



August 21, 2024

Dear Upper School Families,

Welcome to the 2024-2025 school year at Woodside School! We are looking forward to supporting your students as they grow academically and interpersonally.

Attached please find a copy of the “Woodside School Student Expectations”, which we ask that you review with your student(s). **When you have finished discussing the document with your student, please be sure you and your student sign and return the back page to the front office no later than Monday, August 26th.**

The faculty and administration will also review the information contained in this packet with students during the first week of school so all students receive a consistent message regarding expectations.

In addition, Mr. Hansen provided copies of the “Technology Use Policy” and the “Chromebook Use Agreement”, which must also be signed and returned by the dates assigned. Students will need to return signed versions of these forms by the due date in order to be issued their Chromebooks.

We look forward to an exciting and productive year!

Warmly,

Jenn Pedersen

Upper School Principal

## **Woodside School District Student Expectations**

At Woodside School, students are held to a standard of expectations that fosters positive learning experiences and environments. The following list of guidelines and norms are expectations that all Woodside students should follow.

Students are expected to respect adults and peers, to demonstrate integrity in their work, and to embrace the values of our Social and Emotional Learning Program. With the support of adults on campus, students will practice self-awareness, social awareness, self-management, responsible decision-making, and problem-solving, with the long term goal of fostering student independence.

### **General Classroom Expectations**

I will...

- come to school on time, prepared, and ready to learn.
- be attentive to instruction and practice self-control in my language and actions.
- be respectful of school property and the property of others.
- complete and turn in my assignments on time.
- always be respectful of the teacher(s), staff, and parents who are volunteering in my classroom.

### **General Play Area Expectations**

I will...

- follow the directions given to me by all supervising staff and be respectful of their authority.
- keep my hands and feet to myself.
- display courtesy, responsibility, and good sportsmanship in games and while using equipment.
  - not hang from the soccer goals.
  - go down the slide feet first.
  - not play tag or run around the play structure.
  - not participate in any inappropriate or unsafe games (e.g. “butts-up,” piggyback, tackle football, rugby, etc.).
- allow all fellow students to join in organized games and activities.
- only play in areas that can be observed by a yard supervisor and will stay within school boundaries.
- not linger in the hallways, in front of the library, or in front of the school during recess or lunch time.
- utilize the bathrooms only for their intended purpose, and I will refrain from conducting behaviors that are hurtful, harmful, or destructive.
- sit and eat my recess snack and lunch in designated, supervised eating areas until dismissed by a yard duty supervisor, (e.g. not on play structures).
- clean up all trash on the table and on the ground in my eating area.
- not bring glass containers to school.

## **General School Expectations**

I will...

- treat others with respect at all times.
- respect and protect school property, supplies, and the property of others.
- use appropriate and respectful language at all times.
- express my feelings respectfully and calmly to others.
- be honest and truthful at all times, both verbally and in my school work.
  - not cheat on any assignment or test.
  - not submit or present the work of someone else as my own (plagiarism) in whole or in part.
  - Any instance of plagiarism will result in loss of credit.
- not use my cell phone, earbuds, or smart watch during school hours – *it will be turned off and in my backpack. Any cell phones used during the day without teacher permission will be confiscated for the remainder of the day and returned by the office at dismissal. Parents- please contact the main office if you need to make contact with your child during the school day.*
  - Offense #1- pick up from office
  - Offense #2- pick up from Mrs. Pedersen
  - Offense #3- parent must pick up from office
- appreciate and respect the differences of others.
- refrain from verbal or cyberbullying, intimidation or harassment of others.
- use technology appropriately and follow the guidelines set forth by the school in the technology agreement.
- not leave the school grounds during school hours without written permission and by checking out through the school office with an adult.
- not bring any form of weapon (real or play) to school.
- not bring personal items from home unless I have permission from the teacher – the school will not be responsible for any lost or stolen personal property.
- respect all teachers, other instructional personnel, school staff, bus drivers, recess and lunch supervisors, parent volunteers, and students on campus.
- not chew gum during the school day.
- respect all classroom rules and classroom supplies.

## **Behavior Consequences**

Woodside School strives to foster a learning atmosphere that is conducive to the educational well-being and the personal safety of all students and staff members. Behavior incidents are opportunities for students to learn from their experiences and grow in character. Behavior consequences may be issued to students by any adult on campus. Should a problematic behavior or incident occur, the following system will be followed:

<b>Woodside Upper School Behavior Management Plan</b>	
<b>Level 1</b>	<b>Verbal warning/conversation</b>
<b>Level 2</b>	<b>Email/call to parent from teacher or from student/detention</b>
<b>Level 3</b>	<b>Discussion between teacher, student, and administration</b>
<b>Level 4</b>	<b>Referral given, along with appropriate consequence</b>

*It is important to note that some behaviors and incidents may be mitigated by only going through one or more steps of the process, while other incidents may require that all steps of the process take place.*

***Consequences may include, but are not limited to:***

- A verbal warning
- Sitting out during class activities, recess, or lunch
- Student completing a reflective “Think Sheet”
- Student writing a note of apology to the other party
- Student writing a note or making a phone call to parents explaining their poor choice
- Student behavior contract
- Lunchtime detention
- The involvement of Woodside School’s administrative team
- Student forfeiting all school privileges (field trip, assembly, dances, and extracurricular activities) for a period of time
- Giving back to the school community or restoring a relationship that may have been damaged or broken in some way
- Alternate class placement
- Student receiving a written discipline notice, which may include a referral, an in-school suspension, a suspension, or a notice of expulsion hearing as deemed appropriate by Woodside School’s administrative team

Progressive behavioral processes create the expectation that the degree of consequence will be in proportion to the severity of the behavior. The previous behavioral history of the student, and other relevant factors will be taken into account. Parents, teachers, students, and administration at Woodside School work collaboratively to correct the behavioral issue, in an effort to support the child in exercising responsibility and self-control.

Below are some examples of the behaviors for which a student could receive a referral.

### Referral Behaviors:

Bothering/Pestering	Teasing/Put-Downs	Not Following Directions
Mild Defiance	Cheating/Plagiarism	Pushing/Shoving Taking
Taking Other's Property	Off-Task Behavior	Disrespect to Teacher
Exclusion of Classmates	Entering Classroom Loudly	Gossip
Excessive Talking	Mild Profane Language	Running
Abusive/Profane Language	Interference with Staff	Theft: Minor
Class Cutting	Deliberate Misuse of Property	Intimidation
Trespassing	Open Defiance	Vandalism: Minor
Forgery	Cheating/Plagiarism	Indecent Gesture
Technology Use Violation	Not Being Prepared	Willful Disobedience
Fighting	Threat of Violence	Vandalism: Major
Theft: Major	Harassment/Bullying	Cyberbullying

### Additional Information

#### Bullying

Bullying involves a repeated, targeted behavior that causes a real or perceived threat to a student's safety. Bullying may be *physical* (hitting, kicking, spitting, pushing), *verbal* (taunting, malicious teasing, name calling, threatening), or *psychological* (spreading rumors, manipulating social relationships, or promoting social exclusion, extortion, or intimidation). **Bullying is absolutely not tolerated**, and any child experiencing it should report it immediately to their teacher or other staff members.

#### Cyberbullying

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. **Off-campus cyberbullying that causes, or is foreseeably likely to cause, a substantial disruption of school activities may result in district-sanctioned discipline.**

#### Discrimination

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on: *a student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics* that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity.

#### Dress Guidelines

Good grooming and proper dress are essential in establishing an appropriate, safe school environment for learning. Clothing should be clean, neat, and comfortable. The following are guidelines that should be observed:

- No wearing of caps, visors, or hoods in the classroom except for religious or medical purposes
- Clothes must provide full coverage when engaged in regular school activities.
- Students must wear shoes throughout the day, and athletic shoes, socks, and comfortable clothing are required for P.E.
- Attire promoting alcohol, drugs, or sex is not permitted
- P.E. clothes will be provided for students to borrow if their outfits do not meet dress standards

### Digital Citizenship/ Network Etiquette

Woodside Elementary School promotes responsible use of technological resources provided by Woodside School District. There are clear expectations and etiquette which students are required to follow when using computers, network resources, and the internet at our school.

Students violating the technology agreement will receive consequences. The severity of the consequence depends on the severity of the violation.

See further information on the “Technology Use Policy” and “Chromebook Use Agreement” forms.

### Cause for Suspension/ Expulsion

For K-8 students, the California Education Code has specific language defining the grounds for immediate suspension. Please see section 48900 (Grounds for Suspension/Expulsion; Legislative Intent) in the California Education Code for more information regarding suspension and section 48915 (Expulsion; particular circumstances) regarding expulsion.

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### **Attendance and Absences**

#### **How are absences categorized as excused or unexcused?**

Parents are not able to decide if an absence is excused or unexcused; parents provide the notification and the reason, and the decision of whether the absence is excused, or unexcused, is determined by California Ed Code. Ed Code's strict and limited definitions of excused absences are listed below; any reason that is not on this list is unexcused. Note: absences are tracked both for full-day absences and tardies (more than 30 minutes late or leaving early).

Under California Education Code section 48205, a pupil shall be excused from school if the absence is:

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child for whom the student is the custodial parent, including absences to care for a sick child (for which the school shall not require a note from a doctor).
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Ed Code Section 49701, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

*\* For purposes of this section, attendance at religious retreats shall not exceed four hours per trimester.*

*\*"Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.*

### **How do absences affect school work?**

Excused absences - Following excused absences, students will have a number of days equal to their number of days absent to complete any missed assignments. Late work will be accepted for a fraction of its original point value.

Unexcused absences- By law, schools are not required to provide any makeup opportunities for work missed during an unexcused absence. In the case of an unexcused absence:

- Following unexcused absences, students should turn in missed assignments as soon as possible. Late work will be accepted for a fraction of its original point value at teacher discretion.
- Students must arrange an alternate date for any tests or quizzes in advance of the absence, otherwise the score will become a zero without opportunity for makeup.



# WESD Student Agreement on the Use of AI

Artificial intelligence (AI) can help me to learn better and is important for my future, so I promise to use it responsibly and make smart choices.

1. I will use AI tools responsibly and will not use AI in a way that could harm myself or others.
2. I will not share personal or confidential information with an AI tool.
3. I will only use AI to support my learning and will follow my school's rules and teacher's instructions on when and how to use AI on an assignment.
4. I will be honest about when I use AI to help with assignments and will cite it appropriately.
  - [MLA Style - Generative AI](#)
  - [APA Style - ChatGPT](#)
  - [Chicago Style - Generative AI](#)
5. I will not turn in any work that is created by an AI as my own- **this is plagiarism.**
6. If I use AI, I will review its work for mistakes.
7. I will check with my teacher when unsure about what is acceptable.
8. If the use of AI is suspected in a situation when not allowed or cited, I will be asked to demonstrate my knowledge through an alternate means of assessment or assignment.
9. Using AI in violation of the student agreement will result in disciplinary actions for plagiarism including but not limited to: loss of credit, detention, or suspension.

## Categories of AI Use:

Green	Students may use generative AI models as needed, for any purpose as long as they cite the program used.
Yellow	Students will follow their teachers instructions on when and how they can use AI for the assignment.  Students may not submit any work generated by an AI program as their own. If they include material generated by an AI program, it should be cited like any other reference material.
Red	No AI tools may be used to create any element of the assignment.

*Unless you are told differently by a teacher, assume that every assignment falls under the red category.*

**Woodside School District Student Expectations  
Student/Parent Signature**

I (student) understand and will follow the expectations of this agreement. I understand that any violation of the above expectations may result in behavioral consequences.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_