar items during school hours will result in the item being taken and students will be subject to disciplinary action.

**School Property**
School property is to be treated *respectfully* at all times. School property includes but is not limited to computers, textbooks, library books, PE equipment, intramural equipment, classroom desks, chairs, electrical equipment, phones, TV’s, etc. Destruction or defamation of any school property will result in the guilty party reimbursing the school and/or the district for the replacement of the damaged property. The breaking of windows, graffiti or damage to any part of the physical site will also result in both district fines and police intervention.

**Tagging/Vandalism**
Marking walls, desks, or other school property is against both school and district policy. Any student suspected of or caught tagging or vandalizing school property with graffiti will be subject to fines and discipline associated with the clean-up and/or replacement of the damaged property.

**Drug, Alcohol, and Weapon Free Zone**
Woodside K-8 School, along with the San Juan Unified School District, is a Drug, Alcohol, and Weapon Free Zone. Any students suspected of, or caught possessing any drug (including and not limited to prescription medications) are at risk of search, seizure and both school and police discipline. The use and/or possession of drugs, alcohol and/or weapons will not be tolerated on this or any other campus in the San Juan Unified School District. Students in possession of or suspected of possessing any drug products, alcohol, or weapons will be subject to disciplinary action.

**Tobacco Free Policy**
Woodside K-8 School, along with the San Juan Unified School District, has adopted a Tobacco Free Policy. Tobacco in the form of cigarettes and chewing tobacco products are not allowed on or around the school site. Students in possession of or suspected of possessing any tobacco products will be subject to disciplinary action. Smoking and chewing of tobacco is not allowed for any adult or student while on campus.

**Hazing/Harassment/Bullying Policy**
Hazing is a degrading activity by a group that is done to a person as a type of initiation into their “group.” Hazing is unacceptable and will result in disciplinary action. Harassment is also a very serious matter and will not in any instance, be taken lightly. Sexual harassment is when one student, teacher, or other individual makes sexually charged remarks at, about or around another individual. These remarks may make others uncomfortable and are not acceptable. Other forms of harassment include but are not limited to name calling, throwing items at another person, taking someone else’s possessions (i.e.: backpacks, shoes, jackets) and “hiding” or removing them from view, starting or facilitation of rumors about individuals, and physical intimidation, and making racial slurs or remarks intended to be insulting or derogatory. Any student suspected of or caught participating in hazing or harassing another student or staff member will be subject to disciplinary action.

**Internet Use Policy**
Students are allowed to use school computers and the internet for the research of school projects and must follow the rules and guidelines established in District Policy AR 0440.1(a). Use of computers on campus is a privilege that can be taken away at any time if misused. Students that use information from the internet in their research papers need to cite the internet sites and give proper credit to avoid plagiarism. Teachers will review rules that govern plagiarism and the correct use of internet sites for research purposes. Students who inappropriately use the internet will be subject to disciplinary action.
Woodside K-8 School
6th-8th Grade Behavior Matrix

<table>
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<tr>
<th>Infraction</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offenses</th>
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<tbody>
<tr>
<td>Disruption (Minor)</td>
<td>Verbal Warning</td>
<td>Campus Beautification or Detention</td>
<td>Parent Contact</td>
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<tr>
<td>Defiance (Minor)</td>
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<td></td>
<td>Principal Referral</td>
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<tr>
<td>Disrespect (Minor)</td>
<td></td>
<td></td>
<td>Counselor Referral, if necessary</td>
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<tr>
<td>Foul Language/Profanity (Minor)</td>
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<tr>
<td>Littering</td>
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<tr>
<td>Public Displays of Affection (PDA)</td>
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<td>Gossiping/Rumoring*</td>
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<td>Teasing/Name Calling*</td>
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<td>Public Displays of Affection (PDA)</td>
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<tr>
<td>Gum</td>
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<td>Unprepared for class</td>
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<tr>
<td>Horseplay/Play-fighting</td>
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<tr>
<th>Infraction</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offenses</th>
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<tbody>
<tr>
<td>Bullying - Verbal/Emotional (Repeated behavior exhibited)</td>
<td>Parent Contact</td>
<td>Parent Contact</td>
<td>Principal Referral</td>
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<tr>
<td>Disrespect (Major)</td>
<td>Principal Referral</td>
<td>Detention or PASS</td>
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<tr>
<td>Defiance (Major)</td>
<td>Alternate Setting and/or Detention</td>
<td></td>
<td>Principal Will Determine Consequence</td>
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<tr>
<td>Disruption (Major)</td>
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<tr>
<td>Foul Language/Profanity (Major)</td>
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<td>Forgery</td>
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<td>Safety Drill Violation</td>
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<th>Infraction</th>
<th>1st Offense</th>
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<th>Subsequent Offenses</th>
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<tr>
<td>Assault</td>
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<td>Battery</td>
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<tr>
<td>Bullying (Physical)</td>
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<tr>
<td>Discriminatory language/behavior (Hate Crimes)</td>
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<tr>
<td>Drug Use or Possession includes Alcohol and Tobacco</td>
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<tr>
<td>Extortion/Harassment</td>
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<td>Fighting</td>
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<tr>
<td>Hazing</td>
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<tr>
<td>Prohibited Items (high level)</td>
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<tr>
<td>Sexual Battery or Harassment</td>
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<tr>
<td>Smoking or tobacco use</td>
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<tr>
<td>Theft</td>
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<tr>
<td>Threat to Staff Member</td>
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<tr>
<td>Vandalism</td>
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<tr>
<td>Verbal threats/intimidation</td>
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</tbody>
</table>

Immediate referral to Principal, Possible Suspension, Transfer, and/or Recommendation for Expulsion from School

<table>
<thead>
<tr>
<th>Infraction</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating</td>
<td>Parent Contact</td>
<td>Parent/Teacher conference</td>
<td>Principal Referral</td>
</tr>
<tr>
<td>Electronic Device Violation</td>
<td>Redo assignment for half credit &amp; PASS</td>
<td>Two-hour Detention</td>
<td>PASS or Home Suspension (1-5 days)</td>
</tr>
<tr>
<td>After School Detention No-Show</td>
<td>Parent Contact</td>
<td>Parent Contact</td>
<td>Parent Contact</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Student Calls for change of clothes or wears item provided by school</td>
<td>Detention</td>
<td>Principal Referral</td>
</tr>
</tbody>
</table>

*Behavioral consequences will be progressive and based on overall documented behavior.
General School Information

HOME/SCHOOL COMMUNICATIONS
Home/school communication is very important to all of us at Woodside School. We use a variety of methods to keep parents well informed. Every other week, a copy of the “Woodside Newsletter” will be sent home with each child and via email for those who sign-up. This parent newsletter is prepared by the principal in an effort to inform parents about upcoming events, meetings, school holidays, along with other important announcements. In addition, classroom teachers make an effort to communicate with parents by sending home a classroom newsletter on a regular basis and/or maintaining their own webpage.

Additionally, you’re encouraged to sign up for the “Woodside E-News.” This is a great way to stay connected and receive news and our newsletters via email. Don’t worry…no junk emails…just informative Woodside news! You can sign up easily for E-News by visiting our school website (www.sanjuan.edu/woodside). You’re encouraged to view the website and our electronic marquee along Villa Oak Drive on a regular basis. Both will communicate up-to-date information on school programs, classes, and events.

VISITING SCHOOL
We welcome and encourage you to visit Woodside School. If you would like to visit, please call the school ahead of time to make an appointment. **All parents must check in with the office and wear a visitor’s badge before visiting the classroom or dropping off a lunch.** This requirement is for the safety and protection of all children as it ensures only people with legitimate business are on our campus.

Parent/Teacher conferences are not possible during instructional times. We do encourage open communication and request that you schedule conferences before or after school.

SCHOOL HOURS

<table>
<thead>
<tr>
<th></th>
<th>Regular Schedule</th>
<th>Thursday Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Early: 7:55 a.m. - 11:20 a.m.</td>
<td>Early: 7:55 a.m. - 11:20 a.m.</td>
</tr>
<tr>
<td></td>
<td>Late: 9:10 a.m. - 12:35 p.m.</td>
<td>Late: 9:10 a.m. - 12:35 p.m.</td>
</tr>
<tr>
<td>Grades 1 and 2</td>
<td>Early: 7:55 a.m. - 1:40 p.m.</td>
<td>7:55 a.m. - 1:10 p.m.</td>
</tr>
<tr>
<td></td>
<td>Late: 8:40 a.m. - 2:25 p.m.</td>
<td></td>
</tr>
<tr>
<td>Grades 3 - 8</td>
<td>7:55 a.m. - 2:25 p.m.</td>
<td>7:55 a.m. - 1:10 p.m.</td>
</tr>
</tbody>
</table>

**Minimum Day Schedules**

- Parent Conferences: Kindergarten: 7:55 - 10:55 a.m.
  Grades 1 - 8: 7:55 - 11:15 a.m.
- Back-To-School Nt/Last Day of School: Kindergarten: 7:55 - 11:20 a.m.
  Grades 1 - 8: 7:55 - 11:55 a.m.

STUDENT ARRIVAL TIMES
The following policy outlining the times students can arrive at school has been developed to ensure the safety of our students. **Supervision will not be provided prior to these times.**

<table>
<thead>
<tr>
<th>START TIME</th>
<th>ARRIVAL TIME</th>
<th>IF EATING BREAKFAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:55 a.m.</td>
<td>7:45 a.m.</td>
<td>7:35 a.m.</td>
</tr>
<tr>
<td>8:40 a.m.</td>
<td>8:25 a.m.</td>
<td>8:25 a.m.</td>
</tr>
<tr>
<td>9:10 a.m.</td>
<td>8:55 a.m.</td>
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</tbody>
</table>
EARLY DISMISSAL

Students attending school for the entire day is crucial to learning. Parents are strongly discouraged from checking their student out early from school. When possible, please schedule these appointments as early or late as possible to allow for maximum time in class. A student arriving late to class or being called out of class early not only disrupts his/her learning, but also the learning of others.

Parents who wish to pick their child up prior to the end of the instructional day will need to come to the office and sign the Student Dismissal Log. While completing this information, the child will be called to the office. If an adult other than the parent, guardian, or an adult on the emergency card is picking up your student, a signed note stating that you permit us to release your child to the care of the person is required. A phone call to you may also be necessary.

STUDENT ATTENDANCE

Regular attendance is essential to a child’s success in school. Except for illness and extreme emergencies, students are expected to be at school each day. Please read the enclosed Attendance Notification letter, sign, and return. We ask that you attempt to schedule doctor, dental and other necessary appointments before or after school whenever possible. When children are ill, it is obviously best that they stay at home where they can be cared for and do not expose other children. Children should be fever free 24-hours before returning to school. If an antibiotic is prescribed for strep, pink eye, etc., a child must have been on the medication for 24-hours before returning to school and symptoms of illness should be gone.

Excused Absences
A student’s absence may be excused legally for the following reasons:

- Illness.
- Medical, dental or chiropractic appointments.
- Quarantine under the direction of a county or city health officer.
- Attendance at funeral services for a member of the immediate family.
  - Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if conducted out-of-state.
  - “Immediate family” shall be defined as mother, father, grandmother, grandfather, spouse, son/daughter, brother, sister or any relative living in the immediate household of the student.

Tardies
Students’ arriving late to school is a high level concern. It is the parent/guardians legal responsibility to ensure their student arrives to school on time. The staff has been working to minimize classroom interruptions and to utilize the instructional day to its fullest. When a student arrives late, instruction is interrupted while the teacher explains the lesson to the student. Excessive tardiness has a detrimental effect on children’s learning and we ask that you cooperate by doing all you can to see that your child arrives at school on time. Parents will be notified if their child has an excessive number of tardies. Students who are tardy need to obtain a tardy slip from the school office before going to class. Students who arrive more than 30-minutes late will receive a “B” tardy. An accumulation of 3 “B” tardies will generate letters from the district similar to an unexcused absence.

Consequences may be assigned to students for excessive number of tardies.
Short Term Independent Study
Parents may request an Independent Study contract for five or more days for reasons other than illness such as:
- vacations
- to attend a funeral over the allowed number of days
- family illness/emergency
- waiting for a decision on a critical incident

We ask that parents make the request for an Independent Study contract through the school office at least one week prior to the anticipated absence. This advance notice is necessary so the classroom teacher has time to determine the assignments the student will be required to complete. If adequate notice is not given, the classroom teacher/office can decline to prepare the contract.

The work required by the contract must be turned in the first day following the Independent Study “end date” to receive credit. Students who successfully complete the Independent Study contract will not be recorded as absent for the days stipulated in the contract.

Although the Independent Study contract does provide appropriate assignments for the student to complete it is important to understand that the contract cannot duplicate the level of learning that the student would experience if he/she were in the classroom. We encourage parents to schedule family vacations when school is not in session to maximize classroom learning time.

Independent Study is a privilege, not a right. If a student’s classroom work, attendance or behavior does not meet the school standard, an Independent Study Contract may be denied.

Phone Safety Program
The Phone Safety Program enhances school and home communication by quickly notifying parents if their child does not arrive at school. It is the parent’s responsibility to call the 24-Hour Attendance phone number (971-5216, option 2) when their child is going to be absent or tardy. The recorded messages are compared with the teacher’s daily attendance report to make sure that all children are accounted for. The attendance clerk will call the parent to verify the child’s absence if the parent has not called the attendance line. Leaving a message on the attendance line is greatly appreciated because it helps the attendance clerk to more quickly determine if we have any students who have not arrived at school who should be in attendance.

If we were not able to contact you regarding your child’s absence, a signed note stating the reason for the absence is required. If an absence has not been cleared within 5 school days, the district computers automatically change an unresolved absence to an unexcused cut.

Once a student has accumulated 10 excused sick days the district requires written verification of illness from a medical professional or verification by a school employee in order for the absence to be marked as excused. A letter will be mailed after 5 days and 10 days of excused absences to remind parents of this policy. Without verification, absences after 10 school days will be considered unexcused.
EMERGENCY CARDS
Each year we require parents to complete two emergency cards for each child in your family attending Woodside School. **IF AN EMERGENCY SITUATION SHOULD ARISE WITH A CHILD, IT IS VITAL THAT WE BE ABLE TO CONTACT THE PARENTS OR A DESIGNATED ADULT.** It is important, for this reason, that the information provided on these cards (home and work number, page, cell phone numbers, parent or guardian’s place of employment, etc) **be kept current.** If any changes occur in this information during the school year, please notify the school office immediately so the cards can be updated.

CHANGE OF ADDRESS
If you are planning on moving out of the Woodside attendance area and would like your child(ren) to continue to attend Woodside School, it is important for you to contact the school office prior to making a final decision. Whether your child(ren) will be able to continue to be enrolled at Woodside if you reside outside of our attendance area depends upon a number of factors including the number of openings we have in the grade level and if we have students in your child’s grade level who have been overloaded to another school. School administration will be happy to work with you and your specific situation, so feel free to call the office to schedule an appointment with the site principal.

IMMUNIZATIONS
State law requires that children attending school have the proper immunizations. Please contact the school office for information regarding specific immunization requirements.

MEDICATION
If it is necessary for a student to take medication during the school day, a SJUSD physician’s Referral Form must be completed and on file in the school office. All medication will be kept in the office and will be dispensed through the office. Medication must be brought to the school office in the original container by the parent. Physician Referral Forms must be renewed at the beginning of each school year. **Only medication that is given to enhance a student’s ability to learn or medication to treat asthma or allergic reaction to bee stings will be administered at school. We will not dispense antibiotics.**

HOME AND HOSPITAL INSTRUCTION
If a child is unable to attend school for three or more weeks due to illness or injury, the parents should contact the school office immediately for information regarding home and hospital instruction. Specific information will need to be provided by the child’s physician before instruction may begin.

STUDENT INSURANCE
Information regarding student accident insurance is available throughout the year in the school office. If your child is not covered through other policies, you may wish to take advantage of this insurance program.

STUDENT TRANSFERS
Parents who plan to move and whose child will be attending another school should notify the school office as soon as possible. The teacher will complete a transfer form, which includes specific information for the new school including textbooks used, the child’s reading and math level and other important information. One copy of the form will be given to the parent to give to the new school and one will be placed in the child’s CUM record. The child’s CUM record will remain at Woodside until it is requested in writing from the child’s new school. District policy does not permit us to give the CUM record to the parent.
STUDENT USE OF PHONE
The school telephones are to be used for business and emergency purposes only. Students may use the phone only with the permission of a staff member. Students will not be allowed to use the phone to ask for permission to go to a friend’s house after school, to participate in an after-school program, etc. These kind of arrangements need to be made before the student comes to school.

CELL PHONES/OTHER ELECTRONIC DEVICES
The use of cell phones, pagers, headsets, or other electronic devices during the school day are disruptive to learning and therefore prohibited. Cell phones may be carried by students in the off position (not on vibrate) during the school day only after a parent permission form has been signed. Please visit the main office to fill this form. Consequences will be assigned if students have their cell phone (or any other electronic item) out and/or on during the school day. Refer to matrix on page 12.

BREAKFAST/LUNCH PROGRAM
Breakfast and lunch are served daily in our cafeteria. The cost of a breakfast is $1.75 ($2.00 for grades 6-8) and the cost of a lunch, including milk, is $2.75 ($3.25 for grades 6-8). Students who bring their own lunch may purchase milk for $.40. Free or reduced breakfasts and lunches are available to students of qualifying families. Forms for free or reduced meals are mailed home over the summer and are available at any time in the school office. Meal applications need to be filled out each year (one per family). Menu information is sent home at the beginning of each month.

We recommend that students eating cafeteria food place money on account in order to eliminate the problem of losing or forgetting their breakfast/lunch money. It is a good idea for students who bring their own lunch to place a few dollars on account in the event that they forget their lunch. The policy of Food Services is to provide one meal only for students who do not have a lunch or money to purchase lunch. No further full meals (only fruit and milk) will be given to the student until repayment is made. You may add money to your child’s account at www.myschoolbucks.com.

Students are not allowed to leave campus during lunch, unless a parent/guardian signs the students out during the lunch period. All students who go home for lunch must sign out in the office before leaving and sign in when they return.

LOST AND FOUND
A “lost and found” rack is maintained in the multi-purpose room. Each year an abundance of clothing is left unclaimed. To avoid loss of clothing, we recommend that items which are likely to be taken off at school (jackets, raincoats, sweaters, etc.) be labeled with the student’s name. Unclaimed clothing will be donated to a local charity at the end of the year.

CAMPUS SUPERVISORS
During the lunch period, supervision is provided by campus supervisors. The campus supervisors are responsible for seeing that the students are engaged in courteous and safe activities. If you are interested in a position as a substitute school campus supervisor, please contact the school office.

TRANSPORTATION
Private Cars
Your child’s safety is the highest priority for all of us. We greatly appreciate your continued cooperation with the following parking lot rules:

- The circular driveway may be used for drop off and pick up. Please pull all the way forward on the right side only when entering the drive. When exiting the loop, you may use both lanes for making a legal right or left turn.
• The area on Villa Oak between the school’s driveways is for short-term drop off and pick up. Parents who leave their vehicle in this area could be ticketed.
• Both parking lots are for staff and parents who are volunteering, conferencing, or conducting school business. Parents are not to double park in the parking lot while waiting to pick up or drop off their child(ren).
• Cars are not to park in the painted red zone on Villa Oak.
• Parents are asked to park on Villa Oak and walk up to meet their child(ren) or arrange to meet at an agreed upon area.
• Cars are allowed to park safely and in a parking stall in both parking lots. Please use caution when entering and exiting. Please do not stop in the traffic lane by the Kindergarten classrooms to let kids in/out of the car.

Bicycles
Students may ride their bicycle to school. A bicycle rack is located next to the entrance to the quad and bikes should be locked at all times. The school is not responsible for stolen or damaged bikes. Students must walk their bikes on the campus at all times. Additionally, all students must wear a helmet while riding their bikes (CA State Law). As a reminder, it’s unsafe and against the law to ride bicycles or scooters on school campuses at any time. Disciplinary action may be taken if these rules aren’t followed.

Field Trips
Written permission from parents is required before a child is allowed to go on a field trip. Prior to the trip, the teacher will send home a letter describing the field trip and attach a Field Trip Permission Form. Please complete the form and return it to school promptly. Students are transported by private cars on most of our field trips. We do use district buses for some field trips. If you would like to volunteer to be a field trip chaperone, please contact your child’s teacher. All parent drivers and chaperones must be fingerprinted prior to the field trip.

According to district policy, a student may be excluded from participating on a field trip if the child’s behavior at school has been inappropriate and there is concern for the child’s safety if allowed to participate. Parents will be notified in advance if their child is in danger of being excluded from participating due to inappropriate behavior at school.

STANDARDIZED TESTS
The Standardized Testing and Reporting (STAR) program is the primary assessment vehicle that’s been selected by the State of California to measure student progress. Starting this year, students will be taking the Smarter Balanced Assessment (SBA), which is based on the new Common Core State Standards and administered to students in grades 3 - 12 each spring. These tests are used at the elementary level to measure student achievement levels in reading, mathematics, language and spelling. Results of the SBA are just one piece of information that is used to measure individual student progress. Additional critical information such as site benchmark assessments, running records, student work, and teacher judgment are used to determine how a student is progressing towards meeting or exceeding district standards. Information will be mailed to parents in August regarding their child’s performance on the STAR program assessments.

In addition to the components mentioned above, students in grades 2 through 8 will be administered the Measurement of Academic Performance (MAP) assessment in math, reading, and language three times throughout the year- September, December, and March. Results of these assessments are used by teachers to guide instruction and communicated to students to help them set goals and monitor their progress. Additionally, teachers will share results with parents at various times throughout the year.
DISTRICT ACADEMIC STANDARDS
End-of-year academic standards have been developed for each subject area based upon State of California Content Standards. Lessons are designed to meet specific standards and students are evaluated to determine if they are advanced, proficient, approaching or below the academic standards for their grade level. The report card is designed to provide this detailed evaluation in the areas of language arts (reading, writing, speaking and listening) and mathematics.

FINGERPRINTING
All adults who drive on a field trip or attends a field trip in any capacity must be fingerprinted through the district office. Please come to the main office and pick up the required paperwork at least three weeks prior to needing clearance. If you have any questions, please call or come in to the main office.

STUDENT DRESS CODE POLICY
Students are expected to wear appropriate clothing to school which is clean, fits properly, doesn’t prevent them from participating in any school activity, is not distracting, and conducive to learning. We appreciate your cooperation in seeing that your child dresses for school in a manner that is appropriate and safe. We ask that you carefully review the following dress policy.

- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) with language or images that are vulgar, sexually suggestive, discriminatory, obscene, libelous, or that promote illegal or violent content, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats is prohibited.
- Halter tops, bare midriffs and see through net tops and clothing that exposes undergarments such as tank tops, tube tops and spaghetti straps are not allowed.
- Shorts must be hemmed, not frayed, or have holes, and must be worn around mid-thigh.
- Pants waistbands must be worn at the waist. No sagging or baggy pants are allowed.
- Pants must not have holes of any type.
- Leave pajamas and slippers at home.
- Shoes must be worn at all times. Flip flops (no heel strap), clogs, zorries or shoes with very high heels/soles are not allowed. Open toe sandals that have a substantial heel strap may be worn. We suggest students who wear this type of sandal bring a pair of tennis shoes to wear during P.E. activities.
- Hats and scarves may be worn or brought to school. Hats may only be worn during outdoor activities. Baseball hats must be worn with the bill facing forward.
- Sunglasses may not be worn inside, but are permissible outside.
- Extreme or excessive make-up may not be worn.
- No spiked jewelry (earrings, bracelets, etc.)
- Facial jewelry should be stud only (no loops or spikes).
- No chains worn from pants or clothing.
- Earrings should be of the “post” type - no hanging or hoop earrings.
- Writing on hands, arms, face, etc., is not permitted.

Any student clothing that significantly interferes with or disrupts the educational environment, unless protected under the freedom of speech laws, board policy or administrative regulation, is unacceptable. If clothing adjustments cannot be made at school to satisfy the concerns such as turning a shirt inside out, then the parent will be contacted and asked to bring appropriate clothing to school.

CARE OF TEXTBOOKS AND LIBRARY BOOKS
Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded and paid to the proper fund for replacement purposes. If a lost book is found after payment has been made, the money will be refunded. A student’s final report card will be withheld if payment for a lost or damaged book is not made.
HOMEWORK POLICY
It is the policy of the San Juan Unified School District to recognize homework as an essential part of the student’s total program. The Woodside staff believes that homework is an important part of the learning process and a necessary activity that enables a student to progress and develop independent learning skills. The purpose of homework is to extend and reinforce what has been learned in class and to develop self-discipline, personal responsibility and independent thinking. At Woodside, your child will be assigned homework as practice, review and reinforcement of skills previously taught, independent study, the completion of work not finished in class, and as an extension and enrichment of school work which may be assigned to be done solely at home. In the interest of variety and in order to give students an opportunity to develop different skills, not all assignments will be written assignments. Some will involve reading, while others may stress interviewing, cutting out articles, studying or researching. Assignments may be modified or adjusted as necessary to meet the unique needs and abilities of individual students. Children will be assigned homework Monday through Thursday. The time required to complete homework will vary. Late homework is rarely accepted. If accepted, points are deducted.

If your child is consistently spending significantly more time on homework than the time(s) listed above, please contact your child’s teacher. Additional information about homework will be provided by teachers in August during Back-To-School Night.

REPORTING STUDENT PROGRESS
Home/school communication is extremely important, especially in the area of student performance. We feel the teacher and parent share a joint responsibility for this communication. In addition to the many phone calls, notes, and classroom bulletins used to keep parents well informed about their child’s progress, the formal reporting process includes the following:

- **Back-To-School Night** is a group conference held in August. The purpose of this conference is to provide parents with an overview of the end of the year standards for the grade level, to explain the instructional program that will be used to help students achieve and to discuss what parents can do to support their child’s progress. This is an extremely important event and we encourage all parents to attend.

- **Progress Notices** are issued to the parents of K through 5th grade student who are achieving below standards (to all students in grades 6th-8th) or who need improvement in classroom effort, social skills, and/or work habits. Progress notices are mailed midway through the trimester so that students, parents and teachers will have the opportunity to work out assistance plans for improving grades and/or behavior before the issuance of the report card. Kindergarten students are not issued Progress Notices during the first trimester. Parents of kindergarten students will be contacted if their child is performing significantly below grade level.

- All parents are invited to attend a **Parent/Teacher Conference** at the end of the first trimester (November). The first trimester report card will be shared with the parent at the conference. Additional conferences during the year may be scheduled by the teacher or parent as necessary.

- A report card will be issued for all students at the end of the second trimester. A parent/teacher conference is required if; (1) the student will be receiving a “1” (below grade level standard) or a “2” (approaching grade level standard) in any of the language arts or math standards; (2) the student will be receiving an “N” (needs improvement) in effort, social skills or work habits; or, (3) the student’s GPA is less than 2.0. Parents always have the option of requesting a conference with the teacher even when a conference is not required.

- The **report card** for the third trimester will be sent home with students on the last day of school.

Please do not hesitate to contact your child’s teacher if you have questions or concerns related to your child’s academic or social progress. Most questions or concerns can be resolved by a telephone call,
email, or a conference with your child’s teacher. If after conferencing with the teacher you have not resolved the problem, please contact the principal. If after meeting with the principal, the problem is still not resolved, the principal will contact the school’s director or other appropriate district personnel for assistance. All questions or concerns may not be dealt with exactly as you might wish. However, every effort will be made to find a resolution that is in the best interest of the child. Open communication is the key to resolving most problems.

STUDENT SUCCESS TEAM
The Student Success Team is made up of regular classroom teachers, support staff and the principal. The purpose of the team is to identify ways to assist students who are not succeeding in the regular classroom. Students can be referred to the Student Success Team by the classroom teacher for academic and/or behavior problems. Parents are invited to attend the Student Success Team meeting, since they are an integral part of the plan. Frequently, if the student is in grades 4-8, he/she will be invited to participate in the meeting as well. By identifying the concerns and brainstorming possible solutions, the team develops a written action plan designed to help the student be successful in school.

GIFTED AND TALENTED EDUCATION PROGRAM (GATE)
Woodside students in grades 2-8 who are identified as gifted and talented have the opportunity to participate in GATE classes and/or field trips during the school year. These enrichment programs usually begin towards the end of September and are held for one hour a week. The needs of GATE students are met in the regular classroom through a variety of means including instructional groupings and extension/enrichment activities. Students identified as GATE also may apply to participate in the Rapid Learner Program. The rapid learner, self-contained classes are housed at Del Paso Manor, Deterding and Pershing Schools.

ENRICHMENT PROGRAMS
A variety of after school enrichment programs are offered at Woodside School. Band is provided by the district free of charge to students in grades 4-8. Several drama classes are offered on a fee basis for students in grades 2-8. Choir is also offered free of charge when we have a staff volunteer to serve as director. Scholarships for the fee-based enrichment programs are available to students in need of financial assistance.

DISCOVERY CLUB
The Discovery Club, operated by the district’s Early Childhood Education Child Development Department, is a before and after school fee based child care program for students in grades K-6. It is housed in room C1 and is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. Children receive homework assistance, create art/science projects, work with computers and participate in many other exciting activities. For further information call 971-7375.

COMMUNITY INVOLVEMENT
At Woodside K-8 School, parents and other community members are considered a valuable resource and their interest and participation in the school is welcomed and greatly appreciated. Parent volunteerism is an integral part of our strategic plan and Single Plan for Student Achievement (SPSA) and gives parents the opportunity to be involved in the learning that takes place at school. Parents can assist by working in the classroom, the Media Center, the computer lab, the office or at home. Parents serve as room parents, art docents, PTO board members, School Site Council members, and members of the GATE Advisory Committee and English Language Advisory Committee (ELAC).
On the first day of school you will receive information about the many ways you can volunteer. Also, you will be asked to tell us what areas of expertise you might be able to help us out with over the course of the year. We encourage each parent to volunteer to help with two or more activities during the year.

Parent volunteers help to make Woodside a special school. Without you, the parents, so many programs and activities would not be possible. Your dedication and assistance are deeply appreciated. Join us and share your talents. The children will benefit from your involvement and so will you!

PARENT-TEACHER ORGANIZATION
One of the major ways parents become involved in the school is through our Parent-Teacher Organization. The PTO is made up of parents and staff who are dedicated to enriching the children’s school experience.

The PTO sponsors many school events and programs including the Harvest Festival, Kids’ Night Out, Movie Nights, Red Ribbon Week, and various fundraisers such as the Jog-A-Thon which provides funds for assembly programs, the computer lab, the media center, classroom teaching materials, playground equipment, school beautification and many other school-wide needs.

We hope that you will choose to become a member of the Woodside PTO and support the various special events held throughout the school year. It’s free! Be sure to send in your volunteer form today!

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Parent Handbook/School Rules
Signature Page

- Please ensure you have read this handbook thoroughly and discussed it with your student(s), especially the school rules section on pages 5-7 (K-8th) and pages 8-12 (6th-8th).

- I have read and signed the enclosed “K-8 Attendance Notification” procedures and understand it is my responsibility to meet the attendance and notification requirements.

- Detach, sign, and have your student return this page to school

- DUE: Wednesday, August 20, 2014

“I have received, read and discussed the Woodside School Parent Handbook, including the enclosed K-8 Attendance Notification procedures and the school rules section, with my child.”

_________________________________________  __________________________________________
Student Name (printed)                   Student Signature (grades 3-8)

_________________________________________
Parent Name

_________________________________________
Parent Signature

_________________________________________
Parent Name

_________________________________________
Parent Signature

_________________________________________
Date