



## Woodside School 2024-2025 Family and Student Handbook

Welcome to the 24-25 school year at Woodside Elementary School District! While most of the information that you need is on our school website, this School Handbook includes our district's practices and policies that keep everyone safe and healthy, as well as for us to run efficiently and effectively. Thank you for reviewing this handbook and working collaboratively with school staff to provide all of our students a safe and joyful learning environment at Woodside School.

### School Information

**Address:** 3195 Woodside Road, Woodside, CA 94062

**Office Phone/Email:** (650) 851-1571/[absencesandtardies@woodsideschool.us](mailto:absencesandtardies@woodsideschool.us);  
[crivera@woodsideschool.us](mailto:crivera@woodsideschool.us)

**Website:** <http://www.woodsideschool.us>

**Lower School Principal:** Patrick Hurley, [phurley@woodsideschool.us](mailto:phurley@woodsideschool.us)

**Upper School Principal:** Jenn Pedersen, [jpedersen@woodsideschool.us](mailto:jpedersen@woodsideschool.us)

**Director of Technology:** Harlin Hansen, [hhansen@woodsideschool.us](mailto:hhansen@woodsideschool.us)

**Director of Student Services:** John Bartfield, [jbartfield@woodsideschool.us](mailto:jbartfield@woodsideschool.us)

**Superintendent:** Steven Frank, [sfrank@woodsideschool.us](mailto:sfrank@woodsideschool.us)

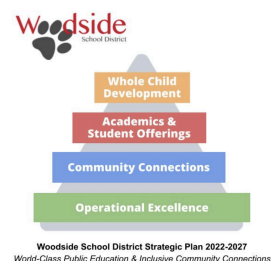
### Mission Statement

Through active collaboration with teachers, parents, and the vibrant local community, Woodside School provides a well-rounded preschool through 8<sup>th</sup> grade education that prepares its students to be curious, enthusiastic, and self-motivated learners as a foundation for future academic and life success.

---

### Strategic Plan Overview

In 2022, Woodside Elementary School District adopted an updated strategic plan that will guide our work through 2027. Strategic goals focus on: 1) Whole Child Development, 2) Academics and Student Offerings, 3) Community Connections, and 4) Operational Excellence. The development of the strategic plan was a joint effort between Board members, staff, and community members, and these goals reflect WESD's values and focus for the coming years.



**Woodside School Song**  
*Wildcats, we sing to thee  
 Woodside is the place to be  
 We will share our hearts and minds  
 We will cheer for Woodside  
 Loyalty to Red and White,  
 Loyalty to Red and White.*

**Woodside School Chant**  
*Hey, get ready  
 To be blown away!  
 Woodside School is here and we're going  
 all the way.  
 Ingenuity, empathy, and hope,  
 We're headed to the top.  
 Resiliency to cope,  
 Wildcats can't be stopped.  
 RAWR!*

## School Calendar



**Woodside Elementary School**  
 2024-2025  
 Academic Year Calendar

Revised & Board Approved 5.14.2024

School Holidays  
 Teacher Days  
 Minimum Days  
 End of Trimester

**September 24**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

20 Days

**October 24**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

22 Days

**November 24**

Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

14 Days

**August 24**

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8 Days

**December 24**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15 Days

**January 25**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19 Days

**February 25**

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

14 Days

**March 25**

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Days

**April 25**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

17 Days

**May 25**

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

21 Days

**June 25**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

10 Days

180 days  
 3 Teacher PD days  
 3 Teacher Work Days

### School Events & Holidays

- School Office Open - Aug 1
- Teacher PD Day - Aug 19
- Teacher Work Day - Aug. 20
- First Day of School/Min Day - Aug 21
- Back To School Night — Aug. 29
- Minimum Day — Aug. 30
- Labor Day Holiday - Sept 2
- Teacher PD Day - Oct 3
- Conferences/Min. Days - Oct 15,16, 24, 25
- Veteran's Day - Nov 11
- End of T1 - Nov 15
- Teacher Work Day - Nov. 22
- Thanksgiving Holiday - Nov 25-29
- Winter Break - Dec 23-Jan 3
- MLK Day - Jan 20
- Presidents' Week - Feb 17-21
- Teacher PD Day - Feb 24
- Teacher Work Day - March 14
- Conference/Min Days - March 20 & 21
- End of T2 - March 12
- Spring Break - April 7-11
- Open House — May 15
- Memorial Day - May 26
- Last Day of School/Min Day - June 13
- Juneteenth Day - June 19

## Bell Schedules

School office	8:00-4:00 p.m. M-F
First Bell	8:20 a.m. M-F
Instructional Bell	8:25 a.m. M-F
TK/Kinder Dismissal	Kindergarten day will end at 1:00 p.m. until October 4th. Beginning October 7th, they will be excused at 2:30.  Transitional Kindergarten day will end at 1:00 p.m. until November 22nd. Beginning December 2nd, they will be excused at 2:30.
1st-8th Grade Dismissal	3:10 p.m. M, T, Th, Fri/2:30 p.m. on Wednesdays

Minimum Day Dismissal (TK-8th)	12:30 p.m. (no lunch)
--------------------------------	-----------------------

Recess	9:51-10:11 a.m. M-F
Lunch	12:20-1:00 p.m. M-F

---

## Arrival and Departure

### Arrival

The instructional day starts promptly at 8:25 a.m. for all grades. No student should be on campus before 8:10 a.m. If a student arrives after 8:25 a.m, they should go directly to the office to check-in and collect the tardy slip to be handed to the child's teacher.

### Departure

All students should be picked up immediately at dismissal time unless involved in school activities or supervised by an adult. There is no yard supervision for children in Kindergarten after their dismissal at 2:30 p.m. Because classes are still in session until 3:10 p.m., please exit the campus immediately after picking up your child.

### Transportation

#### *Drop Off / Pick Up*

#### **Office Parking Lot Drop Off (west side of campus)**

Families may use this area to drop off students in the morning. There are two drop off lanes on this side of campus. One goes along the tennis courts and in front of the classrooms 6, 7, and 8. The other runs parallel to Woodside Road with the drop off location in front of the office. Parents who are dropping students off in these lanes should stay in their car during the drop off. For children who need more assistance,

parents may park in any of the visitor spots or along Woodside Road and walk their child on to the campus. There is additional parking available in the Sellman Lot for parents who choose to walk their child onto campus.

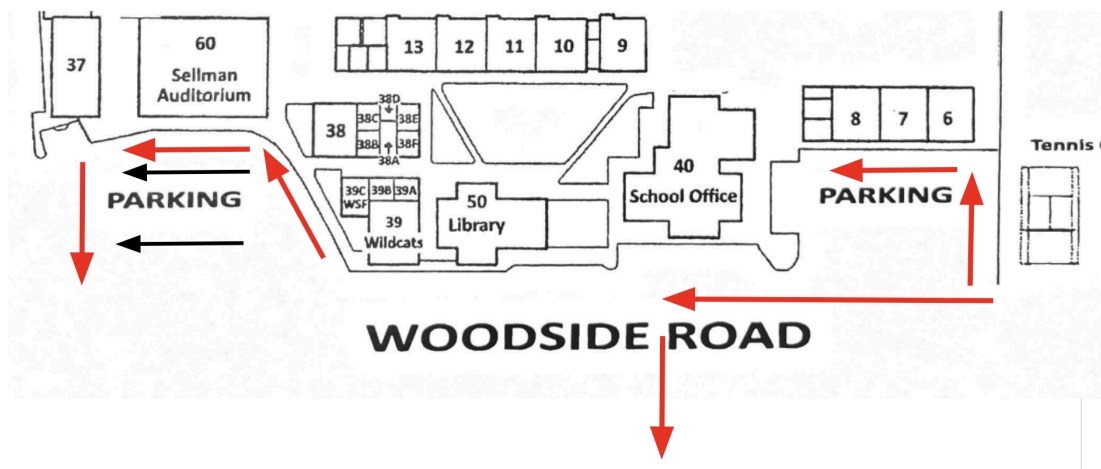
Pick Up follows the same route. Students who are being picked up in these areas should be ready and waiting in front of the office. School personnel will be assisting this process. Please arrange any playdates ahead of time if you are picking up in these lanes.

### **Sellman Auditorium Parking Lot (east side of campus)**

Families may use the right side lane that runs along the campus and Sellman Auditorium. There is NO PARKING in this lane, and all cars must pull all the way forward when dropping off students. You may use the outer lane for parking or passing. You must park your car in the designated visitor parking spaces if you need to wait or come onto campus. Please do not park in or behind auction winner parking spots or handicapped spots.

There is no stopping or dropping off on the drive thru lane that runs parallel to Woodside Road. Blocking the drive through lanes not only adds to the congestion but is also dangerous when pedestrians are crossing the parking lot. Only staff automobiles are allowed down the east side of the campus toward the Community Gym.

Pick up from this area follows the same route. Students should be waiting in front of Sellman and school personnel will be available to assist with pick up.



### **Biking, Scootering & Walking to School**

Our school does not have permanent crossing guards on Woodside Road. If your child walks to school, or if you have to park across the street, please use only the designated crosswalks. In addition, please use the designated crosswalks when crossing through the parking lots.

Many of our children ride their bikes to school. PLEASE be aware of these young riders in the parking lot, in the crosswalks, and along the bike paths in town.

By law you must wear a helmet when you ride. Additionally, students who bike or scooter to campus must get off of their bike or scooter and walk it across crosswalks and onto campus. Bikes, skateboards, and scooters cannot be ridden at any time on campus, including after school hours. **All bikes must be locked securely in the bike racks.** Bikes may not be left in the racks overnight.

### **Designated Staff Parking Spaces**

There are clearly marked “Staff” parking spaces in both the preschool and Sellman parking lots. Please do not park in these spaces.

You may park in *any* space after 3:15 P.M. every day.

Safety is our main concern- Thank you for helping!

---

## **Attendance (Tardies, Absences, Appointments)**

### **Excused vs. Unexcused Absences**

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.*

## **Absences and 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.

## **Tardies/Leaving Early for Unexcused Reasons**

If your child is tardy, they must check in at the school office to get a tardy slip prior to going to class. Tardies can be labeled as excused or unexcused, and this is determined in the same way that an excused or unexcused absence would be. Many important things are done at the beginning of the school day, and it is vital that students are here on time.

If your child misses more than 30 minutes during the school day for an unexcused reason, whether at the beginning, middle, or end of the school day, your child may be marked as having an unexcused absence for that day.

## **Appointments**

Please avoid making appointments during the school day when possible. If you need to drop off your student late due to an appointment, they should follow tardy procedures. If you need to pick your child up early due to an appointment, an approved adult must be present at the office to sign your child out. Please arrive early so that your child can be called out of class, rather than calling ahead to the office, so that we can maximize instructional time. Students will not be permitted to walk or bike home early for appointments.

---

## **Forgotten Materials/Lunches**

If your child forgets their lunch, water bottle, or another item that they need for the school day, please label it clearly and drop it off on the table in the front office. DoorDash or other deliveries are not permitted for students, and lunches or snacks need to be brought in by a parent or approved adult. Lunches and items should not be delivered directly to students or classrooms, as this causes a safety issue and disrupts the school day. If your child forgets their lunch, please make a plan with them so that they know to come to the school office to pick it up at lunchtime. We ask that you do not take your child out of school for an off-campus lunch in order to keep continuity in the school day.

---

## **Illness Policies**

If your child has any of the following symptoms, please keep your child at home or make appropriate childcare arrangements:

- APPEARANCE, BEHAVIOR — unusually tired, pale, lack of appetite, difficult to wake up, confused or irritable. This is a sufficient reason to keep a child home and see how they do.
- EYES— thick mucus or pus draining from the eye. With pink eye (conjunctivitis) you may see a white or yellow discharge, matted eyelids after sleep, eye pain and/or redness.
- GREENISH NOSE DISCHARGE AND/OR CHRONIC OR CONTINUOUS COUGH— should be seen by a healthcare provider. These conditions may be contagious and require treatment.
- SORE THROAT — especially with fever or swollen glands in the neck. (With a diagnosis of Strep throat, the child may return to school after 24 hours or antibiotics.)
- DIARRHEA —within the last 24 hours.
- VOMITING — within the last 24 hours.
- RASH — unidentified body rash, especially with fever or itching.
- Muscle or body aches.
- New or unusual headache.

***PLEASE NOTE: Once a student has been sent home for symptoms, the***

***student may not return to school that day.***

*Your child can return to school when:*

- At least 24 hours have passed since resolution of fever without medication  
**AND**
- At least 24 hours have passed since symptoms have improved (NO wet, frequent cough, NO copious amount of nasal discharge with frequent nose blowing and/or sneezing, NO vomiting or diarrhea for 24 hours).

## **Health / Wellness (allergies, lice, vision, hearing, considerations, sex ed, medication policy )**

### **Immunizations**

All children entering school at the transitional kindergarten or kindergarten level must submit current immunization records and have a recent physical examination from their physician. The physical exam must be performed no earlier than 18 months before entering 1<sup>st</sup> grade (6 months before TK/Kindergarten).

### **Medication Policy**

Any pupil who is required to take, during the regular school day, medication or an inhaler prescribed for him by a physician, may be assisted by designated school personnel if the District receives (1) a written statement from such physician detailing the method, amount, and time schedule by which medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

All medication must be in the original prescription container with the pharmacy label including the date dispensed, physician's name, student's name, medication and instructions for administering the medication. For non-prescription medication, the requirements are the same as for prescription medication. It is recommended that all medications be brought to the school by the parent or guardian. Whenever possible, the medication should be given at home before or after school, providing this meets with the physician's approval.

The medication should be noted on the child's emergency card and emergency form (which should be updated as needed). **All medications must be dispensed by the office and kept in the office.** A doctor's prescription is also required for inhalers, including the right to carry the inhaler in the student's backpack.

Over the counter medications may be given by office staff or teachers if there is a "Medical Form for School and Field Trips" on file in the office. This form must be completed and signed each year.

### **Head Lice**

Head lice are very common and always exist in communities and schools. No school is lice-free, just as no school is free of the common cold. Anytime children come together,



particularly at the beginning of school, birthday parties, sleepovers, sports activities, etc. lice cases increase. When a student is identified as having head lice, the student will be sent home at the end of the day. If you receive a lice notification in your classroom, please check your child and siblings daily for 2 weeks. Parents/guardians are encouraged to inspect their child's hair as part of their regular hygiene routine. Please contact Carly in the office if your child has lice and treat them as soon as possible. Teaching your child not to share or trade personal items such as brushes, combs, hats, helmets, and avoiding head-to-head contact, are helpful in preventing transmission. If your child has long hair, keeping the hair in a braid or ponytail also reduces transmission. Additional lice information can be found below.

- WESD Lice Protocol [HERE](#)
- CDC Lice Treatment [HERE](#)
- CDPH Lice Fact Sheet [HERE](#)

### **Hearing and Vision Screenings**

California Education Code requires that schools provide mandated health screenings of students to help identify potential problems with hearing and vision. Students are screened in kindergarten, second, fifth, and eighth grade. Special education students are screened during the initial evaluation, then on a yearly basis. Parents and teachers can request a hearing or vision test if there is a concern or if a problem is suspected.

### **Sex Education**

Sex Education is provided in 5th and 8th grade. Instruction is provided by the science teachers and school nurse. Sex education is taught as part of the science class in fifth grade. In eighth grade the course is part of the life wheel class. Parents will be notified when the classes are scheduled and will have the opportunity to preview the curriculum.

---

### **Behavior Expectations**

At Woodside School, students are held to a standard of expectations that fosters positive learning experiences and environments. 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.

### **Lower School (TK-4)**

#### ***School Rules***

- Wildcats are Safe
- Wildcats are Respectful
- Wildcats are Responsible

Link to “Wildcat Way Around Campus” and “Wildcat Way Card” reward system.

### ***Reward System***

Students in grades TK-4 learn what it looks like to follow the Wildcat Way at different places around the campus, including in their classrooms. Students may receive a Wildcat Way Card for exhibiting these positive behaviors around the campus. Each Friday afternoon, these Wildcat Way Card winners are entered into a raffle for a free ice cream served every Friday at 3:15.

### ***Behavior Supports***

From time to time, a student in grades TK-4 may exhibit a behavior or a series of behaviors that need to be addressed by the lower school principal. These office referrals typically require students to reflect on their choices, consider alternatives to their choices, and repair any harm that they may have caused others. Typically, the parent is contacted by email or phone call. When these behaviors continue, students may have additional consequences and parents are asked to meet with school personnel.

### **Upper School (5-8)**

#### ***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. 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 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.

**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.
- 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.*
- appreciate and respect the differences of others.
- refrain from verbal or cyberbullying, intimidation or harassment of others.
- not leave the school grounds during school hours without checking out through the school office with an adult.
- not bring any form of weapon (real or play) to school.
- 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.

**Rewards System**

Upper School students can earn WILDcards each week for demonstrating Wisdom, Inclusivity, Leadership, and Dedication across campus. Students are rewarded with a WILDcard when a staff member on campus notices these positive behaviors, and each WILDcard is entered into a weekly drawing for various prizes.

**Behavior Supports**

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:

Woodside Upper School Behavior Management Plan	
Level 1	Verbal warning/conversation

<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 to administration 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 choice
- Student behavior contract
- Lunchtime detention
- Loss of preferred recess activity
- 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 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 respond to the behavioral issue, in an effort to support the child in exercising responsibility and self-control.

**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.

### **Academic Integrity/Use of AI**

All work that is completed and turned in should represent students' own words and ideas, unless otherwise directed to use other tools for support. AI tools are becoming more available, and we want students to learn how to use these tools safely and responsibly and to avoid plagiarism. Please review our full [AI Policy](#) as a family.

---

### **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
- 

### **Personal Electronic Devices (cell phones, smart watches, etc.)**

Woodside is dedicated to providing an enriching educational experience without

disruption, and in this spirit does not allow the use of personal electronic devices during school hours while on campus. Personal electronic devices include but are not limited to non-school-issued tablets, laptops, cell phones, smart watches, ereaders, and gaming and video streaming devices. In general, we strongly discourage students from bringing these and any other non-school issued electronic devices to campus in order to minimize use of these devices and because the district cannot be responsible for lost, stolen, or damaged devices. Devices that are used during the school day will be confiscated and kept in the school office until the end of the day. On the first warning, the device will be released to the student; on the second warning, the device will be released to the student by the principal; on the third warning, the device will be released to the parent/guardian of the student.

Overall, it is our policy that personal electronic devices are not permitted to be used on campus during school hours. If personal devices must be brought to school then they are required to be turned off and packed away in backpacks for the duration of the school day. Smart watches, if worn to school, must be configured as “simple watches” and placed in “school mode” at all times. Students are not permitted to use devices, including smart watches, to text or call during the school day, and should use the front office phone to contact home. We ask that you please reinforce this with your child.

As students are under the age of 18, they are not permitted to use or have a device that is connected to the school network. We thank families for being understanding and supportive of our desire to keep disruptive personal electronic devices out of the school environment.

---

### **Personal Belongings (toys, cards, sports equipment)**

Children come to school to learn and the day is designed to foster learning environments that minimize distractions. In keeping with this practice, personal belongings such as toys and trading cards are not allowed at school. Please help to monitor your child's backpack to make sure that all personal items stay at home, especially those of value.

---

### **Labels / Lost and Found**

Please clearly label your child's belongings, including jackets/sweatshirts, water bottles, and lunch boxes with their last name. Items that are left behind are moved to the lost and found areas outside of Room 35 and Room 15. Please check these frequently for lost belongings. Any leftover items that have not been claimed within a reasonable amount of time will be donated.

---

### **Grading / Assessment**

Report cards are mailed home three times per year at the end of each trimester.

### **Transitional Kindergarten**

Students in TK are assessed using the following scale:

**E:** Exploring skills and competencies Student is exploring and discovering the behaviors and skills that will lead to proficiency in this area.

**B:** Building skills and competencies Student shows evidence of growth in the behaviors and skills in this area and is building confidence as proficiency increases.

**A:** Applying skills and competencies Student consistently and confidently shows proficiency in the behaviors and skills needed to succeed in this area.

### **K-5th**

Students in Grades K-5 are assessed using a standards-based grading system. Report cards for these grade levels use the following assessment scale:

#### Academics

4- Exceeding Standards

3- Met Standard

2- Progressing

1- Area of Concern

X- Not Introduced

NA- Not Assessed

\*- Individualized Education Plan

Indicators of progress:

Students are evaluated based on their achievement of the grade-level skills, strategies, and concepts identified in the California Common Core State Standards. For the first two reporting periods, students who receive a mark of “progressing” are making consistent progress toward achieving end-of-year expectations for a given grade level. To view expectations for specific standards: <http://www.cde.ca.gov/be/st/ss>

#### Social Responsibilities and Learning Behaviors

+ - Consistently Applies

/ - Frequently Applies

~ - Rarely Applies

### **6th-8th**

Students in Grades 6-8 are assessed using a traditional grading scale and GPA calculation. Report cards for these grade levels use the following assessment scale:

WES Grading Standards:	Grade	Percent	Grade Point
	A	95-100	4.00
	A-	90-94	3.67
	B+	87-89	3.33
	B	83-86	3.00
	B-	80-82	2.67
	C+	77-79	2.33
	C	73-76	2.00
	C-	70-72	1.67
	D+	67-69	1.33
	D	63-66	1.00

D-	60-62	.67
F	Below 60	.00

Students and families are given access to the PowerSchool grading system to view grades and assignments in real time. This is a valuable tool for monitoring student progress and tracking missing work. PowerSchool usernames and passwords are issued in 6th grade. If you need assistance with your PowerSchool account, please contact the technology team for support. ([stulachan@woodsideschool.us](mailto:stulachan@woodsideschool.us), [hhansen@woodsideschool.us](mailto:hhansen@woodsideschool.us)).

---

## **Technology Use Agreement**

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 sent home at the beginning of the year.

---

## **Conferences**

Family/teacher conferences are held twice a year in the Fall and the Spring in order for teachers to share progress information with families. Fall conferences are open to all families and sign-ups are done online. Links to register for conferences are listed on the school website and in the Wildcats Weekly when registration opens. Spring Conferences are typically held on an as-needed basis, and teachers will contact families directly if they wish to hold a conference.

---

## **Lunch program**

Breakfast and/or Lunch is available at no cost to all students attending public schools in California. Please visit our [school website](#) for information, registration, and ordering. In order to minimize food waste, talk to your children about what they will and won't eat and order accordingly. Please remember that you must order a month ahead of time. All questions should be directed to Liza Lazzari at [llazzari@woodsideschool.us](mailto:llazzari@woodsideschool.us).

---

## **Birthdays and Celebrations**

In an effort to maximize inclusivity for all students, please maintain a sense of awareness around distribution of birthday party invitations and any class treats. This includes being aware of student allergies in your child's class.

---



## **After Care**

Workshop Enrichment offers flexible, daily enrichment opportunities from school dismissal until 6 p.m. Families have the option to be billed at the end of the month for the exact minutes of enrichment your child attends. Parents may change schedules as needed from day to day. To learn more and to register, visit [www.workshopeducation.org](http://www.workshopeducation.org)

---

## **Field Trips**

### **Permission Slips**

Field trips are a regular part of our school year activities. A permission slip will be sent home prior to each outing. Please return the slip promptly. Your child will not be permitted to participate without the signed slip.

### **Transportation**

School bus or charter bus transportation is provided for most field trips. On occasion, parents may be asked to provide transportation for field trips that are nearby. Drivers must have a Driver Liability Form on file in the office. A driver must have a valid driver's license and proper insurance coverage. Each passenger must use a seat belt. Children under the age of 13 are not allowed to sit in the front seat if the car is equipped with a passenger side air bag. Children under 60 pounds or 6 years or younger must be in a booster seat.

### **Scholarships**

Most field trip expenses are included as a part of the educational program. However, overnight field trips do require an additional fee. Scholarship funds are available to help families who may need assistance. Please see Liza Lazzari in the office if you wish to apply for partial or full scholarship. Inquiries will remain confidential.

---

## **Communication and Parent Participation**

### **Parent Concerns**

Concerns raised by parents or guardians involving their child's classroom experience should be resolved as quickly as possible. The recommended order of events in addressing a concern are as follows:

1. Parents/guardians are urged to discuss their concerns directly with the teacher when the concern surfaces.
2. If the concerns are not resolved at this level, the parent/guardian should then discuss the matter with the Administration.

3. Please remember that if parents have general concerns regarding classroom activities or a school matter, a good source of information is the teacher or the room parent. Please don't hesitate to contact one of them.

### **Wildcat Weekly**

Announcements of all school-related messages from school groups and administration, special events, school news, and meetings are presented in the Wildcat Weekly which is emailed at the beginning of each week. If you have a school-related announcement, please submit by noon on Wednesday to [wildcatsweekly@woodsideschool.us](mailto:wildcatsweekly@woodsideschool.us).

### **Woodside School Website**

You will find that the vast majority of school/district related information can be found on our website, [www.woodsideschool.us](http://www.woodsideschool.us). PTA, Woodside Foundation, Board, community, budget and facilities information can all be found on the website.

### **Parent Volunteer Opportunities**

Parents are encouraged to sign up for volunteer opportunities if possible; however there are no volunteer requirements. Volunteers may support the teacher with preparing materials, helping students while teachers are working with small group, or chaperoning field trips.

There are also school organizations and committees that rely on parent participants including:

***District English Language Advisory Council (DELAC):*** DELAC is a committee formed by staff, board members and parents of English learners. They meet several times a year to review the English Learner academic program. DELAC reviews the current program, seeks feedback from students, staff and parents about our English Learner program and makes adjustments to programs and set future goals.

***Woodside Inclusion and Diversity Council (WIDC):*** WIDC's mission is to sustain a commitment to being a diverse and inclusive community and believes the inclusion of people of diverse race, ethnicity, national origin, culture, religion, gender, sexual orientation, learning style, physical ability, family structure, and socioeconomic background enriches our academic programs and the experience of students, educators, staff, and families. While preparing and educating our young people for roles as citizens and leaders in a highly diverse world, we will cultivate understanding and strengthen relationships, appreciating the benefits and rising to the challenge of integrating diversity in all aspects of our school community.

***School Site Council:*** The Site Council is a group mandated by the State, consisting of equal numbers of parents and staff including the principal and teachers, whose purpose is to assist the School Board in developing school goals, to annually review the school plan, and administer of the annual parent survey.

***PTA (Parent Teacher Association):*** PTA meetings, where the planning for PTA activities and events takes place, are held the first Wednesday of each month at 8:30 A.M. and all

are welcome to attend. There is a membership fee that goes toward supporting PTA sponsored activities. The PTA sponsors a variety of events as well as providing financial and volunteer support for activities promoted by other school organizations.

***Board of Trustees (elected officials):*** The Woodside School Board of Trustees is made up of five members elected by voters in the Woodside School District. The Board elects its own officers. The Board is responsible for overseeing the entire educational program, including the budget. Meetings are usually held once a month on Tuesdays at 3:30 p.m. in the Wildcats room. Board meetings, except for closed sessions, are open to the public. Agendas and minutes are posted on the school website at [www.woodside.k12.ca.us](http://www.woodside.k12.ca.us).

***Woodside School Foundation:*** The Woodside School Foundation is a tax exempt, non-profit charitable organization. The Woodside School Foundation's (WSF) mission is to raise money to supplement the budget at Woodside School, ensuring continued excellence in academic, social, and cultural programs. Money is raised annually by the Woodside School Foundation through two fundraisers — the Annual Fund and the Grand Auction. In raising approximately 15% of the school's budget, our WSF community provides the support needed to continue to invest in curriculum development, new classroom materials, and robust professional training programs for our teachers.

---

## **Student Assistance Programs**

**Student Success Team (SST):** Parents and teachers can request an SST meeting to examine a student's academic or social/emotional progress. The principal and classroom teacher, along with the parents generate strategies for supporting the student and schedule a follow up meeting to evaluate the effectiveness of the supports. To initiate an SST, email your child's principal.

**School Counselor:** The school counselor can be available to students on a short-term basis to work on school-related issues like behavior, self-confidence, or peer relationships. These referrals are frequently a recommendation at an SST meeting.

---

## **Closed Campus**

The Woodside School campus is closed to all persons with the exception of staff and students from 8:25am-3:10pm on days when school is in session. Visitors to campus during these times must check in at the office before proceeding onto campus. The campus is open to the public after 3:10pm and on weekends. Dogs are not permitted on campus at any time.

---

## **School Safety/Emergency Drills**

Woodside Elementary School District participates in the county-wide safe schools initiative called the Big Five. The Big Five is a common emergency plan adopted by all San Mateo County school districts and law enforcement agencies. Created by San Mateo County's Coalition for Safe Schools and Communities, it provides five immediate action responses in any given emergency: Shelter in Place; Drop, Cover, and Hold On; Secure Campus; Lockdown/Barricade; and Evacuation. Emergency drills are held for every scenario on a regular, planned basis, with the exception of Lockdown/Barricade drills, which are held with staff only in order to be trauma-informed. For more information about the Big Five, visit [San Mateo County Office of Education's website](#). For more site specific emergency information, please view our [safety plan](#) on the school website.

In the case of a real emergency, we ask that families wait to hear information from the school before arriving on campus. It is important that law enforcement and other agencies are able to access campus and protect the safety of all students and staff before families enter the site. Emergency communications will be sent via email and via text message.

---